



Hapeville
georgia

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.

MAIN STREET BOARD

700 Doug Davis Drive
Hapeville, GA 30354

February 14, 2024 6:00 PM

AGENDA

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
 - Charlotte Rentz
 - Susan Bailey
 - David Burt
 - Derrick Booker
 - Lee Duke
 - Lorenne Fey
 - Ellen Free
 - Michael Gibbs
 - Melanie Rabb
- 3. BANNER PROJECT:**
 - 3.I. AT from ATL Airport District will present banner renderings
- 4. APPROVAL OF MINUTES:**
 - 4.I. January 10, 2024
- 5. APPROVAL OF FINANCIAL STATEMENT:**
 - 5.I. January 31, 2024
- 6. OLD BUSINESS:**
 - 6.I. 2023-2024 Workplan
 - 6.I.i. Butterfly Lantern Parade
 - 6.I.ii. Public Art Placement and Maintenance
 - 6.I.iii. Other Projects
- 7. NEW BUSINESS:**
 - 7.I. GM on Main Street Grant
 - 7.II. January DCA Report
 - 1. January 2024
 - 7.III. Main Street Boundaries
- 8. MAIN STREET MANAGER REPORT:**
- 9. ANNOUNCEMENT(S):**
- 10. NEXT MEETING:**
 - 10.I. March, 13, 2024
- 11. PUBLIC COMMENTS:**

12. ADJOURN:

Hapeville Main Street Board of Directors Meeting
January 10, 2024, at 6:00PM

Present: Charlotte Rentz, Susan Bailey, David Burt, Lee Duke, Lorenn Fey, Melanie Rabb, Ellen Free, Nikki Cales

Absent: Michael Gibbs, Derrick Booker

Guest: None

Call to Order

- Charlotte Rentz called the meeting to order at 6:12 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***

Lorenn Fey- ***Present***

Ellen Free- ***Present***

Melanie Rabb- ***Present***

Michael Gibbs- ***Absent***

Approval of Minutes

- A motion was made by Susan Bailey to approve December 13, 2023 minutes. Melanie Rabb seconded the motion. Carried 6; 1 Abstained.

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 December, 2023. All approved.

Old Business

Project Reports: 2023-2024 Workplan

Placement and maintenance of public art pieces

- 2 artists will schedule time to meet with Nikki Cales to evaluate butterfly maintenance needs.
- Seasonal benches- Melanie Rabb will ask Caetlin with Market Hugs to put out a call for artists to refinish those. Nikki Cales will find out how many and where they are located.

- Board wants to add signage to Public Art Boxes to ensure clarity for the public. Melanie Rabb will email previous design to Nikki Cales.
- Nikki Cales suggested opening the Public Art Boxes to include art supplies along with art pieces. She also will regularly restock art boxes.
- Nikki Cales is in contact with Shannon Lake to obtain an estimate budget for mural maintenance.

Butterfly Lantern Parade (budget, etc.)

- Susan Bailey is working on a parking map for attendees.
- Board decided against food trucks and are in favor of food vendor booths.
- Caetlin with Market Hugs will contact previous food vendors to see if they want to participate this year.
- Melanie Rabb is updating parade etiquette.
 - Board would like parade etiquette included in newsletter publication.
- Susan Bailey will contact Chief of Police to coordinate police presence.
- Butterfly Lantern Workshops
 - Waiting for Chantelle to confirm
- Melanie is requesting the cookie vendor to sell water bottles and is checking in to see if they have insurance.
- Board is curious about ability for city's insurance to cover vendors that do not have insurance. Nikki Cales will inquire about this.
- Chantelle will have promotional material by January 23rd.
- Creation Station 5pm-7:45pm
 - David Burt will contact Nikki Cales about craft supplies.
 - Melanie Rabb will work on creating a banner for the space.
 - David Burt requests 3 6ft tables and 3 canopy tents to provide more crafting space.
 - Nikki Cales will work on lighting for these canopy tents.
 - Ellen Free suggested adding an opportunity for Academy Theatre to promote in this space.

