



# CITY OF SOUTH BEND

## REDEVELOPMENT COMMISSION

### Redevelopment Commission Agenda Item

DATE: 12/11/202  
FROM: Joseph Molnar  
SUBJECT: Authorizing Staff to Administrative Acts

\_\_\_\_\_ Pres/V-Pres

ATTEST: \_\_\_\_\_ Secretary

Date: \_\_\_\_\_

APPROVED       Not Approved

*SOUTH BEND REDEVELOPMENT COMMISSION*

Which TIF? (circle one) River West; River East; South Side; Douglas Road; West Washington

PURPOSE OF REQUEST: Authorizing Staff to Conduct Certain Administrative Acts Relating to Property

Specifics: This resolution updates the staff individuals who can act on the RDC's behalf in regards to administrative acts but not limited to, the approval of plats, the release of obsolete financing documents, the submission of forms to other various entities, and the execution of documents related to the ownership, maintenance, and disposition of property.

Staff requests approval.

INTERNAL USE ONLY: Project Code: \_\_\_\_\_;

Total Amount new/change (inc/dec) in budget: \_\_\_\_\_; Break down:

Costs: Engineering Amt: \_\_\_\_\_; Other Prof Serv Amt \_\_\_\_\_;

Acquisition of Land/Bldg (circle one) Amt: \_\_\_\_\_; Street Const Amt \_\_\_\_\_;

Building Imp Amt \_\_\_\_\_; Sewers Amt \_\_\_\_\_; Other (specify) Amt: \_\_\_\_\_

\_\_\_\_\_. Going to BPW for Contracting? Y/N

Is this item ready to encumber now? \_\_\_\_ Existing PO# \_\_\_\_\_ Inc/Dec \$ \_\_\_\_\_

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**RESOLUTION NO. 3583**

**A RESOLUTION OF THE SOUTH BEND REDEVELOPMENT COMMISSION  
APPOINTING AUTHORIZED REPRESENTATIVES TO CONDUCT CERTAIN  
ADMINISTRATIVE ACTS RELATING TO REDEVELOPMENT PROPERTY**

WHEREAS, the South Bend Redevelopment Commission (the “Commission”) is the governing body of the City of South Bend Department of Redevelopment established under the Redevelopment of Cities and Towns Act of 1953, as amended, being I.C. 36-7-14-1 *et seq.* (the “Act”); and

WHEREAS, I.C. 36-7-14-12.2 provides that the 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; 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 owns, manages, leases, and sells property within the boundaries of the City of South Bend (the “City”); and

WHEREAS, as a result of such owning, managing, leasing, and selling of property, City staff members receive frequent requests to perform administrative functions on behalf of the Commission, including but not limited to, the approval of plats, the release of obsolete financing documents, the submission of forms to other various entities, and the execution of documents related to the ownership, maintenance, and disposition of property; and

WHEREAS, the City’s staff members are familiar with the property owned by the Commission; and

WHEREAS, the Commission desires to expressly authorize certain members of the City’s staff to take such administrative acts and to execute such administrative documents as necessary to provide for the proper maintenance and management of its property interests.

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

1. The following staff members of the City are authorized to perform, on behalf of the Commission, all administrative acts related to the Commission’s owning, managing, leasing, and selling of property, including, but not limited to, acts relating to the disposition of property, the closing of a property transaction, a re-platting process, a tax appeal process, the release of obsolete financing documents, a petition or application regarding land use before an administrative body, or any

other review process, whether such process was initiated by the Commission or another entity:

- a. Caleb Bauer;
- b. Sarah Schaefer;
- c. Joseph Molnar; and
- d. Erik Glavich.

Such authority shall include the authority to execute documents on behalf of the Commission that relate to the completion of such administrative acts, provided, however, that staff members are not authorized to execute any deed of conveyance on behalf of the Commission. For purposes of this Resolution, an administrative act is one in which the authorized staff member determines, upon the advice of legal counsel, that said act occurs within the normal course of owning, managing, leasing, or selling property and does not adversely impact an interest of the Commission in light of the Commission’s overall purpose and goals as set forth under the Act.

- 2. This Resolution supersedes Resolution No. 3554, and the authority granted under this Resolution continues until further action of the Commission.
- 3. This Resolution shall be in full force and effect after its adoption.

ADOPTED at a meeting of the South Bend Redevelopment Commission held on December 14, 2023.

SOUTH BEND REDEVELOPMENT  
COMMISSION

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Marcia I. Jones, President

ATTEST:

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Vivian Sallie, Secretary