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**IRON ORE HERITAGE RECREATION AUTHORITY
MONTHLY BOARD MEETING AGENDA
WEDNESDAY, JUNE 26, 2024, 4:30pm
Ishpeming Multi-purpose Senior Center, Ishpeming**

- I. ROLL CALL:
- II. PUBLIC COMMENT (Agenda Items – Limit to three minutes)
- III. APPROVAL OF CONSENT AGENDA:
 - A. March Minutes
 - B. Bills to be Paid
- IV. APPROVAL OF FINANCIAL REPORTS:
- V. APPROVAL OF AGENDA:
- VI. IOHT Event Approval:
 - A. Marquette Marathon, hosted by NMU, August 31, 2024
- VII. OLD BUSINESS
 - A. Project Updates:
 - 1. Koski Property Acquisition
 - a. Closed on the property June 14, working on reimbursement
 - 2. Negaunee Boardwalk
 - a. Construction has begun, prepping construction site
 - 3. Negaunee ORV Trail Extension
 - a. Additional funding has been secured via MiDNR ORV Trail Improvement fund for a total of \$70,000; culvert has been ordered
 - 4. Lakenenland Extension
 - a. Britton and Hendrickson did a site visit with Kevin Trevillian from Coleman Engineering to assess proposed trail corridor, wetland will be the most challenging section establishing the route, working on options
- VIII. NEW BUSINESS
 - 1. Millage Committee Report
 - 2. Memorandum of Understanding with the Cliff's Shaft Mine Museum
 - 3. IOHT Administrator Contract, renews on July 1
- IX. ADMINISTRATOR REPORT
- X. BOARD COMMENT
- XI. PUBLIC COMMENT
- XII. ADJOURNMENT

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



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**IRON ORE HERITAGE RECREATION AUTHORITY
MONTHLY BOARD MEETING MINUTES
WEDNESDAY, MAY 22, 2024
Aspen Ridge School, NICE School District**

- I. ROLL CALL: present- **Don Britton**-Chocolay Twp; **Al Reynolds**-Negaunee Twp; **Dawn Hoffman**, Tilden Twp; **Nick Leach**-City of Marquette; **Jon Becker**-City of Negaunee; **Glenn Johnson**-Marquette Twp
Not present: **Larry Bussone**-City of Ishpeming
Guests: Rob Katona, MiDNR; Jim Brennan, Republic Twp
- II. PUBLIC COMMENT (Agenda Items – Limit to three minutes) none
- III. APPROVAL OF CONSENT AGENDA: Johnson motions to approve consent agenda; Leach seconds, all ayes
 - A. March Minutes
 - B. Bills to be Paid
- IV. APPROVAL OF FINANCIAL REPORTS: Hoffman motions to approve, Johnson seconds, all ayes
- V. APPROVAL OF AGENDA: Hoffman motions to approve, Reynolds seconds, all ayes
- VI. IOHT Event Approval:
 - A. Marquette Hope UMC/Sacred Space Campus Ministry, Sunday, June 9, 2024
Johnson motions to approve, Hoffman seconds, all aye
- VII. OLD BUSINESS
 - A. Project Updates:
 1. Koski Property Acquisition
 - a. Working with Transnation Title Agency, Marquette to finalize a closing date
 2. Negaunee Boardwalk
 - a. Building & Soil Erosion permits are secured, Associated Constructors is starting to stage equipment, hardware & lumber ordered waiting for delivery, Sanders-Czapski are keeping in touch with AC for construction start date
 3. Winthrop Junction Trailhead Parking Lot
 - a. Recreation Passport Grant submitted RP24-0115 Winthrop Junction Trailhead
 4. Negaunee ORV Trail Extension
 - a. Purchase Agreement signed waiting on Northview Co. 2 to sign and confirm a closing date, boundary line adjustment will be filed with Marquette County
 5. Lakenenland Extension
 - a. First priority is to work on wetland delineation and file for EGLE permitting, following that Coleman Engineering with work with IOHRA on proposed trail alignment and design to parallel current ORV trail, plan will be to bid the project
 6. IOHRA Office Relocation—move successful
- VIII. NEW BUSINESS
 1. Appt Millage Ballot Committee: Becker, Hoffman indicated they will serve on the committee; Jim Brennan offered to serve on the committee as a member of the public
 - a. Motion by Leach to appt committee, seconded by Johnson, ayes all
 - b. A special meeting was held by the board to hold a special IOHRA meeting on June 4 to discuss resolutions for Humboldt and Ely Township to place the ballot language on their November 2024 ballot, Humboldt's meeting in June 10 with Ely's meeting on June 19; Hendrickson will plan to attend the township meetings;

