

**Metropolitan  
Mosquito Control District**

**Executive Committee**

**December 18, 2024**

**4:30 PM**

*Information Packet*

**METROPOLITAN MOSQUITO CONTROL DISTRICT  
M E E T I N G   A N N O U N C E M E N T - R E V I S E D**

**COMMITTEE:           Executive Committee Meeting**

**IN PERSON:           Metropolitan Mosquito Control District**  
2099 University Avenue West  
St. Paul, MN 55104

**REMOTE OPTION:   MICROSOFT TEAMS**

**DATE:                   Wednesday, December 18, 2024**  
**TIME:                   4:30 PM**

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**A G E N D A**

1. Approval of Minutes for June 26, 2024, Meeting\*
2. Intergovernmental Issues – 2025 Policy Initiatives\*
3. Strategic Planning update – Adopt BHAG\*
4. Legal Counsel RFQ\*
5. 2025 Budget\*
6. Executive Director’s Report
7. Closed Session: Executive Director 6-month evaluation

The Commission will meet in a closed session pursuant to Minnesota Statutes Section 13D.05, Subdivision 3 (a) to discuss the 6-month performance appraisal of the Executive Director.

8. Other Issues
9. Adjournment

\* Action Requested

Commissioner Liz Workman	Dakota County
Commissioner Fran Miron	Washington County
Commissioner Jeff Reinert	Anoka County
Commissioner Kevin Anderson	Hennepin County
Commissioner Rena Moran	Ramsey County
Commissioner Gayle Degler	Carver County
Commissioner Dave Beer	Scott County

**Next Commission Meeting: Wednesday, December 18, 2024, 6:00 p.m.**  
**Next Executive Committee Meeting: Wednesday, January 22, 2025, 9:15 a.m.**

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

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**Requested by:**

Daniel Huff

**Action Requested:**

Approve Commission Meeting Minutes –  
June 26, 2024

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Chair Fran Miron called the meeting to order at 9:16 a.m.

**Roll Call:**

Commissioner Jeff Reinert	Anoka County
Commissioner Liz Workman	Dakota County
Commissioner Nicole Frethem	Ramsey County
Commissioner Kevin Anderson	Hennepin County
Commissioner Dave Beer	Scott County
Commissioner Gayle Degler	Carver County
Commissioner Fran Miron	Washington County

**Staff:**

Daniel Huff, Executive Director  
Arleen Schacht, Business Administrator

**Visitors:**

Peg Larsen, RCS Consulting  
Kim Scott, RCS Consulting  
Joe Langel, MMCD Legal Counsel

### Approval of May 22, 2024, Committee Meeting Minutes

Commissioner Degler offered the following resolution and moved its adoption.

**Resolution 1:**

**Resolved**, that the May 22, 2024, Executive Committee Meeting minutes be approved as presented.

Commissioner Reinert seconded the motion, the resolution was approved unanimously.

## **Legislative Update**

Everyone in the House of Representatives is campaigning hard for their November elections and they are not setting up office appointments. We were able to arrange for Senate Environment committee Chair Founj Hawj to join MMCD for a tour of its Oakdale Facility on June 13<sup>th</sup>. Sen. Hawj and his Committee Administrator spent over an hour with Chair Miron, Director Huff, the staff at the Oakdale facility, Peg, and Kim. had a tour with Chair Hawj who is the Chair of the Environment Committee in the Senate. Sen. Hawj requested a follow up field day with MMCD staff to learn even more about MMCD's work.

Representative Leon Lillie, who chairs the Legacy committee, has agreed to participate in the upcoming Ramsey County MMCD facility tour on July 18<sup>th</sup>. These hands-on experiences will continue to be a worthwhile strategy to engage legislators and educate them on MMCD's mission.

With the legislature out of session, one of the main issues for the state right now is flooding. It is possible that a special session could be called by the Governor to secure flood relief funding for affected communities could be called, but it is unlikely given the political dynamics and upcoming election, i.e., if a special session is called to address one topic, the Governor cannot prevent a special session from spilling over to other things.

## **Strategic Planning**

Adrienne Jordan, Senior Consultant for the Prouty Project provided an overview of the process in developing a strategic plan and received input from the Executive Committee regarding planned engagement with Commission members.

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

JUNE 26, 2024

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**Requested by:**

Arleen Schacht

**Approval:**

Approval DDA Human Resource to conduct 6-month Performance Evaluation for Executive Director

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As indicated in the employment contract for the Executive Director, Daniel Huff, the hiring committee agreed a six-month performance appraisal should be conducted.

To maintain integrity into the process, the performance review should be conducted by an outside 3<sup>rd</sup> party. Pat Melvin of David Drown and Associates, who conducted the search for the hiring of the Executive Director has submitted a proposal.

Pat Melvin provided an overview of the process and received input from the Executive Committee regarding the performance evaluation process.

**Resolution 1:**

Commissioner Reinert made a motion to accept the proposal with modifications to the fee structure and to give the Commission Chair the authority to approve.

Commissioner Frethem seconded the motion, and the motion was approved unanimously.

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

JUNE 26, 2024

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**Requested by:**

Daniel Huff

**Recommendation**

Amend practice or MMCD Bylaws. If amending Bylaws, must provide 30-day notice to full commission.

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**Background:**

The Commission has three officers. Per the Bylaws, no two of Officers can be from the same county:

1. Chair
2. Vice-Chair
3. Secretary

In practice, the Executive Officers of the Commissioner, Chair, Vice-Chair, and Secretary, have been rotated every two (2) years with each office represented by a different county.

Chair Miron, from Washington County will finish two years as the Chair on December 31, 2024. Under past practice, the rotation for chair would be as follows:

Service Years	County Representation
2025 and 2026	Ramsey
2027 and 2028	Carver
2029 and 2030	Anoka
2031 and 2032	Scott
2033 and 2034	Dakota
2035 and 2026	Hennepin
2037 and 2038	Washington

However, the Bylaws are currently written to require these officers to rotate every one (1) year. The current practice of rotating Executive Officers does not align with MMCD Bylaws.

**Resolution 2:**

Commissioner Frethem made a motion to amend the MMCC Bylaws to a 2-year rotation to be aligned with the current practice, and to move forward with providing the required 30 notice of Bylaws amendments.

Commissioner Reinert seconded the motion, and the motion was approved unanimously.

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

JUNE 26, 2024

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**Requested by:**

Daniel Huff

**Recommendation:**

Approval of the MOU with Minneapolis Park and Recreation Board

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**Background:**

The Minneapolis Park and Recreation Board (MPRB) has two designated bird sanctuaries, Roberts Bird Sanctuary in between the Lake Harriet Bandshell and the Lyndale Park Rose Garden and the Eloise Butler Wildflower Garden and Bird Sanctuary at Theodore Wirth Regional Park.

In response to concerns from the Friends of Roberts Bird Sanctuary, the MPRB requested that MMCD temporarily suspend mosquito abatement work in the sanctuaries. At the request of MPRB, MMCD and MPRB staff have drafted a Memorandum of Understanding outlining how MMCD will conduct mosquito abatement activities in these areas.

Commissioner Workman suggested to keep the Commissioners and Legislature aware when treatments will be made due to disease.

**Recommendation:**

Commissioner Frethem made motion to recommend approval of the Memorandum of Understanding with the Minneapolis Parks and Recreation Board.

Commissioner Reinert seconded the motion, and the motion was approved unanimously.

## **Other Post Employee Benefit – OPEB**

OPEB – Other Post Employment Benefit- benefits that state and local governments can give to their employees at retirement, other than their pension.

MMCD established an irrevocable OPEB trust fund in 2008, the trust investments are managed by PERA. As of 12/31/2023, the trust account balance was over \$5,7M, with only fifteen of the current employees eligible for the benefit, the plan is approximately 875% overfunded. Because the trust is irrevocable, the only changes allowed are to the eligibility plan provisions, which can be done by MMCD as the plan administrator.

Joe Langel looked further and confirmed that modifications can be made to the plan, but all eligible participants must give their consent. The modification would keep the trust in place; however, it would defund the plan to cover only eligible participants. With the consent, the excess funds could be allocated toward current employee benefit costs.

The Executive Committee recommended moving forward with exploring options as time permits.



## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

JUNE 26, 2024

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**Requested by:**

Daniel Huff

**Information:**

Preliminary 2025 Levy increase

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**Background:**

Many factors will impact the 2025 levy and budget. Hiring additional full-time employees, current employee annual wage increases and vacation and sick leave payout for planned retirements. Developing a three to five-year strategic plan and conducting facility condition and IT assessments and factoring in inflation.

We propose a 3% increase in the 2025 levy, the increase enables MMCD the ability to make necessary changes to the expense budget.

The Executive Committee felt MMCD is heading in the right direction.

**Recommendation:**

Commissioner Reinert made a motion to recommend to the full commission a 3% preliminary levy increase, understanding that after August 1, the Commission cannot increase the levy, but it can be decreased.

Commissioner Workman seconded the motion, and the motion was approved unanimously

### **Executive Director's Report**

Executive Director Daniel Huff provided an update of District activity and highlighted cases of West Nile Virus in the state. Additionally, Director Huff reviewed year to date expenses for treatment materials and helicopter use.

