

**Metropolitan
Mosquito Control District**

Commission Meeting

December 18, 2024

6:00 PM

Information Packet

**METROPOLITAN MOSQUITO CONTROL DISTRICT
COMMISSION MEETING AGENDA**

DECEMBER 18, 2024, 6:00 PM

1. Roll Call
2. Welcome and Introduction

CONSENT AGENDA *The following items (3-5) are administrative in detail and will be approved in one motion unless a commissioner wishes to withdraw an item for discussion.

3. Approval of Commission Meeting Minutes for October 23, 2024
4. Financial Statements November 30, 2024
5. Employee Resignations
6. Approval of Checks and Claims
 General 78321 – 79735

REGULAR AGENDA

7. Intergovernmental Issues – (Peg Larsen, Kim Scott)
8. Public Hearing: MMCD Payable 2025 Total Levy and 2025 Budget
9. 2025 Proposed Levy/Budget - Approval of Payable 2025 Levy*
10. Approval of 2025 Budget*
11. Intergovernmental Issues – 2025 Policy Initiatives*
12. Approve Kennedy and Graven to serve as general legal counsel for the Commission and approve contract with Kennedy and Graven.
13. Approve the 10-year Goal for the District Strategic Plan
14. Commissioner Recognition
15. Executive Director's Report
16. Operations Report (Jon Peterson, Mark Smith)
17. Public Affairs Report (Alex Carlson)
18. Other Items
19. Adjournment

* Action Requested

Next Meetings

Organizational Meeting: Thursday January 9, 2025, 9:15 a.m.
Executive Committee Meeting: Wednesday, January 23, 2025, 9:15 a.m.
Commission Meeting: Wednesday, February 27, 2025, 9:15 a.m.

COMMISSIONER	COUNTY	COMMISSIONER	COUNTY
<input type="checkbox"/> Mandy Meisner	Anoka	<input type="checkbox"/> Angela Conley	Hennepin
<input type="checkbox"/> Jeff Reinert	Anoka	<input type="checkbox"/> Heather Edelson	Hennepin
<input type="checkbox"/> Julie Jeppson	Anoka	<input type="checkbox"/> Rena Moran	Ramsey
<input type="checkbox"/> Gayle Degler	Carver	<input type="checkbox"/> Nicole Frethem	Ramsey
<input type="checkbox"/> John Fahey	Carver	<input type="checkbox"/> Mai Chong Xiong	Ramsey
<input type="checkbox"/> Mary Hamann-Roland	Dakota	<input type="checkbox"/> Tom Wolf	Scott
<input type="checkbox"/> Laurie Halverson	Dakota	<input type="checkbox"/> David Beer	Scott
<input type="checkbox"/> Liz Workman	Dakota	<input type="checkbox"/> Gary Kriesel	Washington
<input type="checkbox"/> Kevin Anderson	Hennepin	<input type="checkbox"/> Fran Miron	Washington

METROPOLITAN MOSQUITO CONTROL DISTRICT
COMMISSION MEETING

MINUTES
OCTOBER 23, 2024
9:15 AM

Chair Fran Miron called the meeting to order at 9:15 a.m.

Roll Call:

Commissioner Fran Miron, Chair	Washington County
Commissioner Mandy Meisner	Anoka County
Commissioner Jeff Reinert	Anoka County
Commissioner Gayle Degler	Carver County
Commissioner John Fahey	Carver County
Commissioner Liz Workman	Dakota County
Commissioner Laurie Halverson	Dakota County
Commissioner Kevin Anderson	Hennepin County
Commissioner Heather Edelson	Hennepin County
Commissioner Angela Conley	Hennepin County
Commissioner Nicole Frethem	Ramsey County
Commissioner Mai Chong Xiong	Ramsey County
Commissioner Tom Wolf	Scott County
Commissioner David Beer	Scott County

Staff:

Daniel Huff, Business Director
Arleen Schacht, Business Administrator
Jon Peterson, District Operations Manager
Mark Smith, Technical Services Manager
Kirk Johnson, Vector Ecologist
Piper Romfo, Administrative Support
Dan Stith, Field Operations Manager

Visitors:

Joe Langel, MMCD Legal Counsel
Kim Scott, RCS Consulting

Chair Fran Miron welcomed all in attendance and thanked them for attending the meeting.

