

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 Tribal Realty Office has concluded its first quarter of operation and has entered the second quarter; and
- WHEREAS, The end of the first quarter coincided with the end of FY/83; and
- WHEREAS, The Natural Resources Department has declared savings for carryover into FY/84; and
- WHEREAS, Resolution 83-209-S authorizes the NRD to submit a Plan of Operations and a Budget to use any unexpended remaining funds in the Lands Development Account; and
- WHEREAS, The NRD is submitting the required Plan of Operations and a Budget for the first quarter of FY/84; and
- NOW THEREFORE BE IT RESOLVED, That the Tribal Business Council has read and does approve the Plan of Operation and the Budget proposed for the Tribal Realty Office for the first quarter of FY/84 (October 1, 1983 through December 31, 1983); and
- BE IT FURTHER RESOLVED, That the NRD accomplish the necessary paperwork with the BIA to accomplish funding as requested.


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 SPECIAL meeting, thereof duly called, noticed, convened and held on the 21 day of NOVEMBER, 1983; that the foregoing resolution was duly adopted at such meeting by the affirmative vote of 7 members, — members opposed, — abstained, 4 members not voting, and that said resolution has not been rescinded or amended in any way.

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

Page 2. Resolution No. 83-273-5

Dated this 21 day of November, 1983.


Secretary, Tribal Business Council

ATTEST:


Chairman, Tribal Business Council

Three Affiliated Tribes
Natural Resources Department

TRIBAL REALTY OFFICE PLAN OF OPERATION
October 1, 1983 Through December 31, 1983

The Natural Resources Department (NRD) Tribal Realty Office will continue to pursue the following projects on behalf of the Three Affiliated Tribes. Each project is identified by number and name for future reporting purposes. The estimated progress for each project is projected from 25% to 100% complete at the end of this quarter of operation. Explanations are provided regarding the level of completion. Some projects are ongoing in nature and are identified as such.

1. **Update of Land Purchase/Exchange Applications on Hand** - It is the intent of the Tribal Realty Office to: a) Present all applications on hand with current appraisals to the Natural Resources Committee for their consideration on or around the date of November 15, 1983, and b) Review remaining applications and:

- Eliminate from consideration all applications which are not in current status, i.e., applicants deceased, ownership status has changed; applicant no longer interested in transaction.

- Update (not including appraisals) all remaining applications for Natural Resources Committee review and arrange Committee review date(s).

- Prepare an improved Application Summary Cover Sheet which will allow easier Committee/Council review of application.

- Obtain and maintain copies of all applications and related information.

Level of Completion on December 31, 1983 - 100%

2. **Investigate and Ascertain Functions that the Tribal Realty Office Can Assume from the Bureau of Indian Affairs** - Review "Procedures for Handling Tribal Lands Transactions" with BIA Real Property Management personnel and obtain necessary Tribal/Interior approvals to operate as agreed upon. Note: The Fort Berthold Agency is currently undergoing audit. The operation of the Realty Office will not require the "transfer" of any documents from the BIA. The Office will retain duplicates of the originals stored within the BIA.

Level of Completion on December 31, 1983 - 75% Interior approval may require Solicitor review.

3. **Continue Development of "Tribal Land Purchase/Exchange Policies and Procedures"** - which will provide uniform guidelines that the Committee/Council can refer to and reference when considering subject transactions.

Level of Completion on December 31, 1983 - 25% Must include Land Consolidation Plan which will not be entirely developed during this quarter.

4. **Create a Financial Base for the Tribal Realty Office** - Develop and institute a plan in which all administrative Realty fees and charges will accrue to a special Tribal account for use by the Realty Office, thus supporting the costs of the Realty Office and making it self-sufficient to the greatest extent possible.

Level of Completion on December 31, 1983 - 100%

5. Refine Structuring and Continue to Upgrade the Services of the Tribal Realty Office - Focus efforts of individual staff members as necessary to accomplish Realty Office functions most expediently, i.e., further define the scope of responsibilities of each member and provide training as necessary.

Level of Completion on December 31, 1983 - 100% Ongoing.

