



# MASON TOWNSHIP BOARD OF TRUSTEES

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## MASON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES February 11, 2025

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The Mason Township Board of Trustees met in regular session on Tuesday, February 11, 2025, in the Mason Township Hall.

Supervisor Charlie Arnold called the meeting to order at 7:00 PM. He also led the Pledge of Allegiance to the Flag of the United States of America.

Clerk Kristin LeVan called roll:

Board of Trustees Present: : Supervisor Charlie Arnold, Clerk Kristin LeVan, Treasurer Arlene Chew, Trustee David Allen, Trustee Janet Dull

Board of Trustees Absent: None.

### PUBLIC COMMENT

Linda M.- shared that her grandson is going to the police academy and hoping to work for the Cass County Sheriff's Department.

### ADDITIONS/DELETIONS TO THE AGENDA

None.

### AGENDA

**M-2025-02-11-1**- Trustee Allen moved, seconded by Trustee Dull, to approve tonight's agenda. Motion carried by voice vote.

**M-2025-02-11-2**- Trustee Dull moved, seconded by Trustee Allen, to approve January 14, 2025 Board of Trustees Minutes. Motion carried by voice vote.

**M-2025-02-11-3**- Trustee Allen moved, seconded by Trustee Dull, to approve February 1, 2025 Special Board Meeting- Budget Meeting. Motion carried by voice vote.

**M-2025-02-11-4**- Trustee Allen moved, seconded by Trustee Dull, to approve Clerk's Payables for Approval.

Supervisor Arnold instructed the Clerk to call roll:

Yes (5): Trustee Dull, Clerk LeVan, Supervisor Arnold, Treasurer Chew, Trustee Allen

No (0): None.

Motion carried by roll call vote.

**M-2025-02-11-5**- Trustee Allen moved, seconded by Trustee Dull, to approve Treasurer's General Fund Report. Supervisor Arnold instructed the Clerk to call roll:

Yes (5): Clerk LeVan, Trustee Dull, Supervisor Arnold, Treasurer Chew, Trustee Allen

No (0): None.

Motion carried by roll call vote.



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**M-2025-02-11-11-** Trustee Allen moved, seconded by Trustee Dull, to approve the motion to adjust the 2024-2025 Budget. Supervisor Arnold instructed the Clerk to call roll:

Yes (5): Trustee Allen, Clerk LeVan, Trustee Dull, Treasurer Chew, Supervisor Arnold

No (0): None.

Motion carried by roll call vote.

## **REPORTS**

**Supervisor Arnold-** Update about gas leak at township/library. Lights at Five-Points have been fixed.

**Trustees-** None.

**Cass County Commissioner Marchetti-** Attached.

**Office Manager-** New water softener installed on 02-06-2025. Zoning Administrator's laptop has been delivered at the end of 01-21-2025.

**Building Department-** Permits issued: 2 building, 3 electrical, 5 mechanical, and 2 plumbing.

**Zoning Department-** Sacred Space Midwifery, special use meeting scheduled for March 18th.

**Ordinance Enforcement Officer-** Presentation given. Questions answered.

**R-2025-02-11-1-** Clerk LeVan moved, seconded by Treasurer Chew, to adopt the International Property Maintenance Code Ordinance O-2025-02-11-1.

## **ORDINANCE #2025-02-11-1 MASON TOWNSHIP CASS COUNTY, MICHIGAN**

### **SUPERSEDES ORDINANCES #10-11-05-03 & 10-11-05-02**

#### **AN ORDINANCE TO ADOPT THE INTERNATIONAL PROPERTY MAINTENANCE CODE BY REFERENCE**

An ordinance of Mason Township adopting by reference the 2021 *International Property Maintenance Code*, with all current amendments, additions, or deletions except as provided herein; regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the Township; providing for the issuance of permits and collection of fees; and repealing all other ordinances and parts of ordinances in conflict therewith.

MASON TOWNSHIP ORDAINS:

**Section 1.** That a certain document, copies of which are on file in the office of the

Township Clerk, being marked and designated as the 2021 *International Property Maintenance Code*, as may be amended, deleted, with additions, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of Mason Township, in the State of Michigan for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and



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structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the Township Clerk are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

**Section 2.** The following sections of the International Property Maintenance Code are hereby revised:

Section 101.1. These regulations shall be known as the International Property Maintenance Code of Mason Township, hereinafter referred to as "this Code".

