

**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 7:09 PM, on Thursday, January 17, 2019 in the Code Enforcement Meeting Room at Town Hall.
2. Roll Call:
  - Present: Jim Colias, Ron Jackowski; Terry Krooswyk; Connie Sherbondy; Richard Underkofler; Bill Vargo
  - Absent: Paul Graegin resigned board membership in December 2018. Public Works Director John Bach and Parks Director Trever Kinley were absent.
3. General substance of matters proposed, discussed, or decided - record of all votes taken, by individual members if there is a roll call:
  - A. Minutes. Krooswyk moved to approve minutes of the previous meeting held November 15, 2018; seconded by Colias. Approved by unanimous consent.
  - B. Board Appointments. Appointments to vacant and expiring board terms were made by the Town Council President January 14, 2019. Judy Vaughn was appointed to succeed Paul Graegin for a term expiring January 2021. Terry Krooswyk, Connie Sherbondy and Richard Underkofler were re-appointed to full 3-year terms expiring January 2022. This table presents updated board member contact and term information:

Member	Address	Phone	Email	Term Ends
James Colias	2215 Ridgewood	(219) 923-1219	<a href="mailto:Jim@Mattslawn.com">Jim@Mattslawn.com</a>	Jan 2020
Ron Jackowski	3105 Strong Street	(219) 838-1816	<a href="mailto:XY3941@gmail.com">XY3941@gmail.com</a>	Jan 2020
William (Bill) Vargo	3423 Jewett Avenue	(219) 838-3524	<a href="mailto:billvargo@yahoo.com">billvargo@yahoo.com</a>	Jan 2021
Judy Vaughn	3817 Jewett Avenue	(219) 730-9538	<a href="mailto:judyvaughn1@gmail.com">judyvaughn1@gmail.com</a>	Jan 2021
Terry Krooswyk	9035 Orchard Drive	(219) 712-7943	<a href="mailto:krooswytk@aol.com">krooswytk@aol.com</a>	Jan 2022
Connie Sherbondy	3517 Franklin Street	(219) 923-3452	<a href="mailto:conniemb24@hotmail.com">conniemb24@hotmail.com</a>	Jan 2022
Richard Underkofler	9205 Idlewild Drive	(312) 550-4478	<a href="mailto:runderkofler76@comcast.net">runderkofler76@comcast.net</a>	Jan 2022

- C. Election of 2019 Board Officers. On a motion by Underkofler seconded by Krooswyk, Bill Vargo was re-elected Board Chair. On a motion by Krooswyk, seconded by Vargo, Jim Colias was elected Vice Chair. On a motion by Krooswyk, seconded by Vargo, Richard Underkofler was re-elected Secretary. All motions were approved by unanimous consent of the members present.

4. Old Business:

A. Donated Trees. Terry Krooswyk reported 10 trees donated by Rick Rzeszut were transplanted at Highland Police Department locations. A cluster of decorative trees were planted on the west side of the building; another cluster were planted to screen the emergency generator on the east side of the building. Since sites cleared to avoid underground utilities were quite rocky, a Sanitary District Crew of the Public Department borrowed and used an auger to dig holes to facilitate the planting by Rzeszut. Krooswyk Materials donated mulch for use at each planting site.

B. Parkway Tree Maintenance Needs:

- 1) Due to extensive underground utilities, it will not be possible to remove stumps of diseased ash trees removed in the downtown area. The sprouts growing from the stumps need pruning and chemical treatment to prevent re-infestation by the emerald ash boer.
- 2) Trees need pruning along the north side of Jewett Avenue along the bike trail from Kennedy Avenue to 5<sup>th</sup> Street.
- 3) Two stumps about 10 feet apart need to be removed along the 2800 block of Strong Street where trees were removed in October 2018. *Postscript: In reply to an email, Public Works Operations Director Mark Knesek reported these stumps will be added to the next stump grinding work order given to the Town's Tree Service Contractor.*

C. April 25, 2019 Arbor Day Event: Connie Sherbondy will contact Christina Davis, Principal of Warren Elementary School [mail: [cdavis@highland.k12.in.us](mailto:cdavis@highland.k12.in.us)] to inquire if she and the Warren science and art teachers would be willing to host an Arbor Day celebration. Connie will contact Christina to identify acceptable dates and times for an afternoon meeting with herself, Vargo and Underkofler to discuss topics related to the event. A proclamation and student poster contest will be suggested. The Board intends to acquire a tree for planting by students at a campus location acceptable to Mike Sukta, School Facilities Manager [mail: [msukta@highland.k12.in.us](mailto:msukta@highland.k12.in.us)]. Underkofler will seek bids to acquire the Official Indiana State Tree, a Tulip Tree (*Liriodendron Tulipifera*) for the campus planting. If ordered by the end of February, free sycamore tree seedlings are available for UPS distribution to schools for 3<sup>rd</sup> grade students from nurseries of the IDNR, Division of Forestry on submission of a Code Number available to School Principals. [See: <https://www.in.gov/dnr/forestry/3620.htm> or call 812-358-3621].

5. New Business:

A. Purdue Extension Landscape Reports. Reports submitted by Jim Colias were discussed. Jim suggested creating a website upon which periodic Purdue Extension Reports applicable to trees could be posted. He suggested posting photos of tree species, which are recommended for planting in abundance. In lieu of a website, Underkofler suggested creating a Facebook site. A Facebook site could be less expensive, be easier to update and maintain and have a broader reach of persons who "like", share and become friends of the site.

- B. Tree Ordinance Amendments: Handouts received by Jackowski, Sherbondy and Underkofler at a Tree Ordinance Workshop held October 19<sup>th</sup> at NIRPC were discussed. Underkofler will draft a Council Decision Request for review at the next board meeting suggesting these changes to Highland's Tree Ordinances:
- 1) Merge Chapter 8.20 of the Municipal Code (Structures, Maintenance of Trees and Other Plants in Parkways) with Chapter 2.55 (Tree Advisory Board) to consolidate and extend the reach of the Code beyond parkways to include property owned by the Park Board and School Board;
  - 2) Change the name of Board from "Tree Advisory Board" to "Tree Board" to delegate additional authority, duties and *"a purpose beyond opinions when asked – Carrie Tauscher, IDNR Urban Forester/ Volunteer Coordinator"*;
  - 3) Repeal Section 8.20.080 (Prohibited species) and Exhibit A of Chapter 8.20 and in lieu thereof delegate the Tree Board administrative authority to periodically update the list of Acceptable and Unacceptable Tree Species;
  - 4) Enable Memorandum of Agreements to enable the Tree Board to consult with the Redevelopment, Planning & Zoning Commissions, Park and School Boards on development plans related to trees; and
  - 5) Ask for an annual budget for Arbor Day Event expenses; training of board members; enabling the Town's Consultant Forester to update the tree inventory as trees are removed and to consult with the board and staff as needed; hosting a Tree Steward Workshop; sharing expense with the Town of Dyer of contracting with a Consultant Forester or hiring and training a certified arborist; in-kind labor & cash matching shares for grant applications.
- C. Potential Tree Acquisition & Planting Grant Opportunities: NIRPC CommuniTree 2019 Spring Grant for 60 free trees; Highland Community Foundation has pledged \$2,000 to match a potential \$2,500 NIPSCO 2019 Environmental Grant for a 2nd Community Canopy / Energy Savings Trees Project in partnership with Arbor Day Foundation and homeowners; Indiana DNR, Division of Forestry 2019 Grant (Implementation 2020)
6. Next Meeting. The next board meeting will be held Thursday, February 21, 2019, beginning at 7 PM in an available Town Hall meeting room.
  7. Adjournment. The meeting adjourned at 8:19 PM on approval of a motion by Jackowski; seconded by Sherbondy.

Respectfully submitted,



Richard Underkofler, Secretary