



Landmarks Commission MEETING MINUTES

July 20, 2023 - 5:30 PM – Special Session/6:30 PM
Regular Meeting
Conference Room A/B
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

DRAFT – NOT OFFICIALLY “PASSED”

1. **Special Session with Guest: City Attorney Mark Blum answered questions related to our teaming with the Recreation Department on events scheduled for October 2023. Discussion ensued, leading to the decisions and descriptions detailed under OLD BUSINESS “C.”**
2. **CALL TO ORDER; ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE.**
Chairperson DeMoss called the meeting to order at 6:33 PM.
Present: Chairperson DeMoss, Commissioners Kahlfeldt, Marquardt, Orzel, Tyskiewicz and Warczak.
Excused: Alderman La Fever, Commissioners Ament and Doyle.
3. **APPROVAL OF MINUTES.**
June 15, 2023, Landmarks Commission Minutes.
MOTION: Motion to Approve, with the following corrections: **OLD BUSINESS “D” 3a & 4: change “Park and Rec Department” to “Recreation Department,” and OLD BUSINESS “D” 3b, change the spelling of “Almanac” to “Almanack.”**
VOTE: Motion by Commissioner Kahlfeldt.
Second by Commissioner Marquardt.
Motion passed unanimously.
4. **TREASURER’S REPORT – Treasurer/Commissioner Warczak.**
 - A. Treasury amount stands at \$1960.00.
 - B. Chairperson DeMoss will obtain some figures from the Streets Department to replace some of our aging Landmarks signage using this year’s remaining balance. She will also ask if they can update and standardize the signs at the 4 historic cemeteries.
 - C. Treasurer/Commissioner Warczak will ask for our usual budget amount of \$2000.00 for 2024. Possible replacement of faded QR Codes will be considered, as well as an amount to cover Commissioners’ attendance at historical workshops.

5. **COMMUNICATIONS - Chairperson's Report:** Chairperson DeMoss handed each Commissioner a copy of the National Alliance of Preservation Commissions Guidebook, "Messaging Guide for Local Preservation Programs."

6. **OLD BUSINESS.**

- A. In addition to the information listed on the **Agenda for Informational Markers**, Commissioner Marquardt has suggested adding the New Berlin Soapbox Derby Grounds at Valley View Park, Small Road Entrance.
- B. **Cultural and Historic Resources – Chapter 4: Status Pending.**
- C. **Collaboration of Landmarks Commission with Recreation Department for October Events – Commissioners Warczak and Kahlfeldt. Two-fold event:**
1. October 1 – October 31, 2023: The Historical Cemetery Picture Hunt, in which participants will visit the 4 historic cemeteries in the city, and find the gravestones described in a series of 13 questions and take a phone photo of themselves at the gravestone.
 - a. Participants are cautioned to not touch, rub or move any of these fragile gravestones, to watch for uneven ground when walking, and to show the utmost respect when visiting these cemeteries.
 - b. Points will be awarded for the correct answer to each question, with New Berlin Almanacks being awarded to the top three participants having the highest point total. A drawing will be held in the event of a tie.

MOTION: Motion to Approve \$100.00 from our current budget to cover the cost of 3 New Berlin Almanacks.

VOTE: Motion by Commissioner Orzel.
Second by Commissioner Marquardt.
Motion passed unanimously.

2. October 7, 2023: The Historical Cemetery Guided Tour: 50 participants will board a bus to visit New Berlin Center Cemetery, Sunnyside Cemetery, the German Evangelical Protestant Cemetery, and the German Evangelical Reformed Church Cemetery. Narration as to the historically important burials at each cemetery will be given on-board the bus, with guidance in finding these burial plots at the cemeteries by Commissioners Warczak and Kahlfeldt. This is a free event.

- D. **Update of Landmarks on City's Website** – corrections are being made.

E. Participation in Historical Park Events.

1. Chairperson DeMoss and Commissioner Tyskiewicz participated in the Ice Cream Social Event on July 16, 2023. Attendance was good and about 100 of the Historic Cemetery Brochures Packets were handed out.
2. Other Historical Park events are scheduled for September 10 and October 8, 2023.
3. Commissioners are urged to look at the existing Landmarks Brochures to make corrections, so that updated brochures can be printed.

F. Replacement of Failing Landmarks Signs.

1. New Berlin Center Cemetery's sign is especially faded and in need of replacement.
2. Commissioners are urged to look around for other signage that needs replacement.

7. **NEW BUSINESS** – Commissioner Marquardt was visited at Historical Park by Linda from the Waukesha Historical Society, who was interested in updating some of the Waukesha County Informational Marker signs. Perhaps we can work in tandem with them for signage replacements.

8. **NEXT MEETING: AUGUST 17, 2023, at 6:30 PM.**

9. **ADJOURN:**

MOTION: Motion to adjourn at 7:40PM.

VOTE: Motion by Commissioner Tyskiewicz
Second by Commissioner Warczak.
Motion passed unanimously.

Respectfully submitted,
Jennifer Tyskiewicz
Landmarks Commissioner Secretary