

**MINUTES OF THE
WEDNESDAY, APRIL 2, 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

Vice-Chairperson Rangel 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 Corysa Martinez and City Council Liaison Bill Ruh

Excused: Recreation Coordinator, Community Angela Franco

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Community Services Supervisor Jordi Ubaldo
Administrative Specialist Abigail Perales

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Milhiser made the motion to approve the minutes from the Community Activities Commission meeting on March 5, 2025. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

None

OLD BUSINESS

A. *Community Benefits Funding Program - Recap*

Ms. Richter mentioned that following the Community Benefits Funding Program hearing on March 5, 2025, staff prepared and submitted an agenda item for the March 17, 2025 City Council meeting to request approval of the Commission's funding allocation recommendations for the thirteen participating agencies. The Commission's recommendations were approved by the City Council, and staff is preparing payment requests to submit to the Finance Department. The checks are expected to be received by requesting agencies before the May meeting.

Chairperson Escalante asked if agencies ever express negativity over their award. Ms. Richter informed the Commissioners that the agencies are typically appreciative with what they are awarded and some agencies send us thank you letters in the months following the Community Benefits Hearing.

B. *Volunteer Recognition Program*

The Volunteer Recognition Program is scheduled to be held at the City Council meeting on Monday, April 21, 2025 at 7:00 p.m. It will begin with a pre-reception at the Montclair Senior Center, followed by the Volunteer Recognition Program at the Council Chambers, and will conclude with a post reception at the Senior Center. Invitations have been sent to all the nominees and the agencies who nominated the individuals. There will be reserved seating for all 15 volunteers, their agency representative, and their guests. The dignitaries who will be presenting the certificates of recognition are Congresswoman Norma Torres and her Representative Sophia Siqueiros, Representative Neha Upadhyaya from the Office of Senator Susan Rubio, District Director Roxanna Garcia from the Office of Assemblymember Michelle Rodriguez, and Representative Ruby Long from the Office of County Supervisor Curt Hagman.

Ms. Richter informed the Commission that the following donations for the volunteer's gift bags were received:

- Stater Brothers – one \$25 gift card
- Main Event – fifteen “one free hour of bowling” gift cards
- Lazy Dog – four \$25 gift cards and one \$75 gift card
- Delightful Paradise Nutrition – nine Buy 1 Smoothie & Get 1 50% off gift cards and six Buy 1 Protein Shake & Get 1 Energy Tea gift cards
- Paradise Buffet – ten \$15 gift cards
- La Poblanita - three \$25 gift cards
- Polas Mariscos – two \$25 gift cards
- SED Cocina – one \$20 gift card and two \$25
- Commissioner Ferraro – five \$10 gift cards for Stater Brothers

- Commissioner Wells – two \$5 gift cards and one \$10 gift card for Target, two \$5 gift cards for Starbucks, fifteen \$10 gift cards for Stater Brothers, and three \$25 gift cards for American Express

Commissioner Milhiser shared that Logan's Candies will donate a bag of chocolates for each volunteer. Commissioner Milhiser will follow-up with Logan's Candies to let them know if she can receive the donations by April 16, 2025. Commissioner Padilla mentioned that Los Portales committed to send 8-10 gift certificates. Ms. Richter shared staff has not received donations yet from Los Portales and Commissioner Padilla offered to follow-up with them. Chairperson Escalante mentioned that Applebee's was going to send a package. Ms. Richter shared staff has not received donations from Applebee's and Chairperson Escalante offered to follow-up with them. Commissioner Martinez reached out to Aquarium of the Pacific and they are willing to donate. Ms. Perales will assist in preparing a donation letter and envelope for Commissioner Martinez to share with Aquarium of the Pacific.

Ms. Richter requested any donations to be delivered to staff by April 16 or April 17, 2025 so staff has ample time to prepare the gift bags.

Mr. Ubaldo shared details on the reception. Decorations include a red carpet, star cutouts, and balloons. Refreshments include pinwheel sandwiches, cheese platters, crackers, vegetable tray, strawberries, sparkling cider, bottled water, a gold-star cake for dessert. Staff is still working on finalizing the RSVP list, but Mr. Ubaldo anticipates over 30 people in attendance. Staff is working on the final touches to the program and script. Mr. Ubaldo will connect with the Commission on the day of the presentation to assign placements, such as greeters, check-in, refreshments, and cake serving.

Chairperson Escalante volunteered to read the script. Staff will follow-up with him to schedule a practice session.

Ms. Richter informed the Commission that Mayor John Dutrey will not be attending the City Council meeting on April 21, 2025 and Mayor Pro Tem Corysa Martinez will be leading the meeting.

