



**GENESEE COUNTY**  
**— M I C H I G A N —**

**Genesee County**  
**Public Works Committee**  
**Agenda**

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**Wednesday, October 22, 2025**

**5:30 PM**

**324 S.Saginaw St., Bryant "BB"  
Nolden Auditorium**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

[RES-2025-2557](#) Approval of Meeting Minutes - October 8, 2025

**IV. PUBLIC COMMENT TO COMMITTEE**

**V. COMMUNICATIONS**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. [RES-2025-2411](#) Approval of an agreement between Genesee County and Cisco Duo, in an amount not to exceed \$39,700.00, to provide multi-factor authentication software for Genesee County network users; the cost of this agreement will be paid from account 1010-228.01-933.001
2. [RES-2025-2446](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$65,000.00, to provide for the purchase of miscellaneous aggregate at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
3. [RES-2025-2448](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$54,000.00, to provide for the purchase of rental of various equipment/heavy equipment at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

4. [RES-2025-2450](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$62,000.00, to provide for the purchase of miscellaneous repair parts at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
5. [RES-2025-2452](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$50,000.00, to provide for the purchase of vehicle and heavy equipment tires at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from account 6665-770.11-931.000
6. [RES-2025-2455](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$59,000.00, to provide for the purchase of lumber at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
7. [RES-2025-2456](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$70,000.00, to provide for the purchase of janitorial, PPE, and safety supplies at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
8. [RES-2025-2457](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$95,000.00, to provide for the purchase of lawnmower blades and specific repair parts at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
9. [RES-2025-2458](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$71,500.00, to provide for the purchase of electrical services and repairs at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
10. [RES-2025-2460](#) Approval of a purchase order to Home Depot for the fiscal year ending 2026, in an amount not to exceed \$159,000.00, to provide for the purchase of repair parts and supplies at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
11. [RES-2025-2461](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$75,000.00, to provide for the purchase of retail inventory merchandise at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

12. [RES-2025-2462](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$90,000.00, to provide for the purchase of vehicle repair parts at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
13. [RES-2025-2463](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$34,500.00, to provide for the purchase of plants, shrubs, and decorations at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
14. [RES-2025-2465](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$45,000.00, to provide for the purchase of concrete at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
15. [RES-2025-2466](#) Approval of a purchase order to Wolf Hill Energy for the fiscal year ending 2026, in an amount not to exceed \$24,000.00, to provide for the purchase of coal at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from account 5080-770.03-759.000
16. [RES-2025-2467](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$35,000.00, to provide for the purchase of vehicle and equipments parts and services at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
17. [RES-2025-2468](#) Approval of a grant award from the Charles Stewart Mott Foundation, in the amount of \$301,152.00, to provide for the continued operation of the Flint River Watershed Coalition through December 31, 2026
18. [RES-2025-2469](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$80,600.00, to provide for the purchase of retail food supplies at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed
19. [RES-2025-2470](#) Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$46,000.00, to provide for the purchase of well services, repairs, and chlorination at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**VIII. OTHER BUSINESS****IX. ADJOURNMENT**



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2557

**Agenda Date:** 10/22/2025

**Agenda #:**

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Approval of Meeting Minutes - October 8, 2025



**Genesee County  
Public Works Committee  
Meeting Minutes**

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Wednesday, October 8, 2025

5:30 PM

324 S.Saginaw St., Bryant "BB"  
Nolden Auditorium

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**I. CALL TO ORDER**

Commissioner Flewelling called the meeting to order at 9:22 PM.

**II. ROLL CALL**

**Present:** Brian K. Flewelling, James Avery, Beverly Brown, Delrico J. Loyd and Shaun Shumaker

**III. APPROVAL OF MINUTES**

[RES-2025-2431](#) Approval of Meeting Minutes - September 17, 2025

**RESULT:** APPROVED

**MOVER:** Shaun Shumaker

**SECONDER:** James Avery

**Aye:** Chairperson Flewelling, Vice Chair Avery, Commissioner Brown, Commissioner Loyd and Commissioner Shumaker

**IV. PUBLIC COMMENT TO COMMITTEE**

**V. COMMUNICATIONS**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. [RES-2025-2352](#) Approval of a purchase order to Equiparts for the fiscal year ending 2026, in an amount not to exceed \$40,000.00, to provide for the purchase of miscellaneous plumbing parts, correctional parts, and supplies; the cost of this purchase order will be paid from the account listed

**RESULT:** REFERRED

**MOVER:** Beverly Brown

**SECONDER:** James Avery

**Aye:** Chairperson Flewelling, Vice Chair Avery,  
Commissioner Brown, Commissioner Loyd and  
Commissioner Shumaker

2. [RES-2025-2357](#) Approval of a purchase order to Home Depot for the fiscal year ending 2026, in an amount not to exceed \$40,000.00; to provide for various supplies for facility maintenance; the cost of this purchase order will be paid from the account listed

**RESULT:** REFERRED  
**MOVER:** Beverly Brown  
**SECONDER:** James Avery

**Aye:** Chairperson Flewelling, Vice Chair Avery,  
Commissioner Brown, Commissioner Loyd and  
Commissioner Shumaker

3. [RES-2025-2358](#) Approval of a purchase order to Trane for the fiscal year ending 2026, in an amount not to exceed \$50,000.00, to provide miscellaneous HVAC parts and service; the cost of this agreement will be paid from the accounts listed

**RESULT:** REFERRED  
**MOVER:** Beverly Brown  
**SECONDER:** James Avery

**Aye:** Chairperson Flewelling, Vice Chair Avery,  
Commissioner Brown, Commissioner Loyd and  
Commissioner Shumaker

4. [RES-2025-2359](#) Approval of a purchase order to Young Supply for the fiscal year ending 2026, in an amount not to exceed \$40,000.00, to provide for miscellaneous maintenance and HVAC supplies; the cost of this purchase order will be paid from the accounts listed

**RESULT:** REFERRED  
**MOVER:** Beverly Brown  
**SECONDER:** James Avery

**Aye:** Chairperson Flewelling, Vice Chair Avery,  
Commissioner Brown, Commissioner Loyd and  
Commissioner Shumaker

5. [RES-2025-2360](#) Approval of a purchase order to Grainger for the fiscal year ending 2026, in an amount not to exceed \$40,000.00, to provide for miscellaneous maintenance supplies at Genesee County's Facilities & Operations; the cost for this purchase order will be paid from the accounts listed

**RESULT:** REFERRED  
**MOVER:** Beverly Brown  
**SECONDER:** James Avery

**Aye:** Chairperson Flewelling, Vice Chair Avery,  
Commissioner Brown, Commissioner Loyd and  
Commissioner Shumaker

6. [RES-2025-2396](#) Approval of a request to award RFP #25-454 - Master Developer for New State Park to Lurvey Construction, LLC, for a fixed rate of 2% of \$20,108,658.00; the cost of this will be paid from account 2088-770.32-801.028

**RESULT:** REFERRED

**MOVER:** Beverly Brown

**SECONDER:** James Avery

**Aye:** Chairperson Flewelling, Vice Chair Avery,  
Commissioner Brown and Commissioner Loyd

**Nay:** Commissioner Shumaker

**VIII. OTHER BUSINESS**

**IX. ADJOURNMENT**

The meeting was adjourned at 9:29 PM.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2411

**Agenda Date:** 10/22/2025

**Agenda #:** 1.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Michael Dawisha, CIO

**RE:** Approval of an agreement between Genesee County and Cisco Duo, in an amount not to exceed \$39,700.00, to provide multi-factor authentication software for Genesee County network users; the cost of this agreement will be paid from account 1010-228.01-933.001

### **BOARD ACTION REQUESTED:**

Approval of the renewal of Cisco Duo software via SHI International

### **BACKGROUND:**

Multi-Factor Authentication (MFA) is a vital control against account hijacking, and insurers increasingly set premiums and coverage based on whether organizations use such controls. Our IT department has utilized Cisco Duo MFA since 2020. MFA adds a second check-like a phone prompt, passkey, or one-time code-so stolen passwords are far less useful. It protects access to email, VPN, and internal apps, including remote work. Using Duo also aligns with current security guidance and common compliance expectations. Continued use-and expansion to any remaining systems-will lower account-takeover risk and support insurance and audit requirements.

