



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

**Genesee County**  
**Governmental Operations Committee**  
**Agenda**

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**Wednesday, May 7, 2025**

**5:30 PM**

**Harris Auditorium, 1101 Beach St.**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

[RES-2025-1722](#) Approval of Meeting Minutes - April 16, 2025

**IV. PUBLIC COMMENT TO COMMITTEE**

**V. COMMUNICATIONS**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. [RES-2025-0049](#) Approval to establish a budget for the purchase of a Search and Rescue K9, K9 vehicle upfitting, and the related K9 Training and supplies expenses that will follow. The request is to establish expense line 2651-311.00-978.000 in the amount of \$41,000.00 to issue purchase orders to Northern Michigan K9 (\$10,500.00) and Arrowhead Upfitters (\$26,902.00); and to establish the following expense line 2651-311.00-955.014 to cover the K9 training, and related supplies/expenses from various vendors
2. [RES-2025-1369](#) Approval of an update to Genesee County's Vehicle Operation & Driving for Work Policy
3. [RES-2025-1507](#) Approval of Genesee County's Debt Management Policy
4. [RES-2025-1547](#) Approval of the Genesee County Volunteer Time Off Policy

5.     [RES-2025-1689](#) Approval of an agreement between Genesee County and the Michigan Department of Attorney General to provide for up to four (4) Special Assistant Attorneys General; these are grant funded positions
6.     [RES-2025-1726](#) Recognition of Migraine and Headache Awareness Month - June 2025

**VIII. OTHER BUSINESS**

**IX. ADJOURNMENT**



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2025-1722

**Agenda Date:** 5/7/2025

**Agenda #:**

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Approval of Meeting Minutes - April 16, 2025



**Genesee County  
Governmental Operations Committee  
Meeting Minutes**

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Wednesday, April 16, 2025

5:30 PM

Harris Auditorium, 1101 Beach St.

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**I. CALL TO ORDER**

Commissioner Weighill called the meeting to order at 7:30 PM.

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

**Present:** Dale K. Weighill, Shaun Shumaker, Charles Winfrey, Brian K. Flewelling and Delrico J. Loyd

**[RES-2025-1541](#)** Approval of Meeting Minutes - March 19, 2025

**RESULT:** APPROVED

**MOVER:** Charles Winfrey

**SECONDER:** Shaun Shumaker

**Aye:** Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd

**IV. PUBLIC COMMENT TO COMMITTEE**

**V. COMMUNICATIONS**

**[25-149](#)** Circuit Court Presentation

**[25-224](#)** Update on Employee Health Insurance - Anita Galajda

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. **[RES-2025-0019](#)** Approval of a request for a blanket purchase order to Zoll, in the amount of \$86,136.00, to purchase life-saving devices

**RESULT:** REFERRED

**MOVER:** Brian K. Flewelling

**SECONDER:** Charles Winfrey

- Aye:** Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd
2. [RES-2025-1248](#) Approval of a purchase order to Printing Systems, Inc. for the fiscal year ending 2025, in an amount not to exceed \$90,000.00, to provide for the printing of ballots for various elections; the cost of this purchase order will be paid from account 1010-215.00-900.008
- RESULT:** REFERRED  
**MOVER:** Charles Winfrey  
**SECONDER:** Brian K. Flewelling
- Aye:** Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd
3. [RES-2025-1306](#) Approval of an agreement between Genesee County and District Health Department #2 to provide for their fiduciary role for all Homeland Security Grants in Region 3; the term of this agreement is from September 1, 2024 through May 31, 2027
- RESULT:** REFERRED  
**MOVER:** Delrico J. Loyd  
**SECONDER:** Brian K. Flewelling
- Aye:** Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd
4. [RES-2025-1319](#) Approval of a request by Genesee County's Clerk/Register to update the Election Programming Fees Schedule
- RESULT:** REFERRED  
**MOVER:** Charles Winfrey  
**SECONDER:** Dale K. Weighill
- Aye:** Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd
5. [RES-2025-1355](#) Approval of Transitional Return to Work Policy
- RESULT:** REFERRED  
**MOVER:** Delrico J. Loyd  
**SECONDER:** Charles Winfrey
- Aye:** Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd

6.     [RES-2025-1363](#)   Approval of a purchase order to Motorola Solutions, for the fiscal years ending 2025 and 2026, in an amount not to exceed \$44,040.00, for body worn camera and video manager services; the cost for this purchase order will be paid from account 1010-351.00-933.001
- RESULT:**       REFERRED
- MOVER:**       Shaun Shumaker
- SECONDER:**   Brian K. Flewelling
- Aye:**         Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd
7.     [RES-2025-1369](#)   Approval of an update to Genesee County's Vehicle Operation & Driving for Work Policy
- RESULT:**       POSTPONED
- MOVER:**       Delrico J. Loyd
- SECONDER:**   Charles Winfrey
- Aye:**         Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd
8.     [RES-2025-1392](#)   Approval of the creation of the America 250 - Genesee County Commission
- RESULT:**       REFERRED
- MOVER:**       Shaun Shumaker
- SECONDER:**   Delrico J. Loyd
- Aye:**         Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd
9.     [RES-2025-1397](#)   Approval of an agreement between Genesee County and the University of Michigan, in the amount of \$120,000.00, to provide monthly training to County Medics; the term of this agreement is May 1, 2025 through April 30, 2026; the cost of this agreement will be paid from account 2110-313.00-801.000
- RESULT:**       REFERRED
- MOVER:**       Shaun Shumaker
- SECONDER:**   Brian K. Flewelling
- Aye:**         Chairperson Weighill, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Flewelling and Commissioner Loyd

10.    [RES-2025-1398](#)    Recognition of National Public Safety Telecommunicators Week - April 13-19, 2025
- RESULT:**        REFERRED
- MOVER:**        Brian K. Flewelling
- SECONDER:**    Charles Winfrey
- Aye:**            Chairperson Weighill, Vice Chair Shumaker,  
                                 Commissioner Winfrey, Commissioner Flewelling  
                                 and Commissioner Loyd
11.    [RES-2025-1399](#)    Recognition of National County Government Month - April 2025
- RESULT:**        REFERRED
- MOVER:**        Charles Winfrey
- SECONDER:**    Brian K. Flewelling
- Aye:**            Chairperson Weighill, Vice Chair Shumaker,  
                                 Commissioner Winfrey, Commissioner Flewelling  
                                 and Commissioner Loyd
12.    [RES-2025-1438](#)    Approval of a five-year agreement between Genesee County and Vitalcore Health Strategies, in the total amount of \$30,798,819.21, to provide health care services at Genesee County's Jail
- RESULT:**        REFERRED
- MOVER:**        Brian K. Flewelling
- SECONDER:**    Charles Winfrey
- Aye:**            Chairperson Weighill, Vice Chair Shumaker,  
                                 Commissioner Winfrey, Commissioner Flewelling  
                                 and Commissioner Loyd

#### VIII.    OTHER BUSINESS

#### IX.     ADJOURNMENT

The meeting was adjourned at 8:37 PM.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2025-0049

**Agenda Date:** 5/7/2025

**Agenda #:** 1.

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**To:** Board of County Commissioners

**From:** Christopher R. Swanson, Sheriff

**RE** Approval to establish a budget for the purchase of a Search and Rescue K9, K9 vehicle upfitting, and the related K9 Training and supplies expenses that will follow. The request is to establish expense line 2651-311.00-978.000 in the amount of \$41,000.00 to issue purchase orders to Northern Michigan K9 (\$10,500.00) and Arrowhead Upfitters (\$26,902.00); and to establish the following expense line 2651-311.00-955.014 to cover the K9 training, and related supplies/expenses from various vendors

### **BOARD ACTION REQUESTED:**

Request to setup and approve a \$75,000.00 spending budget to purchase a Search and Rescue K9; Vehicle Upfitting and related K9 training/expenses from the following line items (in coordination with Fiscal): 2651-311.00-978.000 (\$41,000.00) and 2651-311.00-955.014 (\$34,000.00) for the Sheriff/Paramedic Rescue Division. Requesting initial approvals to issue PO's to NMK9 to purchase the K9 in the amount of \$10,500.00 per provided quote, and to issue a PO to Arrowhead Upfitters in the amount of \$26,902.00 per provided quote.

