



BEAUTIFICATION COMMISSION AGENDA

CITY OF NOVI

November 08, 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

[November](#) 8, 2023 Agenda

MINUTES

[October](#) 11, 2023 Minutes

NEW BUSINESS

[Community](#) Development Block Grant – Finance Director, Carl Johnson

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 wrap-up, Holiday Lights, 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, November 8, 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 – October 11, 2023

Chair – Cindy Lang

Secretary – Jan Lach

City Liaison – Kate Oppermann

New Business

- Community Development Block Grant – Finance Director, Carl Johnson
 - Motion of Recommendation to City Council

Old Business

- 2024 Programs/Projects
 - Bee City USA
 - Adopt-a-Park-Sign Program
 - City of Novi Beautification Awards
 - Seasonal Beautification Events
 - Autumnal/ Halloween décor wrap-up
 - Holiday Lights

Public Comment

Adjournment

Upcoming Meetings – 12/13,

Beautification Commission Minutes
Wednesday, October 11, 2023
6:00 pm
Novi Civic Center
45175 10 Mile Rd.
Mayor's Conference Room

Call to Order: 6:01 pm

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

Present: Jan Lach, Laura Williams, Torry Yu

Absent Excused: Cindy Lang, Christen Pietraz

Approval of Minutes – September 13, 2023: Moved: Williams, Seconded: Yu, Approved 3:0

Approval of Agenda: Moved: Yu, Seconded: Lach, Approved 3:0

New Business:

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

Captain Theisen spoke to the Beautification Commission about his activities as a beekeeper and volunteer of the “Bees in the D” organization. He believes Novi has an excellent opportunity in becoming a recognized Bee City and improving our existing garden/park areas with additional pollinator plants and adding beehives strategically through the City. Becoming a Bee City would be an environmentally conscious step for Novi and an excellent education and community relations tool. He also shared information about honeybees, their behavior, jobs, seasons, habitat needs, and how their honey can differ based on their environment and available plants.

Old Business

2024 Programs/Projects

- Bee City USA

The Commission has determined to go forward with the process of becoming a Bee City affiliate. To this end a resolution will be submitted to City Council at an upcoming meeting (presumably December, following the November election). They would like to pursue several projects going forward as part of this goal including: the installation of more pollinator gardens, the installation of bee hives and a “No Mow May” event. They also considered “Bee Here” as a potential slogan for programming related to the process.

Captain Theisen suggested that the 1st hive installation should include at least two hives that include both a brood box and super (honey storage) space. He indicated that the Beautification Commission can assume approximately \$1500 as an initial investment.

Given the presence of the current pollinator garden (the Monarch Waystation) at Fuerst Park it was suggested as a potential first site for hives. Other potential locations include: the rooftops of City-Owned buildings, Villa Barr, City greenspace, and other Parks.

- **Adopt-a-Park-Sign Program**

The Commission suggests that it be noted that native plants are preferred for any Adopt-a-Park-Sign plantings.

- **City of Novi Beautification Awards**

Due to time constraints, the Commission plans to work further on this item of business at future meetings.

- **Seasonal Beautification Events (Autumnal/ Halloween décor, Holiday Lights, Garden of the Week...)**

The Commission requested that responses to the Autumn/Halloween Social Media event be tracked.

Public Comment: none

Adjournment: 7:06 pm

Upcoming Meetings: 12/13

MEMORANDUM



TO: BEAUTIFICATION COMMISSION
FROM: SABRINA LILLA, DEPUTY FINANCE DIRECTOR
SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT
DATE: NOVEMBER 1, 2023

The City of Novi receives Community Development Block Grant ("CDBG") funds as a subrecipient of Oakland County. There are 51 other communities that participate as subrecipients of Oakland County. During October of every year, the County holds a CDBG pre-application training. During this training the County reminds it's subrecipients how to fill out the application form and provides the local communities with an estimate of funds they can expect for the upcoming program year. On average the City receives \$115,000 annually. Per County restrictions, the City can only allocate a max of 15% of its total allocation to public service activities (see the history of Oakland County's public service cap policy in box below). The City receives funding requests from organizations providing public services in September/October of each year.

Oakland County is required by the U.S. Department of Housing and Urban Development (HUD) to maintain an overall public service cap of 15%. Dating back to November 1, 1996, Oakland County was allowing participating communities to spend a maximum of 50% of its annual allocation for public service activities and still maintain the overall 15% requirement. This was possible because of the large offsetting Oakland County Home Improvement Program. The impact of the 2000 census was to eliminate the area wide benefit activities for many communities forcing more communities to now allocate funds directly to public service activities. As a result, Oakland County in 2006 changed their policy to only allow participating communities to spend a maximum of 45% of their annual allocation on public services. Because of a severe decrease in the amount of revolving loan fund (RLF) paybacks to the Home Improvement Program, the public service cap was reduced even further by Oakland County to a maximum of 30% of community allocations. Decreases in the amount of revolving loan fund (RLF) paybacks to the Home Improvement Program as well as a 17% reduction in federal funding in PY 2011, caused the public service cap to be reduced even further by Oakland County to a maximum of 15% of community allocations. With the addition of the City of Pontiac to Oakland County's list of participating communities, the public service cap was increased to a maximum of 30% of community allocations. This continued to be the allowed allocation limit for the last 10 plus years. **In the current year, the City was notified, the public service cap has been lowered back down to 15%.** The public service category allows the City of Novi to fund programs and services such as Youth Assistance and HAVEN.