### **DISCUSSION:**

Renewal of 1,400 MFA licenses maintains full employee coverage and continuity of our MFA program, lowering hijacking risk and safeguarding email, VPN, and administrative server access. It also supports insurers and audit expectations and lets us continue rolling out phishing-resistant options (passkeys/security keys) to high-risk roles while keeping one-time codes as a backup.

### **IMPACT ON HUMAN RESOURCES:**

There is no impact on Human Resources.

### **IMPACT ON BUDGET:**

This is a budgeted expenses not to exceed \$39,760.00 for 1400 licenses to be paid out of 1010-228.01-933.001. The renewal will cover 10/1/25 - 9/30/26. This is under Michigan Master Computing Program contract (MMCP) #0716600113.

### **IMPACT ON FACILITIES:**

There is no impact on Facilities.

### **IMPACT ON TECHNOLOGY:**

Reviewed by IT.

**CONFORMITY TO COUNTY PRIORITIES:**

Renewing the 1,400 MFA licenses aligns with the Long-Term Financial Stability priority by reducing the likelihood and cost of account-takeover incidents, protecting revenue-critical systems (email, VPN, and servers), and maintaining compliance.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Chief Information Officer to authorize an expenditure, in the form of a purchase order, to SHI International to renew the 1,400 licenses that provide secure employee computer logins through multi-factor authentication, at a total cost not to exceed \$39,760.00 to be paid out of account 1010-228.01-933.001 for fiscal year 2025-2026, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



Pricing Proposal  
 Quotation #: 26468318  
 Created On: Jul-30-2025  
 Valid Until: Sep-30-2025

## MI-County of Genesee

### James Terry

Phone: (810) 257-3007  
 Fax:  
 Email: JTerry@geneseecountymi.gov

## Inside Account Manager

### Mark Brum

290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 732-652-4760  
 Fax:  
 Email: mark\_brum@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Cisco Duo Essentials edition (formerly MFA) Cisco Systems - Part#: DUO-ESSENTIALS Contract Name: Michigan Master Computing Program Contract (Software Only) Contract #: 071B6600113 Coverage Term: Oct-01-2025 – Sep-30-2026	1400	\$28.40	\$39,760.00
		Total	\$39,760.00

### Additional Comments

Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

All orders for Cisco equipment and related software and services submitted, beginning on December 29, 2021, are non-cancelable and cannot be modified starting 45 days prior to the scheduled ship dates. Non-cancelable orders are not eligible for RMA for credit.

[Cisco's Terms and Conditions](#) apply to all hardware, software, cloud services, subscriptions, technical support and maintenance included in a Cisco offer.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan Agency LLC 250 Pehle Avenue, Suite 400 Saddle Brook NJ 07663	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): E-MAIL ADDRESS: jennifer.juarez@marshmma.com		<b>FAX (A/C. No.):</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURED</b> SHI International Corp. 290 Davidson Avenue Somerset NJ 08873	SHIINTER1	<b>INSURER A :</b> Valley Forge Insurance Company		20508
		<b>INSURER B :</b> National Fire Insurance Co of Hartford		20478
		<b>INSURER C :</b> Continental Insurance Company		35289
		<b>INSURER D :</b> American Casualty Company of Reading PA		20427
		<b>INSURER E :</b> Continental Insurance Co of NJ		42625
		<b>INSURER F :</b>		

**COVERAGES**

CERTIFICATE NUMBER: 130654968

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6050250197	9/30/2024	9/30/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6050291509	9/30/2024	9/30/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6081819517	9/30/2024	9/30/2025	EACH OCCURRENCE	\$ 15,000,000
							AGGREGATE	\$ 15,000,000
								\$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC650251110	9/30/2024	9/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
E	Error & Omission/ Cyber Liability			596831142	9/30/2024	9/30/2025	\$6,000,000 Occ/Agg claims made no retro date	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Genesee County is included as Additional Insured when required by written contract, agreement, or permit, but only with respect to the General Liability insurance and subject to the provisions and limitations of the policy.

**CERTIFICATE HOLDER****CANCELLATION**

Genesee County  
 1101 Beach Street  
 Flint MI 48502

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/2/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan Agency LLC 250 Pehle Avenue, Suite 400 Saddle Brook NJ 07663	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): E-MAIL ADDRESS: jennifer.juarez@marshmma.com		<b>FAX (A/C. No.):</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURED</b> SHI International Corp. 290 Davidson Avenue Somerset NJ 08873	SHIINTER1	<b>INSURER A:</b> Chubb National Insurance Company		10052
		<b>INSURER B:</b> Federal Insurance Company		20281
		<b>INSURER C:</b> ACE Insurance Company of the Midwest		26417
		<b>INSURER D:</b> Continental Insurance Co of NJ		42625
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER: 193418697

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			36094214	9/30/2025	9/30/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73655160	9/30/2025	9/30/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			56731160	9/30/2025	9/30/2026	EACH OCCURRENCE	\$ 15,000,000
							AGGREGATE	\$ 15,000,000
								\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	71845092	9/30/2025	9/30/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Error & Omission/ Cyber Liability claims made, no retro			596831142	9/30/2025	9/30/2026	\$5,000,000 Occ/Agg \$500,000 retention	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Genesee County IT Department is included as Additional Insured when required by written contract, agreement, or permit, but only with respect to the General Liability insurance and subject to the provisions and limitations of the policy.

**CERTIFICATE HOLDER****CANCELLATION**

Genesee County IT Department 324 S Saginaw St, Suite 9C Flint MI 48502	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2446

**Agenda Date:** 10/22/2025

**Agenda #:** 2.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$65,000.00, to provide for the purchase of miscellaneous aggregate at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval to purchase miscellaneous aggregate, for FYE 2026, in an amount not to exceed \$65,000 from the following vendors:

Michigan Materials & Aggregate; Northern MI Aggregate; Fisher Brothers; Mark Martin & Sons; Rock Bottom Stone Supply

**BACKGROUND:**

Miscellaneous aggregate is used for Parks projects and repairs.

**DISCUSSION:**

Vendor usage will be based on availability, schedule, and cost.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-770.05-930.000 - \$10,000

2080-770.03-930.000 - \$10,000

2080-770.01-930.000 - \$30,000

5080-770.03-864.005 - \$10,000

2080-772.00-930.000 - \$5,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval of expenses ensures proper maintenance and repair, ensuring quality facilities and services to residents and visitors of Genesee County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize an expenditure and Purchase Order to Michigan Materials & Aggregate, Northern MI Aggregate, Fisher Brothers, Mark Martin & Sons, and Rock Bottom Stone Supply, in a total amount not to exceed \$65,000.00, for budgeted miscellaneous aggregate purchases as needed over the course of FYE 2026, with \$10,000.00 being paid from account 2080-770.05-930.000; \$10,000.00 being paid from account 2080-770.03-930.000; \$30,000.00 being paid from account 2080-770.01-930.000; \$10,000.00 being paid from account 5080-770.03-864.005; and \$5,000.00 being paid from account 2080-772.00-930.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2448

**Agenda Date:** 10/22/2025

**Agenda #:** 3.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$54,000.00, to provide for the purchase of rental of various equipment/heavy equipment at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses for various equipment/heavy equipment rentals from the following vendors for FYE 2026, in an amount not to exceed \$54,000.00:

AIS; MacAllister; Alta Construction; Allied Equipment; Sunbelt Rental

**BACKGROUND:**

Equipment and heavy equipment rentals are used for Parks projects.

