

LEGACY DECATUR BOARD MEETING

THURSDAY, JANUARY 23, 2025

5:00 P.M.

DECATUR LEGACY PARK – ZOOM

Madeleine Henner is inviting you to a scheduled Zoom meeting.

Topic: Virtual- Legacy Decatur Board Meeting

Time: Jan 23, 2025 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86910250607?pwd=QYRPMCwaMNbDvCwaJaD90o8FXFV>

Bzx.1

Meeting ID: 869 1025 0607

Passcode: 348593

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF MEETING MINUTES FROM DECEMBER 5, 2024.
3. ACTION ITEMS

**a. Approve of a resolution certifying the purpose of the December 5, 2024 executive session and authorizing the chair to execute an affidavit.**

**b. Set pricing for Leigh Cottage office space.**

There is interest in Leigh Cottage for office space. With the incoming public restrooms and increasing demand for nonprofit office space, staff recommend that Leigh shift from an event venue into an office space. **Staff recommends the upstairs offices rent be set at \$16/sf for exclusive space and \$15/sf for downstairs offices and shared**

**space leased at a rate proportional to the amount of exclusive total space. Staff recommends the storage spaces leased at \$13/sf.**

**c. Set lease pricing for Sambell Cottage.**

Sambell Cottage will soon be renovated to be a shared office space. Sambell is identified in the Master Plan to be part of the North Housing Village. We are not yet ready to begin the North Housing Village, so this space will not be a long-term office space. Because there is no possibility for long-term office leasing, staff recommends an extra month of rent waiver to offset the sweat equity and financial burden of moving. **Staff recommends that the Board approve a three month rent waiver for Sambell Cottage and the lease pricing as \$10.93/sf for exclusive space and shared space leased at a rate proportional to the amount of exclusive total space.**

**d. Authorize the Master Plan Committee to approve a partial lease of Sambell Cottage by Paint Love following the three year standard individual building lease and the pricing set by the full Board.**

Paint Love has been a Legacy Park tenant since 2021 and in an individual building since 2022. Their partial lease of Hyatt Cottage ends on March 31, 2025. Sambell would give them space to expand programming. Paint Love is finalizing the details of how much space they require in the new building. A lease ready by March 1, 2025 would give Paint Love a month to move their items out of Hyatt and into the new space. Because the Legacy Decatur next Legacy Decatur Board Meeting isn't until the end of March, **staff recommend the Board authorize the Master Plan Committee to finalize a lease with Paint Love for a partial lease of Sambell Cottage.**

4. Project Updates

5. Adjourn

Minutes  
Decatur Legacy Board  
Business Meeting – December 5, 2024

The meeting was posted and open to the public. Board members attending: Mayor Patti Garrett, Tony Powers, Paul Mitchell, Mark Ethun, Mark Arnold, Ed Bowen, Peggy Merriss. Staff attending: Madeleine Henner. 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 October 24, 2024 board meeting. Mark Arnold made a motion with a second from Mayor Garrett. All other board meetings present voted aye, and the minutes of last month's board meeting were approved as presented.

Mayor Garrett made a motion to enter into executive session to discuss personnel items, seconded by Peggy Merriss. The Board entered into an executive session to discuss personnel. Mark Arnold made a motion to leave the executive session, seconded by Patti Garrett.

Madeleine Henner recommended that the Board 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. Peggy Merriss made a motion to approve a two-year lease extension for the Decatur Book Festival in the Administration Building with a second from Paul Mitchell, and all present members voted aye.

Madeleine Henner recommended that the Board approve L'Arche Atlanta for a lease addendum to include office 235. 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. The Board recommended staff ensure to communicate the change with all tenants. Peggy Merriss made a motion to approve L'Arche Atlanta for a lease addendum to include office 235 with a second from Mayor Garrett, and all present members voted aye.

Madeleine Henner recommended 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. 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.

The Board discussed that any signage and painting of reserved spots comply with rule and to check to see if PFA land ownership precludes us from towing any cars. There would need to be consistent communication with the public ahead of time in both our social media, emails, and the City of Decatur communication too. Staff is encouraged to look into the MOU with the Columbia Seminary with overflow parking and to confer with our legal counsel on language to tenants that parking reservations may change at any time. Legacy Decatur will not take liability for reserved parking areas and will need absolute flexibility given how much change there is at the park. If the number of parking spots changes by more than 20%, Madeleine Henner will report back to the Board. Ed Bowen made a motion with a second from Peggy Merriss to approve staff to pursue the creation of tenant parking in coordination with City staff to ensure full legal compliance. Any contracts would come before the Board for approval.

Madeleine Henner recommended that the Board approve the FY2025 budget with the understanding that staff will present a revised budget should revenue projections shift. The Board recommended that staff remove all revenue for Creative Village and subtract \$10,000 from net revenue. Mark Arnold made a motion to approve the FY2025 budget as amended with a second from Mayor Garrett and all present members voted aye.

Peggy Merriss asked to add a motion to the agenda: Authorize the Executive Committee to have a performance review for the Executive Director and set FY2025 compensation to be reported back to the Board at the January meeting. Peggy Merriss made a motion to authorize the Executive Committee to have a performance review for the Executive Director and set FY2025 compensation to be reported back to the Board at the January meeting with a second from Ed Bowen, and all present members voted aye.

