

Harbor District, Inc.  
Board of Directors Meeting  
January 4, 2022 9:00 am  
Virtual - Zoom

Board Members in Attendance

Marvin Bynum, Eric Dick, Rosamaria Martinez, Kathryn Berger, Gary Ballesteros, John Koetz, David Stegeman, Elmer Moore Jr., Paulina Gutierrez, Nahid Afsari, Anne Summers, David Misky, Tim Hoelter, Joanne Anton, Ivan Gamboa, Aaron Zeleske (HDI), Katie Stensberg (HDI), Juliet Page (Julep Consulting), Rick Little (Julep Consulting)

Agenda and Notes

1. Call to Order (Bynum)
2. Approval of Minutes (Bynum)  
Motion to approve the minutes from the November 2, 2021 Harbor District, Inc. board meeting. Moved by Ivan Gamboa, seconded by David Misky, unanimously approved.
3. Treasurer's Report (Afsari)  
Treasurer presented the 2020-2021 Fiscal Year Independent Audit and 990 Federal Tax Return. The Audit was a "clean opinion" and found the organization in good financial health.
4. Staff Report and Action Items (Zeleske)
  - a. Trash Collector: Design to be finished in March; Installation will be in Spring of 2023
  - b. Habitat Projects
5. Komatsu Oil Spill update (Koetz)
6. Executive Director search (Julep Consulting; Page and Little)
7. Meeting adjourned

**Harbor District, Inc.**  
**Balance Sheet**  
**As of February 28, 2022**

	<u>As of 2/28/22</u>	<u>As of 1/31/22</u>
<b>ASSETS</b>		
<u>Current Assets</u>		
1010 Checking account	135,549	147,012
1020 Savings account	250,174	250,163
1110 Accounts receivable (Short-Term)	17,436	36,900
1450 Prepaid Expense	1,373	1,373
<b>Total Current Assets</b>	<b>\$404,531</b>	<b>\$435,448</b>
<u>Long Term Assets</u>		
1110 Accounts Receivable (Long-Term)	\$100,000	\$100,000
<u>Fixed Assets</u>		
1620 Leasehold Improvements	1,421,981	1,421,981
1640 Furniture, Fixtures, & Equip	8,770	8,770
1650 Fixed Assets in Progress	44,500	44,500
1720 Accum Deprec- Leasehold Improvements	-113,427	-113,427
1745 Accum deprec- Furn, Fix, Equip	-5,647	-5,647
<b>Total Fixed Assets</b>	<b>\$1,356,178</b>	<b>\$1,356,178</b>
<b>TOTAL ASSETS</b>	<b>\$1,860,708</b>	<b>\$1,891,626</b>
<b>LIABILITIES AND NET ASSETS</b>		
<u>Liabilities</u>		
2110 Accounts Payable	0	0
2180 Accrued Vacation	2,904	2,904
2400 Deferred Revenue	2,500	0
2500 Loan Payable	0	0
<b>Total Liabilities</b>	<b>\$5,404</b>	<b>\$2,904</b>
<u>Net Assets</u>		
3020 Unrestricted Operating Assets	143,911	171,892
3030 Board-Designated Operating Reserve	39,536	39,536
3040 Unrestricted Fixed Assets	1,356,178	1,356,178
<b>Total 3000 Unrestricted Net Assets</b>	<b>\$1,539,624</b>	<b>\$1,567,605</b>
3100 Temporarily Restricted Net Assets	315,679	321,116
<b>Total Net Assets</b>	<b>\$1,855,304</b>	<b>\$1,888,721</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$1,860,708</b>	<b>\$1,891,626</b>

