CITY OF HIGHLAND
REGULAR MEETING OF THE
COMMUNITY TRAILS COMMITTEE
AGENDA

MEMBERS
Laura Beachtel, Vice Chair
Dan Bautista, Member
Dennis Johnson, Member
Jeff Novak, Member
Robert La Chausse, Member

STAFF
Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Salvador Quintanilla, Associate Planner
Angela Tafolla, Planning Technician II
Shannon Wisniewski, 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
COMMUNITY TRAILS COMMITTEE
REGULAR MEETING AGENDA
February 13, 2020
CITY OF HIGHLAND, CONFERENCE ROOM “C”
5:00 P.M.

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT

Citizens wanting to address the Community Trails Committee will be asked to give their name, address, and the subject to be addressed on a speaker form and return it to the Recording Secretary. Comments are limited to three minutes and are meant to be an opportunity to express one’s views and not to debate the issues.

ELECTION OF OFFICERS

- Nomination for a Chair
- Nomination for a Vice-Chair

AWARDS

1. Recognize Bob Hitchman, Adopt-A-Trail Program Participant
2. Recognize Laura Bechtel, for Service on the Community Trails Committee

CONSENT CALENDAR

3. Minutes from October 10, 2019 Regular Meeting
RECOMMENDATION: Staff recommends that the Community Trails Committee approve the minutes, as submitted.
BUSINESS ITEMS

4. **Overview of Discover Highland Event**
   
   **RECOMMENDATION:** That the Community Trails Committee (CTC) hear Staff’s presentation on feedback that was obtain from the Discover Highland event.

5. **26th Community Trails Day Trail**
   
   **RECOMMENDATION:** That the Community Trails Committee (CTC) have an open discussion with Staff regarding all aspects of the next Trails Day event.

6. **Updates on Past, Current and Future Projects**
   
   **RECOMMENDATION:** That the Community Trails Committee (CTC) hear Staff’s presentation on the following items and provide direction on actions to be taken or the setting of items for further discussion at a meeting of their choosing.
   
   A. Margaret Wright Memorial Bench
   B. Recreational Trails Program (Grant)
   C. Discussion/Future Agenda Items

ANNOUNCEMENTS

ADJOURN

I, Shannon Wisniewski, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 5th of February 2020, by 5:00 p.m. on our website at [www.cityofhighland.org](http://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

- February 5, 2020
- Date: March 5, 2020

Shannon Wisniewski, Administrative Assistant III
DATE: February 13, 2020

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Salvador Quintanilla, Associate Planner

SUBJECT: Election of Chair and Vice Chair

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

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: In accordance with Resolution No. 91-27, Section 3(b), the Community Trails Committee will annually meet to appoint a Chair and Vice Chair for this 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. ________

Denied _______ Ayes ________________________________

Continued _______ Noes ________________________________ File No. __________

Tabled _______ Abstain ________________________________

Absent ________________________________

[Signatures]
Recording Secretary

[Signature] Lawrence A. Mainez, Community Development Director

-4-
STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 13, 2020

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Shannon Wisniewski, Administrative Assistant III

SUBJECT: Minutes from the October 10, 2019 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.

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Recording Secretary

Community Development Director
MINUTES
COMMUNITY TRAILS COMMITTEE
REGULAR MEETING
October 10, 2019
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 Ellis in Conference Room C, 27215 Base Line, Highland, CA.

Present: Chair Joseph Ellis
         Vice Chair Laura Beachtel
         Member Jeff Novak

Absent: Member Dan Bautista
        Member Dennis Johnson

Staff Present: Lawrence Mainez, Community Development Director
              Ernie Wong, Public Works Director/City Engineer
              Nancy Stewart, Administrative Assistant III

The Pledge of Allegiance was led by Chair Ellis.

COMMUNITY INPUT

None

A MOTION was made by Vice Chair Beachtel, seconded by Member Novak, to add an agenda item to discuss a Trails Day event in November. Motion carried, 3-0, with Member Bautista and Member Johnson being absent.

CONSENT CALENDAR

1. Minutes from August 8, 2019 Regular Meeting

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

BUSINESS ITEMS

2. Margaret Wright Memorial Bench

   Community Development Director Mainez presented the staff report.

   Lisa McComber, Margaret Wright’s daughter, stated her desire to use the same bench style as was used for her father, Bud Wright. Her suggestion for the location of the bench was on the high road near the Kite Track placard on the Shelton Trail, now known
as the Wright Trail, near the survey marker for Base Line. Ms. McComber authorized the use of any remaining balance of funds from the Bud Wright bench to be used for Margaret's bench and trail signage.

3. **Highland Area Chamber of Commerce – Discover Highland Event Booth**

   Community Development Director Mainenz gave a presentation of the staff report.

   Discussion followed regarding a Trails booth, the role of new Associate Planner Quintanilla, recording public feedback and comments concerning maintenance issues, and promotion of the November event.

4. **November Event**

   Dates, times, locations and advertising for the event were discussed. A decision was made to hold a Take a Hike event on Saturday, November 23 from 8:00 to 9:00 a.m. Possible starting locations were discussed including the Albertson's shopping center parking lot and Canyon Oak Park. The group walk will travel along the City Creek Trail, showcasing the new City Creek Grant signs.

