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**IRON ORE HERITAGE RECREATION AUTHORITY**

**BOARD MEETING MINUTES**

**of OCTOBER 24, 2018**

DRAFT AGENDA

1. ROLL CALL - Don Britton, Chocolay; Nick Leach, Marquette; ;Glenn Johnson, Marquette Township; Al Reynolds, Negaunee Township; Jim Thomas, Negaunee; Larry Bussone, Ishpeming; Dawn Hoffman, Tilden Township; Jim Brennan, Republic Township
Excused absence: Lauren Luce, Marquette County;
Guests: Kathy Peters, Marquette Township; Rob Katona, DNR
Staff: Carol Fulsher
2. PUBLIC COMMENT ( Agenda Items – Limit to three minutes) – No public comments
3. APPROVAL OF CONSENT AGENDA - **Hoffman motioned to accept consent agenda as presented in packet, Britton seconded motion.** Consent agenda included September meeting minutes; September balance sheet showing total assets of $567,179, total liabilities of $135,810 and and total equity of $431,369; September profit and loss showing September income of $-8 and total expense of $10,808 for net income of $-10,816. Net income YTD shows $204,677, Q3 budget v actual shows income at 102%, expenses at 35% and net income at 23%. YTD net income is at -378% due to big projects not hitting yet; September general ledger showing checks written 2157 through 2169; and October bills to be paid totaling $9610. **Vote and motion carried unanimously.**

1. APPROVAL OF AGENDA – **Britton motioned to approve agenda as presented, Hoffman, seconded motion. Vote and motion carried unanimously**.
2. OLD BUSINESS
A. Michigan Grant Updates
	* 1. Trust Fund TF17-0008 Weather Shelters/Fishing Piers – A new timeline was developed by our engineer Bill Sanders. Plans to be completed and submitted to DNR for approval by December 10, 2018. Advertise for bids January 15, 2019. Award construction by February 27, 2019; begin construction on April 1, 2019 and complete construction by June 28, 2019. Fulsher noted that since project is slated for 2019, she will talk about budget amendment later in agenda.
		2. Lighting TF18-0072 – Received preliminary scores and added the seating to add environmental points. Sent into DNR and awaiting new score.
		3. 492/35 Trailhead Purchase & Upgrades TF18-0032 – At our September meeting, the board approved raising our match $400 to get extra points. That resolution was submitted to DNR grants management. We will wait for our new score which is usually released in December.

* 1. Carp River Kilns Project
		1. MCACA Grant – Documents sent in for grant. Fulsher will go to Marquette’s public art committee to present on project and ask for ideas on art in the interpretation process. We did secure a door from a kiln and can use that in the project. Looking for three quotes on tree removal and once estimates are received we will award the bid and get the trees down. Then, need fill and will look for donations or cheapest possible.
		2. Shiras Check Presentation – Shiras Board of Directors will be presenting checks on Wednesday, October 31 at noon on site. Directors welcome to attend. Mining Journal will have photographer on site. We will get first installment of $5000.
		3. Tree removal and fill bid - Fulsher has been calling, emailing potential tree services. Katona recommended Yooper Boy as another possibility.
	2. Pure Michigan Trail Resolution – Fulsher noted that part of the Pure Michigan application is in the board packet. Needed letters from all owners of the trail which includes Cities of Negaunee, Ishpeming, Marquette and State DNR. Also need letter from engineer on accessibility. Large packet to go out next week if board votes in the resolution to apply for Pure Michigan Trail. Johnson motioned to approve the resolution to apply, Hoffman seconded that motion. Roll call taken and motion approved 8 ayes to 0 no’s with one absent.
	3. ORV updates – Plugged culverts remain an issue and trying to resolve the biggest one out in Humboldt Township. Will be working on bid language for trail upgrades in 2019.
	4. Maintenance Items List – Fulsher noted that the maintenance list is coming to an end. Still waiting for Associated to provide a quote on fixing washouts in Negaunee Township near the water areas and fencing.

 V. NEW BUSINESS

1. 2018 Budget Amendment October 2018 –Fulsher reviewed the 2018 Budget Amendment dated October 24, 2018. Major changes in item include 1) taxes up $6000 after reviewing the deposits 2) State grants going down $162,000 due to Weather Shelter project being delayed, 3) Added $5000 to non-profit donations due to Shiras grant first installment coming in this year 4) mile markers up $3800 due to larger than expected orders this year. On expense side, major changes included 1) interpretive sign down $1000; 2) mile marker expense up $2400 due to more being sold 3) ORV trail work down $2500; 4) trailhead down $25,000 by moving Republic project into 2019 and 5) weather shelter project down $218,000 by moving project into 2019. Our net income projection rises to $145,847 vs. previous budget of $23,595. Our fund balance will rise to $371,251 to help pay for items in 2019. **Brennan motioned to accept the amended budget; Britton seconded motion. Vote and motion carried.**
2. 2019 Draft Budget – Fulsher reviewed the draft of 2019 budget based on big projects of two trailheads being built—Negaunee and Republic both at $25,000 each; weather shelter hitting next year with engineering costs; purchasing Negaunee Township trailhead at $40,000, and Carp River kiln restoration at $200,000. Maintenance budget at $70,000 to include fixing asphalt in Ishpeming and additional aggregate on two miles in Negaunee from r/r crossing to 492/35. Net income at $-181,657 so will dig into fund balance with projected fund balance of $189,593. Fulsher will ask Executive Committee to meet before next meeting to review budget in more detail before bringing back to full board in November.
3. Purchasing Policy Review – Current purchasing policy in packet for review and updating. Since most of our big projects come with funding through State grants, we have been following policy closely. Discussed changing some items to reflect change at State level. Purchases of good in amount of $5000 or less can be authorized by Administrator of IOHRA. Anything $5,001 to $10,000 will need three quotes. Anything over $10,000 would need sealed bids. Also include in policy language that we will follow all State guidelines when using State monies. Fulsher will make proposed changes and bring back to board in November.
4. Book of interpretive signs – Discussed the idea of publishing book of our 62 interpretive signs. Some items to think about after meeting with Globe Printing include b/w versus color, getting approval from our photo providers, how many to print, what cost to sell, who distributes. Fulsher will look at over the winter months and come back with more information.
5. ADMINISTRATOR REPORT – Fulsher noted that she attended Cliffs Health Fair this weekend and felt we needed some logo items for giveaways. Discussion on auto stickers. Also, Lauren Luce noted that Iron Ore Heritage Trail is tied with Presque Isle in their Marquette County planning survey for “good feeling” places.
6. BOARD COMMENT - Britton noted that snowmobile trail is set to go after some challenges. Reynolds noted that NCLL has a store open for logo items part of the year. Opportunity to look at what they sell. Peters thought car stickers are good way to bring publicity to trail. Johnson wished Britton a Happy Birthday. Brennan wished everyone a good holiday season since we won’t be meeting until after Thanksgiving; Leach noted that the City of Marquette has a City Land Development public hearing coming up and he will send date.

IX. PUBLIC COMMENT – No public comment.

X. ADJOURNMENT**- Britton motioned to adjourn meeting, Hoffman seconded the motion and vote taken and motion carried to adjourn meeting at 5:40 pm.**