

AGENDA
Main Street Board of Directors Meeting
June 9, 2021 at 6PM
Municipal Court
700 Doug Davis Drive
Dial 1-646-558-8656; Meeting ID 870 0429 0032#
Password: 127894
Zoom Web Address:
[https://us02web.zoom.us/j/87004290032?pwd=SDd6WHBCeEhmSzR5TWMyNDRvR3hIdz](https://us02web.zoom.us/j/87004290032?pwd=SDd6WHBCeEhmSzR5TWMyNDRvR3hIdz09)
[09](#)

Mission Statement: The mission of the Hapeville Main Street Program is to promote, facilitate, enhance, and encourage quality growth and development in Downtown Hapeville while preserving the City's historic character and supporting a vibrant arts district.

- I. Call to Order**
- II. Guest Welcome/Public Comments**
- III. Approval of Minutes**
- IV. Approval of Financial Statement**
- V. Old Business**
 - Project Reports/2021 Workplan
- VI. New Business**
- VII. Announcements**
- VIII. Next Meeting – Wednesday, July 14, 2021 – 6PM**
- IX. Adjourn – 7:30PM**

Hapeville Main Street Board of Directors Meeting
May 12, 2021 at 6:00PM
Dial 1-646-558-8656; Meeting ID 870 0429 0032#

Present: Charlotte Rentz, Susan Bailey, Michael Gibbs, Lee Duke, Ellen Free, David Burt, Lorenné Fey, and Bianca Howard (Staff)

Absent: Melanie Rabb and Derrick Booker

Guest: Virginie Kippelen

Call to Order

- Charlotte Rentz called the meeting to order at 6:05PM and welcomed all Board members and guests.

Guest Welcome/Public Comments

- Virginie Kippelen, who is working with Hannah Palmer with Finding the Flint for Atlanta Celebrates Photography, presented her proposal for the event. She will come back with a definite proposal within the coming weeks.

Approval of Minutes

- A motion was made by Michael Gibbs to approve May 4, 2021, minutes. Lee Duke seconded and all approved.
- A motion was made by Lee Duke to approve April 14, 2021, minutes. Susan Bailey seconded and all approved.

Approval of Financial Statements

- A motion was made by David Burt and seconded by Susan Bailey to approve the Financial Statement for the period ending April 30, 2021. All approved.

Old Business

- Project Reports/2020 Workplan –
 - Pedestrian Bridge – Last meeting, David Burt mentioned Beth Malone from Dashboard applying for a Foundation grant that will give funds for the pedestrian bridge project, which will help with moving it to Jess Lucas Park. David Burt will get a quote from Beth Malone about the project.
 - Historic Preservation Month – Susan Bailey said that Ellen Free called Glenn from Delta Airlines to inform him that the City sent a letter to Delta about the Memorial Garden for the Daycare Explosion. Susan Bailey suggested Ellen Free follow up with Glenn before making other decisions. Charlotte Rentz said she would like to have an announcement by May 29, 2021. Once we hear back from Glenn, the Board will decide what type of memorial to make and to make an official announcement.
 - Atlanta Celebrates Photography – David Burt will follow up with the Board and Virginie so that there can be a finalized budget for art prints.

New Business

- None

Announcements

- None

Adjourn

- A motion was made by Susan Bailey and seconded by David Burt to adjourn the meeting. Charlotte Rentz adjourned the meeting at 7:38PM.

Charlotte C. Rentz, President

Secretary

City of Hapeville
Statement of Revenues & Expenditures
 With Budget Comparisons
 Main Street Department
 Eleventh Month Ended May 31, 2021

	Current Month	11 Month Ended 31-May-21	Annual Budget	Over (Under)
Revenues:				
MS Donations				
Expenditures:				
Professional	-	-	-	-
Festivals	0	10,765	20,000	9,235
Advertising	0	0	4,000	4,000
Printing & binding	0	753	1,000	247
Travel	0	0	5,000	5,000
Dues & fees	200	625	600	(25)
Education & training	50	200	1,000	800
Contract Labor	0	2,300	-	(2,300)
Supplies	0	132	200	68
Other supplies	0	0	300	300
Site improvements	1,150	14,930	7,500	(7,430)
	0	0	0	0
Total Expenditures	\$1,400	29,705	39,600	9,895

