

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

7:00 P.M. on Thursday, May 31st, 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 PRESENT
 Committee Member: Lana Prusik PRESENT
 Committee Member: Nancy Heider ABSENT
 Committee Member: David Dorow ABSENT
 Committee Member: Linda Grundman-Erdman PRESENT
 Committee Member: VACANT

 Town Staff: Richard Johnston PRESENT
 Scott Pamerter PRESENT

II. Approval of Minutes:

A. NO ACTION

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/ClaytonFest Committee discussion on CY 2012 ClaytonFest activities.

The Committee confirmed the list items with the ClaytonFest Volunteers and Staff.

1. Music

- a. Confirmed Bands
- b. Confirmed Stage

- c. Confirmed Tent
 - d. Confirmed Power Needs
 - e. Other Issues
2. Food/Refreshments:
 - a. Confirmed County Permit, the Organization will need to apply for the County Permit at a cost of \$10.00.
 - b. Confirmed Cooking Location
 - c. Confirmed Beer Trailer Location
 - d. Confirmed Sales Location
 - e. Confirmed Power Needs
 - f. Other Issues
3. Pie Barn
 - a. Confirmed County Permit, the Organization will need to apply for the County Permit at a cost of \$10.00.
 - b. Confirmed Location
 - c. Confirmed Seating Needs
 - d. Confirmed Display and Serving Needs
 - e. Confirmed Cooler and Food Storage Needs
 - f. Confirmed Power Needs
 - g. Other Issues
4. Silent Auction
 - a. Confirmed Location
 - b. Confirmed Display Needs
 - c. Confirmed Power Needs
 - d. Other Issues
5. Snack Shack
 - a. Confirmed County Permit, the Organization will need to apply for the County Permit at a cost of \$10.00.
 - b. Confirmed Location
 - c. Confirmed Power Needs
 - d. Other Issues
6. Children's Games
 - a. Confirmed Town Games and setup location
 - b. Confirmed the number of Bouncy Toys
 - c. Confirmed the location for the Bouncy Toys
 - d. Confirmed Power Needs
 - e. Confirmed Operating Times for the Children's Games.
 - f. Other Issues
7. Vendors/Information Booths/Community Service
 - a. Confirmed Vendor Location
 - b. Confirmed Vender Fees
 - c. Confirmed Power Needs
 - d. Other Issues
8. Advertising
 - a. Review Poster Distribution
 - b. Review Placemat Distribution
 - c. Review Yard Sign Distribution
 - d. Review Banner Locations
 - e. Other Issues

9. Grounds Layout & Signage
 - a. Confirmed Site Plan
 - b. Confirmed Sign Location
 - c. Other Issues
10. Parade
 - a. Confirmed who was to organize the Parade Event
 - b. Confirmed the carriage
 - c. Confirmed the Trolley
 - d. Confirmed the Tractor
 - e. Staff was directed to inform potential parade participants that they are welcome to participate.
 - f. Other Issues
11. Other topics

VI. Adjournment

Motion to Adjourn by unanimous consent at 7:45 P.M.

Respectfully Submitted,
Richard Johnsnton