

Harbor District, Inc.  
Meeting of the Board of Directors  
June 25, 2019

AGENDA

1. Ice Breaker
2. Call To Order (Gamboa)
3. Approval of Minutes from May 22
4. Board Elections (Berger)
  - a. Directors
    - Jose Perez
    - Dave Misky
    - Anne Summers
    - Gary Ballesteros
  - b. Officers
    - President: Carolyn Esswein
    - Vice President: Marvin Bynum
    - Secretary: Anne Summers
    - Treasurer: Rosamaria Martinez
  - c. Acknowledgements
5. Committee Reports
  - a. Executive Committee
    - i. Financial Reports (Hoelter)
    - ii. Draft Budget for 2019-20 Fiscal Year (Fowler)
  - b. Ad Hoc Habitat Hotel Committee (Bynum)
  - c. Governance Committee (Berger)
    - i. Retreat Follow-Up
    - ii. Board Commitments
6. Staff Report
  - a. Work Plans (Fowler)
  - b. Hiring (Fowler)
  - c. Harbor View Plaza Construction and Grand Opening (Adams)
  - d. Summer Activities and Events (Sherman)
7. Adjourn

**Harbor District, Inc.**  
**Meeting of the Board of Directors**  
May 22, 2019

**Board Members Present**

JoAnne Anton	Gary Ballesteros	Marvin Bynum
Paulina DeHaan	Eric Dick	Dan Druml
Ed Eberle	Carolyn Esswein	Ivan Gamboa
Patricia Hoben	Tim Hoelter	David Misky
Jose Perez	David Stegeman	Rosamaria Martinez (retreat)
David Lee (retreat)		

**Staff & Other Guests Present**

Lilith Fowler, HDI	Dan Adams, HDI	Stephanie Sherman, HDI
Allison Sparks		

**Agenda & Minutes**

1. Call to Order - Meeting called to order by Ivan Gamboa at 8:42 am.
2. Approval of Minutes

**Motion to approve the minutes from the March 5, 2019 meeting of the Harbor District, Inc. board of directors. Moved by Tim Hoelter, seconded by Dan Druml, unanimously approved.**

3. Committee Reports
  - a. Governance
    - i. Nominations for the Board of Directors for June election  
Jose Perez  
David Misky  
Anne Summers  
Gary Ballesteros
    - ii. Nomination for Slate of Officers for June Election  
President: Carolyn Esswein  
Vice President: Marvin Bynum

Secretary: Anne Summers  
Treasurer: Rosamaria Martinez

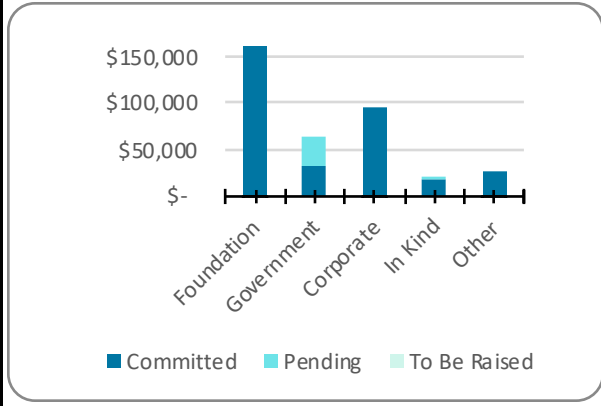
- b. Executive
    - i. Financial Report
    - ii. Draft Budget for 2019-20 Fiscal Year
    - iii. Streetcar Discussion
  - c. Ad Hoc Habitat Hotel Committee
    - i. Committee is working on a licensing agreement with a goal of having executed by the end of June.
4. Staff Report
- a. Hiring - HDI recently hired Aaron Zeleske to replace Lindsay Frost as the Natural Environment Program Manager. Judy Krause has been hired as a budgeting/bookkeeping consultant. Currently recruiting for the bilingual Outreach Specialist position.
  - b. Harbor View Plaza construction is moving along and will be ready for the Grand Opening scheduled for Monday, July 29th.
  - c. Harborwalk Design Standards - 11 firms responded to the City's RFP and the selection committee chose Site Design. Kickoff meeting for project was just held and the project should be complete by the end of the year.
  - d. Summer Activities and Events - Play Streets is scheduled for July 28th, August 18th, and September 8th. Additional sponsors are needed.
5. Adjournment of Business Meeting
- Motion to adjourn the meeting. Moved by David Misky, seconded by Carolyn Esswein, unanimously approved.**
6. Enter into Harbor District, Inc. Board Retreat

