

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 authority under said Act, and

WHEREAS, The Constitution and Bylaws of the Three Affiliated Tribes charges 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 Natural Resources Department is responding to the need of the Tribes to become more directly involved in natural resources management through institution of a Tribal Realty Office, and

WHEREAS, The Department is in the process of instituting this capability which would eventually handle managerial functions involving all tribal lands, and

WHEREAS, This institution process must continue in order to allow the Tribes to assume this responsibility as soon as tribal lands have been properly audited,

NOW THEREFORE BE IT RESOLVED, That the Natural Resources Department is hereby authorized by the Tribal Business Council to pursue contracting with the Bureau of Indian Affairs for institution of the Realty Office, and


BE IT FURTHER RESOLVED, That actual transfer of tribal lands records and responsibilities will occur after an audit of tribal lands is accomplished by the Bureau of Indian Affairs.

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 certify that the Tribal Business Council is composed of 11 members of whom 7 constitutes a quorum, and that 11 were present at a SPECIAL meeting, thereof duly called, noticed, convened and held on the 30 day of JUNE, 1983; that the foregoing resolution was duly adopted at such meeting by the affirmative vote of 11 members, — members opposed, — abstained, — members not voting, and that said resolution has not been rescinded or amended in any way.
Chairman (voting) (~~not voting~~).

Dated this 30 day of JUNE, 1983.

ATTEST:


Secretary, Tribal Business Council


Chairman, Tribal Business Council

Three Affiliated Tribes
Natural Resources Department

REALTY OFFICE PROPOSAL

PURPOSE

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 the realty functions involving -- at this point -- only tribal lands. Handling of these lands has been the prime responsibility of the BIA Fort Berthold Agency but through a cooperative effort between the Tribal Natural Resources Department (NRD) and the Fort Berthold Agency's Branch of Real Property Management (Realty), portions of that function will be transferred to the NRD who will administer the program and provide necessary staff, office equipment, materials, etc. At this point, it has been determined that the Tribal Realty Office will not address the minerals management function.

FORT BERTHOLD INDIAN RESERVATION BACKGROUND INFORMATION

The Fort Berthold Indian Reservation lies within the six west-central North Dakota counties of Dunn, Mercer, McKenzie, Mountrail, McLean and Ward. It consists of a total of approximately 980,000 dry acres (remaining acres under the Lake Sakakawea reservoir which was created by the Garrison Dam closed in the early 1950's). Fort Berthold lands are in several types of ownership as indicated below.

<u>Description of Ownership</u>	<u>Acreages</u>
Trust Lands	
Tribal Singly Owned (Including 240.04 Acres in Fee Status)	66,970.00
Individual and Heirship (Including 164.09 Gov. BIA Acres)	352,950.00
Other Lands	
Fee Patent	529,020.00
Corps of Engineers Taking Area (Surrounding Lake Sakakawea)	<u>31,060.00</u>
Total Reservation Acreage	980,000.00

The Tribe is in the process of increasing the tribal land base and has, since 1972, acquired approximately 17,300 acres of land via a tribal land purchase program in which the Tribe purchases whole and partial interest in tracts of land from individuals wishing to sell their lands or interests. The purposes of the acquisition program are manifold. It decreases the fractionated ownership patterns which resulted from the Allotment Act. Indian lands remain in Indian trust ownership and are not removed to non-Indian ownership. The Tribe realizes a sizeable income from these lands which supports the tribal government and administration furthering the tribal goal of increased self-sufficiency. This program was facilitated by loans from the Farmers Home Administration.

Land use patterns indicate that the majority of tribally owned lands (rough estimate of 95%) are under some type of agricultural use. The remainder is lands owned in the cities of New Town and Parshall (Mountrail County). Agricultural leases (farm, farm/pasture and range) generate an income to the Tribe estimated at over a half million dollars per annum. In 1978 when oil and gas exploration in the fringe areas of the Williston Basin intensified, over 95% of tribal lands went under exploration leases which brought in over one million dollars in upfront bonus money to the Tribe. Subsequent exploration fees for actual seismic activities under these leases have provided additional income to the Tribe in excess of \$300,000. These leases expire in 1983 but the Tribe, through efforts of its Natural Resources Department, is in the process of trying to stimulate continued exploration and development activities.

