



BOARD WORKSHOP AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS

MARCH 14, 2023

Tina Diedrick, District 1
Darek Vetsch, District 2
Jeanne Holland, District 3
Nadine Schoen, District 4
Michael Kaczmarek, District 5

1. Schedule Meetings As Needed
2. American Rescue Plan (ARP) Update

Documents:

[ARP UPDATE MARCH 2023.PDF](#)

3. Fiscal Policies Overview Of The County Board

Documents:

[COMMITTEE OF THE WHOLE UPDATE 3-14 FINANCIAL POLICIES.PDF](#)

4. ERP Discussion - Scope, Process, Target, Impact, And Cost
5. Expectations For Determining Fees
6. Mileage Reimbursement
7. 2023 Wright County Homelessness Report

Documents:

[2023 WRIGHT COUNTY HOMELESSNESS REPORT.PDF](#)



WRIGHT COUNTY
MINNESOTA

ARP-SLFRF UPDATE

March 14, 2023

AMERICAN RESCUE PLAN – STATE AND LOCAL FISCAL RECOVERY FUNDS (ARP-SLFRF) TIMELINE

- March 11, 2021 – ARP Act signed
- May 10, 2021 – Interim final rule issued
- January 6, 2022 – Final rule issued
- April 1, 2022 – Final rule in effect
- December 31, 2024 – All funds must be obligated
- December 31, 2026 – All funds must be expended
- April 30, 2027 – Final quarterly report due to Treasury

ARP-SLFRF ELIGIBILITY

Eligible expenses

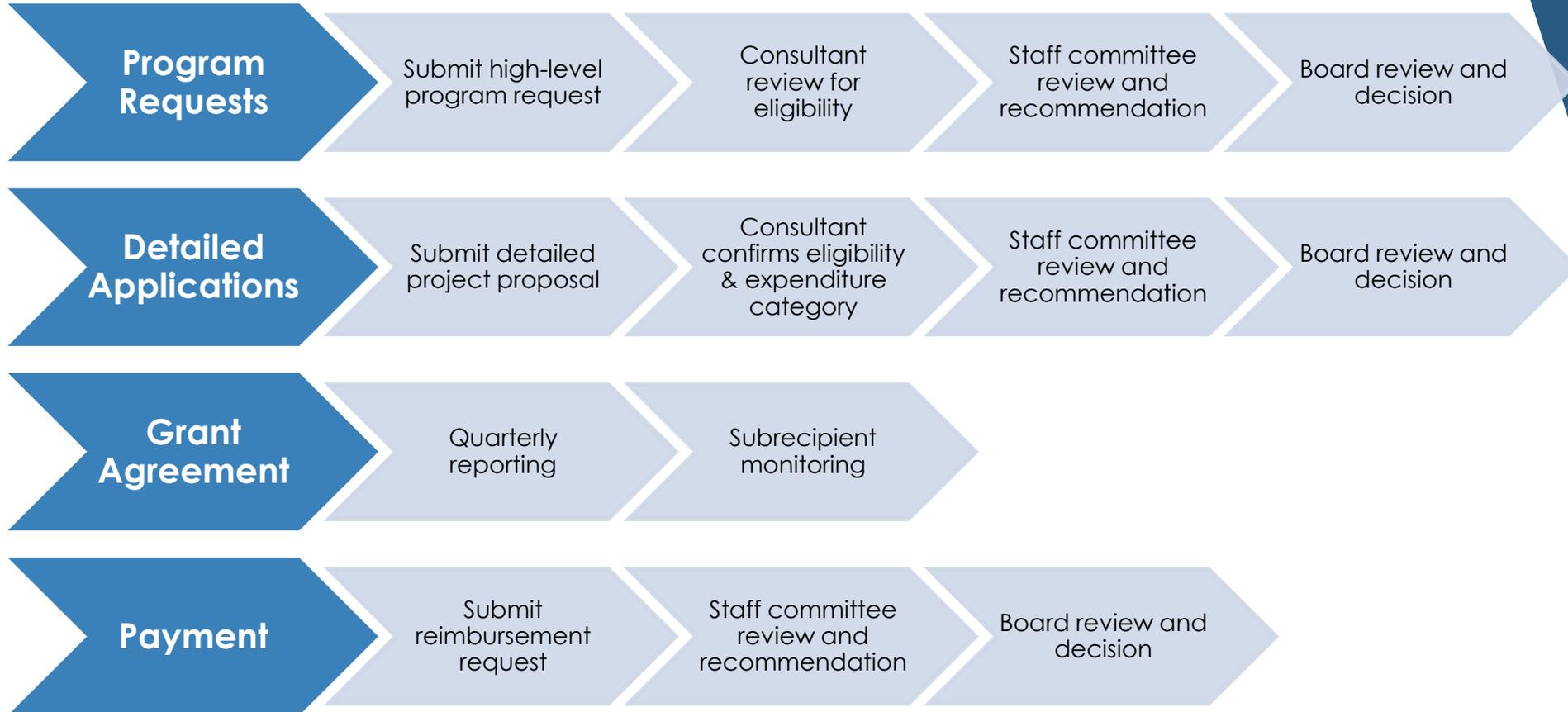
- Replace lost public sector revenue
- Support the COVID-19 public health and economic response
- Provide premium pay for eligible workers performing essential work
- Invest in water, sewer, and broadband infrastructure