### **BACKGROUND:**

N/A

### **DISCUSSION:**

Currently there are no trained K-9's in the Genesee County area that are in-use by any Police agencies in which the caliber of this K-9 is going to be utilized to do with the Genesee County Office of the Sheriff. This K-9 will be an "Off-Leash Search and Rescue K-9" equipped with a GPS collar. The following examples are what the K-9 will be trained and used for: Building Collapses, Wooded Areas, Missing Children, Walk-Off Alzheimer's patients, etc. Once the dog finds the victim, it will lay on/stay with his/her target and it's location will be sent to the handler (via the GPS equipped collar) to retrieve the search and rescue victims.

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

N/A

### **IMPACT ON BUDGET:**

This is a request to setup and establish budgeted purchases from 2651-311.00-978.000 (\$41,000.00) and 2651-311.00-955.014 (\$34,000.00) for an estimated total of \$75,000.00 for the FY25.

**IMPACT ON FACILITIES:**

N/A

**IMPACT ON TECHNOLOGY:**

N/A

**CONFORMITY TO COUNTY PRIORITIES:**

This request conforms to the County Priorities of Keeping the Community Safe by utilizing available resources and technology in combination with trained K9 skills in coordination with an assigned Medic handler/s.

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 Office of Genesee County Sheriff to authorize establishing a \$75,000.00 spending budget to purchase a Search and Rescue K9 and related vehicle upfitting and K9 training expenses from the following line items: 2651-311.00-978.000 (\$41,000.00) and 2651-311.00-955.014 (\$34,000.00) for the Sheriff/Paramedic Rescue Division, and to authorize expenditures, in the form of purchase orders, to Northern Michigan K9 in the amount of \$10,500.00 to purchase the K9 and to Arrowhead Upfitters in the amount of \$26,902.00 for the vehicle upfitting, is approved (a copy of the memorandum request and supporting documentation being on file with the official records of the May 7, 2025 meeting of the Governmental Operations Committee of this Board), and the Chief Financial Officer is directed to record the attached budget amendment.



## **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 PROJECT 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.

# ESTIMATE

Northern Michigan K9  
1820 S Coolidge Ave  
Harrison, MI 48625

info@northmk9.com  
+1 (619) 739-6694  
www.northmk9.com



## Bill to

Genesee County Sheriff's Department  
1002 S. Saginaw St. Flint MI 48502

## Estimate details

Estimate no.: 1026

Estimate date: 01/08/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Search and rescue K9 live human detection		1	\$10,500.00	\$10,500.00
Total					\$10,500.00

Accepted date

Accepted by

Will Take 5-6 weeks  
once ordered to come in



**Arrowhead Upfitters**  
5431 Davison Road Suite A  
Lapeer, MI 48446  
Tel: (810) 969-4420

# Estimate

#EST1049

12/30/2024

**Bill To**  
Genesee County Sheriff's Office  
1002 S. Saginaw St  
Flint MI 48502

**Ship To**  
Genesee County Sheriff's Office  
1002 S. Saginaw St  
Flint, MI 48502  
Flint MI 48502

Expires	Exp. Close	Shipping Method
1/29/2025	12/30/2024	Best Way

Item	Description	Quantity	Rate	Amount
<b>NOTE</b>	PARAMEDIC K9 UPFIT			
<b>EB2SP3B</b>	54" Legacy DUO WeCanX Lightbar, Blue/White Front, Blue/Amber Rear	1	\$2,950.00	\$2,950.00
<b>PB57T21HD</b>	HD Push Bumper	1	\$499.00	\$499.00
<b>EMPS2QMS4E</b>	mpower® 4" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Blue/White	2	\$138.00	\$276.00
<b>ETSS100J</b>	100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt	2	\$218.00	\$436.00
<b>EMPSB0C91-B</b>	mpower® 6x4 Warning Light w/ Quick Mount, SAE J595 Class 1, CA Title 13 certified, NFPA, KKK-1822-F, 9-32 Vdc, 1.5' Pigtail, Clear Housing/Lens, 12 LED, Single Color - Blue	4	\$254.00	\$1,016.00
<b>PMP7BZL01B</b>	Black Single Bezel (includes gasket & hardware) for use with mpower® 6x4 Screw or Stud Mount Lights	4	\$22.00	\$88.00
<b>TCRWX5-E</b>	WeCanX Tracer 5 Lamp, DUO Blue/White	2	\$795.00	\$1,590.00
<b>EMPS2QMS2B</b>	mpower® 4" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 6 LED, Single Color - Blue	2	\$118.00	\$236.00
<b>EMPS2STS2B</b>	mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 6 LED, Single Color - Blue	2	\$118.00	\$236.00
<b>PMP2WSSSB</b>	Window Shroud Kit for 4" Light w/ Stud Mount - Black	2	\$15.00	\$30.00
<b>C399</b>	Amplifier Control Module, Flashing Outputs, Includes 3 CAN ports, and Controls up to 99 Devices/Remote Modules, Control Heads Purchased Separately	1	\$1,012.00	\$1,012.00
<b>C399K6</b>	Chevy Tahoe, 2021-2022 and Chevy Suburban, 2021-2022, Installation Kit for C399 (Not for use with Core-R™ and C399S)	1	\$145.00	\$145.00
<b>CCTL6</b>	Includes 3 Section Control Head and 8 Push-Buttons, 4-Position Slide Switch with a 7-Position Rotary Knob. Manual, Airhorn Plus 3 Traffic Advisor™ Switches and Microphone with Extension Cable	1	\$363.00	\$363.00



EST1049

1 of 4



**Arrowhead Upfitters**  
5431 Davison Road Suite A  
Lapeer, MI 48446  
Tel: (810) 969-4420

# Estimate

#EST1049

12/30/2024

Item	Description	Quantity	Rate	Amount
CV2V	Vehicle To Vehicle Module, Includes Internal Antenna	1	\$285.00	\$285.00
C-VSW-1012-TAH	Vehicle-Specific 22" Wide Angled Console For 2021-2024 Chevrolet Tahoe Police Pursuit Vehicle	1	\$727.00	\$727.00
C-EB40-CCS-1P	1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen Cencom CCSRN, CCSRNTA, MPC03	1	\$0.00	\$0.00
C-EB25-XTL-1P	1-Piece Equipment Mounting Bracket, 2.5" Mounting Space, Fits Motorola XTL2500, XTL5000-05, APX-7500,	1	\$0.00	\$0.00
C-FP-35	3-1/2" Filler Plate	1	\$0.00	\$0.00
C-FP-4	4" Filler Plate	2	\$0.00	\$0.00
C-FPW-5	5" Filler Plate For Wide VSW Consoles	1	\$0.00	\$0.00
C-FPW-120	12" Filler Plate For Wide VSW Consoles	1	\$0.00	\$0.00
MMSU-1	Magnetic Mic Single Unit	2	\$40.00	\$80.00
C-MCB	Mic Clip Bracket	1	\$15.00	\$15.00
C-ARM-102	Side Mount Armrest	1	\$76.00	\$76.00
CUP2-1001	Internal Cup Holders	1	\$54.00	\$54.00
C-HDM-214	8.5" Heavy-Duty Telescoping Pole, Side Mount	1	\$149.00	\$149.00
C-MD-112	Tilt/Swivel Slide Motion Adapter	1	\$297.00	\$297.00
DS-DELL-426-3	Docking Station For Dell 5430, 7330, 5420, 5424 & 7424 Notebooks With Standard Port Replication, Triple Pass-Thru Antenna Connections & LIND Power Supply	1	\$1,034.00	\$1,034.00
SC-934-5-A-K9	Rapid-Adjust Universal K-9 Gun Rack with SC-6 XL Lock	1	\$345.00	\$345.00
EBSDL0001-W	obSERVE+ Dome Light - 3" Round, Single Color - White	4	\$67.00	\$268.00
P18-B9I5T4	Power 18 Distribution Center, 9 Battery Hot, 5 Ignition and 4 Timed Hot, Includes 1 Voltage Monitoring Programmable DC-TMD Timer Card, 125 Amp Total Load, 30 Amp Max per Circuit	1	\$509.00	\$509.00



