

**MINUTES OF THE  
WEDNESDAY, APRIL 6, 2022  
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 Wells called the meeting to order at 7:00 p.m.

**SALUTE TO THE FLAG**

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

**ROLL CALL**

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

**Excused:** Commissioner Alex Hernandez

**Also Present:** Director of Human Services Marcia Richter  
Human Services Specialist Adriana Navarrete-Campos  
Human Services Temporary Assistant Karina Romero

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

Commissioner Padilla made the motion to approve the minutes from the Community Activities Commission meeting on March 2, 2022. Vice-Chairperson Escalante seconded the motion and it was carried unanimously to approve the minutes.

**ORAL AND WRITTEN COMMUNICATIONS**

None

## **OLD BUSINESS**

### **A. *Community Benefits Funding Program***

Following the Community Benefits Funding Program hearing on March 2, 2022, staff prepared and submitted an agenda item for the March 21, 2022 City Council 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, 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. *Military Banner Program- Recap***

Chairperson Wells shared that on March 14, 2022 she, Mayor John Dutrey, Ms. Richter, and Ms. Navarrete presented two military banners to those who were honorably discharged. One was presented to the family of Daniel Flick, Marines, and the second to Oscar Pedroza, US Army. Ms. Richter asked Oscar Pedroza if he would lead the Pledge of Allegiance at the Memorial Day Program event and he agreed to participate. Photos from the presentations will be included in the City Manager's Monthly report.

Ms. Richter shared all twenty-seven banners were ordered and have been received by the Public Works Department. They will begin posting them on designated poles throughout Montclair over the next few weeks and plan to finish on April 22, 2022. The hope was to have the banners posted earlier, however it took a little longer to receive approvals from the proofs that were sent out to recipients, and Dekra-Lite's printer malfunctioned which caused a few days of delay.

Out of the twenty-seven military banners that were ordered, two were for new residents that recently entered the military, two are replacing the "All Veterans" banners, and the others were part of the 3 year "no fade warranty".

### **C. *Easter Eggstravaganza***

The 2022 Easter Eggstravaganza event is scheduled to take place on Saturday, April 16, 2022 from 9:00 a.m. – 11:00 a.m. at Alma Hofman Park.

The Ontario-Montclair Kiwanis Club will be offering a pancake breakfast in to-go containers for \$3, while supplies last. Photos with the Easter Bunny will be held indoors and the rest of the event will be outdoors. The event will have games, free candy-filled Easter eggs and treats for children ages 12 and under (while supplies last), and prize eggs and an opportunity drawing for a large Easter Basket for children ages 12 and under. This year we will also be adding an inflatable obstacle course for the children to play on outside.

Vice-Chairperson Escalante and Commissioner Padilla will be assisting with photos at the Easter Bunny station. Commissioner Ferraro will help selling tickets for photos. City Council Liaison Bill Ruh, Chairperson Wells and Commissioner Rangel volunteered to help in any way needed.

Commissioners were asked to arrive at the event by 8:30 a.m. so they can be assigned to their stations.

Vice-Chairperson Escalante suggested using SD cards that automatically send photos to the computer without a cable extension to help expedite the photo printing area. Ms. Richter will follow up with the IT department regarding his suggestions.

#### **D. Memorial Day Program**

The Memorial Day Program is scheduled to be held on Monday, May 30, 2022 at 6:00 p.m. in the Memorial Garden adjacent to City Hall.

##### **Memorial Wall Plaques**

Ms. Richter has confirmed that six plaques have been ordered. Four of the six have gone through the proofing process. All should be in a final order next week. The new plaques will honor Leonard Paulitz, Oscar Colley, Louis Fondario, John Mendez, Donald Vodvarka, and Rudy Gomez. With all the new plaques this year, a larger attendance is expected.

##### **Entertainment**

The Band of the California Battalion is confirmed to perform at the event. The Director will be visiting us this Friday to meet with staff and discuss logistics for the event. After the outdoor portion of the program is completed, the band will move to the Senior Center to play during the refreshments. The band is contracted for an hour but understand it may go over the allocated time.