# Harbor District, Inc.

## May 2019 Financial Snapshot

### Operating Revenue

Funds Secured To Date vs. Annual Budget



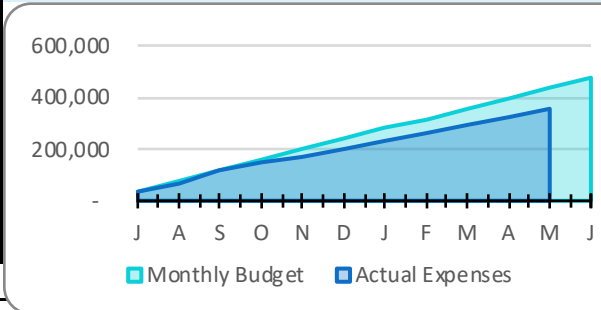
### Highlights

In March we saw a big bump in our Unrestricted Operating Assets due to receipt of our grant from the Brico Fund (\$100,000) - see Operating Reserve graph.

Due to staff vacancies, we will only spend about 90% of the budget for salaries this year.

Our goal for Harbor Fest sponsorships this year is \$30,000 - and \$24,000 already committed! Last year we raised \$21,000.

### Operating Expenses

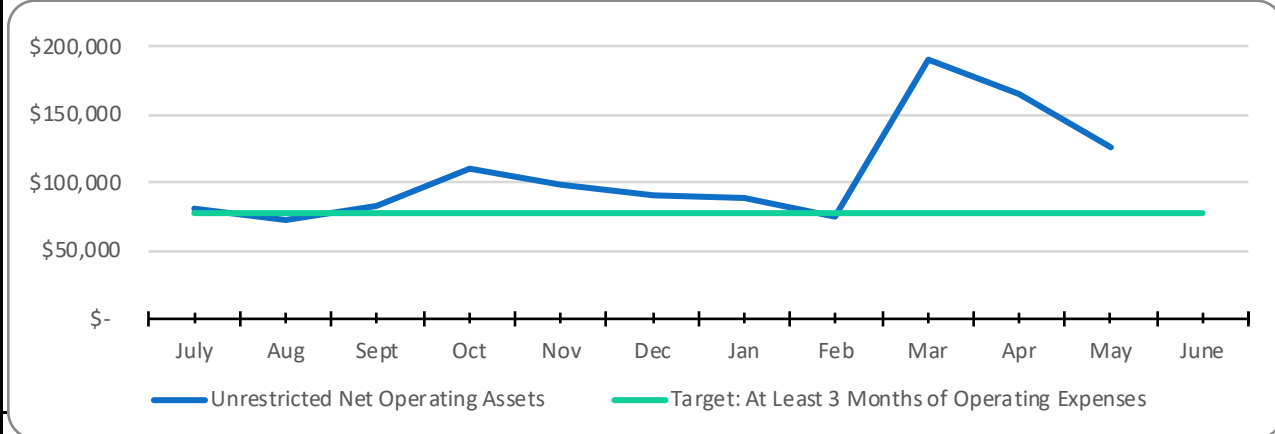


### Balance Sheet Summary

	3-mo Chg	Balance 5/31
Current Assets	-7%	\$ 641,235
Fixed Assets	1%	\$ 782,936
Liabilities	0%	\$ 4,733
Net Assets	-1%	\$ 1,429,138