Daycare Memorial

- Charlotte Rentz received an email on January 4th from Georgia 811 about wanting to assist with funding for the Daycare Memorial project. Charlotte is working to create a packet for Mayor Hallman to present to Delta. We are still waiting for approval from Delta to build on this lot.

Other projects

- Melanie Rabb will see if Atlanta History is interested in working with Hapeville to record an oral history of the city.

David Burt motioned to allocate \$4,000 of 23/24 budget for design work on proposed permanent stage at Jess Lucas Park. Seconded by Ellen Free. Carried, all approved.

New Business

Election of Officers

David Burt motioned to elect Charlotte Rentz as President of the Main Street Board. Seconded by Ellen Free. Approved by all. Motion carried.

Lee Duke Motioned to elect Susan Bailey as Vice President of the Main Street Board. Seconded by David Burt. Approved by all. Motion carried.

Ellen Free motioned to elect Nikki Cales as Secretary and Treasurer of the Main Street Board. Seconded by Melanie Rabb. Approved by all. Motion Carried.

December DCA Report

- Nikki Cales will create a shared document for board members to track their volunteer hours so that they are accurately portrayed in monthly DCA Report.

Main Street Boundaries

- This is on hold and will be discussed during the next board meeting.

Main Street Manager report

- Manager is working to complete Georgia Main Street recertification and survey. Will meet with Charlotte Rentz to complete.
- Manager has contacted Shannon Lake to get a price quote for mural maintenance.
- Manager contacted crayon art box artist for repairs.
- Manager is working to advertise film series and butterfly lantern parade on marketing websites.
- Manager would like to contact the Goat Farm to see if they would be interested in curating the Art Containers. David Burt will provide contact information. David Burt suggests contacting Councilman Alexander about painting the inside.
- The city website is being revamped.
- The film series will begin February 9th with Butterfly in the Sky.
- Answers to questions from previous meeting:
 - Hotel/Motel tax will not be able to fund public art maintenance.
 - DCA does not have a platform for people to view monthly DCA Reports

Announcements

- Lorrene Fey announced that the Academy Theatre will be offering a Black History Month event on February 17th from 2pm-6pm. Event will include improv, brass band, opera singer, and more.

Next Meeting

- **February 14, 2024 at 6:00 pm.**

Public Comments

None.

Adjourn

A motion was made by Ellen Free and seconded by Lee Duke to adjourn January 10, 2024 meeting. All approved. The meeting was adjourned at 7:56pm.

Charlotte C. Rentz, President

Nikki Cales, Secretary

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2024100-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	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	33,930.00	33,930.00	9,388.21	1,250.00	10,638.21	23,291.79	31.35
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	9,388.21	1,250.00	10,638.21	31,891.79	25.01
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	3,812.50	0.00	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	3,812.50	0.00	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	13,200.71	1,250.00	14,450.71	43,879.29	24.77
TOTAL EXPENDITURES	58,330.00	58,330.00	13,200.71	1,250.00	14,450.71	43,879.29	24.77
REVENUES OVER/(UNDER) EXPENSES	(58,330.00) (	58,330.00) (	13,200.71) (	1,250.00) (	14,450.71) (	43,879.29) (	24.77

City of Hapeville

Statement of Revenues & Expenditures

With Budget Comparisons

Main Street Department

Seventh Month Ended January 31, 2024

	Previous Month (Balance)	7 Month Ended 31-Jan-24	Annual Budget	Year to Date	Budget Balance
Revenues:					
MS Donations					
Expenditures:					
Professional	0	0	0	0.00	0
Festivals	9,388	1,250	33,930	10,638.21	23,291.79
Advertising	0	0	2,000	0.00	2,000
Printing & binding	0	0	1,000	0.00	1,000
Travel	0	0	2,000	0.00	2,000
Dues & fees	0	0	600	0.00	600
Education & Training	0	0	1,000	0.00	1,000
Contract Labor	0	0	2,000	0.00	2,000
Supplies	0	0	1500	0.00	1,500
Other supplies	0	0	300	0.00	300
Site improvements	3,813	0	14000	3,812.50	10,187.50
	0	0	0	0.00	0
Total Expenditures	13,200.71	1,250.00	58,330.00	14,450.71	43,879.29