### **Adjournment**

Meeting adjourned at 10:30 am

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**Requested by:**  
Daniel Huff

**Action:**  
2025 Policy Initiatives

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**Background:**

MMCD contracts with Peg Larsen and Kim Scott to support and advocate for MMCD’s mission with other governmental bodies, specifically with the state legislature and state agencies.

Commission members have expressed a desire for additional outreach to members of the state legislature with the goals of relationship building and to gain additional support for the mission and work of MMCD.

Discussion of and adoption of policy initiatives by the governing board is a best practice for local governments and provides clarity and direction for staff and contractors.

Executive Director Daniel Huff and Public Affairs Manager with the support of Ms. Larson and Ms. Scott have developed the following proposed policy initiatives for 2025.

**Recommendation:**

Approve the following Statewide Policy Initiatives for 2025

**MMCD STATEWIDE POLICY INITIATIVES 2025**

**EXECUTIVE DIRECTOR:** DANIEL HUFF

**LOBBYISTS:** PEG LARSEN AND KIMBERLY SCOTT

**Policy Priorities**

Maintain access for the materials, technologies, and authorities MMCD uses to complete its mission

1. Drones: Maintain ability to use the best and most economical drone technology for MMCD activities.
2. Treatment Materials: Protect MMCD’s ability to use treatment materials such as pesticides in an appropriate manner to complete its public health objectives while minimizing nontarget impacts and protecting pollinators, other animals, and people.
3. Tires: Advocate for opportunities to reduce costs to the public for tire collection and disposal.
4. MMCD statutory powers and duties: Monitor for proposed changes and modify as needed.

## **Strategies**

- 1) **Legislator outreach and education**
  - a) Host a donut and coffee reception for legislators at the Capitol in February (depending on room availability). Include a slide show, invitations to all legislators and MMCD commission members, plus Vectoria.
  - b) Targeted legislative meetings for committee members of the Environment, Agriculture, and Health committees with members who are in an MMCD district. Include MMCD commission members as available and appropriate.
- 2) **Outreach to agencies**
  - a) Department of Natural Resources (DNR): collaborate on data gathering, movement of invasive species, and work on DNR controlled lands.
- 3) **Coalition building**
  - a) Build and leverage relationships with Association of Minnesota Counties (AMC), League of Minnesota Cities (LMC), and others to support and move legislative priorities.

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

NOVEMBER 21, 2024

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**Requested by:**

Daniel Huff

**Action Item:**

Approve 10-year BHAG

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### **Background**

After gathering stakeholder input and completing a SWOT analysis and Environmental Scan, the Strategic Planning Committee has developed the District's Big Hairy Audacious Goal (BHAG)—a ten-year aspirational goal for MMCD. This 10-year BHAG is: *We protect all people in the district from vectors and improve their time outdoors.*

This new vision represents our intent to treat the district border to border within 10 years. However, it shifts the focus from land to people, freeing us to pursue multiple and potentially new solutions to achieve our ultimate goal: serving the taxpayers of the district by protecting them from vector-borne diseases and improving their time outdoors.

### **Actions to Date**

- **Stakeholder and Staff Input:** Prouty gathered insights through surveys, interviews, and focus groups with MMCD staff, commissioners, the Technical Advisory Board, and lobbyists.
- **Strategic Planning Committee Review:** The committee analyzed this feedback to create a SWOT assessment and an Environmental Scan, initiating discussions on MMCD's mission, values, and vision.
- **All-Staff Session:** Staff reviewed and refined the SWOT and Environmental Scan, contributing ideas for the Big Hairy Audacious Goal (BHAG).
- **Commission Review and Revision:** The Commission provided additional input to refine the SWOT and Environmental Scan.
- **Joint Session with Commissioners Workman and Miesner:** The Strategic Planning Committee, along with Commissioners Workman and Miesner, reviewed MMCD's Mission, Values, and Vision statements and worked to finalize the BHAG.

### **Next Steps**

- Over the winter, the Strategic Planning Committee will develop the strategic plan, outlining three-to-five-year goals and the strategies to achieve them.
- A draft of the Strategic Plan will be presented at an open house following the February Commission meeting.
- The final Strategic Plan will be submitted for approval at the April Commission meeting.

### **Requested Action**

Approve the 10-year goal for the District: *We protect all people in the district from vectors and improve their time outdoors*

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

NOVEMBER 21, 2024

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**Requested by:**

Daniel Huff

**Recommendation:**

Forward with recommendation for the selection of Kennedy and Graven as legal counsel for the Commission

Forward with recommendation for the approval of contract for services with Kennedy and Graven.

