

**MINUTES OF THE
WEDNESDAY, APRIL 7, 2021
REGULAR MEETING OF THE
MONTCLAIR COMMUNITY ACTIVITIES COMMISSION**

**TELECONFERENCE
7:00 P.M.**

CALL TO ORDER

Chairperson Padilla called the meeting to order at 7:03 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

Present: Chairperson Arturo Padilla, Vice-Chairperson Richard Escalante, Commissioners Darlene Ferraro, Edwin Hernandez, Laurie Milhiser, Diane Wells, and City Council Liaisons Bill Ruh and Corysa Martinez

Excused: None

Also Present: Director of Human Services Marcia Richter
Administrative Specialist Renee Walker
Senior Recreation Specialist Mayra Cano
Information Technology Specialist Edmund Garcia

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 3, 2021. Commissioner Ferraro seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter stated that at the City Council Meeting on Monday, April 5, 2021, City Clerk Andrea Phillips announced that Chairperson Padilla, Commissioner Hernandez, and Commissioner Wells' terms on the Commission are ending, resulting in three vacancies. The City Clerk sent information to the three Commissioners in regards to applying for another term on the Commission. Applications for a three year term that will end on June 30, 2021 will be accepted in the City Clerk's Office from Monday, April 5, 2021, until Tuesday, May 4, 2021 at 5:30 p.m.

OLD BUSINESS

A. *Community Benefits Funding Program*

Following the Community Benefits Funding Program hearing on March 3, 2021, staff prepared an agenda item and submitted it to the City Council at the March 15, 2021 meeting to request approval of the Commission's funding allocation recommendations for the twelve participating agencies. The Commission's recommendations were approved by the City Council, so staff submitted payment requests to the Finance Department. The checks were received this week and will be mailed out tomorrow. Each agency should receive their check in the mail next week.

B. *Easter Eggstravaganza*

The 2021 Easter Eggstravaganza drive-thru event was held on Saturday, April 3, 2021 from 9:00 a.m. – 11:00 a.m. at the Montclair Civic Center in Parking Lot B off of Fremont Avenue.

The Ontario-Montclair Kiwanis Club offered a pancake breakfast in to-go containers for \$3 and the Women's Club of Montclair donated 5,000 Easter eggs; approximately 150 Easter eggs featured a special ticket for a prize. Additionally, children twelve years old and under who attended the event were entered into a drawing to win a large Easter basket; four Easter baskets were given away as prizes for the opportunity drawing.

Chairperson Padilla, Vice-Chairperson Escalante, and Commissioners Ferraro, Hernandez, Milhiser, Rangel and Wells, as well as Council Liaisons Ruh and Martinez attended the event.

Ms. Richter estimates that over 200 cars drove through the event and that there were between 800 and 1,000 guests in attendance. She added that the Kiwanis Club served approximately 300 breakfasts that morning.

Chairperson Padilla stated that it was exciting to see the children's happy faces while passing out Easter eggs and other treats. He also liked the cardboard cutouts used to decorate the parking lot for the event; he praised staff members by saying that the designs were innovative and City Council Liaison Ruh noted that he also received many comments. Commissioner Milhiser agreed that the event was great despite having to modify it due to the pandemic. City Council Liaison Martinez added that she thought the event was wonderful and said she especially enjoyed the handmade decorations and the live bunnies. Commissioner Rangel commented that the music at the event was also great. She said she enjoyed the positive, upbeat music that seemed to energize staff members and volunteers while they passed out Easter eggs and treats.

C. *Volunteer of the Year*

Ms. Richter announced that in-person City Council meetings will begin taking place in May with safety protocols in place. She noted that the Volunteer of the Year Program could be held during the second City Council meeting in May, but there are fifteen nominees and approximately fifteen nominators that would be in attendance, which would lead to a large and unsafe gathering when combined with those already in attendance for the City Council

meeting. Ms. Richter suggested hosting a separate event on Wednesday, May 19, 2021 in the Community Center to honor those nominated for the 2020 Volunteer of the Year Program. She added that a reception will not be held and group pictures will not be taken during the event, but said that each nominee will still receive a goody bag and individual recognition for their volunteerism. Commissioner Milhiser agreed that last year's nominees deserve to be honored. Ms. Richter added that most of the prizes donated for last year's event have expired; there are only a few remaining prizes available for the goody bags. City Council Liaison Ruh volunteered to donate one \$10 Target gift card for each of the fifteen nominees. Chairperson Padilla stated that he will contact Jessica Chandler from Starbucks regarding a donation for the program and Commissioner Milhiser said she will reach out to her contact at Logan's Candies to request a donation for the event. Ms. Richter commented that it would also be nice to have free meals or restaurant gift cards donated to include in the goody bags. She stated that she may have a Los Portales gift card to donate, but encouraged Commissioners to reach out to local restaurants regarding donations for the event. Ms. Walker will prepare donation request letters for Chairperson Padilla and Commissioner Milhiser to take to the businesses when they visit.

