



BOARD WORKSHOP AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS

MARCH 14, 2023

Tina Diedrick, District 1
Derek 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



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

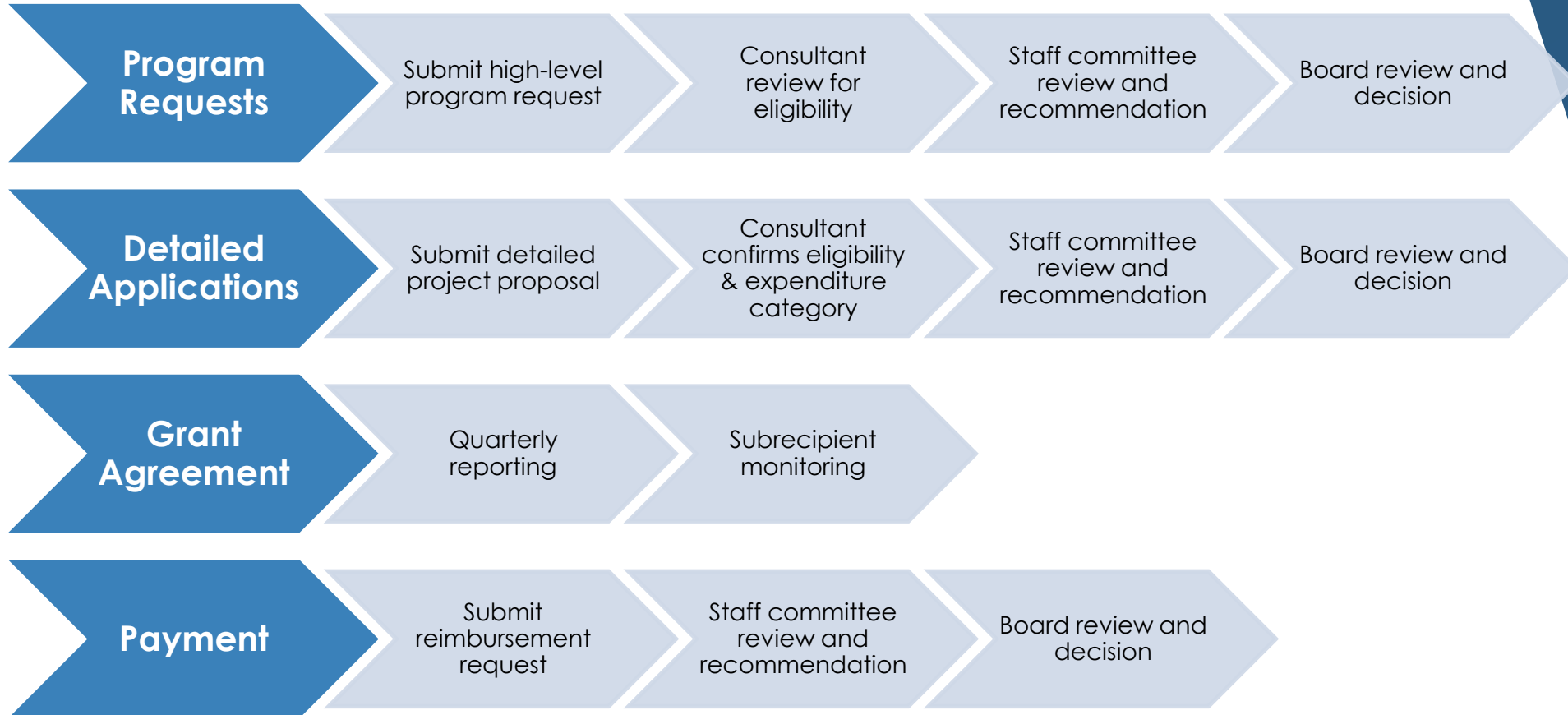
- Replace lost public sector revenue
- Support the COVID-19 public health and economic response
- Provide premium pay for eligible workers performing essential work
- Invest in water, sewer, and broadband infrastructure

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



1855



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](#)