Ineligible expenses

- Extraordinary deposits in pension funds
- Bolstering rainy day reserves
- Debt service payments
- Satisfaction of settlements and judgements
- Uses that contravene or violate the ARP Act, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations.



MULTI-STEP APPROVAL PROCESS



ARP-SLFRF SUMMARY

Category	Allocated	Granted	Not yet Granted	Disbursed
Business & Economic Relief	\$320,677	\$320,677	-	\$248,463
Education, Jobs & Training	\$66,000	\$66,000	-	\$27,500
Families	\$181,063	\$181,063	-	\$102,202
Mental Health	-	-	-	-
Support to Schools	-	-	-	-
Infrastructure	\$14,042,764	\$10,935,033*	\$3,107,731**	\$1,298,669
Internal County Expenses	\$12,238,627	\$12,238,627	-	\$11,325,836
TOTAL	\$26,849,131	\$23,741,400	\$3,107,731	\$13,002,670

Total ARP-SLFRF Allocation = \$26,878,110

Current Unallocated Funding = \$28,979

**Includes \$3,706,000 that have been pledged as a local contribution for 2023 Border-to-Border grant applications*

***Programs with ungranted amounts are Broadband Improvements and City Water/Sewer Grants*

BUSINESS & ECONOMIC RELIEF

Approved Programs		Approved Grants / Projects	
Number of Approved Programs	Current Amount Allocated	Number of Approved Grants	Amount Awarded
4	\$320,677	4	\$320,677

Grant / Project	Amount Granted	Amount Disbursed	Status
Economic Assistance for Wright County 4-H	\$60,677	\$22,955	In Progress
Economic Assistance for Community Dental Care	\$200,000	\$200,000	Closed
Cokato Charitable Trust - Replace Furniture	\$50,000	\$25,508	In Progress
Safe Communities - Drive Safely Work Week	\$10,000	-	In Progress
Total	\$320,677	\$248,463	

EDUCATION, JOBS & TRAINING

Approved Programs		Approved Grants / Projects	
Number of Approved Programs	Current Amount Allocated	Number of Approved Grants	Amount Awarded
1	\$66,000	1	\$66,000

Grant / Project	Amount Granted	Amount Disbursed	Status
Technology Support and Training for Seniors	\$66,000	\$27,500	In Progress
Total	\$66,000	\$27,500	

FAMILIES

Approved Programs		Approved Grants / Projects	
Number of Approved Programs	Current Amount Allocated	Number of Approved Grants	Amount Awarded
3	\$181,063	3	\$181,063

Grant / Project	Amount Granted	Amount Disbursed	Status
Volunteer Recruitment for Safe Families	\$19,462	\$19,462	Closed
Expand Emergency Assistance	\$150,000	\$71,139	In Progress
Operation Living Hope Program	\$11,601	\$11,601	Closed
Total	\$181,063	\$102,202	

INFRASTRUCTURE

Approved Programs		Approved Grants / Projects	
Number of Approved Programs	Current Amount Allocated	Number of Approved Grants	Amount Awarded
6	\$14,042,764	32	\$10,935,033

