

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 07 / 22 / 15

## 2. General Information:

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: DOLM Quarterly Report

# DOLM Quarterly Report

☐ Accept as Information only

☒ Action - please describe:

REQUESTING APPROVAL OF 3RD QUARTER REPORT

### 3. Supporting Materials

☐ Report      ☐ Resolution      ☐ Contract

☐ Other:

1. \_\_\_\_\_

3.

2.

4.

☐ Business Committee signature required

#### 4. Budget Information

☐ Budgeted - Tribal Contribution      ☐ Budgeted - Grant Funded      ☐ Unbudgeted

## 5. Submission

Authorized Sponsor / Liaison: Patrick Pelky, Division Director/DOLM

Patrick Pelky, Division Director/DOLM

Primary Requestor: Lori Elm, DOLM Office Manager

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

## Oneida Business Committee Agenda Request

### 6. Cover Memo:

Describe the purpose, background/history, and action requested:

DOLM has attached the 3rd Quarter Report with an attached inventory listing of all vacant homes. The listing is a follow up to the inquires the Oneida Business Committee had, during the Land Commission Report on June 24, 2015.

1) Save a copy of this form for your records.

2) Print this form as a \*.pdf *OR* print and scan this form in as \*.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)

### **3<sup>rd</sup> QUARTER REPORT FY 2015 DIVISION OF LAND MANAGEMENT**

#### **Overall Impressions of the 3<sup>rd</sup> Quarter**

The third quarter of Division of Land Management (DOLM) was very busy. It has been a long time coming and a goal of our Finance area to hire someone as a collection person, and not to increase Staff number, we did it.

This change will greatly impact how we will be able track customer accounts, water bills, garbage and recycling bills. Non-payment of mortgages and lease will be easier to track.

We collect just over \$4.5 million dollars each year in payments between all the leases and mortgages. Not everyone pays what or when they are suppose. This figure does not count the fees added to property tax bills every year, which includes garbage/recycling fees and delinquent water bill charges.

Previously Central Accounting tracked and collected these fees. But this service has been stopped and no longer offered for us to use. Each area is now responsible to collect these payments owed. This will add approximately 200 more accounts for DOLM to process annually.

#### **DIVISION OF LAND MANAGEMENT DREAM HOME OPEN HOUSE**

**TUESDAY, May 19, 2015 - 11:30 am – 1:30 pm  
WEDNESDAY, May 20, 2015 - 4:00 pm – 6:00 pm**



**1915 Wood Lane, Green Bay, WI**

**Purchase Price: \$94,400**



**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**

**As of June 30, 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**

We continue to work on upcoming Open Houses, this process is taking longer due the “move In ready” status we have been working with. Currently we have been working on homes to the community, repairing and improving were needed. These improvements include but are not limited to: carpeting and flooring replacement, spray foam the basements. We also, work with Purchasing and Indian Preference for all bids.

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.

#### **\* Full-time Employees as of December 31, 2014**

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

#### **Accrual Time-Off Management for Staff:**

- We have two employee that has over 200 hours for vacation and personal time accruals. These employees will be taking time off to stay in compliance.

#### **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  
(4 vacancies currently pending)

## FINANCIAL AND BUDGET UPDATE

LOANS	TYPE	LOAN RECEIVABLE
2 NEW	DREAM	\$180,000
3 NEW	VET-TLC	\$488,086
432 TOTAL	EQUALS	\$26,977,363.53

**\*LOANS STAYED THE SAME FROM LAST QUARTER**



## FINANCE HIGHLIGHTS

Due to the hard work of DOLM Staff 1909 & 1915 Wood Lane had over 60 visitors at the OPEN HOUSE on May 20 & 21, 2015. We also had 30 applications for each home.

We are also proud to say that our Finance Department closed on both loans and our new homeowners are currently finalized by June 26, 2015 and will be moving in by July 1<sup>st</sup>!

