



**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**

3468 N Fulton Ave  
Hapeville, GA 30354

January 14, 2026 6:00 PM

**AGENDA**

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
  - Charlotte Rentz
  - Melanie Rabb
  - Susan Bailey
  - Derrick Booker
  - David Burt
  - Lee Duke
  - Lorenne Fey
  - Ellen Free
- 3. PUBLIC COMMENTS:**
- 4. APPROVAL OF MINUTES:**
  - 4.I. November 12, 2025
- 5. APPROVAL OF FINANCIAL STATEMENT:**
  - 5.I. November 2025
  - 5.II. December 2025
- 6. OLD BUSINESS:**
  - 6.I. Butterfly Lantern Parade
  - 6.II. Art Container Names
  - 6.III. 2025-2026 Workplan
- 7. NEW BUSINESS:**
  - 7.I. Election of Officers
  - 7.II. Board member terms
  - 7.III. 2026 Meeting Calendar
- 8. ANNOUNCEMENT(S):**
- 9. NEXT MEETING:**
- 10. ADJOURN:**

Hapeville Main Street Board of Directors Meeting  
November 12, 2025, at 6:00 PM

Present: Charlotte Rentz, Susan Bailey, Lee Duke, Derrick Booker, David Burt, Ellen Free, Melanie Rabb, Nikki Cales, Natalie Carner

Absent: Lorene Fey

Guest:

**Call to Order**

- Charlotte Rentz called the meeting to order at 6:06 PM and welcomed all Board members and guests.

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**Roll Call**

Charlotte Rentz

Susan Bailey

Derrick Booker

David Burt

Lee Duke

Lorene Fey

Ellen Free

Melanie Rabb

Vacant

**Approval of Minutes**

- **A motion was made by Susan Bailey to approve the September 10, 2025 meeting minutes. Ellen Free seconded the motion. Carried 6-0 Abstained.**

**Approval of Financial Statements**

- **A motion was made by Lee Duke to approve the financial statements for July 2025, August 2025, and September 2025. Seconded by Ellen Free. Carried 6-0 Abstained.**

**OLD BUSINESS:**

2024-2025 Workplan

- Main Street Manager reviewed the final 2024-2025 Workplan with the board. We were over budget by \$1,391.17.

2025-2026 Workplan

- Main Street Manager introduced the new workplan for the new budget year with suggested allocations for each category (events, public art/beautification, branding, administrative, and grant funding). Our budget increased to \$75,000.

## #FreeArtHapeville

- Melanie Rabb provided an update for the event. All artists have been selected and confirmed. Music has been confirmed and we will have The Human DJ playing the whole time for \$400 total.
- The Fauxto Booth is in progress and will be complete by the event date. Toon Headz artists will be sketching during the event.
- We need to coordinate with Academy Theatre to get the tables and chairs outside around the music area.
- Llamas are booked.
- Main Street Manager will order Holiday decorations for the event to go on the fence, around the stage, and throughout the area. She will also coordinate using the propane heaters during the event as well.
- Melanie Rabb encourages restaurants to work with alcohol reps to get them involved for free tastings and giveaways.
- Susan Bailey suggested having an interviewer asking the artists questions as a way to showcase the event.

## Sponsorship/Membership

- Natalie Carner explained the suggested membership proposal. The board is concerned with the details of this and the excess workload it would create on staff. A suggestion was to work with the Hapeville Arts Alliance to search for more fundraising opportunities that can contribute to Main Street events.

## **NEW BUSINESS:**

### Butterfly Lantern Parade Route

- Main Street Manager suggests changing the route to take place on N Central. Chantelle Rytter is in support of this change and the board discussed logistics, ultimately agreeing.

### Draft Retreat Agenda

- The board discussed having a tour of Manchester and lunch to start out the retreat. Followed by Defining our Downtown.

**A motion was made by David Burt and seconded by Susan Bailey to request that Mayor and Council declare a moratorium on residential development in parcels zoned as Urban Village for six months. All approved. Carried.**

## Next Meeting

- **December 10, 2025**

**Announcements**

- **None.**

**Public Comments**

None.

**Adjourn**

**A motion was made by Ellen Free and seconded by Lee Duke to adjourn November 12, 2025 meeting. All approved. The meeting was adjourned at 8:05 pm.**

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Charlotte C. Rentz, President

