

# Oneida Business Committee Meeting Agenda Request Form

[Deadlines](#)

[Instructions](#)

1. Meeting Date Requested: 01 / 08 / 14

## 2. Nature of request

Session:  Open  Executive - justification required (see instructions.) Choose one:

Choose one:

Agenda header

(choose one): BCC Report

Agenda item title (see instructions):

DIVISION OF LAND MANAGEMENT 1ST QUARTER REPORT

Action requested (choose one)

Information only

Action - please describe:

REQUEST TO APPROVE

## 3. Justification

Why BC action is required (see instructions):

QUARTERLY

## 4. Supporting Materials

[Instructions](#)

Memo of explanation with required information (see instructions)

Resolution  Contract  Report  Other (please list):

1.

3.

2.

4.

Business Committee signature required

## 5. Submission Authorization

Authorized sponsor (choose one): David Jordan, Council Member

Requestor (if different from above): PAT PELKY, INTER. DIRECTOR DOLM

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

# DIVISION OF LAND MANAGEMENT

## 1<sup>ST</sup> QUARTER REPORT FY' 14



- REFORMATORY ROAD FUTURE HBO SITE



PURCHASED 1<sup>ST</sup> QUARTER



DREAM HOME

**MISSION:**  
TO ACQUIRE ALL LANDS  
WITHIN THE 1939  
RESERVATION  
BOUNDARIES AND  
DISTRIBUTE ACCORDING  
TO THE NEEDS OF THE GTC

## OVERALL IMPRESSIONS OF THE FIRST QUARTER

Property Management worked closely with the BIA reality specialist as well as the BIA environmental specialist in addition to our own Environment Division to strategize a much more efficient NEPA process for residential leases. This NEPA process was then mapped out and executed so that the three leases mentioned above could begin building their homes as soon as possible.



All said and done, in the last year we have had 8 HBO leases processed and approved and 8 Oneida homes go up. Without the good working relationships mentioned earlier, things would have been much more difficult, and could have easily gone in that direction if not for humble minds and alliance built to improve services for the Oneida people.

This Quarter moved slowly with the BIA offices shut down and then reopening. However, this gave extra time to re-look at current processes and revise existing SOP's.

## PERSONNEL

### Full-time Employees as of December 31, 2013:

- 25 regular full-time employees.
- 1 Interim DOLM Division Director.
- 100% are enrolled Tribal Members

### Accrual Time-Off Management for Staff:

All of DOLM employees used their banked hours, meeting the target. We started with 6 employees with banked hours. We have **two (2)** employees over the 200 hours for vacation and personal time accruals. Each of these employees is encouraged to take time off monthly by their supervisor and to review their hours on the Employee Self Services computer site.

## TRAVEL & TRAINING

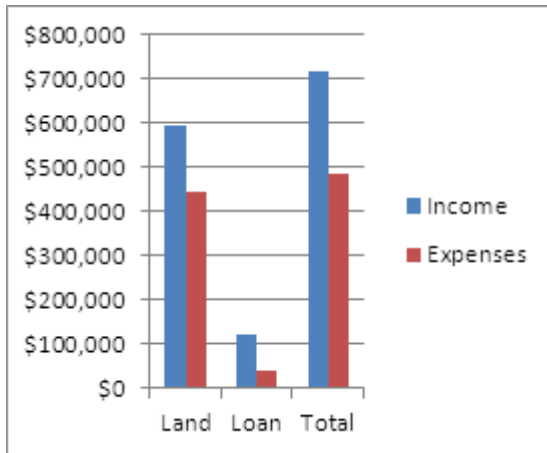
**\*\*All FIRST quarter travel costs were either reimbursed back to the tribe or funded by 100% grant dollars.**

DOLM Travel for 4th Quarter			
Staff Member	Event	Location	Cost
Faith Metoxen	WIS DOT Listening Session at the Radisson on October 22 <sup>nd</sup> -24 <sup>th</sup>	Radisson	0
Sandra Wondra	WIS DOT Listening Session at the Radisson on October 22 <sup>nd</sup> -24 <sup>th</sup>	Radisson	0

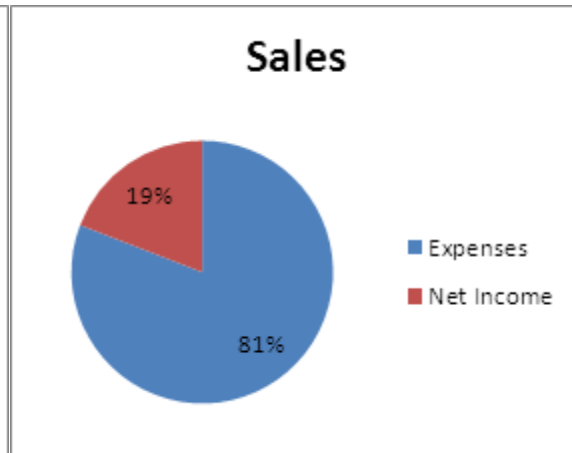
Faith Metoxen	Intergenerational Workforce Difference Training, December 17, 2013	Office	0
Lauren Hartman	WIS DOT Listening Session at the Radisson on October 22 <sup>nd</sup> -24 <sup>th</sup>	Radisson	0
Amanda Thayer	Real Property Classes	Office	0
Cindy Lecker	Real Property Classes	Office	0

### FINANCIAL AND BUDGETARY UPDATE

- Currently have 381 active loans
- Closed 20 loans for a total of \$1,116,729 loaned to Oneida Tribal members
- On track with budget



2014 BUDGET & ACTUAL GRAPH



PERCENTAGE REVENUE PIE CHART

### CARETAKING ASSET MANAGEMENT

**Property Management** manages and maintains tribally owned land and properties of the Oneida Tribe, to create available services for our community members, such as: rentals, residential, commercial and agricultural leasing, to provide safe and sanitary buildings and land resource to the tribal memberships.

