

**DAYTON TOWN COUNCIL AND PLANNING COMMISSION  
JOINT PUBLIC HEARING MINUTES  
COUNCIL CHAMBERS DAYTON TOWN HALL  
June 13, 2022**

**CALL TO ORDER:** Mayor Jackson, attending virtually via Zoom due to medical reasons, called the Public Hearing to order at 5:30 p.m., and asked Clerk Hall for a roll call for the Town Council and the Planning Commission.

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, who attended virtually from home via Zoom due to medical reasons, Vice Mayor Bradford Dyjak, Robert Seward, who attended virtually from home via Zoom due to medical reasons, Susan Mathias, Bob Wolz, and Emily Estes. An in-person quorum was determined to allow for remote attendance.

**COUNCIL MEMBERS ABSENT:** Heidi Hoover.

**PLANNING COMMISSION MEMBERS PRESENT:** Chairman Hunter Barnett, Vice Chair Lauren Rawley, Bradford Dyjak, and Colton Shifflett.

**PLANNING COMMISSION MEMBERS ABSENT:** Aaron Swindle.

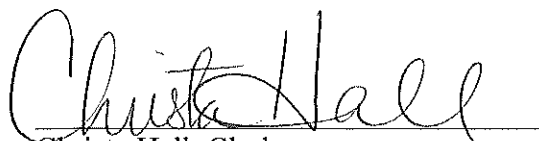
**ALSO PRESENT:** Angela Lawrence, Town Manager, Christa Hall, Town Clerk and Community Development Coordinator.

Mayor Jackson stated that this was a public hearing to hear comments regarding a proposed Rezoning Request on behalf of Muddy Creek Investments for tax map numbers 123-(A)-L14 and 123-(A)-L15A, more commonly known as 835 Mason Street, Dayton. The Rezoning Request is to change the zoning of said lots from R-1 to B-1 to allow for business usage. Mayor Jackson then asked if anyone was signed up to speak and Clerk Hall advised there was not. Finally, he asked if the applicant wished to speak and was advised that he did not unless there were any questions that he needed to address.

As there were no public comments, Mayor Jackson closed the Public Hearing at 5:32 p.m.

Respectfully Submitted,

  
Cary Jackson, Mayor

  
Christa Hall, Clerk

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
June 13, 2022**

**CALL TO ORDER:** Mayor Jackson, attending virtually via Zoom due to medical reasons, called the meeting to order at 6:00 p.m. He reminded everyone that there is a sign-in sheet at the door for anyone who wishes to address the Council during tonight's public comment portion of the meeting. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. He stated that he and Mr. Seward were attending virtually from home via Zoom due to medical reasons. Town Clerk Hall called the roll. Mayor Jackson led the Invocation. Vice Mayor Dyjak led the Pledge of Allegiance.

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, virtually, Vice Mayor Bradford Dyjak, Robert Seward, virtually, Susan Mathias, Bob Wolz, and Emily Estes. An in-person quorum was determined to allow for remote attendance.

**COUNCIL MEMBERS ABSENT:** Heidi Hoover.

**ALSO PRESENT:** Angela Lawrence, Town Manager; Jordan Bowman, Town Attorney; Justin Trout, Police Chief, attending virtually via Zoom; Susan Smith, Town Treasurer, attending virtually via Zoom; and Christa Hall, Clerk of Council and Community Development Coordinator.

**RESOLUTION RECOGNIZING SILVER LAKE HISTORICAL DISTRICT AND THE EFFORTS OF OWNER CHERYL LYON:** Mayor Jackson stated that the Town is very lucky to have Ms. Cheryl Lyon as part of the Town and highlighted and thanked her for her efforts related to the Silver Lake Mill. He stated that Ms. Lyon was also attending virtually this evening and that he would hand-deliver a signed Resolution to her at a later time. He then read aloud the Resolution as stated below and asked for a motion to adopt the Resolution Recognizing Silver Lake Historical District and the Efforts of Owner Cheryl Lyon. Vice Mayor Dyjak replied so moved and Councilperson Mathias seconded the motion. It was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE; HOOVER—ABSENT. The resolution reads as follows:

**WHEREAS**, English American settler Daniel Harrison owned hundreds of acres in the area in the mid-18<sup>th</sup> century and Presbyterians built Cooks Creek Church in 1750; and

**WHEREAS**, German Baptist Brethren began moving to the Shenandoah Valley from Maryland and Pennsylvania at midcentury, arriving here by 1790; and

