

**Palmyra-Eagle Area School District**  
**Building & Grounds Committee Meeting Minutes**  
**Michael Eddy, Chairperson**  
**Tuesday, January 10, 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)

- I. **Call to Order:** The meeting was called to order by Committee Chair, Michael Eddy, at 6:11 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, Rich Wagner - Building & Grounds Director, Todd Gray - Interim District Administrator, Brad Warner - Business Manager, and Traci Plotz - District Executive Assistant
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
  - A. **Review December Meeting Minutes:** The minutes from the December 13, 2022 meeting were reviewed and approved.
  - B. **Discussion Regarding SP Complex Signage and Wayfinding Signage Update.:** Rich Wagner reported that we have no additional information since last meeting. Hope to have all by next meeting.
  - C. **Discussion Regarding the Greenhouse Project Site Set-up Quotes Update.:** Rich Wagner reported on January 5th, he received the greenhouse loads for Palmyra-Eagle High School. He is working with the building inspector to get an engineer to approve the plans. Once they are approved, then we can get the blueprints to get quotes on the items needed for site set up. Kari gave an update on timing and fundraising. If we cannot build in Fall 2023, we have until the Summer 2024 to build. To date 18 bricks have been sold for the walkway and we have one silver level donor. We are also in talks with someone regarding the naming rights of the greenhouse. A Greenhouse page has been added to the district website with an icon/link to it on the main page.
  - D. **Discussion Regarding the PEASD Facilities Report: Administration to define what they intend to do with the information that was presented? for PES to open in 2023? Who owns the project? What needs to be done to do that? What is scheduled for 2024?:** Rich Wagner reported that we are on a fact finding mission to determine how much of the building we are going to need. The committee did questions what needed to be done regarding the HVAC system. It was reported that the repair requirements for the HVAC system would depend on what parts of the building will be used.
  - E. **Review and Discussion of Snow Plowing Bids.:** Rich Wagner reported he sent out 9 requests and received 2 back. It was stated that in the past Northwest Services as not raised prices form year to year. However, with the new request for bids, they took the opportunity to increase the price to current market prices. The recommendation of the committee at this time is to not bring the bids forward to the board for approval.
  - F. **Review and Discussion of Roofing Bids for Roof 17.:** Rich Wagner reported that we need make a decision soon on the work, if we want to get it on the schedule for this Summer. The committee asked for information regarding the square footage of the roof.
- V. **Next Meeting:** February 14, 2023 at 6:30 pm - MS/HS Community Center
- VI. **Adjourn:** The meeting was adjourned at 6:29 pm.

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