



MAIN STREET BOARD OF DIRECTORS MEETING

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

April 12, 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

- March 8, 2023

4. APPROVAL OF FINANCIAL STATEMENT

- March 31, 2023

5. OLD BUSINESS

- Project Reports: 2023-24 Workplan
 - a. Butterfly Parade
 - b. Free Art Event – June 10th
 - c. TPD Funding

6. NEW BUSINESS

7. ANNOUNCEMENT(S)

8. NEXT MEETING:

- May 10, 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:

Hapeville Main Street Board of Directors Meeting
March 8, 2023, at 6:00PM

Present: Charlotte Rentz, Susan Bailey, Lee Duke, Lorenn Fey, Derrick Booker, Ellen Free, David Burt, Bre'ana Eatmon, Adrienne Senter

Absent: Melanie Rabb

Guest: Erik Lewis (Owner of Beer Girl) , Jaime Jones (Special Events Manager)

Call to Order

- Charlotte Rentz called the meeting to order at 6:09 PM and welcomed all Board members and guests.

Roll Call

Charlotte Rentz- *Present*

Susan Bailey- *Present*

Derrick Booker- *Present*

David Burt- *Present*

Lee Duke- *Present*

Lorenn Fey- *Present*

Ellen Free- *Present*

Melanie Rabb- *Absent*

Approval of Minutes

- A motion was made by Susan Bailey to approve January 11, 2023, minutes. Lee Duke second that motion. Carried 7-0
- A motion was made by Lee Duke to approve February 8, 2023, minutes. Derrick Booker second that motion. David Burt abstained. Carried 6-1
- A motion was made by Lee Duke to approve February 25, 2023, minutes. David Burt second that motion. Carried 7-0

Approval of Financial Statements

- A motion was made by David Burt and seconded by Lee Duke to approve the Financial Statement for the period ending February 28, 2023. All approved.
- A motion was made by David Burt and seconded by Lee Duke to approve the Financial Statement for the period ending January 31, 2023. All approved.
- A motion was made by Susan Bailey and seconded by Ellen Free to approve the Financial Statement for the period ending December 31, 2023. All approved.

- **A motion was made by David Burt and seconded by Lee Duke to approve the Financial Statement for the period ending November 30, 2023. All approved.**

Old Business

Workplan-

- Loreenne Fey inquired about what account Hapeville Celebrates Black History was applied to. Economic Development Manager, Adrienne Senter, will investigate this matter and get back with the Main Street Board.

Signage-

- Discussion ensued regarding parking signage for the downtown area, which is located at the southside of North Central in front of RR cross walk. David Burt will be checking to get an estimate.
- The Main Street Board designated David Burt, Lee Duke, Melanie Rabb, and Loreenne Fey as the Parking Committee to make recommendations to the city for signage.

Beautification Project-

- The Beautification Project budget is set at \$1,571.25.

Shannon Lake Mural-

- The Board currently does not have anywhere to put the mural so they will table this project until further notice.

Cinco De Mayo-

- **A motion was made by David Burt and seconded by Ellen Free to no longer host the Cinco De Mayo event by replacing it with the movie night event in June and July. All approved.**

Free Art Hapeville-

- “Food is Art”- This event date has been changed to June 16th. The Board decided to replace this event and table this event until next year due to lack of time to plan. The Board intends to collaborate with the City's Movie Night event and offer free ice cream by an ice cream vendor.
- During Discussion Jami Jones agreed to partnering with Main Street to participate in movie night. City movie nights start at 6 pm and the showing begins at 7 pm. The normal attendance for a city movie night is approximately 150 people.

- Breana Eatmon will contact Bruster's Ice Cream to get a quote for movie night event.

Butterfly Parade-

- The parade path will be closed in stages on March 25, 2023, Susan Bailey delivered letters to every open business along the route. The letter welcomes their participation and informs them about the event.
- On March 17, 2023, Susan Bailey and Ellen Free will be putting out the sandwich boards road closure signs. Adrienne Senter will get in touch with the city to arrange for water to be put in the sandwich boards for stability.
- Jamie Jones gave a quick update on food vendors by notifying the board that Brass Tap will provide alcohol, hamburgers, hotdogs, and chips. Got Seafood will be present at the event along with Angelica's street snacks, and a vegan pastries vendor called Family's Favorite Foods. Jaime Jones stated that we will have 20 art vendors and that the event was approved for Fulton County Exemption. Discussion ended.

Wayfinding-

- Adrienne Senter informed the Board that back in 2018, Stantec did a study to create the rendering for the City's wayfinding. Now the City is in the stages of implementation of getting those wayfinding's installed. The next step is the bidding processes.

New Business

None.

Announcements

- Adrienne Senter notified the Board that any questions regarding TPD Funds will have to go through City Manager, Tim Young.
- Adrienne Senter also announced that the Main Street Board will meet their new Main Street Coordinator at the April 12, 2023, meeting.

Next Meeting

- **April 12, 2023, at 6:00 pm.**

Public Comments

- Erik Lewis greeted the Board and invited them to a crawfish boil event hosted by Got Seafood and Beer Girl on Saturday, April 22nd. This event was approved by the Mayor and Council on March 7, 2023. The Board thanked him for the invitation.

Adjourn

The meeting was adjourned at 7:41 PM.

Charlotte C. Rentz, President

Bre'ana Eatmon, Acting Secretary

City of Hapeville

Statement of Revenues & Expenditures

With Budget Comparisons

Main Street Department

Nineth Month Ended March 31, 2023

Revenues:

MS Donations

Previous Month (Balance)	9 Month Ended 31-Mar-23	Annual Budget	Year to Date	Current Balance
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Expenditures:

Professional	0	0	0	0.00	0.00
Festivals	12,466	16,758	20000	29,224.09	(9,224.09)
Advertising	0	0	4000	0.00	4,000.00
Printing & binding	0	0	2500	0.00	2,500.00
Travel	1,259		2500	1,258.93	1,241.07
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	2,025	0	14000	2,025.00	11,975.00
	0	0	0	0.00	0.00
Total Expenditures	15,950	16758.48	49700	32,708.02	16,991.98

Transactions: 5

Festivals	
Busters Repographics - Butterfly Parade Marketing Material	816.48
Chantel Rytter Projects LLC 1 of 2 Payments	7200
Butterfly Parade Road Signs	792
Chantel Rytter Projects LLC 2 of 2 Payments (Final)	7200
Dookie Platters - DJ Service Butterfly Parade	750

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES

	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
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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 ICI 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	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	20,000.00	20,000.00	12,465.61	16,758.48	29,224.09	9,224.09	146.12
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	0.00	0.00
100-5-7550-523400 Printing & Binding	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523500 Travel	2,500.00	2,500.00	1,258.93	0.00	1,258.93	1,241.07	50.36
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	13,924.54	16,758.48	30,683.02	3,216.98	90.51

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	2,025.00	0.00	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	2,025.00	0.00	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	15,949.54	16,758.48	32,708.02	16,991.98	65.81
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