

**COUNTY OF RACINE
FINANCE & HUMAN RESOURCES COMMITTEE**

Supervisor Q. A. Shakoar, II, Chairman
Supervisor Robert N. Miller, Vice Chairman
Supervisor Thomas H. Pringle, Secretary
Supervisor Janet Bernberg
Supervisor Brett Nielsen

Supervisor Donnie E. Snow
Supervisor John A. Wisch
Ryan Anderson, Youth in Governance Representative
Ruby Ward, Youth in Governance Representative

*** THIS LOCATION IS HANDICAP ACCESSIBLE. If you have other special needs, please contact the Racine County Board Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403 (262) 636-3571, fax (262) 636-3491 or the TTD/RELAY 1-800-947-3529. ***

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **Wednesday April 11, 2018**

TIME: **5:00 P.M.**

PLACE: **IVES GROVE OFFICE COMPLEX
PUBLIC WORKS CONFERENCE ROOM
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177**

AGENDA –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Public Comments
4. Approval of Minutes from the March 21, 2018 committee meeting.
5. Approval of Minutes from the March 26, 2018 Joint Committee meeting with Public Works, Parks and Facilities Committee.
6. Racine County Economic Development Corporation – Carolyn Engel – Status of the Racine County Matching Grant Program for the period ending December 31, 2017 – 2018 – Report.
7. Racine County Economic Development Corporation – Jenny Trick/Carolyn Engel – Changes to the Racine County Matching Grant Program – 2018 – Resolution – 1st & 2nd Reading at the April 17, 2018 County Board Meeting.
8. Transfers:
 - a) County Executive – Jonathan Delagrave – Authorizing a Grant in the amount of \$1,500,000.00 to the Village of Sturtevant to fund the construction of the WIS 11 / 84th Street Intersection – 2018 - Resolution – 1st & 2nd Reading at the April 17, 2018 County Board Meeting.
9. Staff Report – No Action Items.
 - a) Next Finance & Human Resources Committee meeting will be on April 18, 2018

10. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance & Human Resources Committee

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: _____

Signature of Committee Chairperson /Designee: _____

Description: Approval of the minutes from the March 21, 2018 Meeting

Motion: _____

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING
March 21, 2018

IVES GROVE OFFICE COMPLEX
AUDITORIUM
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Shakoor II, Supervisors Bernberg, Miller, Nielsen, Pringle, Snow and Wisch, Youth Representatives Anderson and Ward, Finance Director Alexandra Tillmann, Human Resources Director Karen Galbraith, Human Services Director Hope Otto, Higher Expectations Manager Jeff Neubauer,

Agenda Item #1 - Convene Meeting

Meeting Called to Order at 5:00 pm by Chairman Shakoor II.

Agenda Item #2 – Youth in Governance/Comments

Chairman Shakoor II read the Youth in Governance statement.

Agenda Item #3 – Public Comments

None.

Agenda Item #4 – Approval of Minutes from the March 7, 2018 Meeting.

Action: Approve the minutes from the March 7, 2018 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Wisch. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #5 – Transfers

5a) Health Services – Hope Otto – Transfer of \$56,000 within the Human Services Department 2018 Budget, authorizing a 5-year contract with SkillSmart Inc for software subscription for the years 2018 – 2022 - 2018 - Resolution - 1st Reading at the March 27, 2018 County Board Meeting.

Action: Authorize the transfer of \$56,000 within the Human Services Department 2018 budget, authorizing a 5-year contract with SkillSmart Inc for software subscription for the years 2018 - 2022 - 2018 – Resolution - 1st Reading at the March 13, 2018 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Youth Representatives Vote: All Ayes No Nays

5b) Clerk of Courts – Samuel Christensen – Authorize the Capital project – Wiring Clerk of Courts Accounting Department and transfer of \$5,000 within the 2018 Capital Projects 2018 Budget - 2018 - Resolution - 1st Reading at the March 27, 2018 County Board Meeting.

Action: Authorize the capital project – wiring Clerk of Courts accounting department and transfer of \$5,000 within the 2018 Capital Projects 2018 Budget - 2018 – Report. **Motion Passed.** Moved: Supervisor Wisch. Seconded: Supervisor Nielson. Vote: All Ayes No Nays. Youth Representatives Vote: All Ayes No Nays

Agenda Item #6 – Closed Session.

Action: Motion to go into closed session pursuant to section at 5:50 pm. 19.85(1)(c), WI Stats, to speak with Legal Counsel about claim against Racine County 1) David & Georgette Hahn. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Vote: All Ayes No Nays. A Roll Call Vote was taken of the members present: All Ayes, No Nays.

Agenda Item #7 – Regular Session

Action: To reconvene into regular session at 6:00p.m. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes, No Nays.

Agenda Item #8- Finance Department – Alexandra Tillmann – Authorizing Preparations for Issuance of Debt Obligations Related to the Foxconn Project – 2018 – Resolution – 1st & 2nd reading at the March 27, 2018 County Board Meeting.

Action: Authorize Preparations for Issuance of Debt Obligations related to the Foxconn Project – 2018 – Resolution – 1st & 2nd Reading at the March 27, 2018 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

Agenda Item #9- Communication & Report Referrals from County Board Meeting:

Action: Receive and file items a - e. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item # 11 – Staff Report – No Action items.

- a) All items that will be on the Finance & Human Resources Committee on April 4, 2018 will need to go to the County Board Meeting on April 10, 2018 for 1st & 2nd Reading.
- b) Discussed that there will be a joint FHR/PW meeting on March 26, 2018 at 6:30 pm. Other items may be brought for FHR and if April 4, 2018 meeting is not necessary it will be cancelled.

Agenda Item # 12 – Adjournment

Action: Adjourn the meeting at 6.00 pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays.

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance & Human Resources Committee

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: _____

**Signature of Committee Chairperson
/Designee:** _____

Description: Approval of the minutes from the March 26, 2018 Joint Meeting of Finance & Human
Resources Committee & Public Works, Parks and Facilities Committee

Motion: _____

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING
March 26, 2018

IVES GROVE OFFICE COMPLEX
COUNTY BOARD CHAMBERS
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Shakoor II, Chairman Molnar, County Board Supervisors Bernberg, Cooke, Gleason, Grove, Hincz, Maier, Nielsen, Pringle, and Snow, County Board Chairman Rusty Clark, Finance Director Alexandra Tillmann, HR Director Karen Galbraith, Public Works Director Julie Anderson, and County Executive Jonathan Delagrave.

Excused: Supervisors Harden-Johnson, Miller, Wisch, and Youth Representatives Anderson, Betthausen, Muhammad and Ward.

STURTEVANT, WISCONSIN 53177

Agenda Item #2 (Taken up 1st) - Convene Meeting- Public Works, Parks and Facilities Committee

Meeting Called to Order at 6:40 pm by Chairman Molnar.

Agenda Item #1 - Convene Meeting- Finance & Human Resources Committee

Meeting Called to Order at 6:42 pm by Chairman Shakoor II.

Agenda Item #3 – Chairman Comments – Youth in Governance/Comments

Youth in Governance statement was not read.

Agenda Item #4 – Public Comments

None.

Agenda Item #5 – County Executive – Jonathan Delagrave – Joint Resolution with Finance & Human Resources Committee and Public Works, Parks & Facilities – Authorizing the creation of 1 FTE Non Rep – Exempt E080 Parks Superintendent within the Parks Division 2018 Budget as of April 1, 2018, Elimination of 1 FTE Non Rep – Exempt E050 Data Manager within the Human Services 2018 Budget as of April 1, 2018, Down Grade of .7 FTE Non Rep – Exempt E080 Operations Manager to .7 FTE Non Rep – Exempt E070 Operations Manager within the Human Services 2018 Budget as of April 1, 2018, Down Grade of .3 FTE Non Rep – Exempt E080 Operations Manager to .3 FTE Non Rep – Exempt E070 Operations within the Health Services 2018 Budget and the various transfers necessary to accomplish these changes within the various departments 2018 budgets– 2018 – Resolution – 1st Reading at the March 27, 2018 County Board Meeting. – Action of both Committees.

Action: Motion to authorize the creation of 1 FTE Non Rep- Exempt E080 Parks Superintendent within the Parks Division 2018 Budget as of April, 1, 2018, Elimination of 1 FTE Non Rep – Exempt E050 Data Manager within the Human Services 2018 Budget as of April 1, 2018, Down Grade of .7 FTE Non Rep – Exempt E080 Operations Manager to .7 FTE Non Rep – Exempt E070 Operations Manager within the Human Services 2018 Budget as of April 1, 2018, Down Grade of .3 FTE Non Rep – Exempt E080 Operations Manager to .3 FTE Non Rep – Exempt E070 Operations within the Health Services 2018 Budget and the various transfers necessary to accomplish these changes within the various departments 2018 budgets.

Motion Failed by Public Works, Parks and Facilities Committee. Moved: Supervisor Hincz. No second.

Motion Passed by Finance & Human Resources Committee. Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays.

Motion does not carry forward.

Agenda Item # 6– Adjournment

Action: Adjourn the meeting at 8:00 pm. **Motion Passed by Public Works, Parks and Facilities Committee.** Moved: Supervisor Gleason. Seconded: Supervisor Cooke. Vote: All Ayes No Nays. **Motion Passed by Finance & Human Resources Committee.** Moved: Supervisor Pringle. Seconded: Supervisor Snow. Vote: All Ayes No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2018</u>		<input type="checkbox"/> Resolution Request <input type="checkbox"/> Ordinance Request <input checked="" type="checkbox"/> Report Request
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Requestor/Originator: Racine County Economic Development Corp - Carolyn Engel

Committee/Individual Sponsoring: Finance & Human Resources

Date Considered by Committee: 4/11/2018 Date of County Board Meeting to be Introduced: _____

1st Reading: 1st & 2nd Reading: *

*** Include a paragraph in the memo regarding why 1st & 2nd reading is required.**

Signature of Committee Chairperson/Designee: _____

TITLE OF RESOLUTION/ORDINANCE/REPORT:

Status of the Racine County Matching Grant Program for the period ending December 31, 2017

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

The Committee believes that this action furthers the following goals:

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

MEMORANDUM

**TO: RACINE COUNTY BOARD
FINANCE AND HUMAN RESOURCE COMMITTEE**

FROM: CAROLYN ENGEL, BUSINESS FINANCE MANAGER

DATE: JANUARY 31, 2018

**SUBJECT: STATUS OF THE RACINE COUNTY MATCHING GRANT PROGRAM
FOR THE PERIOD ENDING DECEMBER 31, 2017**

The purpose of this memorandum is to provide Racine County (“County”) with the year-end report for the Racine County Matching Grant Program (“MGP”) that is administered on behalf of the County by Racine County Economic Development Corporation (“RCEDC”).

HISTORY

In 2004 Racine County established a Manufacturing Renewal Grant Program (“MRG”). This was followed up with the establishment of the Minority Matching Grant Program (“MMG”) in 2006. The goal of these programs was to assist small businesses with training, marketing, and other services and resources in order for the businesses to stay in operation and provide jobs for Racine County residents. Over the years the programs underwent various changes in terms of eligible applicants, eligible use of funds, and the approval process. In 2015 Racine County Vice Chairperson Pam Zenner-Richards requested that RCEDC review how and when the funds were available to women owned businesses. This request was a catalyst for an overall review of the program with Racine County leadership. The end result was a consolidation of the MRG and MMG into the MGP.

OVERVIEW OF THE MGP

The goal of the MGP is to provide a means for the existing small and medium sized Racine County companies to obtain professional services necessary for a strong foundation for continued business growth and provide jobs for Racine County residents. The MGP is a reimbursement based matching grant program up to \$2,500 per business per year to support training costs and marketing consultants. Companies are eligible for MGP funds based on meeting the following criteria:

- Located in Racine County;
- For profit entity;
- Been in operation for more than two continuous years (from the date of the first sale);
- Less than 200 employees at the Racine County location;
- Less than \$25 million in gross annual US Sales;
- Manufacturer with NAICS code of 31, 32, or 33; or 51% owned by ethnic/racial minority; or 51% owned by a women; or a manufacturing company that was recruited by RCEDC who has begun its Racine County operations with a sales office or distribution facility with the intent to establish a manufacturing operation in Racine County within a defined period of time; or a Company enrolled in the RCEDC/RAMAC Living as a Leader program or the RCEDC CEO Roundtable;
- Working with one of the following Racine County partner organizations: RCEDC (loan recipient or engaged in an incentive agreement); Gateway Technical College training program; Racine Area Manufacturers and Commerce (“RAMAC”) training; Wisconsin Women’s Business Initiative Corporation (“WWBIC”) loan recipient, class, training; Small Business Development Center (“SBDC”)

- class, training, consulting; Independent Consultant (deemed appropriate by RCEDC Staff and Loan Committee); RCEDC CEO Roundtable; and RCEDC/RAMAC Living as a Leader Program; and
- Current with all Racine County real estate taxes and certify that the company is current with all other financial obligations and taxes.

RCEDC staff reviews each of the applications received to ensure the applicant meets the eligibility criteria identified above and works with the applicant, if requested, to complete an application. RCEDC staff makes a recommendation to the RCEDC Loan Committee for approval of the grant application.

REPORT

This report covers the period of January 1, 2017- December 31, 2017.

Program Accounting

2016 MGP Carry Forward	\$12,420
2017 MGP Allocation	\$50,000
Total Available for Grants in 2017	\$62,420
Quarter 1 Grant Approvals	\$0
Quarter 2 Grant Approvals	\$19,900
Quarter 3 Grant Approvals	\$7,500
Quarter 4 Grant Approvals	\$18,891
Total Grant Approvals	\$46,291
Less: Dollars allocated to GTC Accelerator Program	\$17,500
Plus: Cancelled grants or not full grant used	\$11,301
Total Dollars Available at the End of 2017	\$9,930

2017 Year End Results

- \$46,291 in total grants approved plus \$17,500 for the GTC Accelerator Program
- 23 Small Businesses Approved for MGP (3 projects did not proceed so 20 awards disbursed). Approved grants that did not cancel included:
 - 6 were Women Owned for \$12,000
 - 4 were Racial/Ethnic Minorities for \$6,591
 - 9 were Manufacturing for \$16,800
 - 1 participated in the Living as a Leader program for \$2,500
 - 7 participated in the CEO Roundtable program for \$11,900
- The 20 Small Businesses Approved employ 596 Full Time Equivalent Employees
- The 20 Small Business were located:
 - Caledonia: 1
 - City of Racine: 10
 - City of Burlington: 1
 - Mount Pleasant: 3
 - Sturtevant: 1
 - Union Grove: 1
 - Waterford: 1
 - Yorkville: 2

