

Harbor District Inc.
Meeting of the Board of Directors
June 21, 2022

AGENDA

1. Icebreaker/Introductions (Bynum)
2. Approval of Minutes (Bynum)
3. Treasurer's Report
 - a. Dashboard (Afsari)
4. Staff Reports and Action Items (Torhorst)
 - a. Staff updates
 - b. Trash Collector
 - c. Green Breakwater Proposal
 - d. Budget 2022-23 Adoption
5. Board Committee Action Items
 - a. Executive Committee (Bynum)
 - b. Governance Committee (Gutierrez)
 - i. 2022-23 Board Member Confirmations
 - The Governance Committee is recommending the following person to be nominated to join HDI's board:
 - a. Lafayette Crump; DCD Commissioner, City of Milwaukee
 - b. Tom O'Reilly, Vice President, Sustainability, Rockwell Automation
 - c. Natanael Martinez, Regional Economic Development Director, Wisconsin Economic Development Corporation
 - ii. 2022-23 Officer Votes (Gutierrez)
 - The Governance Committee is recommending the following actions for the next term for Officer Positions:
 - a. President, second term for Marvin Bynum
 - b. Vice President, second term for Rosamaria Martinez
 - c. Treasurer, second term for Nahid Afsari
 - d. Secretary, nomination of Kathryn Berger
6. Next meeting date: To be determined
7. Adjourn

Harbor District, Inc.
Board of Directors Meeting
May 3, 2022 9:00 am
Komatsu

Board Members in Attendance:

John Koetz, JoAnne Anton, Eric Dick, Paulina Gutierrez, Marvin Bynum, Tim Hoelter, Dan Druml, Carolyn Esswein, Nahid Afsari, Rosamaria Martinez

Call in: Patricia Hoben, Dave Misky, Kathryn Berger

HDI Staff in Attendance: Tia Torhorst, Melony Pederson, Natalia Hernandez, Aaron Zeleske, Katie Stensberg

Agenda and Notes

1. Introductions
2. Approval of Minutes (Bynum): Moved by JoAnne Anton
3. Treasurer's report (Afsari)
4. Staff reports and action items (Torhorst)
 - a. Trash Collector discussion
 - Push MMSD
 - Strategy to use the dollars for something else
 - Adding a second skimmer
 - What else could be done with the money - MVP, RFF, give back EPA
 - Next month have board options to make a decision
 - Look at our purpose for this project in HDI's strategic plan
5. Governance Committee (Gutierrez)
 1. Nominations
 2. Motion to nominate JoAnne Anton move to accept, Carolyn Esswein second
 3. Motion to approve next term Officer positions

Next meeting: June 21st, Tuesday (Marvin to host)

Motion to adjourn: Gutierrez and second Eric Dick

Harbor District, Inc.
Balance Sheet
As of May 31, 2022

	<u>As of 5/31/22</u>	<u>As of 4/30/22</u>
ASSETS		
<u>Current Assets</u>		
1010 Checking account	60,064	93,855
1020 Savings account	250,209	250,197
1110 Accounts receivable (Short-Term)	11,405	17,727
1450 Prepaid Expense	1,499	1,499
Total Current Assets	\$323,177	\$363,278
<u>Long Term Assets</u>		
1110 Accounts Receivable (Long-Term)	\$137,425	\$139,925
<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
Total Fixed Assets	\$1,356,178	\$1,356,178
TOTAL ASSETS	\$1,816,780	\$1,859,381
LIABILITIES AND NET ASSETS		
<u>Liabilities</u>		
2110 Accounts Payable	0	0
2180 Accrued Vacation	2,904	2,904
2400 Deferred Revenue	2,500	2,500
2500 Loan Payable	0	0
Total Liabilities	\$5,404	\$5,404
<u>Net Assets</u>		
3020 Unrestricted Operating Assets	58,347	99,123
3030 Board-Designated Operating Reserve	17,186	17,186
3040 Unrestricted Fixed Assets	1,356,178	1,356,178
Total 3000 Unrestricted Net Assets	\$1,431,710	\$1,472,487
3100 Temporarily Restricted Net Assets	379,665	381,490
Total Net Assets	\$1,811,375	\$1,853,977
TOTAL LIABILITIES AND NET ASSETS	\$1,816,780	\$1,859,381