### Operating Reserve

Cash on Hand to Fund our Operations



**Harbor District, Inc.**  
**Statement of Activity**  
**May 2019**

	May-19	Apr-19	July - May	Budget (Annual)	YTD Variance
<b>Revenue</b>					
4065 Foundation Contributions	0	27,445	191,414	154,496	24%
4070 Government Contributions	0	0	13,152	63,510	-79%
4073 Corporate Contributions	8,500	7,500	142,518	89,000	60%
4075 Individual Contributions	0	2,500	15,293	3,000	410%
4076 Sponsorships	7,500	0	0		
4080 Earned Income	0	50	27,543	21,500	28%
4082 In-Kind Contributions	1,675	1,675	18,425	20,100	-8%
4090 Miscellaneous Income	0	0	84	0	
<b>Total Revenue</b>	<b>\$17,675</b>	<b>\$39,170</b>	<b>\$408,428</b>	<b>\$ 351,606</b>	16%
Carryover Revenue FY 17-18				191,494	
<b>Total Revenue + Carryover</b>				<b>\$ 543,100</b>	
<b>Expenditures</b>					
7100 Project Expense					
7200 Salaries & related expenses	14,880	18,590	231,545	271,490	-15%
7250 Payroll taxes	1,175	1,462	18,795	19,111	-2%
7540 Consultant & Professional Fees					
7520 Accounting fees	1,128	729	10,795	9,000	20%
7530 Legal Fees	0	0	0	10,000	-100%
7542 Architecture and Engineering Fees	15,012	2,130	22,023	72,034	-69%
7544 Art, Photography, Graphic Design	0	0	270	10,000	-97%
7548 Other Professional/Consultants Fees	0	3,300	10,950	29,350	-63%
<b>Total 7540 Consultant &amp; Professional Fees</b>	<b>\$32,195</b>	<b>\$26,211</b>	<b>\$294,378</b>	<b>130,384</b>	226%
7550 Marketing & Advertising	0	0	1,257	4,060	-69%
7560 Signage	0	0	285	2,552	-89%
8110 Supplies Expense	108	1250	6,863	13,331	-49%
8130 Telephone & Internet	148	148	1,886	2,000	-6%
8135 Meals and Entertainment	446	1,038	5,829	4,400	32%
8140 Postage, shipping, delivery	0	53	609	950	-36%
8170 Printing & copying	0	30	2,098	4,600	-54%
8175 Software	0	0	779	1,000	-22%
8180 Books, subscriptions, reference	24	24	400	500	-20%
8190 Dues & Contributions	0	0	450	800	-44%
8195 Licenses and Permits	100	0	232	336	-31%
8210 Rent, parking, other occupancy	1,675	1,675	19,378	20,100	-4%
8260 Furniture Fixtures & Equipment	0	0	1,188	3,017	-61%
8270 Equipment Rental	2,100	1,363	12,056	8,345	44%
8280 Boat, Bus, and Venue Rentals	0		5,620	9,100	-38%
8310 Travel expenses	0	0	0	2,800	-100%
8320 Conferences and Training	20	0	190	6,000	-97%
8340 BID Reimbursable Expenses	0	234	443		
8500 Misc expenses	0	0	247	1,500	-84%
8520 Insurance - non-employee	0	0	3,931	1,800	118%
9000 Workers Compensation	0	0	467	900	-48%
<b>Total Expenditures</b>	<b>\$36,816</b>	<b>\$32,026</b>	<b>\$358,587</b>	<b>\$509,076</b>	-30%
<b>Net Revenue</b>	<b>-\$19,141</b>	<b>\$7,144</b>	<b>\$49,841</b>	<b>\$34,024</b>	

Harbor District, Inc.  
Balance Sheet  
As of May 31, 2019

	As of May 31, 2019	As of Apr 30, 2019
<b>ASSETS</b>		
Current Assets		
1010 Cash in bank - operating	624,377	654,215
1110 Accounts receivable	7,507	7,507
1451 Refundable Deposit	9,351	9,351
Total Current Assets	\$641,235	\$671,073
Fixed Assets		
1620 Leasehold Improvements	778,961	776,871
1640 Furniture, fixtures, & equip	5,001	3,894
1745 Accum deprec- furn,fix,equip	-1,026	-1,026
Total Fixed Assets	\$782,936	\$779,739
<b>TOTAL ASSETS</b>	<b>\$1,424,170</b>	<b>\$1,450,812</b>
<b>LIABILITIES AND NET ASSETS</b>		
Liabilities		
Current Liabilities		
2110 Accounts Payable	-	-
2180 Accrued Vacation	4,733	4,733
Total Liabilities	\$4,733	\$4,733
Net Assets		
3000 Unrestricted Net Assets		
3020 Unrestricted Operating Assets	125,717	164,799
3040 Unrestricted Fixed Assets	777,977	776,870
Total 3000 Unrestricted Net Assets	\$903,694	\$941,669
3100 Temporarily Restricted Net Assets	525,444	504,410
Total Net Assets	\$1,429,138	\$1,446,079
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$1,433,871</b>	<b>\$1,450,812</b>