Public Services: A public service would be that which is not capital in nature but provides a service to a moderate to low-income individual. Examples include, but are not limited to, homeless programs, senior services, services for persons with disabilities, legal services,

youth services, transportation services, substance abuse services, domestic violence services, employment training, crime awareness/prevention, fair housing activities, child care services, health services, services for abused and neglected children, mental health services, screening for lead poisoning, subsistence payments, rental housing subsidies, neighborhood cleanups, foodbanks, housekeeping/safety and repair/yard. The City typically receives requests from Haven, Novi Youth Assistance and Hospitality House. While other organizations are free to submit a request for funding, the organization must prove they are a non-profit and the City would need to vet them with the County to ensure they are an eligible entity/program. In previous years, we have had other organizations request funds, but upon follow up with the County, they did not meet the qualifications to be a recipient of funds.

It is important to note that the public service cap is 15% of the City's total allocation. The County estimates the City will receive \$125,246. Of this amount, only \$18,786 can be allocated to public services. In addition, the County caps the number of programs the City can provide at 4 total. That means, only three public services may be funded. Another stipulation is each program must be awarded at least \$3,500.

Non-Public Services: The remaining CDBG funds that are not allocated to a public service must be used for acquisition and disposition, public facilities, and improvements and/or housing. Historically the City has used the non-public service funds for Minor Home Repair. The Minor Home Repair program provides grants up to \$5,000 (with a lifetime max of \$10,000) for eligible income households for items such as replace water heaters, garbage disposals, tubs, laundry, and kitchen faucets, repair water and waste lines, replace entrance doors, replace porch decks, stairs and handrails, reinforce porches, replace defective windows, install storm doors, replace roofs, paint interior and exterior of homes built after 1978, remove large items or large amounts of debris, repair sidewalk and driveway tripping hazards, replace wall/ceiling plaster/drywall, and dangerous tree or limb removal. Since COVID-19, the cost of projects has increased. Projects are now ranging closer to \$7,000 per project.

Recommendation: The Beautification Committee will provide a recommendation to the City Council reflecting how funds should be allocated. The CDBG application is due to Oakland County no later than December 1, 2023, at 5:00. The Commission's recommendation will be taken to the November 27th City Council meeting.

Recommended Projects			
CDBG Program Descriptions	Organization Requesting Funding	Description	2024 Agency Requests
Public Services	HAVEN	Battered and abused spouses	\$15,000
Public Services	Novi Youth Assistance	Specialized counseling and camp scholarships	\$8,000

Public Services	Hospitality House	Emergency services	\$9,950
		Sub-Total*	\$32,950
Minor Home Repair	City of Novi	Residential Repair program for Novi Residents	\$106,460
		Total	\$125,246

Agency requests, in previous years, typically mirror actual awards from the previous year. For Program Year 2024, we spoke with the requesting organizations and suggested they should request funds they believe they can use. They did not need to limit their requests to the level of funding from the prior year but should request the funds they believe they can utilize. Unfortunately, all requests were provided before the County notified the City of the reduced public service percentage allocation. Each request must be reduced in order to stay within the County guidelines.

Nove Youth Assistance: The mission of NYA is to strengthen youth and families and to reduce the incidence of delinquency, abuse, and neglect through community involvement. NYA uses CDBG funding to offer scholarships to the Novi community. Scholarships are provided for (but not limited to) youth camps, tutoring, and drivers' education.

Hospitality House: Hospitality House Food Pantry offers food assistance to all of Oakland County. Novi is the third largest city from which their clients originate. Year to date, 138 unique households in Novi have been assisted.

HAVEN Guidelines for CDBG Communities: Beginning with the 2007 Program Year, Oakland County now contracts directly with HAVEN as a sole source provider on behalf of participating communities. In the past, each community would contract individually with HAVEN. The contract duration period will be one year and at the end of the contract period, any community balance will be expended for the 24-hour crisis hotline. HAVEN provided program services to 114 individuals and 148 crisis calls were received from families within the City of Novi. The cost to provide services to Novi residents far exceeds the funding request.

Minor Home Repair Program: The City contracts out the administration of its Minor Home Repair program. City staff are not experts in what it takes to administer the CDBG program and therefore, it has been more cost effective to contract the administration. The City currently holds the minor home repair contract with McKenna Associates. Due to the COVID pandemic, there was a delay in starting projects as well as finding contractors to do the work; however, we are starting to see less of an issue as of late. There is currently not a wait list for funds. In fact, in order to increase interest in the program, the City included an advertisement in the City's newsletter, Engage. The advertising worked and McKenna has received much interest in the program.

The table below reflects funding levels for the Minor Home Repair program since 2020. In prior years the average minor home repair cost approximately \$1,000 to \$5,000 per unit. Since the COVID pandemic and the increase in inflation, we are seeing those costs increase with projects ranging from \$3,000 to \$7,000. We anticipate the need for the Minor Home Repair program to sustain throughout the 2024 grant year.

CDBG Program	Description	2020 CDBG Funding Allocation	2021 CDBG Funding Allocation	2022 CDBG Funding Allocation	2023 CDBG Application Allocation	2024 Committee Recommendation
Minor Home Repair	Residential repair program	\$100,569	\$100,603	\$102,603	\$91,032	\$xx,xxx

Area-wide Benefit Map: Enclosed with this packet is the current area-wide benefit map as provided by Oakland County which reflects the Program Year 2023 low/moderate income block groups from the U.S. Department of Housing and Urban Development. The [Recommended Projects](#) for 2023 do not include any area benefit type projects such as parks, streets or sidewalk improvements. The projects are strictly city-wide individual income-qualified type projects such as minor home repair or direct benefit projects such as public services which are not dependent on location.

Novi Community Development Block Grant History: Since 2002, the City of Novi has received and **successfully managed over \$2,655,827** in CDBG grant funds.

The deadline to submit CDBG applications to Oakland County is typically mid-December.