NATURAL RESOURCES DEPARTMENT INFRASTRUCTURE

The Natural Resources Department (NRD) was established in November of 1980 in line with the tribal departmentalization effort to streamline the tribal administration. It is currently comprised of six active divisions, each responsible for addressing specific areas of natural resources: the Administrative Division, Minerals and Water Division, Game & Fish Division, Land Operations Division, Environmental Quality Division and the Ranger Division. Each division is under the direct supervision of the NRD Administrator who in turn is responsible to the Natural Resources Committee comprised of six members of the Tribal Business Council. Final tribal governmental authority is held by the Tribal Business Council who is ultimately answerable to the tribal membership.

REALTY OFFICE INSTITUTION PROCESS

The proposed Realty Office will be a component of the NRD's Land Operations Division. It will be designed to specifically address managerial functions involving tribal lands transactions and recordskeeping such as leasing, permitting, exchange, partition and other adjustments.

Implementation strategies have been developed through meetings held with BIA Realty personnel, the Natural Resources Committee, the NRD Administrator and the NRD Realty Specialist who was hired in January of 1983. The next four pages provide a Mission By Objective (MBO) outline of the Realty Office institution process the NRD will use.

COOPERATIVE (BIA REALTY/TRIBAL REALTY) MANAGEMENT PROCEDURES

Several meetings were held by the NRD with the Tribal Natural Resources Committee and with involved Fort Berthold Agency personnel pertaining to the Tribal Realty Office's scope of operation, delineation of primary and secondary recordskeeping responsibilities, land transaction processing procedures and financial accountability methods. All anticipated activities integral to the realty function were projected and are outlined detailing the managerial duties for that particular function. See attached Procedures Outlines.

GOAL I. INSTITUTE THE REALTY OFFICE WITHIN THE NRD LAND OPERATIONS DIVISION.

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

Activity	Responsibilities	Manhours
<p>1.1. Develop Institutional Plan/Funding Package. B. February 1983 D. May 1983</p> <p>1.2. Achieve Approval By Tribal Resolution. B. May 1983 D. May 1983</p> <p>1.3. Submit Approved Package to the Fort Berthold Agency for Funding. B. May 1983 D. May 1983</p>	<p>NRD Administrator Minerals & Water Programmer Realty Specialist Land Op. Programmer Tribal Planning Admin. Natural Resources Committee Tribal Business Council</p> <p><u>Assistance Provided</u></p> <p>BIA Trust Services Officer BIA Realty</p>	<p>- Direction & Review 16 - Formulation & Coordin. 60 - Procedures Develop. 120 - Internal Coordin. 8 - Review & Oversight 4 - Evaluation & Approval 2 - Review & Approval 1</p> <p>- Procedures Evaluation - Coordination</p>

Objective 2.0. Institute Realty Capability.

<p>2.1. Hire Realty Division Personnel. B. June 1983 D. June 1983</p> <p>2.2. Institute, Orient and Train Tribal Personnel. B. June 1983 D. Ongoing</p> <p>2.3. Obtain Approval of and Begin Utilizing Land Transactions and Recordskeeping Procedures. B. July 1983 D. Ongoing</p> <p>2.4. Investigate Financial Reimbursement System for Realty Office, i.e., Transaction Fees and Taxes. B. July 1983 D. August 1983</p> <p>2.5. Evaluate Office. B. September 1983 D. September 1983</p>	<p>NRD Administrator Tribal Personnel</p> <p>Realty Specialist</p> <p>Land Operations Programmer Natural Resources Committee</p> <p><u>Assistance Provided</u></p> <p>BIA Realty Staff</p>	<p>- Oversight & Evaluation 8 - Personnel Selection & Orientation 8 - Set Up Office and Train Clerk 120 - Office Evaluation 4 - Office Evaluation 6</p> <p>- Necessary Records Transfer/Duplication - Provision of Additional Training - Investigation of Financial Reimbursement for Realty Office - Office Evaluation and Recommendations - Functional Coordination</p>
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GOAL II. BEGIN REALTY OFFICE OPERATION.

