

MINUTES OF THE REGULAR JANUARY MEETING  
OF THE VILLAGE OF BENZONIA  
Monday, January 4, 2021 @ 6:00 p.m.

PRESENT:

PRESIDENT:	Flynn
COUNCIL:	Heyn, Bair, Cook, Misner
CLERK:	Cutler
TREASURER:	Flynn
SUPERINTENDENT:	Boman
ASST SUPERINTENDENT:	Cline
ZONING ADMINISTRATOR:	Kirk
PUBLIC:	Rhonda Nye, County Commissioner, Michelle Leines
ABSENT:	Rankin and French– Excused

CALL TO ORDER: The Regular Meeting of the Benzonia Village Council was called to order at 6:05 p.m. by President Flynn.

ATTENDENCE TAKEN BY CLERK

PLEDGE OF ALLEGIENCE

APPROVAL OF AGENDA:

**Heyn moves, supported by Misner, to approve the Agenda as presented. Roll Call: Heyn, Misner, Bair, Cook, Flynn. Nays: None. Motion Carried. Rankin & French– Excused.**

APPROVAL OF DECEMBER 7, 2020 MINUTES:

**Misner moves, supported by Cook, to approve the Meeting Minutes as presented. Roll Call: Bair, Heyn, Cook, Misner, Flynn. Nays: None. Motion Carried. Rankin & French– Excused.**

APPROVAL OF DECEMBER 29, 2020 MINUTES:

**Misner moves, supported by Heyn, to approve the Asset Management Meeting Minutes as presented. Roll Call: Misner, Heyn, Cook, Bair, Flynn. Nays: None. Motion Carried. Rankin & French– Excused.**

PUBLIC COMMENT: None

ACTION ITEMS:

1. USDA Draw #8 – Draw request Cole \$104,030.60, and Engineering \$13,747.65 for a total of \$117,778.25. **Misner moves, supported by Heyn, to approve USDA Pay Draw #8. Roll Call: Cook, Bair, Misner, Heyn, Flynn. Nays – None. Motion Carried. Rankin & French– Excused.**

2. Cross Connection Control Program Contract with CCRA Professional Services, LLC - **Misner moves, supported by Bair, to approve the Cross connection Control Program Contract with CCR Professional Services, LLC. Roll Call: Heyn, Cook, Bair, Misner, Flynn. Nays – None. Motion Carried. Rankin and French Excused.**
3. Annual Permit Application Renewal for 2021– Cutler will call Jeremy Wiest, Permit Engineer to see what was approved last year, and whether or not a resolution was also submitted. **Misner moves, supported by Heyn, to allow the Clerk to submit the Annual Permit Application. Roll Call: Misner, Bair, Cook, Heyn, Flynn. Nays – None. Motion Carried. Rankin & French – Excused.**
4. Acceptance of Credit Cards for Water Fees, \$25.00/month through intelapay/govteller - **Misner moves, supported by Heyn, to allow the Treasurer to continue with the setup of intelapay to received credit card payments. Roll Call: Bair, Cook, Heyn, Misner, Flynn. Nays – None. Motion Carried. Rankin & French – Excused.**
5. Discussion took place regarding the BS&A Proposal for Accounts Payable, Payroll and General Ledger, and was decided to not pursue this avenue at this time.
6. Discussion took place regarding the IT Right Proposal for IT Services for the Village computer equipment, and was decided to not take any action at this time.
7. COVID-19 Preparedness & Response Plan – **Heyn moves, supported by Bair to approve the COVID-19 Preparedness & Response Plan as presented. Roll Call: Cook, Heyn, Bair, Flynn. Nays – None. Motion Carried. Rankin & French – Excused. Misner abstained.**
8. Bills List – **Misner moves, supported by Cook to approve payment of the bills for the month of January 2020 in the amount of \$ 17,613.15. Roll Call: Heyn, Misner, Cook, Bair, Flynn. Nays – None. Motion Carried. Rankin & French – Excused.**
9. Treasurer’s Report - **Misner moves, supported by Heyn, to approve the Treasurer’s Report to December 31, 2020, as presented. Roll Call: Misner, Bair, Heyn, Cook, Flynn. Nays – None. Motion Carried. Rankin & French– Excused.**

UNFINISHED MATTERS:

- Discussion took place regarding the Garden Worker Kevin Kohn. Flynn will call.

CORRESPONDENCE:

- A. Proof of Service for Estate of Elisabeth Willard Case
- B. Village of Clinton – Participation in legal action, **no action taken**

SUPERINTENDENT REPORT:

- Dollies made to make putting on the blades easier
- Snow Plowing
- Brackets for Water Tower

ASSISTANT SUPERINTENDENT REPORT:

- Snow Plowing
- Passed Water Test for Distribution

COMMISSIONER REPORT:

- County Commissioner Nye – Reports on County business, County Building closed to the public, Lisa Peacock reported that vaccinations have started in our area, Headlee A-Z manual has been finished and will later be posted to the website, Susan Boyd – Finance Manager resigned, bullet proof glass will be added to the Treasurer, Register of Deeds and Clerks office windows, next meeting of the Board will be an Organizational Meeting.

ZONING ADMINISTRATOR REPORT: Written report submitted and will be made part of the Regular January 2021 Minutes.

1. Zoning Administrator also requests that this Board to approve the seat of Shane Iverson as Secretary to the Planning Commission Board. **Bair moves, supported by Cook to Appoint Iverson as Secretary to the Planning Commission. Roll Call: Bair, Cook, Heyn, Flynn, Nays – None, Motion Carried. Rankin & French Excused. Abstained: Misner. Board would like to remind Iverson that meeting minutes need to be completed within nine days of meeting date.**

FINAL PUBLIC COMMENT:

Michelle Leines:

- Thank you for keeping the sidewalks cleared
- Update of website changes, add ice rink and thank Cottage Pros for getting the ice rink opened, and news release for no parking.

Misner moves, supported by Bair, to adjourn meeting at 7:26 p.m. Ayes – All. Nays – None. Motion Carried. Rankin & French – Excused.

Respectfully Submitted,



Maridee Cutler,  
Village Clerk

DRAFTED: January 9, 2021

APPROVED: February 1, 2021