

Harbor District Inc.
Board Meeting
March 2, 2021
AGENDA

1. Icebreaker
2. Speaker: Adam Tindall-Schlicht, Director, Port Milwaukee
3. Approval of Minutes
4. Treasurer's Report
 - a. Dashboard
 - b. Expense in excess of budget: Web improvements
5. Board Committee Action Items
 - a. Equity Committee: Hiring Update (Bynum)
6. Staff Report and Action Items (Fowler)
 - a. New Staff
 - i. -Katie Stensberg
 - ii. – Planning & Development Director
 - b. General Operating Support
 - c. Waterfront Planning
 - d. Event Planning
7. Adjourn

Next Board Meeting: May 4, 9:00 am via GoToMeeting

Webinars:

Equity in the Environmental Movement – August Ball, Cream City Conservation
(offered through the Fund for Lake Michigan, email Lilith to join)
March 11, 2021 // Webinar 3: Disrupting White Dominant Culture in the
Workplace
May 5, 2021 // Webinar 4: Social Identities & Intersectionality
June 16, 2021 // Webinar 5: Recruitment & Hiring for the 21st Century
Workforce

Harbor District, Inc.
Board of Directors Meeting
January 12, 2021, 9:00 am
GoToMeeting

Board Members in Attendance

Marvin Bynum	Eric Dick	Ivan Gamboa
David Stegeman	David Misky	Kathryn Berger
Carolyn Esswein	Anne Summers	Dan Druml
Patricia Hoben	Paulina de Haan	Ed Eberle
Rosamaria Martinez	Nahid Afsari	Tim Hoelter
Joanne Anton	John Koetz	Paulina de Haan

Gary Ballesteros

Staff and Others in Attendance

Lilith Fowler, HDI	Natalia Hernandez, HDI	Marcus Carriaga, HDI
Stephanie Sherman, HDI	Aaron Zeleske, HDI	Kevin Shafer, MMSSD

Agenda and Notes

1. Approval of Minutes (Esswein)

Motion to approve the minutes from the September, 2020 Harbor District, Inc. board meeting. Moved by Dave Misky, seconded by Ivan Gamboa, unanimously approved.

2. Treasurer's Report (Martinez)
 - a. Dashboard
 - i. Expenses down a bit due to staff taking some time.
 - ii. Two unplanned grants came in, one for the website and one for AOC public outreach work.

Motion to approve from Ivan Gamboa, seconded by Paulina de Haan. Unanimously approved. The motion passes.

3. Governance Committee

a. Conflict of Interest Declaration

- i. Document is linked on the board resources page and Kathryn has sent out. All please print, sign, and return.

4. Equity Committee

a. New, small committee made up of Marvin, Gary, Paulina, and Raquel Filmanowicz. Fleshed out equity framework around goals that had been identified:

- i. Incorporate equity goals in the hiring process. Looking to fill two positions now. Have sent position announcements to community groups and networks to broaden the candidate pool.
- ii. Opportunity for the board to participate in webinars from Cream City Conservation.

5. Public Space Improvement Projects

a. Presentation of 6 public space project ideas (Zeleske)

i. Potential criteria -

1. Connect to and leverage other projects
2. Apply organizational values to prioritize; equity, connections to neighborhoods.
3. Opportunities to incorporate earning revenue into projects to offset maintenance

- ii. Is there an overall budget for all of these? No. The question is how big we want to go with these different projects.

6. Hiring Update

a. Public Ally - Meet Marcus Carriaga.

- i. Working with Public Allies at other organizations to develop an tour app about waterfront locations spanning the entire Riverwalk system and beyond.

b. Vacant Positions

- i. There are 2 (two) open positions Planning and Development Director and part-time Office Manager. Natalia and Lilith will interview for Office Manager this week. Marvin, Carolyn, and Lilith will do the first interviews for Planning and Development this and next week, with second interview presentations to follow.
- ii. Prioritizing equity in the hiring process, including the interviewers included. Sent an anonymous survey about how they heard about the job and their demographic information.

