

Pendleton Urban Forestry Committee

MEETING DATE: February 18, 2021
LOCATION: Pendleton Town Hall
100 W. State Street Pendleton, Indiana
TIME: 6:00 p.m.

ORDER OF BUSINESS

I. CALL TO ORDER

Meeting was called to order by Rachel Christenson at 6:07 pm.

II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were Jeanette Isbell and Julia Avey. A quorum was not established. Individuals representing the Town were Planning Director Rachel Christenson and Attorney Shanna Kelly, appearing on behalf of Town Attorney Jeff Graham. Other in attendance was Carol Hanna.

III. ELECTION OF OFFICERS

a. Brief Summary of Plan Commission's Role and Board Member Responsibilities

- Rachel Christenson shared the following information about the Pendleton Urban Forestry Committee:
 - 7 members serve on the Pendleton Urban Forestry Committee.
 - Meetings scheduled monthly and now meet on the third Thursday of each month at 6 pm.
 - Prior to 2015, there was a Tree Board in the 1990s, yet dropped off and then picked back up in 2015.
 - Since 2015, the Town of Pendleton has received two grants from DNR.
 - Town of Pendleton has a Tree Inventory of all trees planted on public lands including the Town of Pendleton property, Falls Park and Grovelawn Cemetery.
 - Tree Inventory program looks at the age, species, height and condition of the tree.
 - The inventory was updated in 2020 which reflects changes since the 2019 tornado, allowing staff to compare how many trees had been lost/damaged.
 - Tree Inventory Program is updated as trees are planted, trimmed, removed as well as tracks homeowner requests to have trees evaluated for condition and for determination if needs trimmed and/or replaced.

- With Tree Inventory in place, can look at types of trees to seek diverse tree inventory as well as address pest and disease control.
- Apply each year to Tree City USA from Arbor Day Foundation. To qualify need:
 - Tree Ordinance
 - Tree Board
 - Community has to spend \$200 per capita (per person; ~4300 population currently) on trees per year.
 - Host Arbor Day Proclamation and Celebration each year (2020 lenient on requirements due to Covid-19). For 2020, may want to consider planting one tree on school property.
 - Pendleton has qualified for Tree City USA 10 different years.
- Tree City USA also has a Growth Award which is awarded to Tree City USA recipients that go over and above the criteria.
 - Town of Pendleton has earned the Growth Award since 2015 by earning points with projects, a very obtainable award.
 - DNR has come to Pendleton to provide pruning classes in which the Town of Pendleton Street Department has participated.
 - In 2020 received grant to hold Pendleton Recovery Tree Day; 150 volunteers in one day to plant 300 trees.
 - Urban Forestry Committee meets each month and may need to adjust meeting date again as cannot meet quorum in recent months.
- The following discussions took place:
 - Jeanette Isbell commented that the Pendleton Tree Committee started under lead of Charlene Daugherty, yet group faded away over the years. Isbell also stated the following:
 - Many improvements have been made when the Pendleton Urban Forestry started.
 - Town Council has shown much support over the years.
 - Pendleton Urban Forestry Committee has received a lot of help and support from DNR.
 - Pendleton Urban Forestry Committee continues to get better.
 - Tree Recovery Event would not have been possible twenty years ago.
 - Rachel Christenson and Taylor Metz have done a wonderful job leading the Pendleton Urban Forestry Committee.

- Rachel Christenson shared the following about the Pendleton Urban Forestry Committee page on the town website:
 - Includes Tree Care Manual, written mostly by Taylor Metz
 - Manual was approved in 2017 and will be updated over time
 - Tree Ordinance includes items that will remain over the years while the Manual includes items that may be changed over time without the required approval of the Town Council.
 - Christenson encouraged new PUFC members to review the Manual as well a prior Meeting Minutes.
 - Carol Hanna asked if Carrick Glen will use the Manual for guidance on their landscaping plans. Rachel Christenson replied that when Carrick Glen comes to the Plan Commission with landscaping plans, the commission members and Planning Staff will use the Manual as a guidance.
- b. Chairperson – Tabled to next meeting as quorum not established.
- c. Vice-Chairperson – Tabled to next meeting as quorum not established.
- d. Secretary – Tabled to next meeting as quorum not established.

III. APPROVAL OF MEETING MINUTES

Approval of meeting minutes was tabled to the next meeting by Rachel Christenson as quorum not established.

IV. OLD BUSINESS

A. 2020 Tree City USA Application – Staff Update

(Presentation provided in Google Drive)

Planning Director Rachel Christenson reported the following:

- Submitted application to Arbor Day Foundation on 12/17/20 with the following data:
 - TOTAL Expenditure Per Capita: \$17.48
 - TOTAL Expenditures: \$75,096.88
 - Number of Trees Plants 314
 - Number of Trees Removed 24
 - Volunteer Time: 935 Hours

B. 2020 Tree City USA- Growth Award:

- B5. Management Inventory System – During the year, the city (or partner group) purchased and installed a computerized system for tracking the municipal tree inventory and management activities for public trees. It must accommodate planting spaces, location data (i.e. GIS), and allow for maintenance updates following treatments.

