

**SERVICES AGREEMENT  
(Purchase Order # 23-0498)**

This agreement (“Agreement”) between the City of Duluth, a Minnesota municipal corporation (“City”) and Community Action Duluth. (“CAD” or “Service Provider”), with offices located at 2424 West 5<sup>th</sup> Street, Duluth, MN 55806.

WHEREAS, City desires to enter into an agreement with a service provider to provide invasive species removal and management at Kingsbury Creek and Hartley Park;

WHEREAS, City issued a Request for Bid (the “RFB”) for invasive species removal and management (the “Services”);

WHEREAS, CAD is in the business of providing invasive species removal and management to its customers;

WHEREAS, CAD submitted a Response to the RFP (the “Response”) and has represented itself as fully capable of providing the Services to its customers and that it is qualified and willing to perform the services set forth in the RFP;

WHEREAS, based on the Response the City has selected CAD as the lowest responsible bidder and wishes to engage CAD to provide the Services;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

City and Service Provider hereby agree to the following terms and conditions:

1. Services. Service Provider shall provide the following Services:

Removal and management of invasive species at Kingsbury Creek and Hartley Park, described in more detail in the Response attached to this Agreement as Exhibit A and incorporated by reference.

2. Rates/Price and Payment for Services. The rates (the “Rates”) for the Services are outlined in Exhibit A. The total amount payable under this agreement shall not exceed Two Hundred Thirty-Two Thousand, Seven Hundred Twenty-Two and 00/100 Dollars (\$232,722.00) unless the contract is modified by formal amendment. Payments shall be made from fund 205-130-1220-5310, CM205-NATRES-MISC. Service Provider shall be paid for the Services within thirty (30) days of the City’s receipt of an invoice.

3. Term; Termination. The term of this Agreement shall commence on date of attestation and shall continue, unless earlier terminated as provided for herein, for a period ending April 30, 2025 (the “Term”). Either party may terminate this Agreement at any time prior to the end of the Term due to the other party’s material breach of any of its obligations hereunder, which breach has not been cured to the non-breaching party’s reasonable satisfaction within a reasonable time, not to exceed ten (10) business days, after receipt of written notice specifying such breach.

4. Representations and Warranties. Service Provider represents and warrants that:

i. Service Provider shall perform its respective duties in a professional and diligent manner in the best interests of City and in compliance with all applicable laws.

ii. Service Provider and all personnel to be provided by it hereunder have sufficient training and experience to perform the duties set forth herein and are in good standing with all applicable licensing requirements.

5. Insurance.

A. Service Provider shall provide and maintain in full force and effect during the life of this Agreement the following minimum amounts of insurance:

(1) Workers compensation insurance in accordance with applicable law.

(2) Commercial General and Automobile Liability Insurance with limits not less than \$1,500,000 Single Limit shall be in a company approved by the City of Duluth and shall provide for the following: Liability for Premises, Operations, Completed Operations, Independent Contractors, and Contractual Liability. Umbrella coverage with a "form following" provision may make up the difference between the commercial general and auto liability coverage amounts and the required minimum amount stated above. The City of Duluth does not represent or guarantee that these types or limits of coverage are adequate to protect the Service Provider's interests and liabilities.

(3) City of Duluth shall always be named as an Additional Insured under the Commercial General and Automobile Liability Policies, and Service Provider will provide Certificate of Insurance evidencing such coverage with 30-days' notice of cancellation provision included.

B. Certificates showing that Service Provider is carrying the above described insurance in the specified amounts shall be furnished to the City prior to the execution of this Agreement and a certificate showing continued maintenance of such insurance shall be on file with the City during the term of this Agreement.

6. Indemnification.

To the fullest extent permitted by law, Service Provider shall defend, indemnify, and hold City and its employees, officers and agents harmless from and against any and all costs or expenses, claims or liabilities, including but not limited to, reasonable attorney's fees and expenses, whether asserted by itself or any third party, including claims arising from the acts, omissions, negligence, or misconduct of Service Provider or that of its agents, employees, or contractors. The obligations shall include, but not be limited to, the obligations to defend, indemnify, and hold harmless the City in all matters where claims of liability against the City are alleged to be or could be found to arise out of acts or omissions of Service Provider or are passive, derivative, or vicarious of the negligent or intentional acts or omissions of Service Provider arise out of or relate to the services in this Agreement or Service Provider's negligent, intentional, or wrongful acts or omissions, including breach of any duty in this agreement, of Service Provider. The obligations to defend, indemnify, and hold harmless shall be triggered upon the assertion of a claim for damages against City. This Section shall survive the termination of this Agreement for any reason. Service Provider shall not have the obligation to indemnify the City for its intentional, willful or wanton acts.