	Recommended	Application	Awarded	Awarded	Program Year								Awarded	Awarded	Total
					Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded			
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2002-2011			
Minor Home Repair	91,032	102,603	100,603	100,569	\$ 104,030	\$ 74,345	\$ 84,626	\$ 74,126	\$ 84,481	\$ 77,505	\$ 77,654	\$ 786,577	\$		1,758,151
Novi Youth Assistance	-	8,000	-	8,000	-	18,562	10,000	10,000	8,000	8,000	8,000	67,724			146,286
NYA - Child Care Services	9,950	-	8,000	-	15,000	-	-	-	-	-	-	-			32,950
Haven	15,000	13,000	15,000	16,000	8,000	7,900	6,000	6,500	6,000	6,000	6,000	53,460			158,860
Transportation	-	-	-	-	-	-	-	10,000	-	-	-	115,000			125,000
Senior Services	-	-	-	-	-	-	-	-	-	-	-	14,000			14,000
Mobile Home Repair	-	-	-	-	-	-	46,407	-	-	-	-	-			46,407
Emergency Services	9,950	9,900	9,900	7,000	3,500	5,400	-	-	-	-	-	-			45,650
Public Services*	-	-	-	-	-	-	-	-	-	-	-	328,523			328,523
	125,932	133,503	133,503	131,569	130,530	106,207	147,033	100,626	98,481	91,505	91,654	1,365,284	\$		2,655,827

*The public service was not specifically identified



HAVEN
LIVE WITHOUT FEAR

September 29, 2023

Ms. Sabrina Lilla
City of Novi
45175 W 10 Mile Rd
Novi, MI 48375-3024

Dear Ms. Lilla:

Violence in families is everywhere, crossing racial, ethnic, cultural, social, and economic boundaries. The impact of this violence invades our schools, places of worship, offices, businesses, factories, and throughout our neighborhoods.

Since 1982, HAVEN has been dedicated to building violence-free communities where everyone can live without fear. HAVEN maintains a 24-hour emergency shelter exclusively for domestic violence victims and their children and sexual assault survivors who are afraid to stay in their own homes. HAVEN offers counseling and education that help families stop the violence, begin the process of healing, and create the hope that their future will be free from abuse. The agency steps out into the community – over the phone, in courtrooms, police stations, hospitals, schools, the workplace, and at community meetings – to provide crisis intervention and education to help victims and families prevent violence in future generations. HAVEN staff manage a Personal Protection Order Office exclusively for victims of domestic violence and sexual assault located in the Circuit Court system, helping victims with the creation and filing of Personal Protection Orders, at no charge, as the first step in their safety plan.

HAVEN, through its comprehensive work, serves to break the silence that has kept the crimes of domestic violence and sexual assault behind closed doors. This silence has only served to allow these crimes to flourish. From July 1, 2022 through June 30, 2023, 114 individuals were seen within our programs and 148 crisis calls were received from families in the City of Novi who took the first step to break their own silence by contacting HAVEN.

Our agency is again reaching out to you for support of our work with an even greater need as we assume the burden of increased clientele and additional staff to maintain these vital services. We ask that you continue to support these families through a Community Development Block Grant of 1\$5000 for fiscal year 2024. Please remember the federal government presumes that domestic violence victims are considered to be low-income and therefore qualify for inclusion in block grant public service requests.

HAVEN looks forward to the opportunity to meet with you this year to provide further information on this request and answer any questions you may have. In the meantime, if you wish to speak with me, I can be reached at (248) 334-1284, Ext. 305, or you may contact our Administrative Assistant, Taylor Budnar, 303.

Sincerely,

Patricia Hoskins
Director of Quality Assurance and Administration
phoskins@haven-oakland.org



2022-2023 HAVEN

HAVEN Program Name	Cost Per Client	Notes
<u>Residential</u> Emergency shelter for victims of domestic violence and their children. Services include: Room and board, food, clothing, transportation, counseling and advocacy.	\$2,595	(30 day avg. stay)
<u>Counseling Program</u> Individual, group and parent/child counseling for adult victims, children and teens who have witnessed or experienced domestic violence, sexual assault or child abuse.	\$470	
<u>Advocacy</u> Court Advocacy for domestic violence and child abuse victims who go to court. Immediate response for victims at the hospital or police station after an assault.	\$420	
<u>START Program</u> Sexual assault forensic examination, medical and emotional support.	\$1,065	
<u>Crisis and Support Line</u> 24/7 hotline providing callers with crisis intervention, support, understanding, and resources/referrals to other agencies when necessary.	\$125	(per 15 minute call)
<u>Personal Protection Orders</u> Staff provides assistance to victims of domestic violence and stalking with the PPO process.	\$166	



Novi

Strengthening Families
Through Community Involvement

NOVI YOUTH ASSISTANCE

September 12, 2023

Housing and Community Development Committee
City of Novi
45175 Ten Mile Rd.
Novi, MI 48375

Dear Committee Members:

There are risk factors which can increase the likelihood of negative outcomes on a young person, and there are protective factors that *reduce* the likelihood of negative outcomes.

The Novi Youth Assistance Scholarship program exposes Novi youth to protective factors. The program offers financial assistance for skill-building and enrichment programs to youth in low income families. By participating in the programs and services that our scholarships help families to afford, our youth have the potential to be exposed to the following protective factors (www.ojjdp.gov):

- Prosocial opportunities/opportunities for participation/availability of neighborhood resources
- Presence and involvement of caring/supportive adults
- Involvement with positive peer group activities and norms
- Healthy/conventional beliefs and commitment to community and school

It is the mission of Novi Youth Assistance to strengthen youth and families and to reduce the incidence of delinquency, abuse and neglect through community involvement. Novi Youth Assistance has been fortunate to be able to offer the Scholarship program to the Novi community through CDBG funds since 1994. Continued CDBG funding is vital for this program to continue to serve our most vulnerable youth.

