



BEAUTIFICATION COMMISSION AGENDA

CITY OF NOVI

October 11, 2023 | 6:00 PM

Mayor's Conference Room

Novi Civic Center | 45175 Ten Mile Road

(248) 347-0460

CALL TO ORDER

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

APPROVAL OF AGENDA

[October](#) 11, 2023 Agenda

MINUTES

[September](#) 13, 2023 Minutes

NEW BUSINESS

Bee and Pollinator Focus with Fire Captain (and Beekeeper!) Mark Theisen

OLD BUSINESS

[2024](#) Programs/Projects

1. Bee City USA
2. Adopt-a-Sign Program
3. City of Novi Beautification Awards
4. Seasonal Beautification Events (Autumnal/ Halloween décor, Holiday Lights, Garden of the Week, etc.)

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, October 11, 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 – September 13, 2023

Chair – Cindy Lang

Secretary – Jan Lach

City Liaison – Kate Oppermann

New Business

- Bee and Pollinator Focus with Fire Captain (and Beekeeper!) Mark Theisen

Old Business

- 2024 Programs/Projects
 - Bee City USA
 - Adopt-a-Park-Sign Program
 - City of Novi Beautification Awards
 - Seasonal Beautification Events (Autumnal/ Halloween décor, Holiday Lights, Garden of the Week, etc.)

Public Comment

Adjournment

Upcoming Meetings – 11/8, 12/13

Beautification Commission Minutes
Wednesday, September 13, 2023
6:00 pm
Novi Civic Center
45175 10 Mile Rd.
Mayor's Conference Room

Call to Order: 6:05 pm

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

Present: Jan Lach, Cindy Lang, Laura Williams, Torry Yu

Absent Excused: Christen Pietraz

Approval of Minutes – August 9, 2023: Moved: Lach, Seconded: Williams, Approved 4:0

Approval of Agenda: Moved: Lach, Seconded: Williams, Approved 4:0

Old Business:

- Adopt-a-Park-Sign Program – The Commission aims to have this program up and running by spring of 2024. To finalize it a complete review and adjustment of the old language to match the new parameters will be necessary. Additionally, the group hopes to advertise the new program in an upcoming engage magazine in addition to social media and the city website.
- Fuerst Park Monarch Waystation – The new signs have been successfully fabricated and installed. The Commission hopes to secure regular volunteers to assist in maintaining the native garden.
- New Project/Programming Options
 - City of Novi Beautification Awards – Starting in 2024 the Beautification Commission is interested in having a local City of Novi Beautification Award program and Ceremony. This program would be nomination based and would include collaboration from Code Compliance to ensure the properties are in good standing as well as attractive. Awards would be offered for both residential and business properties recognizing those that go above and beyond in adding beauty to the community. Ideally a ceremony to honor the awardees would be held in early Autumn each year of the program.
 - Seasonal Beautification Events – The commission would like to have a small have a Social Media interactive community event encouraging residents (and businesses) to share their autumnal décor, carved pumpkins, etc. They are also interest in a larger scale project for recognizing those in the City with superb Holiday light displays in the Winter, they would like to discuss the viability and execution strategy of such a project with the City's Community Relations team. This Holiday Light program would be modelled, in part, after the "Dearborn Aglow" program.
 - Educational Programs (Native Plants, Foraging, etc.) – The group would like to focus efforts primarily on promoting programming in this field being put on by other entities such as the internal Nature-Nurture-Novu programs from the Parks division or Library programs as well as outside local partnerships like Tollgate Farm. They are interested in

- potentially hosting a plant identification course as a Commission with an outside speaker with expertise in the subject.
- Bee City USA/Bee and Pollinator Focus – the commission opted to table this topic until their October meeting when Fire Captain Theisen, who is also a Beekeeper, will be attending the meeting to discuss potential pollinator initiatives for the City.
 - “Plant of the Month” Michigan/Midwest Native Plant Feature – The Commission suggested a “good plant of the month/bad plant of the month” so as to focus both on excellent natives as well as identifying invasive species that should be removed if a resident finds it in their yards.

New Business

- 2024 Calendar Adoption – approved unanimously
- Entryway Grant Update – Application and information for the 2024 season were posted, applications will be accepted starting in January.

Public Comment: none

Adjournment: 7:10 pm

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

MEMORANDUM



TO: BEAUTIFICATION COMMISSION
FROM: KATHERINE OPPERMANN, STAFF LIASON
SUBJECT: 2024 PROGRAMS & PROJECTS
DATE: OCTOBER 9, 2023

Bee City USA

To implement:

- Review and discuss application requirements: priority items include a summary of past/existing efforts in the City that promotes or contributes to pollinator success, a native plant list, and a native plant provider list
- Review draft Resolution
- Consider future pollinator initiatives that can be part of our ongoing affiliation including Cpt. Theisen's suggestions, assessing additional areas for native pollinator focused plantings, outreach/education programs for the community.