**The Service Provider understands this provision may affect its rights and may shift liability.**

7. Data, Records and Inspection.

- a. The City agrees that it will make available all pertinent information, data and records under its control for Service Provider to use in the performance of this Agreement, or to assist Service Provider wherever possible to obtain such records, data and information.
- b. All customer addresses and other data or customer information provided to Service Provider by the City pursuant to this Agreement will be confidential and will not be released by Service Provider without prior authorization from the City.
- c. Records shall be maintained by Service Provider in accordance with requirements prescribed by the City and with respect to all matters covered by this Agreement. Such records shall be maintained for a period of six (6) years after receipt of final payment under this Agreement.
- d. Service Provider will ensure that all costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
- e. Service Provider shall be responsible for furnishing to the City records, data and information as the City may require pertaining to matters covered by this Agreement.
- f. Service Provider shall ensure that at any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination, all of its records with respect to all matters covered by this Agreement. Service Provider will also permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

8. Independent Contractors. The parties agree that they are independent contractors, and no agency, partnership, employment or joint venture arrangement shall be deemed to exist by virtue of this Agreement, performance hereunder or otherwise. No employee or independent contractor of Service Provider shall be deemed to have any employment or independent contractor relationship with City by virtue of this Agreement or performance hereunder, and such individuals shall have no claim against City for any employee benefits offered to employees of City.

9. Assignment. Service Provider may not assign this agreement. City may assign this Agreement without the prior written consent of Service Provider.

10. Amendment; Entire Agreement. This Agreement embodies the entire understanding of the parties and there are no other agreements or understandings, written or oral, in effect between parties relating to the subject matter hereof. This Agreement may be amended or modified only by an instrument signed by the parties.

11. Applicable Law. This Agreement, together with all of its paragraphs, terms and provisions is made in the state of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

12. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Agreement transmitted by facsimile, by electronic mail in "portable document format" (".pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

13. Captions. The captions contained in this Agreement are solely for convenience of reference and are not part of the Agreement and shall not be used in construing this Agreement or in any way affect the meaning or interpretation of this Agreement.

*[Remainder of page intentionally left blank. Signature page to follow.]*



**EXHIBIT A**

**RESPONSE TO REQUEST FOR BID**

## EXHIBIT A

July 12, 2023

Community Action Duluth  
2424 W 5<sup>th</sup> St; Suite 102  
Duluth, MN 55806  
phone: (218) 726.1665 fax: (218) 726-1612  
FEIN: 41-1410670 MN Tax ID: 4262639  
[info@communityactionduluth.org](mailto:info@communityactionduluth.org)

Project Contact:  
Melissa Hellerud-Storie  
Director of Workforce Programs  
(218) 726.1665 x 202; [melissa@communityactionduluth.org](mailto:melissa@communityactionduluth.org)

### **Duluth Stream Corps Invasive Species Removal and Management Proposal**

Community Action Duluth's mission is to *'Empower and engage the community to eliminate poverty.'* This is partially done through our Duluth Stream Corps Transitional Employment Program, one of our Green Jobs, who work to preserve our streams and forests while employing individuals who are experiencing under or unemployment. Stream Corps has worked with the City of Duluth for several years by providing a highly skilled and knowledgeable boots on the ground resource that has conducted invasive species control, tree, and shrub planting, seeding, and other forest management activities. Stream Corps crew members learn new skills, explore emerging employment opportunities, and contribute to important ecological outcomes while also serve an important role within the community contributing to long term economic and social benefits. Stream Corps proudly works to transform our community by developing a workforce with ethics rooted in ecological sustainability and by working with partners that represent the economic and ecological interests of the greater St. Louis River Estuary and Lake Superior Watershed and who are passionate about working together to solve difficult environmental problems. As envisioned by conservationist Aldo Leopold, our program operates through the lens that people and land are intertwined and that to care for people, we must also care for the land.

Duluth Stream Corps is the logical partner to provide invasive species management and removal to the City of Duluth, as the program has many years of experience working in both the Kingsbury & Hartley areas and either working for or as a collaborative partner with the City of Duluth. Our team is made up of a full-time program manager who has worked for Stream Corps for over six (6) years. The program manager's extensive knowledge of plant/tree identification, invasive species management as well as data recording and reporting make this partnership a

perfect fit. Partnered with his many years as a crew member bring historical program knowledge, relationships with community partners, project experience and passion to the work. Additionally, Stream Corps employs a transitional crew of 4 individuals with varying backgrounds, barriers, education, and life experiences. The common bond shared by the entire crew is a deep love of the natural world and the commitment to being excellent stewards of the resources. Lastly, the Crew Leader position is currently occupied by another longtime program staff. The crew leader works with transitional crew members to access any wrap around and support services that may be needed and provide direct supervision on projects.

Technical skills, experience, and training relevant to the *'Invasive Species Removal & Management Project'* that Stream Corps possess include but are not limited to regular cut-stump treatments of woody invasives like buckthorn, using chainsaws, brush saws, and obtaining burn permits through the Duluth Fire Marshall. All staff either hold or are preparing to obtain all necessary 'Pesticide Applicator Licenses' through the Department of Agriculture and have conducted foliar applications using backpack sprayers in both the Kingsbury and Hartley areas, as well as forest scarification and tree seeding. Additionally, all Stream Corps staff have or will have Level 1 SAWW certification, while Program Manager holds Level 2 SAWW certification.

Stream Corps partners closely with the City of Duluth, MN Land Trust, MN Department of Agriculture, MN Department of Natural Resources, University of Minnesota, MN Department of Natural Resources (DNR), 1854 Treaty Authority, Duluth CISMA, St. Louis River Alliance, Hartley Nature Center, United States Forest Service, St. Louis County, and the Great Lakes Indian Fish & Wildlife Authority on similar projects. These partnerships provide advice and expertise that guides all the collective work that we do.

Community Action Duluth's Stream Corps program has specialized skills, project experience and relationships working within local municipalities, and intentionally seeks to hire crew members from underrepresented communities. Providing paid on-the-job training, education, and wraparound support services to develop a conservation centered workforce rooted in equity where the interconnectedness of people and the environment is an asset when seeking future employment. The City of Duluth and Stream Corps have a long-term working relationship, and as history shows we take an extraordinary amount of pride in completing projects on time, meeting goals, and coming in at or below budget.

Community Action Duluth's Stream Corps Program looks forward to continuing to partner on projects that not only impact the sustainability of our communities' natural resources, but also have the potential to move individuals into economic sustainability through workforce development.


Sincerely,

Melissa Hellerud  
Community Action Duluth  
Director of Workforce Programs  
(218) 726.1665 ext. 202 | [melissa@communityactionduluth.org](mailto:melissa@communityactionduluth.org)





**APPENDIX A - PROPOSAL COVER SHEET  
CITY OF DULUTH  
RFP 23-99386  
INVASIVE SPECIES REMOVAL AND MANAGEMENT**

<b>Proposer Information:</b>	
Proposer Name	Community Action Duluth
Mailing Address	2424 W. 5 <sup>th</sup> St. Duluth, MN 55806
Contact Person	Melissa Hellerud
Contact Person's Phone Number	(218) 726.1465 ext. 202
Contact Person's E-Mail Address	melissa@communityactionduluth.org
Federal ID Number	41-1410670
Authorized Signature	
Title	Executive Director

## WORKPLAN & TIMELINE

Treatment for the control of invasive species will occur within Hartley's designated Removal Areas 4 & 5, which include the North and South sides of Hartley Pond. Re-treatment will also occur on the East & West sides of the Kingsbury Creek invasive treatment areas. The invasive species management will control common and glossy buckthorn, honeysuckle, wild parsnip, Japanese knotweed, and other invasives. Mature buckthorn will have already dropped their berries at the site over time, and therefore removing the entire bush will not eliminate the seed bank. Glossy buckthorn grows quickly and can reach reproductive age in three growing seasons, while common buckthorn reaches maturity after five growing seasons. The seeds of both buckthorn varieties can remain viable in the soil for up to six years. Therefore, from the last seed dropping season, it can take at least six years of monitoring and treatment to remove buckthorn infestations. Treatment every three years is the most cost-effective course of action. Although seed eradication is not a practical short-term goal, chemical girdling can substantially and strategically reduce seed and effectively limit spread.

Stream Corps staff will utilize chainsaws for larger tree removal, while brush saws will be used to remove smaller diameter re-sprouts and new stems. Areas of focus for invasive species removal will be broken into smaller zones to maximize impact and lessen the chances for missed stems. Each side of a zone consists of a physical and obvious barrier such as a stream or a trail. The Aldo Leopold Foundation Model will be used because it has been an effective control process for over 15 years. Stem cutting will start along the edges of zones and will move towards the interior to isolate the invasive species most effectively. Staff designated as cutters will create 4-to-6-foot-wide linear paths through each zone to allow for chemical spraying. Whenever possible, cuts will be made 3-6 inches above ground to increase treatment effectiveness. Following best control/management practices, felled buckthorn will be disposed of onsite to prevent further spread of the plant and to help retain forest floor nutrients. Certified crew with backpack sprayers will follow the cutters as described above and treat stumps with an herbicide mixture of Garlon 4 and Bark Oil Blue. Dabbing the mixture onto the living tissue of the stump allows for precision application to help prevent re-sprouting. Along trails, the first ten (10) feet will be treated at the base wherever possible (basal diameter less than 2 inches) to preserve aesthetics. No foliar spray applications will occur within ten (10) feet of open water.

**Outcomes:** Duluth Stream Corps will retreat 264 acres of restored native plant communities: 214 acres in Kingsbury and 50 acres in Hartley Nature Center.

Control activities/targeted species:

Buckthorn/honeysuckle: cut stump, foliar spray, and burn at Hartley during first 6 months of contract, identical work completed at Kingsbury following 6 months, remaining 3 months of contract will be final monitoring/re-inspect treatment areas and removal of additional sprouts, etc.

Wild Parsnip: mechanical control cutting the root just below ground. Seeds are bagged, burned, or landfilled.

Japanese Knotweed: may include foliar treatment, stem injections, and/or cutting dependent on the site size of patch.

Other Invasives: (e.g., tansy, thistle, etc.) will be targeted using best management practices for that species.

**Monitoring Plan**

Duluth Stream Corps will closely monitor and track data on all areas with invasives located, and metrics will be based on the specific species of invasive plant.

Buckthorn/honeysuckle: Crew members will utilize GPS program and use a 10-point average method and mapped. Maps will be placed on the city (geodatabase for invasive species control) and State geodatabases (EDDmaps and ISMTrak) for ongoing monitoring and project work.

Japanese Knotweed: Each stand will be counted as treated and recorded on the above-named City and State geodatabases.

Wild Parsnip: Each individual patch is treated and recorded using GPS and placed on City and State geodatabases.

**Timeline:**

<b>Anticipated Dates:</b>	<b>Deliverables:</b>
September-October 2023	Buckthorn control at Hartley-Cut stump treatment & foliar spray. Inspect all new and previously treated areas for invasives.
November 2023 - March 2024	Buckthorn control at Hartley-Cutting/Burning
September 2024 – October 2024	Buckthorn control at Kingsbury- Cut stump treatment & foliar spray. Inspect all new and previously treated areas for invasives.
November 2024 – March 2025	Buckthorn control at Kingsbury-Cutting/Burning. Re-inspect all areas treated.

## COST PROPOSAL

Site	Size/Acres	Budget 2023	Budget 2024	Budget 2025
Hartley re-treat	50	\$70,695	\$68,530	\$26,394
Kingsbury re-treat	214	\$0	\$54,827	\$26,395
De minimus		\$7,070	\$12,336	\$5,279
<b>Total:</b>		\$77,765	\$135,693	\$58,068
				<b>\$271,526</b>

## PERSONNEL SCHEDULE

Position	# of Positions	2023	2024	2025
Director of Workforce Programs (.1fte)	1	\$2,040	\$3,708	\$1,655
Stream Corps Program Manager (1.0fte)	1	\$16,600	\$30,552	\$13,239
Stream Corps Crew Leader (.8fte)	1	\$12,327	\$22,406	\$10,000
Stream Corps Crew Members (.75fte)	4	\$35,700	\$63,000	\$27,300
<b>Total:</b>		\$66,667	\$119,666	\$52,194
				<b>\$238,527</b>

**MATERIAL SCHEDULE**

<b>Description</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Travel</b>			
<i>Gas</i>			
<i>Staff Mileage</i>	\$332	\$581	\$331
<b>Equipment/Tools/Supplies</b>			
<i>Herbicide</i>	\$300		
<i>Treatment Equipment</i>	\$850		
<i>Chainsaw/Brush saw maintenance.</i>	\$320	\$320	
<i>Gas/Oil/Chains</i>	\$400	\$400	
<b>Occupancy/utilities and technology</b>			
<i>Garmin/GPS/GIS</i>	\$46	\$50	\$54
<i>Workspace/Occupancy</i>	\$280	\$840	\$210
<b>Training</b>			
<i>SAWW Training</i>	\$1,200	\$1,200	
<i>Pesticide Applicator Licensing</i>	\$300	\$300	
<b>TOTAL:</b>	\$4,028	\$3,691	\$595
			<b>\$8,314</b>

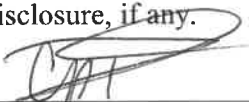
BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION  
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned, [Company] Community Action Duluth certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, [Company] Community Action Duluth, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

  
\_\_\_\_\_  
Signature of Contractor's Authorized Official

Classie Dudley Executive Director  
Name and Title of Contractor's Authorized Official

07.12.2023  
Date

## COMMUNITY & PARTNER ENGAGEMENT

The impact of invasive plant species has a reach far beyond the Stream Corps program and has the potential to impact land beyond what is included in the scope of this project. Because of this, it is important that Stream Corps work effectively with multiple departments in the City of Duluth as well as other non-profit agencies, additional government agencies, and community partners. Collectively we have the technical skills, education, and power to identify and develop models for restoration that honor our natural resources, teach ethical stewardship of the land, and protect our lakes, streams, wetlands, etc. from invasive species.

