

Missouri Valley Complex Committee
Minutes of April 23, 2024

Members Present: Marie Horning, Kay LaCoe, Missy Hilsendeger, Tyler Kralicek, Alan Heim, Scott Olson, Tom Peters, Distin Gwrylow, Kevin Klipfel, Commissioner Munson, Commissioner Jeske, Steve Neu.

Members Absent: Wayne Martineson

Commissioner Munson opened the meeting and welcomed all the members to the first official meeting of the Missouri Valley Complex Committee. The first official meeting due to the meeting held on April 3, 2024, which was not properly noticed published as required.

Commissioner Munson continued with introductions by the seated committee members and provided an overview of development of the MVCC and referenced the materials provided to the committee on formation, purpose and responsibilities as approved by the Burleigh County Commission. The MVCC is a recognized committee of the Burleigh County Commission with accountability to the Commission as other committees of Burleigh County. Commissioner Munson continued overview of the committee's roles and responsibilities, chain of command and that the committee represents the stakeholders with programs, facilities, and development interests in the complex. The representation on the committee provides an opportunity to work together as an operating group of the complex for a common good of the complex, supporting each other's programs and to work together for the improvement and development of the Missouri Valley Complex.

Election of Officers.

Commissioner Munson continued the meeting with the election of Chair, Vice-Chair and Secretary/Coordinator for the Committee

Chair – motion was made by M Horning to nominate Kay LaCoe as Chair of the MVCC. The motion was seconded by A Heim. Motion was approved.

Vice Chair – motion was made by M Horning to nominate Alan Heim as Vice Chair of the MVCC. The motion was seconded by T Peters. The Motion was approved.

Secretary/Coordinator – motion was made by M horning to nominate Steve Neu as Secretary /Coordinator of the MVCC. The motion was seconded by M Hilsendeger. Motion was approved.

Kay LaCoe was seated as Chair.

Chair LaCoe provided an overview of the operation of the MVCC including structure of 11 members, representation of stakeholder groups and that the only open position of Jr/HS Rodeo Club. Further overview was provided of the organization chart and accountability flow of the committee from stakeholder groups up to the committee and to the County Commission and Park Board for approvals of items relevant to the governing bodies.

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County Auditor Splonskowski provided the committee with an overview of the ND Open Meetings Law and requirements of communication with the County Commission and quorum of the committee as a public Board. The open meeting laws do cover operations of both public elected and appointed boards and committees. It was also pointed out that the MVCC could establish short and long term need subcommittees to address specific issues over time or a topic for short term research and return to the full committee.

The committee discussed meeting operations and protocols of operation and agreed that “Roberts Rules of Order” would provide guidelines and guidance of meeting operations.

A Code of Conduct was also discussed for the operation of the MVCC and membership to include meeting conduct and attendance. This topic would be further discussed by the committee at a future meeting to establish a written document.

Overview of MVCC Leases

Auditor Splonskowski provided an overview of the current site leases and operating agreements at the complex and informed the committee that all leases and operating agreements are current and on file in his office. The lease for the ag land which was the corn field expired in 2023 and the County Commission had approved advertising for a new lease. Proposals will be reviewed at the May 6 meeting of the Commission.

Burleigh County Website

S Neu briefed the committee on conversations with Mary Senger, Burleigh County Emergency Manager and coordinator of the county web page on the MVC page developed for the MVCC and provide each stakeholder group opportunity to provide information on their organization, events and happenings. The final process of submitting information has not been formally set but will be distributed to the committee when it is ready. S Neu asked the committee to look at the county web site under Boards and Commissions for the information that is already available.

Meeting Schedule

Chair LaCoe briefed the committee on the meeting schedule that was provided and noted that the agreed meeting day was Tuesday except for conflicts the meeting was scheduled for Wednesday. The meeting location will be the Tom Baker Room or first floor conference room if a conflict exists.

Next meeting dates: May 14th and June 5th.

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A question was raised about meeting attendance. A quorum is required to hold a meeting and at this time there is not a attendance requirement or allowable absences. An attendance requirement could be developed by the committee as part of the Code of Conduct.

Stakeholder Presentations.

It was the desire of the committee to have each stakeholder present an overview of their organization and information of operations, growth, needs, programming, events, and structure. The committee felt the information would be good to learn more about everyone's organization and impacts at the complex.

Presentations were scheduled for the next three meetings as follows:

May 14 – 4H/Extension and Park District

June 5 – Moto Cross and Stock Car Club

June 25 – Equestrian/Ag Center

Along with the meeting and stakeholder presentation schedule a brief discussion was held on MVC budget development including budget presentation to County Budget Committee. All stakeholders will be involved in developing the complex budget at the committee level with development of common needs benefiting the complex to grow the programs and operations of the stakeholders.

Commissioner Munson provided a brief overview of the current complex operating budget of \$78,000

Stakeholder Presentation: Buck Stop Junction

Missy Hilsendeger provided the overview and presentation on Buckstop Junction.

Missy reported that Buckstop Junction was established in 1992 with a purpose to create a visual location to remember and engage in the history of North Dakota and Burleigh County and preserve the structures of the past by creating a village.

Many events have been held at Buckstop Junction over the years from large community events to small gatherings, weddings, anniversaries, convention activity, and celebrations. Presently the number of events and sizes have dropped off and it is the desire of the Board to regrow the activity and promote a location to have affordable and interesting facilities to host events. But the membership of the board is "aging" out and the current members are working on recruiting new members and commitments to events and growing Buckstop Junction.

