

LEGACY DECATUR BOARD MEETING

THURSDAY, OCTOBER 24, 2024

5:00 P.M.

DECATUR LEGACY PARK - AUDITORIUM

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF MEETING MINUTES FROM AUGUST 22, 2024.
3. ACTION ITEMS

a. Review [Grief House's](#) prospective tenant application to evaluate if they can sublease office and program space in Nickerson Cottage from Trellis Horticulture Therapy Alliance.

Grief House is a 501c3 that walks with folks as they journey through grief. They incorporate many of the practices that are highlighted in the Master Plan, such as art, experiences in nature, and inclusive community. Trellis and Grief House have both communicated that they would like to share Nickerson Cottage as mission-aligned non-profits. Their use of space and payment agreement will be outlined in an agreement between Trellis and Grief House, but Grief House will be required to have an agreement with Legacy Decatur that covers all other parts of our standard lease. **Staff recommends that the Board approve The Grief House the sublease office and program space from Trellis Horticulture Therapy Alliance in Nickerson Cottage.**

b. Approval to pay Osprey Initiative up to \$12,000 from the National Fish and Wildlife Grant.

In the Five Star and Urban Waters Grant, Legacy Decatur budgeted \$12,000 out of the \$50,000 budget for trash removal. Due to the tight timeframe, staff asked permission from the Executive Committee to sign the contract with Osprey rather than wait until the Board meeting to be able to schedule the removal. Osprey Initiatives were onsite at Legacy Park for three days with six staff members to remove over 4,000 pounds of garbage. **Staff recommends the Board approve Madeleine Henner to pay Osprey Initiative up to \$12,000, as budgeted in the grant.**

c. Approve an exemption from the Fiscal Policy for purchases and signage contract for the Five Star and Urban Waters Grant.

The Legacy Decatur Financial Policy states that the Executive Director can only sign contracts and/or checks up to \$2500 without approval from the full board. There are a number of tree purchases and a wetland educational signage contract that will need to be signed and purchased before the next Board meeting in December. The grant ends this calendar year, so decisions are time sensitive. All purchases under this exemption will be reimbursed by the \$50,000 grant from the National Fish and Wildlife Grant. **Staff recommends an exemption from the financial policy for the Five Star and Urban Waters grant spending.**

Minutes

Decatur Legacy Board

Business Meeting – August 22, 2024

The meeting was posted and open to the public. Board members attending: Tony Powers, Andrea Arnold, Peggy Merriss, Mark Arnold, Mayor Patti Garrett, and Laurie Schwartz. 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 May 23, 2024 board meeting. Andrea Arnold made a motion with a second from Mark Arnold. All other board meetings present voted aye, and the minutes of the May 23, 2024 board meeting were approved as presented.

Madeleine Henner recommended that the Board of Directors accept the FY2023 Audit, Form 8879, and Form 990. The Finance Committee received a presentation from the auditors on August 12, 2024, and approved the FY2023 Audit with no findings noted. A copy of the audit was provided to all board members and the audit will be posted on the Legacy Decatur website upon acceptance. Merris highlighted the need to clarify the organization's understanding of the fiscal agent relationship. Mayor Garrett noted that an amendment is needed on page seven to include Mayor Patti Garrett and remove Laurie Schwartz, as Schwartz began her board term in 2024. Peggy Merriss presented the audit and made a motion to approve the audit as amended with a second from Mark Arnold, and all present members voted aye. Peggy Merriss presented Form 990 for the board to review and approve. Mayor Garrett recognized she was not listed on page 7 of Form 990 and requested to amend page 7 to remove Meredith Struby, add Mayor Garrett, and remove Laurie Schwartz. Mayor Garrett made a motion to approve the amended Form 990 with a second from Mark Arnold, and all present members voted aye. Peggy Merriss presented Form 8879 to authorize the auditor to file Form 990. Peggy Merriss made a motion to approve Form 8879 from Andrea Arnold, and all present members voted aye.

Madeleine Henner recommended that the Board of Directors approve a three-year lease for Trellis Horticulture Therapy Alliance in Nickerson Cottage. The Legacy Decatur Board approved Trellis Horticulture Therapy Alliance as a tenant on 12/07/2023. Trellis would be permitted to sublease office space within Nickerson. The sublease agreement would undergo the standard Legacy Decatur prospective tenant process. No sublease would be valid until the secondary lease is reviewed and approved by the Legacy Decatur Board of Directors. Andrea Arnold inquired if we have had a tenant sublease in the past and Madeleine Henner mentioned Frank Hamilton School has rented out their space, however, we haven't had a similar arrangement. The Decatur Arts Alliance rental agreement in Hyatt is the closest to a sublease agreement as discussed. Board Chair Tony Powers stated that the sublease agreement be congruent with the original lease. At a minimum, a one-year lease agreement is recommended. Madeleine Henner and the Board of Directors agreed. Mayor Garrett recommended that we review the Master Plan, the potential impact on the site, and consider other relevant parameters. Peggy Merriss echoed that the sublessee must undergo the prospective tenant process. Mayor Garrett made a motion to approve a three-year lease for Trellis Horticulture Therapy Alliance in Nickerson Cottage with a second from Andrea Arnold, and all present members voted aye.

