

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
December 11, 2013  
MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 5:00 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

LANDMARKS MEMBERS EXCUSED: Commissioner Kristi Lynch.

LANDMARKS MEMBERS ABSENT: Commissioner James Taylor.

OTHERS PRESENT: CDD Keil and PP Homan.

**C. MINUTES TO APPROVE**

1. **Minutes of the November 19, 2013 Landmarks Commission Meeting**

Motion by Comm. Docter, seconded by Ald. Keehan to approve the November 19, 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. **Broad Street Lot / Main Street Pedestrian Link**

Commissioners discussed grading issues, ownership, potential funding sources, uses, and designs for the Pedestrian Link.

2. **Bridge Tower Museum**

Commissioners reviewed the project matrix and discussed outstanding tasks that are required to open the museum by Spring. The follow items were added to the task list:

- Paint the ceiling black;
- Replace ceiling fan;
- Request the department of public works to weld bench(es) using recycled metal grating from the bridge;
- Board up the window on the inside where the electronic display is to be installed and paint it black; and
- Contact schools to notify them of the museums potential for year end field trips.

3. **Code of Ordinances, Sec. 2-4-8(j)(k)(l) Landmarks Commission Relating to the Regulation of Construction and Exterior Alterations of Historic Properties**

PP Homan provided an overview of the Landmarks Commission's authority regarding building alternations, demolitions, and reconstructions. Commissioners discussed the purpose of the Commission and their desire to preserve historically significant structures.

4. **On-going Projects into 2014**

Commissioners identified the historic photo contest as a potential project, as well as working with existing business owners to initiate facade improvements.

**5. Feasibility of Available Funding**

CDD Keil confirmed that the cash balance for the loan program was approximately \$37,000.

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

1. No one spoke.

**I. ADJOURNMENT**

Motion by Ald. Keehan, seconded by Comm. Docter to adjourn at 6:09 PM.

The motion carried.

*Respectfully submitted by PP Homan.*