Issues: recruitment of board members and events/activity. Operating budget is driven by memberships, volunteers, donations, and rentals.

The facility itself needs infrastructure upgrades to include extending existing water and sewer Systems, graveling roads and blacktop surfaces. A major project being discussed is the development of a "barn" to host large events and provide events for other complex groups.

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Missy looks forward to, along with the Buckstop Junction Board, being part of developing the synergy between the groups at the complex and seeing the complex developed.

Chair LaCoe, thank all the members of the Committee for their attendance and commitment to the MVCC and looked forward to working with everyone.

Next meeting Tuesday May 14th, 12:00 noon – Tom Baker Room.

Meeting adjourned.

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Members Present: K LaCoe, T Peters, K Klipfel, S Olson, M Horning, T Kralicek, M Hilzendeger
W Martineson, D Gwrylow,

Members Absent: Commissioner Munson, Commissioner Jeske, S Neu, A Heim

The meeting was called to order by Chair LaCoe with quorum.

Item 1. Minutes of April 23, 2024.

The minutes of April 23, 2024, were presented for approval by the committee with a change to the date indicated on the minutes of April 24, changed to the 23rd as a correction a motion was provided by Marie Horning, seconded by Missy Hilsendeger to approve the minutes as corrected. Motion was approved.

Item 2. Briefing by Commissioner Munson

Chair LaCoe, with the absence of Commissioner Munson elected to move to Item 3 and that the briefing items be placed on the June meeting agenda.

Wayne Martineson asked to address the item relating to the County Leasing the ag land east of Buckstop Junction and the outcome of the County Commissions RFP. Auditor Splonskowski responded that the Commission had called for a lease proposal on the property, received a proposal and approved a 1-year lease. Martineson asked if consideration had been given to the need of parking expansion for Buckstop Junction that may extend into the lease area. Auditor Splonskowski indicated that he was aware of the parking discussion and that the option may be to extend to the south on the Buckstop Junction property or up to the property line that appears was farmed in previous years. Auditor Splonskowski suggested that a request for the expansion be made to the County Commission.

Item 3. Presentation of MVCC Zoning (PUD) Planned Unit Development and Option for Rezoning to (P) Public. Daniel Nairn – City of Bismarck Planning

Chair LaCoe introduced Daniel Nairn of the City Planning Department to provide an overview of the current MVCC zoning PUD. Daniel provided an in-depth summary of the current uses of a PUD, restrictions, PUD philosophy and methods of making changes or amendments if desired and the overall PUD zoning designation for development options. The PUD zoning at the complex came into effect with the development of the initial plat being proposed resulting in the designation of a PUD in 2005, approved in 2006. The PUD came about with conversations of proposed development at the “Fairgrounds” and concerns in the review process of certain types of development allowed in a P Public zoning. The PUD provided for identifying specific development of the site and limited the non-desired. The last change or amendment to the current PUD was approved in 2013.

Daniel went on to explain the option for rezoning the property to (P) Public, which is the common zoning of property owned by a governmental or public entity is available to the MVCC. (P) Public Zoning provides for the ease in development by the public entity for public use with less defined restrictions or the requirement of amending a PUD.

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Daniel referenced a previous request to change the property back to Public that was denied by the City Commission due to concerns of certain allowable uses of public property and that no site plan was developed at the time. Daniel also provided insight into the option for a mixed-use zoning that provides for certain portions or areas to be set aside for specific development options (planned) and the remaining be open for development (public). Daniel, however, indicated that a site plan was very important to the development process of platting and rezoning for the planning department to react to any proposal. It was further explained that even though the MVCC is owned by the County it is annexed and lies within the City of Bismarck and that a request for a change would have to be formally made by the County Commission as the owner to the Planning Department. The Planning Department would assist in any requested zoning changes and site planning within the City of Bismarck Zoning Ordinances and, could be an advocate for change with the Planning Board and City Commission providing the change fall within the zoning ordinances.

Several committee members asked questions about current zoning, advantages and disadvantages of each and process to change.

What if there was a specific project being proposed with PUD zoning?

If not identified as part of the original plat it may require amendment to the PUD if not identified in current PUD.

If a new building were to be moved into Buckstop Junction, an existing site at MVCC, what restrictions are there and who would be involved in the project?

Since it is an existing approved part of the PUD other City departments would be involved (engineering, planning, inspections, public safety) and guidelines for a public project within the City of Bismarck.

What is the process to change?

Application/request from County, a new and/or updated survey and plat, site plan, review by planning staff of current zoning and proposed changes, submittal to Planning Board with planning department advocacy, final approval by City Commission.

Would County Engineering be involved with roads and access at MVCC?

Since the MVCC is within the city limits, City Engineering would have jurisdiction of all roads adjacent to the complex including East Main, Expressway and Midwest Drive.

How does previous denial affect the desire to make a change now?

With process followed and planning staff engagement working to support the change, the planning staff becomes an advocate for change and assists in making change. Previous denials would not be a concern to initiating the process.

Several other questions were raised and could not be answered at this time without MVCC discussion and addressing the County Commission engagement, development of a new plat, changes requested, proposed projects and developing a new site plan.

Chair Lcoe thanked Daniel for the great review of the PUD and P Public Zoning and the information for the committee to discuss and looked forward to discussing the zoning of the MVC.

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Item 4. Discussion of MVCC Budget Process.

