

**MINUTES OF THE
WEDNESDAY, MAY 4, 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 Hernandez led those present in the salute to the flag.

ROLL CALL

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

Excused: City Council Liaison Bill Ruh

Also Present: Director of Human Services Marcia Richter
Human Services Temporary Assistant Karina Romero

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Vice-Chairperson Escalante made the motion to approve the minutes from the Community Activities Commission meeting on April 6, 2022. Commissioner Padilla seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter announced that the Commission received letters from multiple Community Benefits Funding Program recipients expressing their gratitude for the Commission's support. Thank you letters were received from the following representatives and agencies: CEO Floy Biggs from AgingNext, President/CEO Stacey Proctor from OPARC, President Greg Bradford and Director of Development Alyssa Cotter from Hope Through Housing Foundation and an email from Suzanne Sproul also from Hope Through Housing Foundation.

OLD BUSINESS

A. *Military Banner Programs- Recap*

Ms. Richter announced that all new and replacement Military Banners are now posted throughout Montclair. Commissioner Milhiser inquired about the cost of the banners. Ms. Richter explained that we've been working with the company for many years and they've locked us into a reasonable charge of \$128 per banner. She also reported that the Public Works Department was able to post all the banners throughout the month. The program is now complete until verification is again needed beginning in September, 2022.

B. *Easter Eggstravaganza- Recap*

Ms. Richter announced that there were approximately 1,000 people in attendance at the Easter Eggstravaganza event and it seemed all had a nice time, she also mentioned that staff thought the obstacle blowup course was a good addition to the program. Ms. Richter thanked the Commission members for assisting the day of the event. Vice-Chairperson Escalante noted that pets kept at the photo area were allowed to be seated on the bench with a blanket or on the ground. Commissioner Rangel stated that it's best animals be kept off benches out of consideration for other guests who may be allergic.

Ms. Richter also mentioned that the Easter Bunny gave feedback about how much nicer it was not having to lift the kids on and off his lap due to being in a costume. Having a bench in front worked well for that reason and for kids who may be fearful of the Easter Bunny.

Vice-Chairperson Escalante commended City staff for problem solving photo issues from the Holly Jolly Event so this event's photo area ran smoother.

C. *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.

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. The invocation will be given by Chaplain Vicki Brobeck. Following the invocation, the Montclair JROTC will present the colors and the flag. Next, Veteran Oscar Pedroza will lead the Pledge of Allegiance. Ms. Richter mentioned that staff will contact Mr. Pedroza to see if he can attend in uniform. The Band of the California Battalion will then sing the National Anthem. Commissioner Wells will introduce the Mayor, who will do a welcome and introduce the dignitaries in attendance. Senator Connie Leyva and County Supervisor Hagman have confirmed their attendance, Assemblymember Freddie Rodriguez will be sending a representative, and we are waiting for confirmation from Congresswoman Norma Torres. The dignitaries will each have 3 minutes for 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 six new plaques on the Veteran's Memorial Wall by Mayor Dutrey. Chairperson Wells will introduce Vice-Chairperson Escalante and Commissioner Ferraro who will read the names on the Veteran's Memorial Wall and Commissioner Milhiser will read the names of the six new plaques with biography information. Commissioner Rangel will present the flowers to the honoree's family. Commissioner Padilla will ring the bell after each name is read.

The Band will play the Armed Forces Medley.

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

The Commission agreed that the artificial wreath used in last year's virtual event can be used again this year.

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 JROTC will lower the flag as the band plays "Taps" on the bugle.

Chairperson Wells, Vice-Chairperson Escalante, Commissioners Padilla and Ferraro rehearsed their stanza of the poem. Ms. Richter asked that all Commissioners arrive at 4:00 p.m. to rehearse and greet attendees as they are arriving.

Chairperson Wells will be stationed at the check in table along with Commissioner Milhiser distributing flag pins and to greet dignitaries.

Commissioner Padilla will be in charge of the family area. The chairs will be marked reserved for the dignitaries attending and for two family representatives who purchased a plaque on the Veteran's Memorial Wall.

Vice-Chairperson Escalante asked if there are any ribbons given to family members who lost a military family member, similar to the pink cancer ribbons, so the Commissioners can identify them. Commissioner Padilla said that in past ceremonies ribbons have not been distributed and included that it's a good idea to have two people at the family area to get acquainted with the families.

Refreshments

Ms. Richter announced that staff will be grilling the hot dogs for the refreshments served after the event. Chairperson Wells and Commissioner Ferraro volunteered to assist in the kitchen with the hotdog distribution, Commissioners Milhiser and Rangel volunteered to help at the

cookie station, Commissioner Hernandez volunteered to help at the bagged chips station, and Vice-Chairperson Escalante and Commissioner Padilla volunteered to assist at the drink area.

D. Home Beautification Program

Commissioner Rangel gave a recap on the subcommittee meeting that met on Tuesday, April 19, 2022. She reported:

- In attendance were Chairperson Diane Wells, Commissioners Darlene Ferraro and Rosa Rangel, Director of Community Development Michael Diaz and Senior Planner Silvia Gutierrez, Director of Human Services Marcia Richter and Human Service Temporary Assistant Karina Romero.
- Subcommittee suggests that all Commissioners are involved in the nominating and judging process for the Home Beautification Program. Commissioners are asked to nominate two homes in their assigned area; one traditional home and one drought tolerant home, a total of 14 homes will be nominated.
- Nominations will be screened by the Community Development Department. The Community Development Department may also nominate homes that have obtained permits for special beautification projects through the year and will give them to the CAC so they can be included in the judging.
- Once a home is awarded they are ineligible to receive the award for 3 years.
- The subcommittee discussed adding a business category for an award but decided to continue focusing on homes at this time.

Commissioners agreed with the subcommittee discussion and Ms. Richter distributed maps with assigned areas to be reviewed. She also asked Commissioners to submit their two nominations by May 19, 2022 or the absolute latest they can be accepted is May 23, 2022 due to the tight timeframe for review by the Community Development Department and our scheduled date to caravan to judge. The judging caravan is scheduled to meet at 5:00 p.m. at the Senior Center on Wednesday, June 8, 2022. Ms. Richter reminded the Commissioners that typically homes are viewed for one and a half to two hours, then Commissioners meet at a restaurant to discuss the homes that were viewed and select winners. After some discussion it was decided that the Commission will meet at the Black Angus Restaurant to complete their judging and for their end of the year dinner.

The homes chosen for the 2022 Home Beautification Program will be presented at the July 18, 2022 City Council Meeting. Commissioners are encouraged to attend.

NEW BUSINESS

None

ITEMS OF SPECIAL INTEREST

Ms. Richter reminded the Commissioners whose terms are due to expire June 30, 2022 that their applications to reapply are due by May 18, 2022.

ADJOURNMENT

Chairperson Wells adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Karina Romero
Human Services Temporary Assistant