Hapeville
georgia

MAIN STREET BOARD OF DIRECTORS MEETING

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

November 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
   Michael Gibbs
   Melanie Rabb

3. **ATL District – Banner Discussion (Cookie Smoak)**

4. **Approval of Minutes**
   - September 13, 2023
   - September 26, 2023 (Joint Mayor & Council)
   - October 3, 2023

5. **APPROVAL OF FINANCIAL STATEMENT**
   - September 30, 2023
   - October 31, 2023

6. **OLD BUSINESS**
   - Project Reports: 2023-24 Workplan
     - Butterfly Parade – March 23, 2023
     - Free Art Hapeville – December 9, 2023
     - Other Projects
   - September DCA Report
   - October DCA Report

7. **NEW BUSINESS**
   - 2024 Main Street Meeting Calendar
   - Refresh Butterfly Art Pieces

8. **ANNOUNCEMENT(S)**

9. **NEXT MEETING:**
   - December 13, 2023

10. **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.

11. **ADJOURN:**

Hapeville Main Street Board of Directors Meeting
September 13, 2023, at 6:00PM

Present: Charlotte Rentz, Susan Bailey, Derrick Booker, David Burt, Lorenne Fey, Ellen Free, Melanie Rabb, Michael Gibbs, Bre'ana Eatmon

Absent: Lee Duke

Guest: None.

Call to Order

- Charlotte Rentz called the meeting to order at 6:05 PM and welcomed all Board members and guests.

Roll Call

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

Approval of Minutes

- **A motion was made by Susan Bailey to approve August 9, 2023 minutes. David Burt seconded the motion. Carried 7-0; 0 Abstained.**
- **A motion was made by Susan Bailey to approve August 28, 2023 minutes. David Burt seconded the motion. Carried 7-0; 0 Abstained.**

Approval of Financial Statements

- **A motion was made by Susan Bailey and seconded by Melanie Rabb to approve the Financial Statement for the period ending August 31, 2023. All approved.**

Old Business

- Charlotte Rentz began discussion on item 14 of the Workplan – Arts Alley Signage. The accumulative budget is $5000, for the Arts Alley Signage and $975 (Source Urbanism) has already been spent. This leaves a "carry over budget" of $3,225, for the current year.

- Discussion ensued regarding the Butterfly Parade. To enhance the parade's structure, the Board decided that some sort of barrier should be placed between the band and the participants who are marching.

- Due to parade participants not having adequate access to water during last year's parade, the Board agreed to sell water at the greeting table during the upcoming parade. The Butterfly Parade is set to take place on March 23, 2024. There is a tentative budget of $30,000 set for the Butterfly Parade.

- David Burt will oversee "Creation Station" for the Butterfly Parade. David Burt will work with Melanie Rabb to find out if they can find bargains for arts & crafts material.

- Discussion ensued regarding the Boards presentation to Mayor & Council. They will present the Butterfly Parade, Memorial (Remembrance Plaza), Banners/Poles, and Arts District Signage during their presentation.

- **A motion was made by Susan Bailey and seconded by Ellen Free to allocate $3,225 to the Arts District Signage, of this year's budget. All Approved.**

- Shutter Fest: Hapeville Celebrates Photography, will take place on October 7, 2023 from 5 pm until 8 pm. The Board decided to rename the event this year since Atlanta Celebrates Photography isn't active this year. All discussion ended.

New Business

None.

Announcements

None.

Next Meeting

- **September 26, 2023, at 6:00 pm.**

Public Comments

None

Adjourn

- **A motion was made by Ellen Free and seconded by Melanie Rabb to adjourn the September 13, 2023 meeting. All approved. The meeting was adjourned at 7:50 PM.**

______________________________ Charlotte C. Rentz, President

______________________________ Bre'ana Eatmon, Acting Secretary

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CIVILITY PLEDGE
The way we govern ourselves is often as important as the positions we take. Our collective decisions will be better when differing views have had the opportunity to be fully vetted and considered. All people have the right to be treated with respect, courtesy and openness. We value all input. We commit to conduct ourselves at all times with civility and courtesy to each other.

