



BRITTANY BYRUM, CMC
CITY CLERK
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CITY OF HOPKINSVILLE
KENTUCKY
42240

715 S. VIRGINIA STREET
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www.hopkinsvilleky.us

MEMORANDUM

TO: City Council Ward Five Applicants
FROM: Brittany Byrum, CMC, City Clerk
SUBJECT: Ward Five City Council Vacancy
DATE: June 17, 2026

Attached is a copy of Resolution 02-2008 establishing procedures to fill vacant city council seats and the proposed timeline to fill the vacancy in ward five. Applicants interested in applying for the ward five city council seat (term expiring December 31, 2026) should submit the attached application completed in its entirety. As well as completing the attached application, the applicant should also submit a resume outlining their community involvement and a letter indicating why they want to serve as a city council member. Additionally, each applicant must complete the attached "Financial Interests Statement" in accordance with the Code of Ethics.

Please submit all documents (application, resume, letter, and Financial Interests Statement) to:

City of Hopkinsville
City Clerk's Office
Hopkinsville Municipal Center
715 South Virginia Street
Hopkinsville, Kentucky 42240

All documents must be received by the City Clerk's Office no later than **4:30 p.m., local time, Friday, June 26, 2026**. If you have any questions, please contact my office at the number above.

cc: James R. Knight Jr., Mayor
Troy Body, City Administrator
Doug Willen, City Attorney

RESOLUTION 02-2008

A RESOLUTION OF THE CITY OF HOPKINSVILLE, KENTUCKY ESTABLISHING COUNCIL
VACANCY PROCEDURES

NOW, THEREFORE BE IT RESOLVED, Hopkinsville City Council hereby establishes the following policy for filling council vacancies:

- (A) The state statutes provide for the election and term of members of local legislative bodies.
- (B) If a vacancy occurs within the membership of the legislative body, KRS 83A.040 shall govern and the following procedures will be followed unless amended by a majority vote of City Council:
 - (1) The City Clerk will notify City Council and the public of the vacancy and set a deadline of 10 calendar days for applicants who are interested in filling the vacancy to file an Application with the Clerk. (If the 10th day falls on a Saturday, Sunday, or holiday, the deadline will be extended to the next business day.)
 - (2) Copies of received applications will be forwarded to the Mayor and Council members. The appointment of a replacement member will be placed as an item on the agenda for the next regular meeting of City Council.
 - (3) Interviews of applicants will be conducted during a City Council meeting. Applicants will be given up to 10 minutes each to introduce themselves and answer questions from Council members. The time limit may be extended by majority vote of the Council.
 - (4) Immediately following interviews, City Council will vote to select a replacement member. The Clerk will call the roll and each Council member will name his or her choice. The applicant with the most votes shall be appointed. In the event of a tie, the Mayor shall vote to break the tie.
 - (5) The newly appointed Council member will be sworn in by the Mayor or Clerk and take their seat at the meeting.
- (C) If no appointment is made within 30 days of the effective date of the vacancy, then the vacancy shall be filled by the Governor of Kentucky pursuant to KRS 83A.040.

Passed by the City Council of the City of Hopkinsville, Kentucky this the 5th day of August, 2008.

APPROVED: _____

J. Daniel Kemp
J. DANIEL KEMP
MAYOR

ATTEST: _____

Wende Aldridge
WENDE ALDRIDGE, CKMC
ASSISTANT CITY CLERK



Hopkinsville City Council Ward 5 Vacancy Application

I, _____, wish to be considered to serve as
(Print Name)
the ward five city council member for the City of Hopkinsville. I affirm I reside at
_____, Hopkinsville,
(Print Home Address)
Kentucky 42240, which is located in the boundaries of ward five.

I further affirm I am at least eighteen (18) years of age and a qualified voter in the
City of Hopkinsville. Additionally, I affirm I meet all qualifications prescribed by
Kentucky Revised Statutes to hold the office for which I am applying.

Applicant Signature

Subscribed and sworn to before me by _____
this _____ day of _____, 2026.

Notary Public
My commission expires: _____
Notary ID: _____

CONTACT INFORMATION (For official use only)

Home Phone: _____
Cell Phone: _____
Mailing Address: _____
Email Address: _____

FINANCIAL INTERESTS STATEMENT

In accordance with Chapter 36 of the Hopkinsville Code of Ordinances, this statement of financial interests shall be filed with the City Clerk **no later than 4:30 p.m. June 26, 2026.**

Nothing in this Financial Interests Statement should be construed to require any officer or employee to disclose any specific dollar amounts nor the names of individual clients or customers of businesses listed as sources of income.

1. **Name:** _____
Business Address: _____
Business Phone: _____
Home Address: _____
Home Phone: _____

2. **Office, Office Sought or Position of City Employment:** _____

3. **Occupation**
Filer: _____
Spouse or Domestic Partner: _____

4. **Identify all sources of income of the filer and the filer's immediate family members (spouse, domestic partner, unemancipated child residing in the household, or a person claimed by the filer, or by the filer's spouse or domestic partner, as a dependent for tax purposes) exceeding \$5,000 during the preceding calendar year and state the nature of the income (e.g. salary, commission, dividends, retirement fund distribution, etc.).**

A. **Source:** _____
Nature: _____

B. **Source:** _____
Nature: _____

C. **Source:** _____
Nature: _____

D. **Source:** _____
Nature: _____

E. **Source:** _____
Nature: _____

(Continue on back)

5. List the name and address of any business located within Kentucky in which the filer or any member of the filer's immediate family (spouse, domestic partner, unemancipated child residing in the household, or a person claimed by the filer, or by the filer's spouse or domestic partner, as a dependent for tax purposes) had at any time during the preceding calendar year an interest of \$10,000 at fair market value or five percent ownership interest or more.

- A. Business Name: _____
Address: _____
- B. Business Name: _____
Address: _____
- C. Business Name: _____
Address: _____
- D. Business Name: _____
Address: _____
- E. Business Name: _____
Address: _____

6. List the name and address of any business located outside of Kentucky, if the business has engaged in any business transactions with the city during the past three years, or which is anticipated to engage in any business transactions with the city, in which the filer or any member of the filer's immediate family (spouse, domestic partner, unemancipated child residing in the household, or a person claimed by the filer, or by the filer's spouse or domestic partner, as a dependent for tax purposes) had at any time during the preceding calendar year an interest of \$10,000 at fair market value or five percent ownership interest or more.

- A. Business Name: _____
Address: _____
- B. Business Name: _____
Address: _____
- C. Business Name: _____
Address: _____
- D. Business Name: _____
Address: _____
- E. Business Name: _____
Address: _____

Signature

Date

Return to:
City of Hopkinsville
Brittany Byrum, City Clerk
715 South Virginia Street
Hopkinsville, KY 42240
Fax: (270) 632-2056
Email: brittany.byrum@h-ky.us