

**WISE TOWN COUNCIL**  
**Tuesday, November 25, 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. Brian Kilgore, resident of the Town of Wise, provided the invocation.

**AGENDA CHANGES:**

Town Manager Laura Roberts advised Resolution #31, 2025, had been revised to include rescheduling dates, and Resolutions #32 & #33, 2025, had been added to the agenda. Duane Phillips moved to approve the revisions. Teresa Adkins seconded the motion that carried 4-0.

**CONSENT CALENDAR:**

Councilman Dotson made a motion to approve the consent calendar, which included the minutes of the October 28, 2025 regular Council meeting, minutes of the November 13, 2025 special-called Council meeting, the August 2025 Treasurer's Financial Report, the October 2025 Police and Water Plant Reports, and the November 2025 Fire Department, Special Events, and Wise Rescue Squad Reports. Councilman Phillips 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.

**RESOLUTION #29, 2025:**

Town Manager Laura Roberts reported Mike Clisso resigned from the Planning Commission due to time constraints. She informed Tommy Roberts had agreed to move from the Board of Zoning Appeals to the Planning Commission to fill the vacancy. Duane Phillips made a motion to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA APPOINTING A MEMBER TO SERVE ON THE TOWN OF WISE PLANNING COMMISSION". Robin Dotson 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 #30, 2025:**

Town Manager Laura Roberts advised Eric Craft agreed to serve on the Board of Zoning Appeals to complete Tommy Roberts' term. Robin Dotson moved to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA APPOINTING A MEMBER TO SERVE ON THE TOWN OF WISE BOARD OF ZONING APPEALS". 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"

**CLOSED SESSION:**

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

***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).*

***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).*

**OPEN SESSION:**

Robin Dotson made a motion to reconvene in open session. Teresa Adkins seconded the motion that carried 4-0.

**CERTIFICATION OF CLOSED SESSION – CM RESOLUTION #17, 2025:**

Sarina Collins, Town Clerk/Treasurer, read Closed Meeting Resolution #17, 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"

Following the closed session, Duane Phillips made a motion to approve a contract with Thompson & Litton for Phase I design services for the Lake Street subdivision development, in the amount of \$248,100, to be funded from the Economic Development Authority budget line item. 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 #31, 2025:**

Mayor Smith stated the December regular Council meeting was canceled annually due to the holidays, noting special-called meetings could be scheduled if necessary. Town Manager Laura Roberts informed January and February 2026 regular Council meetings needed to be moved to the fourth Monday of the month to accommodate scheduling conflicts. Teresa Adkins made a motion to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA CANCELING THE REGULAR MEETING SCHEDULED FOR THE MONTH OF DECEMBER, 2025 AND RESCHEDULING THE JANUARY AND FEBRUARY 2026 MEETINGS”. 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”

**RESOLUTION #32, 2025:**

Town Manager Laura Roberts advised William A. Thompson, III, requested to be reappointed to the Economic Development Authority. Robin Dotson moved to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA REAPPOINTING A MEMBER TO SERVE ON THE TOWN OF WISE ECONOMIC DEVELOPMENT AUTHORITY” (William A. Thompson, III). 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”

**RESOLUTION #33, 2025:**

Teresa Adkins made a motion to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA REAPPOINTING A MEMBER TO SERVE ON THE TOWN OF WISE ECONOMIC DEVELOPMENT AUTHORITY” (Brandi Cox). Robin Dotson 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”

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

Duane Phillips made a motion acknowledging receipt of the following appointee reports:

1. C-N-W Board's regular meeting from November 19, 2025

Teresa Adkins seconded the motion that passed 4-0.

**COUNCIL COMMENT:**

Councilman Dotson thanked Wise First Church of God for lunch that was recently provided to Town employees.

Duane Phillips recognized Mike Clisso for his service on the Town of Wise Planning Commission and commended all emergency services personnel for their dedicated efforts in maintaining community safety.

Mayor Smith encouraged all Council members to attend the Town's tree lighting ceremony to be held on December 1<sup>st</sup>.

**STAFF COMMENT:**

Town Manager Laura Roberts, on behalf of all Town employees, thanked Council for the Christmas bonus provided and reviewed the Town's scheduled events.

Police Chief Kevin Yates, Fire Chief Jack Mullins, and Town Clerk/Treasurer Sarina Collins expressed appreciation for Council's support throughout the year and wished everyone a happy holiday season.

**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