EST1049

2 of 4



**Arrowhead Upfitters**  
5431 Davison Road Suite A  
Lapeer, MI 48446  
Tel: (810) 969-4420

# Estimate

#EST1049

12/30/2024

Item	Description	Quantity	Rate	Amount
CD2417TAH21-10	Ultimate K9 2 K9 Exit points 2: 1 Drivers side & 1 between front seats Prisoner Passenger Side Exit *FOR USE WITH: -10" Fan NOT INCLUDED *COMPATIBLE WITH: -Cargo Box: Not Included -Rear Seat Delete Option Code ATZ *INCLUDES: -Passenger Side Single Prisoner Replacement Seat	1	\$4,395.00	\$4,395.00
T-CHTAHN1-21N-TR- PP	TruckVault Custom 1 Drawer Vehicle Model/Year: 2021+ Tahoe 3rd Row Seats: No Prisoner/K9 Cage: Progard Drawer Fronts: Black Composite Exterior Carpet Color: Black Drawer Interior Carpet: Grey Drawer Lock(s): Locking Slam Latch Custom Drawing #C15990	1	\$2,781.00	\$2,781.00
93932	FieldPro 541 SE w/out battery	1	\$544.00	\$544.00
93677	USB-C Cable 10'	1	\$19.00	\$19.00
93681	In-Vehicle Adapter unterminated 10'	1	\$110.00	\$110.00
HP-5020	K9 Hot-N-Pop® PRO Temperature Alarm & Door Opening System Includes Horn Activation, Siren Activation, Light Activation, Dual Window Drop and One Door Pop Remote with Holster.	1	\$1,695.00	\$1,695.00
HA-FKT-10-P	10" Fan, Activation Module, Manual Switch & Materials	1	\$307.00	\$307.00
HA-FWG-10	Heavy-Duty Fan Guard for use with 10" Fan	1	\$110.00	\$110.00
Misc Non-Inv Item	AceK9 Remote Pager Module Kit	1	\$399.00	\$399.00
R2SFDBG4WTT T	3-in-1 Roof Mount Sharkfin Antenna For In-Vehicle docking stations. GPS+Cellular+WIFI	1	\$150.00	\$150.00
RNMOT58UMU MB17I	Brass 3/4 Inch Thru-Hole NMO Mount with 17 Ft. RG-58/U Cable and Installed Mini UHF Connectors	1	\$29.00	\$29.00
ECVDMLTAL00	obSERVE Dome Light - 6" Round, White and Red Night Light LEDs, White Lens	1	\$77.00	\$77.00
Materials	Wire, loom, fuses, and other shop supplies	1	\$425.00	\$425.00
Labor	Labor	1	\$2,395.00	\$2,395.00



EST1049

3 of 4



**Arrowhead Upfitters**  
5431 Davison Road Suite A  
Lapeer, MI 48446  
Tel: (810) 969-4420

# Estimate

#EST1049

12/30/2024

**Subtotal** \$26,152.00

**Tax (0%)** \$0.00

<b>Total</b>	<b>\$26,902.00</b>
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EST1049

DESCRIPTION:

GL #	DESCRIPTION	Increase/(Decrease
2651-311.00-978.000	SEARCH AND RESCUE K9 PURCHASE + VEHICLE UPFIT	41,000.00
2651-311.00-955.014	SEARCH AND RESCUE K9 TRAINING/SUPPLIES	34,000.00

)

DESCRIPTION:

GL #	DESCRIPTION	Increase/(Decrease)
2651-311.00-978.000	SEARCH AND RESCUE K9 PURCHASE + VEHICLE UPFIT	41,000.00
2651-311.00-955.014	SEARCH AND RESCUE K9 TRAINING/SUPPLIES	34,000.00



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2025-1369

**Agenda Date:** 5/7/2025

**Agenda #:** 2.

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**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

**From:** Chrystal Simpson, Chief Financial Officer

**RE:** Approval of an update to the Vehicle Operation & Driving for Work Policy

**BOARD ACTION REQUESTED:**

Approval of an update to the Genesee County Driving for Work Policy

**BACKGROUND:**

Genesee County's vehicle policies have not been updated in at least 10 years. With changes to state law, insurance requirements, vehicle costs, reporting procedures, and departmental use it has become necessary to update the policy. The attached draft policy combines multiple policies and procedures into one document addressing all countywide vehicle procedures.

**DISCUSSION:**

Risk Management requests that the Driving for Work Policy be updated to align with State of Michigan driving laws and insurance/liability exposure as it relates to driving vehicles on behalf of the county. This policy establishes procedures for the use of county owned, rented, and leased vehicles, as well as personal vehicles while on county business. The purpose of this policy is to promote the safe and proper use of county vehicles, to facilitate the safety of drivers and passengers, and to minimize potential loss and damage. Updates include defining authorized drivers, driver criteria, driver's responsibilities, addressing personal use of county vehicles, accident reporting procedures, IRS guidelines, driving record monitoring, and formalizing the process of taking home county vehicles.

**IMPACT ON HUMAN RESOURCES:**

Human Resources will aid Risk Management in communication and oversight of this updated procedure.

**IMPACT ON BUDGET:**

N/A

**IMPACT ON FACILITIES:**

Facilities will work to implement necessary reporting requirements for all county-owned vehicles.

**IMPACT ON TECHNOLOGY:**

N/A

**CONFORMITY TO COUNTY PRIORITIES:**

This policy conforms to the County's priorities of promoting safe communities and ensuring all policies are consistently followed by all county departments through accountability.

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

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan ("Board"), hereby adopts and authorizes the implementation of the attached Vehicle Operation & Driving for Work Policy ("Policy").

BE IT FURTHER RESOLVED, that this new Policy supersedes any and all current or past policies related to county vehicles or driving for work, that any other resolutions or policies previously adopted by this Board related to county vehicles or driving for work are hereby rescinded, and that this Policy shall remain in effect until further action of this Board.

BE IT FURTHER RESOLVED, that upon adoption of this Policy, this Board authorizes the Department of Fiscal Services to establish procedures that may be necessary for implementation and delegates the implementation of said procedures to the County Risk Manager, and Fiscal Services is hereby directed to distribute the updated policy to all County departments.

Attachment



## 03.001: VEHICLE OPERATION & DRIVING FOR WORK POLICY

Effective: xx/xx/xxxx – RES-XXXX-XXX

### **Purpose:**

This Policy establishes procedures for using county-owned, rented, or leased vehicles. Its purpose is to promote the safe and proper use of county vehicles, facilitate the safety of drivers and passengers, and minimize potential loss and damage.

### **Authority and Responsibility:**

The Board of County Commissioners assigns implementation of this policy to Facilities & Operations. Facilities & Operations will consult with Risk Management regarding vehicle and equipment operations in which Genesee County has an interest and liability exposure. Facilities & Operations and the Risk Manager will work with Human Resources (HR) in all the following steps regarding driver's license requirements, vehicle fleet safety rules and regulations, auto liability, and auto physical damage claims.

### **Application:**

This Policy applies to all County vehicle drivers and those operating personal vehicles within the scope of their employment.

### **Definitions:**

1. **Authorized Driver:** Only drivers that meet all the criteria listed in section 1 are authorized to drive County vehicles.
2. **County Vehicle:** any vehicle owned, leased, or rented by Genesee County and designed for use on public highways and any personal vehicle used for county business purposes.
3. **Personal Use:** Commuting to and from work, running a personal errand, vacation or weekend use, etc. are considered personal use of a county vehicle.



