



430 Third Street  
Farmington, Minnesota  
651.280.6800  
[www.farmingtonmn.gov](http://www.farmingtonmn.gov)

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January 9, 2023

Re: EAB Treatment Program

Dear Contractor:

Notice is hereby given that proposals will be considered by the City of Farmington for the 2023 Emerald Ash Borer Trunk Injection Treatment Program. It is the intention of the city to treat a limited number of ash trees on public lands and also make a treatment program available for residents to contract directly for treatment of trees on private property. The scope of service details the requirements of each program.

All submissions must comply with the attached scope of work. Proposals shall include:

1. Resumes/lists of qualifications (Attachment 1)
2. Ash Tree Injection Quote Sheet for Municipal Program (Attachment 2)
3. Ash Tree Injection Quote Sheet for Homeowner Program (Attachment 3)

Questions about the proposal, selection, reporting requirements or approvals should be directed to:

Edward Rutledge  
Natural Resource Specialist  
(651) 280-6842  
email at: [erutledge@farmingtonmn.gov](mailto:erutledge@farmingtonmn.gov)

Proposals must be submitted by email no later than **Thursday, February 16, 2023 at 12:00 noon** to:

Edward Rutledge  
Natural Resource Specialist  
[erutledge@farmingtonmn.gov](mailto:erutledge@farmingtonmn.gov)

A contractor will be selected based on an evaluation of quality, experience, price and other factors deemed to be in that city's best interest. The city reserves the right to reject any or all proposals, request additional information and clarifications, waive technicalities, and to select a contractor based upon the best interests of that city. The city is not obligated to award the contract to lowest responsible proposer. No proposal may be withdrawn for a period of sixty days after the due date.

The contract will be in the form attached. The city reserves the right to negotiate all terms and conditions, including specifications, of the contract.

The City is subject to the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, and all information submitted is public unless classified by statute, or temporary classification or federal law as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.

Sincerely,  
City of Farmington

A handwritten signature in black ink, appearing to read "Ed Rutledge", followed by a long horizontal line.

Edward Rutledge  
Natural Resource Specialist

Enclosures: Specification and Scope of work including attachments



# **SPECIFICATIONS AND SCOPE OF WORK**

## **TREE INJECTION FOR EMERALD ASH BORER**

### **CITY OF FARMINGTON**

The city of Farmington is inviting proposals from professional tree service contractors to provide tree injection services of ash trees within the city for 2023.

**Work Description:** The work shall include the treatment of ash trees by the means of trunk injections to help control the spread of Emerald Ash Borer (EAB) within park and city limits. The work includes two separate programs; treatment of trees on city owned property including right-of-way (ROW) contracted with the city (the "Municipal Program"), and treatment of trees on private property contracted directly with the property owner (the "Homeowner Program"). The ash tree injections in the Municipal Program can be reasonably estimated, but the trees in the Homeowner Program are owned by the underlying property owner and there is no guarantee of participation in the program.

#### **Municipal Program:**

The work shall include the treatment of approximately 270 ash trees between June 1<sup>st</sup> and September 30<sup>th</sup>, or before fall leaf color, whichever occurs sooner.

The city reserves the right to increase or decrease quantities including reserving the right to decide not to treat any EAB under the contract. There may be instances when a tree is not in suitable health or condition to recommend treatment and will be skipped. All skipped trees will be recorded and reported to the city for removal. All trees that are to be treated are within public ROW or on city owned property. The contractor will provide the appropriate injection equipment, EAB insecticides and trained personnel. The city will provide maps of the tree injection locations and a list of addresses.

#### **Homeowner Program:**

The homeowner will contact the contractor directly to initiate an inspection, receive a quote, provide approval, and enter into a contract. Prior to recommending treatment, all proposed ash trees shall be inspected by a qualified individual employed by the contractor. There may be instances when a tree is not in suitable health or condition to recommend treatment, and the contractor shall have an individual experienced in communicating tree information to the general public to explain such instances. The person assigned to inspect the trees shall, at the very minimum, be a Certified Minnesota Tree Inspector, or have a degree in forestry, or be an ISA Certified Arborist. The individual shall be qualified to diagnose EAB and have experience evaluating tree condition. Additionally, the individual shall be able to explain the benefits and risks of all ash protection options, with regard to pollinators, water quality, human health, and tree health and condition. All ash injections shall be completed between June 1<sup>st</sup> and September 30<sup>th</sup> 2023 or before fall leaf color, whichever occurs sooner. All invoices will be remitted directly to the homeowner. The city will have no responsibility for tree injections completed as part of the homeowner program.

The company will assist in formulating a marketing and educational plan and materials in order to promote the program to the public.

**The following requirements apply to both the Municipal and Homeowner Program and all public and private trees inspected and treated unless specifically stated otherwise:**

**Equipment and Chemicals:** The pesticide used in the treatment of ash trees shall be a micro-encapsulated liquid formulation of emamectin benzoate (known by the brand name TREE-age) or an approved alternative. The application method shall **only** be by trunk injection (injection placed into the root flare or within 12-inches of the soil)

and shall follow the manufacturer's recommended rate calculations and guidelines at the medium rate for all size trees. A Material Data Safety Sheet shall be on file with each city prior to treatment within the city.

**Substitutions:** Contractor shall obtain written approval from the city in advance of the proposal for the use of any pesticides or application equipment other than the items listed above.

**Inventory:** All injected trees (both public and private) shall be inventoried with GPS (+-2 m accuracy or better in order to identify each tree individually) and treatment shall be tracked in GIS. Tree point locations and treatment data will be represented by a point feature class within a shapefile or geodatabase (\*.gdb or \*.mdb) compatible with ESRI's ArcGIS Pro version 3.0 or later. Point feature attributes shall include attributes matching the schema of the Tree Feature Class provided in Attachment 4 in addition to any attributes recorded for the treatment program. All GPS and GIS information collected shall be provided to the city at the end of each treatment season.

**Qualifications:** The contractor shall be properly insured with at least three (3) years of experience performing plant health care or injection treatments. There shall be at least one ISA certified arborist available to supervise the program and the application crew(s). All members of the application crew shall be licensed MN Commercial Pesticide Applicators. The contractor shall have at least one person available to GPS each tree injected. Each contractor shall provide a list of three (3) references.

**Contract:** The contract form is attached.

**Supervision:** The contractor shall have a competent superintendent who is an ISA certified arborist supervising all application crews and will work directly with the natural resource specialist or the homeowner if part of the Homeowner Program. The superintendent shall be authorized by the contractor to accept and act upon all directives issued by the respective city or by the homeowner if part of the Homeowner Program. The contractor shall also provide adequate and qualified staff to properly coordinate and expedite work under this agreement. The contractor shall ensure that appropriate staff is certified as Tree Inspectors and/or holds a Pesticide Applicators License from the Minnesota Department of Agriculture. Resumes/lists of qualifications shall be included in the proposal.

**Work Progress:** Contractor shall make every effort each working day to ensure that the work progresses without delay including: contacting residents, posting necessary signage and obtaining any authorizations. The contractor will provide a written description of work that has been completed at each work site to the respective city and to the homeowner if part of the Homeowner Program. This will include the DBH (Diameter at Breast Height) of the tree, amount of chemical used, and the address and GPS (ESRI's ArcGIS or compatible) points of the tree. The contractor will leave the site in the same condition they found it.

**Hours of Work:** No power equipment shall be run prior to 7:00 A.M. or after 7:00 P.M., Monday through Friday. No work is to be performed on Saturdays, Sundays or City Holidays. City staff hours are from 7:00 A.M. to 3:00 P.M. Monday through Friday.

**Guarantee and Warranty:** The contractor shall provide a warranty or guaranty to the city and to each homeowner that is part of the Homeowner Program. The contractor shall provide a two (2) year warranty or guaranty in a clear written form including applicable criteria and eligibility requirements. If a healthy injected tree dies of EAB within the warranty or guarantee period the contractor shall uphold the warranty or guaranty and refund the city or homeowner the cost of the recent treatment.

Attachments:

Attachment 1 - List of Qualifications

Attachment 2 - Ash Tree Injection Quote Sheet for Municipal Program

Attachment 3 - Ash Tree Injection Quote Sheet for Homeowner Program  
Attachment 4 - GIS Point Feature Attributes  
Attachment 5 – Standardized Contract



# ATTACHMENT 1

## QUALIFICATIONS

### EAB INJECTION SERVICES


**All Proposals must attach the Qualifications, Municipal Program Quote, and Homeowner Program Quote forms and all lines must be filled out completely or the proposal may be rejected.**

COMPANY Rainbow Treecare

ADDRESS 11571 K-Tel Dr. Minnetonka, MN 55343

TELEPHONE 952-217-9776 EMAIL rspencer@rainbowtreecare.com

REPRESENTATIVE'S NAME (print) Ryan Spencer

SIGNATURE  DATE 2/2/2023

***If more room is needed, please attach additional sheets to the packet.***

1. List number of years in business (3 years minimum): 46
2. List the number of years of experience in performing plant health care or injection treatments:  
40+
3. List of references (3 references minimum)

Business/Community Name	Contact Name	Phone Number	Last Work Date
City of Maple Grove	Kelly Matzke	763-494-6365	2022
City of Minnetonka	Hannibal Hayes	952-988-8436	2022
City of Lino Lakes	Andrew Nelson	651-982-2465	2022

4. List names of person(s) who will supervise this contract, number of years of experience, and ISA Certified Arborist number and attach resumes.

Name	Years of Experience	ISA Certified Arborist number
Ryan Spencer	4	MN-4926A
Danielle Asper	5	MN-4807A

5. List names of person(s) who will perform field inspections for this contract (providing estimates and tree evaluations), number of years of experience, qualifications and ISA Certified Arborist number if applicable and attach resumes.

Name	Years of Experience	Qualifications/ISA Certified Arborist number
P.J Zobeck	10+	MN-4509A
Hannah Tuomi	5	MN-4865A

List names of licensed Minnesota commercial pesticide applicators available for this contract and their qualifications and attach resumes.

Last	First	License #	Categories
Chapman	Alex	20196563	A,E
Asper	Danielle	20171848	A,E
Schoenike	Paul	20108150	A,E
Francisco	Zackery	20205112	A,E
Hohneke	Caleb	20166429	A,E
Leahy	Daniel	20235513	A,E
Narveson	Kyle	20144133	A,E
Gann	Wyatt	20226657	A,E

\*This list will be supplemented with seasonal EAB injection hires.

6. Please describe the guarantee/warranty program if any and describe the period covered, applicable criteria and eligibility for ash treatments (Enamectin benzoate):

Rainbow Treecare guarantees your ash tree will not die from an Emerald Ash Borer (EAB) infestation while under our warranty. If your ash tree dies from an EAB infestation while under our guarantee, you will be refunded your last EAB treatment cost.

We will deliver treatments using research tested products using the most up to date protocols to provide for optimal effectiveness.

We will visually inspect your protected tree(s) every 1-2 years to examine for evidence of Emerald Ash Borer infestation. This inspection may take place at the time of re-treatment. We are available to look at your tree at any time should you be concerned about its condition.

This guarantee is fully transferable to a new property owner.

Our trunk injected Emamectin benzoate EAB guarantee will begin upon treatment and will last for two years from the date of treatment. The guarantee will not lapse if the re-treatment has been approved prior to the expiration of the two year warranty period and your account is in good standing.