**Harbor District, Inc.**  
**Statement of Activity**  
**February 2022 (67% of Fiscal Year)**

	Operating Budget 2021-2022					Non-Operating	Organizational
	Actual	Actual	Actual	Budget	YTD %	Actual	Total
	Feb-22	Jan-22	July-Feb	(Annual)	Of Budget		
<b>Revenue</b>							
4065 Foundation Contributions	0	50,000	209,775	214,775	98%	90,225	300,000
4070 Government Contributions	0	0	0	127,033	0%	44,500	44,500
4073 Corporate Contributions	0	720	50,720	53,000	96%	0	50,720
4074 BID Contributions	0	0	0	0	n/a	50,735	50,735
4075 Individual Contributions	0	500	2,501	5,000	50%	0	2,501
4076 Sponsorships	0	0	56,105	40,000	140%	-5,000	51,105
4080 Earned Income	2,500	15,000	42,304	37,625	112%	0	42,304
4082 In-Kind Contributions	0	0	1,700	4,000	n/a	0	1,700
4085 Interest Income	12	13	109	0	n/a	0	109
4088 Covid Leave Credit	0	0	0	0	n/a	0	0
4089 Forgiveness of Debt Revenue	0	0	54,212	53,942	101%	0	54,212
<b>Total Revenue</b>	<b>\$2,512</b>	<b>\$66,233</b>	<b>\$417,425</b>	<b>\$535,375</b>	<b>78%</b>	<b>\$180,460</b>	<b>\$597,886</b>
Carryover Revenue from FY 20-21			50,946	35,133		282,626	333,572
<b>Total Revenue + Carryover</b>			<b>\$468,371</b>	<b>\$570,508</b>	<b>82%</b>	<b>\$463,086</b>	<b>\$931,458</b>
<b>Expenditures</b>							
7200 Salaries & related expenses	25,670	23,357	195,477	292,232	67%	0	195,477
7240 Benefits	1,287	185	12,248	25,000	49%	0	12,248
7250 Payroll taxes	2,029	1,847	14,951	23,300	64%	0	14,951
7540 Consultant & Professional Fees							
7520 Accounting fees	1,424	5,872	15,075	18,000	84%	0	15,075
7530 Legal Fees	0	0	0	3,000	0%	0	0
7542 Architecture & Engineering Fees	0	1,950	1,950	89,000	2%	8,300	10,250
7544 Art, Photography, Graphic Design	0	0	800	2,000	40%	16,500	17,300
7545 Partner Contracts/Sub-Grants	0	0	8,090	16,750	48%	27,800	35,890
7546 Maintenance Services	0	0	0	0	n/a	2,687	2,687
7547 Security Services	0	0	0	0	n/a	9,593	9,593
7548 Other Professional Fees	0	0	7,200	7,500	96%	14,570	21,770
Total 7540 Consultant & Professional Fees	\$1,424	\$7,822	\$33,115	\$136,250	24%	\$79,449	\$112,565
7550 Advertising	50	45	4,230	2,310	183%	550	4,780
8000 BID Grants to Others	0	0	0	0	n/a	5,000	5,000
8110 Supplies Expense	151	0	7,035	12,350	57%	919	7,954
8130 Telephone & Internet	116	116	910	2,200	41%	0	910
8135 Meals and Entertainment	56	78	3,304	7,000	47%	527	3,830
8140 Postage, shipping, delivery	10	12	101	500	20%	0	101
8170 Printing & copying	166	0	1,954	5,880	33%	0	1,954
8175 Software	387	5	1305	1,000	131%	48	1,353
8180 Books, subscriptions, reference	142	43	526	600	88%	0	526
8190 Dues & Contributions	0	150	2000	2000	100%	0	2,000
8195 Licenses and Permits	10	0	95	449	21%	334	429
8210 Rent, parking, other occupancy	699	699	6,323	12,000	53%	1,708	8,031
8260 Furniture Fixtures & Equipment	0	0	2,424	3,000	81%	0	2,424
8270 Equipment Rental	0	185	11,379	18,790	61%	0	11,379
8280 Boat, Bus, and Venue Rentals	0	0	3,787	7,150	53%	0	3,787
8310 Travel expenses	0	65	1,095	4,000	27%	464	1,559
8320 Conferences and Training	0	95	700	3,600	19%	0	700

