

**MINUTES OF THE  
WEDNESDAY, NOVEMBER 2, 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 7:01 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 Liaisons Bill Ruh and Corysa Martinez

**Excused:** Commissioner Alex Hernandez

**Also Present:** Assistant City Manager/Director of Human Services Marcia Richter  
Administrative Analyst Adriana Navarrete-Campos

**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 October 5, 2022. Commissioner Rangel seconded the motion and it was carried unanimously to approve the minutes.

**ORAL AND WRITTEN COMMUNICATIONS**

None

## **OLD BUSINESS**

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

Commissioner Milhiser mentioned that in a conversation she had with Mayor Dutrey he said he was disappointed that his opponent did not attend the Candidates' Forum. She asked if there was any way we could have further encouraged his opponent's attendance. Ms. Richter responded that every candidate received the same invitation and also received a follow up participation packet. His opponent was the only one who didn't RSVP by the deadline and a third attempt was made to reach out to the candidate but it was ignored. Commissioner Milhiser also mentioned that moderator for the event, Tim Walborn, did a great job and also commended the Council representatives who participated.

Commissioner Padilla commented that having the event in the Council Chambers seemed to work well. He added that he also heard from several people who were also disappointed the opponent for Mayor did not attend.

Ms. Richter mentioned the Candidates' Forum was streamed live on Facebook and YouTube and was viewed by a total of 60 residents. It was estimated over 50 community members attended in person.

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

The Outdoor Halloween Spooktacular took place on Saturday, October 29, 2022 from 5:00 p.m. to 8:00 p.m. at Montclair Place.

Commissioner Milhiser said the attendance was outstanding at the event and appreciated the great effort the families made with their costumes. She mentioned she also noticed this year that Montclair residents enjoy decorating their homes for Halloween and suggested maybe next year a decoration contest can be scheduled as a CAC event. Commissioner Padilla commented that before that is determined he suggests staff review whether adding another contest event would be possible due to time constraints on other community events and activities taking place around that same timeframe. Ms. Richter said the Human Services Department is currently hiring some additional staff and agreed adding a contest would be staff intensive but will evaluate if it might be possible in the future.

Vice-Chairperson Escalante noticed there was no food at the event and inquired if that was an allowed by Montclair Place. Ms. Richter responded that our partnership with the event besides being a safe family event was to help attract people inside Montclair Place to shop, trick or treat at their stores, and eat at their food establishments.

City Council Liaison Ruh agreed with Commissioner Milhiser and hopes that a Halloween decoration contest could be considered in the future. He also shared that he prefers the event being held on the City Hall campus because it feels more community oriented. He also suggests

the event be held on Halloween day to provide a safe program for children and limit their walking on busy streets.

Commissioner Padilla mentioned he observed some safety concerns for pedestrians at the event with traffic. Ms. Richter stated that traffic safety was discussed and planned for at the Halloween Spooktacular and added the Montclair Police Department and Montclair Place security were monitoring the traffic/pedestrian areas.

Commissioners said they thought the event was well done and were impressed with the booth decorations. Ms. Richter explained that there were several deliveries of event decorations, props, tables, etc. that needed to be brought to Montclair Place to coordinate the different event areas. Vice-Chairperson Escalante said logistically it would be easier to be done on the City campus and Ms. Richter agreed but emphasized we wanted to partner with Montclair Place to increase attendance, awareness, and provide a safe family-fun event for the community.

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

Ms. Richter announced that forty letters and applications were mailed to returning Military Banner Program participants to verify contact information and that they are still active in the armed forces. Six program participants have already returned the completed application and proof of active duty status; one confirmed that their family member is retiring so their banner will be returned to them in January at the Military Banner Presentation held at the January City Council meeting.

Applications for new and returning banner participants are due on Wednesday, November 9, 2022. Commissioners volunteered to contact the remaining participants to remind them of the due date and Ms. Richter will contact them to arrange a date and time to assist in contacting the participants.

### **D. *Holly Jolly Holiday***

The Holly Jolly Holiday will take place on Thursday, December 1, 2022 from 6:00 p.m. to 8:30 p.m. in the Montclair Youth Center.

Ms. Richter informed the Commissioners that Rob Pipersky and his wife Ester would not be able to assist as Santa and Mrs. Claus this year. Instead, she announced that Vice-Chairperson Escalante volunteered to be Santa Claus and the daughter of Rob and Ester, also named Ester has volunteered to be Mrs. Claus.