- B6. Tree Inventory Portion – During the year, a portion of the public tree-by-tree inventory was completed or updated and entered in the management system. The Town of Pendleton will learn in March 2021 if will receive the Growth Award.
- The following discussions took place:
 - Carol Hanna asked if the Town of Pendleton funds the PUF. Rachel Christenson replied that a budget for trees exists, but not designated line item from Town Council. Yet, no issues so far as the Town Council has been very supportive in finding available funds. Christenson recommended leaving as is unless funding issues in the future.
 - Jeanette Isbell commented that the Town of Pendleton has received a lot of grant funds as well as has been given a lot of support from Carrie Tauscher of DNR.
 - Rachel Christenson shared the following about the current Tree Ordinance:
 - If one wishes to plant a tree in the right of way, one has to apply for a permit. This application process will generate a source of revenue and help guide types of trees being planted in the Town of Pendleton.
 - Tree Care Ordinance requires an education component.
 - Some cities require a registration fee for tree companies before trimming trees. This requirement could extend for trees planted in the right of way or even extended to private properties. Christenson suggested that this registration fee is not necessary at this time.
 - Jeanette Isbell stated that education is very important and suggested placing tree education on town's Facebook and website.

V. NEW BUSINESS

A. 2021 Tree City USA Goals

Rachel Christenson provided the following information:

- 2021 Tree City USA Application
 - Four Standards of Tree City USA Recognition-
 - Tree Board; Tree Care Ordinance; Community Forestry Program with Annual Budget of at Least \$2 Per Capita; Arbor Day Observance and Proclamation
- 2021 Tree City USA- Growth Awards
 - Award Recognizes major milestones and annual activities in the following categories:
 - Building the Team
 - Measuring Trees and Forests
 - Planning the Work

- Performing the Work
- The Community Framework

Rachel Christenson will send out information and homework for the next meeting.

B. IDNR-CUF Grant

Rachel Christenson provided the following information:

- Remaining funds for tree planting:
 - Grant Total \$40,000.00 *
 - Tree Inventory Total Cost \$18,904.88
 - TOTAL FUNDS REMAINING \$21,095.12

(* \$10,000- Town/Falls Park; \$10,000 SMCF; \$20,000 IDNR-CUF Grant)

- One project in progress – Franklin Street Reconstruction
- Seek Community Crossings Fund; application submitted and hope to hear word from INDOT soon. Once work finished on Franklin Street, can use some of the \$21,095.12 in remaining funds for that project to plant trees.
- Rachel Christenson asked PUFAC members to drive around the Town of Pendleton and share suggestions for tree plantings.

C. Committees

Rachel Christenson stated that she would like to see committees formed for the following purposes:

i. Arbor Day Committee-

- Committee to work with Planning Staff to pick date, time location, develop activities and proclamation.
- Could use ideas, does not need to be large event, but need location, tree planting and PUFAC members to help.

ii. Memorial Tree

- Christenson asked if the PUFAC members still wanted to pursue assisting Falls Park with the Memorial Tree Program. And if yes, will need to determine the next steps.
- The following discussions took place:
 - Jeanette Isbell commented that the PUFAC last discussed helping with the Memorial Tree Program in 2019 and if took over would have to assure fee of tree and installation costs were covered as PUFAC does not have funds to support the program. Denise McKee confirmed that they installation fee is \$25.00 which covers the cost of the signage, mulch, pick-up/delivery and planting. Isbell added that the PUFAC will need to also discuss the type of signage if wish to change.

- Rachel Christenson added that the PUFCA also discussed mapping online as well as considered a type of memorial sculpture. Jeanette Isbell stated that the online mapping program provided the capabilities of showcasing picture and story of the one in which the tree was donated. Christenson added that the mapping program is similar to the Walking Tour Marker Sites, which is a free program. Christenson also suggested to have an intern or high school student to enter the information into the database.
- Jeanette Isbell asked where the trees are currently being planted. Denise McKee replied that the trees are planted all throughout the park, including the Sports Complex, Browns Pool, Barnhart Field and Golf Course.
- Rachel Christenson stated that a recent Cemetery Survey revealed interest in memorial tree pods. Christenson stated that Town Staff members are currently exploring options and recommended PUFCA involvement.
- Jeanette Isbell asked what plans are in place for the wetlands by the soccer fields at Falls Park. Rachel Christenson replied that the park is considering the area for a parking lot, yet design has not been presented.
- Jeanette Isbell expressed interest and need for having some trees planted on State Street. Rachel Christenson stated that the top priority for tree planting is for most heavily traveled corridors and then side roads thereafter.
- Carol Hanna asked if plans were in place for walking path down State Street. Rachel Christenson replied that there are no plans for a walking path, but plans for Shared Use Facility such as painting on the road to allow designated lane for bikers.
- Rachel Christenson stated that should PUFCA members have interest in attending any trainings, most fees can be covered by the Town of Pendleton.

VI. ADJOURNMENT

Meeting was adjourned by Rachel Christenson at 6:48 p.m.

Next meeting March 18, 2021 at 6 pm.