4. **Acceptable Driving History:**

- a. No significant violations in the past five (5) years of the following:
  - i. Manslaughter, negligent homicide, or other felony involving the use of a motor vehicle.
  - ii. Operating under the influence of liquor or drugs, DUI, etc.
  - iii. Operating while visibly impaired.
  - iv. Failing to stop and give identification at the scene of a crash.
  - v. Reckless driving
  - vi. Refusal to take a chemical test
  - vii. Fleeing or eluding a police officer
  - viii. Drag racing
  - ix. Failure to yield/show due caution for emergency vehicles
  - x. Driving at 16 mph or more over the legal speed limit
- b. Not more than one violation assigned three (3) points under the Michigan Motor Vehicle Code in the past three (3) years – examples include:
  - i. Careless driving
  - ii. Disobeying a traffic signal or stop sign or improper passing
  - iii. 11-15 mph over the legal speed limit
  - iv. Failure to stop at a railroad crossing
  - v. Failure to stop for a school bus or for disobeying a school crossing guard
- c. Not more than two violations assigned two (2) points under the Michigan Motor Vehicle Code in the past two (2) years – examples include:
  - i. Six (6) to ten (10) mph over the legal speed limit
  - ii. Open the alcohol container in the vehicle
  - iii. All other moving violations of traffic laws
- d. Not more than one (1) at-fault accident in a **county** vehicle within twelve (12) months.

5. **Unauthorized personnel:** Non-county employees, spouses, dependents, friends, family, and employees with unacceptable driving records.

6. **Hazardous Substance:** Any biological agent and other disease-causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions...or physiological deformations in such persons or their offspring.

**Policy:**

1. **Driver Criteria & Administration:** Employees are expected to drive safely and responsibly and to maintain a good driving record. Risk Management will review county employee motor vehicle records to determine driving records before an employee drives a county vehicle. Annually, Risk Management shall acquire employee driving records from the State of Michigan Secretary of State Office to verify valid driver's license status and acceptable driving history. Contractors or other individuals who are not Genesee



County employees or official County volunteers are prohibited from operating County vehicles unless expressed in a written contract. (Corporation Counsel and Risk Management must review contracts/Agreements extending this privilege).

## **2. Authorized Driver Responsibilities:**

- a. Employees must display the highest professional conduct while operating a county vehicle.
- b. Employees must have a valid and current driver's license while operating a county vehicle.
- c. Employees must have current auto insurance while on County business when using a personal vehicle.
- d. Employee must have an acceptable driving history as defined in this Policy.
- e. Employees must take time to familiarize themselves with the county vehicle.
- f. Employees must ensure that an insurance certificate and vehicle registration are always present in the county vehicle.
- g. Drivers and passengers operating or riding in a county vehicle must always wear seatbelts.
- h. Employees must drive within the legal speed limits while operating a county vehicle, including on the road and in weather conditions.
- i. Employees must manage their environment to minimize distractions that could negatively affect their ability to drive safely and must comply with the [State of Michigan Distracted Driving Law](#).
- j. No unauthorized passengers are allowed to ride in county vehicles.
- k. Employees must stop after a collision, assess for injuries, and secure the scene.
- l. Drivers are required always to maintain a safe following distance. Drivers should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the distance should be increased to at least four seconds.
- m. Drivers must yield the right of way at all traffic control signals and signs requiring them. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- n. Drivers must be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding
- o. Employees must notify their supervisor if their driver's license is canceled, expired, refused, revoked, suspended, or restricted or if they have experienced any other change in the status of their driver's license (such as the addition or deletion of endorsements).
- p. Employees must notify their supervisor if they are arrested or cited for violating any part of the Michigan Vehicle Code concerning driving while intoxicated or reckless driving.



- q. Employees shall not drive a County Vehicle after a change in acceptable driving history and/or changes in their driver's license status. The supervisor and Risk Manager shall provide proof of reinstatement before driving a County Vehicle.
- r. Employees shall not operate a County Vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- s. Employees shall not operate a County Vehicle under the influence of intoxicants and other drugs (which could impair driving ability). Doing so is sufficient cause for discipline, including termination of employment.
- t. Employees shall not transport any hazardous substances without prior approval from their supervisor and only in full compliance with relevant regulations.
- u. Employees are responsible for the security of County Vehicles assigned to them. The County Vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is unattended.
- v. Employees shall report any County Vehicle defects upon returning the vehicle to the Motor Pool.
- w. Employees shall comply with all applicable federal, state, and local statutes when operating County Vehicles.

These responsibilities are not intended to be all-inclusive. Each department may have additional departmental rules and/or regulations for County Vehicle use.

- 3. **County Vehicle Use Restrictions or Revocation:** Failure to comply with the Acceptable Driving History requirements, as described in this Policy, will restrict or revoke County Vehicle use privileges.
- 4. **Accident Procedures:** All employees must promptly report all accidents to their immediate supervisor. Reports should be made using the County Motor Vehicle Accident Report form, which is available on the Risk Management website (attached as Appendix A). All County Vehicles will include the [Motor Vehicle Accident Reporting Procedures](#) (attached as appendix B) to guide employees involved in motor vehicle accidents.
- 5. **Employees Taking County Vehicles Home:** County employees must seek approval from their supervisor before taking a County Vehicle home. County employees will be deemed a permissive user by the County as follows:
  - a. County employees must have an Acceptable Driving Record as detailed in this Policy. Risk Management must provide authorization before a County Vehicle can be taken home.
  - b. County employees must follow all Authorized Driver Responsibilities as detailed in this Policy.
  - c. County employees must provide Risk Management with a copy of their driver's license before taking the vehicle home.



- d. Genesee County employees taking county vehicles home will not at any time use the county-owned vehicle for personal use. The County Employees taking home county-owned cars will adhere to the Genesee County Driving Policies and Procedures. (The county-owned vehicle can sit in their driveway until they use it for business purposes.)
- e. County employee must review, complete, sign, and date a written request as follows: (Request Form Appendix C)
  - i. The County employee will be the only person to operate the County Vehicle.
  - ii. The County employee will provide a start date and end date for usage of the County Vehicle.
  - iii. The County Employee is to confirm if any other county employees or non-county employees are passengers and describe the county vehicle usage (E.g., business meeting, location of business meeting, etc.).
- f. Personal use of unmarked law enforcement vehicles is prohibited unless the officer needs to report directly from home to a stakeout or surveillance site or is “on call” and if the use is officially authorized.
- g. Personal use of marked county vehicles is prohibited.
- h. Marked county vehicles should not be taken home. (K-9 units are exempt.)

**6. IRS Guidelines for Personal Use of County Vehicles:** Personal use, as defined by this policy, is a taxable noncash fringe benefit

- a. Mileage for permitted personal use of vehicles must be reported. The value of using the vehicle for personal reasons will be included in the employee's income and tax withholding.
- b. Personal mileage must be reported to the Payroll Department on December 1<sup>st</sup> of each year. (Reporting period: *December 1st of the previous year to November 30th of the current year.*)

**Failure to comply with the IRS reporting guidelines may result in the forfeiture of county vehicle use privileges.**

**Employee Acknowledgment:** I acknowledge that I have read and understand the Vehicle Operation & Driving for Work Policy and County-Owned Vehicle Accident Reporting Policy. I agree to comply with its provisions and understand the consequences of non-compliance.