Company Name	Community/County	Company Description	MGP Grant Award	MGP Total Disb.	MGP Partner	MGP Qualifier	Project Details	BLP Referral Source	MGP Applic. Job Count
#1 Transportation LLC	City of Racine	Special Needs Transportation	\$ 2,500	\$ 2,500	Independent Consultant	Racial/Ethnic Minority; Women Owned	Develop marketing plan and materials to promote company	Kimberly Payne	6
2 Swift Suits, LLC	City of Racine	Apparel Sales	\$ 1,091	\$ 1,080	SBDC	Racial/Ethnic Minority	Website Design and Logo, etc.	James McPhaul, SBDC	2
2 Swift Suits, LLC	City of Racine	Apparel Sales	\$ 500	\$ 499	SBDC	Racial/Ethnic Minority	Training on branding, protecting business and validating product, etc.	James, McPhaul, SBDC	1
A M I, Inc	Mount Pleasant	Software Development and Managed IT Services.	\$ 1,700	\$ 1,700	RCEDC	CEO Roundtable	CEO Roundtable	Previous Participant	20
Belle City Family Dentistry, S.C.	Mount Pleasant	Dentist Office	\$ 2,500	\$ 767	Independent Consultant	Women Owned	New online marketing strategies	O&H, Previous Participant	4
Bon Bon Belle, Inc. dba Christy's Bon Bon Belle Bridal	Burlington	Wedding Apparel Sales	\$ 2,000	\$ 976	Independent Consultant	Women Owned	Training	Jenny Trick; Janell Topczewski	12
Bon Voyage Cruise & Vacations, Inc.	Waterford	Travel Consultants	\$ 2,500	\$ 2,500	RCEDC	Women Owned	Campaign to increase awareness of UG location	Previous Participant	9
Cookinpellets.com	City of Racine	Wholesale Supplier of Wood Pellets	\$ 2,500	\$ 2,500	RCEDC	Women Owned	Consulting for blog posts and online marketing	RCEDC	4.5
Cullen-Legois Manufacturing, Inc.	Sturtevant	Industrial Machinery Manufacturing	\$ 2,500	\$ 1,750	RCEDC; SBDC	Manufacturer	Marketing firm costs	Thomas Van Gent	3.5
Delta Flexible Products, Inc.	City of Racine	Multi-faceted rubber parts manufacturer	\$ 2,500	\$ 2,500	SBDC	Manufacturer Recruit	Training for a new shipping system	Previous Participant	13
Econoprint of Racine, Inc.	City of Racine	Printing, Finishing, Design firm.	\$ 1,700	\$ 1,700	RCEDC	CEO Roundtable; Manufacturer	Manufacturer, CEO Roundtable	Previous Participant	13
FISCHER USA, Inc.	City of Racine	Manufacture machine tool spindles	\$ 1,700	\$ 1,700	RCEDC	CEO Roundtable; Manufacturer	CEO Roundtable	Previous Participant	61

Hy-Safe Technology	Union Grove	Design, manufacture and install fall prevention protocols.	\$ 1,700	\$ 1,700	RCEDC	CEO Roundtable	CEO Roundtable	Previous Participant	30
Marini Manufacturing	City of Racine	Machine Shop	\$ 1,700	\$ 1,700	RCEDC	CEO Roundtable; Manufacturer	CEO Roundtable	Previous Participant	20
O & H Danish Bakery, Inc.	Mount Pleasant	Bakery	\$ 2,500	\$ 2,500	RCEDC	Living as a Leader; Manufacturer	Living as a Leader	Janie Koke	180
Reliance Controls Corporation	City of Racine	Electrical Products Manufacturing	\$ 1,700	\$ 1,700	RCEDC	CEO Roundtable; Manufacturer	Manufacturer, CEO Roundtable	Previous Participant	37
Scantribution	City of Racine	Software system for nonprofit	\$ 2,500	\$ 2,500	Other	Racial/Ethnic Minority; Women Owned	App redesign, social media integration, graphical designs, web app, etc.	Previous Participant	1
Spee-Dee Packaging Machinery, Inc.	Yorkville	Material Handling Equipment Manufacturing	\$ 800	\$ 800	RCEDC	Manufacturer	Manufacturer, Update App to promote company to customers	Previous Participant	60
Spee-Dee Packaging Machinery, Inc.	Yorkville	Material Handling Equipment Manufacturing	\$ 1,700	\$ 1,700	RCEDC	CEO Roundtable; Manufacturer	Manufacturer, CEO Roundtable	Previous Participant	65
Wiscon Products, Inc.	Caledonia	CWC Precision machinery	\$ 2,500	\$ 2,500	RCEDC	Manufacturer	Training	Previous Participant	59
TOTALS			\$38,791	\$ 35,272					596

Grants Approved with Projects Cancelled

Company Name	Community/County	Company Description	MGP Grant Award	MGP Total Disb.	MGP Partner	MGP Qualifier	Project Details	BLP Referral Source	MGP Applic. Jobs
Heinrich Company dba Ace Sportsman, Inc.	City of Racine	Saw blade and hand tool manufacturer	\$ 2,500	\$ -	GTC	Manufacturer	Training with Gateway Technical College.	Katie Dembowski, GTC	4.5
Two Men and a Truck	Mount Pleasant	Moving Company	\$ 2,500	\$ -	Ind. Consultant	Living as a Leader	LAAL	RAMAC	35
Racine County Eye	City of Racine	Newspaper publisher	\$ 2,500	\$ -	GTC	Women Owned	Action Coach and various marketing	GTC	2

REQUEST FOR COUNTY BOARD ACTION

YEAR	2018	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Racine County Economic Development Corp - Jenny Trick

Committee/Individual Sponsoring: Finance & Human Resources

Date Considered by Committee: 4/11/2018 Date of County Board Meeting to be Introduced: 4/17/2018

1st Reading: [] 1st & 2nd Reading: [X] *

* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

TITLE OF RESOLUTION/ORDINANCE/REPORT:

Changes to the Racine County Matching Grant Program

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

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The Committee believes that this action furthers the following goals:

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- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

MEMORANDUM

TO: FINANCE AND HUMAN RESOURCE COMMITTEE
RACINE COUNTY BOARD

FROM: CAROLYN ENGEL, BUSINESS FINANCE MANAGER
JENNY TRICK, EXECUTIVE DIRECTOR

DATE: APRIL 2, 2018

RE: RACINE COUNTY GRANT PROGRAM

The purpose of this memorandum is to provide an overview of the Racine County Matching Grant Program (since the changes approved in 2016) and suggested changes for 2018.

I. Overview of the Program

Historically, two grant programs were established for Racine County businesses (for manufacturing and minority owned businesses) in 2004 and 2006, respectively.

The goal of the Manufacturing Renewal Grant (MRG) program: “to address the economic downturn of manufacturers and the related job losses in Racine County. The program could underwrite training and consulting services designed to support manufacturers thus helping them stay in business and continue to retain or provide jobs for Racine County residents.”

The goal of the Minority Matching Grant (MMG) program: to provide a means for the small and medium sized businesses to “obtain professional services necessary to establish a strong foundation for continued business growth...stay in business and provide jobs for Racine County residents.”

