

CITY of NOVI CITY COUNCIL

**Agenda Item: J
August 9, 2010**

SUBJECT: Approval of Resolution seeking reimbursement from Oakland County for expenses associated with the annual Mosquito Control Project (estimated at \$11,500).

SUBMITTING DEPARTMENT: Department of Public Services – Field Operations Division *(M. W.)*

CITY MANAGER APPROVAL: *(Signature)* *124*

EXPENDITURE REQUIRED	\$19,000 (Per Plan)
AMOUNT BUDGETED	\$550,000
LINE ITEM NUMBER	210-211.00-872.000 (Storm Sewer Maintenance General Account)

BACKGROUND INFORMATION: Department of Public Services staff continues to work with Oakland County Health Division officials to identify mosquito habitats to prevent the West Nile Virus. By participating in the County’s program, the Field Operations Division has been effectively treating catch basins and standing water areas with chemical pesticide briquettes. The briquettes are distributed twice a year (March and August); each application is effective for 150 days.

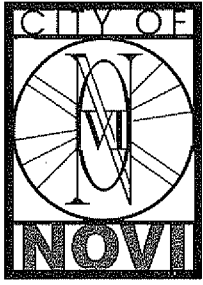
County health officials continue to emphasize the importance of public education on mosquito control, early source reduction, and strong personal protection measures. City staff promotes awareness on Channel 13, the website, homeowner association newsletters/meetings, and Fall for Novi.

The Oakland County Board of Commissioners has approved this year's reimbursement for West Nile Virus expenses incurred by cities, towns and villages (CVT). Each qualifying CVT receives funds according to a formula established by the County (75% for population/25% for total square miles).

RECOMMENDED ACTION: Approval of Resolution seeking reimbursement from Oakland County for expenses associated with the annual Mosquito Control Project (estimated at \$11,515).

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Crawford				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				



RESOLUTION

Authorizing West Nile Virus Fund Expense Reimbursement Request

City of Novi Oakland County, Michigan

CITY COUNCIL

Mayor
David B. Landry

Mayor Pro Tem
Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

Justin Fischer

City Manager
Clay J. Pearson

City Clerk
Maryanne Cornelius

Whereas, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages, and townships in addressing mosquito control activities; and,

Whereas, Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages, and townships to apply for reimbursement of expenses incurred in connection with mosquito protection activities, mosquito habitat eradication, mosquito larviciding or focused adult mosquito insecticide spraying; and,

Whereas, the City of Novi will be incurring expenses in connection with mosquito control activities; and,

Whereas, the City of Novi is compliant with Oakland County's 2010 Mosquito Smarts Program and is eligible for reimbursement under Oakland County's West Nile Virus Fund Program,

Now, Therefore, Be It Resolved, that the Novi City Council authorizes the Department of Public Services, Field Operations Senior Manager, Matt Wiktorowski, as agent for the City of Novi, to request reimbursement for mosquito control activities under Oakland County's West Nile Virus Fund Program.

CERTIFICATION

I, hereby certify that the forgoing is a true and complete copy of a Resolution adopted by the City Council of the City of Novi at a regular meeting held this 9th day of August, 2010.

Maryanne Cornelius, City Clerk

City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375
248.347.0460
248.347.0577 fax

cityofnovi.org

**PROCEDURES FOR REIMBURSEMENT FROM
THE WEST NILE VIRUS FUND**

The City, Village, or Township (CVT) shall submit all correspondence to:

Timothy J. Soave, Manager, Oakland County Fiscal Services Division
Executive Office Building, Third Floor West
2100 Pontiac Lake Rd
Waterford, MI 48328