County Employee Name (Print) \_\_\_\_\_

County Employee Signature \_\_\_\_\_



# GENESEE COUNTY

## MICHIGAN

Date of Signed \_\_\_\_\_

### Appendix A

#### GENESEE COUNTY MOTOR VEHICLE ACCIDENT REPORT

GC CLAIM # \_\_\_\_\_

RM USE ONLY

SEND ORIGINAL TO RISK MANAGEMENT OFFICE AND COPY TO MOTOR POOL OFFICES WITHIN 24 HOURS  
OF ACCIDENT **PRINT ALL INFORMATION**

COUNTY VEHICLE:  
CO. VEHICLE NUMBER \_\_\_\_\_ DATE OF ACCIDENT \_\_\_\_\_ TIME OF ACCIDENT \_\_\_\_\_ AM/PM  
DRIVER OF CO. VEHICLE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ ASSIGNED UNIT \_\_\_\_\_  
PASSENGERS \_\_\_\_\_ DRIVER'S WORK PHONE # \_\_\_\_\_  
SPEED AT TIME OF ACCIDENT \_\_\_\_\_ MPH TYPE OF ROAD SURFACE \_\_\_\_\_ WEATHER CONDITION \_\_\_\_\_  
PAVED/NON-PAVED RAIN, FOG, SNOW, WET, CLEAR ETC.  
DRIVER LICENSE # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ ON COUNTY BUSINESS \_\_\_\_\_  
CO. VEHICLE YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL \_\_\_\_\_ LIC. PLATE # \_\_\_\_\_ YES OR NO  
VIN # \_\_\_\_\_ YOUR ESTIMATE OF DAMAGE \_\_\_\_\_  
DAMAGE DONE TO COUNTY VEHICLE \_\_\_\_\_

IF THE DRIVER SUFFERED INJURIES IN THIS ACCIDENT, NOTIFY THE SUPERVISOR AND ALSO COMPLETE WC FIRST REPORT OF INJURY AND MEDICAL RELEASE FORM. NOTIFY RISK MANAGEMENT AS SOON AS FEASIBLE: 810-257-2628

**OTHER VEHICLE (S):**  
DRIVER OF OTHER VEHICLE: \_\_\_\_\_ DRIVER LICENSE # \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ BUSINESS OR OTHER PHONE: \_\_\_\_\_  
VEHICLE REGISTERED TO: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
OWNER ADDRESS \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
INSURANCE COMPANY: \_\_\_\_\_ POLICY NUMBER \_\_\_\_\_  
AGENT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
VEHICLE: MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE PLATE: \_\_\_\_\_  
DAMAGE TO THIS VEHICLE: \_\_\_\_\_  
DESCRIBE ANY EVIDENCE OF PREVIOUS DAMAGE: \_\_\_\_\_  
IF MORE THAN ONE OTHER VEHICLE, PROVIDE SAME INFORMATION ON SUPPLEMENTAL SHEET

#### OTHER PROPERTY DAMAGE OTHER THAN VEHICLE:

DESCRIBE DAMAGE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

#### WITNESSES:

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ PHONE \_\_\_\_\_  
NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ PHONE \_\_\_\_\_  
NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ PHONE \_\_\_\_\_

DID DRIVER NOTIFY SUPERVISOR \_\_\_\_\_ POLICE CALLED \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
WAS REPORT TAKEN: \_\_\_\_\_ REPORT NUMBER: \_\_\_\_\_ CITATION ISSUED \_\_\_\_\_ TO?: \_\_\_\_\_

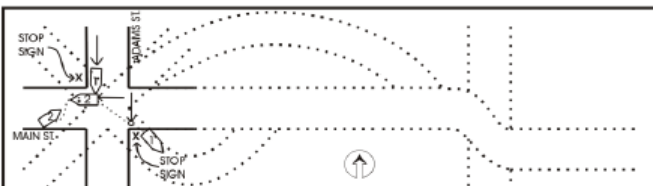


## Appendix A

### GENESEE COUNTY MOTOR VEHICLE ACCIDENT REPORT

Page 2

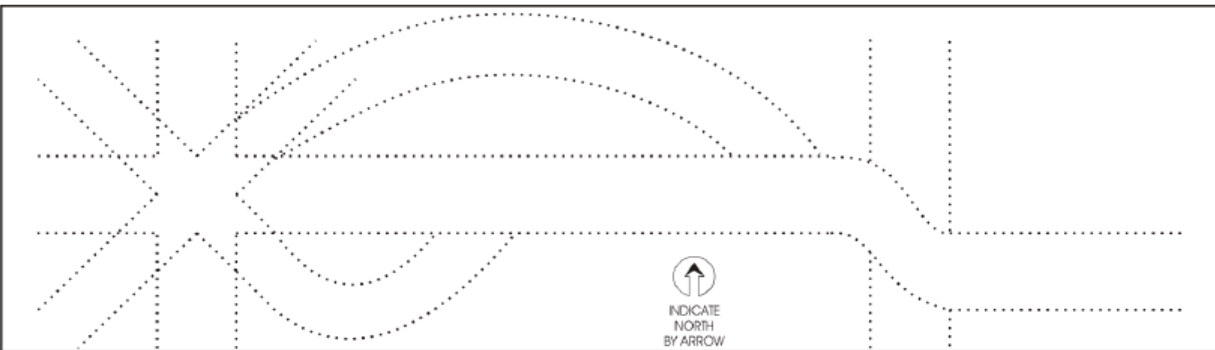
#### EXAMPLE of DIAGRAM for a TYPICAL INTERSECTION ACCIDENT



EXAMPLE ACCIDENT DESCRIPTION: NO. 1 WAS GOING SOUTH ON ADAMS ST. NO. 2 WAS GOING WEST ON MAIN ST. NO. 1 STRUCK THE FRONT REAR SIDE OF NO. 2 AND THEN WENT OVER THE CURB AT THE SOUTHEAST CORNER AFTER STRIKING A PEDESTRIAN. THE PEDESTRIAN WAS CROSSING MAIN ST. FROM THE NORTHEAST CORNER TO THE SOUTHEAST CORNER.

#### INSTRUCTIONS for LOCATING ACCIDENT and MAKING DIAGRAM

- WHAT TO SHOW ON DIAGRAM  
(A) DIRECTIONS FROM WHICH VEHICLES WERE APPROACHING BEFORE COLLISION; SAME FOR PEDESTRIANS  
(B) THE POINT OF COLLISION.  
(C) WHERE VEHICLES CAME TO REST AFTER COLLISION.
- FOLLOW DOTTED LINES TO DRAW OUTLINE OF ROADWAY AT PLACE OF ACCIDENT.
- NUMBER EACH VEHICLE AND SHOW DIRECTION OF TRAVEL BY ARROW.
- USE SOLID LINE TO SHOW PATH BEFORE ACCIDENT.   
DOTTED LINE AFTER ACCIDENT
- SHOW PEDESTRIAN BY
- SHOW RAILROAD BY



PROVIDE ADDRESS OR INTERSECTION/ROAD DETAIL FOR LOCATION OF INCIDENT/ACCIDENT: \_\_\_\_\_

GIVE FULL DETAILS OF HOW ACCIDENT OCCURRED. COUNTY VEHICLE SHOULD BE #1: \_\_\_\_\_

PRINT DRIVER NAME: \_\_\_\_\_ SIGN DRIVER NAME \_\_\_\_\_

PRINT SUPERVISOR NAME: \_\_\_\_\_ SUPV. SIGNATURE: \_\_\_\_\_

SUPV. PHONE #: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

SEND ORIGINAL TO RISK MANAGEMENT

SEND COPY TO MOTOR POOL

COMPLETE WITHIN 24 HOURS

Auto Report for Vehicles Rev. 9/2014

PHONE NUMBERS: MOTOR POOL 810-257-1026  
RISK MGMT 810-257-2628



## APPENDIX B

# REPORTING PROCEDURES

## MOTOR VEHICLE ACCIDENT (MVA)

### AUTOMOBILE LIABILITY, COLLISION, OR OTHER AUTO PHYSICAL DAMAGE

Revised 9/20/2024

Prompt reporting of an accident allows the County to investigate incidents in a timely manner, provide for prompt repair of damaged property, and determine corrective action. The County has issued a Motor Vehicle Accident Report form to accomplish reporting. The form is posted on the County website. Click Departments/Fiscal Services/Risk Management/Motor Vehicle Accident Report Form. This MVA Reporting Procedures document is to be placed in all County vehicles to provide direction to County employees involved in a motor vehicle accident while operating a County owned or leased vehicle. The following is the procedure for reporting motor vehicle accidents:

#### IMMEDIATE ACTIONS OF EMPLOYEE AFTER MOTOR VEHICLE ACCIDENT

- **Ensure Safety:** Priority should be given to all individuals involved. If there are injuries, contact emergency services (police, ambulance) immediately and follow their instructions. Provide accurate details of the accident and the location.
- **Secure the Scene:** Take steps to prevent further accidents. If necessary, use hazard lights, cones, or other warning devices.
- **Exchange Information:** Collect contact information, driver's license details, insurance information, and vehicle details from all parties involved.
- **Notify Supervisor/Manager (Supervisor or Manager will Notify Risk Manager):** Report all accidents to your immediate supervisor/manager as soon as it is safe. Provide a brief overview of the incident, including the date, time, location, and injuries sustained.
- **Medical Treatment:** Seek medical attention if needed. Report any injuries sustained during the accident to your supervisor/manager who will notify County Risk Management. A Workers' Compensation Injury Report must be completed and sent to Risk Management if injuries are sustained during the motor vehicle accident.
- **Complete County Motor Vehicle Accident Report:** Include all relevant details, such as weather conditions, road conditions, and a description of the incident.
  1. Notify Motor Pool of any vehicle accident or damage, regardless of how minor, for Motor Pool to assess and determine the vehicle's drivability.



