

Holly Township
Board of Trustees Regular Meeting
Minutes of August 21, 2024

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 Holly Township Offices (Upstairs), 102 Civic Drive, Holly, Michigan 48442.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Members Present

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

Others Present

John Balint, HRC
John Jackson, McKenna & Associates

Members Absent: Derek Burton, Trustee

AGENDA APPROVAL

- **Motion by Treasurer Ryan to approve the agenda as presented. Supported by Clerk Winchester. A voice vote was taken. All present voted yes. The motion carried 4/0.**

CONSENT AGENDA:

1. Approval of Meeting Minutes – July 17, 2024
2. Approval of Financial Statement – July 2024
3. Approval of Bills for Payment – August 2024
4. Receipt of Routine Reports:
 - A. N.O.C.F.A. Minutes – July 23, 2024
 - B. Planning Commission Minutes – July 10, 2024
 - C. Building Permits – July 2024
 - D. Treasurer’s Annual and Quarterly Report – None
5. Communications: None

- **Motion by Treasurer Ryan to approve the Consent Agenda as presented. Supported by Trustee Ruth. A roll call vote was taken. All present voted yes. The motion carried 4/0.**

PUBLIC HEARINGS:

PRESENTATIONS: Township Planner – Draft Master Plan Adoption and Zoning Implementation.

This presentation will be made under New Business, Items 1) and 2)

REPORTS:

Trustee Ruth - No report.

Trustee Burton – Absent.

Clerk Winchester – No report.

Treasurer Ryan

- State Bank is merging with Choice One. State Bank called to say that there will be no changes in the bank, just a name change.

Supervisor Kullis

- The Farmstead work is progressing with concrete and beams. The road work on the entrance side is not complete because we are still waiting for the permit from the county.

PUBLIC COMMENT (on Agenda items only)

Mary Blanchard, 3444 Old Creek Drive, addressed the board.

OLD BUSINESS:

1. New Township Hall Property – HRC Proposal.

John Balint, HRC, stated that the goal is to develop the property as quickly and efficiently as possible while taking time to involve the citizens of the Township and get their input on the overall plan. The end result of the process will be a Township campus with necessary services and amenities for the community.

He outlined four tasks in his proposal:

- 1) Project management and public engagement – meetings with Township and scheduled public engagement, putting together options for consideration.
- 2) Site Plan – an overall plan showing building, parking, setbacks, easements. Will conduct assessments to include wetland and flood plane review, determine if EGLE permitting is required, confirm storm sewer and detention, and utilities.
- 3) Conceptual building design – looking at form and function of the existing building and taking into account the operational needs of day-to-day functioning of staff. Also looking at architectural design for the interior and potential additions to the building.
- 4) Construction documents including additional parking, changes for the interior, façade changes, design for any building additions. There is a grant from Oakland County to assist with façade design. The end deliverable will be full construction documents that the Township can use to solicit bids. HRC will also assist in the bidding process, including pre-bid meetings and assistance with contractor clarification questions. After bids are received, HRC will assist with bidder qualification, and creating bid tabulations from bidders. They will also verify contractor references.

The process gets us to the stage of construction. Costs in the proposal are “not to exceed”.

Timeline –Supervisor Kullis will work to have a DDA grant in place by October to fit in with HRC’s timeline. The goal is to have interior and parking completed in Spring of 2025 so that the Township can move into the building and function without disruption. Any additional work can be done after that goal is accomplished.

- **Motion by Clerk Winchester to approve the proposal from HRC dated July 31, 2024. Supported by Treasurer Ryan. A roll call vote was taken. All present voted yes. The motion carried 4/0.**

2. Appointment of Zoning Board of Appeals Alternate Member – Term Ending 12/31/24.

- **Motion by Clerk Winchester to appoint Richard Kinnamon as an alternate member to the Zoning Board of Appeals for a term ending 12/31/2024. Supported by Treasurer Ryan. A voice vote was taken. All present voted yes. The motion carried 4/0.**

NEW BUSINESS:

1. Adoption of Master Plan – Proposed Resolution 2024-18.

Presented by John Jackson, McKenna & Associates.

The process of updating the Master Plan began in spring 2023. Throughout that summer and into the following spring, the planners worked with the Planning Commission to discern their future vision for the Township and translate that into the new plan. In March of 2024, after extensive discussions and changes, the Planning Commission completed their revisions and recommended sending the plan to the Township Board to approve releasing it for public review. During that 63-day review period, the Township welcomed input from citizens, surrounding communities, and the county. Following the review period, the Planning Commission met to consider the feedback from the public review and scrutinize the plan one more time before recommending it to the Township Board for review and adoption.

