

**MARSHFIELD FAIRGROUNDS COMMISSION**  
**Thursday, January 16, 2020 Meeting Minutes**

**1. CALL TO ORDER:**

Meeting was called to order by Chairperson Chris Jockheck at 6:25 p.m. at the Central Wisconsin State Fair Office.

**ROLL CALL:**

Present: Commissioners Ken Curry, Tom Buttke, Mike Feirer & Chris Jockheck.

Excused: Commissioners Bob Ashbeck & Bill Winch

Also Present: Justin Casperson, Parks & Recreation Director; Dale Christianson, CWSFA Manager; Steve Barg City Administrator; Ken Bargender, City Alderman

**2. APPROVAL OF MINUTES:**

*Motion by Curry, seconded by Buttke to approve the October 10, 2019 Fairgrounds Commission meeting minutes; motion carried.*

**3. CONFLICT OF INTEREST: None.**

**4. PUBLIC COMMENT: None.**

**5. FINANCIAL REPORT / PAY BILLS:**

A. Financial Report: The Commission has a balance of \$24,650.33 in their account. The loan is scheduled to end at the end of 2022.

B. Approval of Bills: *Motion by Buttke, seconded by Feirer to approve the invoice from Comfort Systems in the amount of \$1,256.00 for repairs to the Jr. Fair Expo Building condensing unit from snow load damage; motion carried.*

C. Fairground Commission Checking Account Signee: *Motion by Curry, seconded by Feirer to transfer signees for the Fairgrounds Commission checking account from Marla Cummings to Heather Gehrt, Wood County Treasurer; motion carried.*

**6. CWSF REPORT:** Christianson reported the board election took place with two new members joining the board; 2020 fair dates August 25-30; At this point last year, 2020 fair planning is ahead of the 2019 planning; CWSF is working with more groups to volunteer at admission gates; Sponsorships are progressing well.

**7. FAIRGROUNDS MANAGEMENT UPDATE ON ROUND BARN WINDOWS:** Christianson handed out proposals from Kolbe and Lincoln, window companies; Their quotes were for the windows only, not installation; No action was taken; Direction was provided to have Christianson reconnect with the companies about their proposals to see if there is any change.

**8. PARKS & RECREATION: None.**

**9. BUILDING IMPROVEMENTS AND REPAIRS/SHORT TERM, LONG TERM:**

A. JUNIOR FAIR BUILDING ROOF: Christianson handed out proposals from Seamless Roofs, Yutzy Roofing Services; Over the Top Roofing; & Miller Roofing Services on replacement options for the Jr. Fair building's roof. The leaks are caused by failing nails. There was some discussion as to the entire buildings condition and as to whether or not spending a lot of money on a new roof is a good investment.

Christianson suggested replacing the building and moving the fair offices into it, to accommodate the need for ADA access. The item was tabled until monies become available to address the building.

B. FACILITY NEEDS: Christianson handed out a list of facilities and their needs. The Commission made the suggestion to extend & refinance the current loan to address some of the building needs. Barg will work with the City's finance director on options and bring back for their direction.

**10. FAIRGROUNDS MANAGEMENT AGREEMENT:** There was much discussion on the role and responsibility of the Fairgrounds Management Agreement. At the conclusion it was recommended the Commission review the agreement in whole and bring back any suggestions, comments or concerns at their next meeting.

**11. ITEMS FOR FUTURE AGENDAS: None.**

**12. NEXT MEETING: 5:00pm, Tuesday, February 18<sup>th</sup> at the CWSF offices.**

13. **ADJOURNMENT**: Meeting adjourned at 7:57pm

Respectfully Submitted: Justin Casperson, Director of Parks & Recreation