2. Color photograph(s) of the damage to the county-owned vehicle must accompany the report. The photo(s) should be labeled with the vehicle's unit number and the incident's date. If possible, take photographs of the accident scene and any damages.
    - a. If your department does not have access to a camera and Motor Pool determines that the vehicle is drivable, it should be driven to Motor Pool, where Motor Pool or Risk Management staff will photograph it.
    - b. If the vehicle is not drivable, the motor pool must be called to tow it. Notice to the Motor Pool and Risk Management must be provided so that photo(s) can be obtained.
    - c. Whenever possible, photo(s) of the damage to the other vehicle or property should be taken, labeled, and forwarded to Risk Management and Motor Pool.
    - d. If the vehicle is equipped with a dash camera, you must provide Risk Management with the camera footage of the incident/accident.
  3. Reports should be submitted to Risk Management and Motor Pool **within two (2) business days of the accident.** The department obtains three estimates for non-motor Pool or specialized vehicles. Copies of all estimates should be forwarded to Risk Management. If no repair work appears necessary, indicate this at the top of the MVA report form. However, the vehicle must still be taken to the Motor Pool for drivability assessment. Send final invoices for repairs to Risk Management.
- **Investigation Cooperation of County Employees:** Fully cooperate with investigations conducted by Genesee County or relevant authorities. Do not admit fault or liability at the accident scene until proper authorities have determined it.
  - **Follow-Up Procedures:** Keep the supervisor and Risk Manager informed of any developments, including medical treatments and repairs to the County vehicle. Provide any additional information or documentation requested by the County's insurance provider.
  - **Consequences of Non-Compliance:** Failure to report a County-owned vehicle accident promptly and accurately may result in disciplinary action, including but not limited to verbal or written warnings, suspension, or termination, depending on the severity and circumstances of the incident.



## APPENDIX C

### County Vehicle Take Home Request Form

Today's date:

Name of Employee:

Dates of Use:

Passengers:

Description of  
vehicle use:

Items to be included with request:

- Valid Driver's License
- Copy of Personal Auto Insurance Policy Declarations

**APPROVAL PROCESS:** This form must be submitted to Risk Management with supporting documentation at least 5 business days prior to the requested vehicle use date.

Approved by:

Date:



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

---

**File #:** RES-2025-1507

**Agenda Date:** 5/7/2025

**Agenda #:** 3.

---

**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

**From:** Chrystal Simpson, Chief Financial Officer

**RE:** Approval of Debt Management Policy

**BOARD ACTION REQUESTED:**

Approval of Debt Management Policy

**BACKGROUND:**

A government should adopt a debt management policy to ensure long-term financial stability, minimize borrowing costs, and mitigate risks associated with debt, ultimately supporting sustainable fiscal policy and economic growth.

**DISCUSSION:**

It is best practice to have a debt management policy and bond rating agencies have started asking if we have one.

**IMPACT ON HUMAN RESOURCES:**

None.

**IMPACT ON BUDGET:**

Adoption of this policy will provide guidance on how to manage our debt here at the County. While the policy itself doesn't have a direct impact on cost in the budget, it will help us identify methods for issuing new debt and managing our current debt portfolio.

**IMPACT ON FACILITIES:**

None.

**IMPACT ON TECHNOLOGY:**

None.

**CONFORMITY TO COUNTY PRIORITIES:**

Adoption of this policy conforms to the long-term financial stability priority.



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

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan ("Board"), hereby adopts and authorizes the implementation of the attached Debt Management Policy ("Policy").

BE IT FURTHER RESOLVED, that this new Policy supersedes any and all current or past policies related to debt management, that any other resolutions or policies previously adopted by this Board related to debt management are hereby rescinded, and that this Policy shall remain in effect until further action of this Board.

Attachment



## XX.XXX: Debt Management Policy

Effective: 5-14-25 – RES-2025-1507

### **Purpose:**

The purpose of this Debt Management Policy for the County is to assist in the prudent administration of any debt which might be required.

Adoption of this policy sets forth parameters for the following:

- Issuing debt
- Managing the outstanding debt portfolio
- Providing guidance to decision makers regarding the purposes for which debt may be issued, types and amounts of permissible debt, timing and method of sale that may be used, and structural features that may be incorporated

### **Authority and Responsibility:**

The Board of County Commissioners authorizes the Chief Financial Officer to implement and oversee this policy.

### **Application:**

These regulations shall govern all debt activity of the County.

Adherence to the following guidelines will ensure:

- High quality debt management decisions
- Imposition of order and discipline in debt issuance processes
- Consistency and continuity in decision making processes
- A commitment to long-term financial stability
- Rating agencies, the investment community, and taxpayers have positive views of our debt management decisions

### **Definitions:**

**Competitive Sale** – In a competitive sale, the municipality (the issuer) issues a Notice of Sale, outlining the terms of the bond offering, and underwriters submit bids to purchase the bonds. The issuer then selects the bid that best meets the requirements in the Notice of Sale, typically awarding the bonds to the underwriter that offers the lowest borrowing cost.



**Negotiated Sale** – In a negotiated sale, the municipality hires an underwriter to find investors for the bonds. The issuer and underwriter negotiate the terms of the sale, including the interest rate, fees, and other conditions.

**Private Placement** – Municipalities can also sell bonds directly to banks or financial institutions, bypassing the traditional underwriter and public offering process. This method can be faster and less expensive than competitive or negotiated sales, as it eliminates the need for a Notice of Sale, underwriters, and other associated costs.

**General Obligation Debt** - There are two types of general obligation debt, limited tax general obligation debt and unlimited tax general obligation debt. Limited tax general obligation debt pledges the full faith and credit of the taxing power of the County within the existing tax rate limits. Unlimited tax general obligation debt pledges the full faith and credit of the taxing power of the County beyond the existing tax rate limits provided the voters have given their approval. General obligation debt is normally limited to ten percent of State Equalized Value.

**Revenue Bonds** - Revenue Bonds can be considered when there is a definable revenue source which could be used to pay the debt. Revenue Bonds normally must meet certain bond covenants stipulated by the lender. Certain debt ratios such as pledged revenues to debt service may also be required to be reported.

**Short-term Borrowings** - Short term borrowings such as tax anticipation notes must normally be authorized by State Statute.

**Continuing Disclosure Requirements** - The continuing disclosure requirements are often documented in Bond Official Statements and are required by Rule 15c2-12 promulgated by the SEC pursuant to the Securities Exchange Act of 1934, as amended. The continuing disclosure requirements are of both a financial and operational nature and are provided to the Municipal Securities Rulemaking Board (MSRB) through the Electronic Municipal Market Access District (EMMA). The deadline for filing the continuing disclosure requirement is on or before the 6th month after the end of the fiscal year. However, certain significant negative events may cause the entity to have to provide information to the MSRB within 10 days of the event.

**Non-arbitrage and Tax Compliance** – There are restrictions on how bond proceeds can be used and invested. These restrictions are examined by the entity's bond counsel at issuance and must be reexamined if changes occur in the timing, scope, or use of the bond proceeds. Some changes that must be considered are delays in the spending of bond proceeds, rising interest rates, and repurposing of the assets purchased or constructed with the bond proceeds.



