



**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

February 11, 2026 6:00 PM

**AGENDA**

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
  - Charlotte Rentz
  - Melanie Rabb
  - Derrick Booker
  - David Burt
  - Lee Duke
  - Lorenne Fey
  - Ellen Free
- 3. PUBLIC COMMENTS:**
- 4. APPROVAL OF MINUTES:**
  - 4.I. January 14, 2026
- 5. APPROVAL OF FINANCIAL STATEMENT:**
  - 5.I. January 2026
- 6. OLD BUSINESS:**
  - 6.I. 2025/2026 Workplan
  - 6.II. Butterfly Lantern Parade
- 7. NEW BUSINESS:**
  - 7.I. Main Street Artist Residency Update
  - 7.II. Schedule Meet & Greet
- 8. ANNOUNCEMENT(S):**
- 9. NEXT MEETING:**
  - 9.I. March 11, 2026
- 10. ADJOURN:**

Hapeville Main Street Board of Directors Meeting  
January 14, 2026, at 6:00 PM

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

Absent: None.

Guest: Chantelle Rytter

**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- *Present*

Lorenne Fey- *Present*

Ellen Free- *Present*

Melanie Rabb- *Present*

Vacant

**Approval of Minutes**

- **A motion was made by Susan Bailey to approve November 12, 2025 minutes. Ellen Free seconded the motion. Carried 6; 1 Abstained.**

**Approval of Financial Statements**

- **A motion was made by Ellen Free and seconded by Lee Duke to approve the Financial Statements for November 2025 and December 2025. All Approved. Carried.**

**OLD BUSINESS:**

Butterfly Lantern Parade

- The new parade route has been approved by council and GDOT. MARTA has been notified.
- The parallel parking spots along N Central Ave. need to be blocked as early as possible so that there are no cars parking along the parade route.
- 8:10 PM the parade will step off

- Parade Facilitators will be parked in the lot behind City Hall with the Conference Room being their headquarters for set up.
- We would like to book music in the Depot Plaza.
- Nikki Cales has a meeting with WM Events to discuss tables, chairs, and umbrella rentals. The board requests that we ask if they have a circus type tent that we can use for the creation station rather than regular canopy tents.
- Derrick Booker will be the lead for the Creation Station.
- Chantelle Rytter suggested working with the ATL Drum Academy to perform before the parade. She will connect us with James.
- We need to order merchandise to give away at the parade. Coozies, bags, stickers, etc.
- Workshop dates are secured and Christ Church is reserved. Chantelle Rytter will also host a 4ft flower lantern workshop in addition to the 11x17 butterfly lantern workshops.
- City staff will meet on January 29<sup>th</sup> to discuss road closure logistics.

#### Art Container Names

- The board would like to explore the TMobile Grant for murals and signage with the newly selected gallery names.

**A motion was made by Ellen Free and seconded by Lee Duke to name the Jess Lucas Park Art Container The Glasswing and the Arts Alley Art Container The Monarch. All Approved. Carried.**

#### 2024-2025 Workplan

- No updated needed.

#### **NEW BUSINESS:**

##### Election of Officers

**A motion was made by David Burt and seconded by Derrick Booker to elect Charlotte Rentz as the Main Street Board President. All approved. Carried.**

**A motion was made by Susan Bailey and seconded by Derrick Booker to elect Melanie Rabb as the Main Street Board Vice President. All approved. Carried.**

#### Board Member Terms

**A motion was made by Lee Duke and seconded by Ellen Free to reappoint David Burt, Derrick Booker, and Charlotte Rentz. All approved. Carried.**

**A motion was made by Ellen Free and seconded by Derrick Booker to reappoint Lee Duke, Lorenne Fey, and Susan Bailey. All approved. Carried.**

2026 Meeting Calendar

**A motion was made by Lee Duke and seconded by Derrick Booker to approve the 2026 Meeting Calendar. All approved. Carried.**

**Next Meeting –**

- **February 11, 2025 at 6:00 PM**

**Announcements**

None.

**Public Comments**

None.

