

LEGACY DECATUR BOARD MEETING  
THURSDAY, May 23, 2024  
5:00 P.M.  
DECATUR LEGACY PARK - HAWKINS

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF MEETING MINUTES FROM MARCH 28, 2023.
3. ACTION ITEMS

**a. Approve lease renewal for Wild Nest Bird Rehab in Hemphill Cottage.**

The Wild Nest Bird Rehab lease of Hemphill Cottage ends August 31, 2024. Their rehabilitation of injured and orphaned birds furthers the Legacy Park Master Plan's vision for environmental preservation and programming. They have invested in the cosmetic look and feel of their building and taken great care to install protections to prevent any damage to the space. Wild Nest Bird Rehab has also invested in the beautification of the greenspace around their building, which is a benefit to all those that visit Legacy Park. **Staff recommends the Board approve a three year lease renewal for Wild Nest Bird Rehab in Hemphill Cottage.**

**b. Approve lease renewal for Refugee Women's Network offices in Williams Cottage.**

The Williams Cottage lease to Refugee Women's Network ends on September 30, 2024. Their lease includes a two year option that can extend their current three year lease. Refugee Women's Network is a strong partner of Legacy Decatur. **Staff recommend approving the two year option outlined in the Refugee Women's Network 2021 lease to extend their lease until September 30, 2026.**

**c. Approve lease renewal for the Frank Hamilton School in the Gillespie Building.**

The Gillespie Building lease to the Frank Hamilton School ends on July 31, 2024. They have invested a significant amount of sweat equity to remove the old carpet, refinish the wood floors, and make the space inviting. Frank Hamilton School consistently participates in Legacy Decatur events and the music from their classes and jams creates a unique welcoming atmosphere for Legacy Park. **Staff recommend the Board approve a three year lease renewal for the Frank Hamilton School lease of the Gillespie Building.**

**d. Approve lease renewal Administrative Building offices for the Wylde Center.**

The Administration Building lease for the Wylde Center requires renewal. Their environmental education field trips furthers the environmental education vision of the Master Plan, and their public programming welcomes hundreds of people to Legacy Park. **Staff recommends the Board approve a three year lease renewal for the Wylde Center's Administrative Building offices.**

#### 4. Project Updates

- Truckin' Tuesday
- Legacy Community Day
- National Fish and Wildlife Grant
- RED Day with Keller Williams
- Construction

#### 5. Adjourn

## Minutes

Decatur Legacy Board

Business Meeting – March 28, 2024

The meeting was posted and open to the public. Board members attending: Tony Powers, Andrea Arnold, Mark Ethun, Peggy Merriss, Ed Bowen, Mark Arnold, Paul Mitchell, and Laurie Schwartz. Allen Mast joined through Google Meet. Staff attending: Madeleine Henner and Dymond Generette. Zoe Seiler from Decaturish was also present.

The meeting was called to order by Board Chair Tony Powers. The Chair asked for a motion to approve the minutes of the January 25, 2024 board meeting. Mark Arnold made a motion with a second from Paul Mitchell. All other board meetings present voted aye, and the minutes of the January 25, 2024 board meeting were approved as presented. Ed Bowen joined after the minutes were approved.

Madeleine Henner recommended that the Board of Directors approve the amended Legacy Decatur Bylaws, as encouraged by the Executive Committee. Board Chair Tony Powers mentioned that it is important to have a process for nominating board members and noted that board member nominees should have a vested interest and connection to Legacy Park. The Chair asked Andrea Arnold if board nominees must be a resident of the City of Decatur. Andrea Arnold stated that board nominees are not limited to City of Decatur residents. Peggy Merriss stated that the board would benefit from a new board member with fundraising skills. The Chair stated that a small gap analysis would be beneficial to the board to identify key skill sets needed. Mark Arnold made a motion to approve the amended Legacy Decatur Bylaws with a second from Ed Bowen, and all present members voted aye.

Madeleine Henner discussed that the Legacy Decatur Bylaws authorize the Vice Chair to hold the powers and responsibilities of the Chair in the absence or disability of the Chair. The former Vice Chair rolled off the Board last March. Laurie Schwartz expressed interest in assuming the responsibilities of the Board Vice Chair. The Executive Committee recommended that the Board of Directors appoint Laurie Schwartz to serve as the Vice Chair for the Legacy Decatur Board of Directors. Ed Bowen made a motion to elect the Vice Chair with a second from Peggy Merriss, and all present members voted aye.

Madeleine Henner presented the Board of Directors Expectations document. The Executive Committee reasserted the need for explicit expectations for attendance, participation in Park programming, and fundraising. Mark Ethun joined during the discussion. Peggy Merriss suggested in the length of term section to include the tenure is typically a “3-year appointment” and under the time demands section to include “attend in-person at the scheduled 5 bi-monthly board meetings.” Andrea Arnold made a motion to approve the Executive Committee

recommendations for the Board of Directors Expectations with a second from Mark Arnold, and all present members voted aye.

Madeleine Henner presented the revised Legacy Decatur Financial Policy. Peggy Merriss presented the authorization for the Executive Director to sign checks up to \$2,500; however, that does not apply to the fiscal agent funds. Andrea Arnold asked about the auditor and accountant feedback. Neither the accountant or auditor had comments. Peggy Merriss made a motion to approve the revised financial policy with a second from Mark Arnold, and all present members voted aye.

