

**WEST BRANCH TOWNSHIP  
AGENDA**

**JULY 15<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**
  - F. CEMETERY BOARD**
  - G. PETER WHITE PUBLIC LIBRARY LIAISON**
  - H. BOARD OF REVIEW**
  - I. RECREATION TEAM**
  - J. SOA**
- 8. CORRESPONDENCE**
- 9. OLD BUSINESS**
  - A. ROAD UPDATES**
  - B. AUDIT UPDATE**
- 10. NEW BUSINESS**
  - A. ZONING PERMIT INCREASE**
  - B. CEMETERY PLOT FEE INCREASE**
  - C. PAYROLL**
- 11. EXTENDED AGENDA ITEMS –**
- 12. EXTENDED PUBLIC COMMENT (3 minute per person maximum)**
- 13. BOARD COMMENT –**
- 14. ADJOURNMENT**

**NEXT TOWNSHIP MEETING: AUGUST 19 @ 7PM**

WEST BRANCH TOWNSHIP  
REGULAR MEETING  
JULY 15<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, Karla Hardy, Greg Hardy, Melissa Krans, Mark Krans, Natasha Lantz, and Cemetery Manager Pam Bahrman.

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

**PUBLIC COMMENT:** Greg Hardy gave a statement about his concerns with the Recreation Committee, he feels there should be more Township Board intervention, as he has not heard the Township Board discuss any financial matters with the Recreation Committee. Kris Shaw stated financial aspects have been discussed at Township Board meetings and the budget for the Rec Committee was approved at the March Budget hearing.

**MINUTES: A motion to approve the Regular Meeting minutes from June 17<sup>th</sup>, 2025 meeting was made by Catherine Shaw and supported by Laurie Beauchamp. M/C**

**JOB BILLS PAYABLE:** JOB Bills totaling \$9,756.42 were approved by full Joint Board on Monday July 14<sup>th</sup>.

**JOB BUDGET REPORT:** JOB Budget was approved by full Joint Board on Monday July 14<sup>th</sup>.

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

**BUDGET REPORT: A motion to approve the Budget with the following adjustment: move \$10,000 from GF to Cemetery to be divided among Cemetery Manager, Sexton and add line for Cemetery Board, was made Kris Shaw and supported by Deena Barnhart. M/C**

**BILLS PAYABLE: A motion to pay the West Branch Township Bills totaling \$35,600.06 was made by Deena Barnhart and supported by Catherine Shaw. M/C**

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

**ASSESSOR REPORT:** Assessor Cameron Fuess sent a report stating that the summer tax bills had been sent out and there will be a Board of Review meeting at 5:30pm on July 21<sup>st</sup>. Kris Shaw stated he had signed the State of Michigan Audit for Cameron.

ZONING ADMINISTRATOR: Zoning Administrator Mike Beltz reported he sent two letters to residents regarding complaints about trash. One resident stated they were getting a landfill permit to clean up their property. Mike also reported he approved a land division application for a property on Kunde Road. There was discussion about inaccurate fire numbers at a property on Old Little Lake Road and another on Sporley Lake Road.

MARQ-TRAN ADVISORY BOARD: Trustee Matthew Barnhart stated the Mar-Tran Meeting he attended was brief, there was more discussion about solar panels and needed roof repairs. The next meeting is scheduled for August 21<sup>st</sup>, 2025.

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 review of what they have been working on, which includes updating the current Cemetery Ordinance and adjusting the fees for plots, and grave openings. Pam stated she and Trustee Laurie Beauchamp have been working on history and plots in the old section of the cemetery, all have been scanned and saved on Google Drive. Pam has been working on creating one cohesive map for the cemetery. Kris Shaw and Ray Johnson have been working on clean up, tree removal and topsoil replacement.

PETER WHITE LIBRARY: Natasha Latz reported that there had been a joint meeting between the Township Advisory Board and the Library Board. The Strategic Committee, which she is a member of, is looking to update the Strategic Plan themselves as opposed to out sourcing. There is a Food for Kids twice a week at the Library for those looking for meals for kids during the summer. Natasha also reported that work will begin on the library parking lot. The library budget is looking good and the Summer Reading Program has been witnessing record numbers this summer.

BOARD OF REVIEW: Board of Review will be meeting July 21<sup>st</sup> at 5:30pm.

RECREATION TEAM: The next Recreation Team meeting is scheduled for July 28<sup>th</sup> at 7PM. The tailgate fund raiser is scheduled for September 13<sup>th</sup> from 11am – 4pm.

SOA: Nothing at this time.

CORRESPONDENCE: An email was received from Skandia Township Supervisor Anna Erickson

OLD BUSINESS:

- A. ROAD UPDATE: Kris Shaw stated that the remainder of the work to be done on Engman Lake Road will be in August.

NEW BUSINESS:

- A. CLERK EMERGENCY TRAINING: Deena Barnhart discussed a training she went to that was offered by the State of Michigan regarding emergency preparedness in association with elections. A sample emergency plan was given at the meeting and Deena Barnhart will bring suggestions to the next meeting.

EXTENDED AGENDA ITEMS: None at this time.

EXTENDED PUBLIC COMMENT: Karla Hardy stated that the Rec. Committee meeting posted on the website stated July 28, not August.

BOARD COMMENT: Catherine Shaw shared that the Lions Club will be receiving 10% of your ticket at Texas Roadhouse on August 25 from 3pm-8pm.

Kris Shaw asked who would be willing to write the letter for the retiring fire fighter.

Deena Barnhart stated she would write the letter and have all the Board members sign it.

Matthew Barnhart stated a plaque would be a kind gesture. Deena Barnhart will look into this.

Meeting adjourned at 8:31 pm

  
Submitted by Deena Barnhart, Clerk