

**Metropolitan
Mosquito Control District**

EXECUTIVE COMMITTEE

JANUARY 22, 2020

9:15 AM

Information Packet

**METROPOLITAN MOSQUITO CONTROL DISTRICT
MEETING ANNOUNCEMENT**

COMMITTEE: **Executive Committee Meeting**
 Metropolitan Mosquito Control District
 2099 University Avenue West
 St. Paul, MN 55104

DATE: **Wednesday, January 22, 2020**
TIME: **9:15 AM**

A G E N D A

1. Approval of Minutes November 21, 2019 Meeting*
2. Legislative Update – RCS Consulting (Peg Larsen, Kim Scott)
3. Budget and Levy Development Schedule
4. Executive Director Performance Review Process
5. Executive Director’s Report
6. Other Issues
7. Adjournment

* Action Requested

Commissioner Robyn West	Anoka County
Commissioner James Ische	Carver County
Commissioner Liz Workman	Dakota County
Commissioner Jeff Johnson	Hennepin County
Commissioner Mary Jo McGuire	Ramsey County
Commissioner Tom Wolf	Scott County
Commissioner Gary Kriesel	Washington County

Next Commission Meeting: Wednesday, February 26, 2020, 9:15 a.m.
Next Executive Committee Meeting: Wednesday, March 25, 2020, 9:15 a.m.

**METROPOLITAN MOSQUITO CONTROL DISTRICT
EXECUTIVE COMMITTEE MEETING**

Minutes
November 21, 2019
9:15 AM

Commissioner Liz Workman called the meeting to order at 9:18 a.m.

Roll Call:

Commissioner Robyn West	Anoka County
Commissioner Liz Workman	Dakota County
Commissioner Jeff Johnson	Hennepin County
Commissioner Tom Wolf	Scott County
Commissioner Gary Kriesel	Washington County

Staff:

Stephen Manweiler, Executive Director
Arleen Schacht, Business Administrator
Alex Carlson, Public Relations Coordinator
Cassie Sweeney-Truitt, Administrative Assistant

Visitors:

Peg Larsen, RCS Consulting

Chair Liz Workman welcomed all in attendance and thanked them for attending the meeting.

Commissioner Jeff Johnson offered the following resolution and moved its adoption.

*Approval of
September 25, 2019
Executive Committee
Meeting Minutes*

Resolution 1:

Be it now resolved, that the September 25, 2019 Executive Committee Meeting minutes be approved as presented.

Commissioner Tom Wolf seconded the motion and the resolution was adopted unanimously.

Peg Larsen reported that Rep. Jean Wagenius, Rep. Tim Mahoney, Rep. Hunter Cantrell, Rep. Alice Mann, Rep. Duane Sauke, and Sen. Dick Cohen all announced that they would not be running for re-election in 2020. Rep. Diane Loeffler passed away at the age of 66 after battling cancer. Republican Erik Mortensen will run against

Legislative Update

fellow Republican Rep. Bob Loonan. He feels Rep. Loonan is not conservative enough!

Chair Pelowski has been holding hearings of his subcommittee regarding possible changes to the legislative process. Some of the ideas that have been floated are: (1) deciding which budget forecast to use – do they want to use the November or the February; (2) encouraging bills to be strictly policy or budget; and (3) looking at the conference committee schedules and processes.

Insulin discussions are continuing. It is still a Senate vs. House debate the Governor is watching closely.

The Minnesota State budget will be presented in December. This is the November forecast – as usual coming out in December!

Majority leader Ryan Winkler will be holding an informal hearing on legalizing marijuana. Representative Pat Garafalo is also proposing legalization legislation.

The bonding committee members have been finishing their tour around the state. They are looking at projects in the east metro. There are an unprecedented number of requests totaling \$5.3 billion dollars.

Wednesday, November 20, MMCD hosted Sen. Fong Hawj (St. Paul) for a discussion about MMCD's work, its impact on bees and pollinators, and the way in which it utilizes pesticides to decrease vector-borne diseases. Sen. Hawj previously spoke in favor of the prohibition of the use of pesticides in cities of the first class during the last legislative session. We were able to clarify for Sen. Hawj how MMCD minimizes its impact on pollinators by focusing its efforts on larval control, among other strategies. We also discussed how MMCD's use of pesticides adheres to the label requirements and how the staff is trained to avoid pollinator habitat. It was a very positive meeting and Sen. Hawj agreed to work with MMCD when evaluating policy proposals relating to pesticides.

