

# Pendleton Urban Forestry Committee

MEETING DATE: February 15, 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 President Carol Hanna, Vice President Jo Scott, Jeanette Isbell. A quorum was established.

Individual representing the Town was Assistant Planning Director Denise McKee

### III. APPROVAL OF MEETING MINUTES

Approval of January 2024 meeting minutes – Done at the end of the meeting

**Motion made by Vice President Jo Scott and seconded by Jeanette Isbell to approve the January 2024 and meeting minutes. Vote taken and approved by all; motion carried.**

### IV. OLD BUSINESS

#### A. 2023 Tree City USA Award Recognition -Update

Assistant Planning Director Denise McKee reported:

- Town of Pendleton still awaits call announcement from Arbor Day Foundation
- Tree City USA Award Annual Comparison Chart for calendar years 2022 and 2023. The Chart provided the following data:
  - Community Population
  - Tree Management Planning Documents and Standards (newly established and amendments)
  - Community outreach/tree planting & educational projects/training workshops
  - Expenditures (hard costs and in-kind service) inclusive of tree planting/initial care, tree maintenance, tree removal, tree management, utility line clearance and volunteer labor
  - Total Expenditures; Total Expenditure per Capita
  - Counts – number of trees planted, trees removed, trees trimmed & volunteer hours
- Total of \$195,038.00 was expended in 2023, just slightly higher than in 2022; however, per capita was slightly down by \$2.00 at \$40.30 per capita, which was expected due to the increase in projected population since the 2020 census
- The Town of Pendleton Urban Forestry Management 5-Year Work Plan: this Work Plan represents calendar year 2023-2027, which updated the 5-year Work Plan provided in the

2016 Tree Management Plan; McKee advised that this Work Plan was also uploaded with the 2023 Tree City USA Award application

#### B. Indiana DNR Arbor Day Poster Contest – Pendleton Intermediate – Update

McKee provided the following update to the project:

- Schoolwide “Oak Trees: Superheroes of the Forest” Poster Contest: Planning Session with Pendleton Intermediate (School Principal, 5th grade teachers & Art Teacher January 24<sup>th</sup>)
- Kerry Dodd created Indiana’s Native Oak Trees as educational tool for teachers & students as they design & create posters
- Rough drafts completed and reviewed by classroom teachers
- Students in Week 2 of Week 3 designing final artwork in Art Class
- Final artwork due Monday, February 26<sup>th</sup>
- Award Recognition, Judging Phases & Panels:
  - Top 3 Classroom Winners [12 Honorable Mention] - 5th Grade Classes by 1/26/24
  - Top Classroom Winners [4] - Urban Forestry Committee & Town Leadership by 1/27/24
  - Top Schoolwide Winner [1] - Pendleton Intermediate Teachers & Leadership by 1/28/24
- Top Schoolwide Winner to be entered into Indiana DNR, Division of Forestry statewide poster contest by March 1<sup>st</sup>
- Top Coverage - Facebook (PUFC & Town of Pendleton); Times Post
- Indiana DNR to select 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place Winners by April 12

McKee provided project activity timeline as provided in the presentation. After discussion, the members set date and time for Town of Pendleton Judging Panel to select the four (4) Classroom Winners for Monday, February 26<sup>th</sup> at 5 pm at the Town Hall. McKee to advise Town Manager, Town Council President and other Urban Forestry Committee members not present

#### C. Amending Ordinance No. 2022-20 Governing Trees and Shrubs – Update

McKee provided details and background information pertaining to the Pendleton Urban Forestry Ordinance Governing Trees and Shrubs, including history, background and amendments approved by Town Council at the February 8, 2024 Town Council Meeting. The summary of details as follows:

- Urban Forestry Ordinance/Membership History:
  - Ordinance 1993-04 – 7 voting members
  - Ordinance 2018-01 – 7 voting members
  - Ordinance 2022-20 – 5 voting members
  - Ordinance 2024-02 – 5 voting members + up to 2 non-voting members
- Ordinance Amendment as approved:
  - May have appointed up to two (2) ex-officio, non-voting members
  - Appointee to be citizen or resident of the community
  - Appointed by Town Council President with Town Council approval
  - Appointment term is 3 years (based on calendar year)
  - Ex-officio member will serve without compensation
  - Ex Officio (Latin for -'from the office') - Appointed as a result of past experience, status or another relevant position held
- Ex-Officio Member Appointment Discussion:
  - Appointment vacancy/absence- still remain in compliance with Ordinance
  - Appointee can be Town Staff (Park/Street Dept), Volunteer, Professional
  - Committee recommendations can be made at any time, formal/non-formal

#### V. NEW BUSINESS

A. Ordinance No. 2024-02 Governing Trees and Shrubs - Ex Officio Member Appointment Discussion

McKee advised that the Committee may opt to recommend an ex-officio member(s) to the Town Council President at any time and does not need to be immediately filled. McKee further explained that the next few Town Council Meetings coming up are March 4<sup>th</sup>, April 11<sup>th</sup>, May 9<sup>th</sup>, June 13<sup>th</sup> and July 11<sup>th</sup>, yet the Committee may wait to future time to make recommendation. After discussion among members present, all agreed that they wished to not rush into making any recommendations and expressed interest in taking time until need arises for a non-voting member, perhaps one fitting to future project/program, etc.

**President Carol Hanna moved to table the discussion and to revisit at a time desired by Committee members. All members present agreed to table discussion.**

B. Indiana DNR Inflation Reduction Act Grant Program

McKee reported that she and Urban Forestry Committee Member Kerry Dodd served on the IRA grant Review Team and that the experience was very educational and beneficial in understanding the program and its goals. McKee shared the following highlights of the grant program:

- Eligible Grant Projects
  - Tree Inventory
  - Education & Training
  - New Tree Planting
  - Community Education/ Awareness Events
  - Other Activities (such as Workforce Development)
- Climate & Economic Justice Screening Tool
  - Portion of project has to include ground work on disadvantaged/underserved census tracts. (Climate change, energy, health, housing, pollution, transportation, water/wastewater & workforce development/income)
- Minimum Project
  - \$50,000 - \$250,000 with no match requirement
- Scoring Matrix Categories – Application Information
  - Narrative - Project goals, plans and activities
  - Project Type - Project defined clearly with examples
  - Outcome Expected & Measurable Results - Activities & Timeline
  - Statement of Need - Activities connected to disadvantaged areas and how needs are to be addressed
  - Budget - Clear and correct
  - Public Comment - Minimum 3 (Govt/Non-profit); 3 (Resident/Business)
  - Partnerships - (Outside Organizations; Town Departments; Community Members/Underserved Property Owners)
- Round 1 Recipients
  - Awarded 9 out of 17 applicants
- Round 1 Funding
  - Total requested: \$2.7 million; Total awarded: \$1.5 million
- Community & Organizations Awarded USDA/IRA
  - Canopy Bloomington - \$239,399 for education and maintenance
  - City of Jefferson - \$63,500 for inventory and tree planting
  - City of New Albany - \$250,000 for tree planting and education
  - City of Noblesville - \$106,150 for tree planting
  - Regreening Greenfield - \$50,000 for tree planting
  - Evansville Forest Alliance - \$249,616 for inventory, education & tree planting
  - Indiana Arborist Association - \$250,000 for workforce development

- Keep Indianapolis Beautiful - \$239,457 for workforce development
- Trees, Inc. - \$75,000 for tree planting

Mckee also shared about the following:

- Grant Review Team Process & Experience
- Grant Applications Reviewed
- High priority on new tree plantings, disadvantaged needs and outreach and post-care maintenance with underserved
- Round 2 has not been announced/opened; project Summer 2024
- Disadvantaged land very limited in Town jurisdiction with mainly vacant land in these identified areas; Area comprises of Town of Pendleton and the Unincorporated Madison County
- Town-owned property falls within this area; To discuss with IN DNR
- Community and Urban Forestry (CUF) Program opportunity

#### C. Madison County Stormwater Quality Partnership Earth Day/Arbor Day Project

Mckee reported on the following:

- Community Rain Barrels Project Details
  - MCSQP to partner with High School Art Departments across Madison County
  - Participating Art Departments will adopt rain barrel to paint for local community/municipality
  - 13 Participating Communities - Lapel, Frankton, Ingalls, Markleville, Alexandria, Chesterfield, Orestes, Summitville, Anderson, Elwood, Madison County, Edgewood and Pendleton
  - 11 potential schools - ACSC, SMCSC, Acton Academy, Liberty Christian, Elwood, APA, Alexandria, Madison Grant, Lapel, Frankton and Indiana Christian Academy
  - Surveys being distributed next week; simple 5 question survey
  - Schools can adopt 1-3 rain barrels; MCWSD to provide rain barrels
  - Rain Barrels to reflect adopted community - images to represent cultural & historic significance, landmarks, etc.
  - Deadline for rain barrels completion - April 19<sup>th</sup>
  - Rain Barrel to be on display at Anderson Parks & Recreation Arbor Day Celebration at Citizens Plaza; Date TBD (last week of April)

#### D. Hayes Arboretum Visit

Mckee reported that as part of the future Business Park Trail that will be under design in next year or two, the Town of Pendleton desires to build a mini-arboretum along the path on Town Property between South Heritage Way and Mill Road at Taylor Street. The start of the arboretum could likely be placed at the triangular-shaped property at the corner of Mill Road and Taylor Street, for a total of 25-30 trees to start. McKee stated that in preparation and research leading up to the project, wish to invite Urban Forestry Committee Members to go on field trip to Hayes Arboretum in Richmond, Indiana. McKee advised that she corresponded with Owner of Hayes Arboretum, Stephen Hayes and he has offered to host a two (2) hour personal tour/Q&A session for the Town of Pendleton. McKee further reported the following:

- June and July good timing; Ideal time Tuesday- Saturday 10 am - 12 pm
- Can stay for afternoon for group walk/tour of grounds & nature center

Members present discussed dates that would work well for their schedule. Members advised that either June 5<sup>th</sup>, June 12<sup>th</sup> or June 19<sup>th</sup> would be good options, with June 12<sup>th</sup> being the best overall. McKee to communicate these dates with Mr. Hayes to confirm a date/time for the visit.

## E. 2024 Focus

Mckee also shared the following items of focus for the year:

- Updated Approved Tree List
- Memorial Tree Program
- Tree Inventory by Certified Arborist (to start in April or May)
- Tree Campus K-12 Program

The Pendleton Urban Forestry Committee members present also expressed interest in the Committee seeking an operating budget, specifically to Urban Forestry activities/projects, starting in 2025. McKee to speak to Town Manager Scott Reske for thoughts and input.

## VI. ADJOURNMENT

Meeting adjourned by President Carol Hanna at 7:10pm

Next meeting March 21, 2024 at 6:00 pm.