

LEGACY DECATUR BOARD MEETING

March 25, 2021, 5:00 P.M.

AGENDA

Due to Covid-19 restrictions, this meeting will be held virtually.
To register to view the meeting, please use the link posted below:

<https://us02web.zoom.us/meeting/register/tZYqdOGrqjgvEtSl1P4i39ALQmTrBlzBylv9>

1. Call to order
2. Review and Approval of Minutes from the regular meeting held January 28, 2021
3. Update on the Congressman John Lewis Memorial Project
4. Legacy Decatur Organization Updates
 - Administrative Assistant Position
 - Board Term Updates
 - Audit Update
5. Legacy Park Project Updates
 - Site improvements
 - Building Projects
 - Information and Education
6. Action Item

Review of the proposed capital budget recommendations for the FY22 Public Facilities Fund budget for Legacy Park and authorization to submit to the city manager. Staff recommends approval of authorization to proceed

Authorization to submit a request for a Special Event Beer and Wine License application to the State of Georgia to sell beer and wine at Truckin Tuesday events during the month of May. Legacy Decatur will be handling the sale of beer and wine and I would like to ask board members to volunteer to help staff the sale table. Money raised will go into our Legacy Park project fund. Staff recommends approval.

7. Additional Business

8. Adjourn

This agenda was posted on Monday, March 22, 2021

MINUTES
LEGACY DECATUR BOARD OF DIRECTORS
JANUARY 28, 2021

The regular board meeting of the Legacy Decatur Board was called to order by Chair Tony Powers. Other board members attending Meredith Struby, Andrea Arnold, Mark Arnold, Ed Bowen, Mark Ethun, Patti Garrett, Allen Mast, Peggy Merriss, Paul Mitchell, and Brian Smith.

Board members were asked to approve the minutes from the regular meeting and executive session held on December 10, 2020. On a motion by Brian Smith, second by Mark Ethun, and all voting aye, the board approved the minutes for the December 10, 2020 board meeting as presented.

Board members were asked to approve the minutes from the called meeting held January 5, 2021. On a motion by Peggy Merriss, second by Brian Smith, and all voting aye, the board approved the minutes for the January 5, 2021 called meeting as presented.

Consideration and Approval of contract agreement with Executive Director. Meredith Struby reported that the board approved the hiring of Lyn Menne to serve as the executive director of the Legacy Decatur organization at their January 5th meeting but postponed the approval of the final contract to allow for a few additional items to be confirmed. She explained that she consulted with a labor lawyer to make certain that the contract provisions were in order. Ms. Menne had agreed to the provisions of the contract which includes the following: Initial contract will run through December 2023. Contract covers part-time employment up to a maximum of 20 hours per week at a rate of \$40 per hour. The agreement sets a mid-year performance review and confirms that no benefits are included as part of the employment agreement. The proposed contract agreement was posted as part of the board's agenda materials. Ms. Struby recommended approval of the contract as presented.

On a motion by Brian Smith, second by Ed Bowen and all voting aye, the board approved an employment agreement with Lyn Menne to serve as executive director through December 2023.

Lyn Menne introduced Terri P. Finister with Murray Barnes Finster. Ms. Finister handled the bond issue by the PFA for the purchase of Legacy Park and provided the board with an overview of issues related to the leasing and use of the property resulting from the bonds that need to be considered. The projects and uses proposed at Legacy Park are within the allowed parameters of the bonds but she cautioned the board to always contact her to review any potential leases to make sure we were following all the rules and regulations.

Lyn Menne presented a request to the board for authorization to enter into a contract for services with Stevens & Wilkinson for engineering and design services in an amount not to exceed \$18,020 to complete a structural assessment and engineering design for the barn stabilization project. This work will produce the necessary documents to bid out the stabilization work during the current fiscal year. The project will also produce three to five concept drawings for the adaptive reuse of the building for funding in future budget years. Funding for this phase

of the project is included in the FY2021 budget. On a motion by Peggy Merriss, second by Allen Mast, Ed Bowen abstaining, and the remainder of the board all voting aye, the board authorized the executive director to execute a contract with Stevens & Wilkinson. Mr. Bowen pointed out that he abstained because he had worked with Stevens & Wilkinson on projects in his private business capacity in the past and did not want to give any appearance of a conflict.

The board was asked to authorize the executive committee to negotiate a final Memorandum of Agreement between Legacy Decatur, DeKalb County and the John Lewis Memorial Task Force clarifying the Legacy Decatur's role in receiving and disbursing funds in support of the creation of a memorial to honor Congressman Lewis. The board discussed the project and agreed to offer their non-profit status and on-line fundraising capability in support of this effort at their December meeting. A draft MOU has been prepared by the board's attorney to submit to DeKalb for review to get the process started. We anticipate that decisions will move quickly to launch the project. Since the board will not meet again until March, it was suggested that the executive committee be allowed to work through a final document based on the draft provided to the board and that the Chair be authorized to execute the agreement on behalf of the Legacy Decatur organization. On a motion by Peggy Merriss, second by Brian Smith, and all voting aye, the board authorized the executive committee to negotiate a final MOU and the chair to execute the agreement to provide fundraising support for the John Lewis Memorial project.

