

Oneida Business Committee Meeting Agenda Request Form

1. Meeting Date Requested: 10 / 08 / 14

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): New Business/Request

Agenda item title (see instructions):

DIVISION OF LAND MANAGMENT (DOLM) 4TH QUARTER REPORT

Action requested (choose one)

☐ Information only

☒ Action - please describe:

ACCEPT REPORT

3. Justification

Why BC action is required (see instructions):

REQUIRED DIVISION QUARTERLY REPORT

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): LORI ELM, OFFICE MANAGER

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

**FOURTH QUARTER REPORT FY 14
(JULY –SEPTEMBER)**



As of September 31, 2014 the tribe owns approximately 25,072.48 acres or 38.3% of the 65,400 acres of the original reservation.

7 Acres were acquired this past fiscal year

“ESTABLISHED FEBRUARY 28, 1941”



“Mission of Division of Land Management (DOLM) To Acquire all lands within the 1838 reservation boundaries and distribute according to the needs of the GTC”

4th QUARTER REPORT FY 2014 DIVISION OF LAND MANAGEMENT

Overall Impressions of the Fourth Quarter

During the fourth quarter, Division of Land Management (DOLM) has improved overall communication within the community by developing and maintaining a clear and consistent message. Working with Planning, Zoning and other key areas of the Oneida Tribe, we are able to coordinate information in an effective and efficient manner to community members.

Our major goals for the division is reacquiring the reservation, and being the caretakers of the land by maintaining land responsibilities within the reservation. By doing this, we will enhance and strengthen our jurisdiction, not only as a tribe but as division. DOLM has also, collaborated and contributed input for the Land Use Plan to be present at the upcoming GTC meeting.

We are still in the audit process and working cooperatively with all requests for information and updates, as needed. We are on schedule with maintenance projects we had planned for FY 2015; preparing 5 DREAM Homes for Sale.

With all the changes happening this 4th quarter, the staff have remained "Care Takers" working hard, being more productive and customer oriented. With high exceptions and goals for the upcoming FY 2015 and continues to team build, making communication essential for DOLM.

Full-time Employees as of September 30, 2014

- 22 regular full-time employees
- 1 Administrative Assistant on loan to OHA
- 1 Interim DOLM Division Director
- 1 employee on leave starting September 25, 2014
- 100% are enrolled Tribal Members

FINANCIAL AND BUDGET UPDATE

LOANS	EQUALS	LOAN RECEIVABLE
14 NEW	EQUALS	\$806,982.00
425 TOTAL	EQUALS	\$25,758,670.00



REACQUISITION HOME TURNS INTO DREAM

DIVISION OF LAND MANAGEMENT
DREAM HOME OPEN HOUSE



TUESDAY, OCTOBER 14th, 2014 - 11:30 am – 1:30 pm
WEDNESDAY, OCTOBER 15th, 2014 - 4:00 pm – 6:00 pm

4203 Merrimac Way, Green Bay, WI

Application Deadline:
Monday October 20th at the
Land Management office by
4:30 p.m.

Accrual Time-Off Management for Staff:

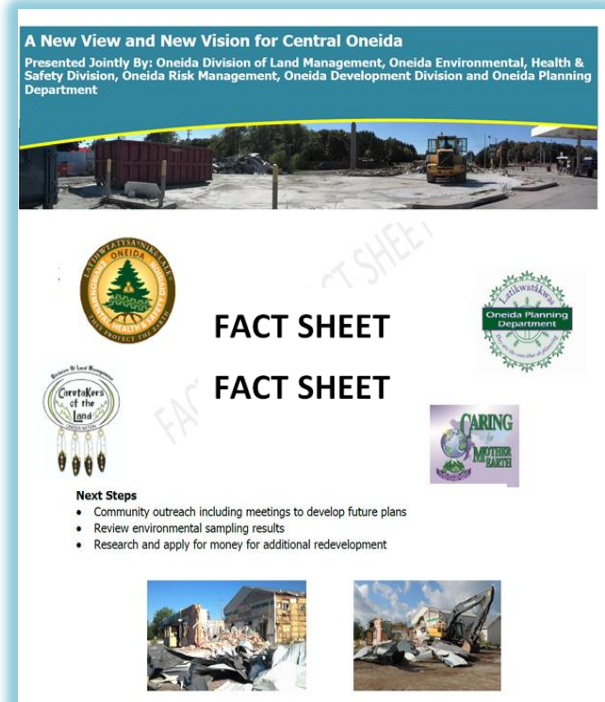
All of DOLM employees used their banked hours, meeting the target. We started with 6 employees with banked hours. We have three (3) employees that have between 200 and 205 hours for vacation and personal time accruals. Each of these employees is encouraged to take time off monthly by their supervisor and to review their hours on the Employee Self Services computer site.