2. Election of Officers: Chairperson, Vice Chair-Secretary, Treasurer
Britton indicated he would be willing to serve one more year as chair; Leach indicated that he would be willing to serve as vice chair/secretary and Johnson agreed to serve as treasurer; Leach motioned to approve the slate of officers for 2025, Hoffman seconds, aye all, election of officers approved
3. M35/Co Rd 492 Roundabout approval, MDOT: informational regarding impact on the IOHT by the installation of the roundabout, MDOT is seeking input from organization impacted and if there are any negative impacts from the proposed design and re-routes; there was minimal concern regarding impact to the IOHT crossing
4. Approve purchase of solar-powered flashing crossing signs for Co Rd 492
Upgrade to a eight-point flasher, and look into placing four-point flasher at a different location; Leach motions to approve purchase, Johnson seconds, all ayes
5. Approve trail maintenance equipment from Northland Lawn, Sport & Equip;
Discussion was to keep with the same battery packs; Leach motions to purchase the equipment to first see if its offered as a Milwaukee tool adjustable hedger if not available to purchase Stihl; Leach motions to support the purchase, Becker seconds, all ayes

- IX. ADMINISTRATOR REPORT: Bids for grading have been received and only one bid came in, recommendation to hire ATP, llc for grading in 2025; motion to approve Becker, Hoffman seconds, aye all, We've been approved for a Michigan Trails Fund for up to \$100,000 grant will be requested, along with \$3000 from Chocolay Twp for trail improvement that can be used for engineering on the Lakenenland Extension
- X. BOARD COMMENT: Hoffman thank everyone for coming to the Aspen Ridge Community Night; Becker mentioned that the City of Negaunee is looking to extend the ORV trail into Jackson Mine Park to access the downtown
- XI. PUBLIC COMMENT: Brennan asked if the IOHRA heard from Humboldt and Ely Townships about putting the IOHRA millage on the November ballot; Hendrickson informed him that the IOHRA will be holding a special meeting on June 4 regarding the ballot and will be attending the township meetings in June; Springer indicated he will be attending the June 4 Special Meeting on behalf of Marquette Township; Katona indicated that we can ask to request an adjustment to our ORV Trail Maintenance grant to reallocate money toward 2024 summer projects and re-request funding for the Winthrop Jct parking lot in 2025
- XII. ADJOURNMENT: Leach motions, Hoffman seconds, all ayes

NEXT MEETING DATE: Wednesday, June 26, 2024, 4:30 pm Ishpeming Senior Center and Zoom