**WHEREAS**, Brethren church member John J. Rife built a dam in 1822; forming Silver Lake, and constructed a flour mill and a sawmill; and

**WHEREAS**, this complex became the center of a prosperous industrial and agricultural community and a popular recreational site; and

**WHEREAS**, Silver Lake Improvement, a corporation which included several prominent Dayton business owners, bought the Mill and Lake in 1909 and eventually granted a 100-year lease for water to the Town of Dayton; and

**WHEREAS**, Silver Lake began supplying water to Dayton and Harrisonburg in the 20<sup>th</sup> century; and

**WHEREAS**, the 104-acre district is listed on the National Register of Historical Places;

**WHEREAS**, Cheryl Lyon, owner of the Silver Lake Mill has made tremendous efforts to restore the Mill and take all the necessary steps to have a historical marker placed at the Mill and conduct a dedication ceremony on June 5, 2022 as part of the 200<sup>th</sup> year celebration of the Mill;

**WHEREAS**, Cheryl Lyon, wishes to recognize “good things” and the Town of Dayton wishes to recognize not only “good things” but also “good people”;

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Dayton, Virginia, that the Town recognizes Silver Lake Historical District and the efforts of its owner, Cheryl Lyon.

**ACTION ITEM: CONSIDERATION OF A PROPOSED REZONING REQUEST:**

Mayor Jackson stated that this was a rezoning request on behalf of Muddy Creek Investments for tax map numbers 123-(A)-L14 and 123-(A)-L15A, more commonly known as 835 Mason Street, Dayton. The Rezoning Request is to change the zoning of said lots from R-1 to B-1 to allow for business usage. The Public Hearing on this matter was held earlier this evening, followed by a Planning Commission meeting and he asked Planning Commission liaison Vice Mayor Dyjak what the recommendation of the Planning Commission was. Vice Mayor Dyjak stated that the Planning Commission unanimously voted to recommend the rezoning of the parcels from R-1 to B-1. Mayor Jackson then asked for a motion to approve the rezoning request as recommended by the Planning Commission. Councilperson Estes replied so moved. The motion was seconded by Vice Mayor Dyjak and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. HOOVER—ABSENT.

**APPROVAL OF MINUTES:** Mayor Jackson asked for a motion to approve the minutes as presented for the Regular Council Meeting of May 9, 2022 and the Budget Public Hearing of June 6, 2022. Vice Mayor Dyjak replied so moved, the motion was seconded by Councilperson Mathias and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE; HOOVER—ABSENT.

**ACTION ITEM: CONSIDERATION OF ADOPTION OF CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2022-2023 TO 2026-2027:** Mayor Jackson asked for a motion to approve the CIP as presented. The CIP is made part hereof below. Councilperson Seward replied so moved. The motion was seconded by Councilperson Estes and approved by a roll call vote of

6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. HOOVER—ABSENT.

## Capital Projects Fund

Account Name	GL Code	CIP ID	Balance FY22	FY23	FY24	FY25	FY26	FY27
<b>Water &amp; Sewer</b>								
WTP Upgrade	25-4910-840	WS01	1,030,750					
Water/Sewer Lines Repair/Replace	25-4910-850	WS02	125,000		75,000	75,000	75,000	75,000
Hydrants	25-4910-855	WS03	26,350					
Water/Sewer Line Extension	25-4910-802	WS04	65,000		80,000			
Mini Plant & New Water Source	25-4910-xxx	WS05			100,000	100,000	100,000	100,000
Generators	25-4910-860	WS06	-	50,000	80,000			
Equipment Replacement	25-4910-865	WS07	45,000					
Mower	25-4910-xxx	WS08						
<b>Streets</b>								
<del>Mill Street Stormwater</del>		S01						
Mason Street Bike/Buggy Ln.		S02						
Town Street/Alleys Resurfacing		S03						
Cargill Safety Improvements		S04						
<b>Bike/Ped Facilities</b>								
Bicycle/Pedestrian Plan		BP01						
Greenway	15-4910-810	BP02	6,415		50,000	50,000	50,000	50,000
<del>King Street Ext. Trail</del>	<del>15-4910-820</del>	<del>BP03</del>	28,594					
Dayton Market to Downtown		BP02						
<del>Sunset Street Sidewalk</del>		<del>BP05</del>						
Sidewalk Replacement & Installation	15-4910-850	BP06	30,000	30,000	30,000	30,000	30,000	30,000
<b>Parks &amp; Public Facilities</b>								
Land acquisition & amenities	15-4910-860	PF01	50,000	25,000	25,000	25,000	25,000	25,000
<del>Park amenities</del>	<del>15-4910-860</del>	<del>PF02</del>	<del>25,000</del>		<del>25,000</del>	<del>25,000</del>	<del>25,000</del>	<del>25,000</del>
<b>Public Works</b>								
Vehicle Replacement	15-4910-870	PW01		50,000	45,000			
Equipment Replacement	15-4910-870	PW02			70,000	70,000		
Mower	15-4910-880	PW03			40,000		40,000	
<b>Economic &amp; Community Development</b>								
Wayfinding Signage	15-4910-840	ECD02	80,331	50,000				
Downtown Revitalization		ECD01			250,000	250,000		
<b>Police &amp; Public Safety</b>								
Vehicle Replacement	15-4910-802	PD01	-	50,000	50,000	50,000	50,000	50,000
PD In car camera		PD02	-		45,000			
<b>Administration</b>								
Town Hall Key Card	15-4910-890	A01	20,000					

