



BEAUTIFICATION COMMISSION AGENDA

CITY OF NOVI

September 13, 2023 | 6:00 PM

Mayor's Conference Room
Novi Civic Center | 45175 Ten Mile Road
(248) 347-0460

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - Jan Lach, Cindy Lang, Christen Pietraz, Laura Williams, Torry Yu

APPROVAL OF AGENDA

[September](#) 13, 2023 Agenda

MINUTES

[August](#) 9, 2023 Minutes

OLD BUSINESS

[Reinvigoration](#) of the Adopt-a-Park-Sign Program

[Fuerst](#) Park Monarch Waystation

[Discussion](#) of New Projects/Programming Options

NEW BUSINESS

[2024](#) Calendar Adoption

Entryway Grant Update

PUBLIC COMMENT

ADJOURNMENT

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk (248) 347-0456 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



CITY OF NOVI
Beautification Commission
Wednesday, September 13, 2023 6:00 pm
Mayor's Conference Room
Novi Civic Center | 45175 Ten Mile Road

Roll Call – Jan Lach, Cindy Lang, Christen Pietraz, Laura Williams, Torry Yu

Approval of Agenda

Approval of Minutes – August 9, 2023

Chair – Cindy Lang

Secretary – Jan Lach

City Liaison – Kate Oppermann

Old Business

- Adopt-a-Park-Sign Program
- Fuerst Park Monarch Waystation
- New Project/Programming Options
 - City of Novi Beautification Awards
 - Seasonal Beautification Events
(Autumnal/ Halloween décor, Holiday Lights, Garden of the Week, etc.)
 - Educational Programs (Native Plants, Foraging, etc.)
 - Bee City USA/Bee and Pollinator Focus
 - "Plant of the Month" Michigan/Midwest Native Plant Feature

New Business

- 2024 Calendar Adoption
- Entryway Grant Update

Public Comment

Adjournment

Upcoming Meetings – 10/11, 11/8, 12/13

Beautification Commission Minutes
Wednesday, August 9, 2023
6:00 pm
Novi Civic Center
45175 10 Mile Rd.
Mayor's Conference Room

Call to Order: 6:10 pm

Roll Call: Jan Lach, Cindy Lang, Christen Pietraz, Laura Williams, Torry Yu

Present: Jan Lach, Christen Pietraz, Laura Williams, Torry Yu

Absent Excused: Cindy Lang

Approval of Minutes – June 14, 2023: Moved: Williams, Seconded: Yu, Approved 4:0

Approval of Agenda: Moved: Yu, Seconded: Pietraz, Approved 4:0

Old Business:

- Reinvigoration of the Adopt-A-Park-Sign Program
 - The Commission worked on finalizing the details for the updated Adopt-A-Park-Sign Program. They plan to have all remaining paperwork revised by early October and to begin advertising the new program in the Winter/Holiday 2023 Engage Magazine and other avenues.
- Fuerst Park Monarch Waystation
 - The Commission was pleased with the work accomplished during their service project on the garden in July and would like to work on having another event in mid to late September, ideally as a community volunteer event. They also discussed potential improvements to the gardens such as the addition of early pollinator plants and making a clearer delineation between the small, planted native garden and the larger free seeded prairie/pollinator area.

New Business:

- Discussion of New Projects/Programming Options
 - City of Novi Beautification Awards

The Commission is interested in this idea but are concerned about the breadth of work it would potentially require. They will continue to discuss it or, a smaller iteration at future meetings.
 - Seasonal Events (Autumnal or Halloween decor/Holiday Lights, etc.)
 - Educational Programs (Native Plants, Foraging, etc.)
 - Bee City USA

The Commission is very interested in pursuing bee/pollinator programming. They intend to look more into the Bee City USA requirements at a future meeting as a potential project. They also would very much like to engage with other interested parties in the City to do general pollinator education like encouraging “No Mow May” and discouraging the use of chemical pesticides. potential beehive installations.

- “Plant of the Month”

Commissioner Williams suggested introducing a plant feature for native plants residents could identify or plant themselves, potentially on the cityofnovi.org, social media, or one of our other publications.