C. 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. The following updates were shared.

Memorial Wall Plaques Update

Mr. Ubaldo informed the Commissioners that two plaques for Harold C. Hein and Jeffery H. Hein were purchased. Ms. Richter mentioned that the deadline to accept the Memorial Wall Plaque applications was February 21, but this application was accepted past the deadline since there is still time to have the plaques prepared and include in the event. Harold C. Hein was born on March 2, 1917 and passed away on March 4, 1979. He served as a Private First Class in the United States Army during World War II. Jeffery H. Hein was born on August 10, 1950 and

passed away on February 7, 2020. He held the rank of E-4 in the United States Navy and served during the Vietnam War. Both were Montclair residents.

Dignitaries

Mr. Ubaldo informed the Commissioners that the following will be attending: Congresswoman Norma Torres and her representative, Representative Neha Upadhyaya from the Office of Senator Susan Rubio, and Representative Sophia Cohen from the Office of Assembly Member Michelle Rodriguez. Supervisor Curt Hagman's attendance is still to be confirmed, but the event has been added to his calendar.

Poem/Betsy Ross/Purple Heart City Designation

Ms. Richter informed the Commissioners that the Betsy Ross presentation and poem will be omitted to help keep the program on time. The program is still set to feature the dedication of two new plaques, the unveiling of the Purple Heart City sign, and the reading of the names on the wall. Ms. Richter offered the Commission the option to include a brief poem.

Mr. Ubaldo will work on confirming attendance from a Purple Heart City representative.

Review Updated Program Outline

The Commission received a revised program outline to review.

Ms. Richter presented the revised outline as follows:

- 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.
 - Congresswoman Norma Torres, Representative Neha Upadhyaya from the Office of Senator Susan Rubio, Representative Sophia Cohen from the Office of Assembly Member Michelle Rodriguez will speak. The dignitary representatives will each have 3 minutes for their comments. The Council Members will also have an opportunity to speak when introduced.
- 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 Jefferey H. Hein read by Chairperson Escalante.
- Chairperson Escalante will introduce Commissioner Ferraro and Commissioner Padilla who will read the names on the Veteran's Memorial Wall and Commissioner Milhiser who will unveil and dedicate the additional names to the Veteran's Memorial Wall.

- Commissioner Ferraro will present the flowers to a family representative of the Hein Family.
- 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.
- 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 a Patriotic Song.
- Montclair High School Junior JROTC will do lowering of the flag/folding and the 300th Army Band will play "TAPS".

Mr. Ubaldo also shared that he has confirmed with the parents of Veteran Marine Mario Amado Monsibais of his participation to lead the Pledge of Allegiance. Ms. Richter reminded the Commission that the Mayor's wife, Anne Dutrey, will be available to lead the Pledge of Allegiance, if needed. Mr. Ubaldo will be confirming with the Purple Heart City representative to make sure they will be attending the event. He mentioned that we are working with our Public Works team to make sure that any maintenance needed for the Memorial Garden is up to date. The public has been informed about the Memorial Day event through social media posts.

Mr. Ubaldo mentioned that he still needs to order the stars, which will be distributed to the veterans during the event and will place the order by the end of the week.

NEW BUSINESS

A. Home Beautification Program

Chairperson Escalante introduced a discussion regarding the 2025 Home Beautification Program. Ms. Richter distributed area maps with assigned sections to the Commissioners. A list of the previous three year's winners will be distributed at the next meeting.

Commissioners are requested to nominate two homes in each of their assigned areas; one drought tolerant home and one traditional home. Commissioners are requested to submit their nominations in person or by mail no later than Thursday, May 22, 2025. All nominations will be given to the Community Development Department for review, and they will also nominate homes that have made improvements over the past year. All nominated homes will be judged on Wednesday, June 11, 2025. The judging caravan is tentatively scheduled to meet at 5:30 p.m. in the Senior Center on Wednesday, June 11, 2025, followed by the CAC's end of the year dinner. The winning homes chosen for the 2025 Home Beautification Program will be presented at the Monday, July 21, 2025 City Council Meeting. Commissioners are encouraged to attend, and a member will be asked to read the presentation script.

Commissioners will decide on the end-of-year dinner at the next meeting.

ITEMS OF SPECIAL INTEREST

The Easter Eggstravaganza event is scheduled to take place on Saturday, April 19, 2025 from 9:00 a.m. – 11:00 a.m. at Alma Hofman Park with photos with the Easter Bunny and pancake breakfast in the Community Center and outdoor activities in the park. Commissioners are welcomed and asked to meet at 8:30 a.m. at the Montclair Community Center, so they can be assigned to their stations. Chairperson Escalante, Vice-Chairperson Rangel, Commissioners Ferraro, Martinez, and Wells will in attendance. Commissioner Milhiser will not be in attendance.

ADJOURNMENT

Chairperson Escalante adjourned the meeting at 7:36 p.m.

Respectfully submitted,

Abigail Perales
Administrative Specialist