

Meeting Minutes
Town of Highland Tree Board
November 21, 2019

1. Date, Time and Place of Meeting: 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, Connie Sherbondy, Richard Underkofler, Bill Vargo, Judy Vaughn
Board Members Absent: Terry Krooswyk
Town Staff Present: Trever Kinley, Parks Director
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 October 24, 2019; seconded by Colias and approved by unanimous consent of the members present.
4. Old Business:
 - A. Facebook Site: Jackowski, Krooswyk, Sherbondy & Vaughn were reminded to submit "green" photos and short bios to Jim Colias.
 - B. Potential Little Calumet River Basin Development Commission Grant: The Commission wants more information regarding tree species, planting locations and the costs before a \$30,000 reimbursable grant request will be considered. Public Works Director John Bach authorized solicitation of a proposal from Graf Tree Care for a GIS map of the watershed area south of the river showing suggested species and 50 planting locations as well as a bid solicitation from Highland licensed landscape contractors to acquire, plant and care for the trees. John reported a supplemental appropriation ordinance will be needed to identify a funding source for these services after the best bidder has been identified. A \$1,570 fee proposal received from Phil Graf was discussed with Trever Kinley.
 - Motion: Underkofler moved to recommend proposal fee acceptance, but to limit planting sites to an area from 5th Street east to Liable Road; seconded by Sherbondy and approved by unanimous consent of the members present. *Postscript: On receipt of the agreement signed by Bach, Phil Graf emailed, "we will get the site visit done next week and have deliverables before we break for Christmas". Underkofler intends to solicit bids from landscape contractors after the New Year.*
 - C. Relocation of a tree on the north side of the Indianapolis Boulevard Message Board Sign: Public Works Operations Manager Mark Knesek reported NIES Consultant Engineer Derek Snyder inspected this tree. Derek concluded roots are so established, it should be removed.
 - D. Fall 2019 CommuniTree Grant: Mark Knesek submitted a spreadsheet showing work in progress on the planting of 50 trees received from this grant. 7 Ohio Buckeye had yet to be planted in parks. As suggested by Terry Krooswyk at the last meeting; 4 Swamp White Oak and 2 Tulip trees were planted in the median of Parish Avenue; 2 Shingle Oak, 1 Swamp White Oak and 2 Tulip trees were planted in the median of 44th Street in Boulevard Estates Subdivision. Ron Jackowski volunteered to water and care for the Parish Avenue median plantings; Krooswyk and Underkofler will water and care for the median plantings on 44th Street.

- E. Tree Planting with the Student Conservation Association (SCA): A grant has been approved from the National Fish & Wildlife Foundation, Chi-Cal Rivers Fund that will enable acquisition of up to 75 trees for 2020 plantings in Highland by the SCA. Underkofler suggested priority for these plantings be given to school property. *Postscript: A December meeting is pending with Daiva Gylys, SCA Program Manager, School Facilities Manager Mike Sukta and Johnston School Principal Ryan Erdelac to discuss species preferences at Highland schools.*
- F. Four-Year Board Operating Plan: Connie Sherbondy distributed copies of a draft plan for discussion.
- Motion: Vaughn moved to approve the Plan; seconded by Colias and approved by unanimous consent of the members present. A copy is attached and made a part of these minutes by reference.
5. New Business:
- A. 2019 Tree City USA Application: Underkofler submitted the application November 21 after it was reviewed by Michael Griffith, Mark Knesek, David Ferrara and approved by Council President Steve Wagner. Total expenditures per capita were \$3.85; 691 trees were planted (*including 500 seedlings donated by NIPSCO & IDNR and distributed to students at the Warren School Arbor Day Event*); 85 trees were removed. No trees were pruned because budgets were completely expended for tree removal, replacement plantings and care.
- B. 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.
- C. Potential Speaker for Spring meeting: Jim Colias distributed a bio and recommended inviting Purdue Urban Forestry Specialist Lindsey Purcell to make a community presentation about the benefits of trees. Alternative venues suggested included: next year's Arbor Day Event Friday, April 24, 2020 at Johnston Elementary School and/or the noon lunch for Park Pride Day Volunteers at Main Square Park, tentatively Saturday, April 25, 2020.
- D. 2019 Indiana Urban Forest Symposium: Jackowski presented a report on his participation at this conference held September 12-13, 2019.
- E. CommuniTree Pruning Workshop: Underkofler distributed a pdf copy of a Forest Service pamphlet titled "How to Prune Trees" and reported on participation of David Ferrara and him at this workshop held November 8, 2019.
- F. Potential Future New Tree Planting Locations: Colias suggested Orchard Park and Lakeside Subdivision as potential locations for tree plantings.
6. Next Meeting:
- Motion: Vaughn moved to cancel the December 19th meeting; seconded by Colias and approved by unanimous consent of the members present. The next board meeting will be held Thursday, January 16 beginning at 7pm in an available Town Hall meeting room.
7. Adjournment: The meeting adjourned at 8:15 pm on a motion by Jackowski, seconded by Vaughn and approved by unanimous consent of the members.

