

CONTRACT BETWEEN

The County of Genesee,
a Municipal Corporation,
Acting By and Through
Genesee County Department of Senior Services
324 South Saginaw Street, Suite 7A
Flint, MI 48502

And

Township of Atlas
7386 South Gale Road
Grand Blanc, Michigan 48439
A Local Unit of Government

hereinafter referred to as the "OPERATING ENTITY,"
the entity operating the **Silver Foxes**,
hereinafter referred to as the "**ENTITY.**"

The COUNTY and OPERATING ENTITY together hereinafter referred to as the
"PARTIES."

For the period from October 1, 2025, through September 30, 2026

WHEREAS, the Genesee County Board of Commissioners adopted a 2025-2026 Senior Millage – Specialized Senior Programming ("Program") budget with the objective of providing Senior Citizen Services Millage (the "Senior Millage") funds to entities for the purpose of increasing and enhancing senior citizen services with funding from the Senior Millage previously authorized by the electorate of Genesee County; and

WHEREAS the objective of the Senior Millage is to fund services that improve the health, safety, and quality of life for Genesee County residents aged 60 years or older; and

WHEREAS Genesee County hereinafter referred to as the "COUNTY" is responsible for administering and expending the Senior Millage as adopted and amended by the Genesee County Board of Commissioners, and for assuring compliance with Program requirements; and

WHEREAS the OPERATING ENTITY operates an ENTITY that has been designated as a preferred focal point for comprehensive and coordinated service to seniors in Genesee County; and

WHEREAS the OPERATING ENTITY has adequately represented in its application to the COUNTY that it intends to undertake or continue programs that will provide comprehensive and coordinated services to Genesee County seniors, and that it is eligible to receive Program funding; and

WHEREAS, because the objectives of the Program coincide with the objectives of the OPERATING ENTITY, the two parties have, therefore, entered this Contract.

NOW, THEREFORE, in consideration of the mutual covenants and premises set forth herein, the parties agree as follows:

1. The Contract term commences on October 1, 2025, and continues through September 30, 2026. The Contract is effective upon approval by the Genesee County Board of Commissioners.

The County has the option to extend this Contract for one (1) additional one-year term (the "Extension Term"). The Senior Services Director is authorized to execute the Extension Term on behalf of Genesee County.

2. The OPERATING ENTITY agrees to accept the terms of this Contract and those stated in its submitted application for Senior Millage funding and further agrees to perform the services described in this Contract, the Specialized Senior Programming application, and in the attachments listed below, all of which are incorporated by reference to this Contract:

- Attachment A: 2025-2026 Senior Millage – Specialized Senior Programming Budget & Revenue Sheet
- Attachment B: 2025-2026 Senior Millage – Specialized Senior Programming Monthly Reimbursement Request Form
- Attachment C: Description of the Services
- Attachment D: Genesee County Purchasing Regulations and Genesee County Travel Regulations

This document governs if a conflict exists between this document and those incorporated by reference or the application.

3. The OPERATING ENTITY agrees that the terms and conditions set forth herein are a reasonable and appropriate means to assure that the use of Senior Millage funds complies with all 2025-2026 Senior Millage – Specialized Senior Programming requirements, and further agrees to perform within the policies applicable to program requirements stated:
 - a. The ENTITY may solicit and accept funds such as donations from many sources including foundations, the public or private sector, individuals, fundraiser events, and other activities, to enhance the ENTITY programming and operations. Membership fees may also be classified as donations if the service included as part of the fee is offered by the entity to seniors who choose to not purchase a membership. The ENTITY request for donations shall not be directly tied to the provision of a millage-supported service nor shall a donation result in undue influence over the ENTITY for the donating party's private or personal interests. The OPERATING ENTITY shall, within 30 days of receipt of funds, disclose to Genesee County all funds

received as alternate sources of income, including donations, membership fees, and revenue.

