

**Palmyra-Eagle Area School District**  
**Building & Grounds Committee Meeting Minutes**  
**Michael Eddy, Chairperson**  
**Tuesday, November 8, 2022, 5:45 PM**  
**P-E MS/HS - MS/HS Library - 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 6:05 pm.
- II. **Roll Call** - quorum (2) of this committee required to proceed
  - A. Attended - Michael Eddy, Jean Reith and Zachary Rutkowski
  - B. Other Present - Tara LeRoy, Kristiana Williams, Doris Parsons, Mitzi Roscizewski, Rich Wagner - Building & Grounds Director, Bill Lean - Building & Grounds, Kari Timm - MS/HS Principal, Ryan Jonas - IT Director, Brad Warner - Business Manager, Traci Plotz - District Executive Assistant
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
  - A. **Review October Meeting Minutes:** The minutes from the October 11, 2022 meeting were reviewed and approved.
  - B. **Discussion Regarding SP Complex Signage and Wayfinding Signage:** Rich Wagner reported that he is working with 3 different companies on artwork and pricing for signage at the County H entrance, and at the gravel driveway.
  - C. **Discussion Regarding the Greenhouse Project:** Kari Timm reported that they have received an updated quote of \$90,000 for the greenhouse itself, with additional equipment purchases the cost will be over \$100,000. Ground Breaking is looking to be in late summer, early fall 2023. Kari is working with the Panther Printing & Graphics class and Mitzi Roscizewski with the of promotional materials. We will need a PO and 50% down to begin the project. More information on the concept and timelines will be gathered and brought back to committee next month. We already have a \$10,000 donation and the FFA Alumni have committed a large amount as well and we have not yet begun the fundraising campaign.
  - D. **Discussion Regarding the A/V equipment located in the Community Center:** Ryan Jonas reported that several of the system components are out of date or unrepairable. We received a quote last year and decided to hold on the project. We are awaiting a new quote, which will include wireless goosenecks for mics.
  - E. **Presentation and Discussion of PEASD Facilities Report:** Findorff present their Facility Assessments Findings for the school district. Overall buildings are in good condition. Next steps include working on immediate roofing issues and evaluate what needs to be done in next 6th months, Then the district will determine the 23-24 school year needs to add into the 2023-2024 budget year. More details are in the full report.
- V. **Next Meeting:** December 13, 2022 at 6:00 pm - MS/HS Community Center
- VI. **Adjourn:** The meeting was adjourned at 6:36 pm.

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