II. Current Eligibility Requirements

In 2016 County Board members provided RCEDC with guidance on how to streamline the grant program, incorporate job creation criteria and the approval process. At that time, the topic of increasing the grant amount from its historic maximum of \$2,500 (assuming a \$5,000 eligible project) to a higher amount was discussed. We agreed to evaluate the program with the changes made in 2016 and return to this topic in the future.

One test of this need (to increase the grant) could have been the exhaustion of funds both in 2016 and 2017 but that has not occurred. In 2016 the grant program ended with a balance of \$12,420 and 2017 a balance of \$9,930 (reflects the allocation to GTC for Accelerator program of \$17,500). The remaining funds in 2017 would have been depleted; however, three applicants that were approved for funding chose not to proceed with their projects.

In summary, grants are currently available under the following parameters:

- Up to 50% match of funds towards eligible costs but no more than \$2,500 per company per year;

- Eligible use of funds includes the engagement of a consultant for the purposes of training or marketing expenses; and
- Eligible grant applicants must be engaged with one or more of the following organizations: RCEDC, Gateway Technical College, Small Business Development Center, Wisconsin Women's Business Initiative, RAMAC or an acceptable independent consultant.

Key eligibility criteria for businesses applying to the program are as follows:

- Has been in continuous operation for more than two years. An operation is defined as the date of the first sale; and
- Has less than \$25 million in US gross sales;
- Applicant meets one of the following:
 - Ownership of 51% or more by a racial or ethnic minority (defined as section 16.287 Wisconsin Statutes and Chapter Adm 84 Wisconsin Administrative Code); or
 - Ownership of company of 51% or more by a woman; or
 - Manufacturing companies (NAICS 31, 32 or 33); or
 - Manufacturing companies recruited by RCEDC who begin with a sales office or distribution facility in Racine County with the intent to add manufacturing operations within a defined number of years with applying companies having less than 200 employees and less than \$25 million in US gross sales.
- Is current with Racine County Real Estate Taxes;
- Does not have any derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions; and
- Applicant certifies that they have no outstanding fines, penalties, taxes, or delinquent financial obligations whatsoever with the County of Racine, Wisconsin, agency, entity or any Less than 200 employees;

III. Annual Usage

Below is a summary of usage for the **MMG** program:

Year	Amount Allocated	Amount Expended	Balance
2006	\$25,000	\$ 14,400	\$ 10,600
2007 *	\$25,000	\$ 28,800	\$ (3,800) **
2008	\$25,000	\$ 27,800	\$ (2,800)
2009	\$25,000	\$ 14,000	\$ 11,000
2010	\$25,000	\$ 23,500	\$ 1,500
2011	\$25,000	\$ 15,200	\$ 9,800
2012	\$25,000	\$ 31,500	\$ (6,500) **
2013	\$25,000	\$ 28,900	\$ (3,900) **
2014	\$25,000	\$ 36,000	\$(11,000) **
2015	\$25,000	\$ 23,750	\$ 1,250
Average per year		\$ 24,400	

* Women owned businesses added as eligible applicants in 2007

** Balance carry forwards covered higher usage in 2007, 2008, 2012-2014

Below is a summary of usage for the **MRG** program:

Year	Amount Allocated	Amount Expended	Balance
2004	\$25,000	\$24,950	\$ 50
2005	\$25,000	\$22,840	\$ 2,160
2006	\$25,000	\$24,245	\$ 755
2007	\$25,000	\$19,100	\$ 5,900
2008	\$25,000	\$24,700	\$ 300
2009	\$25,000	\$12,800	\$ 12,200
2010	\$25,000	\$10,600	\$ 14,400
2011	\$25,000	\$22,500	\$ 2,500
2012	\$25,000	\$29,500	\$ (4,500) *
2013	\$25,000	\$40,900 **	\$ (15,900) *
2014	\$25,000	\$28,800 ***	\$ (3,800) *
2015	\$25,000	\$27,000	\$ (2,000) *
Average per year		\$20,300 ****	

* Balance carry forwards covered higher usage in 2012-2015

** \$14,400 was awarded to GTC's Launch Box

*** \$10,000 was awarded to GTC's Accelerator Program

**** Reduced by unique GTC awards

After the 2016 changes were applied, the following results occurred:

Year	Amount Allocated	Grants Awarded	Balance at YE
2016	\$50,000	\$57,175	\$19,200
2017	\$50,000	\$46,790	\$9,930 *

* Balance at YE 2017 reflects GTC payment of \$17,500

A total of 26 grants were approved in 2016 (2 of these cancelled) and 23 in 2017 (3 of these cancelled).

IV. CONSIDERATION OF FUTURE CHANGES TO THE PROGRAM

A. Eligibility Criteria – Years in Business

Past: Existing business definition (one year in business)

Current: The Small Business Administration (SBA) defines existing businesses as one in operation for more than two years. An operation is defined as the date of the first sale.

Suggestion: In RCEDC's discussions with SBDC, approximately 60% of its clients are startup businesses that could benefit from a grant to support marketing and training expenses. On the plus side, this would likely increase the amount of applications and increase unique applicants. On the negative side, startups do not typically generate significant job creation. RCEDC staff recommends offering the grants to relatively new businesses adjusting eligibility to being in business at least one year (versus two currently) as was offered prior to 2016.

B. Eligibility Criteria – Business Industry and Ownership

Past: Eligible businesses included:

- Manufacturing businesses located in Racine County which have a NAICS code of 231, 32 or 33;
- Businesses owned by 51% by racial or ethnic minority (defined in application via Wisconsin Admin Code, Ch 84.02); and
- Businesses at least 51% woman owned were added mid-year each year based upon availability of funds.

Current: The program continues to be offered to applicants that meet these criteria.

Suggestion: Based upon the suggestion of County Board members, it is recommended that the addition of businesses at least 51% owned by military veterans also be included as eligible.

1. Eligible Use of Funds

Past: The programs allowed for the purchase of computers and other startup expenses such as legal expenses.

Current: Eligible use of funds allow for consultants (including training) and marketing expenses.

Suggestion: No change.

2. Reporting

Past: The grant application requires an outcome/results summary (due prior to grant disbursement) reflecting the results of the grant.

Current: Both grant programs were established to retain and create jobs so we instituted a change that required the applicant to submit a signed memorandum on company letter head one year from disbursement verifying job retention and/or creation.

Suggestion: No change.

3. Additional Comments

The Racine County Executive, RCEDC and others were contacted by a party who attended the City of Racine's Small Business Lending workshop in October 2017 who, from the review of his email, had bad experiences working with other organizations in the community and cited three issues he had with the current MGP application, specifically:

- (1) Are you current with your financial obligations with Racine County, Wisconsin or any other local unit of government and have no outstanding fines, penalties, taxes or other financial obligations owed to these entities?
- (2) Grant Signature Page, by signing, applicant is certifying that:
 - a. (7) That the business and owners are current with Racine County Real Estate Taxes and have no derogatory findings on Wisconsin Circuit Court Access or Wisconsin Department of Financial Institutions.
 - b. (9) That the business agrees, one year after the grant is awarded, to provide a memorandum, on company letterhead, the number of jobs at the time of the grant application and the number of jobs one year later.

RCEDC staff, which attended the Racine event but did not have contact with him, provided a responsive email and offered to answer any additional questions he had on the programs that RCEDC oversees and provided our contact information.

We believe it is our duty to make you aware of these criticisms so that if adjustments are needed, we can work toward that goal. After discussions with a couple County Board members, no changes are being recommended to this requirement of the program.

