



# American Rescue Plan Act (ARPA) Committee

## Meeting Minutes

Lee County, Illinois

Apr 7, 2022 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor, 112 E Second Street, Dixon, IL 61021

### I. Call to Order

Meeting called to order at 9:00 a.m., by Chair Bob Olson.

### II. Roll Call - Bob Olson, Chair, Jim Schielein, John Nicholson, Chris Norberg, Rick Humphrey, and Tim Bivins

All committee members were present in person.

### III. Committee Members - John Simonton, Kevin Lalley, Charley Boonstra, Sara Leisner, Patty Rudolphi, Paul Rudolphi, Wendy Ryerson

Absent: John Simonton, Kevin Lalley, and Charley Boonstra. Sara Leisner, Patty Rudolphi, Paul Rudolphi, and Wendy Ryerson were all present in person.

Also present: Dave Bally, Tom Wilson, and Lirim Mimini (Board Members), Greg Saunders (Maintenance Supervisor), Dave Anderson (County Engineer and Highway/Solid Waste), and Becky Brenner (Board Secretary) were all present in person.

### IV. Approval of Minutes (March 10, 2022 meeting)

The March 10, 2022, American Rescue Plan Act Committee Meeting minutes were approved without modification.

### V. Visitors

There were no visitors from the public.

### VI. Monthly PowerPoint Presentation

Sara Leisner walked the committee through the monthly PowerPoint presentation.

### VII. Old Business

There were no items for Old Business.

### VIII. New Business

- A. Revised Estimate for approved ARPA Request-Sheriff's Driveway Expansion - Action Item

John Simonton (Sheriff) submitted a revised request for the LCSD Driveway Expansion because the work was not done last year due to weather issues. The original request was for \$17,200 and the updated request was \$17,775.

**Motion** to approve a total of \$17,775 for the LCSD Driveway Expansion and move to the Finance Committee. **Moved** by Chris Norberg. **Second** by John Nicholson.

**Motion** passed unanimously by voice vote.

B. Additional Community Service Application - Action Item

Sara Leisner explained that Meals on Wheels had signed their application in February and emailed it to the ARPA email. However, because of a technology problem, the email was not received. Because they submitted the application in good faith, Sara was requesting that the application be approved.

**Motion** to approve and fund the Meals on Wheels application and move to the Finance Committee. **Moved** by John Nicholson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

C. Ukraine Discussion

**Motion** to table the Ukraine Discussion. **Moved** by Jim Schielein. **Second** by John Nicholson. **Motion** passed unanimously by voice vote.

D. Review of Top Five (5) Priorities

Sara noted the Board's Top Five (5) Priorities have been addressed except the Assistance to Small Businesses, Tourism and Travel/Hospitality. ARPA staff have a draft proposal of a small business program for the Committee's consideration.

E. Discussion of Proposed Small Business Program and Approval - Action Item

Sara Leisner explained that the ARPA staff had put together a plan for a Small Business Program and walked the committee through the details that were included in the PowerPoint presentation. The Proposed Small Business/Tourism/Travel/Hospitality Program were as follows:

- Allocation of \$1 million (after discussion in Other New Business item "F" on the agenda- the total was changed to \$500,000)
- Maximum request of \$20,000 per business (after discussion, these funds could be prorated based on number of applications)
- Maximum of \$20,000 per business over the life of ARPA funds
- Accept applications through August 31, 2022, via email/mail/fax or in-person and re-evaluate allocation to the category after application

deadline. (After discussion it was recommended that the deadline be moved to June 30, 2022 with awards paid to the recipients 30 days after final County Board approval.)

### **Eligibility**

- Business/Tourism/Travel/Hospitality must be located within Lee County
- Business employs up to 25 employees
- Business must demonstrate significant COVID 19 expenses/disruptions in business
- Entity must have existed in business as of March 16, 2020 and is still open to date
- Eligible for costs incurred as of March 3, 2021 to December 31, 2024. Project/use must be completed, and funds fully expended by December 31, 2026

### **Business Must Fall Within Highly Impacted Industries**

- Tourism Industry
- Hotel/Motel Industry
- Child Care Industry
- Restaurant/Bar/Tavern
- Event/Performing Arts Venue
- Music/Movie Theatre/Venue
- Indoor Recreation
- Health and Fitness Center
- Retail

### **Application Details**

- Business name, address, contact person, and tax ID#
- Narrative explaining the intended use of funds and describing the impact that COVID 19 has had on the business
- Project/Use start and end date and cost
- Other funding sources sought for project

- Did the business incur a loss even after receipt of any COVID 19 related financial assistance
- Was the business required to close due to the Governor's order regarding non-essential businesses and/or due to quarantine of staff. If so, please list dates (after discussion it was requested that the application ask if the applicant had sought funding from their local city)

#### **Other Details**

- Release of application on website on/about April 11, 2022
- Review of applications received monthly at ARPA meeting

