

WISE TOWN COUNCIL
Tuesday, July 22, 2025; 7:00 P.M.
WISE MUNICIPAL BUILDING COUNCIL CHAMBERS
501 WEST MAIN STREET - WISE, VIRGINIA 24293

MINUTES

MEMBERS PRESENT:

Caynor Smith, Jr., Mayor
Teresa Adkins
Robin Dotson
S. Duane Phillips

MEMBERS ABSENT:

Laura Taylor

PLEDGE OF ALLEGIANCE / INVOCATION:

Mayor Smith led the Pledge of Allegiance. Robert "Robbie" Bates, resident of the Town of Wise, provided the invocation.

AGENDA CHANGES:

Town Manager Laura Roberts advised there were no changes to the agenda.

CONSENT CALENDAR:

Robin Dotson made a motion to approve the consent calendar, which included the minutes of the June 24, 2025 regular Council meeting, the June 2025 Police and Water Plant Reports, and the July 2025 Fire Department, Special Events, and Rescue Squad Reports. Teresa Adkins seconded the motion that passed 4-0.

PUBLIC EXPRESSION:

There being no one from the public audience wishing to comment, Mayor Smith closed public expression.

DEPARTMENT HEAD REQUESTS:

Town Manager Laura Roberts, on behalf of Special Events Coordinator Natasha Proulex, requested Council's participation in the "Feed the Warriors" event to be held at Central High School on September 19, 2025, before the scheduled football game.

RESOLUTION #18, 2025:

Town Manager Laura Roberts reported Wise Fire Department's turnout gear had exceeded its service life as established by National Fire Protection Association standards. Following a brief discussion, Duane Phillips moved to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AUTHORIZING A GRANT APPLICATION TO BE SUBMITTED TO THE VIRGINIA DEPARTMENT OF FIRE PROGRAMS ON BEHALF OF THE WISE FIRE DEPARTMENT FOR FIREFIGHTER PPE". Teresa Adkins seconded the motion with the vote recorded by roll call:

Caynor Smith, Jr., Mayor	"Aye"
Teresa Adkins	"Aye"
Robin Dotson	"Aye"
S. Duane Phillips	"Aye"

RESOLUTION #19, 2025:

Town Manager Laura Roberts recommended an out-of-service fire truck titled to the Town of Wise be donated to the Wise Fire Department. She noted the transfer would serve the best interests of both the Town and the Department. Robin Dotson made a motion to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA, DONATING A 1980 AMERICAN FRANCE FIREFIGHTING LADDER TRUCK TO THE WISE FIRE DEPARTMENT". Duane Phillips seconded the motion. The vote was recorded by roll call:

Caynor Smith, Jr., Mayor	"Aye"
Teresa Adkins	"Aye"
Robin Dotson	"Aye"
S. Duane Phillips	"Aye"

ADMINISTRATIVE COMMITTEE MEETING REPORT – RESOLUTION #20, 2025:

Mayor Smith, Chair, summarized the meeting of the Administrative Committee held to discuss changes to the employee policy manual regarding standard hours of operation and holiday pay. He reported the committee recommended the following changes to the Town of Wise personnel policy manual:

1. Standard hours for work at the Administrative Office are from 7:45 a.m. to 6:15 p.m., Monday through Friday, with a 30-minute lunch break. Office doors are to be opened for the daily transaction of business from 8:00 a.m. until 6:00 p.m.
2. The Town of Wise will follow the State Holiday Schedule. Council approved Town of Wise employees would be paid for all designated state holidays. Full-time employees shall be paid their regular eight or ten hours of pay for all designated holidays, based on their regular work schedule. Non-exempt employees who are scheduled to work a holiday shall be paid for hours worked at a rate of time and one-half in addition to their regular holiday pay.

