

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, 3<sup>rd</sup> Floor  
140 Main Street, Menasha**

**April 13, 2016**

**4:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the March 16, 2016 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 Improvement – 204 Main Street – Your Daily Grind](#)
  - 2. [Façade Improvement Grant Request – 204 Main Street – Your Daily Grind](#)
  - 3. 2016 Historic Preservation Award Nomination
- G. DISCUSSION
  - 1. 14 Tayco Street – Renovation
  - 2. [TID #10 Façade Improvement Funding](#)
  - 3. 2016 Photo Contest
- H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
  - Five (5) minute time limit for each person
- I. ADJOURNMENT

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor**  
**140 Main Street, Menasha**  
March 16, 2016  
DRAFT MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 4:32 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Shellie Caudill, Tom Grade, and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioners Ald. Marshall Spencer, Samantha Zinth and Paul Brunette.

OTHERS PRESENT: Jeff Schweitzer, Rebecca Mader, John Hogerty, Mayor Merkes, CDD Keil and AP Englebert

**C. MINUTES TO APPROVE**

**1. Minutes of the February 16, 2016 Landmarks Commission Meeting**

Motion by Comm. Caudill, seconded by Comm. Grade to approve the minutes of the February 16, 2016 Landmarks Commission meeting. 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**

No one spoke.

**E. COMMUNICATIONS**

1. None.

**F. ACTION ITEMS**

**1. Signage Proposals for 201 Main Street**

John Hogerty presented the proposed signage for the building which included the One Menasha Center building designation, Faith Technologies, Community First Credit Union, RLJ Dental Group business signage and site directional signage. All sign lettering is backlit except for the RLJ signage which is unlit. Commissioners discussed the placement of the signage, color of the backlighting and other building lighting.

Motion by Comm. Caudill, seconded by Comm. Wydeven to approve the signage for 201 Main Street. The motion carried.

**2. Proposed Façade Alterations - 204 Main Street**

Becky Mader reviewed the proposed alterations to the building facades as follows:

- Front facade - main awning to be removed, entryway awning to be retained. The rest of the front facade is to remain as-is except that wood panels will be painted black with gray trim. The window adjacent to the entryway is to be repaired or replaced.
- East façade - wood siding to be removed with underlying brick to be painted gray. A service window is to be installed for customer access.

Commissioners discussed signage and the size and location of the service window. Motion by Comm. Caudill, seconded by Comm. Wydeven, to approve the removal of the main awning and to paint the wood panels black with gray trim on the front facade and to remove the wood siding and paint the underlying brick gray together with the installation of a service window not to exceed 40" wide by 36" high on the east facade. The motion carried.

**3. Façade Improvement Grant Request – 204 Main Street**

Commissioners discussed what alterations may be eligible for a facade improvement grant and

arrived at consensus that drawings depicting the proposed improvements should be submitted prior to approving a grant. It was agreed that a special meeting is to be held on March 29 to review the plans and consider the grant request.

#### **G. DISCUSSION ITEMS**

1. **Photo Contest**

Chairman Grade reported that Nick Jevne will be taking the photos to be used in the contest during the first week of April. Commissioners discussed the number of photos to be used and the prizes to be awarded. This item is to appear on the April Landmarks Commission agenda.

2. **Historic Preservation Awards**

Chairman Grade asked commissioners about prospects for a 2016 award and reported on the status of the 2015 award plaque. Staff is to order the 2015 plaque and nominations for the 2016 award is to be placed on the April Landmarks Commission agenda.

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

None.

#### **I. ADJOURNMENT**

Motion by Comm. Caudill, seconded by Comm. Wydeven to adjourn at 5:27PM. The motion carried.

*Respectfully submitted by CDD Keil.*



### Application for Grant or Loan

Date: 3/10/16 Property Address: 204 Main St. Menasha, WI  
Applicant's name: Rebecca Mader Owner or Renter? Owner  
Mailing Address if different than Property Address: 537 Broad St.  
City: Menasha State: WI Zip: 54955  
Daytime Phone: 920-659-2422 Evening Phone: \_\_\_\_\_ E-mail: yourdailygrind90@yahoo.com  
Description of planned improvement: paint out front and side/back of building.  
walk up window for side of building, front window replacement.  
awnings in gray material, remove old wood from  
back of building  
*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 Tri City Glass, Appleton Awning or  
Oshkosh tent & Awning, Complete Design for painting.  
Estimated Total Cost: \$ 12,000 Estimated Start Date: ASAP Estimated Completion Date: April 1st  
Total amount being requested from the Landmarks Commission: \$ 2500 Grant or Loan? Grant

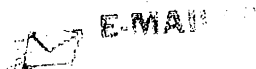
#### Terms and Conditions:

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.





