



**CITY of NOVI CITY COUNCIL**

**Agenda Item J  
October 12, 2015**

**SUBJECT:** Approval to enter into Oakland County Cooperative Invasive Species Management Area Memorandum of Understanding and authorization to submit letter of commitment for grant under the 2015 Michigan Invasive Species Grant Project (MISGP).

**SUBMITTING DEPARTMENT:**

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

The City of Novi has been offered an opportunity to enter into a Memorandum of Understanding with a number of other Oakland County entities to work toward addressing the effects of invasive species across jurisdictional boundaries. Entry into this agreement allows the City to participate, along with the other communities, in seeking opportunities for grants and other funding for activities combating the spread of invasive species.

The group is currently seeking a grant from the State of Michigan Department of Natural Resources under the 2015 MISGP program through which the City of Novi will get \$8,000, in return for a \$4,000 matching amount to be provided by the City.

If approved by the City Council, the City Manager would sign a letter of commitment for such amount.

**RECOMMENDED ACTION:** Approval to enter into Oakland County Cooperative Invasive Species Management Area Memorandum of Understanding and authorization to submit letter of commitment for grant under the 2015 Michigan Invasive Species Grant Project (MISGP).

	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				

**OAKLAND COUNTY COOPERATIVE INVASIVE SPECIES MANAGEMENT AREA  
MEMORANDUM OF UNDERSTANDING**

**AMONG**

**ADDISON TOWNSHIP  
CHARTER TOWNSHIP OF BLOOMFIELD  
CHARTER TOWNSHIP OF BRANDON  
CITY OF THE VILLAGE OF CLARKSTON  
CHARTER TOWNSHIP OF HIGHLAND  
CHARTER TOWNSHIP OF INDEPENDENCE,  
CITY OF KEEGO HARBOR  
CLINTON RIVER WATERSHED COUNCIL  
MICHIGAN NATURE ASSOCIATION  
NORTH OAKLAND HEADWATERS LAND CONSERVANCY  
CITY OF NOVI  
OAKLAND COUNTY CONSERVATION DISTRICT  
OAKLAND COUNTY INTERMEDIATE SCHOOL DISTRICT  
OAKLAND COUNTY PARKS AND RECREATION COMMISSION  
CHARTER TOWNSHIP OF ORION  
OAKLAND TOWNSHIP PARKS AND RECREATION COMMISSION  
THE ROAD COMMISSION FOR OAKLAND COUNTY  
ROSE TOWNSHIP  
CHARTER TOWNSHIP OF SPRINGFIELD  
THE STEWARDSHIP NETWORK  
CHARTER TOWNSHIP OF WATERFORD  
WEST BLOOMFIELD PARKS AND RECREATION COMMISSION**

This Memorandum of Understanding (MOU) is made and entered into by and among the entities listed above, which are collectively referred to in this MOU as the “Parties” or individually as a “Party.”

In 2014, certain above-listed Parties entered into an Oakland County Cooperative Invasive Species Management Area MOU. The Parties desire to terminate the 2014 MOU and enter into this MOU.

Parties to this MOUR may include local, federal, or tribal units of governmental, nonprofit organizations, and universities.

**I. PURPOSE:**

The purpose of this MOU is to establish and document an organizational framework of collaboration and cooperation between the Parties to work toward addressing the effects of invasive species across jurisdictional boundaries.

## **II. ESTABLISHMENT OF THE OCCISMA:**

The Parties establish the Oakland County Cooperative Invasive Species Management Area (“OCCISMA”), which encompasses properties that are operated and managed by the Parties and the combined geographical boundaries of all the townships, cities, and villages that are Parties to this MOU.

## **III. STATEMENT OF MUTUAL INTENT, BENEFIT AND INTEREST:**

The Parties to this MOU are presently encountering invasive species control issues on lands within the OCCISMA and have a mutual intent to undertake and/or coordinate certain actions to address such issues, including but not limited to the following:

- Administering programs for purposes of controlling and preventing the spread of invasive species;
- Education and outreach programs regarding invasive species and management methods; and
- Applying for grant funding to support the above. Collaborative projects involving several governmental units and/or organizations have a higher likelihood of receiving funding than projects involving a single government unit or organization.

The Parties agree that it is to their mutual benefit and interest to work cooperatively to inventory, monitor, control, and prevent the spread of invasive species across jurisdictional boundaries within the OCCISMA. This cooperative effort will achieve better management of invasive species while improving working relationships between the Parties and the public.

## **IV. STEERING COMMITTEE:**

The OCCISMA Steering Committee (the “Steering Committee”) is established and shall consist of one (1) representative from each Party. The Steering Committee representative shall be appointed by the governing body of each Party prior to the first Steering Committee meeting and each representative shall have one vote.

By majority vote, the Steering Committee may amend this MOU to allow additional parties to join the OCCISMA and be signatories to this MOU

The Steering Committee may also appoint, by a majority vote, ex-officio, non-voting members. The ex-officio, non-voting members must be representatives of other governmental units or non-profit organizations that share a common interest or have expertise in the areas of invasive species management.

The Steering Committee shall: (i) assist in the coordination and/or undertaking of the actions described in Section III; (ii) provide expertise and oversight to invasive species management activities within the OCCISMA; (iii) provide expertise and coordinate grant applications of or for the Parties relative to areas within the OCCISMA; and (iv) be organized and undertake such

other duties and responsibilities as set forth in Exhibit A. Exhibit A is incorporated into this MOU.

