

**MEMORANDUM**

TO: Mayor and City Council  
FROM: Faye Stewart, Public Works & Development Director  
SUBJECT: URBAN FORESTRY COMMITTEE APPOINTMENTS  
DATE: January 4, 2023

Background

Council appointed a subcommittee to conduct interviews of candidates for the Urban Forestry Committee vacancies created by term expirations on 12/31/2022. The subcommittee was appointed at the November 14, 2022 City Council Meeting. Councilor Ervin (Chair) and Councilors Savage and Solesbee volunteered and were selected by Council to staff the interview subcommittee.

There are two vacancies on the Urban Forestry Committee. Staff advertised the vacancies via the Cottage Grove Sentinel and on the City's website.

Four applications were received and interviews were scheduled with Susan Johnson (incumbent), Mark McCaffery (incumbent), Donald Nordin and Linda Yellin. (Applications attached)

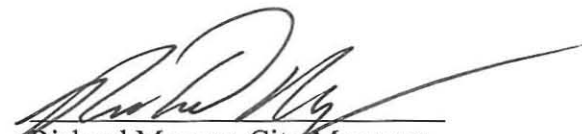
The subcommittee will announce their recommendations for appointment at the City Council Meeting on January 9, 2023.

Recommendation

That the City Council consider the recommendation of the interview subcommittee for the appointment of three Urban Forestry Committee Members to three year terms beginning January 9, 2023 and ending December 31, 2025.

Cost

None

  
Richard Meyers, City Manager

  
Faye Stewart, Public Works &  
Development Director



### Volunteer Appointment Application

Name: Susan E. Johnson  
 Address: 609 N. 10<sup>th</sup> St.  
Cottage Grove, OR.  
 Email Address: sejohnson227@gmail.com

Date: 12/8/22  
 Occupation: Retired Forester  
 Phone: (Home) \_\_\_\_\_  
 (Work) \_\_\_\_\_  
 (Cell) 541-520-5890

Committee or Volunteer Positions Applied For: Urban Forestry Committee

Please list any special qualifications or skills.

- Certified arboriculturist
- Knowledge of tree ecology in Pacific NW
- Knowledge of insect & disease of trees and management strategies to address issues
- Tree planting experience

Please provide a short statement regarding why you wish to serve on this committee.

I would like to continue to share information regarding the importance of trees/vegetation in our community, to identify appropriate species to plant to keep the Urban Forestry healthy and resilient into the future.

Please list any previous and current volunteer experience.

Urban Forestry Committee ~ 15 years (Current)  
Cottage Village Coalition Member  
Community Sharing Board Member ~ 2014

Signature: Susan E. Johnson

Date: 12/8/22

**Thank you for your interest in volunteering in your community.**

Note: This application will remain in effect for 6 months from the date submitted. If you wish to be considered for appointment beyond that time, you must renew your application.



### Volunteer Appointment Application

12/9/22 (w)

Name: MARK McCAFFERY

Date: [REDACTED]

Address: 0916 W 4TH AVE  
EUGENE, OR 97402

Occupation: PUBLIC WORKS / OPERATOR

Phone: (Home) \_\_\_\_\_

Email Address: MARKQUINNMcCAFFERY@GMAIL.COM

(Work) \_\_\_\_\_

(Cell) 508 450 6345

Committee or Volunteer  
Positions Applied For: \_\_\_\_\_

URBAN FORESTRY COMMITTEE

Please list any special qualifications or skills.

ISA CERTIFIED ARBORIST (PN 8558A) w/ EXPERIENCE IN COMMERCIAL, RESIDENTIAL AND PUBLIC P.O.W. TREE CARE. 10 YEARS EXPERIENCE IN CITY PLANNING, NATURAL RESOURCE MGMT AND PARKS PLANNING. FEW YEARS EXPERIENCE IN WILDLAND FIRE SUPPRESSION AND URBAN FORESTRY IN EVG/SPFD AND ALASKA.

Please provide a short statement regarding why you wish to serve on this committee.

I WISH TO HELP THE COMMITTEE DEVELOP SUSTAINABLE SOLUTIONS TO ITS URBAN ECOSYSTEM AND FORESTED INFRASTRUCTURE TO PROMOTE SUSTAINABLE QUALITY, EROSION MITIGATION, WILDLIFE MGMT AND RISK SAFETY WITH THE SURROUNDING FORESTS AND ENVIRON.