Novi Youth Assistance respectfully requests that the committee members consider granting Novi Youth Assistance \$8,000 for the Youth Services program in the 2024 budget year.

Sincerely,

Greg Cocke

Greg Cocke

Chairperson, Novi Youth Assistance

The Circuit Court Family Division for the County of Oakland does not discriminate on the basis of disability in admission or access to its programs, activities, or services required by Title II of the Americans with Disabilities Act of 1990. The Circuit Court Family Division is an Equal Employment Opportunity Employer.

OFFICE

Novi Youth Assistance
24062 Taft Road
Novi, MI 48375

TELEPHONE

(248)675-3089

WEBSITE

[ecec.novi.k12.mi.us/
programs/novi-youth-
assistance](http://ecec.novi.k12.mi.us/programs/novi-youth-assistance)

SPONSORED BY

Oakland County Circuit Court
Family Division
City of Novi
Novi Community Schools

**PROFESSIONAL
COUNSELING TO YOUTH
AND THEIR FAMILIES**



Hospitality House *food pantry*

P.O. Box 284
2075 E. West Maple Rd., Ste. B204
Commerce Twp, MI 48390

Phone: 248-960-9975
www.hhfp.org

October 10th, 2023

City of Novi
c/o Sabrina Lilla
45175 Ten Mile Rd
Novi, MI 48375

Re: 2024 Community Development Block Grant

Dear Ms. Lilla

On behalf of Hospitality House Food Pantry, I would like to request that a minimum of \$9,950 in Community Development Bloc Grant funding be awarded to help the pantry continue to provide food assistance to the low-income residents of the City of Novi.

Year to date, Hospitality House has distributed 71,921 pounds of food to 138 unique households in Novi consisting of 354 unique individuals. This figure has a dollar value of \$138,088.32. Of the nearly 100 municipalities we serve, Novi is the third largest city from which our clients originate. Each client receives approximately 61 pounds of food per visit from the pantry. Each month, we allow families with incomes below 200% of the federal poverty level to come in and 'shop' our pantry, selecting food that best meets their family needs.

Hospitality House Food Pantry not only serves Novi but all of Oakland County and never turns away anyone seeking food assistance. From January 1st of this year to October 9th, Hospitality House served 1,355 unique households consisting of 3,324 individuals who visited the pantry a total of 10,536 times. These households were supplied with a total of 651,940.8 pounds of food during this time period, for an average of 61 pounds per visit.

In addition, Hospitality House has several other programs to assist those who are struggling. From our Weekend Food Program that provides food to students over the weekend, to a collaborative pantry serving exclusively veterans of our Nation's armed services.

Hospitality House is a diligent steward in the use of its resources; acquiring food at no or low cost and primarily utilizes volunteers to man its operations. These savings are passed on directly to program beneficiaries who receive services at no cost.

Hospitality House is a 501 (c) (3) organization, licensed by the State of Michigan, and has in the past received CDBG funding from the City of Wixom and the City of Novi. Thank you for considering our agency Hospitality House, as a vital service to the low-income residents of the City of Novi. If you have any questions about the organization regarding this proposal, you can contact Susan Erspamer at (248) 960-9975.

Sincerely,

Susan Erspamer
Executive Director



Hospitality House *food pantry*

P.O. Box 284
2075 E. West Maple Rd., Ste. B204
Commerce Twp, MI 48390

Phone: 248-960-9975
www.hhfp.org

Project Description:

Hospitality House is a “client choice” food pantry that serves all of Oakland County. “Client choice” means that the pantry is set up like a small grocery store and clients can go through and “shop” for their family, selecting the items that meet their family’s needs, within the established quantity guidelines based on family size. Hospitality House provides a wide range of foods, including cereal, fruit juice, canned fruits and vegetables, pasta, rice, canned meat and fish, frozen foods, and baked goods. We also offer a variety of fresh vegetables, fruits, meats, dairy products, and bread. Clients can select food from the pantry once every two weeks.

Project Management and Administration:

Hospitality House’s Executive Director Susan Erspamer, Operations Manager Raymond Sherlock, and Grant and Development Manager, David Cipriano, have primary responsibility for the operations of the pantry, including intake procedures, record-keeping, and reporting. Oversight is provided by Hospitality House’s Board of Directors.

During the intake process, clients are screened to ensure that their household income does not disqualify them from receiving services that are funded by federal funds. We record the mailing address of every client, as well as the city or township of residence. Relevant demographic information, such as age, race/ethnicity, and gender, is also recorded for every member of the household. All of this information is stored in the Link2Feed database. Every time a client visits the pantry, the quantity of food provided in pounds is recorded. This makes it possible for Hospitality House to quickly and precisely report how many pounds of food were distributed to individuals who live within the borders of Novi, as well as the various incomes, racial, and other breakdowns that Hospitality House is required to list on its Direct benefit Activity Report.

Capability:

Hospitality House is a sizeable organization with a strong record. We also have a dedicated, well-trained group of approximately 50 volunteers who regularly work in the pantry distributing food to clients, as well as over 400 unique volunteers from local schools, churches, businesses, and community organizations that assist on a more irregular basis. The pantry has a ten-year lease on a warehouse/office space at 2075 E. West Maple Road, B204, Commerce Charter Township, MI 48390. Hospitality House has a perishable food storage capacity that includes 4 large walk-in freezers/refrigerators, and three upright refrigerators. In addition, Hospitality House has

relationships with a number of community partners to fight hunger in Oakland County including Gleaners Food Bank, Metro Food Rescue, USDA, US Foods, GMT, and Forgotten Harvest.