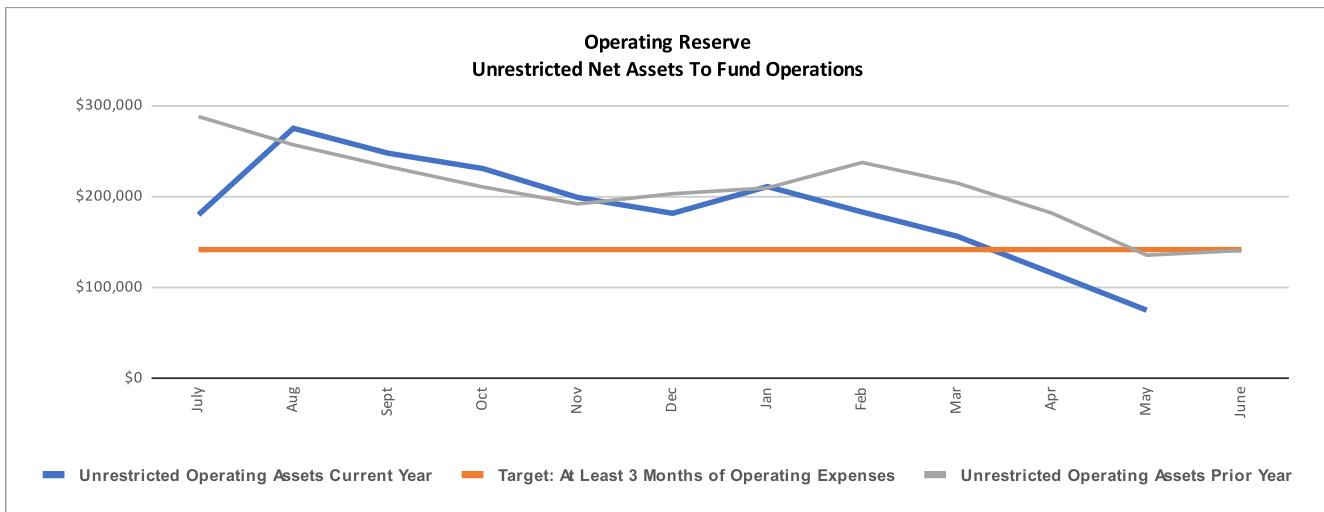
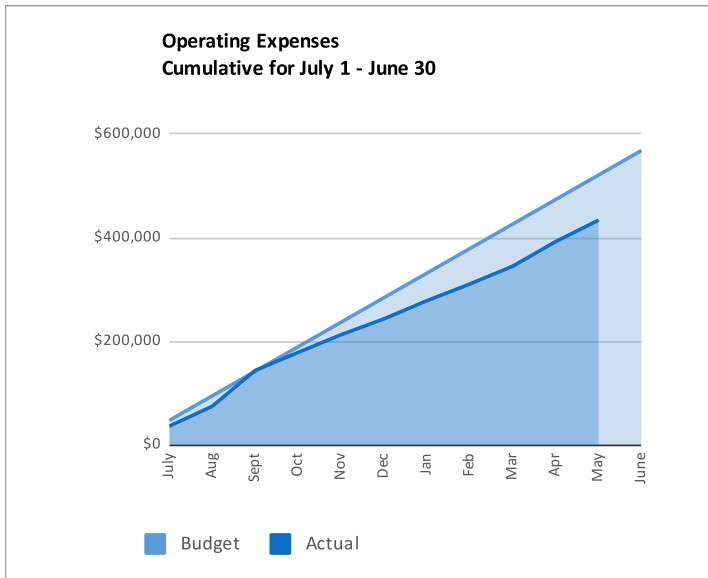
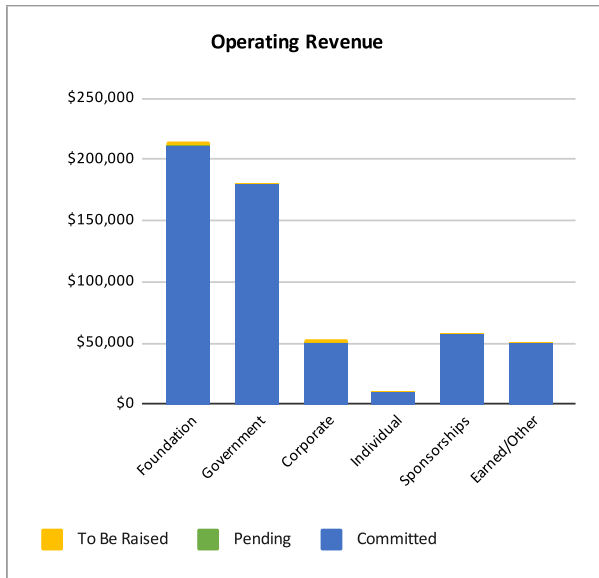
Harbor District, Inc. Statement of Activity May 2022 (92% of Fiscal Year)	Operating Budget 2021-2022					Non-Operating	Organizational
	Actual	Actual	Actual	Budget	YTD %	Actual	Total
	May-22	Apr-22	July - May	(Annual)	Of Budget		YTD
Revenue							
4065 Foundation Contributions	0	2,500	212,275	214,775	99%	169,150	381,425
4070 Government Contributions	11,405	0	24,837	127,033	20%	44,500	69,337
4073 Corporate Contributions	0	0	50,720	53,000	96%	0	50,720
4074 BID Contributions	0	0	0	0	n/a	52,063	52,063
4075 Individual Contributions	3,275	4,100	9,876	5,000	198%	0	9,876
4076 Sponsorships	1,000	0	57,105	40,000	143%	6,000	63,105
4080 Earned Income	0	7,000	49,304	37,625	131%	0	49,304
4082 In-Kind Contributions	0	0	1,700	4,000	n/a	0	1,700
4085 Interest Income	13	12	147	0	n/a	0	147
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
Total Revenue	\$15,693	\$13,612	\$460,175	\$535,375	86%	\$271,713	\$731,887
Carryover Revenue from FY 20-21			50,946	35,133		282,626	333,572
Total Revenue + Carryover			\$511,121	\$570,508	90%	\$554,339	\$1,065,459
Expenditures							
7200 Salaries & related expenses	29,663	32,614	282,793	292,232	97%	0	282,793
7240 Benefits	1,287	1,287	16,108	25,000	64%	0	16,108
7250 Payroll taxes	2,285	2,523	21,705	23,300	93%	0	21,705