**V. GRANTS AND OTHER FUNDING:**

- A. The Steering Committee will work to identify opportunities for grant funding and other funding sources to carry out the programs, undertakings, activities, purposes and intentions of this MOU and shall assist the Parties in making applications and coordinating commitments from the Parties for matching funds relative to such applications.
- B. Each Party will decide whether to participate/join in a particular grant application or application for other funding. A Party must communicate this decision in writing to the Steering Committee. If a Party decides to participate/join in a particular grant application or other funding application, then the Party agrees to work cooperatively to contribute matching funds in reasonable proportion to the amount of funding to be expended within and for the benefit of that Party's community.
- C. Because the OCCISMA and Steering Committee are not legal entities, the Steering Committee will designate a Party as the Lead Agency (a legal entity) to apply for grants or other funding and to receive and distribute funds from grants or other funding sources. The Lead Agency shall not decide the allocation of funds among the Parties. The allocation of funds shall be set forth in the grant application/agreement or other funding agreement and, if not, the Steering Committee, by majority vote, shall allocate the funds among the Parties who participated/joined the grant application or other funding source application.
- D. Grant funds and other funding shall be used only for purposes that are allowed and intended under the grant application and any agreement or requirements issued by the funding agency or organization. All Parties shall fully and promptly cooperate and comply with all applicable grant application requirements, grant agreement requirements (including any accounting, auditing, record keeping requirements), other requirements of the funding agency or organization that are conditions of the award of the funding, and all applicable laws, rules, regulations, and ordinances.

**VI. MISCELLANEOUS:**

- A. RETENTION OF JURISDICTION. Each Party to this MOU retains primary jurisdiction, responsibility and management of lands under its ownership and jurisdiction, which may include, among other things, entering into separate arrangements to implement invasive species management activities.
- B. Each Party will, to the extent contemplated under this MOU, coordinate priorities, actions, and resources for preventing, eradicating, containing, and controlling invasive species within the OCCISMA.
- C. Other organizations are or will be involved with carrying out the purposes and undertakings implemented under this MOU, but such organizations are not parties to this MOU.

- D. NO TRANSFER OF REAL PROPERTY INTERESTS. This MOU does not transfer and does not intend to transfer real property rights that each Party has to its lands that are in the OCCISMA.
- E. PRINCIPAL CONTACTS. The principal contacts for each Party shall be the Steering Committee representative appointed by and for each Party.
- F. ADMINISTRATION OF FUNDING, CONTRACTS, PROPERTY. The manner, method, and requirements regarding the receipt, deposit, disbursement, and expenditure of funding under any grant or source of funding shall be proposed by the Steering Committee and approved by each Party's governing bodies in accordance with any applicable laws, charters, ordinances and policies and may be set forth in an amendment to this MOU. The manner, method and any requirements regarding the actions of entering into any contracts or acquiring, owning, taking custody, operating, maintaining, leasing, selling or disposing of personal property shall be proposed by the Steering Committee and approved by each Party's governing bodies in accordance with any applicable laws, charters, ordinances and policies and may be set forth in an amendment to this MOU.
- G. NON-EXCLUSIVE. This MOU is not exclusive and does not prohibit or restrict the ability, right, and option of a Party to make application for individual grants or to work cooperatively with other communities, agencies or organizations in making separate grant applications. Additionally, this MOU in no way restricts the Parties from participating with other public or private agencies, organizations, and individuals in activities, programs or projects that are similar to those undertaken by the Parties to this MOU.
- H. COMMENCEMENT & TERMINATION. This MOU is effective as of the date that all Parties have signed this MOU. A Party may terminate its participation in the MOU at any time, subject to the following: (i) A terminating Party shall provide the other Parties at least ninety (90) days advance written notice of the effective date of its termination; and(ii) if a Party has committed to provide matching funds for a grant application, grant agreement or other funding agreement, then a Party may not terminate its participation in the MOU until it pays the committed matching funds to the Lead Agency and fulfills all applicable grant or funding agreement requirements or unless a majority of the Steering Committee membership votes to allow such Party to terminate its participation in the MOU without paying its matching funds and without fulfilling the applicable agreement requirements. Terminating this MOU does not relieve a Party from complying with the requirements of an executed grant agreement or other funding agreement. This MOU shall continue in effect for so long as two or more Parties remain or until the Steering Committee unanimously votes to terminate this MOU. The 2014 MOU signed by some of the Parties to this MOU is terminated and this MOU takes precedence over the 2014 MOU.
- I. LIABILITIES. Each Party shall be responsible for the acts and omissions of its own employees, officials, and/or agents. Nothing herein is intended to waive governmental immunity provided in accordance with applicable law.

- J. AMENDMENT OF MOU. Modifications or amendments of this MOU shall be set forth in a written amendment or restatement of this MOU that has been approved by the governing bodies of all Parties and signed by its designated official. Except that this MOU may be amended, pursuant to Section IV, to add additional parties; for such amendment to be effective the additional party must sign this MOU and forward the signature page to the Steering Committee Secretary.
- K. COUNTERPARTS & ELECTRONIC SIGNING. This MOU, including any amendments, may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. In making proof of this MOU, and any amendments, it shall not be necessary to produce or account for more than one such counterpart executed by the Party against whom enforcement of this MOU is sought. Signature to this MOU transmitted by facsimile transmission, by electronic mail in portable document format (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same force and effect as physical execution and delivery of the paper document bearing the original signature.