Adopt-a-Sign

We need to finalize the language for the new application.

City of Novi Beautification Awards

At the September 2023 meeting we determined that a program could be implemented to recognize outstanding examples of beautification throughout the City. The intent is to have recognition for both Residential and Business properties. This would be on a nomination basis, but Beautification Commissioners and City Staff (particularly Code Compliance) will review all submissions.

To implement:

- Determine Criteria, timing, responsibility of Commissioners in appraisal of properties
- Create Application and language for materials
- 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.
- Engage our Code Compliance Officers to assist with affirming the good standing of given properties and possibly also to recommend honorees.

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

I am currently working with Community Relations to organize a small promotion for Autumn/Halloween to start running 10/16 as recommended at our last meeting. We will also be having an internal meeting to discuss a "Dearborn Aglow" style event for Novi and following that discussion I will bring you their feedback or have one of them attend an upcoming meeting.



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

Benefits

Bee City USA provides communities with a focal point for their efforts to conserve pollinators. Whether these are activities your city is already engaged in or a new direction, becoming an affiliate of Bee City USA is a great way to join a national network of communities committed to creating positive change.

Bee City USA Community Benefits

Ensure survival of vital animal species

Help to ensure the survival of vital animal species crucial to our planet's functioning ecosystems.

Build community locally and nationally

Bring your community together around a positive, shared cause and connect with communities across the country that have made the same commitment.

Improve local food production

Raise community awareness of how our food grows and improve local food production through expanded pollination.

Support small businesses

Support the growth of local businesses including native plant nurseries and pollinator friendly landscaping.

Address pest problems with fewer pesticides

Raise community awareness of the least toxic ways to tackle home and garden pest problems. Mobilize your community to remove non-native invasive plants to make way for locally native plants.

Heighten awareness of biological diversity

Raise community awareness of the local environment's diversity of plant and pollinator species.



Bee City USA Committee Benefits

Mailed Welcome Package With Pollinator Conservation Resources

Receive a mailed welcome package including Xerces Society books and guidelines, Bee City USA brochures and bookmarks, and a pollinator habitat sign.

Access to an Online Affiliate Portal

Gain access to an affiliate portal where you can explore a variety of resources including helpful information for creating an Integrated Pest Management plan, native plant list, and native plant supplier list. Through the portal affiliates can also interact with other affiliates using the online forum, post their events to the community calendar, and view materials to assist with outreach and education.

Custom Logo and Street Sign Artwork

As an affiliate you will receive files for a custom affiliate logo that can be used on any materials associated with your work as well as artwork for a street sign.

Access to Training Opportunities

Affiliates will be invited to attend training opportunities, workshops, and webinars on a variety of topics including Integrated Pest Management, planting to support pollinators, and outreach and education.

Support From Pollinator Conservation Experts

Gain access to Xerces pollinator conservation staff across the country. Affiliates are welcome to contact the Xerces Society for one on one support.

Recognition of Conservation Work

Affiliates of Bee City USA and Bee Campus USA gain national recognition for their work to conserve pollinators. Affiliates are listed on the Bee City USA website and can use their affiliation to promote their community's commitment to conservation. There are also opportunities for affiliates to share their work through presenting as part of webinars and writing blog posts.

Visit www.beecityusa.org to learn more.



Bee City USA

Commitments

Thinking globally and acting locally, Bee City USA provides a framework for communities to work together to conserve native pollinators by providing them with healthy habitat, rich in a variety of native plants, and free to nearly free of pesticides.

Bee City USA affiliates make commitments to conserve native pollinators, laid out in a resolution adopted by the local city council. City staff and community members work together to carry out these commitments and make their city a better place for pollinators. Incorporated cities, towns, counties, and communities across the United States are invited to make these commitments and become Bee City USA affiliates.

Bee City USA Commitments

Establish a standing Bee City USA committee to advocate for pollinators.

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 certified 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 full requirements associated with the committee.

Create and enhance pollinator habitat on public and private land by increasing the abundance of native plants and providing nest sites.

Affiliates commit to creating or enhancing pollinator habitat on public and private land each year. To assist with habitat creation and provide guidance for the community, affiliates create a native plant list and native plant supplier list. There's no need to create these materials before applying, but they should be complete by your first renewal. Guidance and examples will be provided to assist in developing each of these resources.

Reduce the use of pesticides.

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. Like the native plant list and native plant supplier list, the IPM plan should be developed over the first few years of affiliation.



Incorporate pollinator-conscious practices into city policies and plans.

Affiliates commit to establish a policy in their comprehensive plan to acknowledge and commit to the Bee City USA designation. They agree to review the 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.

Host pollinator awareness events.

Affiliates commit to host or co-host at least one pollinator awareness event each year. The focus of these events should be on native pollinators and the steps we can take to conserve them.

