Hapeville
georgia

MAIN STREET BOARD OF DIRECTORS MEETING

Municipal Annex: 700 Doug Davis Drive, Hapeville, GA 30354

February 8, 2023 6:00PM

AGENDA

Mission Statement: The mission of the Hapeville Main Street Program is to promote, facilitate, enhance, and encourage quality growth and development in Downtown Hapeville while preserving the City's historic character and supporting a vibrant arts district.

1. **CALL TO ORDER**

2. **ROLL CALL**
   Charlotte Rentz, President
   Susan Bailey, V. President
   Derrick Booker
   David Burt
   Lee Duke
   Lorenne Fey
   Ellen Free
   Melanie Rabb

3. **APPROVAL OF MINUTES**
   - January 11, 2023

4. **APPROVAL OF FINANCIAL STATEMENT**
   - January 31, 2023
   - December 31, 2022
   - November 30, 2022

5. **OLD BUSINESS**
   a. Project Reports: 2022-23 Workplan
   b. Butterfly Parade- March 25, 2023

6. **NEW BUSINESS**
   a. Main Street Board Retreat

7. **ANNOUNCEMENT(S)**

8. **NEXT MEETING:**
   a. March 8, 2023

9. **PUBLIC COMMENTS**
   Members of the public wishing to speak shall have up to three (3) minutes). The entire general comment session shall not last more than ten (10) minutes unless extended by Board.

10. **ADJOURN:**

(Called) Hapeville Main Street Board of Directors Meeting
January 11, 2023, at 6:00PM

Present: Charlotte Rentz, Susan Bailey, David Burt, Lee Duke, Lorenne Fey, Ellen Free, Adrienne Senter

Absent: Melanie Rabb and Derrick Booker

Guest: Chantelle Rytter (Butterfly Parade Artist) and Jamie Jones (Special Events Manager)

Call to Order

- Charlotte Rentz called the meeting to order at 6:06 PM and welcomed all Board members and guests.

Roll Call

Charlotte Rentz- ***Present***
Susan Bailey- ***Present***
Derrick Booker- ***Absent***
David Burt- ***Teleconference***
Lee Duke- ***Present***
Lorenne Fey- ***Present***
Ellen Free- ***Present***
Melanie Rabb- ***Absent***

Election of Officers

- **A motion was made by Susan Bailey to nominate Charlotte Rentz as Main Street Board President. Lee Duke second the motion. Carried 5-0**

- **Amotion was made by Lee Duke to nominate Susan Bailey as Main Street Board Vice President. Ellen Free second the motion. Carried 5-0**

- **A motion was made by Susan Bailey to amend the agenda to place Chantelle Rytter as the next order of business. Lee Duke second the motion. Carried 5-0**

Chantelle Rytter- Butterfly Parade

- The Butterfly Parade is scheduled for March 25, 2023. The festivities will start at 6:00pm. The parade will start at 8:10pm and the event will end at 10:00pm.

- Discussion ensued regarding the butterfly kit and workshop. Chantelle Rytter gave a presentation of a finished butterfly and outlined the plans for the workshop. Chantelle Rytter stated the duration of the workshops will be about three hours.

- The butterfly workshop will also offer an online course with a tutorial and supplies that can be purchased online for assembly and coloring. The butterfly kits can be sold at the Depot or purchased online.

- There will be a total of seven workshops at the Christ Church; dates to be discussed. There will be five adult workshops and two kid workshops. Registration can be found via Eventbrite.

- Discussion ensued regarding having Angelica Bakhsh secure artist for the event.

- David Burt asked regarding hiring the projectionist to project onto the Christ Church or the back of the Methodist Church.

- **A motion was made by Ellen Free to hire Bizarre Bizarre to secure artist. Lee Duke second the motion. Carried 5-0**

- Discussion ensued regarding the Artist Talk that will be held in the Academy Theatre; dates will be discussed.

- **A motion was made by Susan Bailey to increase the parade budget to $12k up to $15k. Lee Duke second the motion. Carried 5-0**

- Discussion ensued regarding musicians for the event. David Burt will request a quote.

- **A motion was made by Ellen Free that the fund may not exceed $3,500 for musicians, projectionist, and tent. Ellen Free rescinded the last motion.**

- **A motion was made by Ellen Free to set the budget at $3k to include musicians, projectionist, and tent. Lee Duke second that motion. Carried 5-0**

Approval of 2023 Meeting Schedule

- **A motion was made by Susan Bailey to approve 2023 Meeting Schedule. Ellen Free second the motion. Carried 5-0**

Approval of Minutes

- **A motion was made by Susan Bailey to approve November 9, 2022, minutes. Ellen Free second the motion. Carried 5-0**

Approval of Financial Statements

- **A motion was made by Ellen Free and seconded by Lee Duke to postpone the approval of the Financial Statement for the period ending November 30, 2022. All approved. Carried 5-0.**
- **A motion was made by Ellen Free and seconded by Lee Duke to postpone the approval of the Financial Statement for the period ending December 31, 2022. All approved. Carried 5-0.**

- **Art Grant- Fulton County expenditures will not be paid out of MSB approved budget: expenditures will be transferred to another account at mid-year.**

Old Business
Project Reports: 2022-23 Workplan

- Discussed at retreat.

