

Harbor District Inc.
Meeting of the Board of Directors
September 13, 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. Agreement with Area of Concern Community Advisory Committee
 - b. West Bank Project Update
5. Board Committee Action Items
6. Next meeting date: November 3, 2022. Location host?
7. Adjourn
8. Optional - Tour of Urban Stables

Harbor District, Inc.
Board of Directors Meeting
June 21, 2022 9:00 am
Virtual - MS Teams

Board Members in Attendance: John Koetz, Nahid Afsari, Paulina Gutierrez, Marvin Bynum, Kathryn Berger, Carolyn Esswein, JoAnne Anton, Rosamaria Martinez, Patricia Hoben, Tim Hoelter, Eric Dick, Gary Ballesteros

Harbor District Staff in Attendance: Tia Torhorst, Katie Stensberg

Agenda and Notes

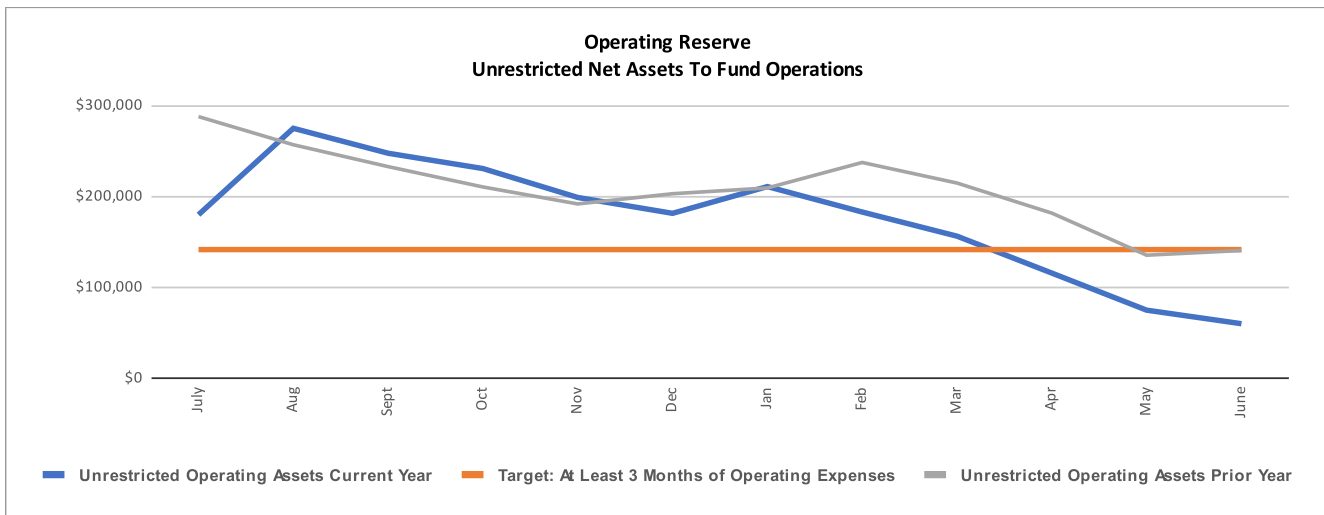
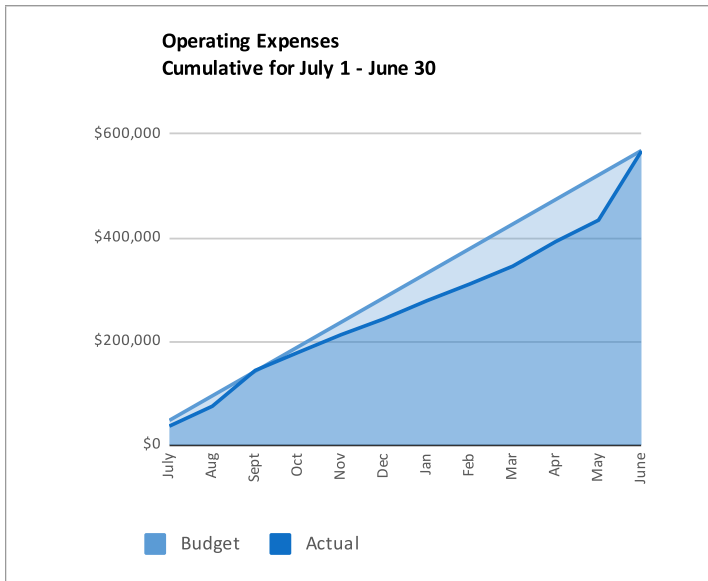
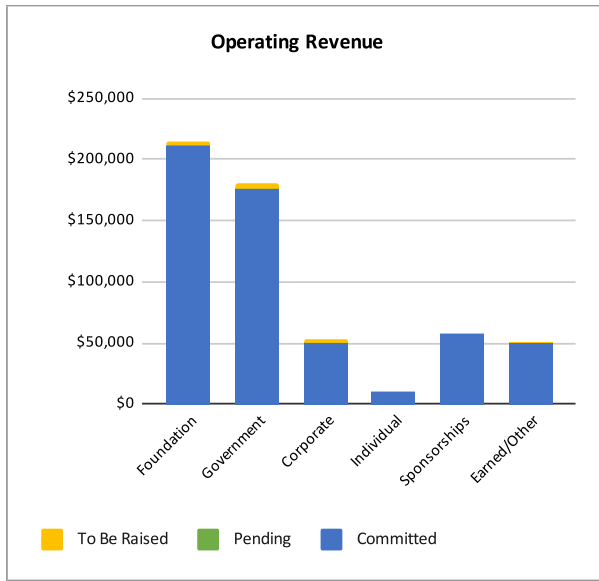
1. Call to Order (Bynum)
2. Approval of Minutes (Bynum)
 - a. Motion to approve the minutes from May 3, 2022 Harbor District, Inc. board meeting. Moved by Rosamaria Martinez, seconded by John Koetz, unanimously approved.
3. Treasurer's Report (Afsari)
 - a. No questions from board
4. Staff Reports and Action Items (Torhorst)
 - a. Green Breakwater Proposal
 - i. June 30 grant deadline, Harbor District made it to second round
 - b. Trash Collector
 - i. Obtain critical partners, incl. MMSD, to secure timeline to coincide with purchase of Staffing Partners building; EPA grant extended for five years with a possibility of two years following
 - ii. (Koetz) recommends meeting with manufacturer/supplier to discuss any cost increases
 - iii. (Hoelter) WSJ article mentioned Baltimore Trash Wheel; this project would give us great support
 - iv. (Martinez) Include Trash Collector in Staff Updates
5. Board Committee Action Items
 - a. Executive Committee (Bynum)
 - i. Summer Social details coming soon
 - ii. Lilith's gift and plaque are complete; any contributions can be made to Marvin directly; possible presentation of gifts at Summer Social
 - b. Governance Committee (Gutierrez)
 - i. 2022-23 Board Member Confirmations
 0. 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
 1. Motion to accept the nominations. Moved by Nahid Afsari, seconded by John Koetz, unanimously approved.
 2. New board member onboarding will coincide with the Summer Social
 - ii. 2022-23 Officer Votes
 0. 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
 1. Motion to accept the Officer Positions. Moved by Carolyn Esswein, seconded by John Koetz, unanimously approved.
 - iii. Commitment forms to be sent electronically
6. Budget 2022-23 Adoption (Closed session)
 7. Next meeting date: To be determined
 8. Meeting adjourned