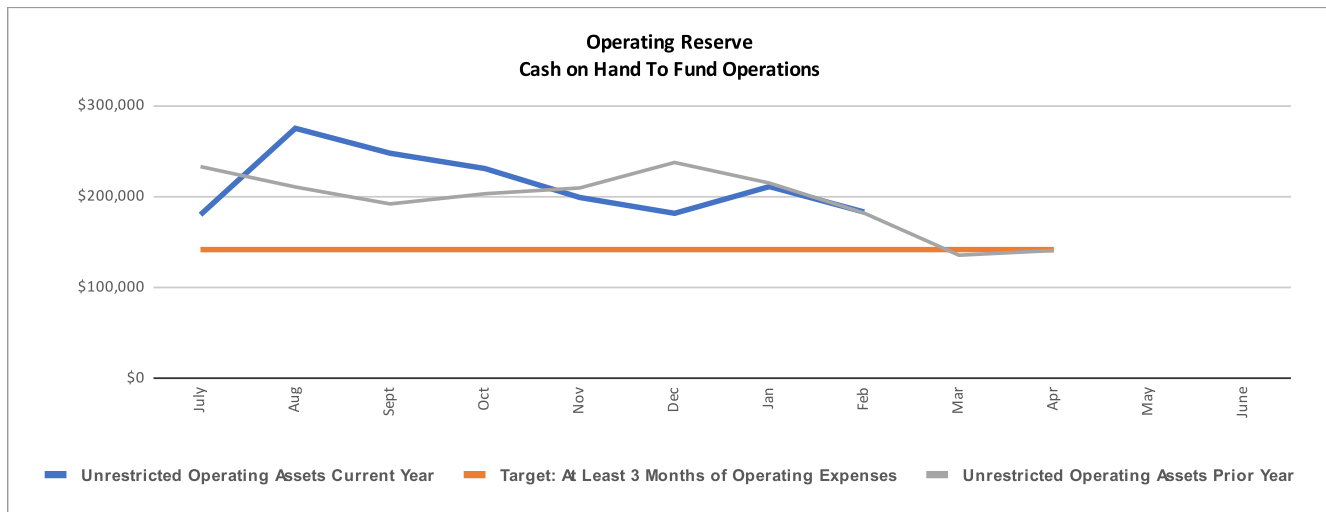
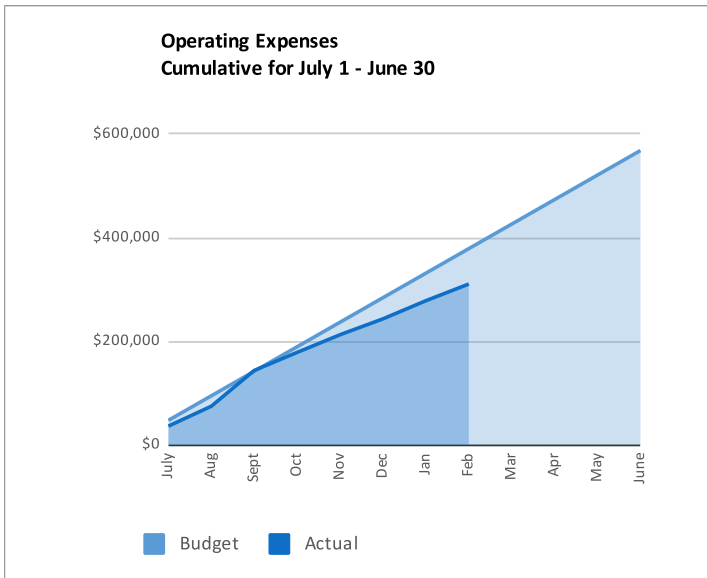
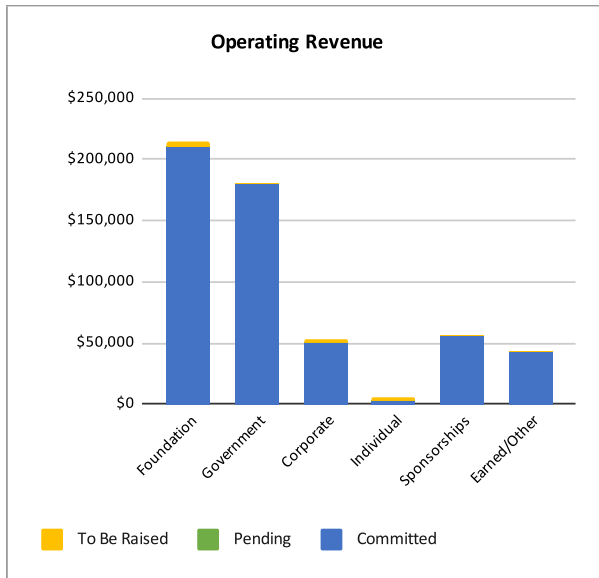
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Harbor District, Inc.  
Statement of Activity  
February 2022 (67% of Fiscal Year)

