



**AGENDA**  
**TOWN COUNCIL WORK SESSION**  
**MONDAY, JANUARY 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 A. Taylor - Mayor
- Cathy D. Pattison - Vice-Mayor
- Holly E. Atkins - Council Member
- Gary L. Gillman - Council Member
- Candice N. Johnson - Council Member
- T. Brian Freeman - Town Manager
- Elaine R. Holeton - Assistant Town Manager
- Brandi N. Jones - Chief Deputy Clerk
- Paul Cassell - Interim Town Attorney
- Brady Parks - Committee Applicant
- Chris Rodgers - Committee Applicant
- Wendy Welch - Committee Applicant
- Mike Carrico - Committee Applicant
- Barry Catron - Committee Applicant
- Donald Repass - Committee Applicant

**2. ITEMS TO BE DISCUSSED**

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

**B. Meet and Greet Sessions**

**Wytheville Recreation Commission**

- 1. **4:00 p.m.** - Mr. Brady Parks
- 2. **4:10 p.m.** - Mr. Chris Rodgers

**Wytheville Economic Development Authority (WEDA)**

- 1. **4:20 p.m.** - Ms. Wendy Welch

**Wytheville Building Code Appeals Board**

- 1. **4:30 p.m.** - Mr. Mike Carrico
- 2. **4:40 p.m.** - Mr. Barry Catron
- 3. **4:50 p.m.** - Mr. Donald Repass

**2-B**



**COMM-23-14**

Application to Serve on Town  
Committee or Board  
Status: Active  
Submitted On: 9/28/2023

**Primary Location**

No location

**Applicant**

 Brady Parks



 |

wytheville, va 24382

**APPLICANT INFORMATION**

<b>Full Legal Name*</b>	<b>Applicant Mailing Street/PO Address *</b>
Brady Scott Parks	
<b>Town or City Mailing Address*</b>	<b>State Mailing Address*</b>
Wytheville	VA
<b>Zip Code Mailing Address*</b>	<b>Applicant Contact Phone Number*</b>
24382	
<b>Applicant Email Address*</b>	<b>Place of Employment or Other*</b>
	Millwald Theatre

The Town Council makes appointments to Boards, Committees, and Commissions. Interested citizens should complete this application. The council will review the applications before an appointment is made. For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349. Here is the list (below) of Boards, Committees, and Commissions.

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.

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?\*

Recreation Commission

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?\*

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member 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.\*

Marketing and Event Manager for Hospital Foundation and MCCH Marketing Department. Develop marketing strategies to raise money for hospital funding and charitable needs, including new Cancer Center, Breast Cancer Imaging equipment, Hospice House, etc. Director for Annual Murray Half Marathon and 5K, Director for Annual Golf Tourney and other fundraisers. Created and produced marketing materials, branding collateral, managed social media and websites

Small Business Consultant Faculty position providing consulting and marketing services to regional small business clients. Provide high quality individual instruction to entrepreneurs, business owners, and business managers. Analyze business situations, make recommendations, and educate clients with regard to business plans, market feasibility, financial viability, operations management, and legal structures, etc.

*Director, 5KBR – Annual 5K Run*

Planned and executed 5K run that benefited a local charity. The charity worked to transport to children or expectant mothers with limited resources to healthcare providers. Event was held in conjunction with the annual Mercedes Marathon weekend. Worked with partners to develop and execute communication plan for marathon and 5K. Grew to over 1,300 participants annually. Event raised over \$350,000 in 7 years.

*RECIPIENT: Pioneering Spirit Award – February 2009*

In recognition of organizational and fundraising efforts for the first five years of the BE&K 5K in support of Kid One Transport

Managed proposals and presentations department. Worked with marketing team on client development and outreach strategies. Designed/developed and provided content for corporate website and printed publications. Worked directly with Corporate President, CEO and all upper management on client marketing initiatives, proposal and presentations for very large industrial projects. Worked directly with Director of Communications to plan and develop/design public relations efforts.