- 73 Rental Units including 8 life estates with no vacancies

- 599 Residential leases including 5 full fair for non-Oneida residing in home and 23 HBO with 1 site available
- 21 Trailer Court Lots
- 19 Standard Assignments
- 109 Commercial leases
- 46 Agricultural leases
- Demo Meetings
- Maintenance Area overs sees all rental units, newly acquired DREAM Homes, and all other properties of DOLM
- posting properties as needed
- Maintenance average 350 work requests (includes everything from plumbing to home repairs) a month.
- Maintenance completed the Fall Maintenance of homes and preparing for snow removal
- 2 Land Use License – Brown County Parks (Snowmoblie trail) and WIS DNR- Water Sample Study (Silver Creek)
- Processing 2 Easements – Net Lec at Main Casino and AT&T at Duck Creek/HWY 54

**The services Land Title & Trust provides:**

- 144 active Individual Trust files with approximately 430 owners
- Working with request Trust to Trust Transfer, Development, and Fee to Trust
- 1417 Title Reports completed to date
- Recorded documents at the county
- 46 Probates to date
- Oneida Register of Deeds records documents daily currently 8318 to date
- Provides Notary services and Will Preparation for community members
- Worked on Special project, and recording documents and indexed into On-base
- Assisted West De Pere School with their Impact Report.
- Processed two contracts
- Entered work orders for the Maintenance Service Department
- Address verifications and tax exemptions for utilities

*Title Reports are an essential part of land management they contribute to a large majority of cliental of DOLM and are needed by staff on a daily basis to process loans, and other various projects throughout our department.*

- BIA TAAMS - Trust Asset Accounts Management System this quarter we have encoded 32 leases old/new, 2 Cancelations and printed 118 Title Status reports
- Land Title & Trust received 11 old documents from Brown County Register of Deeds dating back to 1907 – 1910. Documents have been given to Cultural & Heritage
- **Land Title & Trust** – Provides technical assistance to Individual Trust Owners regarding; Trust Land transfers, probates, and document recording. Additionally, maintaining all official transactions relating to the Oneida Tribe and its membership to preserve, and strengthen the Tribal Sovereignty.

### **SOVEREIGNTY LAND BASE**

- 39% of land owned from original reservation of 65,400
- Purchased 1 DREAM home
  - 4203 Merrimac Way
- Accepted offer on SEOTS building
- Moving forward on procedural exception for Gaming – Accepted offer
- Working with Environmental on transferring 40 acres to Oneida from DOT
- To acquire homes or land at below fair market value or through foreclosure. These homes were valued less than the land.

➤ **TOTAL LAND OWNED IS: 25,064.28 ACRES**

### **PUBLIC OUTREACH**

- Notified tenants of the work orders process being changed –
- Land Title & Trust assisted over 355 customers this quarter for the following services: taxation letters, as most tribal members who live and work within the boundaries of the Reservation are exempt from paying state taxes on most of their bills
- Public notifications on: Kalihwisaks, Website and Facebook

### **AUDIT UPDATES**

- Currently working on Acquisition area with DOLM Staff

### **TECHNOLOGY, EQUIPMENT AND INFORMATIONAL UPDATES**

- In the process of updating the phone system
- Able to search word documents in OnBase

- Created a daily log in Outlook for all DOLM employees
- Administrative Support is working with Maintenance area to help route Work Orders – By implementing this new process, it will improve communication between tenants and DOLM staff to ensure work orders are complete in a timely manner
- Administrative Support is also working with Maintenance area to assist with the Walk Through process
- Evaluating and creating avenues for effective communication with all areas of DOLM

### **PROGRAM EVALUATION HIGHLIGHTS**

- The first quarter of fiscal year 2014 we received three very important residential leases back from the BIA. Although, every lease is very important, these leases were met with much red tape due to changes at the BIA. These leases are also called Home Builder Opportunity (HBO) leases, which mean they are leases on vacant land for enrolled Oneidas to build homes on.
- Received our first Notice of Decision (NOD) for a 520+ acre property located near the 1100 Blk of Reformatory Road. Within Thirty to Forty-five (30-45) days the tribe will receive a warranty deed to record for this.
- 9 additional NOD's were received for properties that are a mix of residential and commercial within the City of Green Bay and agricultural properties in the Town of Oneida consisting of 470+ acres.

### **NOTABLE ACCOMPLISHMENTS**

- We will be adding an additional 990+ acres to the trust land base and with the Annual improvement taxes a **savings of \$123,000+** from just two applications
- 3 HBO sites ready to build for tribal members
- Congratulations Carla Clark for 25 years of Service with the Oneida Tribe
- The 12 week Real Property Law Class has been completed for the year, with a wide variety of participations, including DOLM staff, other tribal departments and tribal members who attended

### **2<sup>nd</sup> Quarter GOALS**

- Property Management will identify and prepare more sites for the Home Builders Opportunity Program

- Continue working on communication throughout the department and with all other areas of the tribe.
- Public Outreach to the community regarding land issues

### **EMERGING ISSUES FOR THE BUSINESS COMMITTEE**

- Request to appointment Lauran Hartman as the Fee to Trust representative for the Oneida Tribe of Indians of Wisconsin so she may participate in the Fee to Trust Advisory Council meetings.
- Gary Jordan resigned which was approved on December 11, 2013 by Land Commission. Be sent to the Election board as a vacancy for the 2014 Election.

#### **Report Submitted By:**

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Patrick Pelky, Interim DOLM Director Date

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Lori Elm, Office Manager Date