



TOWN OF BOWLING GREEN ECONOMIC DEVELOPMENT AUTHORITY MEETING

MINUTES

Wednesday, April 08, 2026
6:00 PM

ATTENDEES: Chair Jason Manns, Director Jessica Beale, Director Mary McManus, Director Katrice Howard, Director Randy Hageman

ABSENT: Director Kyaer Lee, Director David Storke

STAFF: India Adams-Jacobs, Town Manager; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER:

- The Economic Development Authority Meeting was called to order at 6:07 PM by Chair Manns. A quorum was established.

Reading, (if required by a Director), approval and correction of the minutes of the last regular meeting and any special meetings held subsequent to the last regular meeting:

1. Minutes- March 11

- A motion to approve the March 11, 2026, meeting minutes was made by Chair Manns and seconded by Director McManus. Following a voice vote, the motion carried unanimously.

CITIZEN COMMENTS (EACH SPEAKER NOT TO EXCEED 3 MINUTES):

NEW BUSINESS:

2. Downtown Parking Discussion, Randy Hageman & India Adams-Jacobs

- Director Hageman introduced a discussion regarding downtown parking conditions, particularly along Main Street, and described concerns related to limited customer parking, employee parking in prime storefront spaces, and the practical needs of businesses that require convenient loading access. Discussion included whether lined parking spaces are required, whether additional spaces might be created near alley areas, the possibility of 15- or 30-minute loading zones, customer access needs, public versus private parking confusion, the need for clearer parking signage and a downtown parking map, the role of enforcement, seasonal parking management considerations, and the possible use of shared parking agreements in the future. The consensus of the Authority generally favored exploring clearly marked public parking areas and limited loading-zone options rather than imposing broad time restrictions across all of Main Street. The Town Manager advised that staff would continue researching options, including VDOT-related considerations and possible ordinance or policy changes. The Authority also discussed forming a small subcommittee to assist with longer-term shared parking considerations.

TREASURER'S REPORT:

- The Treasurer (Ms. Howard) presented the Economic Development Authority financial report for the period ending April 8, 2026. The report included an \$842.00 quote from Mosca Design for seven custom digital

vinyl banners and seven low-level bracket sets for Fourth Fridays promotional materials, as well as Invoice No. 6746 from Consociate Media LLC dated April 7, 2026, in the amount of \$1,111.79 for rack card design, project graphics, design services, and two years of QR code hosting. Total current bills submitted for approval were \$1,953.79, which would leave a remaining balance of \$4,048.20, subject to confirmation of available funds. Additional discussion addressed the Town's proposed FY27 budget request of \$25,000 for the EDA and when those funds would become available if approved.

- A motion to accept the Treasurer's report and approve the presented expenditures was made by Director Beale and seconded by Director Hageman. Following a roll-call vote, the motion carried unanimously.

CHAIRPERSON'S REPORT:

- Chairperson Manns reported that Domino's had opened and noted a positive early response.

COMMITTEE REPORTS:

- Members discussed preliminary planning for a future wine festival, including the possibility of aligning the event with the Town's 360th anniversary activities. Discussion included possible timing, coordination needs, outreach to wineries and vineyards, the need for prior event materials and planning information, and potential event locations if the old mansion site is not available. The Town Manager stated that available historical materials from Town records could be assembled to assist with planning and noted the potential value of event coordination support if funding becomes available.
- Regarding the old mansion committee, it was reported that outreach had occurred, though no formal update was placed on the record for discussion at that time.

OLD BUSINESS:

3. Rack Card Update, India Adams-Jacobs, Town Manager
 - India Adams-Jacobs, Town Manager, reported that the rack card proof had been reviewed and approved following a final round of edits.
4. Banners Update, India Adams-Jacobs, Town Manager
 - India Adams-Jacobs, Town Manager, reported that feedback had been received from Mosca Design regarding the appropriate banner bracket size and that the banner and bracket order had been placed using the previously approved Fourth Fridays graphic. Members also reviewed draft concepts for additional Bowling Green 360 banners and discussed design preferences, including visibility, color, boldness, and overall consistency for future installations. They provided direction regarding a simpler design.
5. Meeting Schedule Discussion- Jason Manns, Chair
 - The Authority discussed whether to hold meetings during the summer months and whether any pressing EDA business would require regular meetings in May, June, or July. Members noted that subcommittee work, including parking and wine festival planning, could continue in the interim and that reconvening later in the summer would provide time for additional progress and staff follow-up.
 - A motion to cancel the May, June, and July 2026 EDA meetings and reconvene in August 2026 was made by Chair Manns and seconded by Director Hageman. Following a roll-call vote, the motion carried unanimously.

PRESENTATIONS (not to exceed 15 minutes):

None.

ADJOURNMENT:

- A motion to adjourn the meeting was made by Director McManus and seconded by Chair Manns. Following a voice vote, the meeting adjourned at 7:22 PM.

Attest:

Chair: Jason Manns
Jason Manns

Clerk: India Adams-Jacobs
India Adams-Jacobs, MPA, ICMA-CM