With continued dialogue, documentation, and collaboration between the above partners, the work that Stream Corps has started can continue effortlessly after the grant period ends. Additionally, mutual connection between the City of Duluth and partner agencies that promote the protection and restoration of the Great Lakes such as:

- Lake Superior Lake Wide Management Plan/Bi-national Plan (LAMP): Identifies four Important Habitat Areas on the St. Louis River. LAMP Work Plan Projects: Projects 3 & 6: Promote and support local and regional implementation of *A Biodiversity Conservation Strategy for Lake Superior* and corresponding Regional Plans and protect and enhance important coastal wetland habitats on priority state and tribal lands in western Lake Superior.
- Biodiversity Conservation Strategy for Lake Superior: Strategies are to restore and protect a system of high-quality habitats; restore and/or protect wetlands; restore habitats degraded; and use special land and water designations on public lands.
- St. Louis River AOC Implementation Framework: Roadmap to Delisting Beneficial Use Impairment's include Degraded Fish (walleye, muskellunge, sturgeon) and Wildlife Populations (Piping Plover, Common Tern, Great Blue Heron, and Bald Eagle).
- NOAA Habitat Blueprint: promotes estuary preservation and restoration through the National estuarine Research Reserves and partnerships with State and Local organizations.
- Lower St. Louis River Habitat Plan: facilitates protection of the ecological diversity of the Lower St. Louis River and Lake Superior through conservation goals that will achieve ecological and social benefits.
- Duluth Invasive Species Management Plan: Available upon request.
- St. Louis River Natural Area Management Plan: Available upon request.
- St. Louis River One Watershed One Plan: Available upon request.
- Hartley Natural Area Management Plan: Available upon request.
- Hartley Native Plant Community Plan: Available upon request.

Stream Corps and community partners active engagement in the implementation and ongoing development of the above plans, give us all a common language and speak to the similar work that is being done to preserve our ecosystems.



## **RESUMES**

*See attached pages.*

# BIANCA JENSON

## STREAM CORPS CREW

Interested in opportunity to work for a program that shares my love for the outdoors and social justice work, I am excited to work on forest restoration projects.

## CONTACT INFO

(218) 270.7434  
nananorthernlights@gmail.com  
Duluth, MN 55806

## EXPERIENCE

### **COMMUNITY ACTION DULUTH, STREAM Corps Crew Member**

June 2023- Present

Forest management and invasive species treatment/restoration work in Northern MN.

### **GROCERY PURCHASING COORDINATOR Whole Foods Co-op**

February 2023-April 2023

Purchase goods to maintain inventory in grocery department of busy store. Completed department inventory, processed donations, reconciled loss, maintained clean and safe store at all times while providing extraordinary customer service.

### **SUPPORT STAFF, CHUM**

December 2022-March 2023

Provided guests staying at homeless shelter support services and advocacy. In addition to administrative duties such as, office tasks, monitoring camera systems, and checking guests in and

## EDUCATION

### **PEACE & JUSTICE STUDIES**

College of St. Scholastica  
January 2010-current

## SKILLS

- Research
- Communication
- Inventory Control

# Eben Phillips

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911 W 6<sup>th</sup> St, Duluth, MN 55806 | (218) 391-4590 | eben1688@gmail.com | eben@communityactionduluth.org

## Profile

Friendly and engaging team player and leader able to inspire staff to perform their best. Detail oriented and experienced restaurant manager passionate about food and beverages. A multi-tasker who excels at staff training and recruiting with a track record of inspiring great customer service and customer satisfaction. Regularly exceed sales goals. A master in the art of upselling.

## Experience

### **PROGRAM MANAGER | COMMUNITY ACTION DULUTH | DECEMBER 2022-PRESENT**

- Recruit, hire and train members of Stream Corps Transitional Employment Program.
- Data collection and reporting assistance.
- Staff supervision and support.
- Scheduling and monitoring volunteers.
- Purchasing of supplies.

### **STREAM CORPS CREW MEMBER | COMMUNITY ACTION DULUTH | AUG. 2017-DEC. 2022**

- Worked as a part of a team that effectively controlled invasive plant species.
- Safely operate a wide range of machinery.
- Conducted research on invasive species and studied growth patterns.
- Tree planting & seeding.
- Utilized GPS/GIS technology to locate and map invasive species.

## Industry Certifications

**COMMERCIAL PESTICIDE APPLICATOR LICENSE | AUGUST 2017 | CATEGORIES A, F, & J**

**SAFETY AND WOODS WORKER (SAWW) CERTIFICATION | AUGUST 2019 | LEVEL 1 & 2**

## Skills & Abilities

- Research and development
- Time management
- Effective communicator
- Knowledgeable
- Passionate about conservation & forest restoration

## Activities and Interests

Skiing, snowboarding, skateboarding, writing, reading, and spending time with my family.

