

**WISE TOWN COUNCIL**  
**Tuesday, November 28, 2023; 7:00 P.M.**  
**WISE MUNICIPAL BUILDING COUNCIL CHAMBERS**  
**501 WEST MAIN STREET - WISE, VIRGINIA 24293**

**MINUTES**

**MEMBERS PRESENT:**

Teresa Adkins, Mayor  
Ben Conway  
Jeffery Dotson  
Caynor Smith, Jr.

**MEMBERS ABSENT:**

Robin Dotson

**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:**

Teresa Adkins requested that item XIII, Motion to go into Closed Session, be changed to item VII in order to better accommodate travel time of attendees present for said Closed Session. Caynor Smith, Jr. made a motion to approve the requested change to the agenda. Ben Conway seconded the motion that passed 4-0.

**CONSENT CALENDAR:**

Caynor Smith, Jr. made a motion to approve the consent calendar, which included the minutes of the October 24, 2023 regular Council meeting, the July – September 2023 Treasurer’s Financial Reports, the October 2023 Police, Water Plant, and Fire Department Reports, and the November 2023 Recreation Specialist and Special Events Reports. Ben Conway seconded the motion that passed 4-0.

**PUBLIC EXPRESSION:**

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

**PRESENTATION OF AUDIT FOR FY 2022 - 2023:**

Larry Sturgill, CPA, presented highlights from the audit report for the fiscal year 2022-2023. He noted the Town received an unmodified, clean opinion resulting from the audit process, which was performed in accordance with the auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, and the specifications issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Sturgill added the Town was required to have a Single Audit under the uniform guidance of the Federal Government due to Federal funding expenditures of \$750,000 or greater for the year ending June 30, 2023. He emphasized that the Town continued to maintain a significantly favorable financial position. Following the review, Ben Conway made a motion to accept the audit report for fiscal year 2022-2023 as presented. Jeffery Dotson seconded the motion and the vote was recorded by roll call:

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

**PUBLIC HEARING – RESOLUTION #65, 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 located at 501 Slempp Street as a short-term rental. Walsh noted adjacent property owners in attendance, Robert and Deborah Bates of 506 Slempp Street and Larry Cress of 500 Slempp Street, had attended the Planning Commission meeting held on November 2, 2023 with concerns relating to prior occupants of 501 Slempp Street using Mr. Cress’s driveway as a turning location as well as concerns of various people coming in and out of the location if used as a short-term rental. Walsh added that many accommodation intermediaries, such as Airbnb, collected reviews on guests as a tool for regulating guest behavior, which would aid in ensuring reputable renters occupied the location. She stated she had advised the concerned residents to contact her, or the Police Department should there be any issues with unruly occupants. Walsh stated the Planning Commission recommended that Town Council approve the application for the operation of a short-term rental at 501 Slempp Street as a conditional use. Following a brief discussion, 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 CORY DOTSON FOR USE OF AN EXISTING STRUCTURE LOCATED AT 501 SLEMP STREET 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 #65, 2023 as presented. Ben Conway seconded the motion with the vote recorded by roll call:

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

**PUBLIC HEARING – ORDINANCE #10, 2023:**

Town Planner Reagan Walsh explained that Town staff had identified the need to rezone three parcels of property on Lake Street from I-L Limited Industrial District to R-B Medium Density Residence Zone. She added Wise County had worked on a housing study, prompting Town staff to identify locations suitable for housing development, which created the need for rezoning. Walsh noted the Planning Commission recommended that Town Council approve the Ordinance under discussion. Following a brief discussion, a public hearing was held on “AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AMENDING THE ZONING DISTRICT MAP OF THE TOWN OF WISE, VIRGINIA TO RECLASSIFY THE ZONING DISTRICT OF THREE PARCELS OF PROPERTY ON LAKE STREET FROM I-L LIMITED INDUSTRIAL DISTRICT TO R-B MEDIUM DENSITY RESIDENCE ZONE”. There being no one from the public audience wishing to comment, Mayor Adkins closed the public hearing. Jeffery Dotson made a motion to adopt Ordinance #10, 2023. Ben Conway seconded the motion. The vote was recorded by roll call:

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

**CLOSED SESSION:**

On a motion made by Ben Conway and a second by Caynor Smith, Jr. the Wise Town Council moved to convene into closed meeting for the purpose of and including:

***Personnel** – Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body as permitted by Virginia Code §2.2-3711(A)(1).*

***Disposition of 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:**

Caynor Smith, Jr. made a motion to reconvene in open session. Ben Conway seconded the motion that carried 4-0.