4. The COUNTY agrees to award the OPERATING ENTITY a total amount not to exceed \$32,500 for the full term of the Contract for support of services for seniors through the expenditures described in the approved budget submitted by the OPERATING ENTITY, Attachment A to this Contract, said amount to be disbursed and reimbursed as stated in paragraphs 5 of this Contract.
5. The OPERATING ENTITY shall submit to the COUNTY monthly Reimbursement Request Reports, using the format provided in Attachment B of this Contract. All 2025-2026 Program funds will be reimbursed by the COUNTY to the OPERATING ENTITY based on approval of monthly reimbursement requests as documented by invoices and other supporting documentation. Monthly supporting documentation includes the following but is not intended to be all-inclusive: invoices/receipts, bank statements, and canceled checks. Monthly reimbursement payments will begin in November 2025 for October reimbursements, or as soon thereafter as requests are submitted and approved.
 - a. The total amount of fees collected for any program, class, or event for which Senior Millage reimbursement is sought shall be noted on the reimbursement request and deducted from the submitted cost.
 - b. OPERATING ENTITY shall not be reimbursed for any reimbursement request including a receipt or invoice in which a portion of the receipt or invoice has been redacted, obscured, or blacked out.
6. Properly documented requests for reimbursement submitted to the COUNTY by the 21st of each month will be processed and, if approved, disbursed by the 15th of the next month. Requests submitted later than the 21st of each month and incomplete requests (e.g., inadequate supporting documentation) will be processed in the following reimbursement cycle. At its sole discretion, the COUNTY will deem expenditures as either eligible or ineligible for each reimbursement. The COUNTY may, at its discretion and upon reasonable notice, require the OPERATING ENTITY to complete reports additional to those attached to this Contract regarding the entity's expenses and activities.
7. The following criteria apply for reimbursements:
 - a. Senior Millage funds may not be used to buy gifts or gift cards for employees, interns, volunteers, senior citizen participants, or board members. Senior Millage funds cannot be used for volunteer or intern stipends, or housing.
 - b. All requested reimbursement receipts for this Contract term must be received by the Department of Senior Services by October 21, 2026, including utility payments. Receipts received after this date will not be

reimbursed. Submitted items must be invoices or receipts; purchase orders are not reimbursable.

- c. Subject to subparagraph 8b above, reimbursement requests must be submitted within 90 days of the date of service of the activity for which reimbursement is sought, or within 45 days of the date of invoice or receipt, whichever occurs later. With the exception of requests for annual bills, memberships, or services that fall outside of the current fiscal year. The remaining portions of the reimbursement requests must be submitted within the perspective fiscal year.
 - d. Monthly reimbursement requests can include no more than two months of supplies for the entity, including office, operating, or food supplies.
 - e. All equipment purchases and any facility improvements must be purchased and/or completed by August 2026, to allow Department of Senior Service staff to confirm purchases and improvements before the end of the fiscal year.
 - f. Senior Millage funds may not be used to purchase daily meals for the ENTITY without prior approval from the Department of Senior Services.
8. The OPERATING ENTITY agrees to document all revenue. Monetary transactions (cash or check) must be documented, and a receipt issued. Keep documentation related to revenue such as receipts on-site at the OPERATING ENTITY for review by the Department of Senior Services.
 9. The OPERATING ENTITY may submit a maximum of one budget amendment per quarter. All budget adjustments must be approved by the Department of Senior Services, and the Board of Commissioners, when required. All budget adjustments must be approved by the Department of Senior Services, not to exceed \$29,999,99. The Board of Commissioners' approval is required for budget amendments over the amount of \$30,000.
 10. The OPERATING ENTITY agrees to adhere to senior programming, state, and federal guidelines, and regulations.
 11. The OPERATING ENTITY agrees to implement the 2025-2026 Program in accordance with the projected budget included as Attachment A to this Contract, subject to any prior approval limitations set forth therein.
 12. The OPERATING ENTITY agrees to implement appropriate and adequate methods to evaluate and report on its operational and programmatic performance, including, but not limited to, individual activity participation numbers of seniors, financial record keeping, revenue and expenditures incurred, local

maintenance of effort commitments and other applicable supportive documentation of expenditures supported by 2025-2026 Program funds.