**Adjourn**

**A motion was made by Ellen Free and seconded by Derrick Booker to adjourn January 14, 2026 meeting. All approved. The meeting was adjourned at 8:10 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: JANUARY 31ST, 2026

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
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES						

CONTRACTED SERVICES	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
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	18,203.63	10,535.00	28,738.63	24,261.37	54.22
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	103.00	0.00	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	1,080.00	0.00	1,080.00	920.00	54.00
TOTAL CONTRACTED SERVICES	61,500.00	61,500.00	19,989.90	10,535.00	30,524.90	30,975.10	49.63

SUPPLIES & MINOR EQPT	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
100-5-7550-531100 Supplies	1,800.00	1,800.00	799.44	155.75	955.19	844.81	53.07
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
TOTAL SUPPLIES & MINOR EQPT	1,800.00	1,800.00	799.44	155.75	955.19	844.81	53.07

CAPITAL OUTLAYS > \$5000	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
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
TOTAL CAPITAL OUTLAYS > \$5000	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00

OTHER COSTS (NOC)	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
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 75,300.00 75,300.00 20,789.34 10,690.75 31,480.09 43,819.91 41.81

TOTAL EXPENDITURES 75,300.00 75,300.00 20,789.34 10,690.75 31,480.09 43,819.91 41.81

REVENUES OVER/ (UNDER) EXPENSES ( 75,300.00) ( 75,300.00) ( 20,789.34) ( 10,690.75) ( 31,480.09) ( 43,819.91) 41.81





## 🦋 Butterfly Lantern Parade 2026 To-do list 🦋

### Route/Road Closures

- Yard signs along the route (ordered)
- Sandwich Board signs on N Central near parallel parking spots (ordered)

### Vendors

- We have 8 vendors who have completed their paperwork and 15 who have applied through the website. We definitely need a lot more!
- We have booked 2 face painters, fairy hair, and giant bubbles
- We received a quote from Endless Entertainment for a hoop dancer, Hula hoop section for attendees to learn lead by two hoopers, stilt walkers, and “Enchanted Forest” installation.
- ATL Drum School performance - We just have to discuss time
- Freeside Atlanta: I reached out to Mary to set up a meeting and am still waiting to hear back.
- Spinning art from Black Picasso (people will pay individually) Not confirmed.
- Fauxto Booth Caricatures (confirmed)

### Logistics/map

- Renting bathrooms for the event with signage (Econ)
- Map of vendors, food options, and beverage options
  - I will create a page on the website that includes all event information: event map showing where vendors, food, and drinks are. A list of the activities planned with the times. Have yard signs throughout the venue with a QR code for people to access the info
- Econ is working on renting a small stage for the DJ in Sam Hape Plaza

### Creation Station

- I order a 20ftx10ft striped canopy tent
- Derrick is the lead
- We need 5-7 volunteers
- Activities include butterfly wings, butterfly masks, wooden butterflies that will be made into magnets, etc.

### Main Street booth

Who will be the lead?

- Stickers & Magnets
- Flower crowns (400)
- Bags with butterflies on them

- Pens, hand sanitizer, etc.

#### Music

- DJ booked through endless entertainment
- Need to book live music for depot plaza

#### Businesses

- 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
- The business information packet was sent. We will need to print packets to bring to businesses that have not responded to the initial email.

#### 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

Illuminated Flower Workshop  
Sunday, March 8  
12:00pm-4:00pm \$35

#### Marketing

- ATL District is almost finished with the promotional material.
- 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.
- **We need a someone to coordinate volunteers during the event and to be the point of contact**

**Draft Budget:**

account		<b>Butterfly Parade</b>
	<b>\$15,550.00</b>	<b>Chantelle Payment</b>
	<b>\$1,635.00</b>	<b>face painter, fairy hair, giant bubbles</b>
	<b>\$717.07</b>	<b>Creation Station Supplies</b>
	<b>\$800.00</b>	<b>Caricature Artist</b>
	<b>\$433.85</b>	<b>Creation Station supplies</b>
<b>Working on quote</b>	\$5,000.00	WM Events umbrellas, tables, chairs
<b>quoted</b>	\$5,500.00	Endless Entertainment- enchanted forest decor. I have asked for a budget breakdown and have included example pictures below.
<b>quoted</b>	\$9,200.00	hula hoop dancer, 2 stilt walkers, DJ, and hula hoop station for attendees to learn hooping. This is obviously very high so I have asked for a budget breakdown, that way we can pick which ones we want based on prices.
		Stage (ECON)
		Bathroom Rentals (ECON)
<b>Total spent</b>	\$38,935.92	<b>Remaining:</b>
<i>Total Allocated</i>	\$27,100.00	<b>-\$11,535.92</b>

Endless Entertainment information & quote: [Spring & Summer Entertainment Catalog.pdf - Google Drive](#)

**ENTERTAINMENT PACKAGE – \$9,200**

- 2 Butterfly Stilt Walkers – up to 3 hours each [Now Taxes is an Open Door - TurboTax 2026 Commercial \(Official TV Ad :15\)](#)
- Butterfly Hoop Dancer – up to 2 hours [The Best Hoop Performers | Endless Entertainment](#)
- Butterfly-Themed Interactive Hula Hoop Station – up to 3 hours  
– Staffed by 2 performers who actively engage guests, play hoop games, and teach fun, beginner-friendly hoop lessons
- Butterfly-Costumed DJ – up to 4 hours, providing continuous energy and sound support for the street activation, interactive stations, and pre-parade atmosphere

All performers, including the DJ, will be costumed in butterfly and enchanted forest styling so the entertainment feels fully integrated into the environment. We can also stagger the

stilt walkers so one starts a bit later if you'd like extended coverage or want one to join in during the parade.

