

## DECATUR LEGACY BOARD MEETING

Thursday, March 24, 2022

5:30 P.M.

This is an in-person meeting

Hawkins Hall Dining Room – Please enter at the rear of the Administration Building Complex  
Decatur Legacy Park – 500 S. Columbia Drive

### AGENDA

1. Call to Order
2. Review and Approval of Board Retreat and Action Meeting Minutes from January 27, 2022
3. Action Item:

Authorization to execute a lease with Paint Love, Inc for 720 sf in Hyatt Cottage. Paint Love is a 501c3 organization whose mission is to bring extraordinary arts programming to youth facing poverty and trauma. They partner with educational and nonprofit organizations to engage youth, through projects that are artist-led, to empower conversations guided by trauma-informed standards. Paint Love currently leases an office space on the 2<sup>nd</sup> floor of the Administration Building but needs to expand. The space in Hyatt will provide both office space and storage as well as workshop space for the program. Consistent with our other leases, this lease will be a three lease with an initial rate of \$10 a sf. The lease includes an annual 3% increase.

Staff recommends authorization to execute a lease with Paint Love Inc. for 750 sf in Hyatt Cottage.

4. Project Updates:
  - Commercial Kitchen Lease
  - South Village Housing Update and Schedule
  - Creative Village Grant Award
  - Accessible Playground Grant Update
  - Website Launch
  - Barn Project Report
  - 200<sup>th</sup> Birthday Celebration Planning
5. Reports and Upcoming Events
6. Additional Business
7. Adjourn

## Minutes

### DECATUR LEGACY BOARD MEETING

January 27, 2022

The meeting was called to order by Chair Tony Powers. Board members attending in person in addition to the Chair included: Mark Ethun, Ed Bowen, Mark Arnold, Patti Garrett, Andrea Arnold, Paul Mitchell and Brian Smith. Participating remotely: Allen Mast. Board members unable to attend: Meredith Struby and Peggy Merriss. Also attending in person: Lyn Menne, Madeleine Henner, Adam Pinsley, Scott Doyon and Zoe Seiler.

The minutes from the board meeting held as part of the Board's annual retreat on December 9, 2021 were presented for consideration. On a motion by Andrea Arnold, second by Ed Bowen, and all voting aye, the board approved the minutes as presented.

The Chair asked Lyn Menne to introduce the action items for the meeting. She introduced Adam Pinsley to present the final designs for the property-wide signage palette. This design effort began last year and the board had an opportunity to review and comment on designs. The final presentation incorporates board comments and includes a variety of sign templates for a variety of locations and uses. Mr. Pinsley presented a visual review of the final designs. There was a question about why signage at Legacy Park doesn't follow the City's current park signage. This issue was discussed last year and board members and city representatives on the board agreed that Legacy Park is different from more traditional parks and therefore it was decided to brand it differently. The City's iconic logo will be incorporated into the new signs but not as prominently as existing park signs. Board members had several questions and requested that mockups created to install on site before fabrication moves forward. This will be done. The next steps include a refinement of materials, determining sign locations and types and placing these on a map, getting cost estimates, determining a phasing plan and issuing a request for proposals. Funds exist in the Legacy Park PFA fund and the Legacy Decatur budget for the first phase of the project. Staff requested authorization to move forward with the project using the designs as presented. On a motion by Allen Mast, second by Ed Bowen, and all voting aye, the board approved the sign design package as presented and authorized the staff to move forward with next steps.

The next item was a presentation of the final draft of the Legacy Park website. Preliminary designs were shown to the board last year and have been refined based on board input. This website will focus on Legacy Park. The existing Legacy Decatur website focuses on the organization. The color palette and font are designed to complement our Legacy Decatur website, the existing park brochure, online newsletter and the sign palette reviewed previously to achieve visual consistency. Photographs on the site can be changed out to focus on current events and projects. The site will have rental forms and information that will connect with appropriate staff. Board members had questions related to the event calendar and how it would be coordinated with the Decatur Visitor's Bureau calendar. There was also discussion related to links with the City's Active Living and Children & Youth Services pages on the City's website. All of this will be resolved. The proposed launch date for the website is the end of February. Staff noted requested links and coordination with the Brian Smith, second by Patti Garrett, and all voting aye, the board approved the website design as presented and authorized staff to move forward with launching the website in February.

Lyn Menne presented a proposed meeting schedule for 2022 that included board meeting dates and committee dates. Committee meetings were scheduled to allow time to address issues ahead of board

meetings and make the best use of time. There was general board discussion. On a motion by Brian Smith, second by Ed Bowen, and all voting aye, the board approved the meeting calendar as presented.

Lyn distributed updated end of the year financial reports for the operating account. She pointed out a slight change in the revenue that added back reimbursement revenue that had been moved into a fund account. She stated that she had reviewed all of the line items and felt comfortable with the report as presented. She and Andrea will meet to review the numbers as they relate to the requirements of the Operations Agreement with the City. The information on the various funds requires more fine tuning because expenditures in the Season of Giving fund weren't shown. She also clarified that she asked the accountant to create a Legacy Decatur fund to account for donations made directly to our organization. That fund is listed on the report instead of being included in our operating revenue. It is available for the board to spend on special projects in the future. She will continue to work with the accountant to correct several issues prior to the Finance Committee meeting and has invited to the accountant to participate.

Ms. Menne referred to copies of the Board Retreat report for any who wanted a hard copy. She also provided a copy of staff assignments for the year based on the board retreat discussion related to "operations" and "projects" to show who would be taking the lead. She also provided a first quarter work program based on the Retreat Report which will be used to define tasks and dates as part of the Master Plan Committee's discussion.

Ms. Menne then provided a quick update on specific projects at Legacy Park:

- South Village updates and timeline—She has been included in meetings with city staff and the Decatur Housing Authority related to site designs and the creation of a survey of the parcel representing the development area. A Feb 28<sup>th</sup> open house has been scheduled for the Hawkins Dining Hall at Legacy Park from 4 p.m. – 7 p.m. DHA expects to receive notification by ; Oct/Nov 2022 regarding their tax credit application. The project would be built in two phases and an anticipated April 2023 start for phase one.
- Official notification was received from DeKalb County's CDBG office regarding the grant award for the accessible playground. It will be located in the area of the existing playground and will include replacement and expansion of this play area. A proposed parking area in the master plan is adjacent to this space and will allow the creation of convenient handicapped parking spaces with access to the playground.
- Barn Stabilization and reroofing project is now underway. We are working with city staff to get the phase II project RFP out for bid.
- The Invasive Plant Removal project is progressing and the work is clearly opening up the forest floor as planned. We are working on the messaging to emphasize that no native trees are being removed.
- Following up on a recommendation from Mark Ethun, we got quotes from a commercial company to clean the gutters the 15 buildings that will remain and that currently have gutters. This work will be scheduled twice each year and is critical to reducing rot and damage to the soffit and roof structures. As part of this first cleaning scheduled for next week, we included the exterior cleaning of all windows in the Administration building.

Ms. Menne introduced Ms. Henner to provide updates on several other projects

- Following up on a discussion held at the board retreat, contact was made with Inspiritus, a Decatur-based non-profit, working to find housing for the large number of Afghan refugees arriving in Atlanta. As we discussed at the retreat, the lack of suitable short-term housing for larger families has been a

problem. Representatives from the group toured several buildings and focused on Sam Bell Cottage as the best option. The building requires no major capital upgrades. We are working on a lease based on a template Inspiritus has and the individual building leases we use. They are willing to pay \$3,000 and purchase needed kitchen appliances that we will keep at the end of the lease. They understand that the lease will terminate on December 31, 2022. This opportunity allows us to assist with a critical housing need and use a vacant building while we move forward with a RFP for the North Village development, design and permitting. We would like to move forward with a lease as quickly as possible but no later than March 1<sup>st</sup> and provide two months free rent to assist them with the cleaning, painting and furnishing costs. Patti Garrett asked if we needed a vote by the board to move forward with this plan.


