

Harbor District, Inc.
Board of Directors Meeting
March 2, 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	Gary Ballesteros

Staff and Others in Attendance

Lilith Fowler, HDI	Natalia Hernandez, HDI	Katie Stensberg, HDI
Stephanie Sherman, HDI	Aaron Zeleske, HDI	Adam Tindall-Schlicht, Port Milwaukee

Agenda and Notes

1. Speaker: Adam Tindall-Schlicht, Director, Port Milwaukee
2. Approval of Minutes (Esswein)
Motion to approve the minutes from the January, 2021 Harbor District, Inc. board meeting. Moved by Ivan Gamboa, seconded by Joanne Anton, unanimously approved.
3. Treasurer's Report (Martinez)
Motion to approve from John Koetz, seconded by Paulina de Haan. Unanimously approved. The motion passes.
4. Equity Committee (Bynum)
5. Staff Report and Action Items (Fowler)

- a. New staff hires: Katie Stensberg, Office Manager and Melony Pederson, Planning & Development Director
 - b. General operating support: Building corporate support and sponsorships
 - c. Waterfront Planning (Hernandez):
 - i. Brainstorming session
 - ii. Event planning: Smaller events in 2021
 - d. Trash Wheel (Zeleske): RFP released
6. Adjourn

Reminder of upcoming meetings and events:

Next Board meeting May 4, 2021 at 9:00 am

Harbor District Inc.
Board Meeting
May 4, 2021

AGENDA

1. Welcome & Introduce Guests (Esswein)
2. Guest Speakers: Ed Krishok, Kent Lovern, and Dick Lincoln, Milwaukee Urban Stable
3. Approval of Minutes
4. Treasurer's Report (Martinez)
 - a. Dashboard
5. Board Committee Action Items
 - a. Governance Committee: Upcoming Elections (Berger)
 - b. Executive Committee:
 - i. Corporate Fundraising Strategy (Summers)
 - ii. Poll for Future Meetings
6. Staff Action Items (Fowler)
 - a. Introducing Melony Pederson
 - b. 2021-22 Planning
7. Adjourn

Reminder of upcoming meetings and events:

