



CITY of NOVI CITY COUNCIL

Agenda Item: N
June 6, 2016

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 

CITY MANAGER APPROVAL: 

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 (and incidentally, the Zika 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, early source reduction, and strong personal protection measures. City staff promotes public awareness of these topics on Channel 13 and the City's website, at homeowner association meetings, and at Spring into Novi.

The Oakland County Board of Commissioners has approved this year's reimbursement for West Nile Virus 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 \$13,389.10. The cost to purchase the required amount of chemical briquettes was \$13,714.58, or a difference of \$325.48, which was expended against the Drain Fund.

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 Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
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 _____, 2016, 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



OAKLAND COUNTY EXECUTIVE L. BROOKS PATTERSON

George J. Miller, Jr., M.A., Director
(248) 858-1293 | millerg@oakgov.com

March 4, 2016

Dear Oakland County Municipality:

The 2016 West Nile Virus (WNV) reimbursement amount for Novi is \$13,389.10.

In addition to attending today's WNV Training, further requirements for reimbursement are as follows:

- Project Plan due **April 29, 2016**
- Resolution due **June 30, 2016**
- Invoices due **August 12, 2016**

Specifics regarding these requirements will be covered during today's training event, but further questions can be answered by Kristina Ottenwess at ottenwessk@oakgov.com.

Sincerely,

OAKLAND COUNTY HEALTH DIVISION
Department of Health and Human Services

A handwritten signature in black ink, appearing to read "George J. Miller, Jr.", with a long horizontal flourish extending to the right.

George J. Miller, Jr., M.A.
Director

**2016 PROCEDURES FOR REIMBURSEMENT FROM
THE WEST NILE VIRUS FUND**

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

NOHC, Kristina Ottenwess
1200 N Telegraph 34E
Pontiac, MI 48341

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

1. To receive reimbursement for eligible expenses from the West Nile Virus Fund, each CVT shall submit the following to the email/address/fax number above:
 - a. **PLAN - Due by April 29, 2016:**
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 June 30, 2016:**
A resolution adopted by the CVT's legislative board or council authorizing the reimbursement request.
 - a. **INVOICES - Due by August 12, 2016:**
 - i. Documentation of actual cost borne by the CVT in conjunction with the project plan.



MOSQUITO BORNE DISEASE CVT REIMBURSEMENT TRAINING

QUALIFYING & NON-QUALIFYING EXPENDITURES

Qualifying Expenditures

- Larvicide for catch basins, retention ponds, etc (product only)
- Larvicide for distribution to residents (NOTE: Pre-packaged larvicide must be distributed as packaged)
- Personal insect repellent for distribution to residents (NOTE: Personal insect repellent must be lotion, spray or wipes for application to skin or clothing.)

Non-Qualifying Expenditures

- Cost of staff time, overtime or equipment used to distribute larvicide
- Adulticide
- Cost of protective clothing, boots, etc.
- Clean-up days, dumpster rentals, etc.
- Citronella candles, yard foggers, bug zappers, coils, lamps or similar items
- Health educational materials
- Local newsletter

If you have questions regarding product eligibility, contact Kristina Ottenwess at 248-858-2061 before ordering.

NURSE ON CALL PUBLIC HEALTH INFORMATION
800.848.5533 NOCC@OAKGOV.COM
OAKGOV.COM/HEALTH



The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or disability. State and federal eligibility requirements apply for certain programs.
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March 14, 2016

VIA E-MAIL

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

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Brian Burke

City Manager
Peter E. Auger

Director of Public Services/
City Engineer
Rob Hayes, P.E.

Field Operations Senior Manager
Matt Wiktorowski

Engineering Senior Manager
Brian Coburn, P.E.

Water & Sewer Senior Manager
Ben Croy, P.E.

Re: Reimbursement from the West Nile Virus Fund Request

Dear Ms. Offenwess:

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 (\$13,714.58).

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 June 30, 2016 and product invoices to your office by August 12, 2016.

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

Department of Public Services
Field Services Complex
26300 Lee BeGole Dr.
Novi, Michigan 48375
248.735.5640
248.735.5659 fax

cityofnovi.org

PROJECT DESCRIPTION

For the past 13 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.

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



QUOTATION

B City of Novi Public Works Department (004749)
 I Matt Wiktorowski
 L 45175 W. Ten Mile Road
 L Finance Department
 Novi, MI 48375
 T 248-735-5640
 O 248-735-5659

S City of Novi Public Works Department
 H Matt Wiktorowski
 I 45175 W. Ten Mile Road
 P Finance Department
 Novi, MI 48375
 T 248-735-5640
 O 248-735-5659

Quotation #	Quote Date	Salesperson	Written by	Valid to
0002014222	03/08/16	Chris Novak	Stephanie Rodriguez - Sales Assoc.	12/31/16

Delivery Method	Terms
United Parcel Post	Net 30 Days

Item #	Item Description	Qty Ordered	Unit Price	Extended Price
11850	NATULAR XRT TABLET	17 cs	849.20/cs	13,714.58

5% - Extended price reflects discount
 US EPA Current Label

** Extended Price reflects a discount of: 721.82

Order total	<u>13,714.58</u>
Order tot disc	<u>721.82</u>
Total	<u>13,714.58</u>

* For your convenience we also accept Visa and MasterCard

Clarke will charge applicable sales taxes unless a valid exemption certificate is Emailed to: accountsreceivable@clarke.com or faxed to: 630-672-7439

Helping make communities around the world more livable, safe and comfortable.