

**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, October 18, 2018 in the Building Inspection Meeting Room at Town Hall.
2. Roll Call:
  - Present: Paul Graegin; Ron Jackowski; Terry Krooswyk; Connie Sherbondy; Richard Underkofler; Bill Vargo
  - Absent: Jim Colias, who was out of town
  - Guest: Rick Rzeszut
3. General substance of matters proposed, discussed, or decided - record of all votes taken, by individual members if there is a roll call:
  - Krooswyk moved to approve minutes of the previous meeting held September 20, 2018; seconded by Sherbondy. Approved by all members present.
4. Communications:
  - A. Jackowski – After searching for end of season discount trees, Ron tagged 18 saplings from 5 to 7” at Hammond Home Depot for collection and planting by a Street Department crew. Species include Oak, Bald Cypress, Elm, Persimmon, Redbud and Dogwood.
  - B. Rick Rzeszut – Rick sent an email offering to donate some small trees located in his backyard and his mother’s yard; about 6 Thuja Green Giants, 12 Honey Locusts, several Junipers, a small Incense Cedar and several Japanese Lilacs. Rick and Paul Graegin volunteered to transplant and apply mulch for these trees. Terry Krooswyk will donate mulch. Krooswyk suggested planting some of these trees in clumps on west side of the Police Department Building, in the storm water detention area and parking lot north of the Town Hall. Others were suggested for planting on school property, particularly Warren Elementary School on the west and south perimeter of the athletic field. Underkofler will send an email to School Facilities Director Mike Sukta [mail: [msukta@highland.k12.in.us](mailto:msukta@highland.k12.in.us)] to inquire whether he or his grounds staff would be willing to seek utility locates for planting these trees at Warren or other school locations.
  - C. Graegin – Paul reported a friend who resides at 2622 Wicker Avenue desires to donate a Redwood tree to the Town. On further inquiry, Paul said the tree is located on private property and may be too large to relocate without a tree spade. The members concluded this offer will not be accepted due to potential liability incidental to relocating it.
  - D. Colias – Jim sought consultant assistance from Lindsey Purcell, Urban Forestry Faculty Member and Director of the Extension Program at Purdue. Purcell referred our group to Carrie Tauscher, Urban Forester/Volunteer Coordinator, IDNR Division of Forestry. Carrie is the grant administrator of Highland’s Diseased Ash Tree Removal and Replacement Project. She will be coming to

Highland for an inspection of the project upon its completion and leading a Tree Ordinance Workshop October 19th in Portage.

- E. Underkofler – Rich sent an email to Carrie Tauscher asking who to contact for potential hosting of a Tree Keepers Educational Program in NW Indiana like those coordinated by Openlands in Illinois. Carrie replied, “Indiana’s version is called Indiana Community Tree Stewards. It’s a two-day program and we normally charge just enough to cover catered box lunches for both days (\$30). Our new Outreach Coordinator Abby Krause who would lead this program in our state had her first day today so the earliest I would expect to be able to schedule a program in your area would be late spring early summer 2019. We are happy to work with you and train in some new tree stewards in your area.”
  - F. Underkofler - On October 1st, 57 IDNR grant funded trees were picked up at a \$5,000 cost from Possibility Place Nursery in Monee, Illinois. A larger quantity (25) of Chinquapin Oak was substituted for Blue Beech when Steve Lane of Graf Tree Care, Highland’s Consultant Forestry Firm, reported Blue Beech are not recommended for parkway planting because they are salt intolerant.
  - G. Underkofler – An invitation was sent to a tree planting and care educational session for homeowners who will be receiving Fall 2018 trees. The workshop was held Saturday, October 20th from 9 to 11 AM in the Police Department Community Room. Jim Semelka of Graf Tree Care led the session.
5. Unfinished Business:
- A. Arbor Day Event. Sherbondy shared information for planning an event to be held Thursday, April 25, 2019.
    - An Arbor Day Proclamation would be drafted for consideration and approval by the Town Council
    - Ask elected officials (Town Council members and the Clerk-Treasurer) to read the proclamation and provide remarks about environmental, economic and social benefits of trees.
    - Rather than just one community event at say Main Square Park, consider asking School Principals to host and organize events on the campus of each elementary school – Johnston, Southridge, Merkley, Warren, Highland Christian School; Bible Baptist School and Our Lady of Grace School.
    - Student endeavors might include: an essay; poem, poster, songs or play about trees.
    - Provide small trees for planting by students at each school campus.
    - Distribute seedlings or nursery gift certificates
    - Graegin volunteered to ask a Sea Scout group to present and retire flags at one of the schools. Highland American Legion, VFW, Boy and Girl Scout groups could be asked to present and retire flags at other schools.
6. New Business, Comments from Board Members, the Public and/or Visitors:
- A. Topics for Review and Discussion on the Next Meeting Agenda:
    - Landscape Reports received from Jim Colias
    - Handouts received at the Tree Ordinance Workshop

- Review and update the Table of Unapproved/Approved Tree Species
  - Inquiry whether a budget could be provided for the Board to enable participation of the Town's Consultant Forester in Board meetings, Arbor Day Event expenses, training and education of members.
- B. Next Meeting. The next board meeting will be held Thursday, November 15, 2018 beginning at 7 PM in an available Town Hall meeting room.
7. Adjournment: Krooswyk moved to adjourn; seconded by Sherbondy. The meeting adjourned at 8:05 PM.

A handwritten signature in black ink, appearing to read 'Richard Underkofler', written in a cursive style.

Respectfully submitted,  
Richard Underkofler, Secretary