Grant / Project	Amount Granted	Amount Disbursed	Status
Broadband Feasibility Study	\$69,769	\$69,769	Closed
Broadband Grant Program (11 grants)	\$1,925,353	-	In Progress
Local Contribution to Border-to-Border Grants**	\$171,700	-	In Progress
Local Contribution to Border-to-Border Grants – 2023*	\$3,706,000	-	In Progress
Otsego Streambank Restoration Expansion	\$70,000	\$70,000	Closed
Basins and Grade Stabilization on the North Fork Crow River	\$77,764	\$77,764	Closed
Howard Lake – AMR Water Meter Conversion Project	\$76,479	\$76,479	Closed
Clearwater – Secondary Watermain	\$70,828	\$70,828	Closed
Otsego – Wastewater Treatment Facility Improvements	\$737,311	-	In Progress
South Haven – Stormwater Improvements	\$6,832	-	In Progress
Rockford – Watermain Replacement	\$149,375	\$149,375	In Progress
Montrose – Sanitary Sewer and Watermain Replacement	\$139,404	\$139,404	In Progress
Buffalo – Water Reclamation Pretreatment Improvements	\$597,057	\$416,350	In Progress
Cokato – Recoating Water Tower	\$103,362	-	In Progress
Monticello – SCADA System Improvements	\$533,799	\$228,700	In Progress

*Pending grant approval from the state

**Committed, grant agreement not yet submitted for approval

INFRASTRUCTURE, CONTINUED

Grant / Project	Amount Granted	Amount Disbursed	Status
Montissippi Park – Playground Replacement	\$200,000	-	In Progress
Lake Pulaski Pump Replacement	\$300,000	-	In Progress
Cokato Stormwater Pond	\$250,000	-	In Progress
Monticello Ditch 33 Outlet Improvements	\$970,625	-	In Progress
Indian Lake Gully Repair	\$159,375	-	In Progress
Delano Ditch 34 Improvements	\$400,000	-	In Progress
Otsego Creek Restoration Project	\$210,000	-	In Progress
Howard Lake Watershed Improvement Study	\$10,000	-	In Progress
Total	\$10,935,033	\$1,298,669	

INTERNAL COUNTY EXPENSES

Approved Programs		Approved Grants / Projects	
Number of Approved Programs	Current Amount Allocated	Number of Approved Grants	Amount Awarded
7	\$	9	\$

Grant / Project	Amount Granted	Amount Disbursed	Status
Administration Time	\$165,000	\$38,170	In Progress
Community Health Needs Assessment	\$27,510	\$27,510	Closed
Consultant Support	\$100,000	\$45,903	In Progress
Customer Flow Management System	\$130,000	\$118,217	In Progress
LEC Holding Cell Modifications	\$3,499	\$3,499	Closed
PPE and Other Supplies	\$12,600	\$12,600	Closed
Testing Supplies	\$18	\$18	Closed
General Government Services	\$10,000,000	\$10,000,000	Closed
Sheriff's Encrypted Radios	\$1,800,000	\$1,079,919	In Progress
Total	\$12,238,627	\$11,325,836	

WRIGHT COUNTY OF MINNESOTA



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WRIGHT COUNTY
MINNESOTA

WRIGHT COUNTY FINANCIAL POLICIES

WRIGHT COUNTY FINANCIAL POLICY MANUAL

Wright County's complete Financial Policy Manual was originally adopted in 2019 it is reviewed annually for changes to rules and/or procedures:

The complete manual can be found at:

[Wright County Financial Policies.pdf](#)



