MINUTES
CITY COUNCIL REGULAR MEETING
NOVEMBER 26, 2019

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Albert Aguilar, Cornerstone Praise Center, and the Pledge of Allegiance was led by Boy Scouts of America Troop 19.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

REPORT FROM CLOSED SESSION

No meeting.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT

Scott Ward, Field Representative for Supervisor Dawn Rowe, spoke regarding his being available to answer any questions pertaining to San Bernardino County concerns.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
   Waived the reading of all Ordinances in their entirety and read by title only.

2. Minutes – November 12, 2019 City Council Special Meeting
   Approved the Minutes as submitted.

3. Minutes – November 12, 2019 City Council Regular Meeting
   Approved the Minutes as submitted.

4. Warrant Register

Approved Warrant Register No. 695 for November 26, 2019, in the amount of $2,939,391.35 and Payroll of $98,321.47.

5. Treasurer's Report for October 2019

Received and filed Treasurer's Report for October 2019.

6. Notice of Completion – Project No. str17005B, "Pavement Management Program – Pavement Preventive Maintenance Sectors B, C, D and E Bump Grind and Crack Seal" (Bid No. 2019-01)

1. Accepted Project No. str17005B, "Pavement Management Program – Pavement Preventive Maintenance Sectors B, C, D and E Bump Grind and Crack Seal" (Bid No. 2019-01) as complete;
2. Authorized the Mayor to sign the Notice of Completion; and
3. Directed the City Clerk to file the Notice of Completion.

7. Notice of Completion – Project No. str17005C, "Pavement Management Program – Pavement Preventive Maintenance Sectors B, C, D and E Scrub Seal" (Bid No. 2019-02)

1. Accepted Project No. str17005C, "Pavement Management Program – Pavement Preventive Maintenance Sectors B, C, D and E Scrub Seal" (Bid No. 2019-02) as complete;
2. Authorized the Mayor to sign the Notice of Completion; and
3. Directed the City Clerk to file the Notice of Completion.

8. Purchase of New PPE (Personal Protective Equipment) Extractor Washing Machine and Dryer to Clean and Dry Contaminated PPE

1. Approved the purchase of a new extractor and dryer by Bestway Laundry Solutions in the amount of $25,086.41; and
2. Found that Bestway Laundry Solutions is a sole source provider of this equipment. This is the company the State (CAL FIRE) uses for their extractor purchases through the entire State of California. This results in a greatly reduced cost to the City of Highland by purchasing off the State's contract.

9. Maintenance and Repair of the Self Contained Breathing Apparatus (SCBA) Compressor

1. Approved the quote by Compressed Air Specialties, Inc., in the amount of $36,119.85; and
2. Approved the following budget adjustment: Transfer $36,120 from 029-2100 (Fire Dept. Fund Balance) to be expended from 029-2100-4245 (Equipment Maintenance).

10. Addendum No. 4 of the Professional Services Agreement with Digital Map Products, Inc., for GovClarity and CommunityView Website Hosting Services

Approved Addendum No. 4 to Professional Services Agreement with Digital Map Products, Inc., for continued GovClarity Enterprise and CommunityView Website hosting services for two (2) years.

11. Second Reading of Municipal Code Amendment 19-006, Ordinance No. 439 of the City of Highland Amending Chapter 16.56 (Sign Regulations) of the Highland Municipal Code Streamlining the Approval of Freestanding and Building-mounted Business Signs

Conducted a second reading, read by title only, and waived further reading of Ordinance No. 439 amending Chapter 16.56 (Sign Regulations) of the Highland Municipal Code streamlining the approval of freestanding and building-mounted business signs.

City Clerk Hughes introduced Ordinance No. 439

ORDINANCE NO. 439
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING THE CITY'S LAND USE AND DEVELOPMENT CODE, TITLE 16, CHAPTER 16.56 OF THE HIGHLAND MUNICIPAL CODE, SIGN REGULATIONS (MUNICIPAL CODE AMENDMENT MCA-19-006)

which title was read.

12. Second Reading of Ordinance No. 440 amending Title 2 (Administration and Personnel), Title 8 (Health and Safety), Title 10 (Vehicles and Traffic), Title 15 (Buildings and Construction), and Title 16 (Land Use and Development) the Highland Municipal Code Expanding the Role and Responsibilities of the Highland Planning Commission and other Related Modifications (MCA-19-004)

Conducted a second reading, read by title only, and waived further reading of Ordinance No. 440 amending Title 2 (Administration and Personnel), Title 8 (Health and Safety), Title 10 (Vehicles and Traffic), Title 15 (Buildings and Construction), and Title 16 (Land Use and Development Code) of the Highland Municipal Code expanding the roles and responsibilities of the Highland Planning Commission, eliminating the Public Nuisance Hearing Board, the Street Naming Committee, and the Building Code Appeals Board, modifying the Community Trails Committee roles and responsibilities, and repealing City Council Resolution No. 2001-006 related to the Street Naming Committee, City Council Resolution No.1991-26 related to the Historic and Cultural Preservation Board, and City Council Resolution No. 1991-27 related to the Community Trails Committee.