Consent Agenda

Commissioner Gayle Degler offered the following resolution and moved its adoption

Resolution 1:

The following administrative items were moved in one motion.

Approval of Commission Meeting Minutes for August 28, 2024

Approval of Financial Statements September 30, 2024

Approval of Checks and Claims. General 78151-79538

Commissioner Tom Wolf seconded the motion the resolution was approved unanimously.

Commissioners Frethem, Anderson, Edelson and Halverson arrived after the consent agenda vote was conducted and did not vote.

Strategic Planning

Requested by:

Daniel Huff

Informational:

Strategic Plan Update

Adrienne Jordan, Senior Consultant for the Prouty Project provided an update of the progress that has been made in the strategic planning process. Adrienne presented the SWOT Analysis and Environmental Scan to the board and initiated discussions about the District's Big Hairy Audacious Goal (BHAG).

The commissioners engaged in the discussion identifying a variety of things related to the SWOT and Environmental Scan.

External Opportunities:

- Identify examples of partnerships
Commissioners Meisner, Workman and Halverson all suggested to develop partnerships with other groups such as:
 - Watershed Districts
 - Soil and Water Conservation
 - Legislative Body
 - Additional funding opportunities

- External Threats
Commissioner Conley stated that she had been on the board for 5 years and has seen the driest and the wettest years and that climate change IS real and impacting the unpredictable weather.

- Internal Threats
Commissioner Beer suggested to be cautious that MMCD does not become too big that the District cannot perform the duties/mission as intended.

Commissioner Anderson asked if the District is capable of doing what we have been doing with growth, can the District ensure the ability to deliver and maintain the same standards.

- Environmental Scan
 - Commissioner Miron stated that he believes college students employment is expanding the Districts presence and more people are becoming aware of MMCD and the future.

The Strategic Planning Committee meets November 8 to finalize the Big Hairy Audacious Goal (BHAG) and will present it to the Executive Committee at the November 21, 2024, meeting.

Intergovernmental Issues

Everyone is waiting with bated breath to find out who wins the presidential election. All 134 Minnesota House seats are on the ballot. It's no surprise that Democrats think they will keep the House and Republicans think they will take it back. Republicans need four seats to take control of the House and three to tie.

Even though the Senate is not up for reelection, Sen. Kelly Morrison running for Congress has opened a seat. With a DFL one-seat majority, the balance of power in the Senate is also effectively up for election.

Gov. Tim Walz is ping ponging around swing states and Lt. Gov. Flanagan is also busy campaigning in Minnesota. With everyone campaigning or helping campaigns, it feels like all the work of government is on hold. At a recent agency meeting, the tone was, "when we know who our governor will be, we can get moving..."

The most recent revenue forecast showed an expected surplus of \$234M. That number will be further refined with the November forecast, which will be important for planning state budgets. The final number that the Legislature will utilize to determine state budgets will be released in February.

Executive Committee Report

No report, the scheduled September 25, 2024, Executive Committee meeting did not meet the quorum requirements, so no meeting took place.

MESB Lease Renewal

Requested by:

Daniel Huff

Action requested:

Approve MESB Lease Renewal (2025-26)

The Metropolitan Emergency Services Board has been renting space from the MMCD since the mid-1990s. The current rental (lease) agreement will expire on December 31, 2024. Due to changes made by MESB the office space usage has decreased from the current square footage of 3,191 sq. feet to 2,602 sq. feet. The current rent is \$27,204 per year (\$2,267 per month) and will decrease to accommodate the changes to \$22,176 per year (\$1,848 per month). The MESB Board approved the new agreement at their November 13, 2024, Board meeting.

Currently seven of the MMCD Commissioners also sit on the MESB Board, six of those Commissioners were in attendance, of which abstained from voting.

Commissioner Frethem made a motion to approve the MESB new agreement.

Resolution:

Whereas, the current rental agreement between MMCD and MESB will expire on December 31, 2024, and the office space usage has decreased since the initiation of the current agreement,

Be it now resolved, the new rental agreement between MMCD and MESB decreased the annual rent to \$22,204.

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

Legal Services and General Counsel RFQ

Requested by:

Daniel Huff

Action requested:

Approve Request for Quotations for MMCD
Legal Services and General Counsel

Legal services and counsel for the MMCD and its Commission has traditionally been served by a contract with a local legal firm. Minnesota Statute 473.704 Subd 5 grants authority of the Commission to contract services as needed.

Since 2015, legal counsel to the Commission and MMCD has been provided by the legal firm of Ratwik, Roswak and Maloney. The current contract with Ratwik, Roswak and Maloney expires on December 31, 2024.

Commissioner Workman made a motion to approve the Request for Quotations for MMCD Legal Services and General Counsel.

Resolution:

Whereas, the MMCD last solicited for legal services to serve the Commission and MMCD in 2015.

Whereas, the current contract for legal services with Ratwik, Roswak and Maloney expires on December 31, 2024.

Be it now resolved, the Commission approves the Request for Quotations of Services for Legal Services and General Counsel and

Furthermore, be it now resolved, the Commission accepts the six proposals submitted in response to this RFQ and directs the Executive Director to review these proposals and to make recommendations to the Executive Committee for selection of legal services and general counsel.

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

American Mosquito Control Association (AMCA)

Requested by:

Daniel Huff

Discussion:

American Mosquito Control Association
(AMCA) Annual Conference

The [AMCA annual meeting](#) is the premier education and networking event for researchers, educators, vector control professionals, and industry representatives in mosquito control. Every year hundreds gather to hear the latest research, share ideas, and form collaborations.

This conference is held in many destinations, in 2025 the conference is being held in San Juan, Puerto Rico, March 3 – 7, 2025.

Each year several MMCD staff attend the AMCA conference, many doing presentations, attending symposiums, while others go to learn more through education sessions and exhibit halls to put them on the cutting edge of this ever-expanding field. Board members from other mosquito control districts do attend these meetings.

Huff stated that AMCA is looking for more opportunities for board members.

Executive Director Huff explained the staff vetting process for employees; to promote professional development, all staff are encouraged to attend conferences, interested employees submit an application explaining why they want to attend, applications are reviewed and approved by the Senior Management Team. Employees are allowed to attend out-of-the-District conferences every 3 years.

Commissioner Reinert asked for a better explanation of what happens at the AMCA Conferences. Executive Huff replied, AMCA is a comprehensive conference, there are many specialty sessions that take place providing a large variety of networking opportunities, new processes other organizations are using, and many vendors selling material and equipment etc. Approximately 800-1,000 people attend from around the world.

Commissioner Halverson stated it is not only great to be in Puerto Rico, but also to consider the economic environment there since the hurricane a couple of years ago.

Commission Workman suggested it should be determined what MMCD pays for vs what commissioners/counties pay for.

Commission Conley reminded commissioners the National Association of Counties (NACo) Legislative Conference is March 1-4, 2025, in Washington DC.

Executive Director's Report

Executive Director Daniel Huff provided an overview of his visits with field staff during the summer season, and gave an update on the safety assessment, technology assessment, and facilities assessment the District is conducting. He and Business Administrator Arleen Schacht share information on the District's fund balance and how it is committed and assigned.

Operations Report

John Peterson, District Operations Manager provided an update on the field operations winding down, the last day of employment for most seasonal staff was October 4, 2024. Wrapping up the cattail inspections and treatments.

Mark Smith, Technical Services Manager provided an update on the technical services lab activities and responsibilities of sample identification and surveillance data.

Dan Stith did a presentation about the Cattail Program, providing some history on how the program began, the purpose, the process and the equipment and tools used to conduct the inspections and treatments.

Public Affairs Report

Alex Carlson, Public Affairs Manager gave an update on the many events that MMCD has participated in, as well as events that are coming up District wide.

Adjournment

Commissioner Fran Miron adjourned the meeting at 11:25 a.m.

