

Oneida Business Committee Meeting Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): BCC Report

Agenda item title (see instructions):

1ST QUARTER DOLM REPORT

Action requested (choose one)

☐ Information only

☒ Action - please describe:

ACCEPT 1ST QUARTER REPORT

3. Justification

Why BC action is required (see instructions):

EACH QUARTER A REPORT IS SUBMITTED

4. Supporting Materials

[Instructions](#)

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1.

3.

2.

4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Patrick Pelky, Division Director/EHS

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.

1) Save a copy of this form in a pdf format.

2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Division of Land Management

**FIRST QUARTER REPORT FY 15
(OCTOBER-DECEMBER, 2014)**



**As of December 31, 2014 our Oneida Nation owns approximately 25,072.48 acres or 38.3% of the 65,400 acres of the original boundaries.
7 Acres were acquired this fiscal year**



**The mission of the
Division of Land
Management is to
acquire all lands
within the 1838
original
boundaries and
distribute
according to the
needs of the GTC**

1ST QUARTER REPORT FY 2015 DIVISION OF LAND MANAGEMENT

Overall Impressions of the 1ST Quarter

During the first quarter the Division of Land Management (DOLM) has taken the initiative to implement the “Move-In Ready” standards for all newly acquired homes. This will provide safe and low maintenance Dream Homes for community members. We will continue to coordinate and provide information in an effective and efficient manner by working with Planning, Zoning and other key areas of the Oneida Nation to develop more residential opportunities for our members. Currently, we have 15 homes in the initial steps of the DREAM Home Process, once they are finished, they will be advertised to the community.

The top priority of DOLM is to reacquire land within our original boundaries, as well as, uphold the “Caretakers of the Land” mission. We will do this by maintaining land responsibilities within our Oneida Nation. By doing this, we will enhance and strengthen our jurisdiction, not only as the Oneida Nation but as a division. DOLM also collaborated and contributed input to the Land Use Plan Presentation which was presented at the November GTC meeting.

As of December 22, 2014, DOLM is in a moratorium on DREAM homes until April 1, 2015, we will continue to acquire vacant properties, if they are approved by Land Commission. The audit is still pending and we continue to work cooperatively with all requests for information and updates, as needed. FY 2015 has the potential of being an excellent year for the community and DOLM. We continue to improve as a team and reinforce that communication an essential asset for DOLM.

See chart for an update of all properties vacant or in the process of demolition.

FINANCIAL AND BUDGET UPDATE

LOANS	EQUALS	LOAN RECEIVABLE
15 NEW	EQUALS	\$1,135,285
432 TOTAL	EQUALS	\$26,634,697

***INCREASED BY 7 NEW LOANS**
*** LOAN RECEIVABLE INCREASED \$876.027.00**



POTENTIAL “MOVE-IN READY HOMES” GUIDELINES

1. No deferred maintenance.
2. Large items such as roofing, furnace, air conditioner, flooring and windows do not need to be replaced in the near future or 3-5 years
3. House does not require painting inside or out until the buyer is ready to make the changes they envision. The envelope is neutral so their furnishings look good. There are no marks or chips in the paint.
4. Kitchen and bathrooms have been renovated or updated. The buyer can see themselves using the kitchen without making changes.
5. House is clean. The carpeting and tile is shampooed and stain free. The appliances are clean inside and out.
6. Yard maintenance has been kept up.

Vacant and Demolition Update Oct-Dec 2014			
Type	# of in Oct 14	# of in Nov 14	# of in Dec 14
Demo Pending Residential only	15	15	15
Demo Complete Residential only	0	0	0
Vacant Homes	10	15	15
Vacant leases(Com & Ag)	0	0	0
HBO Sites	1	1	1
Rentals	2	2	3

Full-time Employees as of December 31, 2014

- 21.5 regular full-time employees
- 1 Administrative Assistant on loan to OHA
- 1 Interim DOLM Division Director
- 100% are enrolled Tribal Members

Accrual Time-Off Management for Staff:

- We have one employee that has over 200 hours for vacation and personal time accruals. This employee will be taking time off during the 2014 holiday season.

CARETAKING ASSET MANAGEMENT

- Property Management manages and maintains properties owned by the Oneida Nation, to create available services for our community members, such as: rentals, residential, commercial and agricultural leasing. Property Management also

provides safe and sanitary buildings, as well as, land resource to the Oneida membership.

