

WEST BRANCH TOWNSHIP
SPECIAL MEETING MINUTES
JUNE 18, 2026

1. Meeting called to order at 7:07 pm by Supervisor Shaw.
2. Pledge of Allegiance recited.
3. Roll Call: Present – Kris Shaw, Supervisor; Jane Taylor, Clerk; Catherine Shaw, Treasurer; Trustees Lisa Johnson and Laurie Beauchamp.
4. Public comment- None
5. Deputy Clerk appointment of Laurie Beauchamp. **Motion made by Treasurer Shaw, supported by Trustee Johnson for the appointment of Laurie Beauchamp. Motion carried.**
6. Employee Handbook/Wages- Tabled until next meeting.
7. Election Duties- **Motion made by Supervisor Shaw, supported by Treasurer Shaw to delegate election duties to Clerk Taylor. Motion carries.**
8. Hiring an Election Specialist- **Motion made by Trustee Beauchamp, supported by Treasurer Shaw enabling Clerk Taylor to hire an Election Specialist if she deems it necessary within the current wage range. Motion carried.**
9. West Branch Township Cellphone- **Motion made by Trustee Beauchamp, supported by Treasurer Shaw to purchase a cell phone to be used for township needs regarding multi-factor authentication. It is to remain on-site and stored in the vault when not being used. Motion carried.**
10. Extended Public Comment-None
11. Board Comment-Trustee Johnson inquired as to our policy regarding Media Response. We will encourage the media to utilize our Board Meeting Minutes as well as attend our meetings.
12. Signature Cards-**Motion made by Treasurer Shaw, supported by Supervisor Shaw to add Clerk Taylor and Deputy Clerk Beauchamp to the signature card at Nicolet Bank. Motion carried.**
13. Adjournment-8:04pm

Respectfully submitted,
Jane Taylor, Township Clerk