

Holly Township
Board of Trustees Regular Meeting
Minutes of December 17, 2025

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 Kullis, Karin Winchester, Jennifer Ryan, Derek Burton, Ryan Matson, Michael McCanney and Richard Kinnaman

Members Absent: None.

Others Present: None.

AGENDA APPROVAL

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

CONSENT AGENDA:

1. Approval of Regular Meeting Minutes – November 19, 2025.
2. Approval of Financial Statement – November 2025.
3. Approval of Bills for Payment – December 2025
4. Receipt of Routine Reports:
 - A. N.O.C.F.A. Special Meeting Minutes – November 12, 2025.
 - B. Planning Commission Minutes – November 12, 2025.
 - C. Building Permits – November 2025.
 - D. Treasurer's Annual and Quarterly Report – NA.
5. Communications: None.

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

PRESENTATIONS: None.

REPORTS

TRUSTEES

Trustee Kinnaman had nothing to report.

Trustee Burton offered holiday greetings to everyone.

Trustee Matson inquired about staff PTO during the office closure period that was approved last month. He was concerned about staff potentially losing their PTO for days the board decided to close. Clerk Winchester confirmed that staff PTO would not be affected.

Trustee McCanney reported that the Planning Commission is beginning their zoning ordinance diagnostic review, with completion projected for November of next year.

TREASURER

Treasurer Ryan informed the board that the county has changed their website for dog licenses. Physical licenses will no longer be available at the office but will instead be mailed directly to residents. Residents can still come to the township office for assistance with the online process or complete it themselves at home.

CLERK

Clerk Winchester reported that BS&A (their software vendor) has accelerated the timeline for their upgrade to cloud services from 6-9 months to January. She explained that a data migration had already begun in early December, with another scheduled for January when no one will be able to access the programs. She noted that this change required budget amendments since the funding was originally expected to be spread across multiple years. Winchester clarified that BSNA provides software for their general ledger, tax assessing, building department, planning and zoning, and cemetery functions. She and the planners were taking classes to implement the building department module for planning and zoning files.

SUPERVISOR

Supervisor Kullis provided an update on the barn project, which had been problematic for some time. After meetings with Dean Sutton and John Ballant through HRC, they had finalized signatures on paperwork that established June 19th as the completion date. If not completed by then, the contractor would pay damages of \$500 per day. The supervisor explained that the siding visible on the barn was as complete as possible at this stage, and some had to remain off until the doors could be installed.

PUBLIC COMMENT – None.

OLD BUSINESS – None.

NEW BUSINESS

1. New Township Hall Construction Manager Proposal.

Supervisor Kullis presented a proposal to hire McCarthy and Smith Incorporated as the construction manager for the new Township Hall project. He explained that the administration had met with several potential managers and, after visiting White Lake Township's ongoing project, felt confident in recommending Aaron Phillips of McCarthy and Smith.

Mr. Phillips introduced himself and his company, noting they are a 60-year-old family-owned business based in Farmington. He explained that their first project was actually built in Holly Township, and that they specialize in public institution projects, particularly K-12 schools. He described their approach to transparency when handling publicly funded projects.

Phillips outlined the role of a construction manager in the preconstruction phase, which includes assisting with architect selection, project kickoff, design development, and the bidding process. He explained that the proposal before the board covered preconstruction services through the bid award process. The construction phase would involve a full-time project superintendent, with a fee structure of 2.45% of hard construction costs, which he described as very competitive.

Trustee Matson asked about the timeline for determining project funding. Phillips explained that budget discussions would begin in February, but funding decisions wouldn't affect the process until approximately May.

Supervisor Kullis also mentioned plans to form a building committee to provide input throughout the process, with Trustee McCanney, Clerk Winchester, Treasurer Ryan, and community member Jim Clark participating.

- **Motion by Trustee Kinnaman to move approve to approve McCarthy and Smith Incorporated as the construction manager for the new Township Hall project, subject to attorney approval. Supported by Clerk Winchester. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

2. Rose Hill Center Hope in Motion 5K Run – Proposed Resolution 2025-20.

Clerk Winchester explained that the resolution was needed to show support the closure of roads by RCOC for the Rose Hill Center 5K run event.

- **Motion by Trustee Burton to approve Rose Hill Center Hope in Motion 5K Run – Proposed Resolution 2025-20. Supported by Trustee Kinnaman. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

3. Stiffs Mill Pond – Proposed Resolution 2025-21.

- **Motion by Trustee Kinnaman to approve the Stiffs Mill Pond – Proposed Resolution 2025-21. Supported by Trustee Burton. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

4. 2025-2026 Budget Amendments – Proposed Resolution 2025-22.

- **Motion by Trustee Burton to approve the 2025-2026 Budget Amendments – Proposed Resolution 2025-22. Supported by Clerk Winchester. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

PUBLIC COMMENT

Mary Blanchard 3444 Old Creek addressed the Board.

ADJOURNMENT – Supervisor Kullis adjourned the meeting at 7:21 pm.

Karin Winchester, Clerk