



CITY of NOVI CITY COUNCIL

Agenda Item 1
July 22, 2013

SUBJECT: Approval of Resolution seeking reimbursement from Oakland County for expenses associated with the annual Mosquito Control Project.

SUBMITTING DEPARTMENT: Department of Public Services – Field Operations Division *RJ4* *M.W.*

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 \$8,638.13, which is more than \$1,000 greater than the amount received in 2012 and represents 58% of the total amount expended on this year's program.

RECOMMENDED ACTION: Approval of Resolution seeking reimbursement from Oakland County for expenses associated with the annual Mosquito Control Project.

	1	2	Y	N
Mayor Galt				
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 _____, 2013, 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

**2013 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 3, 2013:**
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 2, 2013:**
A resolution authorizing the reimbursement request adopted by the CVT's legislative board or council.
 - a. **INVOICES - Due by September 13, 2013:**
 - 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.



Department of Health & Human Services

oakgov.com/health

L. BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE

Kathleen Forzley, RS, MPA, Manager
HEALTH DIVISION

April 24, 2013

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 2013 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".

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

KF/dg

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

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

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



April 18, 2013

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

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.

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 (\$14,956.60).

Currently, we have 17 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 13, 2013.

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
Neyrus Nazarko, 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 10 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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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



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
0002009565	04/12/13	Rob Cascioli	Stephanie Rodriguez - Sales Assoc.	12/31/13

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	875.60/ cs	14,885.20

Freight Charge	71.40
Order total	14,956.60
Total	14,956.60

* 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