

Holly Township
Board of Trustees Regular Meeting
Minutes of December 20, 2023

CALL TO ORDER: Supervisor Kullis called the Regular Meeting of the Holly Township Board of Trustees to order at 6:30 pm located at the Karl Richter Campus in Holly Area Schools Meeting Room, 920 E. Baird St., Holly, Michigan 48442

PLEDGE OF ALLEGIANCE

ROLL CALL:

Members Present:

George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Steve Ruth, Trustee

Members Absent: None

AGENDA APPROVAL

- **Motion by Clerk Winchester to approve the agenda as presented. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

CONSENT AGENDA:

1. Approval of Meeting Minutes – November 15, 2023
2. Approval of Special Meeting Minutes – December 7, 2023
3. Approval of Financial Statement – November 2023
4. Approval of Bills for Payment – December 2023
5. Receipt of Routine Reports:
 - A. N.O.C.F.A. Minutes – October 16, 2023
 - B. Planning Commission Minutes – November 7, 2023
 - C. Building Permits – November 2023
 - D. Treasurer’s Annual and Quarterly Report – NA
6. Communications: None

- **Motion by Clerk Winchester to approve the Consent Agenda as presented. Supported by Trustee Ruth. A roll call vote was taken. All present voted yes. The motion was carried 5/0.**

PUBLIC HEARINGS: None

PRESENTATIONS: Holly Township Auditor

Tyler Baker presented on behalf of Maner Costerian. He made comparisons to last year’s audited statements, and all variances were as anticipated. He confirmed that the OPED account was fully funded. No issues were noted during the audit.

REPORTS:

Trustee Ruth – No Report.

Trustee Burton

- Thanked Township staff for promptly publishing Holiday Hours.

Clerk Winchester

- Voter applications for the primary election in February will go out after the first of the year. The primary election is on February 27, 2024.

Treasurer Ryan

- Winter taxes are being collected at the Township offices and at The State Bank.
- Dog licenses can be bought and renewed at the Township offices.
- Staff are working on training and procedures.

Supervisor Kullis

- Replacement is underway on the Farmstead barn roof.
- Assessing contract – seven townships are working on the issue of authority regarding the Board of Review process. According to the proposed contract, the County would have full say in the case of an appeal, and the Townships would have to hire the attorney and incur the expenses related to the County's determination. The Township will not sign the contract until this matter is resolved.

PUBLIC COMMENT (on Agenda items only) – None.

OLD BUSINESS: None.

NEW BUSINESS:

1. Approval of Audited Financial Statements – June 30, 2023.
 - **Motion by Treasurer Ryan to accept the audit report from Maner Costerian. Supported by Trustee Ruth. A roll call vote was taken. All present voted yes. The motion was carried 5/0.**
2. Houser Road Litigation.

Amy Hillman, Code Enforcement Officer, addressed the board. The property owner on Houser Road has been cited and the property has been posted for ongoing ordinance violations since 2021. There is no residence on the property. The mailing address that the property owner has given the Township does not exist, and the postings have been ignored and removed. Attempts to resolve the issue in District Court have not been successful. To date, all customary and reasonable means to resolve the issue have been exhausted.

 - **Motion by Clerk Winchester to approve litigation for the property on Houser Road. Supported by Trustee Burton. A roll call vote was taken Ryan; yes, Burton; yes, Ruth; no, Winchester; yes, Kullis; yes. The motion carried 4/1.**
3. Appointments: Two Planning Commission Members – Terms Ending 12/31/26.
 - **Motion by Supervisor Kullis to appoint Mike McCanney to the Planning Commission for a term ending 12/31/2026. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

- **Motion by Supervisor Kullis to appoint Glen Mitchell to the Planning Commission for a term ending 12/31/2026. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0**
4. Appointments: Three Zoning Board of Appeals Members – Terms Ending 12/31/26.
- **Motion by Supervisor Kullis to appoint Pam Mazich to the Zoning Board of Appeals for a term ending 12/31/2026. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**
 - **Motion by Supervisor Kullis to appoint Josh Murphy to the Zoning Board of Appeals for a term ending 12/31/2026. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**
 - **Motion by Trustee Burton to appoint Bill DiSessa to the Zoning Board of Appeals for a term ending 12/31/2026. Supported by Treasurer Ryan. A voice vote was taken. All present voted yes. The motion was carried 5/0.**
5. Appointments: One Board of Review Member – Term Ending 12/31/25.
- **Motion by Supervisor Kullis to appoint Nance Rebar to the Board of Review for a term ending 12/31/2025. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**
6. Appointments: One Board of Review Alternate – Term Ending 12/31/25.
- **Motion by Supervisor Kullis to appoint Pam Krantz as an alternate to the Board of Review for a term ending 12/31/2025. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**
7. Appointments: Three Construction Board of Appeals Members – Terms Ending 12/31/25.
- **Motion by Supervisor Kullis to appoint Stewart Hopper to the Construction Board of Appeals for a term ending 12/31/2025. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**
 - **Motion by Supervisor Kullis to appoint Brad Stilwell to the Construction Board of Appeals for a term ending 12/31/2025. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**
 - **Motion by Supervisor Kullis to appoint Zach Morris to the Construction Board of Appeals for a term ending 12/31/2025. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion was carried 5/0.**
8. Township Board Planning Commissioner Liaison Resignation.
- Trustee Burton submitted his resignation as the Planning Commission Liaison because he is interested in serving on the HAYA board.
- **Motion by Clerk Winchester to accept Burton’s resignation. Supported by Supervisor Kullis. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

9. Appointments: One Township Board Planning Commission Liaison Member – Term Ending 11/20/24.

➤ **Motion by Clerk Winchester to appoint Steve Ruth as Planning Commission Liaison for a term ending 11/20/2024. Supported by Treasurer Ryan. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

10. 2023-2024 Holly Area Youth Assistance Contract.

➤ **Motion by Trustee Burton to approve the HAYA contract as presented. Supported by Treasurer Ryan. A roll call vote was taken. All present voted yes. The motion was carried 5/0.**

11. Holly Township Code of Ordinance Amendment Adding Chapter 8 Building and Building Regulations, Add Article VI – Licenses.

Some business spaces are currently being leased to tenants that do not belong in a particular district per the zoning codes. Additionally, spaces/businesses are being renovated without inspections. The proposed Code of Ordinance Amendment and Article would require businesses to obtain a business license. Before granting a license, the Building and Fire Departments would perform inspections. If adopted, the proposed additions to the Code of Ordinance would be effective after publishing and would be conducted on a three-year cycle.

➤ **Motion by Clerk Winchester to approve adding Chapter 8 and Article VI as presented to the Holly Township Code of Ordinance. Supported by Trustee Ruth. A roll call vote was taken. All present voted yes. The motion was carried 5/0.**

12. Building Permit Fee Schedule Amendments – Proposed Resolution 2023-26.

➤ **Motion by Clerk Winchester to adopt the Building Permit Fee Schedule, Proposed Resolution 2023-26. Supported by Trustee Burton. A roll call vote was taken. All present voted yes. The motion was carried 5/0.**

PUBLIC COMMENT

Anna Matson, 15091 Western Valley, addressed the board.

ADJOURNMENT

Supervisor Kullis adjourned the meeting at 7:37 p.m.

Diane M. Hill, Recording Secretary

Karin S. Winchester, Clerk