

Resolution No. #83-2-5

RESOLUTION OF THE GOVERNING BODY OF
THE THREE AFFILIATED TRIBES OF THE
FORT BERTHOLD RESERVATION

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority is under said Act; and

WHEREAS, The Constitution and By-laws of the Three Affiliated Tribes charge the Tribal Business Council of the Three Affiliated Tribes to protect and preserve the property, wildlife and natural resources of the Tribes; and

WHEREAS, The Three Affiliated Tribes wishes to expand it's participation in the management of Fort Berthold natural resources and proposes to do so in the area of realty via the process outlined within this proposal which will allow the Tribes to assume and maintain responsibility over that portion of realty recordskeeping involving tribal lands; and

WHEREAS, The Three Affiliated Tribes Natural Resources Department will institute a Realty Division which, with the assistance and cooperation of the BIA's Branch of Realty, transfer those managerial functions involving tribal lands such as leasing, permitting, exchange and other adjustments to the Tribes' Realty Division;


NOW THEREFORE BE IT RESOLVED, That the Natural Resources Department is hereby authorized to work with the BIA to plan and arrange for contracting for a Tribal Realty Division.

C E R T I F I C A T I O N

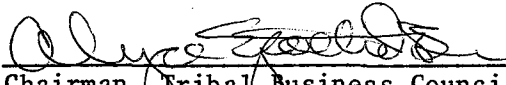
I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certifies that the Tribal Business Council is composed of 11 members of whom 7 constitute a quorum were present at a Special meeting, thereof duly called, noticed, convened and held on the 6 day of JANUARY, 1982; that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 11 members, — opposed, — members abstained, — members passed, and that said Resolution has not been rescinded or amended in any way.

Chairman (voting) (~~not voting~~).

Dated this 6 day of JANUARY, 1982.


Secretary, Tribal Business Council

ATTEST:


Chairman, Tribal Business Council

Three Affiliated Tribes
Natural Resources Department

REALTY DIVISION PROPOSAL

INTRODUCTION

The Three Affiliated Tribes wishes to expand their participation in the management of Fort Berthold natural resources and proposes to do so in the area of realty via the process outlined by this proposal. Basically the Tribes will assume responsibility over a limited portion of realty recordskeeping involving--at this point--only tribal lands. Recordskeeping for these lands has been the prime responsibility of the BIA Fort Berthold Agency but through a cooperative effort between the Tribal Natural Resources Department and the Fort Berthold Agency's Branch of Realty, that function will be transferred to the Natural Resources Department who will provide necessary tribal staff, office equipment, materials, etc. to allow accomplishment.

INSTITUTION AND OPERATION

The Three Affiliated Tribes Natural Resources Department will institute a Division within the Department specifically designed to address the managerial functions involving tribal lands such as leasing, permitting, exchange, partition and other adjustments.

Outlined on the attached forms is the process the Natural Resources Department (NRD) will use to institute and operate the Realty Division.

GOAL I.
INSTITUTE REALTY DIVISION WITHIN
THE NATURAL RESOURCES DEPARTMENT.

Objective 1.0.
Develop Basic Institutional Plan and
Achieve Approval and Funding.

Activity 1.1.
Develop Institutional Plan/Funding
Proposal for Approval by Appropriate
Authorities.

- R. NRD Administrator
 - Minerals & Water (M&W) Programmer
 - Tribal Planning
 - Land Operations Programmer

D. April 16, 1982

M/H: 86

NRD Admin. - Direction & Review	: 4
M&W Prog. - Formulation & Coordination	: 60
L.O. Prog. - Assistance in Formulation & Coordination	: 16
Clerical - Typing, Copying & Compilation	: 4
Planning - Review & Concurrence	: 2

(NRD Land Operations Programmer -
L.O. Prog.)

(NRD Clerical Staff)

(Tribal Planning Department)

NRD Realty Div. GOAL I. Obj. 1.0.
(Cont.)

