

Pendleton Urban Forestry Committee

MEETING DATE: January 18, 2024
LOCATION: Pendleton Town Hall
100 W. State Street Pendleton, Indiana
TIME: 6:00 pm

ORDER OF BUSINESS

I. CALL TO ORDER

Meeting was called to order by President Carol Hanna at 6:00pm.

II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were Carol Hanna, Jo Scott, Jeanette Isbell and newest member Dr. Kenneth Lau. A quorum was established.

Individual representing the Town was Assistant Planning Director Denise McKee and Town Counsel Jeff Graham.

III. Oath of Office

Oath of Office for new appointee Dr. Kenneth Lau was taken by Town Counsel Jeff Graham prior to the start of the meeting. Oath of Office form was also signed by Dr. Kenneth Lau and notarized by Counsel Jeff Graham.

IV. Election of Officers

Jeanette Isbell motioned to retain the Committee Officers as currently appointed and assigned. Second motion made by Dr. Kenneth Lau. Motion approved by all members present; motion carried. Officers retained as follows: President–Carol Hanna; Vice President–Jo Scott; Secretary–Kerry Dodd

V. APPROVAL OF MEETING MINUTES

Approval of September and November 2023 meeting minutes

Motion made by Jo Scott and seconded by Carol Hanna to approve the September 2023 and November 2023 meeting minutes. Both motions approved by Jo Scott, Carol Hanna and Jeanette Isbell, motion carried.

VI. OLD BUSINESS

A. ADF Tree City Award Application 2023 - Update

Denise McKee provided the following information:

- Tree City USA Award has four criteria that must be met to qualify for the recognition, these including:
 - Tree Board established and active with regularly meetings throughout the year
 - Tree Care Ordinance in effect, covering tree board membership, authority and tree work permits. The Town of Pendleton had initial Ordinance Governing Trees and Shrub in 1993, then later amended in 2018 and again in 2022
 - Community Forestry Program with annual budget of at least \$2 per Capita which includes expenditures such as new tree plantings, tree trimming, tree removal and routine maintenance
 - Arbor Day Observance and Proclamation – community urban forestry event which can take place anytime during the year and on any scale. Town Council President Marissa Skaggs executed the Proclamation on 10/4/23 based on Arbor Day Celebration/Tree Planting at the Pendleton Elementary School
- 2023 Tree City USA Application details included the following:
 - Application submitted December 28, 2023
 - Total Expenditure per capita: \$40.30 based on community population of 4840. 2022 expenditure was a little higher at \$42.73 due to reduction in plant growth management needs, as expected. Plant growth management needs under powerlines and on utility easements were not attended for several years, but since 2020, these concerns have been drastically addressed and coming to a much more manageable level of care. As these expenditures become more and more preventative maintenance in nature, the goal is to increase tree replacement focuses in other non-utility grounds
 - Total expenditures for the year was \$195,038.00, broken down as follows: Tree planting \$12,516; tree maintenance \$73,352; tree removal \$36,297; tree management \$30,243 (includes Town Staff [Planning Department, Street Department, Water Department, Electric Department & Park Department] labor and in-kind services); utility line clearance \$33,885
 - Number of trees planted 87; number of trees removed 153; number of trees trimmed 421 for the year
 - Volunteer time from tree planting projects, meetings, workshops and programming at 275 hours for the year. Hours from Urban Forestry members, community members and members from the County that participated in the Madison County Bicentennial Tree Planting Project as organized by the Town of Pendleton. Total value of volunteerism at \$8,745.00 or \$31.80 per hour rate as determined by the Arbor Day Foundation in the Tree City USA application process
 - 2023 Projects – Arbor Day Celebration at Citizens Plaza/City of Anderson Parks and Recreation; Arbor Day Celebration at Pendleton Elementary; Madison County Bicentennial Tree Planting Project
 - 2023 Tree City USA Application was approved by the State of Indiana – Indiana DNR Division of Forestry. The application is currently under review of Arbor Day Foundation. Call Announcement projected early March
 - The Town of Pendleton has been recognized for 13 years as a Tree City USA community

