

**IRON ORE HERITAGE RECREATION AUTHORITY
MONTHLY BOARD MEETING AGENDA
WEDNESDAY, JULY 24, 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. OLD BUSINESS
 - A. Project Updates:
 - 1. Koski Property Acquisition
 - a. Meet with NTN to discuss site plan
 - 2. Negaunee Boardwalk
 - a. Pylons are in, trail corridor cleared, waiting for decking from manufacturer
 - 3. Negaunee ORV Trail Extension
 - a. Land purchase complete, clearing to begin on approach to culvert crossing
 - 4. Lakenenland Extension
 - a. Co Rd BAA Abandonment vs widen existing trail and creating a divider
- VII. NEW BUSINESS
 - 1. U.P. State Bank CD Maturity on July 30
 - 2. Approval of Associated Constructors Payment #1 for Marshland Boardwalk
 - 3. Support for Negaunee EO Campsite Pilot Project
 - 4. Joe Contance would like to discuss an interpretative panel for Founder's Landing in Marquette, they would be interested in funding it.
 - 5. Millage Committee Report: Republic Millage Flyer
 - 6. Discussion: What qualifies as an event & types of e-vehicles on IOHT (one-wheels, scooters, ect)
- VIII. ADMINISTRATOR REPORT
- IX. BOARD COMMENT
- X. PUBLIC COMMENT
- XI. ADJOURNMENT

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



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**IRON ORE HERITAGE RECREATION AUTHORITY
MONTHLY BOARD MEETING MINUTES
WEDNESDAY, JUNE 26, 2024
ISHPEMING MULTI-PURPOSE SENIOR CENTER, ISHPEMING**

- I. ROLL CALL: Larry Bussone-City of Ish; Glenn Johnson-Marquette Twp; Don Britton-Chocolay Twp; Dawn Hoffman-Tilden Twp; Nick Leach-City of MQT; Al Reynolds-Negaunee Twp.
Guests: Mike Springer- MQT Twp alternate; Jim Brennan-Republic Twp; Kevin Thomsen-Marquette Marathon
- II. PUBLIC COMMENT (Agenda Items – Limit to three minutes): no public comment
- III. APPROVAL OF CONSENT AGENDA: Hoffman motions to accept; Bussone seconds, all ayes
 - A. May Minutes
 - B. Bills to be Paid
- IV. APPROVAL OF FINANCIAL REPORTS: Bussone motions to accept; Leach seconds; all ayes
- V. APPROVAL OF AGENDA: Johnson motions to accept; Hoffman seconds; all ayes
- VI. IOHT Event Approval:
 - A. Marquette Marathon, Saturday, August 31, 2024- Kevin Thomsen presented the event request for the Marquette Marathon. Johnson motions to approve; Becker seconds, all ayes
- VII. OLD BUSINESS
 - A. Project Updates:
 1. Koski Property Acquisition
 - a. Closing took place on Friday, June 14, working on reimbursement for grant; total cost for purchase came to \$148,990.68; Next step is Trust Fund Reimbursement; the plan to be a 3-5 year project; access to land needs to be established; would like to develop site plan and keep the dialogue going; keep bumping the project; Leach is open to work with Hendrickson on working with the NTN on this
 2. Negaunee Boardwalk
 - a. Associated Constructors is staging equipment, corridor to marsh has been cleared, Sanders-Czapski are keeping in touch with AC for construction updates; will keep doing site visits and report to the board on progress; board walk lumber should arrive toward the end of July
 3. Negaunee ORV Trail Extension
 - a. Finalize closing with Northview Co. 2, MiDNR ORV Trail Improvement grant has been amended to \$70,000 to cover the project, Associated Constructors has been awarded the bid and is working to secure materials; bottomless culvert has been ordered and should be here mid-August; Associated Constructors was awarded the bid
 4. Lakenenland Extension
 - a. Did a site visit with Kevin Trevillian, Coleman Engineering and Don Britton. Wetlands prior to Lakenenland will be the most challenging part of the project, approached the Marquette Co Road Commission about using CoRd BAA as a possible corridor, it didn't sound like the MQT Road Commission was going to be overly helpful, Trevillian was going to approach them about abandoning a section of it; otherwise Britton talked about widening the trail in that section and dividing it with a ditch or berm; Hendrickson will reach out to Trevillian for an update

