



American Rescue Plan Act (ARPA) Committee

Meeting Minutes

Lee County, Illinois

January 6, 2022 at 9:00 AM CST

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

I. Call to Order

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

All committee members were present. Rich Humphrey attended via Zoom video conferencing.

Advisory Members present: Charley Boonstra (State's Attorney), John Simonton (Sheriff)(Zoom), Sara Leisner (ARPA Grant Coordinator), Patty Rudolphi (ARPA Internal Control and Separation), Paul Rudolphi (Investment Strategist, Accounts Payable, and Staff Consultant), and Wendy Ryerson (County Administrator).

- III. **Approval of Minutes** (December 9, 2021 meeting)

The American Rescue Plan Act minutes from the December 9, 2021, meeting were approved with modification.

IV. Visitors

Jon Mandrell and Mike Selover (Sauk Valley Community College) and Danny Langloss and Mike Venier (City of Dixon)(9:00-9:12).

Danny Langloss and Mike Venier spoke on behalf of the City of Dixon regarding the negative impact that Covid had on the Dixon Historical Theatre. The theatre is currently embarking on a \$1.5 million dollar renovation. The theatre is eligible for a \$1.2 million dollar grant to fund the majority of the renovations. They explained that the City is looking to partner with the County to fund the roughly \$200,000 shortfall, in ARPA qualifying expenses, to cover the gap in funding to complete the project. If approved, the City of Dixon would designate \$100,000 in ARPA funds, the County would designate \$100,000 in ARPA funds, and the theatre would raise \$100,000 in funds through private donations and a local bank loan.

V. Old Business

- A. PowerPoint Presentation

B. Review Top 5 Priority Projects

Sara Leisner reviewed the top five (5) priority projects that were chosen during the October 7, 2021, Strategic Planning Meeting. The top five (5) projects were: 1) Assistance to small businesses, tourism, travel/hospitality, 2) Assistance to households using local service agencies (PADS, Food Pantry, etc.), 3) Job Training programs, working with BEST, SVCC, etc., 4) Technology improvements to the County Board meeting rooms, and 5) Improvements to Broadband infrastructure.

VI. New Business

A. Funds spent, approved & remaining

Sara Leisner walked the committee through the funds expended, approved and remaining from the first ARPA deposit of \$3.3 million dollars. She explained that the next \$3.3 million dollar deposit is expected sometime in May of 2022.

- Uncommitted Funds - \$2,638,867 - 80%
- Social Agencies - \$250,000 - 8%
- Election Equipment - \$197,750 - 6%
- Lee County Boardroom Technology - \$157,223 - 5%
- ROE Nexus Program - \$25,334 - 1%
- Lee County Sheriff's Department Food Service Road - \$17,200 - 0%
- ARPA Administrative Fees - \$15,000 - 0%
- The Next Picture Show HVAC Replacement - \$10,000 - 0%

B. Payment of ARPA Claims

Sara Leisner walked the committee through the process of paying ARPA claims.

- All claims approved by the County Board are required to be submitted to Patty Rudolphi for payment.
- If the claim applies to a specific County Department, that Department is required to forward the claim to Patty Rudolphi to submit. ARPA claims should not be submitted through the County's monthly claim process.
- All ARPA required supporting documentation must be presented prior to payment of the claim.

- ARPA claims will be sent to the Claims Committee for review and final approval before payment is issued.

C. Revised Social Service Program Timeline

Sara Leisner walked the committee through the revised Community Service Agency Program timeline that was discussed last month.

1. Approved in November - \$250,000 for distribution to Lee County Community Service Agency applicants with a maximum award of \$10,000 per agency for use over the period of one year.
2. Revised Timeline and Dates for Award
 - The application will be released on January 10, 2022. The application submission deadline is February 15, 2022, at 11:59 p.m.
 - Applications will be available online and paper copies will be made available if requested by the agency.
 - Review of applications and intended use of funds through March 7, 2022.
 - During the March 10, 2022, ARPA meeting, the committee will be presented with eligible/ineligible agency requests and funding requested.
 - Award notifications will be made to Social Service Agencies after the County Board meeting approval on March 24, 2022.

D. Funding Requests

1. Existing

Because the list of existing requests continues to grow, Sara asked for direction from the committee as to how they wanted her to present these requests in future meetings. It was agreed that after two (2) months, a list of existing requests would be presented to the committee during every meeting, but not discussed/reviewed unless the individual/group that submitted the request came back to the committee for review. No eligible request would be taken off the table for consideration.

Jon Mandrell and Michael Selover from Sauk Valley Community College came back to the committee with an updated request. During the November 4, 2021, ARPA meeting the committee asked Sauk Valley Community College to come back to the committee with additional funding partners brought to the table and a different communication with their advisory committee and community stakeholders. Michael Selover

walked the committee through the changes and advised that the revised funding request was \$75,000 - \$100,000.

Motion: To send a recommendation to the Finance Committee for \$100,000 for the Sauk Valley Community College - Agricultural Program.

Moved by Chris Norberg. **Second** by Jim Schielein. **Roll Call:** Bob Olson, Chris Norberg, John Nicholson, Jim Schielein, and Rick Humphrey voted in favor of the motion. No votes against. Motion passed.

Sara Leisner explained that she and Patty met with Diane Nicholson after last month's meeting and worked with her to revise her request for Lee County Tourism. The revised request included Lee County Tourism website rebuild and upgrades, Z -Card 2022 Pocket Media Lee County FUN Guide, and the 2022 Full Size Lee County FUN Guide.

Motion: To send a recommendation to the Finance Committee for \$22,000 for Lee County Tourism. **Moved** by Chris Norberg. **Second** by Jim Schielein. **Roll Call:** Bob Olson, Chris Norberg, Jim Schielein, and Rick Humphrey voted in favor of the motion. John Nicholson abstained due to conflict of interest. No votes against. Motion passed.

2. New

Sara Leisner explained that Kreider Services had submitted a request for \$11,209.38 for the cost of Covid tests for their employees. The committee agreed that they would like a representative from Kreider to attend the February meeting to walk the committee through the request. No action was taken.

The committee continued to discuss waving the Lee County Health Department annual fees for restaurants in the amount of \$59,445.

Motion: To send a recommendation to the Finance Committee to set aside an estimated \$120,000 for Health Department fees for businesses in Lee County for the next two (2) years (contingent upon the list provided by the Health Department). **Moved** by Chris Norberg. **Second** by John Nicholson. **Roll Call:** Chris Norberg, John Nicholson, and Jim Schielein voted in favor of the motion. Bob Olson and Rick Humphrey abstained due to conflict of interest. No votes against. Motion passed.

E. Other New Business

No additional information.

VII. Next Meeting Date (February 10, 2022)

VIII. Adjournment

Motion: To adjourn at 9:53 a.m.: **Moved** by Chris Norberg. **Second** by John Nicholson.

Motion passed by voice vote.