

Group:	Management Resources	Month/Year of Report:	Feb. FY16 Report for March Mtg.		
Executive Director:	Bruce Davis	Phone:	453-5340	E-mail:	bdavis@cherokee.org

I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

II. Program Highlights

a.) Accomplishments

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		
Chemical Brush/Weed Control (spray)		
Lease Compliance/Tribal land inspections		45
Mechanical Weed/Brush Control	125 ac	955 ac
New Fencing		.25 mi
Provide Technical Assistance to Communities	1	20
Hay baled		85
Crops for families from Jay Community Garden		83

- **Community Assistance Projects**
 - Removed dead trees and limbs at old Nursing Home property at Locust Grove
- **Tribal Land Improvement Projects**
 - Brush hogged 75 acres on KEN 29
 - Brush hogged 50 acres on KEN 28
 - Repaired .125 mile fence on KEN 18
 - Set posts for parking rail at Rocky Ford
- **Resource Projects**
 - Equipment repair
 - Attended RES/NR monthly meeting
 - Attended AML meetings at both reclamation sites (Porum and Sallisaw)
 - Vehicle maintenance
 - Buffalo
 - Fed buffalo
 - Contract work continues on corrals
 - Gave second tour for Gordon Hill
 - Sallisaw Creek Park
 - Equipment maintenance and service
 - New screenings placed inside barn
 - Reset boat dock
 - Continue leveling dirt around barn
 - Burned 40 acres



Sallisaw Creek Park Project

- Jay Community Garden
 - Garden maintenance
 - Created list of seeds and plants for garden
 - Equipment maintenance

GROUNDS KEEPING/MAINTENANCE

Beaver Property (by Yonkers)	<input type="checkbox"/>	Greenhaw tract	<input type="checkbox"/>
Belfonte	<input type="checkbox"/>	Jay Foods Distribution	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Locust Grove Property	<input checked="" type="checkbox"/>
Bull Hollow Shop	<input type="checkbox"/>	Kenwood Trailer Park	<input type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Rocky Ford Park	<input type="checkbox"/>
Cherry Tree	<input type="checkbox"/>	Safe house	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Saline Courthouse	<input type="checkbox"/>
Dahlongegah Park	<input type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Dahlongegah Shop	<input type="checkbox"/>	Tahlonteeskee	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>		

PLANNING AND DEVELOPMENT

- **Sequoyah –**
 - Stadium – Phase 1 –Project started 6/8/15. Working on remedy to the new railings, installing ADA platforms (complete). Started excavation for footings for press box.
 - Water System Replacement –Project started 6/8/15. The main 8” loop around campus complete, starting the 6” & smaller lines (connecting new meters and lines to buildings).
 - Boys & Girls Dorms – shower rebuild in progress

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Cooweescoowee Clinic	December 2013	100%	April 2015
Wilma P Mankiller Addition	May 2014	100%	June 2015
Sam Hider Clinic	May 2014	70%	December 2015

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
WW Hastings New Hospital			Design Phase
Main Complex	June 2015		2016
SHS boys/girls dorm – roofing	June 2015		Complete
SHS stadium upgrades	July 2015		

FACILITIES MANAGEMENT

- Moved Cherokee Phoenix to Motel
- Began remodel in old Cherokee Phoenix area
- Updated all fire extinguishers and had bi-annual inspection
- Replaced baseboard and cove base in hallway behind Restaurant
- Installed new flooring in hallway behind Restaurant
- Replaced toilet and water tank, installed guttering in CN Rental property at Lyons Switch
- Installed a whip for cubicle, installed light fixtures and moved light fixtures at ICW
- Replaced bulbs and ballasts throughout entire HR Building
- Replaced water heater in Immersion I
- Installed new transformer and defrosted board on HVAC Unit at Housing Rehab
- Flushed out sewer line at Marshal's Building
- Flushed out sewer line at Southgate H
- Painted ceiling and installed air vents at Carriage House
- Removed all Christmas lights at Courthouse
- Began Roads Building Roof project

GROUNDS KEEPING/MAINTENANCE

Locust Grove, Green Space	<input type="checkbox"/>	Male Seminary	<input checked="" type="checkbox"/>
Complex	<input checked="" type="checkbox"/>	Munson Property	<input checked="" type="checkbox"/>
Cort Mall	<input checked="" type="checkbox"/>	Old Homeland Bldg.	<input type="checkbox"/>
Holiday Strip	<input type="checkbox"/>	Pow Wow Grounds	<input type="checkbox"/>
Immersion	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Keetoowah Duplexes	<input type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

b.) Future Plans/New Initiatives

NATURAL RESOURCES

- AML project – repair work on coal pit reclamation sites
- Completion of buffalo corral
- Community Assistance Projects including garden tilling

PLANNING AND DEVELOPMENT

- **Wilma P. Mankiller Addition (CNCR)** – Complete with a few punch list items left to complete.
- **Sam Hider Clinic (CNCR)** – Final grading and landscaping is ongoing. Working on punch list. Working through fire sprinkler issues on exterior canopy.