VIII. NEW BUSINESS

1. Millage Ballot Committee Meeting Report: Republic, Humboldt & Ely Townships have passed resolutions to put the milage request on the November Ballot; the committee reviewed past promotional materials and recommended that visual updates be made to reflect ORV usage on the that section of trail; messaging needs to be positive benefits of the trail and what would get the most bang for the buck; timeline would be to start messaging in August; with in-person meeting in September and October; get in-front of people as much as possible; determine the champions of each community to support; tailor the messaging to the community; what can be provided by supporting the milage
2. Memorandum of Understanding with the Cliffs Shaft Mine Museum to be signed and approved by the board; the memorandum basically is a written handshake that states the parties will work together for the common good of each organization;
3. IOHRA U.P. State Bank Certificate of Deposit matures July 30, 2024; board needs to determine what to do with the money at the next July 24 board meeting
4. IOHRA Administrator Employment Contract expires 7/3/25; Becker motions to discuss administrators contract; Leach seconds; the board agreed to keep Hendrickson on as the Trial Administrator; board discussed including a cost of living raise to the 2024-25 contract, Leach amends motion to include a cost of living raise in the contract language and to make an administrators note to have it on the April Board Meeting in the future; all ayes

IX. ADMINISTRATOR REPORT: Annual Financial Audit Complete and filed, no changes from previous year, also received a letter from the State of Michigan that we are in compliance with them; City of Negaunee maybe hosting a camping pod pilot program on the lease property east of Negaunee,

X. BOARD COMMENT: Becker

XI. PUBLIC COMMENT: Springer asked when the Marquette Township milage is up for renewal, answer 2026

XII. ADJOURNMENT: Bussone motions to adjourn; Johnson seconds; all ayes

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

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Iron Ore Heritage Recreation Authority

Balance Sheet

As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
003-005 · U.P. State Bank CD	204,369.66
003-003 · Nicolet Bank CD	117,017.09
001-006 · Embers Savings	13.31
001-005 · nicolet promontory acct	419,758.34
001-004 · nicolet bank checking account	28,919.39
Total Checking/Savings	<u>770,077.79</u>
Accounts Receivable	
018-000 · Taxes Receivable	0.00
018-009 · Grants Receivable	5,600.00
Total Accounts Receivable	<u>5,600.00</u>
Other Current Assets	
018-013 · Taxes Receivable - unassigned	55,391.95
Total Other Current Assets	<u>55,391.95</u>
Total Current Assets	<u>831,069.74</u>
TOTAL ASSETS	<u>831,069.74</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
204-000 · Accrued Wages	7,452.68
203-000 · Unearned revenue	193,484.94
200-258 · Federal Taxes	954.16
200-259 · State Taxes	588.48
Total Other Current Liabilities	<u>202,480.26</u>
Total Current Liabilities	<u>202,480.26</u>
Total Liabilities	<u>202,480.26</u>
Equity	
395-000 · Unrestricted Net Assets	608,351.61
Net Income	20,237.87
Total Equity	<u>628,589.48</u>
TOTAL LIABILITIES & EQUITY	<u>831,069.74</u>

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

	<u>Jan - Jun 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
General Revenue			
674-002 · Individual Contributions	242.28	139.95	173.1%
401-000 · Taxes	231,805.98	349,754.00	66.3%
664-000 · Interest	14,739.26	7,800.00	189.0%
671-000 · Other Revenue	100.00	0.00	100.0%
Total General Revenue	<u>246,887.52</u>	<u>357,693.95</u>	<u>69.0%</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	55,285.00	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>223,535.00</u>	<u>0.0%</u>
Total Program Revenue	<u>60.00</u>	<u>223,635.00</u>	<u>0.0%</u>
Total Income	<u>246,947.52</u>	<u>581,328.95</u>	<u>42.5%</u>
Gross Profit	<u>246,947.52</u>	<u>581,328.95</u>	<u>42.5%</u>
Expense			
62800 · Facilities and Equipment			
62840 · Equip Rental and Maintenance	374.41		
62890 · Rent, Parking, Utilities	2,393.37	2,550.00	93.9%
Total 62800 · Facilities and Equipment	<u>2,767.78</u>	<u>2,550.00</u>	<u>108.5%</u>
701-000 · Payroll	32,435.96	32,250.00	100.6%
727-000 · Office Supplies	100.59	600.00	16.8%
730-000 · Office Equipment	105.98	0.00	100.0%
740-000 · Merchandise expense	578.88		
800-000 · Operations			
800-001 · Books, Subscriptions, Reference	1,882.57	1,400.00	134.5%
800-002 · Postage, Mailing Service	166.00	75.00	221.3%
800-004 · Volunteer Recognition	0.00	550.00	0.0%
800-000 · Operations - Other	56.11		
Total 800-000 · Operations	<u>2,104.68</u>	<u>2,025.00</u>	<u>103.9%</u>