Lyn Menne presented final details related to revised leases with the existing five tenants on the 2nd floor of the Administration Building at Legacy Park. All these tenants are non-profit organizations that operate in the City of Decatur and benefit the community. The three original tenants (Decatur Book Festival, the Decatur Education Foundation and Global Growers) are currently paying \$10 per square foot while newer tenants are paying \$13 per sf. The new leases update the terms of the leases to get everyone on a similar per square foot rate, establish a three-year term and include a rental rate table for rate increases going forward. New tenants brought on in 2021 will pay the current \$13/sf rate. On a motion by Ed Bowen, second by Andrea Arnold, and all voting aye, the board approved the revised leases and authorized the executive director to execute new leases as outlined.

A resolution was presented to the board authorizing the chair to sign an affidavit certifying that the purpose of the executive session held December 10, 2020 was for the purpose of discussing personnel matters. The affidavit will be placed in the meeting folder along with the agenda and minutes. On a motion by Ed Bowen, second by Peggy Merriss, and all voting aye, the board approved the resolution authorizing the chair to sign an affidavit certifying the purpose of the executive session as noted.

On a motion by Brian Smith, second by Mark Arnold, and all voting aye, the board adjourned

**PROPOSED LEGACY PARK CAPITAL PROJECT BUDGET
PFA FUND**

Recommended Revised FY 21 (Through June 2021) Allocation of Funds

| Project | Description/Justification | Estimate | Notes |
|--|--|---------------------|---|
| Fence installation | Cost of three-rail, wooden, "farm" fencing and gates to control vehicular access to meadows and conservation area. Regularly spaced pedestrian access openings to be provided. Expenditure will allow extension of the fence to the south for better control of access points without impact to the cross country trail. | \$ 7,500.00 | Reallocation of funds remaining in R & M Building and Fixed Equipment |
| Edwards Cottage Plumbing | Repair of plumbing damage and installation of separate cut-off valve | \$ 2,500.00 | Reallocation of funds remaining in R & M Building and Fixed Equipment |
| Plumbing Fixture Upgrades | Plumbing pipe repairs in Nickerson and Smith, Fixture upgrades in Gillespie | \$ 4,000.00 | Reallocation of funds remaining in R & M Building and Fixed Equipment |
| Design Services for Barn Reno | Barn Design Services Allocated to Contract Services | \$ 18,000.00 | Reallocation of funds remaining in contractual services |
| Total for Revised Current Budget | | \$ 32,000.00 | |
| FY 22 (July 2021 - June 2022) Proposed Expenditures | | | |
| Barn Renovation | Estimated cost to renovate barn and create a vanilla box space. The building would serve as the center for environmental education and activity programs at the property and also offer rental revenue opportunities as an event rental space for smaller gatherings. | \$ 400,000.00 | Includes estimates for MEP systems, interior partitions, doors, w.indows, paint, flooring and weather proofing and site utilities to the building. \$50,000 reduction possible by postponing kitchen equipment purchases |
| Design Services | Construction drawings and project management/Barn | \$ 85,000.00 | Includes Architectural, MEP, Civil |
| Gillespie HVAC System | Current furnace is 40 years old and no longer operable | \$ 14,500.00 | Gillespie (Education Center) offers a rental income opportunity. Built as an elementary school it offers space suitable for camps, classes and band/choral practice space offering a needed alternative to Leigh Cottage. |
| Ramp installation for Dining Hall | | \$ 20,000.00 | Construction estimate for ADA access |
| Ramp installation Chapel | | \$ 25,000.00 | Construction estimate for ADA access |
| Chapel Door Repair | Front door has some rot at the bottom | \$ 1,500.00 | |

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|----------------------------|---|-----------|-------------------|--|
| Wayfinding Signage Phase I | Installation of initial wayfinding system for education and direction | \$ | 20,000.00 | |
| Site Improvements | enhanced landscape improvements/seasonal mulching/plantings | \$ | 4,000.00 | Quarterly installation of pinestraw mulch around main buildings and front lawn planting beds |
| Outdoor Furniture/Fixtures | Purchase of 5 trash/recycling units | \$ | 4,500.00 | Expand placement of upgraded trash/recycling units |
| Proposed Total | | \$ | 574,500.00 | |

Thinking Ahead

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| Sealing asphalt drives and parking lots and restriping parking spaces | This is a pride of place project. Sealing is much cheaper than repaving and creates a fresh new look for paved drives and parking lots. Restriping also improves appearances and would allow us to find opportunities to stripe additional parking areas. |
| "Brides Room" redesign to relocate bathroom and open access to foyer | Having a brides room in the building with access to the foyer would improve the rentability of the space |
| Chapel Painting and Carpet | A few small upgrades would allow us to increase rental rates |
| Purchase of recycled plastic picnic tables | systematic replacement of wooden picnic tables and expand number of tables throughout the property |