	Operating Budget 2021-2022					Non-Operating	Organizational
	Actual Feb-22	Actual Jan-22	Actual July-Feb	Budget (Annual)	YTD % Of Budget	Actual YTD	Total Actual YTD
8500 Misc expenses	79	0	79	1,400	6%	0	79
8510 Interest expense	0	0	270	0	n/a	0	270
8520 Insurance - non-employee	0	328	5,282	6,215	85%	0	5,282
8591 Bank and credit card fees	2	1	86	50	n/a	0	86
9000 Workers Compensation	0	0	806	1,300	62%	0	806
<b>Total Expenditures</b>	<b>\$32,278</b>	<b>\$35,033</b>	<b>\$309,482</b>	<b>\$568,576</b>	<b>54%</b>	<b>\$88,999</b>	<b>\$398,481</b>
Capitalized Expenses	0	0	1,249	0	n/a	44,500	45,749
<b>Net Revenue with carryover</b>	<b>-\$29,767</b>	<b>\$31,200</b>	<b>\$157,641</b>	<b>\$1,932</b>		<b>\$329,588</b>	<b>\$487,228</b>

*A Advertising expense includes \$1700 of inkind radio promotions*

## Harbor District, Inc. February 2022 Financial Snapshot



Highlights
<ul style="list-style-type: none"> <li>- Brico Fund provided operating support (\$70k for 2022)</li> <li>- Prairie Springs gave new \$15k gift</li> <li>- Total revenue committed exceeds budget goal</li> <li>- Operating expenses are at 54% of budget at 67% of the year</li> </ul>

Balance Sheet Summary		
	5-mo Chg	Balance 2/28
Non-Fixed Assets	-9%	\$ 504,531
Fixed Assets	3%	\$ 1,356,178
Liabilities	-4%	\$ 5,404
Net Assets	0%	\$ 1,855,304

## Harbor District, Inc. Staff Report January - March 2022

### PLANNING

**KK-Greenfield Harborwalk:** Construction is delayed until 2023 with completion expected that year. Design of the area adjacent to Harbor View Plaza has progressed to include a small structure with two restrooms and a storage area for kayaks. There is also a covered area for performances with seating in the round, including views from the water! A water habitat focused area has been defined as the Node where some sheet pile will be cut down to allow the river to ebb into the Riverwalk area and provide a space for exploration.

**West Bank Harborwalk:** Conceptual designs have been developed by site Design and shared with the property owners. Both MMSD and Druml Properties are excited about the plan and eager to move into the next phase which is to sign an MOU and commit to the project. Once this happens we will continue to work with Walbec (Payne & Dolan) to coordinate the team and construction. Construction possible in 2022, likely 2023.

**Kinnickinnic River Bike Trail Connections:** Smith Group and the City of Milwaukee approved HDI's Community Engagement Scope of Services. Natalia is putting together the Stakeholder Advisory Committee and getting a mailing list ready for when materials and information from the City is ready to be sent.

