



January 12, 2015

John Dickert, Mayor  
City of Racine  
730 Washington Avenue  
Racine, WI 53403

Dear Mayor Dickert:

This letter is intended to serve as an agreement between the City of Racine, hereinafter the "City" and the Racine County Economic Development Corporation, hereinafter the "RCEDC". In accordance with this agreement, the RCEDC agrees to continue to provide technical assistance to the City in initiating and providing lead staff support for a comprehensive brownfield redevelopment program including participation on the RootWorks Project Management Team, Uptown Project Management Team and the Racine Economic Development Advisory Committee for the City. Such assistance would be coordinated with the Mayor and the Department of City Development.

#### **PURPOSE AND AGREEMENT**

The purpose of the agreement is to further the overall goals of community and economic development by recognizing the critical role that redeveloped brownfield properties play as infrastructure for new business development. The RCEDC agrees to provide direct brownfield redevelopment technical assistance to the City. Such assistance will include assigning a lead economic development staff person for the assistance that is being provided to the City who, together with other RCEDC staff members, will expend his/her best efforts to implement the interests and goals of the City.

The goals of the Brownfield Redevelopment Program include:

1. Assisting the City in the identification and prioritization of brownfield properties;
2. Work with consultants to seek out and secure local, state and federal funding for the assessment and remediation of these properties;
3. Assisting the City in managing brownfield projects;
4. Working with consultants who manage brownfield-related grant funds to ensure the proper set-up of the grant awards, use of funds, ensure timely and accurate reporting and proper closing out of grants; and

5. Collaborating with the RCEDC business development staff to market remediated sites and make prospects aware of the availability of the remediated sites with primary focus on sites located in the RootWorks and Uptown redevelopment areas.

## **ROOTWORKS AND UPTOWN COMMITTEES AND REDEVELOPMENT ACTIVITIES**

In addition to the above, in late 2012, the City requested, and the RCEDC agreed to provide as part of this contract, assistance in project management for the Root River Redevelopment Project (RootWorks), Uptown Neighborhood Strategic Plan, as well as future neighborhood based redevelopment initiatives that are based on the project priorities identified in the document entitled "Racine Economic Development Project Opportunities".

As a part of this effort, the RCEDC created the Racine Economic Development Advisory Committee that provides input for the redevelopment initiatives, as well as Project Management Teams (PMT) for the RootWorks and Uptown initiatives. The PMT committees consist of individuals representing organizations responsible for assisting in successfully implementing the projects, along with the appropriate City staff.

Through this initiative, the City has utilized the RCEDC to apply for State and federal funds, as well as specifically applying for funds that are only available to private non-profit organizations.

Tasks associated with this work include, but are not limited to:

1. Staffing and therefore attending all meetings of the Racine Economic Development Advisory Committee and attending all meetings of the RootWorks and Uptown Project Management Teams as a technical consultant;
2. Continue as the fiscal agent and co-writer for grants associated with project implementation including the ongoing management of grant contracts to ensure compliance with the grant agreements, including meeting all grant reporting requirements and approval of the disbursement of funds to consultants;
3. Assist with redevelopment efforts in the project areas as directed by the City and identified in adopted redevelopment plans including creating and circulating RFP's, soliciting developers, etc.;
4. Serve as the primary liaison between consultants, developers and the City;
5. Participation in meetings designed to enhance the potential of the redevelopment projects.

## **BROWNFIELD AND REDEVELOPMENT GRANTS**

RCEDC with the support of the specific consultants will oversee the numerous approved grant applications ensuring the preparation of the necessary reports and timely submittal of the information. A summary document is attached representing the current grants summary. This document will be updated monthly and provided to Department of City Development and the Mayor's office.

## **TIME PERIOD FOR THIS AGREEMENT AND COMPENSATION**

The above-referenced assistance will be provided by the RCEDC staff during the time period beginning January 1, 2015 to December 31, 2015. The cost to the City of Racine for this assistance is \$66,650. Invoices will be issued to the City following the end of each calendar quarter. The cost of developing any additional materials, significant printing and mailing of items necessary to implement these services and expenses relative to conducting targeted marketing initiatives outside the scope of the Agreement will be negotiated on an as necessary basis and included as an addendum to this contract.

## **INDEPENDENT CONTRACTOR**

RCEDC shall be an independent contractor of the City. Neither RCEDC nor any of its officers, employees, or agents shall be considered to be an employee of the City as a result of the obligations undertaken pursuant to this agreement. RCEDC's officers, employees and agents shall make no commitments or representations to third parties without prior approval of the City. In addition, RCEDC hereby holds harmless the City and its departments, officers, employees and agents from and against all claims, demands and liability for damages to third persons of any type whatever arising solely out of the actions of RCEDC under this agreement.

## **LIABILITY INSURANCE**

The RCEDC is to carry liability insurance and list the City of Racine as an additional insured on the policy.

## **TERMINATION**

This agreement may be terminated by either party upon thirty (30) days written notice in the event of default by the other party of any material provision hereof which remains unremedied for thirty (30) days following written notice of such default.

## **NOTICES**

Notices under this agreement shall be mailed by registered mail to the City Clerk, 730 Washington Avenue, Racine, WI 53403, for the City, and to Jenny Trick, Executive Director, 2320 Renaissance Boulevard, Sturtevant WI 53177, for RCEDC, or shall be personally served on either said person or the person in charge of either respective office.

**ASSIGNMENT:**

RCEDC agrees that it will not assign this agreement or any portion thereof, or any of its responsibilities hereunder, to any other party without first obtaining the written permission of the City.

If the terms and conditions of this proposal are satisfactory, please sign the two original documents where indicated on Page Six and return to the RCEDC for RCEDC final signature.

Sincerely,

A handwritten signature in black ink, appearing to read "Jenny Trick", with a long horizontal flourish extending to the right.

Jenny Trick  
Executive Director

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the \_\_\_\_ day of \_\_\_\_\_, 2015.

**CITY OF RACINE**

By: \_\_\_\_\_

John Dickert, Mayor

**ATTEST:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**RACINE COUNTY ECONOMIC  
DEVELOPMENT CORPORATION**

By: \_\_\_\_\_

Jenny Trick, Executive Director

Approved as to form:

\_\_\_\_\_  
Robert Weber, City Attorney

Provisions have been made to pay the liability that will accrue hereunder.

\_\_\_\_\_  
David Brown, Finance Director