

## Pendleton Urban Forestry Committee

MEETING DATE: March 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 6:02 pm.

#### II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were Jeanette Isbell, Kerry Dodd, Adrienne Dzelme, Carol Hanna and Julia Avey. A quorum was established. Individuals representing the Town were Planning Director Rachel Christenson and Attorney Shanna Kelly, appearing on behalf of Town Attorney Jeff Graham.

#### III. OATH OF OFFICE

Kerry Dodd reappointment acknowledged by Attorney Shanna Kelly. Kelly also took Oath of Office from new members Carol Hanna and Julia Avey.

#### IV. 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:
  - Pendleton Urban Forestry Committee is responsible for any public trees in the Town of Pendleton – street trees, park and cemetery.
  - A variety of projects driven by the PUFC Board or Planning Staff.
  - Tree Care Manual has been developed in 2018 and want to keep updated. Update not necessary soon unless invasive species come to the area.
  - PUFC needs to elect a Chairperson, Vice Chairperson and Secretary. Officers in past year include Taylor Metz as Chairperson, Christi Kelly as Vice Chairperson and Linda Castor as Secretary.

##### b. Election of Chairperson

- Jeanette Isbell made motion to nominate and appoint Taylor Metz as Chairperson; seconded by Kerry Dodd; roll call was taken and all members present voted in favor of motion; motion carried.

#### c. Election of Vice Chairperson

- Julia Avey made motion to nominate and appoint Carol Hanna as Vice Chairperson; seconded by Jeanette Isbell; roll call was taken and all members present voted in favor of motion; motion carried.

#### c. Election of Secretary

- Jeanette Isbell made motion to nominate and appoint Julia Avey as Secretary; seconded by Adrienne Dzelme; roll call was taken and all members present voted in favor of motion; motion carried.

#### V. APPROVAL OF MEETING MINUTES

- Motion to approve October 27, 2020 meeting minutes made by Jeanette Isbell; seconded by Kerry Dodd; roll call taken and all members present voted in favor of motion; motion carried.
- Motion to approve February 18, 2021 meeting minutes made by Jeanette Isbell; seconded by Julia Avey; roll call taken and all members present voted in favor of motion; motion carried.

#### IV. OLD BUSINESS

##### A. 2020 Tree City USA Application – Staff Update

Planning Director Rachel Christenson reported the following:

- Letter received this week announcing that the 2020 Tree City USA Application has been awarded to the Town of Pendleton.
- The Town of Pendleton has received this award six years in a row for a total of 10 different years.
- To qualify for the Tree City USA Award, must apply each year and provide/meet the following requirements:
  - Tree Ordinance
  - Urban Forestry Board
  - Community has to spend \$200 per capita (per person; ~4300 population currently) on trees per year. Clerk Treasurer retains receipts of tree purchases for confirmation and documentation.
  - Host Arbor Day Proclamation and Celebration each year (2020 lenient on requirements due to Covid-19). For 2021, can make plans to plant at least one tree in honor of Arbor Day, but signing a Proclamation Document will suffice the requirement.
- The Town of Pendleton spent the most money on trees since 2015, for a total of \$75,000.00. This amount was based on the planting of 200 residential trees, 100 trees for Falls Park as well as funds spent on Tree Inventory Software. Funds to meet the \$200 per capita requirement can come from other sources such as grant money. Volunteer hours can also be counted based on hourly rate per Salary Ordinance.

- Application also includes the reporting of trees being removed. Aaron Burris, Park Director, also has access to TreeKeeper Software to keep updated, including new trees and trees removed.
- Application was submitted on 12/17/21 and learned 3/17/21 of the award.
- Carrie Tauscher from DNR will send box of goodies and flag to hang at Falls Park.
- Tree City USA Program also offers Growth Award for cities/towns that have gone above and beyond.
- Management Inventory System – During the year, the town purchased and installed a computerized system through Davey Resource Group, Inc. for tracking the municipal tree inventory and management activities for public trees. The TreeKeeper Software accommodates planting spaces, location data (i.e. GIS), and allow for maintenance updates following treatments.
- Tree Inventory Portion – During the year, the public tree-by-tree inventory was completed or updated since 2016 and entered in the management system. The Town of Pendleton will learn soon if received the Growth Award.
- TreeKeeper Software will soon be on the web once have the public version available.
- Grant to cover the Treekeeper Software was the Community and Urban Forestry Grant from the Indiana DNR, Urban Forestry Division.