Familiarity with Community Development Bloc Grants Requirements:

Hospitality House received Community Development Bloc Grants's from the City of Wixom, and Novi in past years. We are familiar with mandatory Direct Benefit Activity Reports, the income standards for project beneficiaries and other requirements surrounding Community Development Bloc Grants. Funding from this grant will only be used to serve clients who report a household income that places them in the low/moderate income category.



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

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

WHERE TO PURCHASE MICHIGAN NATIVE PLANTS

BUY REAL MICHIGAN NATIVE PLANTS FROM LOCAL RESOURCES

The City of Novi Beautification Commission has researched the following list of native plant suppliers in Michigan, no more than 1½ hours from Novi . Please be aware that the City of Novi does not endorse or promote any business entity which produces or markets native plants or seeds, or which provides landscape design or installation services. The list of local vendors is provided for informational purposes only.

If you are a nearby vendor that carries Michigan native plants for purchase to the general public or if you know of another entity carrying such please contact the City Managers office to be added to the list.

Creating Sustainable Landscapes, LLC

24291 Homestead Ct
Novi, Michigan 48374
(734) 717-8000

Feral Floral, LLC

1509 Charlton Avenue
Ann Arbor, Michigan 48198
(734) 224-2080
matt@fera-flora.com

Designs by Nature

9874 Chadwick
Laingsburg, Michigan 48848
(517) 230-2923
info@designsbynaturellc.com

Go Grow Plant Natives, LLC

2230 Valley Hwy
Charlotte, Michigan
(517) 930-0354

Detroit Wildflower Nursery

27220 Bramwell Street
Farmington Hills, Michigan 48334
(567) 393-1902
detroitwildflowernursery@gmail.com

Keep Growing Detroit

3100 Orleans Street
Detroit, Michigan 48207
(315) 794-9565

East Michigan Native Plants, LLC

5320 S. New Lothrop Rd
Durand, Michigan 48429
(810) 333-7501
info@EastMichNatives.com

Michigan Wildflower Farm

11770 Cutler Road
Portland, Michigan 48875
(517) 647-6010
michiganwildflowerfarm@gmail.com

Native Restoration Solutions, LLC

19185 Bush Road
Chelsea, Michigan 48118
(734) 589-9704

Michiganese Natives

8820 North Lilley Road
Plymouth, MI 48170
(734) 330-7175
michnatives@yahoo.com

Wildtype Native Plant Nursery, Ltd

900 N Every Rd
Mason, Michigan 48854-9306
(517) 244-1140
info@wildtypeplants.com

Ypsilanti Native Plant Nursery, LLC

Washtenaw County, Michigan
info@ypsilantinativeplantnursery.com

NURSERIES

Ray Wiegand's Nursery
47747 Romeo Plank Rd., Macomb, MI
48044
wiegandsnursery.com

Foglers Farms
3979 N. Rochester Rd., Rochester, MI
48306
foglersgreenhouse.com

Bordine's
Rochester Hills, Brighton, Grand Blanc,
Clarkston
bordines.com

[Barson's Greenhouse | Westland
Michigan \(barsons.com\)](http://barsons.com)

[Telly's Greenhouse & Garden Center
\(tellys.com\)](http://tellys.com)

[Detroit Abloom](#)

[Purkey's Nursery – Flushing](#)

[Wescroft Gardens – Grosse Ile](#)

[Windy Rock – Manchester](#)

[Willow Greenhouse – Northville](#)

[Wild Cherry Farm – Stockbridge](#)

No Mow May

Join the buzz!

The Royal Oak City Commission voted in May 2022 and again in 2023 to support NO MOW MAY. The NO MOW MAY movement's goal is to allow grass (and dandelions) to grow to help pollinators with habitats and increase the number of bees!

Reducing mowing also saves water and helps your lawn resist draught. Learn more at beecityusa.org.

The commission was encouraged by the Bee Tweens — a group of nine middle schoolers who live in Royal Oak and are passionate about protecting the environment and taking action to help our pollinators. They have been working since the summer of 2021 to educate Royal Oak residents and decision-makers about the benefits of pollinators and how they can help.

What You Need to Know

- The decision not to mow your lawn is voluntary.
- Residents who participate will not receive notices from code enforcement for the month of May only.
- If you choose to participate, can pick up a sign for your lawn at City Hall. The signs will be available for \$5. (The signs are weather resilient and can be used year after year.)

The Bee Tweens are sponsored by the Environmental Advisory Board (EAB). One of the goals of the EAB is to communicate great initiatives born from the EAB such as the [Sustainability and Climate Action Plan \(S-CAP\)](#), the Royal Oak Community Garden and the Bee Tweens.

IN THE NEWS:

- [Royal Oak encourages residents to join No Mow May](#)
- [Royal Oak middle schoolers lead No Mow May initiative](#)



City of Novi
Facilities & Parks Management
Integrated Pest Management Policy

The Natural Resources and Environmental Protection Act, Act 451, Part 83, Pesticide Control and Regulation 637, Pesticide Use has certain requirements when making a pesticide application in schools, day care centers, public buildings, or health care facilities. Those requirements include, but are not limited to:

- A verifiable Integrated Pest Management (IPM) program shall be in place prior to making a pesticide application in schools, day care centers, public buildings, or health care facilities. Each building that is treated with a pesticide must have a verifiable IPM program. Note that the Michigan Department of Agriculture and Rural Development (MDARD) interprets the Act to require that a verifiable copy of the IPM program be located at the school, day care center, public building, or health care facility, whether a physical or electronic copy. The idea is that it is available for use and review by staff or MDARD as needed or requested. All pesticide applicators must be IPM trained. Training can be completed via two methods:
 - a) Using the MDARD self-study manual with the training verified by the applicator's immediate supervisor sending a signed form to MDARD.
 - b) Through an MDARD-approved training program. MDARD will issue a certificate of IPM training after receiving verification of training.
- All pesticide applicators employed by a firm required to be licensed must hold a valid commercial pesticide applicator certification credential. Facility employees may be required to be certified too, depending on the type of pesticide applied.

