

LEGACY DECATUR BOARD MEETING

THURSDAY, DECEMBER 5, 2024

9:00 A.M. - 5:00 P.M.

DECATUR LEGACY PARK - HAWKINS

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF MEETING MINUTES FROM OCTOBER 24, 2024.
3. ACTION ITEMS

a. Executive session to discuss personnel items

b. Review and approve a two-year lease extension for the Decatur Book Festival in the Administration Building.

Legacy Decatur renewed the Decatur Book Festival for a one-year lease with a two-year extension option at the January 25, 2024 Board Meeting. At this time, they are ready to renew their Administration Building lease using the two year lease option. **Staff recommends that the Board approve the Decatur Book Festival for the two-year renewal listed in their 2024 lease.**

c. Review a lease addendum for L'Arche Atlanta to include office 235 in the Administration Building.

L'Arche Atlanta has been a wonderful tenant at Legacy Park since 2021. Legacy Decatur renewed the L'Arche Atlanta lease for their Administration Building office lease at the January 25, 2024 Board Meeting. They have since grown their staff and office needs. Office 235 previously served as a general conference room but is primarily used by L'Arche Atlanta. **Staff recommends that the Board approve L'Arche Atlanta for a lease addendum to include office 235.**

d. Discuss a parking plan for Legacy Park to ensure parking access for nonprofit tenants.

As Park activity increases, Legacy Decatur has a responsibility to balance the needs of park programming and the nonprofit tenant access to their leased offices. Although the leases do not provide specific options, some parking is expected. Staff collected data from the tenants about staff and program parking needs, and found that our tenants need approximately 90 spots. Staff proposes that 50 spots be marked for tenant and tenant programming, including City parking, to protect some access. **Staff recommends that the Board approve staff to pursue reserving**

50 parking spaces for tenants, installing signage following City Ordinance Sec. 98-81, and contracting a company to tow illegally parked cars if necessary.

e. Presentation and discussion of FY2025 proposed budget.

Legacy Decatur is successfully working toward operational self-sufficiency from the City, with the Management Fee decreasing to \$16,597. The accurate square footage measurements in the Administrative Building offices and increased Individual Building leases will increase earned revenue. Staff also expects events to continue to increase, but due to the unpredictable nature of rentals, staff budgeted \$62,000 for event revenue. Staff also expect an increase in fundraising revenue. **Staff recommend the Board approve the FY2025 budget with the understanding that staff will present a revised budget should revenue projections shift.**

4. Project Updates

- Legacy Track and Field and the Shared Use Agreement
- Creative Village

5. Adjourn

Minutes
Decatur Legacy Board
Business Meeting – October 24, 2024

The meeting was posted and open to the public. Board members attending: Tony Powers, Mayor Patti Garrett, Mark Ethun, Mark Arnold, Ed Bowen, Peggy Merriss, Brian Smith, Laurie Schwartz, and Paul Mitchell. Staff attending: Madeleine Henner and Dymond Fogg. 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 August 22, 2024 board meeting. Mayor Garrett made a motion with a second from Mark Ethun. All other board members present voted aye, and the minutes of the August 22, 2024 board meeting were approved as presented. Paul Mitchell was not present for this vote, but Mitchell voted in the succeeding action items.

Madeleine Henner recommended that the Board approve The Grief House sublease office and program space from Trellis Horticulture Therapy Alliance in Nickerson Cottage. 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 but Grief House will be required to have an agreement with Legacy Decatur that covers all other parts of our standard lease.

The Master Plan Committee previously approved the proposal with the understanding that there would be a 1-year sublease minimum and the lease could not extend past the Trellis' lease. Paul Mitchell joined during the discussion. The Board discussed and gained clarification regarding the tenant rent being paid by Trellis, the lease was not yet executed until Board approval, and that Grief House and Trellis have solidified an agreement on building usage. Mark Arnold inquired about funding, and Madeleine Henner confirmed that Trellis is financially sustainable and has the funding to rent Nickerson Cottage. Their organization decided it made sense to share the space. The Board inquired about the final lease agreement and strongly recommended staff review, attorney review, and final Board review. Mark Arnold made a motion to approve The Grief House sublease office and program space from Trellis Horticulture Therapy Alliance in Nickerson Cottage after the lease had a legal review with a second from Brian Smith, and all present members voted aye.