**DISCUSSION:**

Vendor selection is based on availability, cost, and schedule.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

6665-770.11-931.000 - \$10,000

2080-770.01-930.000 - \$35,000

2080-770.05-930.000 - \$9,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures the department is able to make continuous improvements and provide quality facilities and services to residents and visitors of Genesee County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to AIS, MacAllister, Alta Construction, Allied Equipment, and Sunbelt Rental, in a total amount not to exceed \$54,000.00, for budgeted rental expenses as needed over the course of FYE 2026, with \$10,000.00 being paid from account 6665-770.11-931.000; \$35,000.00 being paid from account 2080-770.01-930.000; and \$9,000.00 being paid from account 2080-770.05-930.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

**File #:** RES-2025-2450

**Agenda Date:** 10/22/2025

**Agenda #:** 4.

**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$62,000.00, to provide for the purchase of miscellaneous repair parts at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval to purchase miscellaneous repair parts from the following vendors, for FYE 2026, in an amount not to exceed \$62,000:

RL Morgan Co; Leos Saw Shop; Grainger Industrial Supply; Uline

**BACKGROUND:**

Genesee County Parks maintains grounds, facilities, and equipment to manage over 11,000 acres of owned and operated land. Purchases of miscellaneous repair parts ensure the continued maintenance and improvements of the entire Parks system.

**DISCUSSION:**

Vendor choice is based cost and availability.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-806.00-776.000 - \$1,500

2080-806.01-776.000 - \$500

2080-770.05-930.000 - \$2,500

2080-770.31-930.000 - \$2,500

2080-770.34-930.000 - \$2,500

5080-770.03-931.000 - \$3,000

6665-770.11-931.000 - \$7,500

2080-770.03-930.000 - \$7,500

2080-772.00-930.000 - \$4,500

2080-770.16-930.000 - \$3,000

2080-770.01-930.000 - \$25,000

2080-770.12-930.000 - \$2,000

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures continuous improvement and continued maintenance of parks and facilities.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to RL Morgan, Leos Saw Shop, Grainger Industrial Supply, and Uline, in a total amount not to exceed \$62,000.00, for budgeted repair parts purchases as needed over the course of FYE 2026, with \$1,500.00 being paid from account 2080-806.00-776.000; \$500.00 being paid from account 2080-806.01-776.000; \$2,500.00 being paid from account 2080-770.05-930.000; \$2,500.00 being paid from account 2080-770.31-930.000; \$2,500.00 being paid from account 2080-770.34-930.000; \$3,000.00 being paid from account 5080-770.03-931.000; \$7,500.00 being paid from account 6665-770.11-931.000; \$7,500.00 being paid from account 2080-770.03-930.000; \$4,500.00 being paid from account 2080-772.00-930.000; \$3,000.00 being paid from account 2080-770.16-930.000; \$25,000.00 being paid from account 2080-770.01-930.000. and \$2,000.00 being paid from account 2080-770.12-930.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2452

**Agenda Date:** 10/22/2025

**Agenda #:** 5.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$50,000.00, to provide for the purchase of vehicle and heavy equipment tires at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from account 6665-770.11-931.000

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses for vehicle tires and heavy equipment tire repairs, for FYE 2026, in an amount not to exceed \$50,000.00, from the following vendors:

Capital Tire; Jerry's Tire; Poms Tire

**BACKGROUND:**

This is for Parks vehicle tires and heavy equipment tire repairs.

**DISCUSSION:**

Vendor selection based on availability, cost, and schedule.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from account 6665-770.11-931.000.

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures the Department can provide continued maintenance, continuous improvements to quality facilities, and ensures safety of staff and equipment.



TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Capital Tire, Jerry's Tire, and Poms Tire, in a total amount not to exceed \$50,000.00, for budgeted vehicle tires and heavy equipment tire repairs as needed over the course of FYE 2026, said expenditures to be paid from account 6665-770.11-931.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No: (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2455

**Agenda Date:** 10/22/2025

**Agenda #:** 6.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$59,000.00, to provide for the purchase of lumber at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to the following vendors to purchase lumber, for FYE 2026, in an amount not to exceed \$59,000.00:

Carter Jones; Michigan Lumber; Vassar Lumber; Iversons Lumber

**BACKGROUND:**

Lumber purchases are for parks projects throughout the entire Parks system.

**DISCUSSION:**

Vendor selection will be based on availability and cost.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-770.05-930.000 - \$2,000

2080-770.03-930.000 - \$20,000

2080-770.01-930.000 - \$35,000

2080-772.00-930.000 - \$2,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures the ability to provide quality facilities, continuous improvements to facilities, and ensures safety of facilities, staff, residents and visitors of Genesee County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Carter Jones, Michigan Lumber, Vassar Lumber, and Iversons Lumber, in a total amount not to exceed \$59,000.00, for the purchase of lumber as needed over the course of FYE 2026, with \$2,000.00 being paid from account 2080-770.05-930.000; \$20,000.00 being paid from account 2080-770.03-930.000; \$35,000.00 being paid from account 2080-770.01-930.000; and \$2,000.00 being paid from account 2080-772.00-930.000; is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2456

**Agenda Date:** 10/22/2025

**Agenda #:** 7.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$70,000.00, to provide for the purchase of janitorial, PPE, and safety supplies at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses from the following vendors for the purchase of PPE, janitorial, and safety supplies, in an amount not to exceed \$70,000.00, for FYE 2026:

Federal Paper; Flint Cleaning; Action Municipal; James Glove; Supply Den; Bonner Safety

**BACKGROUND:**

PPE, janitorial, and safety supplies are purchased for the entire Parks system.

**DISCUSSION:**

Purchases are made based on availability, cost, and specification.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-770.01-752.000 - \$68,000

2085-788.00-864.001 - \$2,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures the Department's safety, protection, and the ability to provide sanitary and safe facilities for park users.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Federal Paper; Flint Cleaning; Action Municipal; James Glove; Supply Den; and Bonner Safety, in a total amount not to exceed \$70,000.00, for budgeted PPE, janitorial, and safety supply purchases as needed over the course of FYE 2026, with \$68,000.00 being paid from account 2080-770.01-752.000 and \$2,000.00 being paid from account 2085-788.00-864.001, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2457

**Agenda Date:** 10/22/2025

**Agenda #:** 8.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$95,000.00, to provide for the purchase of lawnmower blades and specific repair parts at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval to purchase blades and specific repair parts from the following vendors, for FYE 2026, in an amount not to exceed \$95,000.00:

Flint New Holland; Reinders; Tri County Equipment

**BACKGROUND:**

Parks maintain equipment for grounds maintenance. Purchases are for blades and specific repair parts for equipment.

**DISCUSSION:**

Purchases will be based on availability and cost.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

6665-770.11-931.000 - \$94,000

2080-770.34-930.000 - \$1,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures the ability to properly maintain equipment and adequately service facilities, providing quality facilities to residents and visitors of Genesee County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Flint New Holland, Reinders, and Tri County Equipment, in an amount not to exceed \$95,000.00, for budgeted blades and specific repair parts purchases as needed over the course of FYE 2026, with \$94,000.00 being paid from account 6665-770.11-931.000 and \$1,000.00 being paid from account 2080-770.34-930.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2458

**Agenda Date:** 10/22/2025

**Agenda #:** 9.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$71,500.00, to provide for the purchase of electrical services and repairs at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to the following vendors for electrical services and repairs, for FYE 2026, in an amount not to exceed \$71,500.00:

McNaughton McKay; Holzer Electric; Newkirk Electric; Shifflet; Wins; Standard Electric

**BACKGROUND:**

Parks is responsible for maintaining and servicing 124 buildings and structures throughout the Parks system. We have 3 parks that utilize primary service (4800 volts to 7200 volts). There are many items that come up throughout the year that require outside electric assistance.