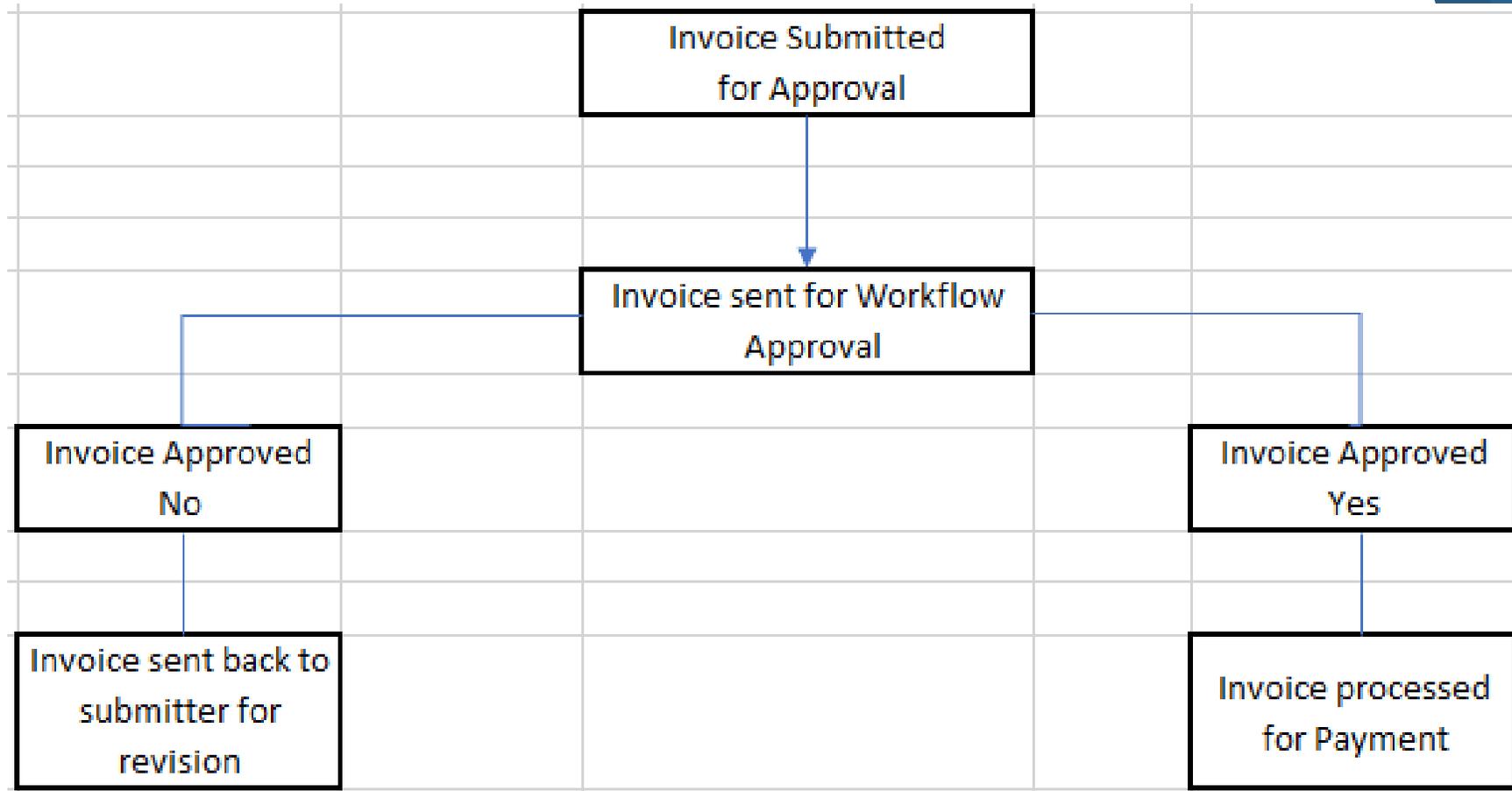
FINANCIAL POLICIES & PROCEDURES

Adopted: 06-25-2019
Amended 1.28.2020
Amended 12.15.2020
Amended 3.2.2021

PROCUREMENT METHODS

1. Employee Expenses
 1. Reimbursement for purchases or mileage reimbursement for employees
 2. County Procurement Card purchases
2. Purchase Requisition (PR)
 1. A document filled out by the purchaser of goods that is sent to supervisors and managers for approval before it is moved to a Purchase Order(PO) to procure the services or goods.
3. Contract (which in most cases should have PR/PO)
4. Invoice (i.e. Utility bills, subscriptions, medical services, conferences) that likely will not have a PR/PO
5. Grant agreements (where Wright County is the recipient of funding)