Harbor District, Inc.
Balance Sheet
As of June 30, 2022

	As of 6/30/22	As of 5/31/22
ASSETS		
<u>Current Assets</u>		
1010 Checking account	86,385	60,064
1020 Savings account	175,219	250,209
1110 Accounts receivable (Short-Term)	132,507	11,405
1450 Prepaid Expense	4,484	1,499
Total Current Assets	\$398,595	\$323,177
<u>Long Term Assets</u>		
1110 Accounts Receivable (Long-Term)	\$139,425	\$137,425
<u>Fixed Assets</u>		
1620 Leasehold Improvements	1,421,981	1,421,981
1640 Furniture, Fixtures, & Equip	6,386	8,770
1650 Fixed Assets in Progress	44,500	44,500
1720 Accum Deprec- Leasehold Improvements	-172,676	-113,427
1745 Accum deprec- Furn, Fix, Equip	-3,375	-5,647
Total Fixed Assets	\$1,296,815	\$1,356,178
TOTAL ASSETS	\$1,834,835	\$1,816,780
LIABILITIES AND NET ASSETS		
<u>Liabilities</u>		
2110 Accounts Payable	101,079	0
2180 Accrued Vacation	3,517	2,904
2400 Deferred Revenue	2,500	2,500
2500 Loan Payable	0	0
Total Liabilities	\$107,096	\$5,404
<u>Net Assets</u>		
3020 Unrestricted Operating Assets	43,447	58,347
3030 Board-Designated Operating Reserve	17,186	17,186
3040 Unrestricted Fixed Assets	1,296,815	1,356,178
Total 3000 Unrestricted Net Assets	\$1,357,448	\$1,431,710
3100 Temporarily Restricted Net Assets	370,304	379,665
Total Net Assets	\$1,727,752	\$1,811,375
TOTAL LIABILITIES AND NET ASSETS	\$1,834,847	\$1,816,780