Objective 1.0. Begin Realty Office Operation.

Activity	Responsibilities	Manhours
<p>1.1. Institute Approved Changes as a Result of Evaluation (GOAL I., Objective 2.0., Activity 2.5.), and Continue Office Operation. B. September 1983 D. Ongoing</p>	<p>Tribal Realty Specialist and Staff Land Operations Programmer NRD Administrator Ranger Division Natural Resources Committee</p> <p><u>Assistance Provided</u></p> <p>BIA Realty</p>	<p>- Continue Operation - Continue to Insure Proper Internal Coordination - Assure Proper Office Operation - Provide Necessary Field Assistance - Continue to Provide Ongoing Evaluation and Recommendations</p> <p>Ongoing</p> <p>- Ongoing Coordination of Activities and Evaluation as Required</p>

Objective 2.0. Evaluate Progress to Date and Develop Annual (FY/84) and Preliminary Long Range Plan for Realty Office as It Relates to the Land Operations Division and the Natural Resources Department.

<p>2.1. Accomplish Progress Evaluation and Prepare FY/84 and Preliminary Long Range Plan. B. June 1984 D. June 1984</p>	<p>Realty Specialist Land Operations Programmer Ranger Supervisor NRD Administrator Tribal Planning Administrator Natural Resources Committee Tribal Business Council</p> <p><u>Assistance Provided</u></p> <p>BIA Realty</p>	<p>- Compilation & Formulation 80 - Input on Plan Devel. 8 - Input on Plan Devel. 4 - Oversight & Approval 16 - Oversight & Approval 2 - Evaluation & Approval 2 - Evaluation & Approval 2</p> <p>- Assist in Development of Plan as Required</p>
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**Three Affiliated Tribes Natural Resources Department
REALTY OFFICE BUDGET**

BUDGET LINE ITEMS

PERSONNEL.....	\$	37,596.00
FRINGE BENEFITS (AT 21.8%).....	\$	8,196.00
TRAVEL (AIR/PER DIEM).....	\$	3,000.00
EQUIPMENT PURCHASE.....	\$	3,500.00
SUPPLIES (Consumable).....	\$	1,200.00
OTHER:		
OTHER/LOCAL TRAVEL...\$	1,800.00	
OTHER/UTIL. & MAINT..\$	670.00	
OTHER/TELEPHONE.....\$	1,200.00	
OTHER/POSTAGE & FEES.\$	900.00	
OTHER/PRINTING.....\$	2,000.00	
TOTAL OTHER.....	\$	6,570.00
TOTAL DIRECT COST.....	\$	60,062.00
TOTAL INDIRECT COSTS @ 28.4%.....	\$	17,120.00
TOTAL BUDGET REQUEST.....	\$	77,120.00

THREE AFFILIATED TRIBES
JOB DESCRIPTION

POSITION: Realty Specialist

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

SALARY : \$8.75/Hr. \$18,200.00/Annum Including Fringe @ 21.8%: \$22,168.00

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 coordinates 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:

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 transactionary 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 Realty Office 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.

THREE AFFILIATED TRIBES
JOB DESCRIPTION

POSITION: Realty Clerk

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

SALARY : \$7.70/Hr. \$16,016.00/Annum Including Fringe @ 21.8%: \$19,508.00

DUTIES AND RESPONSIBILITIES:

1. Assists Realty Specialist in accomplishment of recordskeeping relative to all transaction 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, compute Rentals, Lease Fees, Tribal Taxes, and any other 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 and willing to train in position.
2. Must be able to maintain accurate records.
3. Must be able to type with accuracy and be knowledgable in the operations of general office machines.
4. Must be able to work with other employees and the public.
5. Must have administrative capabilities.
6. Must be able to satisfactorily/successfully operate the Wordprocessor.

