

CITY OF HIGHLAND SPECIAL MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

MEMBERS

Robert La Chausse, Chair
Erwin Fogerson, Vice Chair
Richard Bowman, Member
Michael McMillan, Member
Brent Merideth, Member

SPECIAL MEETING

June 9, 2022
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

STAFF

Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Angela Tafolla, Assistant Planner
Camille Goritz, Administrative Assistant III

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ext. 226, at least 48 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Community Trails Committee less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Submission of Public Comments: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email to be read aloud at the meeting by the Community Development Administrative Assistant. Email comments must be submitted by 5:00 p.m. on June 9, 2022 to publiccomment@cityofhighland.org.

Members of the public will be permitted to make public comments in person.

**COMMUNITY TRAILS COMMITTEE
SPECIAL MEETING AGENDA
June 9, 2022 - 6:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Community Trails Committee please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to three minutes each. Comments received via email by June 9, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

CONSENT CALENDAR

1. Minutes from May 12, 2022 Special Meeting.

RECOMMENDATION: That the Community Trails Committee approve the minutes, as submitted.

BUSINESS ITEM

2. Eagle Scout Project Proposal

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Benjamin Shumate's Eagle Scout project proposal and provide Mr. Shumate with comments and or recommendations, as necessary.

ANNOUNCEMENTS

ADJOURN

I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 2nd of June by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: June 2, 2022



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: June 9, 2022

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Shannon Wisniewski, Administrative Assistant III *SW*

SUBJECT: Minutes from the May 12, 2022 Community Trails Committee Special Meeting.

RECOMMENDATION: Staff recommends the Community Trails Committee approve the Minutes as submitted.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>Shannon Wisniewski</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	

**COMMUNITY TRAILS COMMITTEE
SPECIAL MEETING MINUTES
May 12, 2022**

CALL TO ORDER

The Special meeting of the Community Trails Committee of the City of Highland was called to order at 6:02 p.m. by Chair La Chausse at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Robert La Chausse
	Vice Chair	Erwin Fogerson
	Member	Richard Bowman
	Member	Michael McMillan
	Member	Brent Merideth

Staff Present: Lawrence Mainez, Community Development Director
Angela Tafolla, Assistant Planner
Shannon Wisniewski, Administrative Assistant III

Pledge of Allegiance led by Chair La Chausse.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

Public Speaker Bob Hitchman inquired about how recently the City Creek Trail has been walked by any members of the Community Trails Committee. The members advised Bob Hitchman that the trail had not been walked since the Winter season. Bob Hitchman stated that when he walked the trail recently, near Highland Avenue where there is a levy, he observed numerous homeless persons that have set up encampments in the area, he also observed as much as (75) Wal-Mart shopping carts. Calls for service have been necessary due to loitering and noise disturbances coming from the homeless occupying the area. Mr. Bob asked if it is possible for the City to provide resources to assist with that problem.

Community Development Director Lawrence Mainez stated that there will be discussion regarding the maintenance and preparation on the trail in an upcoming item on the current day's agenda.

CONSENT CALENDAR

1. Minutes from the April 14, 2022 Regular Meeting.

A MOTION was made by Chair La Chausse, seconded by Member McMillan, to approve the minutes as submitted. Motion carried, 3-0-2, with Member Merideth and Vice Chair Fogerson being abstaining.

BUSINESS ITEM

2. 26th Annual Community Trails Day

Community Development Director (CDD) Mainez requested to add that the City has been in contact with the owner of the creek and levy, which is San Bernardino County Flood

Control. CDD Mainez added that due to protected wildlife in the creek, the State of California Fish and Wildlife, has restricted any activity in the area that may disturb the wildlife. Restricted access to the river basin is only permitted for removal of the encampments and trash by a hand crew only. Additionally, CDD Mainez advised that the Community Development Department is working with the (HIT) Team; the acronym stands for Highland Improvement Team, and their role is to assist in the maintenance and improvement of the City of Highland Community access areas. The (HIT) team will work in coordination with the Public Works Crew to have the trail as clear as possible so that it is safe for use. CDD Mainez advised that the Trail will not be in perfect condition, however, there are signs that warn travelers to strictly avoid traveling into the creek/river area. CDD Mainez then turned the meeting over to Assistant Planner Tafolla.