13. The OPERATING ENTITY agrees to perform tests for tuberculosis for all paid staff and volunteer workers who will have direct contact with food preparation and/or distribution tasks and shall submit to the COUNTY proof of said tests within 15 days of their commencement. All other paid staff and volunteers are only required to have a tuberculosis test at the time of hire. It is recommended that all paid staff and volunteers are tested for tuberculosis on an annual basis. The OPERATING ENTITY further agrees that individuals having positive test results will not be permitted to continue in such functions.
14. The OPERATING ENTITY agrees to comply with mandatory fire, safety, public health codes and standards and local building codes, and to provide annually evidence of continued compliance with current documentation, certifications and/or licenses, as applicable.
15. The OPERATING ENTITY agrees to include the **exact** statement and the Genesee County logo in all printed materials, newsletter, program and registration materials, special events, entity's website, advertisements, program presentations, etc. funded in whole or in part with Senior Millage dollars: ***"This program and/or service is fully or partially funded by Genesee County Senior Millage funds. Your tax dollars are at work."***
16. The OPERATING ENTITY shall complete the expenditures described in its approved budget (Attachment A of this Contract) no later than the end of the Program Year, September 30, 2026.
17. The OPERATING ENTITY acknowledges that, at any time, the COUNTY may withhold payment of reimbursements if, in its sole assessment, the COUNTY determines that the OPERATING ENTITY has failed to comply with any Program requirements. In addition, any funds provided pursuant to the 2025-2026 Program are subject to repayment to the COUNTY if, in its sole assessment, the COUNTY determines that the OPERATING ENTITY has failed to comply with Program requirements at any time during the 2025-2026 Program period or a prior period.
18. The COUNTY may terminate this Contract without notice at any time during the Contract term if it determines that the OPERATING ENTITY has failed to substantially comply with Contract requirements. At the COUNTY'S option, the OPERATING ENTITY may be given fourteen (14) days' notice and the opportunity to cure the deficiencies in its Program. Furthermore, this Contract may be terminated by the County for any reason related to changing objectives of the Senior Services Program or due to diminution of funds by giving the OPERATING ENTITY written notice of the effective date of termination. All costs and liabilities associated with this Contract will cease as of the effective date of termination. Requests for funding for costs up to that date will be subject to the COUNTY assessment of acceptability.

19. This Contract may be modified by the parties only by a written document signed by authorized representatives.
20. The OPERATING ENTITY agrees that, during its tenure and for one year thereafter, none of its members, officers, or employees who exercise any functions or responsibilities with respect to the performance of the activities which are subject to this Contract shall have any interest, direct or indirect, in any subcontract or the proceeds thereof for work to be performed in connection with this Contract. The OPERATING ENTITY further agrees to incorporate a provision prohibiting such interest in all subcontracts regarding the performance of such activities.
21. The OPERATING ENTITY agrees that no individual who serves as a member of the OPERATING ENTITY's governing board or is a member of a board committee or advisory committee will receive any payment for services from the OPERATING ENTITY.
22. The OPERATING ENTITY and its employees are not Genesee County employees.
23. The OPERATING ENTITY shall comply with all federal, state, or local laws, regulations and standards, processes, and any amendments thereto, as they may apply to the performance of this Contract.
24. The OPERATING ENTITY agrees to adhere to its own procurement standards or, in the absence of such acceptable standards, to the Genesee County Purchasing Regulations as set forth in Attachment D to this Contract. The OPERATING ENTITY agrees to adhere to its own travel regulations or, in the absence of such acceptable regulations, to the Genesee County Travel Regulations as set forth in Attachment D to this Contract. Notwithstanding the preceding, no reimbursements for overnight travel or travel outside of Genesee County shall be made from Senior Millage funds without prior approval of the Genesee County Board of Commissioners. Additionally, reimbursement costs for any travel shall not exceed those rates set forth in the Genesee County Travel Regulations.
25. The OPERATING ENTITY agrees that political campaign intervention, including directly or indirectly participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for elective public office, is prohibited.
 - a. Political campaign intervention includes:
 - i. Contributing to political campaign funds.
 - ii. Making public statements of position (verbal or written) by or on behalf of the entity in favor or opposition to any candidate for public office.

