

**MINUTES OF THE LANDMARKS COMMISSION MEETING
NOVEMBER 20, 2025
CITY HALL
CONFERENCE ROOM A/B**

I. Meeting was called to order by Chairperson Orzel at 6:00 PM.

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

Excused: Alderman Harenda.

II. Declaration of Quorum; Public Notice.

III. Approval of Minutes.

October 16, 2025 Landmarks Commission Minutes.

Three changes were suggested by Commissioner Warczak:

A. Under V – Communications, Letters C and D relate directly to Letter B, and should thus be shown as 1 and 2 under B.

B. Under Old Business – A, in the Motion/Vote area, the description should read, “Motion passed with 5 Commissioners in Favor and Commissioner Warczak Against.”

C. Under Old Business-E, the lady’s name should be “Polly” rather than “Holly.”

MOTION: Motion to Approve with three changes.

VOTE: Motion by Commissioner Marquardt.
Second by Vice-Chairperson Ament.

Motion passed unanimously.

IV. Treasurer’s Report – Commissioner Warczak.

A. Expenditures at this point are at \$676.79 with a remaining balance of \$1323.21.

B. Commissioner Warczak will check on flash drive sizes that would support the data in our large Landmarks binders, as well as additional data added in the future.

V. Communications – Chairperson Orzel.

Chairperson Orzel commented on the Mayor’s Recognition Ceremony for Former Landmarks Chairperson Laurie DeMoss as New Berlin’s Citizen of the Year. The event was nicely done and well-attended.

VI. Unfinished Business.

A. Replacement of Landmarks Signs in Four Historic Cemeteries.

1. New Berlin Center Cemetery’s write-up needed to be shortened to fit on the sign. Chairperson Orzel submitted a re-write for consideration.

MOTION: Motion to accept the re-write of the sign for New Berlin Center Cemetery.

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

Motion passed unanimously.

B. Placement on the four signs of our Landmarks logo and the QR Code that corresponds to additional information on that Landmark.

MOTION: Motion to place our Landmarks logo in the left bottom of each sign, and the QR Code in the right bottom of each sign.

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

Motion passed unanimously.

- C. Identification of Landmarks – **Chairperson Orzel and Vice-Chairperson Ament.**
1. Chairperson Orzel shared the list of discrepancies in the documenting of our Landmarks as verified by Candace White of Waukesha County Government and Megan Godshall, New Berlin City Clerk.
 2. Candace White feels that all corresponding affidavits will be scanned by the end of January. The City Clerk’s Office is also working to rectify the information.
 3. Three properties, (Lindsey-Murphy-Heinz-Sisson Farm, Luthi Family Barn, and Cutler-Kern-Kimball Farmstead), will need to be approved through the Common Council at their next meeting, December 9, 2025.
- D. Review of Documents from Previous Chairperson DeMoss – **Commissioner Tyskiewicz.**
1. List of Houses in New Berlin Built Between 1800 – 1901 that could be considered for Landmark Status – **Commissioner Warczak** took this listing to compare with the City Survey prepared in 1995 to see if it corresponds with it.
 2. “Preserve America” Application Forms and Documentation – **Vice-Chairperson Ament** to give to the Mayor’s Office.
- E. USA’s 250th Anniversary Celebration – **Commissioner Warczak.**
1. Commissioner Warczak handed out a sheet that describes the activities for “Red, White & Scoops Ice Cream Social” on April 26, 2026 from 1:00 – 3:00 PM in which the Landmarks Commission will participate.
 2. Retractable Banner Signs of various Landmarks photos will be looked into for display.
- F. Holiday Celebration – **Commissioner Ament** – January 15, 2026 at 6:30 PM at Armeli’s following a short Commission meeting. Let Commissioner Ament know how many will be in your party.
- G. Reduction of Landmarks Commission Members – **Alderman Harenda** - Tabled until the return of Alderman Harenda.

VII. New Business.

- A. Review/Revise Annual Goals.
1. Prepare, place and maintain signs/QR Codes at sites and districts - cemetery signs are being replaced, and QR Codes have been added or are in the process of being assigned.
 2. Maintain and update the list of historic districts and Landmarks – worked on by **Chairperson Orzel and Vice-Chairperson Ament** in

2025. Documentation guidelines for new Landmarks will be established and monitored. Re-established as a (CLG) Certified Local Government.

3. Continue ongoing projects to educate the community – Chapter 4 of the Cultural and Historical Resources was completed and will be available online for the public. Informational Marker information will be added to the website. Retractable Banner Signs of various Landmarks photos will be explored for display at New Berlin's USA 250th Anniversary Celebration. Our Landmarks Brochure will be updated once the affidavits for all Landmarks are scanned by the City Clerk's Office and Waukesha County. A letter will be prepared and sent to Landmarks Site Owners to reach out to them. Various Commissioners attended online and in-person seminars to stay informed of what other Landmarks Commissions are doing.
4. Continue to promote and be involved in New Berlin's Historical Days – **Vice- Chairperson Ament and Commissioner Marquardt** were involved in all of them.
5. Work in conjunction with the New Berlin Historical Society to meet the goals of the Commission- will work on displays with them, as well as participate with them, for New Berlin USA's 250th Anniversary Celebration.

VIII. NEXT MEETING: THURSDAY, JANUARY 15, 2026 AT 6:00 PM CITY HALL CONFERENCE ROOM A/B.

IX. ADJOURNMENT AT 8:10 PM.

MOTION: Motion to Adjourn.

VOTE: Motion by Commissioner Warczak.
Second by Vice-Chairperson Ament.

Motion passed unanimously.

Respectfully submitted,
Jennifer Tyskiewicz
Landmarks Commission Secretary