**DISCUSSION:**

Services chosen will be based on schedule, availability, cost, and approved proof of insurance prior to services.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-770.12-930.000 - \$5,000

2080-770.01-930.000 - \$45,000

2080-770.05-930.000 - \$10,000

2080-770.03-930.000 - \$10,000

5080-770.03-931.000 - \$1,500

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures the ability to properly maintain the electric services throughout the Parks facilities and structures, ensuring the safety of our facilities.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to McNaughton McKay, Holzer Electric, Newkirk Electric, Shifflet, Wins, and Standard Electric, in an amount not to exceed \$71,500, for budgeted electrical services and repairs as needed over the course of FYE 2026, with \$5,000 being paid from account 2080-770.12-930.000; \$45,000.00 being paid from account 2080-770.01-930.000; \$10,000.00 being paid from account 2080-770.05-930.000; \$10,000.00 being paid from account 2080-770.03-930.000; and \$1,500.00 being paid from account 5080-770.03-931.000; is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to

Question 2) No:  (Go to

Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section.

No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

**Will obtain required insurance prior to service.**

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_(Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.  
 If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2460

**Agenda Date:** 10/22/2025

**Agenda #:** 10.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to Home Depot for the fiscal year ending 2026, in an amount not to exceed \$159,000.00, to provide for the purchase of repair parts and supplies at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to Home Depot for the purchase of repair parts and supplies, for FYE 2026, in an amount not to exceed \$159,000.00.

**BACKGROUND:**

Parks staff maintains over 55 miles of roadway, 21 miles of paved pathways, 122 parking lots, 124 buildings, 31 wells, many septic systems and a steam powered railroad.

Parks staff makes repairs as needed and purchases supplies for projects and repairs throughout the entire Parks system.

**DISCUSSION:**

Purchases will be made based on availability and cost.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2085-788.00-864.001 - \$16,000

2080-769.00-752.000 - \$600

2080-770.31-930.000 - \$5,000

2080-770.34-930.000 - \$5,000

2080-770.01-930.000 - \$78,000

2080-770.01-752.000 - \$5,000

2080-770.03-930.000 - \$15,000

2080-770.05-930.000 - \$5,000

2080-770.12-930.000 - \$3,000

2080-770.16-930.000 - \$5,000

2080-772.00-930.000 - \$2,500

2080-806.00-772.000 - \$3,400

2080-806.01-776.000 - \$1,000

5080-763.00-752.000 - \$5,000

5080-770.03-931.000 - \$6,500

6665-770.11-931.000 - \$3,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures continuous improvements, continued maintenance and repair, and the ability to provide quality facilities and services to residents and visitors of Genesee County.



## LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize an expenditure and Purchase Order to Home Depot, in a total amount not to exceed \$159,000.00, for the purchase of repair parts and supplies as needed over the course of FYE 2026, with \$16,000.00 being paid from account 2085-788.00-864.001; \$600.00 being paid from account 2080-769.00-752.000; \$5,000.000 being paid from account 2080-770.31-930.000; \$5,000.00 being paid from account 2080-770.34-930.000; \$78,000.00 being paid from account 2080-770.01-930.000; \$5,000 being paid from account 2080-770.01-752.000; \$15,000.00 being paid from account 2080-770.03-930.000; \$5,000.00 being paid from account 2080-770.05-930.000; \$3,000.00 being paid from account 2080-770.12-930.000; \$5,000 being paid from account 2080-770.16-930.000; \$2,500 being paid from account 2080-772.00-930.000; \$3,400.00 being paid from account 2080-806.00-772.000; \$1,000.00 being paid from account 2080-806.01-776.000; \$5,000.00 being paid from account 5080-763.00-752.000; \$6,500 being paid from account 5080-770.03-931.000; and \$3,000.00 being paid from account 6665-770.11-931.000; is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

**File #:** RES-2025-2461

**Agenda Date:** 10/22/2025

**Agenda #:** 11.

**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$75,000.00, to provide for the purchase of retail inventory merchandise at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to the following vendors, in an amount not to exceed \$75,000.00, for the purchase of retail inventory merchandise:

Aurora World; Charles Product; United Distribution; Schyling Inc.; Wilcor; CMPO

**BACKGROUND:**

Parks purchases retail merchandise for resale at Crossroads Village, Wolverine Campground, and For-Mar Nature Preserve & Arboretum. Some items are custom made, like the Huckleberry Railroad train whistles.

**DISCUSSION:**

Purchases will be based on availability, schedules, and cost.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-806.00-772.000 - \$2,000

2083-765.00-762.000 - \$40,000

2083-765.00-864.001 - \$16,500

5080-763.00-762.000 - \$16,500

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Parks uses data-based decision making and planning regarding retail inventory at revenue generating facilities. Having quality retail items enhances the experience of visitors to the park and increases sales.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Aurora World, Charles Product, United Distribution, Schyling Inc., Wilcor, and CMPO, in a total amount not to exceed \$75,000.00, for the purchase of retail merchandise as needed over the course of FYE 2026, with \$2,000.00 being paid from account 2080-806.00-772.000; \$40,000.00 being paid from account 2083-765.00-762.000; \$16,500.00 being paid from account 2083-765.00-864.001; and \$16,500.00 being paid from account 5080-763.00-762.000; is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2462

**Agenda Date:** 10/22/2025

**Agenda #:** 12.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$90,000.00, to provide for the purchase of vehicle repair parts at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to the following vendors for the purchase of vehicle repair parts, in an amount not to exceed \$90,000.00, for FYE 2026:

Interstate Battery, Todd Ignance, Brown & Sons, RC Fluid, Mid States Bolt & Screw, Northwest Automotive, Midwest Motor Supply

**BACKGROUND:**

Parks Motor Pool maintains and repairs Parks vehicles and equipment. Purchases are mainly for smaller repair parts that are repaired in house.

**DISCUSSION:**

Preventative maintenance and repair is essential to keeping safe and reliable vehicles and equipment in operation.

Purchased will be made based on availability and cost.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

6665-770.01-931.000 - \$84,000

5080-770.03-931.000 - \$6,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approvals ensures safe vehicles and equipment.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Interstate Battery, Todd Ignance, Brown & Sons, RC Fluid, Mid States Bolt & Screw, Northwest Automotive, and Midwest Motor Supply, in a total amount not to exceed \$90,000.00, for the purchase of vehicle repair parts as needed over the course of FYE 2026, with \$84,000.00 being paid from account 6665-770.01-931.000 and \$6,000.00 being paid from account 5080-770.03-931.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

**File #:** RES-2025-2463

**Agenda Date:** 10/22/2025

**Agenda #:** 13.

**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$34,500.00, to provide for the purchase of plants, shrubs, and decorations at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to the following vendors, in an amount not to exceed \$34,500.00, for the purchase of plants, shrubs, and decorations, for FYE 2026:

Walker Farm; Wojo's; Bordines; Carlsons

**BACKGROUND:**

Parks purchases plants, shrubs, and decorations for the garden bed throughout the parks, as well as for seasonal programming decorations.