Public Comment: none

Adjournment: 7:25 pm

Upcoming Meetings: 9/13, 10/11, 11/8, 12/13

DRAFT



ADOPT-A-PARK SIGN APPLICATION

The Adopt-a-Park Sign volunteer program promotes partnerships between residents and city government to maintain and beautify our park entrance signs. Park entrance sign adopters can be individuals, neighborhood associations, community groups, school clubs, and local businesses. Volunteers will work with City staff and the Novi Beautification Commission to develop expectations and create a workplan.

The Adopt-a-Park Sign program is designed to be an opportunity for residents, businesses, and organizations to implement beautification projects involving plantings at park entrances. This program does not substitute the City of Novi's responsibility in maintaining parks. All parks are routinely inspected by the City's Parks Maintenance team. Plantings must be approved prior to purchase and installation and must not include any [known invasive species](#).

Adopt-a-Park sign sponsors will have a plaque displayed in their adopted park acknowledging their participation in the program. Applicants will receive confirmation and a certificate verifying park sign adoption upon application approval.

Completed applications can be returned to entrywaygrant@cityofnovi.org or mailed to the Novi Civic Center with attention to the Novi Beautification Commission. All projects must be reviewed by City Staff and the Novi Beautification Commission.

Park Name: _____

Application Date: _____

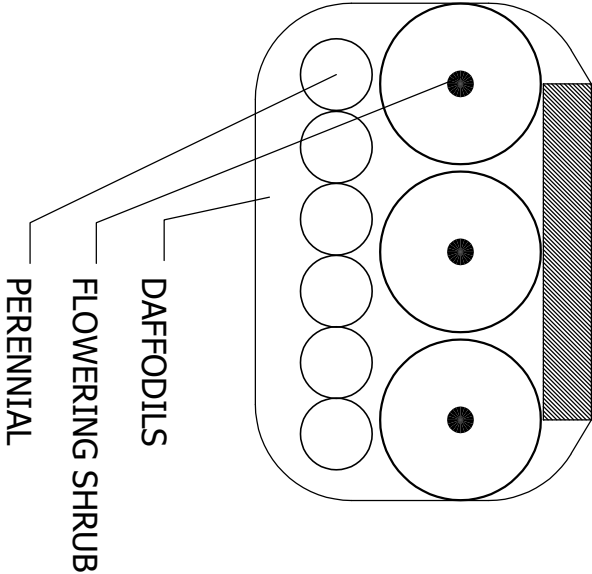
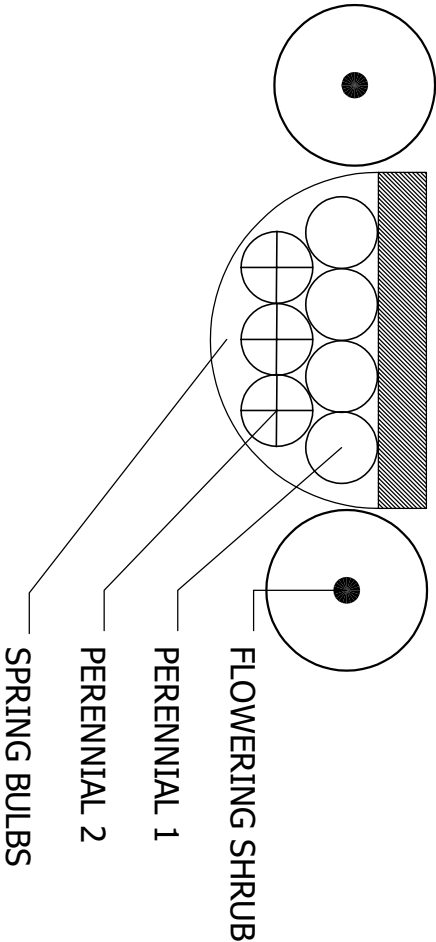
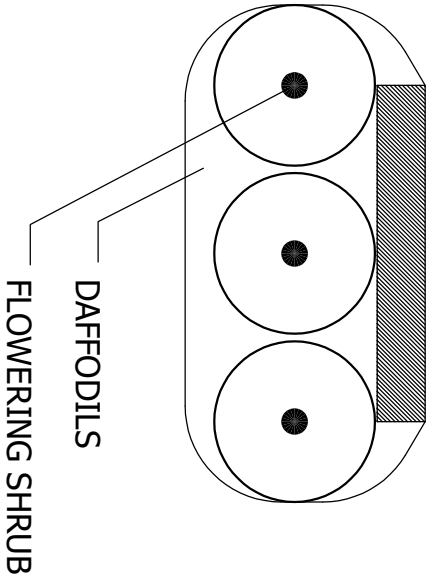
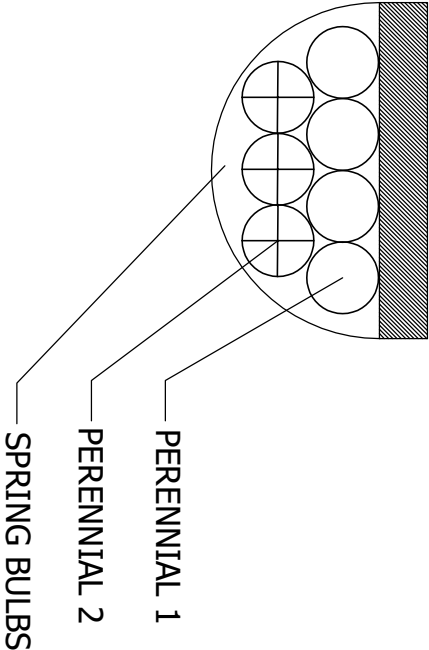
Adopting Resident/Organization Name: _____

