

Palmyra-Eagle Area School District
Building & Grounds Committee Meeting Minutes
Michael Eddy, Chairperson
Tuesday, February 14, 2023, 6:30 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 6:31 pm.
- II. **Roll Call** - quorum (2) of this committee required to proceed
 - A. Attended: Michael Eddy, Jean Reith and Zachary Rutkowski
 - B. Others Present: Rich Wagner - Building & Grounds Director, Todd Gray - Interim District Administrator, Brad Warner - Business Manager, Traci Plotz - District Executive Assistant, Caitlin, KirchnerKari Timm - MS/HS Principal, Katie Robertson, EES Principla, KayLeigh Sockrider - Special Ed and Pupil Services Director, Joel Tortomasi - District Assistant Principal
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Review January Meeting Minutes:** The minutes from the January 10, 2023 meeting were reviewed and approved.
 - B. **Discussion Regarding SP Complex Signage and Wayfinding Signage Update:** Rich Wagner reported that he received bids. The bids were discussed and he Rich recommend any of them. Will bring back suggestions next month.
 - C. **Discussion Regarding the Greenhouse Project Site Set-up Quotes Update:** Rich Wagner reported that Blueprints were received last week. The Building Inspector likes the blueprints and the architect is now working on the cement work prints.
 - 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?:** It was reported that they are waiting on the montessori school survey results for numbers to set the scope, then it can be determined what needs to be done versus what is wanted. Hope to figure out by March.
 - E. **Review of 2023-2024 Snow Plowing Bid Recommendation:** It was reported that there are no new bids. Companies have stated that we need to wait until after this winter season is over to contact them about it.
 - F. **Discussion Regarding the Possibility of Purchasing a Vehicle for Special Education Transportation.:** Brad Warner reported that we are in need of another vehicle for student transportation. Discussion took place regarding the revenue that was received from selling the lift van and using that to purchase a mini-van for student transportation. The committee
 - G. **Discussion Regarding Facility Readiness for Spring Sports: What needs to be done? Who is going to do it? By when? Additional needs to get ready?:** It was reported that the water will be turned on around March 20th and the fields prepped and ready to go. Supplies were ordered this week. FS will come out to treat the fields, but does not apply until May or June.
- V. **Next Meeting:** March 14, 2023 at 6:00 pm - MS/HS Community Center
- VI. **Adjourn:** The meeting was adjourned at 6:49 pm.

Respectfully Submitted,
Caitlin Kirchner, Public Relations Specialist
Traci Plotz, District Executive Assistant