

## Meeting of the St. Germain Red Brick Schoolhouse Historical/Restoration Committee March 31, 2004

[www.townofstgermain.org](http://www.townofstgermain.org)



Ted Ritter-Marlene Bartelt-Roger Weber-Leon Anderson-Linda Odette-Patty Schoppe-Lee Holthaus  
Chairperson Ted Ritter called a regular meeting of the Red Brick Schoolhouse  
Historical/Restoration Committee (RBSHRC) of March 31, 2004 to order at 6:30 in the Red  
Brick Schoolhouse Town Meeting room.

**Roll call:** Lee Holthaus -absent, Ted Ritter X, Leon 'Andy' Anderson-X, Marlene Bartelt-X, Roger Weber-absent,  
Patty Schoppe-X, Linda Odette-x. Quorum was established. Also present were seven (7) citizens.

**Open meeting verification:** Posting by Chairmen Ted Ritter of the meeting notices at the following locations: St.  
Germain Red Brick Schoolhouse, St. Germain Community Center.

**Approval of Agenda:** Motion by: Andy that this committee approves the agenda as presented/or with noted  
changes. 2nd by; Patty. Voice vote: unanimous. Motion carried.

**Minutes of Past Meeting:** Motion by: Patty 2<sup>nd</sup> by: Marlene to accept the minutes as read by secretary with  
corrections as noted. Vote: Unanimous. Motion carried.

### **Discussion / Action:**

#### ✓ **General discussion of new information:**

Patty will set up group email for committee members to get minutes as quickly as possible. Also, Meeting  
Notices will be sent by Ted with proposed Agenda.

#### 1. **Confirmation of committee members and assignments**

- ✓ Linda Odette has agreed to be the our Treasurer
- ✓ Roger Weber has confirmed with Patty he is onboard
- ✓ Next step is Town Board Approval on April 12, 2004 at regular monthly meeting
- ✓ Our #1 assignment is to keep this committee and thus the Town Board up to date

#### 2. **Discussion of committee financial operating procedures**

- ✓ See updated proposal sheet from Ted
- ✓ The citizen members of this committee want written assurance that no one will be allowed to "borrow,  
transfer, or withdrawal" from any accounts unless it is 1<sup>st</sup> approved by this RBSHR Committee and shall not  
be done by the Town Board without prior written approval from this committee.
- ✓ Linda will get help from Tom Martens and Linda McConnell on how to set up best bookkeeping records for  
this project
- ✓ Linda would like the account at the M & I Bank
  - ✓ Concerns were raised about both accounts at same bank
- ✓ Donations may be presented, including cash amounts, to a committee member but are encouraged to go  
by check form to the Red Brick Schoolhouse PO Box 381, St Germain WI 54558.
  - ✓ We should always try to leave a paper trail by sending a Thank-you to all donators.
  - ✓ Ted will check on any loopholes for collecting cash donations

### **Motion by Patty to present this revised procedure to the Town Board as the Financial Operating procedures for this committee. 2<sup>nd</sup> by Linda**

#### 3. **Updates by committee members**

- ✓ **Historical-** Andy reported that he put information on the website concerning community help with  
identifying all the schools that were in this town. Patty shared that Dan Doucette (NPHS Guidance  
Counselor and St. Germain resident) and also Tom Rossi, former Red Brick Schoolhouse teachers/Principal  
have made a hobby of collecting the same information. Patty will connect them all. Ted reminded Andy  
that an area of the website is available for him to use on collections of such info.
- ✓ **Fundraising** Marlene stated that there is a current balance of \$4264.99 in the current account at 1<sup>st</sup>  
National Bank. She noted that we received a \$500 donation yesterday. Marlene noted that all money will  
be held by the committee until she is assured that we have formalized all details of this fund.
  - o **Upcoming events –** Pampered Chef home party will be held on Sunday, April 18<sup>th</sup> at 1:30 at  
the Community Center. Terri Backis, from that committee reported that many items were  
selected that will help us make a greater profit on the items. There will be demonstrations,  
prizes and food- encouraging all to attend. A flyer is posted on the [www.townofstgermain.org](http://www.townofstgermain.org)  
site.
  - o **Marlene reported:** Various fundraisers have been set up one each month, and with the  
support of this community we have the *potential* to earn thousands of dollars towards this  
project. Promotions for the events are being advertised in monthly newsletters, WRJO/WERL

radio, posters, newspaper articles, St. Germain Chamber news, TV and more. We will continue to use our own postage and have no plans for expenses to come back to the taxpayers of the Town of St Germain.

- o An Auctioneer has been hired for the May 1, 2004 auction/Garage Sale.

**Treasurer:** No report.

**Publicity:** Patty reports that articles have been in the Vilas CTY News Review, Lakeland Times news, on the town website ([www.townofstgermain.org](http://www.townofstgermain.org)) the school website ([www.fen.com/wi/stg](http://www.fen.com/wi/stg), on WRJO/WERL news and Channel 12 news.

**GRANTS:** Patty reported that this would start as soon as the committee has been formalized by the Town Board of St. Germain

**Recording Secretary:** Patty reports that minute notes and (when) approved minutes are on the Town website. [www.townofstgermain.org](http://www.townofstgermain.org)

**Community Needs:** No report.

**4. Discussion/approval of Mr. Kelly's Phase I project (specs if available)**

- ✓ Ted reported that the specs are not completed yet from Mr. Kelly. Mr. Kelly will be in St. Germain on April 14 to check the windows and get final measurements
- ✓ We are not going to let the bidders expose the windows to see if the old ones are up there. Ted will contact Rod Ingram about the windows.

**Motion by Andy, 2<sup>nd</sup> by Marlene to pay the \$200 invoice from Wm Kelly for last two meetings- out of original account. Voice vote: Unanimous –pay it.**

- ✓ **Committee Concerns:** none- as all have been discussed

✓ **Citizens Concerns**

- Shirley Erickson stated she can't make the cover for the piano as she had said she would at the last meeting. She suggested that a lock be put on the keyboard cover to protect it
  - o It was suggested that someone contact Terry Byrns, Steve Daniel or Diane Weber's Dad, as they are all cabinet makers
- Mary Platner asked why we are only covering the asbestos in the basement and on the steps in Phase I? Ted responded that it was a temporary safe way to protect us until we get to Phase II.
- Don Bucholtz asked why there is a plug in the piano we donated to the Town. It will be checked into and reported to this group.
- Plumbing for the hot water heater is not complete yet as Marlene has left messages with several local plumbers and no reply.
  - o Patty noted that the register by the west door was making gurgling noises and needs to be checked for air in the lines. We should also have someone check why the Town office is cold and the two classrooms in the newer addition are very warm? Ted will ask Tim to check on the zone valves.

As a final comment- Ted said that he will be requesting that we be an Action Item on the April 12, 2004 Board Agenda to finalize this committee as we requested.

**Next Meeting:** Will be called by email for mid to late April meeting at the Red Brick Schoolhouse.

**Motion by Patty that this committee adjourns.** Second by Ted. Voice vote unanimous. Motion carried. The meeting adjourned at 8 p.m.

Patty A Schoppe, Recording Secretary Dated: 03/31/04

Red Brick Schoolhouse Historical/Restoration Committee

Also on: [www.townofstgermain.org](http://www.townofstgermain.org) the official Town of St. Germain website.

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Recording Secretary

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Chairman

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Fundraiser

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Historian

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Treasurer

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Town Needs