



**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

March 11, 2026 6:00 PM

**AGENDA**

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
  - Charlotte Rentz
  - Derrick Booker
  - David Burt
  - Lee Duke
  - Lorenne Fey
  - Ellen Free
  - Melanie Rabb
- 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. Butterfly Lantern Parade
- 7. NEW BUSINESS:**
- 8. ANNOUNCEMENT(S):**
- 9. NEXT MEETING:**
  - 9.I. April 8, 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

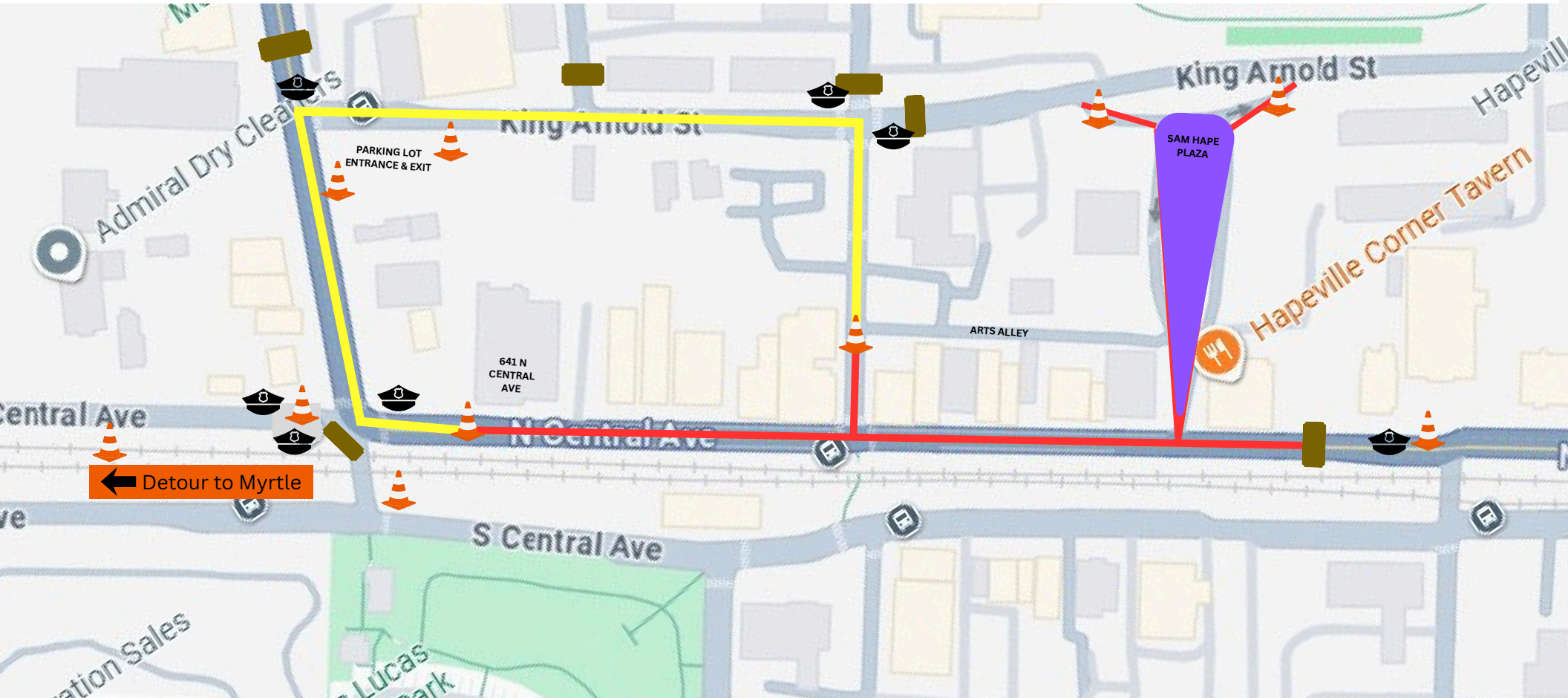
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 33.33







DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	BEGINNING BALANCE	CURRENT MONTH	CURRENT BALANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL SERVICES</u>							
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
<u>CONTRACTED SERVICES</u>							
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
<u>SUPPLIES &amp; MINOR EQPT</u>							
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
<u>CAPITAL OUTLAYS &gt; \$5000</u>							
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
<u>OTHER COSTS (NOC)</u>							
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

# 2026 BUTTERFLY LANTERN PARADE ROAD CLOSURE MAP

SATURDAY, MARCH 21 16:30-21:30



## MAP KEY

-  Officer Position
-  Traffic Barricades
-  Garbage Truck
-  Complete road closure for the duration of the festival and parade. 4:30PM-9:30PM
-  Complete Closure from Noon-10pm
-  Rolling road closure during the parade. Parade begins at 8:10 PM from Sam Hape Plaza

## **Butterfly Lantern Parade – Public Works Task List**

### **FRIDAY (or week of)**

#### Parking & Road Prep

- Block parallel parking spots in the evening on N Central
- Post “No Parking” signs and block King Arnold parallel parking spots within the rolling road closure area.
- Mark vendor spots in Sam Hape Plaza.
- Block lot behind city hall in the evening & public works lot. We’re reserving both lots for Parade Krewe & vendors

#### Cleaning & Site Prep

- Clean and blow off:
  - Arts Alley
  - Sam Hape Plaza
  - N. Central Avenue
  - Depot Plaza
- Make sure landscaping looks good

#### Decor Installation

- Install light-up butterfly decorations on poles along parade route.

### **SATURDAY (Event Day)**

#### Street & Plaza Closures

- Block off Sam Hape Plaza at 12:00 PM.
- Have garbage trucks prepared (see closure map)

#### Decor & Streetscape

- Install flowers and decorations along N. Central Avenue  
(*Final flower count TBD – will confirm closer to event date.*)
- Install Prints along fence in Arts Alley (zip ties needed)
- Install light up butterflies on light poles

### Tent & Equipment Setup

- Creation Station Tent (10' x 20')
  - 6 tables
- City Hall Tent
  - 2 tables
  - 8 chairs
- Main Street Tent
  - 1 table
  - 5 chairs

### Trash Management

- Make sure trash cans throughout the event footprint are empty
- Monitor and empty as needed during the event.

### PARKING LOT SUPERVISION

- This is if we aren't able to get enough volunteers
  - Check parking pass for vendors to park in the Corner Tavern lot, lower MNX lot, and in front of public works.
  - Monitor village church lot to make sure no cars try to leave during the parade.

### POST-EVENT (10pm)

- Break down and remove:
  - All tents
  - Tables

- Chairs
- Remove trash and debris from the event footprint.
- Reopen streets and remove barricades/signage
- Take flower decorations inside

