

# City of Tipton Redevelopment Commission

## Public Meeting of February 18, 2021 Minutes

**PRESENT BOARD MEMBERS** – Greg Burton, Andrea Campbell (advisory non-voting member), Brent Cardin, Steve Raber and Joe VanBibber.

**ABSENT BOARD MEMBER(S)** – Shelly Asher

**ALSO PRESENT** – Vicky Boyd of the Tipton Tribune, Joe Cottingham, Mayor Dolezal and Admin/Secretary Assistant to the Board Sherry K. Landseadel.

**CALL TO ORDER** – President Joe VanBibber called the public meeting to order at 3:00 p.m.

**INTRODUCTION OF MEMBERS** - Completed

**AMEND AGENDA** – None

### **MINUTES OF PREVIOUS MEETINGS** –

- A motion was made by Steve Raber, seconded by Greg Burton to accept the meeting minutes of January 28, 2021. Motion approved by all.

### **GENERAL DISCUSSION** –

#### Subcommittee Updates

- Steve Raber provided documents on the overview of procedures and requirements that must be followed by state codes and guidelines on the sale of RDC properties. He also provided a sample offering sheet for review. Please find those documents included with these minutes. The following decisions and modifications to the documents were made on the process to follow in the sale and construction of these parcels:
  - Steve will get 2 appraisals per parcel as instructed by Attny Quigley. Those will be completed in March. The committee does not have to sell the parcels at the appraised amount as they can set the cost of each. They want to make sure the parcels are affordable.  
Mayor Dolezal stated that the EDIT funds will cover the cost of the appraisals.
  - Strike the sentence under “Requirements” which states “It was suggested that we set the offering price at 2 times the Beacon listed value”.
  - A suitable home must be constructed on the lot and must fit in with the neighborhood.
  - A floor plan with elevations must be submitted with the offer.
  - A list of materials to be used must be submitted.
  - A local builder is preferred.
  - The new owner must build within current city permitted building codes.
  - Construction must be completed within one year, once approved by board.
  - If construction is completed within the prescribed one-year timeframe, some or all the offering cost will be returned to the owner.

- If construction is not completed within the one-year timeframe, the amount returned to the owner will be reduced monthly until the project is completed. This will be treated on an individual basis, depending on circumstances.
- Steve will contact the city attorney for guidance concerning the paragraph under "Requirements" which states "If construction of a home has not started within the stated timeframe the bidder forfeits the offering price. Title to the property will revert to the RDC".
- The committee would welcome independent home builders in purchasing a parcel(s) to build a spec home(s).
- The committee agreed that 122 & 126 Third Street could be sold together to one owner for combining those lots for building one home.
- The committee is open to prefab homes being built on the parcels.
- All requirements must be met when submitting the offer.
- Steve Raber stated that he will work on the advertising dates and creating a press release.

A motion was made by Steve Raber, seconded by Greg Burton, to seek 2 appraisals for the RDC properties. Motion approved by all. Steve Raber will take care of this task.

A motion was made by Steve Raber, seconded by Greg Burton, and approved by all of the following timeline for the bidding process:

- Steve will have the offer sheets ready for distribution to the public on March 26<sup>th</sup>.
- Offer sheets should be received back from the public no later than April 26<sup>th</sup>.
- Bids will be opened during the RDC meeting on April 29<sup>th</sup>.

A motion was made by Greg Burton, seconded by Steve Raber, to set the next meeting for March 25<sup>th</sup>. Motion approved by all.

Business Investment Scoresheet – No updates provided.

**PUBLIC COMMENT –**

- Resident Joe Cottingham asked if the appraised values will be listed on the offer sheet.
  - Steve Raber stated the average of the 2 appraisals is what will be included in the offering sheets.

**ADJOURNMENT –**

Greg Burton made a motion to adjourn, seconded by Steve Raber. Motion approved by all.  
Meeting adjourned at 3:55 p.m.



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**Joe VanBibber, President**

3/25/21

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**Date**



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**Brent Cardin, Secretary**

3-25-21

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**Date**

Sample offering sheet

CITY OF TIPTON REDEVELOPMENT COMMISSION  
OFFERING SHEET

RE: The following described real estate situated in Tipton, Indiana

Lot 2 in Block 9 in Kimberlin and Webb's Oak Hill Addition to the City of Tipton, Tipton County Indiana.

Parcel No. 80-11-11-555-065010-002

Subject to restrictions, easements and encumbrances of record.

Commonly known as: 208 Second Street Tipton, Indiana 46072

Offering Price: \$0,000.00 cash to Tipton Redevelopment Commission: plus, costs and expenses connected with the transfer. \$1,000.00 Down Payment required upon execution of Purchase Agreement.

- Requirements:
1. Deed. The Real Estate shall be conveyed to Purchaser by Municipal Quitclaim Deed, subject to all covenants, easements, restrictions and right-of-way of record, and subject to the provisions of applicable zoning law.
  2. Purchaser must, within 12 months of the transfer, complete construction for single-family housing.
  3. AS IS. Property shall be sold where is and AS IS.

Offering sheets available at City of Tipton Clerk-Treasurer's office.

Please submit offer to City of Tipton Clerk-Treasurer by (month day year)

CITY OF TIPTON REDEVELOPMENT COMMISSION

Joe VanBibber, President

## City of Tipton RDC

### Suggested Procedure for Sale of Lots

1. The property will have two independent appraisals, or if the value is under \$10,000 one by a qualified appraiser and a second by a qualified RDC employee. If acceptable we would prefer to offer the properties using the values shown on Beacon.
2. An offering sheet would be prepared for each property (example attached) along with maps and plats showing the size and location of the available property.
3. The RDC must publish notice that it will open written offers. This notice must be published twice and must state the time and location the offers will be opened. It must mention limitations to be made of the use of the property.
4. The meeting to open the offers must be public. The offers are public record.
5. The RDC may reject any bids and make awards to the highest & best bidder.
6. The RDC may contact a bidder regarding details of their bid.
7. After opening the bids, the RDC may dispose of the properties at either public sale, or by private negotiation. The RDC must wait 30 days if they wish to sell the property for less than the amount shown on the offering sheet.

### Requirements

1. A suitable home must be constructed on the lot
2. A floor plan with elevations must be prepared-includes landscaping
3. A list of materials to be used
4. Who is the builder? A local builder is preferred
5. Must meet City building codes
6. Construction must be completed within 1 year

It was suggested that we set the offering price at 2 times the Beacon listed value. If construction is completed within the prescribed 1 year some or all the offering price is returned to the owner.

If construction is not completed within the 1-year time the amount returned to the owner would be reduced monthly until the project is completed.

If construction of a home has not started within the stated timeframe the bidder forfeits the offering price. Title to the property will revert to the RDC.