In witness whereof, the Parties hereto have executed this MOU as of the last date written below:

*Signatures begin on the next page.*

ADDISON TOWNSHIP

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CHARTER TOWNSHIP OF BLOOMFIELD

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



CHARTER TOWNSHIP OF BRANDON

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CITY OF THE VILLAGE OF CLARKSTON

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CHARTER TOWNSHIP OF HIGHLAND

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CHARTER TOWNSHIP OF INDEPENDENCE

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CITY OF KEEGO HARBOR

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CLINTON RIVER WATERSHED COUNCIL

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

MICHIGAN NATURE ASSOCIATION

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

NORTH OAKLAND HEADWATERS LAND CONSERVANCY

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF NOVI

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

OAKLAND COUNTY CONSERVATION DISTRICT

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

OAKLAND COUNTY INTERMEDIATE SCHOOL DISTRICT

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

OAKLAND COUNTY PARKS AND RECREATION COMMISSION

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CHARTER TOWNSHIP OF ORION

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

OAKLAND TOWNSHIP PARKS AND RECREATION COMMISSION

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

THE ROAD COMMISSION FOR OAKLAND COUNTY

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ROSE TOWNSHIP

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



CHARTER TOWNSHIP OF SPRINGFIELD

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

THE STEWARDSHIP NETWORK

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CHARTER TOWNSHIP OF WATERFORD

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

WEST BLOOMFIELD PARKS AND RECREATION COMMISSION

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT A  
STEERING COMMITTEE  
ORGANIZATION**

The Steering Committee will:

- A. Elect from its membership a chairperson, vice-chairperson, and secretary at its first meeting by a simple majority vote, and establish the duties and responsibilities of each such officer. At a minimum, the duties and responsibilities of the above officers shall include the following: (1) the chairperson shall call and preside over meetings of the Steering Committee, and the chairperson shall call a meeting at his own discretion or upon the request of two or more members of the Steering Committee; (2) the vice-chairperson shall perform the above duties of the chairperson in his or her absence; (3) the secretary shall keep a written record of all meetings of the Steering Committee and official copies of any documents relating to the undertakings of the Steering Committee, and pass all such records on to any successor. In the absence of both the chairperson and the vice-president, a member of the Steering Committee shall be appointed to preside over a duly called meeting of the Steering Committee upon a simple majority vote.
- B. Elect from its membership such other officers as are deemed to be necessary, the necessity, duties and election of which shall be determined by simple majority vote.
- C. Intervals of such appointments shall be at the discretion of the Steering Committee.
- D. Meet at the call of the Chairperson, no less than four (4) times per year, for purposes of carrying out the activities, undertakings, programs, purposes and intentions set forth in the MOU.
- E. Share pertinent information, encourage and promote cooperation, and keep communication open and frequent so all representatives are informed on the status of the issues that may affect working relationships.
- F. To the maximum extent possible, operate by consensus with a commitment to cooperation across jurisdictional boundaries.
- G. Use the current edition of Robert's Rules of Order as a guide for conducting its meetings in an orderly, fair and efficient manner.
- H. A quorum of the Steering Committee shall be required to conduct business at any meeting. A quorum shall consist of a majority of the representatives that have been appointed to the Steering Committee by the Parties under the MOU, or in the event of a vote regarding a grant in which less than all of the Parties are contributing matching funds a quorum for purposes of deliberations and decisions concerning such grant shall

consist of a majority of the representatives appointed to the Steering Committee by such matching fund contributing Parties.

The Steering Committee will conduct activities including but not limited to:

- A. Convene meetings as necessary.
- B. Maintain records of accomplishments.
- C. Develop public relations, education, and training initiatives.
- D. Actively seek cooperators, volunteers and alternate funding sources critical to the management success of the OCCISMA.
- E. Prepare and provide to the Parties of this MOU an annual written report of project accomplishments.
- F. Encourage cooperative relationships and active participation by all Parties to this MOU and any other interested parties.
- G. Review and propose amendments and updates to the MOU, as necessary.

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## MICHIGAN INVASIVE SPECIES GRANT PROGRAM - 2015 PRE-PROPOSAL

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**Project Title:** Establishing and Implementing a Sustainable CISMA in Oakland County, MI

**Primary Applicant:** The Stewardship Network, Lisa Brush, 734-996-3190, [lbrush@thestewardshipnetwork.org](mailto:lbrush@thestewardshipnetwork.org)