**ACTION ITEM: CONSIDERATION OF AN ORDINANCE ADOPTING THE FISCAL YEAR 2022-2023 BUDGET, SETTING TAX RATES, AND APPROPRIATING FUNDS FOR THE TOWN OF DAYTON, VIRGINIA:** Mayor Jackson read aloud the highlights from the ordinance, which is made part hereof below. He then asked for a motion to approve the ordinance as presented. Vice Mayor Dyjak replied so moved. The motion was seconded by Councilperson Wolz and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. HOOVER—ABSENT.

**AN ORDINANCE ADOPTING THE FISCAL YEAR 2022-2023 BUDGET,  
SETTING TAX RATES, AND APPROPRIATING FUNDS  
FOR THE TOWN OF DAYTON, VIRGINIA**

**WHEREAS**, Virginia Code Section 15.2-2503 requires the governing body of each locality in the Commonwealth of Virginia to prepare and approve a budget for informative and fiscal planning purposes only; and

**WHEREAS**, the Town Council for the Town of Dayton, Virginia has prepared a budget for the fiscal year 2022-2023, a copy of which is attached hereto as **Exhibit A** (the “Budget”), and has duly advertised and held a public hearing on the Budget as required by law; and

**WHEREAS**, the Town Council is also required by law to appropriate the funds as set forth in the Budget prior to expending such funds, and to set the tax rates for the calendar year 2022.

**NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA THAT:**

1. The Budget is hereby adopted and approved in the total amount of \$6,063,200 and as set forth in more detail on Exhibit A.
2. The monies described in the Budget are appropriated in the total amount of \$6,063,200 for the uses and purposes generally outlined in the budget. Such authorized uses and purposes may include, but shall not be required to include, the payment of monetary bonuses to Town employees within the amounts budgeted and after further consultation with the Town Council. The Treasurer is further authorized to transfer from the Water & Sewer Fund to the General and Capital Funds such funds as necessary and within the amounts budgeted.
3. All tax rates for the calendar year 2022 are unchanged from those rates previously set for calendar year 2021. The real estate tax rate for calendar year 2022 shall continue to be \$0.08 for each one hundred dollars of assessed value as of January 1, 2022.
4. The monthly refuse collection fees for residential and commercial refuse during fiscal year 2022-2023 shall be \$18.00 per month. All other fees imposed by the Town shall continue without change in full force and effect until further action by the Town Council.

## Exhibit A: Fiscal Year 2022-2023 Budget

### Revenues

General Fund	
General Property Tax	\$166,500
Other Local Tax	\$435,450
Other Local Revenue	\$376,500
Federal/State Funding	\$84,200
Subtotal GF Before Transfer	<u>\$1,062,650</u>
Transfer from Water & Sewer Fund*	\$1,078,050
<b>General Fund Revenue</b>	<b>\$2,140,700</b>
Capital Fund – General	
Transfer from Water & Sewer Fund*	\$112,208
Transfer from Reserves**	\$92,792
Water & Sewer Fund	\$3,667,500
Capital Fund – Water & Sewer	
Transfer from Water & Sewer Fund	\$50,000
<b>Total Revenues</b>	<b>\$6,063,200</b>

### Expenditures

General Fund	
General Government	\$591,550
Public Safety	\$705,000
Public Works	\$491,100
Parks, Recreation & Cultural	\$171,750
Community Development	\$181,300
Debt Service	\$0
Sub-Total	<u>\$2,140,700</u>
Capital - General Fund	\$205,000
Water & Sewer Fund	
Water & Sewer Operations	\$2,427,242
Transfer to Capital*	\$162,208
Transfer to General Fund*	\$1,078,050
Capital – Water & Sewer	\$50,000
<b>Total Expenditures</b>	<b>\$6,063,200</b>

\* Note: Transfers from Water & Sewer Fund to General & Capital Funds are from operating surplus. They are listed as expense in each fund.