7. Environmental Committee

- a. Video - Featuring John Gurda giving overview of the Area of Concern (AOC), "A Toxic Legacy: Cleaning Up Milwaukee's Waterways". Technical difficulties: please watch on your own. Lilith has sent an email with the video information.
- b. Overview (Misky)
 - i. Historical overview of Milwaukee's waterways and identified impairments; Current sediment projects.
- c. Guest Speaker: Kevin Shafer, Executive Director MMSD
 - i. Estimated cost for the Dredged Materials Management Facility (DMMF) is \$95 million. If local partners can fund this, USEPA will contribute \$200+ million to dredge.
 - ii. MMSD is applying for a low interest EPA loan for the DMMF; Asking the state legislature to change statute and extend authority for certain types of construction that would authorize MMSD to do this work; DMMF construction could start late 2021.

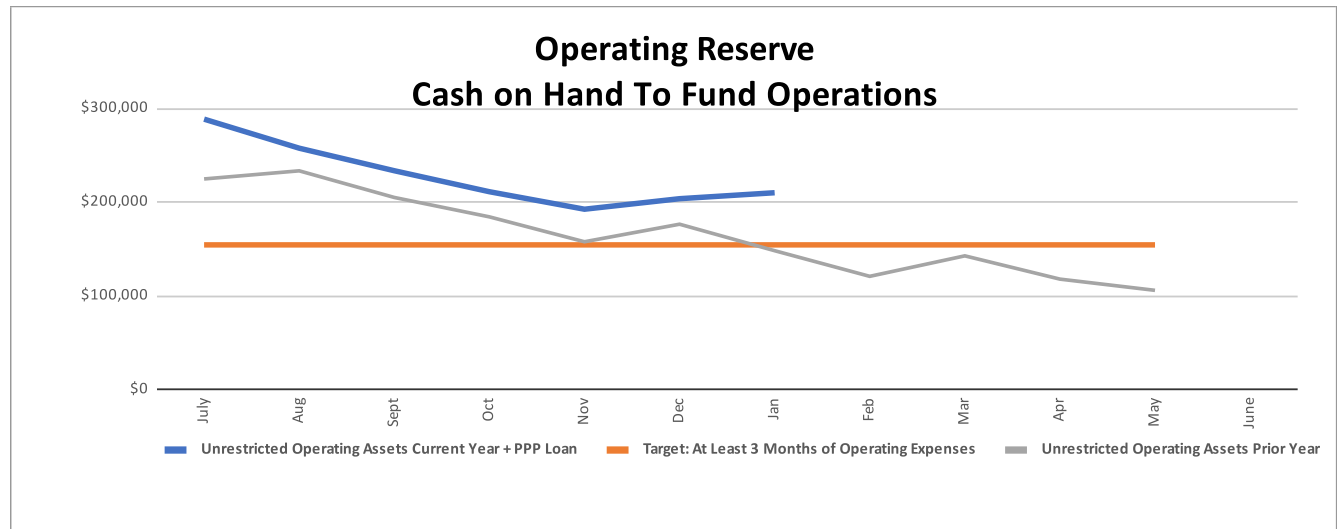
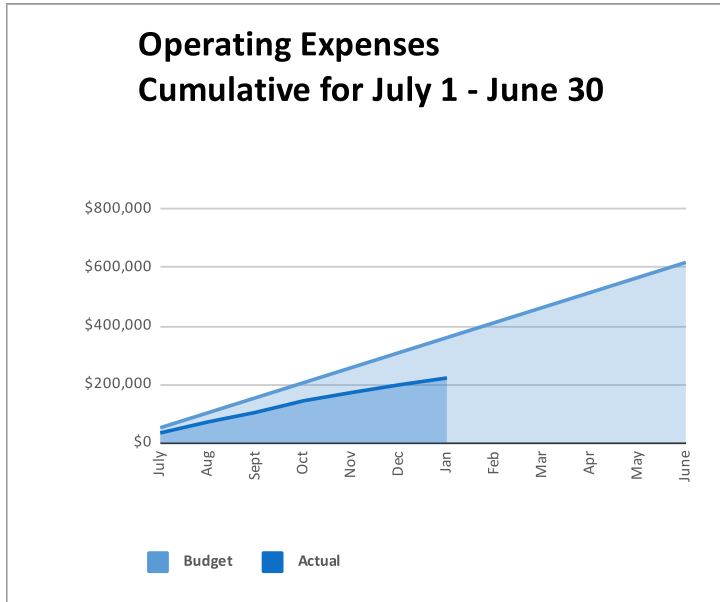