##### **Refreshments**

Ms. Richter suggested that since the Senior Center will re-open on May 2, 2022, we could serve refreshments as was done in years before the pandemic, such as hot dogs, chips, cake, cookies, bottled water, and lemonade.

Commissioner Milhiser and Rangel suggested serving either cookies or cake. Chairperson Wells led a vote and cookies won the majority vote.

##### **Dignitaries**

Ms. Richter announced the Dignitaries have been sent a Save the Date notice and staff will be sending them a final letter of invitation this month.

##### **Pledge of Allegiance**

Veteran Oscar Pedroza will lead the Pledge of Allegiance during the Memorial Day Program.

##### **Poem**

Commissioner Milhiser suggested reciting the poem "I Came To Visit You Today" by Shauna Ruud during the Memorial Day Program. Vice-Chairperson Escalante mentioned that most

people confuse Veterans Day and Memorial Day and liked the poem by Shauna Ruud because it emphasizes Memorial Day. City Council Liaison Ruh agreed. Chairperson Wells led the Commission in a vote, and the Commission decided to recite the poem by Shauna Ruud.

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. Commissioner Padilla will read the first four lines, followed by Commissioner Ferraro, Vice-Chairperson Escalante and then close with Chairperson Wells.

### **Event Outline/Assignments**

Ms. Richter presented the Commission with a brief event outline.

Chairperson Wells will read the opening and closing statements for the Memorial Day Program. There are five Chaplains and they will be deciding amongst themselves who will provide the invocation this year. Following the invocation, the Montclair ROTC will present the colors and the flag. After the flag is raised, Veteran Oscar Pedroza will lead the Pledge of Allegiance. Then, the Band of the California Battalion will sing the National Anthem. Commissioner Wells will present the Mayor, who will do a welcome and introduce the dignitaries. The dignitaries will each have 3 minutes for comments. The Band will play a patriotic song of their choice.

After the patriotic song, we will have the unveiling of the six new plaques in the Veteran's Memorial Wall. Vice-Chairperson Escalante and Commissioners Ferraro and Milhiser will participate with the plaque presentation. Commissioner Rangel will present the flowers to the honoree's family.

The Band will play the Armed Forces Medley.

Commissioners Hernandez and Rangel will read the names on the Remembrance Wall. Commissioner Padilla will ring the bell after each read named.

With the wreath presentation Commissioner Rangel suggested a wreath with fresh flowers is more traditional and would look nicer, especially since the event will be held in-person.

Ms. Richter will bring in the wreath used in last year's virtual event at the May 4, 2022 meeting for the Commission to see and make a final decision.

City Council Liaison Ruh will introduce the poem titled "I Came To Visit You Today" by Shauna Ruud and will be read by Chairperson Wells, Vice-Chairperson Escalante, and Commissioners Padilla and Ferraro.

The band will perform "God Bless America." Commissioner Wells will invite everyone for refreshments. Montclair ROTC will lower the flag as the band plays "Taps" on the bugle.

The Commission will assign refreshment serving stations at their May meeting.

**NEW BUSINESS**

***A. Home Beautification Program***

Chairperson Wells reminded the Commission that the Director of Community Development Michael Diaz and Silvia Gutierrez attended our October 6, 2021 meeting and made suggestions to consider for the Home Beautification Program. A subcommittee was formed at that time and included Chairperson Wells and Commissioners Ferraro and Rangel to review the Home Beautification Program. Ms. Richter suggested the subcommittee meet on Tuesday, April 19, 2022 at 1:00 p.m. in the Senior Center. A report of the meeting will be presented at the May 4, 2022 meeting.

**ITEMS OF SPECIAL INTEREST**

Ms. Richter announced that four Commissioner’s terms are expiring at the end of June. Mayor Dutrey will officially announce the openings at a future City Council meeting and then the City Clerk will be sending out notifications soon after with dates to re-apply.

**ADJOURNMENT**

Chairperson Wells adjourned the meeting at 7:49 p.m.

Respectfully submitted,

Karina Romero  
Temporary Assistant