- 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,
  - **Grass cutting 31 sites that takes around 75 hours.**
- **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. They work with the following:
  - active Individual Trust files and
  - assisting Trust owners
  - individuals requests for Trust to Trust Transfers, Development, Fee to Trust, work with BIA to correct title issues
  - Deeds going into BIA for approval
  - Deeds that have been approved by the BIA.
  - Title Reports as needed
  - Probates files maintained
    - New Probates
    - Assist with Land Commission Probate Hearings
  - Submitted Probates to the BIA
  - Oneida Register of Deeds



- Verifying legal descriptions
- Utility Forms, tax verifications
- BIA TAAMS – Trust Assets Accounts Management System –

## 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



## Notable Accomplishments

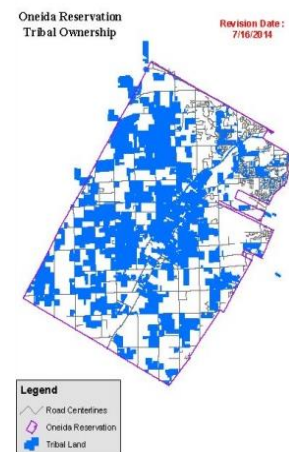
- Hosted Open Houses for a DREAM Home located at 1108 Orlando
- OHA is assisting in the rehab of the homes, so they are all **“Move In Ready”**
- Continue working on Trailer Court upgrade and residential lease for Trailer Court
- Upcoming advertisement in Kalihwisaks for HBO Sites and Trailer Court Lot

## Goals

- Continue working on updating 2033 Plan with other departments input
- “Move-in ready” homes. The homes are continuing to improve and are being sold by the end of the fiscal year 2015.
- We are working on having 2 homes ready per, ever 2 months
- In addition, we continue to work as a TEAM with the Acquisition Specialist to evaluate potential new home purchases.
- Work on Leasing out New York Property located on Beacon Road

- Additional HBO sites to be identified and advertised to community members by end of fiscal year
- complete 25 Fee to Trust applications by processing them to be accepted into trust- currently as of the 3<sup>rd</sup> quarter we have 4 applications accepted into trust, within those 4 applications 2 are 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
- Continue on acquiring land and homes for the Oneida Nation's use

# ONEIDA SOVEREIGNTY LAND USE



## Acquisitions for 4<sup>th</sup> Quarter FY 2014

DATE	SELLER	ADDRESS	ACRES
2/4/2015	Jamie House	3374 Belmar Road	2.31
4.67 ACRES ACQUIRED 2 <sup>nd</sup> QUARTER		CURRENTLY OWN 38.3% OR 25,085.25 ACRES OF ORIGINAL RESERVATION 65,400 ACRES	APPROXIMATELY 9.31 ACRES ACQUIRED FY15






## CHART OF VACANCIES, AND DEMOLATIONS PENDING

Type	# of in Dec 14	# of in March 15	# of In June 15
Demo Pending Residential only	15	15	15
Demo Complete Residential only	0	0	0
Vacant Homes	15	15	20
Vacant leases(Com & Ag)	0	0	1
HBO Sites	1	1	1
Rentals	3	3	4

**\*Note:** *DOLM has attached an inventory of all current vacant homes.*

**BC Action Needed:** Request OBC to accept the 3rd Quarter Report for the Division of Land Management



In Foreclosure Process	1774 County Road EE
<ul style="list-style-type: none"> <li>• Vacant 2 years</li> <li>• Possible Demo</li> </ul>	
	2418 Ironwood
<ul style="list-style-type: none"> <li>• 1/27/2014 Purchased</li> <li>• Completely gutted and re-done</li> <li>• OHA staff assisted</li> <li>• \$80,000.00 Cost of Repairs</li> <li>• \$150,000.00 Est. Sales Price</li> </ul>	
	2502 Laredo
<ul style="list-style-type: none"> <li>• 8/15/2014 Purchased</li> <li>• Completely gutted and re-done</li> <li>• \$15,000.00 Cost of Repairs</li> <li>• \$135,000.00 Est. Sales Price</li> </ul>	
Life Estates	W1709 County G
<ul style="list-style-type: none"> <li>• 11/1/2013 Vacated</li> <li>• Repaired: floors, cabinets, electrical, plumbing, driveway, windows, furnace/ac, roof, bathrm, foundation, deck, landscaping, pest control, painted</li> <li>• \$50,000.00 Cost of Repairs</li> </ul>	
	1108 Orlando
<ul style="list-style-type: none"> <li>• 6/1/2014 Vacated</li> <li>• Repaired: driveway, basement entry door, concrete under sun rm.</li> <li>• \$6,875.00 Allowance</li> <li>• \$5,000.00 Cost of Repairs</li> <li>• \$165,000.00 Est. Sales Price</li> </ul>	