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Operated Business**

☒ 2801 N. Roemer Rd.  
Appleton, WI 54911  
920.734.9164  
800.449.8081  
f 920.734.1096

☐ 1811 E. Mason St.  
Green Bay, WI 54302  
920.468.7820  
800.242.8177  
f 920.468.5337

## Proposal

Replying to subject inquiry, we are pleased to quote as follows; and unless otherwise agreed in writing, the conditions constitute a part of this quotation.

**Your Daily Grind  
Attn: Beck Mader**

**3/9/2016  
New front windows**

**Terms: 50% down, remaining balance due upon completion**

We propose to furnish and install anodized aluminum, thermally broken, fixed storefront windows to replace existing. New framing to be clear/dark bronze anodized aluminum, glazed with 1" clear tempered, low-e glass. Includes the removal and disposal of the existing glass and framing.

- \* Includes all exterior sealants at our work.
- \* Any interior trim to be done by others.

**For the sum of \$4,585.00 Tax included**

**Note: Add \$250.00 if framing is to be green in lieu of standard anodized.**

**Note: 4 week lead time after approved shop drawings.**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME AT 920-734-9164, 1-800-449-8081, OR E-MAIL ME AT [mikevv@tricityglass-door.com](mailto:mikevv@tricityglass-door.com) THANK YOU!!

  
\_\_\_\_\_  
**MIKE VAN VREDE,**

ESTIMATOR, TRI-CITY GLASS & DOOR, INC.

MVV; CVH

C/C Todd Grall

Acceptance of this proposal by Buyer shall be acceptance of all terms and conditions recited herein which shall supersede any conflicting term in any other contract document. Any of the Buyer's terms and conditions in addition or different from this proposal are objected to and shall have no effect. Buyer's agreement herewith shall be evidenced by Buyer's signature hereon or by permitting Seller to commence work for project.

As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the above signed builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

