

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 14 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

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:

Primary Requestor: LORI ELM, DOLM OFFICE MANAGER

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

4th QUARTER REPORT FY 2015 DIVISION OF LAND MANAGEMENT

Overall Impressions of the 4th Quarter

In the fourth quarter of Division of Land Management (DOLM) has seen successes with the “move In ready” brand. The most recent open house gathered 12 applications from interested homebuyers.

DIVISION OF LAND MANAGEMENT
DREAM HOME OPEN HOUSE

TUESDAY, September 15th, 2015 - 11:30 am – 1:30 pm
WEDNESDAY, September 16th, 2015 - 4:00 pm – 6:00 pm



474 Riverdale Drive, Oneida, WI

Purchase Price: \$ 155,000

The moratorium of purchasing New Dream Homes is still in effect and will continue into next year. At this time DOLM will continue to acquire vacant properties with Oneida Land Commission approval and Oneida Business Committee acceptance of procedural exceptions.

DOLM Finance Staff worked diligently on the proposed budget of FY16. We also continue to improve timeliness with purchase orders, by collaborating and communicating effectively with Purchasing, Indian Preference, and the Oneida Finance Committee when needed.

The initial stage of the audit is complete and procedures have been updated to comply, with their findings. We will continue to work with them on requests, as well as improve our current



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 September 30, 2015 our Oneida Nation owns approximately 25, 337.9 acres or 39% of the 65,400 acres of the original boundaries.

265.418 Acres were acquired this fiscal year

processes and communication of the division, and promote activities to our community.

*** 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 employees that have 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 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 membership.
 - 72 Rentals Units including 7 Life Estates (5 vacancies currently)
 - 648 Residential leases including 5 full fair for non-Oneida residing in home
 - 23 HBO
 - 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

FINANCIAL AND BUDGET UPDATE

LOANS	TYPE	LOAN RECEIVABLE
1 NEW	DREAM	\$66,000
2 NEW	VET-TLC	\$129,760
432 TOTAL	EQUALS	\$ 26,977,363

***LOANS DECREASED 22,996 FROM LAST QUARTER**



TEAM HIGHLIGHT

We'd also like to recognize the "DEMO Team" on the Great Job they did this past Fiscal Year. The team is made up of: DOLM - Kurt Jordan, Diane Wilson, Sheila Huff, Lauren Hartman, Mary Jo Nash; EHS - Steve Linskens; Wells - Dennis Johnson; DPW - Redmon Danforth, Ida Stevens, Mike Skolaski, Shannon Ninham and Terry Bain.

The Team managed to complete 10 Demolition sites including the Oneida Nursing Home and Health Center as well, as homes for future HBO sites.

- 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 provides the following services including managing all of Register of Deeds area.
 - 145 active Individual Trust files and assisting over 456 Trust owners
 - Working with 15 individuals for various request for Trust to Trust Transfers, Development, Boundary problems and Fee to Trust
 - 1 Individual Trust parcel was accepted into trust a total of 2.39 acres located in Outagamie County.
 - 3 Deeds went to the BIA for approval this quarter, a total of 7 Deeds approved this year by BIA for Trust to Trust transactions.
 - Working on a Grant of Easement
 - 17 Title Reports completed and approved this quarter. 66 Title Reports for the year
 - 949 Probates files maintained,
 - 5 New Probates Opened/4 Probates were closed.
 - 13 Probate hearing attended
 - 3 Probates submitted to the BIA (14 to BIA for the year) and 0 Probate to the Land Commission (4 probates to LC for the year).
 - Submitted 3 AOC to the BIA to correct legal descriptions on Individual trust parcels
 - Processed 37 Utility Forms this quarter, processed 150 utility exemption forms, 33 owner/address verifications for the quarter, 170 for the year.
 - Executed 1 Last Will and Testament, Filed 1 Last Will and Testament for this quarter and 2 Wills have been filed.
 - Assisted with the BIA audit project
 - BIA TAAMS – Trust Assets Accounts Management System – Activity this quarter has increased we have encoded 7 Leases this quarter, 68 Leases have been encoded this year. Printed 18 Title Status reports, a total of 245 TSR have been printed to update information. 6 documents images have been printed from TAAMS a total of 24 documents for the year.



HIGHLIGHT



August 26, 2015 -DPW Staff finishing up demolation at the County C.



Two homes demolished in 3 weeks! Special thanks to DPW Staff and all the Demo Team for all there corporation!

Great Job Everyone!