MAYOR AND COUNCIL
AND
MAIN STREET BOARD

Join in person at 700 Doug Davis Drive, Hapeville, GA 30354 Or, visit the City's Website for live stream at https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes

September 26, 2023 6:00 PM

SPECIAL-CALLED MEETING MINUTES

6:00 p.m. – 6:15 p.m. **ROLL CALL:**

MAYOR AND COUNCIL: All Members of Council were present, which constituted a quorum.

- ✓ Alan Hallman
- ✓ Mike Rast
- ✓ Brett Reichert
- ✓ Mark Adams
- ✓ Chloe Alexander (via teleconference)

MAIN STREET BOARD: All Members of the Main Street Board were present, which constituted a quorum.

- ✓ Charlotte Rentz
- ✓ Susan Bailey
- ✓ Lorenne Fey
- ✓ Melanie Rabb
- ✓ Ellen Free
- ✓ David Burt
- ✓ Derrick Booker
- ✓ Michael Gibbs
- ✓ Lee Duke (via teleconference)

WELCOME AND INTRODUCTIONS
The welcome and introduction were provided by Public Service Facilitator, Suzette Arnold.

6:15 p.m. - 6:30 p.m. **GROUP ICE BREAKER**
This was a group exercise between Mayor and Council and Main Street Board, presented by the Facilitator, Arnold.

6:30 p.m. – 6:45 p.m. **WHAT EXCITES YOU/ WHAT DO YOU LIKE ABOUT YOUR CITY?**

This was a general dialogue between the Mayor and Council and the Main Street Board. *Please see the facilitator's report.*

6:45 p.m. – 7:00 p.m.	**DEFINE THE ROLES OF THE HAPEVILLE ADMINISTRATION AND MAIN STREET BOARD.** This discussion regarding the *defining the roles of the Hapeville administration and Main Street Board* was a general dialogue between Council and the Mainstreet Board.
7:00 p.m. – 7:15 p.m.	**ROLE OF MAYOR AND COUNCIL/ROLE OF MAIN STREET BOARD.** This discussion regarding *the role of Mayor and Council/role of Main Street Board* was a general dialogue between Council and the Main Street Board. *please see the facilitator's report.*
7:15 p.m. – 7:40 p.m.	**WHAT THE CITY OF HAPEVILLE WANTS FROM MAIN STREET BOARD / WHAT MAIN STREET BOARD WANTS FROM THE CITY OF HAPEVILLE.** This discussion regarding *What The City Of Hapeville Wants From Main Street Board / What Main Street Board Wants From The City Of Hapeville* was a general dialogue between Council and the Mainstreet Board. The two governing bodies created an action plan to address all matters and concerns. *please see the facilitator's report.*
7:40 p.m. – 8:00 p.m.	**OTHER BUSINESS** The other business consisted of a discussion and evaluation of the Mayor and Council 2023 Strategic Planning Retreat.

ADJOURN: The meeting adjourned at 8:46 PM. – **No Action was taken.**

Respectfully submitted,

____
Alan Hallman, Mayor

____
Charlotte C. Rentz, President

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Sharee Steed, City Clerk

____
Bre'ana Eatmon, Acting Secretary

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Institute of Government
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Mayor and Council & Main Street Board

September 26, 2023 - 6:00 PM

SPECIAL-CALLED MEETING AGENDA

6:00 p.m. – 6:15 p.m.	Roll Call, Welcome and Introductions
6:15 p.m. - 6:30 p.m.	Group Ice Breaker
6:30 p.m. – 6:45 p.m.	What Excites You/ What Do You Like About Your City?
6:45 p.m. – 7:00 p.m.	Define the Roles of the Hapeville Administration and Main Street Board
7:00 p.m. – 7:15 p.m.	Role of Mayor and Council/Role of Main St. Board
7:15 p.m. – 7:40 p.m.	What the City of Hapeville wants from Main Street Board / What Main Street Board wants from the City of Hapeville
7:40 p.m. – 8:00 p.m.	Other Business
8:00 p.m.	Adjournment

This special meeting between the Mayor and City Council of Hapeville and the Main Street Board served as a chance for realignment and to open a line of communication between the two groups. It began with a roll call, welcome, and introductions. The retreat activities followed as illustrated below.

What excites you/What do you like about your city?

