

Milwaukee Harbor District
Meeting of the Board of Directors
Tuesday, April 16, 2024
5:00 pm - 6:00 pm
UWM School of Freshwater Science

AGENDA

- Welcome (Hoben)
- Approval of Minutes (Hoben)
- Treasurer's Report (Afsari)
 - a. Balance Sheet, Statement of Activity, Snapshot
- Presentation of The Kin at Freshwater, 200 East Greenfield Avenue (Torhorst)
 - a. Guests via Zoom Developers Brandon Rule, CEO Rule Enterprises and Michael Emem, President & CEO Emem Group
- Staff Reports and Action Items (Torhorst, Zeleske)
 - a. 1st Street Greenway Professional Services Agreement
 - b. 2024-25 Budget Adoption
- 1. Board Committee Action Items (Esperanza Gutierrez)
 - a. Governance Committee
 - i. The Governance Committee is recommending the following persons to be nominated for reappointment to the Milwaukee Harbor District's Board of Directors:
 1. Paulina Esperanza Gutierrez, Executive Director, Milwaukee Election Commission, three year term
 2. Rosamaria Martinez, Maternal and Child Health Director, Milwaukee Health Department, three year term
 3. Patricia Hoben, Community Volunteer, one year term
 - ii. The Governance Committee is recommending the following persons to be nominated for the next term for Milwaukee Harbor District Officer Positions:
 1. President, Rosamaria Martinez
 2. Vice President, John Koetz
 3. Treasurer, fourth term for Nahid Afsari
 4. Secretary, Paulina Esperanza Gutierrez
 - iii. The Governance Committee is recommending the following persons to be nominated for the Development Committee, an Advisory Committee to the Board of Directors:
 1. Chair, Heather Nelson
 2. Members, JoAnne Anton, Dan Druml, Kathryn Berger

- Closing Remarks (Hoben, Torhorst)
- 2024-25 Board Schedule will be sent out in July
- Adjourn to Harbor View Plaza for a boat ride

Milwaukee Harbor District
Board of Directors
April 16, 2024

In attendance

Board Members: Nahid Afsari, JoAnne Anton, Kathryn Berger, Marvin Bynum, Jackie Carter, Lafayette Crump, Eric Dick, Dan Druml, Paulina Esperanza Gutierrez, Patricia Hoben, Rosamaria Martinez, Heather Nelson, Tom O'Reilly, Jolena Presti, David Stegeman; Staff: Nora Godoy-Gonzalez, Katie Stensberg, Tia Torhorst, Aaron Zeleske

MINUTES

1. Approval of Minutes (Hoben)
 - a. Motion to approve the minutes from January 9, 2024 Harbor District, Inc. board meeting. Moved by David Stegeman, seconded by Dan Druml, unanimously approved.
2. Treasurer's Report (Afsari)
 - a. Balance Sheet, Statement of Activity, Snapshot
 - b. Board donations; a commitment reminder will be emailed to board members
3. Development Update (Torhorst)
 - a. Case study development: *What attracted you to the Harbor District?* Torhorst reaching out to board members to help build case study perspective
 - b. Constituent Management System; moving contacts into a CRM platform with research and recommendations from Anne Summers
 - c. Mini focus groups to build relationships, network
 - d. 10th Anniversary Event: June 2025, Development Committee will be sending out save the date notifications; 2024 will be building momentum
 - e. Media coverage; Harbor District to share media links with board members
4. Board Development (Esperanza Gutierrez)
 - a. Current board details: 17 members; 6 members leaving at the end of FY24
 - b. We are losing with the board members terming out or weak in expertise or work in technology, ecology & restoration, communication & PR, marketing & branding, education, fundraising
 - c. Expand our perspectives: BIPOC, LGBTQ+, people with disabilities, emerging leaders
5. Organizational transformations discussion
 - a. Anne Olson, Buffalo Bayou Partnership (Houston, TX)
 - b. Corey Zetts, Menomonee Valley Partners (Milwaukee, WI)
6. Staff Updates (Torhorst)
 - a. Summer en la Plaza (Godoy González): Introduction to organizations that are participating this season; schedule is being developed and calendar invites will be sent out the board members once dates are finalized
 - b. Indigenous Series: Joy Engine Community Challenge Grant received; AOC Community Advisory Committee Mini-Grant received
 - c. Riverwalk: Setbacks discussed (Torhorst)
 - d. Ecological Breakwall (Zeleske)
 - e. Harbor Fest: September 29, 2024; save the date
7. Adjourn