Section 103.5. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be assessed per the fee schedule adopted by the Township Board from time to time by resolution, or by the actual costs to pay the employee, person, or company for its time in carrying out the work performed.

Section 112.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a civil infraction and a fine of not less than Two Hundred Fifty Dollars (\$250.00). Further, the Township may take any action and elect any remedy either at law or in equity as it deems necessary to ensure compliance with this Code. Second or repeat offenses may be subject to a fine of Three Hundred Fifty Dollars (\$350.00) or more as the court sees fit.

Section 302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of eight (8) inches, within fifty (50) feet of a residential dwelling and out of character with the development of and landscaping in the neighborhood in which it is located and contrary to the public health, safety or welfare by contributing to the spreading thereof. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers, gardens or weeds in fields devoted to growing any small grain or food crop. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

Section 302.4.1 Weeds Publication Notice. The Township shall give notice by publication in a newspaper of general circulation in the Township during the month of March a Notice that weeds and/or plant growth in violation of this ordinance not destroyed/cut by May 1 of that year as required by this Ordinance may be destroyed/cut by the Township, and that the owner of any such land shall be charged with the expenses incurred by the Township to destroy/cut such weeds/plant growth as many times as is necessary to keep the land in compliance with this ordinance, and that the Township shall have a lien against the land for the amount of such expenses, and that such lien shall be enforced in the manner provided by state law for the enforcement of real property tax liens.

Section 304.14. Insect screens. During the period from April 30 to October 31, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting



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screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition. Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

Section 602.3. Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 31 to April 30 to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

Section 602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 31 to April 30 to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

**Section 3. Repealer.** All other ordinances or parts of ordinances in direct conflict herewith are hereby repealed.

**Section 4. Severability.** That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. Mason Township hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 5. Civil Infraction.** A violation of the Property Maintenance Code is a civil infraction, which shall be punishable by a civil fine determined in accordance with the following schedule:

	Minimum	Maximum
1 <sup>st</sup> offense within a 3-year period*	\$150.00	\$500.00
2 <sup>nd</sup> offense within a 3-year period*	\$250.00	\$500.00
3 <sup>rd</sup> offense within a 3-year period*	\$350.00	\$500.00
4 <sup>th</sup> offense within a 3-year period*	\$500.00	\$500.00

\*Determined on the basis of the date of commission of the offense(s)

Sworn police officers, the Township Zoning official, ordinance enforcement officer(s) as designated, and any and all Township Inspectors shall all be authorized to write and serve tickets under this Ordinance. Should the Township be required to initiate cleanup in the absence of such action by a violator after an order of the Court, the entire cost of the cleanup, demolition, or repairs may be attached to the violator's tax bill upon certification by the Township Treasurer. The fees shall include an administrative fee of 1.0%.

**Section 6.** That nothing in this ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in



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Section 3 of this ordinance; nor shall any just or legal right or remedy of any person be lost, impaired or affected by this ordinance.

Supervisor instructed Clerk to call roll:

Yes (5): Supervisor Arnold, Clerk LeVan, Trustee Allen, Treasurer Chew, Trustee Dull

No (0): None

Resolution R-2025-02-11-1 carried by roll call vote.

**Planning Commission-** None.

## **SEPSA-**

**M-2025-02-11-6-** Trustee Allen moved, seconded by Treasurer Chew, to approve the motion to appoint Dallas Cloud to the SEPSA Board. Supervisor instructed Clerk to call roll:

Yes (5): Trustee Dull, Clerk LeVan, Supervisor Arnold, Treasurer Chew, Trustee Allen

No (0): None

Motion carried by roll call vote.

**Sextons-** Used nicer days to work in the cemetery to clean up debris and trash. Worked on updating cemetery ordinances.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

**R-2025-02-11-2-** Trustee Dull moved, seconded by Clerk LeVan, to adopt Board of Review Dates.

## **R-2025-02-11-2**

PLEASE TAKE NOTICE that the Board of Review will meet at the Township Hall, 17049 US 12, Edwardsburg, MI 49112, to examine and review the 2025 assessment roll. The board will convene on the following dates for the hearing of appeals of assessments or taxable values, poverty exemptions, parcel classification appeals and/or current year qualified agricultural denials:

Tuesday, March 4, 2025, 8:00 pm Organizational Meeting

Monday, March 10, 2025, 3:00 pm to 9:00 pm

Friday, March 14, 2025, 10:00 am to 4:00 pm

And on such additional days as required to hear all persons who have given notice of the desire to be heard until assessment rolls have been revised, corrected and approved.

