

CITY OF HIGHLAND REGULAR MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

REGULAR MEETING

February 13, 2025

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

Vacant, 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 February 13, 2025 to publiccomment@cityofhighland.org. if you are submitting a public comment pertaining to an item on the February 13, 2025 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
REGULAR MEETING AGENDA
February 13, 2025 - 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 February 13, 2025, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

1. Election of Chair and Vice Chair

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

BUSINESS ITEMS

2. A verbal update by City Staff regarding the Natural Parkland Trail.

RECOMMENDATION: Staff recommends the Community Trails Committee hears and receives Staff's presentation and updates on the Natural Parkland Trail.

3. A verbal update by City Staff regarding the Highland/Redlands Regional Connector Project.

RECOMMENDATION: Staff recommends the Community Trails Committee hears and receives Staff's presentation and updates on the Highland/Redlands Regional Connector Project.

4. 2025 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2025 Citrus Harvest Festival and discuss CTC booth activities.

5. 29th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) select a date for the 2025 Community Trails Day Event for City Council approval.

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 7th of February 2025 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 7, 2025



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 13, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III

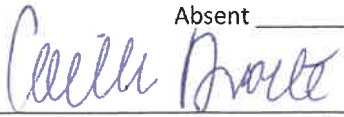
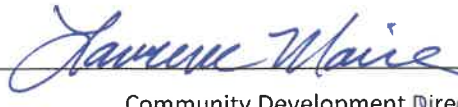
SUBJECT: Election of Chair and Vice Chair

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 current 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 _____		
			
Recording Secretary		Community Development Director	



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 13, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner *HT*

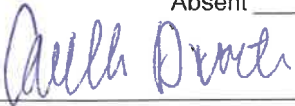
SUBJECT: A verbal update by City Staff regarding the Natural Parkland Trail.

RECOMMENDATION: Staff recommends the Community Trails Committee hears and receives Staff's presentation and updates on the Natural Parkland Trail.

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.

UPDATES & DISCUSSIONS:

Representatives from City of Highland's engineering department will attend the meeting to provide a brief overview of the Natural Parkland Trail conditions and project updates.

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: February 13, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner *HT*

SUBJECT: A verbal update by City Staff regarding the Highland/Redlands Regional Connector Project.

RECOMMENDATION: Staff recommends the Community Trails Committee hears and receives Staff's presentation and updates on the Highland/Redlands Regional Connector Project.

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.

UPDATES & DISCUSSIONS:

Representatives from City of Highland's engineering department will attend the meeting to provide a brief overview of the Highland/Redlands Regional Connector Project update.

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



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 13, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner *TT*

SUBJECT: 2025 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members confirm attendance time slots for the 2025 Citrus Harvest Festival and discuss CTC booth activities.

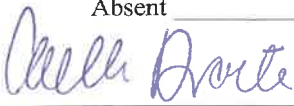
PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

BACKGROUND: The 2025 Citrus Harvest Festival is scheduled for March 29th. 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.

We will be handing out flyers from this year's annual Trails Day, and whistles as done in previous years. Additional activities will be considered.

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

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 13, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner *TT*

SUBJECT: 29th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) discuss this year's 29th Annual Community Trails Day.

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 the choice of location, and the event date.

ANALYSIS: Staff recommend the Community Trails Committee (CTC) provide directions on the following items related to the 29th Annual Trails Day Event.

A. City Council Approval

The 29th Annual Community Trails Day to be held on June 7st was approved by City Council on January 28, 2025.

B. Event Budget

The Adopted budget for fiscal year 2024-2025 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, snacks and drinks for the event. The Street Banner is still in good condition, and will be installed along Base Line, one (1) week prior to the event.

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

C. Trails Day Event Location

Staff will continue discussion on the location for this year's annual Trails Day. Potential locations have been decided as:

1. Natural Parkland Trail
2. East Valley Water District
3. City Creek Trail