**Policy:**

1. Unless otherwise justified, the issuance and sale of all County bonds, notes, loans, and other evidences of indebtedness shall be subject to the following conditions:
  - a. Bonds will be sold on a competitive basis unless it is in the best interest of the County to conduct a negotiated sale or private placement. Negotiated sales and private placements may occur when selling bonds for a defeasance of existing debt, for current or advanced refunding of debt, to save on issuance costs of a smaller debt issue, or for other appropriate reasons.
  - b. Debt shall be incurred only for those purposes as provided by State Statute.
  - c. Principal and interest on all outstanding debt shall be paid in a full and timely manner.
  - d. The payment of debt shall be secured by the full faith, credit, and taxing power of the County, in the case of General Obligation (GO) Bonds, and by the pledge of specified, limited revenues in the case of revenue bonds.
  - e. Principal and interest retirement schedules shall be structured to: (1) achieve a low borrowing cost for the County, (2) accommodate debt service payments of existing debt and (3) respond to perceptions of market demand. Shorter maturities shall always be encouraged to demonstrate to rating agencies that debt is being retired at a sufficiently rapid pace.
  - f. Debt incurred shall be limited to obligations with serial and term maturities.
  - g. The average life of the debt incurred must be no greater than the projected average life of the assets being financed.

**2. Legal & Regulatory Requirements**

- a. The County's Chief Financial Officer (CFO) and Bond Counsel shall coordinate their activities to ensure that all securities are issued in the most efficient and cost-effective manner possible.
- b. The CFO and Bond Counsel shall coordinate their activities to ensure that in the opinion of the Bond Counsel all securities are issued in compliance with applicable County, State, and Federal statutes and regulations.



## GENESEE COUNTY

### — M I C H I G A N —

- c. The County's bond counsel shall review all documents related to the issuance of securities by the County.
- d. A recognized bond counsel shall prepare other documents and opinions relating to the issuance of debt with extensive experience in public finance, securities regulation, and tax issues.
- e. The County will invest debt proceeds separately from other County funds.
- f. The County shall comply with all continuing disclosure requirements. The CFO shall be responsible for coordinating completion of the continuing disclosure requirement.
- g. The County shall report to the Michigan Department of Treasury within 15 business days of completing the issuance of any security. The CFO shall be responsible for coordinating completion of the report.
- h. The County shall monitor its non-arbitrage and tax compliance. The CFO shall be responsible for reviewing its non-arbitrage and tax compliance.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

---

**File #:** RES-2025-1547

**Agenda Date:** 5/7/2025

**Agenda #:** 4.

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**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

**From:** Jerome Threlkeld, Organizational Development Coordinator

**RE:** Approval of the Genesee County Volunteer Time Off Policy

**BOARD ACTION REQUESTED:**

Approval of the Genesee County Volunteer Time Off Policy

**BACKGROUND:**

Genesee County encourages employees to become involved in the community through volunteering to support programs and events that positively impact where we work, live and serve. The purpose of this policy is to outline the opportunities and procedures for Genesee County employees to engage in community volunteering activities.

**DISCUSSION:**

"The best way to find yourself is to lose yourself in the service of others." - Mahatma Gandhi

Volunteering is an avenue to make our common purpose thrive - *Making a positive impact for Genesee County*. The intention of this program is to create community engagement opportunities for employees that are meaningful, purposeful and help those in our community. Our hope is that participating in these activities will enrich and inspire the lives of our employees while living out our values.

**IMPACT ON HUMAN RESOURCES:**

**IMPACT ON BUDGET:**

**IMPACT ON FACILITIES:**

**IMPACT ON TECHNOLOGY:**

**CONFORMITY TO COUNTY PRIORITIES:**

Healthy, Livable & Safe Communities - promoting environmental stewardships through service and

teamwork; Inclusive/Collaborative Culture - bringing diverse people together for a cause through service, compassion and excellence.

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

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan ("Board"), hereby adopts and authorizes the implementation of the attached Volunteer Time Off Policy ("Policy").

BE IT FURTHER RESOLVED, that this new Policy supersedes any and all current or past policies related to volunteer time off, that any other resolutions or policies previously adopted by this Board related to volunteer time off are hereby rescinded, and that this Policy shall remain in effect until further action of this Board.

Attachment



## XX.XXX: Volunteer Time Off

Effective: xx/xx/xxxx – RES-XXXX-XXX

### **Purpose:**

Genesee County encourages employees to become involved in the community through volunteering to support programs and events that positively impact where we work, live and serve.

The purpose of this policy is to outline the opportunities and procedures for Genesee County employees to engage in community volunteering activities. The intention of this program is to create community engagement opportunities for employees that are meaningful, purposeful and help those in our community. Our hope is that participating in these activities will enrich and inspire the lives of our employees while living out our values.

### **Authority and Responsibility:**

This policy is authorized by the Board of Commissioners. Departments are responsible for appropriate Kronos coding. Human Resources is responsible for any questions regarding the implementation and utilization of this policy. The Board office is responsible for selecting and announcing dates. Departments/Offices are responsible for approving time off.

### **Application:**

This policy shall apply to all benefit-eligible employees.

Collective bargaining agreements should be reviewed for additional terms and conditions for employees represented by a union. In instances where the collective bargaining agreement and this policy do not align, the collective bargaining agreement shall prevail for employees represented by the union.

Paid Volunteer Days shall not be used to create overtime. Utilization of paid volunteer time must be approved in advance.

When considering approval of Volunteer Time Requests, Department Heads shall ensure appropriate staffing levels to remain open.



## **Definitions:**

**Paid Volunteer Time** – Paid time off from normal duties to volunteer at authorized volunteer opportunities.

**Authorized Volunteer Opportunities** – Events and opportunities selected by Genesee County for eligible employees to utilize paid volunteer time.

**Eligible Employee** – Benefit employees who have completed 520 hours of employment.

**CBA** – Collective Bargaining Agreement which outlines the terms and conditions of employment for represented employees.

**Volunteer Request and Acknowledgement** – The form to be completed by the employee requesting to use paid volunteer time. Outlines the responsibilities of employees while volunteering. Signed by the department head or designee for approval.

## **Policy & Procedure:**

Eligible non-union employees will have 16 paid hours per calendar year to be utilized for approved volunteer events. Each paid volunteer opportunity will be no less than four (4) hours.

*Represented employees should reference their Collective Bargaining Agreement for the number volunteer hours provided.*

Volunteer opportunities will be designated by Genesee County.

## **Procedure**

1. **Announcement of Volunteer Opportunities** – Approved volunteer opportunities will be selected and announced to employees through various methods such as email and intranet postings.
2. **Approvals** – Employees must request volunteer time off from their supervisor with reasonable advance notice using the form below. Approval is at the discretion of the department head/elected official or designee based on operational needs of the department.



GENESEE COUNTY  
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3. **Compensation** - Employees will be paid at their normal hourly straight time rate of pay inclusive of shift premiums for volunteer hours used.

4. **Employee Responsibilities**

- a. Follow all policies and procedures as a Genesee County employee.
- b. Be a positive representative of Genesee County.
- c. Volunteer for not less than four (4) hours (no more than eight (8) hours) for each paid volunteer opportunity used.

\*\*See Request and Acknowledgment form on next page.



## Volunteer Request and Acknowledgement

I, \_\_\_\_\_ am requesting to utilize paid volunteer hours  
(employee name)  
on \_\_\_\_\_ to volunteer at a Genesee County authorized volunteer opportunity.  
(date)

Which Genesee County authorized volunteer opportunity did you choose?

