

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

7:00 P.M. on Thursday, May 17th, 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: Cathy Clark PRESENT
 Committee Member: Joan Brown ABSENT
 Committee Member: Lana Prusik PRESENT
 Committee Member: Nancy Heider PRESENT
 Committee Member: David Dorow ABSENT
 Committee Member: Linda Grundman-Erdman PRESENT
 Committee Member: VACANT

 Town Staff: Richard Johnston PRESENT

II. Approval of Minutes:

- A. Regular Green Space Committee Meeting – Thursday, April 19th, 2012
 - 1. Motion by: Committee Member Heider
 - 2. Second by: Committee Member Prusik
 - 3. Motion: To approve the Draft Minutes of the Thursday, April 19th, 2012 meeting with the following corrections:
 - a. Page 2, remove the “the” in front of Ms. Mueller
 - b. Page 3, Item E 6 c – change con to coin
 - 4. 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. Letter from Riesterer & Schnell, Inc.

V. Business:

- A. Discussion/Recommendation: Green Space Committee review of a Committee recommendation to the Board on the application of herbicides to the Town’s Public Properties.

At the Administrator's recommendation no action was taken on this Agenda item with the expectation that Town Board for review and reconsider its approval of a program to spread herbicides and fertilizers on the Town's Public Properties.

- B. Discussion/Recommendation: Green Space Committee review and recommendation to the Board on a Winnebago County Health Department Ordinance requiring a permit to sell food and drink at Public Events.

The Committee reviewed the County Health Department's new food vendor application and fee schedule. Based on the Administrator's recommendation to Committee recommended that, if possible, Town staff make the Food Vendor Permit Application for the event. If this is not possible each food vendor will need to make their respective permit applications to the County.

1. Motion by: Committee Member Prusik
2. Second by: Committee Member Heider
3. Motion: For Town staff to make the Application to the County Health Department for a Food Vendor Permit for the ClaytonFest event. If a Town Application is not available, each food vendor will need to make their own Application to the County Health Department
4. Vote: Unanimous in favor of the Motion

- C. Discussion/Recommendation: Green Space Committee review and recommendation to the Board relative to commercial and non-commercial both rental for the ClaytonFest event.

The Committee recommended to the Board that the Town stay with its current food and charitable services vendors and allow Commercial Vendors to participate in the event.

1. Motion by: Committee Member Heider
2. Second by: Committee Member Grundman-Erdman
3. Motion: To stay with the current food and charitable services vendors and allow Commercial Vendors to participate in the event:
4. Vote: Approved (Prusik vote NO)

- D. Discussion/Recommendation: Update to the Green Space Committee on the potential bench donation for the Friendship Trail.

The Committee was advised that staff was unable to contact Ms. Mueller and no action was taken 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. Staff is seeking final confirmation and collection on the funding.

2. Food/Refreshments
 - a. The Drifters confirmed that they will start serving food before the start of the Parade.
 - b. There was significant discussion on the use of the wrist bands for serving alcohol and the cost of the wrist bands. The following Motion was made:
 - i. Motion by: Committee Member Heider
 - ii. Second by: Committee Member Prusik
 - iii. Motion: To require wrist bands and sell them for \$1.00 each.
 - iv. Vote: Unanimously Approved
 - c. Committee Member Prusik has procured the wrist bands a no cost to the Town of the Drifter.
3. Pie Barn
 - a. The Committee was advised that the Organization has sent out 175 post cards soliciting pies for the event. Staff indicated that pies could be delivered to the Town Offices in the days prior to the event.
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 and confirmed the availability of the Drifters cooler for the organization root beer storage ice cream.
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 will confirm the number of bouncy games, the set up time and teardown time for the games so that they can be properly staffed.
 - d. Staff was asked again to contact the individual that does the coin treasure hunt for the children to confirm that he will be participating in the event.
7. Vendors/Information Booths/Community Service
 - a. Staff will find a location for the proposed booths and advise those that have made request to have booths at the event that the Committee has opened the event to commercial booths only.
8. Advertising
 - a. Staff has distributed the new and the update old yard signs to the Board, the Plan Commission and the Committee Members present at Town meetings. Staff will continue to distribute additional new and updated old yard signs advertising the ClaytonFest event and place the banners in their customary locations.
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.

- b. The Legion has confirmed that they will be participating in the Parade.
11. Other topics

VI. Upcoming Meeting Attendance

- A. The Committee has scheduled a Special Meeting for the ClaytonFest event at 7:00 A.M. on Thursday, May 31st, 2012

VII. Committee Member Requests for Future Agenda Items

VIII. Adjournment

- 1. Motion by: Committee Member Prisk
- 2. Second by: Committee Member Heider
- 3. Motion: To Adjourn the Green Space Committee meeting at 8:20 PM.
- 4. Vote: Unanimous in favor of the Motion

Respectfully submitted,
Richard Johnston, Town Administrator