Rainbow Treecare reserves the right to treat ash trees with signs of infestation, or in a visually infested area, without a warranty. Non-warranty status of treatments will be determined at time of bidding and will be clearly labeled on the treatment contract.

7. The proposer is required to assist with producing marketing and education materials for the Homeowner Program. Please describe or include examples of previous work and any other ideas to reach out to residents.

Rainbow Treecare has been a national leader in communicating the impacts of EAB since 2004.

Rainbow Treecare has the ability to create co-branded, direct mail post cards informing residents of the presence of EAB in the community, and the bulk treatment discount (example attached). In addition to physical mailers, Rainbow Treecare can create a city specific landing page for the program (example attached). Rainbow Treecare also has an existing library of photos, informational graphics, and videos that can be shared with residents on Rainbow's social media channels, or by the City on it's website or social media pages.

Example of homeowner mailer:





Example of City landing page:

[Home](#) / [Emerald Ash Borer](#) / [City Partnerships](#) / [Farmington Discount Program for Emerald Ash Borer Prevention](#)

## Farmington Discount Program for Emerald Ash Borer Prevention



Emerald Ash Borer was confirmed near Farmington in the bordering city of Lakeville in 2017. Like most Minnesota cities, Farmington has an abundance of ash trees growing on public and private property. As a result, the city has partnered with Rainbow Treecare to treat public ash trees in parks and boulevards. **This partnership also offers a city-wide discount for any privately owned trees in Farmington.**

[Contact the Experts](#)

You can protect your ash tree for 20 years for less than the cost to remove and replace it.



**Treatment**  
LOW Cost  
BIG Gain!

VS.



**Removal**  
HIGH Cost  
BIG Loss!

### What are My Choices if I have an Ash Tree?

If you have an ash tree, now is the time to decide what to do. Ash trees can either be protected or removed. Farmington is encouraging residents to treat large, well-placed, healthy private ash trees as part of an EAB treatment program.

#### Considerations for Treatment:

- Is the size of your tree is greater than 10" in diameter?
- Is your tree competing with other trees or infrastructure?
- Does your tree show no more than 30% of canopy decline if infestation is suspected?



Treated Untreated

**Most importantly, treating an ash tree is more cost-effective than removal. In addition, you maintain the tree benefits and value of a mature tree to your property!**

### How does it work?

- Schedule** an onsite assessment with one of our ISA Certified Arborists to evaluate your property's ash trees.
- Plan a strategy** based on the ash tree assessment. Rainbow works with you to create a long-term strategy that may include selective removal, replanting, and treating trees. Tree mapping and inventorying are also available.
- A proposal is created** based on the arborist's tree assessment and your property goals.
- Work is scheduled** after the proposal is accepted. We will keep you posted on the timing of your work. If needed, we will take care of city permits.
- A licensed crew will provide all accepted tree work on your property.
- Rainbow will keep a record of the property's treatment history for you, and provide renewal reminders to stay current on ash tree protection!

[Read more](#) about Farmington's Emerald Ash Borer Management Program.

**Take advantage of the Farmington EAB Prevention Program and schedule your free ash tree inspection today!**

[Contact the Experts](#)



### Emerald Ash Borer Treatment Estimates

952-767-6920

\*All indicates required fields

Name\*

Email\*

Phone\*

Street Address\*

City\*

Zip Code\*

I am interested in:

- ☐ Pruning / Trimming
- ☐ Tree / Stump Removal
- ☐ Tree Health Care
- ☒ Emerald Ash Borer
- ☐ Lawn Care
- ☐ Household Pests
- ☐ Tick/Mosquito Control
- ☐ Holiday Lights
- ☐ Other

How did you hear about us?\*

Please Choose

Offer Code

Tell us more!

Number and location of tree(s), etc.



## ATTACHMENT 2

### MUNICIPAL PROGRAM QUOTE

### EAB INJECTION SERVICES

Chemical Name used in Treatment Mectinite: EPA Reg. No. 74779-17

DBH	Price per inch (DBH)	Price Per Tree
10"	\$ 4.00	\$ 40.00
11"	\$ 4.00	\$ 44.00
12"	\$ 4.00	\$ 48.00
13"	\$ 4.00	\$ 52.00
14"	\$ 4.00	\$ 56.00
15"	\$ 4.00	\$ 60.00
16"	\$ 4.00	\$ 64.00
17"	\$ 4.00	\$ 68.00
18"	\$ 4.00	\$ 72.00
19"	\$ 4.00	\$ 76.00
20"	\$ 4.00	\$ 80.00
21"	\$ 4.00	\$ 84.00
22"	\$ 4.00	\$ 88.00
23"	\$ 4.00	\$ 92.00
24"	\$ 4.00	\$ 96.00
25"	\$ 4.00	\$ 100.00
26"	\$ 4.00	\$ 104.00
27"	\$ 4.00	\$ 108.00
28"	\$ 4.00	\$ 112.00
29"	\$ 4.00	\$ 116.00
30"	\$ 4.00	\$ 120.00
31"	\$ 4.00	\$ 124.00
32"	\$ 4.00	\$ 128.00
33"	\$ 4.00	\$ 132.00
34"	\$ 4.00	\$ 136.00
35"	\$ 4.00	\$ 140.00
36"	\$ 4.00	\$ 144.00
37"	\$ 4.00	\$ 148.00



