

File

**WEST BRANCH TOWNSHIP
AGENDA**

JANUARY 20, 2026 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 FEBRUARY 19, 2026 6PM
 - E. PLANNING COMMISSION: NEXT MEETING TBD
 - F. CEMETERY BOARD
 - G. PETER WHITE PUBLIC LIBRARY LIAISON
 - H. BOARD OF REVIEW
 - I. RECREATION TEAM
 - J. SOA
8. CORRESPONDENCE
9. OLD BUSINESS
 - A. ADMIN/MAINTANENCE WORKER HANDBOOK
 - B. CUPPAD
10. NEW BUSINESS
 - A. AUTHORIZED ACCOUNT USERS
11. EXTENDED AGENDA ITEMS –
12. EXTENDED PUBLIC COMMENT (3 minute per person maximum)
13. BOARD COMMENT –
14. ADJOURNMENT

NEXT TOWNSHIP MEETING: FEBRUARY 17, 2026 7PM

**WEST BRANCH TOWNSHIP
REGULAR MEETING
JANUARY 20, 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, and several residents.

AGENDA: A motion to approve the Agenda was made by Deena Barnhart and supported by Catherine Shaw. M/C

PUBLIC COMMENT: Public comment opened at 7:02 and ended at 7:04pm. There was discussion about using West Branch Township Hall as a warming Center for power outage situations.

MINUTES: A motion to approve the Regular Meeting Minutes from December 16, 2025 was made by Catherine Shaw and supported by Deena Barnhart. M/C

JOB BILLS PAYABLE: JOB bills approved at Quarterly Meeting January 19, 2026.

JOB BUDGET REPORT: JOB budget approved at Quarterly Meeting January 19, 2026.

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 by Catherine Shaw and supported by Kris Shaw. M/C

BILLS PAYABLE: A motion to pay the West Branch Township Bills totaling \$20,599.40 was made by Catherine Shaw and supported by Deena Barnhart. M/C

JOINT OPERATIONS: The minutes from JOB Quarterly Committee meeting are on file.

ASSESSOR REPORT: Assessor Cam Fuess sent a report that was read by Kris Shaw.

ZONING ADMINISTRATOR: Zoning Administrator Mike Beltz gave a written report which is on file and he also shared that he will be resigning, and hopes to be done by April.

MARQ-TRAN ADVISORY BOARD: Trustee Matthew Barnhart gave a report from the MarqTran Board meeting. They have met with SAIL and other disability organizations to help with accessibility. They have also implemented an app named QRide. A resident has requested that pick-up and drop-off sites be shared on Google Maps.

PLANNING COMMISSION: Next meeting January 26, 2026.

CEMETERY BOARD: Cemetery Manager Pam Bahrman gave a written report that is on file.

PETER WHITE LIBRARY: Natasha Lantz gave a report on happenings at the Peter White Public Library. She shared that the library board voted to implement a library amnesty program, a no questions asked return system for lost library items/books. They're working on reconfiguring the basement space.

BOARD OF REVIEW: Brenda Aldrich reported that the BOR members are due for training on February 25, 2026 it's an online training that they need to sign up and pay for. The organizational meeting is scheduled for March 3, 2026 at 5:30pm. The scheduled BOR dates are March 10th, 2026 9am-3pm and March 16, 2026 3pm-9pm.

RECREATION TEAM: Kris Shaw reported that the Rec Team will be meeting on February 23, 2026 at 7pm. The Lion's Club donated \$5,000 that the Rec Team will be using to purchase six picnic tables. They are also going to contact someone to go over the site plan.

SOA: Nothing at this time.

CORRESPONDENCE: All correspondences are on file.

OLD BUSINESS:

- A. ADMIN/MAINTANENCE WORKER HANDBOOK: Being worked on.
- B. CUPPAD: Kris Shaw is still trying to get in touch with them.
- C. CEMETERY ORDINANCE: Has top be published in Mining Journal as it is a publication of record. Deena Barnhart will get this taken care of.

NEW BUSINESS:

- A. AUHTORIZED ACCOUNT USERS: Kris Shaw would like to keep the number of authorized users on current and new accounts to only those necessary; the maintenance person, Supervisor, Treasurer and Deputy Treasurer.

EXTENDED AGENDA ITEMS:

- A. APPROVAL OF SPECIAL MEETING MINUTES: **A motion to approve the minutes from the Special Meeting on January 5, 2026 was made by Deena Barnhart and supported by Laurie Beauchamp. M/C**

EXTENDED PUBLIC COMMENT: Extended Public Comment opened at 8:06pm and closed at 8:10pm.

BOARD COMMENT:

Meeting adjourned at 8:11 pm

Deena Barnhart

Respectfully Submitted by Deena Barnhart, Clerk

DRAFT