

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 6, 2014

5:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the January 8, 2014 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. [Proposed Façade Alteration and Façade Grant Application - 234/240 Main Street \(Club Liquor\)](#)

G. DISCUSSION

1. Status of Regularly Scheduled February Meeting
2. Scheduling Planning Workshop for Broad Street Lot / Main Street Pedestrian Link
3. [2014 Historic Photo Contest](#)
4. [Bridge Tower Museum](#)

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.*

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 8, 2014
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 5:01 PM.

B. ROLL CALL/EXCUSED ABSENCES

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

LANDMARKS MEMBERS EXCUSED:

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, Dave Mix, Paul Mix, and Don Carpenter

C. MINUTES TO APPROVE

1. **Minutes of the December 11, 2013 Landmarks Commission Meeting**

Motion by Comm. Taylor, seconded by Ald. Keehan to approve the December 11, 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. **Adjustment to Façade Improvement Grant, 206 Club – 64 Racine Street (Increase for Window Finish Color)**

CDD Keil indicated that the Landmarks Commission did not specify the color of the windows to be replaced at the 206 Club. The vendor quoted \$160 for a bronze anodized finish, as opposed to the base anodized aluminum. The 206 Club does not have an additional \$160 in its budget and has requested that amount be added to the \$2,500 grant approved at the 11/19/2013 Landmarks Commission meeting.

Motion by Comm. Docter, seconded by Comm. Lynch to approved the 206 Club's request for an additional \$160 in facade grant funds to be used to fund the dark bronze window finish color. The motion carried.

G. DISCUSSION ITEMS

1. **Isle of Valor Historic Site Designation**

VFW representatives discussed their desire to have the Isle of Valor designated as a historic site to honor Menasha's Medal of Honor recipients. They have made contact with the State Historical Society, and are reaching out to seek guidance from the appropriate City committees and commissions to ensure all approvals are in place prior to submitting an application.

Commissioners discussed location and design of potential signage, and appropriate course of action for indicating support for the effort.

2. **Broad Street Lot / Main Street Pedestrian Link**

PP Homan indicated she would prepare a project management document to identify items that need to be completed to move the project forward.

Comm. Taylor requested that the next Landmarks Commission meeting be utilized to hold a brainstorming session. Neighboring business owners are to be invited for their input. Comm. Taylor also requested that the City Arborist be consulted when selecting trees for the area.

Motion by Comm. Taylor, seconded by Comm. Docter to invite neighboring businesses to the next Landmarks Commission Meeting. The motion carried.

3. **Bridge Tower Museum**

PP Homan reviewed the updated project task list. She indicated she will be meeting with Adam Alix to discuss final on-site improvements that need to be completed prior to opening. Additional items that will be added to the task list include:

- Weld a pamphlet holder from the remnant sign material
- Acquire a plaque indicating all organizations and businesses that contributed to the reopening of the museum

4. **On-going Projects into 2014**

Commissioners indicated a desire to conduct the historic photo contest for 2014. Items discussed regarding the contest included marketing the event, gathering prizes, buildings/neighborhoods to feature and selecting photos.

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

1. Comm. Taylor expressed a desire to create contests or events to celebrate structures that are slated for future removal and inquired about restoring and reinstalling the light fixture at the entrance to the Memorial Building.

I. ADJOURNMENT

Motion by Ald. Keehan, seconded by Comm. Lynch to adjourn at 6:00 PM.

The motion carried.

Respectfully submitted by PP Homan.



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

Date: Oct 9-13 Property Address: 234 Main St ⁽²⁴⁰⁾
Applicant's name: Dan A Symanski Owner or Renter? owner
Mailing Address if different than Property Address: _____
City: Menasha State: Wisc Zip: 54952
Daytime Phone: 725-9247 Evening Phone: 722-4401 E-mail: ~~www.clublight.com~~
Description of planned improvement: E mail Clublight@Sbc Com.
Facade improvements Global.net

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 _____

Estimated Total Cost: \$ 15K-20K Estimated Start Date: FEB '14 Estimated Completion Date: July '14



Application for Grant or Loan

Date: Oct 9-13 Property Address: 234 Main St (240)
Applicant's name: Doris A Symanski Owner or Renter? Owner
Mailing Address if different than Property Address: _____
City: Menasha State: Wisc. Zip: 54952
Daytime Phone: 920-725-9247 Evening Phone: 920-725-9247 E-mail: clashig@sbcglobal.net
Description of planned improvement: Facade improvements

Note: Please attach all available bids, proposals and estimates for the planned improvement including a material lists, material brochures, samples and photos. A scale drawing is recommended or may be required by the Commission.