Assistant Planner Tafolla presented the staff report regarding the 26th Annual Community Trails Day. The Staff Report revisited the agreed upon plans thus far, for the Annual Community Trails Day event. The report outlined the various roles of the committee members and Highland Staff during the event, to assure the safety and quality of the event for the visitors. The committee members were updated on the status of sponsorship request letters. At the time of the presentation, responses had not been received by the City, however, responses are expected to arrive in the upcoming week. Assistant Planner Tafolla advised that the day's meeting would need to cover the staging of the event. Staff's presentation included confirmed attractions and advertising such as a fire truck that will be present at the Canyon Oak Park for families and children to view and take pictures. Additionally, advertising confirmations have been made with the So. Cal News Group which runs the Redlands Daily Fax and the Sun. The event announcement will be in either the Sun or Redlands Daily Fax in the Community section online, and in print. Staff has reviewed the option to utilize the Peachjar digital flyer platform to submit flyers to local schools. The platform allows an unlimited number of flyers to send, and the price per flyer submission is \$25.00. Additional event announcements will be made through the new City of Highland Trails Instagram page. Attendees of the Community Trails Day event who post the hashtag (#highlandtrailsday) on their Instagram page, can be selected to win a prize that can either be picked up at the event or mailed to the prize winner's home. Staff will meet prior to the event to determine the prizes. Assistant Planner Tafolla will arrive at 7:00 a.m. on the day of the Trails event to begin the booth setup, and the HIT Team will be requested to arrive at 7:30 a.m. to begin assistance with any clean-up needs along the levy. City of Highland Code Enforcement Officer Barrie Owens has been in contact with the HIT Team and the Public Works Crew to assure that brush and trees will be trimmed prior to the event. Assistant Planner Tafolla concluded the presentation.

Chair La Chausse initiated the discussion regarding the location of the booth and directional signage.

The trails committee members discussed in detail, the finalizations on directional signage, advertising, staging, and event management roles for the committee and staff. Map overviews of the trail and park were provided during the discussion to assist in the planning.

A MOTION was made by Member Merideth, seconded by Member McMillan, to approve utilizing the Canyon Oaks Park as a staging area for the 26th Annual Community Trails Day event. Motion carried, 5-0.

Additional discussion took place regarding Peachjar advertising to schools. Staff decided that (5) schools within the Highland jurisdiction will be selected through the Peachjar advertising. Additionally, committee members will assist in additional advertising to local schools within the Highland jurisdiction, including the Real Journeys Charter School.

A MOTION was made by Member Bowman, seconded by Member Fogerson regarding the Peachjar Flyer Platform for the local Highland jurisdiction schools. Motion carried, 5-0.

3. Tres Lagos Property – San Bernardino Valley Municipal Water District Board of Directors Workshop update.

An update regarding the Tres Lagos Property was presented and discussed with the Committee members. On April 21, 2022 a Workshop was held with the board of directors and the public where they reviewed the recent purchase of the Tres Lagos property. The San Bernardino Valley Municipal Water District Board of Directors heard comments from the public on what they feel the property should be used for. Updates will be provided as they become available to the Community Trails Committee. The update was received in file.

CDD Mainez was in attendance for the workshop and provided a summary of the meeting and shared public concerns that were voiced at the workshop.

ANNOUNCEMENTS

Assistant Planner Tafolla announced that the next trails day meeting will be June 9, 2022, where an Eagle Scout Presentation will be included as an agenda item. There is a potential Eagle Scout project that is being planned for the installation of a bike rack at one of the Trail heads, most likely the Natural Park Land Trail Head.

ADJOURN

There being no further business, Chair La Chausse declared the meeting adjourned at 7:20 P.M.

Submitted by:

Approved by:

Shannon Wisniewski,
Administrative Assistant III

Robert La Chausse,
Community Trails Committee Chair



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: June 9, 2022

FROM: Lawrence A. Mainez, Community Development Director

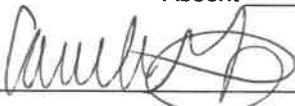
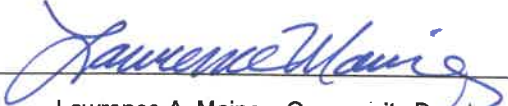
PREPARED BY: Angela Tafolla, Assistant Planner *AT*

SUBJECT: Eagle Scout Project Proposal

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Benjamin Shumate's Eagle Scout project proposal and provide Mr. Shumate with comments and or recommendations, as necessary.

PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's meeting was posted at the City's three designated posting locations within the City. In addition, the agenda was posted on the City's website. No further notice is required.

Benjamin Shumate is a local Highland Boy Scout who has approached Staff with recommendations for his Eagle Scout project. Staff suggested installing a bike rack at the Natural Parkland Trail Head. Mr. Shumate has prepared a presentation of the project and is looking for feedback from the Committee. Any proposal as recommended by the CTC will be reviewed by the City Council Public Facilities subcommittee.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Lawrence A. Mainez, Community Development Director	