Upcoming meetings:

- Harbor District BID51 Annual Celebration, April 25, 4:30 - 6:30 pm, Komatsu
- Harbor District Board Meeting, May 14, 8:30 - 10:00 am
- Harbor District Board Meeting and Social, June 25, 4:00 - 6:30 pm

Harbor District, Inc.
Balance Sheet
As of May 31, 2024

	<u>As of 5/31/24</u>	<u>As of 4/30/24</u>
ASSETS		
<u>Current Assets</u>		
1010 Checking account	22,770	33,527
1020 Savings account	251,934	252,267
1110 Accounts receivable (Short-Term)	76,186	76,917
1450 Prepaid Expense	15,067	3,277
1500 Right of Use Asset - Operating	25,866	25,866
Total Current Assets	\$391,823	\$391,852
<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	6,386	6,386
1650 Fixed Assets in Progress	44,500	44,500
1720 Accum Deprec- Leasehold Improvements	-231,925	-231,925
1745 Accum deprec- Furn, Fix, Equip	-4,664	-4,664
Total Fixed Assets	\$1,236,277	\$1,236,277
TOTAL ASSETS	\$1,728,101	\$1,728,130
LIABILITIES AND NET ASSETS		
<u>Liabilities</u>		
2110 Accounts Payable	11,738	7,270
2180 Accrued Vacation	7,910	7,910
2400 Deferred Revenue	0	0
2600 Lease Liability - Operating	26,175	26,175
Total Liabilities	\$45,823	\$41,355
<u>Net Assets</u>		
3020 Unrestricted Operating Assets	35,618	46,708
3030 Board-Designated Operating Reserve	17,186	17,186
3040 Unrestricted Fixed Assets	1,236,277	1,236,277
Total 3000 Unrestricted Net Assets	\$1,289,081	\$1,300,170
3100 Temporarily Restricted Net Assets	393,198	386,605
Total Net Assets	\$1,682,278	\$1,686,775
TOTAL LIABILITIES AND NET ASSETS	\$1,728,101	\$1,728,130

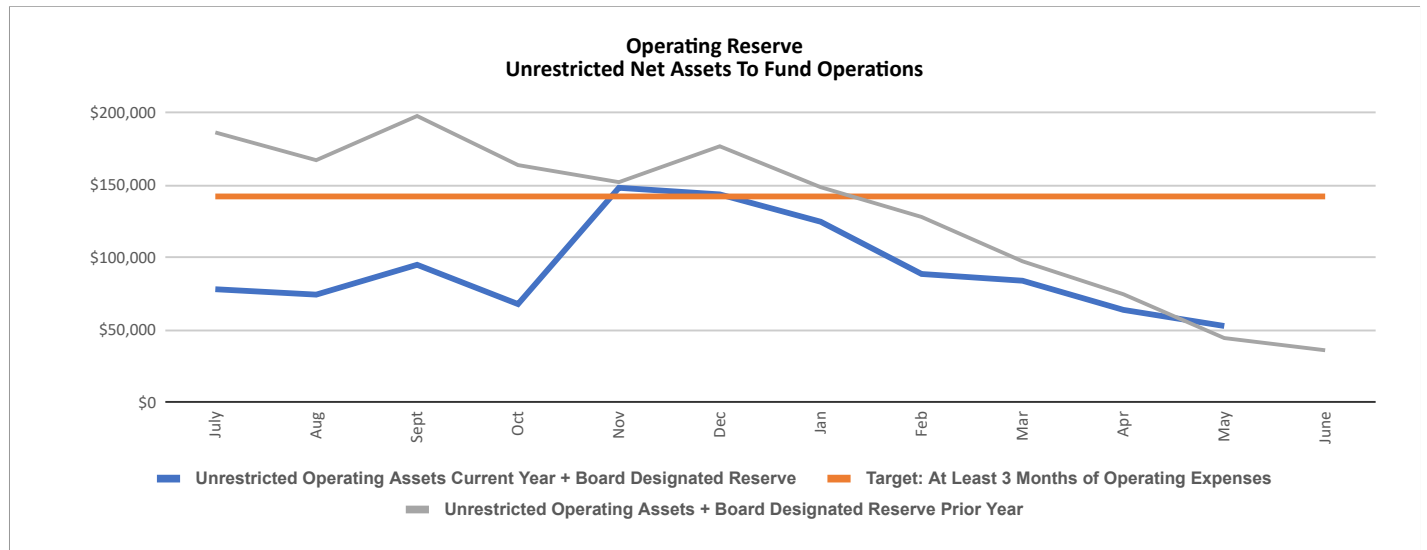
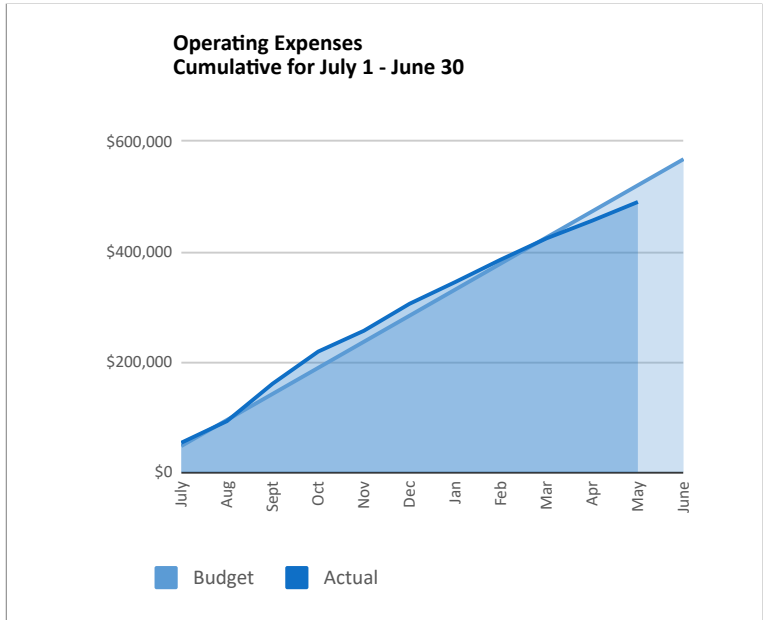
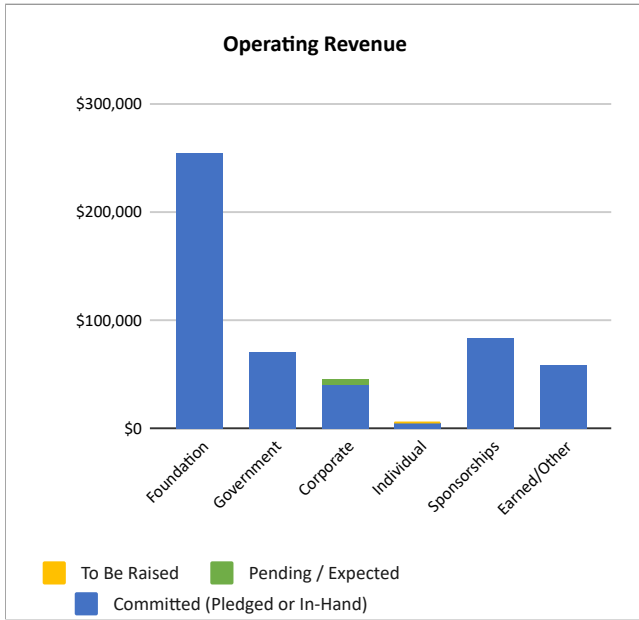
Harbor District, Inc. Statement of Activity May 2024 (92% of Fiscal Year)	Operating Budget 2023-2024					Non-Operating	Organizational
	Actual	Actual	Actual	Budget	YTD %	Actual	Total
	May-24	Apr-24	July-May	(Annual)	Of Budget	YTD	Actual YTD
Revenue							
4065 Foundation Contributions	11,776	3,206	253,568	214,800	118%	176,432	430,000
4070 Government Contributions	7,545	7,545	64,088	69,147	93%	293,897	357,985
4073 Corporate Contributions	0	0	40,000	47,500	84%	0	40,000
4074 BID Contributions	1,000	0	9,000	30,300	30%	11,000	20,000
4075 Individual Contributions	1,750	550	5,550	54,000	10%	0	5,550
4076 Sponsorships	0	0	74,449	80,500	92%	-13,650	60,799
4080 Earned Income	550	550	50,999	47,200	108%	0	50,999
4082 In-Kind Contributions	0	0	16,237	4,535	358%	0	16,237
4085 Interest Income	213	206	1,329	0	n/a	0	1,329
Total Revenue	\$22,833	\$12,057	\$515,219	\$547,982	94%	\$467,679	\$982,898
Carryover Revenue from FY 22-23			22,184	16,728		255,856	278,040
Total Revenue + Carryover			\$537,403	\$564,710	95%	\$723,535	\$1,260,938
Expenditures							
7200 Salaries & related expenses	24,790	24,590	318,833	372,580	86%	0	318,833
7240 Benefits	1,536	408	17,783	13,500	132%	0	17,783
7250 Payroll taxes	1,867	2,628	27,059	29,806	91%	0	27,059
7540 Consultant & Professional Fees							
7520 Accounting fees	2,458	1,543	26,622	26,000	102%	0	26,622
7530 Legal Fees	0	0	5,935	0	n/a	0	5,935
7542 Architecture & Engineering Fees	0	0	0	0	n/a	0	0
7544 Art, Photography, Graphic Design	0	0	14,625	4,500	325%	10,000	24,625
7545 Partner Contracts/Sub-Grants	1,000	0	8,200	10,000	82%	292,098	300,298
7546 Maintenance Services	0	0	0	0	n/a	0	0
7547 Security Services	0	0	0	0	n/a	0	0
7548 Other Professional Fees	0	0	7,888	7,800	101%	12,560	20,448
Total 7540 Consultant & Professional Fees	\$3,458	\$1,543	\$63,270	\$48,300	131%	\$314,658	\$377,928
7550 Marketing & Advertising	69	69	3,832	4,000	96%	764	4,596
7560 Signage	0	0	2,234	2,000	112%	0	2,234
8000 BID Grants to Others	0	0	0	0	n/a	0	0
8110 Supplies Expense	934	28	4,694	7,000	67%	1,258	5,951
8130 Telephone & Internet	200	200	2,637	4,040	65%	0	2,637
8135 Meals and Entertainment	141	384	4,062	47,000	9%	0	4,062
8140 Postage, shipping, delivery	0	5	36	100	36%	0	36
8170 Printing & copying	0	0	592	200	296%	0	592
8175 Software	13	13	657	1,500	44%	987	1,644
8180 Books, subscriptions, reference	5	5	376	525	72%	0	376
8190 Dues & Contributions	0	0	924	2800	33%	0	924