# ATTACHMENT 3

## HOMEOWNER PROGRAM QUOTE

### EAB INJECTION SERVICES

Chemical Name used in Treatment Mectinite: EPA Reg. No. 74779-17

DBH	Price per inch (DBH)	Price Per Tree
10"	\$ 7.25	\$72.50
11"	\$ 7.25	\$79.25
12"	\$ 7.25	\$87.00
13"	\$ 7.25	\$94.25
14"	\$ 7.25	\$101.50
15"	\$ 7.25	\$108.75
16"	\$ 7.25	\$116.00
17"	\$ 7.25	\$123.25
18"	\$ 7.25	\$130.50
19"	\$ 7.25	\$137.75
20"	\$ 7.25	\$145.00
21"	\$ 7.25	\$152.25
22"	\$ 7.25	\$159.50
23"	\$ 7.25	\$166.75
24"	\$ 7.25	\$174.00
25"	\$ 7.25	\$181.25
26"	\$ 7.25	\$188.50
27"	\$ 7.25	\$195.75
28"	\$ 7.25	\$203.00
29"	\$ 7.25	\$210.25
30"	\$ 7.25	\$217.50
31"	\$ 7.25	\$224.75
32"	\$ 7.25	\$232.00
33"	\$ 7.25	\$239.25
34"	\$ 7.25	\$246.50
35"	\$ 7.25	\$253.75
36"	\$ 7.25	\$261.00
37"	\$ 7.25	\$268.25

# Ryan Spencer

Phone: 651-274-1417 E-mail: rspencer@rainbowtreecare.com

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## Education

### University of Minnesota, Twin Cities

Graduation: May 2018

College of Food, Agricultural, and Natural Resource Sciences

Major: Environmental Sciences, Policy and Management

Focus in Policy, Planning, Law and Society

Minor: Corporate Environmental Management

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## Relevant Experience

### Rainbow Treecare, Minnetonka, Minnesota

June 2021-Present

#### *Municipal Consulting Arborist*

- Manages over 30 public private tree treatment programs
- Consults with municipalities about impacts of tree pest/disease and treatment strategies
- Analyzes data and communicates environmental impact of tree treatment strategies

### Rainbow Treecare, Minnetonka, Minnesota

February 2019-June 2021

#### *Client Experience Supervisor*

- Hiring, training, and developing team to meet yearly call center metric goals
- Resolving client escalations, property damages, and billing disputes
- Improving client experience through creation and improvement of internal processes and workflows across the business unit
- Designing and implementing customer communications and inside sales campaigns

### Rainbow Treecare, Minnetonka, Minnesota

May 2018-February 2019

#### *Client Experience Coordinator*

- Responded professionally to clients over phone call and email in a fast paced environment
- Educated customers on products and services offered by Rainbow Treecare and Lawncare
- Sold fertilizer programs, aeration, and seeding services over phone and email

### United States Forest Service, St. Paul, Minnesota

November 2016- May 2017

#### *Forest Inventory and Analysis*

- Analyzed and organized Forest Inventory and Analysis data
- Maintained timely and accurate interpretation and entry of data
- Provided data that will be used in Forest Service reports for twenty four states

### Rainbow Treecare, Minnetonka, Minnesota

June-August 2016, 2017

#### *Injectcare Technician Crew Lead*

- Led a crew of four people to perform preventive tree treatments
- Trained to identify tree diseases and treat with chemical infusion
- Communicated to homeowners best management practices and importance of proper tree care

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## Skills

ArcGIS, Excel, PowerPoint, Word, Customer Service, Sales, Management, Leadership

## Certification

ISA Certified Arborist MN-4926A

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# Danielle Asper

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8716 Glasgow Ln St. Bonifacius MN, 55375 Cell: (952) 201-5516 dasper@rainbowtreecare.com

**Bachelor of Science in Biology, Emphasis: Field, Minor: Agricultural Conservation**  
University of Wisconsin-River Falls (UWRF), May 2014

## **Relevant Work**

<b>Fire Instructor I, Customized Fire Rescue Training Inc.</b>	<b>September 2022-Present</b>
<b>Firefighter/EMT, St. Bonifacius Fire Department</b>	<b>April 2020-Present</b>
<b>Injections Field Supervisor; Hiring Manger, Rainbow Treecare</b>	<b>June 2016-Present</b>

<b>Assistant Restaurant Manager, Muy Pizza Hut</b>	<b>Dec. 2015-July 2017</b>
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- Provided excellent customer service guaranteeing guest satisfaction
- Managed a crew of 10 to 15 people during lunch and dinner rushes
- Coordinated schedules, inventory and hiring of new crew members daily
- Ensured promise time of delivery and carryout orders under 30 and 15 minutes
- Satisfied disgruntled guests and employees daily
- Maintained facilities and quality assurance
- Prepared all daily prep list, dough, and floor layouts
- Followed all food safety and company policies to a tee

<b>Server, River Valley Catering</b>	<b>July 2015-Dec. 2015</b>
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- Catered to the needs of all guests when presented with the opportunity
- Prepared served and plated appetizers and full three to five course meals
- Loaded, unloaded, and drove catering trucks, vans and cars
- Set up tables, chairs, dishware, and decorations before each event
- Served alone for 20-70 people

<b>Person in Charge, Jimmy Johns</b>	<b>Dec. 2014-July 2015</b>
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- Supervised six to eight crew members during lunch and dinner rushes
- Handled customer complaints in a manner that meets all their requested needs
- Executed crew management plans daily
- Preparing, made to order sandwiches in less than 30 seconds
- Followed all cleaning procedures and policies to reduce foodborne pathogens
- Followed all policies in every detail

<b>Kinnickinnic State Park, (Seasonal) Visitor Associate</b>	<b>May 2014-Sept. 2014</b>
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- Weekly water sampling and water quality reporting (pH, Temperature, organic material)
- Daily assigned tasks, handled independently and in small groups
- Executing well thought out plans to emergency calls
- Assessed all occupational hazards and followed all safety precautions
- Reading daily River Flow Gauge to accurately report river water levels to guests
- Reviewing daily weather reports to plan accordingly