SUPERVISION:

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

THREE AFFILIATED TRIBES
JOB DESCRIPTION

POSITION: Realty Clerk Assistant

LOCATION: Realty Office
Land Operations Division
Natural Resources Department
Tribal Administration Building
Fort Berthold Indian Reservation
New Town, North Dakota 48763

SALARY: \$6.50/Hr. for 1/4 Year July 1, 1983 through October 31, 1983

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.

TRANSACTION 1.: FARM/FARM PASTURE LEASE FROM THE THREE AFFILIATED TRIBES

- 1.A. **ACTION REQUIRED:** Take Application for Lease.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Self-explanatory.
TIMEFRAME: N/A
ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Management
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: Within Two (2) Working Days After Application is Completed.
- 1.B. **ACTION REQUIRED:** Present to Natural Resources Committee for Their Consideration.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Oral Presentation with Supporting Documents.
TIMEFRAME: At Next Committee Meeting After Application is Made.
ORIGINAL DOCUMENT KEPT: N/A
- 1.C. **ACTION REQUIRED:** Submit Application to BIA Soil Conservationist for Farm Use Stipulation Plan Development.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Direct Submittal.
TIMEFRAME: Within Two (2) Working Days After Application.
ORIGINAL DOCUMENT KEPT: N/A
- 1.D. **ACTION REQUIRED:** Farm Plan Developed.
RESPONSIBILITY: BIA Soil Conservationist
PROCEDURE: Standard.
TIMEFRAME: Within Five (5) Working Days After Application is Received.
ORIGINAL DOCUMENT KEPT: BIA Land Operations
CC TO: N/A BIA Soil Conservationist Notifies Tribal Realty Office that Farm Plan is Developed and Ready for Approval.
- 1.E. **ACTION REQUIRED:** Application and Farm Plan Approval Obtained from Superintendent.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Standard.
TIMEFRAME: Within Two (2) Working Days After Receipt from Soil Conservationist.
ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Management
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: Within Two (2) Working Days After Receipt.

1.F. **ACTION REQUIRED:** Contract Typed and Sent to Lessee for Signature.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Regular Mail.
TIMEFRAME: Lessee has Thirty (30) Days to Complete and Return to Tribal Realty.

ORIGINAL DOCUMENT KEPT: N/A

1.G. **ACTION REQUIRED:** Contract Approval Obtained from Superintendent.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Transmittal to Supt.
TIMEFRAME: Within Two (2) Working Days After Receipt from Applicant.

ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Management
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: W/I 2 Working Days.

1.H. **ACTION REQUIRED:** Real Property Management Issues Lease Number. Same is Recorded by Tribal Realty Office.

RESPONSIBILITY: Above.
PROCEDURE: Self-explanatory.
TIMEFRAME: W/I 2 Working Days.

ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Mgmt./Lessee
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: Standard

1.I. **ACTION REQUIRED:** Transfer Funds.
RESPONSIBILITY: Real Property Management
PROCEDURE: Journal Voucher, Public Voucher and Bill of Collection.

TIMEFRAME: Within Five (5) Working Days.
ORIGINAL DOCUMENT KEPT: Real Property Management
CC TO: Tribal Realty Office
FROM: Real Property Management
TIMEFRAME FOR TRANSMITTAL: Standard

TRANSACTION 2.: **LAND SALE TO THE THREE AFFILIATED TRIBES**
3.: **PARTITIONMENT OF TRIBAL LANDS**
4.: **LAND EXCHANGE WITH THE THREE AFFILIATED TRIBE**

- #.A. **ACTION REQUIRED:** Take Appropriate Application for Transaction 2., 3. or 4.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Applicant Completes Form at Tribal Realty Office.
TIMEFRAME: N/A
ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Fort Berthold Agency Branch of Real Property Management (Real Property Mgmt.)
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: Within Two (2) Working Days from Date of Application Completion.
- #.B. **ACTION REQUIRED:** Verify True Ownership of Tract.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Research Tribal Realty Records.
TIMEFRAME: Within Two (2) Working Days from Receipt of Application.
ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Mgmt. Can Review for Possible Discrepancies.
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: Immediately Upon Completion.
- #.C. **ACTION REQUIRED:** Obtain Proper B.I.A. Approval to Proceed with Transaction.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Route Application and Comment Sheet Through B.I.A. Land Committee and Obtain Superintendent Approval.
TIMEFRAME: Within Five (5) Working Days After Verification of Ownership.
ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Mgmt.
FROM: Superintendent's Office
TIMEFRAME FOR TRANSMITTAL: Immediately Upon Completion.
NOTIFY APPLICANT(S): BIA Recommendation for Continuing or Discontinuing Transaction.
- #.D. **ACTION REQUIRED:** Order Title Status Report.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Route Request Through Real Property Mgmt. to Aberdeen Area Office.
TIMEFRAME: Within Two (2) Working Days After Obtaining B.I.A.

