

**RESOLUTION NO. 3421**

**RESOLUTION OF THE SOUTH BEND REDEVELOPMENT COMMISSION  
SETTING PROCEDURES FOR CONTRACTS FOR PROPERTY  
RELATED SERVICES**

WHEREAS, I.C. 36-7-14-12.2 provides that the Redevelopment Commission may acquire, hold, use, sell, exchange, lease, rent or otherwise dispose of property for the purposes set forth and described in I.C. 36-7-14 (the “Act”); and

WHEREAS, the Commissioners have the authority under I.C. 36-7-14-8(g) to adopt such rules and bylaws as they consider necessary for the proper conduct of their proceedings and the carrying out of their duties and the safeguarding of money and property placed in their custody; and

WHEREAS, the Commission enters into contracts, from time to time, with title companies, appraisers, surveyors, and environmental contractors so as to better understand the status of title and the condition of real estate in which the Commission has a current or prospective interest; and

WHEREAS, the Commission wishes to delegate to certain staff members of the City of South Bend (the “City”) the authority to initiate certain contracts with title companies, appraisers, surveyors, and environmental contractors subject to the limitations stated in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the South Bend Redevelopment Commission as follows:

1. The following staff members or their successors (“Staff”) are authorized to initiate contracts for services (the “Contracts”) on behalf of the Commission:
  - a. James Mueller;
  - b. Daniel Buckenmeyer;
  - c. David Relos; and
  - d. Tim Corcoran.
2. All Contracts initiated by Staff must be related to property the Commission owns, is interested in acquiring, or intends to sell, use, exchange, lease or otherwise dispose in furtherance of its purposes under the Act. The Contracts shall be strictly limited to the services identified in paragraph 5 of this Resolution.
3. Each Contract must be approved by the Executive Director of the City’s Department of Community Investment (the “Director”).
4. Each Contract must be made with one of the service providers on the Director’s list of approved service providers, as amended from time to time.
5. Staff’s authority to initiate the Contracts is limited to the following maximum amount for each respective service:

<u>SERVICE</u>	<u>MAXIMUM FEE</u>
Title Searches and Policies	\$ 200.00 per parcel
Appraisals (Commercial/Industrial)	\$ 5,000.00 per appraisal
Appraisals (Residential)	\$ 1,000.00 per appraisal
Land Surveys/Replats/Subdivisions	\$ 5,000.00 per survey/replat/subdivision
Environmental Assessments	\$ 5,000.00 per assessment

6. All Contracts initiated by Staff must be presented to the Commission at its next regular meeting as part of the Commission's regular claims approval process or separately for ratification by the Commission.
7. The authority granted under this Resolution expires on December 31, 2018.
8. This Resolution shall be in full force and effect after its adoption.

ADOPTED at a meeting of the South Bend Redevelopment Commission held on January 11, 2018, at 1308 County-City Building, 227 West Jefferson Boulevard, South Bend, Indiana 46601.

SOUTH BEND REDEVELOPMENT  
COMMISSION

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Marcia I. Jones, President

ATTEST:

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Donald E. Inks, Secretary

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