06/19/24

Iron Ore Heritage Recreation Authority

Balance Sheet

As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
003-005 · U.P. State Bank CD	203,464.91
003-003 · Nicolet Bank CD	101,224.14
001-006 · Embers Savings	13.31
001-005 · nicolet promontory acct	579,546.16
001-004 · nicolet bank checking account	44,804.02
Total Checking/Savings	929,052.54
Accounts Receivable	
018-000 · Taxes Receivable	
018-001 · Taxes Receivable - Tilden	-580.33
018-002 · Taxes Receivable - Ishpeming	1,662.22
018-003 · Taxes Receivable - Negaunee	456.12
018-004 · Taxes Receivable - Neg Twp	-1,775.83
018-005 · Taxes Receivable - Mqt Twp	705.48
018-006 · Taxes Receivable - Marquette	-1,544.03
018-007 · Taxes Receivable - Chocolay	-656.35
018-011 · Taxes Receivable - Rep Twp	546.04
Total 018-000 · Taxes Receivable	-1,186.68
018-009 · Grants Receivable	5,600.00
Total Accounts Receivable	4,413.32
Other Current Assets	
018-013 · Taxes Receivable - unassigned	55,391.95
Total Other Current Assets	55,391.95
Total Current Assets	988,857.81
TOTAL ASSETS	988,857.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202-000 · Accounts Payable	971.88
Total Accounts Payable	971.88
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-9.24
204-000 · Accrued Wages	7,452.68
203-000 · Unearned revenue	193,484.94
200-258 · Federal Taxes	954.16
200-259 · State Taxes	392.32
Total Other Current Liabilities	202,274.86
Total Current Liabilities	203,246.74
Total Liabilities	203,246.74
Equity	
395-000 · Unrestricted Net Assets	608,351.61
Net Income	177,259.46
Total Equity	785,611.07
TOTAL LIABILITIES & EQUITY	988,857.81

Iron Ore Heritage Recreation Authority
Profit & Loss Budget vs. Actual
January through May 2024

	<u>Jan - May 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
General Revenue			
674-002 · Individual Contributions	242.28	121.02	200.2%
401-000 · Taxes	230,588.87	349,754.00	65.9%
664-000 · Interest	11,343.25	6,800.00	166.8%
671-000 · Other Revenue	100.00	0.00	100.0%
Total General Revenue	<u>242,274.40</u>	<u>356,675.02</u>	<u>67.9%</u>
Program Revenue			
Unrestricted			
642-000 · Promo Sales	60.00	100.00	60.0%
Total Unrestricted	<u>60.00</u>	<u>100.00</u>	<u>60.0%</u>
Restricted			
538-000 · ORV State Grant	0.00	15,935.00	0.0%
674-003 · Mile Marker	0.00	750.00	0.0%
539-000 · State Grants	0.00	167,500.00	0.0%
Total Restricted	<u>0.00</u>	<u>184,185.00</u>	<u>0.0%</u>
Total Program Revenue	<u>60.00</u>	<u>184,285.00</u>	<u>0.0%</u>
Total Income	<u>242,334.40</u>	<u>540,960.02</u>	<u>44.8%</u>
Gross Profit	<u>242,334.40</u>	<u>540,960.02</u>	<u>44.8%</u>
Expense			
62800 · Facilities and Equipment			
62840 · Equip Rental and Maintenance	1.02		
62890 · Rent, Parking, Utilities	2,318.85	2,125.00	109.1%
Total 62800 · Facilities and Equipment	<u>2,319.87</u>	<u>2,125.00</u>	<u>109.2%</u>
701-000 · Payroll			
701-003 · Direct Deposit Fee	1.75		
701-001 · Salaries and Wages	25,384.59	25,000.00	101.5%
701-002 · Payroll taxes	2,063.92	1,875.00	110.1%
Total 701-000 · Payroll	<u>27,450.26</u>	<u>26,875.00</u>	<u>102.1%</u>
727-000 · Office Supplies	50.20	500.00	10.0%
740-000 · Merchandise expense	101.88		
800-000 · Operations	2,810.13	1,925.00	146.0%
800-956 · Insurance - Workers' Comp	506.00	0.00	100.0%
801-000 · outside contract services	70.00		
802-000 · Accounting Contract Services	5,485.00	6,190.00	88.6%
803-000 · Professional Services Fees	6,130.75	3,000.00	204.4%
850-000 · Telephone, Telecommunications	419.89	550.00	76.3%
860-000 · Travel and Meetings	395.89	750.00	52.8%
870-000 · Board Meeting Expenses	0.00	100.00	0.0%

Iron Ore Heritage Recreation Authority
Profit & Loss Budget vs. Actual
January through May 2024

