

**MINUTES
CITY COUNCIL REGULAR MEETING
FEBRUARY 9, 2021**

This meeting was conducted as a Videoconference/Zoom meeting in the Donahue Council Chambers, 27215 Base Line, Highland, California. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:01 p.m. by Mayor Lilburn.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Timmer
Absent: Solano

REPORT FROM CLOSED SESSION

City Attorney Marroquin stated the City Council met in closed session tonight pursuant to Government Code section 54956.9 (d)(4) with respect to one matter of potential litigation. In compliance with Government Code Section 54957.1 she is reporting the City Council provided direction to staff to intervene in an action and that the defendants and the particulars shall once formally commence to be disclosed to any person that so inquires about them. Mayor Lilburn, Mayor Pro Tem McCallon, Council Member Timmer, and Council Member Chavez all voted to support intervening in the action.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

City Clerk Hughes read public comment received from Jonathan Hawes regarding his concerns for the City of El Monte.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Chavez, to approve the consent calendar as submitted. Motion carried on a roll call vote, 4-0, with Council Member Solano being absent.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – January 26, 2021 City Council Regular Meeting
Approved the Minutes as submitted.

3. Warrant Register
Approved Warrant Register No. 717 for February 9, 2021, in the amount of \$1,472,613.09 and Payroll of \$106,648.98.
4. Notice of Completion – Bid No. 2020-02, “Fire Station #2 Roof Top Coat Over Existing Poly Foam Roof System” (Project No. 2020-02)
 1. Accepted Project No. 2020-02, “Fire Station #2 Roof Top Coat Over Existing Poly Foam Roof System” as complete;
 2. Authorized the Mayor to sign the Notice of Completion; and
 3. Directed the City Clerk to file the Notice of Completion.

CITY COUNCIL PUBLIC HEARING

5. Allocation of the City of Highland’s Community Development Block Grant Funds for Fiscal Year 2021-2022

Mayor Lilburn stated she will be recusing herself from participating in this matter. She is employed by the Highland Senior Center which is one of the applicants seeking funding for the CDBG funds and as such she has a financial conflict of interest in this matter. She will not be participating in this matter and she will now turn the meeting over to Mayor Pro Tem McCallon as she will be leaving the meeting completely.

Mayor Pro Tem McCallon opened the public hearing.

Assistant Community Development Director Stater stated the City’s allocation for the next fiscal year will be slightly greater than last year’s, we were anticipating receiving \$427,078. As you are aware the maximum of 15% of that may be used for public service projects for which the City has received four eligible applications and then a minimum of the remainder 85% must be utilized for construction improvement projects. The two projects within the construction category are City projects, one a continuing project for enhanced code enforcement for \$159,271 and one for the construction of pavement improvements on Cunningham Street from Ninth Street to Base Line in the amount of \$200,000. Available for public service projects is \$64,061. So, there is funding available to fund each of the applications in full. She would like to direct your attention to pages 12 and 13 of the staff report. Those are the tables that show all the eligible applications and the funding available for those. She would like to make a correction on page 13, the second project for Highland Family YMCA, there is a typo that it says the funding requested by the YMCA was \$15,000 that should be \$12,500. The \$15,000 was a carry-over from last year. That would also amend the total requested, which is the second line from the bottom, from \$65,000 to \$62,500. Each of the applicants in the public service category have provided letters to be read into the record and are available to answer any questions.

Mayor Pro Tem McCallon stated we will now hear from the four applicants who applied for public service grants. They will each make a brief statement and will be available to answer any questions posed by the Council. First, we will have San Bernardino County Library. He understands they have submitted a letter.

City Clerk Hughes read a letter from Latoya Courtney, Librarian, in support of the San Bernardino County Library.

City Clerk Hughes read a letter from Noraly in support of the Highland YMCA.

City Clerk Hughes read a letter from Olga and Onecimo Perez in support of the Highland YMCA.

City Clerk Hughes read a letter from Kristin Bustos in support of the Highland YMCA.

City Clerk Hughes read a letter from Rachel Fix in support of the Highland YMCA.