1. In order to obtain reimbursement from the West Nile Virus Fund, for eligible expenses, each CVT shall submit the following to the address above:
 - a. **PLAN - Due by April 30, 2010:**
Project expense reimbursement request which states the project purpose and scope, estimated or actual costs, including any support detail, to insure compliance with Board of Commissioner approved policies for the West Nile Virus Fund and is otherwise authorized by law.
 - b. **RESOLUTION - Due by August 16, 2010:**
A resolution authorizing the reimbursement request adopted by the CVT's legislative board or council.
 - a. **INVOICES - Due by September 15, 2010:**
Documentation of actual cost borne by the CVT in conjunction with the project plan once work is completed. Note: A CVT may request pre-project authorization (requesting an allocation prior to completion of work. If a CVT requests pre-project authorization, invoices of actual cost are to be submitted once work is completed).
2. The Fiscal Services Division will notify the Health Division of the receipt of the project plan and/or reimbursement request. The Health Division shall determine if the plan/reimbursement request complies with Board of Commissioner approved policies for the West Nile Virus Fund and is otherwise authorized by law.
3. Upon receipt of Health Division approval, the Fiscal Services Division shall notify the County Commissioner(s) representing a CVT of receipt of the reimbursement request. Fiscal Services shall process the reimbursement request and recommend to the General Government and Finance Committees of the Board of Commissioners the approval of a disbursement request that is supported by an existing Board of Commissioner appropriation and meets the requirements of law and this resolution.
4. Recognizing that Michigan law imposes differing voting requirements for authorizing County financial participation in projects eligible for reimbursement under this resolution, no CVT shall receive any disbursement for the West Nile Virus Fund until their authorized request has been approved for disbursement by the Board of Commissioners, via a resolution sponsored by the Commissioner(s) representing the CVT and adopted by the affirmative voting margin required by law.
5. If project pre-approval is used, upon approval by the Board of Commissioners, the CVT shall direct all requests for reimbursement of amounts expended or to be expended by the CVT in connection with project expenses eligible for reimbursement to the Fiscal Services Division. The Fiscal Services Division will then process the reimbursement request.

Any undisbursed amount(s) remaining after September 30, 2010 except where authorized through a pre-project authorization application filed not later than August 1, 2010, shall be maintained in the West Nile Virus Fund until finally distributed according to subsequent Board action. In the event that the West Nile Virus Fund is closed, any remaining fund balance shall be transferred to the General Fund.



L. BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE

Kathleen Forzley, R.S., M.P.A., Manager
HEALTH DIVISION

Department of Health & Human Services

May 5, 2010

Timothy J. Soave, Manager
Oakland County Fiscal Services Division
Executive Office Building
2100 Pontiac Lake Road
Waterford, MI 48328

RE: Mosquito Smarts Program

Dear Mr. Soave:

I am in receipt of a West Nile Virus fund reimbursement request from the City of Novi. After reviewing their documentation, I find them in partial compliance (pending resolution and invoices) with Oakland County's 2010 Mosquito Smarts Program and in compliance with at least one of the three major categories for reimbursement. Therefore, this letter will certify that all expenses submitted for reimbursement are for qualifying mosquito control projects. Should you have any questions, please contact me at 858-1410.

Sincerely,

OAKLAND COUNTY HEALTH DIVISION
Department of Health and Human Services

A handwritten signature in black ink, appearing to read "Kathleen Forzley".

Kathleen Forzley, R.S., M.P.A.
Manager/Health Officer

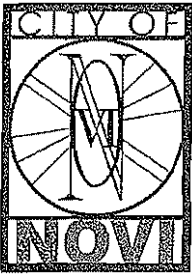
KF/dg

cc: Matt Wiktorowski, City of Novi

NORTH OAKLAND HEALTH CENTER
1200 NORTH TELEGRAPH ROAD
PONTIAC, MI 48341-0432
General Information 248-858-1280

SOUTH OAKLAND HEALTH CENTER
27725 GREENFIELD ROAD
SOUTHFIELD, MI 48076-3663
General Information 248-424-7000

WEST OAKLAND HEALTH CENTER
1010 E WEST MAPLE ROAD
WALLED LAKE, MI 48390-3571
General Information 248-9263300