V. Conclusion

In conclusion, we believe many of the changes made were appropriate, however, we recommend three changes for 2018. These include:

1. Add Veteran owned businesses as eligible candidates for the program.
2. Change eligibility to those in business at least one year (rather than two).
3. Increase grants for each business from \$2,500 to \$5,000.

Following a meeting with County Board Chair Russell Clark and Supervisor Pamela Zenner-Richards, they are in agreement with these changes.

* * *

EXHIBIT A

2018 Racine County Matching Grant Program

“Thank you for your investment in Racine County. Your business is important to Racine County and I want to personally thank you for it. Every year, since 2004 the Racine County Board of Supervisors has expressed their commitment to growing Racine County businesses by capitalizing this matching grant program. Thank you for your commitment to grow the economy of Racine County.”

Jonathan Delagrave, Racine County Executive



I. Matching Grant Eligibility

A. Basic Eligibility. Please complete the following questions:		
	Yes	No
1. Are you a for-profit Racine County company?		
2. Have you been in business for more than 1 continuous year (from the time of your first sale)?		
3. Do you have less than 200 employees at your Racine County location?		
4. Do you have less than \$25 million in gross annual US sales?		
5. Are you currently working with one of the following Racine County organizations: a. RCEDC. Recruited to Racine County and have or plan to have manufacturing operations in Racine County? b. RCEDC. Approved for or repaying an RCEDC loan? c. RCEDC. Approved for or engaged in an incentive agreement? d. Gateway Technical College. Actively applying for training? e. RAMAC. Actively applying for training? f. WWBIC. Approved for or repaying a loan? g. WWBIC. Actively enrolled in WWBIC classes/training? h. SBDC. Actively applying for training? i. Independent Consultant. About to engage a consultant to assist you with training or marketing? j. Considering the RCEDC CEO Round Table? k. Considering the RCEDC/RAMAC Living as a Leader Program? Please identify the party that you are currently working with at any of the above organizations: _____		
6. Are you current with your Racine County Real Estate Taxes?		
7. Are you current with all financial obligations with Racine County, Wisconsin, or any other local unit of government, and have no outstanding fines, penalties, taxes or other financial obligations owed to these entities?		

If you have answered affirmatively above, please proceed.

Eligible Applicants: Manufacturers OR Woman Owned Business OR Ethnic Minority Owned Business - please complete the following questions:		
	Yes	No
1. Are you a Racine County manufacturer with NAICS code of 31, 32 or 33? OR		
2. Is your business ownership comprised of 51% or more by a racial or ethnic minority? (defined by section 16.287 Wisconsin Statutes and Chapter Adm 84 Wisconsin Administrative Code- see attached) OR		
3. Is your business ownership comprised of 51% or more by a woman?		

4. Is your business ownership comprised of 51% or more by a Veteran?		
--	--	--

If you have answered affirmatively above, please proceed.

Eligible Use of Grant Funds. Please complete the following questions:		
	Yes	No
A. Have you identified eligible costs to grow your business, such as consultant costs for training or marketing?		

If you have answered affirmatively above, please complete the balance of the grant application.

II. Company Information

A. Company Name:
B. NAICS Code:
C. Employer Identification Number (also complete attached IRS W-9):
D. Company Address:
E. Name and Title of Contact Person:
F. Contact Person Telephone Number:
G. Contact Person Email:
H. Number of Employees:
I. Annual Gross US Sales:
J. Who referred you to this program?
K. Describe the consultant services for training or marketing below:

L. Provide itemized consultant costs, including a total and amount being requested from the matching grant program below:

M. Describe the expected results for your company after receiving the consultant services below:

Applicant Responsibility

1. <u>Timing</u> – A complete grant application must be submitted and approved prior to the engagement of a consultant where reimbursement from this grant will be sought. RCEDC Loan Committee reviews the grant applications weekly.
2. <u>No Adverse Findings</u> – The applicant and operating company must not have any derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions.
3. <u>Grant Limitations</u> – The applicant understands that no more than 50% of the total eligible consultant costs, for training or marketing, or \$5,000 whichever is less can be reimbursed. Specifically if the total, eligible consultant costs equal \$10,000, no more than \$5,000 will be reimbursed. If the total, eligible consultant costs equal \$4,000, no more than \$2,000 (or 50% of \$4,000) will be reimbursed. This is a non-renewable grant.
4. <u>Annual Grant Application Deadline</u> – Complete applications with all required materials must be submitted by November 30, 2018.
5. <u>Invoices and Payment Record Deadline</u> – Applicants must submit all invoices and payment records within 90 days of approval of the grant application or by January 25, 2019 whichever is sooner, or the remaining grant funds will be forfeited.
6. <u>Grant Reimbursement</u> – The approved applicant must submit detailed invoice copies and proof of payment (i.e., cancelled checks, credit card statements or the like). Additional information may be requested to verify the credentials of the consultant. The applicant is limited to two reimbursement requests for the award. If the full grant is not reimbursed with the two requests the balance of the award will be forfeited.
7. <u>One Year After Reimbursement</u> – The approved grant recipient must agree to submit a memorandum on company letter head that identifies the number employees at your company at the time of the grant approval and the number of employees at your company one year later. Racine County capitalizes this grant program to ensure the retention of employees as well as to encourage the creation of new employment positions. The memorandum will also include a summary of the results of the project that corresponds to the specific outcomes identified in the project grant application. Failure to submit this memorandum will disqualify the applicant from any future MGP Awards. In addition, Racine County reserves the right to demand repayment of the grant award for failure to complete the required memorandum.

Grant Signature Page

In signing this application on behalf of the requesting business, I hereby certify:

1. That all information is complete and correct;
2. That the business is a Racine County for-profit company;
3. That the business has been in operations for more than 2 continuous years (from the time of your first sale);
4. That the business has less than 200 employees at its Racine County location;
5. That the business has less than \$25 million in gross annual US sales;
6. That the business is working with one of the following organizations: RCEDC, Gateway Technical College, RAMAC, WWBIC, SBDC or an independent consultant as described on the first page of this application document which can include the RCEDC CEO Roundtable or RCEDC/RAMAC Living as a Leader program;
7. That the business and owners are current with Racine County Real Estate Taxes and have not derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions;
8. That the business certifies that they have no outstanding fines, penalties, taxes, or delinquent financial obligations whatsoever with the County of Racine, Wisconsin, agency, entity or any other local unit of government;
9. That the business agrees, one year after the grant is provided, to provide a memorandum, on company letter head, the number of jobs at the time of the grant application and the number of jobs one year after the grant was received and outlining the impact of the grant program on the business;
10. That the information provided may be subject to open records under Wisconsin law, although not all information in them may be subject to disclosure. I recognize that, with respect to any funds granted, the following information, at a minimum, will be treated as subject to disclosure to a person making a request under Wisconsin public records law: the amount of the grant, name and address of party to whom the grant was granted, the purpose of the grant, and names of any other parties involved in the grant;
11. That all grants are approved based on the RCEDC Loan Committee discretion; and

DEADLINE: The Application must be received by **November 30, 2018.**

Signature	Name and Title	Date
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Send all application information and IRS W-9 to:

Racine County Economic Development Corporation
ATTN: Carolyn Engel, Business Finance Manager
2320 Renaissance Boulevard, Sturtevant, WI 53177
Email: Carolyn@BLP504.org

WI Administrative Code- Chapter Adm 84.02

American Indian - a person who is enrolled as a member of a federally recognized American Indian tribe or band or who possesses documentation of at least one-fourth American Indian ancestry or documentation of tribal recognition as an American Indian.

