

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**

December 15, 2011

4:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the October 12, 2011 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. Landmarks Commission Recognition/Awards
 - 2. Façade Improvement Program Grant/Loan Balance
 - 3. Future Landmarks Commission Activities/Projects
 - 4. Historic Preservation Month
 - 5. Landmarks Commission Meeting Days/Times
- 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
1st Floor Conference Room, City Hall – 140 Main Street
October 12, 2011
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Kristi Lynch, Tom Grade, Mary Nebel, Joe Weidert and Ald. Stan Sevenich

LANDMARKS MEMBERS Excused: Commissioners James Taylor and Bernie Zimmerman

OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. **Minutes of the August 10, 2011 Landmarks Commission Meeting**

Moved by Ald. Sevenich, seconded by Comm. Grade to approve the minutes of the August 10, 2011 Landmarks Commission meeting as corrected.

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. None

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

Commissioners discussed the status of the awards. CDD Keil is to forward a listing of the business names and addresses of those businesses that have yet to receive their awards.

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

The façade loan balance is approximately \$11,000.

3. **Future Landmarks Commission Activities/Projects**

Commissioners discussed:

- Assisting business owners with façade planning and improvement projects
- Potential involvement with the Menasha lock tender's house renovation
- Updating the Bridge Tower Museum display
- Creating articles for the city newsletter

4. **Renovation Seminar Action Plan**

It was the consensus of commissioners not to pursue the organization of a renovation seminar at this time.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Comm. Lynch to adjourn at 5:18 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.