Contact Name: _____

Contact Phone Number: _____

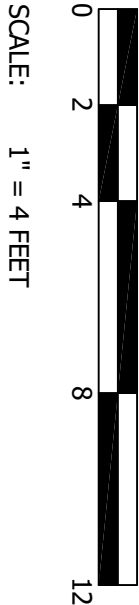
Contact Email Address: _____

Text to Appear on Commemorative Plaque at Park: _____



PROJECT: PARK SIGN CONCEPT DESIGNS
 SHEET: PROPOSED PLANTINGS

DATE:





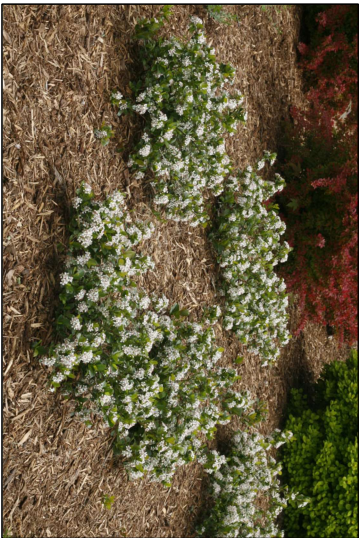
SHRUB - POTENTILLA FRUTICOSA



SHRUB - DIERVILLA KODIAK ORANGE



PERENNIAL - BLACK-EYED SUSAN



SHRUB - ARONIA LOWSCAPE MOUND



SHRUB - HYPERICUM PROLIFICUM



SHRUB - GROW LOW SUMAC



SHRUB - DOWNY ARROWWOOD VIBURNUM



PERENNIAL - SALVIA NEMOROSA

PROJECT: PARK SIGN CONCEPT DESIGNS
SHEET: PROPOSED PLANTS

DATE:

SCALE:



Parks signs available:

ITC 2

ITC trail near signals

Villa Barr

Wildlife Woods

Bosco 2

Fuerst

Ella Mae Power 2

Novi Rd Cemetery

Rotary

Knapp Cemetery

Dog Park

Ice Arena

Pavilion Shore

Lakeshore 2

Connected to subdivisions:

