

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 7:08 PM, on Thursday, November 15, 2018 in the Work Study Session Meeting Room at Town Hall.
2. Roll Call:
 - Present: Jim Colias, Paul Graegin; Ron Jackowski; Terry Krooswyk; Connie Sherbondy; Richard Underkofler; Bill Vargo
 - Absent: None
 - Guests: John Bach, Public Works Director; Trever Kinley, Parks Director
Carrie Tauscher, State Urban Forestry Coordinator, IDNR Urban Forester/
Volunteer Coordinator
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 October 18, 2018; seconded by Graegin. Approved by unanimous consent.
 - B. Krooswyk moved to cancel the December 20th board meeting because a quorum is not likely due to members out of town for the Christmas/New Year holidays; seconded by Graegin. Approved by unanimous consent.
4. Old Business:
 - A. Tree Workshop. Seven homeowners, Jackowski and Underkofler participated in a tree planting and care workshop held Saturday, October 20th. Requests for forestry services from 3 homeowners were forwarded to Public Works Operations Director Mark Knesek: one requested mulch for a tree planted earlier in the week; a second requested removal of a stump at the site of an EAB tree taken down about 5 years ago; a third requested shade trees on a corner lot if any are left. After the session, Jim Semelka of Graf Tree and Jackowski provided an onsite homeowner consultation regarding care of a parkway sprout.
 - B. Fall Discount Trees. A worksheet prepared by Public Works Operations Director Mark Knesek was distributed displaying work in progress on planting locations of 18 trees that were acquired by the Street Department from Home Depot.
 - C. Community and Urban Forestry Grant Funded Trees. Other worksheets prepared by Mark Knesek were distributed that displayed parkway locations where grant funded trees were planted in the spring and fall of 2018. The worksheets were used on the day of the meeting by Grant Administrator Carrie Tauscher for the project inspection.
 - D. Carrie Tauscher Presentation. Carrie is the grant administrator of Highland's Community & Urban Forestry Diseased Ash Tree Removal and Replacement Project. She came to Highland for an inspection of the project on the day of this meeting and stayed to discuss several topics with the board. In response to her inquiries, board members reported:
 - 1) The members were not aware of a free online tree board training program
[Link: <https://www.treeboardu.org>].

- 2) Highland's first Tree Inventory and Urban Forest Management Plan was approved by the Park Board and Town Council in November 2017.
- 3) Annual Urban Forest Management Plan goals achieved in 2018:
 - An update to the Tree Ordinance
 - An ordinance creating a Tree Advisory Board
 - Removal of 105 emerald ash boer diseased trees and stumps
 - Planting of 260 new trees (28 received as a grant from the CommuniTree Program of Northwest Indiana; 114 procured from Possibility Place Nursery assisted by a grant from the IDNR, Community and Urban Forestry Program; 18 fall discount trees acquired by the Street Department from Home Depot; 100 trees acquired online by homeowners direct from the Arbor Day Foundation's Community Canopy / Energy Saving Trees Program, a NIPSCO Environmental Grant and Highland Community Foundation sponsored project.
- 4) Carrie suggested establishing goals for volunteer and board recruitment. Consider members of high school athletic teams, the student Key Club, Boy & Girl Scouts, service clubs, fraternal organizations, churches, garden clubs and nonprofit organizations. Consider "Mulch Madness" and "Post Planting Care" volunteer training and efforts in connection with the Park Department's annual spring "Park Pride Day".
- 5) Carrie distributed copies of publications for review by board members and staff that are available for loan on request to the Secretary:
 - Fazio, James R. (2015). ***Tree Board Handbook***; Lincoln, NE: The Arbor Day Foundation
 - Turner, Rebecca (2017). ***Partnering for Forests: A look at the U.S. Forest Service's Cooperative Forestry Program and its Partners***; Washington DC: American Forests
 - Steen, Scott (2012). ***Urban Forests Case Studies: Challenges, Potential and Success in a Dozen Cities***; Washington DC: American Forests
 - Tree City USA Bulletin No. 3: ***Resolving Tree-Sidewalk Conflicts***
 - Tree City USA Bulletin No. 4: ***The Right Tree for the Right Place***
 - Tree City USA Bulletin No. 6: ***How to Hire an Arborist***
 - Tree City USA Bulletin No. 9: ***How to Write a Municipal Tree Ordinance***
 - Tree City USA Bulletin No. 11: ***How to Prevent Tree/Sign Conflicts***
 - Tree City USA Bulletin No. 12: ***What City Foresters Do***
 - Tree City USA Bulletin No. 23: ***How to Conduct a Street Tree Inventory***
 - Tree City USA Bulletin No. 29: ***How to Plan for Management***
 - Tree City USA Bulletin No. 36: ***How to Work with Volunteers - Effectively***
 - Tree City USA Bulletin No. 55: ***How Trees Can Retain Stormwater Runoff***
- 6) At this fourth meeting of the Board, the members heard from Carrie about:
 - Results of her inspection of Highland's Urban Forestry Grant Project;
 - Suggestions for updating Highland's Tree Ordinances;

- Recommendations for updating the table of unapproved / approved tree species, an exhibit to Highland’s Tree Ordinance;
 - Illustrative Community Arbor Day Events (*Carrie suggested just one or two elementary schools should be asked to host an event, rather than all seven of them*), and
 - A potential 2019 Tree Steward Workshop to be held in Northwest Indiana in the Spring or Summer of 2019.
5. Adjournment: Since the length of this meeting lasted so long, Jackowski moved to defer consideration of remaining topics on the published agenda and adjourn; seconded by Sherbondy. Approved by unanimous consent. The meeting adjourned at 8:51 PM.
6. Topics for Review and Discussion on the Next Meeting Agenda:
- A. Discuss Purdue Extension Landscape Reports received from Jim Colias
 - B. Discuss handouts received at a Tree Ordinance Workshop held October 19th at NIRPC
 - C. Review and discuss a potential update to the Table of Unapproved/Approved Tree Species in the Highland Tree Ordinance
 - D. Inquiry whether the Board should ask the Public Works & Parks Departments and Town Council for an annual budget for Arbor Day Event expenses; to host a Tree Steward Workshop; for training and education of board members at the annual conference of the Indiana Arborist Association; to enable participation of the Town’s Consultant Forester in Board meetings; and a cash matching share for grant applications.
 - E. Potential 2019 Forestry Tree Acquisition & Planting Grant Opportunities: Indiana DNR, Division of Forestry Grants; CN Railways “America in Bloom” Grants; NIRPC CommuniTree Spring and Fall Grants; NIPSCO Environmental Grants; Rotary District 6548 Foundation Grants; Highland Community Foundation
 - F. Krooswyk – Discuss spouts growing off stumps of ash trees removed along Highway Avenue
7. Next Meeting. The next board meeting will be held Thursday, January 17, 2019, beginning at 7 PM in an available Town Hall meeting room.

Respectfully submitted,



Richard Underkofler, Secretary