List all contractors, sub contractors and material suppliers Blaine Henkel, Woodworking
729-4445

Estimated Total Cost: \$ 15K-20K Estimated Start Date: Feb '14 Estimated Completion Date: July '14
Total amount being requested from the Landmarks Commission: \$ 5,000 + Grant or Loan? Grant

Terms and Conditions:

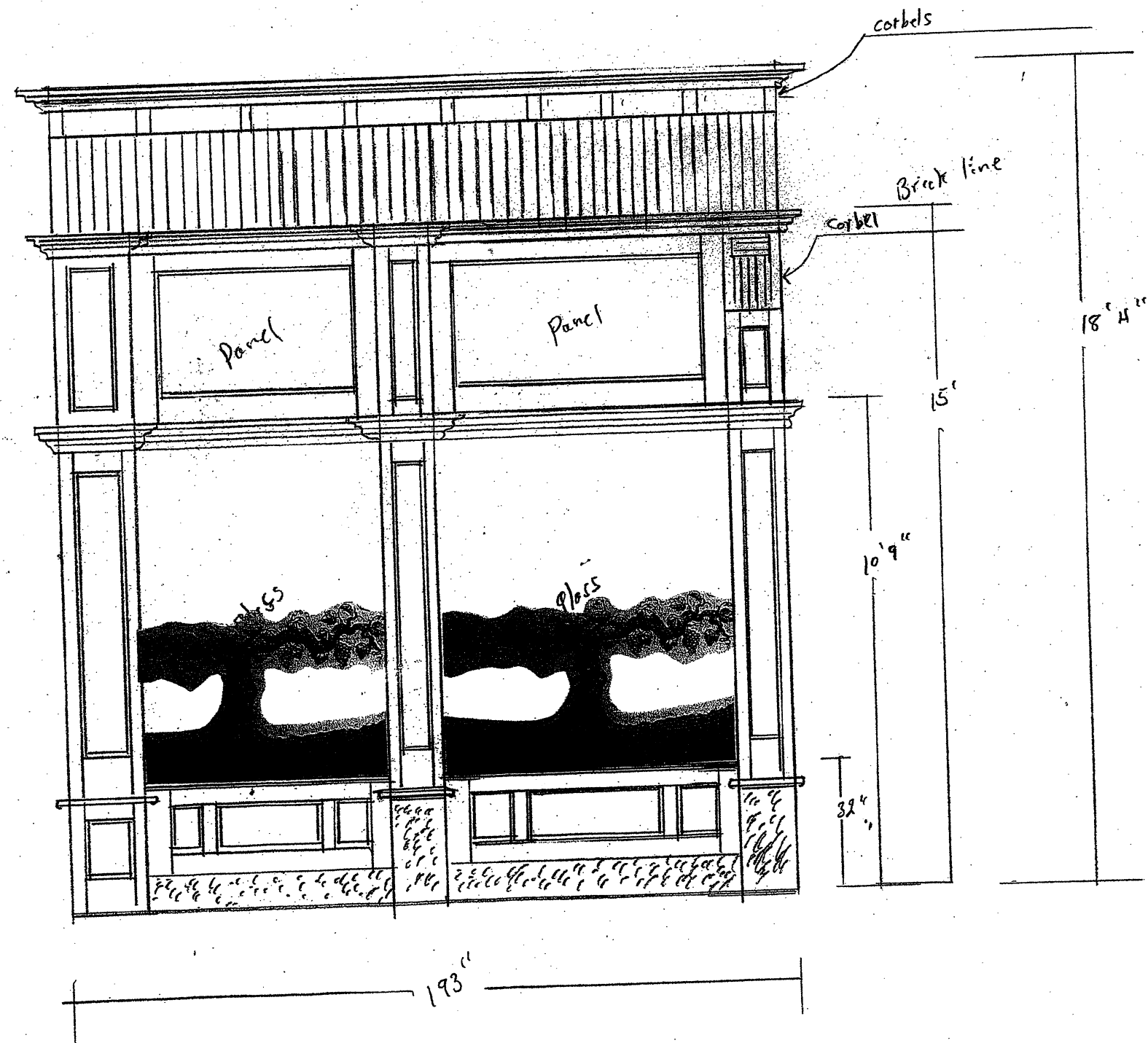
1. The landmarks Commission reserves the right, in its sole discretion, to approve or deny any request for grants or loans, in whole or in part, or to conditional approval and/or payment of said grant or loan upon such terms as it deems appropriate. No grant or denial of any prior requests shall constitute 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.