The Department of Agriculture (MDA) promised the Legislature that it would hold listening sessions related to the pesticide preemption issue. We have been in contact with MDA on this issue and will be included as part of a stakeholder group that will likely convene sometime in December or January.

The Environmental Quality Board (EQB) also met this week to discuss the 2019 Minnesota State Agency Pollinator Report, which includes a recommendation for "the judicious use of pesticides." Some of the

input offered by pollinator advocates was that there should be a clearer message to reduce the use of pesticides and that reducing pesticide drift by applicators should be prioritized. Much of the concern around the use of pesticides was focused on the use of neonicotinoids.

Commissioner Strommen and Commissioner Malcom expressed a desire for specific metrics and outcomes to be articulated relating to pesticide use. Ultimately, the board adopted a resolution approving the report, the final version of which will be released December 1.

Stephen Manweiler reported that Sen. Hawj’s visit helped create a contact that should enable MMCD to convey its message in response to potential future legislation. Sen. Hawj understood MMCD’s responsibilities and expressed a willingness to work with us.

*Executive Director
Report*

Stephen thanked the Commission for its support while resolving MMCD’s Human Resources situation earlier this year. The Recruitment Team at MMCD has been hard at work to find new inspectors for our 2020 season. Recent efforts have included attending an increased number of job fairs, redesigning our employment brochures, mentioning job openings on social media, and increasing the number of subscribers to our job alerts mailing list. We hope these efforts will make finding adequate staff for the 2020 season easier.

Chair Liz Workman asked if any other business needed to be discussed. Hearing none, Commissioner Tom Wolf moved that the meeting be adjourned. Commissioner Jeff Johnson seconded the motion that was approved unanimously. Chair Liz Workman declared the meeting adjourned at 9:40 a.m.

*Other Issues and
Adjournment*

Metropolitan Mosquito Control Commission Meeting

January 22, 2020

Requested by:

Stephen Manweiler
Arleen Schacht

Informational:

Budget and levy development schedule

Background:

During the previous couple of years there have been questions about when during the season specific decisions about the District's budget and levy must be made. These questions arose during a time when the MMCC was deciding how to balance District resource and funding needs (levy) relative to service demand and reserves (fund balance). See page 5 for a schedule outlining steps to be taken by staff and the Commission to develop the 2021 levy and budget. The decision year has been updated to 2020. Months or specific dates are taken from the 2020 Commission meeting schedule.

An initial review of legislative requirements and deadlines (see page 6) revealed that the MMCC must approve a preliminary tax levy for the following year by August 1 of the current year. The July Commission meeting is the closest meeting before this deadline. In 2019, the MMCC approved a preliminary 2020 levy at its July 24 meeting.

Both the 2020 levy and 2020 budget were approved by the MMCC at its meeting on December 18, 2019.

This information is being presented here both for review and to determine if modifications to the schedule can facilitate the levy and budget development process while satisfying statutory requirements.

MMCD Calendar for Budget Year 2021

Commission and Executive Committee provide direction to develop budget	May / June 2020
Commission approves preliminary 2021 levy and budget direction	July 22, 2020
First levy certification deadline for the District	August 1, 2020
Review 2021 budget and levy proposals	August 26, 2020
Proposed levy certified	September 10, 2020
Executive Committee reviews proposed budget (Subject to change)	September 23, 2020
Commission reviews proposed budget (Subject to change)	October 28, 2020
Executive Committee reviews budget	November 19, 2020
Parcel Specific Property Tax Notice	November 10 – 24, 2020
Commission adopts Final 2021 Levy & Budget (December Commission meeting)	December 16, 2020
Truth in Taxation Hearing (Commission & Staff)	December 16, 2020
Continuation Hearing if necessary (Commission & Staff)	December 16, 2020
Certify Adopted Payable 2021 Levy (Staff)	December 20, 2020

M E M O R A N D U M

TO: MMCD Board of Commissioners

FROM: Joseph Langel, MMCD Attorney

DATE: August 26, 2016

RE: Tax Levy Schedule

At the Commission meeting on August 24th (2016), there was a discussion about the budget calendar. Specifically, questions were raised about when MMCD’s property tax levy must be certified to the Commissioner of the Department of Revenue. The calendar in the Information Packet showed that the initial levy certification deadline is August 1st.