Asian-Indian - a person with ancestry originating in India, Pakistan or Bangladesh.

Asian-Pacific origin- a person with ancestry originating in Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

Black - a person with ancestry originating in any of the black racial groups of Africa.

Eskimo/Aleut - a person with ancestry in any of the original peoples of Alaska, Northern Canada, Greenland and Eastern Siberia.

Hispanic - a person with ancestry originating in Mexico, Puerto Rico, Cuba, Central America or South America or whose culture or origin is Spanish.

Native Hawaiian - a person with ancestry in the original peoples of Hawaii.

RACINE COUNTY MATCHING GRANT PROGRAM AGREEMENT - 2018

This Agreement made and entered into this _____ day of _____, 2018 by and between the County of Racine (hereinafter referred to as "COUNTY") and the Racine County Economic Development Corporation (hereinafter referred to as "RCEDC".)

WHEREAS, in the 2018 budget, the Racine County Board of Supervisors (hereinafter referred to as "County Board"), has allocated \$50,000.00 for the Racine County Matching Grant Program (hereinafter referred to as the "MGP") which is described as follows:

The MGP creates grants specifically for existing small and medium-sized for profit companies. Existing company is defined as the following:

- One in operation for more than one continuous year; and
- An operation is defined as the date of the first sale; and
- One with less than \$25 million in US gross sales.

Eligible applicants must comply with one or more of the following:

- Ownership of 51% or more by a racial or ethnic minority (defined as section 16.287 Wisconsin Statutes and Chapter Adm 84 Wisconsin Administrative Code);
- Ownership of company of 51% or more by a woman;
- Ownership of company of 51% or more by a Veteran;
- Manufacturing companies (NAICS 31, 32 or 33); or
- Manufacturing companies recruited by RCEDC who begin with a sales office or distribution facility in Racine County with the intent to add manufacturing operations within a defined number of years with applying companies having less than 200 employees and less than \$25 million in US gross sales. This initiative is consistent with county economic development priorities.

Eligible MGP applicants must have no outstanding fines, penalties or delinquent financial obligations with Racine County, Wisconsin, agency, entity or any other local unit of government; and

The goal of the MGP is to provide a means for the existing small and medium sized Racine County companies to obtain professional services necessary for a strong foundation for continued business growth and provide jobs for Racine County residents; and

Eligible use of funds includes the engagement of a consultant for the purpose of training or marketing expenses; and

Eligible grant applicants must be engaged with one or more of the following organizations: RCEDC, Gateway Technical College, Small Business Development Center, Wisconsin Women's Business Initiative, RAMAC or an acceptable independent consultant to be eligible to apply for the grant; and

Engagement shall be defined as a company approved for or repaying a loan from one of the aforementioned organizations; approved for or engaged in an incentive agreement (via RCEDC assistance); actively applying for training through one of the aforementioned organizations; actively applying for or receiving consultant services from an independent consultant; or actively applying for or engaged in receiving marketing services; and

The MGP is a combination of two prior matching grant programs, the Manufacturing Renewal Grant Program and the Minority Matching Grant Program.

WHEREAS, the County Board, in the past, authorized other allocations and entered into previous contracts with RCEDC to establish, support and administer various programs for Racine County.

NOW, THEREFORE, IT IS MUTUALLY AGREED between the parties as follows:

1. COUNTY shall provide to RCEDC a grant of \$50,000.00 for the purpose of funding the MGP to be used to provide grants to existing Racine County businesses. Said amount may be augmented by carryover of unused funds from previous years.
2. That the RCEDC shall administer the MGP and shall draw down from said \$50,000.00 grant (and/or any carryover) appropriate funds pursuant to the policies and procedures outlined in this agreement. The RCEDC shall utilize the RCEDC Loan Committee ("COMMITTEE") to review and approve all grant applications. The RCEDC shall administer the MGP. The RCEDC's administration includes but is not limited to: the collection of grant applications; initial eligibility screening; coordinating and documenting the COMMITTEE decision regarding the application; sending notification to the applicant of either grant approval or denial; reviewing of the grant reimbursement request and requesting the RCEDC Accounting Manager to reimburse the grant recipient for eligible expenses.
3. There shall be no compensation from COUNTY to RCEDC for the administration of this program. RCEDC shall not charge any service fees to companies applying for or receiving said grant as part of the administration of this program.
4. If, through any cause, RCEDC shall fail to fulfill in a timely and proper manner its obligations under this contract, or if RCEDC shall violate any of the covenants, agreements or stipulations of this contract, COUNTY shall have the right to terminate this contract by giving written notice to RCEDC of such termination and specifying the effective date, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, reports or other materials related to the services prepared by RCEDC under this contract shall become the property of the COUNTY. Further, in such event, RCEDC shall return to COUNTY, all remaining funds that have not been expended out of the MGP specified in Paragraph 1 above.
5. RCEDC shall retain all of the administrative records which are relevant to this agreement for a period of seven (7) years. Said period shall commence to run from the date final action was taken in denying any requests for a grant under this program in the case of

grants which were not granted and from the date of final payment was made in the case of grants which were granted. The administrative record shall include at minimum the grant application, eligibility checklist, the COMMITTEE votes, grant approval or denial letter, and the reimbursement accounting. In the event RCEDC shall cease to exist or cease to function as a viable legal entity, RCEDC shall turn its relevant records over to the COUNTY for safekeeping.

6. RCEDC shall provide the COUNTY with reasonable access to any and all of its relevant records, at such time as the COUNTY shall request to inspect such records. The right to inspect records shall include the right to copy records, providing that the COUNTY arranges for and pays the cost and expense of such copying. The term "records" shall include all books, accounts, reports, files, correspondence and papers that are relevant to this agreement. COUNTY may examine such records for any purpose.

The parties recognized that MGP records, and only MGP records, of RCEDC may be public records under Wisconsin law, although not all information in them may be subject to disclosure. The parties recognize that, with respect to any funds granted, the following information, at a minimum, will be treated as subject to disclosure to a person making a request under Wisconsin public records law: amount of the grant, name and address of party to whom the grant was granted, the purpose of the grant, and names of any other parties involved in the grant.

7. Quarterly Reports. RCEDC shall furnish COUNTY with quarterly reports which shall include a financial report as to all funds disbursed under the terms and conditions of this contract and an update of the status of the use of the funds granted under the terms and conditions of this contract. Such reports shall be furnished to COUNTY no later than the 20th day of the month following each calendar quarter.
8. RCEDC shall perform its obligations under this contract in accordance with the letter and the spirit of applicable federal, state and local laws, rules and regulations.
9. The MGP shall be administered as follows:
 - A. The structure for administration of this program will continue the current process of organizational partnerships. RCEDC will act as the lead partner for this project providing appropriate staff support. In carrying out its responsibilities, RCEDC may collaborate with other Partner organizations, such as Gateway Technical College, Racine County Workforce Development Center (WDC), Small Business Development Center (SBDC), Wisconsin Women's Business Initiative Corporation (WWBIC) or Racine Area Manufacturers and Commerce (RAMAC) ("Partners"). RCEDC and/or other Partners will identify current and future clients that could benefit from the MGP and help these clients determine the manner in which a grant could be of assistance, as well as identifying other appropriate sources of financial assistance that could be leveraged by the MGP. The client will then be assisted, if requested, in completing a program application for review by the COMMITTEE.
 - B. Process for Awarding a Grant.