- iii. Distributing statements prepared by others that favor or oppose any candidate for public office.
 - iv. Making public statements of position.
 - v. Allowing a candidate to use the entity assets or facilities if the equivalent opportunity is not provided to all other candidates.
 - vi. Making partisan comments in official entity publications or at official functions of the ENTITY.
 - vii. Political fundraising at the OPERATING ENTITY.
- b. Political campaign intervention does not include:
- i. Taking a position on public policy issues as an entity, so long as the message does not favor or oppose a certain candidate or otherwise violate the political campaign intervention prohibition.
 - ii. Promotion of voter registration in a non-partisan manner.
 - iii. Encouragement of voter participation in a non-partisan manner.
 - iv. Providing voter education / voter guides in a non-partisan manner.
 - v. Non-partisan candidate forums or debates at the entity.
 - vi. Candidates appearing or speaking at events of the entity in a non-candidate capacity.
 - vii. Supporting the Senior Millage
26. The OPERATING ENTITY agrees that title to any approved equipment purchased in whole or part using Senior Millage funds shall vest with the County of Genesee upon acquisition. The Senior Services Director may, in writing, waive the requirements of this paragraph for any purchase. Waiver in one instance, shall not constitute automatic future waiver regarding the requirements of this paragraph. For this section, equipment is defined as tangible, non-expendable, personal property having a useful life of more than 1 year and an acquisition cost of \$250.00 or more per unit. Equipment purchases not included in the submitted budget are automatically unapproved unless a formal budget amendment is submitted to the Senior Services Director.
27. The OPERATING ENTITY agrees to notify the Senior Services Director of damage, theft, or replacement of any equipment purchased with Senior Millage funds within 48 hours of such occurrence. When applicable, a copy of the police report must be submitted to the Senior Services Director within two weeks of the occurrence. The OPERATING ENTITY further agrees to repair or replace damaged or stolen equipment or to reimburse the COUNTY with the millage-


funded purchase cost utilizing non-senior millage funds. Failure to repair or replace such equipment shall result in repayment to the COUNTY of the millage-funded purchase cost by reducing payments to the OPERATING ENTITY of submitted reimbursement requests by the cost of the equipment until repayment has been achieved.

28. The OPERATING ENTITY shall indemnify, defend, and hold harmless the COUNTY against any and all expenses and liability of any kind which the COUNTY may sustain, incur, or be required to pay to arise out of this Contract; provided, however, that the provision of this paragraph shall not apply to liabilities or expenses caused by, or resulting from, the willful or negligent acts or omissions of the COUNTY or any of its officers or employees. Further, in the event the OPERATING ENTITY becomes involved in, or is threatened with, litigation related to this Contract, or the activities supported by the 2025-2026 Senior Millage – Specialized Senior Programming, the OPERATING ENTITY shall immediately notify the COUNTY, wherein the COUNTY may enter into such litigation to protect the interests of the COUNTY as they may appear.
29. The OPERATING ENTITY shall not discriminate against any employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (including, but not limited to, pregnancy, sexual orientation, or gender identity), disability, marital status, height, weight, or genetic information.
30. The OPERATING ENTITY agrees that the COUNTY may, at reasonable times and without notice, visit and inspect the entity and discuss or survey the ENTITY'S activities with seniors who agree to participate.
31. The OPERATING ENTITY gives the COUNTY, or any other representatives designated by the COUNTY, the right to visit the entity at reasonable times and without notice, to examine all records, books, and papers related to the performance of activities which are the subject of this Contract.
32. The OPERATING ENTITY acknowledges that the COUNTY as a public body is subject to the Michigan Freedom of Information Act. Records held by the COUNTY are public unless exempted. Notwithstanding the foregoing, confidential information collected and provided to the COUNTY by the OPERATING ENTITY as part of its reporting requirements shall be used solely for purposes of performing and evaluating the performance of this Contract and will not be retained.
33. That failure by the COUNTY to insist upon strict adherence to any terms of this Contract shall not be considered a waiver or deprive the COUNTY of the right thereafter to insist upon strict adherence to that term, or any other term, of this Contract.