# TRI CITY GLASS & DOOR, INC.

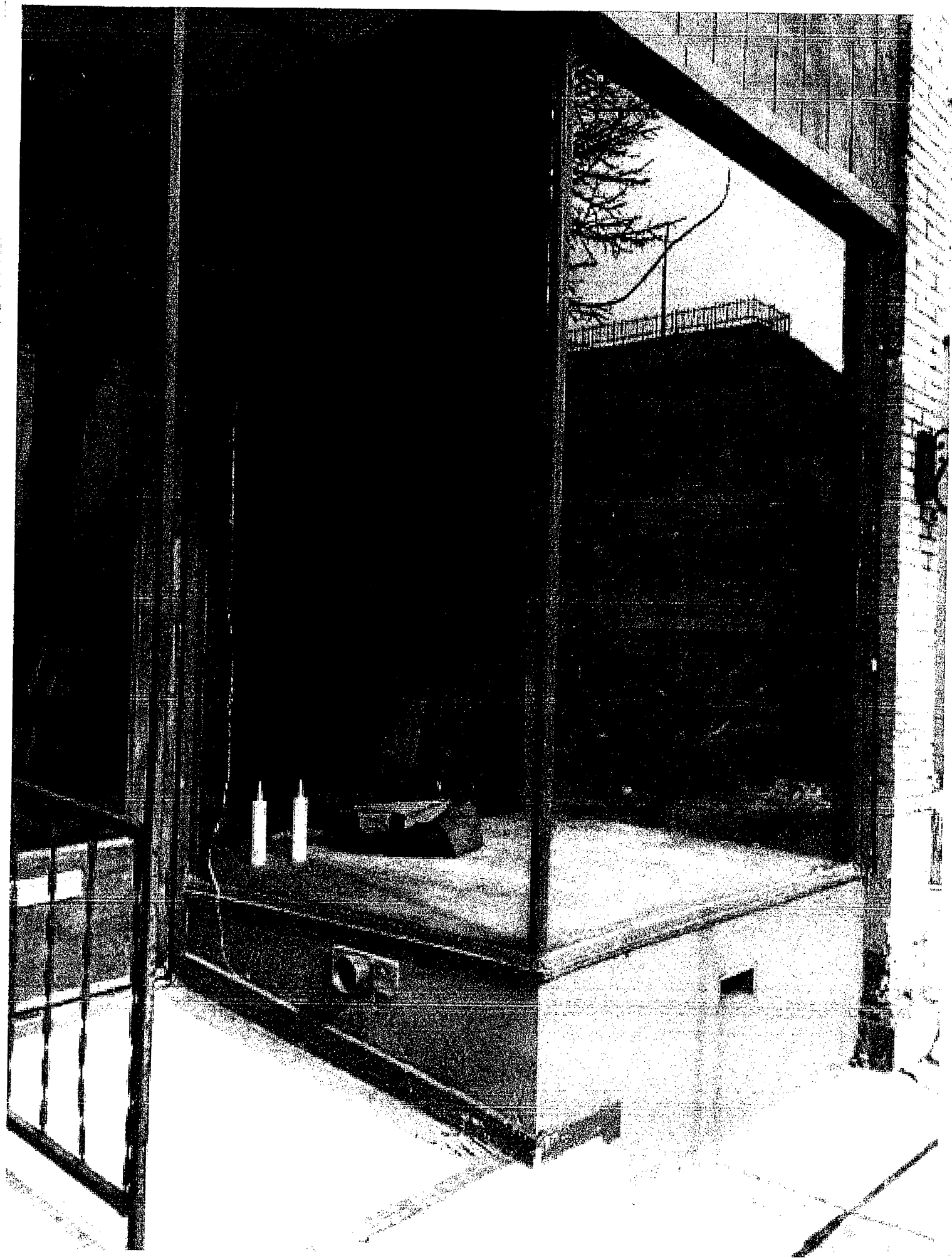
## CONDITIONS OF PROPOSAL

NOTE: This proposal may be withdrawn by us if not accepted within **THIRTY** days. All material is guaranteed to be as specified. All work to be completed in workmanlike manner according to standard practices. Any alterations or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and builders risk insurance. Our workers are fully covered by Workmen's Compensation Insurance.

- Nothing in this subcontract agreement shall require Seller to continue performance if timely payments are not made to Seller for suitably performed work or stored materials.
- Owner, Contractor and Tenant agree to allow Tri City Glass & Door to remove materials provided and installed by Tri City Glass & Door that have not been paid for within the specified payment terms detailed on the reverse side of this proposal. All parties further agree that any damage or security breach to the building resulting from the removal of the materials, which were provided, will be the responsibility of the party who was/is responsible for the payment of the materials.
- Nothing in this agreement shall serve to void Seller's right to file a lien or claim on its behalf in the event that any payment to Seller is not timely made.
- Locating of plumbing and electrical concealed in existing walls by owner/contractor. We are not responsible for damage caused if plumbing/electrical has not been properly located and marked prior to our drilling or anchoring.
- Various chemicals will damage aluminum and glass (uncured masonry, plaster, masonry cleaning acid, etc.). It is the owners/contractors responsibility to protect products from damage after installation.
- It is understood that if you use your own contract form, the conditions of this quotation fully apply unless specifically written out and mutually agreed upon.
- 25% restocking charge for inventory items.
- No returns on special order purchases or custom fabricated items.
- All homes and daycare facilities built prior to 1978 require lead safe work practices. Please inform us if your building was built prior to 1978.

### THE FOLLOWING ARE NOT INCLUDED AND ARE TO BE THE OWNERS/CONTRACTORS RESPONSIBILITY:

- Building permit (if required)
- Temporary barricades (traffic, weather or theft)
- Any work done on the owners glass will be done at owners risk
- Electrical hook-up to door hardware if applicable
- Final cleaning of glass and aluminum
- Does not include removal or reinstallation of any security systems, buzzers, etc., unless noted otherwise
- Delivery to jobsite includes transportation to jobsite only, not unloaded or spotted
- Final painting of steel doors and frames\*  
\*We will not be responsible for finish quality caused by the use of dark or high gloss paint. Special prep will be required by others when these paints are used.
- Exterior steel doors should be painted in a "LIGHT" semi-gloss color to prevent THERMOBOW and PREMATURE RUSTOUT.



