

LEGACY DECATUR BOARD MEETING
THURSDAY, AUGUST 10, 2023
5:00 P.M.
DECATUR LEGACY PARK - HAWKINS

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF MEETING MINUTES FROM MAY 24, 2023.

ACTION ITEMS

- A. PRESENTATION AND DISCUSSION OF THE COMMERCIAL KITCHEN LEASE BY REFUGEE WOMEN’S NETWORK – Staff met with Refugee Women’s Network (RWN) to negotiate terms of a letter of intent and lease agreement.

Staff recommends that the Board authorize the Executive Committee to review and approve a negotiated lease agreement to lease the Administration Building Commercial Kitchen to the Refugee Women’s Network.

- B. PRESENTATION AND DISCUSSION OF A PROPOSED CONTRACTOR TO CREATE A CIRCULATION AND PARKING PLAN FOR LEGACY PARK – Staff met with Public Works officials and Atkins to discuss creating a circulation and parking plan for Legacy Park for a contracted amount of \$61,535.42. As activity at the park increases, staff expect continual stress on the asphalt driveways and parking areas. This parking plan would analyze how Legacy Park can more efficiently use the existing paved areas for safer circulation and increased parking.

Staff recommends that the Board authorize staff to present the Atkins contract for approval by the City of Decatur Commission in the amount of \$61,535.42.

- C. PRESENTATION AND DISCUSSION OF FOOD COMMUNE AND THEIR 501C3 FISCAL SPONSOR FEEDING GA FAMILIES LEASING SAMBELL COTTAGE – Staff met with FoodCommune to discuss leasing Sambell Cottage for their food distribution center. Currently out of the Edgewood Church, FoodCommune practices Freeganism, rescuing food that might otherwise end up in landfills, and distributing it at low or no cost.

Staff recommends that the Board authorize staff to proceed with negotiations with Feeding GA Families and FoodCommune for the potential lease of Sambell Cottage.

4. PROJECT UPDATES

- Girl Scout Geocaching at Legacy Park
- Nasdaq Foundation Grant for the Commercial Kitchen
- Upcoming Events
- Bicentennial projects and fundraising
- Community Garden
- Interest in Whitehead

5. ADJOURN

**Legacy Decatur Board
Minutes
May 24, 2023**

The regular meeting of the Legacy Decatur Board was called to order by the Chair Tony Powers. Members attending were Tony Powers, Patti Garrett, Andrea Arnold, Peggy Merriss, Mark Ethan, and Paul Mitchell. On a motion by Peggy Merriss, second by Patti Garrett and all board members present voting aye, the board adjourned to executive session for the purpose of discussing personnel matters.

The board reconvened into open session. The Chair asked for a motion to approve the minutes of the March 23, 2023, board meeting. On a motion by Andrea Arnold, second by Mark Ethun and all board members present voting aye, the minutes were approved as presented.

Lyn Menne presented copies of the financial report for the end of FY22 and the first quarter FY23. She reviewed the information provided in the reports and commended Beth Mahany, the new bookkeeper, for providing the updated information. The finance committee reviewed the documents. Of note is the FY22 Statement of Financial Position that shows a fund balance of \$245,000.

The Chair asked for reports on action items.

Lyn Menne presented the budget for the Legacy Park Wayfinding Project Phase I. Phase I included 37 signs based on the designs approved by the board. The winning bid was submitted by Rite Lite Signs, Inc in the amount of \$65,504. The Decatur City Commission approved the contract with Rite Lite Signs and established a project budget of \$73,000. Legacy Decatur is splitting the cost of the project with the City of Decatur. We budgeted \$20,000 for the project last year that was not spent and is included in the reported fund balance carried over. We currently have \$25,000 budgeted for the project in the current FY23 budget. Staff requests authorization to move forward with the project and allocating \$15,000 from fund balance in addition to the \$25,000 budgeted in FY23 budget. On a motion by Peggy Merriss, second by Ed Bowen and all board members present voting aye, the board approved moving forward with the Wayfinding project in partnership with the City of Decatur and the use of \$25,000 in the FY23 budget and \$15,000 from fund balance to cover the Legacy Decatur share.

Operational Management Agreement with the City of Decatur for the operation of Legacy Park. City Manager Andrea Arnold and Lyn Menne covered the changes included in the revised agreement. The primary difference is that the document makes clear that Legacy Decatur must become self sufficient in covering operating costs at the park. The term of the agreement is July 1, 2023 – June 30, 2026. The management fee remains the same for the first year, is reduced by half in the second year and is eliminated in the final year. There is a provision covering city

support should revenues decline due to reasons beyond the control of Legacy Decatur. The agreement also clarifies the financial responsibility of the City for building repairs, maintenance and capital investments. The City Commission approved the agreement. On a motion by Patti Garrett, second by Ed Bowen and all board members present voting aye, the board approved the Operations Management Agreement as presented.