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

	Jan - Jun 24	Budget	% of Budget
800-955 · Insurance - Liability, D and O	2,634.00	0.00	100.0%
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	6,240.00	87.9%
803-000 · Professional Services Fees	6,670.75	3,000.00	222.4%
850-000 · Telephone, Telecommunications	480.39	660.00	72.8%
860-000 · Travel and Meetings	123.84	750.00	16.5%
870-000 · Board Meeting Expenses	286.14	120.00	238.5%
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	1,369.21	4,050.00	33.8%
900-000 · Printing and Publishing	1,260.00	600.00	210.0%
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	505.00	7,050.00	7.2%
970-200 · Trail Expense			
970-215 · Acquisition	148,990.63	150,700.00	98.9%
970-214 · Boardwalk	0.00	218,000.00	0.0%
970-211 · Negaunee Township Trailhead	13.25	0.00	100.0%
970-204 · ORV Trail Work	7,588.15	56,285.00	13.5%
970-208 · trail head	53.89		
970-202 · Trail Supplies	418.54	2,550.00	16.4%
970-203 · Trail Maintenance	496.49	10,000.00	5.0%
970-206 · Grooming Expenses	0.00	1,800.00	0.0%
970-200 · Trail Expense - Other	133.51		
Total 970-200 · Trail Expense	157,694.46	439,335.00	35.9%
970-300 · Engineering	11,530.99	75,332.00	15.3%
Total 970-000 · Capital Outlay	169,730.45	521,717.00	32.5%
990-000 · Debt Service	0.00	30.00	0.0%
Total Expense	226,709.65	574,592.00	39.5%
Net Ordinary Income	20,237.87	6,736.95	300.4%
Net Income	20,237.87	6,736.95	300.4%

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

June 2024

	Jun 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
General Revenue			
674-002 · Individual Contributions	0.00	18.93	0.0%
401-000 · Taxes	1,230.73	0.00	100.0%
664-000 · Interest	3,396.01	1,000.00	339.6%
Total General Revenue	4,626.74	1,018.93	454.1%
Program Revenue			
Restricted			
538-000 · ORV State Grant	0.00	39,350.00	0.0%
Total Restricted	0.00	39,350.00	0.0%
Total Program Revenue	0.00	39,350.00	0.0%
Total Income	4,626.74	40,368.93	11.5%
Gross Profit	4,626.74	40,368.93	11.5%
Expense			
62800 · Facilities and Equipment			
62840 · Equip Rental and Maintenance	373.39		
62890 · Rent, Parking, Utilities	74.52	425.00	17.5%
Total 62800 · Facilities and Equipment	447.91	425.00	105.4%
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	14.83	100.00	14.8%
730-000 · Office Equipment	105.98	0.00	100.0%
740-000 · Merchandise expense			
741-000 · Decal expense	477.00		
Total 740-000 · Merchandise expense	477.00		
800-000 · Operations			
800-001 · Books, Subscriptions, Reference	57.70	0.00	100.0%
800-004 · Volunteer Recognition	0.00	100.00	0.0%
800-000 · Operations - Other	56.11		
Total 800-000 · Operations	113.81	100.00	113.8%
800-955 · Insurance - Liability, D and O	2,634.00	0.00	100.0%
802-000 · Accounting Contract Services	0.00	50.00	0.0%
803-000 · Professional Services Fees	540.00	0.00	100.0%
850-000 · Telephone, Telecommunications	30.25	110.00	27.5%
860-000 · Travel and Meetings	-370.58	0.00	100.0%
870-000 · Board Meeting Expenses	0.00	20.00	0.0%
900-000 · Printing and Publishing	1,260.00	0.00	100.0%
970-000 · Capital Outlay			
970-200 · Trail Expense			
970-215 · Acquisition	148,990.63	0.00	100.0%
970-214 · Boardwalk	0.00	109,000.00	0.0%
970-204 · ORV Trail Work	578.15	1,000.00	57.8%
970-202 · Trail Supplies	42.00	750.00	5.6%
970-203 · Trail Maintenance	285.03	5,000.00	5.7%
Total 970-200 · Trail Expense	149,895.81	115,750.00	129.5%
970-300 · Engineering	1,500.00	21,866.00	6.9%
Total 970-000 · Capital Outlay	151,395.81	137,416.00	110.2%
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	161,625.47	143,601.00	112.6%
Net Ordinary Income	-156,998.73	-103,232.07	152.1%
Net Income	-156,998.73	-103,232.07	152.1%

