

Marshfield Fairgrounds Commission
1:30 PM Thursday, September 25, 2025 Meeting Minutes

1. CALL TO ORDER:

The meeting was called to order by Chair Buttke at 1:30 p.m.

ROLL CALL:

Present: Commissioners: Tom Buttke; Jen Delis; Jeff Penzkover; Natasha Tompkins & Wayne Schulz

Absent: Rebecca Spiros;

Also Present: Justin Casperson, Parks and Recreation Director; CWSFA representatives: (Gary Bymers); Lance Pliml (via phone), Wood County Board of Supervisors.

2. APPROVAL OF MEETING MINUTES:

Motion: Delis, **Second:** Schulz to approve the August 21, 2025 meeting minutes.

Motion carried: 5-0

3. CONFLICT OF INTEREST: None.

4. PUBLIC COMMENT: None.

5. FAIRGROUNDS COMMISSION:

A. Financial Statement:

Casperson presented the July bank statement from Wood County. The current bank statement balance is \$102,525.44.

B. Approval of Bills:

None.

C. Long Term Loan:

None.

D. Agreements between City, County, CWSFA and Commission:

Delis said she is working with the City Attorney Harold Wolfgram on consolidating the various agreements and cleaning up the wording.

E. Land Swap:

Byrners said they want to move the rabbit barn to the south of 17th. The CWSFA will work on plan to bring forth to the Commission for their consideration. The plans should include measurements, design, utilities, access, costs and funding sources. Delis said Dale is no interested in presenting to the Common Council about a potential land swap. CWSFA would like to focus on moving the rabbit barn first. Then if, timing and conditions are good, consider the discussion on the land swap. As of right not, the CWSFA is not pursuing the land swap.

6. FAIRGROUNDS MANAGEMENT REPORT:

A. Rental fee schedule for the buildings and grounds:

Delis said the CWSFA (Dale) is putting to the reports on the items requested. Since Dale was not able to attend the meeting, nor enough time to develop the reports, Gary handed out the fee schedule, Kennel Club Long Term Lease, photos of improvements of the buildings and grounds and the camera system. Delis explained the various three accounts: Fair Event Account, Grounds Management Account and Commission Account. The Fair Event Account deals directly with the event that happens in August. The grounds management account deals with the maintenance and upkeep of the property like utilities, mowing, snow plowing, repairs, small maintenance projects. The Commission account deals with large capital improvements to the City owned buildings and grounds, like roof replacement, siding, asphalt paving, etc.

Motion: Tompkins, Second: Schulz to approve the fee scheduled shared by Bymers.

Motion carried: 5-0

B. Long-term rental agreements: No Report

C. A report on what is done with the revenue from the rentals: No Report

7. CENTRAL WISCONSIN STATE FAIR REPORT:

Byrners said they are waiting for final numbers and invoices to prepare a report.

8. PARKS & RECREATION REPORT:

School District High School shop class is working on the siding on the press box. The softball fields will be winterized by end of October.

9. FUTURE AGENDA ITEMS:

10. NEXT MEETING: Next meeting will be Thursday, October 16, 2025 at 1:30pm.

11. ADJOURNMENT:

Motion: Schulz, **Second:** Delis to adjourn the meeting at 1:55 p.m.

Motion carried: 6-0

Respectfully Submitted by:

Justin Casperson, Parks and Recreation Director