Harbor District, Inc. June 2022 Financial Snapshot



Highlights

- Total operating revenue of \$609,081 compared to budget of \$570,508.
- Total operating expenses of \$567,532 compared to budget of \$568,576.
- Carryover of \$41,549 to 22-23 FY.
- Temporarily Restricted Net Assets includes \$161,000 of time-restricted operating support for the 22-23 fiscal year; those net assets become unrestricted as of July 1

Balance Sheet Summary

	1-mo Chg	Balance 6/30
Non-Fixed Assets	17%	\$ 538,020
Fixed Assets	-4%	\$ 1,296,815
Liabilities	1882%	\$ 107,096
Net Assets	-5%	\$ 1,727,752

Harbor District, Inc. Statement of Activity June 2022 (100% of Fiscal Year)	Operating Budget 2021-2022					Non-Operating	Organizational
	Actual	Actual	Actual	Budget	YTD %	Actual	Total
	Jun-22	May-22	July - June	(Annual)	Of Budget		YTD
Revenue							
4065 Foundation Contributions	0	0	212,275	214,775	99%	169,150	381,425
4070 Government Contributions	97,379	11,405	122,215	127,033	96%	44,500	166,715
4073 Corporate Contributions	0	0	50,790	53,000	96%	0	50,790
4074 BID Contributions	0	0	0	0	n/a	75,728	75,728
4075 Individual Contributions	0	3,275	9,376	5,000	188%	0	9,376
4076 Sponsorships	1,000	1,000	58,105	40,000	145%	13,500	71,605
4080 Earned Income	0	0	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	11	13	158	0	n/a	0	158
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	\$98,390	\$15,693	\$558,135	\$535,375	104%	\$302,878	\$861,013
Carryover Revenue from FY 20-21			50,946	35,133		282,626	333,572
Total Revenue + Carryover			\$609,081	\$570,508	107%	\$585,504	\$1,194,585
Expenditures							
7200 Salaries & related expenses	28,800	29,663	311,593	292,232	107%	0	311,593
7240 Benefits	0	1,287	16,108	25,000	64%	0	16,108
7250 Payroll taxes	2,141	2,285	23,846	23,300	102%	0	23,846
7540 Consultant & Professional Fees							
7520 Accounting fees	2,362	1,541	20,585	18,000	114%	0	20,585
7530 Legal Fees	0	0	0	3,000	0%	0	0
7542 Architecture & Engineering Fees	96,595	2,250	109,950	89,000	124%	21,285	131,235
7544 Art, Photography, Graphic Design	0	0	800	2,000	40%	16,500	17,300
7545 Partner Contracts/Sub-Grants	500	0	8,590	16,750	51%	52,067	60,657
7546 Maintenance Services	0	0	0	0	n/a	3,007	3,007
7547 Security Services	0	0	0	0	n/a	9,593	9,593
7548 Other Professional Fees	570	0	7,770	7,500	104%	34,570	42,340
Total 7540 Consultant & Professional Fees	\$100,027	\$3,791	\$147,695	\$136,250	108%	\$137,021	\$284,716
7550 Advertising	77	251	4,717	2,310	204%	754	5,471
8000 BID Grants to Others	0	0	0	0	n/a	10,000	10,000
8110 Supplies Expense	417	800	10,977	12,350	89%	4,778	15,756
8130 Telephone & Internet	116	116	1,372	2,200	62%	0	1,372
8135 Meals and Entertainment	185	1,655	6,076	7,000	87%	3,442	9,518
8140 Postage, shipping, delivery	4	58	175	500	35%	0	175
8170 Printing & copying	139	0	2,093	5,880	36%	0	2,093
8175 Software	105	29	1512	1,000	151%	294	1,806
8180 Books, subscriptions, reference	49	92	710	600	118%	0	710
8190 Dues & Contributions	0	0	2350	2000	118%	0	2,350
8195 Licenses and Permits	94	0	189	449	42%	334	523
8210 Rent, parking, other occupancy	0	699	8,420	12,000	70%	2,006	10,426
8260 Furniture Fixtures & Equipment	0	0	2,424	3,000	81%	0	2,424
8270 Equipment Rental	0	0	11,379	18,790	61%	1,092	12,471
8280 Boat, Bus, and Venue Rentals	0	702	4,708	7,150	66%	0	4,708
8310 Travel expenses	0	0	1,107	4,000	28%	3,794	4,901

Harbor District, Inc.
Statement of Activity
June 2022 (100% of Fiscal Year)

	Operating Budget 2021-2022					Non-Operating	Organizational
	Actual Jun-22	Actual May-22	Actual July - June	Budget (Annual)	YTD % Of Budget	Actual YTD	Total Actual YTD
8320 Conferences and Training	0	20	815	3,600	23%	0	815
8500 Misc expenses	0	0	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	1	37	211	50	421%	0	211
9000 Workers Compensation	0	0	806	1,300	62%	0	806
Total Expenditures	\$132,155	\$41,484	\$564,965	\$568,576	99%	\$163,515	\$728,480
Capitalized Expenses	1,318	0	2,567	0	n/a	44,500	47,067
Net Revenue with carryover	-\$35,083	-\$25,791	\$41,549	\$1,932		\$377,489	\$419,038
8400 Depreciation Expense	60,680	0	60,680				60,680
Non-cash year-end adjustments for audit			0				0
Net Revenue with depreciation & without carryover			-\$67,510			\$139,363	\$71,853