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

City Clerk Hughes read a letter from Michelle Williamson in support of the Central Little League.

City Clerk Hughes read a letter from Diane Harvey, Board of Directors President, in support of the Highland Senior Center.

City Clerk Hughes read a letter from Mae Lucero in support of the Highland Senior Center.

Mayor McCallon inquired if the Council has any questions of the applicants. Hearing none, he inquired if we have received any public comments on the agenda item.

City Clerk Hughes responded, we have not.

Mayor McCallon inquired if we have received any additional public comments during the public hearing.

City Clerk Hughes responded, we have not.

Mayor McCallon stated the public hearing is now closed and bring it back to Council for discussion and action.

Mayor McCallon stated this year we have an easier job. We have more money than we have requests.

Council Member Timmer stated it is a pleasure to look at more funding than we have requests. On construction account, what he would suggest is, are we allowed to roll over the extra money to one of the accounts or do we have to hold that in a separate account?

Assistant Community Development Director Stater stated we have an additional \$5,307. She would recommend we hold that in our unallocated funds and then that will give us more flexibility through the year to use on projects that require it. We have various street projects that are currently open and future projects that those could be used towards.

Council Member Timmer stated so we could not just roll it into the \$200,000 account.

Assistant Community Development Director Stater stated we could not because we do not show a need for it there at this time. If there is in the future and we hold it in unallocated funds we can then use it.

Council Member Timmer stated okay, then he moves we go ahead approve the two requests and the additional funds to be rolled over to future allocations.

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, to prioritize funding of FY 2021-2022 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH21CN-002 City of Highland Street Improvements Cunningham Street between 9th Street and Base Line in the amount of \$200,000 and LOG Number HIGH21CN-003 for City of Highland Enhanced Code Enforcement Officer in the amount of \$159,271. Motion carried, 3-0, with Mayor Lilburn abstaining and with Council Member Solano being absent.

Council Member Timmer stated just to clarify, since we have more funding than requests, we cannot reallocate that to an existing request, we must put it in a holder over account.

Assistant Community Development Director Stater stated correct, until we show a need for it.

Council Member Timmer stated he will move that we go ahead and allocate the funding to all four requests as submitted and the remainder amount to be put into a hold over account for future allocations.

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, to prioritize funding of FY 2021-2022 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH21PS-019 San Bernardino County Library in the amount of \$10,000, LOG Number HIGH21PS-027 Highland Family YMCA in the amount of \$15,000, LOG Number HIGH21PS-036 Highland Senior Center in the amount of \$25,000 and LOG Number HIGH21PS-049 Central Little League in the amount of \$15,000. Motion carried, 3-0, with Mayor Lilburn abstaining and Council Member Solano being absent.

Mayor Lilburn returned to the meeting.

CITY COUNCIL LEGISLATIVE

6. 2021/2022 Work Program

City Manager Hughes gave a brief review of the staff report.

City Clerk Hughes read a letter from Eric Ustation, Director of Local Intergovernmental Affairs, in support of the State Route 210/Victoria Avenue Interchange Project being a part of the 2021/2022 Work Program.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Chavez, to adopt the 2021/2022 Work Program. Motion carried on a roll call vote, 4-0, with Council Member Solano being absent.

7. Public Improvement Reimbursement Agreement between City of Highland and Lumar Devco IV, LLC, for Roadway Improvements at the Northeast Corner of Base Line and Buckeye Street

Assistant Public Works Director Bennett gave a brief review of the staff report.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Mayor Lilburn, to:

1. Approve the Public Improvement Reimbursement Agreement between City of Highland and Lumar Devco IV, LLC (Lumar) for roadway improvements at the northeast corner of Base Line and Buckeye Street; and
2. Authorize the Mayor to sign the Agreement. Motion carried on a roll call vote, 4-0, with Council Member Solano being absent.

