

July 28, 2015

The regular meeting of the Otsego County Board of Commissioners was held at the County Building, 225 West Main St., Room 100. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Paul Beachnau, followed by the Pledge of Allegiance led by Ken Glasser.

Roll Call:

Present: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Motion by Commissioner Paul Liss, to approve the regular minutes of July 14, 2015 with attachments Ayes: Unanimous. Motion carried.

Consent Agenda:

Motion to approve the updated Community Center Monitor Job description Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the FY 2015 Administration budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the FY 2015 Foreclosure Fund budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the FY 2015 General Fund Contingency (website) budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported the September 22nd Commissioner meeting has been moved to September 24th; Community Center Renovations; Courthouse Plaza project; EMS Building expansion; Foreclosed property cleanup.

Special Presentations:

Linda Yaroch reported on the Health Department.

Annette Eustice from Rehmann Robson presented the Auditor's report.

Motion by Commissioner Erma Backenstose, to accept and file the audit report. Ayes: Unanimous. Motion carried.

Department Head Report:

Rachel Frisch reported on the Finance Department.

City Liaison, Township and Village Representative: None.

Correspondence:-None.

New Business:

Motion by Commissioner Ken Glasser, to approve the July 21, 2015 Warrant in the amount of \$102,188.76. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, to approve the July 28, 2015 Warrant in the amount of \$238,701.54. Ayes: Unanimous. Motion carried.

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Erma Backenstose thanked Diann Axford and Vern Schlaud for their work on the foreclosed property that needs to be cleaned up.

Commissioner Paul Liss reported on the Corwith Township Hall Construction progress; Music in the park in the Village.

Commissioner Bruce Brown reported on the Sportsplex.

Commissioner Ken Glasser reported the new director of MISHDA is Kevin Elsenheimer.

Commissioner Paul Beachnau reported on the City Council meeting.

Commissioner Julie Powers-Gehman reported on the AuSable canoe race.

Commissioner Lee Olsen had no report.

Commissioner Doug Johnson reported on the Sportsplex parking lot.

Commissioner Ken Borton reported on the NACO Conference; Thanked John and Rachel for a good audit.

Meeting adjourned at 11:08 a.m.

Kenneth C. Borton Chairman

Susan I. DeFeyter, Otsego County Clerk

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COMMUNITY CENTER MONITOR

General Summary

Under the supervision of the Parks and Recreation Director, provides recreational activities and support for the public in a safe, secure environment at the community center. Responds to public's inquiries regarding department's offerings and to parental concerns about their children. Monitors the safety of minors involved in departmental recreational activities. Updates the department's Website daily, providing knowledgeable information about the county park and its reservation system. Performs daily maintenance and cleaning of the community center and ensures that all machinery and facilities work properly,

Essential Functions

1. Supervises minors by providing a safe environment, enforcing rules and maintaining good relations with participants.
2. Acts as a positive role models, maintains order and ensures proper interaction among students and between younger and older children.
3. Keeps all areas of the community center neat and clean.
4. Works with minors and their parents to motivate the minors to behave responsibly and establish mutual respect among community center users.
5. Responds to emergencies, administers first aid when necessary and prepares an incident report of emergencies and their resolution,
6. Keeps the environment fun and free from drugs and violence and works with law enforcement to resolve problems.
7. Sets up and takes down community center equipment such as gymnastics equipment, volleyball equipment, electronic scoreboards, tennis courts and indoor and outdoor basketball backboards and nets. Ensures that all equipment, electronic and otherwise, is functioning properly and is maintained and kept in good working condition
8. Ensures that access to the center is uninhibited and safe for all persons, including the physically challenged. Ensures the facility is secured on a daily basis.
9. Cleans the interior and exterior of the center including cleaning and stocking toilets, sweeping and mopping floors, maintaining the gym floor, cleaning windows and ledges, vacuuming carpets, shoveling snow and spreading salt when weather conditions require it.

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10. Works with the public in person and by telephone to, arrange for the reservation of the center, take reservations for the county park, inform the public about department policies and procedures and interface between parents and their children.
11. Informs the public about department activities and offerings and establishes and publicizes schedules and programs.
12. Promotes a positive image of the community center in an effort to make the center and all other facilities of the commission attractive to the public.
13. Updates the departments established Website on a daily basis.
14. Receives money for fees, writes receipts, maintains record books and ensures the security of money received.

Other Functions

15. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High school graduation or equivalent.

Experience: One year of experience in planning, developing and supervising recreational programs for youths.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

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Climbs stairs.

Climbs ladders to perform maintenance work.

Stoops, kneels, bends, crawls and crouches to perform maintenance and repair tasks.

Pushes and pulls floor cleaning equipment.

Lifts and moves community center equipment during assembling, disassembling and storing process.

Standing and walking for prolonged periods to monitor community center activities.

Working Conditions:

Works in office, community center and outdoors conditions.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Contingency/Administrative Services

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

REVENUE

Account Number	Decrease	Increase
645-125-626.075 Admin Services	\$	\$1,900
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-941-999.990 Contingency	\$	\$1,900
101-172-940.000 Admin Allocation	\$1,900	\$
645-172-930.500 Travel	\$1,900	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____

