

Palmyra-Eagle Area School District
Building & Grounds Committee Meeting Minutes
Michael Eddy, Chairperson
Tuesday, June 13, 2023, 6:00 PM
P-E MS/HS - Community Center - 123 Burr Oak Street, Palmyra

All meetings are subject to Wisconsin Statutes - Open Meeting Laws (19.81-19.98)

"In compliance with Open Meeting Law, it is hereby posted that the following committees of the School Board of the Palmyra-Eagle Area School District will meet on the following dates and times. It is possible that a quorum may exist at one or more of the Board Committee meetings, as a Board member who is not an official member of a committee may attend. No Board action will be taken at any of the Committee Meetings."

- I. **Call to Order:** The meeting was called to order by Committee Chair, Michael Eddy, at 6:00 pm.

- II. **Roll Call** - quorum (2) of this committee required to proceed
 - A. Attended: Michael Eddy, Jean Reith and Zachary Rutkowski
 - B. Others Present: Tara LeRoy, Doris Parsons, Mitzi Roscizewski, Kristiana Williams, Business Manager - Brad Warner, Eagle Elementary Principal - Katie Robertson, MS/HS Principal - Kari Timm, Special Education & Pupil Services Director - KayLeigh Sockrider, Assistant Principal - Joel Tortomasi, District Executive Assistant - Traci Plotz, Building & Grounds Director - Rich Wagner, Building & Grounds Manager - Bill Lean

- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.

- IV. **Agenda**
 - A. **Review May Meeting Minutes:** The minutes from the May 9, 2023 meeting were reviewed and approved.
 - B. **Discussion Regarding the Greenhouse Project Site Set-up Quotes:** Rich Wagner reported the quotes were in the packet and they are good to start project in August.
 - C. **Discussion Regarding Getting PES Ready for 2023-2024 School Year:** Bill Lean reported that approximately \$2,500-\$3,000 per unit to fix, need to fix at least 6 units, boiler system needs to have maintenance done on it, A/C units need to be checked, and a few minor items like windows and doors. Technology, phones, internet, doors fabs are all being looked at. Currently, we are cleaning rooms out and painting. It was reported that we need to fix the building up either way.
 - D. **Discussion Regarding Middle School Gym Floor Next Steps:** Bill Lean reported that Veterans Flooring has won the bid, and they have us on the schedule for August 24th, and with sealing after school starts.
 - E. **Discussion Regarding Paving the Standard Process Sports Complex Parking Area:** It was reported that the parking lot is finished and looks great.
 - F. **Discussion Regarding Snow Removal Bids for the 2023-2024 School Year:** Brad Warner reported that we will be moving forward with the bid from Oak Ridge Construction. They are in town, a graduate of Palmyra-Eagle and they hire graduates. They also do landscaping projects and can help with those projects as well. We requested 12 bids and received 2 back. The committee requested 3 bids.
 - G. **Discussion Regarding Parking Lot Crack Filling and Scheduling for All Buildings:** It was reported that SuperSealers will be doing the crack filling this year and it will be

completed July 31st and August 1st, on all 3 buildings. This is part of the annual maintenance.

V. Next Meeting: July 11, 2023 at 6:00 pm - MS/HS Community Center

VI. Adjourn: The meeting was adjourned at 6:22 pm.

**Respectfully Submitted,
Traci Plotz
District Executive Assistant**