- 1) Each applicant for a grant under the MGP shall submit a completed Application Form (attached as Exhibit A). From time to time during the operation of this agreement, this form may be modified by mutual consent of representatives of the parties to this agreement.
 - 2) Each applicant for a grant under the MGP will be reviewed for eligibility criteria defined in 9.C. below.
- C. Eligibility Determination. Eligible applicants must comply the following:
- 1) Has been in continuous operation for a minimum of one year. An operation is defined as the date of the first sale; and
 - 2) Has less than \$25 million in US gross sales; and
 - 3) Ownership of 51% or more by a racial or ethnic minority (defined as section 16.287 Wisconsin Statutes and Chapter Adm 84 Wisconsin Administrative Code); or
 - 4) Ownership of company of 51% or more by a woman;
 - 5) Ownership of company of 51% or more by a Veteran; or
 - 6) Manufacturing companies (NAICS 31, 32 or 33); or
 - 7) Manufacturing companies recruited by RCEDC who begin with a sales office or distribution facility in Racine County with the intent to add manufacturing operations within a defined number of years with applying companies having less than 200 employees and less than \$25 million in US gross sales.
 - 8) Is current with Racine County Real Estate Taxes; and
 - 9) Does not have any derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions; and
 - 10) Applicant certifies that they have no outstanding fines, penalties, taxes, or delinquent financial obligations whatsoever with the County of Racine, Wisconsin, agency, entity or any other local unit of government.
- 10) On an on-going basis, the RCEDC Executive Director or his/her designee will determine the appropriateness of access to the MGP by clients that utilize, or may utilize, technical assistance services of RCEDC or other relevant entities, such as Small Business Development Center, Gateway and other Partner organizations.
 - 11) Following a determination that a business is an appropriate applicant for the MGP, RCEDC may if requested:
 - A. Assist the client in determining the appropriate consultant services that are necessary, as well as any additional funding sources that could be leveraged;
 - B. Assist the client in preparing the MGP application; and
 - C. Present the application to the COMMITTEE for its consideration.
 - 12) The COMMITTEE will consider the application, as well as provide comments as to the manner in which the application could be modified to take appropriate

advantage of additional area resources for the proposed services. The COMMITTEE may request further information from the applicant prior to a final determination if the COMMITTEE needs clarification on the application.

- 13) The applicant will be advised of the COMMITTEE decision. If the grant is awarded, appropriate fiscal arrangements will be made for payment under the grant. If the grant is not awarded, the applicant will be informed of the reasons for denial, and, if MGP funds remain available, the applicant will be afforded an opportunity to submit a revised application.
- 14) RCEDC Executive Director will serve as the deciding vote in the event of a COMMITTEE tie and can override the COMMITTEE's decision on an application if deemed necessary for the benefit of the MGP program.
- 15) Parameters for the MGP:
 - A. Grants will be available on a first come basis for the reimbursement of eligible expenses that will support existing Racine County companies. Eligible applicants must comply with the eligibility criteria defined in 9.C above.
 - B. A single grant award to any one company cannot exceed \$5,000.00 during a one-year period.
 - C. The grant must be approved prior to the purchase or services unless otherwise agreed to by the COMMITTEE.
 - D. Grants can only be made for eligible use of funds that will support existing firms.
 - E. A minimum of 50 percent (50%) of the total cost of the proposed eligible use of funds must be provided in cash or a cash equivalent by the grant recipient. In-kind contributions by the grant recipient are not considered matching funds. To ensure that the required minimum of 50 percent (50%) of the total cost of the proposed eligible use of funds is provided in cash or a cash equivalent by the grant recipient, the following procedures shall apply:
 - 1) Funds will be disbursed on a reimbursement basis;
 - 2) Grant recipients' requests for reimbursement shall include copies of all signed contracts and invoices for services for which reimbursement is requested including proof of payment (cancelled check, wire transfer, credit card receipt);
 - 3) RCEDC will review documentation submitted for reimbursement to ensure that the expenditures are properly reimbursable under the terms and conditions of the grant award.
 - F. Unless documentation is inadequate or does not clearly demonstrate that the related expenditures are properly reimbursable, the RCEDC Accounting Manager shall authorize payment within ten working days of receipt of a reimbursement request from the grant recipient.

- G. For the purpose of the MGP the RCEDC CEO Roundtable (“Roundtable”) enrollment and the RCEDC/RAMAC Living as a Leader (“LAAL”) programs are an eligible form of training and consulting services. Up to 50 percent (50%) of these costs may be reimbursed by this grant. For the Roundtable and LAAL the MGP also available to small to mid-sized non-manufacturing firms based in Racine County. A grant application may combine the Roundtable or LAAL training with other eligible expenses, up to a combined reimbursable total of \$5,000.00.
 - H. Grants are not renewable. However, should additional funding be made available by the County Board in subsequent years, grant recipients may apply for a different project. For the purpose of the MGP CEO Roundtable and LAAL may be applied for in subsequent years and considered a ‘different project.’
 - I. One year after the final reimbursement of the grant, the grant recipient will prepare a one-page memorandum, on company letter head and signed by the applicant reflecting the number of full time and part time employees that the company employed at the time of the application and one year after the final reimbursement of the grant. The memorandum will also include a summary of the results of the project that corresponds to the specific outcomes identified in the project grant application.
- 10. This document represents the full and complete agreement and understanding of the parties in regard to the MGP but does not supersede prior written agreements and understandings concerning other loan and grant amounts.
 - 11. All notices provided for in this contract shall be sent by first class mail to the address of the party as indicated below:
 - County Clerk
Racine County
730 Wisconsin Avenue
Racine, WI 53403
 - Jenny Trick
Racine County Economic Development Corporation
2320 Renaissance Blvd.
Sturtevant, WI 53177
 - 12. RCEDC agrees to administer the program described within this contract and to maintain program files at its offices located at 2320 Renaissance Blvd., Sturtevant, Wisconsin 53177.
 - 13. The contract may be amended only by written agreement among the parties.
 - 14. The authorization in this contract to award grants shall terminate as of December 31, 2018. If any funds have not yet actually been expended in reimbursements to grant recipients by January 31, 2019, said funds shall be made available for return to Racine County. The parties may agree to extend said deadlines by a mutual written agreement.

15. This agreement serves as approval for RCEDC to carryforward the unused funds from 2016 and make the carryforward funds available to eligible companies in 2018.