\*\*Note: Reflects transfer from reserves (retained earnings) for budgeting purposes. It is not new revenue.

There is no change in property tax rate proposed for the coming calendar year.

There is a change in refuse collection fees. Fees are increased from \$16/month to \$18/month.

**ACTION ITEM: CONSIDERATION OF AN AMENDMENT TO TOWN CODE ORDINANCE TO ADOPT NEWLY PASSED GENERAL ASSEMBLY ACTIONS:**

Mayor Jackson asked for a motion to approve the ordinance as presented. Vice Mayor Dyjak replied so moved. The motion was seconded by Councilperson Mathias. Attorney Bowman corrected a minor typographical error referencing the old Town Code and advised that Council should consider adopting the ordinance as corrected and made part hereof below. Vice Mayor Dyjak accepted the amendment. The amended motion was seconded by Councilperson Mathias and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. HOOVER—ABSENT.

**AN ORDINANCE READOPTING PORTIONS OF THE STATE CODE**

**WHEREAS**, this Council wishes to reincorporate certain sections of the Code of Virginia in order to ensure that any amendments to the incorporated statutes have been incorporated into the Town Code.

**WHEREAS**, this Council wishes to adopt any future changes to the incorporated statutes.

**NOW, THEREFORE**, be it ordained by the Council of the Town of Dayton, Virginia, that:

1. Section 24-124 of the Town Code is amended and readopted as follows:

**§ 24-124. Adoption of State Law.** All of the provisions of Title 46.2, and of Article 9 of Chapter 11 of Title 16.1 (§ 16.1-278 *et seq.*), and of Article 2 of Chapter 7 of Title 18.2 (§ 18.2-266 *et seq.*) of the Code of Virginia, 1950, as amended, other than those provisions thereof which plainly have no application within the Town, are incorporated by reference into this Chapter. Reference therein to “highways of the state” shall be deemed to include streets, highways, public parking lots and alleys within the Town. The mention of specific state law provisions does not preclude the incorporation of unmentioned provisions. Nevertheless, to the extent that § 15.2-1429 of the Code of Virginia prohibits the Town from incorporating those provisions of § 18.2-270 which provide for penalties greater than those for a class one misdemeanor, such provisions are not incorporated. (See Code of Virginia, § 46.2-1313).

2. Section 26-120 of the Town Code is amended and readopted as follows:

**§ 26-120 Incorporation of Waterworks Regulations.** Article 3 of Part II of 12 VAC 5-590, enacted by the State Board of Health pursuant to § 32.1-170 of the Code of Virginia, is hereby incorporated into this title. (See Code of Virginia, § 15.1-854.)

3. All other state statutes and regulations incorporated into the ordinances of the Town are reincorporated, and all Town Code provisions incorporating the state provisions are readopted.

This reincorporation extends to statutes which have been amended and to state statutes which have been repealed and recodified.

4. All future amendments and recodifications of statutes and regulations incorporated into the ordinances of the Town are also incorporated in accordance with § 1-220 of the Code of Virginia.

5. All Town ordinances incorporating or referring to state statutes or regulations are readopted and, if necessary, the ordinances are amended to reflect any amendments to or recodifications of the statutes or regulations.

6. This ordinance shall take effect on “the first day of July,” 2022, within the meaning of Article 4, Section 13 of the Virginia Constitution.

