

Landmarks Commission Meeting Agenda

September 18, 2025 - 6:00 PM

New Berlin City Hall

Conference Room A/B

Published: 9.9.2025

- 1) CALL TO ORDER
- 2) ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE
- 3) APPROVAL OF MINUTES: Thursday, August 21, 2025
- 4) TREASURER'S REPORT
- 5) COMMUNICATIONS
 - A. Report from the Vice-Chair Ament
- 6) OLD BUSINESS
 - A. Update of Replacement of Landmark signs in New Berlin Center, Holy Apostles, Sunny Side and German Evangelical Protestant Cemeteries – Commissioner Ament
 - B. Review of Documents from Previous Chairperson DeMoss – Commissioners Tyskiewicz and Warczak
 - C. Review of Letter to Landmark Property Owners – Commissioner Marquardt
- 7) NEW BUSINESS
 - A. New Berlin Cemetery Improvements – Commissioners Warczak and Tyskiewicz
 - B. USA's 250th Anniversary Celebration – Commissioner Warczak
 - C. Holiday Celebration – Commissioner Warczak
 - D. SET MEETING DATE
 - E. ADJOURNMENT

**MINUTES OF THE LANDMARKS COMMISSION MEETING
AUGUST 21, 2025
CITY HALL
CONFERENCE ROOM A/B**

I. Meeting was called to order by Vice-Chairperson Ament at 6:03 PM.

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

Excused: Chairperson Orzel, Alderman Harenda, and Commissioner Tyskiewicz

II. Declaration of Quorum; Public Notice.

A. **Welcome to new Commissioner Erdmann:** Vice-Chairman Ament introduced and welcomed new Commissioner Erdmann.

III. Approval of Minutes.

July 17, 2025 Landmark Commission Minutes.

MOTION: Motion to Approve.

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

Motion passed unanimously.

IV. Treasurer's Report – Commissioner Warczak.

A. Commissioner Warczak reports that to date, we have had expenditures of \$208.99 from the 2025 budget, with a remaining balance of \$1,791.01.

V. No Communications.

VI. Old Business.

A. Replacement of Landmark Signs in New Berlin Center, Holy Apostles, Sunny Side and German Evangelical Protestant Cemeteries –

Commissioner Ament obtained firm prices from Jason Bednazar, Streets Supervisor. The Streets Department will make the signs of aluminum and printed vinyl. They will be off white with black lettering. The Landmarks Commission will reimburse the supply cost of \$467.80 to the Streets Department.

1. Commissioner Warczak asked for a **MOTION** to request the Finance Department transfer \$467.80 from the Landmarks Supplies Account to the Streets Department for the materials needed to update the City's Historical Cemetery signs.

MOTION: Motion to Approve.

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

Motion passed unanimously.

B. Review of nomination of former Landmarks Commission Chairperson -
Recognition of Service for former Chairperson Laurie DeMoss for New Berlin Citizen of the Year. Commissioners Tyskiewicz and Warczak composed a letter to nominate former Chairperson Laurie DeMoss for Citizen of the Year. The letter will be signed by each Commissioner. The Commissioners excused from tonight's meeting will be asked to go to the Mayor's Office to sign prior to the due date of August 31.

1. Commissioner Marquardt asked for a **MOTION** to submit the nomination letter for Laurie DeMoss for New Berlin Citizen of the Year.

MOTION: Motion to Approve.

VOTE: Motion by Commissioner Marquardt.

Second by Commissioner Erdmann.

Motion passed unanimously.

VII. New Business.

A. Letter to Landmark Property Owners – Last month, Chairperson Orzel reported that she has been unable to contact any city department that has a complete list of signage locations for Landmarks and Informational Markers. Chairperson Orzel and Commissioner Tyskiewicz drafted a letter, for the Commission's review, to be sent to Landmark owners.

1. The Commissioners had concerns of the location of the signs and markers and would like to bring edits of the letter to the next meeting.
2. Commissioner Marquardt will research example of maps from the City of Racine to help locate the properties.

