

Minutes
Landmarks Commission Meeting
Tuesday, August 23, 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 City Hall Small Conference Room.

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

Also Present: Planning and Community Development Coordinator Paul Kachelmeier, Planning Administrative Assistant Sonja Reichertz and former Chair Jan Marshall Fox.

Minutes

A motion was made by Mr. Krizmanic, seconded by Ms. Kuzma, to approve the minutes of August 16, 2011.

The motion carried.

Appearances

There were no appearances and the appearance section was declared closed.

Unfinished Business

Item 5.A. Plan Landmarks Event for Sunday September 11, 2011.

Mr. Krizmanic said that he and Ms. Burczyk proofread through the book one more time and found a few errors. He said these errors have been corrected and the edits to the book are now completed. He expects the printing date will be September 9, 2011 or sooner.

Ms. Burczyk presented options for cookies to be served at the September 11 book release event. The Landmarks Commission agreed on the varieties that Ms. Burczyk brought and decided they will be purchased from Oscar Mayer. Mr. Kachelmeier said he will buy Minute Maid Lemonade, ice, and paper cups with the gift card for Copps food store. Ms. Fox said the lemonade will be made in a five gallon tub which will be rented for seven dollars.

New Business

Item 6.A. Discuss design for the promotional postcard for the book.

There was no discussion on this item.

Item 6.B. Review flyer for advertising book sale event on September 11, 2011.

The Landmarks Commission discussed the draft of the flyer for the New Book Release on September 11 and made suggestions for changes. Landmarks members discussed how the flyer should be

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distributed. Planning assistant Sonja Reichertz said she would edit the flyer and make copies for commission members to distribute.

Item 6.C. Final Report to turn into DCCAC

There was no discussion on this item.

Miscellaneous Business:

The Landmarks Commission decided the next meeting would be scheduled for Tuesday August 30, 2011 at 4:00pm.

Adjournment

A motion was made by Mr. Krizmatic and seconded by Ms. Homburg, to adjourn.

The motion carried.

4:45pm.