34. The Contract Administrator of this Contract is the Senior Services Director, Lynn M. Radzilowski. Obligations of or to the COUNTY in this Contract will be performed by or provided to, the Contract Administrator, or her designee.


The individual or officer signing this Contract certifies by their name that they are authorized to sign this Contract on behalf of the responsible governing board, official, entity, or contractor.

COUNTY OF GENESEE

By: 
Dale K. Weighill, Chairperson
Board of County Commissioners

Date: Apr 17, 2026

TOWNSHIP OF ATLAS

By: 
Jim Busch, Township Supervisor
Atlas Township

Date: 

Name of Specialized Senior Program: Atlas Silver Foxes	FY 2024-2025 Senior Millage Budget	Proposed FY 2025-2026 Specialized Senior Programming Budget Expenditures
ADMINISTRATION		
Salaries – Administrative	\$ -	\$ -
Salaries – Support Staff	\$ -	\$ 20,000
Fringes -- Employer FICA	\$ -	\$ -
Fringes – Medical	\$ -	\$ -
Fringes – Other	\$ -	\$ -
SUBTOTAL	\$ -	\$ 20,000
PROGRAMMING		
Special Projects / Events	\$ -	\$ 9,000.00
Volunteer Expenses	\$ -	\$ -
SUBTOTAL	\$ -	\$ 9,000.00
OPERATIONS		
Facility Maintenance	\$ -	\$ -
	\$ -	\$ -
Equipment Maintenance	\$ -	\$ -
Grounds Maintenance	\$ -	\$ -
Insurances & Bonds	\$ -	\$ -
Legal Services	\$ -	\$ -
Memberships / Publications	\$ -	\$ -
Office Supplies	\$ -	\$ 1,000.00
Operating Supplies	\$ -	\$ -
Postage	\$ -	\$ 2,500.00
Service Contracts/Licenses	\$ -	\$ -
Phone/ Fax/ Internet/ Web Services	\$ -	\$ -
Vehicle Maintenance / Insurance	\$ -	\$ -
Outreach	\$ -	\$ -
		\$ -
SUBTOTAL	\$ -	\$ 3,500.00
COMPUTERS SOFTWARE		
XAVUS SOLUTIONS	\$ -	\$ -
Equipment Purchases	\$ -	\$ -
SUBTOTAL	\$ -	\$ -
TOTAL AWARD EXPENDITURES	\$ -	\$ 32,500.00

2025-2026 SENIOR MILLAGE MONTHLY REIMBURSEMENT REQUEST

Pay to (Operating Entity): Atlas Township - Senior Programming
Mail Address: P.O. Box 227
Goodrich, Michigan 48438

SENIOR MILLAGE FUNDING

Millage Allocation: \$ 32,500.00

Funds Previously Requested _____

Balance Remaining Prior to this Request: _____

SENIOR MILLAGE FUNDING

Time Period of Expenditures for this Request: October 1, 2025 - October 31, 2025

Total Claimed in this Request: \$ -

Balance Remaining After this Request: \$ -

AUTHORIZED SIGNATURE

I certify to the best of my knowledge and belief, the billed costs of disbursements are in accordance with the terms of the agreement and that the reimbursement request represents the Millage share due and has not been previously requested and is true and correct.