- 72 Rentals Units including 7 Life Estates
 - 636 Residential leases including 5 full fair for non-Oneida residing in home
 - 23 HBO
 - 21 Trailer court lots
 - 18 Standard Assignments
 - 111 Commercial leases
 - 51 Agricultural leases
 - Updating Standard Operating Procedures
 - Working on easements and service line agreements
- Maintenance over sees all rental units, newly acquired DREAM Homes, and all other properties of DOLM
 - Assisting in demolitions and working on Demo Team
 - Walk through on new dream homes and do punch list of repairs and coordinate the repairs to get done so home can be sold.
 - Over 40 work request are completed by maintenance each month
 - Including plumbing, home repairs, landscaping, snow plowing/salting/shoveling duties and much more including all other duties assigned for properties
- Land title and Trust is responsible for providing
 - 144 active Individual Trust files and assisting over 455 Trust owners
 - Working with 15 individuals request for Trust to Trust Transfers, Development, and Fee to Trust
 - 5 Deeds went to the BIA for approval
 - 4 Deeds have been approved by the BIA.
 - 23 Title Reports completed and approved this quarter.
 - 935 Probates files maintained,
 - 5 New Probates Opened/6 Probates were closed.
 - 1 Probate hearing attended
 - 5 Probates submitted to the BIA and 1 Probate to the Land Commission
 - Oneida Register of Deeds recorded 83 documents for total of 8722
 - 4 legal descriptions have been verified, entered into data base and indexed into On-Base

- Processed 35 Utility Forms, 60 owner/address verifications
- Filed 1 Last Will and Testament.

BIA TAAMS – Trust Assets Accounts Management System –
Activity this quarter has increased we have encoded 30 Leases
and printed 25 Title Status reports and 5 documents.

HIGHLIGHT



✓ Public outreach

- **Oneida Land Commission decided at the December 22, 2014 Meeting to go into a moratorium on DREAM homes until April 1, 2015. They will continue to pursue vacant properties.**
- Facebook Social Media communication
- Kalihwisaks Article
- Trailer Court Community Meetings and Updates
- Collaborated presentation at the November 15, 2014 GTC Meeting, with other tribal departments concerning the June 16, 2014 Land Use Directive and continue to work towards the request.

“Land Use Plan Motion by Douglas Skenandore to develop a system through the Division of Land Management that provides opportunities for two (2) acre or less parcels for residential use on the reservation and bring the system back for GTC approval at the 2015 July Semi-Annual meeting, seconded by Nancy Skenandore. Motion carried by a show of hands.” DIRECTIVE FROM NOVEMBER 15, 2014 GTC MEETING

12' 3014 GTC MEETING

Skenandore: motion carried by a show of hands.” DIRECTIVE FROM NOVEMBER

✓ Notable Accomplishments

- Strategy Meetings with the Land Commission and other Internal Departments are complete, looking ahead at the next steps.
- Hosted Open Houses for a DREAM Home located at 4203 Merrimac. This is the first DREAM Home to be offered to the community in “move-in ready” condition. Community members who viewed the home had positive comments about the condition of the home.
- Coordinated Demolition of the BP gas station; this project shows how well the tribal departments work together as a team and by doing this, they save the tribe money and also show how much talent and experience our employees have. Great job to everyone involved.

- 2550 W. Mason Acquisition leased to Bay Bank
- We have assisted the local schools with their impact report by verifying 380 addresses, and land status.
- Continue working on Trailer Court upgrade and residential lease for Trailer Court
- LUTU II completed for Denney's property (Hill Drive) 2 more HBO Sites
 - 1 assigned to tribal member due to relocation with HWY 29 Project
 - 1 will be advertised in Kalihwisaks January, 2015



- Added an additional 1,643+ acres to the trust land base from those acres the taxes amounted to \$12,500+ that is potentially saved.

Goals

- To provide and updated 2033 Plan with other departments input
- Streamline the process for getting homes in “move-in ready” condition. We have a backlog of vacant homes due to the time and effort it takes to get them in “move-in ready condition”. This has been a learning experience and we will continue to improve so the homes will be sold by the end of the fiscal year 2015. In addition, we will work with the Acquisition Specialist to evaluate potential new home purchases so we do not add to the vacant home backlog. We will ensure new home purchases can be made “move-in ready” in a timely manner with the staffing and resources that are available according to the budget.
- Advertise and lease out New York Property located on Beacon Road
- To get PO'S in order and so we can complete the work in current Dream homes, so we can get them move in ready and sold
- To have 6 additional HBO sites to be identified and advertised to community members
- Tina is the new Register of Deed's; her goal is to improve the recording information, service, process and system.
- Complete 25 Fee to Trust applications by processing them to be accepted into trust- currently as of the 1st quarter we have 3 applications accepted into trust, within those 3 applications 1 is a home.
- Of those 25 Fee to Trust applications most will be residential homes
- Continue to work closely with Gaming and Retail to maintain economic development
- Continuously enhance DOLM policies to create a more efficient and effective services for the community
- Continue to review and approve probates, easements, leases and all other requests

- To enhance and protect our natural resources to fulfill Caretaking needs by working with OBC, Environmental Health and Safety, GLIS, Oneida Farms, DPW, Development Division and other areas
- Communicated with Division of Land Management staff and the Land Commission for effective and efficient services from both areas

BC Action Needed: Request BC to accept the 1st Quarter Report for the Division of Land Management