Please list any previous and current volunteer experience.

- BURRITO BRIGADE FOOD PANTRY PROGRAM
- FRIENDS OF TREES
- SCORPIONS CASITAS TRAIL REPAIR

Signature: Mark McCaffery

Date: 12/22/21

*Thank you for your interest in volunteering in your community.*

Note: This application will remain in effect for 6 months from the date submitted. If you wish to be considered for appointment beyond that time, you must renew your application.



Received

DEC 9 2022

City of Cottage Grove  
City Manager's Office



### Volunteer Appointment Application

12/09/2022

Name: Donald Nordin  
Address: 239 Adams Ave  
Cottage Grove, OR  
Email Address: dnordin@efn.org

Date: \_\_\_\_\_  
Occupation: self employed /retired  
Phone: (Home) 541-942-7895  
(Work) \_\_\_\_\_  
(Cell) 541-942-7895

Committee or Volunteer  
Positions Applied For: Urban Forestry Committee

**Please list any special qualifications or skills.**

Member of the Board of the Cerro Gordo Land Conservancy As such I have had a long involvement in  
the management of a 1000 acre mixed woodland and meadow on the North shore of Lake Dorena. I also managed a 1.3  
acre estate on the out skirts of Cottage Grove North of Bennett Creek. Both of these efforts required some removal and  
replanting of desired species.

**Please provide a short statement regarding why you wish to serve on this committee.**

I am acutely aware of the value of not only tree cover in our environment, but also a proper mix of species within our  
built environment. I own property in the downtown core as well as on the outside edge of Cottage Grove. I feel that  
the long term benefit for the mix of all of the interdependent species of life in this particular place on Earth somewhat  
dependent on the choices we humans make. I believe that I have had the training and experience to work with the  
other members of this committee to produce a good outcome for our community.

**Please list any previous and current volunteer experience.**

Member of the Board Lane Transit District,  
Member of the board Cerro Gordo Land Conservancy  
Member of the board Cottage Grove Community Sharing  
Cottage Grove Planning Commission  
Member of the board National Peace Corps Association

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12/09/22

*Thank you for your interest in volunteering in your community.*

Note: This application will remain in effect for 6 months from the date submitted. If you wish to be considered for appointment beyond that time, you must renew your application.



### Volunteer Appointment Application

Name: LINDA YELIN Date: DEC. 6, 2002  
 Address: 105 N. L ST. Occupation: RETIRED ADMIN  
 Phone: (Home) 541-649-1241  
 Email Address: REMAINCALM108@GMAIL.COM (Cell) 303-881-6496

**Committee or Volunteer**

Positions Applied For: URBAN FORESTRY COMMITTEE

**Please list any special qualifications or skills.**

ENTHUSIASTIC ABOUT COTTAGE GROVE'S FOREST PRESERVATION. KNOWLEDGE OF PROPOSAL PROCESS, GOOD COMPUTER SKILLS

**Please provide a short statement regarding why you wish to serve on this committee.**

I HAVE TIME TO CONTRIBUTE TO COMMUNITY AND URBAN FOREST IS IMPORTANT TO ME. I AM INTERESTED TO PURSUE GRANTS TO IMPROVE CARE OF TREES AND LANDSCAPE IN COTTAGE GROVE AS WELL AS HELP CITIZENS TO APPRECIATE THIS VALUABLE ASSET

**Please list any previous and current volunteer experience.**

BOULDER COUNTY HOMELESS SHELTER: INPUT DATA OF CLIENTS FOR CASEWORK FOLLOW UP

BOULDER COUNTY EMERGENCY FAMILY RELIEF: ANSWERED PHONES, GREETED CLIENTS, FILING

Signature: Linda Yellin

Date: DECEMBER 6, 2022

*Thank you for your interest in volunteering in your community.*

Note: This application will remain in effect for 6 months from the date submitted. If you wish to be considered for appointment beyond that time, you must renew your application.

## LINDA YELLIN

105 N. L St.

Cottage Grove, OR 97424

303-881-6496 (cell) 541-649-1241 (home) Email: remaincalm108@gmail.com

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### OBJECTIVE

Seek volunteer position to serve City of Cottage Grove using attention to detail, strong computer skills, and high level of motivation.