APPEALS ARE HEARD ON A FIRST COME FIRST SERVE BASIS. Letter appeals will be accepted and must be received no later than 5:00 pm the Friday before the first appeal hearing.

Tentative ratios and estimated multipliers for 2025 are as follows:

Agricultural	40.89%	1.2228
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Commercial	45.23%	1.1055
Industrial	43.56%	1.1478
Residential	43.76%	1.1426
Personal Property	50.00%	1.0000

Tentative equalization factor of 1.0000 for all classes is expected after completion of Board of Review.

Charlie Arnold, Supervisor Mason Township

Kevin Harris, Assessor Mason Township

Mason Township Board Meetings are open to all without regard to race, color, national origin, sex or disability.

### American with Disabilities (ADA) Notice

The township will provide necessary reasonable auxiliary aids and services, to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to Mason Township. Individuals with disabilities requiring auxiliary aids or services should contact Mason Township by writing or calling. Mason Township Clerk, PO Box 386, Union, MI 49130 269-641-5923

Supervisor instructed Clerk to call roll:

Yes (5): Treasurer Chew, Clerk LeVan, Supervisor Arnold, Trustee Dull, Trustee Allen

No (0): None.

Resolution R-2025-02-11-2 carried by roll call vote.

**R-2025-02-11-7**- Treasurer Chew seconded by Trustee Allen, to adopt the resolution Establishing Asset Level Test for Board of Review.

### **R-2025-02-11-7**

Adopted: : February 11, 2025

Effective: February 12, 2025

WHEREAS, MCL 211.7u of the General Property Tax Act of the State of Michigan allows a property tax exemption for the principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges; and

WHEREAS, the Mason Township Board has adopted poverty income guidelines with respect to the General Property Tax Act; and

WHEREAS, the Mason Township Board is also required to adopt an "asset level test" for use by the supervisor and board of review in determining whether to grant a full or partial exemption for a property owned by person(s) who meet the poverty income guidelines; and

WHEREAS, the Mason Township Board has determined what level of particular assets should be considered by the board of review in making such determination.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the "asset level test" for consideration by the supervisor and board of review in making a determination as to whether a property that meets the poverty



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income guidelines is eligible for a full or partial exemption of property taxes in accordance with MCL 211.7u is as follows:

1. A person seeking an exemption shall file a separate affidavit (Michigan Treasury Form 4988) signed by each member of the household over the age of 18 (including the owner) residing in the residence for which exemption is sought in order to establish to the Board of Review that no person over the age of 18 residing on said property was required to file federal or state income tax returns in the years 2023 and 2024.
2. One motor vehicle for each licensed driver residing full time at the property in an amount not to exceed \$15,000 in value for each.
3. One recreational vehicle or boat per property not to exceed \$10,000 in value.
4. Value of any second residence or vacation home not to exceed \$25,000 SEV.
5. Non-corporate ownership interest in any commercial or rental building not to exceed \$25,000 SEV (rents received, if any shall be reported as income).
6. Checking and savings accounts exclusive of investments and IRA's not to exceed 25% of the current annual poverty guideline for a single person (\$3,840 for 2025).
7. Additional valuable assets may be considered by the Board of Review in determining whether to grant a full or partial exemption for properties whose owners meet the poverty income guidelines.
8. The maximum value of real estate other than the home is limited to \$50,000 SEV. The maximum cumulative amount of assets owned besides the home and real estate cap is limited to \$20,000. Other assets above this total amount shall be deemed to be available for payment of property taxes, whether liquid or not.
9. If a taxpayer qualifies for a poverty exemption, the Board of Review is permitted to grant only a 100%, 50% or 25% reduction in taxable value. No other percentage value reductions shall be permitted.
10. The Board of Review is not permitted to deviate from these guidelines.
11. This asset level test shall be deemed to be continuing for each subsequent tax year until revoked, modified or replaced by the Mason Township Board.

