

Meeting Minutes
Town of Highland Tree Board
February 17, 2022

1. Time and Place of Meeting: President Colias called a Zoom Meeting to order at 7:00 PM.
2. Roll Call:
Present: Board Members James Colias, Ron Jackowski, Elizabeth Herrejon, Joan Roback and Richard Underkofler. Trever Kinley, Highland Parks Director, Drew Hart USDA Forest Service
Absent: Board Members Michael Burns and Sarah Krick; Bernie Zeman, Council President and Liaison to the Board; other invited employees of the Town and agencies.
3. General substance of matters proposed, discussed, or decided - record of all votes taken by individual members if there is a roll call:
 - **Motion**: Roback moved to approve minutes of the last meeting held November 18, 2021; seconded by Colias and approved by unanimous consent of the members present. *The Board did not meet in December 2021 or January 2022 when Krooswyk and Underkofler were unavailable.*
4. Old Business:
 - a. Tree Signs: Ron Jackowski will email representative product samples of local trees. *Drew Hart said the CommuniTree staff is developing a similar tree sign project. When done, Drew will email a sample to the group.*
 - b. Board Introduction Letters: At the November meeting, Jim Colias was asked to proceed with letters to introduce our group to various service organizations, vendors and contractors in town to share why we exist, our successes, give some insight into our future plans and ask for their help in promoting us through the community. Jim will forward a letter template to Joan Roback, who volunteered to print and mail the letters. Underkofler will secure envelopes from Town Hall and inquire whether former Board Liaison Mark Schocke was successful in seeking funding in the Town Council's budget for Tree Board mailings and other operating expenses.
 - c. Successor Board Members: Terms of Terry Krooswyk, Richard Underkofler and Michael Burns ended January 2022. Krooswyk did not seek a subsequent term. Members of the Town Council nominated, and the Council President appointed Richard Underkofler and Elizabeth Herrejon of the High School Sustainability Club to 3- year terms expiring January 2025. Michael Burns will serve until a successor is appointed and qualified. Another person will be needed to succeed Sarah Krick when she leaves town for college in August. Sara's term expires January 2024.
5. New Business:
 - a. Tree City USA Status: The Town Highland is earning recognition from the Arbor Day Foundation for a third year as a 2021 Tree City USA. A recognition letter and press release will be sent directly to the Council President when the recognition materials are mailed out on or before Arbor Day. For the last couple of years, the Arbor Day celebration requirement has been waived because of the pandemic. For calendar year 2022, an Arbor Day celebration and proclamation will be required to maintain Tree City USA Status. Celebration ideas that meet this standard include an in-person gathering, an outreach training or workshop, a virtual event, a social media post or campaign, mail outreach, or tree distribution. *Elizabeth Herrejon volunteered to manage the 2022 Arbor Day celebration and suggested asking Our Lady of Grace School to host the event. Underkofler will assist by providing event resource material.*

- b. CommuniTree Grant: NIRPC is now accepting applications for Spring 2022 tree planting through the CommuniTree Grant Program. Communities can apply to receive quality 1+ inch caliper native trees to plant and maintain in public spaces. Applications are due Friday, March 11. Trever Kinley reported no more trees are needed in Highland Parks. Ron Jackowski will survey streets and report parkways where trees are needed for Fall 2022 planting.
- c. Student Conservation Association (SCA) 2022 Tree Plantings: Drew Hart of the Forest Service sent an email requesting potential spring tree planting sites. The SCA has been asked to replace trees next Spring upon verification for SCA 2020 plantings that may have died – 3 at Merkley School and 3 at White Oak Park. Ron Jackowski replied “There are quite a few spots in the Boulevard Estates parkway on 44th. This is a broad parkway with no overhead limit and well suited to large trees. Unfortunately, some of the trees that died there recently were replaced with small varieties, e.g., hornbeam, a lifetime missed opportunity unless they are re-sited. I like what we did on Highway by surveying the street to determine what size canopy fits best. I don't know if that's done in all cases, but I think it's a good idea. I also like the idea of alternating species to create a more natural appearance. The Warren & Johnson School plantings are too homogeneous. If we didn't get a delivery of a variety of sizes at one planting time, there's no harm in leaving spaces open for them when we did get them. Just some thoughts.”
 - d. SCA Job Opportunities: Samuel Vergara, Chicago Program Manager, emailed flyers for crew leader and crew member positions for the SCA 2022 CTCC crew. He asked for them to be shared with anyone we think would be best for the positions. Our high school student members would not qualify because they are less than 18 years old. It was suggested that recruiting may be successful at area college and universities.
6. 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. *There were no discussion topics.*
7. Next Meeting: March 17, 2022.
8. Adjournment
 - **Motion**: Herrejon moved to adjourn at 7:53 PM; seconded by Roback and approved by unanimous consent of the members present.

Respectfully submitted,



Richard Underkofler, Secretary