### SPECIAL QUALIFICATIONS & EXPERIENCE

• Microsoft Office 365	• PowerPoint	• Writing/Editing
• Word	• Outlook	• Accounting
• Excel	• Internet/HTML	• Event Planning
• Publisher	• Meeting Maker	• Staff orientation/training
• Access	• Typing 75 wpm	• Purchasing/Contracts

### PROFESSIONAL BACKGROUND

National Center for Atmospheric Research (NCAR), Boulder, CO 2010 - 2013

**Administrative Assistant** - Administrative support for Managers of the Computational Information Systems Laboratory (CISL).

- Coordinated weekly and monthly meetings for 6 Managers using Meeting Maker.
- Created reports for monthly online input by Managers for tracking progress of weather data supercomputer installation.
- Handled national and international travel for department staff and interview candidates; competed travel vouchers for reimbursement assuring accuracy.
- Coordinated recruitment process for department managers including advertising, developing job description, screening candidates, and interview schedules.
- Completed purchases for staff of 25 using UCAR Purchasing Card. Completed monthly reconciliation of statement assuring required documentation for Finance dept.

**Administrative Contractor**, Boulder, CO – *Staffing agencies and freelance* 2007- 2010

- Data entry for PeopleSoft and Oracle conversions at IBM with customer service interface. Various clerical and administrative services for staffing agencies.

Microsemi Power Products Group, Boulder, CO 2005 - 2007

**Office Administrator** - *Administrative liaison for semiconductor Research & Development division and its headquarters in Bend, Oregon.*

- Compiled information, wrote memos, and tracked expenses for Senior Management.
- Responsible for R&D operational bank account and its activity.
- Coordinated purchases, paid invoices, & worked closely with offsite headquarters.
- Wrote memos and handled communications with vendors needing information.
- Submitted bi-weekly time accounting for staff payroll ensuring accuracy.
- Coordinated travel and established corporate hotel rate reducing costs by 25%.
- Special events and meeting coordinator.
- Played key role in closing Boulder facility in April 2007.

## Linda Yellin

### **Independent Contractor, Boulder, CO**

2003 – 2005

*Denver Academy of Court Reporting worked as editor for internet quarterly financial reporting service. Performed temporary contract assignments.*

- Recorded audio stream of Fortune 500 business meetings, edited transcription for website upload.
- Arranged training of 300 employees to query new networked Access database.
- Coordinated and recorded CU Foundation interdepartmental accounting meetings
- Interim Office Manager for Boulder County Substance Abuse Program.

### **Financial Times Energy/E Source, Boulder CO**

1999 – 2003

*Research Administrator – Worked closely with Sr. Vice President and research staff writers.*

- Liaison for customers with technical inquiries for research staff.
- Recorded, tracked, and generated reports of customer contacts using Access.
- Monitored and managed contracts for variety of information services.
- HTML coding for updates to website.
- Provided research department orientation for all new employees.
- Developed and completed PowerPoint presentations.
- Coordinated weekly and monthly meetings for 35 staff writers, including teleconferencing writers in remote locations and audio/visual network presentations.
- Communicated organizational updates at department meetings.
- Ordered periodicals and completed requisitions for reference materials.
- Established library for staff and implemented database to track periodicals.

### **National Center for Atmospheric Research (UCAR), Boulder, CO. 1984 – 1999**

*Administrator III - Worked closely with Director and Project Managers to meet time-sensitive deadlines for up to 10 different scientific research programs.*

- Monitored \$30M budget and authorized purchases up to \$2,500.
- Compiled, edited, and submitted information for RFP and proposal updates to various agencies. Involved working across organizations to complete deliverables.
- Member of corporate administrative committees to improve inter-organization communication and explore parity issues for staff.
- Coordinated large scientific planning workshops and international symposia with 100-200 participants.
- Set-up office at Taiwan Weather Bureau for scientific research team and handled logistics for scientists during month-long data gathering in Taipei, Taiwan.
- Played key administrative role in Genesis of Atlantic Lows (GALE), a \$10 M atmospheric research program funded by NSF.
- Initiated blanket contracts for housing, car rentals, & office services for field studies.
- Nominated for Administrative Support Award 1986

**EDUCATION** Denver Academy of Court Reporting (Closed-captioning)  
Regis University, Denver, Colorado (Business Administration)  
Lane College, Eugene, Oregon (Sociology/Psychology)

**STUDIES INCLUDES:** Technical Writing, Government Contracts Management (FAR), Budget Development, Principles of Management and Supervision