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**Background:**

Historically, MMCD and its Commission have contracted with a local legal firm for legal services and counsel, as authorized by Minnesota Statute 473.704 Subd. 5, which grants the Commission authority to contract services as needed.

Since 2015, legal counsel has been provided by the firm Ratwik, Roszak, and Maloney, whose contract is set to expire on December 31, 2024. The last request for proposals for legal services was issued in 2015. To ensure continuity, MMCD issued a Request for Quotations (RFQ) for Legal Services and General Counsel on September 1, 2024, with responses due by September 30, 2024. Six firms responded to the RFQ.

During its October 23, 2024, meeting, the Board approved the RFQ, accepted the six responses, and directed the Executive Director to review the submissions and make a recommendation to the Executive Committee for selection.

The Executive Director and Senior Leadership Team reviewed all six submissions, selecting three firms for interviews. These interviews were conducted by the Senior Leadership Team. The Executive Director also checked references for the selected firms.

The Executive Director recommends the Commission adopt Kennedy and Graven as its new legal counsel.

Kennedy and Graven is a Minnesota-based firm specializing in representing local governments. With 35 attorneys, it is the largest firm in Minnesota serving primarily local governments. Attorney Sam Ketchum will lead the team from Kennedy and Graven to serve as District Attorney. Mr. Ketchum currently serves as City Attorney for the cities of Rose Creek, Maple Lake, and Montrose, as well as Assistant City Attorney for the City of Richfield, among others. In addition to local government expertise, Mr. Ketchum has extensive experience in environmental law, including water resources, wetlands, stormwater, and environmental review, making him a unique fit for the District.

Attorney Siobhan L. Tolar will serve as Assistant District Attorney. Ms. Tolar has held various positions with the City of St. Paul, including Senior Attorney in the Civil Division of the City Attorney's Office. She currently serves as the City Attorney for the City of Brooklyn Center and Assistant City Attorney for the cities of Brooklyn Park and Roseville.

**Requested Action:**

Approve the selection of Kennedy and Graven to serve as legal counsel for the Commission and forward the recommendation to the full Commission for approval of the contract for services with Kennedy and Graven.

## **AGREEMENT FOR GENERAL COUNSEL SERVICES**

This Agreement for General Counsel Legal Services (“Agreement”) is entered into by and between the Metropolitan Mosquito Control District, a Minnesota special purpose government entity (“District”), and the law firm of Kennedy & Graven, Chartered (“Law Firm”) effective as of the 1<sup>st</sup> day of January 2025.

### **AGREEMENT**

In consideration of the mutual promises and conditions contained in this Agreement, the District and the Law Firm agree as follows:

1. Appointment. The District appoints the Law Firm to provide general counsel legal services to the District. Attorney Sam Ketchum from the Law Firm shall be designated as the “District Attorney.” The District Attorney shall be responsible for assuring the performance of the Law Firm’s obligations under this Agreement and shall be the initial point of contact for the District’s Commission, Executive Committee, Executive Director, Business Administrator, District department managers, and District staff. Attorney Siobhan Tolar from the Law Firm shall be designated as the “Assistant District Attorney.” In the event the District Attorney is not available, the Assistant District Attorney shall be responsible for assuring the performance of the Law Firm's obligations and shall be the initial point of contact. The District Attorney shall use best efforts to ensure that the Law Firm responds to inquiries from the District within one business day.

2. Term. This Agreement shall be effective on January 1, 2025, to December 31, 2027. The Agreement shall continue until terminated by either party, can be amended if both parties agree, and during the term of this Agreement, either party may terminate this Agreement upon ninety (90) days’ written notice to the other party.

3. Compensation. The Law Firm shall charge the District hourly rates for all services. The minimum increment of billable time is six minutes (0.1 hour). Travel time and meeting attendance will also be billed at hourly rates. Bond counsel services (if requested) will be billed at rates customarily charged by the firm at the time. All hourly fees shall be increased by 3% (rounded to the nearest dollar) on January 1st of each year beginning January 1, 2026. The District agrees to pay Law Firm in accordance with the following initial rates for 2024/2025:

- (a) General Counsel Legal Services Rates. For all attorneys, the Law Firm will charge an hourly rate of \$215 for 2024/2025 for general legal services, as hereafter defined.