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I understand while utilizing a paid volunteer day:

- I am representing Genesee County as an employee and am required to adhere to all policies and procedures which apply to my employment.
- I agree to volunteer for the entire time of the authorized volunteer opportunity: four (4) hours or eight (8) hours.
- If I volunteer more than eight (8) hours in one day, I will only be paid eight (8) hours.
- It is my responsibility to follow the call-in procedures if I am unable to attend the volunteer opportunity and if calling off, I will be required to use appropriate paid time off for the day.
- Any violations of policies, misconduct or failure to attend the volunteer day may result in disciplinary action up to and including termination.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

Department: \_\_\_\_\_

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

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\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Supervisor Signature: \_\_\_\_\_

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



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2025-1689

**Agenda Date:** 5/7/2025

**Agenda #:** 5.

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**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

**From:** Rochelle Brown, Prosecutor's Office Operations Director

**RE:** Approval of an agreement between Genesee County and the Michigan Department of Attorney General to provide for up to four (4) Special Assistant Attorneys General; these are grant funded positions

### **BOARD ACTION REQUESTED:**

The Prosecutor's Office requests the approval of the Memorandum of Understanding between the Michigan Department of Attorney General and the Genesee County Prosecutor's Office.

### **BACKGROUND:**

For the past eleven years, the Prosecutor's Office has been the beneficiary of the Michigan Attorney General's Office "Special Assistant Attorneys General" (SAAG) program which was established under the State of Michigan's Public Safety Initiative (a.k.a. the Distressed Cities Initiative). This has provided us at any given time with up to four SAAGs each year who work in our office performing the work of assistant prosecutors (APAs). SAAGs do everything an APA does from warrant reviews to felony jury trials. It has been an invaluable program to the Prosecutor's Office and provided the County millions of dollars' worth of service over the years.

### **DISCUSSION:**

Under this program, the SAAGs are authorized to serve as Assistant Prosecutors in Genesee County. SAAGs are selected, hired, and supervised by the Genesee County Prosecutor's Office and they provide temporary, year-to-year non-supplanting services to our office. Salaries are funded entirely by the AG's budget. The Board has agreed and signed in the past the Memorandum of Understanding.

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

None

### **IMPACT ON BUDGET:**

None

### **IMPACT ON FACILITIES:**

None

### **IMPACT ON TECHNOLOGY:**

None

**CONFORMITY TO COUNTY PRIORITIES:**

This grant advances the priority of safe communities by adding resources to assist in the prosecution of crime. These grant funds also tie into the County's value of service by giving us more resources to provide prompt, efficient and competent service to victims of crime while at the same time helping secure the County's financial stability by providing funds that otherwise would have had to come from the County's general fund.

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 Office of Prosecuting Attorney to authorize entering into a Memorandum of Understanding ("MOU") between Genesee County and the Michigan Department of Attorney General to continue the Special Assistant Attorneys General program for the period commencing October 1, 2024, through September 30, 2025, with no County appropriation required, is approved (a copy of the memorandum request and MOU being on file with the official records of the May 7, 2025 meeting of the Governmental Operations Committee of this Board), and both the Prosecuting Attorney and the Chairperson of this Board are authorized to sign the MOU on behalf of Genesee County.

MEMORANDUM OF UNDERSTANDING  
between the  
Michigan Department of Attorney General  
and the  
Genesee County Prosecutor's Office

This Memorandum of Understanding (MOU) is between the Michigan Department of Attorney General (AG) and the Genesee County Prosecutor's Office (GCPO). It seeks to enable Special Assistant Attorneys General (SAAGs) to serve as assistant prosecutors in Genesee County.

On March 7, 2012, Governor Rick Snyder announced his Public Safety Initiative that, among other things, assists law enforcement in four Michigan cities under unique financial distress. For cities like Flint, this has meant the state has invested millions of dollars for increased Michigan State Police patrols and the creation of additional jail space to incarcerate those who are arrested.

The surge in arrests will require additional prosecutorial resources. Accordingly, the Governor has appropriated monies in fiscal year 2025 to the AG to provide limited-term contractual legal services to assist in handling the anticipated influx of new cases into the criminal justice system. After extensive discussions with the GCPO, it is agreed that the AG will provide up to 5 SAAGs and up to 3 legal interns to assist the GCPO to address a backlog of active warrants in the communities. SAAGs will be appointed by the AG, but will be jointly selected for hire by the GCPO and the AG. SAAGs will be under the daily direction and supervision of the GCPO.

The AG shall make effort to structure compensation for these SAAGs and legal interns to be comparable to Assistant Prosecuting Attorneys and legal interns of similar experience level at the GCPO, but the exact compensation rate will be determined by the AG and shall not include benefits.

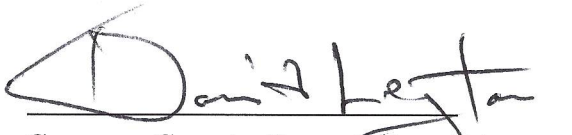
Non-Supplanting: The SAAGs and legal interns working under this agreement are intended to provide temporary services to the GCPO. Consequently, it is understood that SAAGs and legal interns placed in the GCPO are to be used to supplement (increase) the GCPO's staffing for prosecution services, and are not intended to supplant existing positions.

The term of this agreement is from October 1, 2024 to September 30, 2025, and may, with the mutual agreement of the parties, be extended thereafter provided adequate funding to support this MOU is provided. Either party may terminate this agreement by giving 30 days written notice to the other party.

  
\_\_\_\_\_  
Robyn Liddell

Division Chief  
Criminal Trials Division  
Michigan Department of Attorney General

03/27/25  
Date

  
\_\_\_\_\_  
Genesee County Prosecuting Attorney

3-27-25  
Date

\_\_\_\_\_  
Chair, Genesee County Board of Commissioners

\_\_\_\_\_  
Date



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2025-1726

**Agenda Date:** 5/7/2025

**Agenda #:** 6.

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**To:** Board of County Commissioners

**From:** Joshua Freeman, Director of Administration

**RE:** Recognition of Migraine and Headache Awareness Month - June 2025

**BOARD ACTION REQUESTED:**

Recognition of Migraine and Headache Awareness Month - June 2025

**BACKGROUND:**

**DISCUSSION:**

**IMPACT ON HUMAN RESOURCES:**

**IMPACT ON BUDGET:**

**IMPACT ON FACILITIES:**

**IMPACT ON TECHNOLOGY:**

**CONFORMITY TO COUNTY PRIORITIES:**

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

LADIES AND GENTLEMEN:

WHEREAS, there are more than 300 medically recognized headache diseases, including cluster headaches and migraine; and

WHEREAS, headache diseases impact 1 in 6 households in the United States, with more than 40 million Americans living with headache diseases; and

WHEREAS, headache diseases are 3-4 times more prevalent in women, and Native/Indigenous communities have the highest prevalence of disabling headaches in the United States; and

WHEREAS, significant disparities in diagnosis, treatment, and outcomes persist, particularly affecting Black, Hispanic, and Native/Indigenous populations who face underdiagnosis and inadequate treatment; and

WHEREAS, it's estimated that 40-50% of people living with migraine disease are undiagnosed; and

WHEREAS, migraine is the second leading cause of global disability, and notably one of the most disabling for young women under 50 years old; and

WHEREAS, veterans returning from Iraq and Afghanistan have 2-4 times the incidence of migraine compared to the general population likely due to traumatic brain injury, and posttraumatic headache occurs in up to 92% of military personnel who have sustained mild TBI (Traumatic Brain

Injury); and

WHEREAS, headache diseases are an economic issue, costing U.S. companies upwards of 78 billion dollars each year in direct and indirect costs; and

WHEREAS, migraine disease impacts all systems of the body, are experienced on a spectrum, presenting significantly different levels of intensity, frequency, and disability, and with symptoms which can include intense pain, nausea and vomiting, sensitivity to light, sound, smell, and touch, visual disturbances, tinnitus, chills, fatigue, anomic aphasia (trouble finding words), impaired cognitive function, numbness and weakness, lasting for 4 to 72 hours on average; and

WHEREAS, stigma and misinformation related to headache disease have stifled research and advances in treatment; and

WHEREAS, all persons living with headache diseases deserve fair, equal, timely, and affordable access to new and innovative treatments to live their lives to their fullest potential.

NOW, THEREFORE, BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, does hereby proclaim June 2025 as Migraine and Headache Awareness Month.