The attendees compiled a list of Hapeville's attributes. Those identified highlight the shared belief in Hapeville's creativity and sense of community.

- Diversity and energy
- Inclusive community that honors the arts
- Resilience
- Location
- The People/History
- Feels like home
- Downtown
- Creative events
- Entertainment/Restaurants
- Opportunity for Growth and Diversity
- Small-town feel
- Tenacious/service leadership

Define the Roles of the Hapeville Administration and Main Street Board

Participants defined the role of the other group. The City's administration described the role of the Board, and the Board characterized the role of the administration.

Role of Administration	Role of the Main Street Board
• Make policy decisions • Approve ordinances • Fiscal responsibility • Work in the interest of the citizens • Be the voice of the people • Use tax dollars to serve the city and citizens • Answer concerns of Hapeville citizens	• Maintaining the history of downtown • Work with the city council to support the Main Street Program • Promote events in the downtown area • Support local businesses • Carry out the mission of the Main Street Program • Coordinate with the Mayor and Council for economic development

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What the City of Hapeville wants from Main Street Board/What Main Street Board wants from the City of Hapeville

The two groups participated in an exercise designed to uncover what each group needs from the other to fulfill their respective roles. In doing this exercise, the groups could understand their counterpart's needs.

The Main Street Board also used the time during the retreat to productively share with the Mayor and Council, active plans for new artistic initiatives currently being proposed within the City limits for the City and Council's consideration.

What the City wants from Main Street Board	What Main Street Board wants from the City
• Accountability • Transparency • Less Resistance • Quarterly Reports • Inclusion • Open Conversations • Promoting Communication • Collaboration • Partnership • Be transparent and accountable	• Direction • Meet once or twice a year to sharpen ideas • Include the Mayor and Council when sharing meeting packets • Monthly reports • Updated work plan

Addressing Barriers and Developing a Plan of Action:

After establishing the wants and needs of both groups, the groups discussed the barriers to reaching their shared goal. Additionally, the group determined what action items should be taken in the future to maintain accountability.

- **Barriers Identified**
  - Staff (or lack thereof)
  - Assessment Reports
  - Communication Barrier – An area for improvement

- **Accountability**: To ensure that the barriers identified are addressed, the Main Street Board has agreed to provide frequent reports and information packets to the Mayor and Council to improve the communication gaps and to keep the City of Hapeville's Mayor and Council abreast of planned activities and events. Items below have been identified as ways to keep the City's administration informed.

Note: The information that will be forwarded to the City's administration will be done In lieu of the hire of a Main Street Manager.

What	When	Who
• Reports: ○ Meeting minutes and agenda packages	• Monthly	• Main Street Board Staff to Main St. Board Member (Mr. Gibbs)
• Monthly reports to the State • Annual reports	• Quarterly • Annually	• Main Street Board Staff (Mr. Gibbs) to the City of Hapeville's Mayor and Council

Since there was no other business to discuss for the evening, the meeting moved to reflections from the retreat participants.

- **Reflections**
  The board shared personal thoughts and observations from their time together at the conclusion of the Retreat

- **Other**
  Evaluation of retreat

- **Adjournment**

Hapeville Main Street Board of Directors Meeting
October 3, 2023, at 6:00PM

Present: Charlotte Rentz, Susan Bailey, Derrick Booker, Lorenne Fey, Ellen Free, Bre'ana Eatmon

Absent: David Burt, Lee Duke, Melanie Rabb, Michael Gibbs

Guest: Chantelle Rytter

Call to Order

- Charlotte Rentz called the meeting to order at 6:10 PM and welcomed all Board members and guests.

Roll Call

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

Discussion

Parade Logistics – Chantelle Rytter

- Chantelle Rytter and Susan Bailey lead discussion with the pros and cons of 2022's Butterfly Parade. Moving forward, in year 2023, the parade route will be shortened. Melanie Rabb will oversee creating parade etiquette to pass out to the public.

- Chantelle Rytter proposed that in order to separate the band from the parade attendees, a group of people should walk behind the band while holding string lights.

- The Butterfly Parade will begin at 8 pm.

- Chantelle Rytter asked for a modified arrangement of the vendors' entrance line so that the band's lineup wouldn't impede vendor sales.