METROPOLITAN MOSQUITO CONTROL DISTRICT				
FINANCIAL STATEMENT				
November 30, 2024				
COUNTY	2024 LEVY	REC'D TO DATE	DUE	
Anoka	\$ 2,000,448	1,043,467	\$	956,981
Carver	770,322	400,569		369,753
Dakota	2,621,483	2,476,927		144,556
Hennepin	8,953,249	4,509,493		4,443,756
Ramsey	2,750,865	1,372,564		1,378,301
Scott	1,003,210	513,688		489,522
Washington	1,805,380	1,777,347		28,033
TOTAL	\$ 19,904,957	\$ 12,094,054	\$	7,810,903
Tax Delinquent Income	\$ 0	\$ 42,682		
Miscellaneous (Rent/Misc./Non-Levy)	100,000	166,102		
Interest Income	550,000	1,120,162		
TOTAL REVENUE	\$ 20,554,957	\$ 13,423,000	\$	7,131,957
<u>BALANCE SHEET</u>				
<u>ASSETS</u>				
Cash and Investments		\$ 26,542,866		
Accounts Receivable		237,315		
Prepaid Expenses		288,994		
Consumable Material		1,669,635		
Equipment net of Acc Depreciation		2,929,775		
Land		1,118,867		
Building net of Acc Depreciation		2,632,128		
<u>TOTAL ASSETS</u>			\$	35,419,580
<u>LIABILITIES</u>				
Vouchers Payable		\$ 44,195		
Pass thru Revenue		0		
Deferred Revenue		237,315		
<u>TOTAL LIABILITIES</u>			\$	281,510
<u>NET WORTH</u>				
Fund Balance:				
Nonspendable		\$ 3,627,247		
Prepaid		0		
Committed		1,500,000		
Assigned		1,141,882		
Unassigned for Working Capital		27,551,650		
Total Fund Equity		\$ 33,820,779		
Assets-Equipment		6,680,770		
TOTAL		\$ 40,501,549		
ADD Income		13,423,000		
DEDUCT Expenditures		18,786,482		
TOTAL NET WORTH			\$	35,138,067
TOTAL LIABILITIES AND NET WORTH			\$	35,419,580

METROPOLITAN MOSQUITO CONTROL DISTRICT				
CUMULATIVE OPERATIONS STATEMENT				
November 30, 2024				
EXPENDITURES	ACTUAL	BUDGET	+OVER/-UNDER	
<u>ADMINISTRATIVE</u>				
Operations	\$ 1,072,439			
Capital Items	0			
Repairs	0			
TOTAL ADMINISTRATIVE	\$ 1,072,439	\$ 1,117,457		\$ (45,018)
<u>CONTROL DIVISION</u>				
Operations	\$ 16,792,696			
Capital Items	717,040			
Repairs	203,156			
TOTAL CONTROL DIVISION	\$ 17,712,892	\$ 18,101,178		\$ (388,286)
<u>COMMISSION</u>				
Per Diem	\$ 0			
Mileage/meeting expense	1,151			
TOTAL COMMISSION	\$ 1,151	\$ 2,660		\$ (1,509)
TOTAL EXPENDITURES	\$ 18,786,482	\$ 19,221,296		\$ (434,814)
BUDGET REMAINING		\$ 1,011,647		
ORIGINAL BUDGET		\$ 20,232,943		
EMERGENCY FUNDS		0		
TOTAL BUDGET		\$ 20,232,943		

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

DECEMBER 18, 2024

Requested by:
Daniel Huff

Consent:
Accept Employee Resignations

Kirk Johnson, Vector Ecologist resigned from MMCD, effective November 19, 2024. Kirk had over 24 years with MMCD and has made extensive contributions to the District. We wish him the best in his next adventure.

Jennifer Crites, Information Systems Manager resigned from MMCD, effective December 2, 2024. Jennifer started at MMCD in December of 2014, we thank her for 10 years of service.