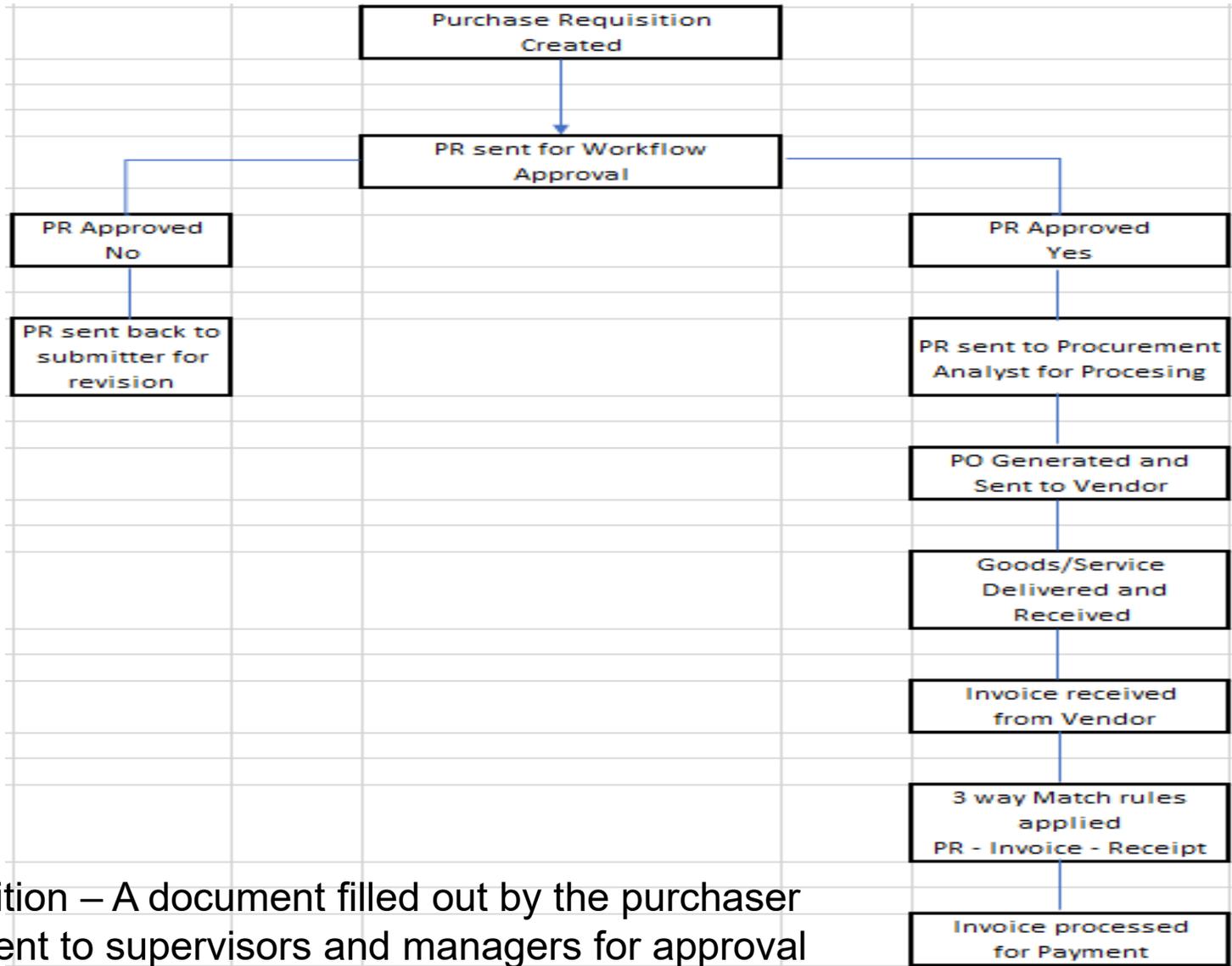
PROCESS OF A NON PO INVOICE



Purchase Order.

Non PR Invoice – Invoices submitted by vendors that no Purchase Order was created for. (i.e. Utility bills, subscriptions, medical services)

PROCESS OF A PURCHASE REQUISITION



Purchase Requisition – A document filled out by the purchaser of goods that is sent to supervisors and managers for approval before it is moved to a Purchase Order.

APPROVAL LIMITS – LEVEL 1

Micro-Purchases:

Procurement by Micro-Purchase < \$10,000

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000, or the amount listed for micro-purchase in the Federal Acquisition Regulation at 48 CFR Subpart 2.1, whichever is higher, or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act.

Threshold Less than \$10,000

Signature Authority Department Head or Designee

Award Requirements May be awarded without soliciting competitive quotations if the non-federal entity determines the price to be reasonable per 2 CFR § 200.404.

The assessment of reasonableness must be documented.

To the extent practicable, purchases must be distributed equitably among qualified suppliers per Minn. Stat. 471.345, Subd. 5.

APPROVAL LIMITS – LEVEL 2

Department Head or Designee:

Threshold	\$10,000 – \$25,000
Signature authority	Department Head or Designee
Award Requirements	May be awarded by direct quotation or in the open market Documentation of a minimum of two quotations must be retained per 2 CFR § 200.320. Competitive proposals may be solicited even though not legally required; once competitive bids are solicited the County must follow the bid specifications in the selection process.

APPROVAL LIMITS – COUNTY ADMINISTRATOR

Threshold \$25,001 - \$100,000

Signature Authority Department Head and County Administrator

Award
Requirements All purchases shall be made by obtaining oral or written quotations from at least three responsible vendors.

Contract may be made either upon sealed bids or by direct negotiation by obtaining two or more quotations per Minn. Stat. 471.345, Subd. 4.

