

CITY OF HIGHLAND REGULAR MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

REGULAR MEETING

February 11, 2021
5:00 p.m.
City Hall
Conference Room C
27215 Base Line
Highland, California

MEMBERS

Jeff Novak, Chair
Robert La Chausse, Vice Chair
Richard Bowman, Member
Brent Merideth, Member
Matt Myers, Member

STAFF

Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Salvador Quintanilla, Associate 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

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861 ☎ • (909) 862-3180 📠

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 Ex. 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.

SPECIAL NOTICE REGARDING COVID-19

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone:

To join the Zoom Meeting online: <https://zoom.us/j/92510238982>

- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 925 1023 8982#

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099
Meeting ID: 925 1023 8982#

For those wishing to make a public comment regarding an item on the agenda, please identify the agenda item in the subject line. Email comments must be submitted by 4:00 p.m. on February 11, 2021, to publiccomment@cityofhighland.org. All email comments received by the deadline will be read aloud and shall be subject to the same rules as would otherwise govern speaker comments at the Planning Commission meeting.

COMMUNITY TRAILS COMMITTEE REGULAR MEETING AGENDA FEBRUARY 11, 2021 – 5:00 P.M.

CALL TO ORDER

Pledge of Allegiance

SWEARING IN OF NEWLY APPOINTED COMMUNITY TRAILS COMMITTEE

Richard Bowman
Brent Merideth
Matt Myers

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

The Community Development Administrative Assistant shall read all email comments received before 4:00 p.m., provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Community Trails Committee meeting. The email comments submitted shall become part of the record of the Community Trails Committee meeting.

REORGANIZATION OF THE COMMUNITY TRAILS COMMITTEE

1. Election of Chairman and Vice Chairman for 2021-2022.

RECOMMENDATION: That the Community Trails Committee conduct an election for Chairman and Vice Chairman for 2021-2022.

CONSENT CALENDAR

2. Minutes from the March 12, 2020 Special Meeting.

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

BUSINESS ITEMS

3. Roles and Responsibilities

RECOMMENDATION: That the Community Trails Committee (CTC) hear Staff's presentation on roles and responsibilities of the Community Trails Committee.

4. Dennis Johnson Memorial

RECOMMENDATION: That the Community Trails Committee (CTC) hear Staff's presentation on Dennis Johnson Memorial.

5. Update on the Recreational Trails Grant (Natural Parkland Trail)

RECOMMENDATION: That the Community Trails Committee (CTC) hear Staff's presentation on the status of the Recreational Trails Grant for the Natural Parkland Trail.

ANNOUNCEMENTS

ADJOURN

I, Camille Goritz, Administrative Assistant III, of the City of Highland, California, certify I caused to be posted this agenda on or before the 1st of February 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: February 1, 2021



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 11, 2021

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III *CG*

SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Community Trails Committee conduct an Election for Chair and Vice Chair

FISCAL IMPACT: None

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

BACKGROUND: In accordance with Highland Municipal Code Section 2.32.040, the Community Trails Committee will annually meet on the second Thursday of February to appoint a Chair and Vice Chair for the coming year. The Chair will turn the meeting over to Staff, who will take nominations and the vote for Chair. After the appointment of the Chair, Staff will turn the meeting over to the newly appointed Chair who will then take nominations and the vote for Vice Chair.

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



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 11, 2021

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III *CG*

SUBJECT: Minutes from the March 12, 2020 Community Trails Committee Regular 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>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>Amelia</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	

**MINUTES
COMMUNITY TRAILS COMMITTEE
REGULAR MEETING
March 12, 2020
5:00 P.M.**

The regular meeting of the Community Trails Committee of the City of Highland was called to order at 5:00 p.m. by Chair Novak in Conference Room C, 27215 Base Line, Highland, CA.