**ANNOUNCEMENTS**

   Volunteer Dinner, Thursday 10/17 at 5:30 p.m.
   Possibly moving Trails Meetings back to Council Chambers

**ADJOURN**

   There being no further business, Chair Ellis declared the meeting adjourned at 5:45 p.m.

Submitted by:

[Signature]

Shannon Wisniewski,
Administrative Assistant III

Approved by:

[Signature]

Joseph Ellis,
Community Trails Committee Chair
DATE: February 13, 2020
FROM: Lawrence A. Mainz, Community Development Director
PREPARED BY: Salvador Quintanilla, Associate Planner
SUBJECT: Overview on the 2019 Discover Highland Event
RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) provide staff feedback from the 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.

CONSIDERATION: As the CTC is aware the 2019 Highland Area Chamber of Commerce – Discover Highland Event was held on Saturday, November 16, 2019 at the Lowes’ parking lot. The event had games, exhibitions, booths with different vendors, local agencies, presentations, and music. The event attracted a great number of the patron that visited the different booths.

City Staff had six (6) booths that included the City’s Community Development Department (Planning Division, Code Enforcement Division, Building & Safety Division, and Economic Development/Housing). Staff displayed aerial maps, Adopt-A-Trail brochures, flyers for the “National Take a Hike Day” and multi-use trails maps.

During the event several patrons express to staff the following comments regarding the trails:

- Need have closer parking spaces to the main entrance of the trails,
- Need designated parking spaces for trails only,
- Need ADA parking spaces for the trails,
- The trails lack maintenance, specifically overgrown brushes, and
- Patrons informed staff that they did not know the City had a trails system.

Approved __________ Motion ________________ Second ________________ Agenda Item No. __________
Denied __________ Ayes ________________
Continued __________ Noes ________________ File No. __________
Tabled __________ Abstain ________________
Absent ________________
Staff would like feedback from the CTC regarding the comments from the community.
DATE: February 13, 2020

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Salvador Quintanilla, Associate Planner

SUBJECT: 26th Community Trails Day Budget and Locations of the Event.

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) have an open discussion with Staff regarding all aspects of the next 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: Planning the Community Trails Day event takes several months to coordinate. Selecting a date, time and location is paramount to afford staff ample time to plan and coordinate such an efficacious event.

The City of Highland annual 2020 Citrus Harvest Festival is scheduled for March 28, 2020. Typically, the trails day event has taken place a couple of week later.

ANALYSIS:

Staff is requesting the CTC provide direction on the date, time and location of the next Community Trails Day event. In the last five (5) years the City has held the Community Trails Day event at the following locations and with an event time of 8:00 a.m. to 11:00 a.m.:

- 2019 – Aplin Trail, Red Hill Trail, Northfork Trail, Shelton Trail, and Natural Parkland Trail (see attachment 1 for map), five (5) trails, total of 3.5 miles.

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Recording Secretary

Lawrence A. Mainez, City Planner
• 2018 – Borrow Pit Loop and Cone Camp Loop (see attachment 2 for map), two (2) trails, total of 3.8 miles.

• 2017 - Aplin Trail, Red Hill Trail Northfork Trail, Shelton Trail, and Natural Parkland Trail (see attachment 1 for map), five (5) trails, total of 3.5 miles.

• 2016 – Future Harmony Trail (see attachment 3 for map), three (3) trails, total of 5.25 miles.

• 2015 – Borrow Pit (see attachment 4 for map), one (1) trail, total of 2.8 miles

Staff would like feedback from the CTC if they want to use any of the above locations or select a new location for the Community Trails Day Event.

A. Event Activities:

Are there relevant activities to consider that can complement this event? The last two years we held a raffle, played games with community and provided participants with a wildflower guide of flowers to be found along the trail.

B. Outside Participants:

Are there groups or organizations that the CTC have in mind that we could invite to participate with our event?

C. Event Budget:

The adopted Budget for fiscal year 2019-2020 allocates a total of $1,000.00 for the Community Trails Day Event. The majority of the previous budget allocations went to advertising in the Highland Community Newspaper and the Citrus Harvest Festival program in the weeks before the event. Ad rates have not yet been established but are likely to be higher this year. As in years past we have relied on snack and drink donations from local merchants and will be doing the same this year.

D. Other Items:

Other items open for discussion.
ATTACHMENT 3
ATTACHMENT 4
DATE: February 13, 2020
FROM: Lawrence A. Mainez, Community Development Director
PREPARED BY: Salvador Quintanilla, Associate Planner
SUBJECT: Updates on Grants, Projects and Future Agenda Items
RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff’s presentation on the following items and provide direction on actions to be taken or the setting of items for further discussion at a meeting of their choosing.

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 Items:

A. Margaret Wright Memorial Bench

The City Council approved the acceptance of the donations to be applied for the installation of the Margaret Wright Memorial bench on November 26, 2019. Staff has been in contacts with the vendor of the bench and has been coordinating the installation with the Public Works Department.

B. 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, maintenance of the existing trails and installation of new interpretive signs.

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Recording Secretary

[Signature]

Lawrence A. Mainez, Community Development Director

[Signature]
C. Discussion/Future Agenda Items:  At this time staff is requesting the CTC to have a discussion on any future items that they would like to see at future meeting.