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**IRON ORE HERITAGE RECREATION AUTHORITY
BOARD MEETING AGENDA, WEDNESDAY, JANUARY 24, 2024
ISHPEMING SENIOR CENTER**

AGENDA

- I. ROLL CALL:
- II. PUBLIC COMMENT (Agenda Items – Limit to three minutes)- none
- III. APPROVAL OF CONSENT AGENDA:
 - A. December Minutes
 - B. Bills to be Paid
- IV. APPROVAL OF FINANCIAL REPORTS:
- V. APPROVAL OF AGENDA:
- VI. OLD BUSINESS
 - A. Projects
 - 1. Negaunee Boardwalk:
 - 2. Property Acquisition:
 - 3. Lakenenland Extension:
 - 4. Winthrop Junction Trailhead Parking Lot:
 - 5. Negaunee ORV Trail Extension:
- VII. NEW BUSINESS
 - A. IOHRA financials and investments
 - B. IOHRA Board terms and 2024 Meeting Dates
- VIII. ADMINISTRATOR REPORT
- IX. BOARD COMMENT
- X. PUBLIC COMMENT
- XI. ADJOURNMENT

NEXT MEETING DATE: Wednesday, February 28, 2024, 4:30 pm Ishpeming Senior Center and Zoom



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**IRON ORE HERITAGE RECREATION AUTHORITY
BOARD MEETING MINUTES, WEDNESDAY, December 20, 2023
ISHPEMING SENIOR CENTER**

AGENDA

- I. **ROLL CALL:** present- **Glenn Johnson**, vice chair/secretary-MQT Twp; **Larry Bussone**-City of Ish; **Lauren Luce**, treasurer-MQT County; **Nick Leach**-City of MQT; **Don Britton**, chair-Choc Twp; **Dawn Hoffman**-Tilden Twp; **Al Reynolds**, exec committee at-large-Negaunee Twp; **Jim Brennan**-Republic Twp;
EXCUSED ABSENCE: **Jon Becker**-City of Negaunee
STAFF: Bob Hendrickson, Carol Fulsher
GUESTS: Dan Korhonen, Connect Marquette; Todd Paquette, 906 Adventure; Mike Springer, MQT Twp Alternate; Kathy Peters
- II. **PUBLIC COMMENT** (Agenda Items – Limit to three minutes)- Dan Korhonen on behalf of Connect Marquette's Iron Range Roll; expressed appreciation for permitting the IRR to use the IOHT as it primary corridor; indicated proceeds are used to benefit the YMCA of Marquette County Youth Programming and has raised over \$40,000 since the start 9 years ago; this year will celebrate the 10th running of the event on June 3, 2024
- III. **APPROVAL OF CONSENT AGENDA:** Bussone motions to accept; Hoffman supports: vote and motion carries
 - A. November minutes: approved as presented
 - B. Bills to be Paid: Payroll \$8420 combined, \$2775 paid in taxes, Bills to be paid \$1888
- IV. **APPROVAL OF FINANCIAL REPORTS:** short discussion to approve the new financial report format but eliminate the quarterly P&L comparison to actual income report due to redundancy with the annual and month P&L comparisons.
Bussone motions to accept; Hoffman supports; vote and motion carries.
Report consists of balance sheet showing assets of \$812,401; liabilities of \$188,982 and equity of \$623,820. Profit & loss at the end of November: General Revenue \$367,274 (100.4% of budget), Gross Profit \$561,535 (103.2% of budget), Total Expenses \$425,428 (58.1% of budget), Net Income \$136,074 (-72.6% of budget this is due to grant projects not happening in 2023 that were expected to start or be completed)
- V. **APPROVAL OF AGENDA:** Brennan motions to accept agenda as presented, Busson seconds; vote and motion carries
- VI. **OLD BUSINESS**
 - A. **Projects**
 1. Negaunee Boardwalk: EGLE update, adjacent landowner comment period closed on December 21 and it's expected that permitting be approved shortly after that, so on track to put the project on bids come January 2024
 2. Property Acquisition, 176 acres- expecting appraise soon, projected closing date: January 15, 2024

