

# SAN BENITO COUNTY VETERANS MEMORIAL PARK COMMISSION

Dick Gallagher

Hollister VFW

Jaime De La Cruz

**Ed Hawkins** 

Paul St. John Vice-Chair

Jerry Muenzer

Chair

Board of Supervisors American Legion San Juan Bautista VFW Board of Supervisors

San Benito County Board Chamber - 481 4th Street, Hollister, CA 95023

## **REGULAR MEETING ACTION MINUTES February 4, 2013**

1. Call To Order at 7:05 p.m. by Commissioner Muenzer.

1.1 Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Muenzer.

1.2 Roll Call

Present:

Commissioners Dick Gallagher, Jaime De La Cruz (7:25pm), Ed Hawkins, and

Jerry Muenzer.

Absent:

Commissioner Paul St. John.

Staff present: Public Works Administrator Steve Wittry and Staff Analyst Mike Hodges.

1.3 Acknowledge Certificate of Posting

The agenda was posted on February 4, 2013 by 5:00 p.m. at the San Benito County Free Library, San Benito County Courthouse, and San Benito County Administration Building per Government Code Section #54954.2(a).

The motion to acknowledge the certificate of posting was made by Commissioner Gallagher and seconded by Commissioner Hawkins. Motion passed 3-0.

#### 2. Public Comment

No public comment presented.

#### 3. Consent Items

## 3.1 Approval of Minutes of November 5, 2012 meeting

The motion to approve the November 5, 2012 meeting minutes was made by Commissioner Hawkins and seconded by Commissioner Gallagher. Motion passed 3-0.

#### 4. Staff Announcements - Information Only

4.1 Staff reminded the commission to complete and return their conflict of interest Form 700. If questions or assistance is required, please contact Public Works staff.

## 5. Commission Announcements, Introductions and Presentations - Information Only

5.1 Commissioner Muenzer detailed the upcoming Pinnacles National Park ribbon ceremony and invited all to attend.

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5.2 Commissioner Gallagher updated events and activity occurring in the San Benito County Parks and Recreation commission. American Legion appreciation dinner will be occurring March 22.

#### 6. Discussion Items

#### 6.1 Hollister Heat Container Roof

During the November 5, 2012 Veterans Memorial Park Commission meeting, staff was directed via commission motion to assist the Hollister Heat in obtaining all the necessary agreements and permits required to implement their proposed Container Roof project. In working with Jennifer Bagley of the Hollister Heat and the County Counsel, staff is presenting the necessary agreement for approval. Once this agreement is approved and signed by the Commission Chair, it will be presented to the County Board of Supervisors for approval. After the agreement is approved and signed by the Board of Supervisor Chair, required insurance will be presented and a county building permit will be issued. Construction will begin after all these steps are completed.

A motion to approve the agreement with Hollister Heat for construction of a Container Roof and authorize the chair to sign the agreement was made by Commissioner Hawkins and seconded by Commissioner Gallagher. Motion passed 3-0.

#### 6.2 Park Operations Update

Mike updated the commission on park operations covering the prior quarter. The rental usage statistics showed steady signs of increase due to the favorable weather. Pictures were displayed of table painting and tree trimming work. Restrooms damage was repaired from prior quarter. No user complaints or graffiti. Budget to date financials are tracking at 61% which is slightly higher than expected. Operations will manage this number down by year end.

#### 6.3 Park Water Supply

Commissioner De La Cruz arrived and took chair of commission.

Steve updated the commission on progress with the well project. The equipment specifications, location, and timelines were discussed. A questions and answers period ensued. A history of the old well was given along with explanation as to why it can no longer be used. The next steps will be to finalize the bidding specifications.

#### 6.4 Cell Tower

The county was approached by AT&T with a request to install a new cell phone tower in the Veterans Park in a located adjacent to the existing Verizon tower. The process for a new tower install will require approval from this commission, the county planning department, and Board of Supervisors. We currently do not have any contract or financial information. Staff is currently looking for commission approval to move forward with the project in concept. Commission comments included revenue from any contracts should remains in the park budget or park fund. The Commission directed staff to move forward with project and report back with details.

#### 1.4 Elections of Officers

Nominations were opened and elections were conducted for San Benito County Parks and Recreation Commission Representative. Commissioner Gallagher was elected.

Nominations were opened and elections were conducted for Chairperson. Commissioner De La Cruz was elected.

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Nominations were opened and elections were conducted for Vice-Chairperson. Commissioner St. John was elected.

### 7. Adjournment

There being no further business to come before the Veterans Memorial Park Commission, Commissioner Gallagher made a motion to adjourn the meeting at 7:30p.m., seconded by Commissioner Hawkins. Motion passed 4-0.

The next regular meeting of the Veterans Memorial Park Commission will be held on Monday, May 6, 2013 at 7:00 p.m.

Respectfully Submitted, Mike Hodges, Staff Analyst San Benito County Veterans Memorial Park Commission