Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

DEC 2013
RECEIVED
County
Administrator

ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
RICHARD G. BALLENGEE

COUNCIL MEMBERS
D. MICHAEL BARBER
R. CORD HALL
STEVE HUPPERT
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES
JAMES W. "JIM" VANHOOZIER

TOWN MANAGER
BARRY D. HELMS

ASSISTANT TOWN MANAGER
RANDY S. WINGFIELD

DIRECTOR OF
FINANCE/TOWN TREASURER
VALERIE L. TWEEDIE

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN, MEMMER &
DILLON, P.C.

OFFICE OF: MAYOR

December 5, 2013

Mr. Craig Meadows
County Administrator
Office of County Administration
755 Roanoke Street Suite 2E
Christiansburg, Va. 24073

Dear Craig:

Christiansburg Town Council re-appointed John Overton as our representative to the Montgomery County Economic Development Commission at their regular meeting Tuesday, December 3, 2013, Mr. Overton expressed a desire to remain on the Commission for another term.

Council would like for him to attend the December 17th meeting to meet John and to hear about the work of the Commission. I have called and sent an e-mail to John with that request.

Thank you for notifying us of Mr. Overton's expiration date on the Economic Development Commission.

Sincerely,

Richard G. Ballengee

Richard G. Ballengee
Mayor

C: Barry Helms, Town Manager