

CASS LAKE VILLAGE

West Bloomfield Township, Oakland County, Michigan
[Village Address / Mailing Address Placeholder] • [Phone] • [Website/Email]

NOTICE OF PUBLIC MEETING

Second Regular Meeting of the Cass Lake Village Council

Date: September 8, 2026

Time: 6:00 PM

Location: 4927 Greer Road – West Bloomfield, MI 48324

This meeting is open to the public in accordance with the Michigan Open Meetings Act, MCL 15.261 et seq. This notice is posted at the location(s) designated by the Village and, if applicable, on the Village website, not less than 18 hours in advance of the meeting.

AGENDA

1. Call to Order & Roll Call

2. Pledge of Allegiance

3. Approval of Minutes

Approval of the minutes of the August 25, 2026 Organizational Meeting of the Village Council.

4. Approval of Special Meeting Minutes

Approval of the minutes of the September 3, 2026 Special Meeting of the Village Council, called for the purpose of drafting the Interim Temporary Budget.

5. Adoption of Written Rules of Procedure

Charter, Sec. 5.1(i): the Council shall adopt rules and order for conducting business. Formal adoption of the written Rules of Procedure resolution, replacing and supplementing the verbal adoption of Robert's Rules of Order at the August 25 meeting.

6. Resolution Amending Public Hearing Date for Interim Temporary Budget

At its August 25, 2026 meeting, the Village Council adopted a resolution establishing the date, time, and place for the public hearing on the Interim Temporary Budget, pursuant to Charter Secs. 7.2 and 7.3. Newly presented newspaper publication timelines require the previously set hearing date to be changed. This resolution amends the prior resolution to establish Monday, October 12, 2026, at 7:00 PM, at 4927 Greer Road, West Bloomfield, MI 48324, as the new date, time, and place for the public hearing. Per Charter Sec. 7.3, notice of the hearing must be published not less than ten (10) days in advance (on or before October 2, 2026), and the complete proposed budget must be on file for public inspection at the Treasurer's office not less than one (1) week in advance of the hearing (on or before October 5, 2026).

7. Designation of Proposed Interim Temporary Budget

Consideration and designation, by Council motion, of the Proposed Interim Temporary Budget prepared by the Village Clerk from figures discussed at the September 3, 2026 special meeting, as the Village's official proposed budget for purposes of Charter Sec. 7.2, in the total amount of \$104,480, funded by a gift from the Cass Lakeside Community Homeowners Association. This designation authorizes the Clerk to post the complete proposed budget for public inspection (Charter Sec. 7.3(a)) not less than one (1) week prior to the October 12, 2026 public hearing. This action does not constitute final adoption of the budget; final adoption, including any changes resulting from the public hearing, will occur by separate resolution at the October 13, 2026 regular meeting, consistent with Charter Sec. 7.3(b), and will require a roll-call vote (Charter Sec. 4.2(g)).

8. Resolution Formalizing Appointment of Village Attorney

Formal Council appointment of the Village Attorney, per Charter Sec. 5.4(d).

9. Discussion: Village Bank Account Setup

Discussion of the steps required to open the Village's bank account at the depository designated under Charter Sec. 7.5, including but not limited to: (a) status of the Village's application for a federal Employer Identification Number (EIN), required by the depository before an account can be opened; (b) confirmation of whether any LARA filing is actually required for a home rule village, as distinct from a business or nonprofit corporation, and if so, what filing and status; and (c) whether a Council motion or resolution is needed to designate the Treasurer, and any additional co-signer(s), as the authorized signer(s) on the Village bank account, consistent with the Treasurer's existing authority under Charter Sec. 5.4(b) and the warrant procedure under Charter Sec. 5.4(a)(3).

10. Update on Intergovernmental Agreement with West Bloomfield Township

Update on the status of the intergovernmental agreement being drafted by the Village Attorney addressing transitional services and coordination between the Village and West Bloomfield Township.

11. Discussion: Municipal Software / IT Platform Comparison

Discussion of the comparison of municipal software options researched to date (including BS&A and other platforms available through the County), covering functionality, cost, and support, in order to guide selection of a platform for Village recordkeeping, meeting management, and administrative functions.

12. Discussion: Village Website Provider

Discussion of the comparison of website platform vendors researched to date (Munibit, Revize, CivicPlus, EvoGov, and SnapSite/Town Web), including cost, features, and ADA/WCAG accessibility compliance, in order to guide selection of a Village website provider.

13. Old Business / Status Updates

Status updates on items in progress, including: postal address and zip code coordination with the U.S. Postal Service; scheduling of a meeting with the Michigan Municipal League; Village seal, logo, and letterhead; Planning Commission meeting schedule; planning firm recommendations; and an update on the interim zoning ordinance and Master Plan process.

14. New Business

15. Public Comment

Public comment is limited to three (3) minutes per speaker.

16. Adjournment

People with disabilities needing accommodations for effective participation in this meeting should contact the Village Clerk in advance to request assistance.

Posted by: Marc Edelstein

Date Posted: [date]

STATE OF MICHIGAN, COUNTY OF OAKLAND
CASS LAKE VILLAGE

**RESOLUTION ADOPTING RULES OF PROCEDURE
FOR VILLAGE COUNCIL MEETINGS**

RECITATIONS: The Charter of Cass Lake Village was approved by the electors on August 4, 2026, creating the Village and seating a seven-member Council. Charter Section 5.1(i) requires the Council to “adopt rules and order for conducting business.” At its organizational meeting on August 25, 2026, the Council voted to adopt Robert's Rules of Order, loosely interpreted, to govern its meetings pending adoption of written rules. The Council now adopts the following written Rules, which incorporate and formalize that prior action and are focused on the legal requirements of the Charter and the Michigan Open Meetings Act (“OMA”, MCL 15.261 et seq.), to govern its meetings until amended.

NOW, THEREFORE, THE VILLAGE COUNCIL RESOLVES THAT the following Rules of Procedure are hereby adopted:

A. MEETING NOTICE (Charter §5.1(g); OMA)

1. Regular meetings: schedule set annually by Council resolution; notice posted within 10 days of setting the schedule.
2. Special meetings: called by the President or two Council members; written notice to each member and public posting at least 18 hours in advance, stating the purpose(s). No other business may be transacted. Emergency meetings may be called on less notice only as Charter §5.1(g) allows, with the emergency stated in the notice.
3. Rescheduled meetings: notice posted at least 18 hours in advance, same as a special meeting.

B. QUORUM, VOTING, AND PARLIAMENTARY PROCEDURE (Charter §4.2(g), §5.1(i))

1. Quorum is four (4) of the seven Council members. Without a quorum, remaining members may only adjourn to a later date.
2. Roll-call vote is mandatory for: (a) any vote requiring more than a simple majority, and (b) any action authorizing the expenditure of money. All ordinances and resolutions are voted by roll call unless the vote is unanimous.
3. Every member present must vote, or state on the record a specific reason — such as a conflict of interest — for not voting. A member who fails to vote without a stated reason is recorded as voting with the majority.
4. For any matter of parliamentary procedure not otherwise addressed by these Rules, the Charter, or applicable law, the Council shall be guided by the most recent edition of Robert's Rules of Order, loosely interpreted, consistent with the Council's action of August 25, 2026.

C. REMOTE PARTICIPATION BY A COUNCIL MEMBER (MCL 15.263(2))

1. A Council member who is unable to attend a meeting in person may participate and vote remotely (by telephone or video) only if the member's absence is due to: (a) military duty; (b) a medical condition (an illness, injury, disability, or other health-related condition); or (c) a declared state of emergency or state of disaster (state or local) that would risk the health or safety of meeting participants if the meeting were held in person.
2. A meeting may not be conducted entirely remotely under this Section; a quorum of the Council must be physically present at the meeting location. Remote participation must use two-way communication (live telephone or video), not a one-way or listen-only connection.
3. At the outset of the meeting, a Council member participating remotely must personally announce on the record that they are attending remotely, and that announcement must be entered in the

minutes. If the member is attending remotely for a reason other than military duty (i.e., for a medical condition or a declared emergency), the announcement must also state the specific county, city, township, or village, and state, from which the member is attending.

4. Before the meeting, the Clerk shall give the public notice that a member will be absent and participating remotely, together with information on how to contact that member, with sufficient time for the public to provide input on business coming before the Council at that meeting.

5. This Section does not create a right to remote participation for a member's mere convenience and does not limit any additional accommodation that may separately be required under the Americans with Disabilities Act or the Rehabilitation Act for a member with a qualifying disability.

D. CLOSED SESSIONS (OMA)

Closed session is permitted only for a reason OMA authorizes, only on the vote OMA requires, and the vote/purpose must be recorded in the open minutes:

- a. Personnel discipline/dismissal, if the individual requests it — majority roll call.
- b. Labor negotiation strategy, if either party requests it — majority roll call.
- c. Real property purchase/lease negotiations — two-thirds roll call.
- d. Attorney's litigation/settlement strategy for a specific pending case — two-thirds roll call.
- e. Confidential employment/appointment applications (interviews stay open) — majority roll call.

The Clerk keeps closed session minutes separately; they are not public except as required by law.

E. PUBLIC COMMENT AND MINUTES (Charter §5.1(h), (j), §5.4(a); OMA)

1. All meetings are open to the public; every regular meeting includes a reserved public comment period. Speakers state their name and residency and are limited to three (3) minutes.
2. The Clerk keeps written minutes of every meeting (including closed sessions, kept separately) and publishes/posts approved minutes as the Charter and OMA require.

F. AMENDMENT

1. These Rules may be amended at any time by majority vote after notice to all members, and may be suspended for a single meeting by a two-thirds vote of members present — except no suspension may authorize action inconsistent with the Charter, OMA, or state or federal law.

CERTIFICATION

The foregoing Rules of Procedure were duly adopted by the Village Council of Cass Lake Village, Oakland County, Michigan, at a meeting duly called and held on the ____ day of _____, 2026, with the resolution having been approved with ____ votes in favor, and ____ votes in opposition.

CASS LAKE VILLAGE

BY: _____
Village Clerk

STATE OF MICHIGAN, COUNTY OF OAKLAND

CASS LAKE VILLAGE

**RESOLUTION OF THE VILLAGE COUNCIL –
AMENDING RESOLUTION SETTING PUBLIC HEARING DATE
ON INTERIM TEMPORARY BUDGET**

RECITATIONS:

Charter Secs. 7.2 and 7.3 authorize the Village Council, in the year this Charter is approved by the electors, to adopt an interim temporary budget of not more than sixty (60) days' duration, following a public hearing, in order to fund the operations of the Village pending adoption of its first full annual budget.

At its August 25, 2026 meeting, the Village Council adopted a resolution establishing the date, time, and place of the public hearing on the Village's proposed Interim Temporary Budget.

Following adoption of that resolution, the Village Clerk was presented with revised newspaper publication timelines, which require the previously established hearing date to be changed in order to ensure compliance with the notice requirements of Charter Sec. 7.3.

The Village Council desires to amend its prior resolution accordingly, in order to establish a new date, time, and place for the public hearing.

NOW, THEREFORE, THE FOLLOWING ACTION IS TAKEN BY VOTE OF THE VILLAGE COUNCIL:

The resolution adopted by the Village Council on August 25, 2026, setting the date, time, and place of the public hearing on the Village's proposed Interim Temporary Budget, is hereby amended to establish the public hearing for Monday, October 12, 2026, at 7:00 p.m., at 4927 Greer Road, West Bloomfield, MI 48324.

The Village Clerk is directed to cause notice of the public hearing to be published in a newspaper of general circulation in the Village not less than ten (10) days prior to the hearing, which notice shall be published on or before October 2, 2026, all in accordance with Charter Sec. 7.3(a).

The Village Clerk is further directed to make the complete proposed budget available for public inspection at the office of the Village Treasurer, and to post the same on the Village website, not less than one (1) week prior to the public hearing, on or before October 5, 2026, all in accordance with Charter Sec. 7.3(a).

It was moved by _____, and seconded by _____, to adopt the foregoing Resolution. The Motion was duly adopted.

CERTIFICATION

The foregoing Resolution was duly adopted by the Village Council of Cass Lake Village, Oakland County, Michigan, at a meeting duly called and held on the ____ day of September, 2026, with the Resolution having been approved with ____ votes in favor, and ____ votes in opposition.

CASS LAKE VILLAGE

BY: _____
Acting Clerk

STATE OF MICHIGAN, COUNTY OF OAKLAND

CASS LAKE VILLAGE

**RESOLUTION OF THE VILLAGE COUNCIL –
DESIGNATION OF PROPOSED INTERIM TEMPORARY BUDGET**

RECITATIONS:

Charter Sec. 7.2 authorizes the Village Council, in the year this Charter is approved by the electors, to adopt an interim temporary budget of not more than sixty (60) days' duration, following a public hearing, in order to fund the operations of the Village pending adoption of its first full annual budget.

The Village Clerk has prepared a document entitled "Proposed Interim Temporary Budget," dated September 8, 2026, based on figures discussed by the Village Council at its September 3, 2026 special meeting, providing for total proposed expenditures of One Hundred Four Thousand Four Hundred Eighty Dollars (\$104,480), to be funded entirely by a gift from the Cass Lakeside Community Homeowners Association, with no Village taxation or borrowing involved.

Charter Sec. 7.3(a) requires that the complete proposed budget be made available for public inspection, and that notice of a public hearing thereon be published, prior to adoption of the budget.

The Village Council desires to designate the Proposed Interim Temporary Budget as the Village's official proposed budget for purposes of Charter Secs. 7.2 and 7.3, so that the public hearing and inspection process required by the Charter may proceed.

NOW, THEREFORE, THE FOLLOWING ACTION IS TAKEN BY VOTE OF THE VILLAGE COUNCIL:

The Village Council hereby designates the document entitled "Proposed Interim Temporary Budget," dated September 8, 2026, and attached hereto as Exhibit A, in the total amount of \$104,480, as the Village's official proposed budget for purposes of Charter Sec. 7.2.

The Village Clerk is directed to make the complete proposed budget available for public inspection at the office of the Village Treasurer, and to post the same on the Village website, not less than one (1) week prior to the public hearing scheduled for October 12, 2026, all in accordance with Charter Sec. 7.3(a).

This designation does not constitute final adoption of the budget. Final adoption of the Interim Temporary Budget, including any changes resulting from the public hearing, shall occur by separate resolution of the Village Council following the public hearing, consistent with Charter Sec. 7.3(b), and shall require a roll-call vote in accordance with Charter Sec. 4.2(g).

It was moved by _____, and seconded by _____, to adopt the foregoing Resolution. The Motion was duly adopted.

CERTIFICATION

The foregoing Resolution was duly adopted by the Village Council of Cass Lake Village, Oakland County, Michigan, at a meeting duly called and held on the ____ day of September, 2026, with the Resolution having been approved with ____ votes in favor, and ____ votes in opposition.

CASS LAKE VILLAGE

BY: _____
Acting Clerk

STATE OF MICHIGAN, COUNTY OF OAKLAND
CASS LAKE VILLAGE

PROPOSED INTERIM TEMPORARY BUDGET

(Charter Sec. 7.2)

This document is the proposed interim temporary budget of Cass Lake Village, prepared by the Village Clerk from figures discussed by the Village Council at its Special Meeting held September 3, 2026, for consideration and formal designation as the Village's proposed budget at the Council's September 8, 2026 regular meeting, and for public hearing and adoption as set forth below.

A. AUTHORITY AND DURATION

This interim temporary budget is prepared pursuant to Charter Sec. 7.2, which authorizes the Village Council, in the year this Charter is approved by the electors, to adopt an interim temporary budget of not more than sixty (60) days' duration, following a public hearing, to fund the operations of the Village pending adoption of its first full annual budget.

Budget Period: A period of sixty (60) days, commencing October 14, 2026, and ending December 13, 2026.

B. PUBLIC HEARING AND INSPECTION (Charter Sec. 7.3(a))

Public Hearing: Monday, October 12, 2026, at 7:00 p.m., at 4927 Greer Road, West Bloomfield, MI 48324, as set by Council motion at the September 3, 2026 special meeting.

Public Inspection: This complete proposed budget will be posted on the Village website, casslakevillage.org, for not less than one (1) week prior to the public hearing, as required by Charter Sec. 7.3(a). A paper copy will also be available for inspection by appointment with the Village Clerk or Village Treasurer.

C. PROPOSED REVENUE

This budget is proposed to be funded entirely by a gift from the Cass Lakeside Community Homeowners Association, in an amount matching total proposed expenditures, with no Village taxation or borrowing involved.

Gift from Cass Lakeside Community Homeowners Association **\$104,480**

D. PROPOSED EXPENDITURES

The following expenditures are proposed for the 60-day budget period, based on items discussed by the Council at its September 3, 2026 special meeting. Each item reflects a cost anticipated to be incurred within the 60-day period covered by this budget.

1. Construction/Engineering Services — Algonquin Bridge (Spicer Group)

Per the quote presented by Council Member Joshua Barstow.

\$50,480

2. Professional Association Dues

Michigan Association of Municipal Clerks (\$125), Michigan Municipal Treasurers Association (\$99), and Michigan Municipal League (est. \$500, rate not recently confirmed); combined line item rounded to provide a buffer against a possible increase in the League's current rate.

\$1,000

3. Publication Costs

Anticipated costs of publishing the Village's zoning ordinance(s) and other required legal notices during the budget period.

\$10,000

4. Miscellaneous Administrative Expenses

\$1,000

5. Legal Services*At an estimated rate of \$200 per hour.*

\$10,000

6. Village Clerk's Salary*For the 60-day period covered by this budget.*

\$4,000

7. Technology Costs*New Village website, email/document storage, and office-suite/productivity software.*

\$3,000

8. Contingency Reserve*To cover items not otherwise anticipated in this budget.*

\$25,000

SUMMARY

Construction/Engineering (Spicer – Algonquin Bridge)	\$50,480
Professional Association Dues	\$1,000
Publication Costs	\$10,000
Miscellaneous Administrative Expenses	\$1,000
Legal Services	\$10,000
Village Clerk's Salary	\$4,000
Technology Costs	\$3,000
Contingency Reserve	\$25,000
TOTAL PROPOSED EXPENDITURES	\$104,480

E. STATUS OF THIS DOCUMENT

This is a PROPOSED budget only. It has not yet been designated by Council motion as the Village's official proposed budget (anticipated at the September 8, 2026 regular meeting), has not yet been the subject of the required public hearing (scheduled October 12, 2026), and has not yet been adopted. Final adoption, including specification of the budget period and any changes resulting from the public hearing, will occur by separate Council resolution consistent with Charter Sec. 7.3(b).

CERTIFICATION (to be completed upon adoption)

The foregoing budget was duly adopted by the Village Council of Cass Lake Village, Oakland County, Michigan, at a meeting duly called and held on the ____ day of _____, 2026, with the resolution having been approved with ____ votes in favor, and ____ votes in opposition.

CASS LAKE VILLAGE

BY: _____
Village Clerk

STATE OF MICHIGAN, COUNTY OF OAKLAND

CASS LAKE VILLAGE

**RESOLUTION OF THE VILLAGE COUNCIL –
FORMALIZING APPOINTMENT OF VILLAGE ATTORNEY / GENERAL COUNSEL**

RECITATIONS:

Charter Sec. 5.4(d) provides that the Village Attorney shall be appointed by the Village Council and shall serve as the legal advisor to the Village, including the Council, and indirectly, the President, Vice President, and all Village officers and departments.

The Village received a retention letter dated September 1, 2026, from Rosati Schultz Joppich & Amtsbuechler PC ("RSJA"), addressed to Council President Michael Johnson, a copy of which is attached hereto as Exhibit A, offering to serve as the Village's assistant general counsel for all legal matters, except bond counsel, any matter in which RSJA has a conflict of interest requiring separate legal counsel, and any matter requiring special legal counsel approved by the Village Council (the "legal services").

Under the terms of the retention letter, Attorney Gerald Fisher will serve as the Village's primary attorney, with Attorney Joellen Shortley serving as assistant attorney handling and managing the Village's general legal services, and with other attorneys of the firm available to assist as needed.

Since the Village's incorporation, Gerald Fisher has been serving as legal counsel to the Village Council in connection with the Village's organization, including the preparation of the Village's founding resolutions, Ordinance No. 2026-1, and other legal documents.

The retention letter provides that RSJA will serve the Village on an hourly rate basis of \$200.00 per hour, with no charge for phone, facsimile, mileage, meals, or travel expenses, no charge for postage under \$1.00, no charge for the first ten black-and-white copies (with copies thereafter billed at 20 cents per page, and color copies at 50 cents per page), and no administrative mark-up on outside services such as title work, land surveying, consulting, deposition, transcript, or expert costs, which will be billed to the Village at cost. Legal services will be billed monthly, in increments of one-tenth (0.1) of an hour.

The retention letter further provides that RSJA will maintain professional liability (legal malpractice) insurance in an amount not less than \$1,000,000, and general liability insurance in an amount not less than \$1,000,000 per occurrence, throughout the term of its representation of the Village, and will maintain workers' compensation and unemployment compensation insurance coverage for its employees.

The retention letter provides that the Village may terminate RSJA's services in writing at any time, with or without advance notice, and for any reason or no reason, and that RSJA will provide the Village not less than thirty (30) days' advance written notice in the event it discontinues its representation of the Village, subject to the Michigan Rules of Professional Conduct.

The retention letter provides that RSJA's legal services for the Village shall become effective upon the Village's signing and returning the retention letter, per the Village Council's decision to retain RSJA's services.

The Village Council has reviewed the retention letter and desires to formally appoint RSJA as Village Attorney, with Gerald Fisher serving as the Village's primary attorney and Joellen Shortley serving as assistant attorney, and to authorize the Village Council President to execute the retention letter on behalf of the Village.

NOW, THEREFORE, THE FOLLOWING ACTION IS TAKEN BY VOTE OF THE VILLAGE COUNCIL:

Rosati Schultz Joppich & Amtsbuechler PC is hereby formally appointed as Village Attorney of Cass Lake Village, pursuant to Charter Sec. 5.4(d), to serve at the pleasure of the Village Council, with Attorney Gerald Fisher serving as the Village's primary attorney and Attorney Joellen Shortley serving as assistant attorney for the Village's general legal services, all on the terms set forth in the retention letter dated September 1, 2026, attached hereto as Exhibit A.

Village Council President Michael Johnson is hereby authorized and directed to execute the retention letter on behalf of the Village, and the Village Clerk is directed to return an executed copy to RSJA and to retain the fully executed retention letter among the Village's official records.

Compensation for legal services shall be paid in accordance with the terms of the retention letter, including the hourly rate of \$200.00 per hour and the billing terms described therein, within the limits of the Village's approved budget appropriations, consistent with Charter Sec. 5.4.

It was moved by _____, and seconded by _____, to adopt the foregoing Resolution. The Motion was duly adopted.

CERTIFICATION

The foregoing Resolution was duly adopted by the Village Council of Cass Lake Village, Oakland County, Michigan, at a meeting duly called and held on the ____ day of September, 2026, with the Resolution having been approved with ____ votes in favor, and ____ votes in opposition.

CASS LAKE VILLAGE

BY: _____
Acting Clerk

STEVEN P. JOPPICH
sjoppich@rsjalaw.com

27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

September 1, 2026

Michael Johnson, Council President
Cass Lake Village
4927 Greer Road
West Bloomfield, Michigan 48324

RE: Retention of General Counsel Legal Services

Dear President Johnson:

We are providing this letter for purposes of Cass Lake Village retaining our law firm to serve as the Village's assistant general counsel for all legal matters, except bond counsel, any matters in which we have a conflict of interest requiring separate legal counsel, and any matters requiring special legal counsel approved by the Village Board (the "legal services"). Please accept this correspondence as an expression of our willingness to serve the Village in such capacity as set forth below.

Attorney Joellen Shortley will serve as the assistant attorney to Gerald Fisher for purposes of handling and managing the general legal services for the Village. In addition, Steve Joppich and the other 30 attorneys in our offices are also local government lawyers, who will be available to assist should any projects, time constraints, or aspect of our legal services arise in which they have availability and experience to help the Village. Our objective is to make available to the Village all of the legal resources it may need from time to time to address the wide variety of legal questions and challenges that it may confront.

We will serve the Village in this capacity on an hourly rate basis of \$200.00/hour. The following are some details regarding various aspects of our billings to the Village:

- There will be no charge for phone services, facsimile transmissions, or other similar communication service charges incurred by the firm.
- There will be no charge for mileage, meals, or other travel expenses.
- There will be no charge for postage under \$1.00. Amounts over \$1.00 will be charged at cost (no mark-up).
- There will be no charge for copying ten pages or less in black and white. For copies beyond ten pages, the charge will be at the rate of 20 cents per page. Color copies are charged at 50 cents per page, but color is generally avoided.
- There will be no administrative charge or mark-up added for our firm's costs incurred in the course of processing and submitting invoices to the Village relating to outside title work, land surveying, professional consulting services, deposition services, transcripts, experts, record copying and other services that may be required as part of performing the legal services for the Village. Such outside services will be billed at cost to the Village, and we will of course communicate with you or other appropriate Village representatives before incurring a significant charge for these types of service costs on behalf of the Village.

September 1, 2026
Retention Letter to Cass Lake Village
Re: Village Attorney Legal Services

- Unless directed otherwise, we will bill all services on a monthly basis for the previous month's activities.
- Each billing will identify the attorney performing the work, the matter on which the attorney worked, a description of the work performed, and the time spent on the task. The time of legal services will be billed in increments of 1/10 (0.1) of an hour (6 minutes). For example, if 18 minutes are spent preparing a brief letter, the charge will be 3/10 (0.3) of an hour.

Of additional note, our firm will maintain workers' compensation and unemployment compensation insurance coverage for all our employees while providing the legal services to the Village, and we carry a professional liability insurance policy through Hanover Insurance Company. We will remain insured for legal malpractice with a policy limit of no less than \$1,000,000 at all times, as well as general liability insurance in an amount not less than \$1,000,000 per occurrence throughout our representation of the Village.

We understand that our legal services for Cass Lake Village shall be effective as of your signing this retention letter below and returning it to my attention, per the Village Board's decision to retain our services. With regard to the duration of our representation, we do not believe it appropriate to bind the Village, as a client, to our firm for any specific period of time. As such, the Village may terminate our services in writing at any time, with or without advance notice, and for any reason or no reason at all. However, in the unlikely event that we were to discontinue our relationship, we will provide the Village with at least thirty days' advance written notice, as long as our Rules of Professional Conduct do not direct otherwise.

We are honored to serve the Village as general counsel, and we sincerely appreciate the opportunity to submit this retention agreement letter to you for consideration. If the Village desires to retain our services as provided in this letter, please sign in the space provided below and return a copy to my attention via email or regular mail.

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC



By: Steven P. Joppich
Its: Vice-President

Accepted:

CASS LAKE VILLAGE

By: Michael Johnson
Its: Village Council President

cc : Gerald Fisher, Village attorney

A Website Platform for Small Municipalities - Easy-To-Use | Affordable | Supports ADA Compliance

YOUR PRICE

Price calculated by population: 600

Website Platform Subscription (\$129/mo)

\$1,548/yr

Total

\$1,548/yr

WEBSITE PLATFORM

Full municipal website — includes setup, design, basic data migration, hosting, and ongoing support.

Domain assistance included. Purchase your domain through a third-party provider (like GoDaddy) or apply for a free .gov domain. We'll help you connect it when your plan begins.

Includes unlimited website pages, and logo design (if needed).

BUILT-IN TOOLS

- Reservation Management
- Custom Forms with Workflows
- Map/Business Directory
- AI Search
- Searchable PDF Forms
- Page Alerts
- Property Listings
- Videos
- Resource Folders
- PDF Viewer
- AI Chatbot
- Resident Assistant
- Payment Processing
- Image Carousels
- Quick Links
- Private Pages
- Event & Meeting Calendars
- People Directory
- AI Text Editor
- Notifications
- News/Event/Job Posts
- External Embeds
- Ads
- Public & Legal Notices

CUSTOMER SUPPORT

Customer support available Monday – Friday, 8am–4pm CT.

Online training sessions, training guides, and video walkthroughs included.

Everything is designed, built, and managed in St. Charles, MO, USA.

PRICING NOTES

Price includes: Setup, design, hosting, ongoing support, and basic data migration.

Monthly pricing is available upon request. You save 20% when billed annually (discount reflected above).

Separate charge for Text Notification Services.

This quote is valid for 90 days from the date above.

CASS LAKE VILLAGE

Municipal Website Platform Comparison — Prepared for Village Council Review

Category	Munibit	Revize	CivicPlus	EvoGov	SnapSite / Town Web
Est. Annual Cost	Starting ~\$99/mo (~\$1,200–\$1,700/yr for a village this size)	~\$3,000+/yr custom quote (~\$9,850 first-yr quote to Marine City, MI)	~\$4,600–\$4,800/yr for towns of 2,600–5,100 residents	Flat fee as low as \$75/mo	Varies by scope “small-town pricing” model
Built For	Small municipalities/counties under 10,000 population — our tier	Small to large municipalities broad customer base, not size-specific	Cities & counties of all sizes large module ecosystem	Small–mid municipalities positioned as CivicPlus alternative	Villages under 1,000, townships with part-time staff — our tier
Setup / Design Fees	None included at no extra cost	Custom design process often longer build-out	Typically bundled into multi-year agreement	Included in flat monthly fee	Included in project scope
Contract Length	Not locked in long-term (verify at quote)	Often 5-year agreement for lower rate	Multi-year, often auto-renews 3–5% annual escalation typical	Rate lockable up to 3 yrs protects against increases	Project-based no proprietary lock-in (standard WordPress)
Key Tools Included	Forms, calendar, notifications, documents, directories, AI text assist — all bundled	Agenda Builder, Form Builder, E-Notify, Facilities Reservation, chatbot	Large module library (agendas, permitting, alerts, engagement)	All apps included, no per-feature add-ons	WCAG 2.2 AA toolkit built in, standard WordPress plugins available
ADA / WCAG	Built to WCAG 2.1 guidelines	WCAG 2.1 AA by default (mobile responsiveness on some pages has been flagged in reviews)	Included, sometimes sold as separate add-on	Built in, not billed separately	WCAG 2.2 AA scanner + auto-fix, PDF triage workflow
Support / Training	Dedicated account manager setup, migration & training included	Dedicated training team, 24/7 support	Vendor-managed, reduces internal IT burden	Live training included at onboarding	Developer-level support (agency model, not proprietary help desk)
Watch-Outs	Newer/smaller vendor — verify references (e.g., Fennville, MI)	Multi-year contract; content editing billed separately	Highest cost tier for our size; auto-renewal price escalation	Newer to MI market — verify local references	WordPress site needs routine plugin/maintenance awareness

Note: Figures for Munibit, EvoGov, and SnapSite/Town Web are drawn primarily from vendor-published materials; CivicPlus and Revize figures include independently reported municipal quotes (incl. Marine City, MI). All pricing should be confirmed with a written, Village-specific quote before any Council action. Prepared August 27, 2026.

CASS LAKE VILLAGE

Council Briefing Packet — Technology Platform Selection (Email, Storage, Meetings)

1. Purpose and Background

The Village needs a single platform to handle email, shared document storage, and video meetings for approximately 15 staff and officials. The Village has no dedicated IT staff, so the platform must be manageable with outside support only as needed. Because the Village has no police or fire department, certain federal law-enforcement data-handling requirements (CJIS) do not apply, which simplifies the decision and removes the need for a government-specific "GCC" tier.

2. Legal Basis for Council Action

This is presented as a Council decision, not a staff or IT decision, for three reasons grounded in the Charter and state law:

- Village Clerk's FOIA duty. Charter Sec. 5.4(a)(6) makes the Clerk primarily responsible for responding to requests under the Michigan Freedom of Information Act. The platform selected directly determines whether the Clerk can search and produce records efficiently or must do so manually.
- Public records law applies regardless of which account is used. Michigan courts have held that whether a communication is a public record turns on its content, not which email account carries it. This means Council must adopt an affirmative policy — official accounts required for official business — rather than relying on informal practice.
- Budget/appropriation authority. Charter Sec. 7.4(a) requires that no money be drawn from the Village treasury except under a budget appropriation. Recurring platform costs, the compliance archive, backup service, and one-time migration should be reflected as line items in the interim budget (see companion interim budget materials) before funds are committed.
- Roll-call vote requirement. Charter Sec. 4.2(g) requires that any action authorizing the expenditure of money be taken by roll-call vote. A resolution approving this platform and its associated annual/one-time costs should be adopted by roll call.

3. Platform Comparison

Platform	Cost/user/mo*	Best Fit / Trade-off
Microsoft 365	\$7 – \$22	Strongest fit for government use; compatible with the file formats our accounting and utility-billing vendors expect. RECOMMENDED.
Google Workspace	\$7 – \$22	Easier to administer with no IT staff; better bulk storage for the price. Reasonable second choice, but weaker vendor-software compatibility.
Zoho Workplace	\$1 – \$7	Lowest cost, but less familiar to our vendors and auditors — adds friction for a village with no IT staff.
Email-only budget services (Zoho Mail, Fastmail, Proton, etc.)	\$1 – \$8	Cheapest for email alone, but requires bolting on separate tools for storage and meetings — more complexity, not less.

*Annual billing, per user; cost varies by feature tier.

4. Recommendation: Microsoft 365, Mixed Licensing

13 general staff/council accounts on Microsoft 365 Business Basic (~\$7/user/month): full email, shared document storage (SharePoint/OneDrive), and Teams video meetings, accessed through a web browser — no software installation required.

2 accounts (Clerk and Treasurer) on Microsoft 365 Business Standard (~\$14/user/month): everything above, plus installed desktop versions of Word, Excel, and Outlook for the two roles doing the heaviest document and spreadsheet work.

Rationale: Microsoft's advantage is compatibility — our accounting, utility-billing, and other municipal software vendors are built around Microsoft Office file formats and tools, which reduces daily friction for staff with no technical background. Google Workspace is easier to administer but was not selected because of weaker alignment with vendor software. Zoho and budget email-only services cost less but shift complexity onto a village that has no IT staff to absorb it.

5. Full Cost Picture

Item	Est. Annual Cost	Notes
13 accounts – Business Basic	~\$1,092	Email, SharePoint/OneDrive storage, Teams (browser-based, no install needed)
2 accounts – Business Standard (Clerk, Treasurer)	~\$336	Adds installed desktop Word/Excel/Outlook for the two heaviest document/spreadsheet roles

Compliance archive (Jatheon)	~\$540	~\$3/user/mo; built for U.S. government agencies; converts a FOIA request directly into an archive search
— or Compliance archive (ArcTitan)	~\$720	~\$4/user/mo; unlimited storage; no added cost to retain a departed official's mail permanently
Backup service	\$600 – \$900	Protects against accidental deletion / ransomware — a data-loss problem, not a records problem
One-time migration support	\$2,000 – \$5,000 (one-time)	Outside partner sets up all 15 mailboxes; self-migration not recommended

Estimated first-year total: roughly \$4,570 – \$8,050 (including one-time migration). Estimated ongoing annual cost thereafter: roughly \$2,570 – \$3,050.

6. Two Gaps Not Covered by Microsoft 365 at Any Tier

Records Compliance Archive

Full legal-hold and records-search capability is not included in Microsoft 365 at any tier under consideration, including Business Premium. Adding it natively requires Exchange Online Plan 2 (~\$8/user/month, ~\$1,440/year for 15 accounts), and IT professionals report this Microsoft add-on does not always work cleanly on Business Basic or Standard accounts. A purpose-built third-party archive is simpler and cheaper: Jatheon (~\$540/year) is built specifically for U.S. government agencies and can convert a FOIA request directly into an archive search; ArcTitan (~\$720/year) offers unlimited storage with no added cost to retain a departed official's email permanently.

Backup

Backup and records retention solve two different problems and neither is included in Microsoft 365 by default. Backup protects against data loss (accidental deletion, ransomware, an administrator's mistaken bulk delete) and requires a separate product (~\$600–\$900/year) or Microsoft's own pay-per-GB add-on. The compliance archive protects the Village's ability to preserve and produce public records on request. Upgrading to a higher Microsoft 365 tier provides neither of these — it only adds features like enhanced device security, which is a separate concern from data protection and records compliance.

7. Council Member Use of Official Email — Policy Recommendation

Nationally, an estimated 20% of municipal officials and staff still use personal, consumer-grade email for public business; villages tend to skew even higher because council seats are often part-time or low-stipend. This creates real risk that falls on the Village, not the individual member:

- When a council member leaves office, any Village business in a personal inbox leaves with them — nothing remains in Village systems to search or produce.
- Records requests become dependent on an individual voluntarily searching their own personal email rather than an admin running an internal search.
- Personal and official correspondence blend together, risking both missed disclosures and improper release of private information.

Recommendation: issue every council member an official Village email account and adopt a policy requiring official business be conducted on it. At Business Basic pricing (~\$7/user/month), this is a minor addition to the cost already budgeted above, not a reason to reconsider the plan.

8. Action Items Before Purchase, in Sequence

1. Council adopts a written records retention policy (matching the state's retention schedule) before configuring any email retention settings. This should be taken as a Council action, not left to an IT/technical setting, consistent with the Clerk's FOIA responsibility under Charter Sec. 5.4(a)(6).
2. Confirm that records-hold coverage will extend to all 15 accounts, not only the Clerk and Treasurer — public records obligations apply to any Village correspondence, not just the two administrative offices.
3. Obtain quotes from Jatheon and ArcTitan for the compliance archive, alongside a Microsoft-native quote (Exchange Online Plan 2), and compare total cost and ease of setup before deciding.
4. Budget for third-party backup (roughly \$600–\$900/year) as a distinct line item from the compliance archive — they are not substitutes for each other.
5. Budget for one-time migration support (roughly \$2,000–\$5,000) through a qualified partner rather than self-migrating 15 mailboxes.
6. Apply for a free .gov domain through CISA if the Village is not already using one — a natural step to take during migration.
7. Establish an offboarding procedure for departing council members: convert their mailbox to a shared or inactive mailbox (no additional license cost under 50 GB) rather than deleting the account, to preserve records.

8. Adopt a policy requiring council members to use their official Village account for public business, and provision accounts for all sitting council members as part of the rollout.

9. Suggested Motion Language

"I move that the Village Council approve the selection of Microsoft 365 as the Village's email, document storage, and meeting platform, on the mixed-licensing basis described in the Technology Platform Recommendation dated [DATE], and direct the Clerk and Treasurer to obtain final quotes for compliance archiving and migration support, and to bring a resolution appropriating the necessary funds, consistent with Charter Sec. 7.4, for adoption at a subsequent meeting by roll-call vote as required by Charter Sec. 4.2(g)."

September 1, 2026

Cass Lake Village
c/o Joshua Barstow - Council Member
West Bloomfield, MI

RE: Algonquin Avenue Bridge Replacement over Canal
Cass Lake Village
Letter Agreement for Professional Services

Dear Mr. Barstow:

At your request, we have developed the following Scope of Professional Services to assist the Cass Lake Village with the Algonquin Avenue Bridge Replacement and Road Approaches Project.

Project Background

It is our understanding that Cass Lake Village is planning for the Algonquin Avenue Bridge Replacement and Road Approaches Project to be performed in the 2026 construction season. Spicer Group is currently completing the design phase of the project with Anlaan Corporations as the Contractor selected to perform the construction of the project. Cass Lake Village has requested that Spicer Group provide a cost proposal for professional services consisting of part-time construction engineering, inspection, and material testing during the construction phase of the project.

Scope of Professional Services

Based upon our previous meetings, Spicer Group has prepared the following scope to assist Cass Lake Village with the Algonquin Bridge Avenue Replacement project. We propose to offer construction services for the following tasks:

I. Construction Phase

- A. Provide Construction Engineering and inspection services including general project oversight to ensure contract compliance with the plans and specifications consisting of the below;
 - i. Part-time inspection during pile driving to document pile blow counts
 - ii. As-needed inspection during bridge and approach reconstruction at critical minimums (estimated 16 hours per week)
 - iii. As-needed Air and Slump testing for concrete pours
 - iv. Cylinder breaks for concrete acceptance (3-day as-needed, 7-day, and 28-day sets)
 - v. As-needed compaction testing during backfilling operations
 - vi. As-needed verification of HMA rolling pattern

Additional Services

Additional services related to this project will be furnished by us after you authorize the work. Our fees for additional services will be determined at the time they are agreed to and rendered.

Fee Schedule

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. Our fee is based on our standard hourly rates. There will be no mileage charges, printing charges, or any additional fees outside of our hourly rates.

Construction Phase: Standard hourly rates with the total amount estimated at **\$50,480.00**

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes, or our understanding was incorrect, we will notify you and discuss with you the options of adjusting the amount of the fee or adjusting the scope of services.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,

SPICER GROUP, INC.

A handwritten signature in black ink that reads "Mark T. Lessens".

Mark Lessens, P.E.
Senior Project Manager I

A handwritten signature in black ink that reads "Bryan Daavettila".

Bryan Daavettila, P.E.
Regional Manager

cc: SGI File
Enc.: General Conditions

Above proposal accepted and approved by
Owner.

Cass Lake Village

By: _____
Joshua Barstow

Date: _____

CASS LAKE VILLAGE
West Bloomfield Township, Oakland County, Michigan
**MINUTES OF THE FIRST ORGANIZATIONAL MEETING OF THE VILLAGE
COUNCIL**

A DRAFT prepared from the automated (Gemini Notes) transcript of the meeting. This draft is provided to the Council for review and correction of any errors before the Clerk finalizes and signs the official minutes, consistent with Charter Sec. 5.4(a)(2). Passages the source transcript rendered ambiguously or garbled are flagged in highlighted text below and must be confirmed by the Clerk, Chair, or affected Council member before adoption.

Date: August 25, 2026

Time: 7:40 p.m. EDT (call to order) – 9:35 p.m. EDT (adjournment)

Location: 4927 Greer Road, West Bloomfield, MI 48324

Notice: This meeting was noticed and open to the public in accordance with the Michigan Open Meetings Act, MCL 15.261 et seq.

1. Call to Order & Roll Call

The meeting was called to order at approximately 7:40 p.m. Prior to roll call, on motion made and seconded, the Council voted unanimously by voice vote to appoint Council Member Christopher LaDuke as Acting/Temporary Meeting Chair, to serve until the election of the Village President later in this meeting (Item 6, below). The Council then voted unanimously by voice vote to elect Marc Edelstein as Interim Village Clerk, to serve pending completion of the search and interview process for a permanent Clerk. Mr. Edelstein then called the roll.

Council Members Present (roll call, all answered present):

- Robert Redner
- Michael Johnson
- Cathy O'Connell
- Kenneth Russell
- Christopher LaDuke
- Brik Pardo
- Joshua Barstow

Also Present: Village Attorney Gerry; members of the public (approximately 14 in attendance, per the Clerk's best estimate; a sign-in sheet was not circulated at this meeting).

2. Pledge of Allegiance

The Council and attendees recited the Pledge of Allegiance.

3. Approval of Agenda

On motion made, seconded, and approved by unanimous voice vote (no opposition), the Council approved the agenda as presented, with no modifications.

4. Public Comment (opening)

The Chair opened public comment and advised a three-minute limit per speaker. One member of the public spoke, expressing enthusiasm and support for the Village's formation and the work accomplished by the Council. No other public comments were offered. Public comment was closed.

5. Council Comment

The Chair asked whether any Council Member had a comment on a matter not on the agenda. None were offered, and Council comment was closed.

6. Adoption of Rules of Order

Consistent with Charter Sec. 5.1(i), and on the advice of Village Attorney Gerry that the Charter calls for adoption of Robert's Rules of Order "loosely interpreted," a motion was made and seconded to adopt Robert's Rules of Order, loosely interpreted, to govern Council meetings. The motion was approved by unanimous voice vote, no opposition.

Note: This verbal adoption is intended to be formalized through a written Rules of Procedure resolution at the Council's next regular meeting, incorporating the verbal adoption made here together with additional procedural detail (e.g., virtual-attendance policy, public-hearing procedure).

7. Election of Village President

Per Charter Sec. 4.2(e), the Village President is nominated and elected by majority vote of the Council to a two-year term. Council Member Michael Johnson was nominated. Mr. Johnson accepted the nomination. Following comment (thanking Mr. Johnson for stepping forward), the Council elected Michael Johnson as the first Village President by unanimous voice vote, no opposition. President Johnson then assumed the chair for the remainder of the meeting.

8. Election of Village Vice President

Per Charter Sec. 4.2(e), President Johnson nominated Council Member Christopher LaDuke as Village Vice President, to a two-year term. Mr. LaDuke accepted the nomination. On motion made and seconded, the Council elected Christopher LaDuke as the first Village Vice President by unanimous voice vote, no opposition.

9. Appointment of Interim Village Treasurer

On motion made and seconded, the Council appointed Cathy O'Connell as Interim Village Treasurer, with all authority provided to the office of Treasurer under the Charter, to serve pending completion of the search and appointment process for a permanent Treasurer. The motion was approved by unanimous voice vote, no opposition. (The meeting paused briefly at this point to allow the Clerk to complete his notes of the motions and seconds taken to this point in the meeting.)

10. Appointment of Members of the Planning Commission

Pursuant to MCL 125.3815 and the Charter, the Village President nominated, and the Council considered by majority vote, the following individuals to serve as the first Cass Lake Village Planning Commission: Jon Kellner, Wade Herzig, Shari Robertson, and Lonnie Adkins, together with Council Member Robert Redner to serve as the Council liaison to the Planning Commission (a non-voting-term appointment that runs concurrently with Mr. Redner's Council term).

The Charter requires that, of the first-appointed members, one serve a one-year term, one a two-year term, and two serve three-year terms, so that appointments are staggered in future years. None of the four nominees were present at the meeting; Council Member Redner reported that he had spoken with each of them and that all had agreed to serve. After discussion, the Council assigned terms as follows and adopted the entire slate, together with the liaison appointment, in a single motion, seconded, and approved by unanimous voice vote, no opposition:

- Jon Kellner — one (1) year term
- Lonnie Adkins — two (2) year term
- Shari Robertson — three (3) year term
- Wade Herzig — three (3) year term

- Robert Redner — Council liaison to the Planning Commission (concurrent with Council term; non-term appointment)

11. Establishment of 90-Day Moratorium on Residential Building and Development

The Clerk read the resolution in full. Village Attorney Gerry summarized its purpose: because the Village currently has no zoning, building, or construction regulations of its own, the moratorium is intended to prevent unregulated building and development until the Village adopts an interim zoning ordinance and building/construction standards — a process expected to take meaningfully less than the full 90 days. The resolution allows a property owner who believes the moratorium works a constitutional hardship to petition the Council for relief through the administrative process set out in the resolution, and allows the Village President and Vice President, acting together (or the President alone in an emergency), to approve temporary actions needed to accommodate normal residential living without creating a nonconforming use.

Discussion: The Council discussed how the moratorium would affect residential building activity already underway or approved by West Bloomfield Township prior to incorporation, including (a) at least one home under construction with an approved Township permit, and (b) at least two pending Township variance requests that had been redirected to the Village upon incorporation. The consensus reached in discussion, to guide implementation of the resolution (and not itself a separate vote), was:

- Projects with a building permit already approved and paid for by West Bloomfield Township prior to August 4, 2026 — including inspections already covered under that permit — are not restricted by this moratorium and may continue; the Village will confirm with the Township that it intends to complete inspection of those permits. Robert Redner agreed to compile a list of open residential permits within the Village (recent history, e.g., roughly the past 12 months) for Village Attorney Gerry to raise with the Township attorney.
- Requests that were not yet approved by the Township as of incorporation (including the two pending variance requests) are subject to the moratorium and must wait for the Village to adopt its own zoning/building regulations.
- The moratorium and this permit-completion approach do not apply to the Greer Road bridge project, which is being separately administered under the Village's engineering/construction standards (see Item 14, below) and is expressly excluded from the residential-building moratorium.

On motion made and seconded, the Council adopted the 90-Day Moratorium on Residential Building and Development resolution as read, by unanimous voice vote, no opposition.

12. Resolution Directing the Planning Commission on Master Plan and Zoning Ordinance

The Clerk read the resolution in full. Village Attorney Gerry explained that ordinarily the adoption or amendment of a zoning ordinance requires an extensive process (often 90 days to a year) with public hearings, but MCL 125.3404 allows the Council to direct the Planning Commission to prepare a recommended interim zoning ordinance — not intended to be permanent, and generally effective for up to one year — which the Council may then adopt without the extended public-hearing process otherwise required. The resolution directs the Planning Commission, in order of priority, to: (1) submit a recommended interim zoning ordinance to the Council on or before November 1, 2026; (2) proceed with deliberations on a Village Master Plan; and (3) proceed with deliberations on a permanent Village Zoning Ordinance. Attorney Gerry noted he has already begun researching interim zoning language used by another community that could be adapted for the Village, focused on avoiding provisions (e.g., minimum lot size/width) likely to require widespread variances given existing lot configurations.

On motion made and seconded, following public comment (none offered), the Council adopted the resolution as read, by unanimous voice vote, no opposition.

13. Road Rededication — HOA to Village (Added Item)

President Johnson introduced correspondence and supporting materials received from Ed Hug at SEMCOG describing a process for transferring (dedicating) the subdivision's roads from the homeowners' association to the Village, and distributed copies to the Council. On motion made and seconded, the Council adopted a resolution directing Council Members Kenneth Russell and Joshua Barstow, working with Village Attorney Gerry, to review the SEMCOG materials, compile the necessary road survey/dimension records (noting that plat records may not include road dimensions, in which case surveys may be needed; engineering firm Spicer was identified as a possible source of existing dimension/location records), and determine the steps required to complete the road rededication to the Village. The motion was approved by unanimous voice vote, no opposition.

14. Ordinance No. 2026-1 — Standards and Specifications for Road and Bridge Construction and Improvement

The Clerk read the ordinance in full. The ordinance adopts by reference the Road Commission for Oakland County (RCOC), Michigan Department of Transportation (MDOT), AASHTO, and Federal Highway Administration (23 CFR Part 625) standards and specifications governing road and bridge construction and improvement in the Village, effective immediately upon publication. Council discussion noted this ordinance is needed to put engineering standards in place for the Greer Road bridge project.

Because adoption of an ordinance involving Village standards was treated as requiring a roll-call vote consistent with Charter Sec. 4.2(g), the Clerk called the roll following the motion and second (no public comment offered):

- Joshua Barstow — Yes
- Robert Redner — Yes
- Michael Johnson — Yes
- Cathy O'Connell — Yes
- Kenneth Russell — Yes
- Christopher LaDuke — Yes
- Brik Pardo — Yes

Result: 7 Yeas, 0 Nays. Ordinance No. 2026-1 was declared duly adopted. The Council directed the Clerk to arrange for publication of the ordinance and discussed publication method and cost (see Item 15, below).

15. Publication of Ordinance No. 2026-1

The Council discussed that Charter Sec. 11.4 requires publication of an adopted ordinance in a newspaper of general circulation in the Village (in full or synopsis form), or, if no such newspaper exists, printing and posting on the Village website and in at least four public places. The Council determined that Ordinance No. 2026-1 will be published in the Beacon. The Clerk was authorized to proceed with obtaining a publication quote and placing the notice with the Beacon, and to keep receipts for reimbursement once Village funds are available (see Item 18, budget, below).

16. Designation of Depository for Village Funds

Consistent with Charter Sec. 7.5, and on the understanding that Council approval of a bank is a prerequisite to the Treasurer opening any account there (even though the Village presently holds no funds), a motion was made and seconded to approve Chase Bank and Bank of America as approved Village depositories. This was treated as requiring a roll-call vote:

- Joshua Barstow — Yes
- Michael Johnson — Yes
- Cathy O'Connell — Yes

- Kenneth Russell — Yes
- Christopher LaDuke — Yes
- Brik Pardo — Yes
- Robert Redner — Yes

Result: 7 Yeas, 0 Nays. Chase Bank and Bank of America were designated as approved depositories for Village funds.

17. Resolution Setting Public Hearing Date on Interim Temporary Budget

Village Attorney Gerry explained that, under Charter Sec. 7.2, because the Charter was approved by the electors after April 15, 2026, the Village may adopt an interim temporary budget of not more than 60 days' duration to fund initial operations, following a public hearing preceded by at least 10 days' notice (Charter Sec. 7.3(a)). The Council discussed notice logistics, including newspaper lead time versus a direct mailing to residents, and the number of days needed to allow for mail delivery before the 10-day clock begins.

On motion made and seconded, the Council set a public hearing on the Interim Temporary Budget for Thursday, September 10, 2026, at 7:00 p.m., at the Village's regular meeting location. The motion was approved by unanimous voice vote, no opposition. The Council directed that notice be mailed to residents (rather than published in a newspaper) in order to meet the timeline, and asked Council Members to submit proposed budget line items to the Clerk (not to one another, to avoid a quorum discussing Village business outside a noticed meeting) for compilation into a proposed budget.

Related Special Meeting: To allow the Council to review and discuss a compiled proposed budget before the public hearing, the Council also set a special meeting for Thursday, September 3, 2026, at 7:00 p.m., to be noticed no less than 18 hours in advance consistent with Charter Sec. 5.1(g), for the purpose of discussing (but not voting to finally adopt) a proposed interim temporary budget to bring to the September 10 public hearing. This motion was made, seconded, and approved by unanimous voice vote, no opposition.

Budget discussion notes for the Clerk's preparation of the proposed budget:

- Because the Village currently has no bank account or revenue, the Council discussed that the Homeowners' Association (HOA) may donate or advance funds to the Village (e.g., a gift of a set amount), which the Village would then need to appropriate through the interim temporary budget before it could be spent — money cannot be spent by the Village without a budget appropriation, per Charter Sec. 7.2/7.4.
- Suggested approach: rather than itemizing every line, consider a lump-sum administrative/organizational line (illustratively discussed in the \$10,000–\$100,000 range, unresolved) to cover initial organizational costs, to be discussed further with the Village's prospective auditor as to whether a lump-sum "organizational expenditures" appropriation is appropriate.
- Anticipated cost categories raised in discussion: Clerk compensation; Treasurer/Clerk consulting assistance to establish financial and recordkeeping procedures; ordinance publication costs; Village Attorney fees; engineering costs related to the Greer Road bridge project (a quote was said to be forthcoming within about a month).
- The Council discussed seeking guidance on Village financial setup from the Michigan Municipal League, the Michigan Association of Municipal Clerks/Treasurers, and Oakland County (including its Treasurer's office and its relationships with other small villages), given that West Bloomfield Township's own processes may be sized for a much larger municipality than the Village's approximately 600 residents.

18. Resolution Formalizing Appointment of Village Attorney

Village Attorney Gerry recommended that the Council also engage Joellen Shortly as assistant/co-counsel to the Village, citing her experience representing local governments, including Oakland County, at the same billing rate. On motion made and seconded, the Council approved the engagement of Gerry and Joellen Shortly for legal representation of the Village by voice vote; no opposition was voiced. Attorney Gerry agreed to provide the Clerk with a proposed legal-fee budget estimate for inclusion in the interim temporary budget.

19. Adoption of Regular Meeting Schedule

The Council discussed and resolved a scheduling conflict between the proposed Village meeting schedule (originally proposed as "every other Tuesday") and the existing HOA Board meeting schedule, given that all current Council Members also serve on the HOA Board. The Council agreed to keep the Village Council's regular meetings on the 2nd and 4th Tuesday of each month at 7:00 p.m., and to adjust the HOA's meeting time on those shared dates to conclude by 6:45 p.m. so both meetings can be held without conflict.

On motion made and seconded, the Council adopted the following 2026 regular meeting schedule, all beginning at 7:00 p.m. at the Village's regular meeting location, 4927 Greer Road, West Bloomfield, MI 48324, by unanimous voice vote, no opposition:

- September 8 and September 22, 2026
- October 13 and October 27, 2026
- November 10 and November 24, 2026
- December 8 and December 22, 2026

The Clerk noted that Charter Sec. 5.1(g) and related notice requirements call for this regular-meeting schedule to be posted within 10 days after this meeting, and that the schedule may be included with the budget-hearing mailing to residents. The Council directed the Clerk to send calendar invitations for the special meeting (Sept. 3), the public budget (Sept. 10), and the full 2026 regular meeting schedule, using the Village's official (info@) email account rather than the Clerk's personal account.

20. Other Business / Announcements

The Council briefly discussed timing of the interim temporary budget relative to anticipated future needs (e.g., whether to request a larger initial gift from the HOA to avoid repeating the 60-day budget/notice process too soon), noting that any budget — however sized — must itemize the purposes for which funds are appropriated. No formal action was taken on this topic; it will be addressed as part of the proposed budget prepared for the September 3 special meeting and the September 10 public hearing.

21. Public Comment (closing)

No further public comments were offered.

22. Adjournment

On motion made, seconded, and approved by unanimous voice vote, the meeting was adjourned at approximately 9:35 p.m.

Respectfully submitted,

Marc Edelstein, Interim Village Clerk

Minutes approved by the Village Council on: _____

CASS LAKE VILLAGE

West Bloomfield Township, Oakland County, Michigan

MINUTES OF THE SPECIAL MEETING OF THE VILLAGE COUNCIL

DRAFT prepared from the Clerk's summary of the meeting. This draft is provided to the Council for review and correction before the Clerk finalizes and signs the official minutes, consistent with Charter Sec. 5.4(a)(2). Items requiring confirmation are flagged in highlighted text below.

Date: September 3, 2026

Time: 7:08 p.m. (call to order) – 8:15 p.m. (adjournment)

Location: 4927 Greer Road, West Bloomfield, MI 48324

Notice: This Special Meeting was called and noticed pursuant to Charter Sec. 5.1(g) for the sole purpose of discussing a proposed interim temporary budget, and was open to the public in accordance with the Michigan Open Meetings Act, MCL 15.261 et seq.

1. Call to Order & Roll Call

The meeting was called to order at 7:08 p.m. by Village President Michael Johnson.

Council Members Present:

- Michael Johnson, President
- Christopher LaDuke, Vice President
- Cathy O'Connell
- Kenneth Russell
- Brik Pardo
- Joshua Barstow

Council Members Absent:

- Robert Redner

Also Present: Marc Edelstein, Interim Village Clerk; Shari Robertson.

2. Discussion of Proposed Interim Temporary Budget (Charter Secs. 7.2 & 7.3(a))

The Clerk reviewed the publication timeline for the notice of the public hearing on the proposed interim temporary budget and advised the Council of the earliest date on which that public hearing could be held consistent with the Charter's notice requirements. The Clerk reminded the Council that this meeting concerns a supplemental (interim temporary) budget limited to a 60-day duration and asked that all proposed budget items be limited to costs that will need to be spent within that 60-day period.

The Council discussed the following proposed budget items:

Construction/Engineering — Algonquin Bridge (Spicer Group).

Council Member Joshua Barstow presented a quote from Spicer Group in the amount of \$50,480 for construction/engineering services related to the Algonquin Bridge. The Council discussed whether the engagement should require Spicer's presence on site/availability for sixteen (16) hours per week, or a different arrangement; Mr. Barstow agreed to investigate this question further and report back.

Professional Association Dues.

The Council discussed joining three professional associations: the Michigan Association of Municipal Clerks (\$125 annually), the Michigan Municipal Treasurers Association (\$99 annually), and the Michigan Municipal League (approximately \$500 annually, based on rates last confirmed a few years prior). Because the current Michigan Municipal League membership rate had not been recently verified, the Council rounded up and proposed a combined line item of \$1,000 for all three association dues to provide a buffer against a possible increase in the League's rate.

Other Line Items Discussed.

The Council also discussed, and proposed to include, the following:

- Publication costs — \$10,000, in anticipation of publishing the Village's zoning ordinance(s) and other required notices within the 60-day budget period.
- Miscellaneous administrative expenses — \$1,000.
- Legal services — \$10,000 (at a rate of \$200 per hour).
- Clerk's salary — \$4,000, for the 60-day period covered by this budget.
- Technology costs — \$3,000, for a new Village website, email/document storage, and office-suite/productivity software.
- Contingency reserve — \$25,000, to cover items not otherwise anticipated in this budget.

Proposed Funding Source.

The Council discussed that this proposed budget would be funded by a gift from the Cass Lakeside Community Homeowners Association.

Summary of Proposed Line Items Discussed

Construction/Engineering (Spicer – Algonquin Bridge)	\$50,480
Professional Association Dues (rounded, incl. buffer)	\$1,000
Publication Costs	\$10,000
Miscellaneous Administrative Expenses	\$1,000
Legal Services	\$10,000
Clerk's Salary (60-day period)	\$4,000
Technology Costs	\$3,000
Contingency Reserve	\$25,000
TOTAL PROPOSED	\$104,480

3. Possible Motion to Approve a Proposed Interim Temporary Budget for Presentation at Public Hearing

No motion was made to designate the figures discussed above as the formal proposed interim temporary budget at this meeting. It was noted that the Village's next regular Council meeting is scheduled for September 8, 2026, and that the motion to designate these figures as the proposed budget will be made at that meeting.

4. Setting of Public Hearing Date on Interim Temporary Budget

Council Member Brik Pardo moved to set the public hearing on the interim temporary (supplemental) budget for Monday, October 12, 2026, at 7:00 p.m., at 4927 Greer Road, West Bloomfield, MI 48324. The motion was seconded by Council Member Joshua Barstow. On a vote of 6 in favor and 0 opposed, the motion passed. This action amends the public hearing date previously set at the Council's August 25, 2026 organizational meeting (originally September 10, 2026) to the new date and time stated above.

5. Public Comment

No public comment was offered.

6. Adjournment

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Marc Edelstein, Interim Village Clerk

Minutes approved by the Village Council on: _____