7540 Consultant & Professional Fees							
7520 Accounting fees	1,541	847	18,223	18,000	101%	0	18,223
7530 Legal Fees	0	0	0	3,000	0%	0	0
7542 Architecture & Engineering Fees	2,250	7,955	13,355	89,000	15%	21,285	34,640
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%	42,579	50,669
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%	34,570	41,770
Total 7540 Consultant & Professional Fees	\$3,791	\$8,802	\$47,668	\$136,250	35%	\$127,213	\$174,881
7550 Advertising	251	77	4,640	2,310	201%	754	5,394
8000 BID Grants to Others	0	0	0	0	n/a	5,000	5,000
8110 Supplies Expense	800	661	10,561	12,350	86%	2,271	12,832
8130 Telephone & Internet	116	116	1,256	2,200	57%	0	1,256
8135 Meals and Entertainment	1,655	258	5,891	7,000	84%	3,442	9,333
8140 Postage, shipping, delivery	58	12	170	500	34%	0	170
8170 Printing & copying	0	0	1,954	5,880	33%	0	1,954
8175 Software	29	54	1407	1,000	141%	183	1,590
8180 Books, subscriptions, reference	92	0	661	600	110%	0	661
8190 Dues & Contributions	0	350	2350	2000	118%	0	2,350
8195 Licenses and Permits	0	0	95	449	21%	334	429
8210 Rent, parking, other occupancy	699	699	8,420	12,000	70%	1,794	10,213
8260 Furniture Fixtures & Equipment	0	0	2,424	3,000	81%	0	2,424
8270 Equipment Rental	0	0	11,379	18,790	61%	0	11,379
8280 Boat, Bus, and Venue Rentals	702	0	4,708	7,150	66%	0	4,708
8310 Travel expenses	0	0	1,107	4,000	28%	2,610	3,718