Chair Tony Powers presented the recommendation of the Executive Committee to appoint Madeleine Henner as the next executive director of Legacy Decatur. He reported that the Executive Committee of the board, which includes himself, Andrea Arnold and Ed Bowen served as the selection committee. Eleven applications were received and five met the basic requirements. The committee reviewed the five candidates and selected three to interview. Ed Bowen was unable to participate in the final interviews. Each of the candidates had good points but Madeleine Henner excelled at the interview, has shown her ability to assume increasing responsibility at Legacy Park and has developed strong partnerships with tenants and the community. The committee recommends Madeleine Henner as the new Executive Director effective July 1, 2023. Lyn Menne, who is retiring as the current ED, will continue to provide support in transition until a new Program Manager has been hired to take over Ms. Henner's current responsibilities. On a motion by Patti Garrett, second by Mark Ethun and all board members present voting aye, Madeleine Henner was appointed the new executive director of Legacy Decatur. The executive committee will complete final negotiations with Ms. Henner and execute a professional services contract.

There were reports on several projects and issues at Legacy Park including a proposed parking and circulation study in partnership with the city, updates on several grant projects and a successful volunteer day in partnership with Keller Williams.

The board was also given an update on the revised leash policy at Legacy Park. As of May 5, 2023, the off leash/voice command pilot project in the meadow and trail area was suspended. This change was the result of a dog-on-dog attack. Several community members reached out to offer suggestions of ways to reinstate the off-leash policy. There was discussion about these suggestions but there was consensus that enforcement would continue to be a problem and that we should conform to the existing City of Decatur ordinance requiring dogs to be leashed. On a motion by Patti Garrett, second by Peggy Merriss and all board members present voting aye, the board ended the off-leash pilot project at Decatur Legacy Park and required that the City's leash laws be followed at Legacy Park. Additional notification signs will be posted, and this language will be incorporated into the new Wayfinding Sign program.

There was not additional business and the meeting was adjourned.

MEMORANDUM

TO: LEGACY DECATUR BOARD
FROM: MADELEINE HENNER
RE: REFUGEE WOMEN'S NETWORK USE OF HAWKINS COMMERCIAL KITCHEN
DATE: August 10, 2023

The purpose of this memorandum is to recommend that the Legacy Decatur Board authorize the Executive Committee to sign a lease with the Refugee Women's Network (RWN) for the Legacy Park Hawkins Hall Commercial Kitchen. RWN will use the kitchen space to create a licensed commercial kitchen to grow their Chefs Club program which supports food entrepreneurs to develop their skills and become licensed to open their own restaurants or catering business.

The Public Facilities Authority (PFA) fund has \$80,000 identified for the commercial kitchen repairs. At the July 17, 2023 meeting, the City of Decatur commissioners approved a contract with CGS in the amount of \$57,850 to update the external kitchen entrance into an ADA accessible ramp and loading dock, convert the storage closet into an ADA accessible bathroom, install a fire door to separate the commercial kitchen from the venue warming kitchen, and inspect the existing grease trap.

Legacy Decatur is pursuing grants and other funding sources to offset the costs of renovation, and Refugee Women's Network is fundraising to cover the costs to clean, paint, and equip the space as a working commercial kitchen space. Refugee Women's Network has submitted a budget for expected start-up and on-going commercial kitchen costs, a business plan for revenue to have a sustainable space, and a layout for equipment and electrical needs. A lease will allow both parties to present a solid partnership when seeking out grants and philanthropic donations.

The concept meets the overall vision and goals of the Legacy Park Master Plan by repurposing historic buildings, encouraging a diversity of use and users, and generating income for the property. Furthermore, a Chefs Club presence at Legacy Park would allow for licensed in-house catering for events as well as additional fundraising opportunities like specialized cooking classes and pop-up restaurant nights.

Refugee Women's Network have proven to be responsible tenants and strong partners for activating Legacy Park. They demonstrated restraint when they deferred negotiations on the commercial kitchen back in 2021, but they have since grown their staff capacity and fundraising ability and are ready to expand the Chef's Club program.

Staff recommends that the Board authorize the Executive Committee to review and approve a negotiated lease for the Refugee Women's Network to lease the Legacy Park Administration Building Lease.

MEMORANDUM

TO: LEGACY DECATUR BOARD
FROM: MADELEINE HENNER
RE: LEGACY PARK PARKING AND CIRCULATION PLAN
DATE: August 10, 2023

The purpose of this memorandum is to recommend that the Legacy Decatur Board authorize Legacy Decatur staff to go before the City of Decatur Commission to request approval for a contract with Atkins in the amount of \$61,535.42 to create a plan for circulation and parking to improve circulation and safety for Legacy Park visitors.