- Oneida Land Commission – Moratorium on DREAM homes continues; Continue to pursue vacant properties by procedural exception to OBC
- Facebook Social Media communication
- Kalihwisaks Article
- 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
- Maintaining over 9200 recorded documents in our Oneida Register of Deeds; recorded 333 documents this quarter alone and a total of 704 documents recorded for the year.
- Continue on uploading documents into OnBase, for easy access in an Electronic format for employees to use and share

Type	# of in Aug 15	# of in Sept 15
Demolition	4	1
Vacant Homes	17	16
Vacant leases(Com & Ag)	0	0
HBO Sites	1	3
Rentals	5	4

Notable Accomplishments

- Getting PO process on track and working to improve turnaround of homes
- Hosted Open Houses for a DREAM Homes, located at: 474 Riverdale and 2924 Sandia Drive

- Continue working on Trailer Court upgrade and residential lease for Trailer Court
- 3 HBO sites advertised in the September issue of the Kalihwisaks for Hill Drive, Legacy Lane and Trailer Court Lot

PROPERTIES & ACRES THAT WENT INTO TRUST FOR 2015 AND TAXES SAVED

Address	Acres	2014 taxes
2465 Oakwood Dr	.08	4010.4
W1157 Old Seymour Rd	232.9	0
W600 Blk of Reformatory Rd, N8000 Blk of Olson Rd, and CTH U	1409.81	8507.53
2966 Ferndale Dr	.26	2707

Goals

- Continue working on updating 2033 Plan with other departments input
- Continue to improve the quality of the homes being sold.
- We will continue to work with Purchasing and the Finance Committee on the PO process for the costs of DREAM Homes; to enhance our Move In Ready process
- In addition, we continue to work as a TEAM with the Acquisition Specialist to evaluate potential new home purchases.
- Continue to work on Leasing process for New York Properties
- Continue to identified and advertised HBO Sites for future home sites for community members
 - To complete 25 Fee to Trust applications by processing them to be accepted into trust. *(FY15' staff at BIA were new and needed experience, I would like to continue with the same goal in FY16'.)*
 - 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

We acquired 265.418 acres. 138.54 acres are in Brown County and 126.878 are in Outagamie County. We currently own 25,337.9 OR 39% of reservation.

PROPERTY	ACRES	BROWN	OUT	TYPE
322 ORLANDO DRIVE	1.49	1.49		DREAM
5300 COUNTY LINE RD	0			DREAM
2738 OAKWOOD	0.45	0.45		DREAM
1320 CRESTWOOD	0.45	0.45		DREAM
2300 BLK OAKWOOD	2.03	2.03		VACANT
1909 WOOD LANE	0.29	0.29		DREAM
1815 WOOD LANE	0.3	0.3		DREAM
474 RIVERDALE	5.45	5.45		DREAM
2902 BENNETT ST	0			OHA
3374 BELMAR RD	2.31	2.31		DREAM
700 BLK FLORIST DR	26.48	26.48		VACANT
3107 SANDIA DR	0.31	0.31		DREAM
200 & 600 BLK TROUT CRK	56.34	56.34		VACANT
LAMBIE RD	53.06		53.06	VACANT
3800 BLK N. OVERLAND	42.64	42.64		VACANT
2600 BLK COUNTY RD EE		73.816		VACANT
TOTAL	265.418	138.54	53.06	

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

BC Action Needed: Request OBC to accept the 4th Quarter Report for the Division of Land Management

DIVISION OF LAND MANAGEMENT VACANT HOME REPORT FOR OCTOBER



FORECLOSURE

1774 County Road EE POSSIBLE HBO SITE

- ⇒ Vacant 2 years
- ⇒ Home will be assessed for DEMO
- ⇒ Currently in 6 month redemption period starting July 2015 (Foreclosure process)



RE-ACQUIRED

2418 Ironwood

- ⇒ 1/27/2014 Acquired
- ⇒ Completely gutted and re-done
- ⇒ OHA staff assisted
- ⇒ \$80,000.00 Cost of Repairs
- ⇒ \$33,381.00 Accrued Cost to date
- ⇒ \$150,000.00 Est. Sales Price



RE-ACQUIRED

2502 Laredo

- ⇒ 8/15/2014 Acquired
- ⇒ Completely gutted and re-done
- ⇒ \$15,000.00 Cost of Repairs
- ⇒ \$13,092.00 Accrued Cost to date
- ⇒ \$135,000.00 Est. Sales Price



PENDING

W1709 County G LIFE ESTATE

- ⇒ 11/30/1999 Purchased
 - ⇒ 11/01/2013 Vacated
 - ⇒ Repaired: floors, cabinets, electrical, plumbing, driveway, windows, furnace/ac, roof, bathroom, foundation, deck, landscaping, pest control, painted
 - ⇒ \$50,000.00 Cost of Repairs
 - ⇒ \$942.34 Accrued Cost to date
-