- Daily use of UTVs, ATVs, trucks, and backing/towing trailers
- Daily repairing and cleaning of facilities, equipment, and grounds (Painting, concrete removal, etc)
- Conducted thorough inspection of all grounds daily insuring safety of all guests
- Trimming, sawing, and pulling woody vegetation
- Weekly turf maintenance

**Apple River Family Campground, (Seasonal) Weekend Supervisor**

**May 2013-Aug. 2014**

- Frequently made well thought out decisions
- Installed water and sewer lines for guest services
- Executed well thought out plans to emergency calls
- Herbicide and Pesticide application
- Driving of large vans, trucks, small buses, and backing/towing trailers
- Managing 10-15 crew members using strong communication skills both oral and written
- River clean up requiring the use of hands to feel objects, handle trash and collecting tools
- Daily pool water testing, reporting and record keeping (pH, Chlorine, Bromine)
- Daily meter and gauge reading of water levels ensuring safety of guests who use the river recreationally
- Lifting and moving of heavy equipment and materials over 75lbs
- Daily cleaning, repairing, and maintaining of building, equipment and grounds
- Assisted maintenance supervisor with installing plumbing, herbicide application and fixing vehicles
- Daily turf maintenance
- Hanging, weekend themed decorations
- Standing for long periods of time while walking the grounds assessing guest's needs

**Sandwich Artist, Subway**

**Oct 2007-May 2020**

- Prepared, to order sandwiches fast and efficiently, meeting the customer's needs
- Chopped, mixed, baked and sliced fresh vegetables, meats, and breads daily
- Keeping attention to detail so that each sandwich is as perfect as the picture and formulated properly

**Orientation Leader, New Student Family Programs**

**Sept 2011-Dec 2013**

- Encouraged new students to branch out and try new experiences during their college experience
- Guided groups of 20+ people around campus helping them find everything they need
- Giving individual attention to each student's needs and wants so they find UWRF their new home
- Practiced Walt Disney World's level of customer service. Through a positive impression and a perfect role model

**Assistant Manager, Star Prairie Trout Farm (Seasonal)**

**June 2013-Nov. 2013**

- Installed, operated, and repaired electrical oxygenating pumps that kept the trout alive in small pools
- Using hands and hand tools to pull muck and weeds
- Gauge and meter readings of water levels, carrying capacities, and oxygen
- Escorted guests on tours of the facility using educated knowledge and interactive examples
- Prepared reports, monitored fish, collected data, and analyzed samples to determine pond carrying capacities
- Lifting and moving hundreds of pounds fish efficiently and cautiously
- Driving of large trucks and backing/towing trailers
- Grading, weighing, and aging fish for future sales and determining carrying capacities of ponds
- Complied with all state and federal operation regulations which protects natural spawns of trout

- Pulling weeds in 48-degree water and 90-degree weather
- Daily maintenance and repair of vehicles and mowers
- Daily use of trailers, vans, lawn tractors, trucks and mower

**Independent Unpaid Intern, Willow River State Park (Seasonal)**

**May 2013-Aug. 2013**

- Independently completed over 30 successful projects
- Lifting and moving of heavy equipment over 75lbs
- Stood as Representative in guest and media relations giving perspective to future volunteers and guests
- Conducted weekly routine checks of facilities and grounds reporting all issues and collecting inventory
- Cut down, bucked up and stacked logs for natural playground
- Daily garbage pickup with the use of trucks, rakes, nets, and by hand
- Assisted department personnel with catch and release of native wildlife
- Laid sod, removed wasps, and repaired minor damages to playground equipment
- Balancing and climbing for long periods of time while painting signs and buildings

**Dairy Farm Laborer, UWRF Mann Valley Lab Farm**

**May 2012-Sept 2013**

- Followed all health codes and procedures to reduce the risk of human to animal illnesses
- Operated all controls of an automatic take-off milking system
- Subjected daily to confined spaces
- Assessed all occupational hazards and Adhered to all safety precautions
- Lifting and moving of heavy equipment over 75lbs
- Assisted supervisor in routine medical procedures (shots and artificial insemination)
- Grounds maintenance (lawn mowing, weed whipping)
- Daily use of motorized vehicles (Skid Steer, Lawn Tractor and Tractor)
- Plowing frozen manure and snow from animal stalls almost daily during the winter months
- Assisted supervisor with Artificial insemination by obtaining and holding materials
- Crouching for long periods of time while assisting farm manager with sick heifers

**Undergrad Researcher, St. Croix Institute for Sustainable Community Develop.**

**Sept. 2011-May 2012**

- Prepared detailed progress reports of research
- Maintained accurate records of all data collected
- Collected and analyzed samples using proper procedures to reduce bias, contamination, etc.
- Performed laboratory testing of soils and water determining sediment and chemical content
- Presented findings at the National Conference of Undergraduate Research to 4000+ peers
- Performed weekly public relations duties (meetings, advertising, etc)

**Tour Guide, University of Wisconsin River Falls**

**Sept 2011-Sept 2012**

- Encouraged potential students to choose UWRF through positive personal experience
- Answered each guest's questions and followed through with the correct up to date information
- Treating each question as if I wanted to know the answer as well and as if it were never asked before

**Receptionist, Student Support Services (UWRF)**

**Nov 2010-Sept 2012**

- Answered calls in a timely manner with a friendly tone, while directing each caller to their desired party

- Accomplishing small projects independently in a timely manner with the use of written description
- Designing celebration layouts for upcoming group events
- Organizing group events and calling attendees for RSVP's
- Addressing each walk-in guest with respect and my full attention

**Cook, Indian Creek Tavern**

**June 2006-Sept 2011**

- Fried and grilled an assortment of meals from a package and scratch
- Paid close attention to food temperatures to decrease bacteria growth and foodborne pathogens
- Created plates of not only quantity but quality making sure each dish was very presentable
- Catered to each customer's specific tastes for any certain dish
- Greeted loyal customers daily for feedback on their entire experience