- According to Chantelle Rytter, 25 monarch butterflies will be included in the procession. The kits for butterflies will retail for $15. For an extra $200, Chantelle Rytter consented to create an additional 50 butterfly kits.

- Chantelle Rytter stated that the projected dated to host the butterfly workshops is March 11th thru March 21st of 2024.

- Susan Bailey reported that Melanie Rabb recommended adding a decorated vehicle (a float) to the parade. According to Chantelle Rytter, it might be difficult to pace the car amid pedestrians, but if it is allowed, it should be positioned far back in the procession.

- Chantelle Rytter projects to meet with ATL District by January 23, 2024 to discuss graphics and advertisement for the butterfly parade.

- Susan Bailey stated that she might want assistance from the staff in order to compile a list of approved food vendors for the butterfly procession.

- The group also discusses the need for a potential call to meeting before November to make decisions and take action for the December art event. The board mentioned that a week's notice is needed for preparation. Discussion ended.

Old Business

None.

New Business

None.

Announcements

None.

Next Meeting

- **November 8, 2023, at 6:00 pm.**

Public Comments

None.

Adjourn

- **A motion was made by Ellen Free and seconded by Lorenne Fey to adjourn the October 3, 2023 meeting. All approved. The meeting was adjourned at 7:30 PM.**

______________________________ Charlotte C. Rentz, President

______________________________ Bre'ana Eatmon, Acting Secretary

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 25.00

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	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	33,930.00	33,930.00	0.00	0.00	0.00	33,930.00	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	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
100-5-7550-523400 Printing & Binding	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
100-5-7550-523500 Travel	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	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	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTED SERVICES	42,530.00	42,530.00	0.00	0.00	0.00	42,530.00	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	58,330.00	58,330.00	0.00	0.00	0.00	58,330.00	0.00

City of Hapeville

Statement of Revenues & Expenditures

With Budget Comparisons

Main Street Department

Third Month Ended September 30, 2023

	Previous Month (Balance)	3 Month Ended 30-Sep-23	Annual Budget	Year to Date	Current Balance
Revenues:					
MS Donations					
Expenditures:					
Professional	0	0	0	0.00	0
Festivals	0	0	33930	0.00	33930
Advertising	0	0	2000	0.00	2000
Printing & binding	0	0	1000	0.00	1000
Travel	0	0	2000	0.00	2000
Dues & fees	0	0	600	0.00	600
Education & Training	0	0	1000	0.00	1000
Contract Labor	0	0	2000	0.00	2000
Supplies	0	0	1500	0.00	1500
Other supplies	0	0	300	0.00	300
Site improvements	0	0	14000	0.00	14000
	0	0	0	0.00	0
Total Expenditures	**-**	**0**	**58330**	**0.00**	**58,330.00**

Transactions: 0

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

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 33.33

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	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	33,930.00	33,930.00	0.00	375.00	375.00	33,555.00	1.11
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	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
100-5-7550-523400 Printing & Binding	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
100-5-7550-523500 Travel	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	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	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTED SERVICES	42,530.00	42,530.00	0.00	375.00	375.00	42,155.00	0.88
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	3,812.50	3,812.50	10,187.50	27.23
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	3,812.50	3,812.50	10,187.50	27.23
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	58,330.00	58,330.00	0.00	4,187.50	4,187.50	54,142.50	7.18
TOTAL EXPENDITURES	58,330.00	58,330.00	0.00	4,187.50	4,187.50	54,142.50	7.18
REVENUES OVER/(UNDER) EXPENSES	(58,330.00)	(58,330.00)	0.00	(4,187.50)	(4,187.50	(54,142.50)	7.18

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

	Previous Month (Balance)	4 Month Ended 31-Oct-23	Annual Budget	Year to Date	Current Balance
Revenues:					
MS Donations					
Expenditures:					
Professional	0	0	0	0.00	0
Festivals	0	375	33930	375.00	33555
Advertising	0	0	2000	0.00	2000
Printing & binding	0	0	1000	0.00	1000
Travel	0	0	2000	0.00	2000
Dues & fees	0	0	600	0.00	600
Education & Training	0	0	1000	0.00	1000
Contract Labor	0	0	2000	0.00	2000
Supplies	0	0	1500	0.00	1500
Other supplies	0	0	300	0.00	300
Site improvements	0	3,813	14000	3,812.50	10187.5
	0	0	0	0.00	0
Total Expenditures	**-**	**4187.5**	**58330**	**4,187.50**	**54,142.50**

