

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

7:00 P.M. on Thursday, April 19th, 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:

Committee Chair: Patty Stanek	PRESENT
Committee Member: Cathy Clark	PRESENT
Committee Member: Lana Prusik	ABSENT
Committee Member: Nancy Heider	PRESENT
Committee Member: David Dorow	ABSENT
Committee Member: Kay Lettau	PRESENT
Committee Member:	VACANT
 Town Staff: Richard Johnston	 PRESENT

II. Approval of Minutes:

- A. Regular Green Space Committee Meeting – Thursday, March 15th, 2012
 - o Motion by: Committee Member Lettau
 - o Second by: Committee Member Heider
 - o Motion: To approve the Draft Minutes of the Thursday, March 15th, 2012 meeting with the following corrections:
 - Page 2, Item B 6 a – change con to coin
 - 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.

IV. Correspondence:

- A. No Correspondence

V. Business:

- A. Discussion/Recommendation: Green Space Committee review and recommendation relative to the proposed donation of land for a Park located on the north side of CTH JJ east of STH 76 by the Noffke Family.

- The Committee was update on the Town Electors authorization to the Board to accept the proposed donation on the condition that the lead contaminants were removed from the backstop berm of the firing range before the Town takes ownership of the property.
 - Any future development of the site will be subject to Green Space Committee review and recommendation to the Town Board with ultimate approval authority resting with the Town Board.
- B. Discussion/Recommendation: Green Space Committee review and recommendation relative to a pending donation for an installed bench on the Friendship Trail.
- The Committee reviewed the proposed donation of a bench, and staff's recommendation for the location of the proposed bench on the Friendship Trail by Ms. Kate Mueller. The following motion was made by the Committee:
 - Motion by: Committee Member Heider
 - Second by: Committee Member Clark
 - Motion: To accept the full burden cost donation of a bench on the Friendship Trail by Ms. Mueller to include the recognition on the Clayton Trailblazers, Donation Tree, with the verbiage requested by the Ms. Mueller.
 - Vote: Unanimous in favor of the Motion
- C. Discussion/Recommendation: Green Space Committee review and recommendation on meeting times for the regularly scheduled Committee meetings.
- The Committee was advised by staff that the Town Board set the time and date for the Green Space Committee Meeting for the following:
 - Meeting Day – the 3rd Thursday of each month
 - Meeting Time – 7:00 P.M.
 - Meeting Rules – Robert's Rules of Order
 The Committee took no action on the Agenda Item.
- D. Discussion/Recommendation: Green Space Committee review and recommendation to the Town Board relative to the Elector Approval of a Town Constable position.
- The Committee was advised that the Administration placed this item on the Agenda as a result of a misunderstanding at a staff level, the Committee took no action on the Agenda Item.
- E. Discussion/Recommendation – Green Space Committee/ClaytonFest Committee discussion on CY 2012 ClaytonFest activities.
1. Music:
 - a. Both the entertainment and the funding for the bands are complete but subject to confirmation by Town staff.
 2. Food/Refreshments
 - a. The Drifters confirmed that they will start serving food before the start of the Parade.
 3. Pie Barn
 - a. The Committee has some concern relative to the Volunteer Organization's committeemen to the project and asked staff to confirm the process for the next

Committee Meeting, and to ask representatives of the Volunteer Organization to attend the meeting. Additionally, staff will post a signup sheet at the Polling Site during the next election.

4. Silent Auction
 - a. Staff advised the Committee that the Volunteer Organization continues to recruit donations for the event and would accept recommendation of possible donors and/or donations.
5. Snack Shack
 - a. Staff advised the Committee that the location of the Snack Shack was moved as requested and that availability of the Drifters cooler for the organization root beer storage was confirmed.
6. Children's Games
 - a. Staff confirmed the Contract and the price of the Bouncy Games (\$1,000.00) and is waiting for a contract from the supplier.
 - b. Staff has confirmed the donation of the funds to cover the cost of the Bouncy Games Contract.
 - c. Staff was asked again to contact the individual that does the con treasure hunt for the children to confirm that he will be participating in the event.
7. 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).
 - b. Staff was asked to consult with Legal Counsel relative to the Town's ability to restrict the use of Vendor Booths and report to the Committee at its next meeting.
8. Advertising
 - a. Staff confirmed the receipt of the new yard signs and distributed them to Committee Members present at the meeting. Staff will continue to distribute additional new and updated old yard signs advertising the ClaytonFest event.
 - b. The Drifters asked the Committee if Town staff or a volunteer could update the ClaytonFest.com Home Page, staff will be provided the access passwords to the site and make an effort to do some minimal updating of the site.
9. Grounds Layout & Signage:
 - a. A revised and update site plan was distributed to the Committee.
 - b. Site signage will be reviewed at the Committee's next meeting.
10. Parade
 - a. Staff confirmed the Committee's request that Lucile Christenson be the Parade Grand Marshal this year and that the Cavanaugh's would provide a carriage for use to lead the Parade.
11. 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

- a. Committee Member Lettau thanked Chair Stanek for her services, introduced Committee Member Cathy Clark as the next Chair and Supervisor Linda Grundman Erdman as the next Board representative on the Green Space Committee.
- b. Additionally, Committee Member Lettau as the Committee to revisit the distribution of fertilizer and weed control spraying in the Town's Parks and Cemeteries.

VIII. Adjournment

- Motion by: Committee Member Clark
- Second by: Committee Member Heider
- Motion: To Adjourn the Green Space Committee meeting at 8:22 PM.
- Vote: Unanimous in favor of the Motion

Respectfully submitted,
Richard Johnston, Town Administrator