

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 01 / 13 / 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:

ACCEPT

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.

1st QUARTER REPORT FY 2016 DIVISION OF LAND MANAGEMENT

Overall Impressions of the 1st Quarter

The moratorium of purchasing New Dream Homes is still in effect into 2016. At this time is working with the Oneida Business Committee and Land Commission to acquire strategic vacant properties.

With the 1st stage of the audit complete staff improves processes by reviewing and implementing efficient and effective procedures. Communication to the community is a key factor of the Division of Land Management in achieving optimum efficiency.

* Full-time Employees as of December 31, 2015

- 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 (1 vacancy)



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 December 31, 2015

25,758.49 Acres or 39% of the 65,400 acres of the original boundaries.

**420.59 Acres acquired FY 16
14,473 Acres in Trust**

- 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.

KEY HIGHLIGHTS

- ✓ Assisting in Demolitions and working on Demo Team.
- ✓ Walk-Troughs on New DREAM homes are done to create punch list of repairs, which is prioritized, so homes are Move-In Ready.
- ✓ Ensuring everything in our homes, and building are in working order is high priority each month we complete over 40 work request including plumbing, home repairs, landscaping and all other duties required.
- ✓ Snow plowing/salting/shoveling duties and much more duties assigned for properties.

HIGHLIGHT

- ✓ Repairs complete for Open House

GOAL

- ✓ Is to get as many DREAM homes completed as possible

LAND TITLE AND TRUST provides the following services including Oneida Nation Register of Deeds.

FINANCIAL AND BUDGET UPDATE

LOANS	TYPE	LOAN RECEIVABLE
2 NEW	VET-TLC	\$178,586
420 TOTAL	EQUALS	\$ 26,629,021

DOLM HAS WORKED TOGETHER TO IMPROVE COMMUNICATION TO THE COMMUNITY BY:

- REVIEWING AND UPDATING DREAM HOMES SCORING
- WORKING WITH HOUSING TASK FORCE
- COMMUNICATION ON SOCIAL MEDIA AND KALIWISAKAS
- VIRTUAL OPEN HOUSES VIDEO TOURS
- VIRTUAL RENTAL VIEWINGS
- PURCHASE REPORTS
- AND MORE

- ✓ Assisting with 11 individuals with Trust to Trust transaction
 - ✓ Deeds went to the BIA for approval
 - ✓ 1 Deed approved by the BIA.
 - ✓ 16 Title Reports completed and approved
 - ✓ Probate files maintained
 - 1 New Probate Opened
 - 17 Probates were closed
 - 1 Probate hearing attended Land Commission
 - 2 Probate hearings attended for BIA/OHA
 - 2 Probates submitted to the BIA and 1 Probate to the Land Commission
 - ✓ Oneida Register of Deeds recorded 122 documents for total of 9362
 - 6 legal descriptions have been verified, entered into data base and indexed into On-Base
 - ✓ Processed 35 Utility Forms, 50 owner/address verifications
 - ✓ Assisted with the Seymour School Impact Report verified 138 addresses for 241 children
 - ✓ Attended Training for the Brown County Land Information System
 - ✓ Filled 2 Last Will and Testament.
 - ✓ 4 Affidavits of Correction have been sent to BIA to correct legal descriptions
 - ✓ Corrected 2 errors at the Outagamie County Register of Deeds and Planning Office with co-owner and address
 - ✓ Completed research for 6 special projects

HIGHLIGHT

- ✓ Assisting the BIA Auditor by sending 15 documents to BIA/OST/Audit, answered questions for the auditor and identifying document types to them
- ✓ BIA TAAMS – Trust Assets Accounts Management System –printed 45 Title Status reports and 6 History reports.

GOAL

- ✓ Encode 100 leases into TAAMS by end of FY 16

TRIBAL TRUST (Fee to Trust)

- ✓ FY15' kept previous goal of completing 25 fee to trust applications. The goal was not met with applications reaching 4. Although, of those 4 applications it yielded 1,643.77 acres and \$15,224.93 in taxes.

LIST OF PROPERTIES AND ACRES THAT WENT INTO TRUST FOR 2015 AND TAXE MONIES SAVED

- 2465 Oakwood Dr - \$4,010.40 taxes – 0.8 acres

- Old Seymour Rd - \$0 taxes – 232.9 acres
- CTH “U” - \$8,507.53 taxes – 1,409.81 acres
- 2966 Ferndale Dr - \$2,707.00 taxes – 0.26 acres

HIGHLIGHT

New hires within BIA Division of Fee to Trust are near completion of their first year of employment and for FY16’ have already produced 11 acceptances for Oneida.

GOAL

FY16’ Remain to set my goal at completing 25 fee to trust applications. FY16’ 1st Quarter; 11 applications were accepted all homes.

MORE HIGHLIGHTS

- Staff continues to work with the Oneida Land Commission to pursue properties
- Increased communication to Tribal members
 - ❖ Facebook Social Media communication has doubled since last year
 - ❖ Kalihwisaks Article
- 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 in Aug 15	# of in December 15
Demolition	4	1
Vacant Homes	17	20
• Redemption Period	1	1
Vacant leases(Com & Ag)	0	1 Commercial
HBO Sites	1	2
Rentals	5	1

Notable Accomplishments

- Getting PO process on track and improve turnaround of homes
- Hosted Open Houses for DREAM Home for 474 Riverdale

- Several HBO sites were advertised in the 1st quarter of FY 16 including and applications were received for the following sites:
 - 4715 Sol Court, Oneida, *Fee Land*
 - 4430 N. Pinetree Rd, Oneida, *Fee Land*
 - Green Earth Trailer Court, *Trust Land*



Green Earth Trailer Court Birds Eye View

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 approach with the Acquisition Specialist and Land Commission to evaluate potential new home purchases.
- 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
- Improve DOLM policies to create efficient and effective services for the community
- Review and approve probates, easements, leases and all other requests
- Enhance and protect our natural resources to fulfill Caretaking needs with OBC, Environmental Health and Safety, GLIS, Oneida Farms, DPW, Development Division and other areas
- Improve Communication with Division of Land Management staff and the Land Commission for effective and efficient services from both areas



- Acquire land and homes for the Oneida Nation's use

ACQUISITION

The following properties were acquired from October to December of 2015, increasing the acres by 420.059 for a total owned amount of 25,758.49 acres.

PROPERTY DESCRIPTION	TYPE	# OF ACRES	Location
4000 Blk Packerland	Vacant Land	1.8	Village of Hobart
141 W. Service Road	Strategic Purchase	0.27	Central Oneida – Out. County
1315 Riverdale	DREAM	0.53	Village of Hobart
Overland, Fernando	Vacant Land	250.97	Village of Hobart
1720 Calaway Drive	Vacant Land	1	Village of Ashwaubenon
Cty U, Overland, Trout Creek	Vacant Land	166.05	Village of Hobart
Total		420.59	

BC Action Needed: Request OBC to accept the 1ST Quarter Report for the Division of Land Management