Harbor District, Inc.
Statement of Activity
May 2024 (92% of Fiscal Year)

	Operating Budget 2023-2024					Non-Operating	Organizational
	Actual May-24	Actual Apr-24	Actual July-May	Budget (Annual)	YTD % Of Budget	Actual YTD	Total Actual YTD
8195 Licenses and Permits	36	0	273	121	226%	0	273
8210 Rent, parking, other occupancy	716	738	8,601	9,300	92%	0	8,601
8260 Furniture Fixtures & Equipment	0	0	0	0	n/a	0	0
8270 Equipment Rental	0	0	11,934	12,000	99%	0	11,934
8280 Boat, Bus, and Venue Rentals	0	1,475	9,969	6,000	166%	300	10,269
8310 Travel expenses	0	0	168	50	335%	2,936	3,103
8320 Conferences and Training	100	0	278	0	n/a	1,067	1,345
8500 Misc expenses	0	0	3,837	0	n/a	0	3,837
8520 Insurance - non-employee	0	0	6,572	6,000	110%	0	6,572
8591 Bank and credit card fees	59	63	653	340	192%	83	736
9000 Workers Compensation	0	0	1,204	1,000	120%	0	1,204
Total Expenditures	\$33,924	\$32,149	\$490,475	\$568,162	86%	\$322,053	\$812,528
Capitalized Expenses	0	0	0	0	n/a	0	0
Net Revenue with carryover			\$46,929	-\$3,452		\$401,482	\$448,411

Harbor District, Inc.

