

Missouri Valley Complex Committee  
(MVCC)  
Minutes of Meeting Held  
January 22, 2025

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

Members Absent: A Heim

Item 1. Meeting Called to Order:

Chair LaCoe called the meeting to order with quorum.

Item 2. Approval of Minutes.

The minutes of November 18, and December 3, 2024, meetings were presented for approval. Motion by M Horning, seconded by T Peters that the minutes of November 18 and December 3 be approved as presented.  
Motion was approved.

Item 3. Commissioner Munson Briefing.

Commissioner Munson advised the committee that he had no specific briefings of any Commission action related to the MVC and deferred comment on the MVC zoning and plating to Landon with Swenson Hagen. Commissioner Munson also informed the Committee that no updated information has been received on the MVC Fund.

The question from the committee was asked, since there was again no MVC Fund information, if it was time to make a formal request for the information and to who the request should be made to. The previous requests have been a verbal to Auditor Splonskowski and a general report was received that did not fully explain the fund other than the current balance and broad investment summary. There was no detail provided on history, revenues, expenditures or fund usage.

The question was again asked who a formal request should be made to. Auditor Splonskowski or to the Commission? Is it time to ask for information with a "opens records request"?

Commissioner Munson explained that the current fund information is in the new accounting system and this is the third accounting system with the fund start being long hand. The committee recognized receiving the earlier report in 2024, but greater detail is wanted of the fund history, the sources of revenue, expenditures, investments and balance to understand what funds are available to the development of the complex.

The committee further discussed developing a formal written request to include a written open records request.

A motion was made by D Gawrylow seconded by M Hilzendeger to formally request a summary of the MVC Fund and address the request to the County Commission.

As the request was discussed, Commissioner Munson asked that the request be directed to him as the portfolio holder and that the request be written very specifically for the information requested and utilize information available on the current computer software.

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Discussion by the committee was held and agreed to address the request to Commissioner Munson and not ask for an open records request. It was felt that an open record request was not necessary since the committee is a committee of the County and this information should be available to the committee. The information is in line with the objectives of the committee in performing its duties and responsibilities as a county appointed committee.

The request was reviewed by Chair LaCoe that on behalf of the committee, a formal request be made to Commissioner Munson to provide an overview of the MVC Fund utilizing the information available in the current software utilized by the County. The information requested would be to provide the MVC Fund summary, not the MVC Operating Budget, and that additional historical information may be needed with review of past accounting programs and minutes.

The Committee agreed to the information request and agreed to Chair LaCoe and S Neu working with Commissioner Munson.

The original motion was withdrawn.

Item 4. Update on MVC Zoning and Platting Development

Landon Niemiller, Swenson Hagen Engineering updated the committee that the rezoning change was approved for public hearing at the January 22 Planning Board and moved to their regular agenda on February 26<sup>th</sup>.

Landon also briefed the committee on the plat work underway with preliminary drawings and conversations with the City Planning Department. The plat work is underway with identification of roadways, utilities, easements, stormwater management and use areas.

Landon felt a first look at the plat will be available for the MVCC meeting in February.

Item 5. Discussion on Site Development and Operating Agreements

K Klipfel provided the Committee with an overview and summary of several examples of development and operating agreements used by the park district with organizations, and boards for both park district owned and not owned properties. The examples provided information on facility use, operation and development, maintenance and management (McDowell Dam) and maintenance, operation, development and management (Missouri Valley Complex).

K Klipfel reviewed the agreements as examples for the committee members to look at as possibilities for future operating discussions as replacements of current leases of operation at the complex and for future discussions.

Item 6. Discussion on Developing and Update Presentation to the County Commission

The Committee discussed the opportunity to update the County Commission with activity and schedule of rezoning, plat development to include the recommendation of public road and utility development and project development opportunities. The presentation would also be an opportunity to update the Commission on the events and activities of the past year and planned for 2025.