Former Rentals	W2458 County Road EE
<ul style="list-style-type: none"> <li>• 8/1/2013 Vacated</li> <li>• Repaired: sump pump, floors, paint, cabinets, electric, fireplace, plumbing, home&amp;garage foundation, convert furnace, doors, basement stairs, septic/well, drywall/plaster, landscape, insulate attic, CO detectors</li> <li>• \$30,000.00 Cost of Repairs</li> </ul>	
	W1405 Hwy 54
<ul style="list-style-type: none"> <li>• 1/13/2009 Purchased</li> <li>• Currently a Rental</li> <li>• Revising Option to Purchase Process</li> </ul>	
New Purchase	1200 Orlando
<ul style="list-style-type: none"> <li>• 8/5/2013 Purchased</li> <li>• Repaired: bathrm, floors, painted, windows, insulation, natural gas hook-up, sewer&amp;water hook-up</li> <li>• Purchased for the land</li> </ul>	
	3090 Sundance
<ul style="list-style-type: none"> <li>• 7/31/2014</li> <li>• Repaired: floors, painted, furnace/ac, siding, garage, bedrm, doors, firewall, landscape, deck</li> <li>• \$1,800.00 Allowance</li> <li>• \$12,000.00 Cost of Repair</li> <li>• \$95,000.00 Est. Sales Price</li> </ul>	



<ul style="list-style-type: none"> <li>• 9/26/2014</li> <li>• Repaired: floors, painted, electric, windows, concrete, water htr, roof (soffit/fascia), siding, box sills, bathrm, doors, chimney, trim</li> <li>• \$4,000.00 Allowance</li> <li>• \$8,000.00 Cost of Repairs</li> <li>• \$99,000.00 Est. Sales Price</li> </ul>	<div data-bbox="1052 195 1205 226" data-label="Caption"> <p>2564 Zak Ln</p> </div> <div data-bbox="824 233 1445 531" data-label="Image"> </div>
<ul style="list-style-type: none"> <li>• 10/1/2014</li> <li>• Repaired: floors, painted, cabinets, plumbing, concrete, furnace/ac, siding, garage, bathrm, septic/well, attic insulate, deck</li> <li>• \$2,650.00 Allowance</li> <li>• \$2,650.00 Cost of Repairs</li> <li>• \$74,000.00 Est. Sales Price</li> </ul>	<div data-bbox="1052 552 1205 583" data-label="Caption"> <p>322 Orlando</p> </div> <div data-bbox="824 590 1445 877" data-label="Image"> </div>
<ul style="list-style-type: none"> <li>• 10/23/2014</li> <li>• Home was in good shape needed updating</li> <li>• Repaired: painted, concrete, water htr, furnace, bathrm, landscape</li> <li>• \$10,000.00 Allowance</li> <li>• \$5,000.00 Cost of Repairs</li> <li>• \$97,000.00 Est. Sales Price</li> </ul>	<div data-bbox="1036 909 1221 940" data-label="Caption"> <p>2738 Oakwood</p> </div> <div data-bbox="824 947 1445 1234" data-label="Image"> </div>
<ul style="list-style-type: none"> <li>• 10/28/2014</li> <li>• Repaired: floors, painted, electric, fireplace, windows, concrete, water htr, roof, garage, bathrm, doors, firewall, CO detectors</li> <li>• \$3,000.00 Allowance</li> <li>• \$10,000.00 Cost of Repairs</li> <li>• \$108,000.00 Est. Sales Price</li> </ul>	<div data-bbox="1026 1297 1230 1329" data-label="Caption"> <p>1320 Crestwood</p> </div> <div data-bbox="824 1335 1445 1654" data-label="Image"> </div>