# Jack Thompson

428 Marshall Street  
Duluth, MN 55803  
(218) 730-7892  
5jackthompson5@gmail.com

## ❖ OBJECTIVE

To obtain employment in the field of Environmental Engineering.

## ❖ WORK HISTORY

### **Stantec Consulting Services, Inc. – Environmental Engineer in Training**

**February 2022 – May 2023**

- Performed CQA tasks for landfill liner and cover projects including construction documentation, survey, soil testing, and writing construction documentation reports.
- Organized, managed, and completed environmental permitting and compliance tasks relating to air, storm water, and waste for a variety of clients in MN and WI.
- Designed and created plans for a roadway using Civil 3D. Also used Civil 3D to assist in other design work and miscellaneous task which included handling survey data, grading, and volumetric calculations.

### **LHB Engineering – Civil Intern**

**July 2020 – December 2020 and July 2021 – August 2021**

- Assisted in site inspection and survey work for municipal projects.
- Collaborated with engineers and contractors to solve problems.
- Entrusted with my own projects.
  - Utility mapping for Essentia's entire downtown campus using Civil 3D.
  - Environmental inspection project for a hazardous waste site.

### **Community Action Duluth – Stream Corps Member**

**May 2023 – Present**

- Forest management and restoration work mainly in the Duluth area.

## ❖ EDUCATION

### **University of Minnesota Duluth – Bachelors in Civil Engineering**

**September 2018 – December 2021**

- Cumulative GPA – 3.6
- Environmentally focused coursework including environmental engineering, hydraulic design, watershed engineering, water quality engineering, and design of water and wastewater treatment plants.
- Project experience at UMD:
  - Water and wastewater treatment plant design.
  - St. Louis River sulfate concentration plotting and load analysis.
  - Water distribution/ sanitary sewer design in Duluth's Canal Park.
  - Comprehensive site design for a theoretical fire station.

## ❖ SKILLS

Effective interpersonal, verbal, and written skills.

Excellent client relationships.

Surveying with Trimble GPS and Total Station.

Experience with:

- Civil 3D
- ArcGIS
- HydroCAD
- EPANET
- Excel

## ❖ PAST INVOLVEMENT

Student government member

Youth mentor for freshman

Youth basketball volunteer

UMD Track and Field

## ❖ AWARDS & CERT.

EIT Certificate

Joseph Mrkonich Award recipient

Glen Avon/ Mundt Scholarship recipient

Scott Anderson Leadership Forum participant

UM-Duluth Dean's List, College of Science and Engineering

**References available upon request.**

Contract No. L30857

# JARROD SMITH

(442) 288.9237 · jarrodsmith836@gmail.com

Adept military professional with 4 years of thorough ground combat vehicle experience that includes extensive training to ensure maximum readiness. Enhanced knowledge of land-mine clearing, aquatic operations, and managing inventory. Proven ability to adapt and make calculated decisions in a timely matter while remaining calm mentally and physically. I am experienced with patrols and providing security, have expert qualifications on automatic and semi-automatic weapons, and am able to conduct and present safety procedures and protocols.

## EXPERIENCE

**MARCH 2018 – MARCH 2022**

**AAV CREW LEAD, CAMP PENDLETON, UNITED STATES MARINE CORPS**

Supervised, trained, and ensured morale of 3-person team maintaining 100% safety record. Successful transport and detonation of large quantities of C4 with team numerous times. Trained with USMC special forces in conventional warfare. Assisted in training personnel on new weapons systems. Assigned as 'Armorer' for base security where I provided protection from hostile threats, conducted inventory of weapons and ammunition in armory with 100% accountability. Served as AAV Crewman instructor for 'Combat Lifesaver Skills' for platoon; skills taught included: Inserting Nasopharyngeal Oropharyngeal Airways, decontaminate personnel and equipment using decontamination kits, apply pneumatic splints to casualties with fractures, and illustrated applying tourniquets to personnel.

**JULY 2022 – PRESENT**

**STREAM CORPS CREW MEMBER, COMMUNITY ACTION DULUTH**

Work on forest and wetland restoration projects by replanting forests being impacted by Emerald Ash Borer and working to eradicate invasive plant species from the St. Louis River estuary and Lake Superior Watershed. Planted hundreds of trees with high survival rate, obtained 'Pesticide Applicator Licenses A, F, & J. Experienced with power tools such as chainsaws and brush saws and assist program management with meeting needs of new crew members.

## EDUCATION

**JUNE 2021**

**BASIC & COMBAT TRAINING, CAMP PENDLETON/USMC**

Basic Combat training, intermediate swim qualified, AAV School Licensing, Combat Lifesaver Course, and MK154 Mine Clearing Kit.

