

**MINUTES OF THE LANDMARKS COMMISSION MEETING
JANUARY 15, 2026
CITY HALL
COUNCIL CHAMBERS**

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

Present: Chairperson Orzel, Alderman Harenda, Commissioners Erdmann, Tyskiewicz and Warczak.

Excused: Vice-Chairperson Ament and Commissioner Marquardt.

II. Declaration of Quorum; Public Notice.

III. Approval of Minutes.

November 20, 2025 Landmarks Commission Minutes.

MOTION: Motion to Approve.

VOTE: Motion by Commissioner Warczak.
Second by Alderman Harenda.

Motion passed unanimously.

IV. Treasurer's Report – Commissioner Warczak.

A. Commissioner Warczak reports that the remaining \$1323.21 of the Landmarks Commission budget for 2025 was given to the City Treasurer's Office.

B. Our Landmarks Commission budget for 2026 was approved to be \$2000.00.

C. Commissioner Warczak asked for a motion to be made and passed allowing \$40.00 of the 2026 budget to be sent in for our annual WAHPC dues.

MOTION: Motion to Approve \$40.00 for Annual WAHPC Dues.

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

Motion passed unanimously.

V. Communications – Chairperson Orzel – shared a thank-you card from former Chairperson DeMoss thanking the Commission for nominating her as New Berlin's 2025 Citizen of the Year.

VI. Unfinished Business.

A. Replacement of Landmarks signs in New Berlin Center, Holy Apostles, Sunny Side and German Evangelical Protestant Cemeteries – **Chairperson Orzel** and **Vice-Chairperson Ament**.

1. Chairperson Orzel checked on the progress of the sign printing, which has been delayed due to interruptions from plowing and salting operations.

2. Chairperson Orzel clarified that corresponding QR Codes and the Landmarks Commission logo will appear on the new signs.

B. Identification of Landmarks/Database/Checklist – **Chairperson Orzel**.

1. Deputy City Clerk, Megan Godshall, is working with the Waukesha County Clerk's Office to rectify/update the missing procedures and information pertaining to our Landmarks.

2. The New Berlin Common Council approved the Luthi Barn at their meeting December 9, 2025.
 3. **Commissioner/Treasurer Warczak** had mentioned under **IV. Treasurer's Report**, that she hadn't purchased the flash drives for Deputy City Clerk Megan Godshall to begin downloading our Landmarks binders onto, due to a software problem she had encountered, but it was added at this point in the discussion that this Landmarks/Database/Checklist should be rectified before any of the binder information is downloaded.
 4. This list is expected to be fully corrected by the beginning of February, 2026.
- C. Evaluation for Certified Local Government (CLG) – **Chairperson Orzel** contacted Jason Tish of the Wisconsin Historical Society, who indicated that the evaluation will be sent to and should be completed by the City Clerk's Office.
- D. Reduction of Landmarks Commission Membership – **Alderman Harenda**.
1. Discussion ensued as to advantages/disadvantages of reducing the number of Commissioners.
 2. As we do not have any Consultants listed under our membership, Alderman Harenda will discuss with the City Attorney as to the specifics of choosing Consultants.
 3. **This item was tabled.**
- VII. New Business.**
- A. Update Website – **Chairperson Orzel**.
1. It was suggested by Deputy City Clerk, Megan Godshall, that this should be worked on.
 2. Some of the links do not segue to the correct information – Commissioner Erdmann will make a list of these.
 3. Chairperson Orzel will work on a template for shortening the biographies of each Landmark.
 4. New photos could be a part of this update.
- VIII. NEXT MEETING: THURSDAY, FEBRUARY 19, 2026 AT 6:00 PM, CITY HALL CONFERENCE ROOM A/B.**
- IX. Adjournment at 6:53.**
- MOTION: Motion to Adjourn.**
- VOTE: Motion by Commissioner Tyskiewicz.**
Second by Commissioner Warczak.
Motion passed unanimously.

Respectfully submitted,
 Jennifer Tyskiewicz
 Landmarks Commission Secretary