Approval to Proceed with Transaction.
ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Mgmt.
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: With Original Request.

#.E. **ACTION REQUIRED:** Title Status Report Accomplished.
RESPONSIBILITY: Aberdeen Area Office Titles Plant.
PROCEDURE: Standard
TIMEFRAME: Within Two Weeks from Receipt of Order.
ORIGINAL DOCUMENT KEPT: Real Property Mgmt.
CC TO: Tribal Realty Office
FROM: Aberdeen Area Office Titles Plant.
TIMEFRAME FOR TRANSMITTAL: Transmitted with Original Report.

#.F. **ACTION REQUIRED:** Preparation of Necessary Information for Tribal Natural Resources Committee Review to Include Mapping [and Information as to Whether or Not the Tract is a Prime Tract and/or Meets One or More of the Tribal Land Purchase Priority Criteria or is held in Reserve Status]*. Compilation of All Related Documents Including Application, Title Status Report, BIA Approval Documents, Etc.
* If Land Purchase or Exchange
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Self-explanatory.
TIMEFRAME: Within Five (5) Working Days from Receipt of Completed Title Status Report.
ORIGINAL DOCUMENT KEPT: N/A
CC TO: Prepared Application Package to the Natural Resources Committee
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: Immediately Upon Completion of Action.

#.G. **ACTION REQUIRED:** Schedule Presentation of Application for Natural Resources Committee Review.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Put Transaction on Natural Resources Committee Agenda.
TIMEFRAME: Notify Committee Secretary Immediately Upon Completion of Application Package and Request Earliest Possible Meeting Date.
NOTIFY APPLICANT(S): Inform Applicant(s) of Natural Resources Committee Review Date Immediately Upon Confirmation.
Inform Real Property Mgmt. to Enable Their Attendance.

#.H. **ACTION REQUIRED:** Present Application to Natural Resources Commit-

tee for Their Consideration.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Physical Presentation of Application and All Relevant Information by Tribal Realty Specialist or His Appointed Delegate to Include Title Status Report, BIA Recommendation for Approval/Disapproval, Mapping, [and Information as to Whether or Not the Parcel is a Prime Tract and/or Meets Any of the Tribal Land Purchase Priority Criteria or is held in Reserve Status]*.
* If Land Purchase or Exchange
TIMEFRAME: On Confirmed Meeting Date.
ORIGINAL DOCUMENT KEPT: Meeting Minutes Kept by Tribal Business Office.
CC TO: Tribal Realty Office and Real Property Mgmt.
FROM: Tribal Business Office
TIMEFRAME FOR TRANSMITTAL: Within Two (2) Working Days After Approval of Meeting Minutes.
NOTIFY APPLICANT(S): If Applicant(s) Not Present at Committee Meeting, the Tribal Realty Office Will Inform Applicant(s) of the Committee's Recommendation for Approval or Disapproval of the Transaction Within Two (2) Working Days After Meeting is Held.

#.I. **ACTION REQUIRED:** Upon Natural Resources Committee Favorable Consideration of Application, Order Appraisal.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Transmit Through Real Property Management, an Order for Appraisal. If So Desired by the Tribe, a Special Request for Appraisal May be Made on Behalf of the Tribe.
TIMEFRAME: Within Two (2) Working Days After Application is Favorably Considered by the Natural Resources Committee.
ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Mgmt.
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: Attached to Original Order.