Transactions: 2

Festivals

David Burt - Reimbursement for payment to musician Daniel Aguilera $375.00

Site Improvements

Source Urbanism - Architectural Design Fabrication $3812.50

Form Name:	2023 Community Activity Reports
Submission Time:	October 2, 2023 11:32 am
Browser:	Chrome 117.0.0.0 / Windows
IP Address:	96.67.120.193
Unique ID:	1148033496
Location:	

Main Street Community Reporting:	Hapeville
Designation Level	Classic
Month of Report:	September
Region:	Region 3
Community Population:	5,001 to 10,000
Person Reporting:	ADRIENNE SENTER
I would like a copy of this completed report emailed to:	asenter@hapeville.org

PROGRAM OPERATIONS

What is the total dollar amount spent on your program's operational expenses during this reporting period?	0.00
Please select all funding sources which contributed financially to your program's monthly operational expenses:	City's General Funds

EVENTS and VOLUNTEERS

Did any events occur downtown during the reporting period?	No
If known, please estimate the total amount of volunteer hours for all events, board meetings and committee meetings hosted by the local Main Street program:	48

JOB CREATION

Did any of the following occur in your downtown district during this reporting period? Check all that apply.	Business Opening

How many new businesses opened in your program area during this reporting period?	5
How many new jobs were created from new business opening during this reporting period?	27
Main Street Manager's Notes - Businesses Opening	WiseAsh Airport Cigars @ 1155 Virginia Avenue Suite J Apollo Talent Mgmt @ 3535 South Fulton Avenue Suite 319 ATL Music Lessons @ 3535 South Fulton Avenue Suite 208 Peachland Medical Supply @ 1001 Virginia Avenue Suite 314 Convo Tapas Lounge @ 3259 Dogwood Drive

PROGRAM PROJECTS AND EXPENSES

Were any of the following projects completed within your downtown district during the last month?	Building Rehabilitation - Commercial
How many commercial rehabilitation projects were completed during the reporting period?	1
What was the total investment for these projects	510000.00
Main Street Manager's Notes - Building Rehabs - Commercial	(RHO, LLC Restaurant @ 637 North Central Avenue)

NEW MAIN STREET STAFF

Did your program hire any new staff this month?	No
Did your program release staff this month?	No

Complete and Certify

By signing below, you verify that the information contained in this report is accurate to the best of your knowledge.	AS

Form Name:	2023 Community Activity Reports
Submission Time:	November 2, 2023 3:20 pm
Browser:	Chrome 118.0.0.0 / Windows
IP Address:	96.67.120.193
Unique ID:	1159117410
Location:	

Main Street Community Reporting:	Hapeville
Designation Level	Classic
Month of Report:	October
Region:	Region 3
Community Population:	5,001 to 10,000
Person Reporting:	Bre'ana Eatmon
I would like a copy of this completed report emailed to:	beatmon@hapeville.org

PROGRAM OPERATIONS

What is the total dollar amount spent on your program's operational expenses during this reporting period?	4187.50
Please select all funding sources which contributed financially to your program's monthly operational expenses:	City's General Funds

EVENTS and VOLUNTEERS

Did any events occur downtown during the reporting period?	Yes
Were any of these events funded through or by the Main Street program?	Yes
If known, please estimate the total amount of volunteer hours for all events, board meetings and committee meetings hosted by the local Main Street program:	56
What is the total cumulative expenditures for these events, including advertising?	4187.50

OPTIONAL REPORTING

NEW MAIN STREET STAFF

Did your program hire any new staff this month?	No
Did your program release staff this month?	No

Complete and Certify

By signing below, you verify that the information contained in this report is accurate to the best of your knowledge.

2024 Meeting Schedule

Main Street Board

The Main Street Board meets the second Wednesday of every month at 6:00PM unless otherwise posted. All meetings are held at Hapeville Municipal Court located at 700 Doug Davis Drive.

Meeting Date		
January	Wednesday, January 10, 2024	
February	Wednesday, February 14, 2024	
March	Wednesday, March 13, 2024	
April	Wednesday, April 10, 2024	
May	Wednesday, May 8, 2024	
June	Wednesday, June 12, 2024	
July	Wednesday, July 10, 2024	
August	Wednesday, August 14, 2024	
September	Wednesday, September 11, 2024	
October	Wednesday, October 9, 2024	
November	Wednesday, November 13, 2024	
December	Wednesday, December 11, 2024	

	A	B	C	D	E	F
1						
2						Main Street Board Annual Work Plans FY2023-24 @ 20230930 (Identical to 20230831)
3						
4		23-24 Brd App Spent @	Budget 2023-24 (Max$)	See 22-23 Budget		
5						Board Administration & Training
6	A	$0.00	$0.00			Dues & fees
7	A	$0.00	$0.00			Travel
8	A	$0.00	$0.00			MsbRetreat)
9						
10						Hapeville Arts District/Main Street
11						
12						Marketing & Signage
13		$0.00	$0.00			Arts Alley Signage (Possibly eligible for TPD funding) PROJECT PUT ON HOLD (@20221130: 2 yard signs & 4 poly signs= $304 spent in FY22-23)
14	?	$0.00	$3,225.00	$975.00		Arts District Signage: Signage at Vir Ave Printmakers Location ($1,775.00 approveds & spent in FY22-23 for design & preliminary fabrication work(which includes Source Urbanism 20230630 invoice for $975.00 which was charged to FY22-23. (@20230412 Mtg Msb authorized a budget of $5,000 for Arts District Signage, thus $5,000 - $1,775 already spent in FY 22-23, the approved "carry over budget" if MSB afirms for current FY is $3,225.)
15						
16		$0.00	$0.00			Main Street City Banners: Lee Duke is working with the City Photographer and the banner rendering company to get costs for project. (? 3 or 4 butterfly designs, 50 banners(total) & hardware)
17						
18						Public Art & Beautification
19		$0.00	$0.00			N. Central Hanging Planters (No budget has been allocated for FY23-24)
20		$0.00	$0.00			Depot Beautification Project/(Low/no Maintenance Landscaping) (No budget has been allocated for FY23-24)
21		$0.00	$0.00			Shannon Lake Mural (@20230228Mtg MSB voted to put project on hold until further notice)
22						
23						Local Business Support
24		$0.00	$0.00			Local Business Support program (No proposals have been offered to implement this project)
25						
26						Historic Preservation & Arts District Site/Venue Improvements
27		$0.00	$0.00	$3,812.50		HistPres May 2022 Historic Preservation Month Project: Delta Memorial Garden-Daycare Explosion Project to memorialize the event with a plaque in the ROW of the property. Project is possibly a candidate for TPD funding. @20221005 Delta okayed the project; lawyers are talking & City is waiting for revised proposal to submit to Delta; after that we still need to find funding & finalize date)(@20230510 MSB authorized moving forward with the memorial project and inclusion in this physical year's for the design phase of the project)(@20230619Source Urbanism invoice received: $3812.50 & charged to FY22-23 budget)
28						
29						Arts & Celebration Events (All events approved by Council on 20220906)

