

**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 PM, on Thursday, September 20, 2018 in the Building Inspection Meeting Room at Town Hall.
2. Roll Call: On September 10, 2018, Town Council President Mark Herak appointed Paul Graegin to the Board.

Present: Ron Jackowski, Terry Krooswyk, Connie Sherbondy, Richard Underkofler & Bill Vargo

Absent: Jim Colias & Paul Graegin, who was absent due to a son’s surgery

Guest: Public Works Director John Bach

This table presents updated board member contact and term information:

Member	Address	Phone	Email	Term Ends
Terry Krooswyk	9035 Orchard Drive	(219) 712-7943	krooswytk@aol.com	Jan 2019
Connie Sherbondy	3517 Franklin Street	(219) 923-3452	Conniemb24@hotmail.com	Jan 2019
Richard Underkofler	9205 Idlewild Drive	(312) 550-4478	Runderkofler76@comcast.net	Jan 2019
James Colias	2215 Ridgewood	(219) 923-1219	Jim@Mattslawn.com	Jan 2020
Ron Jackowski	3105 Strong Street	(219) 838-1816	XY3941@gmail.com	Jan 2020
William (Bill) Vargo, Chair	3423 Jewett Avenue	(219) 838-3524	billvargo@yahoo.com	Jan 2021
Paul Graegin	2728 Clough Avenue	(219) 315-8126	pgraegin64@gmail.com	Jan 2021

3. General substance of matters proposed, discussed, or decided - record of all votes taken, by individual members if there is a roll call:
 - A. Krooswyk moved to approve minutes of the previous meeting held August 16, 2018; seconded by Sherbondy. Approved by all members present.
 - B. Krooswyk moved to approve Board Rules of Procedure Revised August 18, 2018; seconded by Sherbondy. Approved by all members present.
4. Invited Guest Presentations:

Public Works Director John Bach and Parks & Recreation Superintendent Alex Brown were asked to share their calendar year 2019 budget plans for tree removal, pruning and resident forestry education.

 - A. Public Works: John Bach reported his budget request for these uses was the same as the current year: \$25,000 in the Motor Vehicle Highland Fund and \$24,000 in the Sanitary District Fund. He said a capital project budget for a street improvement in Wicker Park Manor contains sufficient additional funds for replacing parkway trees removed during construction like earlier street, water and sewer improvement projects. Krooswyk asked if trees removed from the

- 45th Street parkway at the Memorial Park will be replaced. Underkofler reported there are too many underground utilities in the parkway area for planting replacement trees there. Four trees to be acquired this fall with an Indiana DNR grant will be planted on the park premises at locations that won't conflict with the underground petroleum pipeline and irrigation system. In response to another Krooswyk inquiry, Bach reported a dead tree along the Town Hall Parking Lot will be removed and replaced.
- B. Parks: Alex Brown couldn't participate in this meeting because a Park Board meeting is held at the same time. Alex reported tree removal is budgeted in the Park Capital Fund. At August 31, 2018, there was \$48,521 in that fund. Trees and stumps have been removed by Russell's Tree Service over the last few months, but the work has not yet been billed.
5. Communications:
- A. Council Liaison. Vargo made an inquiry to Dan Vassar whether he would be willing to serve as a Town Council Liaison to the Board. Dan replied Council President Mark Herak will appoint a department head to provide liaison to the Town Council.
- B. Highland Community Foundation's Fall 2018 Tree Canopy Project. Underkofler reported all 100 trees that were available to Highland Homeowners from the Arbor Day Foundation were ordered within 3 days' notice of their availability on Facebook sites. They will be shipped direct to homeowners about October 15, 2018. Species available were Northern Red Oak, American Sycamore, Swamp White Oak, Black Tupelo and Baldcypress. These species were recommended by Indiana Division of Forestry. Funding for the \$4,500 project was provided by a \$2,000 NIPSCO Environmental Action Grant and \$2,500 from Highland Community Foundation.
- C. IDNR Division of Forestry Grant Trees. Underkofler reported another 51 trees are scheduled to be picked from Possibility Place Nursery in Monee, IL during the week of October 1, 2018. They will be planted by a Street Department crew at parkway locations where diseased trees were removed and adjacent homeowners will consent to the species and pledge to water and care for them. The species ordered at a \$4,985 low bid cost are Blue Beech, Catalpa, Hackberry, Ohio Buckeye, Chinquapin Oak and White Oak.
6. Unfinished Business:
- A. Board members were asked to determine a date, location and time for a tree planting and care educational session inviting homeowners who will be receiving Fall 2018 trees. The session will be led by representatives of the Town's Forestry Consultant. Vargo recommended a Saturday morning session from 9 to 11 AM. Krooswyk suggested asking Police Chief Pete Hojnicky if the session could be held in the HPD Community Room.
- B. Members were asked to identify potential revenue sources *other than the Town* to help underwrite implementation of the Forest Management Plan.
- 1) Underkofler has been authorized to apply for a Spring 2019 CommuniTree Program Grant of 60 trees - 50% for Highland parks and 50% for street