Transactions: 6
Dues and Fees
 Georgia Downtown Assoc. Annual Membership - \$200
Education & Training
 Reimbursement - Lee Duke/Historic Preservation Training - \$50
Site Improvements
 Free Art Box Final Payment - Vile Kyle - \$250
 Free Art Box Final Payment - Misty Lackey - \$250
 Free Art Box Final Payment - Elaine Stephenson - \$250
 DCA Design Consultation - Memorial Garden \$400

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL SERVICES						
100-5-7550-511400 Vacation	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-511500 Sick	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-511600 Holiday	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES						
100-5-7550-521200 Professional	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-521300 LCI Grant Expenses	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-521309 Art Grant-Fulton Count	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	20,000	0.00	10,765.40	0.00	9,234.60	53.83
100-5-7550-522100 ARC - Sharing Our Stor	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-523200 Communications	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-523300 Advertising	4,000	0.00	0.00	0.00	4,000.00	0.00
100-5-7550-523400 Printing & Binding	1,000	0.00	752.89	0.00	247.11	75.29
100-5-7550-523500 Travel	5,000	0.00	0.00	0.00	5,000.00	0.00
100-5-7550-523600 Dues & Fees	600	200.00	624.50	0.00	(24.50)	104.08
100-5-7550-523700 Education & Training	1,000	50.00	200.00	0.00	800.00	20.00
100-5-7550-523850 Contract Labor	0	0.00	2,300.00	0.00	(2,300.00)	0.00
TOTAL CONTRACTED SERVICES	31,600	250.00	14,642.79	0.00	16,957.21	46.34
SUPPLIES & MINOR EQPT						
100-5-7550-531100 Supplies	200	0.00	131.89	0.00	68.11	65.95
100-5-7550-531400 Books & Periodicals	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-531600 Small Equipment<5000	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-531700 Other Supplies	300	0.00	0.00	0.00	300.00	0.00
TOTAL SUPPLIES & MINOR EQPT	500	0.00	131.89	0.00	368.11	26.38
CAPITAL OUTLAYS > \$5000						
100-5-7550-541200 Site Improvements	7,500	1,150.00	14,930.00	0.00	(7,430.00)	199.07
100-5-7550-542300 Furniture & Fixtures	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-542400 Computers	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-542410 Technology	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAYS > \$5000	7,500	1,150.00	14,930.00	0.00	(7,430.00)	199.07
OTHER COSTS (NOC)						
100-5-7550-579000 Contingencies	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS (NOC)	0	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN STREET	39,600	1,400.00	29,704.68	0.00	9,895.32	75.01

	A	B	C	D	E
1					202105 Retreat: Main Street Board Annual Work Plans FY2020-21 @20210331
2					
3			Brd App Budget	Spent @ 20210331	
4			≤		
5					
6					Board Administration & Training
7	^		\$85	\$505	Misc Brd Expenses (@202008 Sympathy Card ToBrdMem-\$5; Bus Cards-Nikki (Bud=\$85; Spent=UNK); (@20210228 reimbursed M. Rabb \$75 for MS101 Train)(Nat'l MS Membership(\$375); Nat'l MS Virtual Conf(\$49.50))
8					Marketing & Signage
9	^		\$1,375	\$875	Guerilla Marketing (GM) - (Artists, Images, & Web Site(s) & Printing) (@ MSB 20210113-updates will come later) (See 20210210 Mtg Min-Suggestion made to put cards in Art boxes, when installed)(202007.Artist's fees - 1 @\$200 & 1@ \$175) (@202008 \$500 Printing Guerilla Mkt Cards)
10	^		\$21,000	\$4,000	Lighted MS/Arts District (@2021209 MSB increased budget: \$4000 fm Free Art Fri; \$1000 fm WesternDay; \$3000 fm New Yrs Mantra; @20210113MSB authorized \$4000 from Free Art Friday to Light Pole proj & anticipate "Light Up Hapeville in Mar or Apr)(@202007.Dogwood Light Install Fee-\$2000@202007 and \$2000 @ 202010)
11					Public Art
12	^		\$2,200	\$750	Free Art Boxes & Painted Electrical boxes (Suggested budget of \$500 per box) (@ 20210131 paid 1/2 fee \$250 to Elaine Stephenson) (@20210228 paid 1/2 fee to Misty Lackey & Kyle Griffith (\$250 each); informly possible locations identified: Planter @ NFulton & Ncentral; Montessori; near Corner Tavern)
13					ArtsEvents
14	^		\$1,000	\$1,992	Western Day in Hapeville Event in Oct2020 (@ 20201219 MSB reduced budget to \$1000 w/ \$1000 to light pole project) (@202009 Band Fee \$1000, Printing Charge \$63.67) (Amt paid @202010- Conort Srvcs \$180.00; Audio Rental \$700; Printing \$48.27)
15	^		\$360	\$360	Patriotic Music Crawl In July 2020 (2 Police Officers 4 hrs-\$180.00 each)
16	^		\$4,500	\$4,500	ATL Celebrates Photography/Gallery Crawl October 2020 (@202009 Cateye Creative paid \$3375 curation fee & \$1,125 paid @20201231 for completion per agreement for ACP Gallery Crawl)

