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**IRON ORE HERITAGE RECREATION AUTHORITY
BOARD MEETING AGENDA
WEDNESDAY, FEBRUARY 28, 2024
ISHPEMING SENIOR CENTER**

AGENDA

- I. ROLL CALL:
- II. PUBLIC COMMENT (Agenda Items – Limit to three minutes)- none
- III. APPROVAL OF CONSENT AGENDA:
 - A. January Minutes
 - B. Bills to be Paid
- IV. APPROVAL OF FINANCIAL REPORTS:
- V. APPROVAL OF AGENDA:
- VI. OLD BUSINESS
 - A. IOHRA Board terms & appointments
 - B. Project Updates:
 - 1. Property Acquisition
 - 2. Negaunee Boardwalk
 - 3. Winthrop Junction Trailhead Parking Lot
 - 4. Negaunee ORV Trail Extension
 - 5. Lakenenland Extension
- VII. NEW BUSINESS
 - A. IOHRA Office Relocation Options
 - B. Trailhead Signage request from Marquette Co. Interscholastic Cycling
- VIII. ADMINISTRATOR REPORT
- IX. BOARD COMMENT
- X. PUBLIC COMMENT
- XI. ADJOURNMENT

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



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**IRON ORE HERITAGE RECREATION AUTHORITY
BOARD MEETING MINUTES, WEDNESDAY, JANUARY 24, 2024
4:30pm, ISHPEMING SENIOR CENTER**

AGENDA

- I. **ROLL CALL:**
Present: **Don Britton**, chair, Chocolay Twp; **Glenn Johnson**, vice-chair/secretary, MQT Twp; **Nick Leach**, City of MQT; **Dawn Hoffman**, Tilden Twp; **Al Reynolds**, Neg Twp; **Jim Brennan**, Republic Twp; **Jon Becker**, City of Negaunee
Guest: **Mike Springer**, alternate MQT Twp
Absent: **Lauren Luce**, treasurer, MQT County; **Larry Bussone**, City of Ishpeming
- II. **PUBLIC COMMENT** (Agenda Items – Limit to three minutes)- none
- III. **APPROVAL OF CONSENT AGENDA:** Johnson, motions; Hoffman, second, all aye, consent agenda approved
 - A. December Minutes
 - B. Bills to be Paid
- IV. **APPROVAL OF FINANCIAL REPORTS:** Brennan, motions; Johnson, seconds, all aye, approval of financial reports approved
- V. **APPROVAL OF AGENDA:** Johnson, motions, Becker, seconds, all ayes, agenda approved
- VI. **OLD BUSINESS**
 - A. **Projects**
 1. **Negaunee Boardwalk:** presentation of Negaunee Boardwalk project timeline, project went out for bidding posted on January 10 and project oversight will be handled by Sanders & Czapski Associates; Bids due February 14 at 2pm; Nick Leach indicated he liked the project report, asked if costs can be included in future updates
 2. **Property Acquisition:** Goal was to have closing by January 15, however it was found that the Power of Attorney letters indicated 200 acres and our agreement is for 176 acres; Brian Sheridan, Steward & Sheridan, is representing the IOHRA and John Yonkers is representing the Koski Land Trust; we expect that after the Powers of Attorney will be re-notarized next week and closing to be soon after, Brennan asked if appraisal will change, answer was no, the appraisal was based on the 176 acres which was filed with the MiDNR
 3. **Lakenenland Extension:** Conversation with Kevin Trevillain, principal-in-charge for Coleman Engineering about the project timeline. It was determined that wetland delineation and preapplication meeting with EGLE spring of '24; Design to take place Spring/Summer of '24; Project Bidding Fall of '24 and construction Spring/Summer of 2025

4. Winthrop Junction Trailhead Parking Lot: Sanders & Czapski will serve as the professional services contractor for the project, bidding went out January 23, bids due February 12, plan to start construction in Spring '24
5. Negaunee ORV Trail Extension: Rob Katona, MIDNR trails specialist, is working on permitting the trail and will work with EGLE on the wetland crossing. The IOHRA will need to secure the land by purchase or long-term easement for the project to move forward. Britton and Bussone surveyed the land parcel and determined it will be around 3 to 4 acres. Becker will check the zoning regulations with the City of Negaunee regarding purchasing.