parkways. The CommuniTree Program goal is to plant at least 1,500 native trees by fall 2020 to help offset urban tree canopy loss from the emerald ash borer. Funding for this project is made possible through a Great Lakes Restoration Initiative grant awarded to the Northwestern Indiana Regional Planning Commission by the USDA Forest Service.

- 2) Underkofler reported Highland Community Foundation may consider another Tree Canopy Project with the Arbor Day Foundation in Fall 2019.
 - 3) Krooswyk suggested an “Adopt a Tree” solicitation to service clubs and other community organizations.
 - 4) Krooswyk reported funding for tree planting projects that would have a lasting impact on air quality may be an eligible use of funds the State of Indiana is receiving from the Volkswagen Mitigation Trust Program. Postscript: A website (VWTrust@idem.IN.gov) discloses Indiana’s draft Beneficiary Mitigation Plan (BMP) proposes to use the Trust funds to pay costs to repower or replace eligible diesel-powered vehicles with new diesel, alternative fuel, or all-electric engines or vehicles.
 - 5) Bach suggested funding for tree planting projects may be an eligible use of funds from the “Indiana Clean Cities Coalition”. Postscript: A website (<https://cleancities.energy.gov/coalitions/greater-indiana>) reports the Coalition works with vehicle fleets, fuel providers, community leaders, and other stakeholders to save energy and promote the use of domestic fuels and advanced vehicle technologies in transportation.
 - 6) Jackowski and Sherbondy suggested solicitations to Menards, Home Depot and Lowes’ retail stores to acquire “end-of-season discount” trees. Jackowski volunteered to shop for species recommended in the Forest Management Plan. Krooswyk offered to solicit Allen’s Landscape in Highland, to send a truck for collecting trees that may be ordered and to solicit contributions from colleagues for funding costs. Bach reported a Street Department planting crew could plant the trees at parkway planting sites identified in the Forest Management Plan.
- C. Vargo offered to formulate plans for an April 25, 2019 Arbor Day Event. After the meeting, he asked Sherbondy to help plan the event.
7. New Business, Comments from Board Members, the Public and/or Visitors:
- A. Tree City USA®. A copy of the Arbor Day Foundation September/October 2018 Newsletter was shared with the group. One article identified four standards to become a Tree City USA®: 1) a Tree board or department; 2) a tree care ordinance; 3) a community forestry program with an annual budget of at least \$2 per capita; and 4) an Arbor Day observance and proclamation.
 - B. CommuniTree Workshop. Jackowski will participate in a tree planting and maintenance workshop on September 25th at the NIRPC Office in Portage. This workshop is geared toward non-forestry professionals who find themselves occasionally responsible for planting or maintaining trees in their communities.
 - C. Tree Ordinance Workshop. Jackowski and Underkofler will participate in a workshop to be held October 19th at the Purdue Northwest Meeting Facility (in

the NIRPC building) in Portage, IN. If others desire to reserve a seat, register by October 1st at <https://www.eventbrite.com/e/tree-ordinance-workshop>. This session will include presentations on common and recommended ordinance components, integration with other city ordinances and codes, and time to have questions answered. The workshop will conclude with a panel discussion of local municipal representatives on their experiences adopting and implementing tree ordinances. Attendees will receive resources to help them develop effective ordinances.

- D. Next Meeting. The next board meeting will be held Thursday, October 18, 2018 beginning at 7 PM in an available Town Hall meeting room.
8. Adjournment: Krooswyk moved to adjourn; seconded by Jackowski. The meeting adjourned at 8:05 PM.

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".

Respectfully submitted,
Richard Underkofler, Secretary