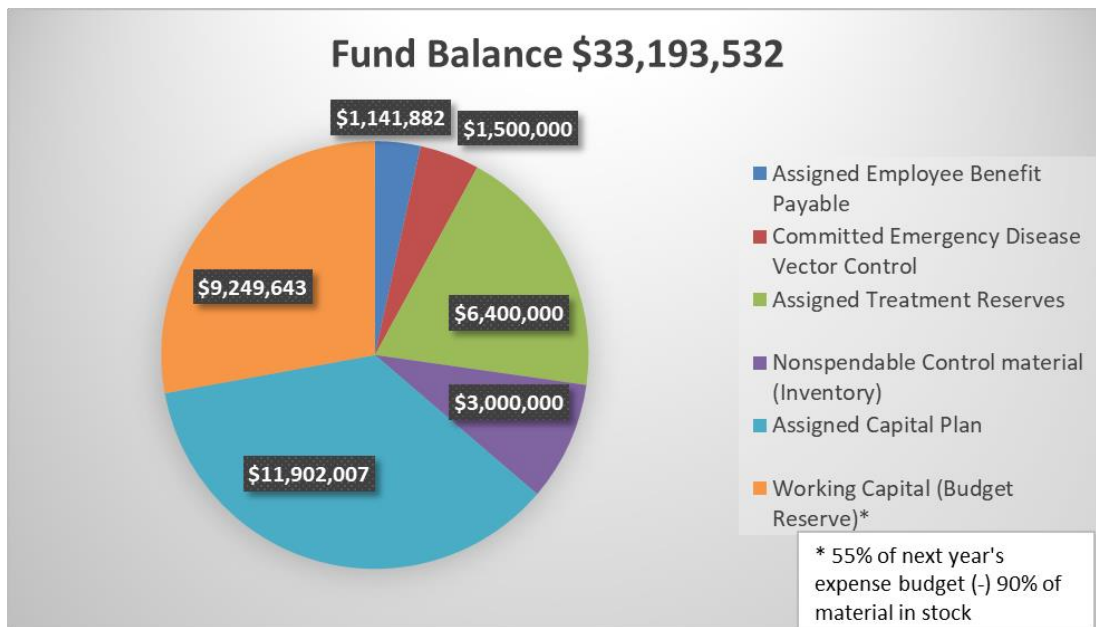
Public Hearing

Truth in Taxation: MMCD Payable 2025 Total Levy and 2025 Budget

The purpose of this Truth in Taxation hearing is to discuss the Metropolitan Mosquito Control District's proposed budget and property tax levy for 2025. This hearing provides residents an opportunity to ask questions and share comments about the budget and levy before final adoption.

Background:

The District has a 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 District is proposing a 3% property levy increase over the existing levy or a \$0.324 increase per median property value in the District.

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 Levy and Budget

	Actual 2021	Actual 2022	Actual 2023	Approved 2024	Preliminary 2025
Beginning Balance	\$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	-	-	-	-	-
Total Property Taxes	\$18,661,553	\$18,923,790	\$19,191,541	\$19,904,957	\$20,502,106
<i>Other Financing Sources</i>					
Miscellaneous	\$166,410	\$526,554	\$1,513,260	\$650,000	\$850,000
Total Other Sources	\$166,410	\$526,554	\$1,513,260	\$650,000	\$850,000
Total Revenue	\$18,827,963	\$19,450,344	\$20,704,801	\$20,554,957	\$21,352,106
<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	\$18,734,389
Capital Outlay	\$365,746	\$316,798	\$1,701,271	\$523,520	\$1,338,600
Administration	\$924,070	\$1,047,032	\$983,090	\$1,156,530	\$1,276,317
TOTAL	\$15,480,714	\$14,976,543	\$17,765,984	\$20,232,934	\$21,352,106
<i>Ending Fund Balance</i>					
Nonspendable/Committed/Assigned	\$6,387,860	\$5,128,069	\$6,269,129	\$5,641,882	\$5,950,000
Unassigned/Working Capital/Tax Delinquencies	\$19,939,063	\$25,617,240	\$27,551,650	\$27,551,650	\$28,192,802
TOTAL	\$26,246,353	\$30,745,309	\$33,820,779	\$34,142,802	\$34,142,802
FUND BALANCE					
Revenue over expense (Surplus)	(\$3,347,249)	(\$4,473,801)	(\$2,938,817)	(\$322,023)	\$0

Metropolitan Mosquito Control District
Commission Meeting

December 18, 2024

Requested by:
Daniel Huff

Action requested:
Approve Property Tax Levy for Payable 2025

Resolution:

Whereas, the Metropolitan Mosquito Control Commission has reviewed the proposed property tax levy for payable 2025 considering the needs of the program, and

Whereas, the 2025 levy is proposed in the amount of \$20,502,106 a 3% increase over the 2024 original levy of \$19,904,957, and

Whereas, the Commission has held a public hearing conforming with truth in taxation requirements,

Be it now resolved, the Metropolitan Mosquito Control Commission adopts the payable 2025 levy in the amount of \$20,502,106 to the Minnesota Department of Revenue, a 3% increase over the 2024 levy of \$19,904,957, and authorizes staff to certify the levy to the Minnesota Department of Revenue and the Counties of the District.

