

**MINUTES OF THE LANDMARKS COMMISSION MEETING
SEPTEMBER 19, 2024
CITY HALL
CONFERENCE ROOM A/B**

I. Meeting was called to order by Chairperson Doyle at 6:04 PM.

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

Excused: Alderman Harenda.

II. Declaration of Quorum; Public Notice.

III. Approval of Minutes.

July 18, 2024 Landmarks Commission Minutes.

MOTION: Motion to Approve.

VOTE: Motion by Commissioner Marquardt.
Second by Commissioner Ament.

Motion passed unanimously.

IV. Communications – Chairperson Doyle – No Communications.

V. OLD BUSINESS – No Old Business.

VI. NEW BUSINESS.

A. Discussion and Vote on 2025 Annual Budget. (Print-out showing estimated expenditures for 2025 is part of the Agenda Packet).

MOTION: Motion to Request \$2,000.00 for the 2025 Budget.

VOTE: Motion by Commissioner Tyskiewicz.
Second by Commissioner Marquardt.

Motion passed unanimously.

B. Cultural and Historic Resources Chapter 4.

1. Discussion of 12 questions posed by Kelly Wall, Principal Planner, to clarify information submitted by the Landmarks Commission for this chapter. (Questions are part of Agenda Packet).
2. Chairperson Doyle will submit our responses/changes to Kelly.

VII. TABLED BUSINESS.

A. Discussion and Vote on Letter to be Sent to Potential Landmarks Targets. (Draft included in Agenda Packet).

MOTION: Motion to Remove Discussion of Letter from Tabled Business.

VOTE: Motion by Commissioner Ament.
Second by Commissioner Marquardt.

Motion passed unanimously.

Following the discussion of the letter with the minor removal of one word:

MOTION: **Motion to Approve Letter to Send to Potential Landmarks Targets.**

VOTE: Motion by Vice-Chair Orzel.
 Second by Commissioner Warczak.

Motion passed unanimously.

B. Discussion and Vote on Approving Write-ups and Costs to Replace Failing Landmarks Signs on Cemetery Properties.

MOTION: **Motion to Approve Write-ups for Cemetery Signs.**

VOTE: Motion by Commissioner Marquardt.
 Second by Commissioner Warczak.

Motion passed unanimously.

MOTION: **Motion to Approve Funds for Printing of the Signs to Not Exceed \$600.00, then Amended to Not Exceed \$700.00.**

VOTE: Motion by Commissioner Marquardt.
 Second by Commissioner Tyskiewicz.

Motion passed unanimously.

C. Discussion on Updating the Historical Park Brochure – Commissioners Warczak and Tyskiewicz.

1. Commissioner Tyskiewicz has made corrections of spelling/wording, using the information on the present brochure. The city logo will be used on the front of the brochure, and maps showing the locations of Landmarks in the city and the Prospect Hill Historic District will be eliminated for simplicity.
2. Commissioner Warczak is experimenting with various “publisher” programs.
3. It was suggested that Kelly Wall be contacted to see if the city could design a brochure if we provide the information and photos.

D. Review and Approve Informational Write-ups for the City Website of the Little Grove School, Miller Property, and the New Berlin Soap Box Derby. Write-ups not available at this time.

VIII. TREASURER’S REPORT – Commissioner Warczak – Treasury stands at \$1960.00.

IX. NEXT MEETING – Due to lack of quorum for the October 17, 2024 meeting, our next meeting will be held on November 21, 2024 in the City Hall Conference Room A/B at 6:00 PM.

X. ADJOURN at 7:57 PM.

MOTION: **To Adjourn.**

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

Respectfully submitted,

Jennifer Tyskiewicz
Landmarks Commission Secretary