May 2024 Financial Snapshot



Highlights

- Operating expenses are at 86% of budget at 92% of the year.
- While Unrestricted Operating Net Assets are at \$53k, there are an additional \$175k of Time-Restricted Net Assets that support 24-25 operations, which become unrestricted on July 1st.
- Additional projected Unrestricted Operating Net Assets that would be available for 24-25 operations are dependent on Q2 2024 Harbor Fest pledge commitments.

Balance Sheet Summary

	1-mo Chg	Balance 5/31
Non-Fixed Assets	-4%	\$ 491,823
Fixed Assets	0%	\$ 1,236,277
Liabilities	25%	\$ 45,823
Net Assets	1%	\$ 1,728,101

	FY 2023-24		FY 2024-2025							Percent Change	
	Annual	Projected	General	Events	Harbor	CAC	Breakwater	1st St	Operating	24-25 → 23-24	
	Budget	Year-End								Budget	Actual
Revenue											
4065 Foundation Contributions	214,800	252,779	180,000			23,000			203,000	-5%	-20%
4070 Government Contributions	69,147	71,494				20,000	23,880	22,118	65,998	-5%	-8%
4073 Corporate Contributions	47,500	45,000	45,000						45,000	-5%	0%
4074 BID 51	30,300	8,000	36,600	20,300					20,300	88%	611%
4075 Individual Contributions	54,000	9,700	19,700	30,000					49,700	-8%	412%
4076 Sponsorships	80,500	73,649		10,000	70,000				80,000	-1%	9%
4080 Earned Income	47,200	55,843	8,700		2,000				47,300	-77%	-81%
4082 In-Kind Contributions	4,535	16,237			12,000				12,000	165%	-26%
4085 Interest Income											
4090 Miscellaneous Income											
Total New Revenue	500,735	532,702	290,000	60,300	84,000	43,000	23,880	22,118	523,298	5%	-2%
Carryover & Release of Restricted Revenue	16,728	22,184	18,829						18,829	13%	-15%
Total New Revenue + Carryover	517,463	554,886	308,829	60,300	84,000	43,000	23,880	22,118	542,127	5%	-2%
Expenditures											
7200 Salaries	372,580	342,628	232,002			37,000	23,880	22,118	315,000	-15%	-8%
7240 Benefits	13,500	18,773	22,755						22,755	69%	21%
7250 Payroll taxes	29,806	27,410	25,200						25,200	-15%	-8%
Professional Fees											
7520 Accounting fees	26,000	29,000	23,000			6,000			29,000	12%	0%
7530 Legal Fees	-	5,935									-100%
7542 Architecture and Engineering Fees	-	-									
7544 Art, Photography, Graphic Design Fees	4,500	16,625			6,000				6,000	33%	-64%
7545 Partner Contracts/Sub-Grants	10,000	17,200		10,300					10,300	3%	-40%
7548 Other Professional/Consultants Fees	7,800	16,439	2,800		4,500				7,300	-6%	-56%
Total Consultant & Professional Fees	48,300	85,199	25,800	10,300	10,500	6,000			52,600	9%	-38%
Operational Expenses											
7550 Marketing & Advertising	4,000	3,900	2,000		3,000				5,000	25%	28%
7560 Signage	2,000	2,234			2,000				2,000	0%	-10%
8110 Supplies Expense	7,000	3,789	2,000		2,500				4,500	-36%	19%