While increased activity at Legacy Park is an important part of the Master Plan, it also strains the existing infrastructure, namely the paved driveways and parking areas. In response to the Board's request for a parking plan in the December 2022 retreat, Legacy Decatur staff met with the City of Decatur Design, Environment, and Construction team to discuss options for striping in order to clarify approved parking areas as well as the possibility of circulating traffic through the park to create street parking along the driveways.

When Legacy Park hosts large events and festivals, the lack of a clear parking policy leads to confusion, traffic hazards, blocked emergency lanes, and cars parked on the grass. Legacy Decatur staff hoped that a simple restriping of approved parking areas could remedy the issue. However, staff were advised against restriping the current cracked asphalt. The incoming community and competition track as well as increased venue rentals will attract more people and more cars to the already fragile asphalt drive.

Because of Legacy Decatur and the City of Decatur's environmental commitments, we do not plan to create additional paved parking areas outside of those illustrated in the Master Plan. However, it is possible that a more efficient use of the Park's circular driveways could allow for parallel parking on existing paved areas, significantly increasing parking capacity.

Atkins is equipped to incorporate current site conditions, infrastructure, and usage into circulation and parking recommendations for more efficient and safe circulation and parking at Legacy Park. Staff recommends that the Board authorize the Legacy Decatur staff to present the Atkins contract for approval by the City of Decatur commission in the amount of \$61,535.42.

MEMORANDUM

TO: LEGACY DECATUR BOARD
FROM: MADELEINE HENNER
RE: FOOD COMMUNE AND FEEDING GA FAMILIES IN SAMBELL COTTAGE
DATE: August 10, 2023

The purpose of this memorandum is to present the opportunity to lease Sambell Cottage short-term to Feeding GA Families for their fiscal sponsor FoodCommune. If the Board believes that the mission of FoodCommune sits within the Legacy Park Master Plan and is a good fit for the Park, staff recommends the Board to authorize staff to proceed with negotiations with Feeding GA Families and FoodCommune for the potential lease of Sambell Cottage.

Currently, FoodCommune rescues food throughout the week and uses a refrigerated trailer to store food for a weekly food distribution. They have a longstanding agreement with Edgewood Church to use their gathering space on Saturdays to set up the food, distribute food from 1-7pm, take all leftover food, and clean the space. Edgewood Church staff verified their good relationship with the organization. However, FoodCommune's large quantity of food requires a storage throughout the week and a larger space for the shopping experience.

Legacy Decatur has previously understood the Master Plan's environmental preservation mission as caring for the various natural ecosystems within the 77-acre Park. However, the EPA 2021 *From Farm to Kitchen: The Environmental Impacts of U.S. Food Waste* reports that approximately 22% to 24% of solid waste in landfills and incinerated waste in the United States comes from food waste. Excluding the emissions from landfills, food waste produces 170 metric tons of carbon dioxide every year. Minimizing food waste would not only significantly reduce greenhouse gas emissions, it would also decrease the amount of freshwater, land, and energy that is required to grow and transport food to the consumer. FoodCommune's mission to prevent food waste falls within the Legacy Park mission to preserve the environment.

According to the Atlanta Community Food Bank, food insecurity is defined as the "measure of lack of access, at times, to enough food for an active, healthy life for all household members and limited or uncertain availability of nutritionally adequate foods." One in nine Georgians face food insecurity, which is only exacerbated by rising food prices. FoodCommune rescues food and distributes it at low or no cost. The Bill Emerson Good Samaritan Food Donation Act protects the organization from liability in the event they were to distribute an item that caused illness. Although there is no income restriction to participate in the FoodCommune distribution, it is a great resource for folks who cannot afford the market price of groceries from the store. Additionally, as a City with limited grocery store options, FoodCommune offers an alternative

way for folks to procure food within the city limits. As Legacy Park works to be a welcoming and engaging place for folks of all backgrounds, this program would welcome new people to Legacy Park while addressing a known community need.

Sambell Cottage is marked as part of the North Housing Village in the Master Plan. Because that project is on hold, the building that could be an asset to the community and generate revenue sits vacant. Given its 4,922 square feet, Sambell could generate \$49,220 in annual rental revenue. FoodCommune understands that this lease would be temporary, and they would need to find another location when the North Housing Village is approved to move forward. FoodCommune is also amenable to shifting their distribution day or timeframe to balance the needs of the Park.

Staff recommends that the Board authorize the Legacy Decatur staff to proceed with negotiations with Feeding GA Families and FoodCommune for the potential lease of Sambell Cottage. If the board encourages staff to pursue this partnership, staff will negotiate terms of a lease to be brought before the full board for approval.