

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
February 13, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 4:34 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Kristi Lynch, Peg Docter, Tom Grade and Ald. Stan Sevenich

LANDMARKS MEMBERS EXCUSED: Commissioners Mary Nebel and James Taylor

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil

C. MINUTES TO APPROVE

1. **Minutes of the January 9, 2013 Landmarks Commission Meeting**

Motion by Ald. Sevenich, seconded by Comm. Docter to approve the January 9, 2013 Landmarks Commission meeting minutes.

The motion carried

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

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. None

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

Comm. Grade reported that he and Joe Weidert had finalized content of the recognition plaque for 226 Main Street. CDD Keil is to place the order for the plaque.

2. **Tayco Street Bridge Museum Project Update**

Ald. Sevenich reported that he had met with personnel at UW Fox Valley to discuss updating the video for the Bridge Tower Museum and stated that they are willing to assist with the project. They can access the content of the video disk and create a template from it for the updated video. CDD Keil is to locate the disk and make it available to Ald. Sevenich.

Ald. Sevenich and Comm. Grade are to work on the design of a banner for the museum. CDD Keil is to order the sign bracket and sign for the museum.

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

CDD Keil reported that the balance has remained unchanged at approximately \$11,000.

4. **Landmarks Commission Interaction with Downtown Businesses**

CDD Keil stated that he had a conversation with a representative of 212 Main Street. They will appear at the next Landmarks Commission meeting to give an update on the status of the renovation project.

5. Future Landmarks Commission Activities/Projects

Commissioners discussed activities needed to implement the Historic Menasha photo contest. Comm. Lynch is to provide the photos to Kristi Heim, Comm. Docter said she would work on the merchant donations and CDD Keil is to forward information regarding participating merchants in the 2011 contest.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Comm. Lynch to adjourn at 5:02 PM.

The motion carried.

Respectfully submitted by CDD Keil.