	FY 2023-24		FY 2024-2025							Percent Change	
	Annual	Projected	General	Events	Harbor	CAC	Breakwater	1st St	Operating	24-25 → 23-24	
	Budget	Year-End			Fest	Mgmt			Budget	Budget	Actual
8130 Telephone & Internet	4,040	2,900	4,040						4,040	0%	39%
8135 Meals and Entertainment	47,000	4,522	3,000	50,000	3,000				56,000	19%	1138%
8140 Postage, shipping, delivery	100	100	100						100	0%	0%
8170 Printing & copying	200	600	100						100	-50%	-83%
8175 Software	1,500	670	1,500						1,500	0%	124%
8180 Books, subscriptions, reference	525	400	525						525	0%	31%
8190 Dues & Contributions	2,800	1,800	2,800						2,800	0%	56%
8195 Licenses and Permits	121	263		100	31				131	8%	-50%
8210 Rent, parking, other occupancy	9,300	8,600	9,300						9,300	0%	8%
8260 Furniture Fixtures & Equipment									-		
8270 Equipment Rental	12,000	11,934			11,700				11,700	-3%	-2%
8280 Boat, Bus, and Venue Rentals	6,000	8,524	2,000		7,000				9,000	50%	6%
8310 Travel expenses	50	168	100						-	100%	-40%
8320 Conferences and Training		178	6,000						6,000		3271%
8500 Misc expenses		3,837	4,000						4,000		4%
8520 Insurance - non-employee	6,000	6,635	7,000		700				7,700	28%	16%
8591 Bank and credit card fees	340	614	600		100				700	106%	14%
9000 Workers Compensation	1,000	1,204	1,200						1,200	20%	0%
Total Expenditures	516,759	536,057	352,022	60,400	40,531	43,000	23,880	22,118	541,951	5%	1%
Capitalized Expenses											
Net Revenue	704	18,829	(43,093)	(100)	43,469				176	-75%	-99%

Milwaukee Harbor District Staff Report June 2024 (Apr, May, Jun)

Greenfield to KK Harborwalk (in front of Komatsu):

The City of Milwaukee has submitted a request to the Wisconsin Department of Transportation for \$14,764,548 for Transportation Alternative Program (TAP) funds. We are hopeful they will secure the funds. This complicates the construction but will hopefully still allow for a project that will end up being as close as we can to what was designed. This will require two rfps - one for the TAP-funded project and one for the remaining items that were not permitted for the federal funds. This includes the building, the deck/dock and The Node but the additional money on top of the previously allocated TIF Funds should be adequate. There will be loss due to the fact it can't be one project but federal law requires TAP funds to be segregated in their own contract.

West Bank Riverwalk:

We continue to work with the four land owners to advance this project.

Kinnickinnic River Bike Trail Connections:

Final engineering and permitting is being secured. Due to involvement of the railroads the timeline has slowed. The hope is to have construction be in late summer/early fall of 2025.

Riverwalk Habitat Projects:

Our consultant is readying to install Habitat Hotel 2.0 planters at Boone & Crockett this summer. Another of these project sites, 2005 S KK Ave, is not progressing in our required timeline. Aaron is working with the funder on several alternatives that will allow us to accomplish meaningful habitat improvements within the grant timeline and/or an extension for the grant.

Eco Breakwater:

We held a kickoff meeting with a large project advisory group in May. It served to introduce the consultant and their project to the group. It was also an opportunity for the consultant to connect with specific contact points for the Wisconsin DNR and Army Corps of Engineers for information related to permitting and available background data. The consultant has begun to assemble their computer model for the project. Our first monthly project meeting will occur the last week of June.

First Street Green Infrastructure:

With funding from the National Fish and Wildlife Foundation's Sustain Our Great Lakes program, and MMSD, we've begun this project with The City Department of Public Works. Aaron issued an RFP for design and engineering. We got two proposals and have begun negotiations to contract for services. Aaron will present the contract for services for a vote at the board meeting.

Harbor View Plaza:

Especially during the June heat wave, the Plaza has been packed!

Local artist, Drew York, aka 1,000 Beans, designed and painted a mural inside of the play structure. The playful colors and designs are abstract representations of marshes that once inhabited the area to present-day imagery of the working inner harbor. York describes his mural as ... *a depiction of the movement and ever-changing landscape that surrounds the Harbor District*. The mural has been successful in deterring graffiti - we typically have daily new additions. Since it was complete only one piece of graffiti has been done.