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Iron Ore Heritage Recreation Authority

Deposit Detail

June 2024

Type	Date	Name	Account	Amount
Deposit	06/14/2024		001-004 · nicolet bank checking acc...	9.87
Payment	06/14/2024	City of Ishpeming taxes	001-001 · Undeposited Funds	-9.87
TOTAL				-9.87
Deposit	06/25/2024		001-004 · nicolet bank checking acc...	20.56
Payment	06/25/2024	City of Marquette taxes	001-001 · Undeposited Funds	-10.40
Payment	06/25/2024	City of Ishpeming taxes	001-001 · Undeposited Funds	-10.16
TOTAL				-20.56
Deposit	06/29/2024		003-005 · U.P. State Bank CD	904.75
			664-000 · Interest	-904.75
TOTAL				-904.75
Deposit	06/12/2024		001-004 · nicolet bank checking acc...	370.58
		State of MI	860-000 · Travel and Meetings	-370.58
TOTAL				-370.58
Deposit	06/30/2024		001-005 · nicolet promontory acct	1,238.52
			664-000 · Interest	-1,238.52
TOTAL				-1,238.52
Deposit	06/13/2024		003-003 · Nicolet Bank CD	1,252.74
			664-000 · Interest	-1,252.74
TOTAL				-1,252.74

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Accrual Basis

Iron Ore Heritage Recreation Authority

Transaction Detail by Account

June 2024

Num	Name	Memo	Amount
001-004 · nicolet bank checking account			
	QuickBooks Payroll Service	Created by Payroll Service on 05/31/2024	-1,913.07
1767	City of Negaunee	RR Crossing Utilities	-15.00
1766	Marquette County YMCA	Office Rent	-350.00
DD	Robert J Hendrickson	Direct Deposit	0.00
1769	Give'em a Brake Safety	Caution Trail Work Signage	-505.00
1768	Loyaltees	IOHT T-shirts merch	-101.88
1770	Northland Lawn	Zero-turn Mower Service	-373.39
		Deposit	370.58
1772	Superior Design	IOHT Office Window Decals	-477.00
		Deposit	9.87
EFTPS	United States Treasury	26-1571652	-954.16
	QuickBooks Payroll Service	Created by Payroll Service on 06/13/2024	-1,913.07
DD	Robert J Hendrickson	Direct Deposit	0.00
1774	Nicolet National Bank	IOHRA Credit Card Payment	-591.90
1773	Marquette BLP	Utilities for Carp River Kiln Site	-46.27
		Deposit	20.56
1777	Tony Harry	ORV Spring Trail Prep & Signage	-578.15
1776	Marquette BLP	Negaunee Trailhead Lighting	-13.25
1775	City of Negaunee	IOHT RR Crossing Lighting	-15.00
1781	Michigan Municipal Risk man...	IOHRA Insurance Retention Fund	-400.00
1780	Michigan Municipal Risk man...	IOHRA General Insurance	-2,234.00
1779	Sanders and Czapski Associa...	Oversite Management Marshland Boardwalk	-1,500.00
1782	Lake Superior Press	IOHT Map Brochures cost split with Travel M...	-1,260.00
1778	Steward & Sheridan P.L.C.	TF22.0047 Grant Application & Title Review	-540.00
Total 001-004 · nicolet bank checking account			-13,380.13
TOTAL			-13,380.13