Supervisor instructed Clerk to call roll:

Yes (5): Clerk LeVan, Trustee Allen, Supervisor Arnold, Treasurer Chew, Trustee Dull

No (0): None.

Resolution R-2025-02-11-7 carried by roll call vote.

**R-2025-02-01-08-** Trustee Dull, seconded by Trustee Allen, to adopt the resolution setting income poverty levels for Board of Review, authorize posting of required documents on township website.

## **R-2025-02-11-8**

### **Resolution Adopting Poverty Exemption Income Guidelines For Property Taxes Mason Township Cass County, Michigan**

**WHEREAS**, the General Property Tax Act, Act 390 of 1994, as amended, requires the Township Board to adopt guidelines for poverty exemptions; and

**WHEREAS**, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, as amended, the Township Board of Mason Township, Cass County, Michigan adopts the following guidelines for the Board of Review to implement. The guidelines shall include



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but not be limited to: the specific income level of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year:

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Township Board of Mason Township, Cass County, Michigan, hereby adopts by reference the United States Department of Health and Human Services poverty exemption guidelines, as they are provided for 2024 as follows:

<b>Size of Family Unit</b>	<b>Poverty Guidelines</b>
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150
For each additional person	\$5,500

**BE IT FURTHER RESOLVED** that Mason Township hereby adopts by reference the most current United States Department of Health and Human Services poverty exemption guidelines as published for each year subsequent to this one such that an annual resolution shall no longer be required.

**BE IT FURTHER RESOLVED** that in order to be eligible for consideration of a whole or partial property tax exemption, a person shall be required to establish that those living in the principal residence meet the poverty exemption guidelines, and the asset test as adopted by the Township Board.

**BE IT FURTHER RESOLVED** that in order to be eligible for consideration of a whole or partial property tax exemption, a person shall do the following on an annual basis, which shall establish for the Township Board of Review the income and asset level and shall constitute an application for consideration of a full or partial poverty tax exemption:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested; and
- 2) File Michigan Treasury Form 5736 "Application for MCL 211.7u Poverty Exemption"; and Michigan Treasury Form 5739 "Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty" with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year; and
- 3) File a claim reporting that the combined assets of all persons residing in the residence for which poverty exemption is sought do not exceed the current United States Department of Health and Human Services Poverty income guidelines; and
- 4) Establish the amount of assets for the owner/occupants of such principal residence which may include, but are not limited to, real estate other than the principal residence, motor vehicles, recreational vehicles and equipment, savings accounts, checking accounts, stocks, and bonds. Such assets will be compared to the current asset level guidelines adopted by the Mason Township Board; and
- 5) Produce a valid driver's license or other form of identification if requested; and
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence; and



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7) The application for an exemption shall be filed after January 1, but at least one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the adoption of this resolution is adopted on February 11, 2025 and shall be applied by the board of review effective January 1, 2025; and

**BE IT FURTHER RESOLVED** that the supervisor/assessor and Board of Review shall follow the above-stated policy and federal guidelines in granting or denying an exemption; and

**IT IS HEREBY FURTHER RESOLVED** that in accordance with PA 253 of 2020, the Board of Review is not permitted to deviate from these guidelines, nor the total asset value contained on the asset level test for 2025 approved by the Township Board; and

**IT IS FURTHER RESOLVED** that the following documents shall be posted on the Township's website at [www.masontownship.org](http://www.masontownship.org) as soon as practicable after the date of adoption as certified hereon:

- Poverty income guidelines and procedure (this document); and
- Michigan Treasury Form 5737-Application
- Michigan Treasury Form 5739-Affirmation of Ownership
- Michigan Treasury Form 4988-Affidavit/No Income Tax Filed
- Asset level test adopted by the Township Board on February 11, 2025.

Supervisor instructed Clerk to call roll.

Yes (5): Trustee Dull, Clerk LeVan, Supervisor Arnold, Treasurer Chew and Trustee Allen

No (0): None.

Resolution R-2025-02-11-8 carried by roll call vote.

**R-2025-02-01-09-** Trustee Allen moved, seconded by Treasurer Chew, to approve resolution to accept resident taxpayer's Board of Review in writing.

