

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	