(Natural Resources Committee &
Tribal Business Council)

Activity 1.2.
Achieve Approval by Tribal Resolution
of Institutional Plan.

R. NRD Admin.

D. April 23, 1982

M/H: 4

NRD Admin. - Presentation
to NRC & TBC : 4

Activity 1.3.
Submit Approved Package to the Fort
Berthold Agency for Funding.

R. NRD Admin.

D. April 26, 1982

M/H: 2

NRD Admin. - Submittal to
Superintendent : 2

NRD Realty Div. GOAL I. (Cont.)
Obj. 2.0.
Institute Realty Capability.

Activity 2.1.
Hire Realty Division Personnel.

- R. NRD Admin.
 - Tribal Personnel
 - NRC
 - Tribal Newsletter Editor

D. May 28, 1982

M/H: 33

NRD Admin. - Authorize
Position Advertisement
and Participate in Selection : 4

Tribal Personnel - Submit
for Advertisement, Take
Applications, and Present
for Selection : 24

Editor - Advertise Position: 4

NRC - Make Selection : 1

NRD Realty Div. GOAL I., Obj. 2.0.
(Cont.)

Activity 2.2.
Institute, Orient and Train Personnel.

R. NRD Admin.

- Tribal Personnel
- BIA Realty & L.O. Personnel
- L.O. Programmer

D. Institution & Orientation

June 11, 1982

Functional Training

June 25, 1982

M/H: 340

NRD Admin. - Physical In-
stitution : 4

NRD Admin./Tribal Personnel/
L.O. Programmer - Orienta-
tion : 16

BIA Realty & L.O. Personnel
Training & Supervision :160

Realty Division Programmer:160

NRD Realty Div. GOAL I. Obj. 2.0.
(Cont.)

Activity 2.3.
Evaluate Realty Personnel to Determine
Suitability.

R. NRD Admin.

- BIA Realty

D. June 28, 1982

M/H: 7

NRD Admin. - Discuss with
BIA Realty and Related
Personnel the Progress in
Training and Realty Division
Personnel Aptitude for
Position : 4
BIA Realty Personnel - Pro-
vide Input on Evaluation: 2
Realty Personnel - Partici-
pation in Evaluation : 1

NRD Realty Div. GOAL I., Obj. 2.0.
(Cont.)

Activity 2.4.

Compile and Organize Tribal Land
Recordskeeping/Transaction Materials.

R. Realty Division Programmer and
Assisting Staff

- BIA Realty and L.O. Personnel

D. July 23, 1982

M/H: 160

Realty Div. Programmer -

Obtain Records and Materials

(To be Accomplished in

Conjunction with Training

and as a Singular Effort

Beyond Training Hours) :160

NRD Realty Div. GOAL I., Obj. 2.0.
(Cont.)

Activity 2.5.
Investigate Financial Reimbursement
System for Realty Division from
Accomplishment of Recordskeeping.

R. Realty Division Programmer
- NRD Administrator
- Tribal and BIA Finance
- NRC

D. July 23, 1982

M/H: 40

Realty Div. Programmer -
Investigation & Proposal : 20
Tribal and BIA Finance -
Input on Procedures : 15
NRD Admin. & NRC - Approval: 5

NRD Realty Div. (Cont.)
GOAL II.
BEGIN REALTY DIVISION OPERATION.

Obj. 1.0.
Assume Full Division Operation.

Activity 1.1.
Continue Division Operation.

R. Realty Division Personnel
- BIA Realty
- L.O. Division Programmer
- Ranger Division

D. Ongoing

M/H: Unknown

Realty Division Personnel -
Responsible for Operation
BIA Realty - Assistance with
Transactions
L.O. Division Programmer -
Coordination & Participation
in Recordskeeping as Required.
Ranger Division - Field Activi-
ties.

NRD Realty Div. GOAL II. (Cont.)
Objective 2.0.

Evaluate Progress to Date and
Develop Annual (FY/83) and Long-
term Plan.