COUNTY OF RACINE

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

RACINE COUNTY ECONOMIC DEVELOPMENT CORPORATION

By: _____

Name: Jenny Trick

Title: Executive Director

By: _____

Name: Allison Wright

Title: Accounting Manager

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2018</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: County Executive Jonathan Delagrave

Committee/Individual Sponsoring: Finance & Human Resources

Date Considered by Committee: 4/11/2018 Date of County Board Meeting to be Introduced: 4/17/2018

1st Reading: 1st & 2nd Reading: *

* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

TITLE OF RESOLUTION/ORDINANCE/REPORT:

Authorizing a Grant in the amount of \$1,500,000.00 to the Village of Sturtevant to fund the construction of the
WIS 11 / 84th Street Intersection

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

The Committee believes that this action furthers the following goals:

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

RESOLUTION NO. 2018-

**RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE
AUTHORIZING A GRANT IN THE AMOUNT OF \$1,500,000.00 TO THE VILLAGE OF
STURTEVANT TO FUND THE CONSTRUCTION OF THE WIS 11 / 84TH STREET
INTERSECTION**

To the Honorable Members of the Racine County Board of Supervisors:

WHEREAS, as a result of increased development expected in Racine County ("County"), increased demands are anticipated upon existing highways that will necessitate improvement of such highways, including within the Village of Sturtevant ("Village");

WHEREAS, such increased demands require an extraordinarily high level of synchronization and cooperation by the Village, County, and the Wisconsin Department of Transportation ("DOT"), in order to complete the projects in a timely manner;

WHEREAS, DOT recognizes that the nature of the anticipated highway improvements are a matter of statewide transportation concern;

WHEREAS, the Village and DOT intend to enter into an agreement, which includes, but is not limited to, the following terms:

1. The Village will design and construct, at its expense, Willow Road extension to Braun Road ("Willow Road South");
2. The Village will construct, at its expense currently estimated at \$1,800,000.00, the WIS 11 / 84th Street Intersection;
3. DOT will provide completed design of the WIS 11 / 84th Street Intersection, including permanent traffic signals and emergency vehicle preemption;
4. Upon the request of the Village, DOT will provide advice, supervision, and engineering work to the Village for the WIS 11 / 84th Street Intersection and Willow Road South at DOT cost;
5. DOT will provide a \$1,200,000.00 payment to the Village on or before August 1, 2021, for pavement rehabilitation on 90th Street between Braun Road and STH 20 as it is anticipated that there will be an increase in traffic volumes on 90th Street as a result of concurrent DOT projects;

WHEREAS, the County desires to provide financial support to the Village, in light of the Village's commitment to design and construct Willow Road extension to Braun Road and in recognition of how critical the extension is to traffic movement and future development within the County, to fund a portion of the Village's construction of the WIS 11 / 84th Street Intersection in the amount of \$1,500,000.00;

3
4 **NOW, THEREFORE, BE IT RESOLVED** by the Racine County Board of
5 Supervisors that the County is authorized to remit a check in the full amount of
6 \$1,500,000.00, as financial assistance to the Village, subject to the following conditions:

- 7
- 8 1. The committed funds will be used exclusively toward construction of the WIS
9 11 / 84th Street Intersection;
- 10
- 11 2. The Village shall provide a verified written report to the Racine County
12 Executive, no later than December 31, 2019, confirming that the subject funds
13 have been expended for the construction of the WIS 11 / 84th Street
14 Intersection;
- 15
- 16 3. If the Village fails to provide written notice as set forth above, or otherwise fails
17 to expend the funds as set forth herein, the County may require the return of
18 the balance of the funds remaining and not so expended and such funds may
19 be deemed forfeited by the Village;
- 20

21 **BE IT FURTHER RESOLVED** set forth in Exhibit "A" that is attached hereto,
22 within the 2018 Capital Projects budget is hereby authorized and approved.

23
24 **BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that
25 agreements with the Village effecting this funding pledge are authorized and approved;

26
27 **BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that
28 the County Clerk and the County Board Chairman are authorized to execute any
29 contracts, agreements, deeds or other documents necessary to carry out the intent of
30 this resolution;

31
32 Respectfully submitted,

33
34 1st Reading _____

**FINANCE AND HUMAN RESOURCES
COMMITTEE**

35
36 2nd Reading _____

37
38 BOARD ACTION _____

Q.A. Shakoor, II, Chairman

39 Adopted _____

40 For _____

41 Against _____

42 Absent _____

Robert N. Miller, Vice-Chairman

43
44 VOTE REQUIRED: 2/3 M.E.

Thomas Pringle, Secretary

45
46 Prepared by:
47 Corporation Counsel

Janet Bernberg

48
49
50 _____
John A. Wisch
51

1 Resolution No. 2018-
2 Page Three

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Donnie Snow

Brett A. Nielsen

**The foregoing legislation adopted by the County Board of Supervisors of
Racine County, Wisconsin, is hereby:**

Approved: _____

Vetoed: _____

Date: _____,

Jonathan Delagrave, County Executive

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN
RACINE COUNTY AND THE VILLAGE OF STURTEVANT**

WHEREAS, as a result of increased development expected in Racine County (“County”), increased demands are anticipated upon existing highways that will necessitate improvement of such highways, including within the Village of Sturtevant (“Village”);

WHEREAS, such increased demands require an extraordinarily high level of synchronization and cooperation by the Village, County, and the Wisconsin Department of Transportation (“DOT”), in order to complete the projects in a timely manner;

WHEREAS, DOT recognizes that the nature of the anticipated highway improvements are a matter of statewide transportation concern;

WHEREAS, the Village and DOT intend to enter into an agreement, which includes, but is not limited to, the following terms:

1. The Village will design and construct, at its expense, Willow Road extension to Braun Road (“Willow Road South”);
2. The Village will construct, at its expense currently estimated at \$1,800,00.00, the WIS 11 / 84th Street Intersection;
3. DOT will provide completed design of the WIS 11 / 84th Street Intersection, including permanent traffic signals and emergency vehicle preemption;
4. Upon the request of the Village, DOT will provide advice, supervision, and engineering work to the Village for the WIS 11 / 84th Street Intersection and Willow Road South at DOT cost;
5. DOT will provide a \$1,200,000.00 payment to the Village on or before August 1, 2021, for pavement rehabilitation on 90th Street between Braun Road and STH 20 as it is anticipated that there will be an increase in traffic volumes on 90th Street as a result of concurrent DOT projects;

WHEREAS, the County desires to provide financial support to the Village, in light of the Village’s commitment to design and construct Willow Road extension to Braun Road and in recognition of how critical the extension is to traffic movement and future development within the County, to fund a portion of the Village’s construction of the WIS 11 / 84th Street Intersection in the amount of \$1,500,000.00;

WHEREAS, Racine County and the Village of Sturtevant. desire to set out the various obligations and responsibilities of the parties;

NOW, THEREFORE, IT IS MUTUALLY AGREED, by and between Racine County and the Village of Sturtevant as follows:

1. Racine County will remit a check in the full amount of \$1,500,000.00, as financial assistance to the Village of Sturtevant, subject to the following conditions:

- A. Racine County and the Village of Sturtevant agree that the committed funds will be used exclusively toward the construction of the WIS 11 / 84th Street Intersection;
- B. The Village shall provide a verified written report to the Racine County Executive, no later than December 31, 2019, confirming that the subject funds have been expended for the construction of the WIS 11 / 84th Street Intersection;
- C. If the Village fails to provide written notice as set forth above, or otherwise fails to expend the funds as set forth herein, Racine County may require the return of the balance of funds remaining and not so expended and such funds may be deemed forfeited by the Village;
- D. The Village shall not assign any part of this agreement without the express written consent of Racine County;
- E. The Village agrees not to discriminate on the basis of age, race, ethnicity, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record of conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment; and
- F. To the fullest extent permitted by law, the Village agrees to indemnify and hold harmless Racine County, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage (including costs of investigation and attorney's fees), which arise out of or are connected with the commitment of funds. The Village shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorney's fees. The Village indemnification shall not be construed to extend to any injury, loss, or damage that is caused by the act, omission, or other fault of Racine County.

Village of Sturtevant

By: _____ Date: _____

By: _____ Date: _____

Racine County

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____