VIII. NEXT MEETING: THURSDAY, SEPTEMBER 18, 2025 at 6:00 PM CITY HALL CONFERENCE ROOM A/B.

IX. ADJOURNMENT AT 6:53 PM.

MOTION: Motion to Adjourn.

VOTE: Motion by Commissioner Marquardt.

Second by Commissioner Erdmann.

Motion passed unanimously.

**Respectfully submitted,
Cheryl Warczak for Secretary Jennifer Tyskiewicz
Landmarks Commission**

ACCOUNT DETAIL HISTORY FOR 2025 00 TO 2025 13

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
15280000	54110		SUPPLIES							
							REVISED BUDGET			2,000.00
25/01	79	01/29/25	API 138096		241069	277564		40.00	40.00	
	W	012925-1	2025 MEMBERSHIP DUES-LANDMARKS		WAHPC					
25/04	12	04/09/25	API 000316		243335	278473		15.00	55.00	
	W	040925	HISTORIC RESOURCE WEBINAR-LAND		MARQUARDT ANNE					
25/04	12	04/09/25	API 015275		243336	278492		15.00	70.00	
	W	040925	HISTORIC RESOURCE WEBINAR-LAND		ORZEL PATTI					
25/04	12	04/09/25	API 013114		243334	278529		15.00	85.00	
	W	040925	HISTORIC RESOURCE WEBINAR-LAND		WARCZAK, MICHAEL E &					
25/05	44	05/14/25	API 013114		244459	278970		63.99	148.99	
	W	051425	2025 INK REIMB-LANDMARK COMM		WARCZAK, MICHAEL E &					
25/08	20	08/13/25	API 000316		247597	280017		60.00	208.99	
	W	081325	REIMB HIST CONF4/18/25		-LANDM MARQUARDT ANNE					
LEDGER BALANCES --- DEBITS:					208.99	CREDITS:	.00	NET:	208.99	
GRAND TOTAL --- DEBITS:					208.99	CREDITS:	.00	NET:	208.99	

6 Records printed

** END OF REPORT - Generated by Thu Van Hintz **

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13									
ACCOUNTS FOR:	528	LANDMARKS	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15280000	54110	SUPPLIES	2,000	0	2,000	208.99	.00	1,791.01	10.4%
		TOTAL LANDMARKS	2,000	0	2,000	208.99	.00	1,791.01	10.4%
		TOTAL EXPENSES	2,000	0	2,000	208.99	.00	1,791.01	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	2,000	0	2,000	208.99	.00	1,791.01	10.4%	

** END OF REPORT - Generated by Thu Van Hintz **

August 2025

New Berlin Landmarks Commission
3805 S. Casper Drive
New Berlin, WI 53151

Dear Property Owner:

On behalf of the City of New Berlin, the Landmarks Commission thanks you for your commitment to preserving our City's history by maintaining your home as a local historic landmark. Only by remembering our past can we build a better future for our community. Your dedication makes New Berlin a great place to live.

The Landmarks Commission wants to support your efforts. We know that many of the informational markers that share the stories of our City's historical landmarks were posted many years ago, and over time some may have faded or fallen into disrepair. We want to make sure that your marker is in good repair and enhances your property.

Over the next few months, members of the Landmarks Commission will visit each historic property to take a photo of the informational markers. The Commissioners will make every effort to remain on public property and respect the privacy of the Owners. Please note that the Commissioners are volunteers, not City employees. As such, they will be using their own cars, and they will not be wearing uniforms. The photos of the informational markers will then be shared with the City of New Berlin Department of Public Works who will assist the Commission in reviewing their condition. You will be notified later if your marker needs to be repaired or replaced.

Or you can email your own recently taken digital photo of the informational marker on your property to NewBerlinLandmarks@gmail.com. We can also be reached for questions at this email address.

Many thanks for your continued support,

New Berlin Landmarks Commission