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Nikki Cales, Secretary

CITY OF HAPEVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2025

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
<b>PERSONNEL SERVICES</b>							
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
<b>TOTAL PERSONNEL SERVICES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CONTRACTED SERVICES</b>							
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	50,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0.00
100-5-7550-521450 Georgia Power Grant Ex	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	35,000.00	32,100.00	11,439.47	4,180.90	15,620.37	16,479.63	48.66
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	600.00	0.00	0.00	0.00	600.00	0.00
100-5-7550-523300 Advertising	2,000.00	2,800.00	125.86	0.00	125.86	2,674.14	4.50
100-5-7550-523400 Printing & Binding	1,000.00	160.00	0.00	60.00	60.00	100.00	37.50
100-5-7550-523500 Travel	2,000.00	0.00	0.00	417.41	417.41	417.41	0.00
100-5-7550-523600 Dues & Fees	600.00	900.00	7.00	0.00	7.00	893.00	0.78
100-5-7550-523700 Education & Training	1,000.00	60.00	0.00	0.00	0.00	60.00	0.00
100-5-7550-523850 Contract Labor	2,000.00	4,950.00	700.00	0.00	700.00	4,250.00	14.14
<b>TOTAL CONTRACTED SERVICES</b>	<b>93,600.00</b>	<b>68,570.00</b>	<b>12,272.33</b>	<b>4,658.31</b>	<b>16,930.64</b>	<b>51,639.36</b>	<b>24.69</b>
<b>SUPPLIES &amp; MINOR EQPT</b>							
100-5-7550-531100 Supplies	1,500.00	1,800.00	172.98	389.51	562.49	1,237.51	31.25
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	250.00	0.00	0.00	0.00	250.00	0.00
100-5-7550-531700 Other Supplies	300.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SUPPLIES &amp; MINOR EQPT</b>	<b>1,800.00</b>	<b>2,050.00</b>	<b>172.98</b>	<b>389.51</b>	<b>562.49</b>	<b>1,487.51</b>	<b>27.44</b>
<b>CAPITAL OUTLAYS &gt; \$5000</b>							
100-5-7550-541200 Site Improvements	10,000.00	31,500.00	0.00	0.00	0.00	31,500.00	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
<b>TOTAL CAPITAL OUTLAYS &gt; \$5000</b>	<b>10,000.00</b>	<b>31,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,500.00</b>	<b>0.00</b>
<b>OTHER COSTS (NOC)</b>							
100-5-7550-579000 Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER COSTS (NOC)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL MAIN STREET</b>	<b>105,400.00</b>	<b>102,120.00</b>	<b>12,445.31</b>	<b>5,047.82</b>	<b>17,493.13</b>	<b>84,626.87</b>	<b>17.13</b>
<b>TOTAL EXPENDITURES</b>	<b>105,400.00</b>	<b>102,120.00</b>	<b>12,445.31</b>	<b>5,047.82</b>	<b>17,493.13</b>	<b>84,626.87</b>	<b>17.13</b>
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>( 105,400.00 )</b>	<b>( 102,120.00 )</b>	<b>( 12,445.31 )</b>	<b>( 5,047.82 )</b>	<b>( 17,493.13 )</b>	<b>( 84,626.87 )</b>	<b>17.13</b>

CITY OF HAPEVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2025

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
<b>PERSONNEL SERVICES</b>							
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
<b>TOTAL PERSONNEL SERVICES</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>CONTRACTED SERVICES</b>							
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
100-5-7550-521450 Georgia Power Grant Ex	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	53,000.00	53,000.00	15,620.37	2,583.26	18,203.63	34,796.37	34.35
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	125.86	0.00	125.86	1,874.14	6.29
100-5-7550-523400 Printing & Binding	0.00	0.00	60.00	0.00	60.00	60.00	0.00
100-5-7550-523500 Travel	2,000.00	2,000.00	417.41	0.00	417.41	1,582.59	20.87
100-5-7550-523600 Dues & Fees	1,500.00	1,500.00	7.00	96.00	103.00	1,397.00	6.87
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	700.00	380.00	1,080.00	920.00	54.00
<b>TOTAL CONTRACTED SERVICES</b>	61,500.00	61,500.00	16,930.64	3,059.26	19,989.90	41,510.10	32.50
<b>SUPPLIES &amp; MINOR EQPT</b>							
100-5-7550-531100 Supplies	1,800.00	1,800.00	562.49	236.95	799.44	1,000.56	44.41
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SUPPLIES &amp; MINOR EQPT</b>	1,800.00	1,800.00	562.49	236.95	799.44	1,000.56	44.41
<b>CAPITAL OUTLAYS &gt; \$5000</b>							
100-5-7550-541200 Site Improvements	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	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
<b>TOTAL CAPITAL OUTLAYS &gt; \$5000</b>	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00
<b>OTHER COSTS (NOC)</b>							
100-5-7550-579000 Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER COSTS (NOC)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL MAIN STREET</b>	75,300.00	75,300.00	17,493.13	3,296.21	20,789.34	54,510.66	27.61
<b>TOTAL EXPENDITURES</b>	75,300.00	75,300.00	17,493.13	3,296.21	20,789.34	54,510.66	27.61
<b>REVENUES OVER/(UNDER) EXPENSES</b>	( 75,300.00) (	75,300.00) (	17,493.13) (	3,296.21) (	20,789.34) (	54,510.66) (	27.61

## Butterfly Lantern Parade 2026 To-do list

### Route

- Working to confirm new route with GDOT
- Set up meeting with business owners to notify and address concerns
- Coordination with PD & Public Works for closure - will set up meeting once road closures are approved
- Create signage and put out 2 weeks before to notify community, promote new route heavily on social media platforms

### Vendors

- Natalie and I will coordinate vendors this year
- How many & where do we want them set up
- 10x10 spaces for \$75
- Food/alcohol vendors?
- Face painter, hair tinsel person, etc.