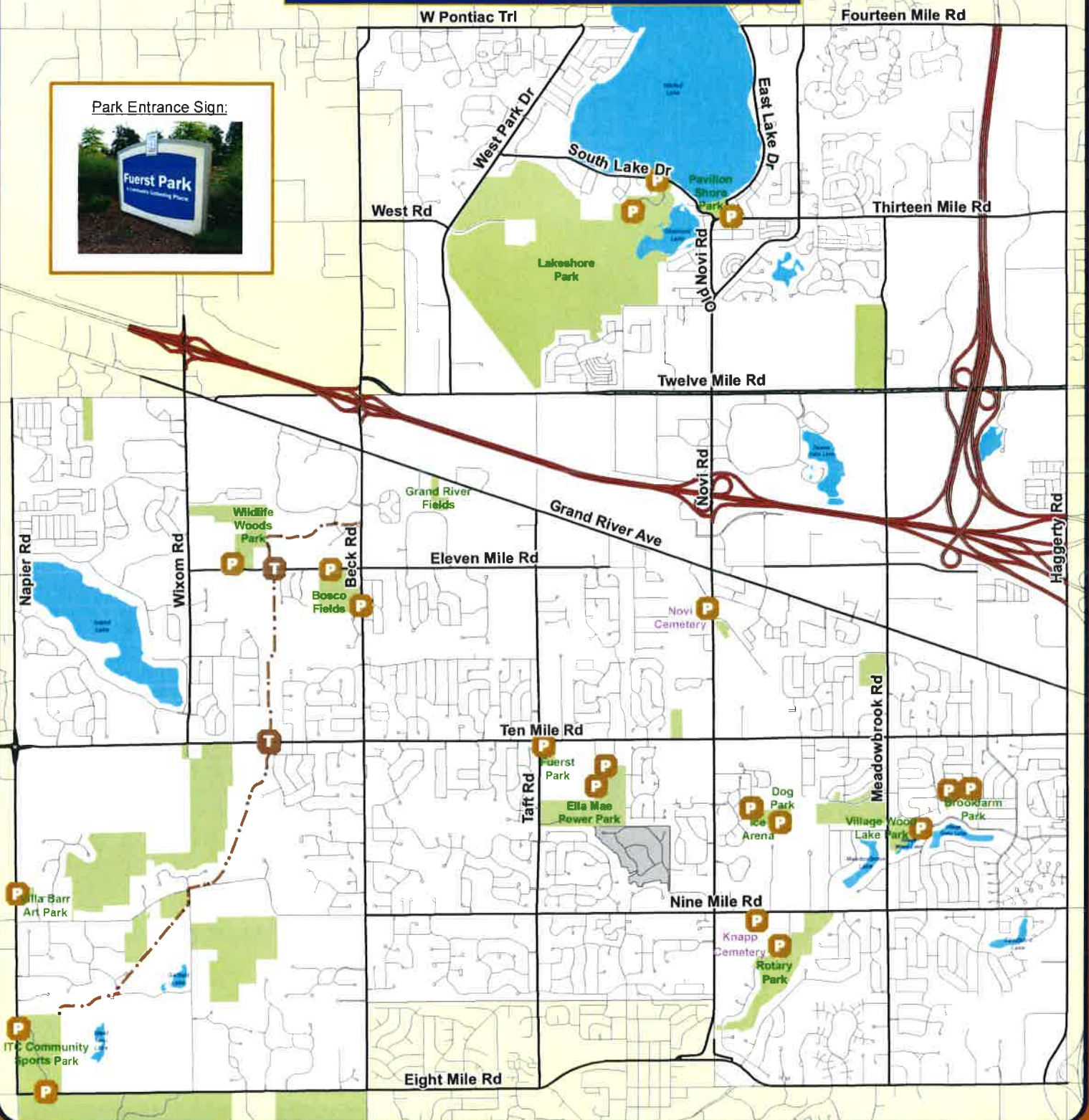
Village Wood Lake

Brookfarm

Park Entrance Signs

City of Novi, Michigan

Park Entrance Sign:



Map Author: Keri Blough
Date: February 6, 2020
Project: Park Entrance Signs
Version #: 3.0

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Map Legend

- Park Entrance Signs
- Trail Crossing
- ITC Trail
- Major Roads
- Minor Roads
- Highway
- Cemetery
- Parkland
- Lakes



City of Novi
Integrated Solutions Team
Geospatial Resources Division
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Miles
0 0.25 0.5 1
1 inch = 4,200 feet



The Plant Identification Signs following fabrication and installation by our Department of Public Works on August 29, 2023. I plan to write a full memo regarding this Beautification Commission project and sending it to City Manager Cardenas and City Council in their 9/21 or 9/28 Administrative ePacket.



MEMORANDUM



TO: BEAUTIFICATION COMMISSION
FROM: KATHERINE OPPERMANN, CITY LIASON
SUBJECT: NOTES ON NEW PROJECTS & PROGRAMMING OPTIONS
DATE: AUGUST 9, 2023

City of Novi Beautification Awards

Recommended to be based on the Dearborn City Beautiful Commission's "Standards of Excellence Awards".

