

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	FY21 Report for January Mtg.		
<b>Executive Director:</b>	David Moore	<b>Phone:</b>	David – (918) 453-5000 X. 4137	<b>E-mail:</b>	<a href="mailto:david-moore@cherokee.org">david-moore@cherokee.org</a>

## I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

## II. Program Highlights

**Distributing PPE, disinfectant and other supplies for our return to work. (ongoing)**

### a.) Accomplishments

**Continue to maintain our properties with a largely reduced staff**

#### LAND MANAGEMENT

OBJECTIVE	ACTUAL	YTD
New fencing projects		
Chemical Brush/Weed Control (spray) <i>*Spring only*</i>		
Lease Compliance/Tribal land inspections		
Mechanical Weed/Brush Control		
Provide Technical Assistance to Communities		
Hay baled (2020)		1191
Hay stored for Bison		650
Hay to sale		541
Crops for families from Jay Garden	13	155
Bales of hay sold		1005

#### Resources Projects

- Clean and Disinfect shop
- Boarded up windows and cleaned up grounds at Flint Courthouse.
- Brush hog various properties
- Load out hay for tribal members
- Clean up various properties
- Cut Wood for elders
- Installed new gate on Unit 12A.

#### Community Assistance Projects

#### Jay Community Garden

- Garden maintenance
- Tilled & packed garden
- Pruned fruit trees.
- Harvested radishes, mustard and turnip greens.
- Began planting tomatoes and pepper seeds in pots.
- Installed Heat and air at Jay garden office.

### Bison Project

- Received 14 Donated buffalo from Kickapoo Tribe, 10 bulls and 9 cows.
- Feeding and caring for them.
- Buffalo herd now at approximately 160.



### GROUNDS MAINTENANCE

Beaver Property (by Yonkers)	<input type="checkbox"/>	Garland, Texas Property	<input type="checkbox"/>
Belfonte	<input type="checkbox"/>	Greenhaw Tract	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Jay Food Distribution	<input type="checkbox"/>
Bull Hollow Shop	<input checked="" type="checkbox"/>	Kenwood Trailer Park	<input type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Locust Grove Property	<input type="checkbox"/>
Catoosa Truck Stop	<input type="checkbox"/>	Murphy	<input type="checkbox"/>
Cherry Tree	<input type="checkbox"/>	Rocky Ford Park	<input type="checkbox"/>
Dahlongah Park	<input type="checkbox"/>	Canada House (Duck Lane)	<input type="checkbox"/>
Dahlongah Shop	<input checked="" type="checkbox"/>	Tahlonteskee	<input type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>	Taylor Ferry	<input type="checkbox"/>

### PLANNING & DEVELOPMENT

#### b.) Accomplishments

##### NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
CN/OSU Osteopathic School	2019	95%	Cert. of Occupancy
Mankiller Clinic (CNB)	January 2020	30%	See below comments
Catoosa Tag Office	Early 2021	Drawings complete	GC Bid Posting July 2020



Durbin Feeling Language Center	Early 2021	Design Phase	TBD
Pryor CDC	Early 2021	Design Phase	TBD
Working on several projects for Cares Act (See below)	September 8 <sup>th</sup>		Before Dec. 30 <sup>th</sup>

## REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Keeler/Registration Vault	January 2021	Drawings complete	TBD
Tahlequah CDC	Early 2021	Drawings 100% review	TBD

- Hastings Hospital Grounds  
Construction documents for retention area are complete.

### WP Mankiller

Underslab roughin in complete  
Placing slab on grade and steel erection has started.