Note exceptions in Minn. Stat. 373.01, Subd. 2.

Competitive proposals may be solicited even though not legally required; once competitive bids are solicited the County must follow the bid specifications in the

APPROVAL LIMITS – LEVEL 4 – COUNTY BOARD CHAIR

Level 4 goes past the high limit of \$175,000.

Threshold	\$100,001 - \$175,000
Signature Authority	Department Head, County Administrator and County Board.
Award Requirements	<p>All purchases shall be made by obtaining oral or written quotations from at least three responsible vendors.</p> <p>Contract may be made either upon sealed bids or by direct negotiation by obtaining two or more quotations per Minn. Stat. 471.345, Subd. 4. Note exceptions in Minn. Stat. 373.01, Subd. 2.</p> <p>Competitive proposals may be solicited even though not legally required; once competitive bids are solicited the County must follow the bid specifications in the selection process.</p>

PROCUREMENT AND INVOICE APPROVALS

Approval Levels are based on our Wright County Financial Policy
ERP approval levels vary from the Financial Policy and add a layer of approval

Work Flow Approval levels are as follows:

- \$0.00-\$3,000.00 – Level 1 Department Head or Designee
Looks a little different as this is where we added the extra level of approval from \$0.00-\$3,000.00. Policy states no PO is required for purchases under \$3,000.00 but they are recommended
- \$3,000.01 - \$25,000.00 – Level 2 Department Head or Designee
- \$25,000.01 - \$100,000.00 – Level 3 County Administrator
- \$100,000.01 < - Level 4 – County Board Chair

APPROVAL LEVEL UPDATES

Discussion Items:

- Approval limits are outdated

Recommendations:

- Discussion was had with department heads

Proposed New Limits:

Level 1- \$0.00-\$10,000.00 – Supervisor or Department head designee

Level 2 - \$10,000.01 - \$100,00.00 – Department Head or designee

Level 3 - \$100,000.01 - \$200,000.00 – County Administrator

Level 4 - \$200,000.01 < - County Board

FUTURE DISCUSSION:

ERP demonstration:

- Commissioner's Mileage
- The PO/AP process





WRIGHT COUNTY
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QUESTIONS:



WRIGHT COUNTY
MINNESOTA

2023 WRIGHT COUNTY HOMELESSNES REPORT

March 14, 2023
Sarah Dearhamer



INCREASE IN HOMELESSNESS

WRIGHT COUNTY
2023 PIT (Point in Time)
COUNT

88

2022 PIT Count - 8

32 kids in Monticello school district are homeless



served 616 individuals and families in 2022 – an additional 100K points of food and a 43% increase from the prior year



144 SNAP-recipient households reported as homeless

WHAT ARE THE FACTORS?

Limited income :

Example 1, Household of 4 (Mom, Dad, 2 Children)



Walmart FT \$19/hr. - \$3,293 monthly



Menards FT \$16/hr. - \$2,773 monthly

\$6,066 monthly combined
\$72,782 annual combined



3x the income - \$1,819 /month or lower

High shelter cost



Majority of places require 3x the household income



\$1,636/month - average rent for 3-bedroom apartments +
\$50/month for pets



Requires \$4,908 up front: 1st Month+Security Deposit+Last Month



\$2,300/month - average home rent/mortgage

WHAT ARE THE FACTORS?

Limited income :

Example 2, Household of 3 (Mom, 2 Children)



Menards FT \$16/hr. - \$3,293 monthly



Child Support - \$693.25 monthly

\$3,986.25 monthly combined
\$47,115 annual combined



3x the income - \$1,195/month or lower

How will she find a place?

- Section 8 and HUD vouchers are backed-up for years
- Income-based housing usually has a waiting list
- Properties require renters to meet guidelines

WHAT ARE THE REQUIREMENTS?

To be considered for housing, a household must meet the minimum screening criteria with regard to:



Credit

\$500 or more in outstanding collections

Bankruptcy on record less than 2 years old

Outstanding financial obligations to current or previous landlords



Criminal History

Criminal conviction record for drug-related offenses



Landlord References

Verifiable rental landlord reference of at least one-year duration with a written contract

CURRENT OPTION

St. Cloud HRA



Waiting list is currently closed



536 households are on the waiting list; HRA does not track how many are from Wright County



10% of the 966 vouchers are used in Wright County



Selected 1000 applications in May 2022.
Anticipate lottery to reopen in 2 years



ALTERNATIVE OPTIONS FOR CONSIDERATION