Club liquor Menasha

East wall January 2014

Design - Henkel's Woodworking

Blaine Henkel 729-4445



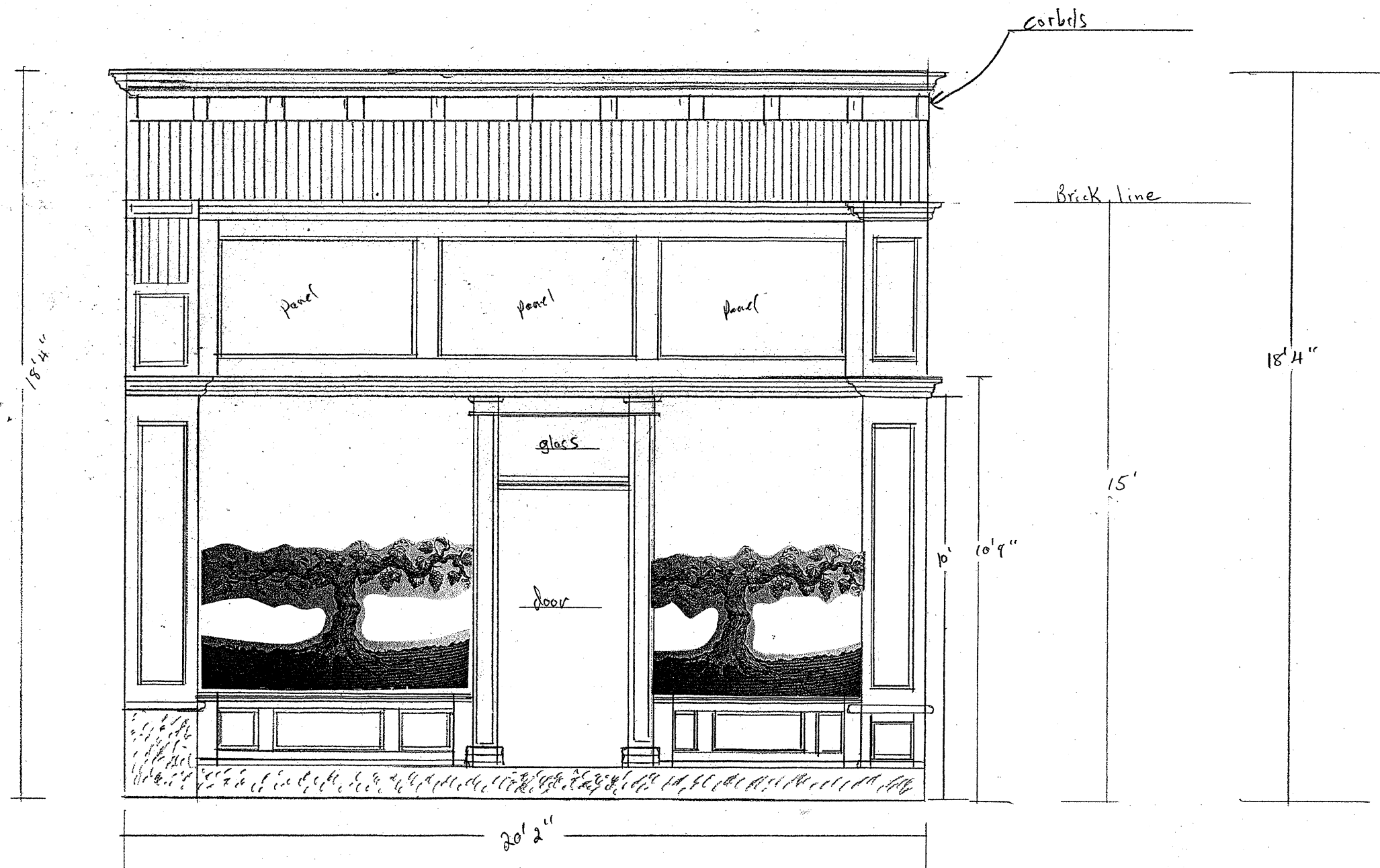
Club liquor Menasha

January 2014

South wall

Design - Henkel's Woodworking

Ph-729-4445



Press release

To be submitted to Fox Cities Magazine no later than March 15, 2014.

