Proposed Revisions
9/8/03

Approved 9/15/03

Menasha Landmarks Commission
Facade Improvement Grant/Loan Policies

Application for facade/grant loans shall be made to the Community Development Department on forms provided by the department.

I. Pre Application

The preliminary application shall include a description of the proposed work including a timetable with a projected start/completion date.

Such description shall include a listing of the number and type of improvements, the type of material, method of construction and color or colors of materials to be used and a rough cost estimate for completing the work.

II. Initial Consultation

The applicant shall meet with the Community Development Director to review the pre application. A preliminary assessment will be made of project eligibility and the appropriateness of materials and/or finishes to be used using National Park Service Guidelines for Rehabilitating Historic Buildings or other standards as may be adopted pursuant to the Landmark's Commission Ordinance. The Director of Community Development may consult with Landmark's Commission members, the State Historical Society, or others of recognized expertise in conducting such assessment.

III. Application

Following the initial consultation the Director of Community Development may authorize proceeding with the application for façade grant/loan funds. Such application shall include a detailed description of the project including those elements described in Section II.

For projects over $1,000 two written estimates from bona-fide contractors or suppliers shall be submitted. If the owner is proposing to do the work only the cost of materials shall be eligible for funding.

The completed application will be scheduled for review at the next scheduled Landmarks meeting.

IV. Financial Assistance

A. Grants

Grants are available for approved projects on a dollar for dollar match basis up to a maximum of $2,500 per building façade. A façade shall be defined as a

building elevation which has a primary exposure to a public street or is otherwise highly visible from space dedicated or leased to the public.

For projects related to the implementation of the TID #7 Project Plan, the grant amount may be increased to a maximum of $10,000 per façade on a dollar for dollar match basis.

Grant funds will be dispersed upon submission of an invoice and verification of completion of the work by the Director of Community Development.

V. Loans

Loans are available for approved projects. Applications shall be reviewed by the Director of Community Development in consultation with the City Comptroller and City Attorney. Such review shall consider the financial capacity of the applicant to repay the loan, and any other considerations relevant to the project or loan program. The applicant may be required to submit corporate and/or personal financial statements, tax returns or other evidence of financial capacity. The applicant may be required to execute a mortgage or provide other means of securing the funds borrowed.

Approved loans will bear interest at the rate of 4% per annum and have a maximum term of one year per $1,000 borrowed. The maximum loan amount is $20,000 per project, with a maximum term of ten years.

For projects related to the implementation of the TID #7 Project Plan, loans will bear no interest and repayment of the principal amount shall be deferred until the property is sold or transferred. The maximum amount of the loan shall be $30,000 per façade.

City of Menasha
Application for Building Alterations
Within Historic Districts

_____
Property Address

Owner Information:

_____
Owner Name

_____
Address

_____
City, State, Zip

_____
Phone Number

Applicant Information (if different)

_____
Applicant

_____
Address

_____
City, State, Zip

_____
Phone Number

Contractor Information:

Name: _____

Address: _____

_____

Phone: _____

Lic. #: _____

Federal ID or SSN: _____

Name: _____

Address: _____

_____

Phone: _____

Lic. #: _____

Federal ID or SSN: _____

Project Description:

A complete description of the proposed work is required including dimensioned drawings, color samples, architectural plans, or manufacturer's specification sheets. Other information may be required as requested. Any proposals to paint or stain the building exterior shall be accompanied by a sample of the paint color(s).

Office Use Only

Date Approved: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Notes: _____

_____

_____

REQUEST FOR GRANT OR LOAN
Menasha Landmarks Commission

Date: 4/12/10 Property Address: 196/198 MAIN ST.

Applicant: MIKE PROKASH (Owner) or Renter: _____

Mailing Address (if different from property address): 200 MAIN STREET

Daytime telephone number: 841 2425 Evening telephone number: SAME

Description of Planned Improvement: INSTALL AWNINGS FRONT & REAR

Note: Please attach all available bids, proposals and estimates for the planned improvement. Material samples or brochures and a scale drawing are recommended, and may be required by the Commission.

Names of all contractors, sub-contractors and material suppliers: OSHKOSH TENT & AWNING CO., INC.

Estimated start date: 5/3/10 Estimated completion date: 5/4/10

Total estimated cost: $ 6216.00

Total amount being requested from Landmark's Commission: $ 2,646.15
Grant request: $ 2,646.15 Loan Request: $ _____

Terms and Conditions:

1. Landmarks Commission reserves the right, in its sole discretion, to approve or deny any request for grant or loan, in whole or in part, or to condition approval and/or payment of said grant or loan upon such terms as it deems appropriate. No grant or denial of any prior request shall constitute precedent for the grant or denial of any subsequent request.

2. Every request shall comply with the attached Improvement Grant/Loan Policies, which are incorporated herein by reference.

3. Payment shall only be made for those improvements approved by the Landmarks Commission prior to or contemporaneous with the contribution request.

4. Payment shall only be made upon submission of actual invoices for labor or materials and only for work that is performed in compliance with all applicable state, county and municipal code provisions and with required permits. Completion of work shall be verified by the Director of Community Development.

Oshkosh Tent & Awning Co., Inc.

110 East Fernau Avenue, Oshkosh, WI 54901
800-861-9341 Ph: 920-235-3170 Fx: 920-235-7100
www.otainc.com Shop online: www.otaproducts.net

QUOTE

Quote Valid for 60 Days

Sold To:
Mike Prokash
Franky's Night Club
200 Main Street
Menasha, WI 54952
Phone: (920) 841-2425
Fax: (920) 886-0774

Ship To:
Franky's Night Club
200 Main Street
Menasha, WI 54952

Quote Date: 03/09/10 **Lead Time:** 4 weeks **Ship:** Install

Qty	Description	Unit	Price
	Rear Awning and Canopies		
1	7' 3" W X 3' 8 1/2" H X 4' 0" Projection Aluminum Staple Frame Canopy	$700.00	$700.00
1	5' 0" W X 3' 8 1/2" H X 10' 0" Projection Aluminum Staple Frame Canopy	$2,010.00	$2,010.00
	Recover:		
1	11' 2 1/2" W X 2' 10" H X 5' 8 1/2" Projection Aluminum Staple Frame Awning	$470.00	$470.00

Style: Traditional
Valance: 8" Hanging (Below frame, adds to heigh
Fabric: Sunbrella
Color: TBD
Staple Cover: PVC Color TBD
Frame Finish: Unpainted Mill Finish
Closed Ends

Binding: TBD
Graphics: None
Note: EPS File needed for Awning Graphics
Egg crate: No
Lights: None
Electrical work by others
10' Canopy will have four 1 1/2" Sq. Support Posts

1	Building Permit (by owner or $50.00 plus cost of permits)	TBD	
1	Installation Labor Included		
	Removal of existing awnings by others.		

Conditions: All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and such charges will become part of this agreement. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our employees are covered by Worker's Compensation Insurance. All work listed above is considered custom made and non-refundable. A finance charge of 1.5% (18% per annum) will be added to all past due invoices. Collection and attorneys fees will be assessed to all accounts placed for collection.

Subtotal	$3,180.00
5% Tax	$159.00
Total	**$3,339.00**

Thank you for allowing us this opportunity to provide a quote. We look forward to working with you.

Terms	Credit Card
Purchase order or contract with approved credit or 50% down payment required to schedule, balance due at time of installation. Payment Options: Cash, Check, MasterCard or Visa Credit Cards	Name (as it appears on card): _____ Number: _____ Expiration date: _____/_____ Card Type: MC [___] Visa [___] Security Code (from back of card): _____ Balance will be processed two working days after installation.

Please sign here to indicate acceptance of conditions, terms, lead-time, and price quote.

Customer	Date	Quoted by	Date
		Alan Benzschawel	3/9/10

Oshkosh Tent & Awning Co., Inc.

110 East Fernau Avenue, Oshkosh, WI 54901
800-861-9341 Ph: 920-235-3170 Fx: 920-235-7100
www.otainc.com Shop online: www.otaproducts.net

QUOTE

Quote Valid for 60 Days

Sold To:
Mike Prokash
Franky's Night Club
200 Main Street
Menasha, WI 54952
Phone: (920) 841-2425
Fax: (920) 886-0774

Ship To:
Franky's Night Club
200 Main Street
Menasha, WI 54952

Quote Date: 03/09/10 **Lead Time:** 4 weeks **Ship:** Install

Qty	Description	Unit	Price
1	5' 6" W X 2' 53/4" H X 3' 6" Projection Aluminum Staple Frame Awning	$530.00	$530.00
1	5' 6" W X 2' 10" H X 4' 0" Projection Aluminum Staple Frame Awning	$615.00	$615.00
1	11' 2 1/2"W X 2' 10" H X 5' 8 1/2" Projection Aluminum Staple Frame Awning	$1,145.00	$1,145.00
1	4' 4" W X 2' 10" H X 4' 0" Projection Aluminum Staple Frame Awning	$450.00	$450.00

Style: Traditional
Valance: 6" Rigid for total height of 3' 6"
Fabric: Sunbrella
Color: TBD
Staple Cover: PVC Color TBD
Frame Finish: Unpainted Mill Finish
Closed Ends

Binding: None
Graphics: Yes, One Color TBD
Note: EPS File needed for Awning Graphics
Egg crate: No
Lights: None
Electrical work by others
11' 2 1/2" Awning will have Two 1 1/2" Sq. Support Posts

1	Building Permit (by owner or $50.00 plus cost of permits)	TBD
1	Installation Labor Included	

Removal of existing awnings by others.

Conditions: All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and such charges will become part of this agreement. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our employees are covered by Worker's Compensation Insurance. All work listed above is considered custom made and non-refundable. A finance charge of 1.5% (18% per annum) will be added to all past due invoices. Collection and attorneys fees will be assessed to all accounts placed for collection.

Subtotal	$2,740.0(
5% Tax	$137.0(
Total	**$2,877.0(**

Thank you for allowing us this opportunity to provide a quote. We look forward to working with you.

Terms

Purchase order or contract with approved credit or 50% down payment required to schedule, balance due at time of installation.
Payment Options: Cash, Check, MasterCard or Visa Credit Cards

Credit Card

Name (as it appears on card): _____
Number: _____
Expiration date: _____/_____
Card Type: MC [___] Visa [___]
Security Code (from back of card): _____
Balance will be processed two working days after installation.

Please sign here to indicate acceptance of conditions, terms, lead-time, and price quote.

Customer	Date	Quoted by	Date
		Alan Benzschawel	3/9/10

Proposal

Page No. of Pages

APPLETON AWNING SHOP, INC.
Quality Awnings & Service Since 1922
3052 West Elberg Ave.
APPLETON, WISCONSIN 54914
(920) 733-4701

PROPOSAL SUBMITTED TO Frankie Att: Mike Prokash	DATE 3-19-10
ADDRESS	PHONE 841-2425
	DATE OF PLANS
JOB NAME AND LOCATION 200 N Main St	ARCHITECT
Menasha, WI 54952	JOB PHONE

We hereby submit specifications and estimates, subject to all terms and conditions as set forth on both sides, as follows:

Back Door main entrance	
3' x 10' x 5'6 /with Post	3800.00
Back Door	
4' x 4' x 7'	1475.00
window Recover	650.00
Front Awning with	
Gable end Canopy over Door	4,210.00
(2) Small Front Door Awnings	950.00
	11,085.00
TAX	554.25
	$ 11,639.25

Taking Down Big Front Awning would be extra

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: ..... dollars ($ .....)

1/2 Down with signal order

Note: This proposal may be withdrawn by us if not accepted within ..... days.

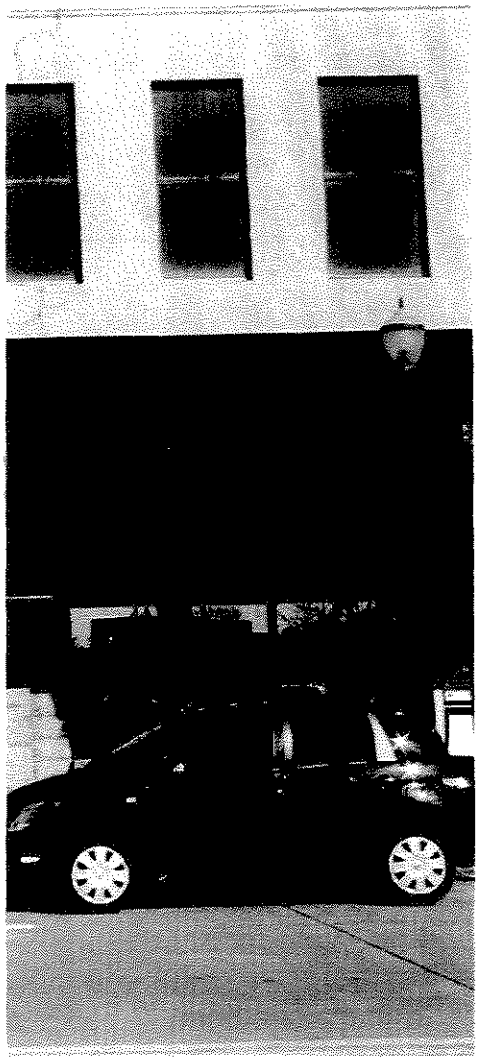
Authorized Signature Mike Prokash

Accepted: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature .....

Date .....

Signature .....



MIKE PROKASH
841-2425