VII. NEW BUSINESS

- A. IOHRA financials and investments: IOHRA had a CD mature at the beginning of 2024 with Embers Credit Union. It currently is in a savings account at Embers. The question to the board is if they want to reinvest the money or put it back in the primary IOHRA account with Nicolet. Discussion followed that the IOHRA has a lot of cash in the bank currently and it would be prudent to reinvest. Glenn Johnson said he checked with his bank and they could offer at 5.5% on a \$100,000 six month CD. Britton asked if the IOHRA could invest \$200,000. Johnson said they would be able to offer 5.25% on that amount. Leach motioned to invest up to \$200,000 with U.P. State Bank, Brennan seconded the motion, board members present voted unanimously to invest in the CD with Johnson abstaining from the vote.
- B. IOHRA Board terms and 2024 Meeting Dates: Board terms were presented, question was the term of Nick Leach and if he served a partial term before being appointed to a full term. Hendrickson will check with the City of Marquette on what they have Leach's term expiring. Board members who's terms will need to be renewed this year are Don Britton, Chocolate Twp and Glenn Johnson, Marquette Township. Jim Brennan will be coming off the board at the end of March due to Republic Twp voting no on the millage request last August, in-turn Lauren Luce will be coming off the board as a representative of Marquette County to maintain a uneven number of representatives on the board in accordance with the IOHRA by-laws.

VIII. ADMINISTRATOR REPORT: Hendrickson reported that he has been looking in the Negaunee and Ishpeming area for a potential location for the IOHRA office there are a couple of possibilities and he'll make recommendations at the February board meeting.

IX. BOARD COMMENT: Dawn Hoffman asked if the IOHT would like to participate in the Aspen Ridge School Community Night in May. The board was agreeable to it and Hoffman will bring back more details to the February meeting.

X. PUBLIC COMMENT: none

XI. ADJOURNMENT: Leach motions to adjourn, Brennan seconds, all aye, meeting adjourned at 5:35pm

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

Iron Ore Heritage Recreation Authority

Balance Sheet

As of January 1, 2024

	Jan 1, 24
ASSETS	
Current Assets	
Checking/Savings	
003-003 - Nicolet Bank CD	100,000.00
003-002 - Embers Credit Union 4.18 cd	104,549.18
001-006 - Embers Savings	8.49
001-005 - nicolet promontory acct	493,816.09
001-004 - nicolet bank checking account	44,841.94
Total Checking/Savings	743,214.70
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	45,441.11
018-005 - Taxes Receivable - Mqt Twp	54,273.08
018-006 - Taxes Receivable - Marquette	128,420.98
018-007 - Taxes Receivable - Chocolay	48,159.51
018-011 - Taxes Receivable - Rep Twp	12,812.76
018-000 - Taxes Receivable - Other	-46.16
Total 018-000 - Taxes Receivable	386,558.14
018-009 - Grants Receivable	16,800.00
Total Accounts Receivable	403,358.04
Other Current Assets	
018-013 - Taxes Receivable - unassigned	51,665.49
001-001 - Undeposited Funds	193.24
Total Other Current Assets	51,858.73
Total Current Assets	1,198,431.47
TOTAL ASSETS	1,198,431.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202-000 - Accounts Payable	946.81
Total Accounts Payable	946.81
Other Current Liabilities	
2110 - Direct Deposit Liabilities	-1,905.68
204-000 - Accrued Wages	6,683.89
203-000 - Unearned revenue	580,143.41
200-258 - Federal Taxes	4,580.38
200-259 - State Taxes	1,563.80
Total Other Current Liabilities	591,045.80
Total Current Liabilities	591,992.41
Total Liabilities	591,992.41
Equity	
395-000 - Unrestricted Net Assets	606,067.80
Net Income	371.26
Total Equity	606,439.06
TOTAL LIABILITIES & EQUITY	1,198,431.47