Chair LaCoe asked Auditor Splonskowski for any update or information on the 2025 County Budgeting process and schedule he could provide the committee. Auditor Splonskowski reported the Commission has agreed to again have a Budget Committee of Commission and staff representatives to hear the budget request presentations from the county departments and committees. The budget meetings are being scheduled for June 25, 26, 27 and 28. Expected attendance for the MVCC Committee is expected to be Commissioner Munson, Chair LaCoe, Vice Chair Heim and Secretary Neu.

The Committee held general discussion of the 2024 budget of \$70,000 and what expectations would be for submitting the budget for the MVC in 2025. The overall goal of the budget would be for operations, planning, site plan development and infrastructure that will benefit the entire complex and current stakeholders. A greater discussion would need to be held by the MVCC in order to develop the budget proposal.

A question was raised on the availability of the Missouri Valley Complex Account which has a balance of over 5 million and generating interest such as access and availability of the funds, use, and can the funds be considered for projects. Auditor Splonskowski indicated that the fund is off budget and is at the discretion of the Commission to allocate funds from the account. A question was raised on the use of the interest of the account.

At this point in time, there has not been a plan for the fund use at the complex as there has not been a plan presented for the complex. The county Commission has utilized funds from the account in the past for balancing the budget and mill levy reductions.

It was the consensus of the committee that the budget process could clarify the use of the fund and develop a better understanding of the MVCC Fund and planning for future use.

Item 5 Stakeholder Presentation.

Chair LaCoe, recognized Burleigh Co Extension/4H, Tyler Kralicek and Marie Horning and Bismarck Park District, Kevin Klipfel as presenters.

Tyler provided the mission of Extension/4H as:

“to empower North Dakotans to improve their lives and communities through science-based education.”

Doing so in the following areas of work:

“Agriculture, Food and Nutrition, 4H, Family, Gardening and Horticulture, Leadership and Civic Engagement.”

4H in 2024 has membership of 336 including leaders. Up more than 100 members in the last year in 18 clubs. Archery, Static Exhibits, showing livestock, Horses, small animals, and service projects are key programs and offerings of 4H. The 2023 4H Achievement Days had 925 entries and 155 exhibitors as well 133 animals and 48 exhibitors.

4H future is to grow, expanding programs and delivery of programs, and utilizing technology

4H and Extension wish list for the future includes meeting rooms with capacity of 60 or greater, community kitchen, livestock building for showing and instruction as well 4H shows and education. Ability to provide education and showing of small animals, shooting range for expansion of archery, pellet guns and shotgun, concession stand, restrooms and gardens.

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Contact for information and program participation can be found at
NDSU.Burleigh.Extension@ndsu.edu.

Kevin Klipfel, Director of the Bismarck Park District briefed the committee on the current role of the Park District in providing some management services at the complex to the County as well as contracted maintenance and scheduling of the facilities including the rodeo grounds and community gardens.

Kevin provided an overview of the Joann Hetzel 4H Building, which the Park District owns after transferring the building to the Park District in 2021 by 4H, and the variety of activity/public use of the facility. The building is also the home for Extension and 4H. The overview included the number of events,(77 so far in 2024) and improvements the Park District has made to the building including the installation of a new playground.

The other significant offering to the public, managed by the Park District at the MVC, is the Community Garden. All total there are 130, 20x20 plots are available for rent.

Kevin felt the needs at the complex are a new message board, greater awareness of complex, storage, and additional parking.

Chair LaCoe thanked Tyler, Marie and Kevin for their informative presentations and increasing the awareness of activity at the Complex.

With no further business the next meeting of the MVCC is scheduled for Wednesday June 5th 12:00 noon, Tom Baker Room.

The meeting was adjourned.

Respectfully submitted.

Steven M Neu

Secretary

Missouri Valley Complex Committee
Minutes of Meeting
Wednesday June 5, 2024

Members Present: K LaCoe, A Heim, K Klipfel, M Horning, T Kralicek, M Hilzendeger, W Martineson, D Gawrylow, T Peters, Commissioner W Munson, Commissioner J Jeske, S Neu.

Members Absent: S Olson

Chair LaCoe called the meeting to order with quorum

Item 1. Approval of Minutes

Minutes of the May 14, 2024, MVCC meeting were presented for approval.

Motion by T Peters, seconded by D Gawrylow to approve the minutes as presented.

Motion was approved.

Item 2. Update and Briefing: Commissioner Munson

Commissioner Munson provided the committee with an update on the 2025 Burleigh County budget schedule, an overview and considerations of the preliminary budget of the MVCC and tentative schedule for presentation to the budget committee. The considerations for the 2025 budget were the ongoing general operations of the complex and planning needs to develop a new site plan for improvements to the complex. The planning consideration included contracting with a firm to provide site plan updating, new project considerations, complex and stakeholder needs.

A second consideration in developing the budget was funding and to request general revenues of the county or to request use of the Missouri Valley Complex Fund. Commissioner Munson would continue developing the 2025 Budget and update the committee at our next meeting.

Item 3. Update and Briefing: Commissioner Munson

Commissioner Munson briefed the committee on securing planning services for the Complex and a proposal from Swenson-Hagen and Company (who has previous site experience planning at the Complex) to update the site plan of the Complex to current position of development, city codes, flood plain mapping, utilities update, consideration of future projects and the current PUD zoning.