Madeleine Henner recommended that the Board approve Madeleine Henner to pay Osprey Initiative up to \$12,000, as budgeted in the grant. The Board agreed it was a fair rate and inquired about the length of the project, project scope, and complexity of the project. Madeleine Henner showed images of the notable amount of debris removed from Legacy Park and shared data regarding Osprey's findings. Board Chair Tony Powers inquired about the allocated funds, and Madeleine Henner responded that the line items were outlined and were used for environmental education programming and volunteer workdays. The deadline to use the funding is December 31, 2024. Peggy Merriss made a motion to approve Madeleine Henner to pay Osprey Initiative up to \$12,000, as budgeted in the grant with a second from Ed Bowen and all present members voted aye.

Madeleine Henner recommended that the Board approve an exemption from the Fiscal Policy for purchases and signage contract for the Five Star and Urban Waters Grant. Brian Smith made a motion to approve an exemption from the Fiscal Policy for purchases and signage contract for the Five Star and Urban Waters Grant with a second from Mayor Garrett and all present members voted aye.

Madeleine Henner and Dymond Fogg discussed additional business including project updates on Legacy Camp Out, the community track and field, and the upcoming volunteer workdays.

The meeting was adjourned by Board Chair Tony Powers.

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: ADJOURN TO EXECUTIVE SESSION FOR PERSONNEL DISCUSSION
DATE: DECEMBER 5, 2024

The members of the Legacy Decatur Board will adjourn for an Executive Session to discuss personnel matters.

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: LEASE EXTENSION FOR DECATUR BOOK FESTIVAL
DATE: DECEMBER 5, 2024

The Decatur Book Festival 2022 lease needed renewal at the start of 2024. At that time, they were not ready to sign a three-year lease. Since January, the Decatur Book Festival has hired an Executive Director and rejuvenated the flagstone Decatur event. The organization will maintain its current office space. The existing option details the correct square footage rate that will be applied in 2025.

Staff recommends that the Board approve the Decatur Book Festival for the two-year renewal listed in their 2024 lease.

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: LEASE ADDENDUM FOR L'ARCHE ATLANTA
DATE: DECEMBER 5, 2024

The L'Arche Atlanta staff has grown, and they have requested additional office space. Furthermore, the persisting HVAC issues in the Administration Building particularly affect one of the L'Arche Atlanta offices, making it important to have an alternative meeting space in the building. Office 235 has been a common-use space but has been primarily used by L'Arche Atlanta. The 197-square-foot office will be added to their current office space beginning in January until the end of their current lease on December 31, 2026. This space will generate a total of \$2582.67 annual rent.

Staff recommends that the Board approve the L'Arche Atlanta lease addendum to include Office 235.

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: TENANT PARKING
DATE: DECEMBER 5, 2024

To ensure Legacy Decatur can continue to balance the needs of our nonprofit tenants and other park programming, parking concerns need to be addressed. Please note that this proposal does not address the parking constraints for larger events, which will require creative partnerships with offsite parking and shuttles. The Circulation Plan has identified some ways to slightly increase parking availability with minimal increased pervious surfaces, but those improvements will be contingent on funds for implementation. Until then, we rely on the limited spots and parallel parking.

Legacy Decatur is also working to reduce the reliance on cars to access Legacy Park. The City will soon begin construction on the Greenway extension from Legacy's north entrance to Katie Kerr along with crosswalks across South Columbia. This infrastructure will better connect the Park to the Avondale MARTA station and the neighborhoods around Legacy, significantly improving safe pedestrian and bike commutes.

Although the leases do not provide specific options, some parking is expected. The current Legacy Park tenants require approximately 90 parking spaces. However, the hybrid work schedule of many of the nonprofits means that not all 90 employees are at Legacy Park at the same time. Legacy Park staff estimates that tenants require at least 50 parking spaces during 8am-5pm Monday through Friday, with a small portion reserved 24/7 for tenants. Staff proposes using the 17 spaces in the Whitehead lot to be reserved 24/7 for tenant and tenant programming. Staff recommend that 31 spots around the Administration Building and two spots in the Leigh parking area be marked as reserved for tenant parking from 8am-5pm Monday through Friday.

To avoid sign clutter, staff recommend painting the parking spaces rather than marking each spot with signage with hang-down parking passes for tenants. Legacy staff consulted with the City of Decatur police about enforcement. Although we hope not to need enforcement, signage at the entrances following City Ordinance Sec. 98-81 would allow Legacy Decatur to impound a car if necessary. The Decatur Police Department would not impound any illegally parked vehicles. Should the Board approve staff to move forward, staff will need to further investigate companies that could impound vehicles if necessary. This signage could come from the 2025 signage budget. Any contracts would come before the full Board for a vote.

Staff recommends that the Board approve staff to pursue reserving 50 parking spaces for tenants, installing signage following City Ordinance Sec. 98-81, and contracting a company to tow illegally parked cars if necessary.