The performers are highly interactive, creating organic photo opportunities, playful moments for families, and a sense of discovery throughout the space.

**ENCHANTED FOREST DECOR PACKAGE – \$5,500** [Enchanted Forest Collection | Endless Entertainment](#)

We're especially excited about this piece. After speaking with our creative team, we were thrilled to design two distinct immersive Enchanted Forest installations within the budget range, while keeping everything butterfly-forward and visually cohesive. We'll be building two custom butterfly-themed moments, each tailored specifically to your space and theme.

This design is intended to activate the street area from 5:00–8:00 PM leading up to the parade, encouraging guests to explore, linger, and move organically through the space. We're really excited about what we were able to put together for you.

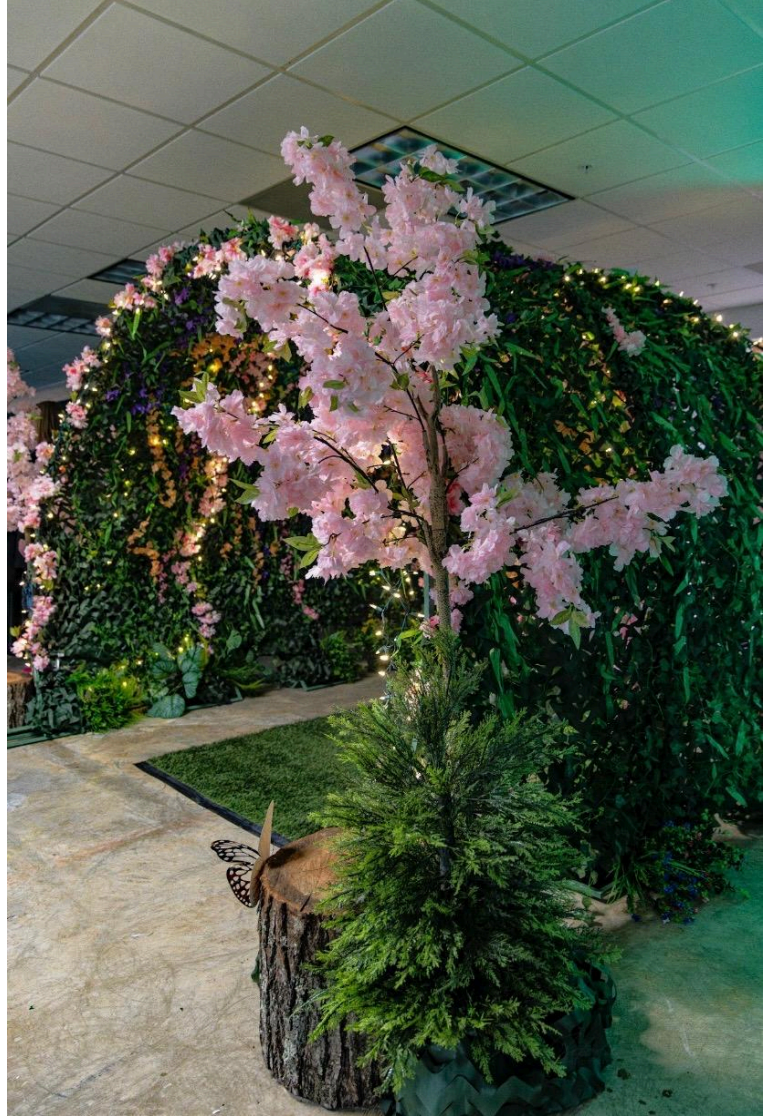
Decor elements include:

- 20 ft long Enchanted Forest tunnel installation, beautifully lit as the sun sets
- 25 ft wide Enchanted Forest foliage backdrop
- Oversized butterflies and floral elements
- Magical trees and larger-than-life Flowers & Butterflies
- Larger-than-life mushrooms
- Purple and green topiary ball plants
- Layered greenery and foliage for depth and scale





Giant Mushrooms



Enchanted Arch Tunnel