

Oneida Business Committee Meeting Agenda Request Form

[Deadlines](#)

[Instructions](#)

1. Meeting Date Requested: 03 / 26 / 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 (DOLM) 2ND QUARTER REPORT

Action requested (choose one)

Information only

Action - please describe:

ACCEPT REPORT

3. Justification

Why BC action is required (see instructions):

STANDING AGENDA ITEM

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): Ed Delgado, Tribal Chairman

Requestor (if different from above):

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

A copy of this document can be saved in a pdf format. Please e:mail this form and all supporting materials to BC_Agenda_Requests@oneidanation.org.

[Save and e:mail](#)

OVERALL IMPRESSIONS OF THE FIRST QUARTER

The past quarter has been filled with changes and expectations for the Division of Land Management. We are looking at increasing communication and integrating like services by combining Land Management with Environmental Health and Safety and Housing Authority.

We are still in the audit process and work cooperatively with any requests for information and updates as needed. Another, subject DOLM is addressing is cost containment and what it means to our area. We have 2 employees currently on leave which is saving in our salary line. We have been limiting expenses the first six months of the year and our budget is \$90,859 under budget in our expenses. As the warmer months start, we plan to start the maintenance projects we have planned for FY 2014.

Currently, we are working on team building to increase communication to provide an efficient workplace for all employees and customers. External service to our membership is essential part of DOLM.

With all the changes happening this 2nd quarter, the staff have remained “Care Takers” working hard, productive and customer oriented.

Full-time Employees as of March 18, 2014:

- 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 three (3) 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 2ND quarter travel costs were either reimbursed back to the tribe, funded by 100% grant dollar or training was free.**

DOLM Travel for 4th Quarter			
Staff Member	Event	Location	Cost
Faith Metoxen	Decolonization Training	Parish Hall	0
Sandra Wondra	Decolonization Training	Parish Hall	0



Diane Wilson	Decolonization Training	Parish Hall	0
Michelle Hill	Decolonization Training	Parish Hall	0
Carla Clark	Decolonization Training	Parish Hall	0
Faith Metoxen	Intergenerational Workforce Training	Office	0
Faith Metoxen	Identifying Resources: HUD, ANA, BIA and other Funding Sources	Office	0
Mary Jo Nash	Bay Title Training on Land Types	DOLM	0
Tina Skenandore	Decolonization Training	Parish Hall	0
Lauren Hartman	Div. of F2T Advisory Council Meeting	Bloomington, MN	0
Kurt Jordan	Better Buildings Better Business	Wisconsin Dells	\$662.50
Lisa Rauschenbach	Better Buildings Better Business	Wisconsin Dells	\$662.50
Alvin Summers	Better Buildings Better Business	Wisconsin Dells	\$662.50
David Danforth	Better Buildings Better Business	Wisconsin Dells	\$662.50

FINANCIAL AND BUDGETARY UPDATE

- 405 total loans = \$23,766.02 in loan receivables
- 8 new loans = \$444,298 in new loan receivables

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, sanitary buildings and land resource to the tribal memberships.

- 73 Rental Units including 8 Life Estates



- 599 Residential leases including 5 full fair for non-Oneida residing in home and 23 HBO 21 Trailer Court Lots
- 19 Standard Assignments
- 109 Commercial leases
- 46 Agricultural leases
- Work with Demo Team
- Maintenance Area overs sees all rental units, newly acquired DREAM Homes, and all other properties of DOLM
- Posting properties as needed
- Maintenance average 400 work requests (Includes everything from plumbing, home repairs & snow removal) a month.
- Continue updating Standard Operating Procedures to improve on services
- 2 Easements – Net Lec at Main Casino and AT&T at Duck Creek/HWY 54

MORE SERVICES

Land Title & Trust is responsible for providing technical assistance to the individual trust owners, probate, and recording and maintain all official transaction relating to the Oneida Nation of WI and its membership.

- 144 active Individual Trust files with approximately 445 owners
- Working with 20 individuals request for Trust to Trust Transfer, Development, and Fee to Trust
- 11 Title Reports completed
- Recorded documents at the county
- 922 Probates files maintained
- Oneida Register of Deeds recorded 109 documents for total of 8370



LAND TITLE & TRUST

In the past the Division of Land Management would assist enrolled Oneida members with preparing Last Will and Testaments.

The main purpose of this service was to prevent the further fractionation of the Individual Trust Land/Allotments.

Our Land, Title and Trust Department attended trainings to prepare Last Will and Testaments, and Charlene Smith; (Attorney) reviewed the Wills. With Charlene's retirement we no longer have an attorney to review our wills therefore with much regret we will no longer be providing the Last Will and Testament service.

However, the Division of Land Management will continue to store Last Will and Testaments in the fireproof secured vault.



- 8 legal descriptions have been verified and entered into and indexed into On-base
- BIA TAAMS – Trust Asset Accounts Management System – encoded 20 leases and printed 85 Title Status reports
- And all other projects

SOVEREIGNTY LAND BASE

- 39% of land owned from original reservation of 65,400
- Closed on SEOTS building, Greenfield, WI
- 1.84 acres was gifted from the DOT (*under the old bridge*)
- Improving Acquisition process

➤ **TOTAL LAND OWNED IS: 25,067.81 ACRES**

AUDIT UPDATES

- Currently working on Acquisition area with DOLM Staff

TECHNOLOGY, EQUIPMENT AND INFORMATIONAL UPDATES (*Public Outreach*)

- Update 4-digit phone system
- Working with MIS for more efficient record keeping techniques/programs
- Credit Card Machine
- Public notifications on: Kalihwisaks, Website and Facebook
- Assisting tribal members with advertising For Sale By Owner (FSBO)
- Assisting tribal members with Offers to Purchase
- Over 14,000 files in OnBase and 2,000 work requests a month
- Administrative Support assists over 500 customers a month

DID YOU KNOW?



1.84 acres was gifted from the Department Of Transportation from under the old bridge on Hwy 54 to Oneida



The 2nd Qtr. a major priority for DOLM was Snow Removal. With snow fall reaching 36 inches, our Maintenance Crew of 2 and 1 truck, maintained DOLM buildings with only 1.5 hours of overtime



NOTABLE ACCOMPLISHMENTS

- There were 7 applications accepted into trust, of those; 6 are homes in the City of Green Bay, 1 is in the Town of Oneida with **the acreage of 523.75 with a saving of \$25, 288.07**
- Receiving positive remarks on our Customer Service
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3rd Quarter GOALS

- Close on 3 accepted offers
- Continue to work with Legislative Affairs and other outside entities on Service Agreements with surrounding communities
- Complete Operational Plan
- Complete all Spring maintenance on DOLM rental units
- Start Green Earth Trailer Court Improvements
- Working with LUTU II Team to achieve our goal of 12 HBO sites to be designated for community members to build on

EMERGING ISSUES FOR THE BUSINESS COMMITTEE

- Joint Meeting between Business Committee and Land Commission March 27, 2014 2:00 pm, at BCCR
- Cost Containment and status updates

Report Submitted By:

Patrick Pelky, Interim DOLM Director

Created by:

Lori Elm, Office Manager

