

**MINUTES OF THE
WEDNESDAY, MAY 7, 2025
REGULAR MEETING OF THE
MONTCLAIR COMMUNITY ACTIVITIES COMMISSION**

**MONTCLAIR CITY COUNCIL CHAMBERS
5111 BENITO STREET, MONTCLAIR, CALIFORNIA**

7:00 P.M.

CALL TO ORDER

Chairperson Escalante called the meeting to order at 7:00 p.m.

SALUTE TO THE FLAG

Commissioner Ferraro led those present in the salute to the flag.

ROLL CALL

Present: Chairperson Richard A. Escalante, Vice-Chairperson Rosa Rangel, Commissioners Darlene Ferraro, Hector Martinez, Laurie Milhiser, Arturo Padilla, Diane Wells and City Council Liaison Bill Ruh

Excused: City Council Liaison Corysa Martinez and Community Services Supervisor Jordi Ubaldo

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Recreation Coordinator, Community Angela Franco
Administrative Specialist Abigail Perales

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Vice-Chairperson Rangel made the motion to approve the minutes from the Community Activities Commission meeting on April 2, 2025. Commissioner Martinez seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter announced that the Commission received thank you letters from four agencies who received Community Benefits Funding. Letters from the following were circulated for CAC members to review:

- CEO Abby Pascua from AgingNext
- Director of Development Margo Walsh from OPARC
- Executive Director Michelle Cates from Project Sister Family Services
- President/CEO Paula Natale from VNACare

OLD BUSINESS

A. *Volunteer Recognition Program - Recap*

Chairperson Escalante led a conversation regarding the Volunteer Recognition Program held on Monday, April 21, 2025 at 6:00 p.m. in the Council Chambers, followed by a reception in the Senior Center.

Chairperson Escalante appreciates all the staff for making the event easy for all the Commissioners. He was able to greet most of the volunteers before they were recognized at the City Council meeting.

Commissioner Milhiser mentioned the significant improvements in the Volunteer Recognition Program and emphasized that all volunteers are equally recognized for their contributions.

Ms. Richter mentioned to the Commissioners that they did an amazing job at getting the donations for the goodie bags and the volunteers appreciated everything they received.

Vice-Chairperson Rangel informed the Commissioners that Sed Cocina is under new management and is temporarily closed. She expressed concern that the volunteers who received Sed Cocina gift cards may attempt to use them and find the restaurant temporarily unavailable. Only one volunteer was able to use their gift card prior to the closure. Vice-Chairperson Rangel did mention that Sed Cocina will reopen once all the city requirements have been met. Ms. Richter mentioned that it is the responsibility of the volunteers to check on Sed Cocina's reopening status, and clarified that the gift cards do not have expiration dates. For future events, Ms. Richter also informed the Commissioners that staff will begin tracking the gifts of each volunteer's goodie bag. Ms. Richter also suggested that Vice-Chairperson Rangel ask the restaurant owner to post a sign indicating the temporarily closure along with a contact number for inquiries regarding the gift cards.

Ms. Richter mentioned that thank you letters were sent to the gift basket donors on April 28, 2025.

City Council Liaison Bill Ruh expressed that the Volunteer Recognition Program was very well executed.

Chairperson Escalante mentioned that it was nice to see the Council Chamber filled with people.

Commissioner Milhiser recommends asking for donations once you purchase something from the business. She explains that for Logan's Candies she always offers to purchase, but they always work out a deal.

B. Memorial Day Program

The Memorial Day Program is scheduled to be held on Monday, May 26, 2025 at 6:00 p.m. in the Memorial Garden adjacent to City Hall.

Commissioners will distribute the stars that will be given to the Veteran's at the event. Ms. Richter read the wording on the star package and it says, "I am part of our American flag that has flown over the USA. I can no longer fly. The sun and winds caused me to become tattered and torn. Please carry me as a reminder that YOU are not forgotten."

Ms. Richter mentions that the CAC gifts the Montclair JROTC In-N-Out gift cards every year as a thank you for performing at the Memorial Day event.

Commissioner Padilla mentioned that the 300th Army Band will most likely have 8-9 band members performing at the Memorial Day event.

