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.

Hapeville georgia

MAIN STREET BOARD

700 Doug Davis Drive
Hapeville, GA 30354

March 13, 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. ATL Airport District to Present Banner Renderings

4. APPROVAL OF MINUTES:

4.I. February 14, 2024

5. APPROVAL OF FINANCIAL STATEMENT:

5.I. February 29, 2024

6. OLD BUSINESS:

6.I. 2023-2024 Workplan

6.I.i. Butterfly Lantern Parade

6.I.ii. Public Art Maintenance

6.I.iii. Other Projects

7. NEW BUSINESS:

7.I. February DCA Report

8. ANNOUNCEMENT(S):

9. NEXT MEETING:

9.I. April 10, 2024

10. PUBLIC COMMENTS:

11. ADJOURN:

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georgia

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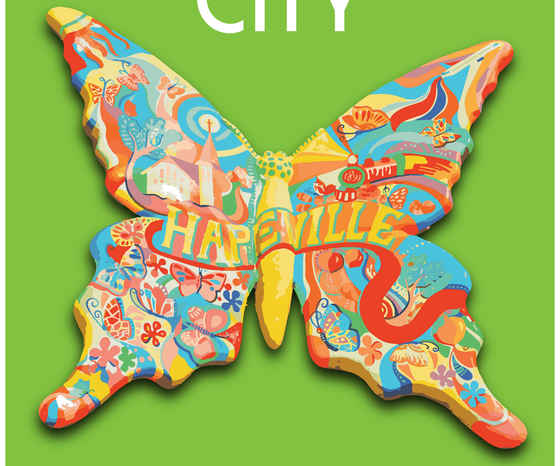

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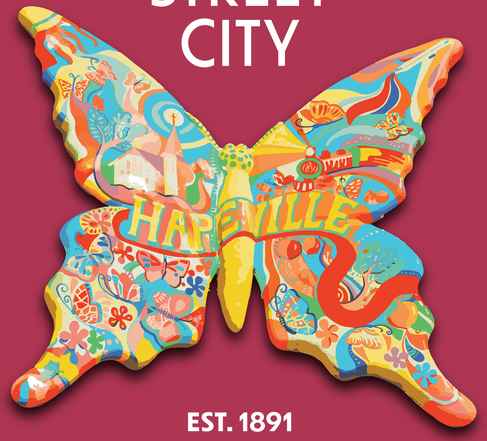

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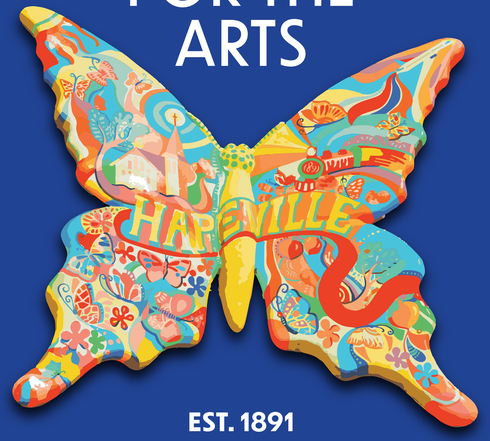

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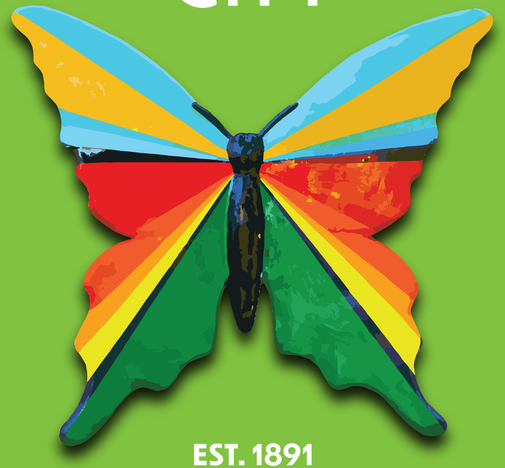

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Hapeville Main Street Board of Directors Meeting
February 14, 2024, at 6:00PM

Present: Charlotte Rentz, Susan Bailey, Michael Gibbs, Lee Duke, Lorenne Fey, Derrick Booker, Ellen Free, Nikki Cales

Absent:, David Burt, Melanie Rabb

Guest: Andria Towne

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- ***Present***
David Burt- ***Absent***
Lee Duke- ***Present***
Lorenne Fey**-** ***Present***
Ellen Free- ***Present***
Melanie Rabb- ***Absent***
Michael Gibbs- ***Present***

Approval of Minutes

- **A motion was made by Susan Bailey to approve January 10, 2024 minutes. Ellen Free seconded the motion. Carried 7; 0 Abstained.**

Approval of Financial Statements

- **A motion was made by Lee Duke and seconded by Derrick Booker to approve the Financial Statement for the period ending January, 2024. All approved.**

Old Business

Project Reports: 2023-2024 Workplan
Placement and maintenance of public art pieces
Banner Project:

- Board members made suggestions:
  - 3-5 different color backgrounds with a different butterfly on each
  - Concept 1d design favored with the suggestion to remove top two butterflies to avoid a cluttered look.

- Recommended two sided banners-
  - One side with "A Main Street City" as the focal point
  - The other side with "A Home For the Arts" as the focal point
- Nikki Cales will send Andria Towne list of available butterfly designs
- Andria Towne's team will create mockups of the recommended suggestions to share with City staff and Board Members.

Butterfly Lantern Parade (budget, etc.)

- Nikki Cales will reach out to Market Hugs for food vendor specifics
- Nikki Cales and Susan Bailey reviewed Market Hugs' vendor agreement
- Nikki Cales has bought most Creation Station Supplies and David Burt will purchase the bucket hats.
- Lorenne Fey and Susan Bailey suggested buying light up butterfly necklaces for the Main Street Board to sell during the event.

Ellen Free motioned to allocate $1200.00 to Creation Station Supplies. Seconded by Michael Gibbs. Carried, all approved.

Public Art Placement and Maintenance

- Butterfly Instillations
  - Nikki Cales met with artist Paige Hills and created a list of repairs needed. Artist will share potential cost and a list of butterflies that should be a priority
  - Board Members would like to schedule a Butterfly Cleaning Day as weather permits.
- Seasonal Benches
  - Board Members agreed to paint each bench a solid color that coordinates with the colors chosen in the banners with the phrases "A Main Street City" and "A Home for the Arts" on them
  - Board Members would like to schedule a painting day to complete this project
- Art Boxes
  - Nikki Cales presented "Art Exchange" sign concepts for board to discuss
    - Suggestions were made to remove Main Street logo, and read "Free Art Exchange, Take or share art and art supplies, A Hapeville Main Street Project"
    - Lorenne Fey suggested confirming "Free Art" verbiage with Melanie Rabb
    - Susan Bailey recommended asking artist Paige Hills if she could give us a quote for the Crayola Art Box

Susan Bailey motioned to order 3 Art Exchange signs in the size of 18x18 at $74 plus mounting materials. Seconded by Ellen Free. Carried, all approved.

- Mural Restoration
    - Shannon Lake shared restoration quote for Coca-Cola Mural ($17,500) and Aviation Mural ($18,500 restoration, $22,000 with changes) with Nikki Cales
    - Board Members would like to revisit possibility of using Hotel/Motel Tax to fund Mural Maintenance

Other projects

- Daycare Memorial
    - Charlotte Rentz and Nikki Cales met with Megan from Georgia 811 Call Before You Dig and showed her the location and the fundraising stepping stones. They are going to fund a temporary memorial piece on the grounds for the Daycare Explosion Anniversary memorial event on May 29, 2024.
    - Susan Bailey spoke with Mayor Hallman; he has not heard back from Delta about the board using that land as a memorial plaza.
    - Georgia 811 Call Before You Dig will create a video of a survivor of the Daycare Explosion. The Main Street Board will be able to use this video to assist in fundraising. They will make a special introduction to all of their member electrical companies in hopes of receiving funding opportunities
- Oral History Project
    - Melanie Rabb and Nikki Cales met with Atlanta History Center about bringing this project to Hapeville. There is no timeline on the project. Susan Bailey suggested that this project would be applicable to the Depot Museum or the Historical Society.
- Lorenne Fey suggested the Board Members explore parking signage at the corner of North Fulton and North Central, and then parking signage at the parking lot across from City Hall.
- Lorenne Fey suggests applying for the T-Mobile Hometown Grant to restore natural amphitheater seats near the ball parks. Nikki Cales mentioned that the City is interested in applying for this grant to provide new play structures to Moreland Park.

Susan Bailey motioned to remove the proposed permanent stage project at Jess Lucas Park from the workplan. Seconded by Ellen Free. Carried, all approved.

New Business

January DCA Report

- No questions posed

Main Street Boundaries

- This is on hold and will be discussed during April Main Street Board meeting

GM on Main Street Grant

- Sign renderings are needed for the next step of this process

Main Street Manager report

- Manager's report was represented through the meeting

Announcements

- Lorrene Fey announced that the Academy Theatre will be offering a Black History Month event on February 17th from 2pm-6pm. And next week the theatre will be opening A Lady and a Woman.

Next Meeting

- **March 13, 2024 at 6:00 pm.**

Public Comments
None.

Adjourn
A motion was made by Lee Duke and seconded by Ellen Free to adjourn February 14, 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: FEBRUARY 29TH, 2024

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 66.67

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
100-5-7550-521400 GM Grant Exp-Main Stre	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	10,638.21	8,727.35	19,365.56	14,564.44	57.08
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	10,638.21	8,727.35	19,365.56	23,164.44	45.53
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	14,450.71	8,727.35	23,178.06	35,151.94	39.74
TOTAL EXPENDITURES	58,330.00	58,330.00	14,450.71	8,727.35	23,178.06	35,151.94	39.74
REVENUES OVER/(UNDER) EXPENSES	(58,330.00)	(58,330.00)	(14,450.71)	(8,727.35)	(23,178.06)	(35,151.94)	39.74

City of Hapeville
Statement of Revenues & Expenditures
With Budget Comparisons
Main Street Department
Eighth Month Ended February 29, 2024

	Previous Month (Balance)	8 Month Ended 29-Feb-24	Annual Budget	Year to Date	Budget Balance
Revenues:					
MS Donations					
Expenditures:					
Professional	0	0	0	0.00	0
Festivals	10,638	8,727	33,930	19,365.56	14,564.44
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	**14,450.71**	**8,727.35**	**58,330.00**	**23,178.06**	**35,151.94**

Transactions: 4

Festivals

Free Art Hapeville Artist- Have Some More (Christmas Ornaments)	509.35
Free Art Hapeville-Wits End Llama Final Charges	356
Scott Morris - Butterfly Parade DJ	750
Chantelle Rytter- 50% Retainer	7112.5
Total:	8727.35

	A	B	C	D	E	F	G
1							
2						Main Street Board Annual Work Plans FY2023-24 @ 20240229	
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	?	$0.00	$222.00			Art Boxes Signage & Maintenance-@ 20240214 Mtg MSB Bailey voted to order 3 Art Exchange signs in the size of 18x18 at $74 plus mounting materials-$74 x 3= $222 entered to budget]	
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	$0.00			[@20240110 Mtg MSB voted to allocate $4,000 of 23/24 budget for design work on proposed permanent stage at JL Park.] [@20240214 Mtg MSB voted to remove proposed permanent stage project at Jess Lucas Park from the workplan.]	
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]	
31		$6,128.56	$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] [Christmas Ornaments expense of $509.35 & LLama Final expense of $356 reported on 20240229 Fin Rpt]	

	A	B	C	D	E	F	G
2						Main Street Board Annual Work Plans FY2023-24 @ 20240229	
3							
4		23-24 Brd App Spent @	Budget 2023-24 (Max$)	See 22-23 Budget			
32		$0.00	$0.00			20230200 Black History Month (BHM)/Feb 00 (20230808 MSB has not approved any support a BHM event.)	
33		$7,862.50	$31,200.00			20240323 Hpvl Butterfly Parade (HBP)/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.) [@ 20240214 Mtg MSB approved $1200 for Creative Station Supplies.][Total Expenses of $7862.50 reported @ 20240229: HBP DJ= $750 & Chantelle retainer=$7112.50]	
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	$23,178.56	$51,559.50			Total Worksheet Column B & Total Column C) (C39 is the present allocated/approved budget amount for FY23-24)	
40	Mf	$35,151.44	$58,330.00			Tot (MS Fin Rpt) : Col B=Auth budget not yet spent (invoiced/paid), C40-B30; Col C =Authorized budget	
41	Mf	$23,178.56	$6,770.50			(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:	March 5, 2024 9:33 am
Browser:	Chrome 122.0.0.0 / Windows
IP Address:	96.67.120.193
Unique ID:	1201421610
Location:	

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

PROGRAM OPERATIONS

What is the total dollar amount spent on your program's operational expenses during this reporting period?	8727.35
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:	34

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?	2
How many new jobs were created from new business opening during this reporting period?	3
Main Street Manager's Notes - Businesses Opening	Prime Fitness 631 North Central Ave. Whipped By Kiara 3409 Dogwood Dr. Suite B1

PROGRAM PROJECTS AND EXPENSES

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.	