April 30, 2010

CITY COUNCIL

Mayor
David B. Landry

Mayor Pro Tem
Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

Justin Fischer

City Manager
Clay J. Pearson

**Director of Public Services/
City Engineer**
Rob Hayes

Mr. Timothy J. Soave, Manager
Oakland County Fiscal Services Division
Executive Office Building, 3rd Floor West
2100 Pontiac Lake Road
Waterford, Michigan 48328

Re: Reimbursement from the West Nile Virus Fund Request

Dear Mr. Soave:

The City of Novi would like to request reimbursement for expenses we expect to incur this year to purchase larvicide briquettes for distribution into catch basins and public ponds. Attached for your review is the City of Novi's mosquito control project description and a quote for 30 cases of altosid (\$19,000).

In addition to larviciding, the City promotes mosquito control activities at community events and homeowner association meetings, on cable television, on the City's website, and through community newsletters.

If approved for reimbursement, we will submit an authorizing resolution and product invoices to your office by September 15, 2010.

If you have any questions regarding our program, please contact me.

Sincerely,

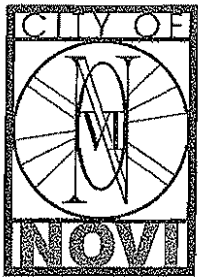
Matt Wiktorowski
Field Operations Senior Manager

Enclosures

cc: Kathy Smith-Roy, Finance Director
Rob Hayes, Public Services Director/City Engineer
Jerry Tremblay, Road Asset Manager
Howard Aube, DPS

Department of Public Services
Field Services Complex
26300 Delwal Drive
Novi, Michigan 48375
248.735.5640
248.735.5659 fax

cityofnovi.org



PROJECT DESCRIPTION

CITY COUNCIL

Mayor
David B. Landry

Mayor Pro Tem
Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

Justin Fischer

City Manager
Clay J. Pearson

**Director of Public Services/
City Engineer**
Rob Hayes

For the past 7 years, the City of Novi Department of Public Services, Field Operations Division has executed a larvicide briquette program. The program consists of distributing briquettes into catch basins and public ponds in April and August as recommended by Oakland County. Each application is effective for approximately 150 days.

We continually promote mosquito control activities through public education, basin cleaning, and enhanced tracking of potential mosquito breeding areas.

Department of Public Services
Field Services Complex
26300 Delwal Drive
Novi, Michigan 48375
248.735.5640
248.735.5659 fax

cityofnovi.org

// COPY //

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159 NORTH GARDEN AVENUE
P.O. Box 72197 / ROSELLE, IL 60172
U.S.A.
www.clarkemosquito.com
TOLL-FREE: 800-323-5727

Global Solutions For Mosquito Control

QUOTATION

PH: 630-894-2000
FAX: 630-894-1774
EMAIL: clarke@clarkemosquito.com

B CITY OF NOVI PUBLIC WORKS DEPT. (004749)
I "BENNY" MCCUSKER
L 45175 W. TEN MILE ROAD
L FINANCE DEPARTMENT
T NOVI, MI 48375
T 248/735-5640
O 248/735-5659

S CITY OF NOVI PUBLIC WORKS DEPT.
H "BENNY" MCCUSKER
I 26300 DELWAL DRIVE
P
NOVI, MI 48375
T 248/735-5640
O

Address ID: 000001

Quotation #	Quote Date	Salesperson	Written by	Valid to
0002004416	04/15/09	Jake Britton	Gabriela - Sales Associate	12/31/09

Delivery Method	Cash Discount	Terms
United Parcel Post		

Item #	Item Description	Qty Ordered	Unit Price	Extended Price
110101	ALTOSID XR INGOT	30 cs	644.80/cs	19,338.00
			Order total	19,338.00

* For your convenience we also accept Visa and MasterCard

*** Please Note: Clarke Mosquito Control Products, Inc. will charge applicable sales taxes unless a valid exemption certificate is provided to us at: 630-592-0704