Metropolitan Mosquito Control District
Commission Meeting

December 18, 2024

Requested by:

Daniel Huff

Action requested:

Approve Budget for 2025

Resolution:

Whereas, the Metropolitan Mosquito Control Commission has reviewed the proposed 2025 operations budget of \$21,352,106, a 5% increase from the original 2024 budget, which is sufficient to meet the needs of the program, and

Whereas, the operations budget includes capital equipment and maintenance of \$850,000 for replacement equipment and facility improvements, and

Whereas, the budget leaves intact the MMCD's unassigned working capital account which needs to cover approximately 55% of expenditures and leaves \$5,641,882 for emergency disease control, employee benefits, control materials and other assigned funds,

Be it now resolved, the Metropolitan Mosquito Control Commission approves the final 2024 operations budget in the amount of \$20,232,943 and adopts the proposed 2025 expenditures budget in the amount of \$21,352,106, an increase of 5% from the 2024 budget.

Metropolitan Mosquito Control District Commission Meeting

December 18, 2024

Requested by:

Daniel Huff

Action:

2025 Policy Initiatives

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, 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

DECEMBER 18, 2024

Requested by:

Daniel Huff

Approval:

Approval selection of Kennedy and Graven as legal counsel for the Commission and approve contract for services with Kennedy and Graven.

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 in 2015. To ensure continuity, MMCD issued a Request for Quotations (RFQ) for Legal Services and General Counsel on September 1, 2024, closing on September 30, 2024, with responses from six firms.

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. Executive Director Huff checked references for selected firms.

The Executive Director recommends the Commission adopt Kennedy and Graven as its new legal counsel. Kennedy Graven is a Minnesota-based firm focused on 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 Graven to serve as District's Attorney. Mr. Ketchum currently serves as City Attorney for the cities of Rose Creek Maple Lake and Montrose and Assistant City Attorney for the City of Richfield, among others. In addition to local government, Mr. Ketchum has expertise 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 District's Assistant Attorney. Ms. Tolar served the City of St. Paul in many positions including Senior Attorney in the Civil Division of the City Attorney's Office. Ms. Siobhan currently serves as the City Attorney for the City of Brooklyn Center and Assistant City Attorney for the cities of Brooklyn Park and Roseville.

Resolution:

Whereas, the MMCD last solicited for legal services to serve the Commission and MMCD in 2015.

Whereas, the current contract for legal services with Ratwik, Roswak and Maloney expires on December 31, 2024.

Be it now resolved, the Commission approves Kennedy & Graven as legal counsel for the Commission and approves the contract for services.

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 1st 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

DECEMBER 18, 2024

Requested by:

Daniel Huff

Action Item:

Approve 10-year Goal

Background:

After gathering stakeholder input and completion of 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 border to border within 10 years. However, it shifts the focus from land to people, freeing us to pursue multiple and possibly new solutions to achieve our ultimate goal – serving the taxpayers of the district by protecting them from vector borne disease 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 of: *We protect all people in the district from vectors and improve their time outdoors*.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

DECEMBER 18, 2024

Requested by:
Daniel Huff

Action Item:
Commissioner Recognition

Three MMCD Commissioners are retiring from public office this year.

Commissioner Nicole Frethem joined the Commission in 2022

Commissioner Gayle Degler joined the Commission in 2021

Commissioner Gary Kriesel joined the Commission in 2011

The District expresses its gratitude for your dedicated service to protecting our community from ticks, black flies and mosquitoes and the diseases they carry. Your commitment to public office and the betterment of our community has made a lasting impact. Your hard work, leadership, and thoughtful decision-making have shaped the future of our county in meaningful ways.

As you retire from public office, we thank you for your years of service and wish you all the best in your future endeavors. The District is better for your contributions.

TO: COMMISSION MEMBERS

FROM: DANIEL HUFF

RE: EXECUTIVE DIRECTOR REPORT

DATE: DECEMBER 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.

I want to take a moment to thank you all for serving the Metropolitan Mosquito Control Commission this year. You are a fantastic board. I am incredibly thankful for your support. I wish you and your families a joyous and peaceful holiday season. I look forward to seeing you in the New Year!

2. MOSQUITO CONTROL SERVICES AND TECHNICAL SERVICES

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. We will have a total of eight drones for the 2025 season drone program. We will review all operations from 2024, to ensure we are efficient and effective in 2025.

Technical Services Update

Staff participated in multiple US conferences networking with other professionals and doing presentations.