- Their program involves City Beautiful commissioners, working with the Property Maintenance and Development Services Department, to appraise the city's neighborhoods looking for exemplary stewardship of residential properties. Winners are selected from among the 17 districts created by City Beautiful to ensure all parts of Dearborn are represented.
- The awardees are featured in an announcement, properties are photographed to be featured on the city webpage or a linked website (such as flicker or Google Photos), briefly interviewed if interested, and recognized in a City Beautiful ceremony at the Dearborn Administrative Center. Other residents are encouraged to take a drive to see these outstanding properties
- To implement a similar program, we would need to:
 - Determine Criteria, timing, responsibility of Commissioners in appraisal of properties (note: Dearborn has a significantly larger membership – 27)
 - Establish "districts" if wished (the voting precinct map may be a good jumping off place for this venture)
 - Engage our Code Compliance Officers to assist with affirming the good standing of given properties and possible also to recommend honorees.
 - Engage Community Relations for designing promotional materials, the award sign markers/banners. They will also be able to identify costs associated with the printing of materials.

Seasonal Events (Autumnal or Halloween decor/Holiday Lights, etc.)

Some excellent examples from neighboring communities:

- [Dearborn City Aglow, 2022 Awardees, Video](#)
- [Livonia "Haunt Your Home"](#)
- Farmington "Bootification" Award
- Farmington Ready, Set, Grow! Garden Award as part of Edible Farmington
 - Also offers a program to pick up excess produce from gardeners for donation to the local CARES program.

Educational Programs (Native Plants, Foraging, etc.)

Could be an excellent opportunity to work collaboratively with our PRCS department programs, Library programs. Tollgate Farm would be a good starting resource.

Bee City USA

Captain Theisen of the Novi Fire Department reached out to the City Managers office about the possibility of the City adding Beehives to City-Owned Building Roofs or other properties. He is also an avid beekeeper in Milford and would be interested in spearheading a project.

He also noted fellow beekeepers is creating pollinator sites throughout the City of Detroit: [Bees in the D](#)

City Manager Cardenas stated that he would be interested in pursuing such a project, especially if we also aligned it with becoming part of the [Bee City USA](#) initiative which he noted the Beautification Commission had previously been looking into.

Community Garden

Having cited the Beautification Commission's mention of a possible Community Garden our administrative leadership team recommended instead working with Tollgate Farm for such efforts.

The City is not currently interested in pursuing establishing a City-Owned Community Garden for a few reasons, especially related to maintenance and management:

1. Requires staff to register and maintain database of users and plots.
2. Disputes occur between plot holders that need to be resolved by staff (not keeping up on weeding, stealing from other plots, abandoning their area, differences of opinion on pesticides, disease spreading between plots, etc.)
3. Maintenance staff required pre and post season and clean-up of weeds, debris, and abandoned plots.
4. Need for readily available water source and restroom.
5. Vandalism and theft

They believe that Tollgate has the experience and network of volunteers to best manage a community garden. They already have one as well as a "Plant a Row for the Hungry Garden".

**Ready,
Set,
Grow!**

with the
**Farmington
Beautification
Committee**

Help us grow spaces with beauty and substance.

Our annual Beautification Awards honor Farmington's most beautiful gardens. This year, we'll also recognize sustainable, edible gardens!

Grow produce, get prizes

TO PARTICIPATE:

1. Plant an edible garden in Farmington (veggies, fruits, and/or herbs). Use your own seeds or **pick up a FREE seed packet** at the Great Farmington Cleanup, 4/24 • Care By Design.
2. Post pictures of your growing garden with the hashtag: #ediblefarmington.

Winners will be announced (with great PRIZES!) in August at the Farmington Beautification Awards. Details to come!

Feed Farmington

Extra produce from your garden? We'll pick it up and deliver it to CARES to feed our residents!

Email sarahmaridavies@gmail.com by Friday at 4pm to be included in the next weekend pickup. Please bag and mark the items on your front porch.



Watch for updates at
www.ci.farmington.mi.us

THE CITY OF FARMINGTON BEAUTIFICATION
COMMITTEE PRESENTS THE 3RD ANNUAL

Boo tification Awards

HALLOWEEN DECORATION CONTEST

**DECORATE YOUR YARD FOR YOUR CHANCE TO WIN
GREAT PRIZES! SUBMIT YOUR ADDRESS BY
OCTOBER 17! AWARDS INCLUDE: SPOOKIEST
STREET, SCARIEST HOUSE, BEST AUTUMN THEME,
AND MORE!**