City Clerk Hughes introduced Ordinance No. 440

ORDINANCE NO. 440
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL) TITLE 8 (HEALTH AND SAFETY), TITLE 10 (VEHICLES AND TRAFFIC), TITLE 15 (BUILDINGS AND CONSTRUCTION) AND TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE EXPANDING THE ROLE AND RESPONSIBILITIES OF THE HIGHLAND PLANNING COMMISSION, ELIMINATING THE PUBLIC NUISANCE HEARING BOARD, THE STREET NAMING COMMITTEE, THE BUILDING CODE APPEALS BOARD, AND MODIFYING THE COMMUNITY TRAILS COMMITTEE ROLES AND RESPONSIBILITIES, AND REPEALING CITY COUNCIL RESOLUTION NO. 2001-006 RELATED TO THE STREET NAMING COMMITTEE, CITY COUNCIL RESOLUTION NO. 1991-26 RELATED TO THE HISTORIC AND CULTURAL PRESERVATION BOARD, AND CITY COUNCIL RESOLUTION NO 1991-27 RELATED TO THE COMMUNITY TRAILS COMMITTEE, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA [MCA-19-004]

which title was read.

CITY COUNCIL PUBLIC HEARING

No Public Hearing

CITY COUNCIL LEGISLATIVE

13. Margaret Wright Memorial Bench

Associate Planner Quintanilla gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to apply donations from the friends and family of Margaret Wright in the amount of $1,115 for the purchase and installation of a metal bench, with changes to include maiden name and quote, to be located within the Wright Trail. Motion carried, 5-0.

14. An Application by William Lennick for the Mills Act Tax Adjustment Program

Associate Planner Syed gave a brief review of the staff report.

City Attorney Marroquin stated Council asked a really important question about the inspection of the property. She glanced through the agreement and realized Highland does not have an actual inspection provision. So, while it does include here's what's happening year one through three, four through six, seven through ten and forgive her if she missed it, but she does not see a provision that says the City shall inspect to make sure that we are adhering to what is supposed to happen in the schedule. The Mills Act does provide that every contract shall provide, after five years and every five years thereafter, that the City, County or City and County shall inspect the interior and exterior of the premises to determine the owner's continued compliance with the contract. So she would recommend, and checking to make sure it's agreeable to Council, that we incorporate that into this agreement; that there is an inspection every five years. So we can add that amendment that will read, maybe under general provisions, as G; that after five years and every five years thereafter, the City shall inspect the interior and exterior of the premises to determine the owner's continued compliance with the contract. We are required to include this language so maybe add it 5, so we will add it to Section 5 and we can do that after the fact but that's where we will add it.

A MOTION was made by Council Member Chavez, seconded by Council Member Solano, to approve the Mills Act Agreement, as amended, between the City of Highland and Mr. William Lennick for the property located at 27268 Main Street, Highland, CA 92346 for a term of ten (10) years. Motion carried, 5-0.

15. Professional Services Agreement for Environmental Services with Jericho Systems, Inc., for Bledsoe Creek Outlet Repair (Project No. sdr17001)

Assistant Public Works Director Zamano gave a brief review of the staff report.

Gary Leobold spoke in favor of this item.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Solano, to:

1. Approve Professional Services Agreement with Jericho Systems, Inc., to provide environmental services for Bledsoe Creek Outlet Repair;
2. Authorize the Mayor to sign the agreement; and
3. Authorize the City Manager to approve contract amendments up to 10% of the contract amount. Motion carried, 5-0.

16. Professional Services Agreement for Design Services with Aguilar Consulting, Inc., for Bledsoe Creek Outlet Repair (Project No. sdr17001)

Assistant Public Works Director Zamano gave a brief review of the staff report.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Chavez, to:

1. Approve Professional Services Agreement with Aguilar Consulting, Inc., (ACI) to provide design services for Bledsoe Creek Outlet Repair;
2. Authorize the Mayor to sign the agreement; and
3. Authorize the City Manager to approve contract amendments up to 10% of the contract amount. Motion carried, 5-0.

17. Professional Services Agreement with Paul Toor & Associates

Assistant Public Works Director Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to approve a professional services agreement with Paul Toor & Associates (Toor) for Program Management and Project Manager Services. Motion carried, 5-0.

18. Community Day of Service Event/National Night Out/State of the Community

Public Services Manager Morgan gave a brief review of staff report.

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to maintain the State of the Community event as a separate event from the National Night Out and Community Day of Service Resource Fair. Motion carried 5-0.

19. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

City Manager Hughes stated the second City Council meeting in December will be dark. Also, Operation Santa Claus will be held on Monday, December 16 at Fire Station #3, Tuesday, December 17 at Highland Police Station, and Wednesday, December 18 at Fire Station #2.

20. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Council Member Chavez stated he attended the National Take a Hike Day, along with Mayor Lilburn, which was a very great experience in being able to walk alongside with community members.

Mayor Pro Tem McCallon stated he is concerned about a recent Planning Commission meeting. There was apparently one member of the Planning Commission who refused to vote on an item. This bothers him as this sends a message to him that the member does not want to do his job. On today's agenda, under consent calendar, we did the second reading, if you will, on changing how things are done with the Planning Commission and giving them additional responsibilities. He thinks it behooves the Council to take a look at the Planning Commission and see if we want to make any changes.

City Manager Hughes stated the Council could appoint an Ad Hoc Committee to review the current state of the Planning Commission.

City Attorney Marroquin stated Council would have to agendize that item and bring it back to Council for approval as it is not on tonight's agenda.

City Manager Hughes stated staff will bring this item back to the first Council meeting in December to discuss the appointment of an Ad Hoc Committee for a review of the Planning Commission.

Mayor Lilburn stated she also attended the National Take a Hike Day and staff did an excellent job cleaning the trails. The gentleman who did the trail signs did an amazing job as well. She learned so much from these signs as well. She did express a desire for citizens to place leashes on their pets for other people's safety. She also represented the City at a recent IEEP event at the Mission Inn, Riverside.

ANNOUNCEMENTS

Dec 2 at 4:00 pm Baha'is of Highland Bench Dedication at Aurantia Park

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:39 p.m. in memory of Ed Probasco.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Penny Lilburn
Mayor