**DISCUSSION:**

Purchases will be made based on availability, cost, and quality.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

5080-763.00-752.000 - \$1,000

2080-770.34-930.000 - \$500

2080-770.01-930.000 - \$500

2080-770.03-930.000 - \$6,000

2080-770.05-930.000 - \$1,500

2080-770.16-930.000 - \$10,000

2080-772.00-930.000 - \$3,500

2085-788.00-864.001 - \$5,000

2083-765.04-801.028 - \$6,500

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures quality facilities to residents and visitors of Genesee County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Walker Farms, Wojo's, Bordines, and Carlsons, in a total amount not to exceed \$34,500.00, for the purchase of plants, shrubs, and decorations as needed over the course of FYE 2026, with \$1,000.00 being paid from account 5080-763.00-752.000; \$500.00 being paid from account 2080-770.34-930.000; \$500.00 being paid from account 2080-770.01-930.000; \$6,000.00 being paid from account 2080-770.03-930.000; \$1,500.00 being paid from account 2080-770.05-930.000; \$10,000.00 being paid from account 2080-770.16-930.000; \$3,500.00 being paid from account 2080-772.00-930.000; \$5,000.00 being paid from account 2085-788.00-864.001; and \$6,500.00 being paid from account 2083-765.04-801.028; is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2465

**Agenda Date:** 10/22/2025

**Agenda #:** 14.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$45,000.00, to provide for the purchase of concrete at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval to purchase concrete and related supplies, for FYE 2026, in an amount not to exceed \$45,000.00, from the following vendors:

Great Lakes Concrete; Summit; SMRYA Ready Mix; Grand Blanc Cement

**BACKGROUND:**

Concrete is used throughout various Parks projects and repairs.

**DISCUSSION:**

Purchases made based on availability and cost.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-770.05-930.000 - \$15,000

2080-770.01-930.000 - \$30,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval supports continued improvements and maintenance of Parks facilities for the experience of

residents and visitors of Genesee County, as well as ensuring the safety of facilities.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Great Lakes Concrete; Summit; SMRYA Ready Mix; and Grand Blanc Cement, in a total amount not to exceed \$45,000.00, for the purchase of concrete and related supplies as needed over the course of FYE 2026, with \$15,000.00 being paid from account 2080-770.05-930.000 and \$30,000.00 being paid from account 2080-770.01-930.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2466

**Agenda Date:** 10/22/2025

**Agenda #:** 15.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to Wolf Hill Energy for the fiscal year ending 2026, in an amount not to exceed \$24,000.00, to provide for the purchase of coal at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from account 5080-770.03-759.000

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval to purchase coal from Wolf Hill Energy, in an amount not to exceed \$24,000.00, for FYE 2026, to fuel Huckleberry Railroad Locomotives.

**BACKGROUND:**

This vendor is the only vendor able to provide the highest quality coal for our locomotives.

**DISCUSSION:**

This is a sole source for the type of Anthracite coal. Anthracite is the highest rank of coal, it is hard, brittle, and black lustrous coal, often referred to as hard coal, containing a high percentage of fixed carbon and a low percentage of volatile matter. The coal has low smoke, high head, low fly ash, and performs well in our locomotives.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from account 5080-770.03-759.000.

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures the ability to provide experiences and services to residents and visitors of Genesee

County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize an expenditure and Purchase Order to Wolf Hill Energy, in a total amount not to exceed \$24,000.00, for the purchase of coal as needed over the course of FYE 2026, said expenditure to be paid from account 5080-770.03-759.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.  
 If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2467

**Agenda Date:** 10/22/2025

**Agenda #:** 16.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$35,000.00, to provide for the purchase of vehicle and equipment parts and services at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to the following vendors for the purchase of vehicle and equipment parts and services in an amount not to exceed \$35,000.00, for FYE 2026:

Todd Wenzel, Applegate, Graff, Knapheide

**BACKGROUND:**

This is for the purchase of parts and services only available from GM certified dealers.

**DISCUSSION:**

Parks maintains 80 vehicles and 200 pieces of equipment which are used to maintain over 11,000 acres across Genesee and Lapeer counties. Preventative maintenance and repair are essential to keeping safe and reliable vehicles and equipment in operation.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from account 6665-770.11-931.000.

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval of expenses ensures the ability to maintain safe vehicles and equipment.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Todd Wenzel, Applegate, Graff, and Knapheide, in an amount not to exceed \$35,000.00, for the purchase of vehicle repair parts and services as needed over the course of FYE 2026, said expenses to be paid from account 6665-770.11-931.000, is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.  
If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2468

**Agenda Date:** 10/22/2025

**Agenda #:** 17.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a grant award from the Charles Stewart Mott Foundation, in the amount of \$301,152.00, to provide for the continued operation of the Flint River Watershed Coalition through December 31, 2026

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff request approval to accept a grant from the C.S. Mott Foundation, in the amount of \$301,152.00, for operation of the Flint River Watershed Coalition.

**BACKGROUND:**

Flint River Watershed Coalition is being managed by Genesee County Parks and Recreation.

**DISCUSSION:**

Grant funds are to be used for continued operations of the Flint River Watershed Coalition through December 31, 2026.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budget attached. No match.

NO USE OF GENERAL FUND. NO USE OF PARKS FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures continued operation of a Genesee County program.



TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize accepting a grant from the C.S. Mott Foundation, in the amount of \$301,152.00, for continued operations of the Flint River Watershed Coalition through December 31, 2026, said funds to be deposited into account 2087-754.01-674.029, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board), the Chief Financial Officer is directed, as necessary, to amend the budget lines associated with this project, and the Chairperson of this Board is authorized to execute the grant agreement on behalf of Genesee County.



CHARLES STEWART  
MOTT FOUNDATION

September 16, 2025

Mr. Patrick Linihan, Director  
Genesee County Parks & Recreation Commission  
5045 E. Stanley Road  
Flint, MI 48506-1186

Project: Flint River Watershed Coalition Operations  
(Grant No. 2024-13170)

Dear Mr. Linihan:

We are pleased to inform you that the Charles Stewart Mott Foundation has approved a grant in the amount of \$301,152 to the Genesee County Parks & Recreation Commission for the above-referenced project for the period January 1, 2025, through December 31, 2026.

Grant Payments

This grant will be paid as follows:

\$221,152 upon receipt of your acceptance  
\$80,000 on January 1, 2026

Payments are conditioned upon the Mott Foundation's receipt and approval of all reports due prior to the payment date. (See the "Reports" section of this letter.)

This letter or your proposal may set forth specific goals or objectives that your organization expects to achieve during the grant period. For accounting purposes, the Mott Foundation is not requiring that your organization achieve any specific goal or objective as a condition (or barrier) to your receipt and retention of the grant funds, except for the following:

- No conditions.

Mr. Patrick Linihan  
September 16, 2025  
Page 2 (Grant No. 2024-13170)

The Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or any other outstanding grant, to require a refund of any unexpended grant funds, or both, if, in the Mott Foundation's judgment, any of the following occur with respect to this grant or any other grant from the Mott Foundation to your organization:

1. Grant funds have been used for purposes other than those contemplated by this commitment letter.
2. Such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Mott Foundation's responsibilities under the grant.
3. Your organization ceases to conduct this project, or circumstances change such that it becomes impractical or impossible for you to carry out this project.
4. Your organization's performance under this grant has not been satisfactory, as determined by the Mott Foundation in its reasonable discretion. Although the Mott Foundation expects your organization to work toward achieving the goals and objectives described in your proposal, unless a specific condition (or barrier) is identified above, the failure to obtain any specific goal or objective will not, alone, be cause for the Mott Foundation to determine that your organization's performance has not been satisfactory, but may be relevant in determining whether your overall performance has (or has not) been satisfactory.
5. The Mott Foundation has not received and approved all reports due from your organization prior to the payment date.

The Mott Foundation's judgment on these matters will be final and binding.