Next Board meeting June 22, 2021 at 9:00 am

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

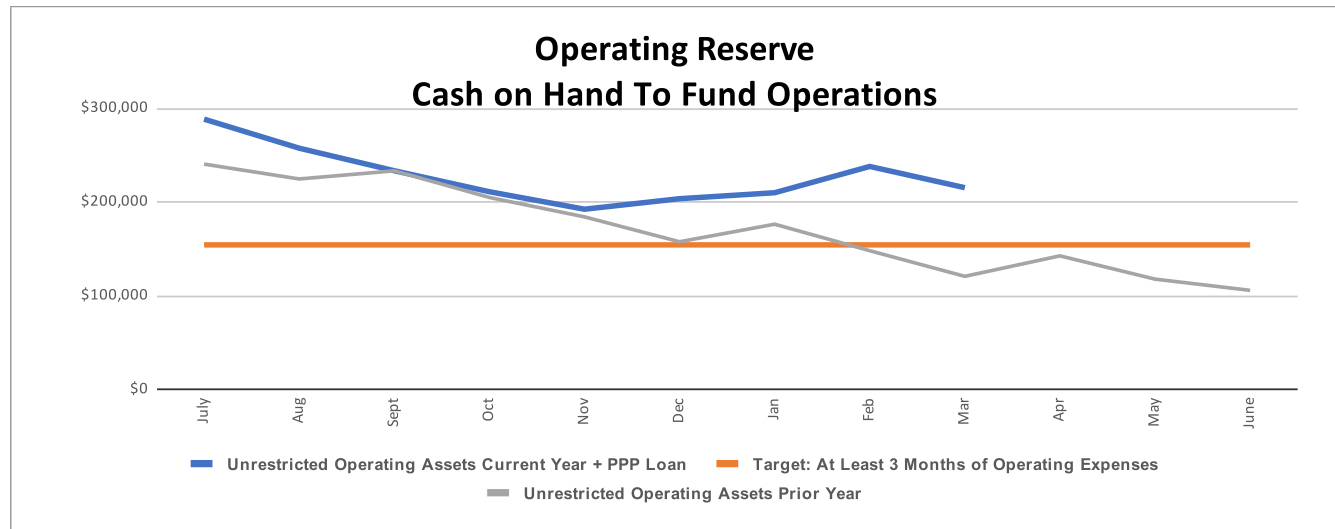
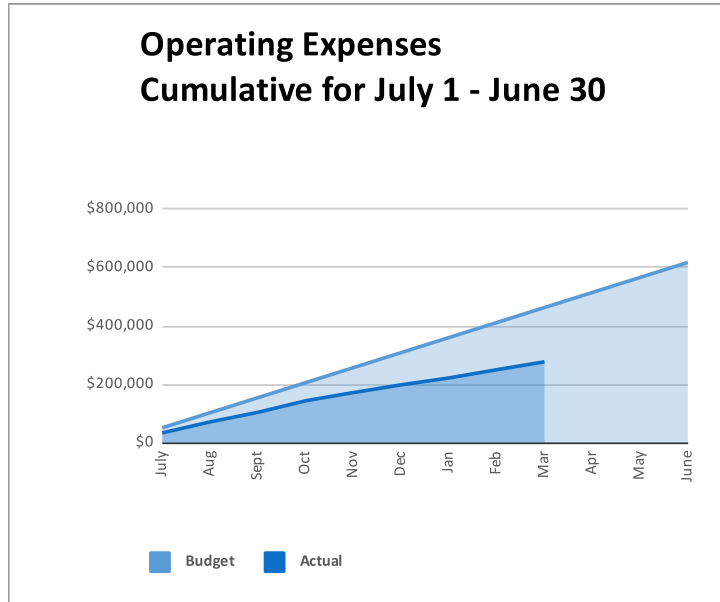
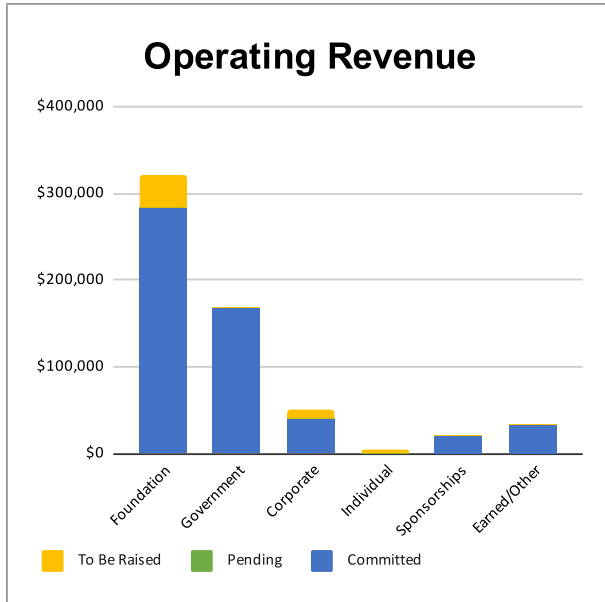
	<u>As of 3/31/21</u>	<u>As of 2/28/21</u>
ASSETS		
<u>Current Assets</u>		
1010 Checking account	134,802	366,957
1020 Savings account	250,014	0
1110 Accounts receivable	94,500	135,727
1450 Prepaid Expense	1,209	1,209
1451 Refundable Deposit	0	0
Total Current Assets	\$480,524	\$503,893
<u>Fixed Assets</u>		
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 improvements	-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	\$1,858,032	\$1,881,400
LIABILITIES AND NET ASSETS		
<u>Liabilities</u>		
2110 Accounts Payable	0	0
2180 Accrued Vacation	4,323	4,323
2500 Loan Payable	53,942	53,942
Total Liabilities	\$58,265	\$58,265
<u>Net Assets</u>		
3020 Unrestricted Operating Assets	161,380	183,998
3040 Unrestricted Fixed Assets	1,377,507	1,377,507
Total 3000 Unrestricted Net Assets	\$1,538,887	\$1,561,505
3100 Temporarily Restricted Net Assets	260,880	261,630
Total Net Assets	\$1,799,767	\$1,823,135
TOTAL LIABILITIES AND NET ASSETS	\$1,858,032	\$1,881,400