3. Howard Oil Trailhead and Lighting Grant Applications: did not get the Recreation Passport Grant or the Trust Fund Grant
4. ORV Trail Extension east of Negaunee: met with Steve Bertucci, MQT County Mine Inspector, to review trail corridor through Negaunee Mine site

VII. NEW BUSINESS

- A. Support to work with MiDNR on ORV corridor east of Negaunee as the trail sponsor: Brennan motions to enter an agreement with MDNR to be the ORV trail sponsor east of Negaunee; Bussone seconds; vote and motion carries
- B. Polar Roll Event Permit, February 19-21, 2024: Todd Paquette presented to the IOHRA board a background on the Polar Roll and explained the day of event the EX event that spans a number of days participants can complete route. Leach motions to grant event permit; Johnson seconds; vote and motion carries
- C. Present 2023 IOHT Year in Review document
- D. Amend financial accounts to take Carol Fulsher off Nicolet Bank accounts due to retirement: Leach motions to remove Fulsher from the financial accounts; Johnson seconds; vote and motions carries

VIII. ADMINISTRATOR REPORT

IX. BOARD COMMENT

X. PUBLIC COMMENT

XI. ADJOURNMENT: *Brennan motions to adjourn; Busson second, vote and motion carries*

NEXT MEETING DATE: Wednesday, January 24, 2024, 4:30 pm Ishpeming Senior Center and Zoom

Iron Ore Heritage Recreation Authority

Balance Sheet

As of December 31, 2023

01/19/24

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
003-003 · Nicolet Bank CD	100,000.00
003-002 · Embers Credit Union 4.18 cd	104,177.92
001-006 · Embers Savings	8.49
001-005 · nicolet promontory acct	493,815.09
001-004 · nicolet bank checking account	44,751.94
Total Checking/Savings	<u>742,753.44</u>
Accounts Receivable	
018-012 · Taxes Receivables - unassigned	-0.10
018-000 · Taxes Receivable	
018-001 · Taxes Receivable - Tilden	7,703.11
018-002 · Taxes Receivable - Ishpeming	21,657.32
018-003 · Taxes Receivable - Negaunee	70,336.43
018-004 · Taxes Receivable - Neg Twp	-458.89
018-005 · Taxes Receivable - Mqt Twp	54,273.08
018-006 · Taxes Receivable - Marquette	128,420.98
018-007 · Taxes Receivable - Chocoley	46,159.51
018-011 · Taxes Receivable - Rep Twp	12,612.76
018-000 · Taxes Receivable - Other	-46.16
Total 018-000 · Taxes Receivable	<u>340,658.14</u>
018-008 · Donation Receivable	100.00
018-009 · Grants Receivable	16,800.00
Total Accounts Receivable	<u>357,558.04</u>
Other Current Assets	
018-013 · Taxes Receivable - unassigned	51,665.49
001-001 · Undeposited Funds	200.00
Total Other Current Assets	<u>51,865.49</u>
Total Current Assets	<u>1,152,176.97</u>
TOTAL ASSETS	<u><u>1,152,176.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202-000 · Accounts Payable	956.81
Total Accounts Payable	<u>956.81</u>
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-1,905.68
204-000 · Accrued Wages	6,663.89
203-000 · Unearned revenue	534,243.41
200-258 · Federal Taxes	4,580.38
200-259 · State Taxes	1,563.60
Total Other Current Liabilities	<u>545,145.60</u>
Total Current Liabilities	<u>546,102.41</u>
Total Liabilities	546,102.41
Equity	
395-000 · Unrestricted Net Assets	487,746.46
Net Income	118,328.10
Total Equity	<u>606,074.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,152,176.97</u></u>

