



MASON TOWNSHIP BOARD OF TRUSTEES

MASON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES SEPTEMBER 9, 2025

The Mason Township Board of Trustees met in regular session on Tuesday, September 9, 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 Debra Cloud

Board of Trustees Absent: None.

PUBLIC COMMENT

Sheriff Clint Roach- introduced Undersheriff Tim Schuur. Gave update on the Sheriff's Department.

ADDITIONS/DELETIONS TO THE AGENDA

None.

AGENDA

M-2025-09-09-01 Trustee Cloud moved, seconded by Trustee Allen, to approve the consent agenda, which included tonight's agenda, August 12, 2025 regular meeting of the Mason Township Board of Trustee minutes, August 26, 2025 Special Meeting Minutes, Clerk's Payables for Approval, and Treasurer's General Fund report.

Supervisor Arnold instructed the Clerk to call roll:

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

No (0): None.

Motion carried by voice vote.

REPORTS

Supervisor Arnold- Mason Township roads are finished being worked on for the year.

Clerk LeVan- There will be a November 4, 2025 election.

Treasurer Chew- Tax collection deadline on Monday, September 15, 2025.

Trustees Allen and Cloud- None.

Cass County Commissioners Marchett and Lee- Attached.



MASON TOWNSHIP BOARD OF TRUSTEES

Office Manager- The township exterior has received a fresh coat of paint on exterior doors, windows on the library side, outhouse, picnic tables, along with the pavilion, picnic tables and benches stained.

Building Department- Permits issued: 5 building, 3 electrical, 2 mechanical, and 0 plumbing.

Zoning Department- None.

Ordinance Enforcement Officer- Gave updates on open cases in Mason Township.

Planning Commission- Meeting Tuesday, October 21, 2025 at 6:30 PM. The Planning Commission made the recommendation to appoint Doreen Escovedo to the open seat. They have sent their recommendation to the township board for approval.

SEPSA- Attached.

Sextons: None.

UNFINISHED BUSINESS

M-2025-09-09-02 Trustee Allen moved, seconded by Clerk LeVan, to approve the motion to hire Termishield for indoor/outdoor pest control for quarterly maintenance along with sealing up the township building. Supervisor instructed Clerk to call roll.

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

No (0): None.

Motion carried by roll call vote.

NEW BUSINESS

R-2025-09-09-01 Clerk LeVan moved, seconded by Trustee Allen, to adopt the Township Freedom of Information Act (FOIA) Procedures and Guidelines R-2025-09-09-01

RESOLUTION # R-2025-09-09-01 MASON TOWNSHIP CASS COUNTY, MICHIGAN RESOLUTION ADOPTING TOWNSHIP FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES

WHEREAS, the Township Board of Mason Township (“Township”) deems it appropriate and in the interests of the Township to adopt a FOIA Policy to comply with state law changes to the Michigan Freedom of Information Act, Public Act 442 of 1976, as amended, which becomes effective September 9, 2025.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. **FOIA Coordinator** – The Township Clerk is the designated FOIA Coordinator for all Township FOIA Requests. The Township Clerk is authorized to designate an assistant(s) in order to respond to FOIA requests.



MASON TOWNSHIP BOARD OF TRUSTEES

2. Procedures and Guidelines and Public Summary – The Township Board adopts the FOIA Procedures and Guidelines and Public Summary attached to this Resolution as the general procedures and guidelines to be followed for all Township FOIA requests.

- a. Both the Procedures and Guidelines and Public Summary shall be available for viewing on the Township website at www.masontownship.org. Copies of these documents are available free-of-charge at the office of the Township Clerk.
- b. Procedures and Guidelines and Public Summaries shall be amended, as necessary by the Township Board in accordance with the Michigan Freedom of Information Act.
- c. FOIA Forms - The Township Board adopts the attached FOIA forms to be utilized in connection with FOIA requests made to the Township:

1. Request for Public Records Form
2. Waiver of Fee Form
3. FOIA Extension Form
4. Detailed Cost Itemization Form
5. Notice of Denial of FOIA Request Form
6. FOIA Appeal Form – Denial of Records
7. FOIA Appeal Form – Excessive Fee
8. FOIA Appeal Extension Form
9. FOIA Appeal Determination – Denial of Records
10. FOIA Appeal Determination – Excessive Fee
11. Certification Form

d. Form Availability - The FOIA forms shall be available for viewing on the Township website at www.masontownship.org. Copies of FOIA forms to be utilized by the public shall be available free-of-charge at the office of the Township Clerk.

e. Form Amendment - The FOIA forms shall be amended as necessary by the FOIA Coordinator in accordance with the Michigan Freedom of Information Act, as amended.

f. Appeals – Appeals of both denials and excessive fees may be made to the Township Board. Appeals must be in writing and must contain the word “Appeal” along with the reasons for the appeal.

g. Record Retention - All FOIA requests, responses, and records shall be retained by the FOIA Coordinator for a minimum of one year.

3. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

4. This Resolution shall take effect September 9, 2025.

Supervisor instructed Clerk to call roll:

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

No (0): None.

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

M-2025-09-09-03 Treasurer Chew moved, seconded by Clerk LeVan, to appoint Doreen Escovedo to the Planning Commission. Motion carried by voice vote.

M-2025-09-09-04 Clerk LeVan moved, seconded by Trustee Cloud, to approve hiring Shumaker Technology Group, LLC for website development, hosting, backup, security and support. Supervisor instructed Clerk to call roll.



MASON TOWNSHIP BOARD OF TRUSTEES

Yes (5): Supervisor Arnold, Clerk LeVan, Treasurer Chew, Trustee Allen, Trustee Cloud
No (0): None.
Motion carried by roll call vote.

M-2025-09-09-05 Treasurer Chew moved, seconded by Trustee Cloud, to approve the tax rate of .7508 for 2025 for Mason Township. Supervisor instructed Clerk to call roll.

Yes (5): Supervisor Arnold, Clerk LeVan, Treasurer Chew, Trustee Allen, Trustee Cloud
No (0): None.
Motion carried by roll call vote.

UPCOMING DATES

- New township hours- Tuesdays 10:00 AM - 4:00 PM
- Mason Township Board Meeting- Tuesday, October 14, 2025 at 7:00 PM
- Planning Commission- Tuesday, October 21, 2025 at 6:30 PM
- Tax Collection Saturday Hours:
September 13th 9:00 AM - 1:00 PM
- Summer Tax Collection Deadline: Monday, September 15th 9:00 AM - 7:00 PM

ADJOURNMENT

Trustee Allen moved, seconded Trustee Cloud, to adjourn the meeting. Motion carried by voice vote.
Supervisor Arnold adjourned the meeting at 7:48 PM.

Respectfully Submitted by:
Clerk Kristin LeVan on 09/16/2025

Approved by the Mason Township Board on: 10/14/2025

Kristin LeVan, Mason Township Clerk

Charlie Arnold, Mason Township Supervisor