

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 12, 2013

4:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the May 23, 2013 Landmarks Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE LANDMARKS RESPONSIBILITIES OF THE LANDMARKS COMMISSION
Five (5) minute time limit for each person
- E. COMMUNICATIONS
 - 1. None
- F. ACTION ITEMS
 - 1. None
- G. DISCUSSION
 - 1. Presentation of Updated Bridge Tower Video – Ald. Sevenich
 - 2. Bridge Tower Museum Update
 - 3. Menasha Historic Photo Contest Prize Award – Contest Winner Selection
 - 4. Façade Improvement Program Grant/Loan Balance
 - 5. Future Landmarks Commission Activities/Projects
- H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
Five (5) minute time limit for each person
- I. ADJOURNMENT

*If you are not able to attend this meeting, please contact the
Community Development Department no later than the Monday prior to the meeting.*

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
May 23, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Comm. Grade at 4:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners James Taylor, Tom Grade, Paul Brunette, Kristi Lynch, Peg Docter and Ald. Mike Keehan

LANDMARKS MEMBERS EXCUSED: None

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: Kara Homan, Principal Planner

C. MINUTES TO APPROVE

1. **Minutes of the April 25, 2013 Landmarks Commission Meeting**

Motion by Comm. Taylor, seconded by Ald. Keehan to approve the April 25, 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. **Menasha High School Addition**

PP Homan referred to the memo from CDD Keil regarding a meeting with the architecture firm for the Menasha High School addition. He indicated that they were favorable to involving the Landmarks Commissioners during the design process. Commissioners discussed how they desired to be involved to ensure the addition fit with the historic character of the campus.

F. ACTION ITEMS

1. **None**

G. DISCUSSION ITEMS

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

PP Homan reported that the balance has remained unchanged at approximately \$11,000.

2. **Landmarks Commission Activities/Projects**

a. **Discover Historic Menasha Photo Contest**

PP Homan indicated that historic entry forms were distributed to all downtown businesses and made available at various city buildings. The contest's deadline was set for May 31, 2013.

Comm. Docter indicated that she has collected all of the business gift certificates and will coordinate with PP Homan for delivery to the winner.

Commissioners inquired about how the scoring would be conducted, whether an answer key had been prepared, and how the winner would be announced.

PP Homan indicated that all scoring would be conducted by Community Development Interns, and the answer key would be acquired from Joe Weidert. A winner would be selected

randomly from the pool of entries with perfect scores by Landmarks Commissioners at their June meeting, and the winner would be presented the shopping spree prize at the second June Common Council meeting.

b. Bridge Tower Museum

PP Homan indicated that the museum had been tidied up and the electronic lock and timer were now programmed and ready to go whenever the museum is to be officially open to the public.

Comm. Grade displayed the banners that will be hung on the tower, and requested PP Homan to inquire with City staff about the means to hang them.

Commissioners discussed the potential for the following items:

- Street banners to be installed on the bridge
- Street lights be adjusted to highlight the banners
- Removal of the display case
- Counting visitors or placing a sign in book
- Placement of a Menasha rug in the entryway
- Additional cleaning/painting
- Mayors introduction/welcome for the video

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Taylor, seconded by Comm. Lynch to adjourn at 5:30 PM.

The motion carried.

Respectfully submitted by PP Homan.