**FUN HALLOWEEN DRIVE-THRU PARADE ON THE
SPOOKIEST STREET ON OCT 27 AT 7PM!**

**IF YOU DON'T SEE YOUR HOME LISTED AND WANT
TO BE SURE TO BE SUBMITTED,
EMAIL BEAUTIFICATION@FARMGOV.COM OR
SCAN THE CODE TO THE RIGHT TO ADD YOUR
ADDRESS**

**VIEW THE BOO
MAP HERE**



ADD ADDRESS HERE



WINNERS WILL BE NOTIFIED BY OCT 27



Bee City USA

An Initiative of the Xerces Society for Invertebrate Conservation

ABOUT BEE CITY USA & BEE CAMPUS USA

When people hear the word “bee” they often think of a single bee species, the European honeybee (*Apis mellifera*). However, the United States is also home to just over 3,600 native (wild) bee species such as bumble bees, leafcutter bees, sweat bees, mason bees, longhorn bees, and mining bees. Native pollinators are particularly important because they evolved alongside native plants and in many cases are the most effective pollinators — and in a few cases, the only pollinators. Pollinators are keystone species in essentially every terrestrial ecosystem on earth, assisting in plant reproduction and supporting other species of wildlife. Pollinators touch our lives in numerous ways each day, including being responsible for approximately one third of the food and drink we consume. The value of crop pollination has been estimated between \$18 and \$27 billion annually in the U.S.

Research has shown significant declines in native pollinator population sizes and ranges globally. In fact, up to 40% of pollinator species on earth may be at risk of extinction in the coming years as a result of habitat loss, pesticide use, and climate change.

Thinking globally and acting locally, Bee City USA provides a framework for communities to come together to conserve native pollinators by providing them with healthy habitat that is rich in a variety of native plants, provides nest sites, and is protected from pesticides.

As the name suggests, the focus of Bee City USA is bees, and primarily our native species. The steps that affiliates take to conserve our native bees, including creating safe habitats and hosting community events, will also help other pollinators including butterflies and moths as well as the non-native honeybee. One of the most impactful actions any affiliate can take is to encourage others to think beyond the honeybee and recognize the true diversity of bees that sustain our communities.

Joining the cities and campuses across the country rallying to protect pollinators is a great way to bring your community together to create positive change.

OUR HISTORY

Bee City USA began in Asheville, North Carolina in 2012 when founder, Phyllis Stiles, threw herself into creating a program to help communities come together to help reverse pollinator declines. Phyllis’ goal was to engage as many communities as possible in pollinator conservation. What she lacked in funding she made up for in passion, enthusiastically giving presentations and spreading awareness about pollinators and the program she had started to help them. In 2014 Bee City USA gained its second affiliate when Talent, Oregon applied.

Since then, Bee City USA has spread across the country and continues to grow as more communities learn about pollinator declines and become energized to participate in conserving these essential species. In 2015 Bee City USA expanded to college and university campuses, launching the sister initiative, Bee Campus USA. As the programs grew, Phyllis sought a home for Bee City USA and Bee Campus USA that could support them and continue to expand their reach and impact.

In 2018 Bee City USA and Bee Campus USA became initiatives of [the Xerces Society for Invertebrate Conservation](#). Established in 1971, the Xerces Society is at the forefront of invertebrate protection, harnessing the knowledge of scientists and enthusiasm of citizens to implement conservation programs worldwide.

Bee City USA Application Steps

Form a Committee

Every committee will be different but should include individuals with experience and interests that will help the committee complete the commitments. Committees generally include a mix of volunteers and city staff. The committee should have a chair or multiple co-chairs. This committee should be managed either by the affiliate (i.e. City or County) or a non-profit organization and should have a regular meeting schedule that is open to the public. See the resolution for a full list of requirements associated with the committee.

Assign Facilitation to a Local Government Body or Non-Profit Organization

Assign facilitation of the Bee City USA effort to a new or existing committee. This committee may be based in a local government or with a non-profit organization and may be an existing committee or a newly formed subcommittee.

Designate a Local Government Department as a Sponsor

Designate a local government department as the Bee City USA program and committee sponsor and an employee from that department as the Bee City USA committee liaison. The liaison may or may not serve on the Bee City USA committee, but they facilitate communications between the city, the city staff and elected body, and the Bee City USA committee as needed.

Complete the Online Application Form

Log in at https://beecityusa.org/register_beecityusa/ to create a profile and complete the online application form. Your application form will be reviewed once you indicate that it is complete and ready for review.