- (b) Non-Routine Legal Services Rates. For all attorneys, the Law Firm will charge an hourly rate of \$245 for 2024/2025 for non-routine legal services, as hereafter defined.
  - (c) Development and Pass-Through Services Rates. For all attorneys, the Law Firm will charge an hourly rate of \$310 for 2024/2025 for specific development, re-development, tax abatement, and tax increment financing projects. The Law Firm shall also charge the same initial rates for all pass-through fees for 2024/2025. Pass-through fees shall apply to legal services that are not paid for from the District general fund or legal fees that are passed through to third parties.
  - (d) Support Personnel Rates. The Law Firm shall bill the same rate for paralegals and law clerks for all matters. For all paralegals, the Law Firm will charge an hourly rate of \$120 for 2024/2025. For all law clerks, the Law Firm will charge an hourly rate of \$100 for 2024/2025.
  - (e) Expenses. The District will reimburse the Law Firm for actual, necessary, and reasonable costs and expenses incurred by the Law Firm in the performance of legal services under this Agreement. These costs and expenses include, but are not limited to, courier and delivery charges, process server fees, court filing fees, mileage and parking fees related to providing legal services, postage, document recording fees, and other actual costs of a similar nature. These fees and expenses are outside of the hourly service rates and will be specified on the Law Firm's monthly billing statement sent to the District.
4. Scope and Nature of General Legal Services. The parties agree to the following description of the nature of the comprehensive "general legal services" to be provided by the Law Firm to the District under the rates specified above.
- (a) Routine legal advice, telephone and personal consultations with the Commission, Executive Director, Business Administrator and other authorized representatives.
  - (b) Guidance on Minnesota Open Meeting Law and government data practices including records retention and privacy issues.
  - (c) Assistance in preparation and review of resolutions, agreements, contracts, forms, notices, certificates, deeds, and other documents required by the District.
  - (d) Attendance at Commission regular meetings as well as other special meetings as requested.
  - (e) Attendance at other board, commission, and committee meetings upon request.
  - (f) Attendance of meetings with District staff, upon request.
  - (g) Legal advice and written opinions concerning legal matters that affect the District.
  - (h) Legal work pertaining to property acquisitions, property disposals and public improvements, except those real estate matters considered non-routine.
  - (i) Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
  - (j) Coordination of outside legal counsel, as needed and as directed by the Commission and

District Staff.

- (k) Legal advice and support in human resources, labor, and employment law, except those human resources, labor, and employment law considered non-routine.

5. Scope and Nature of Non-Routine Legal Services. The parties agree to the following description of the nature of the “non-routine legal services” to be provided by the Law Firm at the request of the District.

- (a) Litigation, mediation, and arbitration proceedings.
- (b) Administrative proceedings and enforcement actions involving litigation.
- (c) Eminent domain proceedings.
- (d) Cable and telecommunication matters.
- (e) Non-routine real estate matters.
- (f) Claims not covered by insurance or as the District’s insurance carrier’s legal representative.
- (g) Non-routine employment matters, such as a labor negotiation or employment training sessions for District officials or staff.
- (h) Non-routine development of contracts or contract addenda, specifications and contract negotiations.
- (i) Other non-routine legal services as agreed upon by the parties.

6. Billing and Payment.

- (a) Billing Statements. The Law Firm will submit to the District a monthly billing statement for general legal services, non-routine legal services, development and pass-through services, and expenses. All services shall be broken down into categories for ease of review by the District. The statement will include a descriptor for each expense item billed to the District.
- (b) Billing and Payment Cycle. The Law Firm will bill monthly for legal services. The Law Firm will generally send the District bills 20-30 days after the end of the prior month. The District will pay the bill of the Law Firm routinely according to its internal payment procedures.
- (c) Disputes. If the District disputes any aspect of the Law Firm’s invoice, the appropriate District representative will contact Sam Ketchum at the Law Firm stating the nature of the dispute.

7. Attorney-Client Privilege. The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. If determined necessary by the District Attorney, the Law Firm may provide an encryption service to transmit and receive confidential client information. The

District specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception of such information.

8. Conflict of Interest. The Law Firm shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the District. In the event of a conflict, the Law Firm, with the consent of the District, shall seek appropriate waivers or arrange for suitable alternative legal representation. It is the intent of the Law Firm to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.

9. Independent Contractor Status. All services provided by the Law Firm pursuant to this Agreement shall be provided by the Law Firm as an independent contractor and not as an employee of the District for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

10. Insurance. The Law Firm agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement in the minimum amount of \$1,000,000.

11. Minnesota Government Data Practices Act Compliance. Data provided to the Law Firm under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

12. Choices of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota. All parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

13. Non-Discrimination. The Law Firm will comply with all applicable federal and state laws, rules and regulations related to civil and human rights and will not discriminate against any employee or applicant for employment because of race, creed, color, religion, ancestry, national origin, sex, affectional preference, disability or other handicap, age, marital status, or status with respect to public assistance.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed by their proper officers and representatives as of the day and year first above written.