(Tribal Planning/Management Team -
P/M Team)

Activity 2.1.

Compile All Relevant Materials and
Evaluate Progress.

R. Realty Division Programmer
- NRD Admin. & P/M Team

D. June 15, 1983

M/H: 20

Realty Division Programmer -
Compilation, Presentation: 15
NRD Admin./P/M Team - Review
and Evaluate : 5

Activity 4.2.

From Evaluation and Input of Involved
Personnel, Develop Annual and Long-
term Plan for Division.

R. Same as Activity 4.1.

D. June 30, 1982

M/H: 40

Realty Division Programmer -
Prepare and Finalize : 20
NRD Admin. & P/M Team - As-
sistance and Concurrence : 20

Natural Resources Department Realty Division
Budget

I. PERSONNEL

A. Realty Specialist			
@ \$6.50/Hr. x 2080 Hrs.	\$13,520.00		
Fringe Benefits @ 15%	<u>2,028.00</u>		
Total		\$15,548.00	
B. Realty Clerk			
@ \$5.50/Hr. x 2080 Hrs.	11,400.00		
Fringe Benefits @ 15%	<u>1,716.00</u>		
Total		13,116.00	
C. Clerk Assistant			
@ \$4.50/Hr. x 1040 Hrs.	4,680.00		
Fringe Benefits @ 15%	<u>702.00</u>		
Total		<u>5,382.00</u>	
Total Personnel Costs			\$34,046.00

II. ADMINISTRATIVE COSTS

D. Telephone			
@ \$100.00/Mo. x 12 Mos.			
Total		1,200.00	
E. Supplies and Consumables			
@ \$200.00/Mo. x 12 Mos.			
Total		2,400.00	
F. Postage			
@ \$75.00/Mo. x 12 Mos.			
Total		900.00	
G. Equipment Purchase			
Typewriter @ \$1,200.00			
Total		1,200.00	
F. Building Maintenance			
@ \$.38/Sq.Ft. x 147 Sq. Ft.			
x 12 Mos.			
Total		670.32	
G. Equipment Rental			
@ \$225.00/Mo. x 12 Mos.			
Total		2,700.00	
H. Cartographer Supplies			
@ \$25.00/Mo. x 12 Mos.			
Total		300.00	
I. Local Travel			
@ \$.20/Mi. x 750 Mi./Mo.			
x 12 Mos.			
Total		<u>1,800.00</u>	
Total Administrative Costs			<u>11,170.32</u>

Total Budget

\$45,216.32

Budget Narrative

I. PERSONNEL

The proposal provides for two full-time and one part-time personnel necessary to accomplish the stated goals and objectives. Contacts with BIA Realty personnel indicate that 2 1/2 personnel will be necessary in order to accomplish the Realty function.

II. ADMINISTRATIVE COSTS

The line items are self-explanatory and are budgeted to reflect institution costs as well as operational costs, i.e., equipment purchase of a typewriter capable of handling land descriptions and necessary to accommodate the typing burden associated with all transactions. Equipment rental provides for cost responsibility for the Department copier and computer which will be utilized by the Realty Division.

THREE AFFILIATED TRIBES
JOB DESCRIPTION

POSITION: Realty Specialist

LOCATION: Realty Division
Natural Resources Department
Tribal Administration Building
Fort Berthold Indian Reservation
New Town, North Dakota 58763

SALARY: \$6.50/Hr. \$13,520.00/Annum Including Fringe @ 15%: \$15,548.00

DUTIES AND RESPONSIBILITIES:

1. Directs the real estate activities of the Three Affiliated Tribes over those lands owned by the Tribes.
2. Develops the real property management program; organizes and assigns work to subordinate staff; directs the operations and coorelates work with other Natural Resources Department offices, the Tribal Governing Body and related BIA offices.
3. Instructs subordinates in the technical requirements and preparation of all types of realty documents and the proper recording of all approved documents.
4. Assists in the administration of the Tribal Land Purchase Program and advises the Tribal Council on the acquisition and disposal of trust lands.