# Proposal

Page No. of Pages

APPLETON AWNING SHOP, INC.  
Quality Awnings & Service Since 1922  
3052 West Elberg Ave  
APPLETON, WISCONSIN 54914  
(920) 733-4701

PROPOSAL SUBMITTED TO <b>Your Daily Grind</b>	DATE <b>2-12-16</b>
ADDRESS <b>Becky Mador</b>	PHONE <b>659-2422</b>
JOB NAME AND LOCATION <b>204 Main St. Menasha, WI - 54952</b>	DATE OF PLANS
	ARCHITECT
	JOB PHONE

We hereby submit specifications and estimates subject to all terms and conditions as set forth on both sides, as follows:

**TO RECOVER + Letter 2 Awnings  
using SLATE Sunbrella Material  
Front Door**

	<b>2,160.00</b>
<b>Back Door</b>	<b>1,573.75</b>
	<b>3,733.75</b>
	<b>186.69 TAX</b>
	<b>3,920.44</b>

**Customer To get any needed Permits  
and Remove + reinstall electric in  
Awnings**

**50% Down with order**

**4-5 WKS Delivery**

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications  
for the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_)

Note: This proposal may be withdrawn by us if  
not accepted within \_\_\_\_\_ days

Authorized  
Signature

*Mike Darskne*

**Accepted:** The above prices, specifications and  
conditions are satisfactory and are hereby accepted. You  
are authorized to do the work as specified. Payment will  
be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Oshkosh Tent & Awning Co., Inc.

110 East Fernau Avenue, Oshkosh, WI 54901

800-861-9341 Ph: 920-235-3170 Fx: 920-235-7100

www.otainc.com

# QUOTE

Quote Valid for 60 Days

**Sold To:**

Your Daily Grind

Attn: Tim Lenth

204 Main St.

Menasha, WI 54952

Phone: 920-858-1688

Email: [tjlenth@yahoo.com](mailto:tjlenth@yahoo.com)

**Install At:**

Same

County: Winnebago

**Quote Date:** 02/10/16

**Lead Time:** 4-6 Weeks

Qty	Description	Unit	Price
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**Remove Awnings and Recover**

1	5' 0" Height X 6' 7" Width X 8' 0" Projections Make Frame Modifications to Finish Edge to Accept Material Not Covering any of the Vertical Supports that have Existing Covers Take Down Awning on Right Connected to Entrance Canopy Customer will take down awning on left when facing front of building	\$2,486.00	\$2,486.00
1	3' 0" Height X 5' 8" Width X 5' 0" Projection	\$1,740.00	\$1,740.00

Fabric: Sunbrella

Color: TBD

PVC Trim: TBD

Valance: none

Graphics: YES, Two Color, EPS file to be Supplied by Customer

Egg Crate: None

Lights: Customer Supplied

Electrical work to be Done by Others

1 Permits to be Supplied by Customer if Necessary

1 Includes Removal and Installation

**Conditions:** All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and such charges will become part of this agreement. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our employees are covered by Worker's Compensation Insurance. All work listed above is considered custom made and non-refundable. A finance charge of 1.5% (18% per annum) will be added to all past due invoices. Collection and attorneys fees will be assessed to all accounts placed for collection.

Subtotal \$4,226.00

5 % Sales Tax \$211.30

**Total \$4,437.30**

**Thank you for allowing us this opportunity to provide a quote. We look forward to working with you.**

**Terms**

Purchase order or contract with approved credit or 50% down payment required to schedule, balance due at time of installation.

Payment Options: Cash, Check,  
MasterCard or Visa Credit Cards

**Credit Card**

Name (as it appears on card): \_\_\_\_\_

Number: \_\_\_\_\_

Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Card Type: MC ☐ Visa ☐ Billing Zip Code \_\_\_\_\_

Security Code (from back of card): \_\_\_\_\_

Balance will be processed two working days after installation.

**Please sign here to indicate acceptance of conditions, terms, lead-time, and price quote.**

Customer

Date

*Andrew Hegner*

Quoted by

Andrew Hegner

*10-Feb-16*

Date

# Oshkosh Tent & Awning Co., Inc.

110 East Fernau Avenue, Oshkosh, WI 54901

800-861-9341 Ph: 920-235-3170 Fx: 920-235-7100

www.otainc.com

# QUOTE

Quote Valid for 60 Days

**Sold To:**

Your Daily Grind

Attn: Tim Lenth

204 Main St.

Menasha, WI 54952

Phone: 920-858-1688

Email: [tjlenth@yahoo.com](mailto:tjlenth@yahoo.com)