Harbor District, Inc.
Statement of Activity
May 2022 (92% of Fiscal Year)

	Operating Budget 2021-2022					Non-Operating	Organizational
	Actual May-22	Actual Apr-22	Actual July - May	Budget (Annual)	YTD % Of Budget	Actual YTD	Total Actual YTD
8320 Conferences and Training	20	0	815	3,600	23%	0	815
8500 Misc expenses	0	-79	132	1,400	9%	0	132
8510 Interest expense	0	0	270	0	n/a	0	270
8520 Insurance - non-employee	0	0	5,282	6,215	85%	0	5,282
8591 Bank and credit card fees	37	84	209	50	418%	0	209
9000 Workers Compensation	0	0	806	1,300	62%	0	806
Total Expenditures	\$41,484	\$47,455	\$432,810	\$568,576	76%	\$143,601	\$576,411
Capitalized Expenses	0	0	1,249	0	n/a	44,500	45,749
Net Revenue with carryover	-\$25,791	-\$33,843	\$77,062	\$1,932		\$366,237	\$443,299

A Advertising expense includes \$1700 of inkind radio promotions

Harbor District, Inc. May 2022 Financial Snapshot



Highlights
- Total revenue committed exceeds budget goal
- Operating expenses are at 76% of budget at 92% of the year
- As of June 15th, 67% of board members have made a contribution, for a total of \$7,750; two board members have made corporate pledges for 22-23 events
- Temporarily Restricted Net Assets includes \$153,500 of time-restricted operating support for the 22-23 fiscal year; those net assets become unrestricted as of July 1

Balance Sheet Summary		
	2-mo Chg	Balance 5/31
Non-Fixed Assets	-1%	\$ 460,602
Fixed Assets	0%	\$ 1,356,178
Liabilities	0%	\$ 5,404
Net Assets	0%	\$ 1,811,375

**Harbor District, Inc. Staff Report
May - June 2022**

PLANNING AND PROJECTS

KK-Greenfield Harborwalk: The design team is working on permit documentation for several agencies. Regular check-ins are still occurring with the Contract Management Team where design direction is given from the community and business perspective. Providing a crossing at the railroad remains unresolved.

West Bank Harborwalk: We have transitioned design teams to Quorum, who also designed Harbor View Plaza, and are moving quickly into design development. Walbec is the lead consultant and is simultaneously working through estimates for construction. Melony and Aaron met with MKE Rec to go over their design progress on Lincoln Field which we have some concerns with. We are working with the design team on solutions before they progress to bid documents. Melony also met with DCD Planning staff to discuss permitting and TID requirements.

Kinnickinnic River Bike Trail Connections: Melony had a kick off meeting with SmithGroup and the City. Contract finalization is ongoing and out of HDI's hands. Natalia gathered community input at a recent event in Harbor View Plaza where the Bike Fed held a movie night.

4th & Becher: Melony and Tia worked with the BID Board to determine next steps on this gateway project to the district. We'll work with an artist to gather cost estimates on a painting scheme as well as lighting estimates for pathway highlights.

Ecological Breakwater: We advanced from Phase 1 to Phase 2 of the National Fish and Wildlife Foundation grant process. Phase 2 is due June 30. We have been securing letters of support from relevant stakeholders as well as updating the application for costs estimates to get the project to between 30-60% engineering through this phase.

COMMUNITY AND ECONOMIC DEVELOPMENT

BID- District Signage: Permitting is ongoing and arduous. Melony is working with the consultant and DNS on streamlining the requirements for these signs. Four signs are in production with foundations ready where appropriate for installation.

Harbor View Plaza: Melony and Aaron worked with the plumbing company that installed the fountain to retrofit the pump. These alterations will ensure the fountain does not overflow and that we're using our water sustainably. Plaza maintenance continues to be executed by staff. Aaron procured a replacement bench for the one destroyed earlier this year by a reckless driver.

OUTREACH AND ENGAGEMENT

Marketing & Communications: A general newsletter was sent out the first week of June. The newsletter included a letter from Tia, an update about 53H20, information on DMMF public events, a volunteer opportunity, and Harbor Fest save the date.