Madeleine Henner presented the 2023 Revised Budget. Andrea Arnold stated that the City's FY2022-2023 Operations Management Fee payment was not more than the City budgeted. The correct amount of payment was made in the City's 2022-2023 fiscal year, but more of the payments fell in 2023 than initially expected. The board discussed the Creative Village income and that it will be reinvested back into the village. The Chair stated that staff should consider adding Trellis' land use into the percentage of property that is considered "in use" versus waiting for activation. Peggy Merriss made a motion to approve the revised 2023 budget with a second from Paul Mitchell, and all present members voted aye.

Madeleine Henner presented an action item in regards to Legacy Decatur opening a high yield savings account. Andrea Arnold had a question regarding selling a stock or CD and if it should be cashed in. After referring to the financial policy, it is stated that the Board of Directors would give the Executive Director approval. Allen Mast explained that the process would be to sell upon receipt unless the stock/bond was donated. Peggy Merriss made a motion to authorize staff to open a Capital One high yield savings account with a second from Andrea Arnold, and all present members voted aye.

Madeleine Henner discussed additional business including the Legacy Park Love Story, Community Day, Tai Chi 4 LIFE lease, and project timelines. Mark Arnold asked for talking points and the 2023 end of year highlights to use when sharing the love story and Paul Mitchell agreed. Laurie Schwartz also added that a talking point could be that Legacy Park is the largest greenspace in the City of Decatur.

The meeting was adjourned with a motion by Andrea Arnold, seconded by Mark Arnold, and all members present voting aye.

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: LEASE RENEWAL FOR WILD NEST IN HEMPHILL COTTAGE  
DATE: MAY 23, 2024

Wild Nest Bird Rehab signed a three year lease for Hemphill Cottage in September 2021. The proposed lease will maintain the 2021 lease terms with the implementation of the annual 3% rent increase. Because of the significant inaccuracies of the Administrative Building office measurements, staff roughly measured the exterior of Hemphill Cottage and found the documented measurements to be accurate.

Wild Nest Bird Rehab handles over a thousand injured and orphaned birds each year. Not only do they serve the environmental preservation mission of the Master Plan, they also advise Legacy Decatur staff on how to best protect the many birds at Legacy Park. **Staff recommends the Board approve a three year lease renewal for Wild Nest Bird Rehab in Hemphill Cottage.**

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: LEASE RENEWAL FOR REFUGEE WOMEN'S NETWORK IN WILLIAMS COTTAGE  
DATE: MAY 23, 2024

Refugee Women's Network signed a three year lease with a two year option for Williams Cottage in October 2021. The proposed lease will maintain the 2021 lease terms with the implementation of the annual 3% rent increase. Refugee Women's Network furthers the Legacy Park Master Plan's goal by ensuring that Legacy Park is welcoming and engaging for all peoples. Our partnership was further strengthened by the 2023 lease for the Commercial Kitchen in the Administration Building that will be open to low-income and refugee women. The Refugee Women's Network offices across the parking area from the kitchen allows for seamless oversight over the programs and operations of the kitchen. Additionally, Refugee Women's Network participates in Legacy Decatur events, makes our event venue more appealing by offering catering services, and attracts other events to the space. **Staff recommend approving the two year option outlined in the Refugee Women's Network 2021 lease to extend their lease until September 30, 2026.**

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: LEASE RENEWAL FOR FRANK HAMILTON SCHOOL IN THE GILLESPIE BUILDING  
DATE: MAY 23, 2024

The Frank Hamilton School signed a three year lease for the Gillespie Building in August 2021. The proposed lease will maintain the 2021 lease terms with the implementation of the annual 3% rent increase. Because of the significant inaccuracies of the Administrative Building office measurements, staff roughly measured the exterior of Gillespie and found the documented measurements to be accurate.

The Frank Hamilton School has grown their class offerings and community programming over the last three years and have welcomed hundreds of people to Legacy Park. Additionally, their participation in Legacy Decatur events creates a more appealing environment for those around them. Their music education and inclusive atmosphere makes them an ideal partner for the arts and community building vision of the Master Plan. **Staff recommend the Board approve a three year lease renewal for the Frank Hamilton School lease of the Gillespie Building.**

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: LEASE RENEWAL FOR THE WYLDE CENTER'S ADMINISTRATION BUILDING OFFICES  
DATE: MAY 23, 2024

The Wylde Center signed a three year lease for offices in the Administration Building in July 2021. The proposed lease will maintain the 2021 lease terms with the implementation of the annual 3% rent increase. Staff found that the documented square footage for the Administrative Building office spaces is incorrect. Because the nonprofit tenants have already passed their 2024 budgets, the rental rates will reflect the previously documented square footage for the 2024 year and will be updated to reflect the correct square footage in 2025.

The Wylde Center's environmental education programming and environmental preservation expertise make them perfect partners for Legacy Decatur in the implementation of the Master Plan. The Wylde Center offers field trips and public programming at Legacy Park that engage young community members to protect the environment. **Staff recommends the Board approve a three year lease renewal for the Wylde Center's Administrative Building offices.**