### **Relevant Volunteering**

**1940 hours**

**First Aide Volunteer, MN Twins Target Field**

**April 2022-October 2022**

**Tree and Shrubs Trimmer, Minnesota Arboretum**

**May 2021-Present**

**Foster, Secondhand Hounds**

**January 2022- Present**

**President, Resource Management Club (UWRF)**

**Sept. 2012- May 2014**

- Kept accurate records of all events for affective succession planning
- Exposure to chemicals, heat, humidity, and risk of electrical shock (pesticide application, vehicle repair)
- Frequent communication both oral and written with event hosts insuring everything was in order and finalized
- Adhered to all health codes and safety precautions when executing programs maintaining the safety of others
- Facilitated students through educational programs to youth and adults using lesson plans and PowerPoint
- Worked independently and in small groups planning and executing programs
- Maintained consistent of each participants location during a hectic scenario ensuring safety
- Assisted DNR personnel with various projects in extremely hot and cold weathers
- Removed invasive woody vegetation with the use of hand tools and chainsaws
- Planted native prairie seed and fertilizer to native pot-hole prairies
- Conducted research documenting the catch and release of native species of waterfowl and fish
- Assisted Conservation Warden on routine inspection and documentation of illegal use of land near water

**AmeriCorps member, Alternative Spring Break Program (UWRF)**

**Mar 2011- Mar 2014**

- Daily work improving the quality of life for the environment and people in need
- Frequent work in wet and humid conditions
- Conducted data collection, surveys, and reported findings to the collation staff to improve demographics
- Operated hand tools, power tools, small and heavy machinery (Skid Steer, power washer, saws)
- Interior and exterior home improvement including hurricane proofing and roofing
- Picked up trash in knee high water on the banks of the Mississippi



- Carried hundreds of pounds worth of 10-20lb. bags of trash from one side of a river barge to the other
- Using shovels to unearth and move large pieces of debris
- Refurbishing antiques and furniture at Arcola Mills
- Removed and treated invasive Buckthorn with loppers and herbicide
- Handed out baked goods to people in homeless shelters
- Worked long hours from early morning to late at night in soup kitchens in Cincinnati

**Founder/Treasurer, UWRF Ducks Unlimited Club**

**Sept. 2010- Sept 2013**

- Kept accurate financial records of all spending and income ensuring banquet profits were donated properly
- Developed budgets and maintained payments
- Insured all accounts receivable and payable were handled timely
- Worked with wildlife in swamps, ponds, and drainage basins
- Researched, developed, and restored a drainage basin/water control system, increasing clean river discharge
- Water and soil sampling, testing and analysis (pH, chemical levels, and profile)
- Building 22 Wood Duck House from start to finish- installing them in/on icy rivers
- Loading and unloading DU merchandise for annual banquets
- Assisting banquet personnel with set up and take down of table, chairs, and large tents

**Volunteer Coordinator, Kinnickinnic Backpack Program**

**Sept. 2010- May 2014**

- Supervised 20+ children, students, and adults
- Maintained detailed financial, volunteer and inventory records
- Frequently used Microsoft Office Excel, Word, PowerPoint, and Publisher
- Lifted and moved up to 75+ pounds of donated food

**Volunteer, St. Croix Valley Habitat for Humanity**

**Sept. 2010- Sept. 2012**

- Daily use of power and hand tools
- Assessed all occupational hazards and followed all safety precautions
- Required to stand, kneel, walk, climb ladders and reach
- Worked in confined spaces
- Kept accurate financial records and budgets

**Volunteer, Wisconsin DNR**

**Sept. 2010- May 2014**

- Acted as a public relations representative answering questions and enforcing laws
- Maintained and repaired an underwater/underground water control system
- Deer aging and Chronic Wasting Disease sampling and testing
- Executed a well thought out successful search and rescue plan of a young swan

### **Additional Achievements and Certifications**

- NFPA 1041 Fire Instructor I
- NFPA 1001 Firefighter I & II
- TCIA Qualified Crew Lead
- ISA Certified Arborist MN-1074A
- Diamond Award for Food Safety 2016
- \$8500 Restoration Grant Award Recipient 2012
- Boat Safety Certified
- S-190 (Introduction to Wildland Fire Behavior)
- Certification Coordinator (Chainsaw Safety)
- UW-RF Freshman Orientation Leader
- Education Award for National Service 2011
- Chancellor's Award 2014
- ATV/UTV Certified (WI)
- NFPA 1072 HAZ-MAT
- TCIA Certified Tree Safety Professional
- Class A CDL
- Commercial Applicator's License
- Undergraduate Researcher in Sustainability
- Chainsaw Safety Certified
- L-180 (Human Factors on the Fire Line)
- S-130 (Wildland Fire Fighter Training)
- Youth Hunger Program Coordinator
- Compass Award for Community Service 2013
- Fish and Wildlife Volunteer of the Year 2014
- Boom and Electroshocking Certified

### **Additional Training**

- ArcGIS
- Wildlife Management
- Type 2 Wildland Firefighter
- Soil Sampling
- Wildlife Identification
- Sign Language
- Land Use and Policy Reviewing
- Geology (Rock/Mineral Identification)
- Ecological Restoration: Habitat Monitoring
- Water Quality testing
- Specialized Laboratory Use
- (FEMA) Incident Command System 100
- Field Research, data collection
- Scientific Writing
- Conflict Resolution
- Map Analyzing and Interpretation
- Chainsaw Safety
- Soil and Water Conservation

