

The monthly meeting of the Town of Highland Tree Board will be held September 16, 2021 in the Building Department Meeting Room at Town Hall beginning at 7:00 PM, but since there is insufficient space there to maintain pandemic social distancing, a Zoom Meeting has been scheduled for persons to observe and participate.

Richard Underkofler
Secretary

Join Zoom Meeting

<https://us06web.zoom.us/j/88986691173?pwd=Z0x3M2tkNnZkVjIHZk9idGJlF0Zz09>

Meeting ID: 889 8669 1173

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**Highland Tree Board
Agenda for Regular Meeting
Thursday, September 16, 2020 – 7 PM**

1. Roll Call:

Board Members: Michael Burns, James Colias; Ron Jackowski; Sarah Krick, Terry Krooswyk; Joan Roback; Richard Underkofler

Invited Town Council Members: Mark Schocke, Council Liaison; Roger Sheeman, Council President

Invited Town Staff: Michael Griffin, Clerk/Treasurer; Mark Knesek, Public Works Director; Brian Bell, Street Department; Alex Brown, Superintendent Parks & Recreation Department; Trevor Kinley, Parks Director; Aaron Strombreck, Parks Tree Crew Leader; Kathy DeGuillo-Fox, Redevelopment Director, Bill Timmer, Fire Chief.

Others: webupdates@theideafactory.us.com c/o Theresa Badovich and Robin Carlascio; Ed Dabrowski, Zoom Meeting Host; Lance Ryskamp, Highland Community Foundation; Heather Oaks, High School Environmental Sustainability Club; T. Hillemonds, Middle School Science Club; Drew Hart, USDA, Forest Service; Daiva Gylys and Samuel Vergara, The Student Conservation Association; Joe Exl, NIRPC.

2. Minutes: Request for a motion to approve minutes of the last meeting held June 17, 2021. The Board did not meet in July or August. Instead, we communicated by email during these months.

3. Old Business:

- a. Student Conservation Association (SCA) Plantings. The SCA pledged to water and care for trees they've planted for as long as it receives grants from the National Fish and Wildlife Foundation's Chi-Cal Rivers Fund if property owners will pledge to properly water, prune and care for them. Replacements will be requested for trees that died at Merkley School, the downtown parking lot and other identified school and park locations. Fall 2021 plantings are planned behind the Central Fire Station, along the 4th and Conduit Street parkways near the Fire Station and along Highway Avenue and in Sandalwood Subdivision. Thank you Ron Jackowski and Jim Colias for walking the streets to update Reforestation Plan Address Planting Lists. Thank you Joan Roback for her donation of envelopes, paper, printing and postage for mailing a transmittal and questionnaire asking whether residents desire a tree planted in their parkways. Joan mailed the questionnaire to 145 addresses. 34 homeowners replied "Yes, I want a new tree planted in my street parkway and I pledge to properly water, prune and care for it". A few requested more than one tree if granted and space is available. On Highway Avenue, 31 trees are requested. 18 trees were requested in Sandalwood Subdivision including 6 in the Gazebo Park Area subject to approval of the Homeowners Association. On 9/9/21, Resource Management, the Management Company for the HOA, forwarded a message from Cathy Jacobson, Board President at Sandalwood, "The Board took a vote and unanimously decided to not plant any more trees in the Gazebo open space. Homeowners can individually decide about trees being planted their parkway."
- b. CommuniTree Fall 2021 Application: Funding for the CommuniTree Community Tree Grant Program is made possible through a Great Lakes Restoration Initiative grant awarded to the Northwestern Indiana Regional Planning Commission by the USDA Forest Service. 50 small and medium species trees were sought in Highland's request submitted 7/26/2021. Notice of the number and species of trees to be awarded may be received by the time of this meeting. Street Department crews will be asked to replace CommuniTree species that died on the 44th Street boulevard and at parkway locations requested by homeowners on a list maintained by Public Works Director Mark Knesek. If Mark's list does not identify 50 addresses, the trees will supplement the SCA plantings on both sides of Highway Avenue parkways from Delaware Street to Cline Avenue. A Tree Planting & Care Workshop for homeowners and new Public Works and Parks Department staff is scheduled for Monday, October 6th from 9:00 to 10:30 a.m. The tree pickup time by a Public Works crew will be scheduled following the workshop.
- c. Seedlings: At the last meeting Heather Oaks reported she has a lot of baby seedlings popping up in her yard. Heather asked, "Will Sustainability Club members relocate and care for them in the high school greenhouse so they could plant them eventually on School Town property?"
- d. Tree Signs: On 6/24/21, Jim Colias sent an email reporting, "At the last meeting we discussed tree signs. I have done some searching and found that a number of companies make such signs, in a variety of sizes and types. In general, \$6.00 to \$14.00 per sign seems to be a workable range though of course we can find signs higher than this. The links below show examples.
<https://www.nationalband.com/arboretum-tags/>
<https://myplantlabel.com/gallery>
<https://help.plantsmap.com/article/76-interactive-nfc-qr-code-plant-tags-signs>
- As you compare be sure to look at the sign size as the pictures can be deceiving. Since Ron Jackowski presented this suggestion, by this email, I'm asking for his general thoughts as to which of these types, if any, he feels would be best, where we would use them and a guess as to how many we would need. I welcome comments by any of the other members of the board."
- e. 45/5th Street Park: On 7/8/2021, Trever Kinley and Alex Brown were asked to please consider using the \$9,300 received for trees and the irrigation system at 45th/5th Memorial Park for

replacing the aggregate material on the walkway with permeable pavers. This would mitigate walkway maintenance expense.

- f. Community Forestry Presentations: Until the pandemic has ended, scheduling will be postponed for presentations at Highland Library by Urban Forester Lindsey Purcell on the watering and care of newly planted trees and Arborist Alan Ross on pruning techniques.
 - g. Introduction/Solicitation Letter: At the last meeting Jim Colias distributed a draft letter which he intended to subsequently email to members for suggested changes. An updated draft is distributed with this agenda. He asked for the identification of groups to solicit; Board achievements; the Board's relationship to the Public Works and Parks Departments; how donated monies may be submitted, collected, and expended.
 - h. Tree Board Email Address: An email account has been created for the Board. **Only** Colias and Underkofler have access to the username and password to keep the account secure.
4. New Business:
 - a. Approved/Unapproved Tree Species: Jackowski is asked for a status report on updating the Board's list of approved/unapproved tree species with links enabling a visual identification of the species.
 - b. 2021 Tree City Application: Underkofler will submit Highland's application after the quantity of SCA and CommuniTree Program trees are confirmed and planted. The deadline is 12/21/2021.
 5. Discussion Topics: Comments from Board Members, the Public and/or Visitors: This item of business is confined to announcements of intention to bring a future action, or requests for the preparation of administrative work product for future consideration. In no instance may a matter for final action be taken up under this item of business.
 6. Next Meeting: October 21, 2021
 7. Adjournment