Respectfully submitted,



Richard Underkofler, Secretary

Four Year Highland Tree Board Action Plan												
Year 1 - 2019/2020												
1. Apply for available grants.												
2. Monitor staff updates in the town's tree inventory for tree removals and new plantings.												
3. Update Unapproved / Approved Species List.												
4. Solicit contributions from board members and apply for membership in the Arbor Day Foundation.												
5. Organize, in participation with local organizations, an annual Arbor Day Observance. Consider changes / improvements.												
6. Prepare and submit application for Tree City USA before December 31st.												
7. Keep a running tally of trees that we procure.												
8. Monthly: Tree of the Month & Tree Care Tips on Board's Facebook Site.												
9. Decide whether meetings will be held in summer months and December.												
10. Decide events in which we will participate: Park Pride Day, Farmer's Market, etc.												
11. Establish a goal to plant at least 200 new trees each year.												
12. Annual review of ordinances.												
13. Review and update expiring Board Member terms; elect Chair & Secretary.												
14. Maintain community partnerships:												
-Parks -NIPSCO -DNR -Public Works -Town Council -NIRPC -Schools												
15. Secure 1-2 speakers per year on pertinent topics.												
16. Annual idea sharing, new ideas to keep Board moving forward.												

Year 2 - 2020/2021													
1. Apply for available grants.													
2. Monitor staff updates in the town's tree inventory for tree removals and new plantings.													
3. Update Unapproved / Approved Species List.													
4. Renew Arbor Day Foundation membership; share any new ideas from this participation, see #15.													
5. Organize, in participation with local organizations, an annual Arbor Day Observance. Consider changes / improvements.													
6. Renew application for Tree City USA before December 31st.													
7. Keep a running tally of trees that we procure.													
8. Monthly: Tree of the Month & Tree Care Tips on Board's Facebook Site.													
9. Decide whether meetings will be held in summer months and December.													
10. Establish a tree planting goal for the year.													
11. Decide events in which we will participate: Park Pride Day, Farmer's Market, etc.													
12. Annual review of ordinances.													
13. Review and update expiring Board Member terms; elect Chair & Secretary.													
14. Maintain community partnerships:													
-Parks -NIPSCO -DNR -Public Works -Town Council -NIRPC -Schools													
15. Secure 1-2 speakers per year on pertinent topics.													
16. Annual idea sharing, new ideas to keep Board moving forward.													
17. Establish a list of goals/accomplishments/key facts and publish in a media release to Gazebo Express, NWI Times and WJOB.													

Year 3 - 2021/2022												
1. Apply for available grants.												
2. Monitor staff updates in the town's tree inventory for tree removals and new plantings.												
3. Update Unapproved / Approved Species List.												
4. Renew Arbor Day Foundation membership; share any new ideas from this participation, see #15.												
5. Organize, in participation with local organizations, an annual Arbor Day Observance. Consider changes / improvements.												
6. Renew application for Tree City USA before December 31st.												
7. Keep a running tally of trees that we procure.												
8. Monthly: Tree of the Month & Tree Care Tips on Board's Facebook Site.												
9. Decide whether meetings will be held in summer months and December.												
10. Decide events in which we will participate: Park Pride Day, Farmer's Market, etc.												
11. Establish a tree planting goal for the year.												
12. Annual review of ordinances.												
13. Review and update expiring Board Member terms; elect Chair & Secretary.												
14. Maintain community partnerships:												
-Parks -NIPSCO -DNR -Public Works -Town Council -NIRPC -Schools												
15. Secure 1-2 speakers per year on pertinent topics.												
16. Annual idea sharing, new ideas to keep Board moving forward.												
17. Establish a list of goals/accomplishments/key facts and publish in a media release to Gazebo Express, NWI Times and WJOB.												