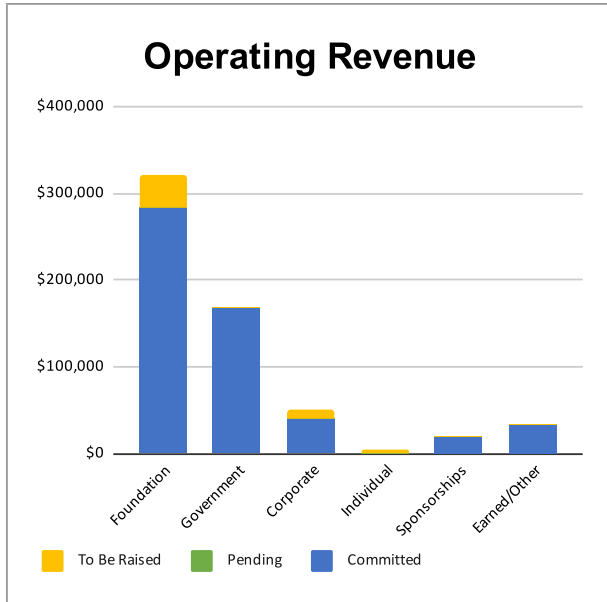
- iii. Impacts on property owners - There will likely be some, but hard to say currently. Dredging will be hydraulic, piping material into the DMMR, not mechanical, in which the river is de-watered and material is scooped out and trucked. Highly contaminated material will be moved to special landfills; Contaminated material below a certain threshold will reside forever in the DMMF.
- d. HDI Role: Community Input (Fowler)
 - i. HDI is not building the DMMF, but does have a role in the AOC process.
 1. Reaching out to property owners, giving local concerns a voice.
 2. Lilith and Aaron have been active in several groups/committees looking at aspects of the process.
 3. Fund for Lake Michigan - Lilith applied and was granted funding to distribute to people to compensate them for getting involved in the process to represent the community, especially parts of the community not usually involved.