	A	B	C	D	E
1					202105 Retreat: Main Street Board Annual Work Plans FY2020-21 @20210331
2					
3			Brd App Budget	Spent @ 20210331	
4			≤		
17	^		\$7,000	\$6,668	Day of the Dead Celebration - Main Street Oct-Nov Events (Amt spent @ 202009-Mural fee \$250 (PerezCastro), 1/2 Mural Fee \$250 (Soto), Film Fee \$500 (Cancelled @ 202010-larger invoice coming), Workshop fee \$200 (McGeoch) (Amt spent@ 202010- Band fees (el Parisco \$890.00; los Mariachis \$686.00); A-1 Rentals \$291.31; Muralist Fee (Monica A. \$250.00); Mural fee (Laura Vela \$500); Print Screener Fee (Hannah B \$200); Photographer Fee (A. Bottoms \$250)).(@202011 amt paid Art Mat \$215.08; MediaArtist Gomez film fee \$800.00; A-1 Retals \$618.01; Busters Printing \$104.00; MWPrinting \$36.65; Supplies fm local Stores \$108.54; Misc Supplies \$18.35; Temp Mural Fee (Soto \$250.00), (Hernandez \$500)). (@20210228 \$250 paid to Mural Artist Monica Alexander)
18	*		\$5,000		Atlanta Photography Group (APG) Collaboration - specific events to be determined
19					Historic Preservation
20	*		\$1,500		May 2021 Historic Preservation Month Project (@ 20210210 MSB approved ≤ \$750 for Daycare Explosion Plaque; Should \$750 be included in (or added to) \$1,500 already budgeted?)
21					Local Business Support
22	^		\$550	\$300	Business Forums FY 2020-21 n=1 (\$300 each); Business Spotlight Videos (250 for n=2); and & Business Association Health Insurance Pgm (Amt paid @202011 Videographer \$300)
23	^		?		Chapman's 100th Anniv June 7, 2021 (some form of recognition to be determined; budget yet to be determined) (@20210414 Mrg July 17, 2021 is Chapman's Celebration day; budget submitted to City Council is inserted here for reference (\$4,500))
24					
25	* ?		\$44,570	\$19,950	FY 2020-2021 Total
26					Actual 2020-2021 Budget Allocated by City=\$39,600. (Notes: \$44,570-\$5,000 (ACP)= \$39,570; & \$39,570 -\$1,500 (HPM))=\$38,070.) (MSB work plan records show expenditures through 20210331 = \$19,050 but City Financial Statement shows total expenditures through 20210331= \$ 20,525; thus City records show \$575 more in expenditures. \$500 of the difference is accounted for by the site improvements @20210331 that are to be removed. That leaves \$75 as an unaccounted for difference. There are several expenditures for which no receipts were found in Board documents & those will need to be checked.)