**Green Infrastructure:** Aaron was able to negotiate the reallocation of a grant we had from the National Fish and Wildlife Foundation from the Grand Trunk. Carolyn connected HDI with Reflo, a nonprofit that does green renovations of MPS schoolyards (thanks Carolyn!), who is already planning improvements at Riley School, located at 4th Street and Chase. Because the Grand Trunk project fell through, we are able to move that funding to support the project at Riley, helping MPS and Reflo build green infrastructure that will improve water quality and install educational elements that go along with it.

### REDEVELOPMENT, CLEANUP, AND RESTORATION

**Harbor View Plaza:** People are still using and loving the Plaza all year round. There was a late night accident involving one car, with no injuries, where they struck one of the stone blocks protecting the Playtower. Some minor repairs will be completed by 4/8. We've also installed another preventative measure to ensure damage like this does not continue.

**Habitat Hotels:** Aaron has some alternative concepts sketched up that Jared will start putting together in spring. Existing installations will not be monitored for impact, like in past years, but will be monitored a couple times this year to assess condition and inform maintenance procedures. Aaron is also working to secure several fish habitat installation locations with property owners.

**Trash Collector:** Good news first! Last year, in conversations regarding contracting, we discussed how supply chain and material costs made the fabrication of the Trash Collector system about \$100,000 more expensive than initially budgeted. Aaron reached out to EPA, explained the situation, and they agreed to provide supplemental funding to cover this \$100,000 gap! After months of assessing permitting implications and consulting with MMSD, DNR, the City, and others, our planned installation site is not feasible. The stretch of river between Becher Street and Lincoln Avenue has unusual hydrological conditions. The project would create an acceptable level of flood impacts on an upstream building. We are assessing alternative locations that will avoid these complications and making contact with adjacent landowners.

**Habitat Restoration:** Aaron worked with Sixteenth Street Community Health Centers staff to clear invasive shrubs from a portion of the woodland around the KK River Trail and in the riparian buffer forest at Lincoln Field. With funding from the National Fish and Wildlife Foundation, Aaron is seeding native wildflowers, grasses, and sedges along the buffer at Lincoln Field. Red oak and white oak seedlings will be arriving in April for planting.

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

**District Directory:** Website is up and being shared. Colleen Cheney-Trawinski has been working to collect business information from adjacent neighborhoods.

**Business Outreach:** We've recently met with Mor Bakery, Milwaukee Microgreens and Soul Brew Kombucha to discuss their needs and how HDI can assist. Foamation, the cheesehead makers, have moved out of the District and the current owner of the space is meeting with other manufacturers. We're actively setting up meetings with business owners now that people are getting back to 'normal'.

**Incubator:** We are working with a Masters course at UWM to provide research to assist in determining what type of incubator is a good fit for the Harbor District. We have also pursued conversations with entrepreneurs in the food space as well to inform equipment and programming opportunities. We will continue to meet with Rockwell to share progress.

**BID- District Signage:** An updated design has been presented to the BID Board and NAC featuring HDI's branded deep blue. This design will be put into production and installed as quickly as possible.

## **OUTREACH AND ENGAGEMENT**

**Marketing & Communications:** The Harbor District website is undergoing bi-weekly updates to keep up with project updates and information.

**Neighborhood Advisory Committee:** Natalia met with the Neighborhood Advisory Committee and discussed project updates. Graduate students from the UWM School of Urban Planning met with the NAC to gather information and input about the Harbor District Incubator Project.

**School Programming:** Natalia met with Riley School's Green Team to discuss plans for their fundraising event in May. The Riley Green team is fundraising and marketing alongside Reflo for their schoolyard redevelopment project.

**53H20:** Natalia met with partners from the DNR, Milwaukee Kayak Company, and Milwaukee Rec. to provide free swimming, fishing, and kayaking lessons for kids in the 53204 neighborhood. Programming begins in April.

### **FINANCES, ADMINISTRATION AND BOARD SUPPORT**

**Office/COVID Update:** Beginning March 23, HDI staff will be in the office three-days a week.