



MAIN STREET BOARD OF DIRECTORS MEETING

Join in person at 700 Doug Davis Drive, Hapeville, GA 30354

Join virtually on Zoom –

<https://us02web.zoom.us/j/87458856199?pwd=a1YwTElrZVNqYkhFYzAxcStWdnZBQTo9>

Meeting ID: 874 5885 6199; Passcode: w97pJZ

February 9, 2022 6:00PM

AGENDA

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.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS**
- 4. APPROVAL OF MINUTES**
- 5. BOARD APPOINTMENTS**
- 6. ELECTION OF OFFICERS**
- 7. APPROVAL OF FINANCIAL STATEMENT**
- 8. OLD BUSINESS**
 - a. Project Reports/2021-22 Workplan
- 9. NEW BUSINESS**
 - a. 2022 Comprehensive Plan Update
- 10. ANNOUNCEMENT(S)**
- 11. NEXT MEETING:**
 - a. Wednesday, March 9, 2022
- 12. ADJOURN:**

Hapeville Main Street Board of Directors Meeting
January 12, 2022 at 6:00PM

Present: Charlotte Rentz, Melanie Rabb, David Burt, Lee Duke, Ellen Free, Lorene Fey, Michael Gibbs, and Bianca Howard (Staff)

Absent: Susan Bailey and Derrick Booker

Guests: Wendy White and Jamie Jones

Call to Order

- Charlotte Rentz called the meeting to order at 6:16PM and welcomed all Board members and guests.

Roll Call

Public Comments

- Charlotte Rentz asked guest to introduce themselves and asked the Board to introduce themselves.

Approval of Minutes

- A motion was made by Ellen Free to approve December 8, 2021, minutes. Lee Duke seconded and all approved.

Approval of Financial Statements

- A motion was made by David Burt and seconded by Ellen Free to approve the Financial Statement for the period ending December 31, 2021. All approved.

Old Business

- Project Reports/2021-22 Workplan
 - Miscellaneous –
 - Ellen Free provided a draft document as an outline/checklist for what to use for special events. Ellen Free can do a final checklist. Melanie Rabb suggested using Google Docs as an event tracking system.
 - New Year's Eve Concert Event – January 2022 event was cancelled but can be rescheduled for the Spring. Charlotte Rentz asked Lorene Fey to bring an updated budget to the Board because Lorene Fey mentioned Darwin Conort requested additional funds for an updated sound system. David Burt suggested combining this event with another event to justify the up cost. It was later decided to join this event with the April Free Art Hapeville event and that an additional \$1500 will go towards Darwin Conort's services, which is later voted and approved (see Free Art Hapeville).
 - Free Art Hapeville – David Burt motioned to approve \$4,000 for April's Free Art Hapeville event, which will be in conjunction with the 'Spring New Year's Concert' at the Academy Theatre. Ellen Free seconded the motion and all approved. Ellen Free motioned to add \$1,500 to Darwin Conort's budget for the Spring New Year's Concert, not to exceed a total of \$4,500 for the Concert. Michael Gibbs seconded the

motion and all approved. Lorene Fey recused herself from the vote. For April Free Art Hapeville, Lorene Fey and Melanie Rabb will work together. Other dates for the Free Art Event will be in September and December. September's event will be in conjunction with the Lantern Festival. Michael Gibbs, Melanie Rabb and David Burt will work together for September event. David Burt and Melanie Rabb will work together for the Holiday themed event December event.

- Free Art Boxes - Ellen Free motioned to approve a \$1500 budget to purchase additional art inventory for the Free Art Boxes. Lee Duke seconded the motion and all approved.
- Black History Month Event – exact cost of the event is unknown, but David Burt motioned to approve up to \$4,000 for event. Ellen Free seconded the motion and all approved.
- Business Recognition/Award – Michael Gibbs suggested offering an award each year to a business. Charlotte Rentz said we should start implementing activities that focus on businesses. Charlotte Rentz asked for Michael Gibbs and Lorene Fey to work together to plan an awards ceremony and create a standard procedure for nominations.
- Delta/MemorialGarden – Charlotte Rentz provided an update stating there has not been any progress with the project, but that she will speak with Mayor Hallman. May 2022 is the anniversary of the Daycare Explosion and Charlotte Rentz would like to target May 2022 as the project month for this and would like to propose a new area for the memorial garden. She suggested the area next to the Christ Church, but also said it could be placed on the Right of Way.

New Business

- None

Announcements

- None

Adjourn

- A motion was made by Melanie Rabb and seconded by Ellen Free to adjourn the meeting. Charlotte Rentz adjourned the meeting at 8:03PM.

