



Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Brett Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

**Board of Trustees Regular Meeting Agenda
Hartland Township Hall
Tuesday, June 02, 2026
7:00 PM**

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - [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.
 - [b.](#) Appraisal for Tax Tribunal Case, Docket 25-000900-TT - Ramco Properties
 - [c.](#) Deputy Clerk Salary Adjustment
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Workshop - Revisions to Zoning Amendment 26-002 Backyard Chickens / Code Enforcement.
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: May 27, 2026

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$409,832.23. The bills are available in the Finance office for review.

Notable invoices include:

\$25,297.36 – Hartland Sports Center LLC – (2025 Delinquent Tax Reimbursement)

\$239,625.64 – Livingston County Drain Commission – (April 2026 Sewer System O&M)

\$28,325.00 – MFCI, LLC – (Bond Issuance Costs)

\$10,440.75 – Michigan Townships Association – (7/1/26 – 6/30/27 Annual Dues)

\$14,500.00 – Moody’s Investors Service, Inc. – (Bond Costs)

\$56,242.00 – Spalding Dedecker – (Various engineering invoices)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY27 budget.

Attachments

Bills for 06.02.2026

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ALLSTAR 54455	ALLSTAR ALARM LLC 8345 MAIN STREET WHITMORE LAKE MI, 48189	05/19/2026 06/02/2026	452694	FOA N	KEYSCAN CARDS	156.00
05/19/2026		/ /	0.0000	N		0.00
Open		06/02/2026		N		156.00

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	156.00
VENDOR TOTAL:		156.00

ASLA 54460	AMERICAN SOC OF LANDSCAPE ARCHITECT ATTN: MEMBERSHIP 636 I STREET, NW WASHINGTON DC, 20001-3736	05/18/2026 06/02/2026	4435810	FOA N	2026 MEMBERSHIP FOR MEMBER #753616	575.00
05/18/2026		/ /	0.0000	N		0.00
Open		06/02/2026		N		575.00

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	575.00
VENDOR TOTAL:		575.00

APPLIED 54449	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	05/22/2026 06/02/2026	3171195	FOA N	5/23/26 - 6/22/26 - RICOH MP6055SP	0.30
05/22/2026		/ /	0.0000	N		0.00
Open		06/02/2026		N		0.30

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	0.30
VENDOR TOTAL:		0.30

ARIZENT 54448	ARIZENT P.O. BOX 74008864 CHICAGO IL, 60674-8864	04/28/2026 06/02/2026	ADV19758	FOA N	BOND ISSUANCE COSTS	1,535.00
04/28/2026		/ /	0.0000	N		0.00
Open		06/02/2026		N		1,535.00

GL NUMBER	DESCRIPTION	AMOUNT
539-000-993.000	BOND ISSUANCE COSTS	1,535.00
VENDOR TOTAL:		1,535.00

CINTAS 54422	CINTAS CORPORATION P.O. BOX 630910	05/18/2026 06/02/2026	5336621610	FOA N	FIRST AID SUPPLIES	79.00
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

05/18/2026	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		06/02/2026		N		79.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	79.00

VENDOR TOTAL: 79.00

ELECTROCYC 54392	ELECTROCYCLE INC 23953 RESEARCH DR FARMINGTON HILLS MI, 48335	05/12/2026 06/02/2026	77904	FOA N	ONSITE DOCUMENT DESTRUCTION	42.00
05/12/2026		/ /	0.0000	N		0.00
		06/02/2026		N		42.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	42.00

ELECTROCYC 54423	ELECTROCYCLE INC 23953 RESEARCH DR FARMINGTON HILLS MI, 48335	05/16/2026 06/02/2026	78398	FOA N	LARGE ITEM DAY SHREDDING	1,750.00
05/16/2026		/ /	0.0000	N		0.00
		06/02/2026		N		1,750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	1,750.00

VENDOR TOTAL: 1,792.00

ETNA 54420	ETNA SUPPLY COMPANY P.O. BOX 772107 DETROIT MI, 48277-2107	05/19/2026 06/02/2026	S106891589.002	FOA N	CURB VALVES	330.00
05/19/2026		/ /	0.0000	N		0.00
		06/02/2026		N		330.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	330.00

VENDOR TOTAL: 330.00

5888 54437	FOSTER, SWIFT, COLLINS & SMITH 313 S. WASHINGTON SQUARE LANSING MI, 48933-2193	04/30/2026 06/02/2026	942203	FOA N	APRIL 2026	4,008.01
05/19/2026		/ /	0.0000	N		0.00
		06/02/2026		Y		4,008.01

Open

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	3,446.25
101-400-801.100-0071	CHICK-FIL-A DEV EXPENSE	240.93
101-400-801.100-0070	SQUARE ONE EXPENSES	294.47
101-400-727.000	SUPPLIES & POSTAGE	26.36
		4,008.01

VENDOR TOTAL: 4,008.01

HARRIS	HARRIS, DAVE	05/26/2026	052626	FOA	REFUND OF ESCROW	
54451		06/02/2026		N		2,468.95
	2490 LONE TREE RD					
05/26/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00
		06/02/2026		N		2,468.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-287.000-0056	HYDRANT DEPOSIT HIGHLAND RESERVE	2,468.95
		2,468.95

VENDOR TOTAL: 2,468.95

HISTORICAL	HARTLAND AREA HISTORICAL SOCIETY	06/01/2026	JUNE 2026	FOA	PAYMENT PER AGREEMENT	
53904	3503 AVON ST	06/02/2026		N		5,512.50
06/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2026		N		5,512.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-885.000	DEARING MUSEUM	5,512.50
		5,512.50

VENDOR TOTAL: 5,512.50

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	06/01/2026	JUNE 2026	FOA	PAYMENT PER AGREEMENT	
53284	HAYAA - FOOTBALL	06/02/2026		N		570.62
	P.O. BOX 359					
06/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2026		N		570.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	570.62
		570.62

VENDOR TOTAL: 570.62

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	06/01/2026	JUNE 2026	FOA	PAYMENT PER AGREEMENT	
53897	HAYAA - BASEBALL	06/02/2026		N		1,285.72
	P.O. BOX 110					
06/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2026		N		1,285.72

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT	1,285.72
VENDOR TOTAL:		1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	06/01/2026	JUN 2026	FOA	PAYMENT PER AGREEMENT	
53901	HARTLAND COMMUNITY EDUCATION	06/02/2026		N		782.50
	9525 HIGHLAND RD					
06/01/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/02/2026		N		782.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	782.50
VENDOR TOTAL:		782.50

HSCLLC	HARTLAND SPORTS CENTER LLC	05/21/2026	052126	FOA	2025 DELINQUENT TAX REIMBURSEMENT	
54447	C/O JONATHON CONRAD	06/02/2026		N		25,297.36
	2755 ARENA DRIVE					
05/21/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2026		N		25,297.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-277.000	DUE TO TAXPAYERS - OTHER	25,297.36
VENDOR TOTAL:		25,297.36

HYL	HARTLAND YOUTH LACROSSE	06/01/2026	JUNE 2026	FOA	PAYMENT PER AGREEMENT	
53277	P.O. BOX 56	06/02/2026		N		570.62
06/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2026		N		570.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	570.62
VENDOR TOTAL:		570.62

1548	HORIZON LANDSCAPE INC.	04/29/2026	17669	FOA	LANDSCAPING FIRE STATION #61	
54458		06/02/2026		N		1,605.83
	11765 HIBNER RD					
04/09/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2026		N		1,605.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

206-000-802.000	LAWN/SNOW MAINTENANCE					1,605.83
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1548	HORIZON LANDSCAPE INC.	05/01/2026	17689	FOA	MOWING M-59 MEDIANS	
54456		06/02/2026		N		5,275.33
	11765 HIBNER RD					
05/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2026		N		5,275.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	5,275.33

1548	HORIZON LANDSCAPE INC.	05/01/2026	17690	FOA	MOWING FIRE STATION #61	
54457		06/02/2026		N		1,605.83
	11765 HIBNER RD					
05/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2026		N		1,605.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	1,605.83

VENDOR TOTAL: 8,486.99

LASHBROOK	LASHBROOK SEPTIC SERVICE	05/11/2026	80672	FOA	LARGE ITEM TRASH DAY	
54388		06/02/2026		N		150.00
	4895 CURDY RD					
05/11/2026	HOWELL MI, 48855	/ /	0.0000	N		0.00
		06/02/2026		N		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	150.00

VENDOR TOTAL: 150.00

2909	LIVINGSTON CTY DRAIN COMMISSIO	04/30/2026	4147	FOA	APRIL 2026 SEWER SYSTEM O&M	
54386		06/02/2026		N		239,625.64
	2300 E. GRAND RIVER					
05/13/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/02/2026		N		239,625.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	239,625.64

VENDOR TOTAL: 239,625.64

LOREARENTS	LOREA RENTS	05/13/2026	1489-1	FOA	SIDEWALK SWEEPING RENTAL	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
54403		06/02/2026		N		396.75
	120 LUCY RD					
05/13/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/02/2026		N		396.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-444-930.000	REPAIRS & MAINTENANCE	396.75

VENDOR TOTAL: 396.75

LOREA	LOREA TOPSOIL & AGGREGATE	05/12/2026	46755	FOA	MULCH FOR TWP HALL	
54387		06/02/2026		N		248.00
	120 LUCY RD					
05/12/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/02/2026		Y		248.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	248.00

LOREA	LOREA TOPSOIL & AGGREGATE	05/19/2026	47410	FOA	SCREENED TOPSOIL	
54404		06/02/2026		N		145.00
	120 LUCY RD					
05/19/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/02/2026		Y		145.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	145.00

LOREA	LOREA TOPSOIL & AGGREGATE	05/19/2026	47411	FOA	TO BACKFILL CURB STOP	
54405		06/02/2026		N		81.00
	120 LUCY RD					
05/19/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/02/2026		Y		81.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	81.00

VENDOR TOTAL: 474.00

MFCI	MFCI, LLC	05/26/2026	1456	FOA	BOND ISSUANCE COSTS	
54453		06/02/2026		N		28,325.00
	435 UNION ST					
05/26/2026	MILFORD MI, 48381	/ /	0.0000	N		0.00
		06/02/2026		N		28,325.00

Open

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

GL NUMBER	DESCRIPTION	AMOUNT
539-000-993.000	BOND ISSUANCE COSTS	28,325.00
VENDOR TOTAL:		28,325.00

MTA	MICHIGAN TOWNSHIPS ASSOCIATION	05/21/2026	07012026	FOA	7/1/26 - 6/30/27 ANNUAL DUES	
54446		06/02/2026		N		10,440.75
	P.O. BOX 80078					
05/21/2026	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		06/02/2026		N		10,440.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	8,540.75
101-172-957.000	EDUCATION/TRAINING/CONVENTION	1,900.00
VENDOR TOTAL:		10,440.75

MOODY'S	MOODY'S INVESTORS SERVICE, INC.	05/27/2026	P0532934	FOA		
54454		06/02/2026		N		14,500.00
	P.O. BOX 102597					
05/27/2026	ATLANTA GA, 30368-0597	/ /	0.0000	N		0.00
		06/02/2026		N		14,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-993.000	BOND ISSUANCE COSTS	14,500.00
VENDOR TOTAL:		14,500.00

1180	PETER'S TRUE VALUE HARDWARE	05/21/2026	K82419	FOA	WEED WHIP REPAIR PARTS	
54445		06/02/2026		N		113.97
	3455 W. HIGHLAND ROAD					
05/21/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00
		06/02/2026		N		113.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	113.97

1180	PETER'S TRUE VALUE HARDWARE	05/27/2026	K82496	FOA	MISC SUPPLIES	
54452		06/02/2026		N		55.43
	3455 W. HIGHLAND ROAD					
05/27/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00
		06/02/2026		N		55.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

101-265-740.000	OPERATING SUPPLIES					55.43
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VENDOR TOTAL: 169.40

RESERVE 54419	PITNEY BOWES BANK INC RESERVE ACCT	05/20/2026	052026	FOA	ACCT#24969628 - APR 2026	436.44
	P.O. BOX 981023	06/02/2026		N		
05/20/2026	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		06/02/2026		N		436.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	53.28
101-209-727.000	SUPPLIES & POSTAGE	11.10
101-215-727.000	SUPPLIES & POSTAGE	137.26
101-191-727.000	SUPPLIES & POSTAGE	82.07
101-400-727.000	SUPPLIES & POSTAGE	5.92
101-253-727.000	SUPPLIES & POSTAGE	2.22
101-253-811.100	TAX COLLECTION	24.42
536-000-727.000	SUPPLIES/POSTAGE	53.37
590-000-727.000	SUPPLIES & POSTAGE	53.36
101-722-727.000	SUPPLIES & POSTAGE	7.40
101-192-727.000	SUPPLIES & POSTAGE	6.04
		436.44

VENDOR TOTAL: 436.44

PROSWEEP 54406	PROGRESSIVE SWEEPING CONTRACTORS	05/18/2026	139949	FOA	HIGHSCHOOL LOT SWEEP	913.50
	5202 ENTERPRISE BLVD, STE B	06/02/2026		N		
05/18/2026	TOLEDO OH, 43612	/ /	0.0000	N		0.00
		06/02/2026		N		913.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	913.50

VENDOR TOTAL: 913.50

SPALDING 54424	SPALDING DEDECKER	05/19/2026	107946	FOA	M-59 NORTH SIDE WM THRU 5/3/26	4,200.00
	905 SOUTH BLVD EAST	06/02/2026		N		
05/19/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		06/02/2026		N		4,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	4,200.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

SPALDING 54425	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	05/19/2026 06/02/2026	107947	FOA N	PRV NO 3 THRU 5/3/26	562.00
05/19/2026		/ /	0.0000	N		0.00
		06/02/2026		N		562.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	562.00

SPALDING 54426	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	05/19/2026 06/02/2026	107948	FOA N	EAST WTR TOWER THRU 5/3/26	51,480.00
05/19/2026		/ /	0.0000	N		0.00
		06/02/2026		N		51,480.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-152.100	26/27 EAST WATER EXTENSION (BONDED)	51,480.00

VENDOR TOTAL: 56,242.00

STAPLES 54438	STAPLES PO BOX 660409 DALLAS TX, 75266-0409	05/16/2026 06/02/2026	6063893483	FOA N	MISC SUPPLIES	118.26
05/16/2026		/ /	0.0000	N		0.00
		06/02/2026		N		118.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	54.93
101-400-727.000	SUPPLIES & POSTAGE	63.33

118.26

STAPLES 54439	STAPLES PO BOX 660409 DALLAS TX, 75266-0409	05/16/2026 06/02/2026	6063893485	FOA N	FILE FOLDERS	96.90
05/16/2026		/ /	0.0000	N		0.00
		06/02/2026		N		96.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	96.90

STAPLES 54440	STAPLES PO BOX 660409 DALLAS TX, 75266-0409	05/16/2026 06/02/2026	6063893487	FOA N	COFFEE, PAPER TOWEL	77.47
05/16/2026		/ /	0.0000	N		0.00
		06/02/2026		N		77.47

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	77.47

VENDOR TOTAL: 292.63

USA 54421	USA BLUE BOOK	05/18/2026	1050107	FOA	TESTING SUPPLIES	515.55
		06/02/2026		N		
05/18/2026	P.O. BOX 9004 GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		06/02/2026		N		515.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	515.55

VENDOR TOTAL: 515.55

VC3, INC. 54450	VC3, INC. C/O PNC BANK P.O. BOX 746804	05/26/2026	249804	FOA	MAY 2026	3,900.00
		06/02/2026		N		
05/26/2026	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		06/02/2026		N		3,900.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	3,900.00

VENDOR TOTAL: 3,900.00

TOTAL - ALL VENDORS: 409,832.23

FUND TOTALS:

Fund 101 - GENERAL FUND	62,552.73
Fund 206 - FIRE OPERATING	3,211.66
Fund 536 - WATER SYSTEM FUND	3,786.84
Fund 539 - WATER REPLACEMENT FUND	100,602.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	239,679.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: May 27, 2026

Recommended Action

Move to approve the presented disbursements under the post-audit resolution.

Discussion

The following disbursements have been made since the last board meeting:

Accounts Payable – \$26,699.72

May 28, 2026 Payroll - \$98,329.92

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY27 budget.

Attachments

Post Audit Bills List 05.14.2026

Post Audit Bills List 05.21.2026

Payroll for 05.28.2026

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/14/2026	FOA	47057	CHASE BANK	EDUCATION/TRAINING/CONVENTION	101-172-957.000	458.70
		47057		SUPPLIES & POSTAGE	101-191-727.000	24.99
		47057		SUPPLIES & POSTAGE	101-192-727.000	27.84
		47057		EDUCATION/TRAINING/CONVENTION	101-192-957.000	160.92
		47057		SUPPLIES & POSTAGE	101-209-727.000	170.27
		47057		SUPPLIES & POSTAGE	101-215-727.000	77.35
		47057		EDUCATION/TRAINING/CONVENTION	101-215-957.000	300.00
		47057		SUPPLIES & POSTAGE	101-253-727.000	172.43
		47057		REPAIRS & MAINTENANCE	101-253-930.000	1,194.50
		47057		EDUCATION/TRAINING/CONVENTION	101-253-957.000	551.25
		47057		OPERATING SUPPLIES	101-265-740.000	55.48
		47057		TELEPHONE	101-265-851.000	19.43
		47057		OPERATING SUPPLIES	101-441-740.000	10.79
		47057		MEMBERSHIP & DUES	101-441-804.000	443.00
		47057		OPERATING SUPPLIES	101-577-740.000	16.99
		47057		VETERANS MEMORIAL CARE	101-751-886.000	2,816.93
		47057		OPERATING SUPPLIES	536-000-740.000	47.99
		47057		CONTRACTED SERVICES	536-000-801.000	99.00
		47057		INTERNET	536-000-805.000	481.01
		47057		TELEPHONE	536-000-851.000	51.20
		47057		PRINTING & PUBLICATIONS	536-000-900.000	63.18
		47057		REPAIRS & MAINT VEHICLE/EQUIP	536-000-930.002	474.19
		47057		EDUCATION/TRAINING/CONVENTION	536-000-957.000	582.75
		47057		CONTRACTED SERVICES & RENTALS	577-000-801.000	5,040.00
		47057		INTERNET	577-000-805.000	869.63
		47057		CABLE TV FEES	577-000-806.000	184.82
						14,394.64
05/14/2026	FOA	47058	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	340.25
		47058		UTILITIES - GAS	536-000-920.001	242.34
						582.59
05/14/2026	FOA	47059	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	99.05
		47059		UTILITIES - ELECTRIC	536-000-920.002	52.46
						151.51
05/14/2026	FOA	47060	TITAN PLUMBING GROUP	REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	1,540.00
						16,668.74

--- GL TOTALS ---

101-172-957.000	EDUCATION/TRAINING/CONVENTION	458.70
101-191-727.000	SUPPLIES & POSTAGE	24.99
101-192-727.000	SUPPLIES & POSTAGE	27.84
101-192-957.000	EDUCATION/TRAINING/CONVENTION	160.92
101-209-727.000	SUPPLIES & POSTAGE	170.27
101-215-727.000	SUPPLIES & POSTAGE	77.35
101-215-957.000	EDUCATION/TRAINING/CONVENTION	300.00
101-253-727.000	SUPPLIES & POSTAGE	172.43
101-253-930.000	REPAIRS & MAINTENANCE	1,194.50

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-253-957.000				EDUCATION/TRAINING/CONVENTION		551.25
101-265-740.000				OPERATING SUPPLIES		55.48
101-265-851.000				TELEPHONE		19.43
101-265-920.001				UTILITIES - GAS		340.25
101-441-740.000				OPERATING SUPPLIES		10.79
101-441-804.000				MEMBERSHIP & DUES		443.00
101-577-740.000				OPERATING SUPPLIES		16.99
101-751-886.000				VETERANS MEMORIAL CARE		2,816.93
101-751-920.002				UTILITIES - ELECTRIC		99.05
536-000-740.000				OPERATING SUPPLIES		47.99
536-000-801.000				CONTRACTED SERVICES		99.00
536-000-805.000				INTERNET		481.01
536-000-851.000				TELEPHONE		51.20
536-000-900.000				PRINTING & PUBLICATIONS		63.18
536-000-920.001				UTILITIES - GAS		242.34
536-000-920.002				UTILITIES - ELECTRIC		52.46
536-000-930.001				REPAIRS & MAINTENANCE SYSTEM		1,540.00
536-000-930.002				REPAIRS & MAINT VEHICLE/EQUIP		474.19
536-000-957.000				EDUCATION/TRAINING/CONVENTION		582.75
577-000-801.000				CONTRACTED SERVICES & RENTALS		5,040.00
577-000-805.000				INTERNET		869.63
577-000-806.000				CABLE TV FEES		184.82
				TOTAL		16,668.74

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/21/2026	FOA	47084	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	310.45
		47084		EMPLOYMENT EXPENSE	101-172-716.000	134.89
		47084		EMPLOYMENT EXPENSE	101-192-716.000	78.62
		47084		EMPLOYMENT EXPENSE	101-209-716.000	39.31
		47084		EMPLOYMENT EXPENSE	101-215-716.000	209.06
		47084		EMPLOYMENT EXPENSE	101-253-716.000	74.17
		47084		EMPLOYMENT EXPENSE	101-400-716.000	283.23
		47084		EMPLOYMENT EXPENSE	101-441-716.000	269.78
		47084		EMPLOYMENT EXPENSE	536-000-716.000	152.79
						1,552.30
05/21/2026	FOA	47085	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,393.21
		47085		STREET LIGHTS	101-448-921.000	52.43
		47085		UTILITIES	101-567-920.000	21.56
		47085		UTILITIES - ELECTRIC	101-751-920.002	481.26
		47085		UTILITIES - ELECTRIC	206-000-920.002	31.20
		47085		UTILITIES - ELECTRIC	536-000-920.002	4,196.88
						6,176.54
05/21/2026	FOA	47086	LIVINGSTON COUNTY ASSESSORS	MEMBERSHIP & DUES	101-209-804.000	60.00
05/21/2026	FOA	47087	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	210.01
		47087		EMPLOYMENT EXPENSE	101-172-716.000	47.42
		47087		EMPLOYMENT EXPENSE	101-192-716.000	117.08
		47087		EMPLOYMENT EXPENSE	101-209-716.000	167.51
		47087		EMPLOYMENT EXPENSE	101-215-716.000	81.42
		47087		EMPLOYMENT EXPENSE	101-253-716.000	28.75
		47087		EMPLOYMENT EXPENSE	101-400-716.000	124.65
		47087		EMPLOYMENT EXPENSE	101-441-716.000	113.30
		47087		EMPLOYMENT EXPENSE	536-000-716.000	160.00
						1,050.14
05/21/2026	FOA	47088	STATE OF MICHIGAN	BOND ISSUANCE COSTS	539-000-993.000	950.00
05/21/2026	FOA	47089	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	48.40
		47089		EMPLOYMENT EXPENSE	101-172-716.000	19.67
		47089		EMPLOYMENT EXPENSE	101-192-716.000	14.20
		47089		EMPLOYMENT EXPENSE	101-209-716.000	7.10
		47089		EMPLOYMENT EXPENSE	101-215-716.000	31.62
		47089		EMPLOYMENT EXPENSE	101-253-716.000	11.95
		47089		EMPLOYMENT EXPENSE	101-400-716.000	43.57
		47089		EMPLOYMENT EXPENSE	101-441-716.000	39.34
		47089		EMPLOYMENT EXPENSE	536-000-716.000	26.15
						242.00
TOTAL - ALL FUNDS				TOTAL OF 6 CHECKS		10,030.98

--- GL TOTALS ---

001-000-257.101	ACCRUED DENTAL BENEFITS	310.45
001-000-257.102	ACCRUED VISION BENEFITS	48.40

Check Date	Bank	Check #	Payee	Description	GL #	Amount
001-000-257.103				ACCRUED STD/LTD BENEFITS		210.01
101-172-716.000				EMPLOYMENT EXPENSE		201.98
101-192-716.000				EMPLOYMENT EXPENSE		209.90
101-209-716.000				EMPLOYMENT EXPENSE		213.92
101-209-804.000				MEMBERSHIP & DUES		60.00
101-215-716.000				EMPLOYMENT EXPENSE		322.10
101-253-716.000				EMPLOYMENT EXPENSE		114.87
101-265-920.002				UTILITIES - ELECTRIC		1,393.21
101-400-716.000				EMPLOYMENT EXPENSE		451.45
101-441-716.000				EMPLOYMENT EXPENSE		422.42
101-448-921.000				STREET LIGHTS		52.43
101-567-920.000				UTILITIES		21.56
101-751-920.002				UTILITIES - ELECTRIC		481.26
206-000-920.002				UTILITIES - ELECTRIC		31.20
536-000-716.000				EMPLOYMENT EXPENSE		338.94
536-000-920.002				UTILITIES - ELECTRIC		4,196.88
539-000-993.000				BOND ISSUANCE COSTS		950.00
				TOTAL		10,030.98

Check Register Report For Hartland Township
For Check Dates 05/28/2026 to 05/28/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
05/28/2026	FOA	18580	MISSION SQUARE	2,157.93	2,157.93	0.00	Open
05/28/2026	FOA	18581	MISSION SQUARE	3,446.57	3,446.57	0.00	Open
05/28/2026	FOA	18582	MISSION SQUARE	3,993.93	3,993.93	0.00	Open
05/28/2026	FOA	18583	MISSION SQUARE	300.00	300.00	0.00	Open
05/28/2026	FOA	DD10678	ALLEN, DANIEL K	1,265.06	0.00	1,114.50	Cleared
05/28/2026	FOA	DD10679	BERNARDI, MELYNDA A	2,081.75	0.00	1,643.02	Cleared
05/28/2026	FOA	DD10680	BROOKS, TYLER J	3,267.68	0.00	2,302.58	Cleared
05/28/2026	FOA	DD10681	CARRIGAN, AMANDA K	3,956.78	0.00	2,948.51	Cleared
05/28/2026	FOA	DD10682	CASE, SUSAN E	2,485.96	0.00	1,169.50	Cleared
05/28/2026	FOA	DD10683	CIOFU, LARRY N	3,702.08	0.00	2,514.65	Cleared
05/28/2026	FOA	DD10684	COSGROVE, HEATHER H	2,134.51	0.00	1,524.88	Cleared
05/28/2026	FOA	DD10685	DRYDEN-HOGAN, SUSAN A	4,366.27	0.00	2,978.49	Cleared
05/28/2026	FOA	DD10686	ECKMAN, MATTHEW A	90.00	0.00	79.29	Cleared
05/28/2026	FOA	DD10687	FOUNTAIN, WILLIAM J	3,445.83	0.00	2,901.17	Cleared
05/28/2026	FOA	DD10688	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
05/28/2026	FOA	DD10689	GRISSIM, SUSAN L	90.00	0.00	83.12	Cleared
05/28/2026	FOA	DD10690	HAASETH, GWYN M	1,454.07	0.00	1,280.25	Cleared
05/28/2026	FOA	DD10691	HABLE, SCOTT R	3,903.53	0.00	2,686.25	Cleared
05/28/2026	FOA	DD10692	HORNING, KATHLEEN A	3,695.83	0.00	2,592.98	Cleared
05/28/2026	FOA	DD10693	HUBBARD, TONYA S	2,163.21	0.00	1,425.55	Cleared
05/28/2026	FOA	DD10694	JOHNSON, LISA	2,681.08	0.00	1,366.31	Cleared
05/28/2026	FOA	DD10695	KENDALL, ANTHONY S	54.57	0.00	50.40	Cleared
05/28/2026	FOA	DD10696	LANGER, TROY D	4,545.88	0.00	3,222.42	Cleared
05/28/2026	FOA	DD10697	LUBESKI, BRETT J	704.17	0.00	625.30	Cleared
05/28/2026	FOA	DD10698	LUCE, MICHAEL T	5,918.21	0.00	4,336.64	Cleared
05/28/2026	FOA	DD10699	MAYER, JAMES L	142.50	0.00	125.55	Cleared
05/28/2026	FOA	DD10700	MCMULLEN, SUMMER L	794.17	0.00	675.73	Cleared
05/28/2026	FOA	DD10701	MITCHELL, MICHAEL E	142.50	0.00	131.61	Cleared
05/28/2026	FOA	DD10702	MORGANROTH, CAROL L	2,195.24	0.00	1,580.53	Cleared
05/28/2026	FOA	DD10703	MURPHY, THOMAS A	100.00	0.00	88.10	Cleared
05/28/2026	FOA	DD10704	NIXON, MITCHELL A	3,069.39	0.00	2,184.02	Cleared
05/28/2026	FOA	DD10705	O'CONNELL, DENISE	704.17	0.00	501.35	Cleared
05/28/2026	FOA	DD10706	PETRUCCI, JOSEPH M	704.17	0.00	596.44	Cleared
05/28/2026	FOA	DD10707	RADLEY, JAMES W	2,921.10	0.00	2,167.74	Cleared

Check Register Report For Hartland Township
For Check Dates 05/28/2026 to 05/28/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
05/28/2026	FOA	DD10708	SHOLLACK, DONNA M	2,325.28	0.00	1,618.99	Cleared
05/28/2026	FOA	DD10709	SOSNOWSKI, SHERI R	2,535.92	0.00	1,933.13	Cleared
05/28/2026	FOA	DD10710	VETTRAINO, ALEXANDER D	640.00	0.00	563.84	Cleared
05/28/2026	FOA	DD10711	WYATT, MARTHA K	3,530.93	0.00	2,367.07	Cleared
05/28/2026	FOA	EFT793	FEDERAL TAX DEPOSIT	16,191.40	16,191.40	0.00	Cleared
Totals:				Number of Checks: 039	98,329.92	26,089.83	51,757.20
Total Physical Checks:				4			
Total Check Stubs:				35			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 05-19-26 Hartland Township Board Regular Meeting Minutes

Date: May 28, 2026

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for May 19,2026.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

5-19-26 HTB Minutes - DRAFT

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 was Township Manager Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the May 19, 2026 Hartland Township Board meeting as presented

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

Tom Waypa came forward and stated he has been working with Mike Luce for several years in trying to get the Livingston County side of the Dunham Lake subdivision roads paved. He stated the problem they had last time, in 2022, was the residents on Tipsico Lake Rd., which is about 50% of the population of this project, figured that since Tipsico Lake Rd. is a secondary County road that sooner or later we would pass a millage to get Tipsico Lake Rd. paved and they would not have to be part of a subdivision assessment for roads so they said no at that time. He stated he believed that those that did live on non-secondary roads in the subdivision, which is around 100 homes, approved of this project at 85% at that time. Since they could not get the residents of Tipsico Lake Rd. to participate in the cost of the project they were not able to get the project approved. He stated that we are now voting on paving Tipsico Lake Rd., and they still want to get the internal roads of Dunham Lake subdivision paved. He stated he felt they could get 90% of the internal road residents to approve an SAD, but the Tipsico Lake Rd. residents will not participate because their road is covered by the millage. He stated they have to get the Tipsico Lake Rd. residents to participate, and he stated the last time the cost per resident was around \$8,000 and that Mike Luce is working on updated cost for this project. Supervisor Fountain stated we will discuss this issue with legal counsel to see what options there may be for this project.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the May 19, 2026 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 19, 2026 – 7:00 PM

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 05-05-26 Hartland Township Board Regular Meeting Minutes
- d. Oakland County Online Payment Agreement
- e. Approval of Annual Employee Benefits

7. Pending & New Business

- a. M-59 North Side Water Main Loop - Professional Services Proposal

Manager Luce stated this is the construction engineering for the M-59 water main extension looping the water main through the MDOT area that we have discussed quite extensively. He stated that further in tonight's Board package is the actual construction of the water main.

Move to approve Spalding DeDecker to proceed with construction engineering for the North Side M-59 water main extension project at a cost not to exceed \$120,172.00, and allow the Public Works Director to act on the Townships' behalf regarding decisions related to the project.

Motion made by Clerk Ciofu, 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

- b. 2026 Tipsico Lake Rd. Asphalt Rehabilitation Project

Manager Luce gave a brief summary of the attempt to pave the interior roads of Dunham Lake Estates subdivision in 2022. He stated part of these subdivision roads are in Livingston County and part are in Oakland County and he briefly described the difficulty we had in working with Oakland County on developing a joint project plan. He stated the homes on Tipsico Lake Rd. are part of Dunham Lake Estates and he stated we normally do SADs for entire subdivisions not just specific roads and that millage is used for main thoroughfare roads. Manager Luce stated the Livingston County Road Commission (LCRC) came to the Township and proposed a project to pave Tipsico Lake Rd. at a cost share to the Township of \$475,000. This section of Tipsico Lake Rd. was in the 2022 SAD discussions and if this is paved in a cost share project with the Township and LCRC, the question arises is do we need to have the Tipsico Lake Rd. residents be part of the SAD to help offset the cost as they do have a public benefit of going to the park and using Dunham Lake. Manager Luce stated he is pursuing with our legal council as to whether we can proceed with a SAD for the internal roads without assessing the Tipsico Lake Rd. residents. Manager Luce stated the recommendation is to move forward with the paving of Tipsico Lake Rd., as it is a great value for the cost, but we still need to work with the residents to find a solution to their issue. Manager Luce stated he and Public Works Director Scott Hable are meeting with the LCRC to determine a cost of paving the internal roads. Manager Luce provided an aerial view of the internal roads of Dunham Lakes Estates. Trustee McMullen inquired as to whether Oakland County will participate in the cost of their portion of Tipsico Lake Rd. and Manager Luce stated they would not be participating. Supervisor Fountain stated there are two issues here tonight, one, whether to proceed with the project and two, to review the legal issues to see what is in the realm of possibilities and stated we should have a work session on this issue.

Move to approve the contract with the Livingston County Road Commission for the 2026 Tipsico Lake Rd. Asphalt Rehabilitation Project and allow Public Works Director to act on behalf of the Township on decisions relating to the project for a cost not to exceed \$475,000.00.

Motion made by Treasurer Horning, Seconded by Trustee Lubeski.

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

Voting Nay: None

c. 2026 M59 Water Main Extension Contract

Manager Luce stated this is the bid for the actual installation of the Water Main Extension. He stated we had four total bidders for the project and Spalding DeDecker vetted the proposals and provided a letter of recommendation for Bidigare Contractor's for the project. He stated Bidigare was the low bidder and it is the recommendation of Spalding DeDecker and Township staff to award the bid for this project to Bidigare Contractor's. Manager Luce stated they did add a 10% contingency on the project due to the uncertainties that come with underground projects. Manager Luce stated this project, along with the previously approved construction engineering, will be funded through our Water Bond proceeds.

Move to approve the contract for the M-59 water main extension project to Bidigare Contractor's, Inc. for an amount not to exceed \$1,217,411.80, and allow the Public Works Director to make decisions on the Township's behalf regarding the project.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

d. Special Event Permit #26-017 Hartland Polo Classic and Hartland Polo Party

Hartland Chamber of Commerce (HCC) Director Emmalynn Wheaton came forward and presented the application for the Annual Hartland Polo Classic Event on June 6 - 7 at Heritage Park. She stated this was the same event they have had for the last four years and that it is so unique to Hartland Township. She stated the traditional VIP Event will be on the evening of Saturday June 6th with the catered dinner, with a DJ and band, and after party along with a polo match. She also stated they will have their free Family Day on Sunday, June 7th with free admission for all families and individuals with fun things to do along with a polo match. She stated they will be posting their deposit for any turf repairs that may be needed after the event and she is waiting on her liquor license from the State. Manager Luce stated that he, HCC Director Wheaton, and DPW Director Hable will walk the field before the game to make sure the conditions are suitable for the polo event. Chamber Director Wheaton stated if the field's are too slick or wet it will be dangerous for the horses and they will not hold the event. She also stated they will be touching base with HAYAA Soccer to make sure the fields are repaired to their satisfaction after the event.

Move to approve Special Event Permit #26-017 as outlined in the Staff Memorandum dated May 13, 2026.

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

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

Voting Nay: None

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 19, 2026 – 7:00 PM

8. Board Reports

Trustee McMullen - Stated that at the Planning Commission (PC) work session there was a discussion regarding code enforcement and with the number of complaints they were hearing if maybe would could prioritize administration rules and actions and maybe enforcing with higher impact. She stated the PC wanted her to bring this to the Board. Supervisor Fountain stated this would be a good topic for a Board work session in assessing our current code enforcement process and if it is to change how do we best go forward.

Trustee Petrucci - Thanked Clerk Ciofu, Manager Luce, and the DPW Staff for their work at the Large Item Clean Up Day as it was very busy. He also stated the Hartland Deerfield Fire Authority had their Open House the same day and they had a great turnout with over 300 children go through the Fire Hall.

Clerk Ciofu - Gave a brief update on the Memorial Day festivities this weekend starting with the Hartland Cemetery walk on Sunday, May 24th and concluding with the Veteran's ceremony of the burning of the small greenery in remembrance and respect of veterans who have passed. He stated the Memorial Day Parade starts at noon on Monday May 25th, and there is a 5K/3K run/walk at 8:00 am, and that there will be various road closures from 8:00 am to 9:00 am, and from 10:00 am to 1:00 pm. He stated the parade winds up with festivities in Epley Park in the Village and a car show, which is a new event this year, in front of the Village Elementary school.

Treasurer Horning - Stated the Audit starts the first week of June and most departments have submitted their information online already which makes it great when the auditors arrive on-site. She stated their new Tax Assistant started on Monday and her name is Denise LeGault, and that she has experience with the BS&A program, which we have six to seven different BS&A programs. She stated Denise made a very good impression with staff and will fit right in with the Township and she will basically be here Monday, Wednesday and Thursday and if anyone in in the office to stop by and meet her. She also stated Gwyn Haaseth will start as Deputy Treasurer on June 1st. She stated they will miss Deputy Treasurer Donna Shollack and wished her well in her retirement and thanked her for all of her hard work as she gave 110% for the last 20 years.

Trustee O'Connell - No report.

Trustee Lubeski - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce gave a brief update on Large Item Clean Up Day and thanked the Public Works Department for their outstanding work all day and also Dougie's Disposal, San Marino Excavating for their roll-off dumpsters, and Horizon Landscaping for their equipment and staff. He stated Dougie's Disposal and Horizon Landscaping staff and equipment make this event work and they were flawless. He stated he believed we filled 19 roll-off dumpsters. He stated the hours were from 8:00 am to 12:00 noon this year and there was a 15-minute shutdown due to lightning, and at noon one of the DPW staff went to the end of line to stop vehicles from entering the line and we did not finish with the vehicles in line until 1:00 p.m. The event was extremely successful. Manager Luce stated ADU Ordinance the PC has been working on is at the Livingston County Planning Commission (LCPC) and it will come to the Board after their review. He also stated there will be a revision to the Chicken Ordinance dealing with the size of property that will be allowed to have

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 19, 2026 – 7:00 PM

chickens, which has been set at 30,000 square feet. He also stated if a HOA bylaws specifically prohibit poultry, that will supersede the Township Ordinance. Supervisor Fountain requested we have a work session on this ordinance prior to adopting it. Manager Luce stated we need to consider the code enforcement issues related to this Ordinance. A brief discussion was held on aspects of the proposed Ordinance. Supervisor Fountain inquired as to whether the map could highlight any property over 30,000 square feet and Manager Luce stated this could be done. Supervisor Fountain also inquired as to whether we can get a count regarding chicken complaints and the type and area of the complaints, and Manager Luce stated this would be possible. The consensus of the Board was to add this issue to the next Board meeting as a work session item. Manager Luce stated Wendy's is revamping their building and Planning is working through this. He also stated that the Villas of Hartland development last submitted their site plan in 2022 or 2023 and that site plans do expire. The Planning Department has reached out to the Villas with regards to their site plan expiration. The Township could extend the site plan to 2027, depending on what they are looking to do. He stated if it completely expires they will have to come back to the Planning Commission and the Board and basically start over. Trustee Petrucci stated he talked to the owner and that he is ready to go but he had been waiting on a permit and on the bank to set up a closing. Manager Luce stated there was an issue regarding looping the water system back to the church. Manager Luce gave a brief update on Sheetz and Chick-Fil-A (CFA) stating he had a discussion with the Livingston County Drain Commission (LCDC) regarding the turnaround on these projects. He stated CFA sent plans back to LCDC on March 31st per their request to add a section to the plan. CFA does still not have the approval from LCDC. Manager Luce stated in his discussion with the LCDC they stated it was their engineering firm that was the holdup and this was not a satisfactory answer. He stated Sheetz was in the same situation. Manager Luce stated he will address this situation at the next Board of Public Works meeting of which he is a member. Trustee O'Connell stated that American Aggregate is moving heavy equipment to the proposed gravel pit location.

10. Adjournment

Move to adjourn the meeting at 8:20 p.m.

Motion made by Trustee McMullen, Seconded by Treasurer Horning.

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

Voting Nay: None

Submitted by:

Larry N. Ciofu, Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Kathie Horning, Treasurer

Subject: Investment Policy Revision

Date: May 19, 2026

Recommended Action

Move to approve the updated Investment Policy for 2026

Discussion

We are updating the Investment Policy to show the actual Funds and Banks the Township currently is using. We had only two additions we needed to make this year to bring the policy current.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

2026 Revised Investment Policy Draft



HARTLAND TOWNSHIP INVESTMENT POLICY

RESOLUTION 03-05-08

Revised April 7, 2015

Revised March 15, 2016

Revised July 11, 2017

Revised July 10, 2018

Revised May 5, 2021

Revised June 7, 2022

Revised April 18, 2023

Revised July 1, 2025

Revised June 2, 2026

1.0 Policy

It is the policy of Hartland Township to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the township, while conforming to all state and local statutes governing the investment of public funds, in conformance with MCL 129.91.

2.0 Scope:

This investment policy applies to all financial assets of Hartland Township. These funds are accounted for in the Hartland Township Annual Financial Audit and include:

Bullard Lake Repayment
Cable Fund
Capital Improvement Fund
Central Water O & M
Clearing
Compliance Inspection
Fire Escrow Insurance Fund
Fire Operating Fund
Forestbrook Bond Fund
Hartland Wds Rd Fund
General Fund
Lake Tyrone Bond Fund
Liquor Law

M-59 Relocation Fund
Millpointe Repayment
Right of Way Fund
Road Millage Fund
SAD 4-5-6
SAD 200
Sewer O & M
Trust & Agency New
Trust & Agency Old
Tax Fund
Veterans Memorial Fund
Water Bond Account
Water Rep & Maint

and any new fund created by the Hartland Township Board, unless specifically exempted.)

3.0 Prudence:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 Objective:

The primary objective, in priority order, of Hartland Township’s activities shall be:

Safety: Safety of principal is the foremost objective of the investment program. Investments of Hartland Township shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Diversification: The investments of Hartland Township shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). Investments shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds such as local government investment pools or mutual funds to maintain sufficient liquidity.

Legality: All investments will conform to those allowed by the 1943 Michigan Public Act 20, as amended.

Liquidity: Hartland Township’s investment portfolio will remain sufficiently liquid to enable the township to meet all operating requirements, which might be reasonably anticipated.

Return on Investments: Hartland Township’s investment portfolio shall be designed with the objective of attaining a reasonable rate of return throughout budgetary and economic cycles, commensurate with the township’s investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority:

Authority to manage Hartland Township’s investment program is derived from the following: MCLA 41.76, MCLA 211.43b and local township board authorization per resolution #96-9-3. Management responsibility for Hartland Township’s investment program is hereby delegated to the Township Treasurer, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, delivery vs payment, investment accounting, repurchase agreements, wire transfer agreements, banking service contracts, and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the subordinate officials.

6.0 Ethics

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of investment decisions. Employees and investment officials shall disclose to the Hartland Township Supervisor and the Treasurer, any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal/financial investment positions that could be related to the performance or timing of Hartland Township’s investments.

7.0 Authorized Financial Dealers and Institutions:

The Treasurer will maintain a list of financial institutions authorized to provide investment services in the State of Michigan. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

These banks include:

Bank Michigan,	
Bank of America,	Huron Valley State Bank,
Bank of Ann Arbor,	Independent Bank,
Chase Bank,	Key Bank,
Chelsea State Bank,	Lake Trust Credit Union,
Choice One,	LOC Credit Union ,
CIBC	Macatawa Bank,
Comerica Bank,	Mason State Bank,
County National Bank,	Mercantile Bank,
Dart Bank,	Michigan Class,
F & M Bank	Northstar Bank,
Federal Home Loan Bank,	Old National Bank,
Fifth Third Bank,	Oxford Bank,
First Independent Bank,	PNC Bank,
First Merchants Bank,	Premier Bank,
First State Bank,	Robinson Capital,
Flagstar Bank,	State Savings Bank,
Horizon Bank,	University Bank (A2),
Huntington Bank,	Wells Fargo Bank,

and/or any other Michigan bank operating in accordance with PA 20), be designated as a depository of Hartland Township

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following: audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of state registration, completed broker/dealer questionnaire, certification of having read Hartland Township Investment Policy and all depository contracts.

An annual review of financial conditions and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which Hartland Township invests.

8.0 Authorized and Suitable Investments:

Hartland Township is empowered by statute to invest in those security types listed in Public Act 20 of 1943, as amended. Specifically the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- (c) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom Hartland Township has negotiated a Master Repurchase Agreement. Repurchase agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public security Association's model Master Repurchase Agreement.
- (e) Banker's acceptance of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.

- (g) Mutual funds registered under the investment company act 1940, title 1 of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment solely by reason of either of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio=s assets for temporary or emergency purposes.
 - (iv) Investments in Mutual funds shall be limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- (h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban corporations act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- (j) The investment pools organized under the local government investment pool a t, 1985 PA 121, MCL 129.141 to 129.150. Investments in mutual funds shall include securities whose net asset value per share may fluctuate on a periodic basis.

9.0 Maximum Maturities

To the extent possible Hartland Township will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Township will not directly invest in securities maturing more than two (2) years from the date of purchase. When matched to specific cash flow Hartland Township may invest up to five years on Certificates of Deposit.

10.0 Reporting

Within 120 days of the end of the fiscal year, the treasurer shall prepare an annual written report to the governing body concerning the investment of the funds.

11.0 Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Hartland Township shall be on a cash (or delivery vs payment) basis. Securities may be held by a third-party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

12.0 Investment Policy Adoption

Hartland Township investment policy shall be adopted by a resolution of the Hartland Township Board. The policy shall be reviewed annually by the Treasurer, and any modifications proposed as a result of that review must be approved by the Hartland Township Board.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

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

Date: May 27, 2026

Recommended Action

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

Discussion

Overview and Background Information for Request

In February of 2024, the Livingston County Planning Commission sent out an email to provide some preliminary background information on Accessory Dwelling Units (ADU's). This email was passed along to the Planning Commission, and the Planning Commission expressed some interest in drafting regulations that would permit ADU's. In March of 2024, the Planning Commission directed the Ordinance Review Committee to proceed with a draft ordinance. Draft versions of the ordinance were reviewed by the Ordinance Review Committee between March 2024 and October 2025.

As background, an ADU would essentially be a second dwelling unit on a parcel zoned in a single family residential zoning district. In general, single family residential zoning districts only permit one (1) dwelling unit, per parcel. Hartland Township Zoning Regulations do permit something similar to an ADU in the CA (Conservation Agricultural) zoning district; however, it is limited to farming purposes. The property must be a farm, and the second dwelling unit must be related to that farming operation. This is outlined in Section 3.1.1.D.v. and it reads “duplex or two dwelling for farm family only, in conjunction with a farm operation.”

Although permitting a second dwelling unit on the property may seem similar to a duplex or two (2) dwelling unit structure, in theory the ADU is thought of more as an accessory structure (or part of) in comparison to the principal structure. Whereas a duplex or two (2) dwelling unit structure, the dwelling units are very similar in size and appearance. Although legally, it may be very difficult to distinguish an ADU from a duplex, in practice, the principal structure is typically much larger than the ADU.

The Zoning Amendment was discussed at the February 12, 2026, regular meeting of the Planning Commission and at the March 26, 2026, work session meeting of the Planning Commission. During the discussion, the Planning Director indicated that the Township Attorney had some draft language to be considered as part of the Ordinance. As a result, the Planning Commission elected to wait to see the draft language.

The Township Attorney has provided some draft language, and it pertains to limiting the Accessory Dwelling Unit (ADU) to only family members. The Planning Commission discussed this topic at the February 12, 2026, meeting and elected to not limit the ADU's to just family members.

In addition, the Planning Commission added additional language to limit the amount of usable floor area in an accessory structure/building that contains an ADU. The Planning Commission recommended approval

Zoning Amendment #26-001 Accessory Dwelling Units

May 27, 2026

Page 2

of the Zoning Amendment to permit ADU's at the April 23, 2026, regular meeting of the Planning Commission.

The proposed amendment was also discussed by the Livingston County Planning Commission at their May 20, 2026, regular meeting. The Livingston County Planning Commission recommended approval with some changes.

The proposal being presented to the Township Board is the same amendment recommended by the Hartland Township Planning Commission.

Attachments:

1. TWP Attorney Accessory Dwelling Unit Sample Draft Language
2. Liv. County Planning Letter ADU's 05.21.2026
3. Liv. County Planning Staff Memo 05.08.2026
4. Resolution to Approve
5. Draft Ordinance Amendment – Accessory Dwelling Unit 04.08.2026 – PDF version

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2026 Planning Commission Activity\Zoning Amendments\ZA #26-001 Accessory dwelling units\Staff reports\TB\ZA 26-001 ADU staff report TB 05.27.2026.docx

An Auxiliary Dwelling Unit (“ADU”) located on the same parcel as a principal residence shall only be used for occupancy by members of the Owner’s immediate family, defined as parents, grandparents, children, grandchildren, siblings, or any person for whom the Owner serves as legal guardian or conservator. As a condition of approval of an ADU, the Owner must agree to a restrictive covenant in a form acceptable to the Township prohibiting the ADU from being leased, rented, or otherwise occupied by individuals outside the Owner’s immediate family. The Township shall have the right to enforce the restrictive covenant through any lawful means, including injunctive relief, fines, or revocation of occupancy or building permits. The restrictive covenant shall run with the land and be binding upon all successors and assigns.

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Livingston County Department of Planning

May 21, 2026

Scott Barb
AICP, PEM
Planning Director

Hartland Township Board of Trustees
c/o Larry Ciofu, Township Clerk
2655 Clark Rd.
Hartland, MI 48353

Robert A. Stanford
AICP, PEM
Principal Planner

Re: Z-12-26: Text Amendments Section 5.14.4 Accessory Dwelling Unit Standards

Martha Haglund
AICP
Principal Planner

Dear Board Members:

Abby Carrigan
Planning Intern

The Livingston County Planning Commission met on Wednesday, May 20, 2026 and reviewed the zoning case referenced above. The County Planning Commissioners made the following recommendation:

Z-12-26 Approval with Conditions: Prior to final approval, the County Planning Commission encourages the Township to consider all recommendations outlined in the staff's report and to have the Township Attorney review the proposed zoning ordinance language.

Recommendations include: Reviewing standards related to: the definition of 'family', height and location regulations, parking and driveway standards, the ADU Diagram showing two entrances on the same elevation but the text prohibiting two entrances on same elevation, evaluate what is meant by mobile homes, access any conflicting language found in the existing ordinance such as an accessory building being prohibited as a dwelling in Section 15.1.F.

Sincerely,

A handwritten signature in blue ink that reads "Martha Haglund".

Martha Haglund

Enclosures

C: Larry Fox, Planning Commission Chair
Troy Langer, Township Zoning Administrator

Agendas, Minutes & Meeting Packets are available at:
<https://milivcounty.gov/planning/commission/>

Department Information

Administration Building
304 E. Grand River Ave.
Suite 206

•
Phone
(517) 546-7555
Fax (517) 552-2347

•
Web Site
[Milivcounty.com/planning](https://milivcounty.com/planning)



Livingston County Department of Planning

MEMORANDUM

Scott Barb
AICP, PEM
Planning Director

TO: Livingston County Planning Commission and the Hartland Township Board of Trustees

Robert A. Stanford
AICP, PEM
Principal Planner

FROM: Martha Haglund, Principal Planner

DATE: May 08, 2026

Martha Haglund
AICP
Principal Planner

SUBJECT: Z-12-26 Section 5.14.4 Accessory Dwelling Unit Standards

Abby Carrigan
Planning Intern

The Hartland Township Planning Commission is proposing to amend their Zoning Ordinance to allow Accessory Dwelling Units (ADUs) in single family zoning districts. The amendments include the standards to regulate both detached and attached ADUs.

Staff reviewed the proposed amendments for accuracy and compatibility with the existing ordinance language and offers the following summary for your review. Proposed changes are marked in red and staff comments are noted throughout.

Background

The Hartland Township Zoning Ordinance currently permits accessory dwelling units only under a very specific circumstance, as outlined in Section 3.1.1.D.v. entitled Special Land Uses allowed in the Conservation Agricultural District which states, "Duplex or two dwelling for farm family only, in conjunction with a farm operation."

Throughout 2025 and 2026 the Township Ordinance Review Committee has been working on various iterations and evaluating different standards associated with ADUs. The proposed language relies on existing zoning language to regulate many of the standards for ADUs that make this ordinance very concise.

Amend Section 2. to update and add definitions as follows

76. DWELLING, MULTIPLE FAMILY: A structure or building used or designed as a residence dwelling for three (3) or more families or functional families for residential purposes living independently of one another, ~~with separate housekeeping, cooking and bathroom facilities for each.~~ Multiple family dwellings may include the following:

- A. Apartment: An apartment is an attached dwelling unit with party wall, contained in a building with other apartment units, which are commonly ~~reached-off~~ accessed from a common stair landing or walkway. Apartments are typically rented by the occupants. Apartment buildings often may have a

Department Information

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central heating system ~~and other~~ or central utility connections. Apartments typically do not have their own yard space. Apartments are also commonly known as garden apartments or flats.

- B. Efficiency Unit: An efficiency unit is a type of multiple-family or apartment unit consisting ~~of primarily with~~ one (1) principal room, ~~plus bathroom and kitchen facilities, hallways, closets, and/or a dining alcove located directly off the principal room~~ and the other items to be a dwelling unit.
- C.

Staff Comments: The Zoning Ordinance on the Township website appears to be incorrectly formatted by listing the number 70 several times for different definitions. However, 76 would be the correct number for this definition when accounting for the correct sequencing.

78. DWELLING, SINGLE-FAMILY: A detached building ~~or structure~~ designed for or occupied exclusively by one (1) family, ~~or functional family~~, for residential purposes.

Reference: Definition of ‘Family’ from the Hartland Township Zoning Ordinance:

FAMILY: means either of the following:

A. A domestic family, that is, one or more persons living together and related by the bonds of consanguinity, marriage, or adoption, together with servants of the principal occupants and not more than one additional unrelated person, with all of such individuals being domiciled together as a single, domestic, housekeeping unit in a dwelling.

B. The functional equivalent of the domestic family, that is, persons living together in a dwelling unit whose relationship is of a permanent and distinct character and is the functional equivalent of a domestic family with a demonstrable and recognizable bond which constitutes the functional equivalent of the bonds which render the domestic family a cohesive unit. All persons of the functional equivalent of the domestic family must be cooking and otherwise operating as a single housekeeping unit. This definition shall not include any society, club, fraternity, sorority, association, lodge, organization or group where the common living arrangement and/or the basis for the establishment of the functional equivalency of the domestic family is likely or contemplated to exist for a limited or temporary duration. There shall be a rebuttable presumption enforceable by the Zoning Administrator in the first instance that the number of persons who may reside as a functional equivalent family shall be limited to six (6). Such presumption may be rebutted by application for a special use based upon the applicable standards in this Ordinance.

Staff Comments: Although the Township is not proposing to amend the definition of *Family* it may be useful to update the definition because it likely could be referenced during administering and enforcement of the proposed ADU ordinance. The Township should consider consulting with their attorney to ensure that the definition of *Family* aligns with current state and federal regulations.



80. DWELLING UNIT: Any ~~house, apartment, condominium unit,~~ structure, building, or part thereof, ~~which is occupied or intended to be occupied as home, residence, or sleeping place of or by a family or unrelated persons either permanently or transiently~~ that is used for residential purposes and is either a completely separate structure or is separated from any other portion of the structure; and has its own independent sleeping place or bedroom; a bathroom; and cooking facilities, a kitchen, or capable of being used as a kitchen. The dwelling unit may be used by a family, a functional family, or an individual.

A. ACCESSORY DWELLING UNIT (ADU): is a second dwelling unit on the same property as the principal dwelling unit and may be either attached or detached, as outlined below:

- 1) Attached Accessory Dwelling Units (ADU) shall consist of any separate dwelling unit that is located within an existing single family residential structure, such as within a basement, attic or upper level, above the garage, garage conversion, or attached to the principal dwelling unit.
- 2) Detached Accessory Dwelling Units (ADU) shall consist of any separate dwelling unit that is completely detached from the existing single family residential structure.

100. FLOOR AREA, USABLE RESIDENTIAL: The gross floor area minus areas in basements, unfinished attics, attached garages, and enclosed or unenclosed porches.



▲ Accessory dwelling units (or ADUs) come in many shapes and styles.

Source: AARP

B. PRINCIPAL DWELLING UNIT (PDU): The single-family dwelling that serves as the primary dwelling for a family or functional family and is located on the same parcel as an Accessory Dwelling Unit (ADU).

Staff Comments: The proposed definitions are appropriate and clearly illustrate the difference between accessory and principal dwelling units.



Amend Section 5.14 Accessory Structures and Uses with the addition of New Section 5.14.04: Accessory Dwelling Unit Standards

The proposed additions are not highlighted in red for ease of reading

- A. Accessory Dwelling Units (ADU) are only permitted within single-family residential zoning districts, subject to the following requirements:
1. Accessory Dwelling Units (ADU) shall obtain approval of a Land Use Permit prior to any work commencing. Accessory Dwelling Units shall also have all required permits from other agencies.
 2. Accessory Dwelling Units (ADU) shall comply with all setbacks, lot coverage, and building height requirements of the zoning district, in which the Accessory Dwelling Unit (ADU) is located.
 3. Detached and attached Accessory Dwelling Units (ADU) shall be permitted in the CA (Conservation Agricultural) zoning district. Only attached Accessory Dwelling Units (ADU) shall be permitted in the RUR (Rural Residential) district, RR (Residential Recreational) district, STR (Settlement Residential) district, RE (Rural Estate District) district, and SR (Suburban Residential) district.

Staff Comments: Accessory Dwelling Units (ADUs) must adhere to the dimensional standards established for their respective zoning districts. In single-family residential zoning areas, detached ADUs are exclusively permitted in the Conservation Agricultural district. All other single family residential districts require that ADUs be attached to the Principal Dwelling Unit.

The Township may want to consider if 35 feet is appropriate for a detached ADU in the CA district or add specific height standards under Section 3.1.1 Conservation Agriculture District for detached ADUs.

For reference the dimensional requirements for CA districts are below:

Minimum Lot Size: 2 acres

Front and Side yard setback: 50 feet

Lot Coverage: 15%

Height 35 feet or 2.5 stories

Minimum Floor Area: 1200 sq. ft.

4. No more than one (1) Accessory Dwelling Unit (ADU) shall be permitted on a parcel and Accessory Dwelling Units (ADU) shall only be permitted on property that has an existing single-family dwelling. Accessory Dwelling Units (ADU) are not permitted on parcels with an existing duplex/apartment, even if they are considered legal non-conforming.
5. The Accessory Dwelling Unit (ADU) shall be designed and constructed of the same quality of materials as the existing principal single family structure. The Accessory Dwelling Unit (ADU) shall also be a similar appearance as the existing single-family



dwelling. Any garage that is converted to an accessory dwelling unit shall have the garage door replaced with a compliant wall that complies with this Section. Further, the ADU shall not detract from the appearance of the lot as a place of one (1) residence.

6. Any driveway and parking associated with an Accessory Dwelling Unit (ADU) shall comply with the zoning district requirements for the zoning district the Accessory Dwelling Unit (ADU) is located within.

Staff Comments: Parking requirements in Section 5.8 Off Street Parking Requirements state that single family residential require 2 parking spaces for each dwelling unit. The Township could consider if 2 additional parking spaces for ADUs are appropriate or if specific language for ADU parking could be incorporated.

Section 5.23 Residential Private Road and Driveway Standards have extensive standards for shared driveways/private roads which may pose challenges for applicants seeking to construct a Detached Accessory Dwelling Unit (ADU). The proposed amendments could benefit from a clear delineation of parking and driveway standards specifically tailored for ADUs.

Language suggestion: Parking requirements for ADUs must adhere to section 5.8 Off Street Parking Requirements of this Zoning Ordinance. (or specific amount of parking spaces applicable to ADUs)

Driveways for Detached ADUs must be shared with PDU. No additional access from main roadway will be permitted. If existing driveway of PDU is located on a private road or shared driveway, any amendments to Easement/Maintenance Agreements shall be the responsibility of the property owners served by the shared driveway or private road. Amendments must be recorded with the Livingston County Register of Deeds and a recorded copy shall be submitted to the Township.

7. An owner(s) of the property must reside on the property where an Accessory Dwelling Unit (ADU) is located. The owner may reside in either the Principal Dwelling Unit (PDU) or the Accessory Dwelling Unit (ADU), as long as both units are not rented. In the event that both units are being rented, then the Accessory Dwelling Unit (ADU) shall no longer be deemed valid.
8. The Principal Dwelling Unit (PDU) and Accessory Dwelling Unit (ADU) may share common water, septic, electric, and gas facilities, if permitted and in compliance with State and County Codes. Otherwise, they are permitted to have separate facilities.
9. The minimum floor area of the Principal Dwelling Units (PDU) may not decrease below the required minimum floor area in the zoning district, as a result of the separate attached Accessory Dwelling Unit (ADU).
10. Attached Accessory Dwelling Units (ADU) shall not have its access to the accessory dwelling unit on the same building elevation as the Principal Dwelling Units (PDU) primary entrance, unless the existing structure already has two (2) entrances on the



same elevation.

11. Detached Accessory Dwelling Units (ADU) shall be treated in a similar manner to an Accessory Structure in the zoning district in which they are located.

For Reference: Section 3.24: Notes on District Standards Location Standards for the Accessory structures.

3.24.21. *Accessory buildings and structures shall be located as follows:*

A. No detached accessory building shall be located closer than ten (10) feet to any principal building.

B. No detached accessory building or any accessory structure shall be located in the front yard, defined as the area located between the front building line of the principal structure and the front lot line or water front shoreline and extending to the side lot lines of a lot or parcel, except as otherwise specifically provided in this Ordinance.

C. The provisions concerning size, height, and location shall not apply to accessory buildings on a farm (such as barns and silos), as defined in Section 2.2. However, all farm buildings, including accessory buildings, shall comply with the setback requirements for the district in which they are located

Section 3.24.26. *Where the principal structure on a lot in the CA or the RUR District provides a greater front yard setback than required by this Ordinance, an accessory structure may be erected in the additional front yard area but not in the minimum required front yard.*

Staff Comments: Under the current requirements it would be permissible to construct a detached dwelling unit in the front yard in the CA district situated between the 50-foot setback and the principal building. The Township should consider if this is appropriate or adjust the language accordingly to state if detached ADUs are permitted in front yards.

12. Accessory Dwelling Units (ADU) shall have a solid foundation around the perimeter of the entire structure, which also complies with the Michigan Residential Code and approved by the Livingston County Building Department.

13. Accessory Dwelling Units (ADU) shall not be trailers or mobile homes.

Staff Comments: The township should review if they want to prohibit mobile homes or revise this regulation. According to the township definition a mobile home would be considered a prefabricated residence that is not a movable/temporary dwelling such as a camper.

152. MOBILE HOME: *A type of manufactured housing that is transportable in one (1) or more sections, which is built on a chassis and designed to be used as a single family dwelling with or without permanent foundation, when connected to the*



required utilities. These utilities shall include the plumbing, heating, air-conditioning, and electrical systems contained within the structure. Mobile home shall not include recreational vehicles, motor homes, campers, or other transportable structures designed for temporary use and which are not designed primarily for permanent residence.

14. Accessory Dwelling Units (ADU) shall comply with the following size requirements:

Attached Accessory Dwelling Units: 190 square foot minimum size.
1,200 square foot maximum size.

Detached Accessory Dwelling Units: 190 square foot minimum size.
1,200 square foot maximum size, or
50% of Principal Dwelling Unit, which
ever limits the size of the ADU.

15. The Accessory Dwelling Unit (ADU) and Principal Dwelling Unit (PDU) shall have separate addresses that are visible from the driveway and at the primary entrance.

16. Accessory Structures/Buildings containing an Accessory Dwelling Unit (ADU) shall not exceed the size limitation for "floor area, usable residential" as defined in this ordinance, for the entire accessory structure/building.

Staff Comments: Several differences distinguish the current ADU Ordinance from those we have reviewed from other communities. Notably, there are no restrictions on occupancy numbers or familial relationships. Additionally, the requirement for a special use permit and public hearing are not mandatory, and the primary residence or the accessory dwelling unit may be rented if the owner occupies one of the dwellings.

The amendments are generally straightforward and rely on the existing zoning standards. However, there are several considerations noted throughout the review that could enhance the ordinance by incorporating specific language standards for ADUs.

Staff would also recommend a review of the Zoning Ordinance to ensure there are not conflicting standards such as Section 15.1.F: ***Use of Accessory Structures: Attached and detached accessory buildings or structures in residential districts shall not be used as dwelling units or for any business, profession, trade or occupation, except a permitted home occupation.***

PLANNING COMMISSION RECOMMENDATION: APPROVAL. The Hartland Township Planning Commission held a Public Hearing on February 12, 2026. There was one individual that spoke in favor of the zoning amendments. The Township Planning Commission recommended approval at their April 23, 2026, meeting.



RECOMMENDATION: APPROVAL WITH CONDITIONS. The proposed ordinance amendments have been thoroughly reviewed. Staff strongly encourages the Township to consider all recommendations in this review prior to final approval.



Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Brett J. Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

RESOLUTION NO. 26-_____

**RESOLUTION TO ADOPT ORDINANCE NO. _____,
ORDINANCE TO AMEND ZONING ORDINANCE 76, ARTICLE 2, DEFINITIONS,
AMENDING SECTION 2.76.A & B; SECTION 2.80; ADDING SECTION 2.80.A.; SECTION
2.80.A.i & ii.; SECTION 2.80.B; AMENDING ARTICLE 5, SITE STANDARDS, BY ADDING
SECTION 5.14.4.A.i-xvi ACCESSORY DWELLING UNIT STANDARDS.**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on _____, at 7:00 pm.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and
seconded by _____.

WHEREAS, the Michigan Zoning Enabling Act, as amended, authorizes a Township Board to adopt, amend, and repeal a Zoning Ordinance and/or sections within the Zoning Ordinance, which regulate the public health, safety, and general welfare of persons and property; and

WHEREAS, Section 2.76. of the Township Zoning Ordinance defines DWELLING, MULTIPLE FAMILY; and

WHEREAS, Section 2.76.A. of the Township Zoning Ordinance defines Apartment; and

WHEREAS, Section 2.76.B. of the Township Zoning Ordinance defines Efficiency Unit;
and

WHEREAS, Section 2.80. of the Township Zoning Ordinance defines DWELLING,
UNIT; and

WHEREAS, Section 2.80.A. of the Township Zoning Ordinance defines ACCESSORY
DWELLING, UNIT; and

WHEREAS, Section 2.80.A.i. of the Township Zoning Ordinance defines Attached
Accessory Dwelling Units; and

WHEREAS, Section 2.80.A.ii. of the Township Zoning Ordinance defines Detached
Accessory Dwelling Units; and

WHEREAS, Section 2.80.B. of the Township Zoning Ordinance defines PRINCIPAL
DWELLING UNIT; and

WHEREAS, Section 5.14.4.A.i.-xvi. of the Township Zoning Ordinance outlines
Accessory Dwelling Units; and

WHEREAS, the Township has determined that it is in the best interests of the public
health, safety, and welfare to amend the existing language in the Zoning Ordinance to add
definitions and standards for Accessory Dwelling Units (ADUs); and

WHEREAS, the Township Planning Commission held a public hearing for comment
on the proposed amendment on February 12, 2026; and

WHEREAS, the Township Planning Commission recommended approval of the
proposed amendment at the April 23, 2026, regular meeting; and

WHEREAS, the Livingston County Planning Commission recommended approval of
the proposed amendment at their May 20, 2026, regular meeting; and

WHEREAS, the Township Board has determined that amending the Zoning Ordinance, as presented, is in the best interest of the public health, safety, and welfare of the Township residents.

THEREFORE, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows:

1. The Ordinance attached at Exhibit A, ("Ordinance"), Ordinance No. _____, Ordinance to Amend Zoning Ordinance 76 Article 2, Section 2.76.A & B; Section 2.80; adding Section 2.80.A.; Section 2.80.A.i & ii.; Section 2.80.B; amending Article 5, Site Standards, by adding Section 5.14.4.A.i-xvi Accessory Dwelling Unit Standards., as outlined in Ordinance No. ____.
2. The Ordinance shall be filed with the Township Clerk.
3. The Township Clerk shall publish the Ordinance, or a summary of the Ordinance, in a newspaper of general circulation in the Township as required by law.
4. Any resolution inconsistent with this Resolution is repealed, but only to the extent necessary to give this Resolution full force and effect.

A vote on the foregoing resolution was taken and was as follows:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete

copy of certain proceedings taken by Board of said Township at a regular meeting held on the ___ day of_____, 2026.

Larry N. Ciofu, Hartland Township Clerk

EXHIBIT A

**HARTLAND TOWNSHIP BOARD OF TRUSTEES
LIVINGSTON COUNTY, MICHIGAN
ZONING AMENDMENT NO. 26-___**

**ORDINANCE TO AMEND ZONING ORDINANCE 76, ARTICLE 2, SECTION 2.76.A & B;
SECTION 2.80; ADD SECTION 2.80.A.; SECTION 2.80.A.i & ii.; SECTION 2.80.B;
AMENDING ARTICLE 5, SITE STANDARDS, ADD SECTION 5.14.4.A.i-xvi ACCESSORY
DWELLING UNIT STANDARDS.**

**THE HARTLAND TOWNSHIP
ZONING ORDINANCE**

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Amendment of Section 2, Definitions, of Township Zoning Ordinance.

76. DWELLING, MULTIPLE FAMILY: A structure or building used or designed as a dwelling for three (3) or more families or functional families for residential purposes living independently of one another. Multiple family dwellings may include the following:

- A. Apartment: An apartment is an attached dwelling unit with party wall, contained in a building with other apartment units, which are commonly accessed from a common stair landing or walkway. Apartments are typically rented by the occupants. Apartment buildings often may have a central heating system or central utility connections. Apartments typically do not have their own yard space. Apartments are also commonly known as garden apartments or flats.
- B. Efficiency Unit: An efficiency unit is a type of multiple-family or apartment unit consisting primarily with one (1) principal room and the other items to be a dwelling unit.

Section 2. Amendment of Section 2. Definitions, of Township Zoning Ordinance.

80. DWELLING UNIT: Any structure, building, or part thereof, that is used for residential purposes and is either a completely separate structure or is separated from any other portion of the structure; and has its own independent sleeping place or bedroom; a bathroom; and cooking facilities, a kitchen, or capable of being used as a kitchen. The dwelling unit may be used by a family, a functional family, or an individual.

- A. ACCESSORY DWELLING UNIT (ADU): is a second dwelling unit on the same property as the principal dwelling unit and may be either attached or detached, as outlined below:
 - i. Attached Accessory Dwelling Units (ADU) shall consist of any separate dwelling unit that is located within an existing single family residential structure, such as

within a basement, attic or upper level, above the garage, garage conversion, or attached to the principal dwelling unit.

- ii. Detached Accessory Dwelling Units (ADU) shall consist of any separate dwelling unit that is completely detached from the existing single family residential structure.

- B. PRINCIPAL DWELLING UNIT (PDU): The single-family dwelling that serves as the primary dwelling for a family or functional family and is located on the same parcel as an Accessory Dwelling Unit (ADU).

Section 3. Amendment of Section 5.14.4.A.i-xvi. Accessory Dwelling Unit Standards of Township Zoning Ordinance.

- A. Accessory Dwelling Units (ADU) are only permitted within single-family residential zoning districts, subject to the following requirements:
 - i. Accessory Dwelling Units (ADU) shall obtain approval of a Land Use Permit prior to any work commencing. Accessory Dwelling Units shall also have all required permits from other agencies.
 - ii. Accessory Dwelling Units (ADU) shall comply with all setbacks, lot coverage, and building height requirements of the zoning district, in which the Accessory Dwelling Unit (ADU) is located.
 - iii. Detached and attached Accessory Dwelling Units (ADU) shall be permitted in the CA (Conservation Agricultural) zoning district. Only attached Accessory Dwelling Units (ADU) shall be permitted in the RUR (Rural Residential) district, RR (Residential Recreational) district, STR (Settlement Residential) district, RE (Rural Estate District) district, and SR (Suburban Residential) district.
 - iv. No more than one (1) Accessory Dwelling Unit (ADU) shall be permitted on a parcel and Accessory Dwelling Units (ADU) shall only be permitted on property that has an existing single-family dwelling. Accessory Dwelling Units (ADU) are not permitted on parcels with an existing duplex/apartment, even if they are considered legal non-conforming.
 - v. The Accessory Dwelling Unit (ADU) shall be designed and constructed of the same quality of materials as the existing principal single family structure. The Accessory Dwelling Unit (ADU) shall also be a similar appearance as the existing single-family dwelling. Any garage that is converted to an accessory dwelling unit shall have the garage door replaced with a compliant wall that complies with this Section. Further, the ADU shall not detract from the appearance of the lot as a place of one (1) residence.
 - vi. Any driveway and parking associated with an Accessory Dwelling Unit (ADU) shall comply with the zoning district requirements for the zoning district the Accessory Dwelling Unit (ADU) is located within.
 - vii. An owner(s) of the property must reside on the property where an Accessory Dwelling Unit (ADU) is located. The owner may reside in either the Principal Dwelling Unit (PDU) or the Accessory Dwelling Unit (ADU), as long as both units are not rented. In the event that both units are being rented, then the Accessory Dwelling Unit (ADU) shall no longer be deemed valid.

- viii. The Principal Dwelling Unit (PDU) and Accessory Dwelling Unit (ADU) may share common water, septic, electric, and gas facilities, if permitted and in compliance with State and County Codes. Otherwise, they are permitted to have separate facilities.
- ix. The minimum floor area of the Principal Dwelling Units (PDU) may not decrease below the required minimum floor area in the zoning district, as a result of the separate attached Accessory Dwelling Unit (ADU).
- x. Attached Accessory Dwelling Units (ADU) shall not have its access to the accessory dwelling unit on the same building elevation as the Principal Dwelling Units (PDU) primary entrance, unless the existing structure already has two (2) entrances on the same elevation.
- xi. Detached Accessory Dwelling Units (ADU) shall be treated in a similar manner to an Accessory Structure in the zoning district in which they are located.
- xii. Accessory Dwelling Units (ADU) shall have a solid foundation around the perimeter of the entire structure, which also complies with the Michigan Residential Code and approved by the Livingston County Building Department.
- xiii. Accessory Dwelling Units (ADU) shall not be trailers or mobile homes.
- xiv. Accessory Dwelling Units (ADU) shall comply with the following size requirements:
 - Attached Accessory Dwelling Units: 190 square foot minimum size.
1,200 square foot maximum size.
 - Detached Accessory Dwelling Units: 190 square foot minimum size.
1,200 square foot maximum size, or
50% of Principal Dwelling Unit,
which ever limits the size of the
ADU.
- xv. The Accessory Dwelling Unit (ADU) and Principal Dwelling Unit (PDU) shall have separate addresses that are visible from the driveway and at the primary entrance.
- xvi. Accessory Structures/Buildings containing an Accessory Dwelling Unit (ADU) shall not exceed the size limitation for “floor area, usable residential” as defined in this ordinance, for the entire accessory structure/building.

Section 4. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 5. Repealer Clause. Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 6: Effective Date. This Ordinance shall become effective immediately following publication.