Commissioner Munson introduced Jason Petryszyn, of Swenson-Hagen who provided a overview of developing a proposal for a phased planning process to update the site plan to current position, engaging the committee in the planning process and development of new new improvement options at the complex. Commissioner Munson further briefed the committee on timeline for the proposal to be in and his thoughts on funding of the planning contract. An update would be provided at the next meeting.

The committee, in reference to funding, asked the status and past use of the Missouri Valley Complex Fund to better understand the development and use of the fund, revenues, interest earned and if the fund was a possibility for funding of the plan. Auditor Splonskowski was asked for

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Wednesday June 5, 2024

information and responded that he would have to research the fund to provide the answers to the committee and would do so for the next meeting.

A brief discussion was held on previous MVCC plans that had been developed including the most recent plan of 2017 and the review of the PUD zoning of the site as provided by City Planning. The consensus of the committee was the proposed planning by Swenson-Hagen was a good idea to review current conditions and use the complex as the base for a new updated site plan. It was also pointed out to the committee the 2017 plan was not officially adopted as the "Master Plan" for the complex and that no components of the 2017 Plan were adopted or approved for development. The current zoning is PUD, adopted in 2005, the existing development on site, and proposed development is the present position and starting point for development of the new site plan.

Item 4. Discussion on Current MVC PUD (Planned Unit Development) Zoning and Consideration of P (Public) Zoning Change

The committee discussed the presentation provided by City of Bismarck Planning Manager Daniel Nairn, and the consideration to begin the complex planning process in a direction to either develop the new site plan with continuing the PUD or with consideration to change the zoning to P (Public). Discussion considered the process to change the zoning and understood that the City Planning Department would be a key part of the process. Such a change request would also include approval of the Burleigh County Commission.

After discussion the committee felt the greatest opportunity and flexibility for future development would be to recommend a zoning change to Public and be a consideration in developing the updated site plan.

A motion was made by M Horning, seconded by W Martineson, that the MVCC Committee recommends and request that the zoning at the Missouri Valley Complex be changed from PUD to P and that the site plan development process includes this consideration. Motion was approved.

Item 5. Next Meeting

The next meeting of the MVCC is scheduled for Tuesday June 25, 12:00 noon. It was also noted the meeting would be held in the 1st Floor Conference room as the Tom Baker Room is booked.

Item 6. Meeting Adjourned.

A motion was made by A Heim, seconded by T Kralicek, to adjourn the meeting. Motion was approved.

Respectfully submitted
Steven M Neu, Secretary

Missouri Valley Complex Committee
Minutes of Meeting Held
June 25, 2024

Item 1. Meeting Called to order and rollcall

Members Present: LaCoe, Hiem, Klipfel, Kralicek, Horning, Olson, Martineson, Hilzendeger, Peters. Commissioner Munson, Commissioner Jeske

Members Absent: Gawrylow

Chair LaCoe called the meeting to order with quorum.

Item 2. Approval of Minutes of June 5, 2024, meeting.

The minutes were presented for consideration of approval. Motion by M Horning, seconded by T Peters to approve the minutes of June 5 as presented.

Motion was approved.

Item 3. Committee Briefing: Commissioner Munson.

Commissioner Munson provided the committee with updates and briefings on several items.

- 2025 MVCC Budget: The Budget presentation to the County Budget Committee will be on June 26th as the initial budget request and development for the 2025 Budget Introduction to the County Commission in July. Commissioner Munson informed the Committee that the 2025 budget request is for \$218,475 up from \$78,000 in 2024. The 2025 budget includes greater amounts in road and parking lot maintenance, snow removal and crack sealing that would have to be contracted in 2025 due to the County Roads Department no longer maintaining the complex roads.
- An update was provided on the proposal to update the complex plat from Swenson Hagen and provided a review of the proposal segments.
 - o Phase 1 - \$20,000 for plat review start, stakeholder and interested party's meetings. September-October
 - o Phase 2 - \$30,000 initiating plating process and plat development, review and moving to approval by planning dept, County Commission and Planning Board. 5-6 months.
 - o Phase 3 - \$130,000 site planning, infrastructure design-roads, water sewer, electrical and preparing for building site and improvements.

A recommendation to proceed would have to be formally made to the County Commission for approval as well funding.

The committee discussed the proposal and agreed that the importance of moving to P(Public) from PUD and to update the site to current position (last update 2013) that Phases I and II be considered in order for the MVCC to continue moving forward. Phase III would be part of project developments.

Missouri Valley Complex Committee

Minutes of Meeting Held

June 25, 2024

Phases I and II, and funding in the amount of \$50,000 was discussed and recommended for proposal to the County Commission with the funding to be from the Missouri Valley Complex Fund not from the tax dollar supported operating budget.

Motion was made by M Horning, seconded by A Heim that the MVCC request the County Commission approve Phases I and II of the Swenson Hagen Proposal for plat update, including rezoning to P(Public) and provide \$50,000 for the fee from the Missouri Valley Complex Fund.

Motion was approved.

The request will be made at the July 15 County Commission Meeting.

Discussion of Phase III would be held at a future meeting when projects are identified, and needs arise from the plat updating.

Item 4. Stakeholder Presentation: Equestrian and Ag Center

Julie Kuennen and Scott Flach, members of the Equestrian and Ag Center Committee provided an overview of the work that has been underway in the development of an Equestrian and Ag Center at the MVC. The committee was formed with the purpose to:

“promote the development of a premier public equestrian, agriculture and livestock facility for local, state, and national education, recreation, social, and recreation, social events and competitions on the Missouri Valley Complex.”