Overall, the plan emphasizes preserving the rural character of the Township. Proportionally small areas have been identified for development, and strict codes are being developed to control density and character. Highlights of the updated Master Plan follow:

- The NW quarter and middle area of the Township are designated for preservation.
- The NE corner (along Dixie Hwy.) was identified as appropriate for development since there will likely be water and sewer in the future.
- The N. Holly Rd/Grand Blanc Township area is appropriate for development since it will not infringe on rural.
- Grange Hall/Fish Lake Rd. is appropriate for development since there will likely be water and sewer there in the future.
- The area near Grange Hall and Fish Lake Rd. is identified as an area appropriate for developing a Neighborhood Town Center.

- **Motion by Clerk Winchester to approve Resolution 2024-18, the adoption of the new Master Plan. Supported by Treasurer Ryan. A roll call vote was taken. All present voted yes. The motion carried 4/0.**

2. Zoning Implementation Proposal.

Presented by John Jackson, McKenna and Associates.

Mr. Jackson stated that the most effective way to bring the new Master Plan to life is to develop corresponding zoning codes. Board members agreed that this is something they've wanted to do. The proposal from McKenna and Associates is for an amount not to exceed \$30,000 and includes the public hearing process. Additional engagement options are also available.

- **Motion by Clerk Winchester to approve the proposal from McKenna and Associates for amending the zoning ordinance for an amount not to exceed \$30,000. Supported by Supervisor Kullis. A roll call vote was taken. All present voted yes. The motion carried 4/0.**

3. Real Estate Listing Proposal for Holly Township Parcels 01-33-300-031 and 01-24-355-023.

Supervisor Kullis stated that there are two parcels in Great Lakes Subdivision that the Township got back for back taxes. He proposed putting one up for sale today. The second parcel is adjacent to a lot that is also a couple years behind on taxes, so he wants to hold the second parcel in reserve until we know the status of the adjacent lot. If the adjacent lot comes back to the Township, it would be more advantageous to sell both properties at the same time.

There is another property, 49 acres on Fish Lake Road. The Township had it listed in the past, but it did not sell. He would like to list that property as well.

Chuck Stoner, long-time Holly resident and member of the Board of Review and Land Division Committee on that property, presented listing proposals for both properties – the lot in Great Lakes Subdivision and the acreage on Fish Lake Road.

- **Motion by Clerk Winchester to approve the property listing proposals from Chuck Stoner for Parcels 01-33-300-031 and 01-24-355-023 for 6 months. Supported by Treasurer Ryan. A roll call vote was taken. All present voted yes. The motion carried 4/0.**

4. Code Enforcement.

Supervisor Kullis stated that he is not required to bring this request to the Board, but he wants to since it changes the way that the Township looks at code enforcement. He requested permission to go from reactive enforcement (waiting for residents to complain) to proactive enforcement (actively looking for blight). He believes that when the Township proactively deals with violations early, those issues will be resolved before the blight is excessive.

Also, there is an increase of repeat offenders, and the Township often goes to court to resolve those complaints. The Township has absorbed those costs which have escalated over the years. For repeat offenders, he would like to start charging for fees. In court, the attorney can

ask to award the Township fees in addition to setting the date to resolve the issue. If the offender doesn't pay the fees, they go on the tax bill.

Supervisor Kullis stated that he is looking for consensus from the board.

- **Motion by Supervisor Kullis to move forward with the change from reactive to becoming proactive in code enforcement. Supported by Clerk Winchester. A voice vote was taken. All present voted yes. The motion carried 4/0.**

5. Authorization for Participation in the Michigan Cooperative Liquid Assets Security System – Proposed Resolution 2024-19.

Treasurer Ryan stated that there are local investment pools. She met with several of them. The Township is already investing, but many investments have minimums. Pooling our money with the other municipalities (there are 839 in MiCLAS), gives us economy of scale. This is very safe. It's not only limited by our restrictions for investing but MiCLAS has even further restrictions. Another advantage is that it is very liquid (same day ACH by 3pm) and interest is posted each day. There's no minimum balance, so we can take it all out if needed, and the account will remain for the future if we have extra funds to put back in. Treasurer Ryan talked to several Treasurers and heard no complaints.

- **Motion by Treasurer Ryan to approve Proposed Resolution 2024-19 for participation in the MiCLAS Security System. Supported by Trustee Ruth. A roll call vote was taken: Trustee Ruth, yes; Clerk Winchester, no; Treasurer Ryan, yes. Supervisor Kullis, yes. The motion carried 3/1.**

PUBLIC COMMENT

Elizabeth Kelly, 5383 Grange Hall Road, addressed the board.
Mary Blanchard, 3444 Old Creek Drive, addressed the board.
Sherlynn Everly, 314 Hadley Street, addressed the board.

ADJOURNMENT

Supervisor Kullis adjourned the meeting at 8:06 p.m.

Submitted by: Diane M. Hill, Recording Secretary

Karin S. Winchester, Clerk