

# Missouri Valley Complex Committee

## Agenda

MVCC Committee Meeting  
Tuesday April 23, 2024- 12:00 noon  
Tom Baker Room

Presiding: Commissioner Wayne Munson, Burleigh County Commission

- Item 1. Welcome and Introductions of Committee Members
  
- Item 2. Overview of MVCC  
Formation and Purpose  
Tasks and Responsibilities  
  
Discussion
  
- Item 3. Election and seating of MVCC Officers  
Chair, Vice Chair, Secretary/Coordinator
  
- Item 4. Seating of MVCC Chair
  
- Item 4A. Presiding – MVCC Chair
  
- Item 5. MVCC Discussion
  - Structure and Accountability
  - Relationship to County Commission
  - Meeting Protocol
  - Review of Current Leases and Use Agreements
  - MVCC Coordination
  - Development of Burleigh County Web Site and MVCC Meeting Schedule
  
- Item 8. Stakeholder Update – Buck Stop Junction
  
- Item 9. Next Meeting
  
- Item 10. Meeting Adjourned





## Missouri Valley Complex Committee

The Missouri Valley Complex Committee formation was further clarified with the Burleigh County Commissioners and the following structure and operations were agreed to and approved on February 5, 2024, by the Commission.

The items for presentation and discussion are as follows:

### **Committee member compensation:**

- **The committee is a non-compensated committee.**

**The membership of the Missouri Valley Complex Committee be established as follows:**

**The Committee establishment would be an eleven (11) member committee.**

- Eight (8) members appointed by the stakeholder groups and three (3) residents of Burleigh County appointed by the Burleigh County Commission.

### **Stakeholder Membership:**

- The eight stakeholders are identified as those organizations who are operating by lease, facility ownership, with current program/event interest and with present development interests appoint one member each to the committee as their representative to the MVCC.
- The eight-stake holder members are not subject to application for review or individual appointment approval by the County Commission.

Reason: as stakeholder appointees they are representatives of their organization and following the practice of other agencies/organization appointed representatives to joint Boards, Committees and Commissions.

- The identified stakeholder groups of the Committee are as follows:

Buckstop Junction	Jr/Sr High Rodeo
Motor Cross	Stock Car Club
Equestrian/Ag Center	Extension Service
4H Council	Park District

## Missouri Valley Complex Committee

### **Burleigh County Resident Committee Appointments.**

- Three (3) committee members will be residents of Burleigh County and appointed by the Burleigh County Commission.
- The appointment process of the resident members is proposed to follow the current application practice of Burleigh County with a written application to serve submitted to the County Auditor and forwarded to the Commission for review and approval for appointment. The initial appointments will be for a 2, 3 and 4-year term.

### **Two (2) Board Liaison (Non-Voting) Members**

- The Burleigh County Commission liaison member would be the County Commissioner who holds the Missouri Valley Complex within their portfolio.
- The Bismarck Park Board Commissioner liaison member would be the Commissioner who holds the Missouri Valley Complex within their portfolio.

### **Administrative Support**

- The committee would engage as seen necessary Administrative Support from interested individuals and organizations to provide meeting scheduling agenda and notices, minutes, coordination of research and development and liaison relations.
- Administrative Support is not provided committee membership or voting privileges.

### **Item 3: Organization Chart**

- A Draft Organization Chart is provided indicating the committee membership and lines of responsibilities, relationships, and term considerations.

### **Item 4: Request for Commissioner Liaison Appointment.**

- The appointment of Commissioner Wayne Monson as Burleigh County Commission Liaison to the Missouri Valley Complex Committee was approved.

## Missouri Valley Complex Committee

### **Item 5: Discuss relationship of Committee to Burleigh County Staff and Resources.**

- The Committee has been provided permission to contact and work with county staff as an example County Auditor, County Engineer, Sheriff, and States Attorney when needs arise for such items as access to records and leases at the Complex, meeting scheduling, web site management, budget information for annual budget development, copies, insurance, contracts, planning, and history.
- The Committee has been granted permission to seek outside financial resources to support the operation, development and improvements at the Complex including grants and private fundraising.
- The Committee has been granted permission to seek new events and community offerings at the Complex.

# Missouri Valley Complex Committee

## **Action of establishment:**

The “Missouri Valley Complex Committee” (approved by Burleigh County Commission January 17, 2024) is established as a management, complex operation, and development oversight committee responsible to the Burleigh County Commission for the Missouri Valley Complex (MVCC).

## **Purpose:**

The establishment of the MVCC is to formally engage representatives of the organizations currently operating by lease, facility ownership and with program and development interest at the Missouri Valley Complex for the purpose of complex management and programming, site and facility improvements, and operations.

The MVCC may establish committees to develop projects and events in the interest of the Missouri Valley Complex, Burleigh County Commission, and community.

## **Membership:**

The membership of the MVCC includes: Buckstop Junction, Motor Cross, County Extension, 4H, HS/JR High Rodeo Club, Equestrian and Ag Center, Stock Car Club, the Bismarck Park District and 3 Burleigh County Commission appointees. The appointees shall be residents of Burleigh County.

The MVCC will be established as an 11-member management committee.

The MVCC will also include one non-voting liaison member from the Burleigh County Commission and Bismarck Park Board.

## **Tasks and Responsibilities:**

### **The tasks and responsibilities of the MVCC are:**

To develop and establish management and broad operating policies for planning, operating and project budgeting, and improvement plans for the Missouri Valley Complex within the policies of the Burleigh County Commission.

To ensure the organizations operating on the complex and those events held at the complex operate within the policies and interest of the Complex and Burleigh County Commission.

To develop an annual complex operating plan and budget for presentation to the County Commission to include programming schedule, event development and capital improvements.

To develop an annual complex operating and event report to the County Commission and public.

To provide oversight of complex planning and project review, engage operating and management services and professional services.

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To support the events and efforts of the membership at the Complex.

To provide oversight and review of leases and easements and make recommendations to County Commission.

To provide oversight of complex operation and management leases, event contracts and operations compliance.

To seek outside funding sources, grants and provide fundraising support individually and jointly.

To provide review of project development.

To assist in the review and development of new programs, events, fairs, and festivals at the complex, and,

To operate within policies and procedures of Burleigh County and be afforded access to resources available through the County Commission.

To meet at a minimum bi-monthly or at the call of the Chair with minutes and all meetings recorded.

To hold meetings at the Tom Baker Room in the interest of the public and broadcast all meetings on Dakota Media Access TV when possible. (In the event the Tom Baker Room is not available the meeting shall be recorded in the next available manner.)



## **2024 meeting schedule for the Missouri Valley Complex Committee**

April 23

May 14

June 5 (Wed)

June 25

July 17 (Wed)

August 6

August 27

September 17

October 8

October 30 (Wed)

November 19

December 10

December 31