

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**

July 10, 2013

4:30 PM

AMENDED AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the June 12, 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. [Façade Improvement Grant Request – 65 Racine Street](#)

G. DISCUSSION

1. Bridge Tower Museum Update
2. Vacant Storefront Enhancements
3. Façade Improvement Program Grant/Loan Balance
4. Future Landmarks Commission Activities/Projects

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
June 12, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Comm. Grade at 4:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners Paul Brunette, Kristi Lynch, Tom Grade and James Taylor

LANDMARKS MEMBERS EXCUSED: Commissioner Peg Docter

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, Morgan Rae, Ald. Sevenich

C. MINUTES TO APPROVE

1. **Minutes of the May 23, 2013 Landmarks Commission Meeting**

Motion by Comm. Lynch, seconded by Ald. Keehan to approve the May 23, 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. **Presentation of Updated Bridge Tower Video – Ald. Sevenich**

Ald. Sevenich explained the project he had undertaken with UW Fox Valley to update the video presentation for the Bridge Tower Museum and conducted a showing of the video. A television monitor, DVD player and switch to activate the video will be needed.

2. **Bridge Tower Museum Update**

Comm. Grade explained the intentions to update the museum. This will include the removal of the large display case, to be replaced with a video monitor, and painting of the interior a light tan color. Comm. Taylor suggested installing a brochure rack and a sign-in book. The placement of bridge tower museum banners along the canal, washing windows, and rotating the head on the street light for better illumination was also suggested.

3. **Menasha Historic Photo Contest Prize Award – Contest Winner Selection**

CDD Intern Morgan Rae reported that there were 92 entrants into the photo contest with 49 having identified the buildings correctly. The committee conducted a random selection from among the correct responses, with the winner being Mark Mader. The contest prizes will be awarded at a future Common Council meeting.

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

The grant/loan balance remained the same at approximately \$11,000.

5. Future Landmarks Commission Activities/Projects

The following items were discussed:

- Addressing building appearance items such as broken windows and run down appearing storefronts on vacant buildings
- Creating geocaches at historic sites
- Creating a Facebook account for the Landmarks Commission

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Grade, seconded by Comm. Taylor to adjourn at 5:36 PM.

The motion carried.

Respectfully submitted by CDD Keil.



Application for Grant or Loan

Date: 7-2-13 Property Address: 68 Racine Street

Applicant's name: Eric Barseth Owner or Renter? Owner

Mailing Address if different than Property Address: P.O. Box 3871

City: Oshkosh State: WI Zip: 54902

Daytime Phone: 920-410-9724 Evening Phone: 920-410-9724 E-mail: ejbpropertiesLLC@yahoo.com

Description of planned improvement: Residential and Commercial windows (replacements)
for the following addresses (66, 68 1/2 A & B, 68 Racine, 445 Broad & 445 1/2
Broad street). Total of 35 windows, vinyl construction, green and white in
color. \$24,571 Total cost (material & labor). Timetable 10-8 weeks from sign of
Note: Please attach all available bids, proposals and estimates for the planned improvement including a material lists, material contract, brochures, samples and photos. A scale drawing is recommended or may be required by the Commission.

List all contractors, sub contractors and material suppliers Windows world of Green Bay

Estimated Total Cost: \$ 24,571 Estimated Start Date: 8-10 weeks Estimated Completion Date: 8-10 weeks

Total amount being requested from the Landmarks Commission: \$ 7,500.00 Grant or Loan? Grant

Terms and Conditions:

1. The landmarks Commission reserves the right, in its sole discretion, to approve or deny any request for grants or loans, in whole or in part, or to conditional approval and/or payment of said grant or loan upon such terms as it deems appropriate. No grant or denial of any prior requests shall constitute precedent for the grant or denial of any subsequent request.
2. Every request shall comply with the Improvement Grant/Loan Policies stated on the back of this form which are incorporated herein by reference.
3. Payment shall only be made for those improvements approved by the landmarks Commission prior to or contemporaneous with the contribution request.
4. Payment shall only be made upon submission of actual invoices for labor or material and only for work that is performed in compliance with all applicable state, county and municipal code provisions and with required permits. Completion of work shall be verified by the Director of Community Development.



**Application for renovation, remodel or signage
project in a Menasha Historical District**

Date: 7-2-13 Property Address: 68 Racine Street
Applicant's name: Eric Borseth Owner or Renter? Owner
Mailing Address if different than Property Address: PO Box 3871
City: Oshkosh State: WI Zip: 54902
Daytime Phone: 920-410-9724 Evening Phone: 920-410-9724 E-mail: ejbpropertiesllc@yahoo.com
Description of planned improvement: Replacement of 35 windows (Residential & Commercial)
for the following address (Racine St. 66, 68, 68 1/2 A & B, Broad St. 445
& 445 1/2). Vinyl construction, Green & White in color

Note: Please attach all material lists, material brochures, samples and photos, Ascale drawing is recommended or may be required by the Commission.

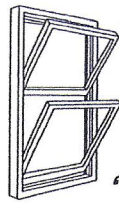
List all contractors, sub contractors and material suppliers Window world of Green Bay

Estimated Total Cost: \$ 24,571 Estimated Start Date: 8-10 weeks Estimated Completion Date: 8-10 weeks
from signed contract

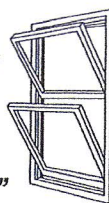




Please!
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Window World



"Simply the Best for Less"

Window World of Green Bay
2265 E. Main Street • Green Bay, WI 54311
(920) 321-0421 • (920) 321-0415 Fax
Toll Free 877-620-9697

* Glass Breakage
Warranty does not
apply on tempered
Glass units.

Customer: Eric Bonseth Phone (h) 410 9724
Install Address: 445 Broad / 68, 68 1/2, 66 Racine St Menasha Phone (w) _____
Bill Address: ejb properties llc @ Yahoo.com E-mail _____

Office @ 445 Broad (Lrg Picture window is a 3 lite)	\$ 3961
Appt 445 1/2 Broad St	\$ 3232
Appt 68 1/2 Racine St (Front)	\$ 4126
Appt 68 1/2 Racine St (Middle)	\$ 2779
Commercial 68 Racine St	\$ 7296
Commercial 66 Racine St	\$ 3177
	* \$ 24,571 *

Prices include - Required Lead safe practices
- Tempered Glass on all Picture Units
- Repair of rotted wood as needed
- Exterior wrap (color to be decided)
- Interior stops where needed
- Briggs Vinyl
- Low E / Argon (Not Energy Star)
- Disposal of old sashes & material

Prices do reflect a discount due to volume, if customer wishes to do smaller sections at a time, there will be a minimal charge for travel & delivery.

You the buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Notice of cancellation must be in writing postmarked no later than midnight of the following third business day.

THIS IS A CUSTOM ORDER NOT FOR RESALE!

EACH WINDOW WORLD IS INDEPENDENTLY OWNED AND OPERATED

Arthur Stone 6-17-13
Salesman Date

Owner Date

Owner Date