

WISE TOWN COUNCIL
Tuesday, September 26, 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
Robin Dotson
Caynor Smith, Jr.

MEMBERS ABSENT:

None

PLEDGE OF ALLEGIANCE / INVOCATION:

Connor Proulex of Boy Scout Troop 630 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 August 22, 2023 regular Council meeting, the June 2023 Treasurer's Financial Report, the August 2023 Police, Water Plant, and Fire Department Reports, and the September 2023 Recreation Specialist, Special Events, and Planning Department Reports. Ben Conway seconded the motion that passed 5-0.

PUBLIC EXPRESSION:

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

UPDATE FROM UVA-WISE:

Chancellor Donna Henry provided an informational update to Council regarding UVA-Wise. She informed total enrollment for the fall 2023 semester at the college was 1,906 students. She noted that 387 first-year students were enrolled, which represented a 25% increase from the previous year. Henry added 106 new transfer students were enrolled, which was a 15% increase from the prior year total. The Chancellor notified that a master's degree program in Education had been newly implemented for the fall 2023 semester as well. She continued by stating that student housing was over capacity, which was being addressed by converting office space and common areas of residence halls into individual living spaces. Henry noted as the College continued to grow, help from the community would be needed to house students and cited Walk2Campus and Cavalier Housing as examples. She advised the College would also be interested in partnering with the Town of Wise in any way possible to add student housing facilities to the area. Henry informed that The Little Cavaliers Early Learning Center, a fully licensed Virginia childcare center for infants through Pre-K, had opened to faculty, staff, and students and would be open to the community within the month. She announced the College would be adding programs in Data Analytics, as well as Tourism and Hospitality Management, and opined the new programs would help attract new students to the school. Chancellor Henry advised the College was considering

opening a bookstore in Town for citizens to buy UVA-Wise merchandise and books without having to travel to campus. She thanked the Town for sponsoring events for students and expressed a need for the College to work more closely with the Town of Wise to encourage a higher rate of participation in such events.

PROCLAMATION #9, 2023:

Robin Dotson made a motion to adopt “A PROCLAMATION BY THE MAYOR OF THE TOWN OF WISE, VIRGINIA PROCLAIMING OCTOBER 6, 2023 AS RED AND GRAY DAY”. Jeffery Dotson seconded the motion and the vote was recorded by roll call:

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

Mayor Adkins presented the Proclamation to The University of Virginia’s College at Wise Chancellor, Donna Henry.

PUBLIC HEARING – RESOLUTION #50, 2023:

Town Planner Reagan Walsh provided a brief overview of a Conditional Use Permit application submitted to allow the use of a duplex unit 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 331 A Masonic 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 TIMOTHY HUDSON FOR USE OF AN EXISTING STRUCTURE LOCATED AT 331A MASONIC 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 #50, 2023 as presented. Vice-Mayor Ben Conway seconded the motion with the vote recorded by roll call:

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

PUBLIC HEARING – RESOLUTION #51, 2023:

Town Planner Reagan Walsh provided a brief overview of a Conditional Use Permit application submitted to allow the use of three total units, two apartments and one house, as short-term rentals. Walsh noted the Planning Commission recommended that Town Council approve the application for the operation of short-term rentals at 733, 737, and 739 Hurricane Road 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 ANDMAC PROPERTIES FOR USE OF EXISTING STRUCTURES

LOCATED AT 733, 737, 739 HURRICANE ROAD AS SHORT-TERM RENTALS 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. Robin Dotson made a motion to adopt Resolution #51, 2023 as presented. Caynor Smith, Jr. seconded the motion. The vote was recorded by roll call:

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

RESOLUTION #52, 2023:

Town Manager Laura Roberts informed the Federal Highway Administration required the language “to incorporate US DOT 1050.2A Appendix A and Appendix E” to be included in the Town’s Title VI policy, resulting in the need to revise said policy. There being no further discussion, Councilman Smith moved 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. 42, 2023”. Councilman Robin Dotson seconded the motion with the vote recorded by roll call:

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

RESOLUTION #53, 2023:

Town Manager Laura Roberts advised Town staff recommended Council reject both bids received during the August 31, 2023 bid opening for the Seven Water Tank Rehabilitation Project and the Birchfield Road Pump Station Improvements Project. She stated the recommendation was based on the Town not receiving any bids on two of the four total contracts, leading to the exploration of other options such as obtaining a tank maintenance contract. She added such a contract would allow the regular maintenance of all tanks, as well as bringing unrehabilitated tanks up to standard. Roberts stated contractors in the area that do the specialized work prefer only to do so under maintenance contracts. She noted several localities within the County of Wise currently have tank maintenance contracts. There being no further discussion, Ben Conway made a motion to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA REJECTING BIDS FOR CONTRACTS I AND IV OF THE SEVEN WATER TANK REHABILITATION PROJECT AND BIRCHFIELD ROAD PUMP STATION IMPROVEMENTS PROJECT”. Robin Dotson seconded the motion. The vote was recorded by roll call:

