

Harbor District, Inc.  
Board of Directors  
September 25, 2018

AGENDA

1. Call to Order (Gamboa)
2. Approval of Minutes from July Meeting
3. Mission Moment (Giron)
  - a. Harbor Fest
  - b. Brainstorming for Future Harbor Fests (Gamboa)
4. Finances (Gamboa)
  - a. August Reports
  - b. Timeline for Audit and Tax Returns
5. Staff Updates
  - a. Riverwalk Overlay (Adams)
  - b. Harbor View Plaza (Adams)
  - c. Boat Tour (Rauh)
6. Committee Updates and Action Items
  - a. Conflict of Interest Forms (Berger)
  - b. Committee Memberships (Gamboa)
7. Upcoming Meetings and Events  
Next Board Meeting October 23, 9:00 a.m.

**Harbor District, Inc.**  
**Meeting of the Board of Directors**  
July 26, 2018

**Board Members Present**

Marvin Bynum	David Lee	Patricia Hoben
JoAnne Anton	Eric Dick	Kathryn Berger
David Misky	Dan Druml	Paulina Dehaan
Ivan Gamboa	Anne Summers	Rosamaria Martinez
Alex Lasry	Jose Perez	David Stegeman
		Judy Rauh

**Staff & Other Guests Present**

Lilith Fowler, HDI	Dan Adams, HDI	Lindsay Frost, HDI
Tony Giron, HDI		

**Agenda**

1. Meeting called to order by Ivan Gamboa at 8:05 am.
2. Minutes of the Previous Meeting

**Motion to accept the minutes of the June 28, 2018 HDI Board Meeting. Moved by Kathryn Berger and seconded by Dan Druml. Unanimous approval.**

3. Mission Moment (Frost)

*Lindsay presented the Butterfly Walk*

4. Finances
  - a. June Reports (Fowler)

**Motion to accept the financial report. Moved by JoAnne Anton and seconded by Marvin Bynum. Unanimous approval.**

5. Update on New Developments
  - a. Solvay Coke & 401 E. Greenfield Ave.

*Update by Dave Lee: Clean up continues at Solvay property. Stockpiling clean soils for cover soil. Remediation starts in early 2019. DNR needs to approve clean up before moving forward. Fully restored in late 2019 or early 2020.*

- b. Invitation

*Dave Stegeman: Possible potential invitation to an event.*

6. Harbor View Plaza
  - a. Lease with City of Milwaukee (Adams)

*City of Milwaukee has recommended the approval of a 25 year lease of Harbor View Plaza. City wants agreement with HDI and BID for ongoing maintenance.*

**Motion to authorize HDI to enter lease with City of Milwaukee moved by Anne Summers and seconded by Eric Dick. Jose Perez abstains.**

- b. Fundraising update (Fowler)

*\$1,150,000 raised.*

7. Committee Presentations
  - a. Governance (Berger)
  - b. Real Estate Development (Druml)
  - c. Environment (Summers)
  - d. Advisory Board
  - e. Neighborhood Advisory Board (Giron)

*Jose Perez will identify people for the board*

- f. Legislative Affairs

*Marvin Bynum reminds people to not jeopardize our 501c3 status by engaging in lobbying*

8. Board Commitment Forms (Berger)

*Will be updating conflict of interest form. Still working on meeting dates. For now we're set on Tuesday meetings for Fall.*

9. Upcoming Meetings and Events
  - a. Boat tour – September
  - b. September Board Meeting – NEW DAY, TIME, ROOM  
Tuesday, September 25, 9:00 – 10:30 in Room 3080

Meeting adjourned at 9:16 am.