## Butterfly Lantern Parade 2026

### Schedule

<b>Friday</b>		
	Block parallel parking spots on N Central that evening	Delonte
	Mark Vendor Spots	Public Works/Nat
	Put out parking signs for lots	Nikki/Adrienne
	Block city hall & public works lot for Chantelle's Krewe	Delonte
	Block a parking spot near Depot Plaza that evening for musician	Delonte
	No parking signs/block King Arnold parade route	Delonte
<b>Saturday</b>		
Noon	Block off Sam Hape Plaza	Delonte
Noon	Golf Cart for Charlotte arrives and is decorated	?
Noon	Endless Entertainment Installation begins	Nikki
12:30	Set up Flower & decorations	Jeffrey
1 pm	Creation Station, City, and main street tent set up with tables & chairs.	Jeffrey/Econ
2pm	WM Events arrives to set up stage, picnic tables, etc.	Nikki
3 pm	Creation Station set up	Derrick
3 pm	Vendors can begin setting up	Natalie
3:30 pm	Endless Entertainment Gig Manager arrives	Nikki
4 pm	N Central Closure begins	Sgt Cushing
4 pm	Remove blockers in parallel parking spots on N Central	Jeffrey
4 pm	DJ, Stilt Walker, and Hooper arrive	Nikki
4:15 pm	Move Fauxto Booth to location with extension cord, caricature artist arrives	Melanie
4 pm	Musician arrives for Depot Plaza	?
4 pm	Face painter, fairy hair, and giant bubbles set up	Natalie
5pm	Event starts	
5pm	Staff food arrives in Public Works building	Adrienne / Tonya
7 pm	Visions Dance Academy performance	?
7 pm	Chantelle Krewe arrives, city hall lot in the back	Nikki
7:45 pm	ATL Drum Academy performance	?
7:55 pm	Rolling road Closure begins	Sgt Cushing
8:10 pm	Parade Begins from Arts Alley	Nikki
9:15-10	Jam Session following the parade in Sam Hape Plaza	Chantelle
10 pm	Event ends, event clean up	Delonte / Nikki
10pm	Corner Tavern After Party	

### Staff Contacts

Nikki	Econ	
Adrienne	Econ	
Natalie	Econ	
Delonte	Public Works	
Sgt. Cushing	PD – Road closures	
Brock Robertson	Fire Department	

## Contacts

<i>Name</i>	<i>Business</i>	<i>Phone number</i>	<i>Arrival Time</i>
Chantelle	Parade Krewe	██████████	6pm
Derrick	Creation Station		3 pm
James	ATL Drum Academy		
Mary	Freeside Atlanta		
	Face Painter, Fairy Hair, Bubbles		
	DJ		
	Hula Hoop Station		
	Enchanted Forest Installation		
	Stilt Walker		
Kate R.	Outback Bikes (bike coordination)		3:30pm

## Volunteer/staff Duties:

### *Main Street Booth: Lee (1 Walkie Talkie)*

- 4pm arrival: Lee
- 4:30pm arrival: Charlotte
- The table, tent, and chairs will be set up. We just need to set up the supplies on the table. All supplies will be in the bin at the table.
- Be at the booth, assist in sharing information, giving away flower crowns to those that follow our Instagram, selling merchandise.

### *Parking:*

- Monitor lot behind City Hall & Public Works lot. These are reserved for Chantelle's Krewe. They will have a parking pass that says KREWE
- Monitor lots along the route during rolling closure to ensure no cars leave during the parade
- Monitor Sam Hape Plaza entrance to let vendors in.
- Supplies located in Conference Room
  - Chairs for each location
  - Walkie-Talkies
  - Printed parking maps
- Check parking passes and assist in directing to other parking locations if needed