Santa and Mrs. Claus' sleigh will be located in the Youth Center's Assembly Room and families who attend will enter through a door into the Room, will have their photo taken and then exit to participate in the other activities such as writing their letter to Santa or enjoying refreshments. To help attendees easily reach the parking lots the event exit will now be located where the sleigh had been placed in previous holiday programs at the Youth Center.

Ms. Richter reminded the Commissioners of their program assignments from last month's meeting and asked them to arrive at the event by 5:30 p.m.

### **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 and Commissioner Milhiser volunteered to help at the refreshment station.

### **Entertainment**

Ms. Richter announced that holiday music will be played throughout the event. Staff is working on arranging for live entertainment but nothing is confirmed at this time.

### **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. Staff and Commissioner Ferraro volunteered to help with the photos and Commissioner Padilla will be assigned at the entrance gate to count attendees and stamp hands as attendees enter.

### **Volunteers for the event**

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

## ***E. Holiday Home Decoration Contest***

The Holiday Home Decoration Contest application submission deadline for the community is Friday, December 9, 2022 at 6:00 p.m. The entry form will be available on the City's website and a postcard advertising the contest and entry guidelines will be mailed to all Montclair residents.

Commissioners received a map that outlines their randomly assigned area for nomination selection and a list of ineligible homes that have won within the last three years. Each Commissioner is asked to nominate two homes within the area they are assigned; nominations are due by Friday, December 9, 2022.

The Commission will meet in the Senior Center at 5:00 p.m. on Monday, December 12 for a special meeting and dinner. Commissioners decided on Jerseys Mike's for dinner and Commissioners Padilla and Rangel offered to bring dessert. 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.

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.

## **NEW BUSINESS**

### ***A. Election of Officers***

In compliance with the provisions of Resolution No. 96-2096, authorizing the Montclair Community Activities Commission, an election shall be held each calendar year at the last regularly scheduled meeting of the CAC to elect officers for the upcoming year. The November meeting of the CAC is the last regularly scheduled business meeting for 2022; therefore, elections for the offices of Chairperson and Vice-Chairperson are in order.

Chairperson Wells opened the nominations; Commissioner Milhiser nominated Chairperson Wells to serve another term as Chairperson; Commissioner Padilla seconded the nomination; no other nominations were made; all were in favor and the motion was carried that Chairperson Wells will serve another term as Chairperson.

Commissioner Rangel nominated Vice-Chairperson Escalante to serve another term as Vice-Chairperson; no other nominations were made. Commissioner Padilla seconded the nomination; all were in favor and the motion was carried that Vice-Chairperson Escalante will serve another term as Vice-Chairperson.

### ***B. Community Benefits Funding Program***

Chairperson Wells announced that the Commission received an additional \$5,000 this fiscal year, for a total of \$30,000, to award to non-profit agencies that serve the Montclair community.

The staff report listing the agencies invited during the 2021-2022 fiscal year was reviewed and Commissioners discussed the agencies previously awarded, the services they provide to the City of Montclair, and whether there were any other non-profit agencies that should be invited.

Commissioner Milhiser mentioned she works with a group called the Assistance League of the Foothill Communities (ALFC) who coordinates a program called Operation School Bell that assists over 2000 children with school clothing and over half of those children are from the Ontario-Montclair School District. She is also aware that the group is losing a significant supporter of that program and they may be in need of additional funds. She suggested the CAC may want to invite them to participate and if they do participate she will recuse herself from the process due to her involvement with ALFC. Chairperson Wells asked if the CAC would like to invite this organization and asked for a motion and second; Commissioner Milhiser moved to invite ALFC to participate in the Community Benefits Program and it was seconded by Commissioner Padilla; all voted unanimously to invite ALFC.

A total of 13 agencies will be invited to participate in the Program and Commissioner Milhiser will email Ms. Richter the address for ALFC.

Ms. Richter reminded the CAC that the 2022-2023 Community Benefits Funding Program is scheduled to take place at their regular CAC meeting on Wednesday, March 1, 2023.

**ITEMS OF SPECIAL INTEREST**

None

**ADJOURNMENT**

Chairperson Wells adjourned the meeting at 7:41 p.m.

Respectfully submitted,

Karina Romero  
Human Services Temporary Assistant