

# **LEGACY DECATUR BOARD MEETING**

**Thursday, July 28, 2022 - 5:30 P.M.**

**This is an in-person meeting**

**Administration Building Auditorium –  
Please enter at the front door of the Administration Building Complex  
Decatur Legacy Park – 500 S. Columbia Drive**

## **AGENDA**

1. Call to Order
2. Review and Approval Meeting Minutes from May 26, 2022
3. Resolution authorizing the Chair to execute an affidavit confirming that the purpose of the executive session held on May 26, 2022, was for the purpose of discussing personnel issues in accordance with O.C.G.A. §50-14-4(b)
4. Action Item:  
  
Review of proposed projects intended to have a long-term, positive impact on the community as part of the City's celebration of the 200<sup>th</sup> anniversary of its charter in 2023 and authorization to launch a community fundraising effort to generate financial support for these efforts.  
  
Staff recommends approval to establish this fund and authorization to launch a community fundraising effort with a goal of raising \$200,000 for these bicentennial programs.
5. Project Updates:
  - Creative Village Project update, partnership plans and timeline
  - Accessible and Inclusive Playground Update and installation timeline
  - Review of sample signage for the campus
  - Upcoming Events
6. Additional Business
7. Adjourn

**Minutes**  
**Legacy Decatur Board**  
**Thursday, May 26, 2022**

The regular meeting of the Legacy Decatur Board was called to order by Chair Tony Powers at 5:30 p.m. in Hawkins Hall at Decatur Legacy Park. Board members attending included: Tony Powers, Andrea Arnold, Paul Mitchell, Brian Smith, Mark Ethun, and Peggy Merriss. Allen Mast participated virtually. Also attending were Lyn Menne and Madeleine Henner.

The Chair asked for a motion to adjourn to executive session for the purpose of discussing personnel issues in accordance with O.C.G.A. §50-14-4(b). On a motion by Peggy Merriss, seconded by Andrea Arnold and all board members in attendance voting aye, a motion to adjourn to executive session was approved.

The Chair reconvened the regular board meeting. On a motion by Peggy Merriss, second by Paul Mitchell and all board members present voting aye, the board amended the agenda to add an action item related to employee benefits.

The minutes of the March 24, 2022, board meeting were presented for approval. On a motion by Peggy Merriss, second by Andrea Arnold and all board members present voting aye, the board approved the minutes as presented.

The board reviewed a revised budget for the current fiscal year. Staff explained that the original FY22 budget approved by the board included a projected management fee of \$150,000. At the time the budget was adopted, we anticipated that the management fee from the City of Decatur would be reduced from \$180,000 but until the final end of the year numbers were compiled, the exact amount wasn't known. As a result of the net revenue generated by Legacy Park rentals during FY21 and in accordance with the current Operations Management Agreement with the City of Decatur, the actual management fee was reduced to \$66,350 for FY22 representing a 60% reduction in anticipated revenue. As a result, staff recommends the adoption of a revised budget.

- Allen Mast asked to add a column for Actual 2021 revenue and expenditures to compare with current FY22 numbers in the budget document
- Andrea Arnold provided an overview of the Operations Agreement to explain the adjusted management fee.
- Allen Mast asked if the revised budget numbers look accurate at this point in the year. Staff responded that these numbers were accurate and that event rentals and lease payments to date exceed original budget projections.
- Brian Smith asked if we're on track with the filming revenue. Staff replied that we have already collected half of projected revenue and feel comfortable that film rental opportunities during the remainder of the year will meet or exceed estimates.
- There was general discussion related to how to handle net revenues in the future, but we need to work towards eliminating the need for subsidizing management costs in the future.

On a motion by Andrea Arnold, a second by Mark Ethun and all board members present voting aye, a motion to aye the revised FY22 budget was approved.

Staff provided an update on the creation of a SEP IRA for Legacy Decatur staff. The board authorized a 5% contribution as part of a benefit package for full-time employees effective January 2022 when the organization hired its first full-time staff member. During the course of setting up the SEP account, staff learned that federal law requires this benefit to be extended to full-time and part-time employees. Several options were reviewed but including part-time staff was the most cost-effective option for the organization and would cost an estimated \$1300 in FY22. Staff requested approval to extend this benefit to full-time and part-time employees as required by federal law.

On a motion by Patti Garrett, second by Peggy Merriss and all board members attending voting aye, the board agreed to extend the SEP IRA benefit to all employees and contribute 5% of annual salary to account.

Staff provided an update on projects currently underway including:

- Progress on negotiating a lease for the commercial kitchen space with the Refugee Women's Network
- The timeline for the South Village Affordable Housing Development
- The Accessible and Inclusive Playground Project
- The barn stabilization and interior improvement project
- The Legacy Park website launch
- The North Village Development timeline
- The plans for the City's 200<sup>th</sup> birthday celebration
- Wedding, event and festival schedule

Andrea Arnold reminded everyone that we need to involve the City Bond Attorney to review the North Village RFQ before sending it out.

In other discussion, Andrea Arnold reported that the City and CSD have not signed an MOU relative to the proposed track facility at Legacy Park, but those meetings are planned, and the respective attorneys are currently working to craft a draft agreement.

Patti Garrett expressed concern about the conflict created by the different fiscal years for Legacy Decatur and City fiscal years which makes it difficult to establish the management fee in time for adopting a Legacy Decatur budget. She also cautioned that we need to remain focused on minimizing dependence on the city for operational revenue with an eye on becoming self-sufficient by maximizing revenue opportunities at the park.

There was no additional business to discuss. On a motion by Brian Smith, second by Peggy Merriss and all board members attending voting aye, the board voted to adjourn the meeting.

## DECATUR BICENTENNIAL FUND

### Leaving a Legacy for Future Generations

As the City of Decatur prepares to celebrate the 200<sup>th</sup> anniversary of its charter in December 2023, Legacy Decatur has partnered with the City and other organizations and individuals to create meaningful and lasting programs that honor our community's values for future generations.

#### **Our goals include:**

**The Bicentennial Tree Project:** Planting 200 trees around the City by providing front yard shade trees for local homeowners and planting memorial and celebration trees in City parks in partnership with Trees Atlanta. All trees will be identified with markers designating them as Bicentennial Trees and included on a digital map on the Trees Atlanta site.

**The Two Hundred Stories Project:** Modeled after the Story Corps project to record and archive 200 stories of a diverse cross-section of Decatur residents. All stories will be recorded and some will be used to create a visual record through film or animation to be shared at the community celebration event. The Savannah College of Art and Design (SCAD) has committed their resources and will be approaching the project as a multidisciplinary academic exercise incorporating journalism, animation, art, and documentary students, some of whom reside here in the city.

**The Decatur Land Trust Future Fund:** Cultivating a working capital fund in support of the organization's long-term affordable housing efforts throughout the City of Decatur.

**A Meaningful Capital Campaign:** In support of all these endeavors, we'll be launching a fundraising campaign with a raise goal of \$200,000.