8. Adjourn

Reminder of upcoming meetings and events:

Next Board meeting March 2, 2021 at 9:00 am

Harbor District, Inc. January 2021 Financial Snapshot



Highlights

- Our first PPP loan was forgiven in January. -

We submitted an application for a second PPP loan in February. -

Expenses are lower than budgeted due mostly to COVID - no conferences or events; some projects are slowed. -

We are within \$10,000 of securing all budgeted revenues for the fiscal year.

Balance Sheet Summary

	1-mo Chg	Balance 1/31
Current Assets	11%	\$ 475,882
Fixed Assets	0%	\$ 1,377,507
Liabilities	-93%	\$ 4,323
Net Assets	6%	\$ 1,849,066

Harbor District, Inc. Statement of Activity January 2021 (58% of Fiscal Year)	Operating Budget 2020-21					Non-Operating 2020-21					Organizational
	Actual	Actual	Actual	Budget	YTD %	BID	CAC Coord.	Plaza	Trash Wheel	Time-Restricted	Total
	Jan-21	12-1-20	July - Jan	(Annual)	Of Budget	Actual	Actual	Actual	Actual	Actual	Actual
						YTD	YTD	YTD	YTD	YTD	YTD
Revenue											
4065 Foundation Contributions	4,775	42,500	223,275	320,583	70%	0	41,950	0	91,500	-131,225	225,500
4070 Government Contributions	2,995	0	2,995	93,653	3%	0	0	0	0	0	2,995
4073 Corporate Contributions	0	0	40,000	50,000	80%	0	0	0	0	-40,000	0
4074 BID Contributions	0	0	5,000	8,000	63%	22,329	0	0	0	0	27,329
4075 Individual Contributions	250	25	390	5,000	8%	0	0	0	0	0	390
4076 Sponsorships	0	0	13,500	7,000	193%	0	0	0	0	0	13,500
4080 Earned Income	15,000	500	33,500	25,000	134%	0	0	0	0	0	33,500
4082 In-Kind Contributions	0	0	699	0	n/a	0	0	0	0	0	699
4088 Covid Leave Credit	585	836	12,399	0	n/a	0	0	0	0	0	12,399
4089 Forgiveness of Debt Revenue	51,606	0	51,606	51,216	101%	0	0	0	0	0	51,606
Total Revenue	\$75,211	\$43,861	\$383,363	\$560,452	68%	\$22,329	\$41,950	\$0	\$91,500	-\$171,225	\$367,918
Carryover Revenue from FY 19-20			61,161	62,696		0	0	50,000	15,938	0	127,099
Total Revenue + Carryover			\$444,524	\$623,148		\$22,329	\$41,950	\$50,000	\$107,438	-\$171,225	\$495,016
Expenditures											
7200 Salaries & related expenses	12,146	19,890	144,630	256,670	56%	0	0	0	0	0	144,630
7240 Benefits	626	626	4,176	24,162	17%	0	0	0	0	0	4,176
7250 Payroll taxes	1,544	1,439	10,862	22,994	47%	0	0	0	0	0	10,862
7540 Consultant & Professional Fees											
7520 Accounting fees	1,608	116	6,975	16,000	44%	0	0	0	0	0	6,975
7530 Legal Fees	450	0	450	3,000	15%	0	0	0	0	0	450
7542 Architecture and Engineering Fees	0	1,880	2,995	188,167	2%	0	0	0	296	0	3,291
7544 Art, Photography, Graphic Design	0	146	596	4100	15%	3750	0	0	0	0	4,346
7545 Partner Contracts/Sub-Grants	0	0	11,500	25,000	46%	0	0	0	0	0	11,500
7548 Other Professional/Consultants Fe	900	0	2,575	10,000	26%	7,858	0	3,787	0	0	14,220
Total 7540 Consultant & Professional Fees	\$2,958	\$2,141	\$25,091	\$246,267	10%	\$11,608	\$0	\$3,787	\$296	\$0	\$40,782
7550 Advertising	45	45	305	2,100	15%	0	0	0	0	0	305
7560 Signage	0	0	0	600	0%	0	0	0	0	0	0
8000 BID Grants to Others	0	0	0	0	n/a	5,000	0	0	0	0	5,000
8110 Supplies Expense	97	0	9,616	3,200	301%	3,073	0	0	0	0	12,690

Harbor District, Inc.
Statement of Activity
January 2021 (58% of Fiscal Year)