Harbor District, Inc.  
Draft Budget for 2019-2020 Fiscal Year

	2018-29	2018-19	2019-20
	Annual Budget	Projected Year End	<b>Total Operating</b>
<b>Revenue</b>			
4065 Foundation Contributions	154,496	172,913	220,000
4070 Government Contributions	63,510	33,430	128,103
4073 Corporate Contributions	89,000	60,380	40,000
4074 BID Contributions			2,500
4075 Individual Contributions	3,000	6,643	5,000
4076 Sponsorships		13,486	
4080 Earned Income	21,500	28,043	32,000
4082 In-Kind Contributions	20,100	20,100	
4090 Miscellaneous Income		84	-
<b>Total Revenue</b>	<b>351,606</b>	<b>335,079</b>	<b>462,603</b>
Carryover Revenue From FY 18-19	191,494	191,494	139,050
<b>Total Revenue + Carryover</b>	<b>543,100</b>	<b>526,573</b>	<b>601,653</b>
<b>Expenditures</b>			
7200 Salaries & related expenses	271,490	252,537	290,361
7250 Payroll taxes	19,111	22,728	21,923
7520 Accounting fees	9,000	11,432	15,440
7530 Legal Fees	10,000	-	12,000
7542 Architecture and Engineering Fees	72,034	25,670	103,341
7544 Art, Photography, Graphic Design Fees	10,000	270	5,150
7548 Other Professional/Consultants Fees	29,350	10,950	53,700
<b>Total 7540 Consultant &amp; Professional Fees</b>	<b>130,384</b>	<b>48,322</b>	<b>189,631</b>
7550 Marketing & Advertising	4,060	1,257	3,300
7560 Signage	2,552	285	600
8110 Supplies Expense	13,331	6,900	14,200
8130 Telephone & Internet	2,000	2,000	2,200
8135 Meals and Entertainment	4,400	5,548	8,103
8140 Postage, shipping, delivery	950	610	671
8170 Printing & copying	4,600	2,098	5,000
8175 Software	1,000	780	858
8180 Books, subscriptions, reference	500	424	466
8190 Dues & Contributions	800	450	495
8195 Licenses and Permits	336	232	650
8210 Rent, parking, other occupancy	20,100	21,053	10,920
8260 Furniture Fixtures & Equipment	3,017	1,188	3,000
8270 Equipment Rental	8,345	9,956	11,552
8280 Boat, Bus, and Venue Rentals	9,100	6,920	11,612
8310 Travel expenses	2,800	400	440
8320 Conferences and Training	6,000	1,690	1,859
8500 Misc expenses	1,500	247	772
8520 Insurance - non-employee	1,800	1,431	2,274
9000 Workers Compensation	900	467	514
<b>Total Expenditures</b>	<b>509,076</b>	<b>387,523</b>	<b>581,400</b>
<b>Net Revenue</b>	<b>34,024</b>	<b>139,050</b>	<b>20,253</b>

**Harbor District, Inc. Staff Report  
June 2019**

**PLANNING**

**Harborwalk**

The City of Milwaukee signed a contract with a consultant team led by Site Design to develop Design Standards for the Harbor District Harborwalk. Their scope also includes concept designs for several larger public space nodes and concepts for connecting the Harborwalk through challenging sections.

HDI engaged Site Design to provide concept designs for the southern half of the Solvay waterfront to present to We Energies prior to their work on that waterfront later in 2019.

**Streetcar (The Hop)**

Ivan and Lilith joined a group of south side leaders to meet with Mayor Barrett and DPW Commissioner Polenske to discuss the potential for bringing the streetcar south into Walker's Point. The Mayor said that there's no agreement on moving forward with any streetcar expansion in the Common Council, and was not encouraging about the prospects for additional southern expansion. The strategy for financing expansion has been to rely on older TID's that have excess capacity, and there are not any TIDs like that on the near south side. TID funds can only be expended within 1/2 mile of the TID boundary.

**Grand Trunk Wetland**

Construction was almost ready to begin this spring... and then PCB's were detected in the slip near the wetland. RACM is working with consultants to develop a plan for removal and remediation, but this will delay the project til next spring, and the cost may require a reduction in scope for the restoration. DPW is investigating the source; given the high concentrations, it seems to be recent and possibly ongoing, and it is possibly related to illegal dumping into storm drains.

**REDEVELOPMENT, CLEANUP, AND RESTORATION**

**Harbor View Plaza**

Construction is 70% complete. In the next two weeks they will install landscaping and trees, the dock, the donor wall, and pour footings for the play structure.

A grand opening event is scheduled for Monday, July 29th at 11:30 am. A public event will take place at the plaza (as part of play streets) on Sunday, July 28th from 1 to 4 pm.

**Habitat Hotels**



Habitat Hotel Intern Makensie Gustafson (see Staffing) has completed monitoring of previously installed hotels. The parts have been fabricated and plants ordered for 26 additional hotels. Weather and water level conditions have not yet allowed for their installation but they are ready to go when conditions allow.

### **AOC and Sediment Cleanup**

Lilith attends regular meetings of a “Leadership Team” that has been created for the AOC, as well as meetings to coordinate sediment cleanup. Milwaukee is being considered by EPA for a “priority AOC” designation, which hopefully would give us greater focus and more resources to help expedite clean-ups. One project currently under consideration is expansion of the Confined Disposal Facility where dredged materials are dumped. The expansion would reduce clean-up costs, since any materials that fall within certain toxicity limits could be barged to the CDF instead of being trucked to another state.