**ACTION ITEM: APPOINTMENTS:** Mayor Jackson asked for a motion to re-appoint Hunter Barnett to the Planning Commission for a term to expire June 30, 2026. Vice Mayor Dyjak replied so moved and the motion was seconded by Councilperson Estes. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Mayor Jackson then asked for a motion to recommend to the Circuit Court of Rockingham County that Colby Miller be re-appointed to the Town of Dayton Board of Zoning Appeals for a term to expire June 30, 2027. Councilperson Estes replied so moved and the motion was seconded by Councilperson Wolz. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Mayor Jackson then asked for a motion to re-appoint James Paladino to the Economic Development Authority for a term to expire July 10, 2026. Councilperson Estes replied so moved and the motion was seconded by Councilperson Mathias. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Finally, Mayor Jackson asked for a motion to re-appoint Angela A. Lawrence as Member and Adam Meek as Alternate Member of the Harrisonburg Rockingham Regional Sewer Authority, both to serve four year terms. Councilperson Mathias replied so moved and the motion was seconded by Councilperson Estes. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.



## **MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached. She provided updates on several items. Manager Lawrence stated that she has several items for Council consideration and provided the following list of equipment to Council that staff has determined to be surplus equipment either because it is old and non-functioning or is being replaced.

Vehicle Information	
Vehicle	1989 Chevrolet Dump Truck
License Plate Number	60-608L
Replacement Information	
Can be sold right now. Not waiting on or needing replacement.	

Vehicle Information	
Vehicle	Tennant Model 385 Street Sweeper
License Plate Number	N/A
Replacement Information	
Can be sold right now. Purchased and received Bridgewater's old street sweeper.	

Vehicle Information	
Vehicle	2006 Dodge Dakota
License Plate Number	135-339L
Replacement Information	
Can be sold once new service truck is received. Currently on order (as of June 2022).	

Vehicle Information	
Vehicle	2008 Ford F250
License Plate Number	39-921L
Replacement Information	
Replaced by 2022 Chevy Silverado. Can be sold once new service truck is returned from bed liner install.	

Vehicle Information	
Vehicle	2002 Dodge Ram
License Plate Number	104-283L
Replacement Information	
Needs replacement to be ordered/received before it can be sold.	

Vehicle Information	
Vehicle	2002 Ventrac Mower
License Plate Number	
Replacement Information	
To be traded in with purchase of new mowers	

Equipment Information	
Equipment	BCM rifles
Replacement Information	
When new rifles are purchased, as budgeted, officers will purchase back their service rifle for \$800. Any not purchased will be sold to a neighboring agency officer.	

She advised Council of the Town’s procurement policy on disposal of surplus property, which states that: “Each department shall submit an annual report to the Town Manager showing inventory of all supplies and equipment which are no longer used, or which have become obsolete, worn out or scrapped. The Town Manager shall present the list of surplus property to Council for approval. The Town Manager shall sell or otherwise dispose all items declared surplus by Council, including using, at his discretion, on-line sales auctions, competitive bid, sealed bids, third party auctions, or other methods, or may exchange the same for, or trade in the same on, new supplies and equipment.”

She then asked Council for a motion to declare these items as presented as surplus and allow the Town Manager to either trade them in, sell to the officer or sell them online as we have done in the past. Mayor Jackson then asked for a motion to dispose of surplus vehicles or materials that are no longer being used by the Town to be sold in compliance with our financial policies. Councilperson Wolz replied so moved. The motion was seconded by Councilperson Estes and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Manager Lawrence continued her report to Council by sharing the live webcam showing the recent progress of construction activity at the Water Treatment Plant. She then moved onto the next item for Council consideration and reminded Council that she had previously discussed the radio grant that the Police Department had received and that she would be asking for a budget amendment. That is the only item needing adjustment in the budget so instead of adjusting the full budget, she is asking that Council move to accept the Police Grant, which is in the amount of \$18,750 from the Department of Criminal Justice Services and to appropriate that funding for the use of the purchase of radios and equipment. Mayor Jackson then asked for a motion to accept the Police Department Grant in the amount of \$18,750 for the purchase of police radios and to appropriate the funds. Vice Mayor Dyjak replied so moved. The motion was seconded by Councilperson Wolz. Mayor Jackson asked if there was any discussion and hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Manager Lawrence then stated that the final item for discussion and consideration was the possible rollover of unspent capital project funds from one fiscal year to the next. She explained that, as Council may recall, years ago the Capital Fund was divided into separate funds: a 10 fund, which is the general fund that is dissolved at the end of a fiscal year and started fresh with a new budget; a 15 fund, which is the general capital fund; a 20 fund, which is the water fund,