A Advertising expense includes \$1700 of inkind radio promotions

**Harbor District, Inc. Staff Report
July - September 2022**

PLANNING AND PROJECTS

KK-Greenfield Harborwalk: The City's design is nearly complete. We have provided review and feedback on designs as part of the contract management team this summer. This review was focused on aligning designs with the Riverwalk Design Guidelines. The City is finalizing designs to issue an RFP for construction.

West Bank Harborwalk: We met several times with property owners and MKE Rec this summer. Our partners at MKE Rec are nearly done with design of renovations to Lincoln Field that will include green infrastructure as well as recreational improvements and a river path. Aaron worked with MKE Rec and their design consultants to preserve the majority of the forested river frontage and its habitat value.

Kinnickinnic River Bike Trail Connections: Tia and Natalia participated in a KKRT workshop at SmithGroup offices to work through next steps. The City has reached out to the individuals HDI recommended be part of this project's Neighborhood Advisory Committee.

Ecological Breakwater: We will receive results of the grant proposal submitted to the National Coastal Resilience Fund in November.

Trash Collector: Tia and Aaron met with Aquarius about the status of our contract for design and fabrication of the trash collector system. We are still working to figure out the future of the contract, given the extension we were granted by the EPA and extended timeline. We have identified several options, like extending the period of performance or possibly rebidding the project.

Riverwalk Habitat Projects: Aaron has been working to advance projects funded with a National Fish and Wildlife Foundation Sustain Our Great Lakes grant. For this grant, HDI is enhancing habitat at private Riverwalk development. At Boone & Crockett, we are working with a consultant to design fish habitat improvements. Aaron also met with another property owner and their engineering company to incorporate habitat improvements into their Riverwalk concepts.

COMMUNITY AND ECONOMIC DEVELOPMENT

BID/District Signage: Bases for the signs will be poured September 12. Two sites, Bruce St. and Kinnickinnic, have work being done on their slabs the week of September 12. Placement is anticipated the week of September 19. We have been working with James Sterns and WUWM's Susan Bence on a story to accompany the placement. Two remaining signs will be placed as

soon as permits have been obtained. Color selection is being solicited through NAC, BID Board, HDI Board and other community stakeholders.

Harbor View Plaza: Harbor View Plaza is one of the community's favorite places. We have a good schedule for regular maintenance. After a year of troubleshooting, Aaron worked with a plumber to fix several issues with the fountain. The compass plants (*Silphium laciniatum*) in the plaza bloomed for the first time this year. The purple prairie clover (*Dalea purpurea*) and switchgrass (*Panicum virgatum*) are doing very well.

OUTREACH AND ENGAGEMENT

Marketing & Communications:

On Milwaukee, Visit Milwaukee, 88Nine Radio Milwaukee, and El Conquistador are currently promoting Harbor Fest. Natalia will be talking about Harbor Fest on Telemundo Wisconsin.

53H20: 53H20 participants completed their kayak training June 25th. HDI partnered with the WIDNR to host 4 fishing clinics in July & August. The clinics were open to the public and were well attended by 53H20 participants.

Events & Outreach:

- Natalia hosted students from Allen-Field school to talk about the Harbor District.
- Sixteenth Street Community Health Center and UCC's senior center took a field trip to Harbor View Plaza where Jared and Natalia did a presentation in Spanish on the Harbor District.
- The Neighborhood Advisory Committee met at the MKE Urban Stables and received in depth information about current HDI projects.
- As part of Summer en la Plaza, Bembé Drum and Dance hosted their Bombazo en la Plaza event.
- Natalia and an NAC member recently completed the voice recording for the Harbor District Bike Tour that will be part of the Doors Open virtual tours library.
- HDI has hosted three kayak tours since our last board meeting.
- As part of Summer en la Plaza and the start of Hispanic Heritage Month, the MATC Latinx Group hosted a makers market at Harbor View Plaza.
- Aaron and Tia each hosted a boat tour for the Natural Resources Foundation of Wisconsin about the ecology and history of the Harbor. DNR Secretary Preston Cole attended last week's tour.

Community Science: Our three Community Science interns completed their field work on odonates, butterflies, bees, and plants. Their work examines the relationship between insect biodiversity and present vegetation. They are tabulating their results and drawing conclusions that they will share with the community at Harbor Fest. The interns also led a community science walk in August.