1108 Orlando LIFE ESTATE - UPCOMING DREAM HOME



DREAM

- ⇒ 6/1/2014 Vacated
- ⇒ Repaired: driveway, basement entry door, concrete under sun rm.
- ⇒ \$6,875.00 Allowance
- ⇒ \$5,000.00 Cost of Repairs
- ⇒ \$42,577.64 Accrued Cost to date
- ⇒ \$165,000.00 Est. Sales Price



PENDING

W2458 County Road EE FORMER RENTAL

- ⇒ 8/1/2013 Vacated
- ⇒ Repaired: sump pump, floors, paint, cabinets, electric, fireplace, plumbing, home and garage foundation, convert furnace, doors, basement stairs, septic/well, drywall/plaster, landscape, insulate attic, CO detectors
- ⇒ \$30,000.00 Cost of Repairs
- ⇒ \$305.89 Accrued Cost to date



PENDING

W1405 Hwy 54 FORMER RENTAL

- ⇒ 1/13/2009 Purchased
- ⇒ Currently a Rental
- ⇒ Revising Option to Purchase Process



1200 Orlando DEVELOPMENT SITE

- ⇒ 8/5/2013 Purchased
- ⇒ Repaired: bathroom, floors, painted, windows, insulation, natural gas hook-up, sewer and water hook-up
- ⇒ Purchased for the land
- ⇒ Winterized



DREAM

3090 Sundance PURCHASED

- ⇒ 7/31/2014
- ⇒ Repaired: floors, painted, furnace/ac, siding, garage, bedrm, doors, firewall, landscape, deck
- ⇒ \$1,800.00 Allowance
- ⇒ \$12,000.00 Cost of Repair
- ⇒ \$95,000.00 Est. Sales Price



DREAM

2564 Zak Ln PURCHASED

- ⇒ 9/26/2014
- ⇒ Repaired: floors, painted, electric, windows, concrete, water heater, roof (soffit/fascia), siding, box sills, bathrm, doors, chimney, trim
- ⇒ \$4,000.00 Allowance
- ⇒ \$8,000.00 Cost of Repairs
- ⇒ \$99,000.00 Est. Sales Price



DREAM

322 Orlando

- ⇒ 10/1/2014
- ⇒ Repaired: floors, painted, cabinets, plumbing, concrete, furnace/ac, siding, garage, bathrm, septic/well, attic insulate, deck
- ⇒ \$2,650.00 Allowance
- ⇒ \$2,650.00 Cost of Repairs
- ⇒ \$74,000.00 Est. Sales Price
- ⇒ \$1,137.24 Accrued Cost to date



DREAM

2738 Oakwood

- ⇒ 10/23/2014
- ⇒ Home was in good shape needed updating
- ⇒ Repaired: painted, concrete, water heater, furnace, bathrm, landscape
- ⇒ \$10,000.00 Allowance
- ⇒ \$5,000.00 Cost of Repairs
- ⇒ \$97,000.00 Est. Sales Price



DREAM

1320 Crestwood

- ⇒ 10/28/2014
- ⇒ Repaired: floors, painted, electric, fireplace, windows, concrete, water htr, roof, garage, bathrm, doors, firewall, CO detectors
- ⇒ \$3,000.00 Allowance
- ⇒ \$10,000.00 Cost of Repairs
- ⇒ \$108,000.00 Est. Sales Price
- ⇒ \$3,441.00 Accrued Cost to date



DREAM

⇒ **474 Riverdale**

- 11/26/2014 PURCHASED
- ⇒ Open House September 15 & 16
- ⇒ \$6,000.00 Allowance
- ⇒ \$20,000.00 Cost of Repairs
- ⇒ \$17,863.60 Accrued Cost to date
- ⇒ \$155,000.00 Est. Sales Price



DREAM

3374 Belmar

- ⇒ 2/4/2015
- ⇒ Repaired: windows, AC, rood, bathrm, doors, well/septic
- ⇒ \$10,000.00 Cost of Repairs
- ⇒ \$155,000.00 Est. Sales Price
- ⇒ \$2,230.30 Accrued Cost to date



DREAM

3107 Sandia

- ⇒ 5/1/2015
- ⇒ Repaired: AC, windows, water heater, electrical, new roof, firewall