Transactions: 4

Festivals

#FAH- Pinata vendor	150
#FAH- P Creates	500
#FAH- Stuff We Wanna Say	500
#FAH Robert Shekell payment	100

All 4 items: Free Art Hapeville 20231209

Total: 1250

	A	B	C	D	E	F	G
1							
2						Main Street Board Annual Work Plans FY2023-24 @ 20240130	
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 affirms 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		\$0.00	\$4,000.00			[@20240110 Mtg MSB voted to allocate \$4,000 of 23/24 budget for design work on proposed permanent stage at JL Park.]	
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	\$3,812.50	\$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)	
30	**	\$5,375.00	\$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 (& 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)(Invoice for 50% (\$5.000)remaining after FY22-23 pmt - see Nov receipts]	

	A	B	C	D	E	F	G
2						Main Street Board Annual Work Plans FY2023-24 @ 20240130	
3							
4		23-24 Brd App Spent @	Budget 2023-24 (Max\$)	See 22-23 Budget			
31		\$5,263.21	\$7,100.00	\$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] [@20231108 Mtg, Msb approved additional \$1,500 (for Aurora Photography?)][@20231213 Nov Receipts see following expenses: Kirkland Prod Aura Photo \$1000; Reighstorm Graphics \$500; Taylor Santorufo \$300; Wit's End Llama 50% deposit \$355.00] Expenses reported on 20231231 MS Financial report = \$1,858.21). [Expenses reported on 20040130 MS Financial report=\$1,250]	
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			20240323 BP/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 an additional \$14,225 in Butterfly Parade proposed enhancements (which will include new flower puppets). (MSb requested COH funding for the \$14,225 in proposed enhancements.)	
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 subsequently 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	\$14,450.71	\$54,137.50			Total Worksheet Column B & Total Column C) (C39 is the present allocated/approved budget amount for FY23-24)	
40	Mf	\$45,129.29	\$58,330.00			Total (MS Financial Rpt) : Col B=Authorized budget not yet spent (invoiced/paid); Col C =Authorized budget	
41	Mf	\$14,450.71	\$4,192.50			(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						
49							
50							
51							
52							

Form Name:	2024 Community Activity Reports
Submission Time:	February 2, 2024 12:22 pm
Browser:	Chrome 121.0.0.0 / Windows
IP Address:	96.67.120.193
Unique ID:	1190546961
Location:	

Main Street Community Reporting:	Hapeville
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Designation Level	Classic
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Month of Report:	January
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Region:	Region 3
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Community Population:	5,001 to 10,000
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Person Reporting:	Nikki Cales
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I would like a copy of this completed report emailed to:	ncales@hapeville.org
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PROGRAM OPERATIONS

What is the total dollar amount spent on your program's operational expenses during this reporting period?	1250.00
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Please select all funding sources which contributed financially to your program's monthly operational expenses:	City's General Funds
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EVENTS and VOLUNTEERS

Did any events occur downtown during the reporting period?	No
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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:	50
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JOB CREATION

Did any of the following occur in your downtown district during this reporting period? Check all that apply.	Business Opening
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How many new businesses opened in your program area during this reporting period? 1

How many new jobs were created from new business opening during this reporting period? 1

Main Street Manager's Notes - Businesses Opening The Hapeville Pizza Co @ 626 South Central Ave.

PROGRAM PROJECTS AND EXPENSES

Were any of the following projects completed within your downtown district during the last month? New Construction (in-fill development) - Housing/Residential

How many new housing or residential units were completed in your program area during this reporting period? 25

What was the total financial investment? 7561357.00

Main Street Manager's Notes - Residential or Housing 122-128 Ashland Ln, 121-127 Silvia Ln, 3643-3655 Georgia Ave, 101-119 Chesnut Trace.

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.