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

City Summaries

We have assembled and mailed community summaries to city administrators and township clerks throughout the District. This year's report included expanded information about the District as a whole and specific highlights for each city. We will be following up with each community to see if they would be interested in a presentation for their boards and we will notify commissioners when they get scheduled.

View a sample city report below.

2024 Activity Summary for Plymouth

LARVAL CONTROL

Most control done by MMCD targets mosquitoes during their larval stage. Mosquito larvae develop in standing water and are most common after rain. Products are specific to mosquito larvae and not harmful to people, pets, or wildlife. Materials are applied via helicopter, backpack, drone, or by hand.

Larval Control in Plymouth in 2024:
Sites Inspected: 1928 | Acres Treated: 6441.11



ADULT CONTROL

MMCD supplements our larval control program with limited adult mosquito control, mainly when disease cases are present.

Adult Mosquito Control in Plymouth in 2024:
Sites Inspected: 136 | Acres Treated: 13.04



DISEASE PREVENTION

Controlling the mosquito species that are most likely to spread disease is a top priority for MMCD. Removing containers that could hold stagnant water is critical to reducing the spread.

Disease Prevention Activity in Plymouth:
Tires Removed: 52 | Catch Basins Treated: 3312
Disease Prevention Property Inspections: 5



CUSTOMER CALLS

We encourage residents of the district to call MMCD to report mosquito annoyance, employee or helicopter concerns, request waste tire removal, or for anything else.

Customer Calls from Plymouth in 2024: 31

For questions about your city's data, please contact Alex Carlson – acarlson@mmcd.org



The Big Stories from 2024

MOSQUITOES

After three consecutive years of drought conditions, 2024 saw above average precipitation during most of the summer months. A warm winter and early spring led to the first deer tick being found by MMCD staff on February 5th and the first mosquito larvae found on February 26th, both much earlier than normal. Spring flooding and early season rains brought mosquitoes above the 10-year average for the first few weeks of May. Despite continued heavy rains in June and July, mosquito numbers dipped below average largely due to the absence of two of our most common nuisance mosquitoes – *Aedes vexans* (the summer floodwater mosquito) and *Coquillettidia perturbans* (the cattail mosquito). Those species were impacted by the drought in prior years and did not begin to bounce back until the end of the season.



MOSQUITO-BORNE DISEASE

Mosquito-borne disease was present in the District and throughout Minnesota in 2024. As of November 19th, 12 West Nile virus illnesses had been confirmed in Minnesota with seven of those cases in residents of the District (2 Carver, 1 Dakota, 1 Hennepin, 2 Ramsey, 1 Scott). This was lower than 2023 when there were 63 reported cases in Minnesota. In 2024, there were four cases of Jamestown Canyon virus in Minnesota and 1 case of La Crosse encephalitis, but neither disease showed up in residents of the District. For more information about vector-borne disease in 2024 look for the MMCD Technical Advisory Board report coming in the spring of 2025.

BLACK FLIES



MMCD employees controlled immature black flies (biting gnats) in small streams and large rivers throughout the metropolitan area. In 2024, 95 black fly larvicide treatments were made to the rivers and streams in the District. Heavy rains in May and June produced high-water levels especially on the Minnesota, Crow, and South Fork Crow rivers, causing sampling and treatments to suspend for nearly a month. High adult black fly levels were experienced in certain areas (especially Scott, Carver, and Dakota Counties) in late May and again in July but remained at tolerable levels for the remainder of the season with the number of black fly annoyance calls in 2024 (41), similar to 2023 (46), but higher than 2022 (11).

TICKS

The warm winter of 2023-24 made ticks more prevalent than usual during certain parts of the year. District staff found our first deer tick of 2024 on February 5th, much earlier than normal. The Lone Star Tick is a unique species that can cause alpha gal syndrome which makes the infected host allergic to mammal meat (beef, pork, lamb, etc). Lone Star ticks are rare in Minnesota with only 57 reported to MMCD or the Minnesota Department of Health between 2009 and 2023. However, in 2024 alone there were 31 Lone Star Ticks reported as of August 1st. The mild winter is likely the culprit.



Get more of the year's big stories at MMCD.org and the TAB report coming in February!

MMCD Year in Review

We have published a blog post highlighting the big stories of 2024 at MMCD. This includes some of our favorite photos, media appearances, graphs, totals, and much more! Check it out and share with anyone you think would be interested: mmcd.org/blog