Event Outline/Assignments

- Chairperson Escalante will read the opening and closing statements for the Memorial Day Program.
- The Invocation will be given by Chaplain Joe McTarsney.
- Following the Invocation, the Montclair JROTC will present the colors and the flag.
- Next, Veteran Marine Mario Amado Monsibais will lead the Pledge of Allegiance. The 300th Army Band will then perform the National Anthem.
- Chairperson Escalante will introduce the Mayor, who will do a welcome and introduce the dignitaries in attendance. Dignitaries will have 3 minutes for their comments.
- Afterwards, the Band will play a patriotic song of their choice.
- At the conclusion of the patriotic song, we will have the unveiling of the new plaques on the Veteran's Memorial Wall and a brief biography of Harold C. Hein and Jeffrey H. Hein read by Commissioner Milhiser.
- Commissioner Ferraro will present the flowers to a family representative of the Hein Family.
- Chairperson Escalante will introduce Commissioner Ferraro and Commissioner Padilla who will read the names on the Veteran's Memorial Wall.
- The Band will play the Armed Forces Medley.
- The Stars will be distributed by Vice-Chairperson Rangel and Commissioner Wells.
- Chairperson Escalante will introduce Vice-Chairperson Rangel and Commissioner Wells who will read the names on the Remembrance Wall.
- Presentation of the wreath

- Commissioner Martinez will assist with the presentation of the Purple Heart City Designation. Mayor Dutrey will do the unveiling of the Purple Heart City Sign.
- The Band will play another Patriotic Song.
- Montclair High School Junior JROTC will do lowering of the flag/folding and the 300th Army Band will play “TAPS”.

Dignitaries

Ms. Richter informed the Commissioners that Congresswoman Norma Torres, Senator Susan Rubio’s representative, and Representative Sophia Cohen from the Office of Assembly Member Michelle Rodriguez will be attending.

Refreshments

Staff will be grilling the hot dogs and wrapping them for the refreshments served after the event. Chairperson Escalante volunteered to assist in the chip area, Commissioner Padilla volunteered to assist at the drink area, Commissioner Martinez volunteered to assist in the kitchen with the hotdog distribution, Vice-Chairperson Rangel and Commissioner Milhiser volunteered to help at the dessert station and cutting the cake, and Commissioners Ferraro and Wells and City Council Liaison Ruh volunteered to assist as needed.

Arrival Time

Ms. Richter asked that all Commissioners arrive at 4:00 p.m. to rehearse and greet attendees as they are arriving. The event starts at 6:00 p.m.

C. *Home Beautification Program*

A list of the previous three year’s winners was distributed to the Commissioners. Chairperson Escalante reminded the Commission of their assigned judging areas. Ms. Richter reminded Commissioners to submit their two nominations by Thursday, May 22, 2025. The judging caravan is scheduled to meet at 5:00 p.m. at the Senior Center on Wednesday, June 11, 2025. After the judging, Commissioners will meet at a local restaurant to discuss the homes that were viewed and select winners, and will have their end of the year dinner.

The homes chosen for the 2025 Home Beautification Program will be presented at the Monday, July 21, 2025 City Council Meeting.

Commissioner Milhiser mentions that it would be best to go to a restaurant in Montclair that supports the City. Commissioner Milhiser expresses that Lazy Dog has shown their support to the CAC by donating gift cards.

Chairperson Escalante agreed and comments that it may be too loud to discuss and tally the votes. Vice-Chairperson Rangel explains to the Commissioners that it is a week day, so the

restaurant might not be as loud. Ms. Richter also mentions that we need a place where we can plug in the computers to show the homes again to help with the tallying.

Commissioner Padilla suggests Gina's pizza and that it would be a good place to eat and do the tallying.

Commissioner Escalante suggests Olive Garden since it is quiet.

The top three choices for the dinner are:

- 1.) Lazy Dog
- 2.) Olive Garden
- 3.) Gina's Pizza

Staff will visit the restaurants and decide the best place to do the tallying for the Home Beautification Program.

NEW BUSINESS

None

ITEMS OF SPECIAL INTEREST

Human Services Staff Luncheon

Chairperson Escalante asked the Commission if they are interested in hosting a Human Services Staff Luncheon as they have in previous years. He also commended the Human Services staff for the hard work they do and the events they organize for the community.

Commissioner Padilla suggests that the CAC treat the staff with Gina's Pizza.

Chairperson Escalante would like to also prepare a slideshow of the staff.

The Human Services Staff Luncheon will be held on June 26, 2025 at 1:00 p.m. in the Senior Center. Ms. Richter suggested the Commission arrive at 12:30 p.m. for setup. She also expressed her appreciation towards the CAC for planning this event.

ADJOURNMENT

Chairperson Escalante adjourned the meeting at 7:43 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Abigail Perales". The signature is written in a cursive, flowing style.

Abigail Perales
Administrative Specialist