## **R-2025-02-11-09**

### **Resolution Accepting Resident Taxpayers' Board of Review Protests in writing**

**WHEREAS**, the General Property Tax Act, Act 390 of 1994, as amended, allows non-resident taxpayers to file a protest to the Township Board of Review in writing; thereby eliminating the need to make a personal appearance at the Board of Review; and

**WHEREAS**, pursuant to PA 390 of 1994, as amended, the Township Board of Mason Township, Cass County, Michigan may by ordinance or resolution also permit *resident* taxpayers to file a protest to the Board of Review in writing without the need for a personal appearance at the Board of Review; and

**WHEREAS**, in accordance with PA 390 of 1994, as amended, if such a resolution or ordinance is adopted, the opportunity to appear in writing must be noted on the assessment change notice sent by the assessor to each property owner in the Township.

NOW THEREFORE, it is hereby resolved as follows:

1. The Mason Township Board agrees to permit resident taxpayers to file a protest to the Board of Review of Mason Township in writing without the need for a personal appearance; and
2. The Township assessing officer shall indicate this opportunity on the assessment change notices for Mason Township prepared in accordance with MCL 211.24c.

Supervisor instructed Clerk to call roll.

Yes (5): Treasurer Chew, Clerk LeVan, Supervisor Arnold, Trustee Dull, Trustee Allen



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No (0): None.

Resolution R-2025-02-01-09 carried by roll call vote.

**M-2025-02-01-07**-Trustee Allen moved, seconded by Clerk LeVan, to approve the motion to appoint James Warren to the Board of Review. Supervisor instructed Clerk to call roll.

Yes (5): Trustee Dull, Treasurer Chew, Supervisor Arnold, Clerk LeVan, Trustee Allen

No (0): None.

Motion carried by roll call vote.

**M-2025-02-11-12**- Treasurer Chew moved, seconded by Clerk LeVan, to approve the motion to appoint Andy Yeo to the Board of Review. Supervisor instructed Clerk to call roll.

Yes (5): Trustee Dull, Treasurer Chew, Supervisor Arnold, Clerk LeVan, Trustee Allen

No (0): None.

Motion carried by roll call vote.

**M-2025-02-11-8**- Trustee Allen moved, seconded by Treasurer Chew, to approve the motion to amend Board of Review pay. Supervisor instructed Clerk to call roll.

Yes (3): Supervisor Arnold, Treasurer Chew, Trustee Allen

No (1): Trustee Dull

Abstain (1): Clerk LeVan

Motion carried by roll call vote.

**R-2025-02-11-3**- Clerk LeVan moved, seconded by Treasurer Chew, to approve the resolution to adopt the Supervisor Salary.

WHEREAS Mason Township is a general law township located in Cass County Michigan that does not hold an annual meeting of the electors; and

WHEREAS in accordance with MCL 41.95(3) the salary for officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Township Board consists of a Supervisor, Clerk, Treasurer, and two (2) trustees; and

WHEREAS, the Office of Township Supervisor is part-time; and

WHEREAS, the Township Board may increase a salary during a term of office and recognizes its ability to do so; and

WHEREAS, MCL 41.95(2) provides that an official's pay shall not be reduced during his or her term of office without written consent of the person holding the position; and

NOW THEREFORE, IT IS HEREBY RESOLVED, that the salary for the position of Township Supervisor, which amount may not be reduced during the term of office (through November, 2028) except by written consent of the office holder is set at \$20,400.00;

Supervisor instructed Clerk to call roll.

Yes (5): Trustee Dull, Clerk LeVan, Trustee Allen, Treasurer Chew, Supervisor Arnold

No (0): None.

R-2025-02-11-3 carried by roll call vote.

**R-2025-02-11-4**- Trustee Allen moved, seconded by Trustee Dull, to approve the resolution to adopt the Clerk Salary.



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WHEREAS Mason Township is a general law township located in Cass County Michigan that does not hold an annual meeting of the electors; and

WHEREAS in accordance with MCL 41.95(3) the salary for officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Township Board consists of a Supervisor, Clerk, Treasurer, and two (2) trustees; and

WHEREAS, the Office of Township Clerk is part-time; and

WHEREAS, the Township Board may increase a salary during a term of office and recognizes its ability to do so; and

WHEREAS, MCL 41.95(2) provides that an official's pay shall not be reduced during his or her term of office without written consent of the person holding the position; and

NOW THEREFORE, IT IS HEREBY RESOLVED, that the salary for the position of Township Clerk, which amount may not be reduced during the term of office (through November, 2028) except by written consent of the office holder is set at \$23,460.00;

Supervisor instructed Clerk to call roll.