<ul style="list-style-type: none"> <li>• 11/26/2014</li> <li>• Open House in September</li> <li>• Repaired: floors, electric, windows, plumbing, concrete, garage, bathrm, firewall, stairs/rails, fireplace</li> <li>• \$6,000.00 Allowance</li> <li>• \$20,000.00 Cost of Repairs</li> <li>• \$155,000.00 Est. Sales Price</li> </ul>	<div data-bbox="1026 195 1218 228" data-label="Section-Header"> <h3>474 Riverdale</h3> </div> <div data-bbox="821 270 1430 520" data-label="Image"> </div>
<ul style="list-style-type: none"> <li>• 2/4/2015</li> <li>• Repaired: windows, AC, rood, bathrm, doors, well/septic</li> <li>• \$10,000.00 Cost of Repairs</li> <li>• \$155,000.00 Est. Sales Price</li> </ul>	<div data-bbox="1034 552 1209 588" data-label="Section-Header"> <h3>3374 Belmar</h3> </div> <div data-bbox="821 594 1430 879" data-label="Image"> </div>
<ul style="list-style-type: none"> <li>• 5/1/2015</li> <li>• Has not been reviewed yet for repair cost or est sales price</li> </ul>	<div data-bbox="1037 909 1206 945" data-label="Section-Header"> <h3>3107 Sandia</h3> </div> <div data-bbox="821 987 1430 1274" data-label="Image"> </div>
<ul style="list-style-type: none"> <li>• 10/28/2014</li> <li>• Repaired: AC, windows, painted, water htr, cabinets</li> <li>• \$3,650 Allowance</li> <li>• \$6,000.00 Cost of Repairs</li> <li>• \$96,825.00 Est. Sales Price</li> <li>• Original Open House postponed from April to May 19-20 Closed June 26<sup>th</sup>.</li> </ul>	<div data-bbox="1023 1287 1224 1325" data-label="Section-Header"> <h3>1909 Wood Ln</h3> </div> <div data-bbox="821 1331 1430 1659" data-label="Image"> </div>

<ul style="list-style-type: none"> <li>• 10/28/2014</li> <li>• Repaired: floors, furnace, painted, water htr, cabinets</li> <li>• \$4,800.00 Allowance</li> <li>• \$7,000.00 Cost of Repairs</li> <li>• \$94,400.00 Est. Sales Price</li> <li>• Original Open House postponed from April to May 19-20 Closed June 26<sup>th</sup>.</li> </ul>	<div data-bbox="1036 195 1222 226" data-label="Section-Header"> <p>1915 Wood Ln</p> </div> <div data-bbox="824 268 1430 575" data-label="Image"> </div>
<ul style="list-style-type: none"> <li>• 7/30/2014</li> <li>• Repaired: floors, cabinets, electric, windows, plumbing, concrete, water htr, furnace, bathrm, doors, firewall, stairs/rails, landscape, deck</li> <li>• \$7,725.00 Allowance</li> <li>• \$15,000.00 Cost of Repairs</li> <li>• \$103,000.00 Est. Sales Price</li> </ul>	<div data-bbox="1049 611 1209 642" data-label="Section-Header"> <p>2534 Laredo</p> </div> <div data-bbox="824 653 1430 953" data-label="Image"> </div>
<div data-bbox="188 972 375 1003" data-label="Section-Header"> <p>DREAM Home</p> </div> <ul style="list-style-type: none"> <li>• 2/1/2014</li> <li>• Owners passed, successor declined, probate in process</li> <li>• Has not been reviewed yet for repair cost or est. sales price</li> </ul>	<div data-bbox="1036 972 1222 1003" data-label="Section-Header"> <p>1970 Belmont</p> </div> <div data-bbox="824 1014 1430 1314" data-label="Image"> </div>
<ul style="list-style-type: none"> <li>• 4/1/2014</li> <li>• Owners passed, successor declined, probate in process</li> <li>• Has not been reviewed yet for repair cost or est. sales price</li> </ul>	<div data-bbox="1044 1482 1214 1514" data-label="Section-Header"> <p>1310 Brocoin</p> </div> <div data-bbox="824 1524 1430 1814" data-label="Image"> </div>



<ul style="list-style-type: none"> <li>• 4/2/2014</li> <li>• Repaired: flooring</li> <li>• \$16,725.00 Allowance</li> <li>• \$16,725.00 Cost of Repairs</li> <li>• \$121,000.00 Est. Sales Price</li> <li>• Open House approved for August</li> </ul>	<div data-bbox="1047 195 1209 231">2924 Sandia</div> <div data-bbox="824 233 1430 548">  </div>
<ul style="list-style-type: none"> <li>• 6/10/2014</li> <li>• In Trust</li> <li>• Demo Recommended</li> <li>• This is not a priority for demolition at this time</li> </ul>	<div data-bbox="1039 583 1218 619">6034 Cty Rd C</div> <div data-bbox="824 621 1430 989">  </div>
<ul style="list-style-type: none"> <li>• 10/14/2014</li> <li>• Repaired: asbestos</li> <li>• \$4,800.00 Allowance</li> <li>• Purchased due to possibility 29/32 Hwy expansion.</li> <li>• Will be rental</li> </ul>	<div data-bbox="1055 1035 1201 1071">5300 Cty U</div> <div data-bbox="824 1073 1430 1367">  </div>