DRAFT Could be submitted with sample photos

The Menasha Landmarks Commission and the merchants of Menasha invite everyone to participate in the "Discover Historic Menasha" photo contest.

To coincide with May being National Historic Preservation Month, the commission has once again developed the "identify the photo" contest to build awareness and pride in the examples of historically significant architecture that may be found on the buildings of downtown and elsewhere in Menasha.

During National Historical Preservation Month, come spend some time in downtown Menasha. Find the locations of the photos and visit the unique business establishments in the upper Main Street Historic District and others nearby.

Enjoy the river walk and Marina as spring finally arrives and the boating season is just around the bend.

It is a fun and educational way for the entire family to discover Menasha.

Participants need to locate the building where each photo was taken and write the address on the back of the entry form. Then submit your form to one of the participating merchants or to City Hall

The entry deadline is Saturday, May 31 at 5pm.

The entries that correctly identify all 20 photos will be eligible for a drawing to gift certificates courtesy of Menasha merchants. Several winners will be chosen from the correct entries.

Entry forms, which include list of participating merchants, are available at Menasha City Hall, Menasha Library on Racine Street, many downtown businesses, and on Menasha city website www.cityofmenasha-wi.gov.

Bridge Tower Museum Project Matrix (Revised January 31, 2014)

NECESSARY TASKS	TIMELINE	COST	Person(s) in Charge
1. Clean Museum	completed	Cleaning Supplies.	Volunteer Landmarks Commissioners
2. Purchase & Install Locking System	completed	\$750	Com Dev Staff, Adam Alix, Building Superintendent.
3. Determine desired design for Museum signage.	completed	Volunteer time.	Com Dev Staff, Volunteer Landmarks Commissioners
4. Receive quotes for museum signage.	completed	Staff time.	Com Dev Staff & Comm. Grade.
5. Purchase museum signage & banners	completed	\$TBD.	Com Dev Staff & Comm. Grade
6. Evaluate & Determine Displays to Retain & Discard	completed	Volunteer time.	Volunteer Landmarks Commissioners
7. Remove Display Box	completed	Volunteer time.	Volunteer Landmarks Commissioners
8. Determine status of video equipment.	completed	Volunteer & staff time.	Volunteer Landmarks Commissioners, City Staff
9. Contact High School, FVTC or UW Fox for assistance with video updating.	completed	Volunteer time.	Volunteer Landmarks Commissioners
10. Determine content & format for new video.	completed	Volunteer time.	Volunteer Landmarks Commissioners
11. Develop, Shoot, & Edit Video.	completed	Student time & equipment rental, if any.	UW Fox Valley & Fox Valley Tech Club
12. Determine type of equipment needed to display video	completed	Volunteer and staff time.	Volunteer Landmarks Commissioners, City Staff (IT?)
13. Receive quotes for Audio/Video Equipment.	completed	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/April 2014	Time & materials	DPW Staff
16. Build/Weld pamphlet holder from "error" sign.	Feb/March 2014		DPW Staff
17. Order Plaque to thank contributing organizations	Feb 2014	Materials.	Com Dev Staff.
18. Build/Weld bench(es) using recycled metal grading from old bridge.	Feb/March 2014	Time	DPW Staff; Com Dev & Tom Grade (landmarks commission) will make request/provide instruction.

19. Replace existing fan with one of an industrial look	March/April 2014	Time & materials	DPW Staff; Com Dev Staff to acquire fan.
20. Contact Schools to make aware of opening for potential year end field trips	March 2014	Time	Com Dev Staff
21. Install Audio/Video Equipment (including mount)	April 2014	Volunteer & Staff Time	City Staff & Tech Club; Possible assistance from DPW as tv is heavy.
22. Develop Press Release & Contact Media	April 2014	Staff time.	Com Dev Staff
23. Install Signage & banners.	April 2014	Staff time	Public Works - Mike Bursack & Tim Jacobsen
24. Plan Ribbon Cutting/Grand Re-opening Event	April 2014	Volunteer Time.	Volunteer Landmarks Commissioners & Com Dev Staff.
25. Open museum to public for pre-determined hours.	May 2014	Volunteer time.	Volunteer Landmarks Commissioners