

**MINUTES OF THE LANDMARKS COMMISSION MEETING
JANUARY 16, 2025
CITY HALL
CONFERENCE ROOM A/B**

- I. Meeting was called to order by Chairperson Orzel at 6:03 PM.**
Present: Chairperson Orzel, Alderman Harenda, Commissioners Marquardt, Tyskiewicz and Warczak.
Excused: Vice-Chairperson Ament.
- II. Declaration of Quorum; Public Notice.**
- III. Approval of Minutes.**
November 21, 2024 Landmarks Commission Minutes.
MOTION: Motion to Approve.
VOTE: Motion by Commissioner Warczak.
Second by Alderman Harenda.
Motion passed unanimously with a correction suggested by Commissioner Warczak to change the wording of NEW BUSINESS 2b from “informational Landmarks binders” to “Landmarks Commission Manuals” to avoid confusion with the term “informational markers/signs” often used in our discussions and documents.
- IV. Treasurer’s Report – Commissioner Warczak.**
A. \$1,960.00 from the 2024 Budget went to the General Fund; \$2,000.00 was approved for the 2025 Budget.
B. WAHPC dues of \$40.00 are due for the year 2025. Pending the vote of the Commission, the request will be submitted to the City Treasurer’s Office.
MOTION: Motion to Approve this Expenditure.
VOTE: Motion by Commissioner Tyskiewicz
Second by Commissioner Marquardt.
Motion passed unanimously.
- V. Communications – Chairperson Orzel –** checked with long-time volunteers at St. James Church in Menomonee Falls as to if they have had experience in cleaning old headstones, but they have not cleaned the headstones in their cemetery, and do not know of anyone to refer us to.
- VI. OLD BUSINESS.**
A. Assess Progress/Set Goals and Priorities for 2025.
1. Part of achieving our Goals under the Mission Statement of the Comprehensive Plan Overview is to increase public awareness by maintaining a list of Historic Districts and Landmarks (National, County and Local). **Chairperson Orzel** prepared a database of this information, and handed out printed copies.
2. There is a need to compare **Chairperson Orzel’s** database with information that is currently on the city’s website, so that the website is reflecting the correct information.

- B. Replacement of Landmarks Signs at Four of the Historical Cemeteries** – will be tabled until Vice-Chairperson Ament can be in attendance, as she has done research on the pricing for these.

VII. NEW BUSINESS.

A. Review and Update Reference Materials.

Chairperson Orzel updated and handed out copies of the Reference Materials that each Commissioner should have in their Landmarks Commission Manuals, in this order:

- a. Roster of Current Commissioners
- b. Table of Contents
- c. State Statutes
- d. By-Laws of the Landmarks Commission.
- e. Copies of the listing of Historic Districts: National, County, and Local Landmarks; Buildings at Historical Park; and a listing of other historical areas/structures to be included on the city's website.
- f. Nomination Forms to become a Landmark and Samples of Letters to owners of potential Landmarks.

B. Prepare for Signage Revisions and Revisions to Chapter 4 Write-ups.

1. **Chairperson Orzel** passed out copies of the Landmarks Commission Minutes from March 21, 2024 to review information discussed concerning QR Codes (to be reviewed with Kelly or Nikki in DCD), informational write-ups on the city's website, and communications with current and potential Landmarks owners.
2. **Chairperson Orzel** would like to finalize our work on the Chapter 4 write-ups, but wants to table this until she and Commissioner Tyskiewicz meet with Kelly in DCD, who is over-seeing this project.

VIII. NEXT MEETING: There will not be a meeting in February. **MARCH 20, 2025 AT 6:00 PM IN CONFERENCE ROOM A/B OF CITY HALL.** A "Post-Holiday Gathering" is being tentatively planned for July, 2025 at Armeli's.

IX. ADJOURNMENT at 7:35 PM.

MOTION: To Adjourn.

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

Motion passed unanimously.

Respectfully submitted,
Jennifer Tyskiewicz
Landmarks Commission Secretary

