

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

7:00 P.M. on Thursday, February 16th, 2012

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

I. Call to Order:

- A. Pledge of Allegiance,
- B. Notice Verification, the Chair was advised that the meeting was properly noticed.
- C. Roll: Chair Patty Stanek PRESENT
Member Cathy Clark PRESENT
Member Lana Prusik ABSENT
Member Nancy Heider PRESENT
Member Teresa Johnson PRESENT
Member David Dorow PRESENT
Member Kay Lettau PRESENT

Staff: Town Administrator Johnston PRESENT

II. Approval of Minutes:

- A. Regular Green Space Committee Meeting – Thursday, January 19th, 2012
 - o Motion by: Cathy Clark
 - o Second by: Kay Lettau
 - o Motion: To approve the Draft Minutes of the Thursday, January 19th, 2012 meeting with the following corrections, only the February, March, April and May Green Space Committee Meetings will start at 7:00 PM.
 - 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 recommendation to the Board relative to spraying the Town’s Parks and Cemeteries for weeds.

- Motion by: Cathy Clark
 - Second by: Teresa Johnson
 - Motion: To recommended that the Board proceed with directing staff to spray the Town's Parks and Cemeteries with fertilizer and herbicides on an as needed basis not to exceed three applications per year.
 - Vote: Four in favor, two opposed, the motion passes
- B. Discussion/Recommendation: Green Space recommendation to the Board relative to having staff mow the grass in the Town's Parks and the Town's Cemeteries.
- Motion by: Cathy Clark
 - Second by: Nancy Heider
 - Motion: To recommend that the Board proceed with the purchase of the needed mowing equipment and direct staff to mow the Town's Parks and Cemeteries on an as needed basis.
 - Vote: Unanimous in favor of the Motion
- C. Discussion/Recommendation: Green Space recommendation to the Board on projects that could be undertaken by the Fox Cities Morning Rotary Club.
- Motion by: Kay Lettau
 - Second by: Cathy Clark
 - Motion: To recommend to the Board that staff offer the Fox Cities Morning Rotary Club the opportunity to help with the construction of the lime enclosure at Clayton Park.
 - Vote: Unanimous in favor of the Motion
- D. Discussion/Recommendation – Green Space Committee/ClaytonFest Committee discussion on CY 2012 ClaytonFest activities.
1. Music
 - a. Red Fish from 2:00 PM to 7:00 PM at a cost of \$400.00
 - b. Haze from 8:00 PM to Midnight at a cost of \$2,100.00
 - c. The Committee would like to try to get the Community Band for a few hours early in the day.
 2. Food/Refreshments
 - a. The Drifters are working on their plans and do not anticipate having any problems.
 - b. The Drifters received a copy of an alcohol servers and providers pamphlet distributed by the County Sheriff's Office.
 3. Pie Barn
 - a. The Larsen Enhancement Organization will be staffing the Pie Barn, Town staff will be advertising the activity in the Town's Newsletter and placing a notice at the Town's Polling Place during the Sprig General Election. The list of individuals will be provided to the Larsen Enhancement Organization for follow up and collection of the donated pies.

4. Silent Auction
 - a. The Fire Fighters Auxiliary are running the program and have started to solicit donations for the auction. The Auxiliary have been advised of the auction location and have indicated that they are OK with the proposed site.
5. Snack Shack
 - a. The Larsen Enhancement Organization will be scheduling and staffing the Snack Shack, to date there have been not problems with the process or the activity.
6. Children's Games
 - a. Staff is working on a sponsorship of the bouncy games so that the 4 H organization can keep all of the revenue generated from the games.
 - b. Staff also expects that the sand pile game will be scheduled as it has in the past.
7. Dog Walk-A-Thon
 - a. N/A
8. Vendors/Information Booths/Community Service
 - a. Staff is working on locating vendors for the event.
9. Advertising
 - a. The Town Chair is working on the posters and the place mats to advertise the event, they should be distributed 30 days prior to the event.
 - b. Staff is working on the price for new yard signs advertising the event that include the web site address.
10. Grounds Layout & Signage
 - a. The layout continues as it has been presented.
11. Parade
 - a. The Committee is looking for a Grand Marshal for the parade and the American Legion will provide the Honor Guard for the event.
 - b. Staff is working on the invitations to local elected officials and dignitaries.
12. Other topics

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