New culverts County Road U

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.
 - 73 Rentals Units including 8 Life Estates
 - 633 Residential leases including 7 full fair for non-Oneida residing in home
 - 23 HBO
 - 21 Trailer court lots
 - 18 Standard Assignments
 - 110 Commercial leases
 - 51 Agricultural leases
 - Updating Standard Operating Procedures
 - Working on easements, service agreements 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
 - Post properties for corners as needed



Fact Sheets are created by Oneida Division of Land Management, Oneida Environmental, Health & Safety Division, Oneida Risk Management, Oneida Development Division and Oneida Planning Department for efficient communication with Oneida community

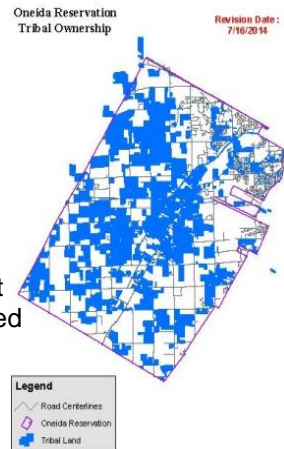
- Over 400 work request are completed by maintenance each month
 - Including plumbing, home repairs, landscaping duties and much more
- and all other duties assigned for properties
- Land title and Trust is responsible for providing
 - 144 active Individual Trust files and assisting over 455 Trust owners
 - Working with 22 individuals request for Trust to Trust Transfers, Development, and Fee to Trust
 - 5 Gift Conveyance went to BIA for approval
 - 26 Title Reports completed
 - 922 Probates files maintained,
 - 5 New Probates Opened
 - 3 Probate hearings attended
 - Oneida Register of Deeds recorded 139 documents for total of 8634
 - 20 legal descriptions have been verified, entered into data base and indexed into On-Base
 - BIA TAAMS – Trust Assets Accounts Management System – encoded 5 new leases, 10 Form A's and printed 91 Title Status reports and 5 document



ONEIDA SOVEREIGNTY LAND USE

**Directive from Oneida Business Committee meeting May 8, 2013:*

Motion by Tina Danforth to approve retention of an external audit firm to address issues of the Land Office and Land Commission, the audit shall be managed by the audit department and findings, if any reported to the audit committee, funding for the audit shall be provided by the **Land Office budget and the immediate suspension of all land acquisition commence immediately, resumption of land acquisition shall not be permitted** until completion of the audit with satisfactory responses for the parties audited, seconded by Vince DelaRosa. Motion carried with two opposed:



Acquisitions for 4th Quarter FY 2014

DATE	SELLER	ADDRESS	ACRES
7/2/14	BAYLAKE BANK (BP)	N7284 County Road J	1.91
7/30/14	Pasterski, Mike & Carrie	2534 Laredo Lane	0.25
7/31/14	Fusek, Troy & Kelly	3090 Sundance Ave	0.23
9/3/14	Associated Bank	2550 W. Mason St.	2.01
9/26/14	Campbell, Scott & Patricia	2564 Zak Lane	0.27

**4.67 ACRES
ACQUIRED
4TH QUARTER**

**CURRENTLY OWN 38.3% OR
25,072.48 ACRES OF
ORIGINAL RESERVATION
65,400 ACRES**

**APPROXIMATELY
7 ACRES
ACQUIRED FY14**

AUDIT UPDATE

- Continue working on Acquisition area

TECHNOLOGY, EQUIPMENT AND INFORMATIONAL UPDATES (PUBLIC OUTREACH)

- Working with MIS for more efficient record keeping techniques/programs
 - ✓ Weekly Planning/Inventory Meetings concerning Arcibus
- Credit/Debit Card Machine
- Public notifications on: Kalihwisaks, Website and Facebook
- Help Tribal Members advertise For Sale By Owner (FSBO)

- Assisting tribal members with Offers to Purchase
- Over 14,000 files in OnBase and 2,000 work requests a month
- Administrative Support assists over 500 customers a month
- Travel and Training
 - 5 employees were requested by the BIA to attend the BIA Partners In Action Conference (100% Grant Funded)



HIGHLIGHT

- ✓ Public outreach
 - 19th Annual Open House
 - Collaborate community information with Environmental, Zoning, Planning, OHA, Conservation and more
 - Over 190 attendees
- ✓ Notable Accomplishments
 - Trailer Court upgrade and residential lease process
 - LUTU II complete for Deneys property (Hill Drive) 2 more HBO Sites
 - Continue collaborating with other departments concerning the GTC land directive of June 16, 2014 for the November 15, 2014 GTC Meeting
 - Added an additional 115+ acres to the trust land base from those acres the taxes amounted to \$109,700.00+ that is potentially saved.

Goals

- Complete 25 Fee to Trust applications by processing them to be accepted into trust-currently as of the 4th quarter we have 21 applications accepted into trust, within those 21 applications 14 are homes.
- Of those 25 Fee to Trust applications at least 20 will be residential homes
- Continue to acquire properties at reasonable rates to enhance Oneida sovereignty and jurisdiction

- Continue to work closely with Gaming and Retail to maintain economic development
- Enhance policy for efficient service by reviewing and updating DOLM SOP's
- Continue to coordinate the acquisition for OHA
- 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 all other areas
- To coordinate communication 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 4th Quarter Report for the Division of Land Management