

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 first 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. As you will see, our requests for improvements complement those from the City's Master Plan and take 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. At the same time, these officials also realized the shortcoming of the facilities: "The city knows the DNC could do more with a better facility" and specifically mentioned the "lack of ability for inside educational programs due to the poor quality and small 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.

In February of 2012, the Nature Center partnered with a group of 8 specialists to best determine what short-term improvements could be most cost effectively made to our existing facility while providing for increased opportunities for engaging the public. The proposals that follow result from these architects, interior designers, general contractors, landscape architects, and environmental designers 6 month study of the facilities and grounds of the Nature Center (See attached Appendix A – Meet the Team).

During the meeting of the Board of Directors on March (See attached Appendix B - Meeting Minutes), the board unanimously approved all of this group's recommendations, including Expanded Classroom and Lecture Space proposal that follows.

We look forward to working with the City of Dunwoody on this enhancement to the current education building at the Nature Center.

Sincerely,
Alan Mothner
Executive Director, Dunwoody Nature Center

APPLICANT AND PROJECT BASICS

Applicant Information

Organization/Group:	<u>Dunwoody Nature Center</u>		
Contact Name and Title:	<u>Alan Mothner, Executive Director</u>		
Phone: <u>770-394-</u>	<u>3322</u>	Cell: <u>enter text.</u>	Email: <u>alan@dunwoodynature.org</u>

Project Information

Project Name/Title:	<u>Expanded Classroom and Lecture Space</u>		
Project Category (check one):	<input checked="" type="checkbox"/> Interior Structural <input checked="" type="checkbox"/> Exterior Structural <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Landscaping/Grounds <input type="checkbox"/> Signage <input type="checkbox"/> Other: <u>Click here to enter text.</u>		
Brief Project Description (<i>please limit your brief description to the space provided</i>)	<p>The current configuration of the Nature Center building and its main classroom area limits any lecture, program, or other indoor activity to 20 attendees (with table setup) or 40 attendees maximum (chairs only, no tables). This severely limits the number of visitors that can be served through our programs. Through discussions with city staff and council, and through our own strategic planning process, it was determined that the community wanted more programs that reach a broader audience beyond children and youth. The Nature Center has added programming, often at no charge to the public, to meet this need. However, these programs frequently quickly fill up due to space limitations. Expanding the classroom space, while also enhancing the visitor experience by adding much needed deck sitting area overlooking the newly restored meadow, will achieve the city's master plan objective of enhancing the park experience for its citizens.</p>		

Project Timeframe and Integration

Estimated number of months to accomplish project:	<u>1 Month</u>
Do you believe it is reasonable that the project could be completed by December 31, 2013:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Signature

<i>I hereby agree and understand the City of Dunwoody reserves the right to determine the award of the grant funds in its sole discretion. The availability of funds is subject to annual budgetary decision made by the City Council. The City cannot guarantee the availability of future funds nor obligate future City Councils to provide funds for future projects.</i>	
<i>The City will directly administer all awarded project funds but will work directly with selected Park and Recreation Partner(s) for the implementation of the project(s).</i>	
Name and Title of Authorized Official:	<u>Alan Mothner, Executive Director</u>
Signature of Authorized Official:	_____ Date: <u>April 5, 2013</u>
Name and Title of Project Contact:	<u>Alan Mothner, Executive Director</u>

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

Expanded Classroom and Lecture Space 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 current configuration of the Nature Center building and its main classroom area limits any lecture, program, or other indoor activity to 20 attendees (with table setup) or 40 attendees maximum (chairs only, no tables). This severely limits the number of visitors that can be served through our programs and also limits the types and amounts of programs that we are able to offer. Further, there is no outside feature from the current building that allows visitors to enjoy the newly restored meadow without venturing into the area itself.

By building a screened and covered lecture space, and surrounding outdoor deck area, our proposal solves both of these shortcomings by expanding the existing classroom space area that is used for classes, lectures, field trips and camps; and also provides visitors with a deck viewing, sitting, and work area (See attached Appendix C – Architectural Drawing).

This new space will be added onto the existing building structure. By creating an opening from the current space into the new lecture space, we will be able to more than double occupancy. The additional space created from building a deck structure with outdoor seating pavilions onto the lecture space, will further add to capacity as well as provide for a screened in seating area where none currently exists for events, field trips, camp activities, and meetings during pleasant or inclement weather, or just casual enjoyment of the facilities. The screened area of the lecture space will be utilized in all four seasons and be covered and designed to incorporate the current roofline and structure.

Expanding the classroom space and usable area on the back side of the building will enhance the visitor's experience by adding much needed sitting space in the newly restored meadow and will achieve the city's master plan objective of enhancing the park experience for its citizens. It will also allow the Nature Center to increase the number of participants in its current programs and allow for creatively expanding programming such as lectures, movie screenings, larger community meetings for groups such as Boy and Girl Scouts and other civic organizations and volunteer affiliates. The expanded space also provides a backup plan in the case of inclement weather so that scheduled outdoor programming can be brought inside while still accommodating a larger audience.

The Expanded Classroom and Lecture Space project reinforces the Nature Center's over \$50,000 Meadow Restoration project that has already been completed as an enhancement to Dunwoody Park. The success of this project has brought more than publicity – as there has been a dramatic rise in the number of visitors to Dunwoody Park who have not previously visited or who have been absent for years. The staff of the Nature Center hears, on almost a daily basis, the positive comments about the ground improvements that have been made since the restoration and we urge the committee to make a reciprocal investment in this much needed facility improvement and enhancements to continue to bring new visitors to the park to enjoy all that the natural world has to offer.

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 10,000 of those participating in programs that would be able to utilize this added classroom facility. The remaining "passive" park visitors would also have full-time, year round public access to the screened deck, especially on weekends when these visitors are most common and the current building space is closed and unstaffed.

PROJECT BUDGET

Total Project Cost:	<u>\$49,000</u>
Total City Funds Requested:	\$44,000

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.

\$22,000 - Screened multi-purpose room including bump out of current space

\$5,000 - Screened Foyer

\$15,000 - Deck

\$2,000 – Ramp

\$5,000 – Volunteer labor and in-kind donations

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.

The building at the Nature Center was identified as a weakness of the overall park system by multiple focus groups (Section 3.6) as were the conditions of the existing facilities. Time and again in the Master plan, reference is made to the poor quality of facilities. This grant request improves the quality of the facility while adding much needed programming space.

Section 6.2 "Create multiple community event spaces throughout the city in a variety of sizes to decentralize community events and balance the inconvenience of large community events on surrounding property owners."

Section 6.27 – "The nature center site was largely developed with volunteer effort, and as such, is not totally code compliant. The facilities in this park...are in very poor condition and in need of total replacement."

Section 6.28 – "The main building is crowded and over-programmed. More and better organized space is needed."

Section 3.24 – "They [residents] asked for the renovations of existing facilities and they would like greater variety of programs and facilities."

Section 3.3 – "Most facilities are old and in need of major repair or replacement. Dunwoody Nature Center has great programs, but needs a new building."

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.

The biggest limiting factor to both current and expanded programming at the Nature Center is the size of the single classroom in the building. There are two possible current set ups that allow for either 20 participants (with tables) or 40 participants (chairs only, not tables), but no more. We frequently close programming events due to capacity constraints. As the Nature Center continues to move towards more free programming for the community, in partnership with the city, space limitations will continue to be a major restriction. Adding this classroom and lecture space should more than double capacity. What's more, many citizens do not attend events at the Nature Center due to the perceived poor quality of the facilities. This renovated space will encourage new visitations – from both program participants, and from general park visitations who would like to enjoy the amenity of the deck and wooded area of the renovated meadow.

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.

Where appropriate and deemed safe by the city, we will utilize volunteer labor 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.

Appendix A – Meet the Team

Dunwoody Nature Center Re-Visioning Project
Meet the Team



Beth Gabbett, Project Manager
A Dunwoody resident, Beth Gabbett has spent her entire career in the construction industry, first in the field as a carpenter and later in Operations and Marketing. Blessed with many talented and generous industry contacts for this project, Beth assembled the team members and coordinated the conceptual design effort.



Eric Clementi, Architect
The first member recruited for the Dunwoody Nature Center Re-Visioning Project, Eric Clemente is Principal of Schneider Wright Architects, an architectural, interior design and space planning firm serving the commercial market. With extensive experience in the renovation of cultural public facilities, including theaters, cultural centers and YMCA's, Eric brings over 20 years of architectural experience to the Dunwoody Nature Center. Eric spearheaded the re-visioning of the Dunwoody Nature Center, initiated collaboration with the Landscape Architecture team and developed all the interior and exterior conceptual plans. www.schneiderwright.com

Landscape Architecture Team

The Landscape Architecture team provided expertise in the redesign of the front entry access and enhancement of existing landscape assets. They were responsible for recommending the addition of an educational element within the landscape itself and provided all the conceptual landscape designs.



Kevin Burke, Landscape Architect
The former President of the Georgia Division of the Association of Landscape Architects, Kevin participated in this Dunwoody Nature Center's visioning project as part of the ALA's effort to give back to the community. As Senior Landscape Architect for the Atlanta Beltline Project and former owner of Collaborative Designs, Inc. Kevin Burke brings over thirty years of landscape design experience to the Dunwoody Nature Center project. Kevin is an expert in the design of landscapes for urban projects which marry naturalist education and community connectivity. www.beltline.org

Appendix A – Meet the Team



Meghan Injaychock, Environmental Design

A Fellow at the Atlanta Beltline, Inc. project and graduate student at the University of Georgia, Meghan has spent the last four years working with environmentally conscious organizations, articulating the intersection of design, environment and community. Her past experience includes research work with the Jekyll Island Authority and and Associate with the Southface Energy Institute. www.beltline.org



Jonathan Young, Landscape Architect

Jonathan's participation in the Dunwoody Nature Center came by way of his membership on the communication committee of the Georgia branch of the Association of Landscape Architects. A Landscape Architect with 15 years of industry experience, Jonathan is owner of the Landscape design firm Quercus, LLC which provides landscape architecture and master planning services to commercial and residential clients in the U.S. and abroad.

Interior Design



Pat Harris, Interior Design

Pat Harris brings over thirty years of design experience to the Dunwoody Nature Center Visioning project. Owner and Principal of Harris Interior Design, Pat has worked on more than 500 civic project including interior designs for schools, universities, libraries and children's museums.

Pat Harris provided a conceptual color scheme for the exterior and interior of the building. If the Nature Center Board accepts her proposal, Pat will create an implementation plan which can be carried out by volunteer labor. www.harrisinteriordesign.com



Channing Mason, Budgeting Services

One of Channing's duties as Director of Operations for Benning Construction Company, is overseeing the firm's legacy of giving back to the community. For over 50 years Benning Construction Company has built commercial projects around the Southeast, and for all of those years they have provided pro-bono expertise to non-profits exploring facility upgrades and expansions. Benning Construction Company provided conceptual budget numbers for all the recommendations created by the projects designers. www.benningnet.com

Appendix B – 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 1st 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 9th-12th 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

Appendix C – Architectural Drawing



Appendix C – Architectural Drawing