### **Additional Skills**

- Public Speaking
- Wildlife Identification
- Tree/Plant Identification
- Proven Leadership Skills
- Work Ethic
- Field Research
- Ability to Work Independently
- Motivated
- Strong Written and Oral Communication Skills
- Enthusiastic
- Highly Organized
- Fish Identification
- Classroom Teaching
- Insect Identification
- Team Player
- Self-Starter
- Conference Presenting
- Experience Working with Diverse Individuals
- Outdoor Education
- Patient
- Strong Interpersonal Skills
- Specialty Lab Use

# Hannah Tuomi

St. Paul, MN • [htuomi@rainbowtreecare.com](mailto:htuomi@rainbowtreecare.com) • 952-652-4619

## Experience

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### **Rainbow Tree Company • Minnetonka, MN**

#### **Lead Associate Arborist • March 2020 - Present**

#### **Associate Arborist • March 2019 - March 2020**

- Visit client properties to assess ash trees for invasive pest and write proposals for treatment
- Correspond with clients via phone and email to answer questions and manage client expectations
- Aid commercial arborists with tree inventories and tree management plans for properties
- Help train the Associate Arborist team and coordinate the daily tasks of the team members

### **City of Lakeville Forestry Division • Lakeville, MN**

#### **Seasonal Tree Inspector • September 2018 - March 2019**

- Planned for and planted 19 trees in city parks with tree species diversity in mind
- Performed tree inspections on private and city property for hazards and pests and diseases
- Inspected 143 city park and right-of-way ash trees for removal as part of a management plan
- Supported city staff with a tree pruning and removal contract for a street reconstruction project

### **City of Lakeville Forestry Division • Lakeville, MN**

#### **Minnesota GreenCorps Member • September 2017 - August 2018**

- Completed a canopy cover analysis to determine the city's canopy cover and tree benefits
- Inventoried over 1,000 trees using Tree Plotter software as part of a citywide tree inventory
- Carried out residential tree inspections of oak, elm, and ash trees for pests and diseases
- Assisted in preparing material for and coordinating a tree and shrub sale for city residents

## Education

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University of Minnesota, Morris • Morris, Minnesota

Bachelor of Arts • Major in Environmental Studies • Minors in Spanish and Political Science

## Courses

Natural Resource Management: integrated pest management, agroforestry, soil degradation, watersheds

Ecology: native tree and prairie plant identification, plant adaptations, photosynthesis, carbon cycle

Evolution of Biodiversity: phylogeny, plant life cycle, seed and flowering plant morphology

## Skills

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Arboriculture: tree identification; tree planting, pruning and inventorying; pest and disease identification

Software: Microsoft Office, Tree Plotter Tree Inventory Software, ArcGIS, i-Tree Canopy

Interpersonal: self-motivation, time management, teamwork, detail oriented, active listening, patience

Language: Spanish proficiency, French proficiency

## Certifications

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ISA Certified Arborist • International Society of Arboriculture

Certified Tree Inspector • Minnesota Department of Natural Resources



## ATTACHMENT 4

### GIS POINT FEATURE ATTRIBUTES

### EAB INJECTION SERVICES

Field Alias	Field Name	Type	Length	Coded Value Domain	Description	Example
Tree Injection ID	TreeNumber	Text	20		Unique ID used to Identify Tree for the project. Will be imported as Legacy ID in the City's Tree Inventory	1234
Address	Address	Text	254		Property Address where the tree was injected. Will be imported into the Comments field in the City inventory. Used as a double check to ensure the GPS locations matches the site location.	1234 Ash St.
Species	Common	Text	50		Common Name of the Tree	Ash, Green
Location	Location	Text	100		Location of the Tree in relation to landmarks on property	West of driveway
DBH	DBH	Double			Diameter at Breast Height in Inches rounded to the nearest half Inch	20
Treatment Method	TreatmentMethod	Text	30	Action	Treatment Method Default Value = Injection	Trunk Injection
Treatment Date	TreatmentDate	Date			Date of Treatment (Injection)	7/1/2023
Product	Product	Text	254		Chemical used to treat tree.	Mectinite: EPA Reg. No. 74779-17
Product Volume	Product_Vol	Numeric			Volume of chemical used	100
Price	Price	Numeric			Price of treatment	75
Tagged	Tagged	Text	10	YesNo	Identifies whether a tag is on the tree	Yes
Ownership	Ownership	Text	254	Private Public	Designate whether the tree is a public or private tree injection	Public
GPS Accuracy	GPSAccuracy	Double		GPS Accuracy	Accuracy of the GPS positions collected for the tree point	5ft
Notes	Notes	Text	254		Additional comments/notes	Planted deep
<p>Tree points will be represented by a point feature class within a shapefile or geodatabase (*.gdb or *.mdb) compatible with Esri's ArcGIS Pro version 3.0 or later. Point feature attributes must include attributes matching the schema (see Attachment Table above or request template geodatabase from City) of the Tree Feature Class provided by the city in addition to any attributes recorded for the treatment program.</p> <p>Every effort should be made to collect x-/y-coordinates within 2 meters of the Tree. In the event this accuracy cannot be met, horizontal accuracy of 5 meters will be accepted if verified with aerial photography to ensure the approximate location of each tree on a property as distinct from one another.</p>						



## STANDARD AGREEMENT FOR CONTRACT SERVICES

This Agreement ("Agreement") is made on the \_\_\_ day of \_\_\_\_\_, 2023, between the City of Farmington, Minnesota (hereinafter "City"), whose business address is 430 Third Street, Farmington, Minnesota 55024, and \_\_\_\_\_, a Minnesota \_\_\_\_\_ (hereinafter "Vendor") whose business address is \_\_\_\_\_.

### Preliminary Statement

The purpose of this Agreement is to set forth the terms and conditions for the provision of services by Vendor for Tree Injection for Emerald Ash Borer (EAB) hereinafter referred to as the "Work".