Publicly acknowledge Bee City USA affiliation with signs and an online presence.

Affiliates commit to display at least one sign designating their community as a Bee City USA affiliate. Xerces provides the artwork for these signs and encourages affiliates to work with local sign makers to have them printed. Affiliates also commit to maintaining an online presence where they share information about their activities as well as their native plant list, native plant supplier list, and integrated pest management plan.

Pay an initial application fee and annual renewal fee.

To sustain the Bee City USA program we require an application fee and annual renewal fees. These fees are based on population. Visit the application page to learn more about fees. Renewal fees are the same amount as the application fee.

Annually apply for renewal and report on the previous year's activities.

Affiliates commit to submitting a renewal application once they have been certified for a full calendar year. Renewals allow Xerces to monitor affiliate activities and share the great work they're doing.

Read the Bee City USA draft resolution for a complete list of commitments.

Xerces staff are available to support affiliates and provide resources to help them complete these commitments.

Visit www.beecityusa.org to learn more.



Steps for becoming a Bee City USA affiliate				
	Requirement	Action Items	Existing, Immediate, Secondary, or Ongoing Maintenance	Notes
1	Establish a Bee City USA Committee	Formally designate the city of Novi Beautification Commission the acting "Bee City USA" committee body	Existing/Immediate: Establish via resolution to "start" project	Note: must start an application and upload draft resolution for approval before it is passed at City Council
2	Create/enhance pollinator habitat on public land by increasing native plants and providing nest sites.	Assess areas in City-Owned land for additional native plantings beneficial to pollinators as well as nesting sites and hives	Existing: Fuerst Park Monarch Waystation Ongoing: TBD	Work with Cpt. Theisen on initiatives Engage PRCS/Parks Maint./DPW/IS, etc.
3	Reduce use of Pesticides	Creation and adoption of an Integrated Pest Management (IPM) Plan Utilize Xerces Society and EPA resources to develop	Secondary: should be developed in the first few years of affiliation	Will require significant collaboration with Integrated Solutions, DPW, Parks Maintenance, etc.
4	Host Pollinator Awareness Events	Commit to host or co-host at least one pollinator awareness event each year; the focus of these events should be on native pollinators and the steps we can take to conserve them.	Ongoing: One or more event each year	Work with PRCS: Nature. Nurture. Novi, Community Relations, Tollgate etc. *No Mow May
5	Incorporate pollinator-conscious practices into city policies and plans	Planting and Pesticide Reduction policies should be added, if not already present, to City Plan/Code	Secondary: should be developed in the first few years of affiliation	Will require significant collaboration with Integrated Solutions, DPW, Parks Maintenance, etc. *add consideration to awards/Grant regarding natural pest control vs Pesticide use
6	Publicly acknowledge Bee City USA affiliation with signs	Display at least one sign designating their community as a Bee City USA affiliate	Secondary: following approval by Bee City USA and City Council	Determine locations (may need to collaborate with CR, IS, PRCS) and then work with Sign Shop for fabrication and installation
7	Maintain an online presence for Bee City USA activities	Add Section to Beautification Commission page that will share information about Bee City USA activities and a native plant list, list of native plant suppliers, and IPM plan (See 3)	Secondary: Section should be added immediately post-approval, native lists should be developed as high-priority items for Commission in 1st year, IPM over first few years of affiliation	Format as drop-down box on Beautification Commission Webpage (similar to Entryway Grant drop-down)
8	Submit Application and initial fee	Online Application, to be completed by Staff Liaison \$400.00 fee (for population of 50,000 - 99,999)	Immediate: "starts" project	Note: must start an application and upload draft resolution for approval before it is passed at City Council
9	Annual Re-application and renewal fee	Submit a renewal application on an annual basis and report on the previous year's activities to maintain status. Ongoing \$400.00 fee (for population of 50,000 - 99,999)	Ongoing: Once a year (annual) renewal required	

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION DESIGNATING THE CITY OF NOVI AS A BEE CITY USA AFFILIATE

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 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 honeybees, 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, the City of Novi 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, IT IS THEREFORE RESOLVED that 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, the City of Novi chooses to support and encourage healthy pollinator habitat creation and enhancement, resolving as follows:

1. The City of Novi Manager's Office is hereby designated as the BEE CITY USA sponsor.

2. The Executive Assistant of the City Manager is designated as the BEE CITY USA Liaison.
3. Facilitation of the City of Novi's BEE CITY USA program is assigned to the Beautification Commission.
4. The Beautification Commission is authorized to and shall:
 - a. **Celebration:** Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City of Novi'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 City of Novi 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 the City of Novi'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 of Novi, 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 the City of Novi'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 the City of Novi's population.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, 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 _____, 20__, and that public notice o 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.

Cortney Hanson, City Clerk
City of Novi