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

January 2024

	Jan 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
General Revenue			
674-002 - Individual Contributions	250.00	96.02	260.4%
401-000 - Taxes	-1,110.95	350,000.00	-0.3%
864-000 - Interest	1,470.67	1,400.00	105.0%
Total General Revenue	609.62	351,496.02	0.2%
Program Revenue			
Unrestricted			
642-000 - Promo Sales	0.00	50.00	0.0%
Total Unrestricted	0.00	50.00	0.0%
Restricted			
874-003 - Mile Marker	-7.72	0.00	100.0%
Total Restricted	-7.72	0.00	100.0%
Total Program Revenue	-7.72	50.00	-15.4%
Total Income	601.90	351,546.02	0.2%
Gross Profit	601.90	351,546.02	0.2%
Expense			
62800 - Facilities and Equipment			
62890 - Rent, Parking, Utilities	66.81	425.00	15.7%
Total 62800 - Facilities and Equipment	66.81	425.00	15.7%
701-000 - Payroll			
701-001 - Salaries and Wages	5,923.07	5,000.00	198.5%
701-002 - Payroll taxes	804.57	375.00	161.1%
Total 701-000 - Payroll	7,527.14	5,375.00	140.0%
727-000 - Office Supplies	0.00	100.00	0.0%
802-000 - Accounting Contract Services	210.00	120.00	175.0%
803-000 - Professional Services Fees	0.00	1,250.00	0.0%
859-000 - Telephone, Telecommunications	67.85	110.00	51.7%
870-000 - Board Meeting Expenses	0.00	20.00	0.0%
880-000 - Marketing			
881-000 - Public Relations	0.00	200.00	0.0%
883-000 - Website	0.00	1,250.00	0.0%
885-000 - Logo Apparel	0.00	800.00	0.0%
Total 880-000 - Marketing	0.00	2,050.00	0.0%
900-000 - Printing and Publishing	0.00	300.00	0.0%
970-000 - Capital Outlay			
970-200 - Trail Expense			
870-211 - Negaunee Township Trailhead	13.25	0.00	100.0%
870-202 - Trail Supplies	0.00	150.00	0.0%
Total 870-200 - Trail Expense	13.25	150.00	8.8%
Total 970-000 - Capital Outlay	13.25	150.00	8.8%
990-000 - Debt Service			
990-002 - Bank Fees	0.00	5.00	0.0%
Total 990-000 - Debt Service	0.00	5.00	0.0%
Total Expense	7,885.05	9,905.00	79.6%
Net Ordinary Income	-7,283.15	341,641.02	-2.1%
Net Income	-7,283.15	341,641.02	-2.1%

Iron Ore Heritage Recreation Authority
Deposit Detail
January 2024

Type	Date	Name	Account	Amount
Deposit	01/02/2024		001-004 - nicolel bank checking acco...	2,717.12
Payment	01/02/2024	Negaunee Township ta...	001-001 - Undeposited Funds	-2,717.12
TOTAL				-2,717.12
Deposit	01/10/2024		001-004 - nicolel bank checking acco...	34,020.01
Payment	01/10/2024	Republic Township	001-001 - Undeposited Funds	-2,574.81
Payment	01/10/2024	Tilden Township taxes	001-001 - Undeposited Funds	-2,797.92
Payment	01/10/2024	Negaunee Township ta...	001-001 - Undeposited Funds	-10,220.79
Payment	01/10/2024	City of Ishpeming taxes	001-001 - Undeposited Funds	-2,402.95
Payment	01/10/2024	City of Negaunee taxes	001-001 - Undeposited Funds	-2,060.69
Payment	01/10/2024	City of Negaunee taxes	001-001 - Undeposited Funds	-5,204.73
Payment	01/10/2024	Chocolay Township tax...	001-001 - Undeposited Funds	-8,404.00
Payment	01/10/2024	City of Marquette taxes	001-001 - Undeposited Funds	-354.12
TOTAL				-34,020.01
Deposit	01/01/2024		003-002 - Embers Credit Union 4.18 cd	371.26
			664-000 - Interest	-371.26
TOTAL				-371.26
Deposit	01/29/2024		001-005 - nicolel promontory acct	1,099.31
			664-000 - Interest	-1,099.31
TOTAL				-1,099.31
Deposit	01/22/2024		001-004 - nicolel bank checking acco...	32,450.07
Payment	01/22/2024	Republic Township	001-001 - Undeposited Funds	-1,821.22
Payment	01/22/2024	Tilden Township taxes	001-001 - Undeposited Funds	-758.74
Payment	01/22/2024	City of Ishpeming taxes	001-001 - Undeposited Funds	-9,813.02
Payment	01/22/2024	Marquette Township ta...	001-001 - Undeposited Funds	-19,864.39
Payment	01/22/2024	City of Marquette taxes	001-001 - Undeposited Funds	-192.70
TOTAL				-32,450.07
Deposit	01/26/2024		001-004 - nicolel bank checking acco...	18,269.72
Payment	01/26/2024	City of Marquette taxes	001-001 - Undeposited Funds	-135.49
Payment	01/26/2024	City of Negaunee taxes	001-001 - Undeposited Funds	-7,377.48
Payment	01/26/2024	Chocolay Township tax...	001-001 - Undeposited Funds	-10,756.75
TOTAL				-18,269.72
Deposit	01/29/2024		001-004 - nicolel bank checking acco...	435.52
Payment	12/19/2023	Scott Lindberg	001-001 - Undeposited Funds	-96.62
Payment	12/28/2023	Julie Schneider	001-001 - Undeposited Funds	-96.62
Payment	01/26/2024	Heather Misna	001-001 - Undeposited Funds	-242.28
TOTAL				-435.52

Iron Ore Heritage Recreation Authority

Bill To Be Paid

As of January 31, 2024

Name	Split	Amount
202-000 - Accounts Payable		
Becky Harju	802-000 - Accounting Contract Services	210.00
Becky Harju	001-004 - nicolel bank checking account	-210.00
City of Marquette	001-004 - nicolel bank checking account	-1.00
City of Marquette	62890 - Rent, Parking, Utilities	61.81
City of Marquette	970-211 - Negaunee Township Trailhead	13.25
City of Marquette	001-004 - nicolel bank checking account	-51.81
City of Marquette	001-004 - nicolel bank checking account	-13.25
City of Negaunee	62890 - Rent, Parking, Utilities	15.00
City of Negaunee	001-004 - nicolel bank checking account	-15.00
Clark Properties	001-004 - nicolel bank checking account	-285.00
Joseph LaBrecque	001-004 - nicolel bank checking account	-180.00
Marquette County	001-004 - nicolel bank checking account	-39.59
Marquette County Treasurer	401-000 - Taxes	1,110.95
Marquette County Treasurer	001-004 - nicolel bank checking account	-1,110.95
Nicolet National Bank	001-004 - nicolel bank checking account	-618.22
State of Michigan	001-004 - nicolel bank checking account	-273.00
Verizon	850-000 - Telephone, Telecommunications	67.85
Verizon	001-004 - nicolel bank checking account	-67.85
Total 202-000 - Accounts Payable		-1,396.81
TOTAL		-1,396.81

Iron Ore Heritage Recreation Authority Transaction Detail by Account January 2024

Num	Name	Memo	Amount
001-004 - nicoleet bank checking account			
	QuickBooks Payroll Service	Created by Payroll Service on 12/29/2023	-1,915.44
		Deposit	2,717.12
10155	Robert J Hendrickson	Direct Deposit	0.00
		Deposit	34,020.01
	QuickBooks Payroll Service	Created by Payroll Service on 01/12/2024	-1,917.70
EFTPS	United States Treasury	26-1671652	-4,580.38
10156	Robert J Hendrickson	Direct Deposit	0.00
EFT	State of Michigan	26-1671652	-1,563.60
1712	Nicolet National Bank	IOHT Credit Card Payment	-618.22
1711	Clark Properties	office rent	-285.00
1714	Joseph LaBrecque	Installation of Trail Markers & Kiln Snow Fen...	-180.00
		Deposit	32,450.07
1719	State of Michigan	IOHT Truck Registration	-273.00
1720	Marquette County	Summer & Winter Treasurer Bond	-39.59
1722	City of Marquette	Lease-Public Works Lakeshore Blvd	-1.00
1713	Becky Harju	Book Keeping	-210.00
1715	City of Negaunee	RR Crossing near Co Rd 49d	-15.00
1716	City of Marquette	Office Utilities	-51.81
1717	City of Marquette	Neg Twp Parking Lot Trailhead	-13.25
1718	Verizon	IOHRA cell phone	-67.85
1721	Marquette County Treasurer	2023 Tax Adjustments	-1,110.95
		Deposit	18,269.72
		Deposit	435.52
13124	QuickBooks Payroll Service	Created by Payroll Service on 01/26/2024	-1,913.07
	Robert J Hendrickson	Direct Deposit	0.00
Total 001-004 - nicoleet bank checking account			73,136.58
TOTAL			73,136.58

IOHRA Board of Directors' Terms

Appt Start: May 1 of each year

Term Expires 2024:

Don Britton, Chocolay Township

Glenn Johnson, Marquette Township

Jim Brennan, Republic Township- coming off due to millage vote

Lauren Luce, Marquette County- coming off due to Republic coming off

Term Expires 2025:

Alan Reynolds, Negaunee Township

Dawn Hoffman, Tilden Township

Nick Leach, City of Marquette

Term Expires 2026:

Joni Becker, City of Negaunee

Larry Bussone, City of Ishpeming

IOHT Project Report for February 2024

Koski Trust Property Acquisition (managed by IOHRA trail administrator):

Grant amount: \$150,000, sellers will match 26% of selling price \$194,000, remaining grant money will be used to cover legal fees, title transfer and other expenses

- Brian Sheridan (representing IOHRA) will be working with John Yonkers (representing Koski Land Trust)
 - Power of Attorney letters need re-drafting & notarized
 1. Acreage descriptions have been corrected
 2. Waiting for Yonkers to finalize sellers' purchase agreement letters

Negaunee Boardwalk Project (managed by Sanders & Czapski Associates):

Trust Fund Grant amount: \$218,000 with a 31% match of \$100,000 by IOHRA

- Bidding complete and bid tabulation form attached, low base bid \$514,680
- Bids came in dramatically higher than expected
- Executive board met March 20 with Bill Sanders, it was determined to issue a post-bid addendum to lower cost with length, width and material used
- Projected construction start pending

Winthrop Junction ORV Parking Lot (managed by Sanders & Czapski Associates):

IOHRA has a line item in the MIDNR ORV budget of \$15,000 to assist with construction

- Bidding complete and bid tabulation sheet attached, low base bid \$110,700
- Again bids came in dramatically higher than expected
- Construction pending decision from IOHRA board

Negaunee ORV Trail Extension East (managed by MIDNR, sponsored by IOHRA):

- The IOHRA is waiting for a purchase agreement from Northview Co LLC for a property boundary adjustment with the IOHRA for 3.7 acres based on a survey by Larry Bussone and Don Britton.
- Entered Negaunee ORV Route Extension into the DNR Recreational Trail Proposal Database where it will be reviewed by staff. The final recommendation typically takes about 2 months and if approved you would then be eligible for requesting funding for the project through an ORV grant amendment request.

IOHT Project Report for February 2024

The proposal extends from the ice arena to Mass Street which according to the city ordinance is open to ATVs and side-by-sides for the purpose of providing access to and from areas where ATV and side-by-side operation is permitted.

The proposal is also contingent on either a long-term lease agreement, purchase of land, or a permanent trail easement for the segment across O'Dovero's property due to the costly investment for trail infrastructure. We will need to have one of these in place before the project is funded.

- Rob Katona has begun working on entering the EGLE permit application for the new trail development and large bottomless culvert installation on O'Dovero's property.

Lakeland Extension (Managed by Coleman Engineering Company):

- When inquiring with Kevin Trevillian regarding the potential project cost expect between \$700,000 to \$750,000; Trust Fund grant amount \$300,000 with a match of \$306,400; I did submit a grant request of \$100,000 from the Michigan Trails Fund and will hear about that by the end of April 2024
 - Priorities: Wetland assessment and EGLE permitting
 - Soil Survey and Preliminary Design, Spring of 2024
 - File for Wetlands Delineation and permitting May/June 2024
 - Final Plans & Specs, late summer 2024
 - Submit for MIDNR Review August/September
 - Project Bidding Fall of 2024
 - Construction Spring of 2025

BID TABULATION FORM

**Iron Ore Heritage Recreation Authority
Winthrop Junction Trailhead Parking**

(Bids received 2/21/2024, 2:00 pm local time)

Bidder	Base Bid	Bid Bond	Addendum				Unit Prices	Remarks
			1	2	3	4		
						#1 syd 23a	#2 parking bumper ea.	
Moyie Trucking and Excavating 400 Stone Street Ishpeming, MI 49849	\$110,700.00		X			\$18.00	\$220.00	
Ultra Construction Services P.O. Box 859 Marquette, MI 49855	\$116,510.00	X	X			\$10.92	\$200.00	
F.A. Industrial Services 4305 W. U.S. 2 Iron River, MI 49935	\$143,643.00	X	X			\$11.75	\$150.00	
Oberster Inc. 1900 Industrial Parkway Marquette, MI 49855	\$150,000.00	X	X			\$16.00	\$300.00	
A. Lindberg & Sons 599 Washington Street Ishpeming, MI 49849	\$219,000	X	X			\$18.00	\$150.00	Remarks: Value engineering available. Includes removal and washing 4,000 cyd excavated material.

IOHRA Office Relocation Options:

Listed in order of preference:

(selection criteria: space/accommodations, public presence, comfortable work zone, cost)

YMCA West End location:

Sq footage 414', can accommodate everything in current office location, good parking, universal access, all utilities included, rent per month \$350

West End Health Foundation building (formally GINCO office):

Sq footage 168', a little over half of current office location, excellent parking, universal access, most utilities included except internet, conference room available, rent per month \$300

Gossard Building, Ishpeming:

Sq footage 204', can accommodate most things in current office location, fair parking, limited access & building navigation is challenging, utilities except internet, rent per month \$185

Negaunee City Hall:

Sq footage 180', limited space and electrical outlets, limited accommodations to fit desk and file cabinets, excellent parking, building access is controlled, full utilities and access to copier, rent per month negotiable (would be the most affordable option)

Current office location:

Sq footage 308', adequate space, poor parking (cost \$70 per month w/ 2 vehicles), utilities separate (avg \$50 for electricity, \$30 internet), rent per month \$285

WELCOME TO MARQUETTE COUNTY

HOME OF THE 2023 NICA WISCONSIN STATE CHAMPION MOUNTAIN BIKE TEAM!

