

**MINUTES
CITY COUNCIL REGULAR MEETING
OCTOBER 12, 2021**

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 Lilburn 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 Lilburn.

ROLL CALL

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

REPORT FROM CLOSED SESSION

No meeting.

SPECIAL PRESENTATIONS

The San Bernardino County Transportation Agency (SBCTA) gave a brief presentation regarding the Base Line Bridge at SR210 project.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

City Clerk Hughes stated no public comment was received via email.

Luis Ojeda spoke regarding his dissatisfaction in being able to reach elected officials, specifically Council Member Chavez.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, 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 – September 28, 2021 City Council Regular Meeting
Approved the Minutes as submitted.

3. Warrant Register
Approved Warrant Register No. 731 for October 12, 2021, in the amount of \$485,995.11 and Payroll of \$101,636.28.
4. Easement Acceptance 3rd Street Descansado LLC – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)
 - 1) Accepted the Grant of Easement for Road and Drainage Purposes from 3rd Street Descansado LLC; and
 - 2) Directed the City Clerk to record the Grant of Easement.
5. Wildland Protection Agreement (WPA) with the State of California
 - 1) Approved the WPA with the State for \$47,387.57; and
 - 2) Approved the following budget adjustment: Transfer \$10,440 from 029-2512 (Fire Dept-Fund Balance) to be expended from 029-2100-4568 (Contract Services-Fire Services).
6. Bid Rejection – Bid No. 2020-11 – “Asbestos Removal and Demolition of a Single-Family Residence and On-Site Improvements Located at 7433 Central Avenue
 - 1) Rejected all bids;
 - 2) Directed staff to revise the document to modify the project plans and specifications as necessary; and
 - 3) Re-advertise the project.
7. Declare Two (2) Seats Vacant on the Community Trails Committee
 - 1) Declared two (2) seats vacant on the Community Trails Committee; and
 - 2) Directed the City Clerk to advertise the vacancies on the Community Trails Committee.

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

8. Consideration of Proposals for the City’s Tow Rotation List Program Beginning January 1, 2022, and Ending December 31, 2023

Community Development Director Mainez gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to award Agreements to participate in the City’s Tow Rotation Program and to authorize the Mayor to execute the necessary agreements. Motion carried, 5-0.

9. DM Contracting, Inc., Contract Change Order – Federally Funded Safe Routes to School Projects (Project Nos. str11005 & str11006)

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to authorize contract change orders up to 12% of the original construction contract with DM Contracting, Inc. (DM), for the Federally Funded Safe Routes to School Projects. Motion carried, 5-0.

10. Contract Amendment No. 2 for Construction Management Services with TKE Engineering, Inc., for Federally Funded Safe Routes to School Projects (Project Nos. str11005 & str11006)

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to approve Contract Amendment No. 2 with TKE Engineering, Inc. (TKE), to provide additional construction management services for the Federally Funded Safe Routes to School Projects in an amount not-to-exceed \$36,475. Motion carried, 5-0.

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

City Manager Hughes stated just to bring Council up to date on a few things. First off, the the City's housing element, it was submitted to the State Housing and Community Development Department (HCD) for a cursory review back in August and concurrently it has also been released to the public for review and comments. HCD has requested a conference call with staff which will be held this Thursday, October 14 to discuss the status of the state's review. Comments from the general public are due on Monday, November 1. The Planning Commission will take action on the housing element in December, followed by the City Council in January. The City's draft safety element, which is required by law to be updated concurrently with the housing element, is scheduled to be reviewed by the State Board of Forestry on November 2. The safety element and company environmental justice element will be adopted at the same time as the housing element so it will track with the Planning Commission and the City Council. Beazer Homes has submitted a design review application, and this is related to their housing project that will be presented to the Planning Commission on November 2. It is a 54 single family detached housing development located on Santa Ana Canyon Road, north of Aurantia Park. Rexco, the developer for the San Carlo Townhome Apartments on Greenspot Road, has started to install utilities and they are framing for foundation and slabs. A film permit was submitted to use the City's Historic Iron Bridge and the new bridge on Greenspot Road to film a motorcycle commercial. This is referred to as Project X. The filming will take place on Thursday, October 21. Tying in with SBCTA, their transit committee is anticipated to approve a TDA Article 3 grant for the City in the amount of \$77,989

for the design and construction of a new sidewalk at the following locations, north of Base Line between La Praix and Catalpa Avenue, and it looks like there is 190 square foot section on Seine and another one on Messina. He guesses it is all around the Seine/Messina area. There will be a substantial road closure that will be taking place starting Monday, October 18 through Friday, November 5 on Greenspot Road. This has to do with DR Horton who is constructing on the Mediterra project so Greenspot Road will be closed during that time period, essentially from East Valley's west gate. There will just be emergency vehicle access only during this time period and detour signage is being erected. They will have signage out on Greenspot Road in both locations, but this will be a fairly long road closure, and we have sent out notifications to Fire, the Sheriff's Department, and to AMR. It is a long closure. For the month of September, the Highland Fire Department responded to 620 calls for service, there were 446 medical aids, 41 traffic collisions, 9 false alarms, 23 public assistances, 9 structure fires, 14 vegetation fires, and 3 vehicle fires. The Sheriff's Department from September 27 to October 10 responded to 1,629 calls for service, made 100 reports and 62 arrests. The Coronavirus Recovery Fund for businesses, that has been very successful. We have given out almost a half a million dollars in grants so far. We have received a total of 67 applications. The senior grocery delivery program, we had a meeting earlier today with the Finance Subcommittee and that will be opening up the grocery delivery program, not to only seniors, but to any person who makes the income requirements for those funds. The Emergency Mortgage Assistance program that the Council approved, we have not received any inquiries yet to date on that. We have been advertising in the weekly report, the City website, Facebook and on Next Door, but to date we have not received an application for those funds. Burrtec, for the month of September, they cleaned up 214 illegal dumps on public property.

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

Mayor Lilburn stated she just has a couple things. She had the opportunity to speak on behalf of the City of Highland and the City Council on what is going on in the City to the Highland Women's Club this past week. Also, she had the opportunity to attend the Salt and Light dinner at Immanuel Baptist. She wanted to say thank you for always recognizing the City of Highland. She also will be speaking on Monday to the San Manuel Youth generation on behalf of the City of Highland on what we are doing and how local politics work. She wants to remind everyone that on November 6, the Committee for the Veterans Day will be having an event at the Community Park and a memorial service for Dennis Johnson, our City's first Mayor, will also be held. She just wants to say thanks to everyone, she appreciates everyone's hard work.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:54 p.m. in memory of Dave Kinzle and Bob Edwards.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor