

## TRANSMITTAL LETTER

*Please overview the project request including (or attaching) evidence of the support of the governing authority of the organization/group. You are welcome to use your own letterhead.*

April 12, 2013

City of Dunwoody  
Facilities Improvement Partnership Program  
41 Perimeter Center East, Suite 250  
Dunwoody, GA 30346

Dear Selection Committee,

Following, please find the third of three grant applications on behalf of the Dunwoody Nature Center for improvements to city facilities in Dunwoody Park.

These recommendations are the result of over a year's worth of input from nearly 300 participants (approximately the same number that participated in the City's Parks Recreation and Open Space Master Plan) from a diverse background of Dunwoody citizens, Nature Center members and donors, and City of Dunwoody officials. One of the top rated concerns regarding the facilities of the Nature Center was lack of public access to restrooms when the Nature Center is unstaffed on weekends, a time when most passive visitors to the park are present. As you will see, our request for this improvement complements those from the City's Master Plan and takes the much needed first step envisioned by the city in improving our parks system.

When asked about what they envisioned for the Nature Center as part of the Dunwoody Park system, elected officials recognized the Nature Center as a family recreation center for the community – a gathering place for its citizens. A gathering place without the availability of restrooms is untenable and this proposal seeks to remedy that situation. What's more, these officials also realized the overall shortcoming of the facilities: "The city knows the DNC could do more with a better facility" and specifically mentioned the "small physical size and lack of purpose-built education building." We appreciate the city's willingness to assist us in making these facility improvements that will address the city's concerns and make a better reflection on the city's park system.

During the meeting of the Board of Directors on March (See attached Appendix A - Meeting Minutes), the board unanimously approved this public restroom addition that is described in this proposal.

We look forward to working with the City of Dunwoody on this much needed addition to the current buildings and facilities at the Nature Center.

Sincerely,  
Alan Mothner  
Executive Director, Dunwoody Nature Center



## SITE/LOCATION PLAN

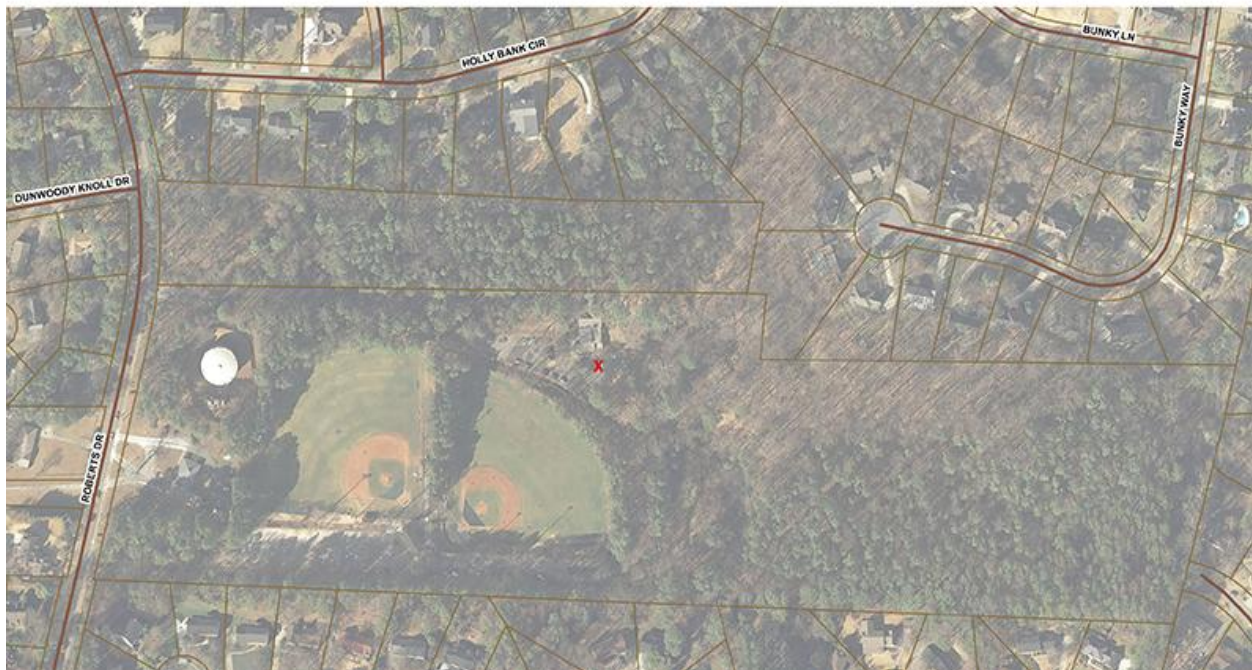
Please indicate the project location in relationship to existing facilities. Although you are welcome to attach any existing site/location map or create a new one, the City has uploaded aerial images of the facilities which you may use as a starting point. The images can be downloaded using the following secure link:

<https://dunwoodyga.sharefile.com/d/s17792500ac243ffa>



Dunwoody  
Nature Center

### Public Restroom Access Grant Proposal



## **NARRATIVE DESCRIPTION**

*Please describe how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.*

The plan for adding restroom facilities calls for adding onto the current “clubhouse” that is used for storage and as an extra classroom space. This facility is already stubbed for plumbing and has direct access to the current sewer system. As such, all that is required to add public restrooms would be an extension of the building to provide space for one toilet, a urinal, and a sink in the male side and two toilets and a sink on the female side – all within ADA compliance codes.

This restroom facility would be open and available to the public at all times that the park is open. Adding this facility to the existing “clubhouse” space protects the security of the main education building that will remain locked when it is unstaffed. Further, it minimizes the cost of the project by tying into existing space and sewer, while only taking up one existing parking space. Current HVAC and electrical set ups to the “clubhouse” are easily moved or incorporated into the rear of the restroom facilities.

This project furthers the city’s desire for community gathering places by making the park more open to the public at times that it is unstaffed and access to the main education building – and its bathrooms - is unavailable.

Volunteers will be utilized where appropriate and deemed safe by the city, to help with the completion of this project. In 2012, The Nature Center utilized over 10,000 volunteer hours to complete projects and improve Dunwoody Park. Further, we will seek both in-kind and corporate donations once the project is approved. The Nature Center has an extremely successful track record of building on private funds. Our two most recent projects heavily utilized corporate groups for financial and volunteer expertise including over 20 community partners on our Meadow Restoration project whose contribution are valued at over \$40,000.

Each year there are over 25,000 visitors to the park, with 40% of those participating in programs and the remainder as “passive” park visitors who utilize the park for hiking, dog walking, family outings and other activities. Access to a public restroom facility is vital to these park visitors.

## PROJECT BUDGET

Total Project Cost:	\$23,000
Total City Funds Requested:	\$20,300

*Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project. You may attach additional pages if needed.*

Estimate Provided by City of Dunwoody maintenance contractor:

Excavation	\$ 750
Concrete	\$ 2,200
Doors/hdwe	\$ 800
Toilet Partitions	
Block walls	\$ 4,500
Electrical	\$ 2,000
Roof L&M	\$ 1,950
Hvac	\$ 750
Plumbing	\$ 6,200
Exterior trim	\$ 800
Clean up	\$ 350
Overhead	
Paint	By volunteers

## PROJECT JUSTIFICATION

*Please explain how the proposed project meets the three selection criteria listed. You may attach additional pages if needed or use separate pages to answer these questions.*

### **Master Plan Alignment**

1. Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Please reference the section(s) of the plan that identify the needs.

**Recommendation Summary 6.29** – "With space currently used...for development, with neighborhood park facilities including a restroom."

**Park Development Priorities – Tier 2 6.43** – "Redevelop Dunwoody Park and Dunwoody Nature Center"

### **Relationship to Existing Programs and Users**

2. Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.

This project allows current visitors and other potential visitors a place to go "when nature calls" during times when the Nature Center main education building is unstaffed. Each year there are over 25,000 visitors to the park, with 40% of those participating in programs and the remainder as "passive" park visitors who utilize the park for hiking, dog walking, family outings and other activities. Currently, these park visitors must leave the Nature Center property to do find the nearest open restroom. Adding public restrooms will enhance the park experience for all visitors and draw more people to the park for longer periods of activity.

Further, with only 3 interior toilets and frequent high volume traffic - most notably with regular school field trips of 100+ visitors during the fall and spring, and 60 children per day during summer camps - bathroom usage becomes a major bottleneck and impedes on time that would otherwise be used for programming. Simple math on a field trip of 120 children who each spend 45 seconds in the 3 bathrooms means an additional 30 minutes just waiting in line. The addition of two male and two female toilets, available to the public at all times, would greatly alleviate these issues, and would also help with the state of cleanliness of all indoor toilets by alleviating some of the usage pressure that they currently receive.