	Operating Budget 2020-21					Non-Operating 2020-21					Organizational
	Actual	Actual	Actual	Budget	YTD %	BID	CAC Coord.	Plaza	Trash Wheel	Time-Restricted	Total
	Jan-21	12-1-20	July - Jan	(Annual)	Of Budget	Actual	Actual	Actual	Actual	Actual	Actual
						YTD	YTD	YTD	YTD	YTD	YTD
8130 Telephone & Internet	103	102	713	2,200	32%	0	0	0	0	0	713
8135 Meals and Entertainment	0	219	823	7,450	11%	0	0	0	0	0	823
8140 Postage, shipping, delivery	230	0	427	800	53%	0	0	0	0	0	427
8170 Printing & copying	0	1,415	5,874	5,200	113%	209	0	0	0	0	6,083
8175 Software	0	0	700	1,000	70%	0	0	0	0	0	700
8180 Books, subscriptions, reference	30	30	307	600	51%	0	0	0	0	0	307
8190 Dues & Contributions	0	150	1650	1500	110%	0	0	0	0	0	1,650
8195 Licenses and Permits	140	0	245	240	102%	0	0	0	0	0	245
8210 Rent, parking, other occupancy	4,891	0	5,590	12,000	47%	1,797	0	0	0	0	7,387
8260 Furniture Fixtures & Equipment	0	0	1,310	3,000	44%	0	0	0	0	0	1,310
8270 Equipment Rental	0	0	0	600	0%	2,002	0	0	0	0	2,002
8280 Boat, Bus, and Venue Rentals	0	0	3,695	10,000	37%	0	0	0	0	0	3,695
8310 Travel expenses	0	0	0	5,200	0%	0	0	0	0	0	0
8320 Conferences and Training	0	0	-71	3,200	-2%	0	0	0	0	0	-71
8340 BID Reimbursable Expenses	0	0	0	0	n/a	0	0	0	0	0	0
8500 Misc expenses	0	0	0	1,080	0%	0	0	0	0	0	0
8510 Interest expense	390	0	390	0	n/a	0	0	0	0	0	390
8520 Insurance - non-employee	313	0	4,428	6,200	71%	278	0	0	0	0	4,706
8591 Bank and credit card fees	25	1	29	50	n/a	0	0	0	0	0	29
9000 Workers Compensation	0	371	1098	1,000	110%	0	0	0	0	0	1,098
Total Expenditures	\$23,539	\$26,429	\$221,887	\$617,313	36%	\$23,967	\$0	\$3,787	\$296	\$0	\$249,938
Capitalized Expenses	0	0	0	0	n/a	0	0	0	0	0	0
Net Revenue	\$51,672	\$17,431	\$222,637	\$5,835		-\$1,638	\$41,950	\$46,213	\$107,142	-\$171,225	\$245,078

Harbor District, Inc.
Balance Sheet
As of January 31, 2021

	As of 1/31/21	As of 12/31/20
ASSETS		
Current Assets		
1010 Cash in bank	353,638	221,693
1110 Accounts receivable	121,035	205,500
1450 Prepaid Expense	1,209	771
1451 Refundable Deposit	0	0
Total Current Assets	\$475,882	\$427,965
Fixed Assets		
1620 Leasehold Improvements	1,421,981	1,421,981
1630 Intangible Assets	7,615	7,615
1640 Furniture, fixtures, & equip	6,222	6,222
1720 Accum deprec- leasehold improvement:	-54,177	-54,177
1745 Accum deprec- furn,fix,equip	-4,133	-4,133
Total Fixed Assets	\$1,377,507	\$1,377,507
TOTAL ASSETS	\$1,853,389	\$1,805,472
LIABILITIES AND NET ASSETS		
Liabilities		
2110 Accounts Payable	0	0
2180 Accrued Vacation	4,323	9,490
2500 Loan Payable	0	51,216
Total Liabilities	\$4,323	\$60,706
Net Assets		
3020 Unrestricted Operating Assets	209,929	152,354
3040 Unrestricted Fixed Assets	1,377,507	1,377,507
Total 3000 Unrestricted Net Assets	\$1,587,436	\$1,529,862
3100 Temporarily Restricted Net Assets	261,630	214,905
Total Net Assets	\$1,849,066	\$1,744,766
TOTAL LIABILITIES AND NET ASSETS	\$1,853,389	\$1,805,472

Harbor District, Inc.
March 2021 Staff Report

PLANNING

Riverwalk:

Design work is about to begin for the segment adjacent to Komatsu. The City shared their RFP for design services with us for input and plan to issue it shortly. An HDI representative will serve on the Contract Management team for that planning process. Additionally, Liliith and Natalia developed a Scope of Services for the City of Milwaukee to compensate us for staff work on community engagement for the design process. Natalia is planning a survey and 3-4 events (possibly virtual) to gather input on plans. Approximate timeline is for design this summer-fall and construction next spring.

Farther south, Aaron is working with property owners between Lincoln and Becher Avenues on the west side of the KK to develop plans for riverwalk and some habitat restoration along that segment of the river.