Introduction

Integrated Pest Management (IPM) is a pest management system that utilizes all suitable techniques to prevent pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. An emphasis is placed on manipulation of the pest environment to the point that it will not support a pest population.

Two Michigan Laws, the Natural Resource and Environmental Protection Act, Public Act 451 of 1994, Part 83, Pesticide Control and Regulation 637, Pesticide Use require that certain conditions must be met prior to making a pesticide application (other than sanitizers, germicides, disinfectants, or anti-microbial agents) in schools, day care facilities, public buildings, or health care facilities. These conditions include:

1. The pesticide applicator must have been trained under an approved IPM program.
2. There must be a verifiable IPM program in place for the building.

ONLY QUALIFIED INDIVIDUALS MAY APPLY PESTICIDES AT THIS FACILITY OR ON THE GROUNDS.

This IPM program is intended to help reduce the incidence of pest infestation and to reduce the need for chemical pesticide applications. It is intended to satisfy the regulatory requirement of having an IPM

program in place for the building. Note: in a situation where there are multiple buildings, the program will include a site description and evaluation for EACH building. In accordance with The Natural Resources and Environmental Protection Act, Act 451 of 1994, Part 83, Section 8316(1), a person shall not apply a pesticide in a school or day care center unless the school or day care center has an integrated pest management program in place for the building. MDARD interprets the Act to require that a verifiable copy of the IPM program be located at the school, day care center, public building, or health care facility, whether a physical or electronic copy. The program must be available for use and review by facility staff, parents/guardians, or MDARD as needed or requested.

Administration

- **Scope and Application:** This IPM policy applies to all pest control activities and pesticide use in public buildings and related facilities including grounds. Recipients of this policy include administration and staff, or any employees monitoring or treating pest problems including any contractors who monitor and/or treat pest problems. Each recipient is required to follow this policy.
- **Purpose:** The goal of this IPM policy is to provide a safe and healthy environment that is relatively pest-free with the least possible use of pesticides. To achieve this goal, it is the policy of the City to develop, implement, and maintain an IPM program for the control of pests and minimize pesticide exposure to residents, visitors, and staff. This policy is consistent with the State of Michigan's Act 451, Part 83 that encourages public facilities to adopt an IPM strategy. Sanitizers, germicides, disinfectants, or antimicrobials are exempt from the IPM /notification requirements. This policy adheres to the principles of IPM and is conducted in accordance with all federal and state laws and regulations and local ordinances.

Pests are controlled to protect the health and safety of visitors and staff, to maintain a productive environment, and to maintain the integrity of City owned buildings and grounds. IPM is a pest management system that uses all suitable techniques in a total management system to prevent pests from reaching unacceptable levels or to reduce existing pest populations to acceptable levels while balancing the risk of the pest with the potential risk of the management technique.

- **Development of IPM Program:** The City's IPM program written under this policy will state the goals regarding the management of pests and the use of pesticides. It will reflect Novi's site-specific needs and includes the following elements as required by law:

- a. Site evaluation, including site description, inspection, and monitoring and the concept of threshold levels.
- b. Consideration of the relationship between pest biology and pest management methods.
- c. Consideration of all available pest management methods, including population reduction techniques, such as mechanical, biological, and chemical techniques and pest prevention techniques, such as habitat modification.
- d. Pest control methods selection, including consideration of the impact on human health, especially for children, and the environment.
- e. Continual evaluation of the IPM program.

• **Responsibilities:** The IPM Coordinator, or their designee shall:

- a. Develop guidelines/procedures for the development of this policy.
- b. Ensure that an IPM Program is developed and is compliant with Michigan law, including the required plan components and recordkeeping.
- c. Provide information to administration and staff about potential pest problems and IPM methods used to achieve the pest management objectives.
- d. Ensure that pesticide applicators who apply pesticides inside the facility have received the required IPM training.
- e. Ensure that all pesticide applicators follow state regulations, including licensing requirements, applicator certification/registration requirements, label requirements, and that they comply with the requirements of this policy and the IPM Program.
- f. Ensure that proper notifications occur, including the annual notification and any advance notice is provided before a scheduled pesticide treatment occurs.
- g. Ensure that reentry to a pesticide-treated area does not occur less than 4 hours after application, unless the product label requires a longer reentry period, and ensure that outdoor ornamental and turf applications of liquid spray pesticides are not made on public grounds within 100 feet of an occupied building during normal hours, or when persons are using the treatment area.

Regulations

Laws concerning pesticide use in schools, day care centers, public buildings, and medical care facilities can be found in:

- Public Act 451 of 1994, Part 83, Pesticide Control
- Regulation 636, Pesticide Applicators
- Regulation 637, Pesticide Use

These laws can be downloaded from the MDARD's website at www.Michigan.gov/mdardpest. Type the appropriate Act or Regulation into the search engine and follow the links to get a copy or contact MDARD at 800-292-3939.

Communication

Proper implementation of an IPM program requires careful administration. It is important for the building manager and administrative staff to communicate with the pesticide applicator(s) to ensure full implementation of the program. To meet this goal, recordkeeping data will be used as part of the communication process. In addition, the facility may use a sighting log.

Applicator Credentials

A person who applies a pesticide (other than a sanitizer, germicide, disinfectant, or antimicrobial agent) in schools, public buildings or health care facilities must have completed IPM training using an MDARD-approved training. Approved IPM training includes use of MDARD's self-study manual and/or attendance

at an MDARD-approved IPM training session. IPM training credentials do not expire. The IPM training manual is available online at www.Michigan.gov/IPM.

