

Meeting Minutes
Town of Highland Tree Board

1. Date, Time and Place of Meeting: Prior notice was given to the contact list of the Clerk-Treasurer that a regular meeting normally held on third Thursdays of the month would be rescheduled for Thursday, October 24, 2019. Chair Bill Vargo called a meeting of the Board to order at 7:01 pm in the Code Enforcement Meeting Room at Town Hall.
2. Roll Call:
Board Members Present: James Colias, Ron Jackowski, Terry Krooswyk, Connie Sherbondy, Richard Underkofler, Bill Vargo, Judy Vaughn
Board Members Absent: None
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:
 - Motion: Vaughn moved to approve minutes of a previous meeting held June 20, 2019; seconded by Colias and approved by unanimous consent. Meetings were not held in July or August by a motion approved at the June meeting. The September meeting was canceled due to an inability to achieve a quorum.
4. Old Business:
 - A. Facebook Site: Jackowski, Krooswyk, Vaughn and Sherbondy were requested to submit "green" photos and short bios to Jim Colias. Jim provided an update on recent posts added to the site. In the future, a photo and characteristics of a "tree of the month will be added to the site.
 - B. Potential Little Calumet River Basin Development Commission Grant: Krooswyk provided an update on the status of a letter sent to the Commission. We asked for a \$30,000 grant to reimburse Public Works for the expense of retaining a Highland licensed landscape contractor selected by a competitive bid to acquire trees, plant, care and warranty them for a one-year term. Our intent is to mitigate Town labor and management expense. The Commission wants more information regarding tree species, planting locations and the costs before a grant request will be considered. We need a GIS map of the watershed area south of the river showing suggested species and planting locations to be used for a bid solicitation. *Postscript: Underkofler asked Public Works Director John Bach if a fee proposal may be requested from Steve Lane of Graf Tree Care to assist with a map and species recommendations for this 2020 project. John authorized solicitations for the Graf and landscape contractor services November 9. John said a supplemental appropriation ordinance will be needed to identify a funding source for these services.*
 - C. Relocation of trees under a north Indianapolis Boulevard Message Board Sign: Incomplete work at the time of this meeting.
 - D. Fall 2019 CommuniTree Grant: Public Works Operations Director Mark Knesek submitted a spreadsheet showing work in progress on the planting of 50 trees received from this grant. Addresses, adjacent homeowner identification and their contact information were disclosed for 29 trees. Sites had not been identified for 21 trees. Terry Krooswyk suggested planting the remaining trees in the median of Parish Avenue; in the median of 44th Street between Liable and Kleinman in Boulevard Estates Subdivision; in open space and park areas of White Oak Estates Subdivision. *Postscript: On a Knesek inquiry, "who will water and care for the median plantings?", Krooswyk and Underkofler volunteered to do it.*

- E. Tree Ordinance Amendments: Copies were distributed of ordinance amendments approved by the Town Council September 23, 2019 that delegate administration and periodic updates of approved/unapproved tree species on publicly owned property to the Board. Another resolution was adopted which asks the Plan Commission to schedule a public hearing within 60 days for consideration of amendments to the Zoning Ordinance that would forward landscape plans for development projects to the Tree Board for species recommendations.
 - F. Community Foundation's Fall 2019 Project: Of the 100 free trees available for Highland Homeowners from Arbor Day Foundation's Community Canopy / Energy Savings Trees Program, 23 were unclaimed at the time of this meeting. *Postscript: All were ordered by November 7 after an extensive media blitz.*
 - G. Chi-Cal Rivers Fund Grant Application: Underkofler sent a letter supporting a grant application to the National Fish & Wildlife Foundation, Chi-Cal Rivers Fund that, if approved, could result in up to 75 trees for 2020 plantings in Highland by the Student Conservation Association.
 - H. Four-Year Board Operating Plan: Connie Sherbondy distributed copies of a draft plan for discussion. Suggested changes will be distributed to the members with these minutes for consideration at the next meeting.
5. New Business:
- A. Arbor Day Foundation: Each member gave Connie Sherbondy cash to apply for an Arbor Day Foundation membership on behalf of the Board. *Postscript: Membership will enable the board to receive 10 American Red Bud trees to be shipped by December 12, "The Tree Book" with best practices for tree planting and care, a newsletter and future discounts on more than 100 varieties of trees.*
 - B. Tree City USA Application: Underkofler and Sherbondy will draft an application for consideration by the board at the next meeting. It must be submitted before December 31.
 - C. Arbor Day Foundation Award Nomination: After viewing videos of last year's awards at www.arborday.org/programs/awards/2019, Jim Colias and Judy Vaughn concluded Highland's reforestation endeavors have not sufficiently progressed to be competitive.
6. Next Meeting: The next board meeting will be held Thursday, November 21 beginning at 7pm in an available Town Hall meeting room.
- Topics for the Next Agenda:
- Knesek: Relocation of trees obstructing a new north Indianapolis Boulevard Message Board Sign
 - Sherbondy: Final Draft of Four-Year Board Operating Plan
 - Colias: Potential Speaker for Spring meeting - Purdue Urban Forestry Specialist Lindsey Purcell
 - Jackowski: Report - Indiana Urban Forest Symposium, September 12-13
 - Underkofler: Report - CommuniTree Pruning Workshop, November 8
 - Motion whether the December meeting will be rescheduled or canceled.
7. Adjournment: The meeting adjourned at 8:15 pm on a motion by Vaughn, seconded by Jankowski and approved by unanimous consent of the members.

Respectfully submitted,



Richard Underkofler, Secretary