- **New WW Hastings Joint Venture** –Waiting on approval to award. RFP for Construction Manager has been posted and scored.
- **Main Complex – New Construction** - Exterior wall framing is ongoing. Decking is ongoing – nearing completion, Insulation and water shield on roof being installed – nearing completion; Exterior sheathing and EIFS has started on the north side, going around to the west side – near completion. Chillers are set, piping is ongoing, metal roof panels scheduled to start, window installation is ongoing. Sustained minor wind damage, about 5 sheets of decking blew off. Also had several leaks that are being worked on.
- **Veteran's Center- Statue** –No bids received for statue concrete base – calling TERO vendors for pricing,
- **Plaza** – Excavation is ongoing, Utility installation is ongoing (blasting for utility lines, complete). Studeville Ford – pad sub grade is complete, Buffalo Wild Wings – pad sub grade is complete. Sonic pad sub-grade is complete.
- **Redbird Smith** – Paving remedy is in progress, Asphalt placement in progress
- **Tornado Shelter Grant** – Complete, working on close-out of paperwork. Looking into new grants
- **OutPost #1** – Rough-in near completion, final grading for paving in process



Outpost #1 Construction – 2/14/16



WW Keeler Complex – new construction 2/24/16



Cherokee Plaza – 2/24/16

FACILITIES MANAGEMENT

- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Replace HVAC units at Ballroom
- Replace HVAC unit in the warehouse vault
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: February 2016

Executive Director: Bruce Davis
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Phone: 918-453-5340

Director: Ginger Reeves
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Phone: 918-453-5675

Real Estate Services

The Office of Real Estate Services is responsible for administering the laws, regulations, and policies affecting the protection and management of the trust and restricted lands of individual Indian landowners and the land owned by the Cherokee Nation itself, located within the 14 county area of the Cherokee Nation. Real Estate Services is operated under a Self-Governance Compact with the Secretary of the Interior.

Real Estate Services provides advice and assistance in the following areas:

- Sale or Purchase of Restricted Land
- Deed Exchanges
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Fee to Trust applications
- Business, Agriculture and Residential leasing
- Restricted Mineral Interests
- Last Will & Testaments
- Probate information
- Cherokee/English Interpreter
- Notary Services

I. Budget Highlights: None.

II. Program Highlights:

1. Sale or Purchase of Land. No land was purchased during the month of February.
2. Appraisals. 15 appraisals were approved by BIA.
3. Quiet Titles. 10 Quiet Title requests were received, researched and returned; none pending.
4. Inventory/Heirships. Nine inventory/heirships were requested, researched and returned; none pending to date.

5. Report for Distributions, IIM Setups. Seven Report for Distributions were requested, researched, prepared and submitted to BIA for finalization.
6. Last Will & Testaments. Three Last Will & Testaments were prepared and endorsed.
7. Leases. Six restricted hunting leases were submitted for approval, with seven pending.
8. Environmental Reviews. Three environmental reviews were requested and completed.
9. Rights of Entry, Rights of Way. 12 Rights of Entry were requested and processed.
10. On-Site Inspections, Home Visits, Trespass issues. 13 on-site inspections were requested and completed; three home visits were requested and completed; three trespass issues were addressed.
11. Maps/platting/survey assistance. 55 requests for maps/platting assistance was completed during the month.
12. Jurisdictional calls. 43 jurisdictional calls were completed during the month, with 19 after hours.
13. Impact Aide. Five certifications for impact aide was prepared for Shady Grove, Nowata, Keys & Oaks Mission schools.
14. Financial transactions. \$184,642.20 was processed through the lockbox; and \$35,597.34 was received in the office for lease payments during the month.
15. District Court Probates. There are 64 total inventory applications for probate on the waiting list.
16. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 183 files remaining for status determination, research and abstracting.
17. Stats. 125 client sign-ins (walk-ins), 94 phone inquiries, 49 obituaries processed.
18. Trainings or other events.
 - Right of Way webinar was attended by Joel Bean, Lane Kindle and Ginger Reeves on February 8 in the RES Conference room.
 - Land Buyback webinar was attended by Ginger Reeves and Joel Bean on February 11 in the RES Conference room.
 - Mortgage approval training held by BIA representative. Amanda Chuculate and Joel Bean attended.

- 204 bales of hay were sold in February. All hay has been sold until the next cutting.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Jan (FY16)
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I. Program Performance:

a.) Environmental Review

Goal Requirement	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	59	362	40%
6 ERR (Roads)	1	2	33%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	12	100	40%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	1	3	6%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	13	56	37%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	15	50	25%

f.) Landfill Inspection Dates:

Purpose	Date
Unannounced Visit	1/15/2016
Unannounced Visit	1/18/2016
Unannounced Visit	1/19/2016
Unannounced Visit	1/20/2016
Unannounced Visit	1/21/2016
Unannounced Visit	1/22/2016
Unannounced Visit	1/25/2016
Unannounced Visit	1/26/2016
Unannounced Visit	2/1/2016
Unannounced Visit	2/2/2016
Unannounced Visit	2/3/2016
Unannounced Visit	2/4/2016
Unannounced Visit	2/5/2016
Unannounced Visit	2/9/2016
Unannounced Visit	2/10/2016
Unannounced Visit	2/11/2016
Unannounced Visit	2/12/2016
Unannounced Visit	2/16/2016
Unannounced Visit	2/17/2016
Unannounced Visit	2/18/2016

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

a) 2016 CN Environmental Festival Water Issues:

The CNEP with other groups at the Cherokee Nation are planning the 2016 Environmental Festival. This year is the sixth annual festival and brings together several Cherokee Nation Departments as well as several other state, federal, and tribal groups. There will be training sessions, give-a-ways, and activities for young and old. Lunch will be served by the Talking Leaves Job Corp.

b) On January 28th, staff conducted asbestos sampling on a total of 28 housing units for city of Tahlequah. The homes are located off Basin Ave. A total of 283 samples were collected; 8 of the samples were asbestos containing materials located within 7 of the units.

c) Trust Application Activities:

- Staff conducted inspections with U.S. Bureau of Indian Affairs at the Cherokee Travel Plaza in Roland, Oklahoma and the Clinic in the Woods.
- Staff continues to work on the Phase I Report for the Bill Berry Tract. Staff has been entering information in the Parcel System. Staff is working on this project for Cherokee Nation Real Estate Services.