Community Sciences Boxes:

The spring and early summer has been a busy time for the Community Science Boxes. Currently, we have distributed over 560 books for children, young adults, and adults. These include books on native culture, nature, science, and related history. We are proud to have been able to offer spanish speaking books as well by collaborating with Milwaukee Public Library.

Harbor Fest:

Harbor Fest will be on Sunday, September 29th, 2024.

Summer en La Plaza (SELP):

All Summer en La Plaza dates have been [scheduled](#)! Eco Day in the Plaza kicked off SELP on June 7 with a wonderful community event that brought close to 100 people to the plaza! There were community organizations like ECO, EPA, MMSD, Bike Fed, UCC, and much more tabling and handing out resources while community members painted their own flower pots! The next SELP event is Bombazo en La Plaza by Bembe Drum and Dance on July 14.

Neighborhood Advisory Committee (NAC):

The NAC has not met since our last quarterly meeting in February. We hope to host the summer meeting in early July.

Joy Engine Community Challenge Grant:

On June 10, the Harbor District kicked off their first community challenge event with a plant workshop led by [Wild Bearies](#). Wild Bearies discussed how the lunar cycles can affect the growth of plants and participants were able to take home a biodegradable pot with Anise Hyssop seeds.

On Friday, June 14, the Harbor District hosted its first-ever fashion show highlighting Sabrina Lombardo, founder of Native Nation Designs. It was a memorable experience with over two hundred attendees. Eight indigenous vendors were selling their products, a fry bread vendor, and two other local food vendors. With this event, we reimaged what can take place at the Harbor View Plaza!

We are continuing to celebrate indigenous culture and identity with free bilingual boat tours highlighting tribal history in partnership with the Electa Quinney Institute at UW-Milwaukee. The first boat tour was on Friday, June 21 from 6:30-8:30pm and the second one will be on Sunday,

June 30 from 12:30-2:30pm. A little over 80 community members were able to join us for these tours! The boat tours were originally part of the Community Challenge Grant idea and in part by the AOC CAC Community Conversation Grant.

CAC Community Conversation Grant:

On June 18 and 20, Nora led two bilingual kayak tours down the Menominee River in partnership with the UEC for Teacher Appreciation Month. The Teacher Appreciation Kayak Tours celebrate the educator's hard work and also create partnerships so we can work with them and their classrooms to share information about the Area of Concern and its impacts.. There were 25 nominees for the 12 spots available!

Other community events:

On Saturday, June 22, the United Community Center hosted its resource carnival at the Harbor View Plaza from 9am-noon. Families from all UCC campuses came down to the plaza for a day filled with family-friendly activities, community resources, and fun!

Staff Internships:

Two interns have joined the team this summer. Dan Vrobel is a graduate student at the UW-Milwaukee School of Freshwater Sciences and has been helping keep the Plaza clean with bi-weekly trash bin maintenance. Our most recent intern, Willa Fowler, just joined the team this past week! Willa will be focusing on plaza maintenance as well as event support and environmental efforts. We are thrilled that they both chose the Harbor District.

Internal Logistics:

After much research and deliberation, we are moving our contact database to a new platform called Little Green Light (LGL). A main benefit of LGL is that constituents' information will be in one centralized location and will allow for more meaningful communication with specific groups (i.e. minority-owner businesses, volunteers, community members, etc.) Another component and benefit of LGL is fundraising. For example, it allows us to track donor history, solicitation of donors, etc. LGL will become an integral tool for our development, external communication, and messaging efforts.

Harbor District or partners in the news:

- [Port Milwaukee Specializes in Bulk Materials](#)
- [Rockwell Automation to lay off 3% of workforce, Wisconsin Impact unclear](#)
- [City Hall Happy with New Election Chef](#)
- [The Bridgewater Modern Grill: Host five-time James Beard Award winner and best-selling author Steven Raichlen for event on June 25](#)
- [Rule Enterprises, Emem Group team on Harbor District Project](#)
- [Indigenous Elegance' Celebrate Identity and Culture](#)
- [Dock Wall Collapse Creates Uncertain Future for Riverfront Site](#)

- [If we want to see fish along our shorelines, don't divide them from land with walls](#)