Outside contractors who conduct pesticide applications, either indoors or outdoors, at this facility, other than use of a sanitizer, germicide, disinfectant, or anti-microbial agent, must be **licensed** and **certified**. Business license information can be found at www.Michigan.gov/MDARDPABL to verify that the commercial applicator holds a valid pesticide applicator business license, or you can contact MDARD at 800-292-3939 to verify a license.

Persons who are employees of this facility and who have obtained their IPM training certificate may use a general-use ready-to-use product (see definitions section) in compliance with State of Michigan regulations without being certified. However, whenever possible, pesticide applications should be conducted by the person responsible for pest control in this facility, or by their designee, or by a licensed and certified professional applicator.

Persons who use a pesticide product at this facility which is NOT ready-to-use, other than a sanitizer, germicide, disinfectant, or antimicrobial agent, must be a commercially certified pesticide applicator. Situations where the applicator must be commercially certified include:

- When pesticides are mixed and applied from a compressed air sprayer such as a hand can or backpack sprayer.
- When pesticides such as weed-and-feed are put into a granular spreader, such as a lawn weed-and-feed spreader, for application.

Pesticide Applications and Personal Protective Equipment

Pesticide applications for non-emergency situations shall only be conducted by an applicator who has obtained their IPM training certificate and shall be made in accordance with this IPM program. Applications must be made in a manner that is consistent with the pesticide label directions, as required by State and Federal law. The applicator shall use personal protective equipment that is appropriate relative to the potential exposure and as required by the pesticide label. Staff who apply pesticides at this facility, other than general-use ready-to-use pesticides are commercial pesticide applicators. Minimum personal protective equipment for commercial pesticide applicators includes long pants, protective footwear, gloves that are impervious to the pesticide being applied (when contact with the hands is likely), and long-sleeve clothing. Shortsleeve clothing may be worn if soap and water is immediately available, and a long-sleeved shirt is not required by the pesticide label.

Pesticide Application Records

Records shall be maintained on forms provided by the building manager or by the licensed and certified professional pesticide applicator. Records shall contain at least the following information:

1. Site address and the location of the areas or room(s) where pesticides are applied.
2. The date of service.
3. The target pest(s).
4. An inspection report, including the number of pests found or reported (this information may be found in the sighting log), and the conditions conducive to pest infestation.

5. Pest management recommendations made by the applicator, such as structural or habitat modification.
6. Structural or habitat modifications or other measures initiated as a part of the IPM program.
7. The brand name, EPA registration number, concentration and total amount of pesticide(s) used.
8. The name of the applicator.
9. The method and rate of application.

Posting

When making an application of pesticides a commercial applicator shall place the appropriate signs or markers at the primary point(s) of entry.

Outdoor Turf / Ornamental Applications

Postings shall remain at least 24 hours. Postings will comply with Regulation 637, Rule 11(2). Signs shall be at least 4" high by 5" wide and shall depict a picture of an adult and child walking a dog on a leash. The illustration shall depict, using a diagonal line across the circle, that this action is prohibited. See the rule for additional details on sign requirements. It will look like the sign shown below, with the sign having the same information on both sides of the sign.



Public Buildings or Health Care Facilities:

When making a broadcast, foliar, or space insecticide application to a public building or health care facility, a commercial applicator must post, or instruct the building manager to post, an appropriate sign(s). Postings shall remain for at least 48 hours after the most recent application of insecticide. It is the responsibility of the building manager (or their designated representative) to ensure that the appropriate signs are posted.

Posting signs must comply with Regulation 637, Rule 11(4). Signs shall be at least 2 ½ inches square and shall depict a house surrounded by a cloud. The date shall be placed on the sign. See the rule for additional details on sign requirements. Note: Treatments using a general-use ready-to-use product are exempt from the posting requirement.

IPM Program Evaluation

The IPM program shall be evaluated periodically to determine the program's effectiveness and the need for modification.

Pest Management Strategy & Pest Biology

Strategy

This IPM Program involves the use of various methods or strategies to control pests including sanitation, exclusion, reservoir reduction, harborage reduction and population reduction. These terms are clarified below:

1. Sanitation refers to a reduction of the food and water resources that are attractive to pests. By minimizing the resource of food and water available to the pests, we can greatly reduce the number of pests without the application of pesticides.
2. Exclusion refers to the use of caulk, mortar, screens, or similar materials that can reduce or eliminate the entry of pests into the building.
3. Reservoir reduction refers to techniques that reduce a feature that is attractive to pests. For example, a dumpster could be moved a distance away from the building so that pests attracted to the dumpster are not brought close to the building.
4. Harborage reduction refers to elimination of habitat that provides a home (or harborage) to pests. For example, cleaning old equipment from a storage room will reduce harborage for mice. Mowing grass around a building will reduce the cover and harborage for pests.
5. Population reduction refers to measures such as mechanical traps, use of repellents, or use of toxicants to drive away or kill pests. Chemical or biological pesticides may be utilized to reduce pest populations.

Thresholds

IPM programs utilize the concept of threshold levels for pests. The tolerance for pests may vary for different facilities, or for distinct parts of the same facility. For example, a school may decide not to apply pesticides to control a small ant infestation in a closet but may have a low tolerance for ants in a classroom or lunchroom. The tolerance for ants in a hospital office may be a few, while the tolerance for ants in patient's rooms may be zero. Thresholds are established by the user of the IPM Program. Exact numbers are not required to be identified for these thresholds, but the IPM Program should convey the idea of threshold levels to facility staff and users.

