

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES  
June 02, 2026 – 7:00 PM

**DRAFT**

1. Call to Order

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Mike Luce, Assessor Amanda Carrigan, and Planning Director Troy Langer

4. Approval of the Agenda

Treasurer Horning requested to move Item 7a to 7b and Item 7b to 7a.

**Move to approve the agenda for the June 2, 2026 Hartland Township Board meeting as amended.**

Motion made by Trustee O'Connell, Seconded by Trustee Petrucci.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

**Move to approve the consent agenda for the June 2, 2026 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 05-19-26 Hartland Township Board Regular Meeting Minutes
- d. Investment Policy Update

7. Pending & New Business

- a. Zoning Amendment #26-001 – Amendment to permit accessory dwelling units (ADU) in single family zoned districts.

Planning Director Troy Langer stated this is an amendment to permit accessory dwelling units (ADUs) in our single family residential zoning districts. He gave a brief overview of ADUs that would be smaller dwelling units that could either be attached to principal dwelling unit, such as in a basement, an attic, or as a garage conversion, or as a complete detached structure for that dwelling unit. He stated the Planning Committee (PC) referred this to the Ordinance Review Committee that looked at this topic, reviewed other ADU ordinances, and prepared a draft for the PC. The PC approved it, and it went to the Livingston County

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 02, 2026 – 7:00 PM

Planning Commission (LCPC) for review, and they have made a recommendation. Director Langer then reviewed the more important issues of the amendment. Items discussed were permitting ADUs in all residential districts except for detached ADUs only being allowed in the CA districts which has minimum lot sizes of 2 acres, parking and driveway requirements, compliance with normal zoning district standards, the requirement that the property owner must reside on the property in either the primary dwelling or the ADU, and the ability for ADUs to share in common water, septic, electric gas and sewer utilities with permission with other governmental authorities. Further discussion was held on attached ADUs being subject to the same zoning district requirements, and if detached, are treated as an accessory structure and are subject to all of those regulations, and size requirements, both minimum and maximum. Director Langer gave a brief overview of detached ADUs in the CA district that may be part of a pole barn and the cap on the size of the ADU in a pole barn. He stated this has been reviewed by the Township Attorney who suggested limiting ADUs to just family to limit the scope of what ADUs can be used for and this was included in the packet tonight. He did state the PC decide to not do this as the goal of the ADU ordinance from the PC was to provide some affordable housing for people in the community and did not want to limit it to just family, and there were concerns with enforcement of this. Supervisor Fountain and Director Langer led a brief discussion on lake front property and ADUs, and the size of detached ADUs in relation to the size of the principal dwelling.

**Move to approve Zoning Amendment Text Amendment #26-001, as outlined in the staff memorandum, draft ordinance amendment, and resolution , as attached.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci. Roll call vote taken

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Motion passes: 7 - 0 - 0

b. Appraisal for Tax Tribunal Case, Docket 25-000900-TT - Ramco Properties

Assessor Amanda Carrigan stated in 2025 Ramco place a full tax tribunal appeal for all of their properties surrounding Meijer's comprised of six parcels. She stated that at that time Ramco had gone through an acquisition of the property and upon that acquisition they filed the tribunal case with us. She stated we have been working with their attorneys for over the past year to reach a valuation. She stated right now their value is at about \$2.4 million for roughly 40 acres of land that includes three out lots that are around one acre each and another portion of property that goes through the property. Assessor Carrigan stated that sales in the vicinity of this property support our valuation and we firmly believe our valuation is accurate based on the acreage that is there. She stated we have been unable to reach any kind of agreement on the valuation at this point so it appears we will be moving forward with the appeal. She stated we are at the point in the tribunal process where we need to submit our valuation disclosure to the tribunal which is basically obtaining a third party valuation that would support our valuation. Assessor Carrigan stated Valbridge Appraisal has done appraisals for us in the past and she reached out for an estimate for all six parcels and the original estimate came it at about \$25,000. She state there was a small parcel where the fountain is at that is included in there appear but we are not going to pay to have this evaluated separately. She stated what is before the Board is \$20,000 for the appraisal itself for 2025 and 2026 and an amount for the appraiser time should he have attend depositions and for appearing at the trial if required, for a total amount of \$23,600. She stated we have \$10,000 budgeted for this and would need a budget amendment of \$13,600. The appraisal is due to the tribunal in August and it takes about six weeks to complete it.

**Move to approve the engagement of Valbridge Property Advisors for the 2025/2026 appraisal for Tax Tribunal Case, Docket 25-000900-TT - Ramco Properties vs. Hartland Township.**

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 02, 2026 – 7:00 PM

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

c. Deputy Clerk Salary Adjustment

Clerk Ciofu stated that in light of the discussions we had on certification for the Deputy Clerk and Deputy Treasurer, Deputy Clerk Heather Cosgrove has received her Michigan Professional Municipal Clerk (MiPMC) certification and he stated the purpose of the designation is outlined in the memo. He also stated with the things Deputy Clerk Cosgrove has done over and above her job duties, specifically applying for and obtaining a \$10,000 Americans with Disabilities ADA grant through the Michigan Municipal Clerk Association on her own that funded ADA improvements in the Township Hall. He stated all things considered he would like to increase her salary to \$31.00 per hour effective with the next pay period if approved.

