

Palmyra-Eagle Area School District
Building & Grounds Committee Meeting Minutes
Michael Eddy, Chairperson
Tuesday, June 14, 2022, 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)

- I. **Call to Order:** The meeting was called to order by Zachary Rutkowski, at 6:01 pm.
- II. **Roll Call:**
 - A. Attendees: Zachary Rutkowski, and Jean Reith
 - B. Absent: Michael Eddy
 - C. Other Board Members Present: Doris Parsons, Kristiana Williams, Mitzi Roscizewski, and Tara LeRoy
 - D. Others Present: Brad Warner - Business Manager, Traci Plotz - Board Secretary
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Approve Minutes:** The minutes were reviewed from the May 10, 2022 Meeting.
 - B. **HS/MS Greenhouse Update & Palmyra Community Foundation Grant presentation:** Dawn Koutsky was going to at the meeting to present a check from the Palmyra Community Foundation for the Greenhouse. Kari Timm reported that a fundraising plan is on the Board agenda this evening.
 - C. **EES Roofing Update:** Mr. Warner reported that work was completed on May 19th.
 - D. **HS/MS Roof Repair Update:** Mr. Warner reported work was completed on May 15th.
 - E. **SP Complex Shot Put Area Update:** It was reported that the Shot Put area is completed on May 18th. The new surface is liked by everyone.
 - F. **Custodian Staffing Update:** Mr. Warner reported that we are still looking to find a few more people.
 - G. **Fertilizer for Athletic Fields Update:** It was reported the fields were serviced and will be serviced again in August.
 - H. **Stand By Generator Repair Update:** It was reported that service is scheduled to be performed in July.
 - I. **Roof Repairs for this Summer - Repair Recommendations:** Mr. Warner reported that the roof consultant met with Bill Lean on June 9th, awaiting a follow up meeting.
 - J. **Circulation pumps replacement at EES Update:** It was reported that it is set to be replaced on June 21st.
 - K. **HS/MS Weight Room Upgrade Recommendation:** Mr. Warner reported that we are moving forward with guidelines that are set forth with community use of the weight room. We are upgrading some equipment in the room to keep the equipment safe and in good working order. Looking to upgrade a couple of machines and flooring and layout a plan over the next two (2) years to upgrade to what is requested. Community members will need a background check done before they will receive access to the room. Kids will need to have supervision. Adult community members will not need supervision. There will also be an

annual fee associated with access. A desk space will be added so that staff can have a place to plug in and

L. PES Readiness Report Progress Update: Mr. Warner and Bill Lean will go over the PES and walk through to see what needs to be done to make the building more presentable.

M. 2022-2023 Capital Expenditures plan: Some suggestions to plan for are Greenhouse, Roofing, Seal parking lots.

N. Discussion of Special Education Van Issues and Next Steps: Mr. Warner reported that the van is putting few miles on it in the last two (2) year. At the moment it is not safe to use. It was recommended to look into a grant to help with the cost of replacement and research the need for replacement.

V. Schedule next meeting: July 12, 2022 @ 6:00 pm

VI. Adjournment: The meeting was adjourned at 6:26 pm.

Respectfully submitted,

Traci Plotz

District Administrative Assistant