

Holly Township
Board of Trustees Special Meeting
Minutes of February 5, 2025

CALL TO ORDER: Supervisor Kullis called the Special Meeting of the Holly Township Board of Trustees to order at 6:32 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
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

Members Absent:

None

AGENDA APPROVAL

- **Motion by Clerk Winchester to approve the agenda as presented. Supported by Trustee Kinnamon. A voice vote was taken. All present voted yes. The motion was carried 7/0.**

CONSENT AGENDA:

1. Approval of Meeting Minutes – December 18, 2025.
2. Approval of Financial Statement – December 2024.
3. Approval of Bills for Payment – January 2025.
4. Receipt of Routine Reports:
 - A. N.O.C.F.A. Minutes – December 17, 2024.
 - B. Planning Commission Minutes – None.
 - C. Building Permits – December 2024.
 - D. Treasurer’s Annual and Quarterly Report – December 31, 2024.
5. Communications:
 - A. Letter dated December 17, 2024 from Veterans Affairs re: Draft Environmental Assessment for Proposed Phase 3 Gravesite Development at Great Lakes National Cemetery.

- **Motion by Clerk Winchester to approve the Consent Agenda as presented. Supported by Trustee Burton. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

PUBLIC HEARINGS: None.

PRESENTATIONS: Jamie Burton from Hubble, Roth and Clark on Township Hall Project.

Mr. Burton greeted the board, introduced other representatives from the firm, and invited John Balint to do the presentation.

Operations space in current offices = 7,900 sq. ft. With added elections storage, current space requirements are 8,500 sq. ft.

Site improvements will cost \$2-3M and include:

- Additional paved parking
- ADA improvements

- Site lighting
- Utility extensions
- Emergency power
- Right-of-way decel lane (on Grange Hall Rd)
- Storm water management

Three Township Hall options were presented:

1. Renovations to existing building – additional offices, service counters, and bathrooms in the front office area; community space and board room in the 2-bay area; storage in the truck bay area. Pros: least expensive and fastest time to complete. Cons: no additional space for future growth, future additions will be more costly because current space will have to be dismantled and reconfigured
2. Addition to existing building (\$4-5M) – new space for operations, leave the current office area “as is”, 2-bay area will be renovated for community space and board room, truck bay for storage. Pros: meets future space needs. Cons: most expensive of options, longer construction time
3. New 8,000 sq. ft. stand-alone building (\$3-4M) – operations in new building; storage space, community space, and board room in existing building. Breezeway to connect both buildings. 16,000 sq. ft. total. Pros: less expensive than a building addition (option 2), same time as an addition to the existing building, leaves existing bays for equipment and storage. Cons: breezeway connection.

REPORTS:

Trustee McCanney – No Report.

Trustee Burton

- HAYA is offering two scholarships for \$1,500 each; application deadline is March 27.
- Register Kroger card and HAYA gets portion of purchases.
- Little League registration deadline is February 14.
- Jacobsen-Quinn Toy Project (HAYA) provided \$15,000 in gifts for 198 children in 86 families, worked with White Lake Goodfellows .

Clerk Winchester

- Sick Leave amendments – not ready for action.
- Upcoming meetings:
 - Planning Commission – Feb. 12.
 - Special Meeting Board of Trustees (Parks on agenda) – Feb. 13.
 - Regular Meeting Board of Trustees – Feb. 19.
 - Note: tonight’s meeting makes up for the January board meeting that was cancelled.

Trustee Kinnamon

- Holly Chamber of Commerce is now the North Oakland Regional Chamber of Commerce (includes Holly and Ortonville Chamber of Commerce).
- Chamber Annual Dinner – awards were presented:
 - Non-Profit Award – Brandon Library.
 - New Business Award – Holly Pharmacy.
 - Legacy Award – Kerton Lumber.
 - Economic Impact Award – Holly Vault Collection.
- New directory coming out in one month.
- Breakfasts
 - Ortonville - Coffee and Donuts on 3rd Thursday.
 - Holly – last Friday – next breakfast features Chuck Stoner.

Trustee Matson

- Continue collaboration with Village of Holly; looking forward to relationship with new Village Manager.

Treasurer Ryan

- Taxes are due on Feb. 14; can pay at the office until Feb. 28.
- Unpaid taxes go to the County on Feb. 28.

Supervisor Kullis

- In meetings with the Village.

PUBLIC COMMENT (on Agenda items only)

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

OLD BUSINESS:

1. Appointment: One Planning Commission Member – Term Ending 12-31-26.
 - **Motion by Supervisor Kullis to appoint Derek Summers as a Planning Commission Member for a term expiring on 12/31/2026. Supported by Trustee Kinnamon. A voice vote was taken. All present voted yes. The motion carried 7/0.**
2. Appointment: One Zoning Board of Appeals Member – Term Ending 12-31-27
 - **Motion by Supervisor Kullis to appoint Thomas Ryan as a member of the Zoning Board of Appeals for a term expiring 12/31/2027. Supported by Trustee Matson. A voice vote was taken. All present voted yes. The motion carried 7/0.**
3. Appointment: One Zoning Board of Appeals Alternate – Term Ending 12-31-27.

Supervisor Kullis is still looking for interest. The Board took No Action.

NEW BUSINESS:

1. HRC Township Hall Presentation.

The board discussed the next steps for this project.

Supervisor Kullis invited Steven Burke, MFCI, LLC, to address the board regarding the services that his firm provides. They are financial advisors who can assist the Township in assessing their options for financing a new Township Hall. There is no cost for the preliminary work which includes evaluating current resources and proposing options for financing. Fees are discussed only if the board desires to go forward with financing options, including bonds.

The board agreed that they need time to consider the three options presented by HRC, financial resources, and their vision for the future.

Supervisor Kullis assured the public that they will be invited to provide input when the time is right to move forward on the design portion of the project.

The Board took No Action.

2. Amendment to Holly Township Code of Ordinance Amendments to Chapter 12, Article II – North Oakland County Fire Authority.

NOCFA's attorney met with attorneys from Holly and Rose Township to review the amendments proposed by NOCFA. A final draft, with agreed upon changes, was approved by NOCFA Attorney and both Rose and Holly Township attorneys and was then approved by NOCFA Board to forward to the townships for final approval.

- **Motion by Trustee Kinnamon to approve Holly Township Code of Ordinance amendments to Chapter 12, Article II, North Oakland County Fire Authority. Supported by Trustee Matson. A roll call vote was taken. All present voted yes. The motion carried 7/0.**
3. Holly Township's IT Proposal for New Network Firewall.
 - **Motion by Trustee Kinnamon to approve purchasing a router from VC3 for a cost of \$2,949. Supported by Trustee Burton. A roll call vote was taken. All present voted yes. The motion carried 7/0.**
 4. Shiawassee River Water Trail Coalition Membership.
 - **Motion by Supervisor Kullis to renew the Shiawassee River Water Trail Coalition membership. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion carried 7/0.**
 5. Traffic Improvement Association Membership.
 - **Motion by Trustee Matson to approve the Traffic Improvement Association membership. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion carried 7/0.**

PUBLIC COMMENT – None.

ADJOURNMENT

Supervisor Kullis adjourned the meeting at 8:08 p.m.

Submitted by: Diane M. Hill, Recording Secretary

Karin S. Winchester, Clerk