**Motion** to approve \$500,000 for the Small Business Category, with a \$20,000 prorated per business award, an application deadline of June 30, 2022, and addition of questions added to the application. **Moved** by Rick Humphrey. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

#### F. Other New Business

Bob Olson explained that he would like to see the ARPA committee develop a recommendation for allocating the remaining \$5.5 million dollars that had not been previously allocated. The recommendation should include: 1) timelines for funds to be allocated, 2) funds clearly earmarked for certain entities/projects, 3) funds held for reserved spending. To initiate discussion, Bob proposed reserving \$1 million each for 2023 and 2024. Taking into consideration the estimated \$1 million that has already been allocated, the remaining fund balance would be \$3.6 million. The committee discussed various uses and allocations of the \$3.6 million, including developing a small business program, a business/economic development program, county capital projects, and addressing the remaining requests for ARPA funding,

During discussion, Tom Wilson explained that roughly \$3 million dollars would be necessary, just in the New Courts Building alone, to replace failing HVAC/boiler systems and two (2) failing elevators. Dave Anderson voiced concern during the meeting. He explained that "deferred maintenance is not the same thing as saving money", which is what the Highway Department has been forced to do for many years. Roofing, an air exchanger, and a culvert project were priorities on his list. Wendy Ryerson explained that many of the surrounding Counties are spending their all funds on deferred maintenance and capital repairs projects.

After much discussion the following timeline and allocations were recommended:

- Total Award - \$6,622,748

- Funds already Obligated - \$1,036,284
- Funds Remaining - \$5,586,464
- **2022**
  - \$1.5 million set aside for County Capital Projects (at the discretion of the Finance Committee)
  - \$500 thousand earmarked for Small Businesses
  - \$500 thousand earmarked for Business/Economic Development
  - \$1 million held for reserved spending including ARPA requests not yet considered
- **2023**
  - \$1 million - Reserved
- **2024**
  - \$1 million - Reserved

**Motion** to approve the allocations presented above as a general guideline for moving forward. **Moved** by Chris Norberg. **Second** by John Nicholson. **Motion** passed unanimously by voice vote.

**Motion** to move the 2022 ARPA allocation of \$1.5 million dollars for County Capital Projects to be spent at the discretion of the Finance Committee, to the Finance and Executive Committees for approval. **Moved** by Jim Schielein. **Second** by John Nicholson. **Motion** carried unanimously by voice vote.

IX. Next Meeting Date (May 5, 2022)

Sara Leisner stated she would review the outstanding ARPA requests, and invite relevant applicants to the May 5, 2022 meeting to present their requests. Adjournment

**Motion** to adjourn at 10:20 a.m. **Moved** by Tim Bivins. **Second** by Jim Schielein. **Motion** passed unanimously by voice vote.

The next meeting of the ARPA Committee is scheduled for  
9:00 a.m., Thursday, May 5, 2022

