

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

7:00 P.M. on Thursday, March 15th, 2012

Town Office Meeting Room, 8358 County Road T, Larsen, WI 54947

I. Call to Order:

- A. The Meeting was called to order at 7:00 P.M.
- B. Pledge of Allegiance,
- C. Notice Verification, the Chair was advised that the meeting was properly noticed.
- D. Roll:

Chair Patty Stanek	PRESENT
Member Cathy Clark	ABSENT
Member Lana Prusik	PRESENT
Member Nancy Heider	PRESENT
Member Teresa Johnson	PRESENT
Member David Dorow	ABSENT
Member Kay Lettau	PRESENT
 Staff: Town Administrator Johnston	 PRESENT

II. Approval of Minutes:

- A. Regular Green Space Committee Meeting – Thursday, February 16th, 2012
 - o Motion by: Johnson
 - o Second by: Kay Lettau
 - o Motion: To approve the Draft Minutes of the Thursday, February 16th, 2012 meeting with the following corrections:
 - Page 2, Item 3, a change Sprig to Spring
 - Page 3, Item 9, a change Wed to Web
 - o Vote: Unanimous in favor of the Motion

III. Open Forum – Town-related matters not on the Committee’s Agenda:

Please complete the “Request to Speak at Meeting” form located on the agenda/sign-in table and submit to the Town Deputy Clerk or Treasurer. Non-Agendized Town-Related Matters: Pursuant to Wis. Stats. 19.32(2) and 19.84(2), the public may present matters; however, limited discussion may occur but no action may be taken until specific notice of the subject matter of the proposed action can be given.

Committee Member Johnson indicated that her family is moving to a different State and that she will be resigning her position with the adjournment of the Thursday, March 15th, 2012 Green Space Committee meeting.

IV. Correspondence:

- A. No Correspondence

V. Business:

- A. Discussion/Recommendation: Green Space review of the Town's Park and Open Space Plan language relative to proposed Town Parks.
- o Staff reviewed the Park and Open Space Plan identification of a Park in the south east corner of the Town. The Committee was also advised that the Town has received an offer to donate land for a park in the southeast corner of the Town (CTH JJ east of STHH 76) and that this offer complies with the Town's Park and Open Space Plan Recommendations. Therefore staff has been directed to place this offer on the Agenda for the CY 2012 Town Electors Meeting for Elector authorization to accept the donation. Should the Electors authorize the acceptance of the donation the offer will formally be presented to the Committee for a recommendation.
- B. Discussion/Recommendation – Green Space Committee/ClaytonFest Committee discussion on CY 2012 ClaytonFest activities.
1. Music
 2. Food/Refreshments
 - a. The Drifters confirmed that they will start serving food before the start of the Parade.
 3. Pie Barn
 - a. The Organization was given the list of possible pie donors generated by Karen Thorne and advised that the Town will post a signup sheet at the Polling Site during the Spring Election.
 4. Silent Auction
 - a. The organization has started recruiting donation for the event and would accept recommendation of possible donors and/or donations.
 5. Snack Shack
 - a. Use and availability of the Drifters cooler for the organization root beer storage was confirmed.
 6. Children's Games
 - a. Staff should confirm the Contract and the price of the games for the next Committee meeting.
 - b. Staff was asked to contact the individual that does the con treasure hunt for the children to confirm that he will be participating in the event.
 7. Dog Walk-A-Thon **The Dog Walk-A-Thon has been Cancelled**
 8. Vendors/Information Booths/Community Service
 - a. Staff was asked to confirm that small personal services businesses could have booths at the event (Avon, Arbon etc).
 9. Advertising
 - a. Check the spelling of the Drifters name in the Town Spring Newsletter
 - b. Motion by: Johnson
Second by: Prusik
Motion to: Recommended to the Board that it authorize purchasing 50 new yard signs that advertise the ClaytonFest.com web site in addition to the event and the date at a cost not to exceed \$1,000.00 with funding to come from the proceeds of the event.
Vote: Unanimous in favor of the Motion

10. Grounds Layout & Signage

- a. A recommendation was made to move the Pie Barn to the area between the children's games and the stage to improve visibility and sales.

11. Parade

- a. The Committee has recommended that Lucile Christenson be the Parade Grand Marshal this year and that staff contact the Cavanaugh's to see if a carriage is available for use to lead the Parade.

12. Other topics

- a. Staff distributed an event sponsors list that will be updated for the next meeting.

VI. Upcoming Meeting Attendance

VII. Committee Member Requests for Future Agenda Items

VIII. Adjournment

- o Motion by: Teresa Johnson
- o Second by: Nancy Heider
- o Motion: To Adjourn the Green Space Committee meeting at 8:16 PM.
- o Vote: Unanimous in favor of the Motion

Respectfully submitted,
Richard Johnston, Town Administrator