



**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY MEETING**

**A G E N D A**

**Wednesday, August 12, 2026  
6:00 PM**

**CALL TO ORDER:**

**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- April 8, 2026

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

**PRESENTATIONS (not to exceed 15 minutes):**

Virginia Department of Housing and Community Development - Kyle Meyer

**NEW BUSINESS:**

2. Adoption of the FY27 Budget Workplan
3. Approval of Contribution to BGVA Main Street for Public Art on North Main Street, India Adams-Jacobs
4. Parking Update Discussion, India Adams-Jacobs

**TREASURER'S REPORT:**

**CHAIRPERSON'S REPORT:**

**COMMITTEE REPORTS:**

**OLD BUSINESS:**

**ADJOURNMENT:**



## 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**

**Clerk:** \_\_\_\_\_  
**India Adams-Jacobs, MPA, ICMA-CM**

**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY**

**MEMORANDUM**

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**TO:** Members of the Economic Development Authority  
**FROM:** India Adams-Jacobs, MPA, ICMA-CM, Town Manager  
**DATE:** August 4, 2026  
**RE:** Adoption of the FY27 Budget Workplan

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**Purpose**

This memorandum requests that the Economic Development Authority formally adopt its FY27 Budget Workplan, following the Town Council's approval of the Fiscal Year 2027 budget.

**Background**

The Town Council has approved the FY27 budget, which includes the appropriations that fund the Authority's programs and initiatives for the coming fiscal year. With the budget now in place, the Authority is positioned to adopt a workplan that aligns its activities and expenditures with the approved funding levels and with the Town's economic development priorities.

The FY27 Budget Workplan sets out the Authority's planned initiatives for the fiscal year, including anticipated timing and budgeted amounts. Key elements of the workplan include:

**Fiscal Impact**

All activities identified in the FY27 Budget Workplan are consistent with, and funded within, the appropriations approved by the Town Council in the FY27 budget. Adoption of the workplan does not commit funds beyond approved budget levels; individual expenditures will continue to be brought to the Authority for approval as required.

**Recommendation**

Staff recommends that the Economic Development Authority adopt the FY27 Budget Workplan as presented, based on the Town Council's approval of the FY27 budget.

**Suggested Motion**

*"I move that the Economic Development Authority adopt the FY27 Budget Workplan as presented, consistent with the FY27 budget approved by Town Council."*



## Economic Development Authority FY27 Work Plan Budget

| ITEM:                                                                        | BUDGETED AMOUNT: |
|------------------------------------------------------------------------------|------------------|
| Banners- Veterans, 4 <sup>th</sup> Fridays & Bowling Green 360 <sup>th</sup> | \$2,500          |
| Mural Funding                                                                | \$5,000          |
| Façade Improvement Grant Program                                             | \$5,000          |
| Winefest                                                                     | \$12,500         |
| <b>TOTAL</b>                                                                 | <b>\$25,000</b>  |

**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY**

**MEMORANDUM**

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**TO:** Members of the Economic Development Authority  
**FROM:** India Adams-Jacobs, MPA, ICMA-CM, Town Manager  
**DATE:** August 4, 2026  
**RE:** Approval of \$5,000 Contribution to BGVA Main Street for Public Art on North Main Street

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**Purpose**

This memorandum requests the Economic Development Authority's approval of a check in the amount of \$5,000 payable to BGVA Main Street, to support the installation of public art along North Main Street.

**Background**

BGVA Main Street has requested funding assistance for a public art initiative on North Main Street. The project will enhance the visual character of the downtown corridor, encourage foot traffic to local businesses, and support the Town's broader revitalization and placemaking efforts. Investment in public art is consistent with the Authority's mission to promote economic development and improve the vitality of Bowling Green's commercial district.

**Fiscal Impact**

The requested contribution is \$5,000, to be disbursed by check to BGVA Main Street. Funds are available in the Authority's current budget.

**Recommendation**

Staff recommends that the Economic Development Authority approve the issuance of a check in the amount of \$5,000 to BGVA Main Street for public art on North Main Street.

**Suggested Motion**

*"I move that the Economic Development Authority approve a check in the amount of \$5,000, payable to BGVA Main Street, for the installation of public art on North Main Street to be completed by year-end 2026."*