Duane Phillips moved to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AMENDING THE PERSONNEL POLICY MANUAL TO AMEND THE STANDARD HOURS FOR WORK AT THE ADMINISTRATIVE OFFICE AND TO REFLECT THE HOLIDAY PAY FOR FULL TIME EMPLOYEES TO BE THAT AS THEIR REGULAR HOURS OF PAY FOR ALL DESIGNATED HOLIDAYS". Teresa Adkins seconded the motion and the vote was recorded by roll call:

Caynor Smith, Jr., Mayor	"Aye"
Teresa Adkins	"Aye"
Robin Dotson	"Aye"
S. Duane Phillips	"Aye"

ORDINANCE #7, 2025:

Town Treasurer Sarina Collins provided delinquent tax lists as of June 30, 2025, pursuant to Virginia Code §58.1-3924. She advised the adoption of Ordinance #7, 2025 would authorize the publication of delinquent tax lists, which would be scheduled for September 2025. Collins further informed a delinquent listing of deceased taxpayers would be provided at the August regular

Council meeting. Following a brief discussion, Councilman Dotson made a motion to adopt “AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA, ADOPTING THE PROCEDURES FOR UNCOLLECTIBLE TAXES AND DELINQUENTS AS PROVIDED IN VIRGINIA CODE SECTIONS 58.1-3921 AND 58.1-3924, REQUIRING PREPARATION AND SUBMISSION OF CERTAIN LISTS AND DIRECTING THE PUBLICATION THEREOF”. Councilman Phillips seconded the motion. The vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

RECREATION COMMITTEE MEETING REPORT:

Caynor Smith, Jr., summarized the Recreation Committee’s meeting held to discuss the following:

Donation Request – Napoleon Hill Foundation:

Mayor Smith advised Don Green, Executive Director of the Napoleon Hill Foundation, had submitted a donation application aimed at including the Town of Wise as a donor and partner of the Foundation. Smith reported the Committee recommended a contribution of \$1,500.00. Duane Phillips made a motion to approve a \$1,500.00 donation to the Napoleon Hill Foundation. Teresa Adkins seconded the motion with the vote recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

Special Events Application –Main Street Food Truck Rodeo:

Dr. Amanda Hall, President of Wise Main Street Association, provided an overview of the organization and its mission. She requested the Town’s co-sponsorship of the Main Street Food Truck Rodeo, scheduled to be held on Mondays from August through October in the Tacoma Avenue parking lot. Hall noted the co-sponsorship would include use of the Town’s parking lot, portable restrooms, and picnic tables, as well as a speaker, if available. The Recreation Committee recommended the Town co-sponsor the Food Truck Rodeo as requested and a \$50.00 fee per food truck be charged each week for use of the parking lot in lieu of meals tax. It was further recommended that food truck operators not dispose of boxes, grease, wastewater, or food on the premises. Robin Dotson made a motion to approve the Committee’s recommendation. Teresa Adkins seconded the motion. The vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

CLOSED SESSION:

On a motion made by Duane Phillips and a second by Robin Dotson, the Wise Town Council moved to convene into closed meeting for the purpose of and including:

Real Property – Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, as permitted by Virginia Code §2.2-3711 (A)(3).

Legal Matters – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel as permitted by Virginia Code §2.2-3711(A)(8).

OPEN SESSION:

Councilman Dotson made a motion to reconvene in open session. Councilman Phillips seconded the motion that carried 4-0.

CERTIFICATION OF CLOSED SESSION – CM RESOLUTION #9, 2025:

Sarina Collins, Town Clerk/Treasurer, read Closed Meeting Resolution #9, 2025, “Resolving and certifying that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applied, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Town Council of the Town of Wise,” and the vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

APPOINTEE REPORTS (Informational Purposes Only) – Acknowledgment of Receipt:

Teresa Adkins made a motion acknowledging receipt of the following appointee reports:

1. C-N-W Board’s regular meeting from June 18, 2025
2. Cumberland Airport Commission regular meeting from July 17, 2025

Robin Dotson seconded the motion that passed 4-0.

COUNCIL COMMENT:

Council members commended all who contributed to the success of Chillin’ and Grillin’.

Duane Phillips expressed appreciation to all emergency services personnel for continually safeguarding the community.

STAFF COMMENT:

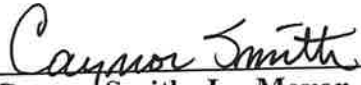
Police Chief Kevin Yates provided an update on grant funding applications recently submitted.

ADJOURNMENT:

There being no additional discussion by the Wise Town Council, Robin Dotson made a motion to adjourn the meeting. Duane Phillips seconded the motion that passed 4-0.



Sarina F. Collins, Town Clerk/Treasurer



Caynor Smith, Jr., Mayor