**THE METROPOLITAN MOSQUITO CONTROL DISTRICT:**

By: \_\_\_\_\_

Fran Miron, Chair of Commission

By: \_\_\_\_\_

Arleen Schacht, Business Administrator

**KENNEDY & GRAVEN, CHARTERED:**

By: \_\_\_\_\_

James Thomson, President

By: \_\_\_\_\_

Sam Ketchum

By: \_\_\_\_\_

Siobhan Tolar

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

NOVEMBER 21, 2024

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**Requested by:**

Daniel Huff

**Action:**

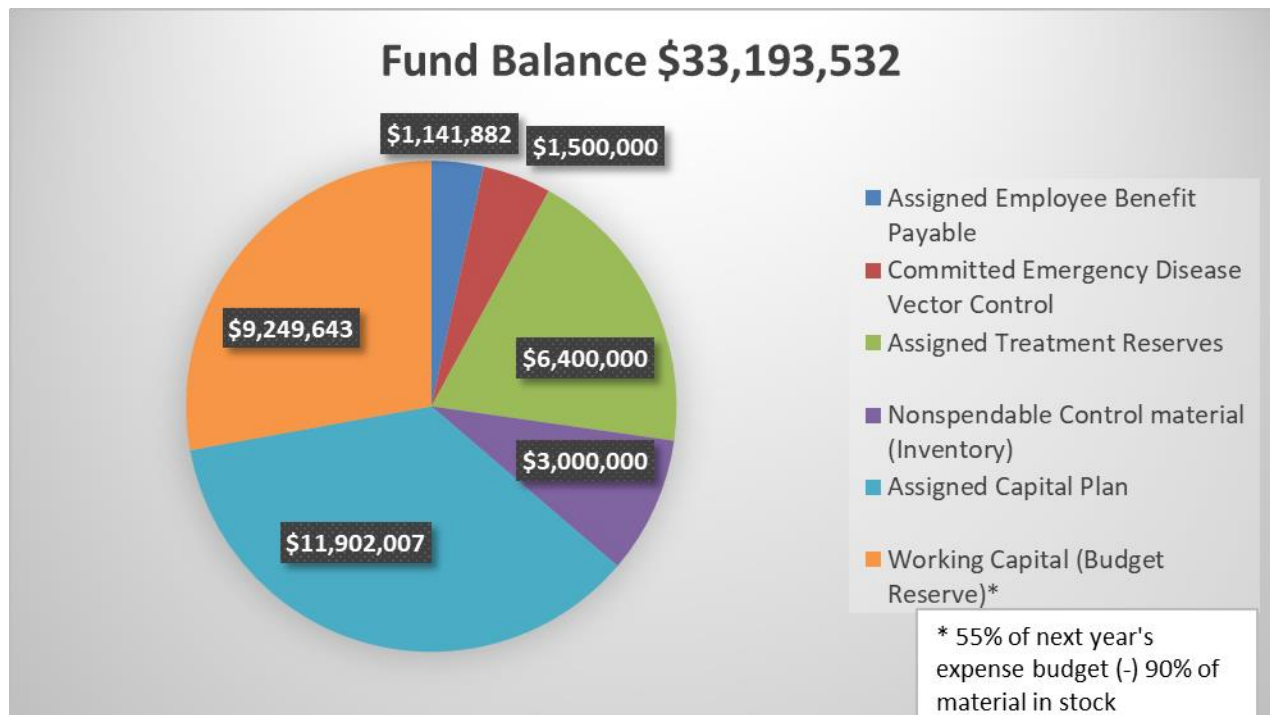
Forward with recommendation for the approval of the 2025 Proposed Budget

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**Background:**

We continue to work on the 2025 budget, which you will review and finalize at the Commission meeting. While weather remains one of the largest factors influencing the operations budget, several other factors will significantly impact the overall budget.

With a very healthy fund balance, funds have been allocated to support specific expense areas, as shown in the pie chart below. Per MMCD's budget policies, funds are *Assigned* by the Executive Director, while *Committed* funds are designated by the Commission.



The 2025 Proposed Budget is a balanced budget, representing a 5.2% increase in expenditures from the 2024 adopted budget and a 3% levy increase, along with an anticipated rise in investment returns. This budget allocates funding for wage increases, capital improvements, and staff development. It also supports program enhancements in quality control and safety, expands lab and field operations capacity, and provides additional external services such as IT and data systems support, a compensation study, and strategic planning.