**Volunteer/Community Involvement**

- General Manager, Swim Bike Run Murray – 2011-2021
- Murray Calloway Wellness Consortium Member – February 2013-2016
- Murray High School Tennis Coach – 2013-2016
- Organizer – Murray State University, Carter’s Kids 5K (2015), raised \$5,000 for foundation

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.\*

*Director, 5KBR – Annual 5K Run (2006-2011)*

Planned and executed 5K run that benefited a local charity. The charity worked to transport to children or expectant mothers with limited resources to healthcare providers. Event was held in conjunction with the annual Mercedes Marathon weekend. Worked with partners to develop and execute communication plan for marathon and 5K. Grew to over 1,300 participants annually. Event raised over \$350,000 in 7 years.

*President, KBR Volunteer Council (2008-2011)*

Planned and executed community relations events for various charities and special community projects. Developed all communication plans and public relation efforts for each event.

- General Manager, Swim Bike Run Murray – 2011-2021
- Murray Calloway Wellness Consortium Member – February 2013-2016
- Murray High School Tennis Coach – 2013-2016

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

I'm a runner, cyclist, hiking, tennis, fly fishing - enjoy exercise and fitness.  
General Manager for local athletic team in Murray, KY - Swim Bike Run Murray.  
Strong computer graphics and marketing skills.

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The applicant will be required to upload the Background Report Release Form and the Personnel Record Request Form in the Attachments Section of this Application. To access these forms the applicant will be required to download them from the Town Website.

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:\*

Brady Scott Parks

Click here to add your legally binding digital signature\*

Brady Scott Parks  
Sep 28, 2023

### Attachments



## COMM-23-12

Application to Serve on Town Committee or Board

**Status:** Active

**Date Created:** Aug 2, 2023

### Applicant

Christopher Rodgers

Wytheville, Virginia 24382

### APPLICANT INFORMATION

**Full Legal Name**

Christopher Doyle Rodgers

**Town or City Mailing Address**

Wytheville

**Zip Code Mailing Address**

24382

**Applicant Email Address**

**Applicant Mailing Street/PO Address**

**State Mailing Address**

Virginia

**Applicant Contact Phone Number**

**Place of Employment or Other**

Carilion New River Valley Medical Center

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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.

Wytheville Economic Development Authority  
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.

Section 2, Item B.

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

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

Recreation Commission

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

Recreation Commission, and Willow Brook Jackson/Umberger Homestead Museum Advisory Board. I am also open to serving on other boards or Committee if the Town Committee finds a better fit for me.

**Are you currently a member of the Board of Zoning Appeals?**

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member 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.**

I am currently working as a nurse intern at the Radford Hospital and have extensive experience in the medical field. I have an Advanced Highschool Diploma, an Associates degree in General Science, a Certificate of Nursing, am currently working on my Nursing degree through Wytheville Community College, and am also working on my Bachelor's Degree in the Science of Nursing through Radford University. I have volunteered at the Edith Bowling Wilson Museum throughout the summer, and am knowledgeable on the history of Wytheville. I keep myself up to date on the events of the town, and am always willing to help the town whenever I can.

**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 have not served on a board or committee for the Town of Wytheville.

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

I was born and raised here in Wytheville, and have extensive knowledge about the Town and history thereof. I live on my family farm here in Wytheville and have knowledge on agriculture and livestock maintenance. My father owns an engineering business here in Wytheville and I have assisted him many times with surveying land and designing plans for new developments. I am extremely detail oriented and hardworking, as well as involved in the Town's improvement and development.

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**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:**

Christopher Rodgers

**Click here to add your legally binding digital signature**

Christopher Rodgers

08/02/2023

**Town Council Approval**

**Date of Issuance**

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

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### COMM-23-19

Application to Serve on  
Town Committee or  
Board

Status: Active

Submitted On: 11/14/2023

### Primary Location

No location

### Applicant

Wendy Welch



Wytheville, VA 24382

## APPLICANT INFORMATION

Full Legal Name\*

Wendy Welch

Applicant Mailing Street/PO Address \* ?

Zip Code Mailing Address\* ?

24382

Applicant Contact Phone Number\* ?

Applicant Email Address\* ?

Place of Employment or Other\* ?

Graduate Medical Education  
Consortium of SWVA

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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.

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?\*

Wytheville Economic Development Authority

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?\*

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member 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.\* ?

My PhD is from Memorial University, my MPH is from Virginia Tech, and I am the author of seven books, one exploring small town economics. I interact regularly with Open Door, Wytheville Women's Club, and Virginia Organizing here in town. As executive director of the Graduate Medical Education Consortium, I work in the 13 sw-most counties of Virginia, advocating for the region often with legislators at the state and federal level.

