



CITY of NOVI CITY COUNCIL

Agenda Item F
August 13, 2012

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: *[Signature]*

EXPENDITURE REQUIRED	\$14,500 (Per Plan)
AMOUNT BUDGETED	\$545,000
LINE ITEM NUMBER	210-211.00-872.000 (Storm Drain System Maintenance -- General Account)

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, (see attached photo). The briquettes are distributed annually, 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 awareness 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 \$7,600, which is the same amount received in 2011.

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 Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
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:

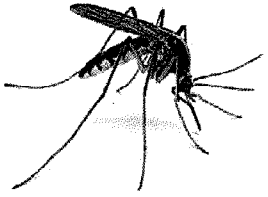
RESOLUTION DECLARED ADOPTED.

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 _____, 2012, 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



Reimbursement Procedures Due Dates

– **May 4, 2012**

- Project plan due for prior authorization

– **August 31, 2012**

- Local council or board approval for project must be submitted

– **September 14, 2012**

- All receipts, invoices, expense records

NOTE: Requests submitted after the specified due dates will not be processed for reimbursement

April 24, 2012

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

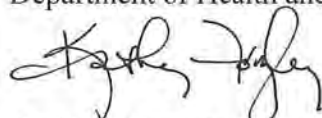
RE: West Nile Virus Reimbursement Program

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 2012 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: Clay Pearson, City Manager
Matt Wiktorowski, Field Operations Senior Manager
Howard Aube, DPS

PROJECT DESCRIPTION

For the past nine years, the Department of Public Services' Field Operations Division has executed a larvicide briquette program. The program consists of placing briquettes/tablets into catch basins and public ponds in April, 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.



April 23, 2012

VIA E-MAIL

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

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 17 cases of Natular XRT tablets (\$14,500.66).

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 14, 2012.

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

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Terry K. Margolis

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

City Manager
Clay J. Pearson

**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



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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
T Novi, MI 48375
O 248-735-5640
O 248-735-5659

S City of Novi Public Works Department
H Matt Wiktorowski
I 26300 Delwal Drive
P
T Novi, MI 48375
O 248-735-5640

Address ID: 000001

Quotation #	Quote Date	Salesperson	Written by	Valid to
0002008338	04/18/12	Rob Cascioli	Stephanie Rodriguez - Sales Assoc.	12/31/12

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	17 cs	849.20/ cs	14,436.40

Freight Charge	64.26
Order total	14,500.66
Total	14,500.66

* 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.

