

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
LANDMARKS COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**June 10, 2009**

**4:30 PM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the May 13, 2009 Landmarks Commission Meeting](#)

D. ACTION ITEMS

1. None

E. DISCUSSION

1. Status Report – Façade Improvement Grant/Loan Capacity
2. Status Report – Historic Survey – Traci Schnell – Heritage Research LTD
3. Preservation Month Activity Review
4. [Landmarks Commission Goals and Work Plan](#)
5. Landmarks Commission Meeting Time

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

Five (5) minute time limit for each person

G. ADJOURNMENT

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, City Hall – 140 Main Street**  
May 13, 2009  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Joe Weidert at 4:30 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Joe Weidert, Bernie Zimmerman, Charlie Cross, Alderman Mike Taylor and Mary Nebel

LANDMARKS MEMBERS EXCUSED: Patty Rudolph and Kristi Lynch

OTHERS PRESENT: CDD Keil, Chris Quentero, Mayor Merkes

**C. MINTUES TO APPROVE**

1. **Minutes of the April 15, 2009 Landmarks Commission Meeting**

Moved by Comm. Nebel, seconded by Comm. Zimmerman to approve the minutes of the April 15, 2009 Landmarks Commission meeting. Motion carried 5-0.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

1. No one spoke.

**E. CORRESPONDENCE**

1. None

**F. DISCUSSION**

1. **Status Report – Façade Improvement Grant/Loan Capacity**

CDD Keil reported the account balance was approximately \$15,800.00. A question was asked whether the grants and loans were kept in separate accounts. CDD Keil replied they are not.

2. **Status Report – Historic Survey**

CDD Keil report that he spoke with a representative of Heritage Research. The resurvey work has been completed and a draft report will be available at the June Landmarks Commission Meeting.

3. **Meeting Protocol – Public Comments and Open Meetings Law Consideration**

M. Nebel suggested, per her conversation with City Attorney Jeff Brandt, changing the format of the meeting agenda. Comm. Nebel reviewed the open meetings law requirement per City Attorney Jeff Brandt's direction. The recommendation was to add "or of any concern relating to the responsibility of the Landmarks Commission" to the "Public Comment on Any Item of Concern on This Agenda" and to create a second opportunity of public comment entitled "Public comment on any item of concern on this agenda" be placed immediately prior to "Adjournment".

Commissioners also discussed changing the order of the agenda to address "Action" items prior to "Discussion" items. It was the consensus of the committee to alter the Public Comment portion of the agenda per Comm. Nebel's suggestion.

CDD Keil is to check with Information Technology as to whether there would be technical problems caused by reversing the order of "Action" and "Discussion" items.

4. **Preservation Month Activities**

CDD Keil reported that several posters have been put on display and the walking tour brochure was being distributed to the Main Street merchants by Sandy Pufahl of Nest. Nancy Barker will be distributing the tour brochures as well. Several Commissioners volunteered to distribute posters/brochures elsewhere in the community.

**5. Landmarks Commission Goals and Work Plan**

Comm. Weidert commented that Commissioners have many things placed in front of them that the Commission needs to react to. There is a need to do strategic planning to better focus Commission resources.

Following discussion, there was consensus that CDD Keil should invite all Commissioners to list the things that they feel the Commission should be working on, and prioritize what they feel are the top three. Commissioners are to be asked to respond by May 27 and are to be discussed at the June 10 Landmarks Commission meeting.

**G. ACTION ITEMS**

**1. Revised Signage Plan – BizNet – 9 Main Street**

- Discussion inclusion of lettering side/front
- Removal of “Menasha”, inclusion of phone number, fax number and e-mail address
- Orientation/content of sign on the east wall

Moved by Ald. Mike Taylor, seconded by Comm. Zimmerman for approval with the conditions that “Menasha” be removed from the address, that the wall sign on the east wall be identical to the front façade with the exceptions that the words “Printing”, “Copying”, “Shipping”, “Laminating”, Faxing” and “Business Cards” be placed under the sign.

Motion carried 5-0.

**H. ADJOURNMENT**

Moved by Comm. Nebel, seconded by Ald. Mike Taylor to adjourn at 5:30 PM.

Motion carried 5-0.

## Menasha Landmark Commission Goals

1. Establish communications with downtown businesses in need of repair as to the importance of maintaining their buildings and follow-up on empty ones. This is critical to downtown development and others wishing to become a part of it. Signage ordinances must be enforced and work needs to be done regarding sandwich signs.
2. Establish a tracking and follow-up process for all grant and loan applications, including all needed approvals submitted to the Landmarks Commission and track what has transpired with the applications/requests. How can requests and awards best be tracked, who will be responsible for the information so that it can be efficiently requested? All necessary paperwork should be filled out completely and properly before it is brought in front of the Commission. Each monthly meeting should include balances of grant/loans available from Tom Stoffel. Community Development holds revenues for the Landmarks Commission to use for projects. This dollar amount should also be itemized.
3. We received \$18,000 for a historical survey which will be completed shortly. What do we propose to do with this information?
4. Follow through with responsibility of agenda/action items. Need more structure and commitment from commission members.

Submitted by Mary Nebel  
5-28-09