**Motion to adjourn moved by Anne Summers. Seconded by Kathryn Berger. Unanimous approval.**

**Harbor District, Inc.**  
**Statement of Activity**  
**August 2018**

Printed on  
9/17/18

	<u>Total</u>			<u>Budget</u>
	<u>August</u>	<u>July</u>	<u>Jul - Aug, 2018 (YTD)</u>	<u>(Annual)</u>
<b>Revenue</b>				
4065 Foundation Contributions	25,000	3,000	28,000	354,496
4070 Government Contributions	0	500	500	63,510
4073 Corporate Contributions	1,256	11,077	12,333	189,000
4074 BID Contributions	0	0	0	0
4075 Individual Contributions	1,000	0	1,000	78,000
4080 Earned Income	60	20	80	21,500
4082 In-Kind Contributions	1,675	1,675	3,350	20,100
<b>Total Revenue</b>	<b>\$ 28,991</b>	<b>\$ 16,272</b>	<b>\$ 45,263</b>	<b>\$ 726,606</b>
Carryover Revenue FY 17-18				<b>\$ 1,179,180</b>
<b>Total Revenue + Carryover</b>				<b>\$ 1,905,786</b>
<b>Expenditures</b>				
7200 Salaries & related expenses	23,692	22,945	46,637	271,490
7250 Payroll taxes	1,900	1,848	3,748	19,111
<b>7540 Consultant &amp; Professional Fees</b>				
7521 Accounting fees	82	191	274	9,000
7530 Legal fees	0	0	0	10,000
7542 Architecture and Engineering Fees	617	0	617	104,345
7544 Art, Photography, Graphic Design Fees	120	0	120	10,000
7548 Other Professional/Consultants Fees	0	4,225	4,225	29,350
<b>Total 7540 Consultant &amp; Professional Fees</b>	<b>\$ 819</b>	<b>\$ 4,416</b>	<b>\$ 5,235</b>	<b>162,695</b>
7550 Marketing & Advertising	50	200	250	4,060
7560 Signage	0	0	0	2,552
8110 Supplies Expense	1,883	1,421	3,303	13,331
8130 Telephone & Internet	117	146	264	2,000
8135 Meals and Entertainment	235	39	274	4,400
8140 Postage, shipping, delivery	50	65	115	950
8170 Printing & copying	651	631	1,282	4,600
8175 Software	0	0	0	1,000
8180 Books, subscriptions, reference	22	22	44	500
8190 Dues & Contributions	300	150	450	800
8195 Licenses and Permits	51	36	87	336
8210 Rent, parking, other occupancy	1,675	1,675	3,350	20,100
8260 Furniture, Fixtures, and Equipment	0	0	0	3,017
8270 Equipment Rental	0	350	350	8,345
8280 Boat, Bus, and Venue Rentals	2,689	135	2,824	9,100
8310 Travel Expense	0	0	0	2,800
8320 Conferences and Training	295	-100	195	6,000
8500 Misc expenses	97	0	97	1,500
8520 Insurance - non-employee	0	0	0	1,800
9000 Workers Compensation	0	0	0	900
<b>Total Expenditures</b>	<b>\$ 34,526</b>	<b>\$ 33,980</b>	<b>\$ 68,506</b>	<b>\$ 541,387</b>
<b>Net Revenue</b>	<b>\$ (5,535)</b>	<b>\$ (17,708)</b>	<b>\$ (23,243)</b>	<b>\$ 110,399</b>

Due to HDI's revenue recognition policy, the monthly income statement may reflect negative net monthly income that is offset by revenue recognized in prior or future months.

**Harbor District, Inc.**

**Balance Sheet**

**As of August 31, 2018**

	<b>Total</b>	
	<b>As of Aug 31, 2018</b>	<b>July 31, 2018</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
1010 Cash in bank - operating	806,566	831,789
1110 Accounts receivable	355,000	355,000
1241 Discount on Long-Term Promises to Give	(1,942)	(1,942)
1450 Prepaid Expense	-	-
1451 Refundable Deposit	9,351	-
<b>Total Current Assets</b>	<b>\$ 1,168,975</b>	<b>\$ 1,184,847</b>
<b>Fixed Assets</b>		
1620 Leasehold Improvements	10,336	-
1640 Furniture, fixtures, & equip	1,377	1,377
1745 Accum deprec- furn,fix,equip	(459)	(459)
<b>Total Fixed Assets</b>	<b>\$ 11,254</b>	<b>918</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,180,229</b>	<b>\$ 1,185,765</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
2010 Accounts payable	-	-
2180 Accrued Vacation	4,589	4,589
<b>Total Current Liabilities</b>	<b>\$ 4,589</b>	<b>4,589</b>
<b>Total Liabilities</b>	<b>\$ 4,589</b>	<b>\$ 4,589</b>
<b>Net Assets</b>		
3000 Unrestricted Net Assets	72,447	80,830
3100 Temporarily Restricted Net Assets	1,103,193	1,100,346
<b>Total Net Assets</b>	<b>\$ 1,175,640</b>	<b>\$ 1,181,176</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 1,180,229</b>	<b>\$ 1,185,765</b>

## HDI August and September 2018 Staff Report

### PLANNING

#### Riverwalk (Dan)

Spoken with 18 of the 26 property owners in the proposed Riverwalk Overlay Zone (all 26 received materials). Planning on introducing the proposed overlay to the Common Council in October with final approval expected in January/February 2019 (should all go smoothly).

#### Stormwater (Lindsay)

Grand Trunk Wetland Stormwater Planning – Project has started with Redevelopment Authority and City DPW; coordinating stormwater practices with habitat restoration team.

Port Milwaukee Stormwater and Green Infrastructure Planning – Writing final plan

Private Property (Dan and Lindsay) – Working with St. Mary's Cement to include green infrastructure as part of parking lot and site improvements.

#### Trash Wheel (Lindsay)

New group of MSOE students engaged in trash skimmer project; Green Bay prototype trash skimmer testing begins this month.

#### Other Planning

The Harbor District Water and Land Use Plan won a 2018 planning excellence award from the American Planning Association Wisconsin chapter.

The City of Milwaukee completed their *Moving MKE Forward: Transit Oriented Development* planning process, of which Harbor District was a key project partner. Final plans can be found at [www.movingmkeforward.com](http://www.movingmkeforward.com).

### REDEVELOPMENT, CLEANUP, AND RESTORATION

#### Harbor View Plaza (Dan, Lilith)

Broke ground on construction the first week of September with completion for this phase of construction expected in early November.