Present:	Chair	Jeff Novak
	Vice Chair	Robert La Chausse
	Member	Dennis Johnson

Staff Present: Lawrence Mainez, Community Development Director
Salvador Quintanilla, Associate Planner
Shannon Wisniewski, Administrative Assistant III

The Pledge of Allegiance was led by Member Johnson.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from the February 13, 2020 Regular Meeting

A MOTION was made by Chair Novak, and seconded by Member Johnson, to approve the minutes as submitted. Motion carried, 3-0.

BUSINESS ITEMS

2. Overview on the Santa Ana River Trail (Informational Item)
Associate Planner Quintanilla gave an update on his discussions with Community Development Director Mainez regarding the Santa Ana River Trail project. Members were provided visuals on the location of the project and given information regarding future plans for the project.
3. Updates on City Trail Projects
Associate Planner Quintanilla provided an update for members regarding the Dedication bench for Margaret Wright to be installed at the Shelton Trail where the location will be renamed to the Wright Trail.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Chair Novak declared the meeting adjourned at 5:35 P.M.

Submitted by:

Approved by:

Camille Goritz,
Administrative Assistant III

Jeff Novak,
Community Trails Committee Chair



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 11, 2021

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Salvador Quintanilla, Associate Planner

SUBJECT: Community Trails Committee Orientation

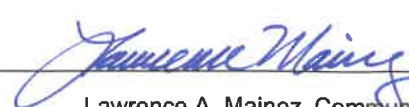
RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's presentation on the Roles and Responsibilities of the CTC.

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.

Staff will be conducting a brief orientation on the roles and responsibilities of the Community Trails Committee members. The orientation will also cover legal aspects of Community Members conduct, standards for conducting a public meeting and an overview of the Brown Act (Ralph M. Brown Act).

Attachment:

1. Highland Municipal Code, Chapter 2.32.050 (Community Trails Committee Powers and Duties)

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Mainez, Community Development Director	

2.32.050 Powers and duties.

A. The committee shall adopt rules of procedure for conducting its business as established by resolution of the city council and shall render all recommendations in writing to the city council with a duplicate copy to the community development director.

B. The duties of the committee shall include but are not limited to the following:

1. Work with the community development director and recommend priorities for public trails development, improvements, and maintenance for budget consideration and grant funding.
2. Encourage citizen involvement in the use, development and maintenance of trails.
3. Receive input from members of the public about public trails-related matters. (Ord. 440 § 5, 2019; Ord. 102 § 5, 1990)



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 11, 2021

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Salvador Quintanilla, Associate Planner

SUBJECT: Dennis Johnson Memorial

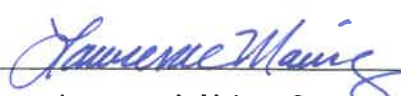
RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receive and file staff's presentation on the Dennis Johnson Memorial.

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.

CONSIDERATION: As the CTC is aware that on July 6, 2020, Community Trails Committee member Dennis Johnson passed away. Mr. Johnson will be remembered for being the first mayor of the City of Highland and being an instrumental part in the formation of the City of Highland. Therefore, family and friends of Dennis Johnson have been donating funds to the City in his honor to install a memorial in the City. The City received sufficient funds to install a 24" box Oak Tree, six-foot metal bench and a monument with a plaque. City staff have installed all the items. Please see Attachment No. 1 for the picture of the memorial.

Attachment:

1. Picture of the Dennis Johnson Memorial

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Lawrence A. Mainez, Community Development Director	







STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 11, 2021

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Salvador Quintanilla, Associate Planner

SUBJECT: Update on the Recreational Trails Program Grant (RTP)

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's presentation on the RTP Grant.

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.

Update Item:

- A. Recreational Trails Program Staff has submitted a grant application to the State of California Department of Parks and Recreation. The grant funding is for \$1.5 million. The City is proposing to use these funds to renovate the Natural Parkland Trail by constructing new erosion control methods, construct new trails, rehabilitate the existing trail, and provide connectivity with adjacent trails, and installation of new interpretive signs and environmental learning facilities.

Attachment:

1. Proposed Improvements to the Natural Parkland Trail

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Lawrence A. Mainez, Community Development Director	



Natural Parkland Trail Site Plan

