



CITY of NOVI CITY COUNCIL

**Agenda Item D
June 8, 2015**

SUBJECT: Adoption of Resolution seeking reimbursement from Oakland County for expenses associated with the City of Novi's annual Mosquito Control Program.

SUBMITTING DEPARTMENT: Department of Public Services – Field Operations Division *H.W.*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

The Department of Public Services continues to work with Oakland County Health Division officials to identify and destroy mosquito habitats to prevent the spread of the West Nile virus. By participating in the County's program, DPS's Field Operations Division has been effectively treating catch basins and standing water areas with chemical pesticide briquettes. The briquettes are distributed annually in late spring, and are effective for 180 days.

County health officials continue to emphasize the importance of public education on mosquito control, as well as early source reduction and strong personal protection measures. City staff promotes public awareness in these areas on Channel 13 and the City's website, at homeowner association meetings, and annually at Spring into Novi.

The Oakland County Board of Commissioners has approved this year's reimbursement for West Nile virus mitigation expenses incurred by cities, villages and townships (CVT). Each qualifying CVT receives funds according to a formula established by the County (75% for populations/25% for total square miles). This year the City's reimbursement will be \$8,249.42, which is the same amount received in 2014 and represents approximately 55% of the total amount expended on this year's program for the purchase of chemical pesticide briquettes.

RECOMMENDED ACTION: Adoption of Resolution seeking reimbursement from Oakland County for expenses associated with the City of Novi's annual Mosquito Control Program.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Markham				

	1	2	Y	N
Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION
AUTHORIZING WEST NILE VIRUS FUND EXPENSE
REIMBURSEMENT REQUEST

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, _____, at ____ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

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 larviciding; and,

WHEREAS; the City of Novi has incurred expenses in connection with mosquito control activities; and,

WHEREAS; the City of Novi 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.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Maryanne Cornelius, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this ____ day of _____, 2015, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Maryanne Cornelius, City Clerk
City of Novi

**2015 PROCEDURES FOR REIMBURSEMENT FROM
THE WEST NILE VIRUS FUND**

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

NOHC, Julie Smith
1200 N Telegraph 34E
Pontiac, MI 48341

Fax: 248-858-5639
Email: smithjan@oakgov.com

1. To receive reimbursement for eligible expenses from the West Nile Virus Fund, each CVT shall submit the following to the address/fax number above:
 - a. **PLAN - Due by April 30, 2015:**
Project plan due for prior authorization. Plan must include:
 - i. List of inventory from prior years, if any, including product name/type, quantity, expiration date and distribution plan.
 - ii. Current year plan product(s) to be purchased including product name/type, quantity, distribution plan and copy of quote(s).
 - b. **RESOLUTION - Due by July 31, 2015:**
A resolution adopted by the CVT's legislative board or council authorizing the reimbursement request.
 - a. **INVOICES - Due by September 11, 2015:**
 - i. Documentation of actual cost borne by the CVT in conjunction with the project plan.



OAKLAND COUNTY EXECUTIVE L. BROOKS PATTERSON

HEALTH DIVISION

Kathleen Forzley, Manager
(248) 858-1280 | health@oakgov.com

March 20, 2015

Lynn Sonkiss, Manager
Oakland County Fiscal Services Division
Executive Office Building
2100 Pontiac Lake Road
Waterford, MI 48328

RE: West Nile Virus Reimbursement Program

Dear Ms. Sonkiss:

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 2015 West Nile Virus Reimbursement 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/jas

cc: Matt Wiktorowski, Field Operations Senior Manager; Howard Aube, DPS; Victor Cardenas, Assistant City Manager; Carl Johnson, Finance Director; Rob Hayes, Public Services Director/City Engineer; Jerry Tremblay, Roadway Asset Manager



March 12, 2015

VIA E-MAIL

Ms. Julie Smith
Oakland County Health Department
1200 N. Telegraph, 34-E
Pontiac MI 48341

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Justin Fischer

Wayne M. Wrobel

Laura Marie Casey

Gwen Markham

City Manager
Peter E. Auger

City Clerk
Maryanne Cornelius

Re: Reimbursement from the West Nile Virus Fund Request

Dear Ms. Smith:

The City of Novi would like to request reimbursement for expenses we expect to incur this year to purchase larvicide tablets 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 17 cases of Natular XRT tablets (\$14,709.42).

Currently, we have 16 cases of Natular XRT tablets that we will be distributing into catch basins and public ponds during the month of April.

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

If approved for reimbursement, we will submit an authorizing resolution to your office by July 31, 2015 and product invoices to your office by September 11, 2015.

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

Sincerely,

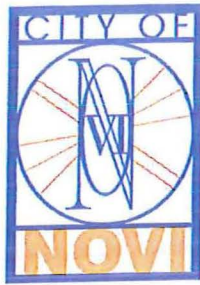
Matt Wiktorowski
Field Operations Senior Manager

Enclosures

cc: Victor Cardenas, Assistant City Manager
Carl Johnson, Finance Director
Rob Hayes, Public Services Director/City Engineer
Jerry Tremblay, Roadway Asset Manager
Howard Aube, DPS

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

cityofnovi.org



PROJECT DESCRIPTION

For the past 12 years, the Public Services Field Operations Division has executed a larvicide briquette program. The program consists of distributing briquettes/tablets into catch basins and public ponds as recommended by Oakland County. Each application is effective for approximately 180 days.

CITY COUNCIL

Mayor
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Mayor Pro Tem
Dave Staudt

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Justin Fischer

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Laura Marie Casey

Gwen Markham

City Manager
Peter E. Auger

City Clerk
Maryanne Cornelius

The City of Novi continually promotes mosquito control activities through public education, basin cleaning, and monitoring for potential mosquito breeding areas.

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

cityofnovi.org



675 Sidwell Ct
 St Charles, IL 60174
 U.S.A.
 www.clarke.com
 TOLL-FREE: 800-323-5727
 PHONE: 630-894-2000
 FAX: 630-443-3070
 EMAIL: info@clarke.com

ORDER CONFIRMATION

B	City of Novi Public Works Department	004749	S	City of Novi Public Works Department
I	45175 W. Ten Mile Road		H	26300 Lee BeGole Drive
L	Finance Department		I	Formerly Delwal Drive
L	Novi, MI 48375		P	Novi, MI 48375
T	Matt Wiktorowski		T	Matt Wiktorowski
O	248-735-5640		O	248-735-5640

Customer PO # 000094453

Order #	Order Date	Delivery Method	Written by	Salesperson	Quote #	Page:
0000097085 / EB302/20/15		United Parcel Post	SRODRIGUE	Chris Novak		1(1)
Item no / Warehouse	Item Description		Qty Ordered	Unit	Unit Price	Extended Price
11850 / ORG	NATULAR XRT TABLET		17	cs	910.80	14,709.42

Requested Delivery Date: 02/20/15 ** Extended Price reflects a discount of: 774.18
 5% - Extended price reflects discount 774.18
 *AGRICULTURAL INSECTICIDE, N.O.I., OTHER THAN LIQUID,
 *NON-HAZARDOUS
 *CLASS 60
 Call ahead 24 hours 248.735.5640

Delivery hours are 7:30 4 M F

Discount:	<u>774.18</u>
Order total :	<u>14,709.42</u>
Total:	<u>14,709.42</u>