Harbor District, Inc. Statement of Activity March 2021 (75% 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
	Mar-21	Feb-21	July - Mar	(Annual)	Of Budget	Actual	Actual	Actual	Actual	Actual	Actual
						YTD	YTD	YTD	YTD	YTD	YTD
Revenue											
4065 Foundation Contributions	0	0	223,275	320,583	70%	0	41,950	0	91,500	-131,225	225,500
4070 Government Contributions	0	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%	49,562	0	0	0	0	54,562
4075 Individual Contributions	0	0	390	5,000	8%	0	0	0	0	0	390
4076 Sponsorships	4,000	0	17,500	7,000	250%	0	0	0	0	0	17,500
4080 Earned Income	0	0	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
4085 Interest Income	15	0	15	0	n/a	0	0	0	0	0	15
4088 Covid Leave Credit	522	627	13,548	0	n/a	0	0	0	0	0	13,548
4089 Forgiveness of Debt Revenue	0	0	51,606	51,216	101%	0	0	0	0	0	51,606
Total Revenue	\$4,537	\$627	\$388,527	\$560,452	69%	\$49,562	\$41,950	\$0	\$91,500	-\$171,225	\$400,314
Carryover Revenue from FY 19-20			61,161	62,696		0	0	50,000	15,938	0	127,099
Total Revenue + Carryover			\$449,688	\$623,148	72%	\$49,562	\$41,950	\$50,000	\$107,438	-\$171,225	\$527,413
Expenditures											
7200 Salaries & related expenses	18,777	20,287	183,694	256,670	72%	0	0	0	0	0	183,694
7240 Benefits	626	626	5,429	24,162	22%	0	0	0	0	0	5,429
7250 Payroll taxes	1,558	1,803	14,223	22,994	62%	0	0	0	0	0	14,223
7540 Consultant & Professional Fees											
7520 Accounting fees	4,976	1,799	13,750	16,000	86%	0	0	0	0	0	13,750
7530 Legal Fees	0	0	450	3,000	15%	0	0	0	0	0	450
7542 Architecture & Engineering Fees	0	0	2,995	188,167	2%	0	0	0	296	0	3,291
7544 Art, Photography, Graphic Design	0	1,933	2,529	4,100	62%	3750	0	0	0	0	6,279
7545 Partner Contracts/Sub-Grants	0	0	11,500	25,000	46%	0	750	0	0	0	12,250
7548 Other Professional Fees	0	0	2,575	10,000	26%	8,420	0	3,787	0	0	14,782
Total 7540 Consultant & Professional Fees	\$4,976	\$3,732	\$33,799	\$246,267	14%	\$12,170	\$750	\$3,787	\$296	\$0	\$50,802
7550 Advertising	45	45	395	2,100	19%	0	0	0	0	0	395
7560 Signage	0	0	0	600	0%	0	0	0	0	0	0
8000 BID Grants to Others	0	0	0	0	n/a	30,000	0	0	0	0	30,000

Harbor District, Inc.
Statement of Activity
March 2021 (75% 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
	Mar-21	Feb-21	July - Mar	(Annual)	Of Budget	Actual	Actual	Actual	Actual	Actual	Actual
						YTD	YTD	YTD	YTD	YTD	YTD
8110 Supplies Expense	34	77	9,727	3,200	304%	3,073	0	0	0	0	12,800
8130 Telephone & Internet	103	103	919	2,200	42%	0	0	0	0	0	919
8135 Meals and Entertainment	135	240	1,198	7,450	16%	0	0	0	0	0	1,198
8140 Postage, shipping, delivery	2	4	433	800	54%	0	0	0	0	0	433
8170 Printing & copying	0	0	5,874	5,200	113%	209	0	0	0	0	6,083
8175 Software	55	286	1040	1,000	104%	0	0	0	0	0	1,040
8180 Books, subscriptions, reference	30	34	371	600	62%	0	0	0	0	0	371
8190 Dues & Contributions	0	250	1900	1500	127%	0	0	0	0	0	1,900
8195 Licenses and Permits	0	0	245	240	102%	0	0	0	0	0	245
8210 Rent, parking, other occupancy	699	699	6,988	12,000	58%	1,858	0	0	0	0	8,846
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	87	0	16	3,200	1%	0	0	0	0	0	16
8340 BID Reimbursable Expenses	0	0	0	0	n/a	0	0	0	0	0	0
8500 Misc expenses	0	35	35	1,080	3%	0	0	0	0	0	35
8510 Interest expense	0	0	390	0	n/a	0	0	0	0	0	390
8520 Insurance - non-employee	0	0	4,428	6,200	71%	278	0	0	0	0	4,706
8591 Bank and credit card fees	1	-25	5	50	n/a	0	0	0	0	0	5
9000 Workers Compensation	0	0	1098	1,000	110%	0	0	0	0	0	1,098
Total Expenditures	\$27,126	\$28,196	\$277,210	\$617,313	45%	\$49,591	\$750	\$3,787	\$296	\$0	\$331,634
Capitalized Expenses	0	0	0	0	n/a	0	0	0	0	0	0
Net Revenue	-\$22,589	-\$27,569	\$172,479	\$5,835		-\$29	\$41,200	\$46,213	\$107,142	-\$171,225	\$195,779

Harbor District, Inc. March 2021 Financial Snapshot



Highlights

- Our second PPP loan was awarded in February (\$53,942), causing our liabilities to increase.
- "To Be Raised" operating revenue shown above includes approximately \$25,000 we don't anticipate raising this year. This shortfall is not expected to be an issue because expenses are trending under budget.

