

**WEST BRANCH TOWNSHIP  
AGENDA**

*File*

**OCTOBER 14 , 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 OCOTBER 23, 2025 6PM**
  - E. PLANNING COMMISSION: NEXT MEETING JANUARY 26, 2026 @7PM**
  - 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. MTA BOOKS**
- 10. NEW BUSINESS**
  - A. PEST CONTROL**
  - B. HOURLY PAY FOR TOWNSHIP OFFICIAL**
  - C. EMAILS**
  - D. SNOWPLOWING**
- 11. EXTENDED AGENDA ITEMS**
- 12. EXTENDED PUBLIC COMMENT (3 minute per person maximum)**
- 13. BOARD COMMENT – DEENA PUBLIC ACCURACY TEST**
- 14. ADJOURNMENT**

**NEXT TOWNSHIP MEETING: NOVEMBER 18<sup>TH</sup> @ 7PM**

WEST BRANCH TOWNSHIP  
REGULAR MEETING

OCTOBER 14<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, Deputy Clerk Michelle Christal, Treasurer Catherine Shaw, Trustee Matthew Barnhart, and Trustee Laurie Beauchamp. Clerk Deena Barnhart was excused. Also present were Assessor Cameron Fuess, Zoning Administrator Mike Beltz, Cemetery Manager Pam Bahrman, Planning Commission Chairperson Ray Johnson, and residents.

**AGENDA:** A motion to approve the Agenda with the correction of removing resident name was made by Matthew Barnhart and supported by Catherine Shaw. M/C

**PUBLIC COMMENT:** Public comment opened at 7:10 and ended at 7:12pm.

**MINUTES:** A motion to approve the Regular Meeting Minute from September 16, 2025 was made by Matthew Barnhart. M/C

**JOB BILLS PAYABLE:** JOB Bills were approved at Quarterly Meeting October 13, 2025.

**JOB BUDGET REPORT:** JOB Budget Report was approved at Quarterly Meeting October 13, 2025.

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

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

**BILLS PAYABLE:** A motion to pay the West Branch Township Bills totaling \$31,936.11 was made by Matthew Barnhart and supported by Catherine Shaw. M/C

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

**ASSESSOR REPORT:** Nothing at this time.

**ZONING ADMINISTRATOR:** Zoning Administrator Mike Beltz reported on his activities for the month. Mike Beltz issued 1 zoning compliance permit for NMU for a communication tower at Sawyer. He also sent out letters to residents about junk/trash in their yards. Kris Shaw asked if, going forward, the Board could get a written report from the Zoning Administrator to have on file with the other reports.

**MARQ-TRAN ADVISORY BOARD:** Trustee Matthew Barnhart gave a report on the meeting he attended. Matthew reported that it was again a quick meeting where they discussed marketing ideas from Siren and integrating with NMU for marketing push, as NMU students use Marq Tran frequently.

PLANNING COMMISSION: Chairperson Ray Johnson gave a report about the Planning Commission last meeting. They reviewed their progress for the last year and are working on looking at ordinances relating to solar panels.

CEMETERY BOARD: Cemetery Manager Pam Bahrman gave a written report that is on file. The groundskeeper for the Cemetery requested a hedge trimmer be purchased for use at the Cemetery. Discussion was held about allowing other local cemeteries to use our equipment, for a fee. **A motion to permit the West Branch Township Sexton Andrew Bahrman to use the Township equipment at other local cemeteries for the fee of \$100.00 was made by Catherine Shaw and supported by Matthew Barnhart. M/C**

PETER WHITE LIBRARY: Nothing at this time.

BOARD OF REVIEW: Meeting in December time and date TBD.

RECREATION TEAM: Kris Shaw stated there would not be a meeting until possibly January but definitely after the new year.

SOA: Meeting was canceled due to lack of agenda items.

CORRESPONDENCE: All correspondences are on file.

OLD BUSINESS:

- A. ROAD UPDATE: Kris Shaw was told crews would be back on Engman Lake Road hoping to pave soon.
- B. MTA BOOKS: **A motion to purchase MTA books for Township Officials was made by Kris Shaw and supported by Deena Barnhart. M/C**
- C. ADMINISTRATIVE ASSISTANT: **A motion to approve retaining Natalie Chmiko as the Administrative Assistant was made by Deena Barnhart and supported by Matthew Barnhart. M/C**

NEW BUSINESS:

- A. PEST CONTROL: Discussion was held on pest control services. It was decided to have the maintenance person check the building.
- B. HOURLY PAY FOR ELECTED OFFICIALS: Discussion was held about paying elected officials an hourly wage for doing work for the township.
- C. EMAILS: A reminder to the Board to use the new emails we had all been issued.
- D. SNOWPLOWING: This matter will be discussed in November.

EXTENDED AGENDA ITEMS: Non at this time.

EXTENDED PUBLIC COMMENT: Extended Public Comment opened at 8:50pm and ended at 8:52.

BOARD COMMENT: Please remember to vote on November 4, 2025.

Meeting adjourned at 8:55 pm

Deena Barnhart  
Respectfully Submitted by Deena Barnhart, Clerk