**CERTIFICATION OF CLOSED SESSION – CM RESOLUTION #17, 2023:**

Sarina Collins, Town Clerk/Treasurer, read Closed Meeting Resolution #17, 2023, “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:

Teresa Adkins, Mayor	“Aye”
Ben Conway, Vice-Mayor	“Aye”
Jeffery Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

**RECREATION COMMITTEE REPORT AND PUBLIC HEARING – ORDINANCE #11, 2023:**

Caynor Smith, Jr., Chair, summarized the meeting of the Recreation Committee held to review the Field and Tournament Use Policies and Applications for the Town of Wise Sports Complex. Smith advised that following a lengthy discussion and diligent review of other municipalities' field use policies, applications, and fees, the Recreation Committee recommended the imposition of the following fees:

- 1) **Tournament use of fields:** \$250 per day per tournament
- 2) **Field use for Wise Youth Soccer Program:** \$300 per year
- 3) **Practice field use for travel ball teams:** \$300 per year

Mayor Adkins opened the public hearing on “AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA PROVIDING FOR THE PRIVATE USE OF THE TOWN OF WISE SPORTS COMPLEX, INCLUDING THE IMPOSITION OF FEES AND REPEALING ORDINANCE #9, 2023”. There being no one from the public audience wishing to comment, the public hearing was closed. Councilman Jeffery Dotson moved to adopt Ordinance #11, 2023. Caynor Smith, Jr. seconded the motion and the vote was recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Ben Conway, Vice-Mayor	“Aye”
Jeffery Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

**PUBLIC WORKS COMMITTEE REPORT - RESOLUTION #66, 2023:**

Caynor Smith, Jr., Chair, briefly summarized the Public Works Committee's October 30, 2023 meeting held to discuss Glade Creek drainage improvements and pavement markings on Norton Road and West Main Street. Smith advised Town staff would move forward with an agreement with The Lane Group for design services for phase 1 of the Glade Creek Drainage Improvements Project. There being no further discussion regarding the drainage project, Ben Conway made a motion to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AUTHORIZING TASK ORDER NO. 3, 2023 TO THE LANE GROUP FOR PRELIMINARY DESIGN WORK ON THE GLADE CREEK PHASE I DRAINAGE IMPROVEMENT PROJECT IN THE TOWN OF WISE, VIRGINIA”. Jeffery Dotson seconded the motion with the vote recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Ben Conway, Vice-Mayor	“Aye”
Jeffery Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

Committee Member Jeffery Dotson discussed pavement markings along Norton Road and West Main Street. He presented ideas to improve both safety and traffic flow and requested Council’s approval to proceed with having a traffic count study completed by the Virginia Department of Transportation in the area under discussion. Dotson advised the Committee recommended making changes to said pavement markings when the streets are repaved and marked again. Council concurred with the request to conduct a traffic count.

**RESOLUTION #67, 2023:**

Adrian Dale, Town of Wise Street Superintendent, informed a bid opening was held on November 8, 2023 for the installation of new field lights at the Town of Wise Sports Complex. He advised Woodward Electrical Contractors, Inc. submitted the only bid in the amount of \$256,975. 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 AWARDED THE PHASE 1 AMLER PROJECT CONSTRUCTION CONTRACT TO WOODWARD ELECTRICAL CONTRACTORS, INC., FOR THE INSTALLATION OF FIELD LIGHTS AT THE TOWN OF WISE SPORTS COMPLEX (FORMERLY THE VELDON DOTSON RECREATION PARK)”. Vice-Mayor Ben Conway seconded the motion. The vote was recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Ben Conway, Vice-Mayor	“Aye”
Jeffery Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

**RESOLUTION #68, 2023:**

Jerry Kilgore, Utilities Superintendent, reviewed details of a Water Tank Maintenance Agreement under consideration by the Town. Following a brief discussion, Councilman Smith moved to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA AWARDED A TEN-YEAR MAINTENANCE AGREEMENT CONTRACT TO USG WATER SOLUTIONS FOR REHABILITATION AND MAINTENANCE WORK TO THE TOWN OF WISE WATER STORAGE TANKS”. Ben Conway seconded the motion with the vote recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Ben Conway, Vice-Mayor	“Aye”
Jeffery Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

**RESOLUTION #69, 2023:**

Caynor Smith, Jr. 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, 2023”. Jeffery Dotson seconded the motion. The vote was recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Ben Conway, Vice-Mayor	“Aye”
Jeffery Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

**RESOLUTION #70, 2023:**

Caynor Smith, Jr. moved to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA CHANGING THE DATE OF THE JANUARY 2024 TOWN COUNCIL MEETING” which changed the date from Tuesday, January 23, 2024 to Tuesday, January 30, 2024 to accommodate a scheduling conflict for a Council member. Councilman Jeffery Dotson seconded the motion and the vote was recorded by roll call:

Teresa Adkins, Mayor	“Aye”
Ben Conway, Vice-Mayor	“Aye”
Jeffery Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

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

Ben Conway made a motion acknowledging receipt of the following appointee reports:

1. Cumberland's Airport Commission meeting from October 19, 2023
2. Cumberland's Airport Commission meeting from November 16, 2023
3. C-N-W Board meeting from November 15, 2023

Caynor Smith, Jr. seconded the motion that carried 4-0.

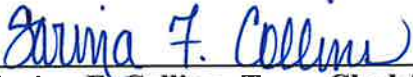
**COUNCIL COMMENT:**

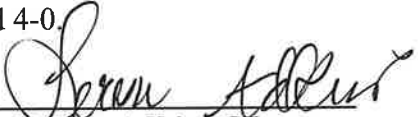
Caynor Smith, Jr. expressed his enjoyment of the Tree Lighting event held at Big Glades.

Jeffery Dotson and Teresa Adkins wished all a Merry Christmas.

**ADJOURNMENT:**

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

  
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**Sarina F. Collins , Town Clerk/Treasurer**

  
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**Teresa Adkins, Mayor**