

Marshfield Fairgrounds Commission
1:30 PM Thursday, May 21, 2026 Meeting Minutes

1. CALL TO ORDER:

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

ROLL CALL:

Present: Commissioners: Tom Buttke; Jen Delis; Jeff Penzkover; Via zoom: Rebecca Spiros & Wayne Schulz.

Absent: Andrew Reigel

Also Present: City Parks and Recreation Director Justin Casperson; CWSFA representatives Dale Christiansen, Wood County Board of Supervisors: Lance Pliml (via zoom).

2. ELECTION OF CHAIR: *Penzkover nominate Buttke, seeing no other nominations; Motion by Delis, Seconded by Penzkover to close nomination and approve Buttke as Chair, Motion Carried 5-0*

3. ELECTION OF VICE CHAIR: *Penzkover nominate Delis, seeing no other nominations; Motion by Penzkover, Seconded by Spiros to close nomination and approve Delis as Vice-Chair, Motion Carried 5-0*

4. APPROVAL OF MEETING MINUTES:

Motion: Delis, Seconded: Penzkover to approve the meeting minutes, Motion carried: 5-0

5. CONFLICT OF INTEREST: None.

6. PUBLIC COMMENT: None.

7. FAIRGROUNDS COMMISSION:

A. Bank Statement:

Casperson presented the December bank statement from Wood County showing the current balance of \$64,558.10. The commission is still waiting for payment from the City and County for 2026.

B. Approval of Bills:

None.

8. UPDATE ON EXPO SIDING AND DOWN SPOUTS:

Casperson reported the contractor will start on Monday, June 8.

9. UPDATE ON ELECTRIC TRANSFORMER INSTALLATION:

Christiansen said that Marshfield Utilities was on site with Pat Kilty to discuss the project. Marshfield Utilities has it on their schedule and will get to it soon.

10. UPDATE ON BARN - SOUTH 17TH STREET:

Christiansen said they are still working through designs. The CWSFA is requesting financial support from various groups to have the sewer line extended from the south west corner of the property to the proposed new barn location. The estimated cost is \$65,000 for the project. It is recommended to apply for the Wood County CEED grant. *Motion: Schulz, Seconded: Penzkover to approve moving forward with the design of the sewer line extension. Motion was withdrawn by Schulz, agreed upon by Penzkover.*

11. UPDATE ON ELECTRIC/LIGHTS PROJECT:

Casperson said working on finalize lighting specs & rebates, must obtain final specifications and rebate information from lighting vendors (Badger State Lighting / Dakota), produce a design package and cost estimate, and prepare documents to go out to public bid if required. No action was taken.

12. LIONS CLUB AREA UNDER GRANDSTAND:

Christiansen stated the area located beneath the grandstand, commonly referred to as the “Lion’s Den,” was recently demolished due to the condition of the space and the need for significant repairs. Initially, the project was expected to consist of only a limited number of repairs. However, as demolition and evaluation progressed, additional deficiencies were identified, resulting in the project expanding into what is now approaching a near complete gut renovation. Eagles expressed interest in taking over and utilizing the space in the future. Significant remodeling work will be required before the area can become operational again. The Eagles Club and the Central Wisconsin State Fair Association are currently working collaboratively on the project scope, repairs, costs and associated improvements. ***Motion by Delis, Seconded by Schulz to approve the Central Wisconsin State Fair Association and the Fraternal Order of Eagles to proceed with improvements and modifications to the area beneath the grandstand known as the “Lion’s Den.”; motion carried 5-0***

13. 2027-2030 CAPITAL IMPROVEMENT PROJECTS:

Casperson shared the Capital Improvement Program (CIP), a long-range financial planning tool used to identify, prioritize, and schedule major public infrastructure, facility, and equipment investments over a five-year period at the Fairgrounds. The Commissioners were asked to weigh in on project priorities, scheduling, and estimated costs associated with planned projects. There was some discussion about the grandstand north ramp and grandstand back wall, but not additional action was taken.

14. FAIRGROUNDS MANAGEMENT REPORT:

Christiansen shared the financial reports with the Commission. He shared the number and types of events and activities on the property. No action was taken.

15. CENTRAL WISCONSIN STATE FAIR REPORT:

Christiansen shared the name of the Saturday headliner “Blackberry Smoke”. Things are progressing nicely.

16. PARKS & RECREATION REPORT:

Softball season has started. Dairyfest is coming up.

17. FUTURE AGENDA ITEMS:

None.

18. NEXT MEETING: Next meeting will be June 18, 2026 at 1:30pm.

19. ADJOURNMENT:

Motion by Delis, Second by Penzkover to adjourn the meeting at 2:44 pm, Motion carried: 5-0

Respectfully Submitted by:

Justin Casperson, Parks and Recreation Director