2025 Proposed Budget

	Actual 2021	Actual 2022	Actual 2023	Approved 2024	Preliminary 2025
<b>Beginning Balance</b>	\$22,818,534	\$26,246,353	\$30,745,309	\$33,820,779	\$34,142,802
<i>Revenues/Sources</i>					
<i>Property Taxes</i>					
Anoka County	\$1,771,755	\$1,794,143	\$1,858,989	\$2,000,448	\$2,023,558
Carver County	\$667,310	\$670,605	\$701,089	\$770,322	\$760,628
Dakota County	\$2,450,506	\$2,472,427	\$2,536,238	\$2,621,483	\$2,698,077
Hennepin County	\$8,625,821	\$8,746,025	\$8,750,581	\$8,953,249	\$9,254,651
Ramsey County	\$2,673,674	\$2,747,567	\$2,767,971	\$2,750,865	\$2,814,939
Scott County	\$880,508	\$898,626	\$914,350	\$1,003,210	\$1,004,603
Washington County	\$1,591,980	\$1,594,397	\$1,662,323	\$1,805,380	\$1,945,650
Market Value Credit	-	-	-	-	-
<b>Total Property Taxes</b>	<b>\$18,661,553</b>	<b>\$18,923,790</b>	<b>\$19,191,541</b>	<b>\$19,904,957</b>	<b>\$20,502,106</b>
<i>Other Financing Sources</i>					
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$166,410	\$526,554	\$1,513,260	\$650,000	\$850,000
<b>Total Other Sources</b>	<b>\$166,410</b>	<b>\$526,554</b>	<b>\$1,513,260</b>	<b>\$650,000</b>	<b>\$850,000</b>
<b>Total Revenue</b>	<b>\$18,827,963</b>	<b>\$19,450,344</b>	<b>\$20,704,801</b>	<b>\$20,554,957</b>	<b>\$21,352,106</b>
<i>Expenditures/Uses</i>					
Commissioners	\$624	\$783	\$1,808	\$2,800	\$2,800
Control Operations	\$14,190,274	\$13,611,930	\$15,079,815	\$18,550,084	\$18,806,864
Capital Outlay	\$365,746	\$316,798	\$1,701,271	\$523,520	\$1,263,600
Administration	\$924,070	\$1,047,032	\$983,090	\$1,156,530	\$1,276,317
<b>TOTAL</b>	<b>\$15,480,714</b>	<b>\$14,976,543</b>	<b>\$17,765,984</b>	<b>\$20,232,934</b>	<b>\$21,349,581</b>
<i>Ending Fund Balance</i>					
Nonspendable/Committed/Assigned	\$6,387,860	\$5,128,069	\$6,269,129	\$5,830,000	\$5,950,000
Unassigned/Working Capital/Tax Delinquencies	\$19,939,063	\$25,617,240	\$27,551,650	\$28,312,802	\$28,195,327
<b>TOTAL</b>	<b>\$26,246,353</b>	<b>\$30,745,309</b>	<b>\$33,820,779</b>	<b>\$34,142,802</b>	<b>\$34,145,327</b>
<b>FUND BALANCE</b>					
Revenue over expense (Surplus)	(\$3,347,249)	(\$4,473,801)	(\$2,938,817)	(\$322,023)	(\$2,525)

**TO: COMMISSION MEMBERS**  
**FROM: DANIEL HUFF**  
**RE: EXECUTIVE DIRECTOR REPORT**  
**DATE: NOVEMBER 2024**

## **1. DIRECTOR'S INITIATIVES**

In 2020, I was diagnosed with prostate cancer. After undergoing treatment, I am now cancer-free. Every November, also known as Movember, I grow a mustache to promote awareness of cancer and mental health. This year, I'm sporting a Zappa. I encourage everyone to prioritize regular wellness checks with their healthcare provider. Early detection is key in fighting cancer, and following CDC and healthcare recommendations for regular screenings can greatly improve outcomes. Take care of yourselves—the world is better with you in it.

Since our last Commission meeting, we've had two strategic planning sessions with Prouty. We have created our ten-year Big Hairy Audacious Goal, which has resonated well with the entire planning committee.

Jon Peterson and I have also met with each field office to review our work from this past season and discuss upcoming initiatives for the off-season and next year. I also met with the Administrative team and the Technical Services team. These meetings provided an opportunity to connect directly with staff, answer questions, and gather input. Team morale remains high, and there's a shared optimism about the strategic planning process. One thing is clear: the team is eager to move beyond planning and into action, focusing on achieving our goals.

I've also started outreach with other government partners. I joined the October meeting of the Metro Areas Manager Association for city managers and administrators and recently met with the Metro Region Director for the DNR alongside Kim Scott. Jon Peterson, Josh Madetzke (Regional Manager at our Oakdale facility), and I met with the Administrator for the Washington County Conservation District. Building relationships with new partners will be a priority for me next year.

