

Oneida Business Committee Meeting Agenda Request Form

1. Meeting Date Requested: 04 / 08 / 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): Report

Agenda item title (see instructions):

Division of Land Management FY '15 2nd Quarter Report

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Motion to accept Division of Land Management FY '15 2nd Quarter Report

3. Justification

Why BC action is required (see instructions):

Mandatory quarterly reporting

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

**SECOND QUARTER REPORT FY 15
(JANUARY-MARCH, 2015)**



As of March 31, 2015 our Oneida Nation owns approximately 25,085.25 acres or 38% of the 65,400 acres of the original boundaries.

9.31 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**

2nd QUARTER REPORT FY 2015 DIVISION OF LAND MANAGEMENT

Overall Impressions of the 2nd Quarter

The second quarter of Division of Land Management (DOLM) focused on implementing the home repair and improvement process. Currently we have 15 homes pending for the Dream Home program. The implementation of the repair and improvement process assists DOLM in having these 15 homes "move-in ready."

Prior to our Open Houses, also known as, the showing of these homes to the community, repairs and improvements were needed. These improvements include but are not limited to: carpeting and flooring replacement, spray foam the basements, new cabinets, roofing, and windows. The Purchase Order process plays a large role in the success of our homes being move-in ready in a timely fashion. We are working closely with Purchasing and Indian Preference to revise the Divisional Purchase Order SOP.

There are a few homes that were in need of a full renovation. DOLM's current MOA with OHA's Rehabilitation Workers allowed for a successful collaboration that assisted us in that renovation process. This partnership has proven the efficiency of team work within our Nation.

The moratorium of purchasing New Dream Homes is still in effect and will continue into the summer months. At this time DOLM will continue to acquire vacant properties which are approved by Oneida Land Commission and accepted as procedural exception by the Oneida Business Committee.

With the audit still pending we continue to work on improving the overall processes and communication of the Division of Land Management to achieve optimum efficiency.



FINANCIAL AND BUDGET UPDATE

LOANS	TYPE	LOAN RECEIVABLE
1 NEW	DREAM	\$160,525
2 NEW	VET-TLC	\$170,000
432 TOTAL	EQUALS	\$26,977,363.53

***INCREASED BY 3 NEW LOANS**
*** LOAN RECEIVABLE INCREASED**
\$330,525.00



FINANCE HIGHLIGHTS

Due to the hard work of DOLM Staff closing on TLC loans, we are now averaging over "\$8,000" in additional, TLC Monthly Interest Income from this time last year. We will make an estimated "\$90,000 MORE" in TLC, interest than we budgeted for in 2015!!!

*Chat of the current activities

Vacant and Demolition Update Jan-March 2015				
Type	# of in Dec 14	# of in Jan 15	# of in Feb 15	# of in March 15
Demo Pending Residential only	15	15	15	15
Demo Complete Residential only	0	0	0	0
Vacant Homes	15	15	15	15
Vacant leases(Com & Ag)	0	0	0	0
HBO Sites	1	1	1	1
Rentals	3	3	3	3

Full-time Employees as of December 31, 2014

- 22.5 regular full-time employees
- 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.

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 - Residential leases
- 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

- Responsible for repairs and coordinating PO's for all new DREAM homes
- 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 technical assistance to the individual trust owners for any trust to trust transfers, probate, recording and maintain all official transaction

- 144 active Individual Trust files and assisting over 455 Trust owners
- Working with 12 individuals request for Trust to Trust Transfers, Development, Fee to Trust, work with BIA to correct title issues

- 5 Deeds went to the BIA for approval
- 8 Deeds have been approved by the BIA.
- 14 Title Reports completed and approved this quarter.
- 941 Probates files maintained,
 - 4 New Probates Opened/6 Probates were closed.
 - 1 LC Probate hearing attended 3 BIA Probate hearings
 - 4 Probates submitted to the BIA and 1 Probate to the Land Commission
- Oneida Register of Deeds recorded 169 documents for total of 8872 and 750 Documents indexed
- 2 legal descriptions have been verified, entered into data base and indexed into On-Base
- Processed 40 Utility Forms, 47 owner v verifications
- Filed 2 Last Will and Testament.
- Various special projects



BIA TAAMS – Trust Assets Accounts Management System –
 Activity this quarter has increased we have encoded 12 Leases
 and printed 111 Title Status reports and 6 documents.