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

### **Opportunity Zones**

Lilith has been working with other BIDS, LISC, and the GMC to explore the possibility of a Milwaukee-based Opportunity Zone fund that would raise funds for mission-based projects.

### **BID 51 Expansion**

BID 51 has come to an agreement in principle (to be solidified in a to be drafted MOU) with the Walker’s Point Association that will allow BID 51 to expand to include both sides of 1st Street between Scott and Pittsburgh and all of Barclay and Water Streets in the Harbor District.

### **Property Improvement Grant Program**

BID 51 approved their first \$5,000 Property Improvement Grant. There is interest from several other property owners who anticipate applying later this summer.

### **Murals**

BID 51 approved contracts with Wallpapered City for two different murals, one on the Elementis building at 546 S. Water St. and one large mural on each side of the street on S. Kinnickinnic Ave. near Country Maid (~1900 S. Kinnickinnic Ave.). Wallpapered City will conduct a call for proposals for both walls.

## **OUTREACH AND ENGAGEMENT**

### **Harbor Fest & Play Streets**

Planning and fundraising for summer events is nearly complete. Play Streets will be on Sunday, July 28th, Sunday, August 18th and during Harbor Fest on Sunday, September 8th. Families

from 53204 will enjoy roller skating, sports, games, biking, paddling and more during Play Streets. The event is sponsored by BMO Harris Bank, Rockwell and Aurora Health Care.

Harbor Fest is set for Sunday, September 8th. We hope to raise \$30,000 in event sponsorship. Thus far, \$26,000 has been pledged. The headlining band is DeLaBuena. Volunteers are needed for event day. New this year: Adventure Rock climbing wall, Roll Train Dance Troupe, Wacky Wheels Roller Skating and Mercado Magic - a Walker's point Maker's Market sponsored by Botanica Galactica.

### **Community Science**

We launched our partnership with UEC to engage local kids to survey and monitor wildlife in the area. They have done two nights of trapping, and a field trip with 90 Allen-Field School 5th grade students to count birds and dragonflies.

### **Presentations, Boat and Bus Tours, Public Comment**

- "Astor Street Regulars", a group that meets monthly at the Milwaukee Yacht Club.
- Re-Amp Conference
- National Neighborhood Indicators Partnership conference
- Urban Manufacturing Alliance's Milwaukee Gathering
- Green Tree Garden Club
- Milwaukee Harbor Yacht Club
- UWM economic development class
- City Plan Commission hearing
- Harbor Commissioners

## **ADMINISTRATION AND BOARD SUPPORT**

### **Staffing**

Aaron Zeleske started work on June 17. Liliith and Dan have been orienting him and getting him up to speed.

Aaron Zeleske joins Harbor District staff as Natural Environment Program Manager. He comes to us after spending over five years with River Revitalization Foundation as Milwaukee River Greenway Director. In this role, he led a group of nonprofit, neighborhood, and governmental partners in enhancing the ecological and recreational value of over 800 acres of green space along the Milwaukee River. Prior to that, Aaron was the Project Manager for the Rotary Centennial Arboretum at Urban Ecology Center. Before entering the environmental field, Aaron spent several years working in youth development and taught high school in the Marshall Islands. He has a Masters in Nonprofit Management from Marquette University, where he was a recipient of the Trinity Fellowship. Outside of work, he is an enthusiastic cyclist, potter, and woodworker.

Lilith and Dan have been interviewing candidates for our outreach specialist position.

Our SFS intern Makensie Gustafson started in late May. Technically her role is to assist with and monitor the habitat hotels, but given her past experience and our needs, she has also been helping out with event planning for Play Streets and Harbor Fest.

Erin Ganzke, last year's Habitat Hotel intern, has been helping out (since Lindsay left) to finish up production at Bradley tech, order plants, and coordinate installation of new hotels.

Judy Krause will be our new bookkeeper. Judy was the CFO at Urban Ecology Center from its origins in a trailer at Riverside Park until the end of last year. She will come in 2x per month for a few hours to take over tasks I was doing, Lindsay was doing, the bookkeeper was doing, as well as creating some new systems and structures to help keep up with our growing organization.

### **EXEC Summary**

The executive committee met on June 19. We discussed:

- 2019-20 Budget. UWM will begin charging HDI rent in July, totaling about \$11,000 per year. EC members will explore whether the university might consider a donation or sponsorship to the organization to offset the rent.
- Property redevelopment: We discussed some redevelopment opportunities in the area and whether HDI would want to become a property developer.
- Board meeting agenda planning, including elections.
- Staffing update.
- Advisory Committee.