



MAIN STREET BOARD OF DIRECTORS MEETING

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

September 13, 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
Michael Gibbs

3. APPROVAL OF MINUTES

- August 9, 2023
- August 28, 2023

4. APPROVAL OF FINANCIAL STATEMENT

- August 31, 2023

5. OLD BUSINESS

- Project Reports: 2023-24 Workplan
- Butterfly Parade
- Banners/ Street Poles/ Presentation

6. NEW BUSINESS

7. ANNOUNCEMENT(S)

8. NEXT MEETING:

- September 26, 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
August 9, 2023, at 6:00PM

Present: Charlotte Rentz, Susan Bailey, David Burt, Lee Duke, Lorenné Fey, Bre'ana Eatmon, Adrienne Senter

Absent: Derrick Booker, Ellen Free, Melanie Rabb

Guest: None.

Call to Order

- Charlotte Rentz called the meeting to order at 6:07 PM and welcomed all Board members and guests.

Roll Call

Charlotte Rentz- *Present*

Susan Bailey- *Present*

Derrick Booker- *Absent*

David Burt- *Present*

Lee Duke- *Present*

Lorenné Fey- *Present*

Ellen Free- *Absent*

Melanie Rabb- *Absent*

Approval of Minutes

- Discussion ensued regarding the July 12, 2023 minutes. Adrienne Senter explained to the Board that we do not have any notes or voice recordings of the July 12, 2023 meeting. Adrienne Senter asked if there was anything important the Board would like on record to let it be known. There were no major changes needed. Discussion ended.
- A motion was made by Lee Duke to approve July 12, 2023, minutes. Lorenné Fey seconded the motion. Carried 3-0; 1- David Burt Abstained.

Approval of Financial Statements

- Discussion ensued regarding two receipts presented with the Financial Report. The Board stated that both invoices (\$975 & \$400) should have been charged to last year's budget. Adrienne Senter will contact Randy Brewer, with Finance, to inquire about removing these transactions from the current budget and charging those transactions to last year's budget instead.

- **A motion was made by David Burt and seconded by Lee Duke to approve the Financial Statement for the period ending July 31, 2023. All approved.**

Old Business

Banners/ Street Poles

- Discussion ensued regarding banners and street poles for Main Street. Lee Duke and Susan Bailey suggested that the Board buy new brackets to go along with the banners to prevent the banners from coming down, like they have in the past.
- During discussion, the Board decided to pick (4) butterfly designs from archives to be displayed on banners. From the packet of butterfly designs, the Board chose the designs on pages 2 (Jigsaw), 3 (Spectrum), 10 (Stained Glass Menagerie), and 13 (Untitled).
- The Main Street Board will meet at the Depot Saturday, August 12, 2023 at 4 p.m. to count poles throughout projected locations, for banners. This will let the Board know how many banners and brackets need to be ordered.
- The Main Street Board agreed to present the Banner Project to the Mayor and Council for approval and to request that the budget be increased to cover banners being placed in needed locations. Main Street will coordinate with Economic Development to develop a revised design for City Banners and where the banners will be placed. Adrienne Senter will draft the background and summary for the agenda item. The Board designated Charlotte Rentz to present the request to the Mayor and Council.
- Lee Duke will ask Rendering Company to present a realistic rendering of what the banners will look like, attached to the pole.
- **A motion was made by David Burt and seconded by Lorenn Fey to set aside a tentative budget; \$30,000 for the Butterfly Parade, \$6,000 for the remaining expenses for Atlanta Celebrates Photography, and \$6,000 for the December Free Art Event. All approved.**
- The Main Street Board agreed to have a Called Meeting on Tuesday, August 29, 2023 at 6 p.m. to discuss the August 12th findings.

New Business

- **A motion was made by Susan Bailey and seconded by David Burt to nominate Michael Gibbs for membership on the Main Street Board. All approved.**

Announcements

Adrienne Senter announced that the Mayor and Council would like to schedule a meeting with the Main Street Board towards the end of September. The Board agreed to a meeting with the Mayor and Council on Tuesday, September 26, 2023 at 6 p.m. at the Municipal Annex.

Next Meeting

- **September 13, 2023, at 6:00 pm.**

Public Comments

None.

Adjourn

- **A motion was made by David Burt and seconded by Lee Duke to adjourn the August 9, 2023 meeting. All approved. The meeting was adjourned at 8:00 PM.**

Charlotte C. Rentz, President

Bre'ana Eatmon, Acting Secretary

(Called) Hapeville Main Street Board of Directors Meeting
August 28, 2023, at 6:00PM

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

Absent: Melanie Rabb

Guest: None.

Call to Order

- Charlotte Rentz called the meeting to order at 6:15 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*

Discussion of Materials

Main Street Banners/ Street Poles

- Lee Duke led discussion regarding banners and street poles. Lee Duke stated that the rendering company needs straight-on, high resolution photos to create a rendering of what the design will look like hanging on the street poles. Lee Duke will work on an alternative for presentation.
- Bre'ana Eatmon will connect Lee Duke with City Photographer, Grace First, to coordinate taking high resolution photos of the 4 selected butterflies.
- The Main Street Board decided not to present banner presentation at the next Council meeting. The Main Street Board will present their banner presentation during a scheduled, intimate meeting with Mayor and Council on September 26, 2023.
- Lee Duke gave a breakdown of the quote from rendering company: price per banner (50ct) is \$75 at \$3,750 and hardware price per (50ct) is \$103 at \$5,150. This brings the total projected cost to \$10,349.55.

Butterfly Parade

- Melanie Rabb will oversee creating a parade etiquette guide to pass out to attendees to help direct the parade.
- *A motion was made by Lorenn Fey and seconded by Ellen Free to accept Chantelle Rytter's proposal of \$14,225 for Butterfly Parade which will include new flower puppets. All approved.*

Daycare Center Memorial

- Charlotte Rentz presented a small presentation to the Board to showcase visual renderings of what the site will look like once completed. The Board loved the renderings presented. No further discussion.

Announcements

Charlotte Rentz reminded the Board to have all training completed by September 13, 2023.

Next Meeting

- September 13, 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 7:30 PM. Carried 5-0*

Charlotte C. Rentz, President

Bre'ana Eatmon, Acting

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2023

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 16.67

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	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
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	0.00	0.00	600.00	0.00
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	0.00	0.00	0.00	33,900.00	0.00
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	0.00	0.00	0.00	14,000.00	0.00
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	0.00	0.00	0.00	14,000.00	0.00
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	0.00	0.00	0.00	49,700.00	0.00

City of Hapeville
Statement of Revenues & Expenditures
 With Budget Comparisons
 Main Street Department
 Second Month Ended August 31, 2023

Revenues:

MS Donations

	Previous Month (Balance)	2 Month Ended 31-Aug-23	Annual Budget	Year to Date	Current Balance
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Expenditures:

Professional Festivals	0	0	0	0.00	0.00
Advertising	0	0	20000	0.00	20,000.00
Printing & binding	0	0	4000	0.00	4,000.00
Travel	0	0	2500	0.00	2,500.00
Dues & fees	0	0	2500	0.00	2,500.00
Education & Training	0	0	600	0.00	600.00
Contract Labor	0	0	1000	0.00	1,000.00
Supplies	0	0	3300	0.00	3,300.00
Other supplies	0	0	1500	0.00	1,500.00
Site improvements	0	0	300	0.00	300.00
	0	0	14000	0.00	14,000.00
	0	0	0	0.00	0.00
Total Expenditures	-	0	49700	0.00	49,700.00

Transactions: 0