

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 7:05 PM, on Thursday, May 16, 2019 in the Code Enforcement Meeting Room at Town Hall.
2. Roll Call:
 - Board Members Present: Ron Jackowski; Terry Krooswyk; Connie Sherbondy; Richard Underkofler, Bill Vargo, Judy Vaughn
 - Board Members Absent: Jim Colias
 - Town Staff Present: None
3. General substance of matters proposed, discussed, or decided - record of all votes taken, by individual members if there is a roll call:
 - Minutes. Vaughn moved to approve minutes of the previous meeting held April 18, 2019; seconded by Sherbondy. Approved by unanimous consent.
4. Old Business:
 - A. Boy & Cub Scout Tree Care: Anticipating his absence, Jim Colias submitted an email prior to the meeting reporting Boy Scout Leader Paul Haynes is willing to have his scout troops take on a responsibility of watering and caring for newly planted trees. *Postscript: Underkofler met Paul Haynes at the Highland Memorial Day Event, secured his contact information (8916 Southmoor Avenue, Phone 219-743-2892) and agreement to care for future trees to be planted on school property. At the 2019 Arbor Day Event, Chris Moore (2030 44th Street; Phone 219-712-7267), Leader of Cub Scout Pack #297 agreed to have his pack care for the newly planted tree at Warren School. Underkofler will draft a thank you letter to Haynes and Moore for Chair Bill Vargo.*
 - B. Tree Board Facebook Site: Jim Colias reported he and Kate started designing the site with some basic information and how they see its use. Before going any further, Jim shared the site with the board to get input. Jim wrote, "Go to Facebook, search for Highland Tree Advisory Board and click on posts. You will see a general posting about Arbor Day, our board, several links to Purdue Landscape articles and one to the Morton Arboretum. We were going to add more about our Arbor Day event, but Kate being a former school counselor said we have to check with the school to be sure we have permission to post the pictures. We do have two questions: Do we need an email address or contact information for the site? Of course, if we do that someone has to monitor the contacts. Do we want to post anything about those of us on the board?"
 - 1) At the April 2019 board meeting, Connie Sherbondy suggested keeping track of the number of trees planted since the Board was organized; and design of a logo for the Board for the Facebook site that could also be placed on email and letterhead paper for board communications.
 - 2) At this meeting, the board members decided to use HighlandTrees@comcast.net as the Board's email address. This is an email account Underkofler created for review comments on Highland's 2017

Urban Forest Management Plan. He continues to monitor it for answering emails addressed to the Board.

- 3) Each board member agreed to send Jim a photo with a “green” background and a short bio for use on an “About Us” page.
 - 4) Terry Krooswyk distributed a handout from the website of Christy Webber Landscapes [www.christywebber.com] presenting “Tree Tags” acquired by the Wicker Park Bucktown Chamber in promoting an Arbor Day Tree Facts Campaign. See attachment. Terry suggested posting such “Tree Facts” monthly on our Facebook site.
 - 5) *Postscript: In a May 20 email to Underkofler, Warren School Principal Christina Davis approved using student Arbor Day 2019 photos on the Facebook site.*
- C. Update to Highland’s Table of Unapproved/Approved Tree Species: Underkofler submitted a draft executive summary to summarize additions and deletions to the table in Highland’s tree ordinance. Jackowski and Underkofler will prepare revisions for consideration at the next meeting.
- D. Highland Community Foundation Community Canopy Project: Underkofler reported there could be a homeowner co-pay this year, if the estimated cost of the project will exceed \$4,500.
5. Upcoming Events:
- A. Tree Identification Seminar: Jackowski registered to attend a “Tree Identification” Seminar led by Carrie Tauscher to be held at the Purdue Extension Office in Crown Point, May 23, 2019.
 - B. Tree Steward Program: Sherbondy, Underkofler and Jackowski registered to attend this training June 10 and 11 at the NIRPC Office / Purdue Training Center in Portage.
6. New Business:
- A. Potential Little Calumet River Basin Development Commission Grant: Underkofler will apply for the Commission to reimburse the Public Works Department for 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.
 - B. Arbor Day 2019 Event: All feedback received has been good. Bill Vargo thanked Connie Sherbondy for a job well done.
 - C. Board Operating Plan: When a suggestion was made to ask Johnson Elementary School to host next year’s Arbor Day Event, Sherbondy volunteered to draft a Plan for consideration by the Board to identify goals for the next four years, including submission deadlines for a Tree City application.
7. Next Meeting. The next board meeting will be held Thursday, June 20, 2019, beginning at 7 PM in an available Town Hall meeting room. Underkofler will be out of town. Sherbondy volunteered to take minutes.
- Topics for the Next Agenda:
- A. Colias: Update on Facebook Site

- B. Jackowski/Underkofler: Update Report with Recommendations - Unapproved/Approved Tree Species
 - C. Sherbondy: Board Operating Plan
 - D. Mark Knesek & David Ferrara: Planting Locations – CommuniTree Grant Trees
 - E. State Representative Mara Candelaria Reardon 100 Tree Donation
8. Adjournment. The meeting adjourned at 8:20 PM on approval of a motion by Krooswyk; seconded by Vaughn and approved by unanimous consent.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard Underkofler". The signature is written in a cursive style with a large initial "R" and "U".

Richard Underkofler, Secretary