REDEVELOPMENT, CLEANUP, AND RESTORATION

Harbor View Plaza: We installed several boulders to protect the plaza from traffic. It is still seeing regular visitors through Winter and got a lot of traffic recently related to the Harbor Seagull sinking.

Habitat Hotels: Aaron is planning monitoring and maintenance for 2021 on existing habitat hotels.

Grand Trunk: The City is going through the approval process for remediation of contaminated soils on the site with Wisconsin DNR. Their consultants have been working with city engineers to redesign the green infrastructure on the site so that it will accept and clean stormwater from as much of the adjacent neighborhood as possible. Various other compliance is being completed that will facilitate project bidding in several months.

AOC and Sediment Cleanup: We're launching a new Community Advisory Committee - HDI helped market the announcement to recruit new members, and Liliith will serve on the selection panel. Liliith is assisting in DNR's marketing efforts for the AOC, and the planning for a public meeting for the new Dredged Materials Maintenance Facility.

Trash Collector: A Request for Proposals to design and build the Trash Collector is currently out. We should have several bids to choose from, with the selection process scheduled to conclude at the end of March. We also contracted for the design of the on-land infrastructure for the Trash Collector and public Riverwalk that will be adjacent to the installation.

Habitat Enhancement: Aaron had been working with Marcus on clearing invasive shrubs from the shoreline of Lincoln Field until the January weather cooled down.

DEVELOPMENT, BID

Light the Hoan becomes Light the Hoan in the Harbor District

Efforts to brand the Harbor District as the home of Light the Hoan have begun. BID 51 is supporting an interactive light show on the Hoan Bridge Every Saturday for a year, beginning Saturday, 2/28 at 7pm. Music from local Milwaukee artists on 88.9 Radio Milwaukee is sync'd to a 30 minute light show on the Hoan Bridge.

"Light the Hoan in the Harbor District" is being promoted on 88.9, Visit Milwaukee, and a variety of other outlets. It will be shared with the Hoan Group's social media followers and as part of a year-long advertising campaign on 88.9.

Additionally, we'll be promoting it in conjunction with encouraging people to get take-out from Harbor District restaurants (Transfer, La Merenda, Fiesta, Santino's, Barnacle Bud's) and head to the Bruce Street Boat Launch, 600 S. Water St.

OUTREACH AND ENGAGEMENT

Community Science: Aaron is working with Milwaukee Public Museum and Marquette University to develop a summer internship program to conduct environmental research. This may include some opportunities for community science. We are exploring a partnership with the High Line for a September event called "Insectageddon".

School Programs: Natalia participated in Riley's first Green Team meeting. She will be working with Riley to do programming around the Trash collector. Aaron suggested a competition - "Kids vs. the Machine" - as a way to build awareness around trash.

Neighborhood Advisory Committee- NAC: Natalia held an NAC meeting in February to do an initial brainstorm on potential features and amenities they would like to see on the Komatsu section of the Riverwalk. Three new members joined the NAC.

FINANCES, ADMINISTRATION AND BOARD SUPPORT

Staffing

Lilith has been working on filling our office vacancies and just made an offer to a very strong candidate to replace Dan Adams. Katie Stensberg joined our team at the end of January as a

part-time office manager. Katie is an artist in her non-HDI hours, and most recently worked at Wallpapered City helping to beautify our region with murals (including our own Justin Suarez mural). We're looking forward to deploying her many talents!

Finance and Fundraising

We were awarded a 2021 Operating Support grant from the Brico Fund of \$80,000. This is a reduction from the \$100,000 grant that we have received for the last few years. We were also awarded a \$91,000 grant from the Fund for Lake Michigan as a match for our EPA Trash Collector grant. An additional \$50,000 grant from the Fund for Lake Michigan will mostly be used to compensate Community Advisory Committee members for the AOC, but HDI also receives some funding for our role as the fiscal agent for that effort.

Lilith negotiated a new service agreement with BID 51 to reflect the greater time and effort that has gone into BID-directed projects recently.