

**Palmyra-Eagle Area School District**  
**Building & Grounds Committee Meeting Minutes**  
**Michael Eddy, Chairperson**  
**Tuesday, August 9, 2022, 6:00 PM**  
**P-E MS/HS - MS Gym - 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 Member, Zachary Rutkowski, at 6:00 pm
- II. **Roll Call** - quorum (2) of this committee required to proceed
  - A. Attended - Jean Reith and Zachary Rutkowski
  - B. Absent - Michael Eddy
  - C. Others Present - Tara LeRoy, Kristiana Williams, Mitzi Rosciewski, Doris Parsons, Bill Lean - Building & Grounds, Katie Robertson - Eagle Elementary Principal, Kari Timm - MS/HS Principal, KayLeigh Sockrider - Special Education Director, Brad Warner - Business Manager, Traci Plotz - District Administrative Assistant
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
  - A. **Review July Meeting Minutes:** The minutes from the July 12, 2022 meeting were reviewed and approved.
  - B. **Custodian Staffing Update:** Bill Lean reported that another person has been hired for EES and the new hire for the High School has started. There will be some shifting around once events start up in the fall, in order to ensure that there is appropriate coverage at all school events.
  - C. **Stand By Generator Repair Update:** It was reported that the work has been completed and service will be done every 6 months.
  - D. **Roof Repairs for this Summer - Repair Recommendations:** It was reported that there are no newly scheduled repairs for this summer. Still looking at the recommendations for the 22-23 school year. The consultant submitted the same recommendations as last year and has been slow to respond. Brad will be working with Rich Wagner to find out if we have a contract with the consultant to determine when we can go to bid for consultants.
  - E. **HS/MS Weight Room Update (Community Feedback, How many people signed up, Flooring):** It was reported that 17 community members are currently utilizing the weight room. A request for some upgrades have been submitted to Brad, and will be reviewed soon. We are also working on a plan for new flooring.
  - F. **PES Readiness Report Progress Update:** It was reported that early next week, Wednesday, August 17th, a group will be meeting to go over the needs of the district buildings in more depth. Last week, CG Schmidt toured the buildings to get an idea of the current condition and begin discussion regarding needs.
  - G. **Special Education Van Update:** Bill Lean reported that the van has not yet been sold. More information is need to list on the online auction. However, with trying to get the buildings ready for the school year, it is low priority.
  - H. **Fall Sports and SP Complex Readiness:** Bill Lean reported that everything is moving along. The Football field is being prepped tomorrow for a scrimmage this week. Bill will also be working with AD Wilde to get the trails ready for the August Cross Country Meet. They have also begun prepping the Softball and Baseball diamonds for the winter. The sprinkler system on the fields had some issues, which have been fixed. This fall we will be working on scheduling custodial staff to work the events to make sure bathrooms are working properly and remain clean. At this time we know that we need to upgrade the

toilets in the concession stands from residential grade to commercial grade, which is part of the reason for clogged toilets.

- I. **Update regrading Bus Terminals:** Brad Warner reported that we have a quote for the installation of the bus heating receptacles and we will be parking buses at PES and EES. The quotes show that the work is being done in the most economical fashion. The quote is on the board agenda for approval tonight.

V. **Next Meeting:** September 13, 2022 at 6:00 pm - Community Center

VI. **Adjourn:** The meeting was adjourned at 6:16 pm.

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