New Business
Board Retreat –

- **A motion was made by Susan Bailey to host the Main Street Board Retreat on February 25, 2023 in Lagrange, GA from 11:00 am until 3:00 pm. The location is to be determined.**

Announcements

- Susan Bailey will coordinate with the Police Department, Community Service Department, and Recreation Department to work on details for the parade.

Next Meeting
- **February 8, 2023 at 6:00 pm.**

Public Comments

- **None.**

Adjourn
- **A motion was made by Ellen Free and seconded by Lee Duke to adjourn the meeting. Meeting was adjourned at 7:42 PM. Carried 5-0**

Charlotte C. Rentz, President

Bre'ana Eatmon, Acting Secretary

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL SERVICES							
100-5-7550-511400 Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-511500 Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-511600 Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES							
100-5-7550-521200 Professional	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-521300 LCI Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-521309 Art Grant-Fulton Count	0.00	0.00	20,055.04	(20,055.04)	0.00	0.00	0.00
100-5-7550-522000 Festivals	20,000.00	20,000.00	12,465.61	0.00	12,465.61	7,534.39	62.33
100-5-7550-522100 ARC - Sharing Our Stor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523200 Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523300 Advertising	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
100-5-7550-523400 Printing & Binding	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
100-5-7550-523500 Travel	2,500.00	2,500.00	0.00	684.74	684.74	1,815.26	27.39
100-5-7550-523600 Dues & Fees	600.00	600.00	200.00	0.00	200.00	400.00	33.33
100-5-7550-523700 Education & Training	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
100-5-7550-523850 Contract Labor	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00	0.00
TOTAL CONTRACTED SERVICES	33,900.00	33,900.00	32,720.65	(19,370.30)	13,350.35	20,549.65	39.38
SUPPLIES & MINOR EQPT							
100-5-7550-531100 Supplies	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
100-5-7550-531400 Books & Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-531600 Small Equipment<5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-531700 Other Supplies	300.00	300.00	0.00	0.00	0.00	300.00	0.00
TOTAL SUPPLIES & MINOR EQPT	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00
CAPITAL OUTLAYS > $5000							
100-5-7550-541200 Site Improvements	14,000.00	14,000.00	1,275.00	750.00	2,025.00	11,975.00	14.46
100-5-7550-542300 Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-542400 Computers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-542410 Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAYS > $5000	14,000.00	14,000.00	1,275.00	750.00	2,025.00	11,975.00	14.46
OTHER COSTS (NOC)							
100-5-7550-579000 Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS (NOC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN STREET	49,700.00	49,700.00	33,995.65	(18,620.30)	15,375.35	34,324.65	30.94

City of Hapeville

Statement of Revenues & Expenditures

With Budget Comparisons

Main Street Department

Seventh Month Ended January 31, 2023

	Previous Month (Balance)	7 Month Ended 31-Jan-23	Annual Budget	Year to Date	Current Balance
Revenues:					
MS Donations					
Expenditures:					
Professional	0	0	0	0.00	0.00
Festivals	12,466	0	20000	12,465.61	7,534.39
Advertising	0	0	4000	0.00	4,000.00
Printing & binding	0	0	2500	0.00	2,500.00
Travel	0	685	2500	684.74	1,815.26
Dues & fees	200	0	600	200.00	400.00
Education & Training	0	0	1000	0.00	1,000.00
Contract Labor	0	0	3300	0.00	3,300.00
Supplies	0	0	1500	0.00	1,500.00
Other supplies	0	0	300	0.00	300.00
Site improvements	1,275	750	14000	2,025.00	11,975.00
	0	0	0	0.00	0.00
Total Expenditures	**13,941**	**1434.74**	**49700**	**15,375.35**	**34,324.65**

Transactions: 3

Festivals

Art of Landscaping-Watering as Needed/Quartly $750.00

Travel

Paper Plane-Main Street- Reclass Board Retreat $684.74

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL SERVICES							
100-5-7550-511400 Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-511500 Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-511600 Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES							
100-5-7550-521200 Professional	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-521300 LCI Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-521309 Art Grant-Fulton Count	0.00	0.00	19,578.94	476.10	20,055.04	(20,055.04)	0.00
100-5-7550-522000 Festivals	20,000.00	20,000.00	11,965.61	500.00	12,465.61	7,534.39	62.33
100-5-7550-522100 ARC - Sharing Our Stor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523200 Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523300 Advertising	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
100-5-7550-523400 Printing & Binding	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
100-5-7550-523500 Travel	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
100-5-7550-523600 Dues & Fees	600.00	600.00	200.00	0.00	200.00	400.00	33.33
100-5-7550-523700 Education & Training	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
100-5-7550-523850 Contract Labor	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00	0.00
TOTAL CONTRACTED SERVICES	33,900.00	33,900.00	31,744.55	976.10	32,720.65	1,179.35	96.52
SUPPLIES & MINOR EQPT							
100-5-7550-531100 Supplies	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
100-5-7550-531400 Books & Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-531600 Small Equipment<5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-531700 Other Supplies	300.00	300.00	0.00	0.00	0.00	300.00	0.00
TOTAL SUPPLIES & MINOR EQPT	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00
CAPITAL OUTLAYS > $5000							
100-5-7550-541200 Site Improvements	14,000.00	14,000.00	1,275.00	0.00	1,275.00	12,725.00	9.11
100-5-7550-542300 Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-542400 Computers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-542410 Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAYS > $5000	14,000.00	14,000.00	1,275.00	0.00	1,275.00	12,725.00	9.11
OTHER COSTS (NOC)							
100-5-7550-579000 Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS (NOC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN STREET	49,700.00	49,700.00	33,019.55	976.10	33,995.65	15,704.35	68.40

