

Meeting Minutes
Town of Highland Tree Board
March 18, 2021

1. Time and Place of Meeting: Secretary Underkofler called a Zoom Meeting of the Board to order at 7:00 pm.
2. Roll Call:
Board Members Present: James Colias, Ron Jackowski, Terry Krooswyk, Joan Roback, Richard Underkofler
Board Members Absent: Connie Sherbondy, Judy Vaughn
Town Officials Present: Mark Schocke, Council Liaison; Trever Kinley, Parks Director; Ed Dabrowski, Zoom Meeting Host
Others: Michael D. Burns Jr. and Sarah Krick, Highland High School Sustainability Club Board [michaeldburnsjr@hotmail.com]; [sarah.krick16@gmail.com]
3. General substance of matters proposed, discussed, or decided - record of all votes taken by individual members if there is a roll call:
 - Motion: Krooswyk moved to approve minutes of a previous meeting held February 20, 2020; seconded by Colias and approved by unanimous consent of the members present.
4. Communications:
 - A. An email was forwarded from Mark Schocke from Michael Burns, "I am a junior at Highland High School and on the board of the Sustainability Club. I am emailing you in hopes that you might be able to guide me a little bit. Arbor Day, as I am sure you are aware, is a day in which people are encouraged to plant trees. My club has recently brought up the topic of planting trees. We would like to plant trees in Highland, and I was wondering if you could enlighten me as to how this could occur."
 - B. An email was received from Lance Ryskamp, President, Highland Community Foundation, "The Highland Community Foundation is putting together their Action Plan for the year, with possible donation opportunities and fundraising needs. One of our items we want to pursue was to make a financial donation (amount to be determined) this year to the Town for new trees. We have decided rather than doing another donation program through the Arbor Day Foundation, we would instead look to provide a direct donation to the town, either out of existing funds or through a possible email fundraising campaign. I wanted to reach out to the Tree Board to see how possibly HCF could integrate into your plans. It was suggested by Terry that one idea could be that the Foundation adopt the park at 45th and 5th. If there are some other suggestions for us to consider as well, I would appreciate multiple ideas that I can take it back to our Board at our next meeting, likely in late April or early May. If the Board can update us on your planning for the year, I would appreciate it. With that information, we can then begin to figure out how we can assist in your plans."
5. Old Business:
 - A. Appointments: Mark Schocke, was appointed new Council Liaison to the Board. Judy Vaughn was reappointed, and Joan Roback was appointed as a new board member succeeding Bill Vargo. Terms of Judy and Joan will expire January 2023.
 - B. Board Chair: Council President Roger Sheeman asked Mark Schocke to offer a recommendation for a chair appointment. Members suggested Connie Sherbondy, but she declined due to a new work schedule that may prevent joining 7 pm meetings and childcare responsibilities.

- Motion: Krooswyk moved to nominate Jim Colias Board Chair; seconded by Underkofler and approved by unanimous consent of the members present. Ron Jackowski volunteered to serve a second term as Board Vice-Chair.
 - C. Facebook Site: Krooswyk, Roback, Sherbondy & Vaughn were asked to submit photos and short bios to Jim Colias.
 - D. Tree City USA: Highland's application for 2020 endeavors was approved. A worksheet presenting the value of Planting, Care, Removal, Management & Contributions was emailed with the agenda. The value was \$4.32 per capita - \$2.32 more than the minimum standard. A news release and recognition materials should be received before Arbor Day.
 - E. Little Calumet River South Watershed Tree Planting: \$1,970 was expended by the Public Works Department for consultant services by Graf Tree Care, Inc., the Town's Urban Forestry Consultant to identify tree species, two versions of planting location site maps and draft specifications for a Request for Proposals (RFP) for this contract. Sealed bids from three contractors were opened January 27, 2020. Redbud Landscape Services of St. John submitted the low responsible bid - \$34,083 to plant 50 trees and water them for two growing seasons along the southside of the Little Calumet River from 5th Street to Liable Road. The Little Calumet River Basin Development Commission offered a \$30,000 reimbursement grant to enable the Public Works Department to award the contract. The Trees were planted April 2020.
 - F. CommuniTree Grant Trees: 40 Trees were collected in Fall 2020 by Public Works and planted in Parks (25) and Parkways (15). Homeowners pledged to water and care for the street trees planted in parkways by the Street Department. Park employees will water and care for the trees planted in parks.
 - G. Student Conservation Association (SCA) Plantings: The SCA and its crew acquired and planted 60 trees in Fall 2020 at Warren, Merkley & Johnston Elementary Schools and White Oak Park. An onsite visit will be scheduled to discuss proposed project locations, species, quantities, and priorities for 2021 plantings. Jackowski asked for notice of the visit. These locations were suggested:
 1. A newly renovated downtown parking lot located near the southwest corner of the intersection of Highway and Kennedy Avenue
 2. A vacant lot East of 4th Street along Condit behind Central Fire Station and the 4th Street Parkway between Highway Avenue and Condit
 3. Highway Avenue Parkway from Delaware to Cline Avenue
 4. Sandalwood Drive Parkway from Juniper Trail to Orchard Drive
 - H. 2021 Arbor Day: Indiana celebrates Arbor Day April 30th this year (always the last Friday in April). An event is not necessary to qualify for Tree City recognition if Covid-19 limits participation. However, a Town Council Arbor Day Resolution is required. Sherbondy will be asked if she can coordinate an event in 2021 again.
6. New Business:
- A. High School Sustainability Club Assistance: Michael Burns and Sarah Krick reported a new Highland High School Sustainability Club has over 30 members and has been gathering in zoom meetings. The Tree Board would be pleased to donate trees to the club for planting on Arbor Day or other dates if a pledge of the members could be made to water and care for them. A tree planted at Warren School on Arbor Day 2019 died and was removed because it was not watered over the summer. Other recently planted trees need on-going care and potential replacement including trees planted in the medians on Parish Avenue between

Grand Boulevard and Strong Street; and 44th Street in Boulevard Estate Subdivision between Liable Road and Kleinman Road. Michael and Sarah will be invited to future meetings of the Board. Colias and Underkofler will deliver tree planting and care material to them. Underkofler will volunteer to participate in meetings of the Sustainability Club.

- B. Potential Highland Community Foundation Assistance: Last year Vaughn relayed an inquiry from the HCF Board, "Is there anything the Tree Board and/or Parks or Public Works is doing that may need some financial assistance?" After discussing some alternatives, the Board concluded \$5,000 should be granted to the Parks Department for some major maintenance needs at the 45th & 5th Street Memorial Park. The irrigation system along 45th Street removed for the 5th Street intersection improvement has not been replaced after the Town was compensated for its value. Snow plowing of the adjacent parking lots has damaged shrubs. The plant material needs replacement after a barrier structure is placed at the east and south side of the park to protect the landscape. The Board renews its suggestion for the Community Foundation to adopt the park at 45th and 5th.
7. Reference Information Topics: Sent with the agenda were two documents: Results of an Indiana 2020 Tree Ordinance Survey and a report "Municipal Tree Care and Management in the United States – a 2014 Urban & Community Forestry Census of Tree Activities", University of Wisconsin – Stevens Point and Davey Resource Group. There was no board discussion on these topics.
8. Next Meeting: The next board meeting will be held Thursday, April 15, 2021 beginning at 7:00 pm by Zoom if a face-to-face meeting may not be held in the Code Enforcement Meeting Room at Town Hall.
9. Adjournment: The meeting adjourned at 8:05 pm on a motion by Colias, seconded by Krooswyk and approved by unanimous consent of the members present.

Respectfully submitted,



Richard Underkofler, Secretary