WP Mankiller



- OSU Medical Center

Received Certificate of Occupancy  
Continue working on Punchlist

OSU



### CARES Act Projects

**Tahlequah** – Complete. Punchlist and exterior ongoing

**Kansas** – Interior Complete. Punchlist, Septic And waterline ongoing

**Muskogee** – Complete. Punchlist and exterior ongoing

**Pryor** – Complete. Punchlist and exterior ongoing

**Belfonte** – Complete. Punchlist, exterior and equipment install ongoing

**Stilwell** – Complete. Punchlist and exterior ongoing

**Vinita** – Exterior concrete, interior painting, sheetrock and MEP ongoing.

**Jay** – Complete. Punchlist and exterior ongoing

**Stilwell PPE** – interior finishes ongoing, equipment has arrived.

**Tahlequah Meat Processing** – Sheetrock, MEP, civil ongoing. Exterior siding ongoing.





Processing Plant

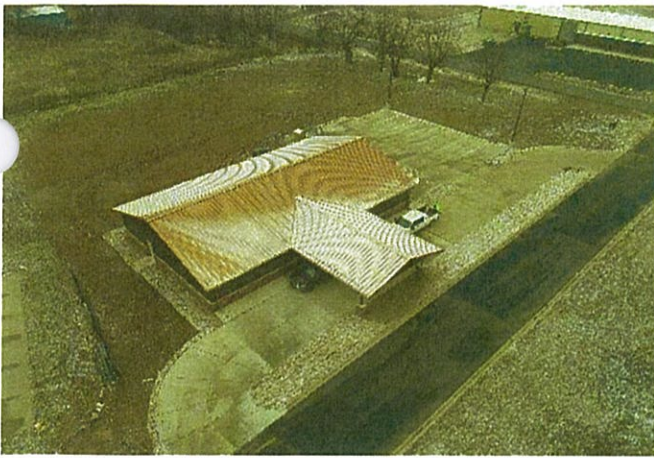


Belfonte Project



Hulbert Project





Jay Project



Muskogee Project



Vinita Project



Stilwell Blackjack



Pryor Project



Kansas Project

➤ **FACILITIES MANAGEMENT**

**b.) Accomplishments**

**WORK ORDERS**

PROJECT	30 Day Operating Days	In Progress	Completed
All Work Order's Received	1/4-1/29	91 Total	Approx 70%

**PROJECTS**

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Covid Relief Efforts	Ongoing	Ongoing	Unknown
Fire Sprinkler Inspections	10/20/20	40%	12/31/20

**Procuring supplies for phased reopening of CN departments. Helping with renovation of HWY 51 property for job trailer area. Continued work on developing a preventative maintenance schedule. Roof repairs are in progress.**

**FLEET SERVICE CENTER**

**d.) Accomplishments**

- Facility limited opening due to COVID 19

**UPCOMING MONTHLY SCHEDULE (or) FUTURE PLANS**

**LAND MANAGEMENT**

**e.) Future Plans/New Initiatives**

- Fixing Fence
- Mowing
- Maintain properties
- Feeding and caring for the Bison and preparing for anticipated Surplus

## **PLANNING & DEVELOPMENT**

### **f.) Future Plans/New Initiatives**

- **CN/OSU Osteopathic Medical School** – Received Certificate of Occupancy for entire building
- **Mankiller Clinic** – Steel erection near completion, placing slabs on grade and slabs on deck
- **Durbin Feeling Language Center** – developing plans, bidding process forthcoming
- **Processing Plant** – Construction ongoing, interior buildout ongoing

## **FACILITIES MANAGEMENT**

**Snow removal as needed and placing ice melt when needed.**

**Cleaning, sanitizing and general maintenance of properties**

**Performing PM (preventive maintenance) duties**

### **g.) Future Plans/New Initiatives**

- **Markoma Drainage Project**
- **Continued implementation of new sanitizing procedures**



# CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

**Group:** Government Resources

**Month/Year of Report:** January 2021

**Executive Director:** Tina Glory Jordan

**Email:** [tina-glory-jordan@cherokee.org](mailto:tina-glory-jordan@cherokee.org)

**Phone:** 918-453-5101

**Director:** Ginger Reeves

**Phone:** 918-453-5675

**Email:** [ginger-reeves@cherokee.org](mailto:ginger-reeves@cherokee.org)

## 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 operates under a Self-Governance Compact with the Secretary of the Interior.

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

- Appraisals
- Business, Agriculture and Residential leasing
- Cherokee/English Interpreter
- Deed Exchanges
- Environmental Reviews
- Fee to Trust Applications
- Jurisdictional calls
- Last Will & Testaments
- Notary Services
- Probate information/research
- Quiet Title research
- Removal of Restrictions
- Report for Distributions
- Rights of Entry
- Rights of Way
- Sale or Purchase of Land
- Service Line Agreements
- Summary Distributions
- Trespass on Restricted/Trust Land