Some Commissioners questioned the validity of that date given that it is earlier than other taxing districts. A quick review of Minnesota Statutes chapter 275 (the property tax levy statute) indicated that (1) MMCD is defined as a special taxing district; and (2) “each special taxing district shall adopt and certify to the county auditor a proposed property tax levy” “on or before September 15.” *Minn. Stat. §§ 275.065, subd. 1(b), 275.066 (16)*. It therefore appeared that September 15th is, in fact, the correct deadline.

The quick statutory review during the meeting, however, did not reveal the additional provisions in Minnesota Statutes chapter 473, which relate specifically to MMCD. Section 473.711, subdivision 5, provides that MMCD “must certify its property tax levy to the Commissioner of Revenue by August 1 of the levy year.” This specific provision overrides the more general provision in Chapter 275.

The Commissioner of Revenue reviews the tax levy to ensure that the tax is within MMCD’s statutory levy limitation. That determination must be completed by September 10th. *Minn. Stat. § 473.711, subd. 5*. The Commissioner notifies the MMCD that the levy is appropriate and provides the amount of levy for each member county. The levy data is transmitted to the respective counties by September 15th. The Commission adopts the final levy and holds the Truth in Taxation hearing in December.

Let me know if anyone has additional questions about this process.

Metropolitan Mosquito Control Commission Meeting

January 22, 2020

Requested by:

Stephen Manweiler

Informational:

Executive Director Performance Review
Process

Background:

April 30, 2020 will mark the end of the sixth year of Stephen Manweiler's tenure as the Executive Director for the District (the end of the third year of a three-year contract).

The process that we have used includes input from all MMCC Commissioners, the Executive Director's direct reports, and a few random fulltime District employees. Input will be solicited using an online system with paper forms available to Commissioners who prefer them. The input will be collected and compiled by Arleen Schacht, Business Administrator. Instructions for using the online input system (paper forms for those who request paper) will be provided to the Commissioners and appropriate staff by February 1, 2020 with a return due date by the February 26, 2020 Commission meeting. A Performance Review Panel has, customarily, been made up of some members of the Executive Committee and other interested Commissioners, who will receive the compiled input and meet with Mr. Manweiler to discuss his performance. The Commission has suggested that the Executive Director's initiatives be used as benchmarks for his performance. The Panel will report at the March 25, 2020 Executive Committee meeting.

To: Commission Members
From: Stephen Manweiler
Re: Executive Director Report
Date: January 2020

1. DIRECTOR'S INITIATIVES

On January 2, 2020 the District posted an advertisement for three Field Operations Supervisor positions vacated by retirement or promotion (two at our Oakdale and one at our Maple Grove facility). Applications are due on Friday, January 17, 2020. Application screening will occur the following week with interviews as soon thereafter as possible. We hope to fill all three position by mid-February 2020. We are using ADP for the job recruitment process for the first time. Using ADP will eliminate separate job ad placement steps and redundant data entry required when we used NeoGov software.

On January 13, 2020 Stephen Manweiler and Kim Scott attended a Pesticide Preemption Law stakeholder's meeting at the Minnesota Department of Agriculture as part of the process of working with legislators and other concerned parties to ensure that potential future pesticide restrictions do not hinder MMCD's abilities to satisfy its mosquito (especially vector) control responsibilities.

2. MOSQUITO CONTROL SERVICES

Field staff are focusing on their winter projects with much of their time being spent on updating maps with the changes to mosquito larval breeding sites they discovered this past season and autumn. Along with that, they're updating the site information cards that go with the site maps. They are also spending a fair amount of time attending meetings for the District teams they are on and doing any work related to those teams. Some staff are involved with education outreach giving presentations to schools about mosquito biology, habitats, and mosquito related diseases. Others are attending classes and seminars to improve their supervision and technical skills. More staff are studying to get their drone operator certification. There is always equipment that needs to be repaired and maintained to get it ready for the upcoming control season. Also, some staff will be attending job fairs to help increase the seasonal inspector applicant pool, especially for April where we tend to struggle to fill seasonal inspector positions.

3. MOSQUITO-BORNE DISEASE

We are currently reviewing and analyzing data collected in 2019 and we are preparing to combat mosquito-borne illnesses in 2020. We are making plans to reduce the risk of West Nile virus, La Crosse encephalitis, Western equine encephalitis, Eastern equine encephalitis, and Jamestown Canyon virus by controlling vector populations.

West Nile virus (WNV) was much less active in Minnesota in 2019 than in 2018. There were three WNV illnesses documented in Minnesota residents compared to 63 in 2018. West Nile illnesses were diagnosed in two MMCD residents (Hennepin Co. & Dakota Co.).

