

**MARSHFIELD FAIRGROUNDS COMMISSION**  
**Thursday, May 25, 2023 Meeting Minutes**

**1. CALL TO ORDER:**

Meeting was called to order by Justin Casperson, Parks and Recreation Director at 12:14 p.m. at the Central Wisconsin State Fair Office.

**ROLL CALL:**

Present: Commissioners Jeff Penzkover, Tom Buttke, Rebecca Spiros, Russ Stauber

Absent: Bill Winch, Natasha Tompkins

Also Present: Justin Casperson, Parks and Recreation Director, Dale Christianson, CWSFA Manager, Mike Feirer, Paul Rogers, Steve Barg, Theresa Wojahn, Gary Bymers

- 2. ELECTION OF CHAIRPERSON:** Stauber nominated Buttke and Buttke accepted. No other nominations were made. Spiros made a motion to close nominations and cast a unanimous ballot, seconded by Stauber, motion carried. Meeting was turned over to Chairperson Buttke.
- 3. ELECTION OF VICE CHAIRPERSON:** Spiros nominated Stauber and Stauber accepted. No other nominations were made. Spiros made a motion to close nominations and cast a unanimous ballot, seconded by Penzkover, motion carried.
- 4. APPROVAL OF MINUTES:** Motion by Spiros, seconded by Penzkover to approve the March 24, 2023 Fairgrounds Commission meeting minutes; motion carried 4-0.
- 5. CONFLICT OF INTEREST:** None.
- 6. PUBLIC COMMENT:** Theresa Wojahn from the Kennel Club spoke on their dog show coming up in July. The event has over 1,00 entries from all over the US. The campground is a vital component for their event. Unfortunately, the fairgrounds campground does not have electric because of various safety concerns related to damaged, worn or broken electric components. The dog show users need the electric to prepare their animals for show and keep the air temperatures stable for the health of the dogs. The show is 3-days long and big event for tourism for the community. Without electric, she feels they will skip the Marshfield show and not return. They are willing to help fix the electric needs in campground.
- 7. FAIRGROUNDS COMMISSION:**
- A. Financial Statement: The bank statement from the Wood County Treasury Department was shared. The balance as of April 31, 2023 was \$17,040.44. Motion by Penzkover, seconded Spiros to accept the financial statement and place on record; motion carried 4-0.
  - B. Approval of Bills: None.
  - C. Review and Select Exp Feasibility Proposals: After review of the proposals the group felt best to go with MSA. All proposals were similar in quality and content, but the group thought MSA and Ramaker had stronger staff with more experience. All proposals were similar in meeting the needs of the schedule. The group felt the MSA project leader person had the most knowledge and experience of the property, the city and overall goals of the project. The proposal with the lowest cost is Cedar Corp with \$25,750 and the highest is Strang with \$66,460. Motion by Spiros, seconded by Penzkover to approve the MSA proposal and appoint Buttke, and Stauber to represent the Commission to sit on the committee to work MSA on the project; motion carried 4-0.
- 8. FAIRGROUNDS MANAGEMENT REPORT:**
- A. American Legion Area Upgrades: The American Legion is asking for permission to move forward with their 2<sup>nd</sup> stage of improvements in the area they use during the fair. They spent \$25,000 in improvements last year and plan to match that amount in 2023. They plan to rebuild the exterior walls with new material, and garage doors. They will coordinate all the work and pay for the expenses. Motion by Stauber, seconded by Spiros to approve the American Legion to make improvements to their area they use for the fair and to get all the proper permits, motion carried 4-0.
  - B. Electric Repairs: Christianson provided an update on the campground electric repairs. The campground electric was shut off because the City Inspector, Pat Kilty who was concerned with health and safety. There are various safety concerns related to damaged, worn or broken electric components which have mounted over the years. Dakota Electric has been working with Christianson and CWSFA on repair estimates. They are also working on various other repairs on the property that the CWSFA is responsible

for. The campground is important to the CWSFA and the fair itself. Christianson will ask the City of Marshfield Common Council if they are able to help contribute to the repair costs.

- C. Pats Barn Wash Rack Update: Christianson provided an update on the wash racks. Nikolai Construction is scheduled to start in June and it should be complete by July.

9. **CWSF REPORT**: Christianson reported that plans for the 2023 Fair are well under way. Ticket sales are going well.

10. **PARKS AND RECREATION**: None.

11. **FUTURE AGENDA ITEMS**: Perhaps move meeting date from Thursdays as Tompkins has conflicts with that date.

12. **NEXT MEETING**: TBD.

13. **ADJOURNMENT**: Meeting adjourned by Buttke at 1:23pm

Respectfully Submitted: Justin Casperson, Director of Parks & Recreation