#### Mott Foundation Contact Person and Resources

Please direct all correspondence and questions relating to this grant to Jennifer Acree, Program Officer.

For general information regarding Mott Foundation grant procedures and other grant related questions, we encourage you to visit the Grantee Resources section of our website at [www.mott.org/grantee-resources](http://www.mott.org/grantee-resources).

Another resource available to grantees is the Grantee Portal. The Grantee Portal provides real-time information on your grant's reporting requirements and due dates. By using the Grantee Portal, you may view a copy of this commitment letter, download copies of forms,

Mr. Patrick Linihan  
September 16, 2025  
Page 3 (Grant No. 2024-13170)

and upload required reports directly to the Mott Foundation. For more information about the Grantee Portal, contact your program officer or login at <https://mott.fluxx.io>. The grant's primary project contact, Patrick Linihan, can login at <https://mott.fluxx.io> with their registered email address.

### Use of Grant

Under United States law, Mott Foundation grant funds may be expended only for charitable, scientific, literary, religious, or educational purposes, as specified in section 170(c)(2)(B) of the Internal Revenue Code of 1986, as amended. This grant is to be expended solely in support of the objectives detailed in your proposal submitted August 22, 2025.

Your organization shall not, directly or indirectly, engage in, support or promote violence or terrorist activities.

Your organization confirms that this project is under its complete control. Your organization further confirms that it has and will exercise control over the process of selecting any consultant, that the decision made or that will be made on any such selection is completely independent of the Mott Foundation, and further, that there does not exist an agreement, written or oral, under which the Mott Foundation has caused or may cause the selection of a consultant.

Mott Foundation grant funds may not be used for lobbying expenditures.

Mott Foundation grant funds may not be used for re-granting to secondary organizations.

Your organization may charge this grant only for expenditures incurred or services performed during the grant period specified in this letter.

### Grant Accounting

Your organization is required to maintain financial records for expenditures and receipts relating to this grant, retaining these records and other supporting documentation for five years after the grant's termination date.

Your organization is also required to permit the Mott Foundation to have reasonable access to your files, records and personnel during the term of this grant and for five years thereafter for the purpose of making financial audits, verifications, or program evaluations.

Unless a specific condition (or barrier) is listed in the "Grant Payments" section of this letter, the Mott Foundation does not intend, in its own financial statements, to treat this grant as a "conditional contribution" described under Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2018-08. Your organization should make its own determination as to how to account for this grant in your financial statements and is not required (under FASB ASU 2018-08) to adopt the same accounting treatment as the Mott Foundation.

Mr. Patrick Linihan  
 September 16, 2025  
 Page 4 (Grant No. 2024-13170)

Reports

**The Mott Foundation requires the following reports to be submitted for this grant:**

<b>Report Type:</b>	<b>For Period Ending:</b>	<b>Due on or Before:</b>
Interim Report	October 31, 2025	December 1, 2025
Final Report	December 31, 2026	February 1, 2027

**The report must include the following parts, which must be submitted together:**

1. A **narrative report** summarizing what was accomplished by the expenditure of funds during the reporting period. Your grant proposal indicated that your organization will work toward achieving certain goals and objectives during the grant period, and the narrative report should include a description of progress made toward achieving the following reporting objectives:
  - A. Improve public understanding of the value of the Flint River. Include data on:
    - Number of schools and students participating in the Global River Environmental Education Network and other educational programs.
    - Summary of the results from the water quality monitoring sites.
    - Number of volunteers participating in programs, including Stewardship Day.
    - Number of individuals benefiting from guided outings and paddle programs.
  - B. Restore the health of the Flint River ecosystem. Include data on:
    - Rain gardens established.
    - River access projects completed.
  - C. Engage citizens in active watershed stewardship. Include data on:
    - Strength of your chapter organizations, such as the Lapeer Chapter.
  - D. Ensure that your organization is healthy and sustainable. Include data on:
    - Success of the "Friends of the Flint River Watershed Coalition" fundraising efforts.
    - Growth in the number of and revenue from major donors, events and small grants.
2. A **financial report** showing the approved budget, expenditures against each line item since the start of the grant, and balances remaining (or overruns) for each line item. For the final report, you must explain all overrun variances that exceed both one thousand dollars (\$1,000) and 10% of the budgeted line item amount.

Mr. Patrick Linihan  
September 16, 2025  
Page 5 (Grant No. 2024-13170)

**Your organization must report against the approved budget of \$1,071,050 submitted on August 22, 2025** (which may be greater than the amount of the Mott Foundation grant). If the approved budget covers multiple years, each report should include cumulative expenditures since the beginning of the grant period. The report must also include a summary of all funding received for this project (listed by source and grant period).

Unless a specific condition (or barrier) is listed in the “Grant Payments” section of this letter, the Mott Foundation is not requiring that your organization achieve any of the reporting objectives listed above as a condition (or barrier) to your receipt and retention of the grant funds. Rather, the reporting objectives are meant to capture your progress in achieving the goals and objectives identified in your grant proposal.

Reports and other grant requirements should be submitted online via the Mott Foundation’s Grantee Portal. A default portal account has been setup for the primary project contact. The project contact can login at <https://mott.fluxx.io> with their registered email address. Please contact your program officer if you need assistance or to change the project contact. Standard reporting templates and other forms are available for download via the Grantee Portal.

#### Undisbursed Funds

Your organization is required to return any undisbursed project funds on a prorata basis to the Mott Foundation within two months after the end of this grant. The prorata refund is computed by multiplying the total undisbursed project funds by the ratio of Mott Foundation funding to total funding received for this project for the grant period. Any refund of less than \$100 will be waived.

#### Compliance with Laws

Your organization may not use any portion of the grant funds to undertake any activity for any purpose other than one specified in section 170(c)(2)(B) of the Internal Revenue Code. Further, the Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or to require a refund of any unexpended grant funds if, in the Mott Foundation’s judgment, such action is necessary to comply with the requirements of any law or regulation.

#### Public Information

The Mott Foundation will include information on this grant in its periodic public reports. The Mott Foundation also welcomes grantees to make announcements of grants upon return of this signed commitment letter. A copy of any release should be sent to the Mott Foundation’s Communications Department prior to its dissemination. The department is available to provide assistance in your communications efforts.

Mr. Patrick Linihan  
September 16, 2025  
Page 6 (Grant No. 2024-13170)

Acceptance

This letter contains the entire agreement between your organization and the Charles Stewart Mott Foundation, and there are no conditions or stipulations, oral or written, governing the use of the grant funds other than those contained in this letter.

If your organization agrees to the grant conditions as stated, please **sign and return, via DocuSign**, one complete copy of this letter **with an electronic signature** of an appropriate representative of your organization in the space provided. In countersigning this letter, this individual represents to the Mott Foundation that he/she has the authority to sign this letter on the organization's behalf.

This grant may be withdrawn if the Mott Foundation has not received your acceptance within one month from the date of this letter.

On behalf of the Mott Foundation, I would like to extend our best wishes for the success of this endeavor.

Sincerely,

Signed by:  
  
D4F6BC5C04384B6...

Kevin Perkins  
Vice President-Administration and Secretary/Treasurer

KP:sc

Our organization acknowledges that appropriate personnel have read and understand this letter, that its terms and conditions are acceptable to us, and that we will comply with those terms and conditions.

