

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 04 / 14 / 16

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.

2ND QUARTER REPORT FY 2016 DIVISION OF LAND MANAGEMENT

Overall Impressions of the 2nd Quarter

The moratorium of purchasing New Dream Homes continues throughout 2016. However, the Division of Land Management continues to work on acquiring properties and implementing the strategic direction and practical vision approved by the Oneida Business Committee.

Strategic Direction: **Committing to Build a Responsible Nation**

Practical Vision: **Accountable & Effective Governmental Design**

In order to support Tribal business and increase revenue, the Division of Land Management is working with the Land Commission to identify and acquire strategic land purchases for Tribal corporations and business units. We are also working with the MIS department on implementing the Archibus program in the near future. Soon we will be able to access all Land information in seconds. We are very excited for this to be complete.

Strategic Direction: **Advancing On^yote?a.ka Principles**

Practical Vision: **Long Term Sustainability Plans**

We continue to work on the Land ONLY purchase process for the new HIP (Homeownership Independent Purchase) Program that allows membership, the ability to acquire a home that fits their individual needs and maximizes the use of acquisition funds and reduces Tribal risk.

Strategic Direction: **Creating a Positive Organizational Culture**

Practical Vision: **Accountable & Effective Governmental Design**

Internal process is being updated to improve operational needs, consistency and communication to the community. We anticipate they will be in place by the end of the next quarter. Some of the items we continue to improve on are: Criteria for establishing Agricultural lease, Return on Investment (ROI), DREAM Point (Criteria) Sheet, developing a Home Ownership training to help tribal members prosper in the home environment.



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

Current Ownership of the Oneida Nation, as of March 31, 2015

**25,797.29 acres or
39% of the 65,400
acres of the original boundaries.**

**459.39 Acres acquired FY 16
14,478.6 Acres in Trust**

Four Focus Initiatives: How DOLM Contributes...		
DOLM has chosen to report out on one initiative for the second quarter		
Focus Initiative		DOLM Second Quarter Activities
Community Development	Housing	<ul style="list-style-type: none"> ▪ We are part of the Neighborhood development team for creating & implementation of the Comprehensive Housing Plan ▪ We are part of the LUTU I & II for good land use decisions that meet good housing areas ▪ We have the HBO, Dream Homes, HIP Program and Loan Programs. ▪ Leasing lands for Residential ▪ Lease Management & Maintenance of single, duplex(s), and Multiplex ▪ We coordinate Fee to Trust Process
	Central Oneida	<ul style="list-style-type: none"> ▪ Lease out Commercial Properties ▪ Assist in demolition of sites for commercial re-use ▪ Assist Green space development ▪ Acquisition of Properties
	Food Hub	<ul style="list-style-type: none"> ▪ We work with OSRAC for Soil health -/NRCS Standards/EQIP ▪ We lease out Ag leases - to Oneida Nation Farm, Tribal Farmers, Tsyunhekwa and Non-Tribal Farmers ▪ We enforce Agriculture Best Management Practices (BMP's) through Ag leases requirements ▪ We work with Federal partners-NRCS FSA to bring in technical assistance & funding CSP, EQIP & CRP ▪ Acquisition of Ag Lands is one of the revenue land purchase strategies

*** Full-time Employees as of March 30, 2016**

- 22.5 regular full-time employees
- 1 Interim DOLM Division Director
- 1 Early Back To Work Release Employee
- 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 of the Oneida Tribe to create available services for our community members, such as: rental, residential, commercial and agricultural leasing, to provide safe, sanitary buildings and land resource to the tribal membership.
 - 72 Rental Units including 6 Life Estates (2 vacancies)
 - 652 Residential leases (5 full fair for non-Oneida residing in home)
 - 26 HBO
 - 17 Standard Assignments
 - 111 Commercial leases
 - 51 Agricultural leases
 - Updating Standard Operating Procedures
 - Providing easements and service line agreements

MAINTENANCE over sees all rental units, newly acquired DREAM Homes, and all other properties of DOLM.

- ❖ Working on Demo Team.
- ❖ Work orders are completed in timely manner, anything from plumbing, home repairs, landscaping and all other duties required.
- ❖ Over 200 work orders complete this quarter
- ❖ Working with purchasing and other DOLM staff to create a process, to improve turnaround times for purchase orders
- ❖ Works closely with Green Earth Trailer Court project
- ❖ Working on Acquisition Team

FINANCIAL AND BUDGET UPDATE

LOANS	TYPE	LOAN RECEIVABLE
2 NEW	DREAM	\$257,575
1 NEW	TLC	\$195,494
3 NEW	VET TLC	\$233,800
422 TOTAL	EQUALS	\$ 26,735,019

