

CITY OF HIGHLAND SPECIAL MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

SPECIAL MEETING

March 14, 2024

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Erwin Fogerson, Chair

Richard Bowman, Vice Chair

Michael McMillan, Member

Brent Merideth, Member

Clayton Troxell, Member

STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Travis Trejo, Assistant Planner

Camille Duarte, 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 📠

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodation to include interpreters.

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 Planning Commission, 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: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on March 14, 2024 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the March 14, 2024 agenda, please identify the agenda item number in the subject line.

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

**COMMUNITY TRAILS COMMITTEE
SPECIAL MEETING AGENDA
March 14, 2024 - 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 March 14, 2024, 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 February 8, 2024 Regular Meeting.

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

BUSINESS ITEMS

2. 2024 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2024 Citrus Harvest Festival and discuss CTC booth activities.

3. 28th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's verbal presentation for the Community Trails Day Event.

ANNOUNCEMENTS

ADJOURN

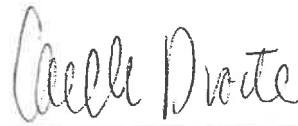
I, Camille Duarte, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 12th of March 2024 by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: March 12, 2024



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: March 14, 2024

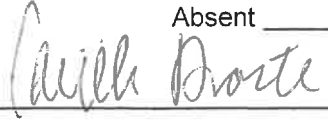
FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III ~~CO~~

SUBJECT: Minutes from the February 8, 2024 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>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

**COMMUNITY TRAILS COMMITTEE
REGULAR MEETING MINUTES
February 8, 2024**

CALL TO ORDER

The regular meeting of the Community Trails Committee of the City of Highland was called to order at 6:00 p.m. by Vice Chair Fogerson at the Donahue Council Chambers, 27215 Base Line, Highland, California.

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

Absent:	Member	Clayton Troxell
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Staff Present: Kim Stater, Assistant Community Development Director
Travis Trejo, Assistant Planner
Camille Duarte, Administrative Assistant III

Pledge of Allegiance led by Vice Chair Fogerson.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

Public Speaker Bob Hitchman stated Shelton Trail by the two green water towers where the sandbags are getting bad with the rain.

1. Election of Chair and Vice Chair

The Community Trails Committee elected Erwin Fogerson for Chair and Richard Bowman for Vice Chair. Motion carried, 4-0, with Member Troxell being absent.

CONSENT CALENDAR

1. Minutes from January 11, 2024 Special Meeting

A MOTION was made by Member McMillan, seconded by Member Bowman, to approve as submitted. Motion carried, 5-0.

BUSINESS ITEMS

1. Code of Ethics – Annual Review

The Community Trails Committee reviewed the current Code of Ethics.

2. 2024 Citrus Harvest Festival

Assistant Planner Trejo presented the staff report.

All members volunteered to help with the Citrus Harvest Festival scheduled March 30, 2024.

Assistant Planner Trejo stated I will have the flyers for this year's Trails Day to pass out to the residents. We also have some whistles that we will pass. Regarding the survey that was mentioned at our last meeting, does anyone have comments on that?

Member Merideth stated we could do a couple of different options. We can have it focused more on a holistic approach, more trails on the west side or the east side of City of Highland. We can also be more specific on expanding Plunge Creek or fixing Shelton Trail.

Assistant Planner Trejo stated we can have a comment sheet for residents to write down instead of conducting a survey. I think it would be a lot easier to do for the event.

Member Merideth stated absolutely.

Chair Fogerson stated we can have check boxes on the comment sheets to make it easier.

Member Merideth asked if we have left over money from the budget, could we get trails bars? That would help people who want to come to our booth.

Assistant Planner Trejo stated I will look into that.

3. 28th Annual Community Trails Day

Assistant Planner Trejo presented the staff report.

Member Merideth asked what do you mean by accessing Plunge Creek?

Assistant Planner Trejo stated we just need to make sure we have access to that area prior to the event.

Chair Fogerson stated it is owned by Flood Control.

Assistant Planner Trejo explained the next two routes that will be taken on Annual Trails Day.

Member Merideth stated the cross walk on Alta Vista can be dangerous because its very high speed. We should have additional signage since it really is not a crosswalk there.

Assistant Community Development Director Stater stated we can contact the Sheriff's Department to help with the event.

Member Merideth stated regarding the routes, I like loops better than out and backs.

Member McMillan stated I like the loop option as well. The grade on the other route is pretty steep. It might be difficult for some folks to walk down so maybe put a disclaimer before they take that route.

Assistant Planner Trejo stated I will check on that and provide my findings at the next meeting.

Member Merideth stated it sounds like we are going with the loop route and Aurantia Park route.

Assistant Planner Trejo stated yes. The budget is still \$1,200 and we will have the banner up about 2 weeks prior to the event.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Vice Chair Fogerson declared the meeting adjourned at 7:01 P.M.

Submitted by:

Approved by:

Camille Duarte,
Administrative Assistant III

Erwin Fogerson,
Community Trails Committee Chair



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: March 14, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner *TT*

SUBJECT: 2024 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members review tentative attendance time slots for the 2024 Citrus Harvest Festival and discuss CTC booth activities.

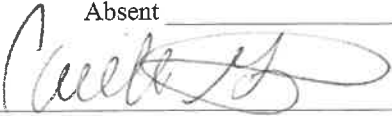
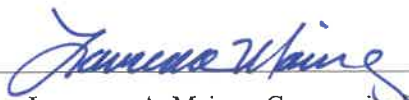
PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

BACKGROUND: The 2024 Citrus Harvest Festival is scheduled for March 30th. In previous years, members of the CTC have volunteered their time to represent the CTC at the booth and promote the Community Trails activities and resources (i.e., Trails Day Event, Mile Markers, and Adopt-A-Trail).

The event lasts approximately six hours (9:30 am – 3:30 pm) and will be divided into one (1) hour shifts. Staff will host the final hour and booth teardown. Please be prepared to review time slots to represent the CTC during the Citrus Harvest Festival.

We will be handing out flyers for promotion of this year's trails day, as well as whistles as done in previous years. A survey regarding missing trail links and opinions on future projects will be promoted. Additional activities will also be considered.

Time Slot	CTC Members/Staff	
9:30 am – 10:30 am	Staff/Richard Bowman	Booth Setup
10:30 am – 11:30 am	Richard Bowman	
11:30 am – 12:30 pm	Erwin Fogerson	
12:30 pm – 1:30 pm	Erwin Fogerson	
1:30 pm – 2:30 pm	Michael McMillan	
2:30 pm – 3:30 pm	Staff/Brent Meredith	Booth take down

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	



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: March 14, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner *TT*

SUBJECT: 28th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's presentation for the 2024 Community Trails Day Event.

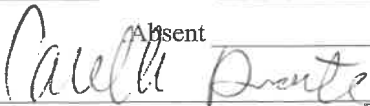
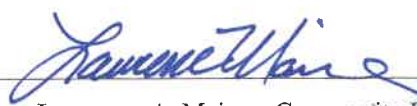
PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

BACKGROUND: Community Trails Day requires several months to coordinate. Early steps to ensure the event's success are choice of location, and the event date.

ANALYSIS: Staff recommends the Community Trails Committee (CTC) provide direction on the following items related to the 28th Annual Trails Day Event.

A. Trails Day Event Date

The 28th Annual Trails Day Event is to be held on Saturday, June 1st in conjunction with National Trails Day. The City Council is scheduled to approve the date and location at their hearing on March 12th. Staff anticipates setting up the sign up and display booth similar to last year's event. Staff is requesting the CTC provide further ideas and suggestions to make this years event as entertaining and informative as last year.

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	

B. Trails Day Event Location

Staff has determined, with input from the Community Trails Committee, that the 28th Annual Trails Day event will be held at Aurantia Park and will utilize the City's trails for the route. Trails day will feature multiple routes depending on which route each participant wants to take.

Route 1: Plunge Creek, Northfork Trail, and Natural Parkland Trail Loop



This loop option will take hikers up along Plunge Creek, along Northfork, to Natural Parkland Trail, and back down the same route. This loop is approximately 2.5 miles. A day pass encroachment permit will be submitted to San Bernardino Flood Control District for use of the portion along Plunge Creek for the first two routes.

Route 2: Plunge Creek, Northfork Trail, Red Hill Trail, and Aplin Trail Loop



This loop option will take hikers up along Plunge Creek, along Northfork, to Red Hill Trail, and down the Aplin Trail. This loop is approximately 2.5 miles. City staff have been informed on this route and have been given direction to make the north entry of Auranthia Park more accessible in anticipation of the event.

Route 3: Aurantia Park Loop



The final loop will utilize trails that are within Aurantia Park. It is a shorter hike, approximately a half mile. Hikers will be encouraged to do the route more than once and enjoy the park amenities as the longer routes make their way back from their routes.

C. Event Budget

The Adopted budget for fiscal year 2023-2024 allocates a total of \$1,200.00 for the Community Trails Day Event. The majority of the budget will be allocated to advertising in the local newspaper after attempts at free ad space, snacks and drinks for the event. The Street Banner will be installed along Base Line 1.5 – 2 weeks prior to the event.