### **Leveraging of Other Funds**

3. Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.

Volunteers will be utilized where appropriate and deemed safe by the city, to help with the completion of this project (for example, in painting). In 2012, The Nature Center utilized over 10,000 volunteer hours to complete projects and improve Dunwoody Park. Further, we will seek both in-kind and corporate donations once the project is approved. The Nature Center has an extremely successful track record of building on private funds. Our two most recent projects heavily utilized corporate groups for financial and volunteer expertise including over 20 community partners on our Meadow Restoration project whose contribution are valued at over \$40,000.

Appendix A – Meeting Minutes

**DUNWOODY NATURE CENTER**  
**Board of Directors Meeting March 21, 2013**

**MINUTES**

The meeting was called to order at 7:00 by Su Ellis. The following members attended the meeting: Pat Adams, Sally Love Connally, Bo Cooper, David Dalrymple, Marilyn Dalrymple, Su Ellis, Chris Gleason, Raj Joshi, Amy McMorrow, Tom Reilly, Sandra Salem, Eve Schneps, Debbie Smith, Anne West, Robert Wittenstein, and Les Woodsides.

Minutes from the February 2013 Board of Directors meeting were presented by Amy McMorrow. Tom Reilly moved to adopt the minutes as presented, the motion was seconded by David Dalrymple, and adopted by a unanimous vote of the Board members in attendance.

The first matter of business addressed was a Governance Committee update presented by Amy McMorrow to describe forthcoming changes to DNC bylaws and Articles of Incorporation, as well as related Board resolutions. Amy explained that, after a few last items are resolved, four documents will be circulated to the Board for review in advance of a vote by the Board, which is likely to take place at the April Board meeting. The documents are: (1) Amended and Restated Articles of Incorporation, (2) Amended and Restated Bylaws, (3) a Board Resolution Regarding Committees, and (4) a Board Resolution Regarding Membership in the Corporation. Highlights of each were discussed as follows:

(1) Amended and Restated Articles of Incorporation:

- Update mission/purpose of the organization to delete specific purposes not currently pursued and to maintain broad purpose
- Edit to clarify that DNC shall not be a membership organization, but instead shall be directed by a self-propagating Board of Directors
- Update mailing addresses, board members identified, etc.
- Add limitation of liability paragraph allowing limitation on director and officer liability to the extent allowed under the GA Nonprofit Corporate Code

(2) Amended and Restated Bylaws:

- Update mission
- Delete Article regarding membership (as in “membership in the organization”) and related provisions
- Modify Article regarding committees –
  - incorporate language that applies to all committees regarding chairpersons, other committee members, vacancies, etc.
  - maintain descriptions of only three standing committees – Executive, Governance, and Finance
  - incorporate language to allow and govern creation of ad hoc committees by the Board
  - incorporate duties of the pre-existing Nominating Committee into role/obligation of the Governance Committee (note: the Board is free to establish a Nominating Committee ad hoc at any time)



- Standardize election of Board members to coincide with DNC's fiscal year; Board members who join during the fiscal year may begin service at any time but their terms will officially begin the following Jan 1
  - Establish concept of Annual Meeting, for election of officers and directors who will begin terms of service on January 1
  - Modify language regarding terms of Officers of the Board – 2 yrs for president; 1 yr for other officers; eligible for re-election at the expiration of term; Board member serving as 1<sup>st</sup> vice president shall be considered for election to role of president; treasurer's term shall not coincide with president's term where possible
- (3) Board Resolution Regarding Committees:
- Describes other, current committees of the Board, their roles and responsibilities
- (4) Board Resolution Regarding Membership in the Corporation:
- Necessary in order to modify DNC's Articles of Incorporation and Bylaws to remove language regarding membership in the corporation.

Discussion ensued regarding the four documents discussed above. David Dalrymple suggested that we insert language in the amended Bylaws establishing that it is DNC's objective to stagger terms of Board service, to assist with succession planning.

The Treasurer's Report was provided by Les Woodsides.

- Discussed the YTD budget
- Les will develop a 1–pg executive summary for use at future Board meetings
- Discussed the Financial Summary circulated as of 12/31/12, and Notes to Financial Summary – these documents were provided by our CPA hired to close out DNC's books for 2012
- Les observed that at this point we show a positive trajectory for the remainder of the year. There is no reason to think we won't meet our 2013 budget of \$309k.