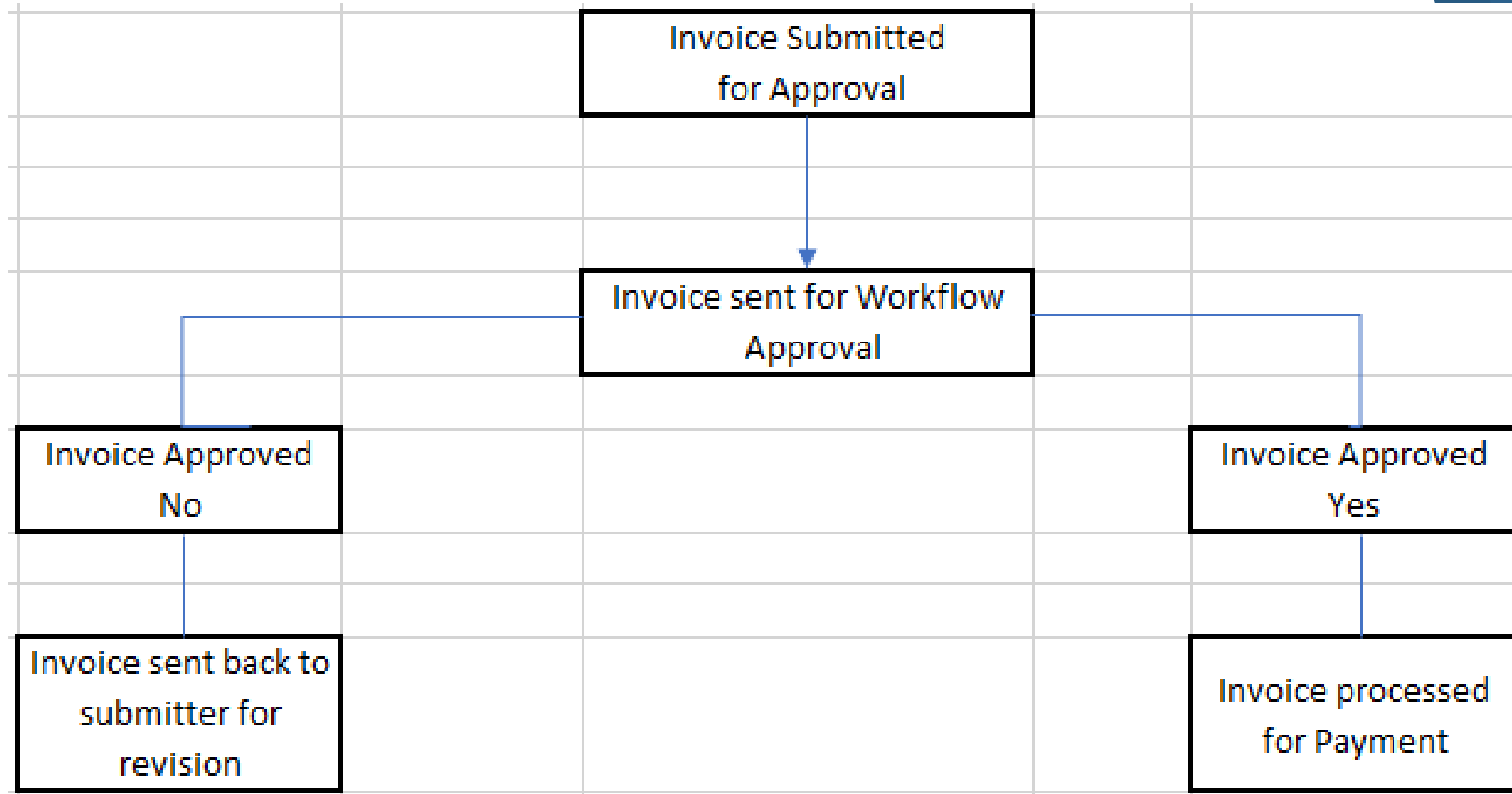
FINANCIAL POLICIES & PROCEDURES

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)