#.J. **ACTION REQUIRED:** Appraisal Completed.
RESPONSIBILITY: BIA Appraisor
PROCEDURE: Standard
TIMEFRAME: Normal: 2-6 Months Special Request 2-6 Weeks
ORIGINAL DOCUMENT KEPT: Real Property Management
CC TO: Tribal Realty Office
FROM: Real Property Management
TIMEFRAME FOR TRANSMITTAL: Within 2 Days After Appraisal is Received by Real Property Mgmt.

#.K. **ACTION REQUIRED:** Prepare Application Package and Present to the

Tribal Business Council for Approval.

RESPONSIBILITY: Tribal Realty Office

PROCEDURE: Physical Presentation of Application and All Relevant Information by Tribal Realty Specialist or His Appointed Delegate to Include Title Status Report, BIA Recommendation for Approval/Disapproval, Mapping, [Information as to Whether or Not the Parcel is a Prime Tract and/or Meets Any of the Tribal Land Acquisition Priority Criteria or is held in Reserve Status]*, Appraisal, Copy of Natural Resources Committee Minutes Recommending Transaction, Etc.

* If Land Purchase or Exchange

TIMEFRAME: For Next Confirmed Tribal Business Council Meeting Date as Scheduled by the Tribal Realty Office.

ORIGINAL DOCUMENT KEPT: Meeting Minutes Kept by Tribal Business Office.

CC TO: Tribal Realty Office and Real Property Mgmt.

FROM: Tribal Business Office

TIMEFRAME FOR TRANSMITTAL: Within Two (2) Working Days After Approval of Meeting Minutes.

NOTIFY APPLICANT(S): If Applicant(s) Not Present at Tribal Business Council Meeting, the Tribal Realty Office Will Inform Applicant(s) in Writing of the Council's Approval or Disapproval of the Transaction within Two (2) Working Days After Meeting is Held.

#.L. **ACTION REQUIRED:** Upon Approval by the Tribal Business Council, Type Deed to Restricted Indian Lands, Obtain Necessary Signature(s) in the Presence of a Notary and Forward to Aberdeen Area Office, Area Director.

RESPONSIBILITY: Tribal Realty Office

PROCEDURE: Self-explanatory.

TIMEFRAME: Within Two (2) Working Days After Council Approval.

ORIGINAL DOCUMENT KEPT: Aberdeen Area Office, Office of the Area Director

CC TO: N/A

#.M. **ACTION REQUIRED:** Area Director Forwards Deed to Titles and Records for Recording.

RESPONSIBILITY: Area Director's Office

PROCEDURE: Standard Transmittal and Recording Procedures.

TIMEFRAME: Two (2) - Three (3) Weeks

ORIGINAL DOCUMENT KEPT: Completed Package Returned to Real Property Mgmt.

CC TO: Tribal Realty Office

FROM: Real Property Management

TIMEFRAME FOR TRANSMITTAL: Within Two (2) Working Days After Receipt from Aberdeen Area Office.

#.N. **ACTION REQUIRED:** Record and File to Appropriate Deed Volume, A&E and Inheritance Cards Upon Payment (If Transaction Requires Payment) by Tribe.

RESPONSIBILITY: Tribal Realty Office and Real Property Management

PROCEDURE: Self-explanatory.
TIMEFRAME: Immediately Upon Receipt of Completed Package.
ORIGINAL DOCUMENT KEPT: Vault, BIA Fort Berthold Agency
CC TO: N/A

**TRANSACTION 5.: RETURNING LAND TO TRUST STATUS AS A RESULT OF
LAND PURCHASE BY THE THREE AFFILIATED TRIBES**

- 5.A. **ACTION REQUIRED:** Any Advertised Lands for Sale Located within the Boundaries of the Reservation Brought to the Attention of the Natural Resources Committee for Their Initial Consideration.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Presentation at Regular Committee Meeting.
TIMEFRAME: N/A
ORIGINAL DOCUMENT KEPT: N/A
- 5.B. **ACTION REQUIRED:** If Committee Indicates Interest in Tract, Order a Special Appraisal.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Transmittal Through Real Property Management
TIMEFRAME: Standard
ORIGINAL DOCUMENT KEPT: N/A
NOTIFY GRANTOR: Of Tribes Interest in Purchase.
- 5.C. **ACTION REQUIRED:** Appraisal Accomplished.
RESPONSIBILITY: BIA Appraisor
PROCEDURE: Standard
TIMEFRAME: 2-6 Weeks
ORIGINAL DOCUMENT KEPT: Real Property Management
CC TO: Tribal Realty Office
FROM: Real Property Management
TIMEFRAME FOR TRANSMITTAL: Standard
- 5.D. **ACTION REQUIRED:** Arrange Meeting Between Grantor or His Administrator with Natural Resources Committee to Discuss Possible Purchase.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: As Necessary.
TIMEFRAME: ASAP
ORIGINAL DOCUMENT KEPT: N/A
- 5.E. **ACTION REQUIRED:** All Abstracts of Title are Updated.
RESPONSIBILITY: Grantor's Attorney and/or Administrator
PROCEDURE: Standard
TIMEFRAME: Two (2) Weeks
ORIGINAL DOCUMENT KEPT: Tribal Realty Office
CC TO: Real Property Management
FROM: Tribal Realty Office
TIMEFRAME FOR TRANSMITTAL: Standard
- 5.F. **ACTION REQUIRED:** Abstract of Title Forwarded to Solicitor's

Office for Review and Approval.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Transmittal Through Real Property Management.
TIMEFRAME: Standard
ORIGINAL DOCUMENT KEPT: Aberdeen Area Office
CC TO: Tribal Realty Office/Real Property Mgmt.
FROM: Aberdeen Area Office
TIMEFRAME FOR TRANSMITTAL: Standard

5.G. **ACTION REQUIRED:** Type Warranty Deed.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Self-explanatory
TIMEFRAME: Standard
ORIGINAL DOCUMENT KEPT: N/A

5.H. **ACTION REQUIRED:** Notify County Register of Deeds of Transaction
in Progress.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Letter
TIMEFRAME: Standard
ORIGINAL DOCUMENT KEPT: N/A

5.I. **ACTION REQUIRED:** Warranty Deed to Aberdeen Area Office for
Approval and Recording.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Transmittal Through Real Property Mgmt.
TIMEFRAME: Standard
ORIGINAL DOCUMENT KEPT: Real Property Management
CC TO: Tribal Realty Office
FROM: Real Property Management
TIMEFRAME FOR TRANSMITTAL: Standard


5.J. **ACTION REQUIRED:** Record Deed and Transfer Funds in Payment.
RESPONSIBILITY: Tribal Realty Office
PROCEDURE: Standard
TIMEFRAME: Immediate Upon Completion.
ORIGINAL DOCUMENT KEPT: Vault, BIA
CC TO: Tribal Realty Office
FROM: Real Property Mgmt.
TIMEFRAME FOR TRANSMITTAL: Standard.

FURTHER RESOLVED, that the Chairman's Ad Hoc Employment and Training Committee shall serve at the pleasure of the Chairman, Tribal Business Council, Three Affiliated Tribes.

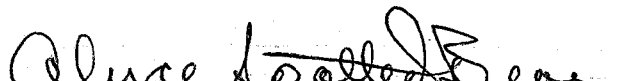
C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of 11 members of who 7 constituting a quorum, 11 were present at a ~~SPECIAL~~ Meeting, thereof duly called, notice, convened, and held on the 30 day of JUNE 1983; that the foregoing resolution was duly adopted at such meeting by the affirmative vote of 11 members, — members opposed, — members abstained, — members not voting, and that said resolution has not been rescinded or amended in any way.

Dated this 30TH day of JUNE, 1983.


Secretary, Tribal Business Council

ATTEST:


Chairman, Tribal Business Council

P.L. 93-638 Aid to Tribal Government

In previous years, the Three Affiliated Tribes' Tribal Business Council had contracted Aid to Tribal Government for a Summer Youth Day Camp, and for the fiscal year 1984, the Tribal Business Council proposes to use the money under the Aid to Tribal Government to supplement the Tribal Business office and salaries.

PURPOSE:

The Three Affiliated Tribes within the past few years has had increased relationships with the federal government, state government and local government and organizations within the boundaries of the Fort Berthold Reservation. The increased contact and programs have caused a high work load for the staff of the Tribal Business office, therefore, the Three Affiliated Tribes proposes to use the Aid to Tribal Government monies to supplement the salaries of an Executive Secretary and Staff Assistant III. Job descriptions for the two positions are attached.

OBJECTIVE:

The following objectives the Three Affiliated Tribes hope to achieve with these two positions are:

- (1) Increase availability of minutes and resolutions to constituents of the Tribes.
- (2) Increase personal contacts with the individual members of the Tribes.
- (3) Make minutes and resolutions available to appropriate agencies, organizations and individuals in a more timely manner.
- (4) Maintain a good working relationship in liaison with organizations, individuals and local governments within the boundaries of Fort Berthold Reservation.
- (5) Research resolutions and minutes in prior years to make available a more up-to-date system for the Tribes.
- (6) Act as liaison between Three Affiliated Tribes' Tribal Business Council and the six (6) communities in the reservation by attending community meetings.

BUDGET

Executive Secretary	($\frac{1}{2}$ of salary)	\$ 7,500.00
Staff Assistant III	($\frac{1}{2}$ of salary)	7,800.00
Fringe Benefits		3,335.40
Travel		<u>264.60</u>
Total Direct Cost		18,900.00
Indirect Cost		<u>6,300.00</u>
		\$25,200.00

JOB DESCRIPTION

JOB TITLE: Staff Assistant III

LOCATION: Tribal Business Office

DUTIES: Incumbent is under the supervision of the Administrative Assistant. Incumbent is required to do detailed research for the Administrative Assistant and the Executive Committee including but not limited to grazing permits, past projects of the tribe, accounts payable, accounts receivable, and any activity that the tribe may have been engaged in or may have considered or may be considering whereby all the facts, background information and pertinent documents are presented in a cohesive and chronological package.

Incumbent is required to do extensive public relations work and is required to act as liaison between the tribe (Tribal Council) and Fort Berthold Indian Reservation residents; is required to visit reservation members and maintain a good working relationship with off-reservation members providing information and assistance via telephone or letter.

Incumbent is required to do extensive filing and indexing of tribal projects for ready access by tribe (Tribal Council).

Incumbent is also required to hand deliver important documents to Indian Health Service, Bureau of Indian Affairs, and other government offices within the boundaries of the Fort Berthold Indian Reservation; is required on occasion to hand-carry mail for special handling to the U. S. Post Office; is required to obtain signatures for loans, wake funds, etc. when tribal members are incapacitated or unable to come to the Tribal Business Office.

Special projects are assigned to the incumbent thru the Administrative Assistant by the Executive Committee or other Tribal Business Council members.

Other duties as assigned.

REQUIREMENTS:

Must be able to operate a motor vehicle and possess a valid North Dakota Driver's License. Must be a high school graduate or equivalent and have good writing skills and some knowledge of bookkeeping.

SUPERVISION EXERCISED: None.

THREE AFFILIATED TRIBES

JOB DESCRIPTION

POSITION: Executive Secretary

LOCATION: Tribal Business Office
Tribal Administration Building
New Town, North Dakota 58763

SALARY : \$7.21 an hour

DESCRIPTION OF WORK:

Answers all incoming call, takes messages, and/or transfers calls to Council members.

Receives and sorts incoming Tribal Business Council correspondence.

Greets incoming public and answers general inquiries.

Drafts and types correspondence, memoranda for Tribal Chairman's and Tribal Secretary's signatures. Prepares other assigned forms for signatures, e.g. Dance Permits.

Responsible for the distribution of the Tribal Council Minutes (Committee, Regular and Special), and Tribal Resolutions to proper agencies and programs.

Assists in maintaining central filing system to include Tribal Resolutions, minutes, vouchers, correspondence and other required projects.

Keeps Tribal Secretary aware of appointments, meetings and calendar of events.

Assists in preparation of Tribal Business Council travel arrangements, conference schedules, meetings, etc.

Prepares agendas for meetings.