**Applicant Partners:**

Addison Township\*\* - Bruce Pearson, [bpearson@twp.addison.mi.us](mailto:bpearson@twp.addison.mi.us)  
Charter Township of Bloomfield\*\* - Charles Markus, [cmarkus@bloomfieldtwp.org](mailto:cmarkus@bloomfieldtwp.org)  
Charter Township of Brandon\*\* - Kathy Thurman, [kthurman@brandontownship.us](mailto:kthurman@brandontownship.us)  
City of the Village of Clarkston\*\* - Carol Eberhardt, [eberhardtc@villageofclarkston.org](mailto:eberhardtc@villageofclarkston.org)  
Charter Township of Independence\*\* - Linda Richardson, [lrichardson@twp.independence.mi.us](mailto:lrichardson@twp.independence.mi.us)  
City of Keego Harbor\*\* - Leslie Clarke, [lclarke1@ameritech.net](mailto:lclarke1@ameritech.net)  
Michigan Nature Association\*\* - Andy Bacon, [abacon@michigannatureassociation.org](mailto:abacon@michigannatureassociation.org)  
North Oakland Headwaters Land Conservancy\*\* - Sue Julian, [land@nohlc.org](mailto:land@nohlc.org)  
Oakland County Conservation District\*\* - Patrick Costello, [costello\\_assoc@comcast.net](mailto:costello_assoc@comcast.net)  
Oakland County Intermediate School District\*\* - Al Selberg, [al.selberg@oakland.k12.mi.us](mailto:al.selberg@oakland.k12.mi.us)  
Oakland County Parks and Recreation Commission\*\* - Brittany Bird, [birdb@oakgov.com](mailto:birdb@oakgov.com)  
Charter Township of Orion\*\* - Chris Barnett, [cbarnett@oriontownship.org](mailto:cbarnett@oriontownship.org)  
The Road Commission for Oakland County\*\* - Brad Knight, [bkinght@rcoc.org](mailto:bkinght@rcoc.org)  
Rose Township\*\* - Paul Gambka, [supervisor@rosetownship.com](mailto:supervisor@rosetownship.com)  
Charter Township of Springfield\*\* - Colin Walls, [cwalls@springfield-twp.us](mailto:cwalls@springfield-twp.us)  
The Stewardship Network\*\* - Lisa Brush, [lbrush@thestewardshipnetwork.org](mailto:lbrush@thestewardshipnetwork.org)  
Charter Township of Waterford\*\* Stacey St James [sstjames@twp.waterford.mi.us](mailto:sstjames@twp.waterford.mi.us)  
West Bloomfield Parks and Recreation\*\* - Jennifer Tucker, [jtucker@westbloomfieldparks.org](mailto:jtucker@westbloomfieldparks.org)  
Charter Township of Highland\* - Rick Hamill, [rick.hamill@highlandtwp.org](mailto:rick.hamill@highlandtwp.org)  
City of Novi\* - Amanda Maynard, [amaynard@cityofnovi.org](mailto:amaynard@cityofnovi.org)  
Charter Township of Oakland Parks & Recreation Commission\* - Mindy Milos Dale, [mmdale@oaklandtownship.org](mailto:mmdale@oaklandtownship.org)

*\*\*Current OC CISMA MOU Signatory; \*Intent to sign OC CISMA MOU*

**Collaborators:**

Oakland County Water Resources Commissioner, Jim Nash  
Oakland County Economic Dev. & Community Affairs, Jim Keglovitz, [keglovitzj@oakgov.com](mailto:keglovitzj@oakgov.com)  
SEMCOG, William Parkus, [parkus@semcog.org](mailto:parkus@semcog.org)  
The Stewardship Network, Spencer Kellum, [skellum@thestewardshipnetwork.org](mailto:skellum@thestewardshipnetwork.org)  
Michigan State University Extension, Bindu Bhakta  
Michigan Department of Natural Resources, Julie Oakes  
Clinton River Watershed Council, Ann Vaara

**Focus Area:** Please identify the program area of focus for your project (limit 1).

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Regional Cooperative (FA1) | <input type="checkbox"/> Terrestrial Invasive Species (FA3) | <input type="checkbox"/> Phragmites (FA5)     |
| <input type="checkbox"/> Integrated/Novel Approaches (FA2)     | <input type="checkbox"/> Prevention of New Invaders (FA4)   | <input type="checkbox"/> Other Projects (FA6) |

**Brief Project Summary:** The OC CISMA requests \$231,000 to: develop a strategic plan to control invasives in Oakland County; fund a CISMA coordinator; treat state-priority invasives on 495 acres and 20 miles of road right-of-way. These activities will be used to leverage sustainable funding for the CISMA from the county and other sources.

**Estimated Project Cost (minimum \$25,000 – maximum \$400,000):**

Total Project Cost:     \$381,146     MISGP Request:     \$231,000    

Proposed Local Match (minimum 10% of total project cost):     \$150,146 (39.4%)    

**Match Sources:** See Attachment A.

**Proposed Project Dates (grant cycle ends October 27, 2017):**

Start date:     April 1, 2016     Completion date:     October 27, 2017    

**Rationale and Objectives:** Oakland County is located in the southeast quadrant of Southern Lower Michigan. The residents of Oakland County's 63 CVTs represent 12.45% of the population of Michigan, making it the second-most populous county in Michigan (Oakland Co – 1,237,868; MI – 9,909,877; US Census Bureau, 2014). Oakland County comprises 910 square miles, is the origin of 5 major river headwaters (Shiawassee, Huron, Flint, Clinton, Rouge) contains 88,000 acres of parkland and 1,400 lakes, rivers and streams. The county falls within the southeast Michigan interlobate region and contains a wealth of remnant natural communities and associated flora and fauna as documented by the Michigan Natural Features Inventory (MNFI). This includes 800 Potential Natural Areas (PNAs) covering over 93,500 acres, representing 16% of the total county acreage, and 104 documented Element Occurrences (MNFI online database for Oakland County). Threats to the Oakland County resource base include habitat destruction and fragmentation influenced by development and expansion of an urban population. Conservation efforts based in collaborative green infrastructure planning and implementation of public-private partnerships for land stewardship are necessary to address conservation and restoration of remnant natural areas within Oakland County. Collaborative, multi-jurisdictional approaches to the detection, prevention, and control of invasive species, and associated public education and outreach initiatives are vital to this effort, and are the subject of this grant application, which seeks to build upon the successes of past partnerships in conservation planning and stewardship implementation within Oakland County.

