

RESOLUTION NO. 95-094-MNF

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

A resolution entitled "Mandaree Community Building CDBG".

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

WHEREAS, The Constitution of the Three Affiliated Tribes generally authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribes, and of the enrolled members thereof; and,

WHEREAS, Article VI, Section 5, of the Constitution of the Three Affiliated Tribes empowers the Tribal Business Council to adopt resolutions regulating the procedure of tribal agencies and officials on the reservation; and,

WHEREAS, The Tribe has the authority to submit applications under the Indian Community Development Block Grant (CDBG) program for the benefit of Tribal Members; and

WHEREAS, The Tribal Council is on record to have the number one priority for the CDBG application for FY 1995 be a new permanent Multi-purpose Community Facility in the West Segment; and

WHEREAS, The Western Segment is known to have the poorest income on the Fort Berthold Reservation which compounds the need for an adequate multi-purpose facility; and

WHEREAS, The current condition prevents a unified effort to approach the lack of community services and problems; and

WHEREAS, The Tribal Business Council recognizes the obligation and duty of the Governing Body to apply for the CDBG Program for the aforementioned purposes; and

WHEREAS, The Tribal Business Council recognizes the need to establish a long term and on-going maintenance and operation plan for the proposed West Segment Multi-Purpose Community Facility building to ensure the proper maintenance for the life of said facility; and

NOW, THEREFORE BE IT RESOLVED, That the Tribal Business Council hereby adopts the attached Maintenance and Operation Plan for the proposed West Segment Multi-purpose Community Facility Building; and

NOW, THEREFORE BE IT FURTHER RESOLVED, That the Tribal Business Council will provide the financial support currently provided to all other segments for the Maintenance and Operation of the proposed West Segment Multi-purpose Community Facility through the Indirect Cost Pool to ensure the proper maintenance and operation for life of such facility, at approximately \$37,000. dollars annually, and that these funds are projected to become available within sixty (60) days after completion of the proposed project; and

NOW, THEREFORE BE IT FURTHER RESOLVED, That the Three Affiliated Tribes Tribal Business Council will provide a financial cash match of twenty five per cent (25%) of the total project cost for the FY 1995 CDBG Application for the proposed Multi-purpose Community Facility: Total Project Cost= \$578,040., 25% Match= \$144,600. of which will be available immediately and not more than three months after the date of Notice of Grant Award; and

NOW, THEREFORE BE IT FURTHER RESOLVED, That prior to submission of the application, the Three Affiliated Tribes certifies that they have:

- 1) Provided residents of the West Segment and Fort Berthold with adequate information concerning the amount of funds available for the proposed developments under the Fy 1995 CDBG Application, the range of activities that may be assisted, other CDBG program requirements, and solicited their views and participation via a Public Hearing held on Wednesday, April 19, 1995, at 1:30 p.m. at the Tribal Chambers, at New Town, North Dakota.
- 2) Developed and published a Community Development Statement and made it available to residents for their review and comment and considered any comments submitted by residents.
- 3) Given residents an opportunity to review and comment on the applicant's performance under any active Community Development Block Grant.

NOW, THEREFORE BE IT FINALLY RESOLVED, That the Tribal Business Council as the Governing Body of the Three Affiliated Tribes, fully supports and is committed to improving the quality of life for all Tribal members in the Western Segment and that upon the success of this application, the Mandaree Community Development Specialist will be designated to administer this specific project.

**MAINTENANCE AND OPERATION PLAN
TIME SCHEDULE AND MAINTENANCE/REPAIR STANDARDS
THE COMMUNITY ASSOCIATION MULTI-PURPOSE
CENTER FACILITY**

Daily

- o Northeast Segment Community Association Board will maintain a Schedule/Reservation Listing of organizations and/or individuals wishing to utilize the Facility and provide same to the Maintenance Technician;
- o The Association Board or the Maintenance Technician shall collect a \$50 Refundable Cleanup Deposit from each user and upon inspection after the event refund same if cleaning is completed satisfactorily;
- o Maintenance Technician will provide daily sweeping and mopping of floors, vacuuming carpets, emptying waste receptacles, and cleaning of restrooms;
- o During winter months entrances & sidewalks will be cleared of snow and ice by Maintenance Technician;
- o During summer months obvious trash/paper/etc. outside building will be picked up and disposed of by Maintenance Technician;
- o Maintenance Technician will make brief visual inspection of plumbing, heating, electrical systems to ensure they are operating properly;