	A	B	C	D	E	F
2						Main Street Board Annual Work Plans FY2023-24 @ 20230930 (Identical to 20230831)
3						
4		23-24 Brd App Spent @	Budget 2023-24 (Max$)	See 22-23 Budget		
30		$0.00	$6,000.00	$5,000.00		20231007 ACP/Oct 07 (MSB needs to approve for ACP event. Application deadline for ACP is 202210800. D. Burt will get a proposal & retainer invoice from Cat Eye, & will arrange with GigSalad for music ($500-$800). Msb will contact Goat Farm, Atlanta Printmakers, & Arches to invite theirlocation's participation(Cat Eye$5,000 retainer invoice received & charged to FY 22-23 budget.)[@20230809 Mtg Msb approved a $6000 budget for ACP 2023.]
31		$0.00	$6,000.00	$400.00		20231209 Free Art Hpvl (FAH)Dec 9 (Perhaps a Holiday/Winter Wonderland theme for Dec FAH.) M. Rabb will coordinate call for artists. D. Burt will coordinate musicians & has booked violinist for event. (See retainer invoice of $400 which was charged to Fy22-23 budget. [@20230809 Mtg Msb approved a $6000 budget for FAH 20231209.]
32		$0.00	$0.00			20230200 Black History Month (BHM)/Feb 00 (20230808 MSB has not approved any support a BHM event.)
33	?	$0.00	$30,000.00			20240300 Spring Art Event (SAE)Mar [@20230809 Mtg Msb approved a $30,000 tentative budget for Butterfly Parade 2024.] [@20230828 Mtg Msb approved Chantelle Rytter's 2024 Butterfly Parade proposal for $14,225 (which will include new flower puppets.)
34		$0.00	$0.00			20230500 Free Art Hpvl)FAH/May 00 (In FY 22-23 MSB approved up to $5,000.00 to a FAH event in conjunction with the Cinco De Mayo City event and susequently approved to replace that support with support for the Hapeville Movies Night event in June.
35						
36						Miscellaneous
37		$0.00	$0.00			Tbd
38						
39	Mf	$0.00	$45,225.00			Total Worksheet Column B & Total Column C) (C39 is the present allocated/approved budget amount for FY23-24)
40	Mf	$0.00	$49,700.00			Total (MS Financial Rpt) : Col B=Authorized budget not yet spent (invoiced/paid); Col C =Authorized budget
41	Mf	$0.00	$4,475.00			(Col B (Current Bal): (Budget Total) minus (-) Paid Invoices_); (Col B: Remaining funds in budget to be allocated)
42						
43						
44	A: Invoiced & paid already but no budget, so adjusted amount set to paid					
45	B: event occurred >3 months ago, so assume all expenses submitted & paid; adjusted amount set to amount paid					
46	C: expense approved >6 months ago but no activity: so adjusted budget amount set to $0.00					
47	D: expense approved > 6 months ago but event to occur in the future; so adjusted budget set to previously approved budget					
48	Mf: numbers in boxes match numbers in the financial statement; NMf: numbers in boxes do not match numbers in financial statement					

	A	B	C	D	E	F
1						
2						Main Street Board Annual Work Plans FY2023-24 @ 20231031
3						
4		23-24 Brd App Spent @	Budget 2023-24 (Max$)	See 22-23 Budget		
5						Board Administration & Training
6	A	$0.00	$0.00			Dues & fees
7	A	$0.00	$0.00			Travel
8	A	$0.00	$0.00			MsbRetreat)
9						
10						Hapeville Arts District/Main Street
11						
12						Marketing & Signage
13		$0.00	$0.00			Arts Alley Signage (Possibly eligible for TPD funding) PROJECT PUT ON HOLD (@20221130: 2 yard signs & 4 poly signs= $304 spent in FY22-23)
14	?	$0.00	$3,225.00	$975.00		Arts District Signage: Signage at Vir Ave Printmakers Location ($1,775.00 approveds & spent in FY22-23 for design & preliminary fabrication work(which includes Source Urbanism 20230630 invoice for $975.00 which was charged to FY22-23.(@20230412 Mtg Msb authorized a budget of $5,000 for Arts District Signage, thus $5,000 - $1,775 already spent in FY 22-23, the approved "carry over budget" if MSB afirms for current FY is $3,225.)
15						
16		$0.00	$0.00			Main Street City Banners: Lee Duke worked with the City Photographer and the banner rendering company to get a cost estimate for the project. ($10,349.55 estimate received for 4 butterfly designs, 50 banners(total) & hardware)
17						
18						Public Art & Beautification
19		$0.00	$0.00			N. Central Hanging Planters (No budget has been allocated for FY23-24)
20		$0.00	$0.00			Depot Beautification Project/(Low/no Maintenance Landscaping) (No budget has been allocated for FY23-24)
21		$0.00	$0.00			Shannon Lake Mural (@20230228Mtg MSB voted to put project on hold until further notice)
22						
23						Local Business Support
24		$0.00	$0.00			Local Business Support program (No proposals have been offered to implement this project)
25						
26						Historic Preservation & Arts District Site/Venue Improvements
27		$3,812.50	$0.00	$3,812.50		HistPres May 2022 Historic Preservation Month Project: Delta Memorial Garden-Daycare Explosion Project to memorialize the event with a plaque in the ROW of the property. Project is possibly a candidate for TPD funding. @20221005 Delta okayed the project; lawyers are talking & City is waiting for revised proposal to submit to Delta; after that we still need to find funding & finalize date)(@20230510 MSB authorized moving forward with the memorial project and inclusion in this physical year's for the design phase of the project)(@20230619Source Urbanism invoice received: $3812.50 & charged to FY22-23 budget)(@20230918 Source Urbanism invoice for remaining Expense for conceptual rendering received: $3812.50 & charged to FY23-24 Budget)
28						
29						Arts & Celebration Events (All events approved by Council on 20220906)