The Executive Director's Report was provided by Alan Mothner.

- Membership is down for the first month in a while; currently at 564 so still over pace for meeting our 2013 objective of a total membership of 500.
- Camp participation is at 375 today (compared to 237 at the end of March 2012). We are hoping to maintain this pace of registration.
- Programming updates include the new Leadership in Training Program. Sixteen spots are offered, through an application process for rising 9<sup>th</sup>-12<sup>th</sup> graders. The program is a week-long course at Brook Run in leadership training and environmental stewardship using Camp-to-Grow curriculum, and is a Rotary-supported program. We have received press in the Dunwoody Crier and forthcoming DeKalb Neighbor.
- Melanie Rohrbach started as our unpaid Volunteer Coordinator for DNC. So far, she has revamped our webpage for volunteers, and started work toward coordinating volunteer activities, keeping database of projects, groups, etc.
- Received sponsorship from Mother Earth Brewery and Moon Dog for our summer concert series - \$1k total. Moon Dog may provide % of profit to DNC. The concert series this year will be more geared to adults/older kids; will incorporate one kids concert for a Sunday during summer.
- SunPatch upcoming
- Plant sale ongoing
- City revised grant proposal
  - Needs board resolution to request financial support for projects.

- Robert Wittenstein had suggested that we use this opportunity to start discussing the concept of a new building in the next year or two;
- Will submit separate grant applications for each of 3 projects – front entry, back deck and bathrooms.
- Discussion ensued
- Su Ellis moved to adopt a board resolution to provide added classroom/lecture space, renovate front entrance to make it ADA-compliant, and provide renovations to include bathrooms. Sally Love Connally seconded the motion, and the motion was adopted by a unanimous vote of the Board members in attendance.
- Earth Day – DNC is exploring a paint recycling program, as a joint venture with the City. “Atlanta Paint Recycles” would participate, and the City has \$3k budgeted through the Sustainability Commission. Discussion ensued regarding a nominal charge of \$1 per can. Alan has sent a proposal to UPS, Newell Rubbermaid, and PCID. We will likely have vendor staffed corporate locations, while DNC volunteers will staff public drop-off locations.
- Staff Wish List (see attached Staff follow up notes from January Strategic Planning session – March 21, 2013). Highlights were discussed as follows:
  - Primary restriction is the facility
  - Offers six areas of development to be analyzed
  - Facilities
    - High quality and better capacity building
    - Space to store supplies and materials
    - Bathrooms are as much of an issue at Brook Run as they are here
  - Staff
    - If we continue this growth, may be close to the point where we need to add another Programs Director
    - Saturday programming and/or at least open doors to allow access to passive education displays
  - Finances
    - Programming is 44% of revenues; can only increase revenues with additional access, ability to accommodate more people
  - Supplies/Materials/Exhibits
    - Needed upgrades with all
    - Office supplies, craft supplies
    - Displays
  - Natural Resources
    - Brook Run is more commercial than our space at Dunwoody Park which has 4 distinct habitats that we teach to
    - No rain contingency at Brook Run currently
  - Amenities
    - Storage space
    - Increased access to bathroom facilities
  - Discussion regarding other entities that feel they have a stake in a presence at Brook Run park; need to be able to be the umbrella, stewardship arm of that Park and other organizations involved
  - City may provide structure and facilities and we would provide programming; if the \$7M from DeKalb frees up we should be in a position to focus on it
  - Discussion ensued regarding buildings at Brook Run (old dormitory) and possible interest in it and the numerous upgrades that would be required.

- A suggestion was offered to convert to spreadsheet with cost analysis and prioritization.

A Development Report was provided by Su Ellis and Sandra Salem.

- Su provided an update and reminders regarding the ongoing Corporate Campaign.
- Sandra provided an update on matters related to Monarchs and Margaritas. Discussion ensued regarding the raffles planned for the auction, and the need to avoid charging for participation. Instead, participation in all raffles will be available through a suggested donation.

Adjourned at 8:30 pm.

Respectfully submitted,

Amy McMorrow

Attachments: Dunwoody Nature Center, Inc. Financial Summary As of December 31, 2012  
Dunwoody Nature Center, Inc. Notes to Financial Summary, December 31, 2012  
Staff follow up notes from January Strategic Planning session, March 21, 2013