



**CITY of NOVI CITY COUNCIL**

**Agenda Item: D  
May 19, 2014**

**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 *(M.J.)*

**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 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, 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 at Fall for 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 population/25% for total square miles). This year the City's reimbursement will be \$8,249.42, which is \$388.71 less than the amount received in 2013 and represents approximately 57% 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 Fischer				

	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 \_\_\_\_\_, 2014, 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

**2014 PROCEDURES FOR REIMBURSEMENT FROM  
THE WEST NILE VIRUS FUND**

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

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

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

1. In order to obtain reimbursement for eligible expenses from the West Nile Virus Fund, each CVT shall submit the following to the address above:
  - a. **PLAN - Due by May 2, 2014:**  
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 August 1, 2014:**  
A resolution authorizing the reimbursement request adopted by the CVT's legislative board or council.
  - a. **INVOICES - Due by September 12, 2014:**
    - i. Documentation of actual cost borne by the CVT in conjunction with the project plan.
    - ii. List of inventory, if any, including product name/type, quantity, expiration date and distribution plan.



OAKLAND COUNTY EXECUTIVE L. BROOKS PATTERSON

HEALTH DIVISION

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

April 8, 2014

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

RE: West Nile Virus Reimbursement 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 2014 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

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

KF/dg

cc: Matt Wiktorowski, Field Operations Senior Manager  
Howard Aube, DPS



March 17, 2014

**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 Wrobel

Laura Marie Casey

Gwen Markham

Interim City Manager  
Victor Cardenas

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

**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 16 cases of Natular XRT tablets (\$14,499.20).

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 and product invoices to your office by September 12, 2014.

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 11 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.

### **CITY COUNCIL**

**Mayor**  
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**Mayor Pro Tem**  
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Andrew Mutch

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Laura Marie Casey

Gwen Markham

**Interim City Manager**  
Victor Cardenas

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

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

cityofnovi.org

110 E IRVING PARK RD  
ROSELLE, IL 60172  
U.S.A.  
www.clarke.com  
TOLL-FREE: 800-323-5727

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



**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
0002010749	03/13/14	Chris Novak	Stephanie Rodriguez - Sales Assoc.	12/31/14

Delivery Method	Terms
United Parcel Post	Net 30 Days

Item #	Item Description	Qty Ordered	Unit Price	Extended Price
11850	NATULAR XRT TABLET US EPA Current Label	16 cs	902.00/cs	14,432.00

Freight Charge	<u>67.20</u>
Order total	<u>14,499.20</u>
<b>Total</b>	<b><u>14,499.20</u></b>

\* For your convenience we also accept Visa and MasterCard

\*\*\* Please Note: Clarke will charge applicable sales taxes unless a valid exemption certificate is faxed to us at: 630-672-7439

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