



**CITY of NOVI CITY COUNCIL**

**Agenda Item J  
August 8, 2011**

**SUBJECT:** Approval of Resolution seeking reimbursement from Oakland County for expenses associated with the annual Mosquito Control Project (estimated at \$7,600).

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

**CITY MANAGER APPROVAL:** *RJK*

<b>EXPENDITURE REQUIRED</b>	<b>\$19,000 (Per Plan)</b>
<b>AMOUNT BUDGETED</b>	<b>\$550,000</b>
<b>LINE ITEM NUMBER</b>	<b>210-211.00-872.000 (Storm Sewer Maintenance General Account)</b>

**BACKGROUND INFORMATION:** Department of Public Services staff continues to work with Oakland County Health Division officials to identify mosquito habitats to prevent the West Nile Virus. By participating in the County’s program, the field Operations Division has been effectively treating catch basins and standing water areas with chemical pesticide briquettes. The briquettes are distributed twice a year (March and August); each application is effective for 150 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 awareness on Channel 13, the City’s website, homeowner association newsletters/meetings, and Fall for Novi.

The Oakland County Board of Commissioners has approved this year's reimbursement for West Nile Virus expenses incurred by cities, towns and villages (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 \$7,600 – down from \$11,500 last year.

**RECOMMENDED ACTION:** Approval of Resolution seeking reimbursement from Oakland County for expenses associated with the annual Mosquito Control Project (estimated at \$7,600).

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Fischer				
Council Member Margolis				

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



## RESOLUTION

### Authorizing West Nile Virus Fund Expense Reimbursement Request

#### City of Novi Oakland County, Michigan

#### CITY COUNCIL

**Mayor**  
David B. Landry

**Mayor Pro Tem**  
Bob Gatt

Terry K. Margolis

Andrew Mutch

Dave Staudt

Justin Fischer

Wayne M. Wrobel

**City Manager**  
Clay J. Pearson

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

**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 habitat eradication, mosquito larviciding or focused adult mosquito insecticide spraying; and,

**Whereas**, the City of Novi will be incurring expenses in connection with mosquito control activities; and,

**Whereas**, the City of Novi is compliant with Oakland County's 2011 Mosquito Smarts Program and 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.

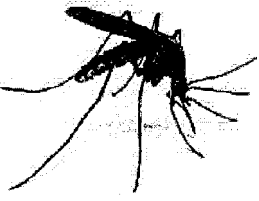
## CERTIFICATION

I, hereby certify that the forgoing is a true and complete copy of a Resolution adopted by the City Council of the City of Novi at a regular meeting held this \_\_\_\_\_ day of August, 2011.

\_\_\_\_\_  
Maryanne Cornelius, City Clerk

**Department of Public Services**  
Field Services Complex  
26300 Delwal Drive  
Novi, Michigan 48375  
248.735.5640  
248.735.5659 fax

cityofnovi.org



# Reimbursement Procedures

- **The request for reimbursement by the City, Village or Township (CVT) must include:**
  - The PLAN - A statement of the project's purpose and scope, including estimate of expenses – Keep it simple  
**(Due date: May 2, 2011)**
  - A RESOLUTION by the CVT's board or council authorizing the request for reimbursement  
**(Due date: August 31, 2011)**
  - INVOICES – Documentation of actual costs borne by the CVT in conjunction with the approved project plan  
**(Due date: September 16, 2011)**
  - NOTE: It is not necessary to re-submit the plan or project purpose with the resolution / invoices



L. BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE

Kathleen Forzley, R.S., M.P.A., Manager  
HEALTH DIVISION

Department of Health & Human Services

May 9, 2011

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 2011 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", is written over the typed name.

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

KF/dg

cc: Matt Wiktorowski, City of Novi

NORTH OAKLAND HEALTH CENTER  
1200 NORTH TELEGRAPH ROAD  
PONTIAC, MI 48341-0432  
General Information 248-858-1280

SOUTH OAKLAND HEALTH CENTER  
27725 GREENFIELD ROAD  
SOUTHFIELD, MI 48076-3663  
General Information 248-424-7000

WEST OAKLAND HEALTH CENTER  
1010 E WEST MAPLE ROAD  
WALLED LAKE, MI 48390-3571  
General Information 248-9263300



May 2, 2011

**CITY COUNCIL**

**Mayor**  
David B. Landry

**Mayor Pro Tem**  
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Clay J. Pearson

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

Ms. Julie Smith  
Oakland County Health Department  
1200 N. Telegraph, 34E  
Pontiac MI 48341-0432

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 briquettes 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 12 cases of Natular XRT tablets at a cost of \$9,618.84.

In addition to larviciding, the City promotes mosquito control activities at community events and homeowner association meetings, on cable television, on 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 16, 2011.

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  
Kathy Smith-Roy, Finance Director  
Rob Hayes, Public Services Director/City Engineer  
Jerry Tremblay, Road Asset Manager  
Howard Aube, DPS

**Department of Public Services**  
Field Services Complex  
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## PROJECT DESCRIPTION

### **CITY COUNCIL**

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For the past 8 years, the City of Novi's Department of Public Services has executed a larvicide briquette program, distributing materials into catch basins and public ponds as recommended by Oakland County. Each application is effective for approximately 180 days.

We continually promote mosquito control activities through public education, basin cleaning, and enhanced tracking of potential mosquito breeding areas.

**Department of Public Services**  
Field Services Complex  
26300 Delwal Drive  
Novi, Michigan 48375  
248.735.5640  
248.735.5659 fax

[cityofnovi.org](http://cityofnovi.org)



**QUOTATION**

B City of Novi Public Works Department (004749)  
 I Benny McCusker  
 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 Benny McCusker  
 I 26300 Delwal Drive  
 P  
 Novi, MI 48375  
 T 248-735-5640  
 O

Address ID: 000001

Quotation #	Quote Date	Salesperson	Written by	Valid to
0002006881	03/25/11	Rob Cascioli	Stephanie Rodriguez - Sales Assoc.	12/31/11

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	12 cs	801.57/cs	9,618.84

<b>Freight Charge</b>	<u>153.72</u>
<b>Order total</b>	<u>9,772.56</u>
<b>Total</b>	<u>9,772.56</u>

\* 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: 630-582-0704

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