**Install At:**

Same

County: Winnebago

**Quote Date:** 02/10/16

**Lead Time:** 4-6 Weeks

Qty	Description	Unit	Price
<b><u>Remove Awnings and Recover</u></b>			
1	5' 0" Height X 6' 7" Width X 8' 0" Projections Make Frame Modifications to Finish Edge to Accept Material Not Covering any of the Vertical Supports that have Existing Covers Take Down Awning on Right Connected to Entrance Canopy Customer will take down awning on left when facing front of building	\$4,620.00	\$4,620.00
1	3' 0" Height X 5' 8" Width X 5' 0" Projection	\$2,820.00	\$2,820.00
Fabric: Cooleybrite Lite Graphics: YES, Eradicated Two Color, EPS file to be Supplied by Customer			
Color: TBD Egg Crate: None			
PVC Trim: TBD Lights: Customer Supplied			
Valance: none Electrical work to be Done by Others			
1	Permits to be Supplied by Customer if Necessary		
1	Includes Removal and Installation		

**Conditions:** All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and such charges will become part of this agreement. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our employees are covered by Worker's Compensation Insurance. All work listed above is considered custom made and non-refundable. A finance charge of 1.5% (18% per annum) will be added to all past due invoices. Collection and attorneys fees will be assessed to all accounts placed for collection.

Subtotal	\$7,440.00
5 % Sales Tax	\$372.00
<b>Total</b>	<b>\$7,812.00</b>

**Thank you for allowing us this opportunity to provide a quote. We look forward to working with you.**

**Terms**

Purchase order or contract with approved credit or 50% down payment required to schedule, balance due at time of installation.

Payment Options: Cash, Check, MasterCard or Visa Credit Cards

**Credit Card**

Name (as it appears on card): \_\_\_\_\_

Number: \_\_\_\_\_

Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Card Type: MC ☐ Visa ☐ Billing Zip Code \_\_\_\_\_

Security Code (from back of card): \_\_\_\_\_

Balance will be processed two working days after installation.

**Please sign here to indicate acceptance of conditions, terms, lead-time, and price quote.**

Customer

Date

*Andrew Hegner*

Quoted by

Andrew Hegner

*10-Feb-16*

Date

# Quote

**Erick Griffin Construction**  
**112 Richard Ave Neenah**  
**920-858-3084**

Date: March 11, 2016  
Expiration Date: May 31,  
2016

To Becky Mader  
Your Daily Grind  
204 Main St  
Menasha, WI 54952  
920-659-2422  
Customer ID [No.]

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
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Due on receipt

Qty	Item #	Description	Unit Price	Discount	Line Total
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1		Install service widow in concrete wall, Cut out concrete, Reinforce opening			1600.00
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**Total Discount**

**Subtotal**

**Sales Tax**

**Total 1600.00**

Quotation prepared by: Erick Griffin \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: \_\_\_\_\_

***Thank you for your business!***

[Company Name] [Street Address, City, ST ZIP Code] [phone] [fax] [email]

# PROPOSAL

Sellcrest Construction LLC  
600 S Westland Dr  
Appleton WI 54914

PROPOSAL NO.

SHEET NO.

DATE

March 8-16

## PROPOSAL SUBMITTED TO:

NAME	Your Daily Grind
ADDRESS	204 Main St.
	Menasha, WI 54952
PHONE NO.	(920) 659-2422

## WORK TO BE PERFORMED AT:

ADDRESS	
DATE OF PLANS	
ARCHITECT	

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Cost of Window & Labor To  
Install on east side of Building  
For Pass Thru at 204 Main Street

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of One Thousand

Six Hundred and Seventy Five dollars Dollars (\$ 1675.00 )

with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

David M. Sell  
Per Sellcrest Construction LLC

Note — This proposal may be withdrawn  
by us if not accepted within 30 days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