**JUNE 2017**

**HIGH SCHOOL DIPLOMA, DENFELD HIGH SCHOOL**

Graduated with 3.0 gpa

## **SKILLS**

- Emergency Medical Aid
- Land Navigation
- Patient
- Operate well under extreme pressure.
- Ability to handle multiple tasks effectively.

## **REFERENCES**

Available upon request

# JOHNMASTERS

Themidwestphotographer@gmail.com · (612) 286-4300

To continue working with community partners to share my love of nature and all of the natural beauty around us.

## EXPERIENCE

**OCTOBER 2022 – PRESENT**

**STREAM CORPS CREW LEAD**, COMMUNITY ACTION DULUTH

Provide direction and leadership to transitional employees through role modeling and teaching. Level 1 SAWW Certification, Pesticide Applicator Licensed.

**SEPTEMBER 2019 – OCTOBER 2022**

**STREAM CORPS CREW MEMBER**, COMMUNITY ACTION DULUTH

Provide forest and wetland restoration work as a transitional employee in the Duluth Stream Corps Program. Plant trees, treat invasive plant species, and do geospatial surveying through out Northeastern Minnesota.

## EDUCATION & VOLUNTEER

**JUNE 2016**

**HIGH SCHOOL DIPLOMA**, HARBOR CITY INTERNATIONAL SCHOOL

Graduated with a 3.0 cumulative GPA

**AUGUST 2019-2022**

**THE BIKE CAVE**, VOLUNTEER

Volunteered at local non-profit that serves homeless individuals and families, repairing bicycles, assisting people with building bikes, and teaching bike maintenance.

## SKILLS

- Servant Leadership
- Team Player
- Active Listener/Communicator
- Reliable
- Avid Learner

## REFERENCES

Available on Request

# Melissa Hellerud-Storie

6955 S Cty Rd W, Foxboro, WI 54836; (218) 626.7952; [melissa.hellerud@gmail.com](mailto:melissa.hellerud@gmail.com)

## Professional Summary

Experienced program director with a demonstrated history of working in non-profit organizational administration. Skilled in grant writing, fundraising, organizational leadership, fiscal planning, and financial oversight. My passions are rooted in ending violence against marginalized communities, as well as anti-racist inclusive organizational and programmatic development, advocacy, public policy work, and public speaking.

## Core Accomplishments

- Honored as one of Duluth's '20 Under 40' Award Recipients.
- 5 years as community-based mentor for Mentor Duluth Program.
- Men as Peacemakers 'Restorative Justice Circle' member.
- YWCA Duluth Board of Directors member.

## Professional Experiences

### Community Action Duluth

*Director of Workforce Programs*

*January 2022-Present*

- Direct and manage 'Transitional Employment & Workforce Programs,' Duluth Stream Corps & Community Construction.
- Program development, contract compliance, grant writing/reporting, & developing annual program budget.
- Plan, coordinate, and implement classes for adult learners and Community Action Duluth program participants.
- Support staff working with participants to set goals focused on education/employment that will assist them as they work towards moving themselves and their families out of poverty.
- Community based advocacy.
- Work closely with community collaborative partners and build new relationships with agencies to better collectively serve participants.

### Center Against Sexual & Domestic Abuse (CASDA)

*Domestic Abuse Program Coordinator*

*October 2018-January 2020*

- Advocacy and outreach services for survivors/victims of domestic abuse.
- Education and professional training facilitation.
- Chairperson of Coordinated Community Response (CCR) program.
- On-call hospital advocacy for Sexual Assault & Domestic Abuse victims.
- Data collection and documentation of service provision.
- Event planning and fundraising.

### YWCA Duluth

*Director of Internal Programs*

*August 2007-October 2018*

- Director of Early Childhood Education & Young Mother's Supportive Housing programs.
- Annual budget development and implementation.



- Housing and facilities management.
- Organizational leadership and strategic planning.
- Board of Directors development and training.
- Oversight of operations, finances, and programs of YWCA Duluth.
- Program development, grant writing, grant reporting, and fundraising.
- Ongoing staff recruitment, development, evaluation, and mission training.
- Ensure that policies, practices, and staffing are reflective and inclusive of racial, cultural, and gender identities of communities served.
- Public speaking, marketing, and community relations.
- Partnership with a collective bargaining unit.
- Anti-bias curriculum development and implementation.
- Provide trauma informed programming and services for families experiencing homelessness.