Supervisory duties include:

5. Plans and assigns work to subordinates, setting priorities and preparing schedules for completion of work, considering the difficulty of the assignments and capabilities of employees. Gives advice, counsel and instruction to individual employees on both work and administrative matters. Insures that employees are kept informed on all matters which affect their employment. Assists in the evaluation of subordinates. Recommends disciplinary measures and identifies development and training needs of subordinates and self. Assists in providing and/or making provision for such development training.

QUALIFICATIONS:

1. Must be willing and able to learn and use:
 - a. Established procedures, policies and regulations governing the real estate program.
 - b. Tribal and Department planning and institution procedures.
 - c. Applicable Federal laws and procedures in all aspects of tranactionary activities related to real estate.

Page 2. Realty Specialist Job Description

2. Must be able to maintain accurate records and work in an orderly and well-organized manner.
3. Must be able to present materials to the Governing Body in an acceptable manner.
4. Must be able to work with the public such as landowners, lessors, members of the general public, the Tribal Business Council, and other governmental officials, and the BIA Agency personnel as well as the Aberdeen Area Office personnel.
5. Must have familiarity with land descriptions and map use.
6. Must be able to supervise and properly utilize staff.
7. Must be reliable and disciplined to enable accurate recordskeeping and efficient processing of transactions.
8. Is responsible for all Division reports.
9. Participates in planning endeavors as required for and by the Tribes and the Department.

SUPERVISION:

Incumbent is directly responsible to the Natural Resources Department Administrator. Activities during training period will be directly supervised by the BIA Branch of Realty personnel to insure that proper training is being achieved.

THREE AFFILIATED TRIBES
JOB DESCRIPTION

POSITION: Realty Clerk

LOCATION: Realty Division
Natural Resources Department
Tribal Administration Division
Fort Berthold Indian Reservation
New Town, North Dakota 58763

SALARY: \$5.50/Hr. \$11,400.00/Annum Including Fringe @ 15%: \$13,156.00

DUTIES AND RESPONSIBILITIES:

1. Assists Realty Specialist in accomplishment of recordskeeping relative to all transactions dealing with tribal lands.
2. Retrieves and prepares documents for requested transactions.
3. Accomplishes recordskeeping as required and directed by the Realty Specialist using the media required, i.e., computer and required documents.
4. Maintains and utilizes established filing systems.
5. Works with Natural Resources Department staff in accomplishment of duties.
6. Coordinates all activities with required staff, BIA, Tribal, and individuals as necessary.

QUALIFICATIONS:

1. Individual must be able to train in position.
2. Must be able to maintain accurate records.
3. Must be able to type.
4. Must be able to work with other employees and the public.
5. Must have administrative capabilities.

SUPERVISION:

Immediate supervision will be provided by the Realty Specialist with training supervision provided by BIA personnel and Tribal staff.

THREE AFFILIATED TRIBES
JOB DESCRIPTION

POSITION: Realty Clerk Assistant

LOCATION: Realty Division
Natural Resources Department
Tribal Administration Building
Fort Berthold Indian Reservation
New Town, North Dakota 58763

SALARY: \$4.50/Hr. \$4,680.00/Annum (1/2 Yr.) Including Fringe
@ 15%: \$5,382.00

DUTIES AND RESPONSIBILITIES:

Clerk Assistant will assist the Realty Clerk in compiling documents, copying, typing and preparing land transaction materials as directed by the Realty Specialist and Clerk. Will assist in establishing necessary records and filing systems and maintaining them.

The Clerk Assistant will accomplish all other duties as assigned by the Realty Specialist.

QUALIFICATIONS:

1. Must be able to type.
2. Must be able to work with other staff and the public.
3. Must have working knowledge of office equipment.

SUPERVISION:

Direct supervision provided by Realty Specialist.