

CITY OF HIGHLAND SPECIAL MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

SPECIAL MEETING

May 9, 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

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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 May 9, 2024 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the May 9, 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
May 9, 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 May 9, 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 March 14, 2024 Special Meeting.

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

BUSINESS ITEM

2. 28th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's verbal presentation regarding the Community Trails Committee and provide Staff with comments and / or recommendations as necessary.

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 2nd of May 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: May 2, 2024



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: May 9, 2024

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III *CD*

SUBJECT: Minutes from the March 14, 2024 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>Camille Duarte</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	

**COMMUNITY TRAILS COMMITTEE
REGULAR MEETING MINUTES
March 14, 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	Brent Merideth
Absent:	Member	Michael McMillan
	Member	Clayton Troxell
Staff Present:	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 on Shelton Trail someone lit the wooden bench on fire. There are motorcyclist problems, people have built an oval racetrack, and it has been there for a few years. There are also firepits, swings and couches. It is growing in size, and they are destroying the area.

CONSENT CALENDAR

1. Minutes from February 8, 2024 Special Meeting

A MOTION was made by Vice Chair Bowman, seconded by Member Merideth, to approve as submitted. Motion carried, 4-0, with Member McMillan and Member Troxell being absent.

BUSINESS ITEMS

1. 2024 Citrus Harvest Festival

Assistant Planner Trejo presented the staff report.

Assistant Planner Trejo presented the OQ code that will go directly to a survey for the residents to fill out at the festival. It will have a list of trails questions to answer, such as what trails they currently use, which trails need maintenance, or if they are aware of our trails and locations. This will help us improve our trails for the community and outreach.

All members agreed this survey was a great way to engage with the community and trails system.

Assistant Planner Trejo stated we will have flyers of our trails system and let the community know our upcoming Annual Trails Day, June 1, 2024.

2. 28th Annual Community Trails Day

Assistant Planner Trejo presented the staff report. City Council approved the Annual Trails Day for June 1, 2024. We are keeping the same route as we discussed at our last meeting.

All members discussed their concerns on the Alta Vista crosswalk. It was also discussed to have barricades or community patrol blocking that road.

Assistant Planner Trejo stated we will look into the opinions to make it safer for the community. We will also have the banner up on Base Line about 2 weeks prior to June 1, 2024.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Vice Chair Fogerson declared the meeting adjourned at 6:17 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: May 9, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: 28th Annual Community Trails Day

RECOMMENDATION: Staff recommend the Community Trails Committee (CTC) hear Staff's verbal presentation regarding the Community Trails Committee and provide Staff 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.

Background: 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.

Fiscal Impact: The 2023-2024 City Budget for Community Events "Trails Day" is \$1,200.00.

Event Staging Area Location:

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.

The event will be staged at Aurantia Park next to the gazebo adjacent to the playground area. This spot is central to the start/end points and is adjacent to a large grass area in case we want to incorporate any activities that warrant additional space. We will utilize

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	

funds to purchase light refreshments for the event. Waters bottles will be bought, other items to be discussed with the committee.

Advertisements and News Releases:

Staff has contacted the Southern California News Group (SCNG) who facilitates ads for The SB Sun, Redlands Daily Facts and other local newspapers. The representative from SCNG was not able to share which paper it would be published in until they were able to review the event flyer. Representative is still reviewing for exact fees.

In the past, the CTC directed staff to share the Trails Day event flyer with the local schools through the Peachjar flyer distribution platform. Pricing is based on the number of schools for flyer distribution. The cost to send 1 flyer to 1 school is \$25. Therefore 1 flyer to 2 schools is \$50 and so on. A decision will need to be made to decide the date the flyer should be shared, how many schools will be involved, and maximum budgeting amount, if any, to be allocated to this method of advertisement.

Street Banner has been confirmed to be going up over Base Line on May 28, 2024.

Event Flyer 8 1/2" X 11"

Additional flyers will be printed, upon request, for any Committee Members wishing to distribute to the public and businesses prior to the Trails Day Event. A copy of the proposed Flyer is found as Attachment 1.

The flyer will also be featured on the city's front desk, website home page and also on the local community event page.

Social media blasts will take place on Facebook and on the Nextdoor App.