The City and Vendor agree as follows:

1. **Scope of Work.** The Vendor agrees to provide, perform, and complete all the provisions of the Work in accordance with the specifications, and quotes attached as Exhibit A. The terms of this Contract shall take precedence over any provisions of the Vendor's proposal and/or general conditions. All Work under the Municipal Program shall be initiated by a notice to proceed from the City.
2. **Term of Contract.** All Work under this Contract shall be provided, performed and/or completed by September 30, 2023. At the expiration of the initial contract term, the City, at its sole discretion may extend the contract for up to four (4) additional years.
3. **Compensation for Services.** City agrees to pay the Vendor based on the fees submitted in the proposal as full and complete payment for the goods, labor, materials and/or services rendered pursuant to this Contract.
4. **Method of Payment.** Payment shall be made to the Contractor providing Tree Injection services for the City only for work requested by the City through a Work Order. The Contractor is required to submit one invoice per Work Order after satisfactory completion of the work and each invoice shall include the following: date work was completed, address/facility/area where work was performed, any rate charges, and any other pertinent information. No travel time will be paid. Invoices shall be submitted to

[accountspayable@farmingtonmn.gov](mailto:accountspayable@farmingtonmn.gov)

City of Farmington

Attn: Finance Department

430 Third St.

Farmington, MN 55024

5. **Staffing.** The Vendor has designated \_\_\_\_\_ to manage the Work. They shall be assisted by other staff members as necessary to facilitate the completion of the Work in accordance with the terms established herein. Vendor may not remove or replace the designated staff without the approval of the City.

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6. **Standard of Care.** Vendor shall exercise the same degree of care, skill and diligence in the performance of its services as is ordinarily exercised by members of the profession under similar circumstances in Dakota County, Minnesota.
  7. **Insurance.**
    - a. **General Liability.** Vendor shall maintain a general liability insurance policy with limits of at least \$1,500,000.00 for each person, and each occurrence, for both personal injury and property damage. The coverage may be provided by a single policy or a combination of policies, including umbrella insurance policies. Vendor shall provide City with a Certificate of Insurance verifying insurance coverage before providing service to the City.
    - b. **Worker's Compensation.** Vendor shall secure and maintain such insurance as will protect Vendor from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of Vendor's services under this Contract.
  8. **Indemnification.** Vendor will defend and indemnify City, its officers, agents, and employees and hold them harmless from and against all judgments, claims, damages, costs and expenses, including a reasonable amount as and for its attorney's fees paid, incurred or for which it may be liable resulting from any breach of this Contract by Vendor, its agents, contractors and employees, or any negligent or intentional act or omission performed, taken or not performed or taken by Vendor, its agents, contractors and employees, relative to this Contract. City will indemnify and hold Vendor harmless from and against any loss for injuries or damages arising out of the negligent acts of the City, its officers, agents or employees.
  9. **Termination.** This Contract may be terminated by either party by thirty (30) days' written notice delivered to the other party at the addresses written above. Upon termination under this provision if there is no fault of the Vendor, the Vendor shall be paid for services rendered until the effective date of termination.
  10. **Independent Contractor.** At all times and for all purposes herein, the Vendor is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Vendor an employee of the City.
  11. **Non-Discrimination.** During the performance of this Contract, the Vendor shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. The Vendor shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Vendor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363A.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990, as amended.
  12. **Subcontract or Assignment.** Vendor shall not subcontract any part of the services to be provided under this Contract; nor may Vendor assign this Contract, or any interest arising herein, without the prior written consent of the City.
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13. **Services Not Provided For.** No claim for services furnished by Vendor not specifically provided for in Exhibit A shall be honored by the City.
14. **Compliance with Laws and Regulations.** Vendor is responsible for knowing of and abiding by all statutes, ordinances, rules and regulations pertaining to the type of services provided pursuant to this Contract; including, as applicable, the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13.
15. **Audits and Data Practices.** The books, records, documents, and accounting procedures and practices of the Vendor or other parties relevant to this agreement are subject to examination by the City and either Legislative Auditor or the State Auditor for a period of six years after the effective date of this contract. This Contract is subject to the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13 (Data Practices Act). All government data, as defined in the Data Practices Act Section 13.02, Subd 7, which is created, collected, received, stored, used, maintained, or disseminated by Vendor in performing any of the functions of the City during performance of this Contract is subject to the requirements of the Data Practice Act and Vendor shall comply with those requirements as if it were a government entity. All subcontracts entered into by Vendor in relation to this Contract shall contain similar Data Practices Act compliance language.
16. **Conflicts.** No salaried officer or employee of the City and no member of the Council, or Commission, or Board of the City shall have a financial interest, direct or indirect, in this contract. The violation of this provision renders the contract void. Any federal regulations and applicable state statutes shall not be violated.
17. **Utilities.** The Contractor shall be obligated to protect all public and private utilities, streets or roadways, whether occupying a street or public or private property. If such utilities, streets or roadways are damaged by reason of the Contractor's performance of the services required under the contract, the Contractor shall repair or replace the same, or failing to do so promptly, the City shall cause repairs or replacement to be made and the cost of doing so shall be deducted from payment to be made to the Contractor for tree services.
18. **Damages.** In the event of a breach of this Contract by the City, Vendor shall not be entitled to recover punitive, special or consequential damages or damages for loss of business.
19. **Governing Law.** This Contract shall be controlled by the laws of the State of Minnesota.
20. **Severability.** The provisions of this Contract are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Contract.
21. **Entire Agreement.** The entire agreement of the parties is contained herein. This Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the



## STANDARD AGREEMENT FOR CONTRACT SERVICES

provisions of this Contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

Executed as of the day and year first written above.

CITY OF FARMINGTON

\_\_\_\_\_  
Joshua Hoyt, Mayor

\_\_\_\_\_  
Lynn Gorski, City Administrator

VENDOR

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

Its: \_\_\_\_\_