also dissolved at the end of the fiscal year; and a 25 fund, which is the capital fund for water and sewer. Staff is requesting that at the end of the fiscal year, which is June 30<sup>th</sup>, all unspent capital project funds be carried over to the next fiscal year's budget. This is standard practice because capital projects take longer than operating expenses. Councilperson Estes asked if the funds are rolled over for the same projects. Manager Lawrence explained that for the most part monies stay with the same project or possibly a little bit of money here and there is spread out to different projects as actual costs may not line up exactly with budgeted costs. All amounts in each fund will be carried over and the balances will be updated appropriately at the end of the fiscal year. She then asked for a motion to carry over all unspent capital projects from the 15 and 25 funds that are remaining on June 30<sup>th</sup>. Mayor Jackson asked for a motion to carry over all unspent capital projects, 15 and 25 funds, remaining on June 30, 2022. Councilperson Estes replied so moved, with a second from Councilperson Mathias. Mayor Jackson asked if there was any discussion and hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

### **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report. Attending virtually via Zoom, she added that the letter regarding the upcoming audit from the auditors has been provided for the Council for their review.

### **POLICE REPORT**

Chief Justin Trout provided a written report. Attending virtually via Zoom, he stated that he wanted to highlight two upcoming events: National Night Out planned for August 2<sup>nd</sup> and the Dayton Muddler planned for August 6<sup>th</sup>. Vice Mayor Dyjak said congratulations on breaking in the new Officer Shifflett.

### **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report.

### **WATER DEPARTMENT REPORT**

Water Plant Operator Jennifer Reppe provided a written report.

### **COMMUNITY DEVELOPMENT REPORT**

Community Development Coordinator Christa Hall provided a written report. Manager Lawrence added that it had been a busy month.

### **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence endorsed the upcoming Morgan Dean concert on June 18<sup>th</sup>. She added that there will also be a film crew in town to get footage for the Town's promotional video. She concluded by stating that

the Town had heard back about the Downtown Revitalization Grant, there is approval to begin the preliminary planning phase and \$5000 has been reserved for that which will begin with the submittal of paperwork and include some community meetings. This phase will last through the end of September and then once they are satisfied with that phase, they can then grant the Town the \$50,000 Planning Grant. This Planning Grant will extend a little further out than just the downtown area and will include some gateway projects, connectivity projects and other aesthetic projects around town. These projects would not be included in the Downtown Revitalization Implementation Grant but would help to identify other sources for that. Staff will be meeting with the Planning District Commission in the coming month to review the next steps.

### **TOWN ATTORNEY REPORT**

Attorney Jordan Bowman stated that he had no report.

### **ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT**

Councilperson Dyjak stated that it was great news about the grant, and he was excited to begin the process and he thanked Ms. Lawrence and Ms. Roche for their efforts to make it happen. He recognized and congratulated the Dayton Market and Mole Hill Bikes as they are both celebrating their 35<sup>th</sup> anniversaries. He attended the festivities at the Market recently. The Committee did meet recently and had a productive meeting to include a Redbud debrief, discussion on the upcoming Dayton Days, the wayfinding project and kiosk, and the STAMP project which will be held in June. This is an exciting opportunity that the Town has been working on in collaboration with the Town of Bridgewater and the Small Business Development Center. A workshop will be held June 28<sup>th</sup> at 9:00 a.m. in Bridgewater and then individual workshops will be available for all businesses to participate in for free.

### **FINANCE COMMITTEE REPORT**

Councilperson Dyjak stated that they have hit the home stretch on the budget and remarked that it is exciting that the budget has now been adopted. He thanked the Committee, the Council and the staff for all their work in preparing the budget. He stated that they have successfully prepared a balanced budget that reflects the priorities that are most heard from residents, to fund infrastructure and to enhance the residents' quality of life.

### **INFRASTRUCTURE COMMITTEE REPORT**

Councilperson Seward stated that there was no report but stated that he was glad that WACO is turning some dirt at the Water Treatment Plant.

### **PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT**

Councilperson Seward stated that the Committee had met to review and discuss the Comprehensive Plan for the parks.

## **PERSONNEL COMMITTEE REPORT**

Councilperson Mathias stated that the Committee met to discuss the Town's current policy on tuition reimbursement for staff. However, the Committee does not have any recommendations to offer to Council at this time. Discussions will continue.

## **POLICE COMMITTEE REPORT**

As Councilperson Hoover was absent, Mayor Jackson stated that the Committee did not meet. He did add that the residents have also ranked police services and safety as a high priority in Town and he wanted to highlight that the Town has invested in new vehicles, radios, tasers, rifles, new side arms, an additional officer and body cams.

