



MASON TOWNSHIP BOARD OF TRUSTEES

MASON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES March 17, 2026

The Mason Township Board of Trustees regular session scheduled for Tuesday, March 10, 2026, in the Mason Township Hall was canceled due to the severity of potential storms. The meeting was rescheduled for Tuesday, March 17, 2026 at 7:00 PM.

The Mason Township Board of Trustees met in regular session on Tuesday, March 10, 2026, 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:

PUBLIC COMMENT

ADDITIONS/DELETIONS TO THE AGENDA

None.

AGENDA

M-2026-03-17-01 Trustee Allen moved, seconded by Treasurer Chew, to approve the consent agenda, which included tonight's agenda, February 10, 2026 regular meeting of the Mason Township Board of Trustee minutes, Clerk's Payables for Approval, 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 roll call vote.

REPORTS

Supervisor Arnold- Blessing Box has been removed due to the extensive damage from the storms.

Clerk LeVan/Office Manager- Installed baby changing stations in both the men and women's bathrooms

Treasurer Chew- Collected 90.31% of winter taxes

Trustees Allen and Trustee Cloud-



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Cass County Commissioners Marchett and Lee- Attached.

Building Department- Permits issued: 6 building, 4 electrical, 3 mechanical, and 1 plumbing.

Zoning Department- None.

Ordinance Enforcement Officer- None.

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

SEPSA- Attached.

Sextons: Cleaned up cemeteries from storms. Fixed flagpoles that were damaged.

UNFINISHED BUSINESS

None.

NEW BUSINESS

M-2026-03-17-02 Trustee Allen moved, seconded by Clerk LeVan, to approve the motion to accept the lawncare bid from Gary and Gail LeVan for township and cemeteries.

Supervisor Arnold instructed the Clerk to call roll:

Yes (4): Supervisor Arnold, Treasurer Chew, Trustee Allen, Trustee Cloud

No (0): None.

Abstain (1): Clerk LeVan

Motion carried by roll call vote.

M-2026-03-17-03 Treasurer Chew moved, seconded by Trustee Cloud, to enter into the 2026-2027 Budget Hearing. Motion carried by voice vote.

BUDGET PUBLIC HEARING OF THE MASON TOWNSHIP BOARD OF TRUSTEES

MARCH 17, 2025 at 7:00 PM

Supervisor Charlie Arnold called the meeting to order at 7:37 PM.

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

Board of Trustees Absent: None.

Proposed 2026-2027 General Fund Budget was presented balanced.

Projected revenues: \$ 584,165.00.

Projected expenditures: \$584,165.00.



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Proposed 2026-2027 Special Revenue Budget was presented balanced.

Projected revenues: \$223,000.00.

Projected expenditures: \$223,000.00.

The 2026 Millage was presented: .7508

The 2026 tentative ratios & estimated multipliers were presented:

Agricultural 45.89% 1.0896

Commercial 47.58% 1.0509

Industrial 44.12% 1.1333

Residential 48.85% 1.0235

Personal Property 50.00% 1.0000

Public Comment: None.

Clerk LeVan moved, seconded by Trustee Cloud, to approve sending the 2026-2027 balanced General Fund Budget to the Mason Township Board of Trustees for approval. 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.

Trustee Cloud moved, seconded by Trustee Allen, to adjourn the Budget Public Hearing. Motion carried by voice vote.

Supervisor Arnold adjourned the meeting at 7:45 PM and entered back into the Regular Meeting of the Mason Township Board of Trustees.

NEW BUSINESS CONTINUED

R-2026-03-17-01 Trustee Allen moved, seconded by Clerk LeVan to approve the resolution to adopt the 2026-2027 General Appropriations Act.

2026-2027 GENERAL APPROPRIATIONS ACT RESOLUTION # R-2026-03-17-01

A resolution to establish a general appropriations act for Mason Township; to define the powers and duties of the Mason Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Mason Township resolves:

This resolution shall be known as the Mason Township General Appropriations Act.



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The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was posted at the township, and website on March 3, 2026, and a public hearing on the proposed budget was held on January 31, 2026.

The Mason Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount estimated to be .7508 mills as set forth by the Tax Allocation Board.

The 2026 tentative ratios and estimated multiplier are as follows:

Agricultural 45.89% 1.0896
Commercial 47.58% 1.0509
Industrial 44.12% 1.1333
Residential 48.85% 1.0235
Personal Property 50.00% 1.0000

Estimated township general fund revenues for fiscal year 2026-2027, including an allocated millage estimated to be .7508 mills; and various miscellaneous revenues shall total \$ 584,165.00.

Estimated township general fund expenditures for fiscal year 2026-2027 for the various township activities are as follows \$584,165.00.

The township general fund budget of 2026 -2027 is hereby adopted by reference, with revenues and activity expenditures as indicated above in this act as balanced.

Estimated township special revenues for Public Safety for fiscal year 2026-2027 shall total \$223,000.00.

Estimated township special fund expenditures for Public Safety for fiscal year 2026-2027 for the various township activities are as follows \$223,000.00.

The township special revenue budget for Public Safety of 2026 -2027 is hereby adopted by reference, with revenues and activity expenditures as indicated above in this act as balanced.

The Board of Trustees of Mason Township adopts the 2026-2027 fiscal year general fund budget by line item. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.



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Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978) and the Mason Township personnel manual.

Supervisor instructed Clerk to call roll: Yes (5): Supervisor Arnold, Clerk LeVan, Treasurer Chew, Trustee Allen, Trustee Cloud

No (0): None

Resolution R-2026-03-17-01 carried by roll call vote.

M-2026-03-10-04 Clerk LeVan moved, seconded by Trustee Cloud, to approve the motion for the 2026 Road Contracts. Supervisor Arnold instructed the Clerk to call roll:

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

No (0): None.

Motion carried by roll call vote.

UPCOMING DATES

MASON TOWNSHIP BOARD OF TRUSTEE MEETING: TUESDAY, APRIL 14, 2026, AT 7:00 PM

MASON TOWNSHIP PLANNING COMMISSION MEETING: TUESDAY, APRIL 21, 2026 AT 6:30PM

ADJOURNMENT

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

Supervisor Arnold adjourned the meeting at 7:45 PM.

Respectfully Submitted by:
Clerk Kristin LeVan on 03/24/2026

Approved by the Mason Township Board on: 04/14/2026

Kristin LeVan

Charlie Arnold

Kristin LeVan, Mason Township Clerk

Charlie Arnold, Mason Township Supervisor