Southeast MI often serves as a gateway or vector for movement of invasives into surrounding, currently less-impacted areas of the state. Therefore, it is important to create sustainable CISMAs within SE MI to target EDRR species, contain large source populations, and cooperate regionally to implement mapping and management of State-identified invasive priorities. Partners within Oakland County have shown demonstrated effort toward collaborative invasive species control. In 2014-2015 19 partners (county, municipal, NGO) signed an MOU to form the Oakland County Cooperative Invasive Species Management Area (OC CISMA) with the goal of achieving efficiencies in invasive species management by lowering institutional barriers to treating invasives across jurisdictional boundaries. In 2015 OC CISMA partners are collectively spending over \$300,000 to treat invasive plants. This includes a collaborative effort to treat 22.5 miles of county road right-of-way (ROW) for 3 state-priority invasives (phragmites, knotweed, swallow wort) using \$75,000 from the Road Commission of Oakland County, as distributed to townships by the OC CISMA. In addition, CISMA-participating townships and homeowner associations have developed innovative strategies and administrative methods to inventory invasives, prequalify contractors, obtain permits, and offer residents simplified, cost-effective treatment on private properties. The OC CISMA is sharing these BMPs with other CISMAs via regional interagency meetings, webcasts, papers, and conferences, and providing technical workshops for private landowners, and lake and homeowners associations.



In 2016-17, the OC CISMA seeks to build on initial successes by: 1) increasing capacity to become a fully-established CISMA 2) devising a strategic plan for integrated detection, prevention, and control of state-priority invasive species in Oakland County while maintaining regional coordination with neighboring CISMAs and 3) coordinating and advancing current invasive control projects throughout the county. To achieve these goals the OC CISMA is requesting funding assistance to: 1) hire a part-time CISMA coordinator while the CISMA Steering Committee pursues the establishment of a permanent county funding source 2) develop a county-wide strategic invasive species management plan that using the County's Green Infrastructure Vision and MNFI PNA coverage as a framework, and references relevant state and regional invasive species control plans, watershed, forestry, wildlife, and restoration management plans, to provide a prioritized road map for future invasive management actions and 3) maintain and expand upon current phragmites, swallow-wort, and knotweed control efforts on 495 acres and 20 miles of road ROW within Oakland County, while establishing EDRR mechanisms for flowering rush, European frogbit, and Chinese yam. The proposed scope of work represents a reasonable and achievable approach to establishing a CISMA with long-term sustainability. This approach will allow the OC CISMA to strategically plan for targeted future management that encompasses state and regional invasive control priorities, while maintaining current momentum in controlling phragmites, knotweed, and swallow-wort (state hotspot) on both public and private lands, and addressing road ROWs as a major vector for spread of these species within Oakland County and the region.

**Methods:** The OC CISMA Steering Committee (OC CISMA), in conjunction with The Stewardship Network (TSN) will meet monthly to implement the scope of work outlined above. All documentation and reporting will be performed in accordance with the MISGP grant handbook during April 1, 2015 – December, 2017. OC CISMA members will attend meetings of neighboring CISMAs when practical to facilitate the exchange of information at a regional scale. A CISMA coordinator position and/ or Strategic Plan contract will be advertised and secured through competitive hiring and bidding practices by the OC CISMA and TSN, and in accordance with MISGP guidelines. Treatment priorities will focus on addressing public safety concerns; invasive vectors (roads); protected lands, high-quality natural areas, habitat critical to species of greatest conservation need; and multi-jurisdictional, public-private treatment areas. Special emphasis will be placed on sustaining public-private partnership work on swallow-wort in the NW part of the county by leveraging the OC Conservation District and NRCS Federal cost-share programs. MISIN mapping methods will be used to document invasive extents and treatments. Pre and post photo-monitoring will be used to track and assess treatment success. Chemical applications will follow MDNR/MNFI Best Control Practices by species. Permits and contractor oversight to be the responsibility of individual CISMA partners.

**Relevance:** This proposal is consistent with the goals and objectives outlined in: The Michigan Aquatic Invasive Species State Management Plan (MDEQ, 2013), Michigan's Wildlife Action Plan (2005 – current revisions), The Shiawassee and Huron Headwaters Resource Preservation Project (MNFI, 2000), The Nature Conservancy Shiawassee River Watershed Conservation Area Plan (TNC, 2009), The Oakland County Green Infrastructure Vision (2014), and references best practices promoted through several MDARD Environmental Programs.

**Deliverables:** Progress reports for the timeframe of the grant to include: number of acres and miles of ROW treated by species and treatment method, EDRR sites identified and treated, workshops and number of people contacted, publications and outreach material developed, and a list of meetings and other presentations. A 'Strategic Plan for the Management of Invasive Species in Oakland County' is also anticipated.

**Resume/Qualifications:** See Attachment B.

ATTACHMENT A -  
 OC CISMA PRE-APPLICATION BUDGET/ MATCH SUMMARY - 2015 MICHIGAN INVASIVE SPECIES GRANT PROGRAM

PRELIMINARY BUDGET OVERVIEW

PROJECT COMPONENT	AMOUNT
ON-THE-GROUND TREATMENT - OC CISMA PARTNERS (@\$8,000/ partner x 15 partners)	\$120,000
OC CISMA COORDINATOR (1000-hr PTNE @ \$25/ hr)	\$25,000
OC CISMA STRATEGIC INVASIVE SPECIES MANAGEMENT PLAN	\$25,000
ROAD COMMISION FOR OAKLAND COUNTY - ROW TREATMENT (to be split among partners)	\$25,000
STEWARDSHIP NETWORK SUPPORT/ ADMINISTRATION (capped at 10% of total ask)	\$21,000
OAKLAND COUNTY CONSERVATION DISTRICT (Private lands swallow-wort treatment)	\$13,000
EDUCATION AND OUTREACH (workshop and pub ed materials)	\$2,000
	<b>\$231,000</b>