Complete the Draft Bee City USA Resolution

Complete the draft resolution by downloading the template and updating the areas highlighted in yellow. Upload your draft resolution to your online application for approval before submitting it to your local government.

Submit the Application and Resolution to your Local Government for Approval

Present your Bee City USA application and resolution to your local government for formal approval and adoption. Make sure you receive a scanned copy of the adopted resolution to upload to your application.

Submit you Adopted Resolution and Pay the Application Fee

Submit a scanned copy of your adopted resolution by uploading it to your online application and pay the application fee. Payment information is available once you begin your application. Once the final application, adopted resolution, and fee payment have been submitted, Xerces will notify all contacts listed on the application form of the approval of your application. Application and renewal fees are based on population size.

\$400.00 (Population 50,000 – 99,999)

RESOLUTION NO. _____

A RESOLUTION of [your city council or county commission of your city and state]
designating [your city or county] as a BEE CITY USA® affiliate.

WHEREAS, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, thanks to the more than 3,600 species of native bees in the United States, along with introduced honey bees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

WHEREAS, ideal pollinator-friendly habitat (A) is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season to provide diverse and abundant nectar and pollen, since many wild pollinators prefer or depend on the native plants with which they co-adapted; (B) is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat; (C) comprises undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering; and (D) provides connectivity between habitat areas to support pollinator movement and resilience; and

WHEREAS, Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

WHEREAS, supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

WHEREAS, [your city or county] should be certified a BEE CITY USA community because [this is optional section for you to highlight anything your community has already done or plans to do to conserve pollinators]; and

NOW, THEREFORE, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, [your city or county] chooses to support and encourage healthy pollinator habitat creation and enhancement, resolving as follows:

1. The [your city or county] [appropriate department name] Department is hereby designated as the BEE CITY USA sponsor.
2. The [appropriate position title] of [department above] is designated as the BEE CITY USA Liaison.
3. Facilitation of [your city or county]'s BEE CITY USA program is assigned to the [committee name] Committee.
4. The [committee name] Committee is authorized to and shall:

- a. **Celebration:** Host at least one educational event or pollinator habitat planting or restoration each year to showcase [your city or county name]'s commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
- b. **Publicity & Information:** Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the [your city or county name] website which includes, at minimum a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).
- c. **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, Identifying and inventorying [City or County]'s real property that can be enhanced with pollinator-friendly plantings; creating a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species; and, tracking (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
- d. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
- e. **Policy & Plans:** Establish, through the [City or County], a policy in the [Plan name] Plan of [City's or County's] Comprehensive Plan to acknowledge and commit to the BEE CITY USA designation and review the [Plan name] Plan and other relevant documents to consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
- f. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of [your city or county name]'s BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on [your city or county name]'s population.

ADOPTED by the [City Council or County Commission] of the [your city or county name, state],
this ____ day of _____, 20__.

MEMORANDUM



TO: CITY OF NOVI BEAUTIFICATION COMMISSION
FROM: KATHERINE OPPERMAN, STAFF LIASON
SUBJECT: 2024 MEETING SCHEDULE
DATE: SEPTEMBER 15, 2023

Assuming we continue our current schedule, all Commission Meetings will take place the Second Wednesday of each month from 6:00 to 7:00pm in the Mayor's Conference Room at the Civic Center unless otherwise noted.

January 10th, 2024 – Regular Meeting

February 21st, 2024 – Regular Meeting (Note, moved to 3rd week in respect of Valentines)

March 13th, 2024 – Regular Meeting

April 10th, 2024 – Regular Meeting

May 8th, 2024 – Regular Meeting

June 12th, 2024 – Regular Meeting

July 10th, 2024 – Regular Meeting

August 14th, 2024 – Regular Meeting

September 11th, 2024 – Regular Meeting

October 9th, 2024 – Regular Meeting

November 13th, 2024 – Regular Meeting

December 11th, 2024 – Regular Meeting

Should the Commission wish to arrange for a different schedule rotation (day of week, week of month, meeting time, etc.) it will need to be finalized at the September 13th meeting so as to appear accurately on the print edition of the City of Novi calendar.

Should you have any question or need to report an absence please contact the Beautification Commission Staff Liaison, Katherine Oppermann, at koppermann@cityofnovi.org or 248-347-0478.