Madeleine Henner discussed additional business including project updates on the Legacy Track and Field, the Shared Use Agreement, and the Creative Village.

With a motion by Patti Garrett and a second from Peggy Merriss, the meeting was adjourned by Board Chair Tony Powers.

**R-20-012025  
RESOLUTION**

WHEREAS, Decatur Legacy Board entered into an executive session on December 5, 2024 as allowed by O.C.G.A. §50-14-4 for the purpose of discussing personnel matters; and,

WHEREAS, at the close of discussion of each subject, the Decatur Legacy Board did vote to close the executive session and begin open session; and,

WHEREAS, the board members present were: Tony Powers, Mark Arnold, Ed Bowen, Mark Ethun, Patti Garrett, Peggy Merriss, and Paul Mitchell.

WHEREAS, the board members voting for closure were: Tony Powers, Mark Arnold, Ed Bowen, Mark Ethun, Patti Garrett, Peggy Merriss, and Paul Mitchell.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the Decatur Legacy Board that:

- 1) Each member of the Decatur Legacy Board present for the meetings does hereby confirm that to the best of his or her knowledge, the said subject matter of the executive session was devoted to matters within the relevant exception as set forth above; and,
- 2) That the actions taken in executive session and discussion of the same are hereby ratified; and,
- 3) That the Decatur Legacy Board does hereby authorize and direct the Chair to execute an affidavit in order to comply with O.C.G.A. §50-14-4(b); and,
- 4) That the affidavit be included and filed with the official minutes of the meetings and shall be in a form which substantially complies with the requirements of the statute.

This 23rd day of January, 2025.

\_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_  
Secretary

## MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: LEASE PRICE FOR LEIGH COTTAGE  
DATE: JANUARY 23, 2025

Legacy Decatur has been holding Leigh as an event space and use of bathrooms for playground events. With the incoming public restrooms, Legacy Decatur has more flexibility. All offices with windows in the Administration Building are now full, and there is interest from other nonprofit organizations to move to Legacy Park.

Upstairs, Leigh Cottage has six offices with private bathrooms, four storage rooms, a large communal room with a single bathroom and a kitchen. Downstairs, there is a large community room with a kitchenette and bathroom and a hallway leading to two office spaces with private bathrooms.

Leigh offices have amenities not offered in the administrative building, like private restrooms in each office and a large shared kitchen space. The standard 2025 Administrative Office leases are set at \$14.20/sf. **Staff recommends the upstairs offices rent be set at \$16/sf for exclusive space and \$15/sf for downstairs offices and shared space leased at a rate proportional to the amount of exclusive total space. Staff recommends the storage spaces leased at \$13/sf.**

## MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: LEASE PRICE FOR SAMBELL COTTAGE  
DATE: JANUARY 23, 2025

Sambell Cottage renovations are included in the City of Decatur's FY2024-2025 Capital Projects Budget. This cottage is marked to be part of the North Housing Village in the Master Plan. Rather than leave this cottage empty for the foreseeable future until we are ready to move forward on that project, we intend to rent this cottage to a nonprofit or several nonprofits whose missions further the Master Plan.

The standard 2025 individual building lease rate is \$10.93/sf/year with the first two months of rent waived to account for the cosmetic upgrades and "sweat equity" for building improvements. Although all leases are three year maximums, most Legacy Park nonprofits anticipate renewing those leases for longer-term use of space. For that reason, the nonprofits are able to justify the financial and time investments into the space.

Because Sambell is not available for long-term nonprofit office space, staff recommend a three month rent waiver to offset the shorter investment period. Sambell will be a shared building with offices for at least two nonprofits. Staff recommends that any exclusive office space be leased at \$10.93/sf, and the shared space be leased at a rate proportional to the amount of total available exclusive space.

**Staff recommends that the Board approve a three month rent waiver for Sambell Cottage and the lease pricing as \$10.93/sf for exclusive space and shared space leased at a rate proportional to the amount of exclusive total space.**

## MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: LEASE PRICE FOR SAMBELL COTTAGE  
DATE: JANUARY 23, 2025

Paint Love is a current Legacy Park tenant at Hyatt Cottage, with a lease ending on March 31, 2025. Over the three years Paint Love has leased Hyatt Cottage, they have expanded their trauma-informed, family arts programming offered at Legacy Park. Paint Love welcomes children and their families to Legacy Park through their free monthly community programming and small summer camps. Paint Love has offered arts activities at Legacy Park events like Truckin' Tuesday and further the vision of the Master Plan.

Sambell is a large enough space for a three year lease for Paint Love to continue to grow their programming. Paint Love is finalizing the details of how much space they require in the new building. A lease ready by March 1, 2025 would give Paint Love a month to move their items out of Hyatt and into the new space. Because the Legacy Decatur next Legacy Decatur Board Meeting isn't until the end of March, **staff recommend the Board authorize the Master Plan Committee to finalize a lease with Paint Love for a partial lease of Sambell Cottage.**