53H20: 53H20 participants completed their 8-week swimming course and will begin their Kayak and fishing lessons this week.

Events & Outreach: In partnership with the Wisconsin Bike Fed, the Harbor District hosted an outdoor movie night at Harbor View Plaza. There were 40 people in attendance and Natalia did public engagement work around the Kinnickinnic River Trail Connections project.

HDI staff, board members, and NAC members had a tour of MMSD's water treatment facility.

In preparation for the new Bublr bike station that will be placed on the intersection of 1st and Mitchell, Natalia assisted Bublr Bikes in hosting a bike tour of the Harbor District for the public.

Natalia hosted a boat tour for 4th and 5th graders from Notre Dame Middle School. There were 44 students, teachers, and parents total on the tour, many of whom have never been to the Harbor or on the river.

Community Science: Jared and Natalia began construction on the Community Science Boxes and Tree Markers. Aaron has been collecting materials for the boxes and has scheduled a few community science walks with Natalia for community engagement.

Milwaukee Harbor District Budget Comparison 2021-22 vs 2022-23

Budget for July 1, 2022 - June 30, 2023

	FY 2021-22		FY 2022-2023	Percent Change	
	Annual Budget	Projected Year-End	Operating Budget	Prior Yr Budget	Prior Yr Actual
Revenue					
4065 Foundation Contributions	214,775	219,775	240,000	12%	9%
4070 Government Contributions	127,033	27,102	377,067	197%	1291%
4073 Corporate Contributions	53,000	50,720	75,000	42%	48%
4074 BID Contributions	-	-	-		
4075 Individual Contributions	5,000	2,501	5,000	0%	100%
4076 Sponsorships	40,000	56,105	61,000	53%	9%
4080 Earned Income	37,625	52,304	40,500	8%	-23%
4082 In-Kind Contributions	4,000	1,700	2,000		18%
4085 Interest Income	-	125	-		-100%
4088 Covid Leave Credit	-	-	-		
4089 Forgiveness of Debt Revenue	53,942	54,212	-	-100%	-100%
4090 Miscellaneous Income	-	-	-		
Total New Revenue	535,375	464,544	814,567	52%	75%
Carryover & Release of Restricted Revenue	35,133	50,946	69,435		
Total New Revenue + Carryover	570,508	515,490	884,002		
Expenditures					
7200 Salaries	292,232	301,716	348,720	19%	16%
7240 Benefits	25,000	17,000	16,000	-36%	-6%
7250 Payroll taxes	23,300	22,500	37,140	59%	65%
Professional Fees					
7520 Accounting fees	18,000	18,000	23,281	29%	29%
7530 Legal Fees	3,000	-	3,000	0%	
7542 Architecture and Engineering Fees	89,000	13,000	64,091	-28%	393%
7544 Art, Photography, Graphic Design Fees	2,000	800	3,000	50%	275%
7545 Partner Contracts/Sub-Grants	16,750	8,090	163,500	876%	1921%
7548 Other Professional/Consultants Fees	7,500	40,000	122,200	1529%	206%
Total Consultant & Professional Fees	136,250	79,890	379,072	178%	374%
7550 Marketing & Advertising	2,310	4,230	12,800	454%	203%
7560 Signage	-	-	500		
8110 Supplies Expense	12,350	8,000	12,000	-3%	50%
8130 Telephone & Internet	2,200	1,500	2,500	14%	67%
8135 Meals and Entertainment	7,000	4,000	10,300	47%	158%
8140 Postage, shipping, delivery	500	300	1,200	140%	300%
8170 Printing & copying	5,880	2,500	3,840	-35%	54%
8175 Software	1,000	1,305	1,500	50%	15%
8180 Books, subscriptions, reference	600	600	700	17%	17%
8190 Dues & Contributions	2,000	2,000	2,500	25%	25%
8195 Licenses and Permits	449	150	540	20%	260%
8210 Rent, parking, other occupancy	12,000	8,385	8,385	-30%	0%
8260 Furniture Fixtures & Equipment	3,000	4,500	3,000	0%	-33%
8270 Equipment Rental	18,790	11,379	13,000	-31%	14%
8280 Boat, Bus, and Venue Rentals	7,150	4,000	9,650	35%	141%
8310 Travel expenses	4,000	1,200	8,000	100%	-
8320 Conferences and Training	3,600	1,800	4,000	11%	122%
8500 Misc expenses	1,400	300	800	-43%	167%
8520 Insurance - non-employee	6,215	5,282	6,220	0%	18%
8591 Bank and credit card fees	50	100	600	1100%	500%
9000 Workers Compensation	1,300	806	1,300	0%	61%
Total Expenditures	568,576	483,443	883,767		83%
Net Revenue	1,932	32,048	235		

