

**WISE TOWN COUNCIL**  
**Tuesday, October 24, 2023; 7:00 P.M.**  
**WISE MUNICIPAL BUILDING COUNCIL CHAMBERS**  
**501 WEST MAIN STREET - WISE, VIRGINIA 24293**

**MINUTES**

**MEMBERS PRESENT:**

Teresa Adkins, Mayor  
Jeffery Dotson  
Robin Dotson  
Caynor Smith, Jr.

**MEMBERS ABSENT:**

Ben Conway

**PLEDGE OF ALLEGIANCE / INVOCATION:**

Police Chief Kevin Yates led the Pledge of Allegiance. Adrian Dale, Town of Wise Street Superintendent, provided the invocation.

**AGENDA CHANGES:**

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

**CONSENT CALENDAR:**

Caynor Smith, Jr. made a motion to approve the consent calendar, which included the minutes of the September 26, 2023 regular Council meeting, minutes of the October 13, 2023 special-called Council meeting, the September 2023 Police, Water Plant, and Fire Department Reports, and the October 2023 Recreation Specialist, Special Events, and Planning Department Reports. Robin Dotson seconded the motion that passed 4-0.

**PUBLIC EXPRESSION:**

Robert Adkins, resident of 163 Straughan Avenue S.W. and owner of rental properties located on East Main Street, requested Council consideration to address flooding in the Town resulting from the poor conditions of Glade Creek. Adkins emphasized that flooding had been an issue for many years and added that he was hopeful Council would take action to rectify the problem.

Charles Hibbitts, resident of 402 E. Main Street, encouraged Council to implement a comprehensive plan to address flooding issues throughout Town. He opined that a holistic approach would be most beneficial to remedying the problem and cited the dredging of Glade Creek and installation of retention ponds as examples. Hibbitts stated various properties owned by Wise County Schools also contributed to the flooding problem. He added that continual maintenance would be necessary to prevent the reoccurrence of the issue in the future. Mayor Adkins advised the matter would be referred to the Public Works Committee for further review and recommendation.

**PUBLIC HEARING – RESOLUTION #58, 2023:**

Town Planner Reagan Walsh provided a brief overview of a Conditional Use Permit application submitted to allow the use of a single-family residential structure as a short-term rental. Walsh noted the Planning Commission recommended that Town Council approve the application for the operation of a short-term rental at 211 Virginia Avenue as a conditional use. A public hearing was held on “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA APPROVING A CONDITIONAL USE PERMIT APPLICATION SUBMITTED BY ROBIN

DOTSON FOR USE OF AN EXISTING STRUCTURE LOCATED AT 211 VIRGINIA AVENUE AS A SHORT-TERM RENTAL IN AN R-B MEDIUM DENSITY RESIDENCE ZONING DISTRICT". There being no one from the public audience wishing to comment, Mayor Adkins closed the public hearing. Councilman Smith moved to adopt Resolution #58, 2023 as presented. Jeffery Dotson seconded the motion with the vote recorded by roll call:

Teresa Adkins, Mayor	"Aye"
Jeffery Dotson	"Aye"
Robin Dotson	"Abstain"
Caynor Smith, Jr.	"Aye"

**RESOLUTION #59, 2023:**

Town Manager Laura Roberts advised Reagan Walsh, Town Planner, was successful in obtaining a \$50,000 grant from the Virginia Department of Housing and Community Development for the FY 2024 Community Business Launch Program. Roberts informed the Town would be required to provide a \$12,500 match, with an additional match of \$15,000 required for in-kind services associated with grant management and administration for a total match of \$27,500. Councilman Robin Dotson thanked Walsh for her work on obtaining the grant funding. There being no further discussion, Robin Dotson made a motion to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AUTHORIZING THE ACCEPTANCE OF A VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT GRANT FOR THE FY24 COMMUNITY BUSINESS LAUNCH PROGRAM IN THE AMOUNT OF \$50,000.00". Councilman Jeffery Dotson seconded the motion. The vote was recorded by roll call:

Teresa Adkins, Mayor	"Aye"
Jeffery Dotson	"Aye"
Robin Dotson	"Aye"
Caynor Smith, Jr.	"Aye"

**RESOLUTION #60, 2023:**

Town Manager Laura Roberts informed The Advancement Foundation aided in the receipt of the Virginia Department of Housing and Community Development grant for the FY 2024 Community Business Launch Program and would also be providing and overseeing the said program for payment in the amount of \$25,000, payable from the awarded grant funds. Following a brief discussion, Caynor Smith, Jr. moved to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AUTHORIZING AN AGREEMENT FOR GRANT ADMINISTRATION SERVICES FOR A COMMUNITY BUSINESS LAUNCH GRANT FUNDED BY THE VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT BETWEEN THE ADVANCEMENT FOUNDATION AND THE TOWN OF WISE, VIRGINIA". Robin Dotson seconded the motion with the vote recorded by roll call:

Teresa Adkins, Mayor	"Aye"
Jeffery Dotson	"Aye"
Robin Dotson	"Aye"
Caynor Smith, Jr.	"Aye"

**RECREATION COMMITTEE MEETING REPORT:**

Caynor Smith, Jr, Chair, provided updates discussed by the Recreation Committee on various recreation projects underway:

1. Indoor Sports Facility: The Recreation Committee would be searching for additional partnerships and funding opportunities in an effort to move forward with the construction of an indoor sports facility.
2. Capital Improvement Projects at Town of Wise Sports Complex: Various projects had been prioritized by the Recreation Committee for completion prior to Spring 2024:
  - a. Construction of restrooms inside the batting cage.
  - b. Gated entrance: installation of metal decorative items on gate, landscaping, and additional fencing.
  - c. Drainage project at Fitness Court to increase parking and make the area safer.
3. Parks and Recreation Masterplan: The Committee recommended the Town hire a consultant to prepare a Parks and Recreation Masterplan to include the Sports Complex and properties purchased under the FEMA/VDEM Hazard Mitigation Grant Program.
4. Bear Creek Reservoir Trail: Recreation Committee members planned to walk the trail in November to discuss the necessary steps to move forward with construction.
5. Archery Tournament: Town Planner Reagan Walsh informed the Bearcreek Bowmen Archery Club was planning to host a Rinehart 100 Archery Tournament at the Town of Wise Sports Complex in April 2024. She advised the only improvement required from the Town would be the installation of one 30 Amp electrical outlet. Walsh added a representative of the Club would complete the required Facility Use Agreement for the Town of Wise Sports Complex.
6. Fitness Court: Town Planner Reagan Walsh informed the Fitness Court was completed and a ribbon cutting and demonstration would be held on October 28, 2023 at the Town of Wise Sports Complex.
7. AMLER Grant – Ballfield Lighting Project: The bid opening for Phase 1 of the project would be held on November 8, 2023.
8. Multi-Entity Trail: Wise County was working with property owners to obtain necessary easements to complete the proposed trail route, with the Town’s portion of the trail being located inside the Town of Wise Sports Complex.

**RESOLUTION#61, 2023:**

Town Manager Laura Roberts explained the resolution being discussed was recommended by the Recreation Committee. She added that masterplans were significant in that they are desired by funding agencies when being considered for grants as well as for providing organization for the

development of Town properties. Following a brief discussion, Jeffery Dotson moved to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AUTHORIZING A CONTRACT BETWEEN THE TOWN OF WISE AND THE LANE GROUP FOR TASK ORDER NUMBER 2 UNDER THE 2023 RETAINER AGREEMENT TO PROVIDE A PARKS AND RECREATION MASTERPLAN FOR THE TOWN OF WISE, VIRGINIA”. Robin Dotson seconded the motion. The vote was recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Jeffery Dotson	“Aye”
Robin Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

