

**MINUTES
CITY COUNCIL REGULAR MEETING
FEBRUARY 8, 2022**

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Mayor Pro Tem Lilburn.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

REPORT FROM CLOSED SESSION

City Attorney Marroquin stated the City Council met in closed session pursuant to Government Code Section 54957.6 with no reportable action being taken, although direction was given to staff.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Solano, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – January 25, 2022 City Council Regular Meeting
Approved the Minutes as submitted.
3. Warrant Register
Approved Warrant Register No. 737 for February 8, 2022, in the amount of \$1,484,432.61 and Payroll of \$104,598.86.

4. Slope Easement Acceptance RRM Properties Ltd. – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)
 - 1) Accepted the Grant of Permanent Slope Easement from RRM Properties Ltd.; and
 - 2) Directed the City Clerk to record the Grant of Easement.

5. Request for a Special Event Permit (SEP-22-001) by the Redlands Bicycle Classic for its Annual Highland Circuit Bicycle Race on Wednesday, April 20, 2022
 - 1) Authorized the one-day Highland Circuit bicycle race as part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and
 - 2) Approved the Redlands Bicycle Classic request for co-sponsorship (waiving of City fees in the amount of approximately \$36,619.58).

CITY COUNCIL PUBLIC HEARING

6. Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2022-2023

Mayor McCallon stated he will open the public hearing for the allocation of the City of Highland's Community Development Block Grant Funds (CDBG). Staff will present information and that will be done by Assistant Community Development Director Kim Stater.

Mayor Pro Tem Lilburn stated she would like to abstain from this item [due to a conflict of interest]. She is going to leave the room because she is employed by one of the agencies that receives CDBG funding.

Mayor McCallon stated very good we will call you back when we are finished.

Assistant Community Development Director Stater stated thank you, Mayor and Members of the City Council. The County has provided the City's estimated CDBG allocation for the next fiscal year at \$443,917.00. The County has reviewed, on behalf of HUD, applications, and they are all available in the City of Highland. We received two construction and four public service that are eligible for funding and those six applications together totaled \$424,021. So, the City Council, if it may, fully fund all of the projects with the funding that we anticipate being available. As you are aware, maximum of 15% of our funds can be used towards public service, which again those applications were under that amount, and a minimum of 85% must be spent for construction improvement projects at \$377,330. The two construction or nonpublic service projects that we have are both city projects. The first is construction improvement along McKinley Avenue between 9th Street and Base Line for \$200,000 and the second for an enhanced code enforcement position that includes a code officer, administrative assistant, and a Community Development Director in the amount of \$159,271. For your review on page 10 and 11 of your staff report, it lists the individual projects, total requested and amount available. This would conclude her staff report.

Mayor McCallon stated very good, any questions of staff? This is a public hearing. Madam Clerk, do we have any written public comments?

City Clerk Hughes stated she has two.

City Clerk Hughes read public comment received from Michelle Williamson, President of Central Little League, in support of Central Little League.

City Clerk Hughes read public comment received from Diane Harvey, President of the Board of Directors for the Highland Senior Center, in support of the Highland Senior Center.

Latoya Courtney, Librarian II, spoke in support of the San Bernardino County Library.

Lindsey Cobaugh, Executive Director of the Highland YMCA, spoke in support of the Highland YMCA.

Susan Schellhammer spoke in support of the Highland YMCA.

Warren Paul spoke in support of the Highland YMCA.

Mayor McCallon asked is there anyone in the audience who has not spoken who would like to speak on this item? Madam Clerk have you had any public comment come over via email?

City Clerk Hughes stated we have not.

Mayor McCallon stated with that he will close the public hearing and bring it back to the Council for discussion and action.

Council Member Timmer stated he will start. We are very fortunate this year to have sufficient funding to cover all the requests. So rather than debate each one, he would think we would just move forward and honor the requests of all the six applicants. That would be his recommendation, we just we fund all the requests at the requested amount asked for.

Council Member Solano stated she will go ahead and second that. She does want to echo that too. It is a good day when we do not have to move around so many things and everything fits perfectly so she will go ahead and second that as well.

Mayor McCallon stated one of the items is that we have some reserve funds to hold on to.

Council Member Timmer stated yes, to hold them over, for other projects or needs.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to prioritize funding of FY 2022-2023 Community Development Block Grant applications in the following allocation amounts, Application Number HIGH22CN-001 Highland Neighborhood Revitalization – Code Enforcement in the amount of \$159,271, Application Number HIGH22CN-002 Highland Street Improvements in Target Areas including McKinley in the amount of \$200,000, Application Number HIGH22PS-004 Highland Adult Literacy Program in the amount of \$10,000, Application Number HIGH22PS-019 Highland Youth Recreation – Central Little League in the amount of \$16,000, Application Number HIGH22PS-033 Highland Senior Center Services and Programs in the amount of \$25,000, and Application Number HIGH22PS-040 Highland Family YMCA Scholarships in the amount of \$13,750, and also with reserve funds in the amount of \$19,896 to remain unallocated for use during the fiscal year for Construction Improvement Projects that may run over budget. Motion carried, 4-0, with Mayor Pro Tem Lilburn abstaining.

CITY COUNCIL LEGISLATIVE

7. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)

City Manager Hughes stated he just wanted to bring the Council up to speed on a few projects. First is Tippecanoe Avenue, there is going to be a road closure on Tippecanoe Avenue between 3rd Street and 6th Street from February 14 through February 25, essentially two weeks, in order to safely reconstruct the pavement. This is a joint pavement rehabilitation project with the County of San Bernardino with Highland as the lead agency. We are going to be putting out changeable message signs which will be posted on Tippecanoe Avenue south of 3rd and north of 6th to alert motorists of the upcoming road closure. Traffic will be diverted to Sterling Avenue to the east. Additionally, one lane in each direction will be open to traffic on Del Rosa Avenue between 5th and 6th Street. The contractor will personally reach out to all of the residents and businesses on Tippecanoe Avenue between 3rd and 6th Street to coordinate access during construction. The segment of roadway will only be open to emergency personnel, local residents, businesses, post office, waste haulers and delivery trucks during the two-week detour period. There were two applications recently submitted to the City's Planning Division for processing. The first is a design review application for the plotting and elevations related to forty-six single family detached homes to be constructed by MasterCraft Homes located on Base Line just east of Clubview Drive. A design review application for a contractor's yard with a 5,000 square foot office and garage building on a one-acre site located on Meines, just west of the Filipino Club and both of these projects will ultimately go before the Planning Commission. Request for Proposals (RFPs) for auditing services are due this week and the Finance Subcommittee will be conducting interviews in March, and the agreement will be brought forward to the City Council in April. For Volunteer Services, the Coronavirus Recovery Fund Business Grant, so far, we have had 172 to date. We have had 27 COVID Grocery Delivery Grant Program requests. We are still at two Mortgage Assistance applications and for illegal dumping work orders, it appears the multi-family bulky weekly collection has really started to pay

off. We used to average over 200 pickups or dump pickups a month, and in January it was 105. It cut it in half so it does appear that the new program is working. The Police Department from January 24 to February 6 responded to 1,486 calls for service, took 141 reports and made 50 arrests. The Fire Department for the month of January, had 718 calls for service, 633 of those were medical aids, 14 structure fires, 4 vegetation fires, and 14 vehicle fires.

8. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

None

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:29 p.m. in memory of Jay Brimmer, Richard Cardenas, Jeff Kennedy and Bunny Williams.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor