

Meeting Memorandum Minutes
Town of Highland Tree Advisory Board

1. Date, Time and Place of Meeting: Chair Bill Vargo called the meeting of the Board to order at 7:07 PM, on Thursday, April 18, 2019 in the Code Enforcement Meeting Room at Town Hall.
2. Roll Call:
 - Board Members Present: Jim Colias, Ron Jackowski; Terry Krooswyk; Connie Sherbondy; Richard Underkofler, Bill Vargo. Jim Colias left at 7:50 PM.
 - Board Members Absent: Judy Vaughn
 - Town Staff Present: Parks Director Trever Kinley
3. General substance of matters proposed, discussed, or decided - record of all votes taken, by individual members if there is a roll call:
 - Minutes. Colias moved to approve minutes of the previous meeting held March 21, 2019; seconded by Sherbondy. Approved by unanimous consent.
4. Old Business:
 - A. 2019 Arbor Day Event – Friday, April 26, 1:30 PM at Warren School. Connie Sherbondy updated the group on final event plans.
 - B. Erie Lackawanna Trail Trees: Trever Kinley reported a NIPSCO contractor has begun removing trees that are too close to the gas pipeline.
 - C. Memorial Trees: Trever Kinley asked if trees received from the CommuniTree Grant Program could be designated memorial trees with a fee for a plaque. There was no board objection because it would generate income for tree care.
 - D. Park Pride Day – Saturday, April 27, 9 AM to Noon: Trever Kinley suggested Board Members could help the Parks & Recreation Department at the annual community park cleanup day by cooking lunch for participants. Come to Main Square Park by 10 AM.
 - E. Tree Board Facebook Site: Jim Colias had nothing new to report. Connie Sherbondy suggested keeping track of trees planted on the site and a logo for the board.
 - F. Update to Highland’s Table of Unapproved/Approved Tree Species: Ron Jackowski prepared a report with his recommendations for consideration by the board. Underkofler offered to help prepare a draft executive summary for review by the board prior to subsequent distribution to arborists who’ve provided earlier review comments on an update. When the board has reached a final decision on a recommended update, suggest it be forwarded to the Town Council with a request for amendments to the Tree Ordinances that would delegate administration and future list updates to the Tree Board.
 - G. NIPSCO Grant: On behalf of Highland Community Foundation, Underkofler applied for a NIPSCO 2019 Environmental Action Grant. Highland Community Foundation pledged \$2,000 to match a potential \$2,500 NIPSCO grant for a second Community Canopy / Energy Savings Trees Project to plant 100 trees in partnership with Arbor Day Foundation and Highland Homeowners. On April

- 18th, notice was received a \$2,500 grant was approved. *Postscript: There could be a homeowner co-pay this year, if the cost of the project will exceed \$4,500.*
- H. Tree Steward Program: A 2-Day Session is scheduled for June 10 and 11 8:30 – 4:30 at the NIRPC Office / Purdue Training Center in Portage. *Postscript: Register at <https://www.surveymonkey.com/r/PortageTreeStewards>. Connie Sherbondy and Underkofler have registered.*
5. New Business:
- A. Potential Scout Community Service: Jim Colias volunteered to ask the Calumet Council, but a reply had not been received. *Postscript: At the 2019 Arbor Day Event, the Warren Elementary School Cub Scout Pack Leader agreed to water and care for the tree planted at the School.*
- B. Tree Identification Seminar: Jim Colias distributed a handout giving notice of a “Tree Identification” Seminar to be led by Carrie Tauscher and held at the Purdue Extension Office, 2291 N. Main St., Crown Point, May 23, 2019. Sign-up at <http://tinyurl.com/TreeIDPE>
- C. Potential Little Calumet River Basin Development Commission Funding: Terry Krooswyk reported on a WJOB Radio program, Commission Executive Director Dan Repay reported the Commission may be willing to provide funding to the Town of Highland for tree acquisition and planting as it has done for Munster and Wicker Park. To mitigate Town departmental labor costs, Terry suggested asking Repay and Commission members to underwrite the expense of retaining a Highland licensed landscape contractor selected by a competitive bid for a \$30,000 procurement to acquire trees, plant, care and warranty them for a one-year term.
- D. Downtown Ash Tree Spouts: Terry Krooswyk reported these suckers still need removal. If Russell’s Tree Service won’t do it, Terry asked if the Public Works Department could direct the Downtown Landscape Contractor to do it.
6. Next Meeting. The next board meeting will be held Thursday, May 16, 2019, beginning at 7 PM in an available Town Hall meeting room.
Topics for the Next Agenda:
- A. Colias: Will Cub and/or Boy Scout members assume responsibility for watering newly planted trees on town and/or school owned property?
- B. Colias: Update on Facebook Site
- C. Jackowski/Underkofler: Report with Recommendations - Unapproved/Approved Tree Species
7. Adjournment. The meeting adjourned at 8:14 PM on approval of a motion by Krooswyk; seconded by Sherbondy and approved by unanimous consent.

Respectfully submitted,



Richard Underkofler, Secretary