KEY PROJECTS OF DOLM

- UPDATING DREAM HOMES SCORING
- WORKING WITH HOUSING TO IMPROVE APPLICATION PROCESS
- COMMUNICATION TO THE COMMUNITY
- DREAM OPEN HOUSES
- HIP PROGRAM
- FUTURE HOME RESOURCE FAIR
- AND MORE

LAND TITLE AND TRUST has completed the following for second quarter:

- Working with 5 individuals with Trust to Trust Sale transaction, 3 individuals for a partition and 1 individual for an easement
- 1 new individual Trust file
- 4 Gift Deeds went to the BIA approval pending
- 2 Sale Deeds and 1 Gift Deed has been approved by the BIA.
- 17 Title Reports completed and approved
- 951 Probates files maintained,
 - 1 New Probates Opened
 - 5 Probates were closed.
 - 1 Probate hearing attended Land Commission
 - 4 Probate hearings attended for BIA/OHA
 - 1 Probates submitted to the BIA and 1 Probate to the Land Commission
- Oneida Register of Deeds recorded 112 documents for total of 9474
- 3 legal descriptions have been verified, entered into data base and indexed into On-Base
- Processed 38 Utility Forms, 64 owner/address verifications total of 121 addresses verified this quarter.
- Assisted with the West De Pere School Impact Report verified 57 addresses for 83 children
- Researched 3 special projects Jordan/Metoxen/Cornelius
- Attended Training for the Outagamie County Land GIS/ROD Information System
- 1 day (8 hour) training at Land Management with the Bureau of Indian Affairs on the TAAMS system
- Trip to Ashland for Training, Card updates, and the TAAMS computer received a maintenance check and received updates and patches.
- Filed 1 Last Will and Testament.
- BIA TAAMS – Trust Assets Accounts Management System – Encoded 1 Lease, printed 19 Certified Title Status reports and 1 Tract History Report, and Probate order. We assisted the BIA

Realty Staff with the Data Clean up by providing documents and researching files.

TRIBAL TRUST (Fee to Trust)

- In January 6 homes in the green bay area were accepted into trust.
- The amount of taxes from those homes was \$15,709.00
- The acreage from those applications amounted to 5.6 acres
- I am continuing the goal to place 25 applications into trust.
- Currently 6 applications have been accepted into trust this fiscal year and they are all homes.

MORE HIGHLIGHTS

- Staff continues to on the procedures for the new HIP (Homeownership Independent Purchase) Program
- Continue to work one buying strategic properties
- Trailer Court Residential Lease progressing
- DOLM collaborates with other tribal departments on Planning and Developing areas of the reservation
- Uploading documents into OnBase, for easy access in an Electronic format for employees to use and share, currently store over 15,000 files

Type	# of (December 15)	# of (March 16)
Demolition	1	0
Vacant Homes	20	
• Redemption Period	1	
Vacant leases(Com & Ag)	1 Commercial	1 commercial 4 agricultural
HBO Sites	2	1
Rentals	1	2

Accomplishments

- Open Houses for DREAM Home for 2502 Laredo
 - 31 Community members attended the showing
 - Positive feedback from several attendees
- Currently have one (1) HBO sites advertised in and have several inquiries on the site:
 - 4715 Sol Court, Oneida, *Fee Land*

Goals

- Maintain Move-In-Ready quality of homes being sold.

- Work with Purchasing and the Finance Committee on the PO process for the costs of DREAM Homes, as well as rental and all other leases as needed.
- TEAM home purchases continue.
- Develop Leasing process for New York Properties
- Identify and advertise HBO Sites for future homes for the community
- **Complete 25 Fee to Trust applications** by processing them to be accepted into trust
- Working closely with Gaming and Retail to maintain economic development
- Review and approve probates, easements, leases and all other requests
- Division of Land Management and the Land Commission are working together to create more effective and efficient services overall

ACQUISITION

The following properties were acquired from October to March of 2016, increasing the acres by 459.39 for a total owned amount of 25,797.29 acres.

PROPERTY DESCRIPTION	TYPE	# OF ACRES	Location	YEARLY TAXES
4000 Blk Packerland	Vacant Land	1.8	Village of Hobart	\$1037.87
141 W. Service Road	Strategic Purchase	0.27	Central Oneida – Out. County	1,334.13
1315 Riverdale	DREAM	0.53	Village of Hobart	3,483.72
Overland, Fernando	Vacant Land	250.97	Village of Hobart	3,071.09
1720 Calaway Drive	Vacant Land	1	Village of Ashwaubenon	2,018.57
Cty U, Overland, Trout Creek	Vacant Land	166.05	Village of Hobart	1,195.37
3800 Blk County Line Road	Vacant Land	38.80	Village of Hobart	166.00
Total		459.39		\$12,306.75

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