**I. Budget Highlights:** None.

**II. Program Highlights:**

1. Purchases. None during this reporting period.



2. Appraisals. Two appraisals were ordered, one approved.
3. Leases. One tribal grazing lease was submitted to BIA; two are pending approval.
4. Last Will and Testaments. Six LW&T interviews were taken.
5. Quiet Title Notices. Three notices were received, researched and returned.
6. Inventory/Heirships. Seven inventory/heirships were requested and completed.
7. Rights of Entry. 14 rights of entry were requested and prepared.
8. On-Site Inspections, Trespass issues. 15 on-site inspections were requested and completed; Five trespass issues were addressed; two are pending.
9. Maps/platting. 33 requests for maps/platting assistance were received and completed.
10. Land status calls. 88 land status verification calls were completed during the month, with 22 after hours. 31 boundary-related memos were requested and addressed.
11. District Court Probates. All new probate applications are being researched in preparation for filing in District Court.
12. Stats. 43 client sign-ins; 95 phone inquiries, 86 obituaries were processed.
13. Financial transactions. During the month of January \$323,136.92 was processed as lease payments and \$221,704.02 was processed through lockbox.
14. Impact Aid. 13 impact aid verification requests were processed during the month.
15. TAAMS. All encoding at the BIA-EORO is on hold due to the pandemic. Currently, four staffers are performing final review and updates.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Jan (FY21)  
Senior Director: Wayne Isaacs

Phone: 918-453-5237, Cell: 918-822-2793, email: [tom-elkins@cherokee.org](mailto:tom-elkins@cherokee.org)

## I. Program Performance:

### a.) Environmental Review

Activity	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	64	247	27%
6 ERR (Roads)	0	0	0%

### b.) Lead-Based Paint Activities

Activity	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	24	42	17%

### c.) Radon Activities

Activity	# this month	Year to date	% of annual goal
50 Radon Tests	7	10	20%

### d.) Asbestos Activities

Activity	# this month	Year to date	% of annual goal
150 Asbestos Tests	17	35	23%

### e.) Home Energy Audits

Activity	# this month	Year to date	% of annual goal
150 Energy Audits	0	0	0%

### f.) Mold/IAQ Inspections

Activity	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	4	9	30%



# **CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT**

g) Landfill Inspection Dates & Meetings:

Dec 30<sup>th</sup>, Jan 4<sup>th</sup>, Jan 6<sup>th</sup>, Jan 8<sup>th</sup>, Jan 11<sup>th</sup>, Jan 13<sup>th</sup>, Jan 15<sup>th</sup>, Jan 22<sup>nd</sup>, Jan 25<sup>th</sup>, Jan 29<sup>th</sup>.

## **II Highlights:**

### **NATURAL RESOURCE DAMAGE ASSESSMENT AND RESTORATION (NRDAR)**

#### **Tar Creek**

Staff worked on NRDA Competitive Projects Budgets and submitted a 2 Year Restoration Proposal to the Lead Administrative Trustee for the Tar Creek Trustee Council.

#### **Tulsa County Smelter Complex**

Staff is working with State of Oklahoma and US Fish and Wildlife State on the Electronic and paper resources for this NRDA Project. Information will be submitted electronically to the new Trustee Council Consultant.

#### **Cherokee Nation Realty:**

Staff completed the Environmental Summary for Demaree Property in Sequoyah County. The summary included Environmental Data Resources (EDR) historical topographic maps, aerial maps and the Corridor Reports were received with data base findings. The boundaries for the Demaree Property were incorrect for the EDR Corridor Report. Staff contacted, Greg Holt with EDR to inform him of the error. An edited EDR Corridor Report was sent with the correct boundaries. A second site recon was conducted to take additional aerial pictures with the drone. A map was printed with the EPA Envirofacts findings. A wetland and FEMA floodplain map were formatted and were included in the report. The complete Environmental Summary Report was submitted to Cherokee Nation Real Estate Services. The historical topographic and aerial maps were sent to Brad Asbill for maps to be formatted with the property boundary. The Phase I ESA is being conducted for Cherokee Nation Real Estate Services for due diligence for purchase of property.

Staff completed revisions on the Wynona Christie Phase I ESA for Cherokee Nation Real Estate Services.

#### **COVID-19:**

Collected COVID-19 swab samples at Sallisaw Food Distribution, Sallisaw Tag Office, Pryor Career Services, Nowata Food Distribution, Catoosa Career Services, Salina Food Distribution, Jay Food Distribution, Jay Tag Office, Tahlequah Tag Office, Complex,

# **CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT**

Claremore Career Services, Stilwell Food Distribution, Career Services Testing Center, Career Services Learning Center, Business and Surgical Tech, Human Resources, and TERO Office

Collected COVID-19 air samples at the Complex, Collinsville Food Distribution, Tahlequah Tag Office, Catoosa Tag Office, Adair Tag Office