



**CITY OF NOVI CITY COUNCIL**  
**MAY 5, 2025**

**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 Works, Field Operations Division

**KEY HIGHLIGHTS:**

- This resolution is required to receive reimbursement for the costs of chemical pesticide briquettes to treat catch basins and standing water areas.

**BACKGROUND INFORMATION:**

The Department of Public Works 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, DPW'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 promote public awareness of these topics on the City's website, at homeowner association meetings, and at City events.

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 \$9,092.68. The cost to purchase the required amount of chemical briquettes was \$14,747.10, for a difference of \$5,654.42, which was expensed 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.

**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 Works, Field Operations 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.

\_\_\_\_\_  
Cortney Hanson, 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 \_\_\_\_\_, 2025, 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.

\_\_\_\_\_  
Cortney Hanson, City Clerk  
City of Novi



April 2, 2025

**VIA E-MAIL**

**CITY COUNCIL**

**Mayor**

Justin Fischer

**Mayor Pro Tem**

Laura Marie Casey

David Staudt

Brian Smith

Ericka Thomas

Matt Heintz

Priya Gurumurthy

**City Manager**

Victor Cardenas

**Director of Public Works**

Jeffrey Herczeg

**Deputy Director of Public Works**

Megan Mikus

**City Engineer**

Ben Croy, P.E.

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

**Re: Reimbursement from the West Nile Virus Fund Request**

Dear Ms. Doolittle:

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 15 cases of Natular XRT tablets (\$14,747.10).

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

Sincerely,

Matt Wiktorowski  
Field Operations Manager

Enclosures

cc: Jeff Herczeg, Director of Public Works  
Carl Johnson, Finance Director

**Department of Public Works**

26300 Lee BeGole Drive

Novi, Michigan 48375

248.735.5640

248.735.5659 fax

cityofnovi.org

## **PROJECT PLAN**

For the past 22 years, the Public Works 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.

Currently, the City has 8 cases of Natular XRT tablets in stock from the prior application. An additional 15 cases will be purchased and distributed into catch basins and public ponds during the month of May.

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

**Clarke Mosquito Control Products**

675 Sidwell Ct.  
St. Charles IL 60174  
United States  
Phone:(630) 894-2000  
Fax:(630) 832 9344  
www.clarke.com

**QUOTATION****// COPY //**

Quotation no	Order date	Date
0002035801	4/1/25	4/2/25
Salesperson	Currency	Valid to
1097 Tom Kessler	USD US Dollar	5/1/25

**Customer**

004749

**Invoice address**

City of Novi Public Works Department  
45175 W. Ten Mile Road  
Finance Department  
Novi, MI 48375-3006

248-735-5640

**Customer PO#****Your order date**

4/1/25

**Your reference**

Matt Wiktorowski

**Written by**

Rebecca Matillano

**Consignee**

004749

**Delivery Address**

City of Novi Public Works Department  
45175 W. Ten Mile Road  
Finance Department  
Novi, MI 48375-3006

248-735-5640

**Delivery terms**

Prepaid Freight

**Delivery method**

United Parcel Post

**Payment terms**

Net 30 Days

Line	Item number	Product Description	Quantity	U/M	Requested Date	Sales price	Extended Price
1	11850	NATULAR XRT TABLET	15	CS	4/1/25	983.14	14,747.10
		US EPA Current Label					

**Subtotal** USD 14,747.10**Order total** USD 14,747.10**Total USD 14,747.10**

