

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
1st Floor Conference Room
140 Main Street, Menasha**

February 9, 2011

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the January 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. [Preserving Wisconsin's Civic Legacy](#)

F. ACTION ITEMS

1. None

G. DISCUSSION

1. Landmarks Commission Recognition/Awards
2. Landmarks Commission Guidebook Distribution
3. Façade Improvement Program Grant/Loan Balance
4. Future Landmarks Commission Activities/Projects
 - a. Identifying Architectural Elements 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, City Hall – 140 Main Street
January 12, 2011
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Joe Weidert at 4:35 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Mary Nebel, Joe Weidert and Kristi Lynch, Alderman Eric Hendricks

LANDMARKS MEMBERS EXCUSED: Commissioners Bernie Zimmerman, Tom Grade and Andrew Jennings

OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. **Minutes of the December 8, 2010 Landmarks Commission Meeting**

Moved by Ald. Hendricks, seconded by Comm. Nebel to approve the minutes of the December 8, 2010 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. WAHPC Membership CDD Keil confirmed that the Menasha Landmarks Commission is a dues paying member. Comm. Weidert asked the commissioner's if they had been receiving copies of the WAHPC newsletter to which there was a mixed response. CDD Keil is to check on the mailing list and status.

F. ACTION ITEMS

1. None

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

CDD Keil reported that the recognition plaque for Otter Creek –The Wreath Factory had been ordered and that delivery is expected in a couple of weeks.

Commissioners discussed issuing other forms of acknowledgement to commend businesses and/or building owners for their building conservation/preservation activities. Commissioners are to bring back their nominations for this type of recognition to the February meeting.

2. **Landmarks Commission Guidebook Distribution**

CDD Keil stated that he had not completed compiling the distribution list for the guidebook. It will be ready for the February meeting. Comm. Weidert is to work on assembling the guidebook inserts.

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

The balance remains at approximately \$18,400.

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

a. **Game Plan for the "Identifying Architectural Elements"**

Commissioners discussed content, timing, publicity, distribution and prizes related to the

creation of the contest to identify architectural elements of historic structures. Contest entry forms are to be made available May 2nd at participating merchants. Various methods promoting the contest were suggested including the city newsletter and website, Doty Island Development Council newsletter, and utility bills. There was also a suggestion that the contest be made know to history teachers to involve students.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Lynch, seconded by Ald. Hendricks to adjourn at 5:20 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.

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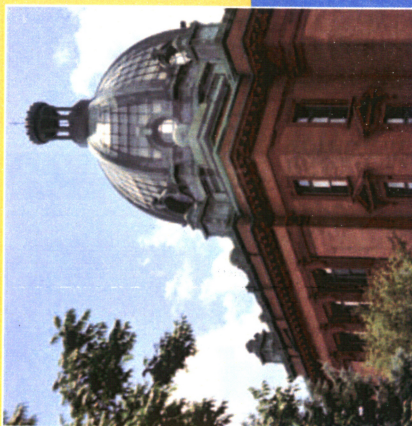
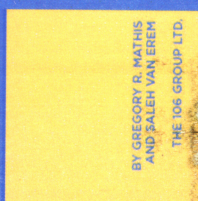
A **FREE** PDF download of the booklet is available at http://www.preservationnation.org/about-us/regional-offices/midwest/additional-resources/Preserving-Wisconsin-book_FINAL_121310.pdf.

A limited number of print copies are available. To get a free print copy, send your name, mailing address, phone number and email address to mwro@nthp.org. Or call 312-939-5547, Ext. 10000 and leave a message with your contact information and a copy will be mailed to you within 10 business days.

Joe Wiedert
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Preserving Wisconsin's Civic Legacy

A Guide to Rehabilitating
and Reusing Local
Government Properties



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TRUST
FOR
HISTORIC
PRESERVATION

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