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

RESOLUTION #54, 2023:

Town Manager Laura Roberts informed that multiple opinions regarding the design of a new logo for the Town of Wise had resulted in the need for a consultant to guide the Town through the process of designing the logo. In addition, Roberts advised the consultant would also aid in the development of branding and wayfinding standards for vehicles, pedestrians, and primary entrances to Town, as well as destination identification signage for cultural, parks, recreation, and civil locations. She added that The Lane Group, under the 2023 Retainer Agreement with the Town, had presented a Task Order Agreement for said professional services in the amount of \$41,691.00. Following a brief discussion, Ben Conway made a motion 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 1 UNDER THE 2023 RETAINER AGREEMENT TO PROVIDE BRANDING AND WAYFINDING STANDARDS AND A NEW LOGO DESIGN FOR THE TOWN OF WISE, VIRGINIA”. Jeffery Dotson seconded the motion and the vote was recorded by roll call:

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

RESOLUTION #55, 2023:

Town Manager Laura Roberts advised the Town needed a uniform personnel policy manual for distribution to employees, a review of all job descriptions, and access to professional human resources services when guidance was needed. She informed that SESCO Management Consultants had presented a Professional Services Agreement to provide said services and updates. 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 SESCO MANAGEMENT CONSULTANTS TO PROVIDE AN UPDATED PERSONNEL POLICY MANUAL, REVIEW OF JOB DESCRIPTIONS AND PROFESSIONAL SERVICES AGREEMENT FOR VARIOUS HUMAN RESOURCES SERVICES FOR THE TOWN OF WISE, VIRGINIA”. Ben Conway seconded the motion. The vote was recorded by roll call:

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

AUTHORIZATION TO AWARD SURPLUS PROPERTY BIDS:

Laura Roberts provided a summary of the bids received from the recently advertised surplus sale and requested authorization to award purchase contracts to the highest bidders. She added that items for which no bid was received would be donated or disposed of at the department head’s discretion. Councilman Smith made a motion to authorize the award of surplus property bids and

disposal of equipment as requested. Robin Dotson seconded the motion with the vote recorded by roll call:

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

RESOLUTION #56, 2023:

Town Planner Reagan Walsh requested Council approval to submit a Transportation Alternatives Grant application to VDOT, stating the project would include the reconstruction of an existing sidewalk on East Main Street and the installation of ornamental lighting. Robin Dotson made a motion to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA, AUTHORIZING SUBMITTAL OF A TRANSPORTATION ALTERNATIVES GRANT APPLICATION TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION FOR PEDESTRIAN IMPROVEMENTS ALONG EAST MAIN STREET FROM THE RAILROAD AVENUE INTERSECTION TO PARK AVENUE AND COMMITTING THE REQUIRED 20% MATCHING FUNDS TO THE PROJECT”. Caynor Smith, Jr. seconded the motion and the vote was recorded by roll call:

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

CLOSED SESSION:

On a motion made by Caynor Smith, Jr. and a second by Jeffery Dotson, 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).

OPEN SESSION:

Councilman Smith made a motion to reconvene in open session. Councilman Ben Conway seconded the motion that carried 5-0.

CERTIFICATION OF CLOSED SESSION – CM RESOLUTION #15, 2023:

Sarina Collins, Town Clerk/Treasurer, read Closed Meeting Resolution #15, 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	“Aye”
Jeffery Dotson	“Aye”
Robin Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

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

Councilman Smith made a motion acknowledging receipt of the following appointee reports:

1. Town / UVA-Wise Advisory Committee meeting from July 27, 2023

Ben Conway seconded the motion that carried 5-0.

COUNCIL COMMENT:

Robin Dotson thanked the Town, on behalf of Central High School, for hosting the football homecoming parade on October 1, 2023.

Caynor Smith, Jr. expressed enthusiasm for the upcoming Fall Fling and reminded the Public Works Department to clean all curbs and sidewalks to beautify the Town for the event. Smith also informed that a softball tournament, the largest held to date, would take place at the Town of Wise Sports Complex on October 7, 2023.

Ben Conway commended Jerry Kilgore, Town of Wise Utilities Superintendent, and his crewmen for their quick response and repair to a recent water main break near his home. Conway also suggested ornamental trees be planted along the newly finished road construction on Norton Road.

Jeffery Dotson thanked Town employees for their hard work and stated that he was looking forward to the upcoming Fall Fling.

Mayor Adkins thanked the Public Works Department for helping with landscaping efforts throughout Town in preparation for fall.

STAFF COMMENT:

Town Manager Laura Roberts provided an overview of events scheduled for October in the Town of Wise.

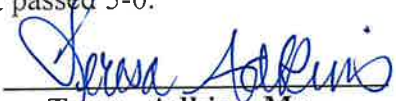
Town Clerk/Treasurer Sarina Collins informed that delinquent taxes were published in the current week's editions of The Coalfield Progress.

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 5-0.



Sarina F. Collins, Town Clerk/Treasurer


Teresa Adkins, Mayor