



**AGENDA**  
**TOWN COUNCIL WORK SESSION**  
**MONDAY, JULY 08, 2024 AT 4:00 PM**  
**COUNCIL CONFERENCE ROOM**  
**150 EAST MONROE STREET WYTHEVILLE, VA 24382**

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**1. PERSONS SCHEDULED TO ATTEND**

- A. Beth Taylor - Mayor
- Cathy Pattison - Vice-Mayor
- Holly Atkins - Council Member
- Gary Gillman - Council Member
- Candice Johnson - Council Member
- Brian Freeman - Town Manager
- Elaine HOLETON - Assistant Town Manager
- Sherry Corvin - Town Clerk
- Paul Cassell - Interim Town Attorney
- Tammy Jenkins - Committee Applicant
- Tim Whalen - Committee Applicant

**2. ITEMS TO BE DISCUSSED**

- A. **Approval of Agenda (requires motion and roll call vote)**

- B. **Meet and Greet Sessions**

- Wytheville Tree Advisory Committee**

- 1. **4:00 p.m.** - Ms. Tammy Jenkins
  - 2. **4:30 p.m.** - Mr. Tim Whalen

**3. ADJOURNMENT**

**2-B**

\*\*The following questions will be asked at an informal "Meet and Greet," if your application is selected for consideration by the Town Council.

**MEET AND GREET QUESTIONS  
TOWN COMMITTEES**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee:** \_\_\_\_\_

- 1. Tell us about yourself?
  
  
  
  
  
  
  
  
  
  
- 2. Tell us what you know about this Committee?
  
  
  
  
  
  
  
  
  
  
- 3. What interests you about serving on this Committee?
  
  
  
  
  
  
  
  
  
  
- 4. What background do you have that makes you qualified to serve on this Committee?
  
  
  
  
  
  
  
  
  
  
- 5. What do you see as the objectives and goals of the Committee/Commission/Authority?



**COMM-24-5**  
Application to Serve on  
Town Committee or  
Board  
Status: Active  
Submitted On: 6/10/2024

**Primary Location**  
No location

**Applicant**  
 Tammy Jenkins  
  
  
Wytheville, VA 24382

### APPLICANT INFORMATION

**Full Legal Name\***  
Tammy Elizabeth Jenkins

**Applicant Mailing Street/PO Address \* ?**

**Zip Code Mailing Address\* ?**  
24382

**Applicant Contact Phone Number\* ?**

**Applicant Email Address\* ?**

**Place of Employment or Other\* ?**  
Retired

The Town Council makes appointments to Boards, Committees, and Commissions. When there is an opening in a board or committee, interested citizens should complete this application. The council will review the applications before an appointment is made. The Town Clerk maintains information about terms and current openings on boards and committees. Information can be found on the Town website <https://www.wytheville.org/boards-committees> . For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349.

<Bold>The list below outlines the various boards, commissions and committees that individuals can serve on.

Board of Zoning Appeals- Five (5) year term. Members are required to submit a Real Estate Disclosure Form to satisfy statewide reporting requirements.

Building Code Appeals Board- Five (5) year term.

Joint Industrial Development Authority- Four (4) year term. Members are required to submit a Financial and Real Estate Disclosure Form to satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

Planning Commission - Four (4) year term. Members are required to submit Real Estate Disclosure Form to satisfy statewide reporting requirements. Must attend Certified Planning Commissioner's Training.

Recreation Commission - Three (3) year term.

Smyth-Wythe Airport Commission - Four(4) year term.

Tree Advisory Committee - Four (4) year term.

Wall of Honor Committee - Four (4) year term.

Willow Brook Jackson/Umberger Homestead Museum Advisory Board - Five (5) year term.

Housing Rehabilitation Zone Selection Committee - Five (5) year term. Must be either a Planning Commission or Town EDA member. Members shall not be in construction or real estate industry.

Wytheville Economic Development Authority - Four (4) year term. Members must submit a Financial and Real Estate Disclosure Form to satisfy state reporting guidelines. Members must attend a Conflict of Interest Act Training.

Wytheville Redevelopment & Housing Authority - Four (4) year term.

Which Board/Committee are you interested in serving on?\*

Tree Advisory Committee

If you would like to serve on more than one board or committee, please enter them both in this field. ?

Are you currently a member of the Board of Zoning Appeals or are you a member on the Building Board of Appeals?\* ?