### Logistics/map

- Rent bathrooms for the event with signage
- Map of vendors, food options, and beverage options
- Clear signage showing the parade route
- Where do we want the Main Street table?
- How can we activate N Central during the event temporarily so that it isn't obstructed when the parade goes through

### Creation Station

- I reached out to APCU to see if they would be interested in sponsoring this activity
- Where do we want this on the map?
- 2 canopy tents with weights
- 6 folding tables and some chairs
- Table cloths for the tables and a tarp to go underneath
- What types of crafts do we want to have?
- We will need a board member to lead this: They will be responsible for supervising the activity and volunteers during the event.

### Main Street booth

- Who will be present to run the booth?
- What type of merch do we want to order to give away?
  - Stickers

- Event calendar magnets
- Flower crowns
- Bags with Kandus's hapeville butterfly on them to give away?

#### Arts related activities

- Coordinating with Dashboard to install temp walls with butterfly wings and floral embellishments for people to stand in front of for pictures
- Reach out to Freeside Atlanta to see if they would like to collaborate by offering an art activity again
- Spinning art from Black Picasso?
- Fauxto Booth Caricatures - maybe someone that does quick sketches of each person as a butterfly
- Chalk Artists on the main street?
- Any other ideas?

#### Music

- Do we want to do a DJ again? If so, where do we want them to set up?
- Maybe Folk Art and Corner Tavern could plan on live music at their businesses

#### Get the businesses involved!!

- When meeting with the business owners, encourage participation through activities or specials at their establishment.
- We need someone to coordinate with Kate Rockett from Outback bikes

#### Butterfly Lantern Workshops

Family Butterfly Lantern Workshops  
 Saturday, March 14 & Sunday, March 15  
 12-3pm \$20

Adults-Only Butterfly Lantern Workshops  
 Thursday, March 19 & Friday, March 20  
 6-9pm \$20

- We have March 6-8 held at Christ Church as well. I'm working with Chantelle to potentially plan multi-day workshops for larger scale butterfly lanterns for small groups

Marketing

- ATL Airport district is in the process of creating some banner, flyer, and yard sign graphics that should be ready soon for review and approval. I instructed them to use a similar design/color scheme as last year because it looked great.
- We need to add the event to Event Bright, Creative Loafing, etc. We also need to share this event with local social media promotional pages

Volunteers

- Help get volunteers for the event! They can apply on the downtown website.

**Draft Budget:**

\*\* These amounts are based on the previous years and are approximate.

		Butterfly Parade
Confirmed	\$15,550.00	Chantelle Payment
	\$500.00	Freeside Activity
	\$6,500.00	Dashboard Installation
	\$500.00	Face Painter
	\$500.00	Stilt Walker
	\$750.00	DJ
	\$2,000.00	Bathroom Trailer rental
	\$100.00	flower crown giveaways
	\$1,500.00	Creation Station
	\$700.00	Fauxto Booth Artist
<b>Total spent</b>	\$28,100.00	<b>Remaining:</b>
<i>Total Allocated</i>	\$21,000.00	<b>-\$7,100.00</b>

-We do have the Fulton County Grant funds of \$6,100 that can go towards this budget as well

## Art Container Name Ideas

### Butterfly Ideas

- The Monarch
- The Viceroy
- The Crescent
- The Glasswing
- The Luna (moth)

### Floral Ideas

- The Magnolia
- The Marigold
- The Azalea
- The Sunflower

### Next steps:

- Commission signage & murals that correspond with the name





# 2026 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 City Hall located at 3468 N Fulton Ave.

Meeting Date		
January	Wednesday, January 14, 2026	
February	Wednesday, February 11, 2026	
March	Wednesday, March 11, 2026	
April	Wednesday, April 8, 2026	
May	Wednesday, May 13, 2026	
June	Wednesday, June 10, 2026	
July	Wednesday, July 8, 2026	
August	Wednesday, August 12, 2026	
September	Wednesday, September 9, 2026	
October	Wednesday, October 14, 2026	Do we want to change this to the first Wednesday to prepare for gallery crawl?
November	Wednesday, November 4, 2026	No meeting on the second Wednesday due to federal holiday
December	Wednesday, December 9, 2026	