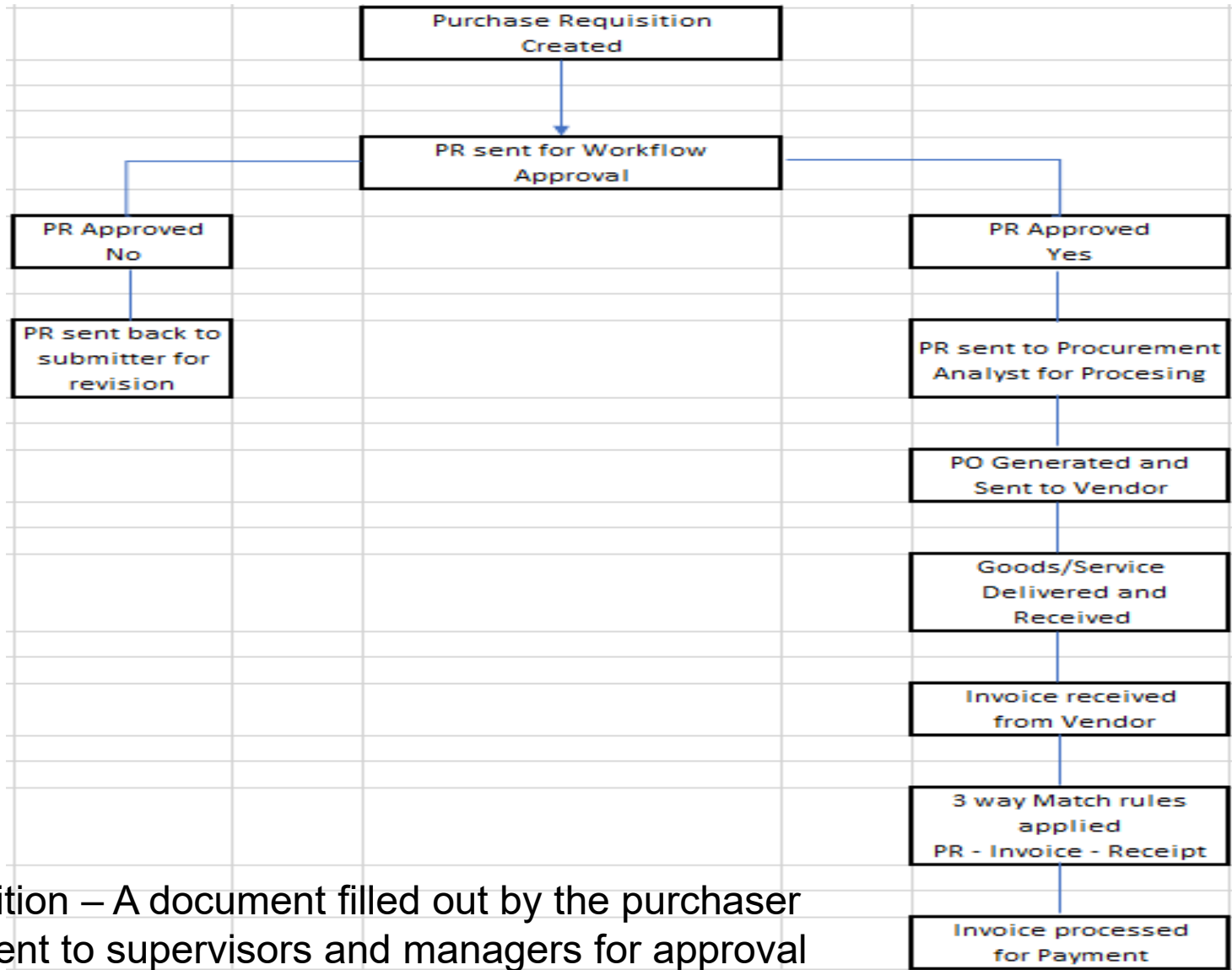
PROCESS OF A NON PO INVOICE



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





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QUESTIONS: