

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**

January 8, 2014

5:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the December 11, 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. [Adjustment to Façade Improvement Grant, 206 Club - 64 Racine Street \(Increase for Window Finish Color\)](#)

G. DISCUSSION

1. Isle of Valor Historic Site Designation
2. Broad Street Lot / Main Street Pedestrian Link
3. [Bridge Tower Museum](#)
4. 2014 Photo Contest

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
December 11, 2013
DRAFT MINUTES

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.

Greg M. Keil

From: Matt Petersen [mpetersen@omnigp.com]
Sent: Thursday, December 19, 2013 7:42 AM
To: Greg M. Keil
Subject: RE: 206 Club Storefront

Greg,

Sorry for the delay. Our add for dark bronze anodized finish at the storefront is \$160.00.

Please let me know if you need anything else.

Thank you,

Matt Petersen

Project Manager | Commercial Glass
Omni Glass & Paint Inc.
3530 Omni Dr., Oshkosh WI 54904
Direct Phone (920) 236-2332 | Direct Fax (920) 236-2432
mpetersen@omnigp.com

From: Greg M. Keil [<mailto:gkeil@ci.menasha.wi.us>]
Sent: Tuesday, December 17, 2013 2:59 PM
To: Matt Petersen
Subject: 206 Club Storefront

Hi Matt: Please provide a quote for the up charge to do the storefront in a dark bronze finish.

Thanks.
Greg Keil

Community Development Director
City of Menasha
140 Main Street
Menasha, WI 54952

(920) 967-3651

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Bridge Tower Museum Project Matrix (Revised January 2014)

NECESSARY TASKS	TIMELINE	COST	Person(s) in Charge
1. Clean Museum	<i>completed</i>	Cleaning Supplies.	Volunteer Landmarks Commissioners
2. Purchase & Install Locking System	<i>completed</i>	\$750	Com Dev Staff, Adam Alix, Building Superintendent.
3. Determine desired design for Museum signage.	<i>completed</i>	Volunteer time.	Com Dev Staff, Volunteer Landmarks Commissioners
4. Receive quotes for museum signage.	<i>completed</i>	Staff time.	Com Dev Staff & Comm. Grade.
5. Purchase museum signage & banners	<i>completed</i>	\$TBD.	Com Dev Staff & Comm. Grade
6. Evaluate & Determine Displays to Retain & Discard	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
7. Remove Display Box	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
8. Determine status of video equipment.	<i>completed</i>	Volunteer & staff time.	Volunteer Landmarks Commissioners, City Staff
9. Contact High School, FVTC or UW Fox for assistance with video updating.	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
10. Determine content & format for new video.	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
11. Develop, Shoot, & Edit Video.	<i>completed</i>	Student time & equipment rental, if any.	UW Fox Valley & Fox Valley Tech Club
12. Determine type of equipment needed to display video	<i>completed</i>	Volunteer and staff time.	Volunteer Landmarks Commissioners, City Staff (IT?)
13. Receive quotes for Audio/Video Equipment.	<i>completed</i>	Staff time.	Com Dev staff
14. Acquire Audio Video Equipment	Near Complete	Display & technical equipment donated by ReBoot & Fox Valley Tech Club; Display mount ordered.	Com Dev Staff
15. Paint Ceiling Black ; board up window where screen to be mounted & paint black.	March 2014	Time & materials	DPW Staff
16. Build bench(es) using recycled metal grading from old bridge.	Feb 2014?	Time	DPW Staff; Com Dev will make request.
17. Replace existing fan with one of an industrial look	March 2014	Time & materials	DPW Staff; Com Dev Staff to purchase fan.
18. Contact Schools to make aware of opening for potential year end field trips	March 2014	Time	Com Dev Staff
19. Install Audio/Video Equipment	April 2014	Volunteer & Staff Time	Fox Valley Tech Club & City Staff

20. Develop Press Release & Contact Media	April 2014	Staff time.	Com Dev Staff
21. Install Signage & banners.	April 2014	Staff time	Public Works - Mike Bursack & Tim Jacobsen
22. Plan Ribbon Cutting/Grand Re-opening Event	April 2014	Volunteer Time.	Volunteer Landmarks Commissioners & Com Dev Staff.
23. Open museum to public for pre-determined hours.	May 2014	Volunteer time.	Volunteer Landmarks Commissioners