



# City of Racine

City Hall  
730 Washington Ave.  
Racine, WI 53403  
[www.cityofracine.org](http://www.cityofracine.org)

## Meeting Minutes - Final

### Community Development Authority

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Thursday, May 5, 2022

6:00 PM

City Hall, Room 303

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#### Call To Order

*Chairman Thomas called the meeting to order at 6:00 p.m.*

#### Roll Call

*Michelle Cook, Associate Planner, called the roll.*

*Vice Chair Adamski was also present at the meeting.*

**PRESENT:** 4 - Mason, Chair Thomas, West and Hardy

**EXCUSED:** 1 - Madsen

#### Approval of Minutes for the April 13, 2022 Meeting.

*Note: The agenda mistakenly listed the approval of the minutes for April 7, 2022. The April meeting for the CDA was held on April 13th, not April 7th.*

**A motion was made by Adamski, seconded by West to approve the minutes, as distributed. The motion PASSED by a Voice Vote.**

#### CLOSED SESSION

**A motion was made by Adamski, seconded by Hardy, to go into Closed Session. The motion PASSED by the following vote:**

**Ayes: Thomas, Hardy, Adamski, Mason, West**

**Excused: Cobb Madsen**

**The meeting convened in Closed Session at 6:06 p.m.**

It is intended that the Community Development Authority will meet in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (e) regarding deliberating or negotiating the purchase of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

#### [0305-22](#)

**Subject:** Consideration of Resolution 22-16 authorizing an amendment to the Offer to Purchase for the real property at 233 Lake Avenue between the Community Development Authority of the City of Racine (seller/lessor) and Hovde Properties, LLC (buyer/lessee).

**OPEN SESSION**

A motion was made by Adamski, seconded by West, to return to Open Session.  
The motion PASSED by the following vote:

**Ayes:** Thomas, Hardy, Adamski, Mason, West

**Excused:** Cobb Madsen

The meeting reconvened into Open Session at 6:18 p.m.

The CDA will return to open session and may take action on items discussed in closed session.

[0305-22](#)

**Subject:** Consideration of Resolution 22-16 authorizing an amendment to the Offer to Purchase for the real property at 233 Lake Avenue between the Community Development Authority of the City of Racine (seller/lessor) and Hovde Properties, LLC (buyer/lessee).

A motion was made by Mason, seconded by Adamski, to adopt CDA Resolution 22-16 approving the request. The motion PASSED by a Voice Vote.

[0307-22](#)

**Subject:** Consideration of Resolution 22-17 approving bidding documents for the Community Development Authority of the City of Racine.

**Attachments:**    [ABM Bidding Documents](#)  
                          [CDA Resolution 22-17](#)  
                          [Cover Page](#)  
                          [Bidders Prequalification Form](#)  
                          [Partnership/Sole Trader Form](#)  
                          [Detailed Specifications](#)  
                          [Sample Special Provisions](#)  
                          [Insurance - Instructions to Bidders - General Specs](#)  
                          [Official Notice - Advertisement](#)

*Discussion after the initial motion:*

*Rejc explained the agreement with the CDA and the City of Racine with regards to the bidding process. He stated that the process being presented is based on the City's bidding process with the Department of Public Works (DPW) and using their interface for soliciting bids. He explained that all bids will be brought to the CDA for approval when they are received.*

*Mike Lechner, Community Development Facilitator, explained that the documents being presented were developed to ensure proper bidding procedures. He stated that the documents were approved by the City's Attorney's Office.*

*In response to Vice Chair Adamski, Lechner stated that minority and women owned*

contractors will be reached out to. He explained some of the contractors the City currently works with.

Mason discussed the housing projects that the CDA will bid out. He asked if the housing projects will be bid out in a group or individually.

Lechner stated that the properties will be bid out individually so that smaller companies will be able to bid. He explained the bond requirements and, in response to Mason, he stated that we can encourage contractors to use the Racine Works program, but because we are using federal funds for the projects, we cannot require it.

Rejc explained that when we use federal funds, we cannot require local hiring practices.

Lechner stated that a great percentage of contractors used for the City's current housing projects are local contractors.

Discussion ensued on how to potentially track hiring practices of potential contractors and possible reporting requirements. Further discussion ensued on how to amend the resolution to include a reporting requirement.

In response to Hardy, Lechner explained the timeframe for the bids. He stated that once the paperwork is sent to DPW, the project is advertised in the newspaper for two weeks and then the contract is usually awarded the following week; it is approximately a three-four week process.

Hardy asked if there were broader advertising planned.

Rejc stated not outside of what DPW currently does, but staff is open to suggestions.

Hardy stated that a smaller contractor may not know about the available programs.

Chairman Thomas asked about potentially reaching out to the African American Chamber of Commerce along with other minority contractors.

Additional discussion ensued about the pricing, economies of scale, and subcontractors.

Lechner stated that in the documents, the contractors have to provide a list of their subcontractors and that the City's policy is to accept the lowest, responsive, and responsible bidder for projects.

Mason thanked staff for their work in implementing the bidding procedures. He stated the goal is to build the first five houses and then later add additional requirements as the CDA learns from the process.

**A motion was made by West, seconded by Adamski, to approve CDA Resolution 22-17. The motion PASSED by a Voice Vote with the following amendment:**

**A motion was made by Mason, seconded by Hardy, to amend the original motion and the resolution to include a statement about Racine Works program – while not required by law, Racine Works is the goal of the City of Racine and the Community Development Authority; and requiring reporting for contractors based on residency, racial, ethnicity and gender related demographics on those working on the project, prior to receiving final payment. The amendment**

**PASSED by a Voice Vote.**

### **Adjournment**

*There being no further business, the meeting adjourned at 6:49 p.m. on a motion by Hardy, seconded by Adamski.*