Name of Grantee: Genesee County Parks & Recreation Commission

Printed Name of Authorized Signer: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
*(This must be an original signature of an authorized representative of the organization.)*

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

GENESEE COUNTY PARKS & RECREATION COMMISSION  
 BUDGET ADJUSTMENT  
**9.30.26**

GL #	DESCRIPTION	Increase/(Decrease)
2087-754.01-702.000	Salaries	75,000.00
2087-754.01-709.000	Social Security	5,929.00
2087-754.01-713.000	Overtime	2,500.00
2087-754.01-718.000	Medical Insurance	21,050.00
2087-754.01-723.000	Post-Retirement	2,600.00
2087-754.01-725.000	Optical Insurance	130.00
2087-754.01-726.000	Dental Insurance	657.00
2087-754.01-727.000	Life Health Insurance	420.00
2087-754.01-728.000	Retirement	6,200.00
2087-754.01-729.000	Workers Comp	85.00
2087-754.01-803.000	Administration	5,000.00
2087-754.01-850.000	Telephone	2,500.00
2087-754.01-674.029	Local Contribution	122,071.00

**Watershed Grant - Ends 12.31.26**

Used \$107,899.78 - 9.30.25

Balance for 12.31.26 - \$71,181.22

GENESEE COUNTY PARKS & RECREATION COMMISSION  
 BUDGET ADJUSTMENT  
**9.30.26**

GL #	DESCRIPTION	Increase/(Decrease)
2087-754.01-702.000	Salaries	75,000.00
2087-754.01-709.000	Social Security	5,929.00
2087-754.01-713.000	Overtime	2,500.00
2087-754.01-718.000	Medical Insurance	21,050.00
2087-754.01-723.000	Post-Retirement	2,600.00
2087-754.01-725.000	Optical Insurance	130.00
2087-754.01-726.000	Dental Insurance	657.00
2087-754.01-727.000	Life Health Insurance	420.00
2087-754.01-728.000	Retirement	6,200.00
2087-754.01-729.000	Workers Comp	85.00
2087-754.01-803.000	Administration	5,000.00
2087-754.01-850.000	Telephone	2,500.00
2087-754.01-674.029	Local Contribution	122,071.00

**Watershed Grant - Ends 12.31.26**

Used \$107,899.78 - 9.30.25

Balance for 12.31.26 - \$71,181.22



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2469

**Agenda Date:** 10/22/2025

**Agenda #:** 18.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$80,600.00, to provide for the purchase of retail food supplies at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to the following vendors, in an amount not to exceed \$80,600.00, for the purchase of retail merchandise and program supplies:

Sams Club (Synchrony); Gordon Food; Hershey Creamery

**BACKGROUND:**

Revenue generating facilities - Wolverine Campground, Crossroads Village, For-Mar Nature Preserve & Arboretum have items available for purchase as well as for programming.

**DISCUSSION:**

Purchases will be made based on cost, availability, and quality.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-751.00-752.000 - \$7,000

2080-770.01-752.000 - \$15,000

2085-788.00-864.001 - \$8,000

2083-765.00-762.050 - \$2,000

2083-765.00-772.000 - \$8,000

2083-765.02-772.000 - \$3,000

2083-765.03-772.000 - \$3,000

2083-765.04-772.000 - \$3,000

2080-806.00-772.000 - \$1,600

5080-763.00-762.000 - \$30,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Approval ensures quality facilities, services, and experiences for residents and visitors of Genesee County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to Sams Club (Synchrony), Gordon Food, and Hershey Creamery, in an amount not to exceed \$80,600.00, for the purchase of retail merchandise and program supplies as needed over the course of FYE 2026, with \$7,000.00 being paid from account 2080-751.00-752.000; \$15,000.00 being paid from account 2080-770.01-752.000; \$8,000.00 being paid from account 2085-788.00-864.001; \$2,000.00 being paid from account 2083-765.00-762.050; \$8,000.00 being paid from account 2083-765.00-772.000; \$3,000.00 being paid from account 2083-765.02-772.000; \$3,000 being paid from account 2083-765.03-772.000; \$3,000 being paid from account 2083-765.04-772.000; \$1,600 being paid from account 2080-806.00-772.000; and \$30,000.00 being paid from account 5080-763.00-762.000; is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_ (Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
324 S. Saginaw St.  
Flint, MI 48502

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**File #:** RES-2025-2470

**Agenda Date:** 10/22/2025

**Agenda #:** 19.

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**To:** Brian K. Flewelling, Public Works Committee Chairperson

**From:** Patrick Linihan, Parks and Recreation Director

**RE:** Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$46,000.00, to provide for the purchase of well services, repairs, and chlorination at Genesee County's Parks & Recreation; the cost of this purchase order will be paid from the accounts listed

**BOARD ACTION REQUESTED:**

Genesee County Parks and Recreation staff requests the approval of expenses to the following vendors for well services, repairs, and chlorination, for FYE 2026, in an amount not to exceed \$46,000.00:

Johnson & Wood; LWD Inc.

**BACKGROUND:**

Parks maintains and tests 30 wells throughout the Parks system.

**DISCUSSION:**

Services chosen will be based on schedule, availability, and cost.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Budgeted expenses to be paid from accounts:

2080-770.03-930.000 - \$8,000

2080-770.01-930.000 - \$30,000

2080-770.05-930.000 - \$8,000

NO USE OF GENERAL FUND.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Having the ability to properly maintain the wells located on county property ensures the safety of our facilities and also ensures the continuation of safe services to the public.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize expenditures and Purchase Orders to LWD Inc. and Johnson & Wood, in an amount not to exceed \$46,000.00, for well services, repairs, and chlorination during FYE 2026, with \$8,000.00 being paid from account 2080-770.03-930.000; \$30,000.00 being paid from account 2080-770.01-930.000; and \$8,000.00 being paid from account 2080-770.05-930.000; is approved (a copy of the memorandum request being on file with the official records of the October 22, 2025 meeting of the Public Works Committee of this Board).



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PRJOECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes:  (Go to Question 2)

No:  (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes:  This project requires a contract, skip to the contracts section. No:  (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes:  This project requires a contract, skip to the contracts section.

No:  Contact corporate counsel office prior to submitting into Legistar.

### **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

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**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
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**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

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Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

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Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.



CHARLES STEWART  
MOTT FOUNDATION

September 16, 2025

Mr. Patrick Linihan, Director  
Genesee County Parks & Recreation Commission  
5045 E. Stanley Road  
Flint, MI 48506-1186

Project: Flint River Watershed Coalition Operations  
(Grant No. 2024-13170)

Dear Mr. Linihan:

We are pleased to inform you that the Charles Stewart Mott Foundation has approved a grant in the amount of \$301,152 to the Genesee County Parks & Recreation Commission for the above-referenced project for the period January 1, 2025, through December 31, 2026.

Grant Payments

This grant will be paid as follows:

\$221,152 upon receipt of your acceptance  
\$80,000 on January 1, 2026

Payments are conditioned upon the Mott Foundation's receipt and approval of all reports due prior to the payment date. (See the "Reports" section of this letter.)

This letter or your proposal may set forth specific goals or objectives that your organization expects to achieve during the grant period. For accounting purposes, the Mott Foundation is not requiring that your organization achieve any specific goal or objective as a condition (or barrier) to your receipt and retention of the grant funds, except for the following:

- No conditions.

Mr. Patrick Linihan  
September 16, 2025  
Page 2 (Grant No. 2024-13170)

The Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or any other outstanding grant, to require a refund of any unexpended grant funds, or both, if, in the Mott Foundation's judgment, any of the following occur with respect to this grant or any other grant from the Mott Foundation to your organization:

1. Grant funds have been used for purposes other than those contemplated by this commitment letter.
2. Such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Mott Foundation's responsibilities under the grant.
3. Your organization ceases to conduct this project, or circumstances change such that it becomes impractical or impossible for you to carry out this project.
4. Your organization's performance under this grant has not been satisfactory, as determined by the Mott Foundation in its reasonable discretion. Although the Mott Foundation expects your organization to work toward achieving the goals and objectives described in your proposal, unless a specific condition (or barrier) is identified above, the failure to obtain any specific goal or objective will not, alone, be cause for the Mott Foundation to determine that your organization's performance has not been satisfactory, but may be relevant in determining whether your overall performance has (or has not) been satisfactory.
5. The Mott Foundation has not received and approved all reports due from your organization prior to the payment date.