	<u>Jan - May 24</u>	<u>Budget</u>	<u>% of Budget</u>
880-000 · Marketing			
880-005 · Print advertising	196.50	750.00	26.2%
881-000 · Public Relations	470.83	700.00	67.3%
884-000 · Website	0.00	1,750.00	0.0%
885-000 · Logo Apparel	701.88	850.00	82.6%
Total 880-000 · Marketing	<u>1,369.21</u>	<u>4,050.00</u>	<u>33.8%</u>
900-000 · Printing and Publishing	0.00	600.00	0.0%
970-000 · Capital Outlay			
970-100 · Signage			
970-105 · trail safety signage	505.00	4,100.00	12.3%
970-102 · Acknowledgement signs	0.00	500.00	0.0%
970-103 · Interpretive signs	0.00	2,000.00	0.0%
970-104 · Trail mile marker expense	0.00	450.00	0.0%
Total 970-100 · Signage	<u>505.00</u>	<u>7,050.00</u>	<u>7.2%</u>
970-200 · Trail Expense			
970-215 · Acquisition	0.00	150,700.00	0.0%
970-214 · Boardwalk	0.00	109,000.00	0.0%
970-211 · Negaunee Township Trailhe...	13.25	0.00	100.0%
970-204 · ORV Trail Work	7,010.00	55,285.00	12.7%
970-208 · trail head	53.89		
970-202 · Trail Supplies	199.62	1,800.00	11.1%
970-203 · Trail Maintenance	153.11	5,000.00	3.1%
970-206 · Grooming Expenses	0.00	1,800.00	0.0%
Total 970-200 · Trail Expense	<u>7,429.87</u>	<u>323,585.00</u>	<u>2.3%</u>
970-300 · Engineering	<u>10,030.99</u>	<u>53,666.00</u>	<u>18.7%</u>
Total 970-000 · Capital Outlay	<u>17,965.86</u>	<u>384,301.00</u>	<u>4.7%</u>
990-000 · Debt Service			
990-002 · Bank Fees	0.00	25.00	0.0%
Total 990-000 · Debt Service	<u>0.00</u>	<u>25.00</u>	<u>0.0%</u>
Total Expense	<u>65,074.94</u>	<u>430,991.00</u>	<u>15.1%</u>
Net Ordinary Income	<u>177,259.46</u>	<u>109,969.02</u>	<u>161.2%</u>
Net Income	<u><u>177,259.46</u></u>	<u><u>109,969.02</u></u>	<u><u>161.2%</u></u>