Impact on Human Health & Environment

When considering pest control methods, the building manager shall consider the impact on human health and the environment. The pest control method shall consider the effectiveness of the treatment while striving for the lowest level of adverse impacts on human health and the environment. In the interest of preserving food, pollen, and nectar sources for endangered or threatened species, measures should be maintained to prevent widespread destruction of those sources. Some maintenance, landscaping, mowing, weeding and extensive use of toxic pesticides currently represent further degradation of vital or endangered species and therefore should be minimized or eliminated.

Measures should be taken to preserve endangered habitat and/or work around them where possible or practical, especially in playgrounds, waterways, and dog parks, except where required in City parks and public spaces that are maintained for aesthetic reasons, such as frequently managed turf areas, tree wells, ornamental plant beds and edges.

Pest Biology Information

The method used for pest control shall take into consideration the relationship between pest biology and pest management methods, giving due consideration to the impact on human health and the environment. Chemical controls are sometimes necessary. This program will attempt to use products that are less toxic to human health and the environment, while remaining effective in control of the target pest(s).

Some common pests and pest control measures are described below. **It is important to identify the pest prior to determining a method of control.** For example, pest control measures to control one type of cockroach or ant may be ineffective for another species of cockroach or ant. Some actions taken for ant control can even promote the spread of the ants if the ant species is not properly identified. Pest identification should be confirmed by a reliable source, such as use of keys in pest identification manuals (found on the Internet or in reference books), by consultation with a professional pesticide applicator, or by using a service such as the Michigan State University Extension Service.

information can be found using pest identification books, the Internet, referencing the MSU General Pest Management Certification Study Manual, or consulting a pest professional.

Use of Pesticides

All pesticides available for use within City grounds must first be placed upon an IPM Coordinator approved list after examining the characteristics of the individual products and whether it would be an appropriate addition within this Policy.

Principle: Utilize non-chemical management options whenever feasible.

Goal: To implement a phased in approach that will reduce the use of synthetic pesticides in parks and other City properties to the extent that acceptable conditioning levels can be maintained.

The expectation is that volunteers will be engaged to participate whenever possible.

Synthetic chemical pesticide applications are used only after other IPM strategies have first been explored with particular care given to sensitive areas such as playgrounds, waterways, and dog parks.

The City recognizes that circumstances may arise in which cultural, biological, and physical IPM practices may not be practical in which case the IPM Coordinator can approve the immediate use of a synthetic pesticide to achieve satisfactory levels of control.

The use of occasional wasp or hornet sprays by employees or contractors who may otherwise be at risk of insect stings shall not be covered by this section, except that reports of such use shall be made to the IPM Coordinator.

It is important that pesticide actions undertaken with the guidance of this Policy should take great care to limit such actions in consideration of vital species such as common pollinators and non-target (not intended) species. Pollinators, being essential to the health of environments and agricultural interests, should warrant special care and be encouraged and invited into our community.

Site Specific Needs – Facilities & Parks

Customer & Residential Areas

- All areas will be inspected each month. Although these areas do not usually involve food (unless packaged), they are important because of the intensive people traffic in these areas.
- Packaged goods, such as candy, can through deliveries cause pest problems. Depending on the amount and location of these products, preventive treatment along with comprehensive inspections to ensure that cockroaches and ants do not become a problem may be performed.

Storage Rooms & Warehouses

- All storage rooms and warehouses (if applicable) will be inspected, and pest activity monitoring Report Cards will be utilized to determine if and what kind of treatment may be necessary.
- Due to the type and proximity of other businesses, rodent problems (particularly mice) may be a potential hazard. We will need to address this threat through repairs to holes and cracks that would allow rodents and other pests access to the storage areas.
- As we identify pest activity we will utilize the appropriate treatment, whether it is traps, baits, or chemical application to eliminate the problem.

Restrooms

- All restroom facilities will be inspected each month.
- All pest problems discovered during scheduled inspections will be immediately treated, and the technician may schedule a 7-day follow-up if needed.
- Due to the heat and humidity present in these areas, the technician may execute a preventive treatment program. Ground level restrooms and the more publicly used facilities are likely candidates for preventative action.
- Special care will be given to inform administration of needed repairs, (i.e., cracked tile, leaking pipes) that could contribute to a pest problem and, of course, be unsightly for users.
- Where applicable, we may use industrial caulk and pest exclusion foam to seal potential entry and harborage points around pipes, stalls, mirrors, and other fixtures.

Office & Employee Areas

- All offices will be inspected, and the appropriate treatments rendered during each visit.
- All pest problems discovered during scheduled inspections will be immediately and appropriately treated. Depending on the size and type of problem involved, the technician may wish to schedule a 7-day follow-up to reinspect the area or inspect the areas on the next scheduled monthly visit.
- Employee breakrooms, coffee areas, and lounges where food products are introduced on a continuous basis will receive preventive treatment during the regular office inspection. These are areas most likely to have problems within tile private offices.

Exterior Perimeter

- One of the best ways to prevent pest problems inside is to prevent them from coming from the outside. Long-term residuals for insect control outside and rodent control stations (if applicable) in critical areas will be applied on the perimeter of the structure.

Athletic Fields and Common Areas

- Grass is to be mowed on a routine basis with grass clippings mulched in.
- Fertilizer may be applied with controlled release synthetic or organic options.
- Irrigation applications must be fully functioning and setup with proper time and programming.

Landscaped Areas

- Mulch routinely with woodchips, bark, or other appropriate materials.
- Borders and edges must be mowed or trimmed where possible.
- Fertilizer may be applied in these areas with controlled release synthetic or organic fertilizer.
- Any irrigation in these areas must be functional and on a proper time cycle.

Right of Ways

- Any downed branches or limbs must be removed from maintained areas.
- Where possible, the area must be mowed, and string trimmed.