The Mott Foundation's judgment on these matters will be final and binding.

#### Mott Foundation Contact Person and Resources

Please direct all correspondence and questions relating to this grant to Jennifer Acree, Program Officer.

For general information regarding Mott Foundation grant procedures and other grant related questions, we encourage you to visit the Grantee Resources section of our website at [www.mott.org/grantee-resources](http://www.mott.org/grantee-resources).

Another resource available to grantees is the Grantee Portal. The Grantee Portal provides real-time information on your grant's reporting requirements and due dates. By using the Grantee Portal, you may view a copy of this commitment letter, download copies of forms,

Mr. Patrick Linihan  
September 16, 2025  
Page 3 (Grant No. 2024-13170)

and upload required reports directly to the Mott Foundation. For more information about the Grantee Portal, contact your program officer or login at <https://mott.fluxx.io>. The grant's primary project contact, Patrick Linihan, can login at <https://mott.fluxx.io> with their registered email address.

### Use of Grant

Under United States law, Mott Foundation grant funds may be expended only for charitable, scientific, literary, religious, or educational purposes, as specified in section 170(c)(2)(B) of the Internal Revenue Code of 1986, as amended. This grant is to be expended solely in support of the objectives detailed in your proposal submitted August 22, 2025.

Your organization shall not, directly or indirectly, engage in, support or promote violence or terrorist activities.

Your organization confirms that this project is under its complete control. Your organization further confirms that it has and will exercise control over the process of selecting any consultant, that the decision made or that will be made on any such selection is completely independent of the Mott Foundation, and further, that there does not exist an agreement, written or oral, under which the Mott Foundation has caused or may cause the selection of a consultant.

Mott Foundation grant funds may not be used for lobbying expenditures.

Mott Foundation grant funds may not be used for re-granting to secondary organizations.

Your organization may charge this grant only for expenditures incurred or services performed during the grant period specified in this letter.

### Grant Accounting

Your organization is required to maintain financial records for expenditures and receipts relating to this grant, retaining these records and other supporting documentation for five years after the grant's termination date.

Your organization is also required to permit the Mott Foundation to have reasonable access to your files, records and personnel during the term of this grant and for five years thereafter for the purpose of making financial audits, verifications, or program evaluations.

Unless a specific condition (or barrier) is listed in the "Grant Payments" section of this letter, the Mott Foundation does not intend, in its own financial statements, to treat this grant as a "conditional contribution" described under Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2018-08. Your organization should make its own determination as to how to account for this grant in your financial statements and is not required (under FASB ASU 2018-08) to adopt the same accounting treatment as the Mott Foundation.

Mr. Patrick Linihan  
 September 16, 2025  
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Reports

**The Mott Foundation requires the following reports to be submitted for this grant:**

<b>Report Type:</b>	<b>For Period Ending:</b>	<b>Due on or Before:</b>
Interim Report	October 31, 2025	December 1, 2025
Final Report	December 31, 2026	February 1, 2027

**The report must include the following parts, which must be submitted together:**

1. A **narrative report** summarizing what was accomplished by the expenditure of funds during the reporting period. Your grant proposal indicated that your organization will work toward achieving certain goals and objectives during the grant period, and the narrative report should include a description of progress made toward achieving the following reporting objectives:
  - A. Improve public understanding of the value of the Flint River. Include data on:
    - Number of schools and students participating in the Global River Environmental Education Network and other educational programs.
    - Summary of the results from the water quality monitoring sites.
    - Number of volunteers participating in programs, including Stewardship Day.
    - Number of individuals benefiting from guided outings and paddle programs.
  - B. Restore the health of the Flint River ecosystem. Include data on:
    - Rain gardens established.
    - River access projects completed.
  - C. Engage citizens in active watershed stewardship. Include data on:
    - Strength of your chapter organizations, such as the Lapeer Chapter.
  - D. Ensure that your organization is healthy and sustainable. Include data on:
    - Success of the "Friends of the Flint River Watershed Coalition" fundraising efforts.
    - Growth in the number of and revenue from major donors, events and small grants.
2. A **financial report** showing the approved budget, expenditures against each line item since the start of the grant, and balances remaining (or overruns) for each line item. For the final report, you must explain all overrun variances that exceed both one thousand dollars (\$1,000) and 10% of the budgeted line item amount.

Mr. Patrick Linihan  
September 16, 2025  
Page 5 (Grant No. 2024-13170)

**Your organization must report against the approved budget of \$1,071,050 submitted on August 22, 2025** (which may be greater than the amount of the Mott Foundation grant). If the approved budget covers multiple years, each report should include cumulative expenditures since the beginning of the grant period. The report must also include a summary of all funding received for this project (listed by source and grant period).

Unless a specific condition (or barrier) is listed in the “Grant Payments” section of this letter, the Mott Foundation is not requiring that your organization achieve any of the reporting objectives listed above as a condition (or barrier) to your receipt and retention of the grant funds. Rather, the reporting objectives are meant to capture your progress in achieving the goals and objectives identified in your grant proposal.

Reports and other grant requirements should be submitted online via the Mott Foundation’s Grantee Portal. A default portal account has been setup for the primary project contact. The project contact can login at <https://mott.fluxx.io> with their registered email address. Please contact your program officer if you need assistance or to change the project contact. Standard reporting templates and other forms are available for download via the Grantee Portal.

#### Undisbursed Funds

Your organization is required to return any undisbursed project funds on a prorata basis to the Mott Foundation within two months after the end of this grant. The prorata refund is computed by multiplying the total undisbursed project funds by the ratio of Mott Foundation funding to total funding received for this project for the grant period. Any refund of less than \$100 will be waived.

#### Compliance with Laws

Your organization may not use any portion of the grant funds to undertake any activity for any purpose other than one specified in section 170(c)(2)(B) of the Internal Revenue Code. Further, the Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or to require a refund of any unexpended grant funds if, in the Mott Foundation’s judgment, such action is necessary to comply with the requirements of any law or regulation.

#### Public Information

The Mott Foundation will include information on this grant in its periodic public reports. The Mott Foundation also welcomes grantees to make announcements of grants upon return of this signed commitment letter. A copy of any release should be sent to the Mott Foundation’s Communications Department prior to its dissemination. The department is available to provide assistance in your communications efforts.

Mr. Patrick Linihan  
September 16, 2025  
Page 6 (Grant No. 2024-13170)

Acceptance

This letter contains the entire agreement between your organization and the Charles Stewart Mott Foundation, and there are no conditions or stipulations, oral or written, governing the use of the grant funds other than those contained in this letter.

If your organization agrees to the grant conditions as stated, please **sign and return, via DocuSign**, one complete copy of this letter **with an electronic signature** of an appropriate representative of your organization in the space provided. In countersigning this letter, this individual represents to the Mott Foundation that he/she has the authority to sign this letter on the organization's behalf.

This grant may be withdrawn if the Mott Foundation has not received your acceptance within one month from the date of this letter.

On behalf of the Mott Foundation, I would like to extend our best wishes for the success of this endeavor.

Sincerely,

Signed by:  
  
D4F6BC5C04384B6...

Kevin Perkins  
Vice President-Administration and Secretary/Treasurer

KP:sc

Our organization acknowledges that appropriate personnel have read and understand this letter, that its terms and conditions are acceptable to us, and that we will comply with those terms and conditions.

Name of Grantee: Genesee County Parks & Recreation Commission

Printed Name of Authorized Signer: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
*(This must be an original signature of an authorized representative of the organization.)*

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_