Prepared by: _____
Name and Title Phone

Approved by: _____
Signature of Authorized Official Date

ATTACHMENT B 2025-2026 SENIOR MILLAGE SENIOR PROGRAMMING MONTHLY REIMBURSEMENT REQUEST FORM

Recipient of Funds	Amount	Items Purchased/Use of Funds	Invoice Number and Check Number -- Confirmation of Payment
PROGRAMMING EXPENDITURES			
SUBTOTAL - OPERATIONS	\$ -		

OPERATING EXPENDITURES			
SUBTOTAL - EQUIPMENT	\$ -		
TOTAL MONTHLY EXPENDITURES	\$ -		
TOTAL MONTHLY REIMBURSEMENT REQUEST	\$ -		

Attachment C: Description of Services

The requested millage funding of **\$32,500** will be allocated towards providing senior programming to seniors in the Atlas Township area. The services encompass:

1. Educational Seminars:

- Cyber Security: Provide informative sessions on safeguarding personal information online, understanding common threats, and employing best practices for digital security.
- Technology: Offer workshops covering the basics of using modern technology, including smartphones, tablets, and computers, as well as emerging technologies and their practical applications.
- Health and Wellness: Conduct seminars on maintaining physical health, managing chronic conditions, and understanding the latest in medical research and preventive care.
- Financial Planning: Educate seniors on managing finances, including budgeting, investing, and planning for retirement, with a focus on strategies for maintaining financial security.

2. Socialization Gatherings:

- Card Games: Organize regular card game sessions, including popular games like bridge, poker, and solitaire, to foster social interaction and mental engagement.
- Chess and Board Games: Provide opportunities for strategic thinking and social engagement through chess and a variety of board games, encouraging cognitive stimulation and friendly competition.

3. Exercise Programs:

- Walking Club: Establish a group walking program to promote physical activity, social interaction, and community involvement, with designated routes and regular schedules.
- Tai-Chi: Offer tai-chi classes to enhance flexibility, balance, and relaxation, incorporating gentle movements and mindfulness techniques.
- Yoga: Provide yoga sessions tailored for seniors to improve strength, flexibility, and overall well-being, emphasizing safe practices and modifications for various fitness levels.

4. Luncheons:

- Host regular luncheons for seniors, providing nutritious meals in a social setting. These events will include opportunities for socializing, networking, and enjoying a balanced diet.

5. Crafting Classes:

- Organize creative crafting classes where seniors can engage in various artistic activities such as painting, knitting, and pottery. These classes aim to foster creativity, enhance fine motor skills, and provide a relaxing outlet for self-expression.

6. Special Events:

- Plan and execute a special event tailored to the interests and preferences of the senior community. This may include themed celebrations, guest speakers, or collaborative projects designed to bring together participants for a memorable experience.

This comprehensive programming aims to enrich the lives of seniors through a balanced mix of education, social interaction, physical activity, and creative expression, ensuring a well-rounded and engaging experience in the Atlas Township area.

ATTACHMENT D GENESEE COUNTY PURCHASING REGULATIONS &
GENESEE COUNTY TRAVEL REGULATIONS

Genesee County Purchasing Regulations:

[04.002: Purchasing Policy effective: 06/12/2024 – RES-2024-582](#)

Genesee County Travel Regulations:

[02.001:Travel Policy effective: 07/24/2024 – RES-2024-699](#)









Atlas Township - Silver Foxes FY 2025-2026 Contract Increase

Final Audit Report

2026-04-19

Created:	2026-04-16
By:	Breanna Turner (bturner@geneseecountymi.gov)
Status:	Signed
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