Balance Sheet Summary

	2-mo Chg	Balance 3/31
Current Assets	1%	\$ 480,524
Fixed Assets	0%	\$ 1,377,507
Liabilities	1148%	\$ 53,942
Net Assets	-3%	\$ 1,799,767

**Harbor District, Inc. Staff Report
March-April 2021**

PLANNING

Harborwalk: Melony joined the Contract Management Team and reviewed the ten proposals submitted from firms across the country. Smith Group had a fantastic vision for this section and has been selected to design the Harborwalk section adjacent to the Komatsu properties. Contract negotiations are moving forward and work will start in May. Melony will represent HDI in these meetings.

Project Review: Melony has already had the chance to weigh in on several real estate projects in the works in the Harbor District, including potential re-zoning and Riverwalk variance requests. The real estate market is hopping!

REDEVELOPMENT, CLEANUP, AND RESTORATION

Harbor View Plaza: Aaron is getting Harbor View Plaza is ready for spring! The boat launch dock is installed for the season and the blue gate that was damaged by a car is fixed. Aaron had malfunctioning lighting repaired and has scheduled turning on the fountain, replacing broken bike racks, and replacing plants that are no longer with us.

First and Greenfield:

Habitat Hotels: Aaron has secured a School of Freshwater Sciences grad student, Emma Gilbertson, to work as an intern for the project, monitoring and maintaining hotels.

Grand Trunk Wetland: Aaron continues to be involved with the Wisconsin DNR and RACM in the restoration project. The extent of contamination at the site continues to cause delays, though the partners are working through them.

Aaron is working with UWM Electa Quinney staff to reach out to the local Native American communities. This work will inform an installation that expresses the cultural importance of the estuary to the local tribes. This is a really cool project that has not been done much in Milwaukee. Our first virtual input session is May 1.

Trash Collector: Working with the project team, Aaron received 4 bids to build the system and after review and interviews, have selected Aquarius Systems to build the machine. We have also had several conversations with property owners and our engineers about the installation site and are closing in on designing the land-based infrastructure needed for it to function and are in good shape moving the project forward.

AOC and Sediment Cleanup: Lilith spearheaded recruitment, selection, and onboarding of a Community Advisory Committee for the AOC. HDI secured a grant to be able to compensate members, and Katie managed all the logistics for the 99 applicants, multiple group interviews, selection committee meetings, and communications. We selected a fantastic group of nine people with a wide range of professional skills, geographic and racial diversity, and are just getting them up to speed. Lilith continues to participate in the AOC leadership team (MAIT) meetings where we are currently focused on planning, public outreach, and approvals for a new facility to hold contaminated dredge spoils (sediment) that will be built on the lake. Aaron also continues to be a member of the Fish and Wildlife Technical Advisory Team, reviewing and giving input on projects and priorities.

COMMUNITY AND ECONOMIC DEVELOPMENT

Business Outreach: Stephanie met one-on-one with Engel Tool and Komatsu. Stephanie and Natalia met with Forward Space to discuss a Harbor District promotional video. Stephanie connected with 414Flowers - a floral pop-up on Barclay and National. Stephanie connected with Wantable Cafe - a beautifully designed space on Barclay - perfect for distanced coffee meetings and/or happy hour.

Anecdotal feedback from one-on-ones: businesses want potholes fixed, more parking and more industrial uses in BID.

Melony has been in conversation with Kadinger and the City on possibilities around their site as it relates to the Riverwalk project; there may be a way to include them in this go around on the design.

Another property in the district, 212 Mineral, has completed their final sale and the new owner, Mark Lathers, has been in conversation with Melony, Lilith and the City on their ideas for speculative office space on the top floors while retaining manufacturing or artist spaces on the ground floor. Both of these owners are meeting with Melony next week to discuss further.

BID- District Signage:

Melony met with Monique and Michael of Plunkett Raysich Architects to assess mock ups of District Signage options. While neither of the mock ups were the right fit it was a wonderful way to get a visual for these signs. Conversations continue on what's the right fit for meeting District and property owner's goals for the signage. Monique has also made headway with DPW on the Southern Gateway signage requirements and is working with Melony on their recommendations for that location, KK and Bay.