D. Memorial Day Program

The Memorial Day Program was tentatively scheduled to be held on Monday, May 31, 2021 at 6:00 p.m. in the Memorial Garden adjacent to City Hall, however, the Memorial Garden is still under construction and will not be completed by Memorial Day. The 2021 Memorial Day Program will be another virtual event. Ms. Richter stated that staff will record footage for the program on Tuesday, May 11, 2021 from 4:00 p.m. – 5:30 p.m.

Pledge of Allegiance

Ms. Cano confirmed that recent Military Banner recipient John Paul Pulido will lead the Pledge of Allegiance during the Memorial Day Program.

Plaques

Applications for Memorial Wall plaques will not be accepted this year and the application will not be available in the 2021 Winter/Spring brochure or on the City website. One Memorial Wall plaque was purchased last year and was supposed to be presented during this year's program, but no plaques will be presented this year.

Entertainment

Ms. Richter informed the Commission that the Information Technology Department said there is no copyright issue with incorporating previously recorded performance footage or an audio recording of the Barbershop Quartet and the Montclair Walkers Choral Group from a past Memorial Day Ceremony in to the virtual Memorial Day Program video.

Poem

At the March CAC meeting, the Commission decided to recite the poem titled “Memorial Day Poem” by Edgar A. Guest during the Memorial Day Program.

The selected poem has four stanzas and the Commissioners agreed to divide the poem evenly by reading four lines from each stanza. City Council Liaison Ruh will introduce the poem during the program and will read the first four lines, followed by Commissioner Wells, Commissioner Rangel, Commissioner Hernandez, Commissioner Ferraro, Vice-Chairperson Escalante, Commissioner Milhiser, then close with Chairperson Padilla.

Program Outline

Vice-Chairperson Escalante volunteered to read the opening and closing statements for the Memorial Day Program. Police Chaplain Vicki Brobeck accepted the invitation from the Commission to provide the invocation this year. The audio recording of former Recreation Leader Briana Chavez singing the National Anthem for last year’s virtual Memorial Day Program will be used this year. City Council Liaison Ruh will introduce the poem titled “Memorial Day Poem” by Edgar A. Guest and he will recite the first four lines of the poem.

NEW BUSINESS

A. Home Beautification Program

Maps with randomly assigned judging areas will be distributed to each Commissioner in the May agenda packet. Commissioners will not be assigned a judging area in their own neighborhood.

Commissioners are asked to nominate two homes in their assigned area; one traditional home and one drought tolerant home. Commissioners are asked to submit their two nominations by Memorial Day on Monday, May 31, 2021.

Once all nominations are received, Commissioners will receive a judging packet that includes a large map with all nominated homes marked and numbered, a packet of pictures showing each nomination with their address and assigned number, and a judging score sheet listing each nomination by address and number. Commissioners are asked to drive around to view each home and give it a rating between 1 and 10 (10 being the highest). Commissioners are asked to submit their judging score sheets by Monday, June 14, 2021.

If COVID-19 restrictions permit an in-person presentation for the Home Beautification Awards, Commissioners are asked to save the date for the award presentation scheduled on Monday, July 19, 2021 at 7:00 p.m. in the City Council Chambers.

ITEMS OF SPECIAL INTEREST

Ms. Richter reminded Chairperson Padilla, Commissioner Hernandez, and Commissioner Wells to reapply for the Community Activities Commission by Tuesday, May 4, 2021 at 5:30 p.m. if they would like the opportunity to serve another term on the Commission.

Ms. Richter also announced that the next CAC meeting will take place in-person on May 5, 2021 at 7:00 p.m. in the City Council Chambers.

ADJOURNMENT

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

Respectfully submitted,

A handwritten signature in black ink that reads "R Walker". The signature is written in a cursive, flowing style.

Renee Walker
Administrative Specialist