#### Habitat Hotels (Lindsay)

Market research interviews completed through a Water Council grant. Final market research report is due from consultants first week of October. UWM Marketing students developing Habitat Hotels marketing plans.

#### **Habitat and Connectivity (Lindsay)**

Terrestrial Habitat Task Force has convened to begin planning for a Harbor District habitat plan focused on connectivity and habitat corridors.

Part of private-public partnership group with the US Army Corps of Engineers and several local partners focused on habitat improvements in the outer harbor.

#### **Sediment Clean-Up (Lilith and Lindsay)**

Area of Concern discussions have continued with the City, Dept. of Natural Resources, County, Milwaukee Metropolitan Sewerage, and other partners.

### **COMMUNITY AND ECONOMIC DEVELOPMENT**

#### **BID (Dan/Lilith)**

Began branding/identity planning process with consultant and have a half-day workshop scheduled for September 26<sup>th</sup>.

#### **Economic Development (Dan)**

### **OUTREACH AND ENGAGEMENT**

#### **Tours and Presentations**

Kayak Tours (Lindsay)

Boat tours (all staff) – held several successful community boat tours

Presentation to Chinese delegation (Dan)

Presentation to Colliers brokers (Dan)

#### **Open Water Swim (Lindsay)**

Over 70 swimmers swam through downtown Milwaukee as part of the inaugural Cream City Classic Open Water Swim. HDI was a planning partner with Milwaukee Water Commons and Milwaukee Riverkeeper.

#### **Education Outreach (Tony)**

Acosta Middle School received the aquatic ecology lesson plan. We are scheduled to conduct the same three-day lesson plan at Trowbridge School in October and Riley School in March.

We won \$20,000 from the Brookby Foundation to conduct a year's worth of Community Science excursions. Residents will have the chance to join scientists from Urban Ecology Center on walks to identify different wildlife species that reside in the harbor.

Working with MIAD class to develop conceptual programs and renderings for property on Barclay Street. (Dan)

### **Harbor Fest (Tony)**

We met our goal of attracting over 1,500 people to the harbor and educating them on all the amazing projects going on in the area. It was a beautiful day full of fish, food, friends, boats, and all things harbor related. Both vendors and sponsors were very pleased with Harbor Fest. Thank you to all of the board members who donated their time and energy. As a bonus, we have an estimated net revenue of \$12,300

### **Outreach Events (Tony)**

9/15 – KK River Neighbors in Action bird walk  
9/22 - Jones Walk and Doors Open  
9/23 – District 2 MPD Open House  
9/29 – Sturgeon Fest

### **Neighborhood Advisory Board (Tony)**

Have identified two candidates. I need help finding a few more people. The goal is to have our first meeting in late October be a branding workshop.

## **ADMINISTRATION AND BOARD SUPPORT**

### **Planning**

### **Financial (Lilith and Lindsay)**

Audit was completed on September 11<sup>th</sup>. Wegner CPAs will compile final reports and present to the board in October. New financial reporting processes to account for plaza capital expenditure.

### **Hiring**



HDI Board Committees  
Description and Membership  
FY 2018-19

DRAFT

Executive Committee

*Membership:* Gamboa, Bynum, Hoelter, Summers, Misky

*Responsibilities:*

Prepare Board meeting agendas.

Plan Board's work, make committee assignments.

Handle emergency or interim situations.

Evaluate the performance of the Executive Director.

Guide the organization in strategic planning, and support, monitor, and review progress in achieving the plan.

Governance Committee

*Board Membership:* Gamboa, Berger, Dick, Hoben, Summers

*Outside Members:* HR or other expertise as needed.

*Responsibilities:*

Develop and monitor implementation of policies and procedures to support the Board's ability to effectively govern the organization.

2018-19 Goals:

Environmental Committee

*Board Membership:* Summers, Lee, Ullrich, Misky, Ballesteros

*Outside Members:* McAvoy, Breceda

*Responsibilities:*

Guide the organization's work in environmental clean-up of the district.

Provide communication channels to regulatory agencies and other partners.

Serve as a convener for environmental stakeholders.

Monitor and respond to opportunities for ecological improvements.

2018-19 Goals:

### Real Estate Development Committee

*Board Membership:* Druml, Bynum, Perez, Misky, Hoelter,

*Outside Members:* Westling

#### *Responsibilities:*

##### Economic Development:

Formulate organization's strategies and priorities for workforce and economic development.

Identify key partners and build relationships.

Determine, and assist in securing, necessary resources.

##### Real Estate Development:

Identify key properties and opportunities.

Formulate the organization's strategy to respond to opportunities.

Determine, and assist in securing, necessary resources.

#### 2018-19 Goals:

### Neighborhood Advisory Board

Board Liaisons: Perez, DeHaan, Martinez

Outside Members: TBD

### Government Affairs

Board Membership: Stegeman, DeHaan, Gamboa, Lasry

BID Board Members: Strand, Weber

Outside Members: Rockwell public affairs?

### Fund Development

Board Members: Anton, Summers, Rauh

### Advisory Board

Board Liaison: Rauh