OC CISMA PARTNER MATCH OVERVIEW

OC CISMA PARTNER	2015 MISGP MATCH	MATCH TYPE; STATUS
Addison Township	\$4,000	Cash/In-kind; plan to seek
Charter Township of Brandon Township	\$5,116	Cash/ In-kind; in-hand
Charter Township of Orion	\$10,000	Cash/ In-kind, In-hand
Charter Township of Independence Township	\$4,000	Cash/ In-kind, In-hand
Charter Township of Oakland Parks & Recreation Commission	\$4,000	In-kind; in-hand
Rose Township	\$4,000	Cash/ In-kind, In-hand
North Oakland Headwaters Land Conservancy	\$4,000	In-kind; in-hand
Michigan Nature Association	\$5,530	Cash/ In-kind, In-hand
West Bloomfield Parks and Recreation	\$12,000	Cash/ In-kind, In-hand
Charter Township of Springfield Township	\$4,000	Cash/ In-kind, In-hand
City of Novi	\$4,000	Cash/In-kind; plan to seek
City of the Village of Clarkston	\$4,000	Cash/ In-kind, In-hand
City of Keego Harbor	\$4,000	Cash/In-kind; plan to seek
Oakland County Intermediate School District	\$4,000	Cash/In-kind; plan to seek
Oakland County Parks and Recreation Commission	\$48,500	Cash/ In-kind, In-hand
The Road Commission for Oakland County	\$25,000	Cash/ In-kind, In-hand
Oakland County Conservation District	\$4,000	In-kind; in-hand
	<b>\$150,146</b>	

\*Requested Treatment Funds will address 1 or more State Priority Invasive Targets for SE MI: Phragmites, Japanese Knotweed, Swallow-wort, Flowering Rush, European Frog-bit, and Chinese Yam. Treatment that builds upon existing restoration efforts, targets outlying infestations, contains large source infestations, and/ or works across jurisdictional borders, will be given priority.

ATTACHMENT B.  
KEY RESUMES - OC CISMA PRE-APPLICATION  
2015 MICHIGAN INVASIVE SPECIES GRANT PROGRAM

Lisa Brush  
Executive Director

The Stewardship Network  
416 Longshore Drive  
Ann Arbor, MI 48104  
[lbrush@stewardshipnetwork.org](mailto:lbrush@stewardshipnetwork.org)  
734-395-4483

Lisa Brush has been leading collaborative conservation initiatives in the nonprofit environmental sector for over two decades. In her role as co-founder and Executive Director of The Stewardship Network she has engaged thousands of professionals and volunteers in identifying community and conservation needs of the 21st century and determining strategic support The Network can provide. She has managed and overseen grant projects from federal and state agencies, as well as family and private foundations. She has been involved in all aspects of organizational management including foundation/agency relationships, grant based project funding, budget tracking, contract negotiation, implementation, accountability, project reporting and staff and board development. Lisa has facilitated strategic planning sessions, focus groups, citizen task forces, community visioning sessions, and public involvement and feedback meetings with groups ranging in size from four to four hundred. Lisa emphasizes tried and true in-person methods of bringing people together augmented by the use of cutting edge online technology. Lisa serves on numerous boards of directors, has a BA in Science in Society from Wesleyan University, an MS from University of Michigan's School of Natural Resources and Environment, and is a graduate of Michigan State University's Great Lakes Leadership Academy.

Spencer Kellum  
Conservation Specialist

The Stewardship Network  
416 Longshore Drive  
Ann Arbor, MI 48104  
[skellum@stewardshipnetwork.org](mailto:skellum@stewardshipnetwork.org)  
734-531-8988

Spencer is a native of the Irish Hills, a scenic area known for rolling hills and lakes in southeast Michigan. Spencer has a wide variety of experience with conservation planning, community-based initiatives, and on-the-ground implementation of conservation projects. In his current position as Conservation Specialist with The Stewardship Network, Spencer leads a variety of strategic activities and supports numerous collaborative efforts of diverse groups and individuals. He has successfully organized, managed, and delivered federal and state grants, which included coordinating grants and contracts with local partners; tracking financial and on-the-ground deliverables; communicating with and reporting to granting agencies. In the spirit of open collaboration, Spencer has coordinated projects large and small, collaborated with federal, state, regional, local, and other groups, and facilitated large and small meeting groups. Spencer received a B.S. in Environmental Science from Saint Louis University in 2009, a M.S. in Geographic Information Systems from Eastern Michigan University in 2013, and is a 2014 graduate of Michigan State University's Great Lakes Leadership Academy. He is also a certified forest stewardship plan writer with the Michigan Forest Stewardship Program. Spencer is able to leverage these skills on behalf of environmental, conservation, and stewardship initiatives across the Great Lakes, where he has been involved in local habitat and community restoration efforts since 2005.

Emily Cord-Duthinh/ Clarkston, MI/ 248-891-5291/ [emduthinh@yahoo.com](mailto:emduthinh@yahoo.com)

#### **EDUCATION AND CERTIFICATIONS:**

**MASTERS in Environmental Management, Duke University** School of Forestry and Environmental Studies, Durham, North Carolina. September 1981.

**BACHELOR of Arts, Franklin and Marshall College**, Lancaster, Pennsylvania. June 1979. Geology major. Dean's List.

**LAKES AND STREAMS LEADERSHIP INSTITUTE**, Michigan State University. 2015  
**CONSERVATION STEWARD**, Michigan State University. December 2011.