**Milwaukee Harbor District - Budget with Projects
Budget for July 1, 2022 - June 30, 2023**

	General	Admin	Riverwalk Habitat	West Bank	Events	CAC Mgmt	Community Engagement	Riley School	Operating Budget
Revenue									
4065 Foundation Contributions	225,000		-	-	15,000	-	-	-	240,000
4070 Government Contributions	-		190,961	74,000	-	13,106	-	99,000	377,067
4073 Corporate Contributions	75,000		-	-	-	-	-	-	75,000
4074 BID Contributions	-		-	-	-	-	-	-	-
4075 Individual Contributions	5,000		-	-	-	-	-	-	5,000
4076 Sponsorships	-		-	-	61,000	-	-	-	61,000
4080 Earned Income	37,500		-	-	3,000	-	-	-	40,500
4082 In-Kind Contributions	-		-	-	2,000	-	-	-	2,000
4085 Interest Income	-		-	-	-	-	-	-	-
4088 Covid Leave Credit	-		-	-	-	-	-	-	-
4089 Forgiveness of Debt Revenue	-		-	-	-	-	-	-	-
4090 Miscellaneous Income	-		-	-	-	-	-	-	-
Total New Revenue	342,500		190,961	74,000	81,000	13,106	14,000	99,000	814,567
Carryover & Release of Restricted Revenue	32,048			30,091		7,296			69,435
Total New Revenue + Carryover	374,548		190,961	104,091	81,000	20,402	14,000	99,000	884,002
Expenditures									
7200 Salaries	273,638		20,961	15,000		15,121	-	24,000	348,720
7240 Benefits	16,000								16,000
7250 Payroll taxes	37,140								37,140
Professional Fees									
7520 Accounting fees	18,000					5,281			23,281
7530 Legal Fees	3,000								3,000
7542 Architecture and Engineering Fees				64,091					64,091
7544 Art, Photography, Graphic Design Fe	2,000				1,000				3,000
7545 Partner Contracts/Sub-Grants			120,000		3,500			40,000	163,500
7548 Other Professional/Consultants Fee	2,500		50,000	25,000	6,700		3,000	35,000	122,200
Total Consultant & Professional Fees	25,500		170,000	89,091	11,200	5,281	3,000	75,000	379,072
7550 Marketing & Advertising	5,000	1,000			3,800		3,000		12,800
7560 Signage					500				500
8110 Supplies Expense	3,000	4,000			3,000		2,000		12,000
8130 Telephone & Internet	2,500								2,500
8135 Meals and Entertainment	1,500	4,800			4,000				10,300
8140 Postage, shipping, delivery	500				700				1,200
8170 Printing & copying	1,500				2,040		300		3,840
8175 Software		1,500							1,500
8180 Books, subscriptions, reference		700							700
8190 Dues & Contributions		2,500							2,500
8195 Licenses and Permits	300				240				540
8210 Rent, parking, other occupancy	8,385								8,385
8260 Furniture Fixtures & Equipment		3,000							3,000
8270 Equipment Rental					13,000				13,000
8280 Boat, Bus, and Venue Rentals		1,000			8,650				9,650
8310 Travel expenses		8,000							8,000
8320 Conferences and Training		4,000							4,000
8500 Misc expenses	500				100		200		800
8520 Insurance - non-employee	6,000				220				6,220
8591 Bank and credit card fees	100					500			600
9000 Workers Compensation	1,300								1,300
Total Expenditures	382,863	30,500	190,961	104,091	47,450	20,402	8,500	99,000	883,767
Net Revenue	(8,315)	(30,500)	-	-	33,550	(0)	5,500	-	235