

**Meeting Minutes**  
**Town of Highland Tree Board**  
**October 20, 2022**

1. Time and Place of Meeting: In the absence of Chairman Jim Colias, Vice Chair Ron Jackowski called the monthly meeting of the Tree Board at 7:10 PM at Town Hall and as a Zoom Meeting.
2. Roll Call: Blane Roberts was welcomed to the Board. Blane was appointed by the Town Council to succeed Laura Steyer for a term that expires January 2025. An updated Board Directory is attached.  
Present: Board Members Blane Roberts, Ron Jackowski, Joan Roback and Richard Underkofler at Town Hall; Bernie Zemen by Zoom.  
Absent: Board Members James Colias, Elizabeth Herrejon, 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:
  - Joan Roback moved to approve minutes of the meeting held June 16, 2022, seconded by Ron Jackowski and approved by unanimous consent of the members in attendance. Meetings were not held in July or August 2022.
4. Old Business:
  - a. Student Conservation Association (SCA) Plantings: Funding for SCA plantings is provided from the National Fish and Wildlife Foundation's Chi-Cal Rivers Fund; its grant funding has been approved again for 2022. We've been asked to suggest Fall 2022 SCA planting locations. *Ron Jackowski suggested identifying streets where there are many open planting sites due to removal of dead trees; then surveying the homeowners to inquire if they are willing to water and care for a replacement tree as was completed for Sandalwood Subdivision and Highway Avenue.*
  - b. CommuniTree 2022 Plantings: Funding for the CommuniTree 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. *The Street Department collected 19 trees September 29 for planting this Fall: Redbud (7); Red Twig Dogwood (5); Serviceberry (6); American Linden (1); all but the Linden are low growing species.*
  - c. Transplanting Trees: Ron Jackowski sent an email, "I've surveyed a number of sites around town where recent plantings have died plus the others we have already discussed as candidates for replacements from my yard saplings. We should discuss which of these could be realistically scheduled this fall and then I can submit locates." The email contained an attached spreadsheet and asked for the sites to be paint-marked. *It was determined Ron will seek utility locates for all sites except those at Highland Christian School which is on hold status due to a stormwater drainage detention location issue. Underkofler, Zemen and Roberts plan to meet Sunday, October 30 at noon at the Jackowski residence (3105 Strong Street) to collect and plant the trees. Jim Colias is asked to join the group with his pickup truck, mulch and shovel.*
  - d. Fall Tree Health Seminar: An October 19th session at Highland Library for a presentation by Arborist Sharon Anderson about how to help trees survive drought conditions was postponed due to a death in the family of Sharon Anderson. All parties are interested in rescheduling.
  - e. Tree classes for Elementary Students: Jim Colias is coordinating with Rebecca Koetz, Purdue Lake County Extension Educator to lead classes on a single day at Our Lady of Grace and Highland Christian School.

5. New Business: No topics were presented for action.
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.
  - a. Greenhouse Trees: Heather Oaks, Teacher/Sponsor Highland High School Sustainability Club, sent an email "Hi there! We have one redbud that made it from the spring! It's nearly a foot tall now. Would you guys like it to plant somewhere or see how it overwinters? We also have a few smaller tulip trees too." Ron Jackowski replied, "Heather, this sounds great. Could you send some pictures of these? Rabbits make short work of exposed small trees. They should be at least a pencil diameter and about 2 feet before moving anywhere to avoid rabbit damage, and for most sites, about 3/4" caliper and 3-4' to be visible enough to avoid aggressive mowing and string-trimming. Depending on the pictures, they might be too small yet to survive outside the greenhouse."
  - b. Expiration of Board Member Terms: Underkofler inquired whether Jim Colias, Elizabeth Herrejon and Ron Jackowski intend to apply for another board term when their current terms expire on the first Monday in January 2023.
  - c. Blane Roberts Orientation: After a brief discussion about the mission and budget of the Tree Board and persons who have interests in our endeavors, Blane Roberts expressed interest in training to become a Certified Arborist. Underkofler referred Blane to the website of the Indiana Arborist Association ([www.indiana-arborist.org](http://www.indiana-arborist.org)) and will forward copies of Highland's Tree Ordinances (Chapters 8.20 and 8.25 of the Municipal Code), the 2017 Highland Urban Forest Management Plan and the 2022 List of Approved & Unapproved Tree Species.
7. Next Meeting: November 17, 2022.
8. Adjournment:
  - The meeting ended at 8:03 PM on a motion of Roback, second by Roberts and approved by unanimous consent of the members in attendance.

Respectfully submitted,



Richard Underkofler, Secretary