



# MASON TOWNSHIP BOARD OF TRUSTEES

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## MASON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES February 10, 2026

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The Mason Township Board of Trustees met in regular session on Tuesday, February 10, 2026, in the Mason Township Hall.

Supervisor Charlie Arnold called the meeting to order at 7:05 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:

### PUBLIC COMMENT

### ADDITIONS/DELETIONS TO THE AGENDA

None.

### AGENDA

**M-2026-02-10-01** Trustee Allen moved, seconded by Trustee Cloud, to approve the consent agenda, which included tonight's agenda, January 13, 2026 regular meeting of the Mason Township Board of Trustee minutes, January 31, 2026 Special Meeting of the Mason Township Board of Trustee minutes, Clerk's Payables for Approval, Treasurer's General Fund report, and Treasurer's February 2026 Budget Adjustments.

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 roll call vote.

### REPORTS

**Supervisor Arnold-** Working with the Cass County Road Commission concerning road projects.

**Clerk LeVan-** None.

**Treasurer Chew-** None.

**Trustees Allen and Trustee Cloud-** Tax deadline is March 2, 2026

**Cass County Commissioners Marchett and Lee-** Attached.

**Office Manager-** Accepting bids for mowing. See website for details.



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

**Zoning Department-** None.

**Ordinance Enforcement Officer-** None.

**Planning Commission-** Next meeting Tuesday, April 21, 2026 at 6:30 PM.

**SEPSA-** Attached.

**Sextons:** None.

## UNFINISHED BUSINESS

None.

## NEW BUSINESS

**M-2026-02-10-02** Trustee Cloud moved, seconded by Treasurer Chew, to approve the motion to adopt MTA's Principles of Governance Code of Conduct. Motion carried by voice vote.

**R-2026-02-10-01** Trustee Allen moved, seconded by Trustee Cloud, to approve the resolution to adopt Board of Review Dates.

## TOWNSHIP OF MASON 2026 NOTICE OF BOARD OF REVIEW

### R-2026-02-10-01

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 2026 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 3, 2026, 8:00 pm Organizational Meeting

Monday, March 9, 2026, 3:00 pm to 9:00 pm

Friday, March 13, 2026, 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 2026 are as follows:

Agricultural 45.89% 1.0896

Commercial 47.58% 1.0509



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Industrial 44.12% 1.1333

Residential 48.85% 1.0235

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): Supervisor Arnold, Clerk LeVan, Treasurer Chew, Trustee Allen, Trustee Cloud No (0): None

Resolution R-2026-02-10-01 carried by roll call vote.

**R-2026-02-10-02** Trustee Cloud moved, seconded by Trustee Allen, to approve the resolution to adopt the Supervisor Salary.

## **SALARY RESOLUTION TOWNSHIP SUPERVISOR RESOLUTION # R-2026-02-10-02**

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 Supervisor is not the assessing officer for Mason Township; and  
WHEREAS, the Township Board establishes its own salaries by resolution; 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



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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 hereby set at \$21,015.00;

Supervisor instructed Clerk to call roll: Yes (4): Clerk LeVan, Treasurer Chew, Trustee Allen, Trustee Cloud No (0): None Abstain (1): Supervisor Arnold

Resolution R-2026-02-10-02 carried by roll call vote.

**R-2026-02-10-03** Trustee Allen moved, seconded by Trustee Cloud, to approve the resolution to adopt the Clerk Salary.

## **SALARY RESOLUTION TOWNSHIP CLERK RESOLUTION # R-2026-02-10-03**

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 Supervisor is not the assessing officer for Mason Township; and  
WHEREAS, the Township Board establishes its own salaries by resolution; 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 hereby set at \$24,165.00;

Supervisor instructed Clerk to call roll: Yes (4): Supervisor Arnold, Treasurer Chew, Trustee Allen, Trustee Cloud No (0): None Abstain (1): Clerk LeVan

Resolution R-2026-02-10-03 carried by roll call vote.

**R-2026-02-10-04** Trustee Cloud moved, seconded by Trustee Allen, to approve the resolution to adopt the Treasurer Salary.

## **SALARY RESOLUTION TOWNSHIP TREASURER RESOLUTION # R-2026-02-10-04**

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



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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 Supervisor is not the assessing officer for Mason Township; and  
WHEREAS, the Township Board establishes its own salaries by resolution; 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 hereby set at \$23,115.00;

Supervisor instructed Clerk to call roll: Yes (4): Supervisor Arnold, Clerk LeVan, Trustee Allen, Trustee Cloud  
No (0): None Abstain (1): Treasurer Chew

Resolution R-2026-02-10-04 carried by roll call vote.

**R-2026-02-10-05** Clerk LeVan moved, seconded by Treasurer Chew, to approve the resolution to adopt the Trustees Salary.

## **SALARY RESOLUTION TOWNSHIP TRUSTEE RESOLUTION # R-2026-02-10-05**

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 Supervisor is not the assessing officer for Mason Township; and  
WHEREAS, the Township Board establishes its own salaries by resolution; 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 hereby set at \$5,700.00;

Supervisor instructed Clerk to call roll: Yes (3): Supervisor Arnold, Clerk LeVan, Treasurer Chew No (0): None Abstain (2): Trustee Allen, Trustee Cloud

Resolution R-2026-02-10-05 carried by roll call vote.



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## UPCOMING DATES

**WINTER TAX COLLECTION HOURS:** SATURDAYS: 9:00 AM TO 1:00 PM

FEBRUARY 14<sup>TH</sup> AND 28<sup>TH</sup>

DEADLINE IS MARCH 2<sup>ND</sup> 9:00 AM TO 7:00 PM

**BOARD OF REVIEW 2026 DATES:**

MONDAY, MARCH 9<sup>TH</sup> 3:00 PM - 9:00 PM

FRIDAY, MARCH 13<sup>TH</sup> 10:00 AM - 7:00 PM

**MASON TOWNSHIP BOARD OF TRUSTEE MEETING:** TUESDAY, MARCH 10, 2026, AT 7:00 PM

## ADJOURNMENT

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

Supervisor Arnold adjourned the meeting at 8:15 PM.

Respectfully Submitted by:  
Clerk Kristin LeVan on 02/17/2026

Approved by the Mason Township Board on: 03/10/2026

*Kristin LeVan, Mason Township Clerk*

*Charlie Arnold, Mason Township Supervisor*