Charlotte C. Rentz, President

Secretary

Board Roster Form: As of 1/1/2021

Contact Information		Term	
Name:	Charlotte Rentz	Beginning	End
Email:		2019	12/31/2021
Phone :		Position Held	
Address:		President	
		Actively Participated	
		☐	

Name:	Susan Bailey	Beginning	End
Email:		2020	12/31/2022
Phone :		Position Held	
Address:		Vice President	
		Actively Participated	
		☐	

Name:	David B. Burt	Beginning	End
Email:		2019	12/31/2021
Phone :		Position Held	
Address:			
		Actively Participated	
		☐	

Name:	Michael Gibbs	Beginning	End
Email:		2019	12/31/2021
Phone :		Position Held	
Address:			
		Actively Participated	
		☐	

Name:	Derrick Booker	Beginning	End
Email:		2019	12/31/2021
Phone :		Position Held	
Address:			
		Actively Participated	
		☐	

Name:	Lorenne Fey	Beginning	End
Email:		2020	12/31/2022
Phone :		Position Held	
Address:			
		Actively Participated	
		☐	

Name:	Ellen Free	Beginning	End
Email:		2021	12/31/2023
Phone :		Postion Held	
Address:			
		Actively Participated	☐

Name:	Melanie Rabb	Beginning	End
Email:		2020	12/31/2022
Phone :		Postion Held	
Address:			
		Actively Participated	☐

Name:	Lee Duke	Beginning	End
Email:		2021	12/31/2023
Phone :		Postion Held	
Address:			
		Actively Participated	☐

City of Hapeville
Statement of Revenues & Expenditures
 With Budget Comparisons
 Main Street Department
 Seventh Month Ended January 31, 2022

	Current Month	7 Month Ended 31-Jan-22	Annual Budget	Over (Under)
Revenues:				
MS Donations				
Expenditures:				
Professional Festivals	-	-	-	-
	7,100	17,873	20,000	2,127
Advertising	0	0	4,000	4,000
Printing & binding	0	1,581	1,000	(581)
Travel	0	0	5,000	5,000
Dues & fees	0	200	600	400
Education & Training	250	250	1,000	750
Contract Labor	0	0	3,300	3,300
Supplies	78	1,247	200	(1,047)
Other supplies	0	0	300	300
Site improvements	0	6,456	14,000	7,544
	0	0	0	0
Total Expenditures	7,428	27,607	49,400	21,793

Transactions: 5
Festivals - Free Art December
 D. Burt Reimbursement for Payment to Conort for Free Art Music - \$100
Festivals - Atlanta Celebrate Photography
 Cateye Creative Curation Fee - \$7000
Education & Training
 M. Gibson MS101 Reimbursement - \$75
 S. Bailey Mobolize Main Street Training - \$175
Supplies
 D. Burt Reimbursement for Payment of Free Art Hapeville Mugs - \$77.94

100-GENERAL FUND
DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 58.33

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	7,100.00	17,872.93	0.00	2,127.07	89.36
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	1,580.94	0.00 (	580.94)	158.09
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	0.00	200.00	0.00	400.00	33.33
100-5-7550-523700 Education & Training	1,000	250.00	250.00	0.00	750.00	25.00
100-5-7550-523850 Contract Labor	3,300	0.00	0.00	0.00	3,300.00	0.00
TOTAL CONTRACTED SERVICES	34,900	7,350.00	19,903.87	0.00	14,996.13	57.03
SUPPLIES & MINOR EQPT						
100-5-7550-531100 Supplies	200	77.94	1,246.81	0.00 (	1,046.81)	623.41
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	77.94	1,246.81	0.00 (	746.81)	249.36
CAPITAL OUTLAYS > \$5000						
100-5-7550-541200 Site Improvements	14,000	0.00	6,455.91	0.00	7,544.09	46.11
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	14,000	0.00	6,455.91	0.00	7,544.09	46.11
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	49,400	7,427.94	27,606.59	0.00	21,793.41	55.88

2022 Comprehensive Plan Update Steering Committee Representative

Background:

The City of Hapeville is undertaking the 2022 Comprehensive Plan Update with assistance from the Atlanta Regional Commission (ARC). As part of the planning process, we are calling on key representatives with study area knowledge and expertise to join the Hapeville Comprehensive Plan Steering Committee. This group is instrumental in guiding the course of the update by identifying issues and opportunities, developing plan goals and objectives, and reviewing the feasibility and effectiveness of recommendations.

We ask the Main Street Board to nominate one member to join the Steering Committee.