**Education**

*Bachelor of Arts; Sociology*  
University of Wisconsin-Superior

*May 2014*

**References**

*Available upon request*

## **RELEVANT PROJECTS**

### **Great Lakes Restoration Initiative (GLRI):**

Between 2016-2018, Duluth Stream Corps received funding to work collaboratively with the City of Duluth and the MN Land Trust to carry out restoration projects in the St. Louis River Estuary and Lake Superior Watershed. The St. Louis River was designated as an Area of Concern (AOC) for multiple environmental reasons that are associated with human health issues. The GLRI Action Plan II built on the actions of previous restoration and protection work carried out under the original GLRI Action Plan, with a major focus on; Cleaning up Great Lakes Areas of Concern (AOC), preventing and controlling invasive species, reducing nutrient runoff that contributes to harmful/nuisance algal blooms, and restoring habitat to protect native species.

Invasive plant species continued to be a problem throughout the corridor and watershed. The area that the project focused on continues to be heavily impacted by prior urban uses that laid the groundwork for the spread of invasives. Assessments revealed that terrestrial invaders; buckthorn, garlic mustard, honeysuckle, Japanese Knot wood, and tansy had all been identified in the project locations.

Stream Corp's work involved restoring native and pollinator friendly plant species which aided in the reduction of runoff near shore sites on the St. Louis River Estuary. Over the course of the 2-year grant cycle, Duluth Stream Corps worked at 3 separate locations along the St. Louis River, clearing the areas of Eurasian Honeysuckle, Common Buckthorn, Glossy Buckthorn and Canary grass and planting a mixture of 8,000 different trees across 37.4 acres of shore area vulnerable to erosion.

### **MN Land Trust; Ash Understory Planting:**

Duluth Stream Corps is currently contracted by the MN Land Trust to complete tree and shrub planting within Chamber's Grove, Rask Bay, and North Bay areas of the St. Louis River Natural Area for the Planting for Habitat Resiliency in Ash-Dominated Coastal Forest project. Stream Corps has planted over 25,000 diverse species of trees and shrubs that have potential to replace Ash as the dominant canopy species, helping to ensure the resiliency of high-quality coastal forests post EAB. Additionally, Duluth Stream Corps has engaged and educated over 250 volunteers about the EAB threats to forests within our community and experiential tree planting opportunities.

### **MN Land Trust: Grassy Point/Kingsbury Bay:**

Duluth Stream Corps partnered with the City of Duluth, MN Land Trust, and Duluth CISMA to identify and eliminate invasive species on city-owned land. This partnership was a pilot project, as invasives had been removed on 24 miles of riparian zones of the St. Louis River and other estuary areas. However, there were many private landholdings that bordered the areas where invasives remained. The privately owned land infestations threatened the progress made on eliminating invasives and restoring critical ecological areas. Duluth Stream Corps worked with the City of Duluth Property Division to create access contracts and engage adjoining landowners to allow Stream Corps to eliminate and restore habitats in partnership with the landowners.

Stream Corps was tasked with the treatment and monitoring of the following invasive species: Buckthorn (glossy & common), Japanese Barberry, Phragmites, Wild Parsnip, Japanese Knotweed, and Garlic Mustard. In addition to the treatment of the above species on City owned land, Stream Corps was able to treat over 25% of adjacent private landowner holdings.

**St. Louis County Aquatic Invasive Species (AIS):**

Duluth Stream Corps has worked and continues to work closely with St. Louis County to implement their AIS Prevention Plan, specifically addressing Non-native Phragmites. This work was done and continues to work towards the eradication of non-native phragmites in the estuary. In 2022, Stream Corps treated 73 sites of phragmites growth and 20 sites that are being monitored. Additionally, with the assistance of partners (Technical Team), Stream Corps developed a management and tracking plan which involves GIS mapping of sites annually and uploading coordinates of phragmites sites on EDDmaps. The team provided oversight for outreach to affected property owners, gained access to properties, and obtained necessary permits for the control work. Stream Corps has coordinated and facilitated these meetings on a quarterly basis. Lastly, Stream Corps provided multiple community outreach and education opportunities, non-native Phragmites is a highly invasive plant with the potential to negatively impact operations of the Duluth Superior Port, impair wildlife habitat, and recreational use of the estuary and its riparian lands. Outreach events and members of the technical team on this project represent the economic and ecological interests of the entire estuary. The team provides a model for working together in the community to solve a difficult problem. Solutions implemented by our program have been used as a model for the larger effort by the University of Minnesota/MNDNR to control non-native Phragmites statewide.

**MN Department of Natural Resources (MNDNR)/Phragmites:**

Duluth Stream Corps partnered with the MN Department of Natural Resources (MNDNR), the Environmental Protection Agency (EPA) and other community agencies to monitor and control non-native phragmites in the lower St. Louis River and Lake Superior areas in Northern Minnesota. Stream Corps participated (and continues) in the surveying of over 3,500 miles of road, 200 miles of railroad, and at least 3,000 miles of shoreline for non-native phragmites. Recorded tracklogs, acquired spatial data of active sites, added all new sites to EDDmaps, and hosted Phragmites Tech Team quarterly meetings.