City of Hapeville
Statement of Revenues & Expenditures
With Budget Comparisons
Main Street Department
Sixth Month Ended December 31, 2022

	Previous Month (Balance)	6 Month Ended 31-Dec-22	Annual Budget	Year to Date	Current Balance
Revenues:					
MS Donations					
Expenditures:					
Professional	0	0	0	0.00	0
Festivals	11,966	500	20000	12,465.61	7,534.39
Advertising	0	0	4000	0.00	4,000.00
Printing & binding	0	0	2500	0.00	2,500.00
Travel	0	0	2500	0.00	2,500.00
Dues & fees	200	0	600	200.00	400.00
Education & Training	0	0	1000	0.00	1,000.00
Contract Labor	0	0	3300	0.00	3,300.00
Supplies	0	0	1500	0.00	1,500.00
Other supplies	0	0	300	0.00	300.00
Site improvements	1,275	0	14000	1,275.00	12,725.00
	0	0	0	0.00	0.00
Total Expenditures	**13,441**	**500**	**49700**	**13,940.61**	35,759.39

Transactions: 3
Festivals
PROJECTION MAPPING ARTS $500.00

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL SERVICES							
100-5-7550-511400 Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-511500 Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-511600 Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES							
100-5-7550-521200 Professional	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-521300 LCI Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-521309 Art Grant-Fulton Count	0.00	0.00	15,947.54	3,631.40	19,578.94	(19,578.94)	0.00
100-5-7550-522000 Festivals	20,000.00	20,000.00	8,097.65	3,867.96	11,965.61	8,034.39	59.83
100-5-7550-522100 ARC - Sharing Our Stor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523200 Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523300 Advertising	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
100-5-7550-523400 Printing & Binding	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
100-5-7550-523500 Travel	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
100-5-7550-523600 Dues & Fees	600.00	600.00	0.00	200.00	200.00	400.00	33.33
100-5-7550-523700 Education & Training	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
100-5-7550-523850 Contract Labor	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00	0.00
TOTAL CONTRACTED SERVICES	33,900.00	33,900.00	24,045.19	7,699.36	31,744.55	2,155.45	93.64
SUPPLIES & MINOR EQPT							
100-5-7550-531100 Supplies	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
100-5-7550-531400 Books & Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-531600 Small Equipment<5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-531700 Other Supplies	300.00	300.00	0.00	0.00	0.00	300.00	0.00
TOTAL SUPPLIES & MINOR EQPT	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00
CAPITAL OUTLAYS > $5000							
100-5-7550-541200 Site Improvements	14,000.00	14,000.00	375.00	900.00	1,275.00	12,725.00	9.11
100-5-7550-542300 Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-542400 Computers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-542410 Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAYS > $5000	14,000.00	14,000.00	375.00	900.00	1,275.00	12,725.00	9.11
OTHER COSTS (NOC)							
100-5-7550-579000 Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS (NOC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN STREET	49,700.00	49,700.00	24,420.19	8,599.36	33,019.55	16,680.45	66.44

City of Hapeville

Statement of Revenues & Expenditures

With Budget Comparisons

Main Street Department

Fifth Month Ended November 30, 2022

	Previous Month (Balance)	5 Month Ended 30-Nov-22	Annual Budget	Year to Date	Current Balance
Revenues:					
MS Donations					
Expenditures:					
Professional	0	0	0	0.00	0.00
Festivals	8,098	1,325	20000	9,423.11	10,576.89
Advertising	0	0	4000	0.00	4,000.00
Printing & binding	0	0	2500	0.00	2,500.00
Travel	0	0	2500	0.00	2,500.00
Dues & fees	0	200	600	200.00	400.00
Education & Training	0	0	1000	0.00	1,000.00
Contract Labor	0	0	3300	0.00	3,300.00
Supplies	0	0	1500	0.00	1,500.00
Other supplies	0	0	300	0.00	300.00
Site improvements	375	900	14000	1,275.00	12,725.00
	0	0	0	0.00	0.00
Total Expenditures	**8,473**	**2425.46**	**49700**	**10,898.11**	38,801.89

Transactions: 14

Festivals -

2 Yard Signs & 4 Poly. Signs $304.00

Reimbursement Free Art Hapeville $521.46

50pc of Wooden Folf Art $500.00

Dues and Fees

GA Dowtown Assoc. Dues $200.00

Site Improvements

14 Plants Per Pole $900.00