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

May 2024

	May 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
General Revenue			
674-002 - Individual Contributions	0.00	25.00	0.0%
401-000 - Taxes	14,480.21	0.00	100.0%
664-000 - Interest	2,346.08	1,200.00	195.5%
Total General Revenue	16,826.29	1,225.00	1,373.6%
Program Revenue			
Unrestricted			
642-000 - Promo Sales	60.00	0.00	100.0%
Total Unrestricted	60.00	0.00	100.0%
Restricted			
538-000 - ORV State Grant	0.00	15,935.00	0.0%
674-003 - Mile Marker	0.00	750.00	0.0%
Total Restricted	0.00	16,685.00	0.0%
Total Program Revenue	60.00	16,685.00	0.4%
Total Income	16,886.29	17,910.00	94.3%
Gross Profit	16,886.29	17,910.00	94.3%
Expense			
62800 - Facilities and Equipment			
62890 - Rent, Parking, Utilities	777.71	425.00	183.0%
Total 62800 - Facilities and Equipment	777.71	425.00	183.0%
701-000 - Payroll			
701-001 - Salaries and Wages	4,615.38	5,000.00	92.3%
701-002 - Payroll taxes	361.08	375.00	96.3%
Total 701-000 - Payroll	4,976.46	5,375.00	92.6%
727-000 - Office Supplies	0.00	100.00	0.0%
740-000 - Merchandise expense	101.88		
800-000 - Operations	1,906.90	900.00	211.9%
801-000 - outside contract services	70.00		
802-000 - Accounting Contract Services	5,275.00	1,900.00	277.6%
803-000 - Professional Services Fees	2,200.75	0.00	100.0%
850-000 - Telephone, Telecommunications	72.87	110.00	66.2%
860-000 - Travel and Meetings	0.00	250.00	0.0%
870-000 - Board Meeting Expenses	0.00	20.00	0.0%
880-000 - Marketing			
881-000 - Public Relations	0.00	500.00	0.0%
Total 880-000 - Marketing	0.00	500.00	0.0%
970-000 - Capital Outlay			
970-100 - Signage			
970-105 - trail safety signage	505.00	500.00	101.0%
970-102 - Acknowledgement signs	0.00	500.00	0.0%
970-103 - Interpretive signs	0.00	2,000.00	0.0%
970-104 - Trail mile marker expense	0.00	450.00	0.0%
Total 970-100 - Signage	505.00	3,450.00	14.6%
970-200 - Trail Expense			
970-214 - Boardwalk	0.00	109,000.00	0.0%
970-204 - ORV Trail Work	7,010.00	39,350.00	17.8%
970-208 - trail head	53.89		
970-202 - Trail Supplies	0.00	500.00	0.0%
970-203 - Trail Maintenance	153.11	5,000.00	3.1%
Total 970-200 - Trail Expense	7,217.00	153,850.00	4.7%
Total 970-000 - Capital Outlay	7,722.00	157,300.00	4.9%
990-000 - Debt Service	0.00	5.00	0.0%
Total Expense	23,103.57	166,885.00	13.8%
Net Ordinary Income	-6,217.28	-148,975.00	4.2%
Net Income	-6,217.28	-148,975.00	4.2%

9:39 AM

06/19/24

Iron Ore Heritage Recreation Authority
Deposit Detail
May 2024

Type	Date	Name	Account	Amount
Deposit	05/29/2024		003-005 · U.P. State Bank CD	871.81
			664-000 · Interest	-871.81
TOTAL				-871.81
Deposit	05/31/2024		001-005 · nicolet promontory acct	1,474.27
			664-000 · Interest	-1,474.27
TOTAL				-1,474.27
Deposit	05/24/2024		001-004 · nicolet bank checking acc...	14,540.21
Payment	05/22/2024	Glenn Johnson	001-001 · Undeposited Funds	-60.00
Payment	05/24/2024	City of Marquette taxes	001-001 · Undeposited Funds	-13.62
Payment	05/24/2024	City of Negaunee taxes	001-001 · Undeposited Funds	-331.36
Payment	05/24/2024	City of Ishpeming taxes	001-001 · Undeposited Funds	-10.08
Payment	05/24/2024	Marquette Township t...	001-001 · Undeposited Funds	-2,804.02
Payment	05/24/2024	City of Marquette taxes	001-001 · Undeposited Funds	-2,165.59
Payment	05/24/2024	Chocolay Township ta...	001-001 · Undeposited Funds	-2,571.55
Payment	05/24/2024	Tilden Township taxes	001-001 · Undeposited Funds	-395.79
Payment	05/24/2024	City of Negaunee taxes	001-001 · Undeposited Funds	-1,093.38
Payment	05/24/2024	Republic Township	001-001 · Undeposited Funds	-1,236.90
Payment	05/24/2024	City of Ishpeming taxes	001-001 · Undeposited Funds	-1,950.89
Payment	05/24/2024	Negaunee Township t...	001-001 · Undeposited Funds	-1,218.61
Payment	05/24/2024	Negaunee Township t...	001-001 · Undeposited Funds	-13.48
Payment	05/24/2024	Negaunee Township t...	001-001 · Undeposited Funds	-32.56
Payment	05/24/2024	Negaunee Township t...	001-001 · Undeposited Funds	-642.38
TOTAL				-14,540.21