Yes (5): Trustee Dull, Trustee Allen, Supervisor Arnold, Treasurer Chew, Clerk LeVan

No (0): None.

R-2025-02-11-4 carried by roll call vote.

**R-2025-02-11-5-** Trustee Allen moved, seconded by Clerk LeVan, to approve the resolution to adopt the Treasurer Salary.

WHEREAS Mason Township is a general law township located in Cass County Michigan that does not hold an annual meeting of the electors; and

WHEREAS in accordance with MCL 41.95(3) the salary for officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Township Board consists of a Supervisor, Clerk, Treasurer, and two (2) trustees; and

WHEREAS, the Office of Township Treasurer is part-time; and

WHEREAS, the Township Board may increase a salary during a term of office and recognizes its ability to do so; and

WHEREAS, MCL 41.95(2) provides that an official's pay shall not be reduced during his or her term of office without written consent of the person holding the position; and

NOW THEREFORE, IT IS HEREBY RESOLVED, that the salary for the position of Township Treasurer, which amount may not be reduced during the term of office (through November, 2028) except by written consent of the office holder is set at \$22,440.00;

Supervisor instructed Clerk to call roll.

Yes (5): Trustee Dull, Clerk LeVan, Supervisor Arnold, Trustee Allen, Treasurer Chew

No (0): None.

R-2025-02-11-5 carried by roll call vote.

**R-2025-02-11-6-** Clerk LeVan moved, seconded by Treasurer Chew, to approve the resolution to adopt the Trustee Salary.



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WHEREAS Mason Township is a general law township located in Cass County Michigan that does not hold an annual meeting of the electors; and

WHEREAS in accordance with MCL 41.95(3) the salary for officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Township Board consists of a Supervisor, Clerk, Treasurer, and two (2) trustees; and

WHEREAS, the Office of Township Trustee is part-time; and

WHEREAS, the Township Board may increase a salary during a term of office and recognizes its ability to do so; and

WHEREAS, MCL 41.95(2) provides that an official's pay shall not be reduced during his or her term of office without written consent of the person holding the position; and

NOW THEREFORE, IT IS HEREBY RESOLVED, that the salary for the position of Township Trustee, which amount may not be reduced during the term of office (through November, 2028) except by written consent of the office holder is set at \$5,610.00;

Supervisor instructed Clerk to call roll.

Yes (4): Clerk LeVan, Treasurer Chew, Supervisor Arnold, Trustee Dull

No (0): None.

Abstain (1): Trustee Allen

R-2025-02-11-6 carried by roll call vote.

**M-2025-02-11-9**- Trustee Allen moved, seconded by Trustee Dull, to approve the motion to authorize Woodlands Behavioral Healthcare Network and Cass District Library to place a weatherproof Narcan distribution box at the Mason Township hall.

Motion carried by voice vote.

**M-2025-02-11-10**- Trustee Allen moved, seconded by Treasurer Chew, to approve the motion for security update. Supervisor Arnold instructed Clerk to call roll>

Yes (5): Supervisor Arnold, Clerk LeVan, Treasurer Chew, Trustee Allen, Trustee Dull

No (0): None.

Motion carried by roll call vote.

## **UPCOMING DATES**

- Mason Township Board Meeting- Tuesday, March 11, at 7:00 PM
- Tax Collection- February 22, 9:00 AM - 1:00 PM and Friday, February 28, 9:00 AM - 7:00 PM
- Planning Commission- February 18, at 6:30 PM
- Board of Review- March 10, 3:00 PM - 9:00 PM and March 14, 10:00 AM - 4:00 PM

## **ADJOURNMENT**

Trustee Allen moved, seconded Trustee Dull, to adjourn the meeting. Motion carried by voice vote.

Supervisor Arnold adjourned the meeting at 8:11 PM.

Respectfully Submitted by:

Clerk Kristin LeVan on 02/13/2025



# MASON TOWNSHIP BOARD OF TRUSTEES

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Approved by the Mason Township Board on: 03/11/2025

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*Kristin LeVan, Mason Township Clerk*

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*Charlie Arnold, Mason Township Supervisor*