HIGHLIGHT



✓ Public outreach

- **Oneida Land Commission - Moratorium on DREAM homes continues, Continue to pursue vacant properties by procedural exception to OBC**
- Facebook Social Media communication
- Kalihwisaks Article
- Assisted local schools with impact report by verifying 44 addresses, and land status for 83 Students in the West De Pere School District
- Trailer Court Residential Lease are moving along
- DOLM collaborated with other tribal departments to create Listening Session Regarding “Land Use Plan” for the community, meetings were held January to March, 2015

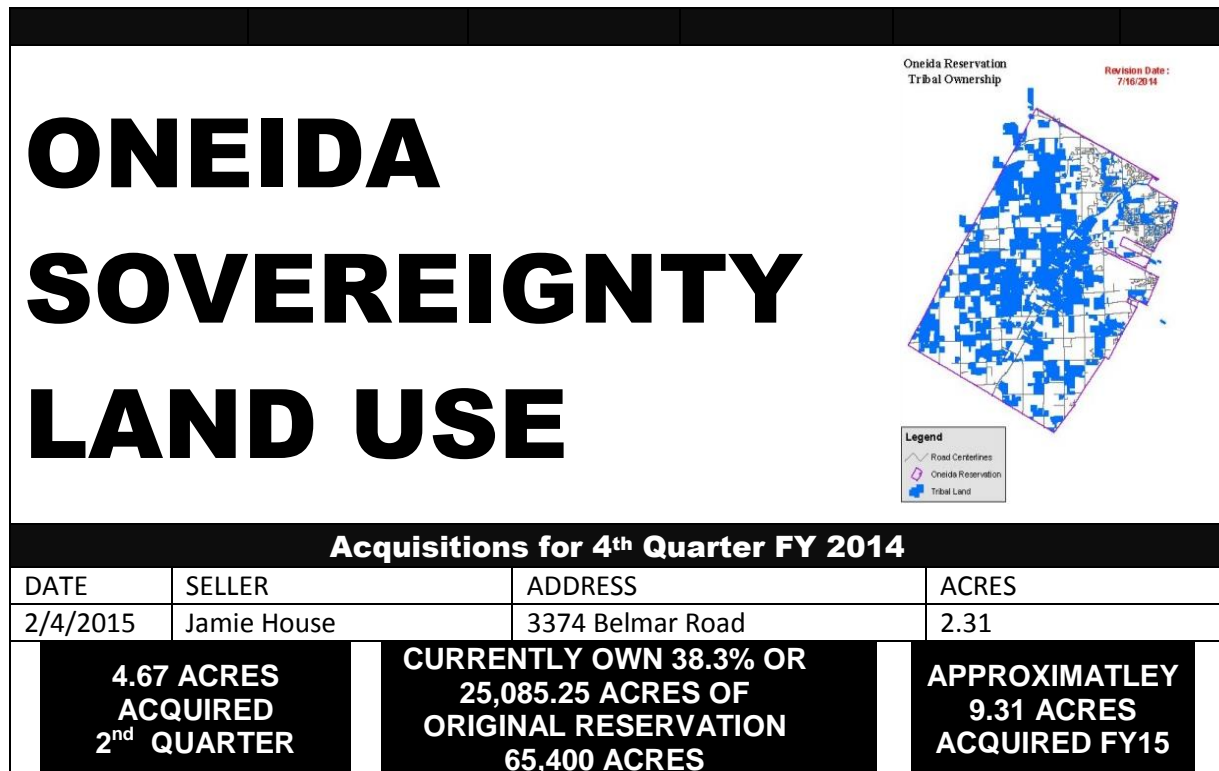
- File Cabinet filled of BIA Documents are now being put into ONBASE – They will be scanned in, and put into an Electronic format, for easy access for employees
- 1 New application into trust
- Started 6 new application for trust to be sent to BIA



Key note: BIA has 3 new employees starting for Fee to Trust that are learning the process well

✓ Notable Accomplishments

- Hosted Open Houses for a DREAM Home located at 1108 Orlando
- OHA is assisting in the rehab of the homes, so they are all **“Move In Ready”**
- Continue working on Trailer Court upgrade and residential lease for Trailer Court
- Upcoming advertisement in Kalihwisaks for HBO Sites and Trailer Court Lot
- So far this year we Added 1,643+ acres to the trust land base from those acres the taxes amounted to \$12,500+ that is potentially saved.



Goals

- Continue working on updating 2033 Plan with other departments input
- Continue working on our “move-in ready” homes. The homes will continue to improve and will be sold by the end of the fiscal year 2015. In addition, we continue to work with the Acquisition Specialist to evaluate potential new home purchases.
- Lease out New York Property located on Beacon Road
- Continue with PO’S to complete our current work load
- To have 6 additional HBO sites to be identified and advertised to community members by end of fiscal year
- 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
- Continue 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
- Continue working on communicating with Division of Land Management staff and the Land Commission for effective and efficient services from both areas

BC Action Needed: Request OBC to accept the 2nd Quarter Report for the Division of Land Management