Weekly

- o Wax floors after mopping and dusts furniture/fixtures;
- o Use carpet cleaner for vacuuming carpets;
- o Completely disinfect restrooms;
- o In summer make a detailed inspection and cleaning of the grounds and parking lot and mowing of lawn area;
- o In winter, arrange for plowing of parking lot if necessary;
- o Perform detailed inspection of plumbing, heating and electrical systems;

Seasonally

- o Complete cleaning of exterior of building to include inspection of siding, windows, roof, etc. with repairs as necessary;

- o Complete cleaning of interior of building to include inspection of walls, windows, fixtures, and ceilings with repairs as necessary;
- o Rent heavy duty carpet cleaner for use on carpets;
- o Completely clean, strip, and re-wax floor surfaces;
- o Perform preventive maintenance on electrical, plumbing, and heating systems -- removing, replacing, cleaning vital components/filters/fluids/etc. as recommended by Manufacturer of equipment;

As Needed

- o Inform Northeast Segment Community Association when inspection shows that a major repair is necessary, obtain repair cost estimate, obtain permission to secure repair parts or expertise if needed, accomplish or inspect repair activities, and report completion so arrangements may be made for payment.

**JOB DESCRIPTION/EMPLOYMENT REQUIREMENTS
PARSHALL/NORTHEAST SEGMENT COMMUNITY ASSOCIATION**

POSITION: Community Center Maintenance Technician

LOCATION: Parshall/Northeast Segment Multi-Purpose Community
Center Facility
Parshall, North Dakota

SALARY : Negotiable

DUTIES AND RESPONSIBILITIES:

- o Performs routine maintenance tasks to include sweeping, dusting, and mopping floors; operates floor buffer, vacuum cleaner, rug shampoo machine, etc.;
- o Cleans and disinfects restrooms; empties waste from waste receptacles; cleans washrooms, washes windows, walls, and woodwork;
- o Polishes and dusts furniture in rooms;
- o Responsible for upkeep of laws, trees, shrubbery, and parking lot during summer months;
- o Responsible for ensuring that the cooling and heating systems of the facility are in good working order at all times - making periodic checks and necessary adjustments;
- o Loads and unloads materials, suppliers, and freight as necessary;
- o Maintains inventory and stock of supplies and materials;
- o Locks/unlocks building as scheduled;
- o Provides written or verbal reports to supervisor(s) as requested;
- o Any other duties as requested by the Northeast Segment Community Association Officers;

KNOWLEDGE AND EXPERIENCE REQUIRED:

- o Must possess knowledge of plumbing, carpentry, and minor electrical repair.
- o Must possess knowledge of caretaking, grounds-keeping, and/or custodial practices.
- o Must possess knowledge of inventory and ordering of supplies, materials, parts, etc.

- o Must possess a High School Diploma or G.E.D.
- o Must be in good physical condition, punctual, reliable, and able to work without constant supervision.

SUPERVISION EXERCISED:

- o None, unless assigned a trainee funded through a Tribal Program.

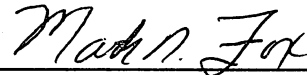
SUPERVISION RECEIVED:

- o Under the supervision of the Northeast Segment Community Association Officers.

CERTIFICATION

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 seven (7) members, of whom five (5) constitute a quorum, 5 were present at a Special Meeting thereof duly called, noticed, convened, and held on the 1st day of May, 1995; and that Resolution No. 95-94-MF was duly adopted at said meeting by the affirmative vote of 5 members, 0 members opposed, 0 members abstained, 2 members absent.

Dated this 1st day of May, 1995.



Mark Fox, Acting Secretary
Tribal Business Council

ATTEST:



Russell D. Mason, Sr. Chairman
Tribal Business Council