



CITY OF SOUTH BEND

REDEVELOPMENT COMMISSION

Redevelopment Commission Agenda Item

DATE: 12/11/202
FROM: Joseph Molnar
SUBJECT: Authorizing Staff Initiate Contract Services

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

Specifics: This resolution updates the staff individuals who can act on the RDC's behalf initiate contracts for services on behalf of the RDC. These contracts must be related to property the Commission owns, is interested in acquiring, or intends to sell, use, exchange, lease or otherwise dispose. Each contract must be approved the Executive Director. These contracts include Title Searches, Appraisals, Land Surveys/Replats/Subdivisions, and Environmental Assessments. All Contracts initiated by Staff must be presented to the Commission as part of the Commission's regular claims approval process or separately for ratification by the Commission.

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 \$ _____

RESOLUTION NO. 3584

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

WHEREAS, LC. 36-7-14-12.2 provides that the South Bend Redevelopment Commission (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 (the "Act"); and

WHEREAS, the Commissioners have the authority under I.C. 36-7-14-5(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 Commission as follows:

- I. The following staff members or their successors ("Staff") are authorized to initiate contracts for services (the "Contracts") on behalf of the Commission:
 - a. Caleb Bauer;
 - b. Sarah Schaefer;
 - c. Joseph Molnar; and
 - d. Erik Glavich
- II. 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.
- III. Each Contract must be approved by the Executive Director or any properly appointed Acting Executive Director of the City's Department of Community Investment (the "Director").
- IV. Each Contract shall be entered into with a service provider duly licensed and/or authorized to do business in the State of Indiana.
- V. Staff's authority to initiate the Contracts is limited to the following maximum amount for each respective service:

Title Searches and Policies:	\$1,000.00 per parcel
Appraisals (Commercial/Industrial):	\$7,500.00 per appraisal
Appraisals (Residential):	\$4,000.00 per appraisal
Land Surveys/Replats/Subdivisions:	\$10,000.00 per survey/replat/subdivision
Environmental Assessments:	\$10,000.00 per assessment

- VI. All Contracts initiated by Staff must be presented to the Commission as part of the Commission's regular claims approval process or separately for ratification by the Commission.
- VII. The authority granted under this Resolution shall continue until superseded or rescinded by a separate written resolution of the Commission.
- VIII. This Resolution shall be in full force and effect after its adoption.

ADOPTED at a meeting of the Commission held on December 14, 2023, at 1308 County-City Building, 227 West Jefferson Boulevard, South Bend, Indiana 46601.

SOUTH BEND REDEVELOPMENT
COMMISSION

Marcia I. Jones, President

ATTEST:

Vivian Sallie, Secretary