Surveillance by MMCD detected WNV in only five of 649 mosquito samples tested. Three of the five WNV positive mosquito samples were collected in Ramsey County and two from Hennepin County.

There were no La Crosse encephalitis cases within MMCD or elsewhere Minnesota in 2019. MMCD field staff recycled 9,763 tires and eliminated 2,006 other small mosquito habitats in 2019 as the primary method for reducing La Crosse encephalitis risk.

There were four Jamestown Canyon virus illnesses confirmed in Minnesota in 2019. Two cases were diagnosed in residents of the District, both from Ramsey County. One was likely exposed in northern Minnesota and the other was likely exposed in Wisconsin. Nationally, there were 25 JCV illnesses reported. Wisconsin reported 14 of the illnesses.

Eastern equine encephalitis caused illness in Minnesota horses for the first time since 2012. Two horses stabled in northeast Otter Tail County succumbed to EEE illnesses. Twenty-two other states reported EEE illnesses in domestic animals. Ten states reported a total of 38 EEE illnesses in humans, with 15 of them resulting in fatalities. The nearest human cases were reported from Michigan where there were ten cases and six fatalities.

4. TECHNICAL SERVICES LAB

Staff have been analyzing the surveillance data from 2019, which will be included in our surveillance chapter in MMCD's annual report to the Technical Advisory board. We will be processing the nontarget samples for the black fly program, archiving previous MMCD studies into a digital database, and cleaning and organizing our storeroom. Additionally, staff continue with their internal team duties and external participation in associations and professional organizations.

5. PUBLIC AFFAIRS

Public Events

Friday, January 3 – Sunday, January 5 – Land O'Lakes Dog Show at the St. Paul RiverCentre. MMCD had a booth to provide information about tick-borne disease and protecting pets from ticks and mosquitoes. MMCD staff involved: Alex Carlson, Scott Larson, Megan Cook, Janet Jarnefeld, Kathy Beadle, and Eva Knudsen.

Social Media

Our social media presence continued to grow this month as we seek to educate and inform citizens on Facebook, Twitter, and our new Instagram page:

- Facebook – 1,128 Page Likes (Up 7 from December 1st)
 - Facebook.com/metromosquitocd
- Twitter – 537 Followers (Up 4 from December 1st)
 - Twitter.com/metromosquito
- Instagram – 90 Followers (Up 3 from December 1st)
 - Instagram.com/metromosquito

Website/Newsletter

We continue to make updates to the MMCD website to prepare for the upcoming season. View the website at www.mmcd.org

We posted a “Year in Review” featuring some of the important MMCD activities in 2019: <https://mmcd.org/2019/12/31/metropolitan-mosquito-control-district-2019-highlights/>

The “Year in Review” was mailed out to the 3,019 subscribers of the MMCD mailing list. 626 people opened and read the e-mail (22%) and the links in the e-mail were clicked a total of 946 times.

6. TICK-BORNE DISEASE

Monitoring Longhorned Tick (*Haemaphysalis longicornis*) Introductions in Minnesota

No introductions of the Asian longhorned tick were detected in Minnesota in 2019.

- MMCD is part of a collaborative effort across the state of Minnesota.
- Agencies involved include Indian Health Services (northern MN), Minnesota Board of Animal Health, USDA Animal and Plant Health Inspection Service, Minnesota Department of Health, Metropolitan Mosquito Control District, University of Minnesota, and the Wildlife Rehabilitation Center of Minnesota.

In spring 2020 our staff of 250+ during the field season will continue to turn in any unusual ticks they find.

Tick Vector Field Projects

The 2019 tick surveillance season began on April 22. The first round of surveillance was completed on June 20, the second round on August 22, and the third and final round on October 24. Laboratory and tick identification work is ongoing.

We are preparing a report for our annual Technical Advisory Board meeting which will occur in February.

Public Education

- Distribution and/or re-stocking of brochures, tick cards and posters has been suspended until spring.
- We continue to inform our Facebook followers of items of interest as they occur.
- Our estimate of current deer tick activity levels (low, medium, high) is updated during tick questing periods on our website via the Tick Risk Meter.
- Our Tick Risk Meter is currently turned off. Deer ticks will begin questing when temperatures remain consistently above 40°F.

Signage

Signs to remind the public of deer ticks and disease prevention measures that were posted at dog parks and additional locations throughout the metro have mostly been removed for the season. For various reasons some signs remain up year-round.