

**MINUTES OF THE LANDMARKS COMMISSION MEETING
MARCH 19, 2026
CITY HALL
CONFERENCE ROOM A/B**

- I. Meeting was called to order by Chairperson Orzel at 6:01 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.**
January 15, 2026 - Landmarks Commission Minutes.
MOTION: Motion to Approve.
VOTE: Motion by Commissioner Warczak.
Second by Commissioner Erdmann.
Motion passed unanimously with Vice-Chairperson Ament and Commissioner Marquardt voting “present” due to their excused absences at the January 15, 2026 meeting.
- IV. Treasurer’s Report – Commissioner Warczak –** There were no new expenditures, thus \$1,960.00 remains in the Treasury.
- V. Communications – Chairperson Orzel –** a letter from the New Berlin Memorial Veterans Services was received, asking for application for membership at various levels. **Several Commissioners recalled agreeing in past years that this should be an individual choice, not a Commission membership.**
- A. Report from the Chair – Chairperson Orzel.**
1. 2025 Annual Report for CLG Partners – Chairperson Orzel reports that our form was submitted, but has not been indicated as received. She will check into this.
 2. Update Regarding Documentation of Landmark Properties – Chairperson Orzel reports that some progress has been made on corrections, but she will check with the Waukesha County **Register of Deeds** that is handling these updates to see why all corrections have not been made.
 3. Cemetery Signage Update – signs are finished and will be installed this Spring.
- VI. Unfinished Business.**
- A. USA’s 250th Anniversary Celebration – Commissioner Warczak.**
1. **Red, White & Scoops Ice Cream Social** – will be held at the ARC Center on April 26, 2026, from 1:00 – 3:00 PM. **M**embers of the Landmarks Commission and New Berlin Historical Society will be serving ice cream with various toppings to carry-out the red, white, and blue patriotic theme. Discussion ensued as to items and quantities needed.

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2. **Retractable Banners** – Due to the expense of retractable banners, Commissioner Warczak designed a display board showing photos/addresses of all New Berlin’s Landmarks. She was assisted by Commissioners Marquardt and Tyskiewicz. Commissioner Warczak requested reimbursement of \$38.22 for the supplies that purchased to put this display board together.

MOTION: Motion to Approve Reimbursement of \$38.22 to Commissioner Warczak for the Purchase of the Display Board Supplies.

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

Motion passed unanimously.

3. **USA Flag History** - Commissioner Warczak will bring her father-in-law’s folded flag, along with a laminated description of what the folded shape of the flag means, as well as what each fold means, to display at the 250th Anniversary Celebration.

B. Update on Landmark Designation Binder – Commissioner Warczak – Commissioner Warczak described the work session with Commissioners Marquardt and Tyskiewicz in which important papers relating to each Landmark were consolidated into one binder. Commissioner Warczak will check with Deputy City Clerk Megan Godshall to see which of these pages have already been copied for inclusion on the flash drives.

C. Review of Documents from Previous Chairperson DeMoss – Commissioner Tyskiewicz – The last document for review involved the need to check for any Native American Materials on the southwest corner of Moorland Road and Greenfield Avenue, in the event of any construction taking place there. A DNR review, plus a review of the National Register of Historic Places – Archeological Division, revealed that nothing of Native American origin had been located there. Being that there is documentation on this subject, and the documents in question were from 2001 and 2008, it was decided that there was no need to keep these.

VII. New Business.

A. Website Revisions – Commissioner Erdmann – is currently working on this and will forward a copy in slide format to each commissioner when complete. There is a discrepancy in the photos of the Prospect Hill Schools #2 and #3 that will need to be rectified.

B. Review Database of Prospect Hill Settlement and Historic District Park. Chairperson Orzel’s extensive work on this database was reviewed and discussed.

VIII. NEXT MEETING: Due to various Landmarks Commission Projects that **the** Commissioners will be working on, and the availability of Commissioners for the April and May 2026 meeting dates, it is likely that our next meeting will be

THURSDAY, JUNE 18, 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 Tyskiewicz.
Second by Vice-Chairperson Ament.
Motion passed unanimously.

Respectfully submitted,
Jennifer Tyskiewicz
Landmarks Commission Secretary