

Helga Township  
Special Combined Meeting of Township Board of Supervisors  
And Planning Commission – Road Policy Update/ Ordinance/Job  
January 30, 2018

**PRESENT:** Don Clay-Chairman, Supervisors; Jim Lyle-Vice Chair, Dale Berglund, Jeff Schussman, Joanna Olson Hammerstrom, Clerk-Sue Adkins

Planning Commission members; David Horn, Teri Westin, Joanna Olson Hammerstrom, Brian Fulk, Jeannie Porter, Branden Smith

Meeting called to order, 7:00 pm, Pledge of Allegiance recited

Reviewed ideas for change from last meeting

**Reviewed Road Policy from Guthrie Township:**

- Pg 3 -9 should be 18”x 30,
  - Pg 7 #6
- Remove pg 3-8 except for first sentence
  - Have to apply & fee
- 9- seek approval- must provide own
- Changed percentages pg 3 #6
- Pg 3 #10- add county & twp approvals
- 11- remove second part
- Attach application-needed

**Reviewed Ordinances:**

- Discussion on road damage of permits-in road policy
- Pg 9 # 4 removed and say “see road policy
- Pg 5-(billboards)
  - Discussion on size 24sq’
  - Signs will stay the same it would be a cup if bigger
- Page 8, Sec 3- add word “minor” and provisions of “Hubbard County Ordinance”
  - Sec 1-A & B removed
- Multi-family reviewed- not changed

**Safety Deposit box contents:**

- Old closed/obsolete CDs will be destroyed

**Jobs**

- Job descriptions with review and efficiency factors
  - What level of efficiency at what timeframe
  - Document levels at review
- Equip operator samples available
- Treasurer & Clerk on Twp assoc website

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**Adjourn Meeting:**

**Motion** to adjourn made by Don Clay, **Seconded** by Jeff Schussman, **motion carried.**

Meeting adjourned at 8:45 pm.

Respectfully Submitted,

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Susan Adkins, Clerk

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Donald Clay, Board Chairman

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David Horn, Planning Chairman