Iron Ore Heritage Recreation Authority
Profit & Loss Budget vs. Actual
December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>% of Bud...</u>
Ordinary Income/Expense			
Income			
General Revenue			
674-002 · Individual Contributions	200.00	100.00	200.0%
664-000 · Interest	1,507.31	1,000.00	150.7%
671-000 · Other Revenue	1,488.00	0.00	100.0%
Total General Revenue	<u>3,195.31</u>	<u>1,100.00</u>	<u>290.5%</u>
Program Revenue	0.00	2,527.40	0.0%
Total Income	<u>3,195.31</u>	<u>3,627.40</u>	<u>88.1%</u>
Gross Profit	3,195.31	3,627.40	88.1%
Expense			
62800 · Facilities and Equipment			
62840 · Equip Rental and Maintenance	273.00	0.00	100.0%
62890 · Rent, Parking, Utilities	482.63	500.00	96.5%
Total 62800 · Facilities and Equipment	<u>755.63</u>	<u>500.00</u>	<u>151.1%</u>
701-000 · Payroll	18,299.73	12,260.00	149.3%
727-000 · Office Supplies	83.36	100.00	83.4%
800-000 · Operations			
800-001 · Books, Subscriptions, Reference	50.20	0.00	100.0%
800-002 · Postage, Mailing Service	66.00	0.00	100.0%
800-004 · Volunteer Recognition	506.21	0.00	100.0%
800-000 · Operations - Other	39.59	0.00	100.0%
Total 800-000 · Operations	<u>662.00</u>	<u>0.00</u>	<u>100.0%</u>
800-956 · Insurance - Workers' Comp	0.00	750.00	0.0%
802-000 · Accounting Contract Services	172.50	0.00	100.0%
803-000 · Professional Services Fees	550.00	0.00	100.0%
850-000 · Telephone, Telecommunications	98.09	114.00	86.0%
870-000 · Board Meeting Expenses	0.00	17.00	0.0%
900-000 · Printing and Publishing	66.78	0.00	100.0%
970-000 · Capital Outlay			
970-100 · Signage	1.00	0.00	100.0%
970-200 · Trail Expense	293.92	6,100.00	4.8%
970-300 · Engineering	0.00	25,000.00	0.0%
Total 970-000 · Capital Outlay	<u>294.92</u>	<u>31,100.00</u>	<u>0.9%</u>
Total Expense	<u>20,983.01</u>	<u>44,841.00</u>	<u>46.8%</u>
Net Ordinary Income	<u>-17,787.70</u>	<u>-41,213.60</u>	<u>43.2%</u>
Net Income	<u><u>-17,787.70</u></u>	<u><u>-41,213.60</u></u>	<u><u>43.2%</u></u>

Iron Ore Heritage Recreation Authority
Profit & Loss Budget vs. Actual
 January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
General Revenue			
674-002 · Individual Contributions	298.06	268.06	111.2%
401-000 · Taxes			
441 · Local Community Stabilization	0.00	801.00	0.0%
401-000 · Taxes - Other	350,553.63	349,593.00	100.3%
Total 401-000 · Taxes	<u>350,553.63</u>	<u>350,394.00</u>	<u>100.0%</u>
664-000 · Interest	18,104.46	16,346.00	110.8%
671-000 · Other Revenue	1,488.00	0.00	100.0%
675-000 · Non profit donations	25.00		
Total General Revenue	<u>370,469.15</u>	<u>367,008.06</u>	<u>100.9%</u>
Program Revenue			
Unrestricted			
642-000 · Promo Sales	445.00	310.00	143.5%
Total Unrestricted	<u>445.00</u>	<u>310.00</u>	<u>143.5%</u>
Restricted			
538-000 · ORV State Grant	107,340.00	109,867.40	97.7%
674-003 · Mile Marker	1,494.80	2,250.00	66.4%
539-000 · State Grants	56,000.00	39,200.00	142.9%
540-000 · Corporate & Nonprofit Grants	28,981.76	29,332.00	98.8%
Total Restricted	<u>193,816.56</u>	<u>180,649.40</u>	<u>107.3%</u>
Total Program Revenue	<u>194,261.56</u>	<u>180,959.40</u>	<u>107.4%</u>
Total Income	<u>564,730.71</u>	<u>547,967.46</u>	<u>103.1%</u>
Cost of Goods Sold	<u>33.05</u>		
Gross Profit	<u>564,697.66</u>	<u>547,967.46</u>	<u>103.1%</u>
Expense			
62800 · Facilities and Equipment			
62840 · Equip Rental and Maintenance	79,460.23	80,223.00	99.0%
62890 · Rent, Parking, Utilities	5,350.54	5,064.00	105.7%
Total 62800 · Facilities and Equipment	<u>84,810.77</u>	<u>85,287.00</u>	<u>99.4%</u>
701-000 · Payroll	114,738.64	113,639.00	101.0%
727-000 · Office Supplies	1,052.84	946.00	111.3%
729-000 · Equipment	0.00	858.00	0.0%
730-000 · Office Equipment	906.68	1,590.00	57.0%
754-000 · Grant expense	250.00	410.63	60.9%
800-000 · Operations	3,090.55	2,351.00	131.5%

Iron Ore Heritage Recreation Authority
Profit & Loss Budget vs. Actual
 January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
800-955 · Insurance - Liability, D and O	2,092.00	2,092.00	100.0%
800-956 · Insurance - Workers' Comp	358.00	786.00	45.5%
802-000 · Accounting Contract Services	6,137.50	5,980.00	102.6%
803-000 · Professional Services Fees	2,240.00	2,080.00	107.7%
850-000 · Telephone, Telecommunications	1,311.14	1,307.00	100.3%
860-000 · Travel and Meetings	421.07	627.00	67.2%
870-000 · Board Meeting Expenses	168.11	183.00	91.9%
880-000 · Marketing			
880-005 · Print advertising	1,278.40	1,278.00	100.0%
881-000 · Public Relations	1,444.25	1,444.00	100.0%
884-000 · Website	0.00	1,450.00	0.0%
885-000 · Logo Apparel	427.98	1,055.00	40.6%
880-000 · Marketing - Other	30.38		
Total 880-000 · Marketing	<u>3,181.01</u>	<u>5,227.00</u>	<u>60.9%</u>
900-000 · Printing and Publishing	66.78	0.00	100.0%
940-000 · Lease, Appraisal Expenses	0.00	60.00	0.0%
970-000 · Capital Outlay			
970-100 · Signage			
970-105 · trail safety signage	109.62	850.00	12.9%
970-101 · Trail directional signage	2,501.10	2,550.00	98.1%
970-102 · Acknowledgement signs	36.50	37.00	98.6%
970-104 · Trail mile marker expense	900.00	1,450.00	62.1%
970-100 · Signage - Other	1.00		
Total 970-100 · Signage	<u>3,548.22</u>	<u>4,887.00</u>	<u>72.6%</u>
970-200 · Trail Expense			
970-215 · Acquisition	7,785.00	7,785.00	100.0%
970-214 · Boardwalk	1,518.00	50,700.00	3.0%
970-204 · ORV Trail Work	113,286.07	113,309.00	100.0%
970-202 · Trail Supplies	5,818.46	5,484.00	106.1%
970-203 · Trail Maintenance	71,348.04	80,317.00	88.8%
970-206 · Grooming Expenses	910.00	910.00	100.0%
970-200 · Trail Expense - Other	0.00	263,505.00	0.0%
Total 970-200 · Trail Expense	<u>200,665.57</u>	<u>522,010.00</u>	<u>38.4%</u>
970-300 · Engineering	<u>21,330.68</u>	<u>26,100.00</u>	<u>81.7%</u>
Total 970-000 · Capital Outlay	<u>225,544.47</u>	<u>552,997.00</u>	<u>40.8%</u>
990-000 · Debt Service	0.00	245.00	0.0%
Total Expense	<u>446,369.56</u>	<u>776,665.63</u>	<u>57.5%</u>
Net Ordinary Income	<u>118,328.10</u>	<u>-228,698.17</u>	<u>-51.7%</u>
Net Income	<u><u>118,328.10</u></u>	<u><u>-228,698.17</u></u>	<u><u>-51.7%</u></u>

Iron Ore Heritage Recreation Authority
Deposit Detail
December 2023

Type	Date	Name	Account	Amount
Deposit	12/05/2023		001-004 · nicolet bank checking acc...	34.50
Payment	12/05/2023	Republic Township	001-001 · Undeposited Funds	-34.50
TOTAL				-34.50
Deposit	12/01/2023		003-002 · Embers Credit Union 4.18 ...	349.89
			664-000 · Interest	-349.89
TOTAL				-349.89
Deposit	12/01/2023		001-004 · nicolet bank checking acc...	46.16
		County of Marquette	018-000 · Taxes Receivable	-46.16
TOTAL				-46.16
Deposit	12/18/2023		001-004 · nicolet bank checking acc...	677.13
Payment	12/18/2023	City of Marquette taxes	001-001 · Undeposited Funds	-206.39
Payment	12/18/2023	City of Ishpeming taxes	001-001 · Undeposited Funds	-70.74
Payment	12/18/2023	Katherine Peters Trust	001-001 · Undeposited Funds	-400.00
TOTAL				-677.13
Deposit	12/22/2023		001-004 · nicolet bank checking acc...	2,766.68
		Republic Township	018-002 · Taxes Receivalbe - Ishpemi...	-2,766.68
TOTAL				-2,766.68
Deposit	12/22/2023		001-004 · nicolet bank checking acc...	391.49
		City of Marquette taxes	018-006 · Taxes Receivable - Marque...	-391.49
TOTAL				-391.49
Deposit	12/29/2023		001-005 · nicolet promontory acct	1,157.42
			664-000 · Interest	-1,157.42
TOTAL				-1,157.42
Deposit	12/06/2023		001-004 · nicolet bank checking acc...	1,488.00
		State of MI	671-000 · Other Revenue	-1,488.00
TOTAL				-1,488.00

Iron Ore Heritage Recreation Authority
Transaction Detail by Account
December 2023

Num	Name	Memo	Amount
001-004 · nicolet bank checking account			
1687	Carol L Fulsher		-4,608.06
		JBOR credit	46.16
1697	Clark Properties	December Rent	-285.00
1698	CAP Cleaning Services	Office Cleaning for November	-75.00
	QuickBooks Payroll Service	Created by Payroll Service on 12/01/2023	-1,907.45
		Deposit-Republic Township	34.50
10151	Robert J Hendrickson	Direct Deposit	0.00
		Deposit-ovr trail repair reimbursement	1,488.00
1699	Michigan Insurance Company	Workers Comp Insurance	-322.00
EFTPS	United States Treasury	26-1571652	-2,775.32
		Deposit-Cities of Marq & Ishp and Katherine ...	677.13
1710	Sanders and Czapski Associa...	Trail Lighting/HOB Trailhead Admenities con...	-800.00
	QuickBooks Payroll Service	Created by Payroll Service on 12/15/2023	-1,907.44
10154	Robert J Hendrickson	Direct Deposit	0.00
1700	Nicolet National Bank	Credit Card Billing	-567.64
1701	Steward & Sheridan P.L.C.	DNR Grant Review Land Acquisition	-540.00
1702	Marquette BLP	Carp River Kiln Utilities	-49.88
1703	Marquette BLP	Office Utilties	-48.00
1704	Marquette BLP	Neg Twp Trailhead	-13.25
1705	Becky Harju	Accounting Services	-172.50
1706	City of Negaunee	RR Crossing lighting	-15.00
1707	Verizon		-67.84
1708	Velodrome Coffee	Carol's retirement party	-370.00
		Deposit-Republic Township	2,766.68
		Deposit-City of Marquette	391.49
1709	Carol L Fulsher		-4,608.06
Total 001-004 · nicolet bank checking account			-13,728.48
TOTAL			-13,728.48

Iron Ore Heritage Recreation Authority
Bill To Be Paid
As of December 31, 2023

Name	Split	Amount
202-000 · Accounts Payable		
Becky Harju	802-000 · Accounting Contract Services	172.50
Becky Harju	001-004 · nicolet bank checking account	-172.50
CAP Cleaning Services	001-004 · nicolet bank checking account	-75.00
City of Marquette	970-100 · Signage	1.00
City of Negaunee	62890 · Rent, Parking, Utilities	15.00
City of Negaunee	001-004 · nicolet bank checking account	-15.00
Clark Properties	62890 · Rent, Parking, Utilities	285.00
Clark Properties	001-004 · nicolet bank checking account	-285.00
Joseph LaBrecque	970-203 · Trail Maintenance	180.00
Marquette BLP	62890 · Rent, Parking, Utilities	48.00
Marquette BLP	62890 · Rent, Parking, Utilities	49.88
Marquette BLP	001-004 · nicolet bank checking account	-49.88
Marquette BLP	001-004 · nicolet bank checking account	-48.00
Marquette BLP	62890 · Rent, Parking, Utilities	13.25
Marquette BLP	001-004 · nicolet bank checking account	-13.25
Marquette County	800-000 · Operations	39.59
Michigan Insurance Company	001-004 · nicolet bank checking account	-322.00
Nicolet National Bank	-SPLIT-	618.22
Nicolet National Bank	001-004 · nicolet bank checking account	-567.64
Sanders and Czapski Associates	001-004 · nicolet bank checking account	-800.00
State of Michigan	62840 · Equip Rental and Maintenance	273.00
Steward & Sheridan P.L.C.	803-000 · Professional Services Fees	550.00
Steward & Sheridan P.L.C.	001-004 · nicolet bank checking account	-540.00
Velodrome Coffee	800-004 · Volunteer Recognition	370.00
Velodrome Coffee	001-004 · nicolet bank checking account	-370.00
Verizon	850-000 · Telephone, Telecommunications	67.84
Verizon	001-004 · nicolet bank checking account	-67.84
Total 202-000 · Accounts Payable		-642.83
TOTAL		-642.83

Iron Ore Heritage Recreation Authority
Credit Card Transactions
All Transactions

Memo	Account	Debit
IOHT Credit Card Payment	202-000 · Accounts Payable	
Fuel Stabilizer & Chainsaw Bar Chain Oil	970-202 · Trail Supplies	8.68
Post Hole Auger Engine Assesment	970-202 · Trail Supplies	25.00
Gas for IOHT Truck	970-202 · Trail Supplies	36.05
SpyPoint Camera subscription for Trail Monitoring	970-202 · Trail Supplies	10.00
DropBox Subscription 30-day	800-001 · Books, Subscriptions, Reference	11.99
HP Instant Ink Monthly Printing Fees	727-000 · Office Supplies	21.19
Adobe Software Subscription	800-001 · Books, Subscriptions, Reference	13.77
Zoom remote meeting application subscription	800-001 · Books, Subscriptions, Reference	16.95
NMU EAN Internet Fee	62890 · Rent, Parking, Utilities	30.25
Parking Fees for IOHT Truck & Employee Parking	62890 · Rent, Parking, Utilities	71.50
DropBox Subscription 30-day	800-001 · Books, Subscriptions, Reference	11.99
Adopt-a-Trail Clean-up Day Supplies (Gloves, garbage...)	970-202 · Trail Supplies	33.52
Gas for IOHT Truck	970-202 · Trail Supplies	57.74
Lunch for MiDNR Trail Summit-St. Ignance	860-000 · Travel and Meetings	19.93
Connect Marquette Annual Conference	860-000 · Travel and Meetings	50.00
Lunch Meeting with Daniel Spiegel MiDNR History Trails	860-000 · Travel and Meetings	32.76
		451.32
TOTAL		451.32