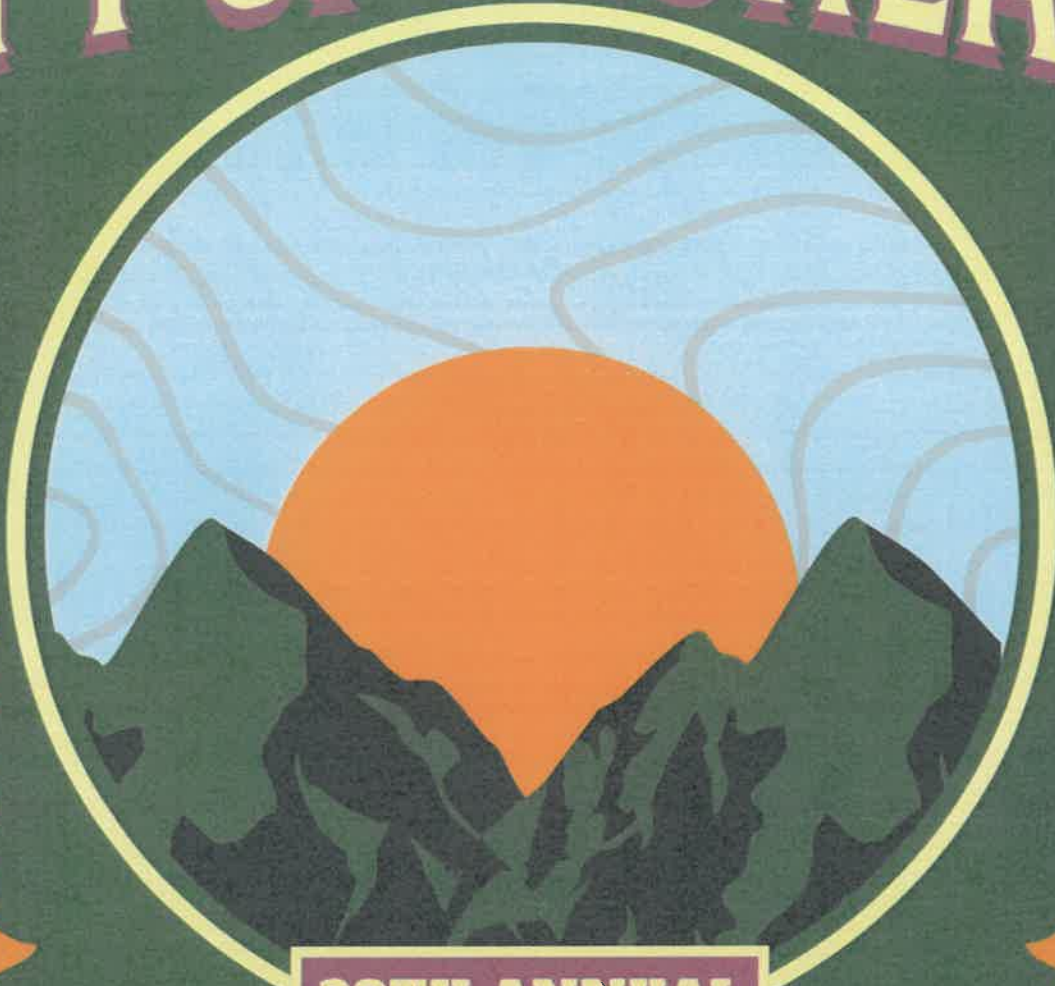
Staff will reach out to local businesses to ask if they would like to display flyer at their place of business.

Community Trails Day Event Scheduling:

- 7:00 am – 8:00 am: Event Set-up (put canopy, tables, materials, water station, organize parking);
- 8:00 am – 8:15 am: Event Registration (allow crowd to gather);
- 8:15 am – 8:25 am: Public Statements/Speeches regarding trail options, cautions and etiquette;
- 8:25 am: Begin self-guided hikes.

Attachment 1:

CITY OF HIGHLAND



28TH ANNUAL

COMMUNITY TRAILS DAY

Come and explore our City Trails with a choice of three (3) different routes.



For additional info visit
cityofhighland.org/314/trails
or call 909-864-6861 Ext 259



AURANTIA PARK JUNE 1, 2024 @ 8AM
29624 GREENSPOT RD HIGHLAND CA