

**MINUTES OF THE  
WEDNESDAY, OCTOBER 5, 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 Rangel led those present in the salute to the flag.

**ROLL CALL**

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

**Excused:** Commissioner Darlene Ferraro and City Council Liaison Corysa Martinez

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

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

Commissioner Rangel made the motion to approve the minutes from the Community Activities Commission meeting on September 7, 2022. Vice-Chairperson Escalante seconded the motion and it was carried unanimously to approve the minutes.

**ORAL AND WRITTEN COMMUNICATIONS**

Ms. Richter informed the Commissioners that Soroptimist International of Montclair/Inland Valley will be having their annual fall fundraiser Casino Night on Saturday, October 8, 2022 from 5:00 p.m. to 9:30 p.m. in the Montclair Senior Center. The City of Montclair purchased a table with three seats available. Ms. Richter asked if any of the Commissioners would like to attend and Vice-Chairperson Escalante confirmed he will be attending.

## **OLD BUSINESS**

### **A. *Candidates' Forum***

The 2022 Candidates' Forum is scheduled to take place on Wednesday, October 12, 2022 at 7:00 p.m. in the Montclair Council Chambers. The event will be held in-person and will be broadcast live on the City's Facebook page and YouTube channel. The event will also be broadcast on Montclair's Public Access Channel every evening at 7:00 p.m. beginning on Monday, October 17, 2022, through Election Day (Tuesday, November 8, 2022).

All six full term City Council candidates on the City of Montclair General Municipal ballot were invited to attend this Forum. Candidates were asked to confirm their participation in the Candidates' Forum by Thursday, September 29, 2022. The following five candidates have confirmed their participation in the event: Javier "John" Dutrey, Corysa Martinez, Xavier Mendez, Juliet Orozo, and Bill Ruh; no response was received from Oscar Miranda.

Residents have the opportunity to submit a general question or a candidate specific question to be answered during the event by completing a question card at the event or by submitting an online question form on the City website. The deadline for the public to submit a question online is Tuesday, October 11, 2022 at 12:00 noon. Due to time constraints, it is possible not all questions submitted will be asked of the candidates.

Ms. Richter announced that Tim Walborn, a representative from the Montclair Chamber of Commerce, has agreed to serve as the moderator for the Forum. Commissioner Wells will read the welcome statement, introduce the moderator, and Tim Walborn will read the closing statement at the event. Chairperson Padilla and a staff member will serve as timekeepers for the Candidates' Forum. Vice-Chairperson Escalante and Commissioner Rangel will assist with collecting questions cards. Commissioners Ferraro, Hernandez, and Milhiser will welcome attendees as they arrive.

Overflow seating will be available in the lobby outside the Montclair Council Chambers. The Women's Club of Montclair will be providing refreshments.

### **B. *Halloween Spooktacular***

Ms. Richter reminded the Commission that the Halloween Spooktacular will take place on Saturday, October 29, 2022 from 5:00 p.m. to 8:00 p.m. at Montclair Place (outdoors next to the pumpkin patch).

The event outside will feature a costume contest, games, DJ, selfie pic areas, crafts, and candy (while supplies last). Inside Montclair Place there will be trick or treating at participating tenants, sugar skills craft project, face painting, and balloon twisting.

The Commission is asked to arrive to the event by 4:30 p.m. and were reminded that they will serve as the judges for the costume contest. Ms. Richter suggested they park at the Lazy Dog parking lot and to meet outside the west side of the old Sears parking lot. Ms. Richter said they

are welcome to wear a Halloween costume or their CAC shirts, whichever they will be most comfortable wearing that evening.

### **C. *Military Banner Programs***

Ms. Richter updated the Commissioners that she and Ms. Navarrete-Campos drove around the City to check the condition of the posted banners. One banner was brought down by Public Works and will be sent for stitching repairs.

Staff is preparing the verification letters and will be mailing them out this month. The deadline to respond will be by November 9, 2022. Chairperson Wells reminded Ms. Richter that members of the Commission volunteered to assist with verification calls to military banner applicants. Ms. Richter will update the Commission when we begin the calls.

## **NEW BUSINESS**

### **A. *Holly Jolly Holiday***

The Holly Jolly Holiday event will take place on December 1, 2022 from 6:00 p.m. to 8:30 p.m. in the Montclair Youth Center. Ms. Richter informed the Commission that staff is researching new lights for the Tree Lighting. Commissioners are asked to arrive by 5:30 p.m. Commissioner Milhiser expects to be able to attend the first hour of the event and then must leave due to a prior engagement.

#### **Refreshments**

For COVID-19 safety, pre-packaged cookies will be served again this year as well as free hot cocoa for the children. Children will receive a hand stamp after receiving their free goodies. Chairperson Wells volunteered to help at the refreshment station.

#### **Entertainment**

Ms. Richter and staff are working on the entertainment and will keep the Commissioners updated at the next meeting.

#### **Invitations to Santa and Mrs. Claus**

At the request of the Commission, Ms. Richter will be reaching out to the Rob Pipersky and his wife Ester if they are available again this year to be Santa and Mrs. Claus.

#### **Letters to Santa**

Children will be encouraged to write a letter to Santa and those that include a legible complete address may receive a response from Santa Claus, as we have in previous years. Commissioners Hernandez and Rangel volunteered to assist in the Letters to Santa station.

### **Photos of children attending**

This year, Santa's sleigh will be in the Assembly Room for photos. Vice-Chairperson Escalante volunteered to help with the photos and Commissioner Padilla will be assigned at the entrance gate.

### **Volunteers for the event**

Ms. Richter confirmed Key Club will participate in this event, as they have done in previous CAC sponsored events.

### ***B. Holiday Home Decoration Contest***

The Holiday Home Decoration Contest application submission deadline for the community is Friday, December 9, 2022 at 6 p.m. The entry form will be available on the City's website.

The deadline for Commissioners to email their two nominated homes to be included in the contest will also be Friday, December 9, 2022. Next month Commissioners will be provided with a map and a list of the previous winners who are not eligible this year to be nominated.

The details for the contest judging were covered as follows:

- The contest judging will be held December 12, 2022.
- The Commission will meet in the Senior Center at 5:00 p.m. for the CAC meeting and dinner. Commissioners will decide dinner choice at their next meeting.
- Judging will begin at approximately 6:00 p.m. Commissioners will caravan to view the nominated homes and will score them on a scale of 1-10.
- Scoring and dessert will take place in the Senior Center at approximately 8:30 p.m. Commissioner Rangel offered to bring dessert and Commissioner Padilla offered to bring flan.
- Ms. Richter requested that the Commission save the date for the awards ceremony which will be held at the City Council meeting on December 19, 2022 at 7:00 p.m.

### **ITEMS OF SPECIAL INTEREST**

Ms. Richter announced that Ms. Renee Walker resigned her position as Administrative Specialist. Ms. Walker began working for the City of Montclair in 2016 as Administrative Technician for the Human Services Department and was promoted to Administrative Specialist in 2018. She was involved in all CAC activities throughout her employment. Ms. Walker wanted to let the Commission know that she was very thankful to work with them. Chairperson Padilla offered to bring a card for the Commission to sign at the next meeting and expressed his gratitude for Ms. Walker's work. The Administrative Specialist position is open and will be posted on the City website soon.

**ADJOURNMENT**

Chairperson Wells adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Karina Romero  
Human Services Temporary Assistant