VII. NEW BUSINESS

A. Indiana DNR Arbor Day Poster Contest – Pendleton Elementary

Denise McKee provided the following information:

- Poster Contest Details
 - All Indiana 5th Grade students eligible to enter their own school poster contest
 - 5th Grade students to create their own poster, original artwork required
 - Theme - Oak Trees: Superheroes of the Forest; Title must be on the poster and images relevant to theme
 - Each school to select 1 schoolwide winner by Judging Panel
 - Entry deadline March 1, 2024 to Indiana DNR Division of Forestry
 - Entry must be digitized and scanned along with Contest Entry Form
 - Indiana DNR to select 1st, 2nd & 3rd Place Winners
 - Pendleton Intermediate School - 5th Grade Students
 - 5th Grade Teacher Lead - Kim Collier. Collier has organized meeting with the three other 5th Grade Teachers with support of Principal Melissa Hagerman.
- Planning Session 1 with 5th Grade Teachers
 - Date - Wednesday, January 24th
 - Time - 10:00 am - 11:00 am
 - Location - Pendleton Intermediate School
 - Agenda - Discuss Contest Rules, Plan Program Details, Judging Panel and Urban Forestry Committee Involvement
 - All Urban Forestry members invited and encourage to come to share ideas and help team plan schoolwide program. Attendees to bring I.D. per school regulation. Members Carol Hanna and Jeanette Isbell along with Staff McKee expressed availability and plans to attend.
- PHHS staff will escort to classroom. Short Lock-down exercise to take place at the beginning of the period
- PHHS students have also been invited to the December Town Council Meeting to receive recognition for “Distinguished Service Award”

B. Amended PUFC Ordinance – Non-Voting Member

Denise McKee presented:

Proposed amendment to the Ordinance No. 2022-20 Governing Trees and Shrubs which includes the establishment and governance of the Urban Forestry Committee’s membership composition. Proposal presented for discussion, consideration and recommendation for amendment to be proposed to the Town Council at the February 8, 2024 meeting

- Urban Forestry Ordinance/Membership History:
 - Ordinance No. 1993-04 – 7 voting members
 - Ordinance No. 2018-01 – 7 voting members
 - Ordinance No. 2022-20 – 5 voting members
 - Membership was reduced to 5 members as committee experienced difficulty in meeting quorum requirements for official meeting. Reduction in membership greatly assisted in gaining consistency and building a stronger, more active board in the past year.
- Proposed Ordinance Amendment as suggested by Town Council President Marissa Skaggs:

- Add one (1) or two (2) non-voting ex-officio members with using either language of May, Shall, Up to
- Ex Officio which is Latin term, meaning “from the office” where member would be appointed as a result of past experience on the committee and/or current status or another relevant position held, such as community member with urban forestry passion and/or experience, Falls Park liaison/staff member, longstanding Urban Forestry Committee Member or profession/expert in the field of tree/urban forestry care and management
- Position could be appointed by Town Council President with Town Council approval, same as 5 voting members or could be appointed by the Urban Forestry Committee. Membership length can be kept to same length of voting members at three (3) years or at a different term length
- Amended Ordinance wording could be phrased as such – The Pendleton Urban Forestry may also have up to two ex-officio, non-voting advisory members from the Community by the Town Council President with approval by the Town Council. Voting and Non-Voting members shall serve without compensation

After discussion and consideration, motion made by Jeanette Isbell and seconded by Jo Scott to structure two ex-officio members and propose amendment to the Ordinance No. 2022-20 Governing Trees and Shrubs to Town Council for approval at the February 8, 2024 Town Council meeting. If approved, appointees can take place in March 2024, taking in the considerations of Urban Forestry Committee. Motion approved by all members present and motion carried based on the following terms:

- **The Committee may have up to two (2) ex officio, non-voting members serve on the Urban Forestry Committee**
- **Citizens and residents of the community**
- **Shall be appointed by the Town Council President as approved by the Town Council**
- **For a term of three (3) years**
- **Ex-officio, non-voting members of the Committee shall serve without compensation**
- **Amendment due to the interest of efficiency and growth of the urban forestry program**

C. Denise McKee shared brief details of upcoming activities and events with the Urban Forestry Committee Members:

- **Madison County Stormwater Quality Partnership – Arbor Day/Earth Day Event with City of Anderson Parks and Recreation**
 - MCSQP to reach out to confirm plans for Spring 2024 event at Citizens Plaza as held in 2023
 - Desire to incorporate and display Community Rain Barrels for each Madison County community (13). Barrels approved at January MCSQP meeting to be paid for by the Partnership and purchased through the Madison County Water and Soil District. Reaching out to local high school art departments for interest in partnering on the project by adopting a rain barrel(s) on behalf of a community. Each rain barrel to be painted by the art students and to complement the history and cultural significance of each community in which they are assigned
 - Communication to go out in February and deadline for painted rain barrels last week of April
- **Falls Park Memorial Tree Program – Spring 2024. Falls Park in process of hiring full-time Park Administrator that part of role will be assisting with the Memorial Tree**

Program. Once this individual is hired and settled, will work with staff members in efforts to get memorial trees added to the TreeKeeper program

- Hayes Arboretum Field Trip Spring/Summer 2024. Would like for Urban Forestry Committee to visit arboretum in Richmond, Indiana to get ideas and start planning for small arboretum in Pendleton in next couple of years. In discussion, spring may be good timing for flower blooming, however, June and July could provide more availability and schedule flexibility for Committee members. Monday and Wednesday best days of the week for members. Staff McKee will contact Arboretum for more information and best timing for guided tour
- Arbor Day Celebration – Pendleton Elementary – Fall 2024. Will plan with School Principal for late September or early October planting. Likely will plant another species of Oak Tree Family
- Arbor Day Foundation Tree Campus K-12 & Tree Campus Higher Education – 2025. To gain more information, explore opportunities and start conversations in 2024 in planning for 2025, including both South Madison School Community Schools and local colleges. Dr. Hall, School Superintendent for South Madison Community Schools and Taylor Metz, former member of Pendleton Urban Forestry Committee member and Ball State University Professor in Landscape were suggested as point of contacts by Pendleton Urban Forestry members – Hanna, Scott and Isbell
- Business Park Trail Project (Mini-Arboretum & Art) – 2025-2026. Staff McKee advised of joint project between the Madison County Council of Governments and the Town of Pendleton. Project is in early stages of planning, but first phase is federal funding for the design of trail system that will connect the west side of Pendleton up by I-69 to the east side, connecting to Falls Park. This park will also be designed to provide connection from the south side of State Street to the north side of State Street, giving connectivity to the Pendleton Mobile Home Park. The trail will consist of trail heads, pocket parks, 10 feet wide paths, sidewalks and sharrows. In discussion with Community Development Coordinator, Carey Craig, Staff McKee and Craig would also like to have added placemaking such as public art, landscaping and trees, including small arboretum along the path. This arboretum could start at the recently purchased property at Mill Street and Taylor Street which is identified as possible trail head/pocket park. This triangular shaped property is mainly in a flood zone, however, enough area along edges outside of the flood zone as well as could plant trees tolerant of wet soil, where needed
- Other desired updates briefly mentioned included Updated Tree Management Plan in 2026 and Updated Approved Tree List and selection variety requirements through the Unified Development Ordinance to be developed later in 2024

VIII. ADJOURNMENT

Meeting adjourned by President Carol Hanna at 7:25pm

Next meeting February 15, 2024 at 6:00 pm.