

**WEST BRANCH TOWNSHIP  
TRUTH IN TAXATION  
MARCH 31<sup>st</sup>, 2026 7:00 PM**

1. CALL TO ORDER
2. OPEN PUBLIC HEARING: **A motion to accept the General Appropriations Act as presented was made by Deena Barnhart and supported by Laurie Beauchamp.**

**ROLL CALL VOTE:**

**Deena Barnhart: Aye**

**Kris Shaw: Aye**

**Matthew Barnhart: Aye**

**Catherine Shaw: Aye**

**Laurie Beauchamp: Aye**

**Nays: None M/C**

3. ADJOURNMENT: 7.32PM



Submitted by Deena Barnhart, Clerk

**GENERAL APPROPRIATIONS ACT  
WEST BRANCH TOWNSHIP**

A resolution to establish a general appropriations act for West Branch Township; to define the powers and duties of the West Branch Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of West Branch Township resolves:

**Section 1: Title**

This resolution shall be known as the West Branch General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3: Fiscal Officer**

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412; MCLA 141.413, a notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 2026 and a public hearing on the proposed budget was held on March 31, 2026

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2026-2027 including an allocated millage of 1.1197 mills; voter-authorized millage of 1.9844 mills; and various miscellaneous revenues shall total **505,353.00**

Section 6: Millage Levy real and personal property within the Township upon the current tax roll an amount equal to 1.1197 as set for by the Tax Allocation Board.

**Section 7. Estimated Expenditures**

**Estimated Township general fund expenditures for fiscal year 2026-2027 for the various Township activities are as follows:**

Township Board	\$ 30,788.00
Joint Operations	\$ 79,830.50
Office Manager	\$ 10,000.00
Supervisor	\$ 13,900.00
Clerk	\$ 16,220.00
Treasurer	\$ 20,350.00
Trustees	\$ 7,950.00
Elections	\$ 8,100.00
Board of Review	\$ 1,300.00
Assessor	\$ 17,326.00
Building & Grounds	\$ 153,550.00
Cemetery	\$ 33,200.00
Planning Commission	\$ 1,650.00
Zoning Activities	\$ 3,725.00
Street Improvements	\$ 500.00
Street Lights	\$ 7,000.00
Tipping Fees	\$ 60,000.00
Recreation	\$ 192,000.00
SOA	\$ 1,000.00

**Total \$ 658,389.50**

**Section 8: Adoption of the Budget by Reference**

The general fund budget of West Branch Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Section 5 and 7 of this act.

**Section 9: Adoption of Budget by Cost Center**

The Board of Trustees of West Branch Township adopts this 2026-2027 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personal or capital outlays may be made without prior Board approval by budget amendments.

**Section 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

**Section 11: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among the various cost center without prior Board approval, if the amount to be transferred does not exceed \$ 1000.00 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfer made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior Board approval.

**Section 12: Allotment of Appropriations**

No later than the first day of fiscal year, each department, Board or Commission of West Branch Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative officer shall review, modify or approve the proposed allotment plan for any cost center.

**Section 13. Periodic Fiscal Reports**

The fiscal officer shall transmit to the Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- A. A summary statement of actual financial condition of the general fund at the end of the previous quarter;
- B. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter.
- C. A detailed list of:
  - I. Expected revenues by major source as estimated in the budget, actual receipts to date for the current fiscal year compared with actual receipt for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - II. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for current fiscal year and as compared with the same period in the prior fiscal year. The unencumbered balance of appropriations, and revisions in the estimate of expenditures.

**Section 14: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payments shall be made from appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 15: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed a recommendation to prevent expenditures from exceeding available revenues or appropriation for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

**Section 16: Violations of this act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621(1978) and the West Branch Township personnel manual.

**Section 17: Board adoption**

Motion made by Deena Barnhart, and supported by Laurie Beauchamp to adopt the foregoing resolution.

Upon roll call voted, the following voted aye

The following voted nay: None.

**Roll Call Vote:**

**Deena Barnhart: Aye**

**Kris Shaw: Aye**

**Matthew Barnhart: Aye**

**Catherine Shaw: Aye**

**Laurie Beauchamp: Aye**

The Supervisor declared the motion carried and the resolution duly adopted on the 31st day of March 2026.



---

Deena Barnhart, West Branch Clerk

**WEST BRANCH TOWNSHIP  
BUDGET HEARING  
MARCH 25<sup>th</sup>, 2025 7:00 PM**

1. OPEN
2. ROLL CALL: All present.
3. PUBLIC COMMENT: Opened at 7:23PM. No public comment. Public comment closed at 7:32PM.
4. BOARD COMMENT: Opened at 7:32 PM. No board comment. Board Comment closed at 7:33PM.
5. HEARING ADJOURNED: 7:33PM



Submitted by Deena Barnhart, Clerk

# WEST BRANCH TOWNSHIP

## AGENDA

**MARCH 31, 2026 7:20 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 APRIL 16, 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
  - C. ROAD MILLAGE
10. NEW BUSINESS
  - A. ADMINISTRATIVE ASSISTANT POSITION
11. EXTENDED AGENDA ITEMS –
12. EXTENDED PUBLIC COMMENT (3 minute per person maximum)
13. BOARD COMMENT –
14. ADJOURNMENT

**NEXT TOWNSHIP MEETING: APRIL 14, 2026 7PM**

## WEST BRANCH TOWNSHIP

### REGULAR MEETING

MARCH 31<sup>ST</sup>, 7:33PM

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 Cemetery Manager Pam Bahrman, and several residents.

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

**PUBLIC COMMENT:** Public comment opened at 7:34pm and ended at 7:34pm.

**MINUTES: A motion to approve the Regular Meeting Minutes from February 17, 2026 was made by Matthew Barnhart and supported by Kris Shaw. M/C**

**A motion to approve the Special Meeting Minutes from March 9<sup>th</sup> for Grant applications was made by Catherine Shaw and supported by Laurie Beauchamp. M/C**

**A motion to approve the Special Meeting Minutes from March 9<sup>th</sup> for 2% monies was made by Deena Barnhart and supported by Laurie Beauchamp. M/C**

**JOB BILLS PAYABLE: A motion to approve the JOB bills totaling \$\$18,966.91 was made by Kris Shaw and supported by Catherine Shaw. M/C**

**JOB BUDGET REPORT:** No vote was held on the JOB Budget. Laurie Beauchamp wanted it stated on the record that she is requesting that the budge come to the West Branch Township Board members in a timelier manner so the board has time to review the budget to approve.

**A motion to approve the 2026-2027 JOB Budget as presented was made by Kris Shaw and supported by Catherine Shaw. M/C**

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

**BUDGET REPORT: A motion to approve the Budget with the following changes: move \$297.73 from Elections to Board of Review and \$167.73 from Elections to Assessor and further clarification/correction of payroll expenses and reconciliation discrepancies was made by Kris Shaw and supported by Matthew Barnhart. M/C**

**BILLS PAYABLE: A motion to pay the West Branch Township Bills totaling \$27,931.88 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:** No report this month.

ZONING ADMINISTRATOR: Zoning Administrator Mike Beltz gave a written report which is on file. Discussion held on the matter of hiring a new Zoning Administrator. Kris Shaw stated three applications were received. One was received beyond the deadline to apply and another was out of the Township's budget range. **A motion to hire Ray Johnson on a one-year contract as the Zoning Administrator at the rate of \$325.00 per month, with extra meeting fees and training to be paid by the Township was made by Kris Shaw and supported by Laurie Beauchamp. M/C** Further discussion was held on which Board and Commissions will need new people because of Ray vacating those roles. Zoning Board of Appeals, and Planning Commission will need to be updated. Postings will go out.

MARQ-TRAN ADVISORY BOARD: Matthew Barnhart reported that the last Marq Tran meeting was quite short. He shared there was a lot of public comment about how the County was spending Covid Relief Funds.

PLANNING COMMISSION: Nothing at this time, the next meeting is April 20, 2026.

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 went well. There was a snow storm on one of the days so they had to reschedule to March 18<sup>th</sup>. The next BOR meeting is scheduled for July 20<sup>th</sup> if necessary.

RECREATION TEAM: Kris Shaw there hasn't been any news on the grants that were applied for. Next Meeting is May 4, 2026.

SOA: Nothing at this time.

CORRESPONDENCE: All correspondences are on file.

OLD BUSINESS:

- A. ADMIN/MAINTANENCE WORKER HANDBOOK: Being worked on. Kris Shaw received three promising inquiries for the maintenance position.
- B. CUPPAD: Can come off the agenda.
- C. ROAD MILLAGE: Earning interest with CD's.

NEW BUSINESS:

- A. ADMINISTRATIVE ASSISTANT: Job description will be worked up and the job will be posted no later than Friday April 3, 2026.

EXTENDED AGENDA ITEMS: None

EXTENDED PUBLIC COMMENT: Extended Public Comment opened at 8:37pm.  
Pasty Sale April 11<sup>th</sup>. Public comment closed at 8:38pm.

BOARD COMMENT: None

Meeting adjourned at 8:39 pm

---

Respectfully Submitted by Deena Barnhart, Clerk