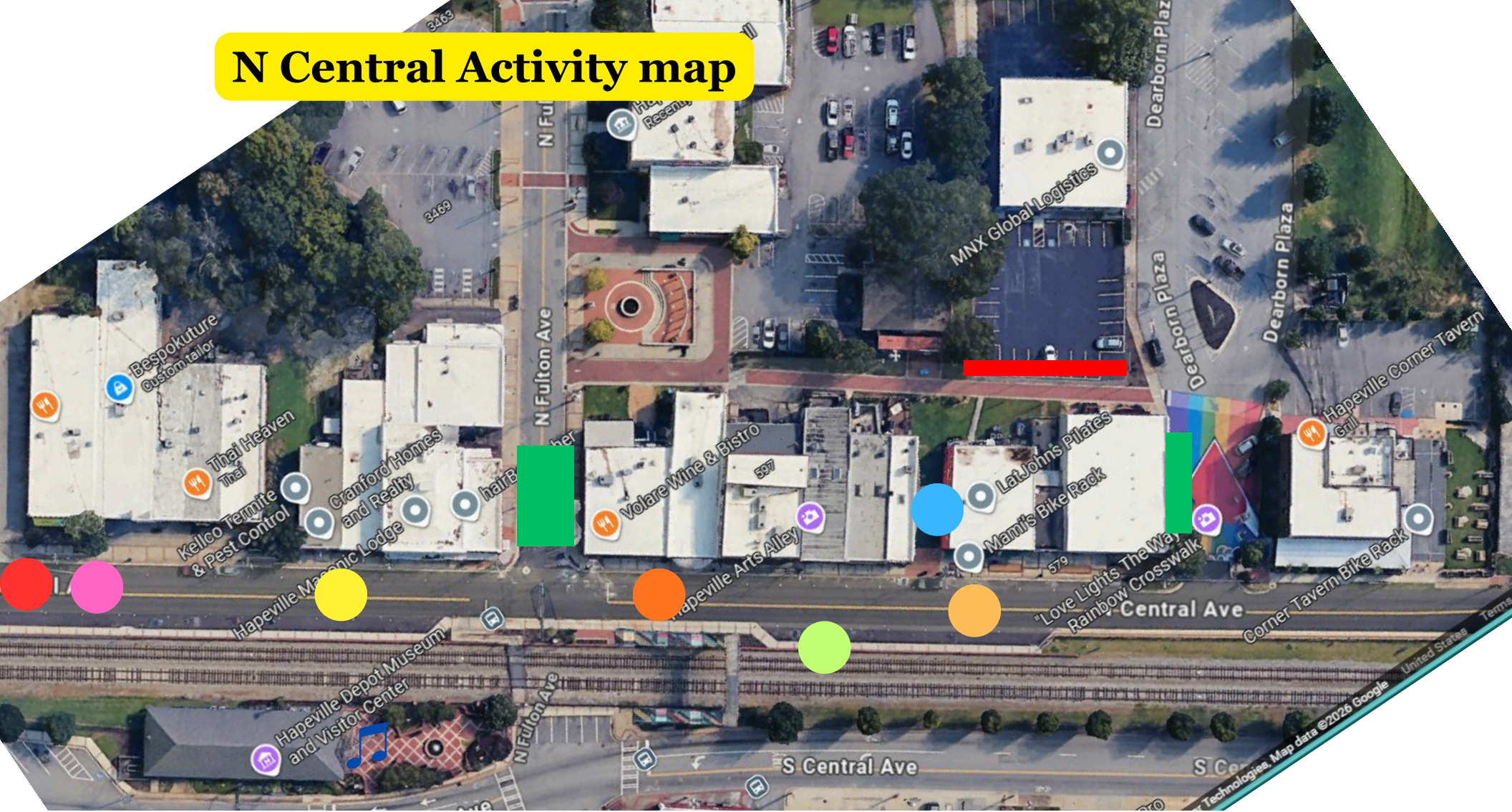
### *City of Hapeville Table: 2pm arrival (1 Walkie Talkie)*












- 4 Staff –Jeanette, A Williams, Janet, Adrienne & Tonya will be there to help set up
- Tent, 8 chairs, 2 tables

### *Creation Station: Lead - Derrick 3:30pm – Creation Station (1 Walkie Talkie)*

- 7 Volunteers needed
- Assist in setting up supplies, ensuring the area remains cleaned up, assisting people in getting their art project and supplies.
- Butterfly Wing Craft –
- Butterfly Magnet Craft-
- Coloring Crafts-
- Flower Bouquet Craft-
- Cleaning up and putting supplies away at the end of the event

# N Central Activity map



-  Fauxto Booth
-  Chalk Artist
-  Enchanted Forest Wall
-  Live Music by Jason Smith 5pm-7pm
-  Face paint, Fairy hair
-  Hula Hoop Station
-  ATL Printmaker Studio PRINT BIG prints
-  Giant Bubbles
-  Enchanted Forest Arch
-  ATL Drum Academy performance beginning at 7:45, walking all the way down N Central from Folk Art to Corner Tavern
-  Visions Dance Performance beginning at 7pm

**Draft Parking Map**  
**Purple is vendor, staff, & Krewe parking**