**CERTIFIED PROFESSIONAL GEOLOGIST**, 1984 to present. American Institute of Professional Geologists.

#### **HONORS:**

-Roskopp Award from Clinton River Watershed Council, 2014

-Clarkston Community Award for Community Beautification and Preservation, 2015

-NOHLC Conservation Steward award

-Led award-winning Envirothon high school internship

#### **CAREER SKILLS AND EXPERTISE:**

**-Chair of OC CISMA.** Develop innovative strategies to lower institutional barriers to treat invasive plants across property lines in a cost effective and efficient manner. Unified 19 partners to allocate \$300,000/year to control invasive plants and prepare a MOU creating a CISMA. Collaborate with road commission, townships and other government units to create innovative approaches to treating invasives. Motivate landowners and government officials by demonstrating the impact of invasive species on property values and ecosystems. Lead education and outreach programs reaching hundreds of citizens through conference presentations, webcasts, town hall meetings, homeowner associations, riparian and lake front associations. Lead innovative demonstration workshops to teach and incentivize homeowners to treat invasive plants. Co-founded the Oakland Phragmites and Invasive Species (OPIS) Task Force. Prepare educational materials including brochures, publications, and website content. Present to numerous township trustees, the Stewardship Network conference and webcast, Michigan Lakes and Streams Institute, and MSU Lakes Monitoring Conference.

**-Board member, Conservation Steward** for the North Oakland Headwaters Land Conservancy. Prepare Baseline Environmental Assessments and Stewardship Management Plans. Lead an award-winning internship for high school students at Oakland Technical Campus, teaching classes about natural resource management and stewardship.

**-Associate Professor** at Wayne State University and Owens Community College, teaching classes in Environmental Law and Policy, and Environmental Science.

**-Geosciences Department Manager** for Harding Lawson Associates, Environmental consulting firm. Supervised and ensured quality control of work performed by 17 geosciences staff. Assisted clients with environmental site assessments and remediation under CERCLA, RCRA, ISRA/ECRA, UST. Project manager to design and implement a remedial investigation / feasibility study with a \$1.5 million annual budget to remediate soil and groundwater at two CERCLA sites in New Jersey.

**-Hydrogeologist, Environmental Consultant:** Eighteen years of progressive experience in environmental consulting in the mid-Atlantic states and Ohio.

**Brittany Lauren Bird**  
248.343.1353 (c)  
birdb@oakgov.com

## **EDUCATION**

**M.S.: The University of Florida, Gainesville FL; Department of Wildlife Ecology and Conservation;** Winter 2002 Advisor: Dr. Lyn C. Branch; 36 total credits (semester system); GPA 4.0/ 4.0

**B.S.: The University of Michigan, Ann Arbor, MI; School of Natural Resources and the Environment,** Resource Ecology and Management: Concentration in Wildlife Biology; June 1998; 120 total credits (semester system); GPA 3.6/ 4.0

## **PROFESSIONAL EXPERIENCE**

**Natural Resources Planner *Oakland County Parks and Recreation; Aug. 2006 – Present. Sue Wells, Manager of Operations.***

Responsible for the natural resources management of over 6700 acres of parkland in Oakland County, MI. Responsibilities involve the development and implementation of management plans for locally and regionally significant natural communities within the park system, serving as a liaison to local and regional conservation partners, overseeing seasonal field technicians, managing program budgets, overseeing the park system's environmental compliance program, providing contractor oversight, and providing grant application assistance.

**Technical Assistant, Environment and Ecology *Oakland County Economic Development and Community Affairs; May 2005 – Aug 2006. Bret Rasegan, Supervisor – Planning.***

Assisted the Environmental Stewardship Group in implementing environmental planning and management activities related to three main focus programs - water resources, natural areas, linked trails. Duties included interfacing with Oakland County CVT's, local conservation partners, watershed groups, and businesses for Green Infrastructure mapping and planning, serving as a County liaison to watershed groups as necessary, participating in grant project implementation, providing GIS mapping services to partners upon request, creating and delivering program-related PowerPoint presentations, designing and authoring public education materials related to program focus areas, and tracking & reporting program progress.

**Great Lakes Regional Wildlife Biologist *The Wildlife Habitat Council, Great Lakes Regional Office, Detroit, MI; Aug 2003 – May 2005.***

As the Great Lakes Regional Biologist consulted with and advised corporate property managers on land-management techniques to conserve or restore land for local wildlife. Consultant work done at sites in MI, OH, IN, IL, WI, MN. Other duties included: writing wildlife management reports and NRCS Habitat Management Leaflets, creating maps for corporate sites; developing partnerships with local community groups including schools, conservation groups; grant-writing and fund-raising; carrying out general clerical and administrative duties; and working on special projects as assigned.

# JENNIFER TUCKER, CPRP

(248) 451-1906

JTucker@westbloomfeildparks.org

## Education

Eastern Michigan University

1997 - Bachelor of Science, Park Management and Recreation

## Certification

1997- Certified Parks and Recreation Professional

2013- Certified Commercial Pesticide Applicator

## Professional Experience

12/14 – Present **West Bloomfield Parks and Recreation Commission Executive Director**

Responsible for 580 acre park system located in West Bloomfield Township which contains 25 lakes that cover over 2,800 acres. The park system is overseen by an elected Parks and Recreation Commission and contains 14 parks and facilities which include 2 historic barns, an aquatics facility, 23 various athletic fields, recreation center and an eight mile trail system.