## V. NEW BUSINESS

### A. 2021 Tree City USA Goals

Rachel Christenson provided the following information:

- Recommended PUFC members to view the documents under Pendleton Urban Forestry Committee section of the Town of Pendleton website.
- Recommended PUFC members to look into projects they can do to earn the 2021 Tree City USA Growth Award
  - 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

The following discussions took place:

- Jeanette Isbell suggested offering a fun and education project to teach elementary students tree identification. Carol Hanna added to hold on along popular sidewalks in Falls Park. Rachel Christenson suggested

hosting a Tree Identification Walk, which can be done digitally like the Historic Marker Walking Tour, in person and/or put pamphlet together.

- Jeanette Isbell also suggested developing a guideline for tree plantings on town property as well as planting more trees in the Town of Pendleton.
- Rachel Christenson stated that the upcoming Unified Development Ordinance will include a landscape requirement for private property. DNR and Taylor Metz have reviewed. Christenson added that there is no Ordinance to address trees planted in subdivisions and/or public right-of-way, but will want to update through the UDO.
- Rachel Christenson also confirmed that each developer has their own set of guidelines that each resident will need to follow for tree plantings, set forth in their CC&Rs. Developer's Homeowner Association to enforce.
- Town of Pendleton oversees trees planted in public areas. Subdivisions that fail to meet their landscape commitments can be addressed by landscaping bonds to cover maintenance once the ROW dedication to the Town of Pendleton is accomplished.
- Homeowners can always upgrade landscape; Town of Pendleton will regulate minimally.
- Rachel Christenson encouraged PUFCA members to review the Tree City USA Growth Award categories. Christenson will also send out links to sites for brainstorming ideas.

#### 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)

- Recently had Zoom Meeting with Carrie Tauscher and Tami Coleman from Indiana DNR.
- Projects to focus on/consider in the future:
  - Tree Planting at Heritage Way, where redbud trees were removed. Plan to plant larger canopy trees in the medians. Larger trees will provide greater benefit with shade/canopy.
  - Tree Program where property owner purchases the tree with a match from the Town of Pendleton, including a one year warranty. A few property owners have expressed interest on Main Street.

### C. Committees

Rachel Christenson mentioned the following in regards to two committees the PUFc members could consider establishing:

#### i. Arbor Day Committee-

- Seek PUFc member to oversee Arbor Day Committee and plan Arbor Day Proclamation and Celebration Day. Can hold in Fall 2021 as date can be flexible.

#### ii. Memorial Tree Committee

- Christenson suggested PUFc members to assist Falls Park with the Memorial Tree Program. Tree plantings for this program can take place at the schools, cemetery, golf course and park. Trees are usually purchased through Blue Grass Farms.
- Denise McKee shared a summary of how the Memorial Tree Program currently works at Falls Park, including application process, memorial tag and tree/site selections.
- Rachel Christenson stated that there could be an option for digital mapping for the Memorial Tree Program.
- Rachel Christenson commented that should the PUFc opt to pursue this committee, once a Chairperson has been selected, members outside the PUFc Board can be asked to serve on the committee.
- Denise McKee stated that Pendleton Day is scheduled for April 18<sup>th</sup> and shared idea to plant tree in honor of Arbor Day Proclamation on the same day. Jeanette Isbell recommended planting tree by the Thomas Pendleton House. Carol Hanna suggested planting a tree by the Log Cabin. Jeanette Isbell suggested planting a tree near the log cabin at the Dedication for the Log Cabin, scheduled for mid-May.

### VI. ADJOURNMENT

Meeting was adjourned by Carol Hanna at 7:04 p.m.

Next meeting April 15, 2021 at 6 pm.