

**WEST BRANCH TOWNSHIP  
AGENDA**

**AUGUST 19<sup>TH</sup>, 2025 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT (3 minute per person maximum)
6. ACTION ITEMS
  - A. APPROVAL OF MINUTES
  - B. JOB BILLS
  - C. JOB BUDGET
  - D. FINANCIAL
  - E. BUDGET
  - F. PAYMENT OF BILLS
7. REPORTS
  - A. JOINT OPERATIONS/MEETING REVIEW
  - B. ASSESSOR REPORT
  - C. ZONING ADMINISTRATOR
  - D. MARQ-TRAN BOARD: NEXT MEETING AUGUST 21, 2025
  - E. PLANNING COMMISSION: NEXT MEETING SEPTEMBER 22, 2025 @7PM
  - F. CEMETERY BOARD
  - G. PETER WHITE PUBLIC LIBRARY LIAISON
  - H. BOARD OF REVIEW
  - I. RECREATION TEAM:
  - J. SOA: NEXT MEETING OCTOBER 9, 2025 @7PM
8. CORRESPONDENCE
9. OLD BUSINESS
  - A. ROAD UPDATES
  - B. CEMETERY PLOT INCREASE/ORDINANCE
10. NEW BUSINESS
  - A. OFFICER MANAGER
  - B. ADMIN FEE FOR TIPPING FEES
  - C. FIRE NUMBER SIGNS
  - D. HALL USAGE
  - E. MTA BOOKS
  - F. FACEBOOK PAGE
11. EXTENDED AGENDA ITEMS
12. EXTENDED PUBLIC COMMENT (3 minute per person maximum)
13. CLOSED SESSION - WAGES
14. BOARD COMMENT
15. ADJOURNMENT

**NEXT TOWNSHIP MEETING: SEPTEMBER 16 @ 7PM**

WEST BRANCH TOWNSHIP  
REGULAR MEETING  
AUGUST 19<sup>th</sup>, 2025 7:00PM

Meeting opened with Pledge of Allegiance. Roll call was taken by Supervisor Kris Shaw. Members present included Supervisor Kris Shaw, Clerk Deena Barnhart, Treasurer Catherine Shaw, Trustee Matthew Barnhart, and Trustee Laurie Beauchamp. Also present were Zoning Administrator Mike Beltz, Cemetery Manager Pam Bahrman, Karla Hardy, and Greg Hardy.

AGENDA: A motion to approve the Agenda with the addition of G. Propane under new business was made by Catherine Shaw and supported by Matthew Barnhart. M/C

PUBLIC COMMENT: Public comment was opened at 7:07. A resident shared a prepared letter; this letter is on file. Public comment closed at 7:12pm.

MINUTES: Discussion was held among board members about resident names being put into the minutes. It was decided that resident names would no longer be placed into the official minutes. A motion to approve the Regular Meeting minutes from July 15, 2025 meeting with the removal of residents names from Public Comment was made by Laurie Beauchamp and supported by Catherine Shaw. M/C

JOB BILLS PAYABLE: A motion to approve the JOB bills totaling \$16,498.29 was made by Kris Shaw and supported by Catherine Shaw. M/C

JOB BUDGET REPORT: A motion to approve the JOB Budget with further discussion on Worker's Comp was made by Kris Shaw and supported by Matthew Barnhart. M/C

FINANCIAL REPORT: A motion to approve the Financial Report as presented was made by Deena Barnhart and supported by Matthew Barnhart. M/C

BUDGET REPORT: A motion to approve the Budget was made Catherine Shaw and supported by Deena Barnhart. M/C

BILLS PAYABLE: A motion to pay the West Branch Township Bills totaling \$26,180.64 was made by Deena Barnhart and supported by Catherine Shaw. M/C

JOINT OPERATIONS: The minutes from JOB Committee meeting are on file. A motion to hire Alexandra Reynolds as the new JOB Secretary was made by Catherine Shaw and supported by Matthew Barnhart. M/C  
A motion to use existing camera system at the Transfer Station and return the reward monies was made by Matthew Barnhart and supported by Laurie Beauchamp. M/C

ASSESSOR REPORT: Nothing at this time.

ZONING ADMINISTRATOR: Zoning Administrator Mike Beltz reported on his activities for the month. There was discussion held on a denied zoning permit and the reasons why, and a letter that needed to be sent to a resident about a trash complaint.

MARQ-TRAN ADVISORY BOARD: Trustee Matthew Barnhart gave a report on the meeting he attended. The Strategic Plan is being made available. The Advisory Board hired a communication company named Siren for media relations and advertising. Kris Shaw asked if Co. Rd. 545 N was a regular route now or if it was a result of road construction. Matthew Barnhart replied that it was mostly due to the construction but there are now regular bus stops in Skandia.

PLANNING COMMISSION: Nothing at this time. The next Planning Commission Meeting is scheduled for September 22, 2025 at 7PM.

CEMETERY BOARD: Cemetery Manager Pam Bahrman gave a report on what has been happening with the Cemetery. They are looking at removing some trees next year that are causing issues, and have cleaned up some brush. This report is on file.

PETER WHITE LIBRARY: Natasha Lantz emailed a brief report. This report is on file.

BOARD OF REVIEW: Board of Review will meet next in December. Date TBD.

RECREATION TEAM: The Recreation Team is gearing up for their Tailgate Event on September 13. There will be food, vendors, and a car show this year. The Lions Club and Fire Department are volunteering their time. Laurie Beauchamp had sent some information about a DNR grant to plant trees. Matthew Barnhart also suggested looking into the Arbor Day Foundation. Kris Shaw will look into the DNR Grant and The Arbor Day Foundation. The Rec Team is asking for volunteers on September 13<sup>th</sup>..

SOA: Nothing at this time.

CORRESPONDENCE: Deena Barnhart shared that there will be an election on November 4<sup>th</sup>; millage for Gwinn Area Community Schools.

OLD BUSINESS:

A. ROAD UPDATE: Deena Barnhart shared an email she received from the County Road Commission about when to expect paving to begin on Engman Lake Road and finishing work on ditches/culverts.

B. CEMETERY ORDINANCE: **A motion to approve the updated Cemetery Fee Schedule was made by Kris Shaw and supported by Laurie Beauchamp.**

**ROLL CALL:**

**Catherine Shaw – Aye, Deena Barnhart – Aye, Laurie Beauchamp – Aye, Matthew Barnhart – Aye, Kris Shaw – Aye. M/C**

NEW BUSINESS:


- A. OFFICE MANAGER: The Office Manager position is open. Discussion was held on the matter of the job description and willingness to change the hours of operations for the right person.
- B. ADMIN FEE FOR TIPPING FEES: Discussion was held on what to charge, or if we should charge anything. Kris Shaw asked everyone to think about it for September's meeting.
- C. FIRE SIGNS: There have been residents asking for new signs. The question was put forth – do we charge for replacements or no? At this point it was determined if you want your sign replaced, then you pay to have it replaced.
- D. HALL USAGE: A resident had asked if it would be possible to use the hall during hours of operation for a card game league. It was decided that this was acceptable on Fridays with the understanding the hall must not be left in disorder.
- E. MTA BOOKS: Deena Barnhart suggested purchasing books for each elected office that are published by the Michigan Township Association, to have for all board members and kept in the office. It was agreed that this would be a good resource and Deena Barnhart will check on the prices.
- F. FACEBOOK PAGE: A new Facebook page would be beneficial to the Township Board and the Rec Team also. Maintaining this page will be added to the Office Manager duties.
- G. PROPANE: Do we want to look into other companies? Laurie Beauchamp will call other companies on Wednesday, August 20<sup>th</sup>.

EXTENDED AGENDA ITEMS: None at this time.

EXTENDED PUBLIC COMMENT: Extended Public comment was opened at 7:58pm. Discussion was held about the proposed millage from Gwinn Schools and the DNR Tree Grant. Extended Public Comment closed at 8:04pm.

BOARD COMMENT: Kris Shaw stated the public meeting was closed, and the Board went into closed session to discuss wages.

Meeting adjourned at 8:10 pm

  
Submitted by Deena Barnhart, Clerk