

**Minutes**  
**Landmarks Commission Meeting**  
**Tuesday, January 25, 2011**

The meeting of the Landmarks Commission for the City of Monona was called to order by Chair Mary Lou Burczyk at 3:00 p.m. in the Large City Hall Conference Room.

Present: Chair Mary Lou Burczyk, Mr. Jerry Nelson, Mr. Ray Krizmanic, Ms. Shirley Homburg, Ms. Jane Kuzma

Also Present: Planning and Community Development Coordinator Paul Kachelmeier, Planning Administrative Assistant Rachel Jacques, and former Chair of the Landmarks Commission Jan Marshall Fox.

**Minutes**

A motion was made by Mr. Krizmanic, seconded by Mr. Nelson, to approve the minutes of January 11, 2011.

The motion carried with one correction.

**Appearances**

Chair Burczyk recognized guest Brian Becker of Widen Enterprises, Inc. in Monona.

Mr. Becker appeared to introduce himself, discuss his interest in providing photography services for the reprinting of the Landmarks Booklet, and talk about how this would work.

Mr. Becker said that he had received the old printing plates used in the first edition's printing. He said Widen can help with digitizing and other creative services including layout of the final document. He said that it would be easier to scan the photos from the first edition of the book than to digitize the photos from the original copper plates.

He asked about the Landmarks Commission's specific size and design goals for the new edition. The Commission informed him that it will be 7x11 inches, landscape orientation.

Mr. Becker said he can digitize and clean up any images that the Landmarks Commission gives to him, and can resize all copy to fit the book's format. He offered to provide these services at no charge to the Commission.

There was discussion about the steps of the process. According to Mr. Becker, new content can be added anywhere in the booklet, and does not need to be separated into an addendum. The booklet content and order can be changed as we go, but the main steps should be done in roughly the following order:

- scan the old booklet text into workable, digital text
- select new photos to add to the booklet

- edit or re-write each section of the book
- decide where to insert new photos and text into the booklet—Mr. Becker suggested inserting sheets of paper into the old book with notes about what they will contain
- send the following to Widen for the layout and design process: the booklet with new content inserts, the final draft of booklet text (electronic), and all photos
- once everything is compiled and digitized, the Landmarks Commission can work with Mr. Becker on how to lay out the content (this can be done in a computer design program)

There was consensus among the Landmarks Commission to obtain Widen's services. Mr. Becker will wait for feedback and submissions from the Landmarks Commission.

There was discussion about whether or not to include a plat map in the new booklet. Ms. Marshall Fox said she thinks there should be one. Mr. Becker offered to photograph the mural of old Monona found at the Dean House, if needed.

Chair Burczyk declared the public appearances section closed.

### **Unfinished Business**

Item 5A. Discussion of Reprinting of Landmarks Booklet.

There was brief discussion about the project budget. There was consensus among the Commission for Chair Burczyk to send a letter of solicitation to the East Side Club, who has asked her to send a letter.

Planning and Community Development Coordinator Paul Kachelmeier said he had not yet signed the quote from Traver Graphics, but would do so as soon as possible.

Mr. Krizmanic noted that the quote from Traver should be honored for the Landmarks Commission past the stated 30 days, according to the printing company.

Planning and Community Development Coordinator Paul Kachelmeier and Planning Administrative Assistant Rachel Jacques reported that staff had not yet received a check for the \$1,600 grant from the Dane County Cultural Affairs Commission because they must return signed grant contracts first. Staff said this will be done within the next week.

Planning Administrative Assistant Rachel Jacques asked for Landmarks Commission members to review the working project timeline and set specific dates where possible, or change the order of tasks if desired.

Ms. Kuzma arrived to the meeting.

Ms. Marshall Fox showed a map she did of the major farms in Monona.

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The Landmarks Commission discussed Bungalow style homes and what to include in the booklet about this style of home.

### **New Business**

Item 6A. Landmarks Tour in September 2011.

Ms. Marshall Fox suggested the Landmarks Commission have a table at the September 10 Frost Woods event to publicize the new Landmarks Booklet and the Landmarks Tour on September 11.

Item 6B. Article for the Summer Newsletter.

The Landmarks Commission reviewed the draft article for the Spring/Summer Newsletter on updating the Landmarks Book and suggested some edits.

### **Miscellaneous Business:**

Item 7A. Meeting Two Times each Month

The next meeting will be Tuesday, February 8, 2011 at 3:00 pm.

### **Adjournment**

A motion was made by Mr. Nelson, seconded by Ms. Kuzma to adjourn.

The motion carried.

5:00 p.m.