In celebration of this past Veterans Day, I'd like to recognize three members of the MMCD team who have served honorably in the United States Armed Forces. Paul Youngstrom in IT served with the U.S. Navy; Paul Krawetz in Maintenance served with the U.S. Marine Corps; and Andrea Lectka in Maple Grove served with the U.S. Navy and continues to serve as a reservist. Thank you, Paul, Paul, and Andrea, for your dedication to our nation and for your continued service to the residents of the District.

We have three Commission members retiring from the Commission. Thank you to Commissioners Gary Kreisel, Gayle Degler, and Nicole Frethem for your service and support of MMCD.

Lastly, our vector ecologist, Kirk Johnson, has accepted a new position with the State of Minnesota and will be leaving the District on November 19. Kirk has been with the District for 24 years and has made invaluable contributions to our mosquito-borne disease program. We are



sad to say goodbye to Kirk but thank him for his dedicated service and wish him the best in his new role. Staff are working closely with Kirk to ensure a smooth transition for this part of our program.

## **2. MOSQUITO CONTROL SERVICES AND TECHNICAL SERVICES**

### **Field Operations Update**

The weather has finally turned; with temperatures below freezing. These conditions have frozen many, if not all, wetlands around the metro. The lack of snow though, has allowed some field mapping to continue to occur. Staff have been updating their maps, checking new areas, and preparing for next season. They will use this information along with the data they collected this season to help plan for 2025.

We have added two more drones, for a total of five drones purchases this fall, for the 2025 drone program for 2025, we will be using eight drones for treatments in all six field facilities. We will review all operations from 2024, to ensure we are efficient and effective in 2025.

### **Technical Services Update**

The entomology lab continues to identify mosquito samples from last summer. There are roughly 6,500 samples remaining from the very wet 2024 season. At current capacity, staff are averaging 500 samples per week.

The tick program completed field sampling in October. Staff will continue with tick extraction from the small mammals and will be completing species identification.

Staff are preparing to participate in multiple US conferences to share District information and network with other professionals. Two presentations have been conducted:

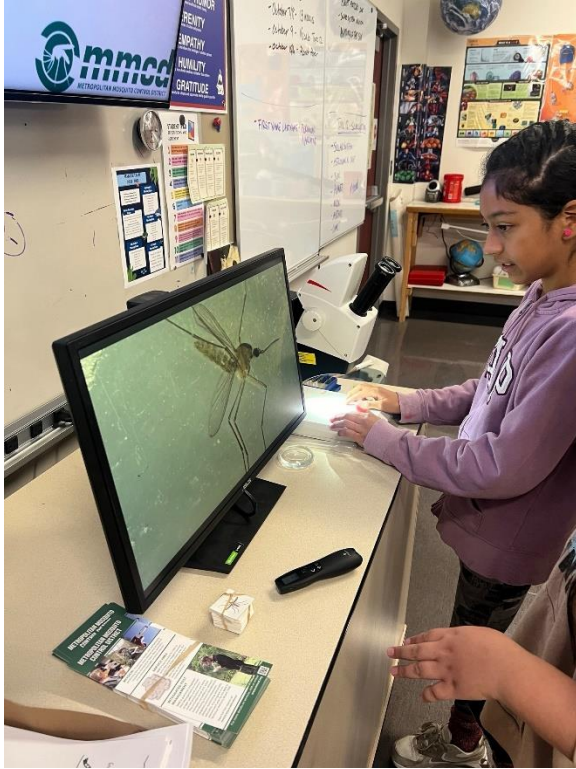
Dr. Nancy Read presented at Minnesota GIS/LIS Consortium's annual conference. The presentation was titled "Can you help? Public calls about mosquitoes".

Dr. Scott Larson presented at the Illinois Mosquito & Vector Control Association's annual meeting. The presentation was titled "Metropolitan Mosquito Control District operations when drought turns to flood".

## **3. PUBLIC AFFAIRS**

### **School Presentations**

We have continued to be active in schools around the metro to share mosquito science with local students. Below are photos from presentations to 6<sup>th</sup> graders at Heritage E-Stem School in West St. Paul:



We will continue to be active throughout the coming weeks!

### **City Reports**

We have begun putting together annual summaries for the 140 cities and townships that we serve in the District. Reports will be e-mailed to city administrators by the end of November, and we will be following up to offer a presentation to their councils or committees. We will keep commissioners informed about which cities have requested us to visit.

### **Scarecrow Trail in Vadnais Heights**

The MMCD Oakdale facility decorated a headless mosquito scarecrow for the city of Vadnais Heights' Scarecrow Trail. We did not win the People's Choice vote, but staff had fun putting the display together!