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The presentation date proposed is March 3<sup>rd</sup>, which also fits with the Planning Board schedule. This date also fits the Planning Board Schedule if any adjustments or changes had to be made to the plat after review of the Commission and before action by the City Commission.

The idea of a County Commission presentation was felt to be a good idea. Chair LaCoe would work with Commissioner Munson to prepare for the presentation with help from Swenson Hagen and committee members.

Item 7. Review of MVCC 2025 Roster, Contact List and 2025 Meeting Schedule.

Chair LaCoe reviewed the committee roster and contact list along with the meeting schedule for 2025. The meeting schedule was reviewed by the County Auditor and has been scheduled for the Tom Baker Room.

With no comments or changes the roster, the contact list and meeting schedule was agreed to.

Item 8. Next Meeting.

The next meeting of the MVCC is scheduled for Wednesday February 19 – 12:00 noon in the Tom Baker Room.

Respectfully submitted.

Steven M Neu, Secretary

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

Others: L Niemiller (Swenson Hagen) Commissioner Munson, Commissioner Jeske  
Auditor Splonskowski

Members Absent: None

Item 1. Meeting Called to Order

Vice Chair Heim called the meeting together with quorum.

Item 2. Approval of January 22, 2025, Minutes

Minutes were presented for January 22, 2025, meeting for approval.

Motion by M Horning, seconded by T Peters to approve the minutes as presented.

Motion was approved.

Item 3. Commissioner Munson Briefing

Commissioner Munson addressed the committee and would defer comments to during or after presentations being made by Swenson Hagen on the zoning and plating of the complex and the review of the Missouri Valley Complex Fund by Auditor Splonskowski.

Item 4. Swenson Hagen Update on Missouri Valley Complex Rezoning and Platting.

Landon Niemiller, of Swenson Hagen provided an update on the status of the rezoning of the complex and the new date of public hearing before the City Commission had been moved to March 26. The change was due to the State of ND determining that their signature on the plat would have to be the Dept of Corrections not the Dept of Transportation. Securing the signature was in process and would be completed. Landon felt even though the date had changed the schedule was still good for the submission of the preliminary plat and final approval of the changes.

Landon provided the committee with copies of the preliminary plating of the complex with road layouts, road corridors utilizing the existing roadways and assess points on major roadways, internal flow, identification of utilities and easements, storm water ponds, floodplain and floodways. The drawings also provided the identification of existing development sites and future project sites, common areas serving existing developments such as parking, campgrounds and other public use areas.

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Several questions were asked regarding road development, parking requirement and parking needs, filling wetlands and flood plains, verification of existing uses, proposed projects and future developments, and if all existing utilities were identified including the new city sewer line development was on the plan. Discussion was held on the road system and parking lots regarding the requirements for development including gravel, asphalt, city or rural section and widths. Landon reminded the committee that final decisions would be determined as final road plans and common facilities are developed for the respective areas with city planning and project permitting. The Committee was reminded that the complex is within the city limits and under city building codes.

At this point in the plat development it is about identifying use considerations, that are allowed in P Public Zoning and reviewed with City Planning. With internal approval, the plat is moved to the Planning Commission for approval to submit for public hearing by the City Commission. Individual project development will further develop the requirement in the interest of use, public needs and meeting city policy and zoning requirements.

Landon asked for any comments and concerns on the plat development by the next meeting of the MVCC as changes could still be made prior to submittal to City Planning and presentation to the Planning Commission.

It was requested that all comments and questions be submitted to Secretary Neu for compilation and forwarding to Landon to be addressed by our March meeting and prior to the April 7 County Commission meeting presentation and update.

Item 5. Auditor Splonskowski Review of Missouri Valley Complex Fund.

At the request of Commissioner Munson and the MVCC, Auditor Mark Splonskowski provided the committee with an overview of the MVC Fund by providing Fiscal Year End Balances for the years 2016 through 2024. The individual year end reports provided an overview of the activity of the MVC Fund that included identified interest earned, receipts, expenses including transfers, the fiscal position at year end and ending balances. A 60-page transactions report was also provided for the years 2016 through 2024. The report is available to committee members, if interested, by contacting Secretary Neu.

Auditor Splonskowski began with the overview in the FY 2017 that indicated an ending balance of \$7.7 million. Down from a 2016 ending balance of \$8,825,000. Additionally, Splonskowski reviewed the balance sheets adjustments made from beginning budget amount to actual year end for all accounts. He also indicated and summarized the positive and negative positions of the line items for the FY reports.

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A note was made that beginning in 2017 the complex operating budget was part of the balance sheets.

Several questions were asked of Auditor Splonskowski about the structure of the funds to include the operating budget, interest generated by the fund investments, investments and where all revenues were generated.

There was some difficulty in following the structure and the transactions the suggestion was made to develop a flow chart or graph the fund identifying the revenues, investments, expenses and transfers to better explain and understand the operations of the fund.

Auditor Splonskowski was asked to explain the large drops in fund balances from \$8.8 million in 2016 to \$5.4 million in 2024. Auditor Splonskowski explained that the County Commission budgeted (allocated) funds and then transferred more than \$500,000 for several years and a \$1 million transfer to offset and reduce the number of mills levied for the budget years. Additionally in 2024, \$111,000 was transferred from interest earned to the Highway Department for purchase of gravel.

Auditor Splonskowski was asked to address the note describing funds to be “restricted for culture and recreation” and was further asked if there was a commission policy of the use of funds from a “restricted” line item? A second question was asked if there other accounts within the county that were identified in the same way? Auditor Splonskowski’s responded that he was not aware of any policy on the use of restricted funds such as noted within the MVC Fund and that unless the funds came from a specific dedicated mill or grant the Commission had, in his understanding, the authority to utilize the fund for the purposes of the county.

As discussion concluded, Vice Chair Heim pointed out that this discussion could go on for some time and that additional information is needed and suggested appointing a 3 person committee to work with Auditor Splonskowski to review the fund further.

Auditor Splonskowski was asked if he would be able to put together the graphics and chart to show the activity of the fund for possible review at our next meeting in March. Auditor Splonskowski felt he could get the information prepared and welcomed the opportunity to further develop the information with the committee.

The subcommittee idea was discussed further, but no action was taken on its creation at this time in order to answer the questions on the fund and address the suggestions made.

The committee idea was tabled.

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Vice Chair Heim thanked Auditor Splonskowski for the time and looked forward to additional research and discussion.

Item 6. Discussion of Briefing the County Commission – April 7, 2025

Secretary Neu briefed the committee members that the topic was placed on the agenda to discuss the preparation for a proposed briefing, update and develop formal requests the committee would bring to the County Commission for consideration.

The timing of the meeting on April 7<sup>th</sup> is important to continue moving forward with step two of rezoning and platting of the complex. The zoning and platting update would be provided. The zoning will be approved prior to the meeting. The preliminary plat would be presented by Swenson Hagen to the Commission for comment. Presenting of the plat would also include the MVCC's motion to request development of the roads, infrastructure and utilities as public improvements not developed by the use groups. So, looking at the timing of the zoning and moving the plat to the Planning Commission, the meeting with the County is important for their input and maintaining the schedule.

The briefing would also provide an opportunity for the committee to review the use and development thoughts and an opportunity to review the new developments such as revitalization of the track area, support facilities, the fair and festival grounds and the Equestrian Center. The Committee would have the opportunity to request approvals to move forward with planning and begin developing their project scope, funding and operations. This could also include approval to submit for project grants through the county.

After discussion it was requested that Secretary Neu develop an outline for the presentation and action items for discussion at the March meeting.

Item 7 Other Business.

Next Meeting – Wednesday March 19, 2025

The meeting was adjourned.

Respectfully Submitted  
Steven M Neu - Secretary