DCD Industrial Market Study: Melony joined the Plan Advisory Group for the ongoing study. Recommendations are expected to be released from the consultant, Interface Studio, by the end of May. Highlights of the current conversation include the need to protect existing industrial

spaces, planning on how to make these properties more marketable and workable for redevelopment, and possible zoning changes needed to help with this. Take a look at their website which includes great infographics on what we're working with.

<https://mkeindustrial.com/>

OUTREACH AND ENGAGEMENT

Earth Day Tree Planting Blitz on KK River Trail: Stephanie and Aaron produced a successful Earth Day event to celebrate **Komatsu's 100th Anniversary**. Stephanie, Aaron, Lilith, Natalia, Melony, Katie and HDI partners (16th Street Community Health Center, River Revitalization Foundation & MKE Riverkeeper) teamed up with 40 Komatsu employees to plant 138 trees on the trail. The event was featured on Fox 6, WITI - Channel 12 and Telemundo.

Milwaukee Riverkeeper's 26th Annual Spring Cleanup

Natalia hosted a cleanup site as part of this year's Spring Cleanup. Sixteen volunteers participated at our site and we collected 20 full bags of garbage from the Clock Tower Acres neighborhood.

Riverwalk Public Survey

The City of Milwaukee contracted Harbor District, Inc. to lead the outreach and engagement efforts for the Greenfield Ave.- Kinnickinnic Ave. Riverwalk project. Natalia completed phase one by creating a public survey in both English and Spanish. The marketing material is available in both Spanish and English as well. Natalia distributed the survey through a variety of platforms: HDI Monthly newsletter, HDI social media pages, posters at businesses in the Bay View and 53204 neighborhoods, flyers placed on car windshields and doors in the Clock Tower Acres neighborhood, direct emails to partners, organizations, and BIDs, and paid advertisement in El Conquistador. Natalia has gotten 365 responses thus far (4.29.21). Of those 365 responses, 51 reported living in the 53204 neighborhood.

Summer en la Plaza:

Natalia talked with a number of our groups and six of our groups agreed to host events at Harbor View Plaza this summer.

Harbor Fest:

Natalia met with the City of Milwaukee Health Department to talk through safety protocols for Harbor Fest.

Community Science: Aaron has established a new partnership with Milwaukee Public Museum and Marquette University's Environmental Sciences program to work with two student interns. Under the supervision of Aaron and partners, they will identify an ecological research question and conduct field work in the Harbor District, using MPM facilities for analysis. This will provide more focused research results than our previous monitoring programs, exploring particular areas of interest that will inform our ecological restoration work.

Marketing & Communications Natalia and Lilith have been working on a communications plan. Natalia prepared and distributed e-Newsletters in March and April.

Social Gatherings

Stephanie and Natalia represented HDI at the Walker's Point Association Monthly Community Gatherings and WPA Board meetings.

Natalia presented to 30 TRUE Skool participants as part of their 10 week 'Designed Awareness' program.

Natalia led the planning of five community 'Winter Strolls w/ Harbor District Staff' Aaron, Lilith, Katie, and Natalia took turns to lead those walks. We had approximately 20 people participate.

FINANCES, ADMINISTRATION AND BOARD SUPPORT

Staffing Melony Pederson started work on April 6th. She and Lilith have been working together to get her up to speed, and Katie has been documenting and implementing new procedures and structures to better standardize our on-boarding process.

Fundraising: Lilith and Stephanie have been developing a corporate fundraising strategy. We met with Anne Summers to review and get some feedback on our best approach. Lilith submitted an operating support request to Rockwell Automation. We have been awarded a Coastal Management grant for design of Riverwalk on the West Bank of the Kinnickinnic near Becher Street, adjacent to the Trash Collector site (but we aren't allowed to talk about it yet! Shh!)

Planning and Budget for 2021-22: The staff has begun the process of setting goals and developing a budget for the coming fiscal year (begins July 1).

Staff Training & Capacity Building: Most of the staff has been participating in Diversity & Inclusion trainings with Public Allies. We were recently offered an opportunity to join peer cohorts in a number of topic areas through the High Line Network and all the staff will be participating in one or more of those as a chance to connect with and learn from staff at similar projects around the country.

Office Furniture and Equipment: Our antiquated office furniture is being replaced with more functional furniture that meets the current needs of our team. Desk chairs have been purchased from Forward Space, located here in the Harbor District. The piecemealed desks will be replaced with desks that support the office spaces in a more optimal manner. In the near future, we will be replacing our current conference room table so we all fit comfortably. We are all excited to be back in the office soon with a fresh look that mirrors our forward thinking mentality.