Iron Ore Heritage Recreation Authority
Bill To Be Paid
As of May 31, 2024

Name	Split	Amount
202-000 · Accounts Payable		
Anderson Tackman	802-000 · Accounting Contract Services	4,900.00
Anderson Tackman	001-004 · nicolel bank checking account	-4,900.00
ATP	970-204 · ORV Trail Work	2,210.00
ATP	970-204 · ORV Trail Work	4,800.00
ATP	001-004 · nicolel bank checking account	-4,800.00
ATP	001-004 · nicolel bank checking account	-2,210.00
Becky Harju	802-000 · Accounting Contract Services	375.00
Becky Harju	001-004 · nicolel bank checking account	-375.00
CAP Cleaning Services	801-000 · outside contract services	70.00
CAP Cleaning Services	001-004 · nicolel bank checking account	-70.00
City of Negaunee	62890 · Rent, Parking, Utilities	15.00
Give'em a Brake Safety	970-105 · trail safety signage	505.00
Intuit quickbooks	800-001 · Books, Subscriptions, Reference	899.94
Intuit quickbooks	001-004 · nicolel bank checking account	-899.94
Loyaltees	740-000 · Merchandise expense	101.88
Marquette BLP	-SPLIT-	49.46
Marquette BLP	62890 · Rent, Parking, Utilities	13.25
Marquette BLP	001-004 · nicolel bank checking account	-49.46
Marquette BLP	001-004 · nicolel bank checking account	-13.25
Marquette County YMCA	62890 · Rent, Parking, Utilities	350.00
Nicolet National Bank	800-000 · Operations	1,006.96
Nicolet National Bank	001-004 · nicolel bank checking account	-1,006.96
Randy Ruppel	970-203 · Trail Maintenance	153.11
Randy Ruppel	001-004 · nicolel bank checking account	-153.11
Signs Now	970-208 · trail head	53.89
Signs Now	001-004 · nicolel bank checking account	-53.89
Steward & Sheridan P.L.C.	803-000 · Professional Services Fees	2,200.75
Steward & Sheridan P.L.C.	001-004 · nicolel bank checking account	-2,200.75
Verizon	850-000 · Telephone, Telecommunications	72.87
Verizon	001-004 · nicolel bank checking account	-72.87
Total 202-000 · Accounts Payable		971.88
TOTAL		971.88

9:40 AM

06/19/24

Accrual Basis

Iron Ore Heritage Recreation Authority

Transaction Detail by Account

May 2024

Num	Name	Memo	Amount
001-004 · nicolet bank checking account			
1753	Marquette County YMCA	office rent	-350.00
	QuickBooks Payroll Service	Created by Payroll Service on 05/02/2024	-1,913.06
EFT	Robert J Hendrickson	Direct Deposit	0.00
EFT	Intuit quickbooks	quickbooks subscription	-899.94
EFTPS	United States Treasury	26-1571652	-954.14
	QuickBooks Payroll Service	Created by Payroll Service on 05/20/2024	-1,913.08
41026	Robert J Hendrickson	Direct Deposit	0.00
1757	ATP	Grading ORV Trail from Negaunee to Ishpeming...	-4,800.00
1756	ATP	Culvert repair & fill sink holes beaver pond	-2,210.00
1755	Steward & Sheridan P.L.C.	Land purchase reviews	-2,200.75
1754	Anderson Tackman	Annual Audit	-4,900.00
1758	Becky Harju	Book keeping	-375.00
1759	CAP Cleaning Services	final office cleaning Harlow Block	-70.00
1760	Marquette BLP	Utilities	-49.46
1761	Signs Now	MCIC Recognition Trail Sign	-53.89
		Deposit	14,540.21
1764	Marquette BLP	Negaunee Twp Trailhead Utilities	-13.25
1763	Verizon	IOHT cell phone	-72.87
1762	Nicolet National Bank	Credit Card Payment	-1,006.96
1765	Randy Ruppel	Beaver Control	-153.11
Total 001-004 · nicolet bank checking account			-7,395.30
TOTAL			-7,395.30