

CITY OF MENASHA
Landmarks Commission
Council Chambers, City Hall – 140 Main Street
January 12, 2011
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Joe Weidert at 4:35 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Mary Nebel, Joe Weidert and Kristi Lynch, Alderman Eric Hendricks

LANDMARKS MEMBERS EXCUSED: Commissioners Bernie Zimmerman, Tom Grade and Andrew Jennings

OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. **Minutes of the December 8, 2010 Landmarks Commission Meeting**

Moved by Ald. Hendricks, seconded by Comm. Nebel to approve the minutes of the December 8, 2010 Landmarks Commission meeting.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITES OF THE LANDMARKS COMMISSION

1. No one spoke.

E. COMMUNICATIONS

1. WAHPC Membership CDD Keil confirmed that the Menasha Landmarks Commission is a dues paying member. Comm. Weidert asked the commissioner's if they had been receiving copies of the WAHPC newsletter to which there was a mixed response. CDD Keil is to check on the mailing list and status.

F. ACTION ITEMS

1. None

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

CDD Keil reported that the recognition plaque for Otter Creek –The Wreath Factory had been ordered and that delivery is expected in a couple of weeks.

Commissioners discussed issuing other forms of acknowledgement to commend businesses and/or building owners for their building conservation/preservation activities. Commissioners are to bring back their nominations for this type of recognition to the February meeting.

2. **Landmarks Commission Guidebook Distribution**

CDD Keil stated that he had not completed compiling the distribution list for the guidebook. It will be ready for the February meeting. Comm. Weidert is to work on assembling the guidebook inserts.

3. **Façade Improvement Program Grant/Loan Balance**

The balance remains at approximately \$18,400.

4. **Future Landmarks Commission Activities/Projects**

a. **Game Plan for the "Identifying Architectural Elements"**

Commissioners discussed content, timing, publicity, distribution and prizes related to the

creation of the contest to identify architectural elements of historic structures. Contest entry forms are to be made available May 2nd at participating merchants. Various methods promoting the contest were suggested including the city newsletter and website, Doty Island Development Council newsletter, and utility bills. There was also a suggestion that the contest be made know to history teachers to involve students.

H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Lynch, seconded by Ald. Hendricks to adjourn at 5:20 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.