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

February 13, 2012

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the January 9, 2012 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. Mary Nebel E-Mail
   2. Joe Weidert Resignation

F. ACTION ITEMS
   1. Proposed Façade Alteration – Korona Klub – 190 Main Street – Information to be received

G. DISCUSSION
   1. Landmarks Commission Recognition/Awards
   2. Façade Improvement Program Grant/Loan Balance
   3. Future Landmarks Commission Activities/Projects
   4. Creating a Landmark – Comm. Taylor

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 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
January 9, 2012
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Ald. Sevenich at 4:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Mary Nebel, Peg Doctor, Kristi Lynch, Tom Grade and Ald. Stan Sevenich
LANDMARKS MEMBERS ABSENT: Commissioners James Taylor and Joe Weidert
OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. **Minutes of the October 12, 2011 Landmarks Commission Meeting**
Moved by Comm. Grade, seconded by Comm. Lynch to approve the minutes of the October 12, 2011 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. None

F. ACTION ITEMS

1. **192 Main Street Front Façade Alteration – Paint**
CDD Keil reported that he had contacted Kimberly Jennings regarding painting of the panels on the building. She is out of town and not able to attend today's meeting. Commissioners asked that she be sent written notice concerning the unauthorized painting and that she be asked to attend the next meeting.

2. **190 Main Street – Korona Klub – Signage, Awning and Rear Façade Alteration Proposal (information to be received)**
Anthony Bevers, representing the owner, described the proposed alterations as follows:
   - Add an awning to the front façade using existing framework. The awning is to be black with yellow fringe.
   - Add a projecting sign (approximately 3'x 3') to the front façade.
   - Add signage to the front façade window.
   - Add signage to the rear façade in the blocked-in window opening (approximately 4'x4').

Motion by Ald. Sevenich, seconded by Comm. Grade to approve the signage and alterations as proposed subject to obtaining the required permits for the signage.

The motion carried.

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**
CDD Keil reported that two awards are yet to be presented. These are for Joe Nemecek at 180 Main Street and Mark Pfister at 214 Washington Street. Arrangements are to be made to present the awards at the 1/16/12 Common Council meeting.

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

The façade loan balance is approximately $11,000.

3. **Future Landmarks Commission Activities/Projects**
Commissioners discussed their earlier visit to the Tayco Street Bridge Tower Museum. The consensus was to get the museum reopened with updated displays. The following actions are being contemplated:
   - Creation of an updated video with a flat screen TV monitor.
   - Establishment of a rotating display featuring local businesses/organizations/events.

   Ald. Sevenich indicated he would contact First National Bank with regard to their centennial and would also contact the Historical Society for display items.

4. **Historic Preservation Month**
Kristi Lynch stated that she had already taken pictures of architectural features for this year's historic building identification contest. CDD Keil is to locate last year's poster and forward it to Comm. Docter.

5. **Landmarks Commission Meeting Days/Times**

   Commissioners discussed the meeting schedule. The consensus was to maintain the regular meeting day/time (the second Wednesday of the month at 4:30 PM) with February's meeting to be held on Monday, February 13 at 4:30 PM.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Lynch, seconded by Comm. Grade to adjourn at 5:05 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.

From:	Mary Nebel
To:	Kristi Heim
Cc:	Weidert Joe; Greg M. Keil
Subject:	Re: Agenda Items
Date:	Tuesday, February 07, 2012 8:56:12 AM

Agenda items for February:

6 out of 12 Landmarks meetings were not held last year.
How many were due to lack of quorum? How many were due to no agenda?
I would think there would be at least discussion about something once
a month.

There were templates that Patty and I made, of which we put a lot of
time into, and none have been used. If there is nothing to do, we
could take some meetings to get some nice files put together for each
address and activity within that address.
Certainly, the homepage of our website could use some updating as
we're presented with "2008" on our homepage.

I do think we need to stress the importance of having the adequate
forms filled out prior to a meeting for members to review.
What is the best solution to meet this requirement so that we are not
presented with sketchy drawings and info (of which we have had no
heads-up)?
It's unfortunate that this seems to be the norm rather than the other
way around.

Acknowledge Kristy for the great work she has done for our
architectural hunts.

Please place in Landmarks packet.

Thanks.

Mary

On Feb 3, 2012, at 9:51 AM, Kristi Heim wrote:

> The next meeting is scheduled for Monday, February 13th at 4:30 PM.
> Please submit any agenda items to me by Wednesday, February 8.
> Thank you.
>
> Kristi Heim
> City of Menasha
> Community Development Department - 967-3650
> Parks and Recreation Department - 967-3640
> kheim@ci.menasha.wi.us
> www.cityofmenasha-wi.gov
>
> ******As a local governmental entity, the City of Menasha is subject
> to Wisconsin statutes relating to open records. Any e-mail received
> by anyone at the City of Menasha, as well as any e-mail sent by
> someone from the City of Menasha are subject to these laws. Unless
> otherwise exempted from the Open Records law, senders and receivers

> of City e-mail should presume that any e-mail is subject to release
> upon request.******
>

Kristi Heim

From: Greg M. Keil
Sent: Tuesday, February 07, 2012 2:48 PM
To: Kristi Heim
Subject: FW: Resignation

Kristi: FYI

Greg

-----Original Message-----
From: Greg M. Keil
Sent: Tuesday, February 07, 2012 2:40 PM
To: 'Joe Weidert'; Don Merkes
Subject: RE: Resignation

Joe: Sorry to hear about the adverse turn of events. I really enjoyed working with you and appreciate your many contributions to the Landmarks Commission. You will be sorely missed. I wish you well, and hope to be able to call on you for advice and assistance in the future as your business gets back on track.

Greg

-----Original Message-----
From: Joe Weidert [mailto:joe@atomictribe.com]
Sent: Tuesday, February 07, 2012 11:29 AM
To: Don Merkes
Cc: Greg M. Keil
Subject: Resignation

Sorry that this comes with such short notice but my business has taken a turn for the worst and I need to give it my full attention.