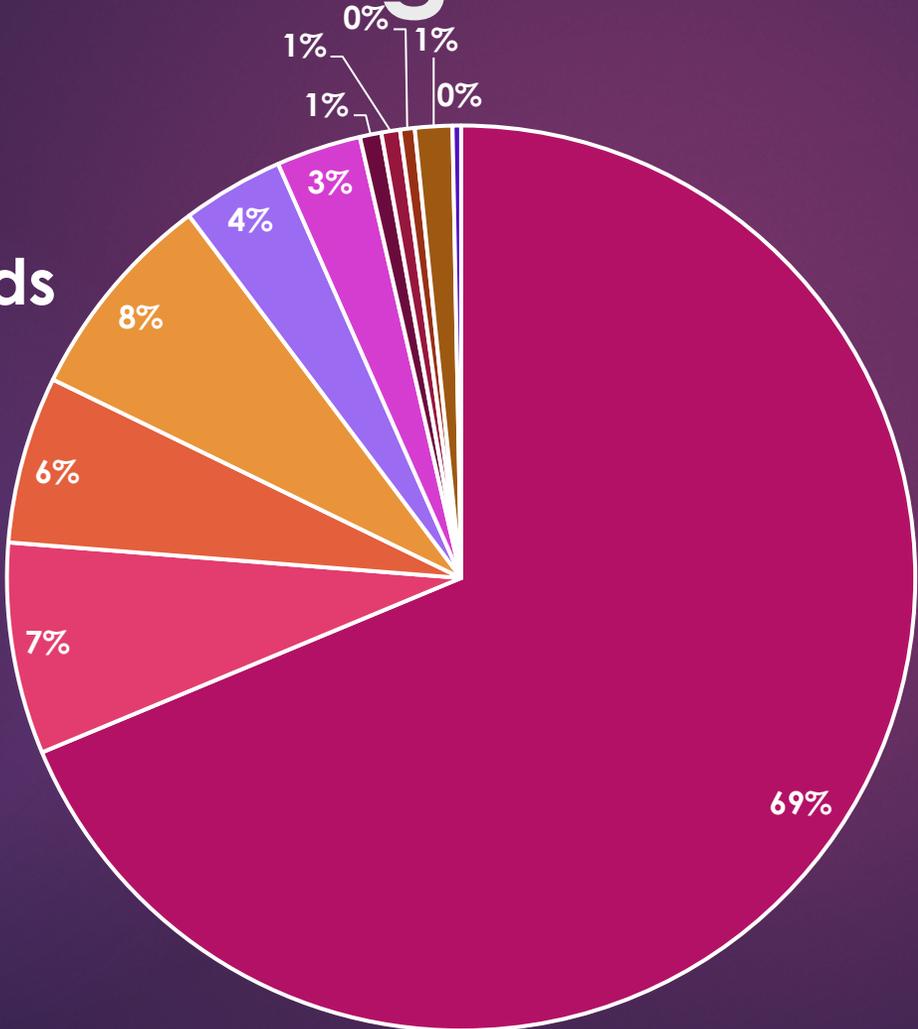


# American Rescue Plan Act State & Local Fiscal Recovery Funds Committee Meeting

APRIL 7, 2022

# Funds Expended, Approved & Remaining- 1<sup>st</sup> Installment

**\$1,036,284  
Committed Funds**



- Uncommitted Funds - \$2,275,090- 69%
- Social Agencies - \$250,000 - 7%
- Election Equipment - \$197,750 - 6%
- Board Room Technology - \$250,000 8%
- Health Dept Fees - \$120,000 4%
- SVC Ag Training Program - \$100,000 3%
- ROE - \$25,334 - 1%
- Tourism - \$22,000 -1%
- LCSD Food Service Road - \$17,200 - 0%
- Admin Fees - \$44,000 - 1% thru May'22
- Next Picture Show - \$10,000 - 0%

# Total of Requests Received

As of April 4, 2022

Total requests received, not approved,  
pending

\$6,209,726.53

# Strategic Planning Meeting

## Top 5 Priority Projects

- ▶ 1. Assistance to Small Businesses, Tourism & Travel/Hospitality
- ✓ 2. Assistance to Households using local community service agencies
- ✓ 3. Job Training Programs
- ✓ 4. Technology improvements to County Board meeting rooms
- ✓ 5. Improvements to Broadband Infrastructure

# Proposed Small Business/Tourism/ Travel/Hospitality Program

- ▶ Allocation of \$1 million to this priority
- ▶ Maximum request of \$20,000.00 per business
- ▶ Maximum of \$20,000.00 per business over the life of ARPA funds
- ▶ Accept applications through August 31, 2022 via email/mail/fax or in-person and re-evaluate allocation to this category after application deadline

# Proposed Small Business/Tourism/ Travel/Hospitality Program

## ▶ Eligibility

- ▶ Business/Tourism/Travel/Hospitality must be located within Lee County
- ▶ Business employs up to 25 employees
- ▶ Business must demonstrate significant COVID19 expenses/disruptions in business
- ▶ Entity must have existed in business as of March 16, 2020 and is still open to date
- ▶ Eligible for costs incurred as of March 3, 2021 to December 31, 2024. Project/use must be completed, and funds fully expended by December 31, 2026

# Proposed Small Business/Tourism/ Travel/Hospitality Program

- ▶ **Business Must fall within highly impacted industries of:**
  - ▶ **Tourism Industry**
  - ▶ **Hotel/Motel Industry**
  - ▶ **Child Care Industry**
  - ▶ **Restaurant/Bar/Tavern**
  - ▶ **Event/Performing Arts Venue**
  - ▶ **Music/Movie Theatre/Venue**
  - ▶ **Indoor Recreation**
  - ▶ **Health & Fitness Center**
  - ▶ **Retail**

# Proposed Small Business/Tourism/ Travel/Hospitality Program

## ▶ Application Details

- ▶ Business Name, address, Contact person, Tax ID#
- ▶ Narrative explaining the intended use of funds and describing the impact that COVID19 has had on the business
- ▶ Project/Use start & end date and cost
- ▶ Other funding sources sought for project
- ▶ Did the business incur a loss even after receipt of any COVID19 related financial assistance?
- ▶ Was the business required to close due to the Governor's order regarding non-essential businesses and/or due to quarantine of staff? If so, please list date(s).

# Proposed Small Business/Tourism/ Travel/Hospitality Program

- ▶ Release of application on website on/about April 11, 2022
- ▶ Review of applications received monthly at ARPA meeting?
- ▶ ACTION ITEM: Vote on approval of allocation of funds to program, dates of application and application/program guidelines



# Questions, Comments, Feedback

**NEXT MEETING DATE**

**THURSDAY MAY 5, 2022**

**9:00 AM**