Madeleine Henner recommended that the Board of Directors approve a set of qualifications to be published for new Board Member recruitment and the City Commission's application review

process. The Executive and Master Plan Committees discussed the inclusion of environmental expertise, grant writing, fundraising, volunteering, and project management. There are 4 open Board Member positions and Madeleine Henner reiterated the desired skill sets of individual giving, fundraising, environmental expertise, grant writing, program management, and volunteer management. Mayor Garrett advised as Board Members roll off to think of how we would attract new members with experience in those representative areas. Andrea Arnold agreed the desired skill sets discussed are a good reflection of what we need and echoed fundraising is a shared priority for the entire Board of Directors to help achieve. Mark Arnold made a motion to approve with a second from Mayor Garrett, and all present members voted aye.

Madeleine Henner and Dymond Generette discussed additional business including project updates on Truckin' Tuesday, Legacy Camp Out, the National Fish and Wildlife Grant, and the Creative Village.

The meeting was adjourned by Board Chair Tony Powers.

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: SUBLEASE APPROVAL FOR THE GRIEF HOUSE IN NICKERSON COTTAGE
DATE: OCTOBER 24, 2024

The Grief House is a 501c3 that offers programming for people experiencing grief. The organization operates in Portland and Atlanta. The organization has partnered with Compassionate Atlanta to rent the Legacy Auditorium for some programs as they hope to move towards a permanent home at Legacy. The Grief House has also made connections with several other Legacy nonprofit organizations to begin cultivating collaborative programming.

Typically, their programs run on the smaller side of 4-12 people. Although parking is always a consideration, the group sizes are small enough that staff expect the activities to work well within the Legacy Park limits. This organization practices many of the Master Plan models of community, environmental programming, and art and would be a benefit to Legacy Park. Their use of space and payment agreement will be outlined in an agreement between Trellis and Grief House, but Grief House will be required to have an agreement with Legacy Decatur that covers all other parts of our standard lease.

Staff recommends that the Board approve The Grief House the sublease office and program space from Trellis Horticulture Therapy Alliance in Nickerson Cottage.

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: APPROVE PAYMENT FOR OSPREY INITIATIVE
DATE: OCTOBER 24, 2024

The Legacy Decatur Financial Policy states that the Executive Director needs Board Approval for contracts or purchases over \$2500 or outside the budget. Due to the time sensitive nature of removing the rusted metal and other large debris before planting this calendar year, staff had to schedule the debris removal ahead of the full board meeting. The Executive Committee was aware of the decision. The contract with Osprey Initiative is within the limits of the \$12,000 budget for trash removal in the grant budget, so all payments will be reimbursed to Legacy Decatur.

Legacy Decatur staff got quotes from several trash removal services, but Osprey was the only service that did not require heavy equipment. Heavy equipment would likely significantly damage the plants and trails in the wetland and woodland area of Legacy Park. The Osprey Initiative brought a six person team for three days to scour Legacy Park. In addition to the trash removal, Osprey also takes great care to reuse or recycle any appropriate materials and provide a report about the data collected on the debris collected. Below is a breakdown of materials removed:

- 211.39 lbs. of recycling (plastic bottles, aluminum cans, and glass containers)
- 1,140 lbs. of scrap metal (recycled)
- 1,439.43 lbs. of trash (items that fit in a trash bag)
- 1,348.93 lbs. of debris (items that do not fit in a trash bag and not scrap metal)

TOTAL - 4,139.75 lbs of material removed!

The Osprey Initiative noted that the trash and recycling collected was primarily from the 1970s, using markets like 1776 USA Bicentennial jars and pull tab aluminum tabs that were discontinued in the 1970s. There was some debris that was so deeply buried and integrated into plant life that it was decided that it was safer to postpone its removal. Legacy Decatur staff will continue to organize volunteer trash clean ups as rain uncovers debris.

Staff recommends the Board approve Madeleine Henner to pay Osprey Initiative up to \$12,000, as budgeted in the grant.

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: FIVE STAR AND URBAN WATERS GRANT FINANCIAL POLICY EXEMPTION
DATE: OCTOBER 24, 2024

Legacy Decatur's Financial Policy states that the Executive Director must get full Board approval to sign a contract or make a purchase over \$2500. However, the contracts and purchases made under this grant will not affect the Legacy Decatur budget, as all costs will be reimbursed by the Five Star and Urban Waters grant. The grant term ends on December 31, 2024, so it is not possible to wait until the next Legacy Decatur Board meeting on December 5, 2024 for approval. The Five Star Grant approved budget includes \$10,100 for trees and plants in the wetland and riparian areas as well as \$10,000 for some signage about the importance of wetlands in the wetland area. To ensure that Legacy Decatur can complete the grant's wetland beautification within the 2024 grant timeline, staff requests an exemption from the financial policy's \$2500 contract and purchasing cap. **Staff recommends an exemption from the financial policy for the Five Star and Urban Waters grant spending.**