

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 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, The Three Affiliated Tribes have been invited by the US Department of Housing and Urban Development - Office of Indian Programs to submit an application for financial assistance in completing eligible Community Development Block Grant Activities with up to \$800,000 in 1995 ICDBG funding; and
- WHEREAS, The Tribal Business Council must specify its requested activities, set priorities for these activities, and make certain assurances in compliance with HUD regulations in 24 CFR Part 571 and Part 953; and
- WHEREAS, The Three Affiliated Tribes must comply with citizen participation meeting requirements and low-moderate income persons benefit regulations; and
- WHEREAS, To gain adequate CDBG Rating and Ranking System points so that an application is competitive enough to be funded it is advisable to commit local cash matching funds and adopt an Operation and Maintenance Plan for the Tribe's proposed ICDBG projects; and
- WHEREAS, Applicants may submit Demographic Data that are unpublished and not generally available in order to meet the requirements of this section.

NOW, THEREFORE, BE IT RESOLVED. That after thorough consideration of all community development needs within the Fort Berthold Reservation, the Tribal Business Council of the Three Affiliated Tribes hereby directs the execution and filing of an application for financial assistance under the Indian Community Development Block Grant 1995 program for the following proposed activities:

Resolution #95-098 DSB

<u>Activities</u>	<u>\$ Amount</u>	<u>Priority #</u>
-New Four Bears Community Facility	\$315,582	#2
-Expanded Northeast Segment Community Facility	\$ 49,579	#3

FURTHER, BE IT RESOLVED. That the Tribal Business Council hereby certifies that the requirements of 24 CFR 953.604 (a) and (c) have been complied with in the development of this application to ensure adequate citizen participation input and that at least 51% of the proposed projects beneficiaries will be low and moderate income persons.

FURTHER, BE IT RESOLVED. That the Tribal Business Council hereby commits \$33,334 annually from the Tribes Indirect Cost Pool for the operation and maintenance of the Proposed Four Bears Segment New Community Facility and \$33,334 annually from the Tribes Indirect Cost Pool for the Proposed Expansion of the Northeast Segment Community Facility and hereby adopts the attached Operation and Maintenance Plan for said Community Facilities.

FURTHER, BE IT RESOLVED. That the Tribal Business Council hereby certifies that the Demographic Data submitted have been collected systematically, are statistically reliable, feasible, independently verifiable, and differ from the Fort Berthold Agency BIA Service Area.

FINALLY, BE IT RESOLVED. That the Tribal Business Council hereby commits local matching funds for the projects in the following amounts from the following sources:

<u>Project/Priority#</u>	<u>\$ Amount</u>	<u>Source</u>
-New Four Bears/#2 Community Facility	\$105,193	Tribal Income
-Expanded Northeast/#3 Segment Community Facility	\$ 16,526	Tribal Income

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 7 members of whom 5 constitute a quorum, 6 were present at a Regular Meeting thereof duly called, noticed, convened, and held on the 10th day of May, 1995; that the foregoing Resolution was duly adopted at such Meeting by the affirmative vote of 5 members, 0 members opposed, 1 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

Dated the 10th day of May, 1995.

Daylon Spotted Bear
Secretary, Tribal Business Council

ATTEST:

[Signature]
Chairman, Tribal Business Council

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

Daily

- o Four Bears 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 rewax 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 Four Bears 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
FOUR BEARS SEGMENT COMMUNITY ASSOCIATION

POSITION: Community Center Maintenance Technician

LOCATION: Four Bears Segment Multi-Purpose Community Center
Facility
New Town, 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, groundskeeping, 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.