3x12 sign

Letters 18in high

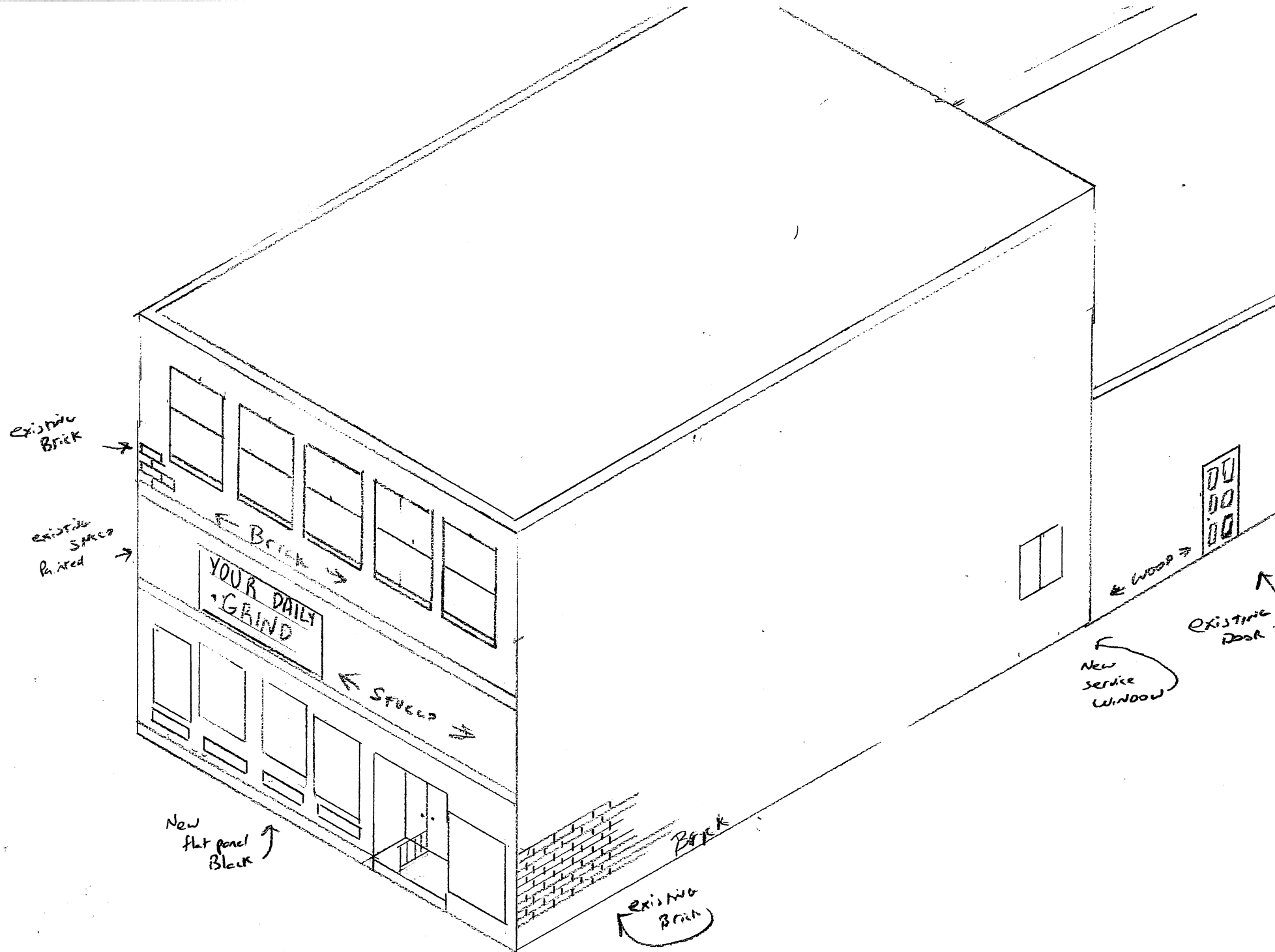
YOUR DAILY GRIND

(Gray washed board)











**Memorandum**

To: Landmarks Commission  
From: Kevin Englebert, Associate Planner *KPE*  
Date: April 7, 2017  
RE: **TID 10 Façade Improvement Funds**

In November, 2015, the City of Menasha Common Council budgeted funds in the amount of \$25,000 for the purpose of façade improvements in the Tayco Street corridor. Though the funds have been allocated for the year 2016, no specification exists for how these funds are to be administered.

It is incumbent upon the Landmarks Commission to formally request from the Common Council that these façade improvement funds be allocated for administration by the Landmarks Commission. The City of Menasha Landmarks Commission currently manages a façade improvement program which includes matching grants and revolving loans for historically designated properties. The budgeted funds can be requested to be allocated to the current program or to a new or different program for the purpose of historic preservation. Staff is seeking direction from the Landmarks Commission as to how the funds should be administered.