



Landmarks Commission MEETING AGENDA

November 16, 2023 - 6:30 PM
Conference Room A/B
3805 S. Casper Drive

Posted 11/8/2023

AGENDA

1. CALL TO ORDER

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

3. APPROVAL OF MINUTES

- A. October 19, 2023 Landmarks Commission Minutes

4. TREASURER'S REPORT - Cheryl Warczak

5. COMMUNICATIONS - Chairperson Lori Doyle

6. OLD BUSINESS

- A. 1) Discussion and approval of updated write-ups for Properties for Landmark consideration as "Informational Markers"
a) Governor Julius Heil home: Commissioner Kahlfeldt, Little Grove school: Commissioner Marquardt; Miller property on S. Moorland Rd (Barn foundation exists): Commissioner Ament; New Berlin Soap Box Derby Grounds: Commissioner Marquardt S. Calhoun Road—Site of Round Barn (Future Autumn Trace Subdivision): Commissioner Doyle; Possible other historic schools
- B. 2) Discussion on Cultural & Historic Resources Chapter 4, Comprehensive Plan, City of New Berlin: Liaison Kelly W, DCD.
- C. 3) Final report on collaborative Halloween Not-So-Haunted Happenings: Historic Cemetery Picture Hunt – Commissioners Kahlfeldt and Warczak
- D. 4) Discussion & possible vote on replacement of failing Landmark signs—specifically New Berlin Center Cemetery and others
- E. 5) Discussion & possible vote on Veterans Day Trivia Challenge—Commissioner Orzel
- F. 6) Discussion & possible vote on Landmarks Holiday Lights Contest—Commissioner Doyle
- G. 7) Discussion & possible vote on Proposed change to 5:30pm for the start of future Landmarks meetings

7. NEW BUSINESS

- A. 1) Discussion and possible vote on Gravestone base / letter restoration in Historic Cemeteries – Commissioner Warczak
- B. 2) Discussion and possible vote on Landmark Commission Holiday Party
- C. 3) Discussion and possible vote on changing/cancelling the December Landmark Commission Meeting

8. NEXT MEETING DATE

- A. 1) Pending vote during new business

9. ADJOURN

Supplemental Information:

- *The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.*
- *It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.*
- *You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.*
- *The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.*
- *It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.*

Landmarks Commission MEETING MINUTES



October 19, 2023 - 6:30 PM
Conference Room A/B
3805 S. Casper Drive

DRAFT – NOT OFFICIALLY PASSED

I. Meeting called to order by Vice-Chairperson Orzel in absence of Chairperson Doyle at 6:39 PM.

Present: Vice-Chairperson Orzel, Commissioners Ament, Marquardt, Tyskiewicz and Warczak.

Excused: Chairperson Doyle, Alderman La Fever, and Commissioner Kahlfeldt. (Vacancy created by resignation of Former Chairperson DeMoss has not been filled).

II. Approval of Minutes.

September 21, 2023 Landmarks Commission Minutes.

MOTION: Motion to Approve.

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

III. Treasurer's Report – Commissioner Warczak.

A. Balance stands at \$1900.00.

B. Discussion ensued concerning the use of this balance and centered around replacing the Informational Marker Signs and Directional Signs at the 5 Historic Cemeteries.

1. It was suggested that we should approach Innovative Designs for pricing of the Informational Marker Signs, as they now use a UV-protection to make signage last longer.
2. The New Berlin Streets Department should be consulted for the Directional Signs.
3. The hope is that we can have all the signage printed this year and the installation worked on next Spring. Commissioners Ament and Marquardt will check on pricing and timeline.

IV. Communications Report – Commissioner Warczak brought postcards and refrigerator magnets from her visit to New Berlin, NY for each Landmarks Commissioner.

V. Old Business.

A. Properties for Landmark consideration as “Informational Markers”

– a suggestion was made that all new write-ups and revised write-ups under this Item and Item A under New Business, be provided to the Commissioners in hard copy form by the city at the November 16, 2023 meeting. Please submit new write-ups or revisions at least 3 days in advance of the meeting.

B. Cultural and Historic Resources Chapter 4 – Status Pending.

C. “Not-So-Haunted Happenings” Report – Commissioner Warczak.

1. 36 participants are registered for the Cemetery Picture Hunt, and 30 participants went on the Cemetery Bus Tour on October 7. Commissioner Warczak characterized the bus tour as being successful, fun, and a definite “do-again.”
2. Commissioner Warczak handed out copies of the prepared cemetery tour script and “interesting facts about New Berlin” sheet that she and Commissioner Kahlfeldt used on the bus tour. Period costumes were worn by the two Commissioners.

D. Update of Electronic Listing of Landmarks and updated Landmarks Brochure – Status Pending.

E. Landmarks Commission Participation in Historical Park Open Houses – this did not occur on October 8 for the Beer Garden due to unforeseen circumstances and illness.

F. Replacement of Failing Landmarks Signs – see discussion under **Treasurer’s Report.**

G. Veteran’s Day Trivia Challenge – Vice-Chairperson Orzel.

1. Vice-Chairperson Orzel sent each Commissioner a “test” trivia challenge, in which she included questions and facts about the participation of New Berlin Veterans in all of the wars fought.
2. She will make some clarification changes and be ready to launch the challenge online on November 1.

H. Landmarks Holiday Lights Contest – Status Pending.

VI. New Business.

A. Proposed Informational Landmarks – see entry under **Old Business Item A.**

B. Proposed change to 5:30 PM for the start of future Landmarks meetings – tabled due to absence of 3 Commissioners.

C. List of Potential Upcoming Agenda items.

1. Commissioner Warczak suggested looking into restoring gravestone bases and lettering on gravestones in the Historic Cemeteries. She witnessed this being done at a cemetery during a trip to Ohio. Commissioner Warczak indicated that the cost was not as high as would be thought and that often Federal and State Grants could be accessed. She is waiting for an email concerning a possible contact for this process in Wisconsin.
2. Holiday Party – possibly on January 18, 2024.
3. Holding of December meeting on December 21 – possibly too close to Christmas with many Commissioners being unavailable.

VII. Next Meeting: November 16, 2023 at 6:30 PM City Hall Conference Room A/B.

VIII. Adjourn at 7:50 PM.

Motion by Commissioner Ament.

Second by Commissioner Marquardt.

Motion passed unanimously.

Respectfully submitted,
Jennifer Tyskiewicz, Landmarks Commission Secretary