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

City Manager Hughes stated he would like to give a couple brief updates. First, he wanted to give an update regarding COVID. Right now, county-wide there has been 279,000 confirmed cases, and in the City of Highland there has been 7,570 confirmed cases. There has been 2.3 million people tested in the County and there have been 58,000 Highland residents tested. There have been 2,142 deaths in the County and 57 have been Highland residents. Hospitalizations, the peak was 1,785 people hospitalized and we are down to 822 as of today. The ICU, the peak was 363 and we are now down to 203 people in ICU. Ventilators, the peak was 435 and we are down to 227 people still on ventilators. We are still solidly in the purple tier; the numbers are going down, and they are going down rather dramatically, but we are still in that purple tier level. The County is continuing its hotline at (909) 387-3911. Information regarding vaccinations can be found at www.sbcovid19.com and the County is still targeting residents over 65 years of age. It is his understanding there may be some tweaks being done in the near future. He has a conference call tomorrow with the CAO's office, and he will get some more information on that and how priorities may change. There is also the potential of changes to how the vaccines will be distributed in the State as well. He also wanted to bring you up to speed on a couple of projects. East Valley Water District's contractor is starting, what will be in total, 5 miles of new 30-inch recycled water line construction along 3rd Street between Central Avenue and Palm. Changeable message signs were placed on 3rd Street on February 5 to alert motorists of the lane closures. The work on this segment of 3rd Street is anticipated to be completed March 5. The 30-inch recycled water line alignment will be constructed from the Sterling National Resource Center along 6th Street to Central Avenue, Central Avenue to 3rd Street, 3rd Street back to 5th Street at Church Avenue and then along Greenspot Road to the Weaver Basin, which is a 50-acre site to be located on the southeast corner of Merris Street and Old Greenspot Road north of Abbey Way. The SR210 Interchange project is scheduled to shift the pedestrian walkway on Base Line to the north side, to accommodate work along the south side, beginning at the 76-gas station and continuing east across Base Line Bridge. K-Rail will be extended on the south side of Base Line, in front of the gas station, to eliminate the dedicated right turn lane at the eastbound onramp. Motorists traveling eastbound will enter the eastbound onramp from the number two lane and it will become a through and right turn lane. Bicyclists traveling eastbound on Base Line, across the bridge, will share the number two lane with motorists. The affected businesses have been notified and are aware of these traffic control changes. These adjustments will be implemented beginning February 19. Some Planning related issues; Nikko's Burgers, a prominent A frame building on the north side of Base Line suffered a fire a few months back. They submitted plans to rebuild and to expand the restaurant, keeping with its original character, and enlarging and modernizing the interior dining area. The Arco at Seine and Base Line has submitted plans to add a drive-thru car wash at the westerly side of the property. The plans are currently under review and the project will be scheduled for Planning Commission in coming months. The City's 6th Cycle Housing Element consultant has worked closely with staff over the last few months and have recently submitted the first draft of the housing element for staff review.

The 6th Cycle Housing Element is on track for approval in the fall. CGI Communications, who does promotional videos for the City, which we have on our website and they do free of charge, have been working with staff to update the videos. This has been occurring over the last few weeks and it will take approximately twelve more weeks for CGI and staff to complete the editing and approval process. Once this is done, the videos will be updated to the website. Some stats from the Fire Department. For the month of January, they have responded to 657 emergencies in the City, of which, 478 were medical emergencies. There were 38 traffic collisions, 14 structure fires, 2 vegetation fires, 8 vehicle fires and 2 hazardous material emergencies. There were also 28 public assists, 16 rubbish fires, 19 ringing alarms, 23 false alarms, and 29 miscellaneous calls. The Police Department, in the last 2 weeks, have responded to 1,698 calls, 66 reports and have made 103 arrests. The City is continuing our Senior Grocery Delivery Program. Anyone interested can contact City Hall and we will get them in touch with Public Services. There will be a Used Oil Filter Exchange and Recycling Event at Auto Zone on Saturday, March 6 from 9am to 2pm. Burrtec Waste, for the month of January, had 203 illegal dumping work orders.

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

None

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 7:15 p.m. in memory of John Taber, Robert McMurrich, and Salvador and Maxima Rios-Gonzales.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor