CASS LAKE VILLAGE

West Bloomfield Township, Oakland County, Michigan

MINUTES OF THE REGULAR MEETING OF THE VILLAGE COUNCIL

DRAFT — These minutes were prepared from the automated (Gemini Notes) transcript of the meeting and are provided for Council review and correction before the Clerk finalizes and signs them per Charter Sec. 5.4(a)(2). Passages where the transcript was garbled or ambiguous are flagged in highlighted text and require confirmation by the Clerk, Chair, or affected Council member before adoption.

Date: Tuesday, October 27, 2026

Time: 7:02 p.m. – 9:49 p.m. EDT

Location: 4927 Greer Road, West Bloomfield, MI 48324

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

1. Call to Order and Roll Call

President Michael Johnson called the regular meeting of the Cass Lake Village Council to order at 7:03 p.m. The Clerk called the roll:

- Christopher LaDuke, Vice-President — Present
- Brik Pardo — Present
- Robert Redner — Present
- Michael Johnson, President — Present
- Joshua Barstow — Present
- Kenneth Russell — Present
- Cathy O'Connell, Treasurer — Present

All seven members were present, and a quorum was declared (Charter Sec. 4.2(g)). Also present: Marc Edelstein, Clerk; Joellen Shortley, Village Attorney (RSJA); Brent Strong, Carlisle/Wortman Associates; and members of the public.

2. Pledge of Allegiance

The Council and audience recited the Pledge of Allegiance.

3. Approval of the Agenda

On motion made by Cathy O'Connell and seconded by Kenneth Russell, the Council voted unanimously (aye) to amend the agenda by moving the Fiscal Year 2027 Drinking Water State Revolving Fund discussion from Unfinished Business to Item 7B, immediately following the Carlisle/Wortman presentation.

On motion made by Kenneth Russell and seconded by Cathy O'Connell, the Council voted unanimously (aye) to approve the agenda as amended.

4. Consent Agenda

4.1 Minutes. On motion made by Cathy O'Connell and seconded by Brik Pardo, the Council voted unanimously (aye), with none opposed, to approve the minutes of the October 13, 2026 Regular Meeting of the Village Council as written.

4.2 Payment of Bills. The following invoices were presented for payment:

- Rosati Schultz Joppich & Amtsbuechler PC (Village Attorney) $2,160.00
- Munibit (website hosting and future email accounts) $891.00
- C&G Newspapers (publication of the interim zoning ordinance) $151.00
- C&G Newspapers (publication of the State Construction Code ordinance) $287.00

Total: $3,489.00.

The Village Attorney advised that the items on a consent agenda are normally approved together by a single motion. In response to a question by Christopher LaDuke, it was confirmed that the Munibit invoice falls within the $26,380 technology line of the interim budget. The Clerk asked whether expenditures require a roll-call vote; to be safe, the Council took a roll-call vote, and whether a roll call is required for consent-agenda expenditures will be confirmed before the next meeting.

On motion made by Brik Pardo and seconded by Kenneth Russell, the Council approved payment of the bills by the following roll-call vote:

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

Result: 7 Yeas, 0 Nays. Motion carried.

5. Public Comment on Agenda Items

There was no public comment on agenda items.

6. Appearances and Presentations

6.1 (Item 7A) Carlisle/Wortman Associates — Planning and Building Department Services. Brent Strong of Carlisle/Wortman Associates (CWA) presented. CWA provides both urban planning services and building department services (building official, inspectors, and plan review staff) to municipalities, including the Village of Wolverine Lake, with which the Village is negotiating to serve as its building department. Ben Carlisle, who represents CWA's planning side, was unable to attend.

Key points from the presentation and discussion:

- Adopting the interim zoning ordinance was an important step because it gives the Village a base ordinance and allows variance appeals to be heard. The interim ordinance designates the Council as the Zoning Board of Appeals.
- The State of Michigan currently serves as the Village's building department. The State will not process a building permit until the Village certifies that the project complies with Village zoning.
- Planning and zoning (local rules such as setbacks, height, and lot coverage) are separate from the building codes, which are uniform statewide. Residential projects normally need only an administrative zoning review by a single zoning administrator, not Planning Commission review; Planning Commission review is generally reserved for larger developments. Demolition would also be an administrative review.
- Under the proposed process, a resident would first apply to the Village for a land use permit (zoning review) and pay a fee covering the review cost, then take the approved permit to the building department for a building permit. Review fees should be set so that the applicant, not the general public, bears the cost; the same applies to variance requests, which require notice to owners within 300 feet and newspaper publication under the Zoning Enabling Act.
- CWA charges hourly; a community planner is $125 per hour under its 2026 rate schedule. Because the Village is small and largely built out, CWA indicated it could work on an hourly, as-needed basis rather than a monthly retainer. If CWA served as zoning administrator, it would also handle zoning violations found during inspections. General code enforcement is separate and would need its own arrangement.

- CWA's earlier proposal (from approximately May 2026) for a permanent zoning ordinance was not to exceed $20,000. Some Council members had not seen it. The permanent ordinance will likely need separate districts for lakefront, canal-front, and interior lots.

By consensus, the Council requested that CWA submit, at least one week before the November 10, 2026 meeting: (1) a proposal and contract terms for administrative zoning review services under the interim zoning ordinance, on an hourly basis, together with a template land use permit; and (2) separately, a revised proposal for the permanent zoning ordinance after the Village sends CWA the interim ordinance. The Council indicated it may vote on the review services on November 10. It was noted that notice of adoption of the interim zoning ordinance will be published in the Beacon on November 4, 2026, and that the ordinance is available on the Village website. Residents in attendance asked questions about submitting plans and the permit process. No action was taken.

6.2 (Item 7B) Fiscal Year 2027 Drinking Water State Revolving Fund (DWSRF). Vice-President Christopher LaDuke asked the Council to make two decisions: (1) to proceed with the DWSRF loan offer of up to $5.88 million; and (2) to engage Spicer Group to prepare the project plan. The deadline to confirm participation is December 18, 2026.

Spicer's refined quote covers Phase 1, the main inner loop: about 13,000 of the system's 20,000 feet of water main, about 60 lead service line replacements, and curb stops. Engineering for the $5.88 million project would be about $400,000 (approximately 7% of project cost), billed hourly. It could be reimbursed from loan proceeds only after the loan closes in August 2027, so the Village would have to carry those costs until then. Key dates discussed: project plan submission to EGLE by February 12, 2027; EGLE approval of the project plan May 21, 2027; loan closing (MFA loan, August 26, 2027); and notice to proceed no later than October 25, 2027. Loan terms last year were 2.0% for 20 years and 2.75% for 30 years; repayment would not begin until after construction is complete.

Concerns raised included: the interim budget ($124,400) does not authorize an engineering contract of this size, and approving a contract would obligate the Village beyond its appropriations; the Village has about $124,000 on hand; the Michigan Department of Treasury must approve the Village's borrowing (including a qualifying statement), and the Village has no audit or millage history yet; bond counsel will be needed; the Village still owes an estimated $400,000 to $500,000 on the Greer Road bridge beyond the state grant; and preliminary Finance Committee estimates are about $2,000 per household per year on average, split between taxes and water bills. The Village Attorney indicated the CLCA could perform a limited amount of work (around $50,000) on the Village's behalf and be reimbursed. Council members suggested asking Spicer for the minimum amount needed to reach the EGLE submission, estimated at roughly $50,000, with later work tied to milestones.

On motion made by Christopher LaDuke and seconded by Robert Redner, the Council voted (aye), with one opposed (Cathy O'Connell), to continue to pursue the Fiscal Year 2027 Drinking Water State Revolving Fund loan in an amount up to $5.88 million, with bid closing in the fourth quarter of fiscal year 2027. It was noted that this action keeps the Village on the project list and does not commit the Village to take the loan.

No action was taken on engaging Spicer. Before any vote, the Council requested: (1) a written Spicer proposal, with terms and conditions, for the minimum work needed to reach the EGLE project plan submission, delivered at least five days before the meeting; and (2) confirmation from the Michigan Department of Treasury of whether a newly formed village can qualify to borrow and what is required. President Michael Johnson and Clerk Marc Edelstein will contact Treasury.

7. Unfinished Business

7.1 Building Department Partner. Discussed under Item 6.1 and tabled.

7.2 Special (Supplemental) Budget. The interim temporary budget is limited to 60 days, and the Village needs a budget running through June 30, 2027 (Charter Sec. 7.2). The Beacon is published on November 4 and 18 and December 2 and 16. To adopt the budget at the December 8, 2026, meeting, notice would need to be published by about November 18, 2026, and a special meeting may be needed to prepare the

budget. The Village Attorney advised that only one more budget is needed, covering the period through June 30, 2027, and that it can be amended later if needed. The Clerk will confirm with Gerald Fisher whether the full notice and hearing process must be repeated. No action was taken.

7.3 Act 51 Certification and Constitutional Revenue Sharing (Standing Item). The Village Attorney reported that she sent the subdivision plat to an Assistant Attorney General at LARA and explained what the Village needs. Revising the plat by complaint under the Land Division Act involves a statutory process that requires naming all property owners within 300 feet, utilities, and other statutory parties. She wants LARA's support before filing and will follow up. There was nothing to report on revenue sharing. No action was taken.

7.4 USPS Address Mapping. No progress. Requests have been mailed to three USPS departments without a response, elected officials have not been able to help, and the West Bloomfield Township Clerk has been contacted. A possible next step is to visit the postmaster's office in Detroit.

7.5 Michigan Municipal League Membership. The application was submitted on Friday, October 23, 2026; the League will provide the membership cost. The League also offers newly elected official training, either virtually ($1,600) or in person ($2,000). No decision is needed at this time.

7.6 Village Website and Email. The Village has secured the domain casslakemi.gov. Brik Pardo has agreed to serve as Village webmaster. Munibit will host the site and help design and build it, with a target launch of November 11, 2026. Munibit recommended setting up email addresses by seat (for example, president@, vicepresident@, treasurer@, clerk@, and councilmember1@ through the remaining seats), so that the records the Village must keep stay with the office when the person holding it changes. Microsoft 365 Basic costs $7 per account per month and includes web-only versions of the applications. By consensus, the Village will start with 10 accounts (seven Council seats, Clerk, Treasurer, and info@), about $70 per month, within the technology budget. The Clerk will monitor info@ and route messages. Additional addresses can be added later.

7.7 Zoning Determination Memos. The President reported that the Village has prepared memos for two residents' projects determined not to require zoning or planning review, so the residents may apply to the State for permits: (1) demolition of an existing house; and (2) interior work and a deck that do not change the building footprint. Discussion included CLCA road bond requirements, since the roads are still owned by the CLCA; CLCA approval of utility disconnections; and the residents' insurance documentation. By consensus, the memos will be issued by President Michael Johnson or Vice-President Christopher LaDuke only after the resident has submitted the CLCA road deposit and obtained CLCA approval. No memos were issued at the meeting.

8. Village Credit Card Policy

The Village Attorney explained that state law requires the Village to adopt a credit card use policy by resolution, even if few or no cards are issued, and that the total credit limit may not exceed 5% of the Village's total budget. Section 6 of the draft policy allows optional limits per card or per transaction. The Treasurer explained that the current practice is reimbursement by expense report with receipts.

On motion made by Cathy O'Connell and seconded by Brik Pardo, the Council voted (aye) to amend Section 6 of the policy to set an individual card limit of $2,500, with no separate per-transaction limit.

On a motion made by Brik Pardo and seconded by Christopher LaDuke, the Council voted (aye) to adopt the Resolution Approving the Credit Card Use Policy, as amended.

9. Lease Agreement — Cass Lake Community Association and Village

The Village Attorney recommended that the lease includes at least one space dedicated to the Village, since the Freedom of Information Act calls for a place where the public can inspect Village records. Options discussed included the storage room next to the kitchen (lockable), a locking file cabinet in a shared room, and adding the main meeting room as a shared space. The Attorney advised that keeping records at the Clerk's or Treasurer's home is not illegal but is not best practice for a governmental entity.

By consensus, the item was tabled to the next meeting so the Council can decide which space to use; the Attorney will revise the lease accordingly.

10. New Business

10.1 Finance Committee. Vice-President LaDuke proposed forming a Village Finance Committee to do the groundwork on millage, water rates, and repayment of the water loan. Until now, this work was done by an informal committee that was partly CLCA and partly Village. The Village Attorney advised that because the committee would be a standing committee rather than an advisory one, it should be formally established and recommended that it be subject to the Open Meetings Act. The Council agreed that it will be.

No vote was taken. By consensus, the Council directed Village Attorney Joellen Shortley to prepare a resolution, for consideration at the next meeting, establishing a standing Finance Committee of up to five members, no more than three of them Council members, appointed by the President and subject to the Open Meetings Act, to make recommendations to the Council. It was noted that President Johnson chaired the CLCA finance committee and serves as the finance representative on the water committee.

10.2 Trash Collection Contract. West Bloomfield Township is renegotiating its trash collection contract (Priority Waste) and proposes to fund it as an itemized line on the summer tax bill rather than through direct billing. The Township has asked whether the Village wants to participate. Council members noted that the Township's purchasing power, and the weight limits on the Village's bridges (which require a smaller truck), would likely make the Village's own contract more expensive. By consensus, the Village will proceed with participating in the Township contract. The Village Attorney may address the terms in the intergovernmental agreement. No formal action was taken.

11. Communications to Council

None.

12. Reports of Council Committees

Planning Commission: The Planning Commission reported that it voted to adopt its bylaws and voted to recommend the interim zoning ordinance to the Council.

13. Reports of Village Officers

Treasurer Cathy O'Connell reported:

- On October 14, 2026, she and President Johnson met with Chase Bank. The account is now handled by Yvonne Carr, Vice President and Senior Government Relationship Manager. A checking account has been opened. A letter from the bank requests additional documents, and she will follow up.
- State law limits the types of accounts the Village may hold. The bank described sweep accounts, which many municipalities use.
- Adding the Clerk to the accounts will require a resolution.
- Low-cost checks have been ordered and should arrive within a week. More permanent checks will likely be needed once the accounting software is in use.
- She is reviewing the Michigan Department of Treasury Uniform Chart of Accounts, which the accounting software vendor is expected to help set up.

14. Public Comment

- A resident asked whether unoccupied homes and vacant lots would be charged for trash collection if it is placed on the tax bill. Council members responded that non-homestead lots likely would not be charged, to be confirmed.
- A resident suggested that some of the six or so bridges that boats cannot pass under could be replaced with culverts, which would eliminate bridge maintenance, and asked that this be

considered before further bridge work. Joshua Barstow explained that EGLE controls whether such changes are allowed. EGLE permitted the Algonquin bridge abutments to be moved in about three and a half feet on each side because it considers the canals "no flow." The Council members agreed the idea should be revisited; the next step is an assessment of the remaining bridges.

- Residents asked about the status of the accounting software and the auditor. These will be followed up.

15. Announcements

None.

16. Adjournment

There being no further business, the meeting was adjourned at 9:49 p.m.

Respectfully submitted,

_____
Marc Edelstein, Clerk

Minutes approved by the Village Council on: _____