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 served on the farmers market board of our previous county and the national storytelling association board for the US as its development officer, both of these running roughly 2011-2018. Local boards and civic services include running an arts education non-profit, serving on the board of a women's history organization in Scotland, and their national storytelling board (1998-2006). I served on the SWVA Health Authority and have extensive experience in how education, healthcare, corporations, and entrepreneurship work together to make towns strong and sustainable (2011-2019). I also served on the Appalachian Studies Association board (ending 2021) and am a member of the regional Quaker group. Currently I serve on the Virginia Rural Health Association, an appointment that began in 2016, and the Virginia Workforce Development Authority, appointed by the governor in 2021, anticipated to end this year.

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

Having worked for 25 years in the academic and non-profit sector, I can negotiate, facilitate, listen carefully, and think strategically about anything, with anyone from complete allies to wholesale adversaries. I'm good at creating community in small groups and large spaces, and I understand the main pillars of economic development, including innovations and trends and their likely future expectations within Appalachia.

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## 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:\* 

Wendy Welch

Click here to add your legally binding digital signature\*

Wendy Welch  
Nov 14, 2023

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## Attachments



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

REQUIRED

071922-Town-Committee-Board-Packet-and-Background-Release-Forms.pdf

Uploaded by Wendy Welch on Nov 14, 2023 at 6:13 AM





### COMM-23-21

Application to Serve on  
Town Committee or  
Board

Status: Active

Submitted On: 12/1/2023

### Primary Location

No location

### Applicant

Mike Carrico



Max Meadows, Va 24360

## APPLICANT INFORMATION

Full Legal Name\*

Michael Carrico

Applicant Mailing Street/PO Address \*

Zip Code Mailing Address\*

24360

Applicant Contact Phone Number\*

Applicant Email Address\*

Place of Employment or Other\*

Self Employed

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<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.

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?\*

Building Code Board of Appeals

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

Just the One

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.\* ?

Building contractor with 35 Years in construction industry

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.\* ?

Self employed contractor

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

Licensed Contractor in Residential Construction

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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:\* 

Mike Carrico

Click here to add your legally binding digital signature\*

 Mike Carrico  
Dec 1, 2023

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## Attachments



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

Mike Carrico.pdf

Uploaded by Jason Hamm on Dec 1, 2023 at 3:09 PM

**REQUIRED**



**COMM-23-17**

Application to Serve on Town  
Committee or Board

Status: Active

Submitted On: 10/20/2023

Primary Location

No location

**Applicant**

 Barry Catron







Wytheville, VA 24382

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**APPLICANT INFORMATION**

**Full Legal Name\***

Barry Duane Catron

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

**Zip Code Mailing Address\***

24382

**Applicant Contact Phone Number\***

**Applicant Email Address\***

**Place of Employment or Other\***

Xterior Plus Inc

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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.

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?\*

Building Code Board of Appeals

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

No other boards

Are you currently a member of the Board of Zoning Appeals?\*

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member 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.\*

I have been in Real Estate, Real Estate Appraising, and in construction in Wytheville for 30 years

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.\*

None

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

Knowledgeable of construction process and building codes related to construction.

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### ACKNOWLEDGMENT & AUTHORIZATION

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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:\* 

Barry Duane Catron

[Click here to add your legally binding digital signature\\*](#)

 Barry Duane Catron  
Oct 20, 2023

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### Attachments





### COMM-23-20

Application to Serve on  
Town Committee or  
Board

Status: Active

Submitted On: 11/30/2023

### Primary Location

No location

### Applicant

Donald Repass



Wytheville, Va 24382

## APPLICANT INFORMATION

Full Legal Name\*

Donald Repass

Applicant Mailing Street/PO Address \*

Zip Code Mailing Address\*

24382

Applicant Contact Phone Number\*

Applicant Email Address\*

Place of Employment or Other\*

Self Employed

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

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

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

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?\*

Building Code Board of Appeals

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.\*

Self employed contractor with 35+ years of experience. Masters in plumbing, electrical, and gas fitting

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.\*

No previous service

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

Master Electrician, Master Gas Fitter, and Master Plumber

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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. 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:\* ⓘ

Donald Repass

Click here to add your legally binding digital signature\*

✔ Donald Repass  
Nov 30, 2023

### Attachments