## **MAYOR AND COUNCIL REPORT**

Mayor Jackson asked if any other Council Members wished to speak. Councilperson Estes stated that she had seen the video on the TV that was installed at the Farmer's Market but feels that the downtown businesses are not adequately represented on the video. She would like to see more pictures and video of the downtown stores and restaurants to encourage visitors to go downtown. Manager Lawrence will forward her suggestion to the appropriate staff for consideration.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

None.

## **PUBLIC COMMENT**

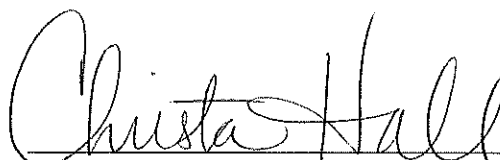
Deb Crank addressed Council and reiterated that she would appreciate the Town's consideration in including more information on the downtown area on the video at the Market. She continued that the merchants are actively meeting and working to plan events and she will be updating Council with more information in the future. She concluded with wishing a happy birthday to Councilperson Estes.

## **ADJOURNMENT**

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn, and Councilperson Mathias seconded the motion; motion passed unanimously. The meeting adjourned at 6:53 p.m.

Respectfully Submitted,

  
Cary Jackson, Mayor

  
Christa Hall, Clerk of Council

## **ATTACHMENT TO DTC 6.13.22 REGULAR MEETING MINUTES**

**Town Manager**

**Staff Report**

**May 2022**

### **Personnel**

- 1) A couple of staff members have tested positive for COVID and are out of the office and/or working remotely. I sent another email to all staff to remind them of the protocol for COVID and other illnesses.

### **Public Works, Roads, Facilities**

- 1) Water Plant Upgrade:
  - a) Construction has started and is running smoothly.

### **Budget**

- 1) Council budget work session was held Monday, April 18<sup>th</sup>.
- 2) Staff and finance committee have continued to refine the budget.
- 3) The advertised public hearing for taxes was held May 9 and the budget public hearing was held June 6<sup>th</sup>. The budget has not changed since the last council meeting in which council authorized staff to advertise the budget.

### **Other**

I attended the following:

- 1) VDOT 6-year Improvement Plan Public Hearing
- 2) VRSA Annual Meeting (virtual)
- 3) Meeting with VDOT and Cargill (virtual)
- 4) Chief's Town Hall Meeting
- 5) ICMA Managing Council/Staff Relations Webinar
- 6) Colton's Graduation from Police Academy
- 7) Planning Commission
- 8) Silver Lake Mill Old Fashioned Milling Day
- 9) Summer Concert
- 10) Nonpoint Source Pollution Application Webinar

### **Items for Discussion and/or Consideration**

- 1) Budget adjustments for FY2021-2022
- 2) Motion to carry over all unspent capital project funds (15 and 25 funds) remaining on June 30, 2022.

**Budgeted Capital Projects Status**

Project	Status	Comments
Police Vehicle	Grant received. Vehicle Purchased	Awaiting final components (decals, lights, etc...) prior to usage.
Greenway Project	Rail ordered. Project to be completed in June. Markings have been made for drilling posts. Product has been powder coating, awaiting installation.	Rail cost will allow us to also complete electricity plan.
King Street Extension Path	Field survey completed.	More research is needed.
Wayfinding Signage Program	See Meggie's report	Final Design completed. August completion date expected.
Sidewalks	Quote received.	Projected completion August due to contractor schedule and concrete supply issues.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Purchased and received	
Ventrac Mower	Completed.	2 additional mowers were approved by Council (1 water, 1 PW) and will be received in June.
Key Card System	Cable and some components installed. Awaiting equipment.	Expected completion by June 30 <sup>th</sup> .
Water Line Extension	Agreement going to City attorney before review by Town.	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Project underway.	Project to be completed April 2023.
Park land acquisition	Nothing planned	For saving purposes only.
Water/Sewer Lines	Nothing planned currently.	Camera and clean out done for downtown drainage from Main to 42. Significant debris and roots removed.
Hydrants	Line and hydrant installed.	Ft. Harrison area
Generator	Installed at well 4.	Fencing to be completed June 30 <sup>th</sup> .
Water Dept. Service Truck	Truck purchased.	Awaiting delivery by end of June.

Respectfully submitted,  
*Angela A. Lawrence*