6. Develop a "Needs Statement" - identifying any shortages in personnel, equipment, etc. which affect Office operation for consideration and correction during the next quarter of operation.

Level of Completion on December 31, 1983 - 100%

7. Further One-to-One Relationships with Applicants - Respond in a professional and expedient manner to individual requests for information and apprise affected individuals of status as necessary to insure their awareness.

Level of Completion on December 31, 1983 - 75% Development of an effective response and notice system will involve "trial and error." Coordination will also require the attention of the Committee and BIA to individual applications and pre-scheduling of reviews which is not now standard practice. This will have to be implemented. Tribal Realty will however respond to the best of its ability.

8. Begin Upkeep of Tribal Land Ownership/Leasing Records - Obtain copies of BIA records pertaining to tribal lands and maintain updated information including ownership, lease status, etc. Arrange a system with BIA Real Property Management which will facilitate the keeping of updated records.

Level of Completion on December 31, 1983 - 50% Function will require many manhours devoted to copying. Summary recordbooks will be first priority and supporting records will be obtained as able.

9. Begin Development of a "Realty Handbook" - which will contain all pertinent information such as Resolutions governing land transactions, procedures, etc.

Level of Completion on December 31, 1983 - 25% Active resolutions and their supporting minutes will be reviewed by the BIA to insure appropriate Interior approval. Properly approved and documented resolutions will be provided to involved persons including Council members and BIA Real Property Management. Preliminary land transaction procedures will be approved and included in the Handbook. Handbook must also include Tribal Land Consolidation Plan which will not be complete by the end of this quarter.

10. Assist the BIA in the Development of a Land Consolidation Plan - which will assist individual members of the Tribes in consolidation efforts and protect the interests of the Tribes.

Level of Completion on December 31, 1983 - 50% Dependent upon approval of additional funding to the Natural Resources Department during this quarter. The Plan must be totally developed since, to date, the BIA does not have any official plans for the Three Affiliated Tribes. Plan should be developed and operational during the next quarter.

11. Maintain Tribal Land Ownership Map - for visual assistance when Committee/Council is reviewing land transactions.

Level of Completion on December 31, 1983 - 100% Ongoing.

12. Prepare Lists and Maps of Tribal Lots Available for Lease or Exchange - to individual members desiring homesites. Assist Tribes in identifying lots available to tribal members.

Level of Completion on December 31, 1983 - 75% Tribal Realty can have list and map prepared by the end of this quarter. Decisions regarding availability of individual lots will be determined by the Council.

13. Representation of the Realty Office at Meetings and Availability to the Committee/Council - The Realty Office will be on hand to assist the Committee/Council in Realty matters as necessary.

Level of Completion on December 31, 1983 - 100% Ongoing.

14. Investigate Procedures to Begin Field Compliance Checks and the Personnel/Training Requirements Necessary to Insure Adequate Protection of Tribal Lands - Lease compliance checks must be accomplished to insure proper use of tribal lands. Field personnel within the NRD can assume a portion or all of the compliance checks necessary on a regular basis.

Level of Completion on December 31, 1983 - 100% Inspection activities to begin in a later quarter.

Three Affiliated Tribes
Natural Resources Department

Tribal Realty Office
BUDGET for October 1, 1983 Through December 31, 1983

Sources: Carryover from July 1, 1983 - September 30, 1983	\$ 9,114.00
Increment in Acct. Above \$55,000 Minimum Balance	<u>10,500.00</u>
Total Available for Budgeting	\$19,614.00

PERSONNEL	\$10,790.00
FRINGE BENEFITS @ 21.8%	2,352.00
ADMINISTRATIVE COSTS	2,134.00
TOTAL DIRECT COSTS	<u>15,276.00</u>
Indirect Costs @ 28.4%	<u>4,338.00</u>
TOTAL BUDGET	\$19,614.00

BUDGET NARRATIVE - Due to the limited amount of funds remaining for carryover and those available within the FmHA Lands Development Account, the Tribal Realty Office Budget contains only salaries, fringe benefits and indirect costs with a minimum amount of operating (administrative costs). The line item administrative costs will include supplies, space costs, telephone, postage, etc.