TOWNSHIP OF HARTLAND
AMENDMENT TO PERMIT ACCESSORY DWELLING UNITS
IN SINGLE FAMILY DISTRICTS

PROPOSED AMENDMENT

Section 2. Definitions

76. DWELLING, MULTIPLE FAMILY: A **structure or** building used or designed as a ~~residence~~ **dwelling** for three (3) or more families **or functional families** for residential purposes living independently of one another, ~~with separate housekeeping, cooking and bathroom facilities for each.~~ Multiple family dwellings may include the following:

- A. Apartment: An apartment is an attached dwelling unit with party wall, contained in a building with other apartment units, which are commonly ~~reached off~~ **accessed from** a common stair landing or walkway. Apartments are typically rented by the occupants. Apartment buildings often may have a central heating system ~~and other~~ **or** central utility connections. Apartments typically do not have their own yard space. Apartments are also commonly known as garden apartments or flats.
- B. Efficiency Unit: An efficiency unit is a type of multiple-family or apartment unit consisting ~~of~~ **primarily with** one (1) principal room, ~~plus bathroom and kitchen facilities, hallways, closets, and/or a dining alcove located directly off the principal room~~ **and the other items to be a dwelling unit.**

78. DWELLING, SINGLE-FAMILY: A detached building **or structure** designed for or occupied exclusively by one (1) family, **or functional family**, for residential purposes.

80. DWELLING UNIT: Any ~~house, apartment, condominium unit,~~ **structure**, building, or part thereof, ~~which is occupied or intended to be occupied as home, residence, or sleeping place of or by a family or unrelated persons either permanently or transiently~~ **that is used for residential purposes and is either a completely separate structure or is separated from any other portion of the structure; and has its own independent sleeping place or bedroom; a bathroom; and cooking facilities, a kitchen, or capable of being used as a kitchen.** The dwelling unit may be used by a family, a functional family, or an individual.

A. **ACCESSORY DWELLING UNIT (ADU):** is a second dwelling unit on the same property as the principal dwelling unit and may be either attached or detached, as outlined below:

- i. **Attached Accessory Dwelling Units (ADU)** shall consist of any separate dwelling unit that is located within an existing single family residential structure, such as within a basement, attic or upper level, above the garage, garage conversion, or attached to the principal dwelling unit.
- ii. **Detached Accessory Dwelling Units (ADU)** shall consist of any separate dwelling unit that is completely detached from the existing single family residential structure.

100. FLOOR AREA, USABLE RESIDENTIAL: The gross floor area minus areas in basements, unfinished attics, attached garages, and enclosed or unenclosed porches.



Source: AARP

- B. PRINCIPAL DWELLING UNIT (PDU):** The single-family dwelling that serves as the primary dwelling for a family or functional family and is located on the same parcel as an Accessory Dwelling Unit (ADU).

Section 5.14.4 Accessory Dwelling Unit Standards

- A. Accessory Dwelling Units (ADU) are only permitted within single-family residential zoning districts, subject to the following requirements:**
 - i. Accessory Dwelling Units (ADU) shall obtain approval of a Land Use Permit prior to any work commencing. Accessory Dwelling Units shall also have all required permits from other agencies.**
 - ii. Accessory Dwelling Units (ADU) shall comply with all setbacks, lot coverage, and building height requirements of the zoning district, in which the Accessory Dwelling Unit (ADU) is located.**
 - iii. Detached and attached Accessory Dwelling Units (ADU) shall be permitted in the CA (Conservation Agricultural) zoning district. Only attached Accessory Dwelling Units (ADU) shall be permitted in the RUR (Rural Residential) district, RR (Residential Recreational) district, STR (Settlement Residential) district, RE (Rural Estate District) district, and SR (Suburban Residential) district.**
 - iv. No more than one (1) Accessory Dwelling Unit (ADU) shall be permitted on a parcel and Accessory Dwelling Units (ADU) shall only be permitted on property that has an existing single-family dwelling. Accessory Dwelling Units (ADU) are not permitted on parcels with an existing duplex/apartment, even if they are considered legal non-conforming.**
 - v. The Accessory Dwelling Unit (ADU) shall be designed and constructed of the same quality of materials as the existing principal single family structure. The Accessory Dwelling Unit (ADU) shall also be a similar appearance as the existing single-family dwelling. Any garage that is converted to an accessory dwelling unit shall have the garage door replaced with a compliant wall that complies with this Section. Further, the ADU shall not detract from the appearance of the lot as a place of one (1) residence.**
 - vi. Any driveway and parking associated with an Accessory Dwelling Unit (ADU) shall comply with the zoning district requirements for the zoning district the Accessory Dwelling Unit (ADU) is located within.**

- vii. **An owner(s) of the property must reside on the property where an Accessory Dwelling Unit (ADU) is located. The owner may reside in either the Principal Dwelling Unit (PDU) or the Accessory Dwelling Unit (ADU), as long as both units are not rented. In the event that both units are being rented, then the Accessory Dwelling Unit (ADU) shall no longer be deemed valid.**
- viii. **The Principal Dwelling Unit (PDU) and Accessory Dwelling Unit (ADU) may share common water, septic, electric, and gas facilities, if permitted and in compliance with State and County Codes. Otherwise, they are permitted to have separate facilities.**
- ix. **The minimum floor area of the Principal Dwelling Units (PDU) may not decrease below the required minimum floor area in the zoning district, as a result of the separate attached Accessory Dwelling Unit (ADU).**
- x. **Attached Accessory Dwelling Units (ADU) shall not have its access to the accessory dwelling unit on the same building elevation as the Principal Dwelling Units (PDU) primary entrance, unless the existing structure already has two (2) entrances on the same elevation.**
- xi. **Detached Accessory Dwelling Units (ADU) shall be treated in a similar manner to an Accessory Structure in the zoning district in which they are located.**
- xii. **Accessory Dwelling Units (ADU) shall have a solid foundation around the perimeter of the entire structure, which also complies with the Michigan Residential Code and approved by the Livingston County Building Department.**
- xiii. **Accessory Dwelling Units (ADU) shall not be trailers or mobile homes.**
- xiv. **Accessory Dwelling Units (ADU) shall comply with the following size requirements:**
 - Attached Accessory Dwelling Units:**
 - 190 square foot minimum size.**
 - 1,200 square foot maximum size.**
 - Detached Accessory Dwelling Units:**
 - 190 square foot minimum size.**
 - 1,200 square foot maximum size, or 50% of Principal Dwelling Unit, which ever limits the size of the ADU.**
- xv. **The Accessory Dwelling Unit (ADU) and Principal Dwelling Unit (PDU) shall have separate addresses that are visible from the driveway and at the primary entrance.**
- xvi. **Accessory Structures/Buildings containing an Accessory Dwelling Unit (ADU) shall not exceed the size limitation for “floor area, usable residential” as defined in this ordinance, for the entire accessory structure/building.**

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Amanda Carrigan, Assessor

Subject: Appraisal for Tax Tribunal Case, Docket 25-000900-TT - Ramco Properties

Date: June 2, 2026

Recommended Action

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

Discussion

In May of 2025, Ramco Properties filed an appeal with the Michigan Tax Tribunal for the 2025 tax year for 6 properties owned at that time by different divisions of Ramco. While our appeal attorney has been in contact with the petitioner's attorney to discuss whether there is room to agree on a value for the properties, there is no plan for a stipulation of value between parties. Their contention of value for all 6 properties is \$2,400,000, while our total value is \$10,004,600 for all 6 parcels. The sales that have occurred within a one-mile radius support our valuation. As one of the parcels included in the appeal is only .12 acres of land where the fountain for the development sits, we are opting not to pay to have that property appraised.

As the appeal has carried over into the 2026 year, the 2026 values are added to the appeal as well.

With that said, as we move into the next phase of the Tribunal process, it is our responsibility to defend/support our values at the Tribunal with a third-party commercial appraisal. Jim Hartman of Valbridge Property Advisors has performed appraisals for the Township in the past and is very familiar with the market in our area. Our valuation disclosure is due to the Tribunal in August.

Also included in the estimate is the rate per hour that would be charged should they be required to testify, at court; attend depositions or arbitration; preparation time including pre-trial conference; time waiting to testify the day of trial; and travel time, at a rate of \$300/hour.

The formal estimate in the amount of \$20,000 is attached. We currently have \$10,000 budgeted for appraisals.

In anticipation of this case going through to trial, we have included an estimated \$3,600 (12 hours @ \$300/Hour) to account for additional time needed from the appraiser.

Total amount requested: \$23,600 (requiring a budget amendment of \$13,000).

Financial Impact

Is a Budget Amendment Required? Yes No

Currently budgeted for in the 401 CIP line item for FY 26/27

Attachments

Valbridge Estimate for Ramco Appraisal



2127 University Park Drive
Suite 390
Okemos, MI 48864
517-336-0001
valbridge.com

May 28, 2026

Amanda Carrigan
Assessor
2655 Clark Road
Hartland, MI 48353

Re: Fee Proposal to Provide Appraisal Services
5 parcels - 4708-21-402-001, 4708-21-402-003, 4708-21-401-008, 4708-21-400-069, and
4708-21-400-076
Hartland Township, Michigan

Dear Ms. Carrigan,

Valbridge Property Advisors | Southern Michigan is hereby submitting a proposal to perform real estate appraisal of the 5 parcels listed above-mentioned property. The appraisal will be for assessment appeal for tax years 2025 and 2026. The fee to complete the appraisal is \$20,000 and the time to complete is 60 days. Should testimony in court or in deposition be needed, it will be billed at the following rate (including time testifying in court, deposition, arbitration, administrative tribunals, preparation time, pre-trial conferences, time waiting to testify and travel time) of \$300 per hour.

You will be provided with an Appraisal Reports that will describe the property to be appraised and will present discussions of the data, reasoning and analysis that were used in the appraisal process to develop the value estimate.

Respectfully submitted,

VALBRIDGE PROPERTY ADVISORS | SOUTHERN MICHIGAN

A handwritten signature in black ink, appearing to read 'J. Hartman', is written over a light grey rectangular background.

James T. Hartman, MAI, SGA, AI-GRS
Certified General Real Estate Appraiser
State of Michigan, License # 1201005950
jhartman@valbridge.com

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk
Subject: Deputy Clerk Salary Adjustment
Date: May 27, 2026

Recommended Action

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

Discussion

Deputy Clerk Heather Cosgrove recently successfully completed the three-year Michigan Municipal Clerk Institute program and has achieved the Designation of Michigan Professional Municipal Clerk (MiPMC). The MiPMC program is designed to encourage continued education specifically related to the duties assigned to Michigan Clerks and to provide clerks with the ability to fulfill those duties as required by law. Heather has been the Hartland Township Deputy Clerk since May 22, 2023 and has consistently exceeded expectations in her performance as the Deputy Clerk. Heather has gone above and beyond her specific job responsibilities on many occasions, including obtaining a \$10,000 Americans with Disabilities Act (ADA) Grant through the Michigan Association of Municipal Clerks that funded upgrades to ADA compliance issues at the Township Hall. With all considerations, I am respectfully requesting a wage adjustment for Deputy Clerk Heather Cosgrove to \$31.00 per hour effective at the beginning of the next pay period if approved.

Financial Impact

Is a Budget Amendment Required? Yes No

The Finance Director will assist the Clerk in determining the amount of the budget amendment necessary to increase the Department 215 in Deputy Clerk Wages, Social Security and Retirement line items.

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

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

Date: May 28, 2026

Recommended Action

No action is required at this time.

Discussion

Manager Luce and Planning Director Langer will be leading a discussion on the proposed amendment adding backyard chickens as proposed in the last Planning Commission meeting.

In addition, current code enforcement practices and the necessity, if so for additional measures by the Township. Including but not limited to, Blight, Landscaping and others.

Financial Impact

Is a Budget Amendment Required? Yes No