	A	B	C	D	E	F
2						Main Street Board Annual Work Plans FY2023-24 @ 20231031
3						
4		23-24 Brd App Spent @	Budget 2023-24 (Max$)	See 22-23 Budget		
30		$375.00	$1,000.00	$5,000.00		20231007 ACP/Oct 07 (MSB needs to approve for ACP event. Application deadline for ACP is 202210800. D. Burt will get a proposal & retainer invoice from Cat Eye, & will arrange with GigSalad for music ($500-$800). Msb will contact Goat Farm, Atlanta Printmakers, & Arches to invite theirlocation's participation(Cat Eye$5,000 retainer invoice received & charged to FY 22-23 budget.)[@20230809 Mtg Msb approved (& on 20230828 reapproved) a multi-year $6000 project budget for ACP 2023.($5,000 charget to FY 22-23 budget)]($1,000 remains for payment out of the FY23-24 Budget)
31		$0.00	$5,600.00	$400.00		20231209 Free Art Hpvl (FAH)Dec 9 (Perhaps a Holiday/Winter Wonderland theme for Dec FAH.) M. Rabb will coordinate call for artists. D. Burt will coordinate musicians & has booked violinist for event. (See retainer invoice of $400 which was charged to Fy22-23 budget. [@20230809 Mtg Msb approved (& on 20230828 reapproved) a multi-year $6000 budget for FAH 20231209.The $6,000 project budget is shown here as $5,600 approved for FY23-24 Budget]
32		$0.00	$0.00			20230200 Black History Month (BHM)/Feb 00 (20230808 MSB has not approved any support a BHM event.)
33	?	$0.00	$30,000.00			20240300 Spring Art Event (SAE)Mar [@20230809 Mtg Msb approved (& on 20230828 reapproved)a $30,000 tentative budget for Butterfly Parade 2024.] [@20230828 Mtg Msb approved Chantelle Rytter's 2024 Butterfly Parade proposal for $14,225 (which will include new flower puppets.[Assume the $14,225 is covered by the $30K previously approved)
34		$0.00	$0.00			20240500 Free Art Hpvl)FAH/May 00 (In FY 22-23 MSB approved up to $5,000.00 to a FAH event in conjunction with the Cinco De Mayo City event and susequently approved to replace that support with support for the Hapeville Movies Night event in June.(MSB has yet to determine the type of event & budget for Spring-Summer24)
35						
36						Miscellaneous
37		$0.00	$0.00			Tbd
38						
39	Mf	$4,187.50	$39,825.00			Total Worksheet Column B & Total Column C) (C39 is the present allocated/approved budget amount for FY23-24)
40	Mf	$54,142.50	$58,330.00			Total (MS Financial Rpt) : Col B=Authorized budget not yet spent (invoiced/paid); Col C =Authorized budget
41	Mf	$4,187.50	$18,505.00			(Col B (FY23-24 spent to date); (Column C=Budget Total minus (-) Paid Invoices_); i.e, (Col C= Remaining funds in budget to be allocated)
42						
43						
44	A: invoiced & paid already but no budget, so adjusted amount set to paid					
45	B: event occurred >3 months ago, so assume all expenses submitted & paid; adjusted amount set to amount paid					
46	C: expense approved >6 months ago but no activity: so adjusted budget amount set to $0.00					
47	D: expense approved > 6 months ago but event to occur in the future; so adjusted budget set to previously approved budget					
48	Mf: numbers in boxes match numbers in the financial statement; NMf: numbers in boxes do not match numbers in financial statement					