On a motion by Ed Bowen, a second by Patti Garrett, and all voting aye, the board authorized staff to pursue a lease with Inspiritus as outlined on the condition that the lease terminate no later than December 31, 2022 and authorized the Executive Committee to meet and approve a final lease agreement.

- Ms. Henner summarized the 5 Star Urban Water grant that she submitted last week. The grant request was for \$50,000 and the Decatur City Commission had approved a \$50,000 match for the grant. The proposed project is the construction of a dock/boardwalk along the western edge of the pond nearest the barn to support planned environmental education programs and field trips. The project also includes appropriate plantings along the pond edge in this area to support aquatic life and protect the pond edge from erosion. The project will serve as a model for the extension of a boardwalk system in coming years and supports the comprehensive efforts underway to improve the health of the forest and pond in the conservation area and increase public access and enjoyment of this area. Grant announcements are expected in July. Other partners supporting the application in addition to Legacy Decatur and the City of Decatur are: the Wylde Center, City Schools of Decatur, Wild Nest Bird Rescue, and Trees Atlanta.
- Ms. Henner reported on an on-going playwriting workshop that is creating some revenue for the park and was negotiated as part of a meeting space rental. The workshop participants will be presenting their work as part of a community day event showcasing all of our tenants in late February. She also updated the board on a pilot project that allows local Decatur residents who provide classes in health and wellness areas to rent space for classes. This is a six-month trial that makes use of the Cochran building when it is not in use. Instructors pay a flat \$50 per class fee for up to 10 students. Revenue from additional students is shared with Legacy Decatur. We currently have a yoga class and are finalizing an agreement with a local Tai Chi instructor. Information about this opportunity will be included in our next newsletter. There was a question about the impact this program would have on classes taught at the Decatur Recreation Center. Staff reported that they would monitor the use and stated that available hours are very limited so we don't expect to pose serious competition to the City's programs.
- Finally Ms. Henner reported that wedding inquiries continue to increase and three wedding rentals are confirmed for 2022.

In the interest of time, the meeting was adjourned. Staff will provide updates on additional programs and activities in the February monthly report.

# LEGACY | DECATUR

## MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: LYN MENNE   
RE: PROPOSED LEASE OF GILLESPIE BUILDING  
DATE: MARCH 17, 2022

The purpose of this memorandum is to outline a proposed lease agreement with Paint Love, Inc. for 720 sf in Hyatt Cottage-- one of four buildings included in the Creative Village Complex. Hyatt will provide affordable studio space for working artists and shared classroom space for art classes. It is not set up to provide housing but is well suited for offices, studios and classes. Because Paint Love partners with artists, relocating their program into a building with working artists and shared classroom space creates a mutually beneficial opportunity. This lease allows us to activate the Creative Village while the other three buildings are upgraded to provide affordable housing for artists. Revenue generated from this lease can help fund other improvements in the Creative Village.

Paint Love is a 501c3 organization whose mission is to “bring extraordinary arts programming to youth facing poverty and trauma.” Paint Love currently leases an office and a small storage space on the 2<sup>nd</sup> floor of the Legacy Park Administration Building. The move to Hyatt provides more space for their growing program and is more accessible for volunteers and program participants. Paint Love works closely with the Decatur Arts Alliance and will be a good fit for the Creative Village Complex as it is activated.

The space to be leased includes two office areas on either side of the entry foyer totaling approximately 720 sf excluding the foyer. The foyer will be shared space providing access into the art studio spaces located beyond the foyer in the same way the foyer at Williams Cottage is shared. The lease will be for a three-year term with an initial rate of \$10 per sq. ft and 3% annual increases.

Paint Love Inc. fits the mission of our organization and the Legacy Park Master Plan. Their work makes them an ideal tenant for the Creative Village complex. They have a good working relationship with the Decatur Arts Alliance who will be our partner in bringing the rest of the complex to life. Paint Love offers monthly community arts activities at Legacy Park and provides arts activities at all of the events we sponsor at the park. I recommend that the board authorize staff to finalize a lease with Paint Love for space in Hyatt Cottage under the terms outlined above.