SOLD

1909 Wood Ln

- ⇒ 10/28/2014
- ⇒ Repaired: AC, windows, painted, water heater, cabinets
- ⇒ \$3,650 Allowance
- ⇒ \$6,000.00 Cost of Repairs
- ⇒ \$96,825.00 Est. Sales Price
- ⇒ \$25,804.54 Accrued Cost to date
- ⇒ Open House May 19-20
- ⇒ Closed June 26th. Move in July 13



SOLD

1915 Wood Ln

- ⇒ 10/28/2014
- ⇒ Repaired: floors, furnace, water htr, cabinets
- ⇒ \$4,800.00 Allowance
- ⇒ \$7,000.00 Cost of Repairs
- ⇒ \$94,400.00 Est. Sales Price
- ⇒ \$23,547.28 Accrued Cost to date
- ⇒ Open House May 19-20
- ⇒ Closed June 26th. Move In July 17



DREAM

2534 Laredo

- ⇒ 7/30/2014
- ⇒ Repaired: floors, cabinets, electric, windows, plumbing, concrete, water heater, furnace, bathrm, doors, firewall, stairs/rails, landscape, deck
- ⇒ \$7,725.00 Allowance
- ⇒ \$15,000.00 Cost of Repairs



PROBATE

1970 Belmont

- ⇒ 2/1/2014
- ⇒ Owners passed, successor declined, probate in process
- ⇒ Has not been reviewed yet for repair cost or est. sales price
- ⇒ Beginning probate process
- ⇒ Taking care of yard work (not ours)
- ⇒ 9/30/15 Pending response from family



PROBATE

1310 Brocoin

- ⇒ 4/1/2014
- ⇒ Owners passed, successor declined, probate in process
- ⇒ Has not been reviewed yet for repair cost or est. sales price
- ⇒ Taking care of yard work (not ours)
09/30/15- Scheduled to close 10/16/2015 –
Appeal sent by Judicare



SOLD

2924 Sandia

- ⇒ 4/2/2014
- ⇒ Going to Land Commission for DREAM approval
- ⇒ \$16,725.00 Allowance
- ⇒ \$16,725.00 Cost of Repairs
- ⇒ 60,203.63 Accrued Cost to date



RENTAL

5300 Cty U

- ⇒ 10/14/2014
- ⇒ Repaired: Pending Contract insulation installation (pending bid process)
- ⇒ \$4,800.00 Allowance
- ⇒ \$12,150.00 Accrued Cost to date
- ⇒ Vacant since Jan. 2015
- ⇒ 3 bedroom
- ⇒ (Tenant Selected)



RENTAL

920 Trout Creek

- ⇒ Life Estate - in process of cancellation
- ⇒ Sewer Connection needed
- ⇒ Flooring & painting needed
- ⇒ LUTU 2 on property in process for future use
- ⇒ Vacant since Feb. 2015
- ⇒ 3 bedroom



RENTAL

1219 Hobart Drive

- ⇒ Prior tenant occupied since 2006
- ⇒ Leak in roof is caused mold in upper level closet
- ⇒ Need roof replacement
- ⇒ Contract pending PO Process
- ⇒ Vacant since June 2015
- ⇒ 3 bedroom



RENTAL

2948 Sorenson Drive

- ⇒ Prior tenant occupied since 2006
- ⇒ Flooring, PURCHASED appliances, window replacement
- ⇒ Not enough money for flooring contract
- ⇒ Window contract in process
- ⇒ Vacant since June 2015
- ⇒ 3 bedroom



RENTAL

325 Standing Stone APT 4

- ⇒ Custodial clean up pending
- ⇒ 2 bedroom
- ⇒ (Tenant Selected)



DEMO

219 Valley Drive

- ⇒ Purchased June 3, 2013
- ⇒ Evaluate for HBO Site
- ⇒ Demo Complete September 2015



DEMO

3170 Jonas Circle

- ⇒ Cancellation of Lease March 10, 2014
- ⇒ Evaluate for HBO Site
- ⇒ LUTU 1 Complete
- ⇒ Demo Complete August 2015



DEMO

N5953 County E

- ⇒ Purchased December 5, 1990
- ⇒ Quit Claim May 7, 2014
- ⇒ Evaluate for HBO Site
- ⇒ Pending LUTU Process
- ⇒ Demo Complete August 2015



DEMO

3677 WEST MASON

- ⇒ Purchased May 17, 2013
- ⇒ Demo Scheduled Fall 2015
- ⇒ Evaluate for use



DEMO

6034 Cty Rd C

- ⇒ 6/10/2014 purchased
- ⇒ In Trust
- ⇒ Demo scheduled to begin Oct. 1, 2015
- ⇒ This is not a priority for demolition at this time
- ⇒ Demo complete August 2015