

**WEST BRANCH TOWNSHIP
AGENDA**

File

FEBRUARY 17, 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 APRIL 20, 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. ADMIN/MAINTANENCE WORKER HANDBOOK**
 - B. CUPPAD**
- 10. NEW BUSINESS**
 - A. ZONING ADMINISTRATOR JOB DESCRIPTION**
 - B. ROAD MONIES/EARMARK**
- 11. EXTENDED AGENDA ITEMS –**
- 12. EXTENDED PUBLIC COMMENT (3 minute per person maximum)**
- 13. BOARD COMMENT –**
- 14. ADJOURNMENT**

NEXT TOWNSHIP MEETING: MARCH 31, 2026 7PM

WEST BRANCH TOWNSHIP
REGULAR MEETING
FEBRUARY 17TH, 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, and Trustee Matthew Barnhart. Trustee Laurie Beauchamp was excused. Also present were Zoning Administrator Mike Beltz, Cemetery Manager Pam Bahrman, and several residents.

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

PUBLIC COMMENT: Public comment opened at 7:03 and ended at 7:04pm.

MINUTES: A motion to approve the Regular Meeting Minutes from January 20, 2026 was made by Catherine Shaw and supported by Matthew Barnhart. M/C

JOB BILLS PAYABLE: A motion to approve the JOB bills totaling \$13,574.60 was made by Catherine Shaw and supported by Deena Barnhart. M/C

JOB BUDGET REPORT: A motion to approve the JOB Budget 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 Catherine Shaw. M/C

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

BILLS PAYABLE: A motion to pay the West Branch Township Bills totaling \$25,191.23 was made by Catherine Shaw and supported by Deena Barnhart. M/C

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

ASSESSOR REPORT: Assessor Cam Fuess gave a report. He stated that he is wrapping up the year for splits. No major issues are foreseen for the Board of Review.

ZONING ADMINISTRATOR: Zoning Administrator Mike Beltz gave a written report which is on file.

MARQ-TRAN ADVISORY BOARD: There was no report for this month.

PLANNING COMMISSION: Chairperson Ray Johnson reported that the planning commission set up their meeting dates for 2026 and they are looking at working on an ordinance for solar/wind structures.

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

PETER WHITE LIBRARY: No report this month.

BOARD OF REVIEW: Brenda Aldrich reported that the BOR members are scheduled for training on February 25, 2026. The Board of Review organizational meeting is scheduled for March 3 @ 6pm. The Board of Review dates are March 10 from 9am-3pm and March 16 3pm-9pm.

RECREATION TEAM: Kris Shaw reported that 6 picnic tables have been ordered with the grant money received from the Lion's Club.

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.

NEW BUSINESS:

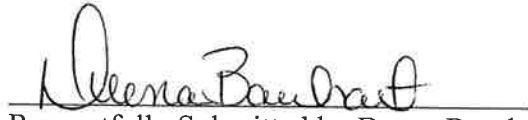
- A. ZONING ADMINSTRATOR POSITION: A job description for the Zoning Administrator needs to be published. Deadline is March 15, 2026.
- B. EARMARK ROAD MILLAGE: Discussion was held about spots the County Road Commission is willing to fix and about putting \$65,000 into a CD for road repairs. **A motion to put \$65,000 into a 12-month CD was made by Catherine Shaw and supported by Deena Barnhart. M/C**
- C. SPECIAL MEETING: A meeting with Bill Sanders of Sanders & Zapsku Consulting was had with members of the Rec Team. In order to apply for grants we need to pass resolutions to apply for the grants. A special meeting will be held March 9, 2026 at 7pm. **A motion to hire Sanders & Zapsky Consultants for new site plan was made by Kris Shaw and supported by Catherine Shaw. M/C**

EXTENDED AGENDA ITEMS: None

EXTENDED PUBLIC COMMENT: Extended Public Comment opened at 8:06pm. Pasty Sale April 11th. Public comment closed at 8:10pm.

BOARD COMMENT: Kris Shaw shared that the Fire Department would like to purchase a generator for power outage situations. He encouraged fellow board members to support this request.

Meeting adjourned at 8:13 pm

A handwritten signature in cursive script, reading "Deena Barnhart", is written over a horizontal line.

Respectfully Submitted by Deena Barnhart, Clerk