

DRAFT  
DECATUR LEGACY BOARD  
CALLED MEETING  
DECEMBER 10, 2020 5:30 P.M.  
AGENDA

Due to public health advisories, this meeting will be conducted as a virtual meeting. To view the meeting, please use the link below to register:

<https://us02web.zoom.us/meeting/register/tZ0odOiqqDsjEtKZcBcBi3j4PP7Cvqk0ShPf>

1. **Call to order**
2. **Review and Approval of Minutes from November 9, 2020 called meeting**
3. **Presentation and project update from LPARC committee**

LPARC is a committee of interested residents working on the proposed track project at Legacy Park. They will be providing the board with a brief update of their research and findings related to this component of the master plan

4. **Brief review of retreat notes, committee assignments and meeting dates**

This will be an opportunity to comment on the draft notes from the retreat, committee goals and meeting dates before we complete a final retreat report.

5. **Review of draft FY2021 budget**

The new fiscal year begins in January 2021. The draft budget is presented for review and approval to allow the organization to move forward into a new budget year with an operating framework for revenues and expenditures. The budget may be refined once a permanent ED is in place and as work programs are finalized.

6. **Additional Business**
7. **Adjourn**

DRAFT  
Minutes  
Legacy Decatur Board

Legacy Decatur Board  
November 9, 2020  
Via Video Teleconference

The meeting was called to order by Chair Tony Powers. Board members attending in addition to Mr. Powers: Andrea Arnold, Mark Arnold, Ed Bowen, Mark Ethun, Patti Garrett, Allen Mast, Peggy Merriss, Paul Mitchell, Brian Smith, and Meredith Struby.

The minutes of the September 24, 2020 executive board meeting and regular board meeting were presented. Peggy Merriss presented a motion to approve the minutes as presented. Patti Garrett seconded the motion. The motion was adopted with Brian Smith and Meredith Struby abstaining.

**ACTION ITEMS:**

The board was asked to consider an amendment to the Memorandum of Understanding – Small Business Loan Program. Andrea Arnold gave a summary of the request. The City planned to use a portion of the CARES Act funding they received to convert the original small business loans to grants. As a partner in the original small business loan program MOU, Legacy Decatur needs to adopt the amendment allowing the loans to be converted to grants.

Additional funds from the CARES Act will be used to fund a second round of financial assistance to small businesses in the form of grants. This second round will be open to sole proprietor businesses and small non-profits in the City of Decatur. Ed Bowen will continue to represent the Legacy Board on the committee reviewing applications. He expressed excitement to see a second round of funding made available to assist small businesses but explained that they expect applications to exceed available funds make a lottery selection system likely.

Brian Smith presented a motion to approve the requested amendment to the original MOU. Mark Arnold seconded the motion, and it was approved by unanimous consent.

The board was asked to authorize the chair to sign lease assignment documents transferring existing leases for the Legacy Park Administration Building from the City of Decatur to Legacy Decatur board. There are currently five tenants: Decatur Education Foundation; Global Growers; Decatur Book Festival; Furnish with Love and L'Arche. New leases will be prepared and presented to the board in January for adoption.

Brian Smith presented a motion authorizing the Chair to sign lease assignments. The motion was seconded by Andrea Arnold and was adopted by unanimous consent.

#### ADDITIONAL BUSINESS:

The board approved a resolution certifying the purpose of the September 24, 2020 executive session was for the purpose of discussing personnel matters and authorizing the Chair to execute an affidavit. Peggy Merriss presented a motion to approve. Ed Bowen seconded the motion with was adopted by unanimous consent.

Patti Garrett updated the board on plans to commission a public art installation on the Old Courthouse Square in honor of Congressman John Lewis. This is a joint effort between DeKalb County, cities located in the county and the Decatur Arts Alliance. Community-wide fundraising will be required. She requested support of the Legacy Decatur board to provide the needed 501c3 vehicle and on-line donation platform if needed. There was general discussion related to support of the project and its alignment with the mission and values of the organization. There will be more specific agreements outlining how money will be raised and the approval process for spending funds raised, should this partnership be required. Allen Mast presented a motion of support and authorizing Ms. Garrett to offer this partnership option at the next meeting of the committee overseeing this project. The motion was seconded by Brian Smith and approved by unanimous consent.

There were a few updates provided about the most recent newsletter and the fundraising efforts on behalf of the Season of Giving program.

The meeting was adjourned, and the first session of the board's annual retreat was opened for discussion.

**Legacy Park Operations Management Budget**

**January 1, 2021 - December 31, 2021**

<b>Legacy Park Operations Management Budget</b>							
<b>January 1, 2021 - December 31, 2021</b>							
<b>REVENUE</b>							
Administration Building Leases						\$32,000.00	Based on current tenants with proposed rent increase of 3%
Misc. Rental						\$6,000.00	Wedding and short term facility rentals, film rentals and events
City Of Decatur Operations Management Payment						\$180,080.00	Per operations management agreement
<b>TOTAL Revenues</b>						<b>\$218,080.00</b>	
<b>Expenditures</b>							
<b>Personnel</b>							
Part-time Director						\$41,600.00	based on 20 hour work week @ \$40/hr
Part-time Receptionist/Admin						\$31,200.00	based on 30 hour work week @ \$20/hr
						\$2,100.00	coverage for weekend and evening events estimating 60 hours (used 15 events with four hours per) over 12 month period @ \$35/hr
Employment tax and workers comp						\$2,340.00	estimated cost
<b>TOTAL Personnel</b>						<b>\$77,240.00</b>	
<b>Other Services and Charges</b>							
Professional Services						\$46,000.00	Web site design, expansion/management, social media management, communication and marketing (\$38,000); legal (\$5,000); accountant fees and annual audit \$3,000)
Contractual Services						\$16,000.00	Design contract to develop a master plan for signage and wayfinding, outdoor furniture and fixtures with phased implementation schedule (\$8,000) contracts for services like small landscape projects and building repairs (\$8,000)
Insurance Premiums						\$4,500.00	estimated annal premium to meet management agreement requirements and board and officer insurance
Postage						\$1,500.00	misc mailings and end of year donor letters

Telephone and Internet Services					\$4,800.00	internet and office telephone costs for office and reception desk and work related cell phones
Advertising					\$2,500.00	Event, wedding and film promotions
Printing					\$1,000.00	rack cards, rental promotions, plan reproduction
Signage					\$20,000.00	Fabrication and installation of phased directional and educational signage for the site based on sign graphic program for the property
Outdoor Furniture and Fixtures					\$10,000.00	Phased purchase of new picnic tables, benches and trash receptacles based on site-wide design
<b>TOTAL Services and Charges</b>					<b>\$106,300.00</b>	
<b>Supplies</b>						
Supplies-Office					\$400.00	printer paper, ink, misc costs
Supplies-Specialized Office					\$750.00	including landscaping support for master gardeners
Computer Equipment					\$1,500.00	purchase of two laptops (one for office use and one for administration/reception desk)
Small Equipment					\$50.00	small tools and materials
<b>TOTAL Supplies</b>					<b>\$2,700.00</b>	
<b>TOTAL EXPENDITURES</b>					<b>\$186,240.00</b>	
<b>REVENUES LESS EXPENDITURES</b>					<b>\$31,840.00</b>	

NOTES:

1. Personnel costs assume ED will be and special event coordinator will be contract positions at established hourly rates and receptionist/admin will be a part-time employee requiring payment of payroll taxes and insurance.
2. Professional service fees are estimates of anticipated expenditures based on proposed projects and market rates for services
3. Contract services are estimates of fees for anticipated project services
4. Signage costs represent an estimate of a phased in property-wide wayfinding and educational system that is expected to be implemented over multiple years. This number representing the first phase could be reduced once a signage and outdoor furniture/fixture plan is completed.
5. Furniture and outdoor fixtures represent an estimated annual cost for a phased purchase/installation of benches, picnic tables and trash receptacles based on an consistent design for the property.