NO

If you are already serving on the Board of Zoning Appeals or the Building Board of Appeals please contact the Town Clerk. The Code of Virginia prohibits members of the BZA or the LBBCA from serving on other boards, aside from one member of the BZA who may also be on the Planning Commission.

Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.\* ?

BBA The College of William and Mary, 12 years Girl Scout Leader, 28 years licensed insurance agent

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.\* ?

Wythe County Community Works

Provide information about yourself. Share knowlege base or skillsets that you possess. How will you add value to the committee or board?\*

I have a Minor in Studio Fine Arts. I worked for a nonprofit organization for two years. We used HUD grants to fund a housing program for abused women and their children.

The Town requires that all individuals who seek to serve on a Town Committee or a Town Board shall undergo a background check at the time of application.

The applicant will be required to upload the Background Report Release Form and the Personnel Record Request Form . The forms can be downloaded from the link under attachments on the attachment page. <font color="red">Copy and paste this link in a new web browser: <a

Once you have downloaded and completed the form on your personal computer, save the document on your personal computer. When you get to the attachments field in this application, you can upload the completed background release form document into this application portal. If you have issues with this step call 276-223-3353 and a Town Clerk will assist you.

### ACKNOWLEDGMENT & AUTHORIZATION

1. I hereby certify that the information provided is complete and accurate.\*



2. I understand that if appointed, I am expected to attend the meeting(s) as scheduled and I understand that repeated absences may result in my being removed from a Board or Commission.\*



Name of Applicant:\* ⓘ

Tammy Elizabeth Jenkins

Click here to add your legally binding digital signature\*

✔ Tammy Elizabeth Jenkins  
Jun 10, 2024

### Town Council Approval

🔒 Date of Issuance

—

🔒 If appointed. Town Clerk put term expiration date here.

—

### Attachments



**Background Report Release Form and Personnel Record Release Form** REQUIRED  
071922-Town-Committee-Board-Packet-and-Background-Release-Forms\_Mon\_Jun\_10\_2024\_09-07-07.pdf  
Uploaded by Tammy Jenkins on Jun 10, 2024 at 9:13 AM

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**MEET AND GREET QUESTIONS  
TOWN COMMITTEES**

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**Committee:** \_\_\_\_\_

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2. Tell us what you know about this Committee?
  
  
  
  
  
3. What interests you about serving on this Committee?
  
  
  
  
  
4. What background do you have that makes you qualified to serve on this Committee?
  
  
  
  
  
5. What do you see as the objectives and goals of the Committee/Commission/Authority?





**COMM-24-6**  
Application to Serve on  
Town Committee or

Primary Location  
No location

Applicant

Tim Whalen



Status: Active  
Submitted On: 6/17/2024



Wytheville, Virginia 24382

### APPLICANT INFORMATION

Full Legal Name\*

Tim Whalen

Applicant Mailing Street/PO Address \* ?

Zip Code Mailing Address\* ?

24382

Applicant Contact Phone Number\* ?

Applicant Email Address\* ?

Place of Employment or Other\* ?

Retired

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Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.\* ?

I am a model citizen who has served working for the town of Wytheville for over 30 years. I am familiar with the trees and landscaping in Wytheville as I have worked as a professional tree trimmer and am very knowledgeable about the types of trees that are native to this area. I am a dedicated church going christian and I love to work in my community and help its citizens. I am a member of my church choir. I've also served as a butcher. I attended school in Wythe County as I went to Speedwell Elementary and Rural Retreat Middle School and High School.

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.\* ?

I've worked for the town of Wytheville for over 30 Years.

Provide information about yourself. Share knowlege base or skillsets that you possess. How will you add value to the committee or board?\*

I add value by being very community focused, I am a conservationist, I love nature and I am a fisherman and a hunter. I am knowledgeable about the flora and fauna that are native to this area. I am also knowledgeable about the policies and procedures related to landscaping and conservation efforts here in Wytheville, VA.

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Name of Applicant:\* ⓘ

Tim Whalen

Click here to add your legally binding digital signature\*

✔ Tim Whalen  
Jun 17, 2024

### Town Council Approval

🔒 Date of Issuance

—

🔒 If appointed. Town Clerk put term expiration date here.

—

### Attachments



**Background Report Release Form and Personnel Record Release Form** REQ

Section 2, Item B.

TW Background Release Form.pdf

Uploaded by Tim Whalen on Jun 17, 2024 at 5:35 PM