**Move to approve a salary adjustment for the Deputy Clerk to \$31.00 per hour and the necessary budget amendment to Department 215.**

8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - Stated they are in the middle of creating the new tax roll for the bills to go out in a couple of weeks. She stated she is waiting some items from Assessing and should have it over to the County tomorrow. She stated all of the new people are doing great and they are working through the issues of changing computers and email names and stated it is actually going very smoothly.

Trustee O'Connell - Stated the HDFFA Fire Chief Carroll has been out in the public, at the Farmer's Market and the Memorial Day Parade talking to the citizens about the fire millage that is coming up in August.

Trustee Lubeski - No report.

Supervisor Fountain - Stated the Hartland Chamber has their Annual Polo Event this weekend with tickets still available for the Saturday Event and that Sunday is the Family Day Event.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce state he and Public Works Director Scott Hable met with residents of Dunham Lake Estates with regards to the paving of the internal roads of Dunham Lakes Estates. He stated they informed them it would probably be a little over \$6,000 per parcel to take on this project without including their neighbors on Tipsico Lake Rd. He stated that is would reduce the per parcel amount by around \$2,000 if the Tipsico Lake Rd residents participated in the project but it is uncertain if they would do so now that Hartland Township and the Livingston County Road (LCRC) are sharing the cost to pave Tipsico Lake Rd. in this area. Consensus of the residents was to move forward without the Tipsco Lake residents and they requested a meeting with the LCRC to see if there is any available funding for this project from them. Manager Luce stated San Marino has been submitting the SAD petition forms that are being reviewed by the Clerk's department and they are still waiting on the lead individual from San Marino to inform us they are complete with their submission of signatures. Manager Luce stated that East Peterson/West Peterson, which is Pleasant Valley Homeowners Association

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 02, 2026 – 7:00 PM

are also looking to get their SAD going. Manager Luce stated the Hartland Polo Event is this Saturday, with the Family Fun Day on Sunday and tickets are available.

Manager Luce stated we have three new employees the are fitting in very well within the Township. He also stated that we are in the process of looking at new IT service companies as we have had ongoing issues with VC3. He stated we have met with another IT service company and he provided a brief update of their organization, services, response times, and cost. Manager Luce is going to come back to the Board with a recommendation to move to another IT service company in the near future. A brief discussion was held on how a transfer of service would be implemented if approved by the Board. Trustee McMullen suggested another IT service company that she has worked with and Manager Luce stated they have looked at them in this process. Manager Luce stated the HERO Center has inquired as to whether one of their Board member, Pastor Russ Greer would be able to use the Teen Center for his Sunday services. Pastor Greer currently holds his services at the Hartland Music Hall, but was recently that because of the vintage organ in the Music Hall he would be required to provide a large liability insurance liability policy for his church to continue to use the Music Hall. A brief discussion was held on this issue, and it was the consensus of the Board that if a nominal rental amount and a appropriate liability insurance policy could be worked out with the HERO Board, the Board would not have an issue with this.

Manager Luce stated there is a pre-construction with Chick-Fil-A tomorrow and they have their demolition permit and should be moving forward quickly. He also stated we would be receiving Sheetz final construction plans in the next few days. Trustee Petrucci inquired as to setting up a meeting with the HDFA next week.

b. Workshop - Revisions to Zoning Amendment 26-002 Backyard Chickens / Code Enforcement.

Manager Luce gave a brief overview of the Boards discussion at the last meeting regarding the proposed backyard chicken zoning ordinance and stated he added Code Enforcement to this as they are somewhat related with regards to this issue, and the PC has had discussions on the Code Enforcement role in the community. As to the chicken ordinance he stated the PC has recommended reducing the acreage requirement to have chickens from 2.5 acres to .62 acres (30,000 sq.ft.). Manager Luce displayed maps of properties in the Township that were over 2.5 acres, over 1 acre, and .62 acres as a comparison. Manager Luce and Planning Director Troy Langer then led a discussion on the the proposed amendment to the zoning ordinance for chickens. Items discussed were the current zoning for allowing chickens, the review of other township ordinances, the proposed ordinance restriction on having roosters, a review of the subdivision and lakes areas that would allow chickens under the new ordinance, the lack of any architectural standards for the chicken coops that would be required in the proposed ordinance, and setback requirements. Other items briefly discussed were potential disease considerations, HOA by-laws that would supersedes the proposed ordinance and potential input from HOA's on the issue, and potential nuisance issues, potential owner maintenance issues, and code enforcement issues. The Board was divided on the issue and Director Langer stated he would take the Board concerns back to the PC. Supervisor Fountain made a recommendation to hold a future work session regarding the Code Enforcement that was to be included in this discussion item tonight.

## 10. Adjournment

**Move to adjourn the meeting at 9:00 p.m.**

Motion made by Trustee O'Connell, Seconded by Trustee Lubeski.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None