The facility is proposed to be located at the NE corner of the complex -east of Buckstop Junction and at the corner of Highway 10 and Midwest Drive. The site contains 40 + acres.

Julie and Scott provided a visual presentation detailing the history of the project development, facility components including size and vision for use, operation, management, benefits to the complex, shared facilities and complex opportunities. Julie and Scott also provided an overview of the research and survey work completed, revenues and expense projections, programming, outside organization interests, event development and complex enhancements in shared support facilities. The committee was also briefed on County Commission briefings, tourism development grant application and a 3rd party feasibility review of the project.

Additionally outdoor facilities were reviewed, including relocation of the outdoor rodeo arena, new support facilities, and a pony racetrack.

A preliminary site including access, campgrounds, parking lots, and floor plans were reviewed with the committee as developed in-kind by ENG Tech. More work would be done on project budgeting, partnership development, fundraising and funding.

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Minutes of Meeting Held
June 25, 2024

Item 6. Discussion of Meeting Schedule through December 2024.

A brief discussion was held on the meeting schedule through December 2024 and meetings scheduled two times. Due to the time available, the discussion will be moved to the next meeting.

Item 7. Next Meeting

The next meeting of the MVCC is scheduled for Wednesday July 17, 12:00 noon.

Item 8. Meeting Adjournment

Motion by M Horning, seconded by A Heim, the meeting be adjourned.
Motion was approved.

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Minutes of Meeting Held
August 6, 2024

Members Present: K LaCoe, A Heim, W Martineson, S Olson, T Peters, K Klipfel, M Hilzendeger,
M Horning, T Kralicek, D Gawrylow,
Commissioner Munson, Commissioner Jeske, Auditor Splonskowski, S Neu

The meeting was called to order by Chair LaCoe with quorum.

Item 1. Minutes of June 25, 2024

The minutes of June 25, 2024, were presented for approval. Motion by M Horning, seconded by T Peters that the minutes be approved as presented.
Motion was approved.

Item 2. Commissioner Munson Briefing.

Commissioner Munson provide the committee with a briefing on several items and reported as follows:

The Swenson Hagen Services Proposal, Phases 1 and 2 were approved at the July 15 County commission meeting with funding provided from the MVC Fund in the amount of \$50,000. The contract will be concept development with input from the MVC stakeholders and development of the replating of the complex from its current PUD to P Public. The Commission voted 4-0 to approve the contract. Commissioner Schwab was absent.

Commissioner Munson also provided an update on the MVC Budget for 2025 and the development process, introduction, schedule and the increase in budget for 2025 to provide the maintenance at the complex that is needed. Commissioner Munson also clarified to the committee that the MVC Budget is separate from the County Park Budget and would involve the Park District with service assistance and the ability to contract for services through the County Highway Department.

Commissioner Munson provided that the final approval of the budget was scheduled for September.

Item 3. Swenson Hagen Engineering Presentation

The presentation by Swenson Hagen was postponed to a later date.

Item 4. Overview of Missouri Valey Complex Fund.

Auditor Splonskowski provided a brief overview of the current position of the MVC Fund stating that the fund and corrected previous information that the fund is separate from the county's general fund and that the interest earned was dedicated back to the fund. Splonskowski reported that the balance is currently just over \$5.6 million and has earned just over \$65,000 in interest year to date.

Several questions were asked about the use and investments. No information was available at this time. It could be provided at a later meeting.

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Item 5. Use of the County Web Site.

Emergency Management and Web Page Manager Mary Senger provided the MVCC with information on access and the opportunity to utilize the County Website to provide information on their organization, programs and events. All member groups of the MVCC are welcome. Mary provided the link information for the web page – burleighco/mvcc. Committee members can contact Mary direct with questions and email information for posting to Mary at msenger@nd.gov.

Item 6. Discussion of staggered committee membership of stakeholder appointments.

A discussion was held on the current membership of the MVCC and the staggering or appointment term of the stakeholder appointments. The citizen appointees, as appointed by the County Commission have a set staggering as originally appointed and will follow the current appointment schedule of the county.

It was pointed out that the stakeholders were provided the ability to make their appointment separate from the Commission appointments, but the term was not defined. After discussion the following proposal was put forward to clarify terms of stakeholder appointments to the MVCC.

- Anniversary Date of the MVCC would be established as April of each year. April 2024 was the first official meeting of the MVCC.

- The MVCC Stakeholders would reappoint or make a new appointment annually, by the April meeting.

- The MVCC would hold election of officers and other appointments at the April meeting.

- The County Commission and Bismarck Park District would appoint their Board Liaison as part of their appointment/portfolio Board appointment practice.

- County Citizen appointments would follow County appointment schedule as established for County Boards and Commissions.

Motion was made by M Horning, seconded by A Heim to adopt the clarification of MVCC committee appointments and annual reorganization.

Motion was approved.

Item 7. Review of Meeting Schedule through December 2024.

The original meeting schedule was developed with meeting 2 times per month and as the committee has developed it was felt that meeting one time per month was adequate.

The meeting schedule for the remainder of the year was recommended as follows.

September 17, 12:00 Noon

October 8, 12:00 Noon

November 19, 12:00 Noon

December 10, 12:00 Noon

By consensus the meeting schedule was accepted through December 2024, with one meeting per month. No changes were made to the original schedule. All meetings would be held at the Tom Baker Room unless changed by the MVCC.

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Item 8. Consideration of MVC on site meeting.

Committee member M Horning asked if there was interest in holding the September meeting at the MVC, at the Extension/4H office, conference room with opportunity see first had the location and operations and the grounds.

The Committee agreed to move the September 17 meeting to The Extension/4H office-conference room.

Committee members M Hilzendeger and W Martineson invited the committee to Buckstop Junction for the October meeting. The meeting would be held in the Hotel.

The committee agreed to hold the October meeting at Buckstop Junction.

With no further business the meeting was adjourned.

Respectfully Submitted

Steven M Neu, Secretary

Missouri Valley Complex Committee
(MVCC)
Minutes of Meeting Held
September 17, 2024

Meeting was called to order and roll taken.

Members Present: K Laco, A Heim, W Martineson, K Klipfel, M Hilzendeger, M Horning, T Kralicek, T Peters, S Olson, Commissioner Munson, Commissioner Jeske, S Neu and Commissioner Jeske

Members Absent: D Gawrylow

Guest: D Meyers, BPRD, Josh Retzer

Item 1. Minutes of August 6, Meeting.

Minutes were presented for approval. One Item of correction was provided within Item 6 to clarify the term schedule for stakeholder appointments. M Horning offered clarification that stakeholder appointments **follow the Burleigh County Commission appointment schedule.**

Motion was made by M Horning, seconded by M Hilsendeger to approve the minutes with amendment.

Item 2. Commissioner Munson Briefing.

Commissioner Munson provided an update of the budget development and approved with introduction of the final County Budget for 2025 in the amount of \$189,400. The breakdown provided was \$9400 for Utilities, \$61925 for Park District Contracted Services, \$15,000 for supplies, and \$2000 for general complex needs.

No new detailed information was provided on the Missouri Valley Complex Fund. Commissioner Munson reported again a balance of \$5,696,279 and that it was in a long-term investment up to 15 years. No exact interest rate of terms was provided. The Committee remained interested in a detailed historical review of the account from its inception including revenues, interest earned and expenditures. Commissioner Munson indicated he would work on the summary with the County Finance Director.

It was suggested that the MVC Account summary be placed on the agenda of the next meeting.

Commissioner Munson introduced Josh Retzer, who had contacted the Park District regarding use of the existing dirt car track for the start of a youth (age 8-15) racing program. Josh explained his interests and the conflicts with youth and adult racing at the current track in starting the new program. Josh indicated that he is in the preliminary stage of development of the programs framework and offerings and was interested in knowing the possibility of using the track, upgrading needs and community interest. Josh again pointed out the program interest was in youth and not adult racing.

Josh was introduced to Scott Olson, committee member with the same interest in redeveloping the tract in the interest of a youth car racing program. With interest of supporting such an effort along

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with current interests it was suggested that Scott and Josh discuss developing a concept and framework of the program and track needs and report back to the committee.

Item 3. Rezoning and Platting Discussion – Swenson Hagen Engineering.

Commissioner Munson introduced Jason Petryszyn of Swenson Hagen Engineering to provide the committee with an overview of the rezoning of the platting process for the Missouri Valley Complex. Jason provided an update on scheduling and general steps of review with City Planning and Department Heads and a preliminary timeline. Jason indicated that the group and individual members would need to provide their vision and dreams for the complex, to define projects that are allowed in Public zoning, common facilities and needs of utilities and infrastructure in developing the final plat. Rezoning is the initial stage of the process a plat will be required indicating common needs. It was discussed that we would not be developing a new master/concept plan but a plan that provides for future project development with agreed to common services and utilities agreed to by the City and City Planning Board.

Jason, thanks the committee for their time and looked forward to future discussion with the Committee and beginning the process with initial conversations with the city planning review committee.

With no additional business the meeting was adjourned.

Respectfully submitted.

Steven M Neu, Secretary

Missouri Valley Complex Committee
(MVCC)
Minutes of Meeting Held
October 29, 2024

Members Present: K LaCoe, W Martineson, K Klipfel, M Hilzendeger, M Horning, T Kralicek, T Peters, S Olson, D Gwrylow,

Absent: A Heim, Commissioner Munson, Commissioner Jeske

Guests: Swenson Hagen - Jason Petryszyn and Landon Niemiller

Chair LaCoe called the meeting to order with quorum.

Item 1. Approval of Minutes.

The minutes of the September 17, 2024, meeting was presented for approval. Motion by M Horning, seconded by W Martineson the minutes be approved as presented. Motion Approved

Item 2. Commissioner Briefing.

With Commissioner Munson not in attendance, there was no briefing provided.

Item 3. Update and Discussion on Missouri Valley Complex Fund.

With no update and no additional input from Auditor Mark Splonskowski since our meeting in September and with time commitment to the election there was no information provided to the committee on the Missouri Valley Complex Fund.

Chair LaCoe requested that this topic be continued on the agenda in November and if no response is received or information received on the fund, the MVCC considers an open records request. It is felt that the MVC Fund information is vital to better understand the fund the history and resources available for the complex.

A question was raised to why there is such a problem in getting the information requested and if an open records request was the appropriate way to seek the information. Wouldn't it be better if a direct contact was again made with the auditor?

There was no final decision made for an open records request or best method to secure the information. . The topic for the request would be added to the November agenda.

Item 4. Update and Review of Rezoning of Missouri Valley Complex.

Jason Petryszyn with Swenson Hagen provided the committee with an update on the rezoning of the Missouri Valley Complex. Jason provided a summary of the Oct 9 Pre-Application meeting with the City of Bismarck Community Development office and staff planning committee to begin the rezoning and replating process. The objective to change the current zoning from PUD to P Public was received with interest by the planning committee.

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Jason updated the committee on the discussions and reviewed the opportunities and advantages of the P zoning over the PUD with one plat in common without individual lots. The other lots that would be identified because of other ownership and use would be the City of Bismarck lift station, State of North Dakota bridge and drainage lot off Expressway and the Burleigh County Detention Center lot set aside by the Burleigh/Morton County Detention Center development. These lots would be identified individually on the plat as part of the P Public zoning.

Steps to complete in the zoning process will be securing signatures of all the owners identified as party to the rezoning, submittal to the City of Bismarck, County Commission and City Planning Board for approval.

Jason also reviewed the platting of the site as step two that can begin simultaneously with the zoning and the major platting elements will include updates on all utilities on site both public and private, right of ways, easements, roadways, and development sites in existence which are currently described as lease lots. Zoning to P Public will allow the discussion of future operations and development with the County as agreements rather than leases. Additional platting elements will include the new roadways, new utility corridors for water, sewers, natural gas, electricity and service to development areas. Additionally, discussion and recommendations would need to be held by the committee on suggesting private or public roadways and utilities. The pros and cons would need to be addressed for costs of initial development, ownership and operations and long-term maintenance and repairs.

With several questions raised relating to the platting of the site operations and the need for additional discussion on the topics provided that could not be answered at this meeting and more research needed, it was recommended that the committee begin thinking about the platting questions along with the operations of the complex and hold a work session to begin the discussion.

With the time for our meeting in the Tom Baker Room, due to another meeting scheduled at 1:00, Chair LaCoe agreed with the suggestion to hold a work session on the topics soon to keep the rezoning on schedule.

Chair Lacoe thanks Jason for the update and information and adjourned the meeting.

Next Meeting : November 19, 12:00 noon – Tom Baker Room

Respectfully submitted.

Steven M Neu, Secretary

Missouri Valley Complex Committee
(MVCC)
Minutes of Meeting Held
November 19, 2024

Members Present: K LaCoe, W Martineson, M Hilzendeger, M Horning, T Peters, S Olson,
Commissioner Munson

Members online: T Kralicek, D Gawrylow

Members Absent: A Heim, K Klipfel, J Jeske

The meeting was called to order with quorum.

Item 1. Minutes of October 29, 2024, Meeting.

The minutes of October 29 were presented for consideration of approval. Motion by M Horning, seconded by W Martineson that the minutes be approved as presented. Motion was Approved.

Item 2. Commissioner Munson Briefing.

Commissioner Munson provided an overview of the County Commission action at the November 18 meeting approving signature and proceeding with the rezoning and platting of the Missouri Valley Complex and the moving forward by Swenson Hagen Engineering in the process. He further expressed appreciation of the overview provided at the October meeting by Swenson Hagen.

Commissioner Munson gave a brief update on researching the Missouri Valley Complex Fund by the Auditors office and that no new information was available as of this meeting. Commissioner Munson was optimistic that additional information would be available in the future with reviews of the account for balance, interest and term of investments.

Commissioner Munson provided an overview of the appointments to the committee and that both Commission appointments, staggered terms, and stakeholders annual appointments would officially begin January 1, 2025. This is due to the committee officially beginning March of 2024 and to coincide with the County Commission appointment schedule. A new list with names and terms would need to be submitted to County Auditor for publication on County Web site.

S Neu would provide the updated roster.

Item 3. Update and Review of Zoning and Platting

There was no representation from Swenson Hagen available to attend the meeting and provide an update. S Neu informed the committee that he had a conversation with Jason and followed up on the discussion from the October meeting on the topic of planning involvement of the committee in developing the plat with the focus to be on the infrastructure need to support future development and enhance current organizations. The discussion was centered on planning the utility needs, roadways, parking lots and other public infrastructure at the complex for the stakeholders to improve their offerings and develop new opportunities. Additionally, the planning meeting would begin discussions on funding of infrastructure. This discussion would be to focus on whether utilities and roadways should be developed and operated "privately" by the organizations at the complex and maintained by the complex stakeholders. Or as "public improvements" to be developed with public funding which would provide for long term ownership, operation and maintenance by the complex owner as the public entity. The

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planning meeting would be important according to Jason to define direction of big picture development for City Planning discussions of the plat for final submittal to the City and Planning Board and for a presentation to the County Commission.

Chair LaCoe proposed, based on availability of Swenson Hagen, a planning meeting be scheduled for December 3rd with the sole purpose of discussion the planning of the infrastructure and development of the plat not individual dreams and desires as previously discussed. The discussion would also develop a recommendation for Swenson Hagen on private or public utility development.

Further Chair LaCoe suggested that with a previous invitation from Missy to meet at Buckstop Junction at the Lewis and Clark Hotel. Time would be 6:00 pm.

The Committee agreed to hold our December meeting on December 3rd at 6:00 pm at the Lewis and Clark Hotel as a working session.

S Neu would send out a reminder for the meeting.

With no additional business the meeting was adjourned.

Respectfully Submitted,
Steven M Neu, Secretary

Missouri Valley Complex Committee
(MVCC)
Minutes of Meeting Held
December 3, 2024

Members Present: K LaCoe, A Heim, K Klipfel, T Peters, S Olson, M Hilzendeger, W Martineson,
D Gawrylow, M Horning, T Kralicek
Commissioner Munson

Members Absent: J Jeske

The meeting was called to order with quorum.

Item 1. Commissioner Munson Briefing.

Commissioner Munson provided the committee with an update on progress of reviewing the Missouri Valley Complex Fund and that no new information was available at this time. The history of the fund is in 3 accounting systems, handwritten, computer system 1 and system 2. The information is there, it will take some time to put it all together. Commissioner Munson felt that Auditor Splonskowski now understands the information being sought (history, fund balance, expenditures, interest earned on account and investment of funds) by the committee, and it would be developed.

Item 2 Update on Missouri Valley Complex Rezoning

Jason Petryzyn – Swenson Hagen provided the committee with an update and overview of activity to date with parties involved with the zoning of the MVC and would be signature to the rezoning. They included the City of Bismarck, State of North Dakota and Burleigh County/Detention Center. All parties had been met with and agreed to be part of the zoning change to include signers to the application and final plat. All parties have an interest in the property and this action will insure all are engaged.

Jason provided an overview of the timeline and meeting sequences to move forward with the zoning and platting and the parties that will be met with. The schedule was provided to keep the committee aware of the total time it will take to complete the zoning and plating process with the City Planning Department and Planning Board. It is scheduled to be completed by mid-June 2025.

The schedule was outlined as follows:

Zoning

Submit Application	December 20, 2024
Staff Review	January 6, 2025
Planning and Zoning Commission (Consent Agenda)	January 22, 2025
Planning and Zoning Commission (Public Hearing)	February 26, 2025
City Commission (Consent Agenda)	March 11, 2025
City Commission (Public Hearing)	March 25, 2025

Platting

Submit SM-04 (Storm Water Scoping Form)	February 5, 2025
Pre-Application Meeting	February 12, 2025
Submit Preliminary Plat	February 21, 2025
Staff Review(Preliminary Plat)	March 10, 2025

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Submit Final Plat	March 21, 2025
Planning and Zoning Commission (Consent Agenda)	March 26, 2025
Staff Review (Final Plat)	April 7, 2025
Planning and Zoning Commission (Public Hearing)	April 23, 2025
City Commission (Consent Agenda)	May 13, 2025
City Commission (Public Hearing)	June 10, 2025

Zoning and Platting Completed

Jason provided a review of the schedule, the sequencing and the coordination of the zoning and the platting. The timeline is set by the meeting schedules and requirements of the planning department and the development of both rezoning and platting.

Jason provided an overview of the process and reviews by Swenson Hagen that are underway including current and past easements, utilities, building restrictions, existing water and sewer, roadway platted and not platted, access, parking, as well as topography for development, stormwater planning and floodplain/floodways, current uses, leases, developments, leases and right-a-ways. This research assists with developing the plat for review, approval and developable locations.

The major topic of committee discussion was to determine the best approach (private or public) and provide a recommendation to Swenson Hagen as they develop the infrastructure on the site. This the infrastructure included roads, water, sewer lines, electrical routing and parking. The development of this infrastructure required a recommendation to Swenson Hagen to definitively provide city planning with a direction of development desired. It had been discussed to develop and maintain the infrastructure (streets, road, streets, water, sewer) “privately” by the complex users or “public” involving public funding for development, future maintenance and petitioning the city for development as other similar developments in the city.

The committee had a lengthy in-depth discussion on the options of private and public infrastructure development, funding, ability of user groups to fund such development, user groups ability to pay for infrastructure and sustain operations, managing and management and of roads, water and sewer lines, the costs, standards of development, and providing public access within the complex. Either option taken, all development would still be reviewed, approved, denied or changed by city planning since the complex is within the city limits and jurisdiction. Major considerations were adhering to current City policies of infrastructure and road developments, the viability and sustaining the complex as a public facility, consistent development of the Complex, preparing for future development, and the stakeholder’s ability to operate. Funding of public infrastructure would require public tax dollars (county general budget or county wide assessment of an improvement district) and a conversation with the County Commission as the plat is developed.

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With the conclusion of discussion and to provide a direction to Swenson Hagen, a motion was made by M Horning, seconded by T Peters to provide Swenson Hagen with a direction to proceed with the plat development of Missouri Valley Complex infrastructure as publicly developed. Motion was approved.

Item 4. Discussion: Leases, Operating and Development Agreements.

Due to time constraints a brief discussion was held on reviewing current leases, future adjustments and operations and development at the Complex. It was felt a discussion would be necessary to review current leases and operations, and considerations of future operations, ownership and development within a publicly County owned facility such as the Complex. It was suggested at our next meeting to begin review with some current examples used by the Park District with use groups on public park land and in facilities.

Item 4 Discussion of 2025 Meeting Schedule

A brief discussion was held on the meeting schedule for 2025 with consensus to look at consistent day of meeting, Wednesdays in the third week of the month at 12:00 noon, and stay at Tom Baker Room. Chair LaCoe asked S Neu to work with the County Auditor to schedule meeting dates for 2025.

Chair LaCoe thanked Missy and Wayne for hosting the meeting at Buckstop Junction and appreciated the opportunity to meet at the hotel.

With no additional business, the meeting wa adjourned.

Respectfully submitted.
Steven Neu, Secretary.