**RESOLUTION #62, 2023:**

Town Manager Laura Roberts explained the Federal Highway Administration required the language “contract agreement templates” to be included in the Town’s Title VI policy, resulting in the need to revise said policy. There being no further discussion, Caynor Smith, Jr. made a motion to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA DESIGNATING THE TOWN MANAGER AS THE TITLE VI COORDINATOR FOR THE TOWN OF WISE, VIRGINIA, RESCINDING RESOLUTION NO. 52, 2023”. Councilman Jeffery Dotson seconded the motion with the vote recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Jeffery Dotson	“Aye”
Robin Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

**RESOLUTION #63, 2023:**

Town Manager Laura Roberts explained that no bids had been received for the construction of a salt storage building, although the project had been advertised twice for bids; once as an all-inclusive contract and also broken down into four specialty contracts in an effort to attract bidders. She informed C.L. Dale Construction Services, LLC was completing the site preparation work and had submitted a quote for the construction of the footers, floor, and walls of the building. Roberts emphasized the project was time-sensitive due to the Virginia Department of Transportation ceasing the sale of salt to localities in the fall/winter of 2024, making a salt storage facility necessary for the Town to continue to treat roadways. Following a brief discussion, Jeffery Dotson moved to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AUTHORIZING A CONTRACT BETWEEN THE TOWN OF WISE AND C.L. DALE CONSTRUCTION SERVICES, LLC FOR THE CONSTRUCTION OF CONCRETE FOOTERS, FLOOR AND WALLS FOR THE SALT STORAGE BUILDING FOR THE TOWN OF WISE, VIRGINIA”. Robin Dotson seconded the motion. The vote was recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Jeffery Dotson	“Aye”
Robin Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

**RESOLUTION #64, 2023:**

Town Manager Laura Roberts advised two bids were received for the purchase of a new four-wheel drive 3/4-ton pickup truck to be used for street maintenance, with Friendship Ford of Bristol, Tennessee being the lowest bidder on the specified vehicle. Following a brief discussion, Jeffery Dotson made a motion to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AWARDED A CONTRACT TO FRIENDSHIP FORD OF BRISTOL, TENNESSEE FOR A NEW FOUR-WHEEL DRIVE 3/4-TON PICKUP TRUCK". Robin Dotson seconded the motion with the vote recorded by roll call:

Teresa Adkins, Mayor	"Aye"
Jeffery Dotson	"Aye"
Robin Dotson	"Aye"
Caynor Smith, Jr.	"Aye"

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

Caynor Smith, Jr. made a motion acknowledging receipt of the following appointee reports:

1. Cumberland Airport Commission regular meeting from September 28, 2023
2. Town / UVA-Wise Advisory Committee meeting from October 17, 2023

Jeffery Dotson seconded the motion that carried 4-0.

**COUNCIL COMMENT:**

Robin Dotson expressed concern for the flooding issues discussed by Town citizens in attendance, stating he would like steps toward correcting the problem to be taken as soon as possible. All Councilmembers concurred.

Caynor Smith, Jr. stated he was proud to see the Business Route 23 Widening Project on Norton Road completed.

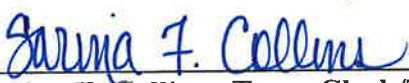
**STAFF COMMENT:**


Town Manager Laura Roberts provided a brief summary of upcoming holiday events sponsored by the Town.

Town Clerk/Treasurer Sarina Collins informed that 2023 Tax Tickets had been processed for mailing. She added the FY 2022-2023 audit was nearing completion.

**ADJOURNMENT:**

There being no additional discussion by the Wise Town Council, Jeffery Dotson made a motion to adjourn the meeting. Caynor Smith, Jr. seconded the motion that passed 4-0.

  
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Sarina F. Collins, Town Clerk/Treasurer

  
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Teresa Adkins, Mayor