3/1998 – 11/14 **Springfield Township Parks and Recreation Director**

Responsible for operation of a 650 acre park system located along the headwaters of the Shiawassee River that is overseen by a seven member elected Park Commission. The park system includes five parks which provide a swimming beach, fishing access, a community center, two rental houses, picnic pavilions, seven athletic fields, tennis, shuffle board and basketball courts, hundreds of acres of restored prairies, 515 acres of open hunting, and Michigan's largest, most pristine prairie fen complex (as indicated by Michigan Natural Features Inventory). Created and administer three budgets for the Parks and Recreation Department currently totaling \$945,000.00. The first millage since the forming of the Springfield Township Parks Commission in 1953 was passed in 2010. The second renewal with an extension to ten years passed by two thirds of the vote in August of 2014. Planned and administered all stewardship activities including prescribed burning, invasive removal, habitat restoration, forest stand improvement, monitoring and grant writing. Since 2005, applied for and secured over \$450,000.00 in conservation activity grant funds. Secured and administered for the Department many other grants including Clean Michigan Initiative, Community Block Development Funds, and ITC Holdings grant funding. Applied for and received a Michigan Department of Natural Resources Trust Fund Acquisition Grant. The grant application was ranked third in order of priority in the state. Oversaw recreation activities including special events and classes, totaling \$100,000.00 which covers all direct costs. Oversaw public relations and marketing for Department, including securing sponsorships for multiple programs and park projects. Created bid specifications, administer all contacts and oversee all projects. Administered four master plan processes in the past sixteen years. Was bestowed the 2014 Michigan Parks and Recreation Association Park Resource Leadership Award.

5/1997 – 3/1998 **Huron Clinton Metropolitan Authority, Kensington Metropark**

Interpreter of farm animals and agriculture for scheduled programs. Created new programs and acquired donations to fund them. Achieved Teamster status which entails the responsibility of driving draft horse teams for public rides and programs. Additional responsibilities included maintenance and health care of farm livestock and landscape. Administered program revenues to insure proper distribution of funds and revenue accountability.

**LETTER OF SUPPORT OR COMMITMENT TEMPLATE – MUNICIPALITIES/CONSERVATION ORGANIZATIONS**

Insert letter-head

Date

Ms. Kammie Fayre  
Michigan Invasive Species Grant Program Administrator  
Michigan Department of Natural Resources  
P.O. Box 30425  
Lansing, MI 48909-7925

Dear Ms. Fayre:

I am writing to convey [INSERT ORGANIZATION NAME]'s commitment to the Oakland County Cooperative Invasive Species Management Area's (OC CISMA) 2015 Michigan Invasive Species Grant Program Application as submitted by The Stewardship Network.

Nineteen partners in Oakland County, including 4 county agencies, 11 municipalities, 2 land conservancies, and 2 conservation non-profits, signed a memorandum of understanding (MOU) creating an Oakland County Cooperative Invasive Species Management Area (OC CISMA) in December 2014. This initiative received support from the Oakland County Water Resources Commission, and Michigan State University Cooperative Extension (MSUE), as well as, several additional municipalities, and private landowners in Oakland County. The OC CISMA is the first formal collaboration of local governments and conservation organizations to control invasive species within Oakland County.

Objectives of the OC CISMA

- Administering programs for purposes of controlling and preventing the spread of invasive species
- Education and outreach programs regarding invasive species and management methods
- Applying for grant funding to support the above on a county-wide basis

In 2015 the OC CISMA MOU partners are collaborating to collectively spending \$300,000 in budgeted funds to treat three terrestrial invasive plants (phragmites, knotweed, swallow wort) identified as targeted control priorities for SE MI by the Michigan Invasive Species Grant Program (MISGP) as jointly administered by MDNR, MDEQ, and MDARD. I/we fully support the objectives and work of the OC CISMA toward addressing state-identified invasive species management priorities.

As an emerging CISMA, in 2016-2017, the OC CISMA is seeking MISGP funding to increase capacity and become a sustainable, established CISMA:

1. The OC CISMA wishes to develop a strategic plan for collaborative management of invasive species in Oakland County which leverages the Oakland County Green Infrastructure Vision as a framework for prioritizing strategic detection, prevention, eradication and control efforts for state and regional-priority invasive targets.



2. The OC CISMA is seeking interim funding for a part-time coordinator position to assist the CISMA with; conducting strategic planning efforts, documenting on-the-ground control efforts, providing targeted education and outreach, garnering additional stakeholders and maintaining regional collaboration with other SE MI CISMAs, and securing commitments for a future, permanent, county-based funding source.
3. The OC CISMA seeks to continue on-the-ground management of state-priority invasive species including Phragmites, swallow-wort, and Japanese knotweed throughout Oakland County by strategically targeting satellite populations and vectors of spread for chemical control; and through outreach and education targeted toward emerging invasives including flowering rush, Chinese yam, and frogbit.

MISGP grant funds to prepare a strategic plan, fund a CISMA coordinator position, and further on-the-ground management efforts, are essential to fully establish the OC CISMA and render it fiscally sustainable.

I/we fully support the past accomplishments and future vision of the OC CISMA to address state-identified invasive species management priorities, and endorse their 2015 MISGP Application which seeks 2016-2017 funding to prepare a strategic plan and secure a part-time coordinator resource.

**LETTERS OF COMMITMENT PLEASE ADD:**

To this end [INSERT ORGANIZATION NAME] is committing the following: \$XXXX in budgeted funds for treatment of XX targeted invasive species over XX acres, and/ or \$XXXX in in-kind staff time and materials over the term of the MISGP 2015 grant cycle (April 2015 – October 2016).

Sincerely,

Name

Title

Date