

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
January 10, 2022**

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Heidi Hoover, Emily Estes, Susan Mathias, and Bob Wolz.

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

**CALL TO ORDER:** Mayor Jackson called the meeting to order at 6:00 p.m., welcomed guests both in person and those joining remotely as the meeting is also available for live-stream viewing via Zoom, though with no video as there were technical difficulties with the camera. 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. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Councilperson Seward made a motion to approve the minutes as written for the Regular Council Meeting of December 13, 2021; the motion was seconded by Councilperson Dyjak and approved by a roll call vote of 6 to 0, with one abstention, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—ABSTAIN.

**ACTION ITEM: CONSIDERATION OF ORDINANCE AMENDING AND RECODIFYING THE TOWN CODE FOR THE TOWN OF DAYTON**

As some discrepancies were found in the Town Attorney's review of the recodified Code, Mayor Jackson asked for a motion to table this matter to allow for additional review and corrections. Councilperson Estes made a motion to table consideration of the ordinance amending and recodifying the Town Code to the next Council meeting to allow for a more thorough and complete review of the changes. The motion was seconded by Councilperson Hoover and approved by an all-in-favor vote of 7 to 0. Councilperson Estes requested that Council be supplied with an itemized list of what changes are being made.

**PUBLIC COMMENT**

Deb Crank addressed the Mayor and Council and advised that the Main Street Group is working on some new events. She asked that the Parks and Recreation Committee meet with the Main Street Group to assist with the coordination of these new events.

**MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached.

Manager Lawrence reviewed several items for Council consideration. The first item was a request for Council approval of the use of ARPA funds to fund the Water Treatment Plant upgrades instead of utilizing the VDH funding, which will require a budget amendment. We have already withdrawn from the VDH funding but they are requesting formal written notice, which should be approved by Council. Mayor Jackson asked for a motion to approve the water treatment project be financed through our investments rather than through VDH and this action will require a budget amendment once the bids are received. Councilperson Dyjak replied so moved. The motion was seconded by Councilperson Mathias and approved by a unanimous all-in-favor vote of 7 to 0.

Manager Lawrence continued to provide a staff report for the next item up for Council consideration. Several months ago, the Valley Conservation Council made a presentation to Council asking the Town to consider holding easements from the two property owners around Silver Lake. The Town will not be developing anything but they would like for the easements to be held until the City, Town or County builds something as the two landowners are agreeable to grant the easements at this time and they would also prefer that the Town hold these easements, at no cost to the Town. The Parks and Recreation Committee discussed this at their meeting and it is their recommendation that the Town hold these easements. The Valley Conservation Council will pay the associated costs for the work on these easements. Mayor Jackson asked for a motion to approve the Town of Dayton holding the easements around Silver Lake. Councilperson Estes replied so moved. Councilperson Seward seconded the motion and the motion was approved by a unanimous all-in-favor vote of 7-0.

Manager Lawrence continued to add to her report, advising Council that Rockingham County had recently performed reassessments on real estate properties located in the Town. The Town will also have to hold a public hearing during the budget process to look at the valuation changes to the real estate. Staff will further research this and bring additional information back to Council.

### **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report.

### **POLICE REPORT**

Chief Justin Trout provided a written report and advised that new hire Colton Shifflett is doing well at the academy.

### **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence added that we had one employee resign from his position and our seasonal employee will be filling in as staff decides how to proceed with the vacancy. Christmas decorations will be taken down this week with the assistance of incarcerated inmates.

## **WATER DEPARTMENT REPORT**

Water Plant Operator Jennifer Reppe provided a written report.

## **COMMUNITY DEVELOPMENT REPORT**

Community Development Coordinator Christa Hall provided a written report.

## **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence provided an additional staff report stating that the social media analytics provided to Council each month contain information on the Town page only and going forward these numbers will reflect the sum of all the Town's pages. She continued that we are now accepting online applications and payments for the Redbud Festival and the Dayton Days Autumn Celebration and that in the first four days we have received 20 paid vendor applications for Redbud and 33 paid vendor applications for Dayton Days. The saplings have been ordered for the April Redbud Festival through TA's horticultural program and will be a bit smaller and more expensive this year.

## **TOWN ATTORNEY REPORT**

Attorney Jordan Bowman stated that he had no report. Vice Mayor Dyjak acknowledged that Mr. Bowman was named by the *Daily News-Record* as one of Harrisonburg's legal elite. He offered congratulations on the recognition to Mr. Bowman and stated that we are proud to be represented by one of the legal elite.

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

Vice Mayor Dyjak stated the Committee did not meet. He highlighted that the wayfinding signage program is making substantial progress. The next Main Street Merchant meeting will be held at the Dayton Tavern on Monday, January 24<sup>th</sup> at 5:00 p.m. and the focus will be on social media for businesses. Finally, he reminded everyone that the Town's Community Input Survey remains open and encouraged all to take 15 minutes to provide some input to the Town.

## **FINANCE COMMITTEE REPORT**

Vice Mayor Dyjak stated that the Committee met to discuss funding options for the water treatment plant and the upcoming budget process, all of which Ms. Lawrence covered in her staff report. He further advised that the Town's investment advisor provided a presentation on the Town's investments, which was helpful to the Committee. As previously stated, there will be budget amendments and reports as they begin discussing and planning for the upcoming budget season.

## **INFRASTRUCTURE COMMITTEE REPORT**

Councilperson Seward stated that there was no report.

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

Councilperson Seward stated that the Committee had a difficult but fun time driving around Dayton to look at all the holiday decorations and he thanked all who assisted with the judging of the holiday decorating contest entries. He stated that the Committee met on January 6<sup>th</sup> to discuss the park hours and parking and will be bringing an ordinance to Council at a future meeting. The park hours that the Committee discussed will be in line with that of others in the community with a closure of 10 p.m. to 6 a.m.

## **PERSONNEL COMMITTEE REPORT**

Councilperson Mathias stated the Committee met on December 15<sup>th</sup> and reviewed the process of the annual performance evaluations of the staff and how the process can be improved moving forward. They will meet again to review the Town's pay structure and make sure that the Town is where it needs to be.

## **POLICE COMMITTEE REPORT**

Councilperson Hoover stated that there was no report.

## **MAYOR AND COUNCIL REPORT**

Mayor Jackson thanked Vice Mayor Dyjak for conducting the December Council Meeting in his absence. He further stated that it was a great Christmas season for the Town and highlighted all the wonderful events that the Town had held. He acknowledged that staff spent the final days of 2021 highlighting local businesses and community groups and all the special things that Dayton did last year. He acknowledged all the hard work that staff does to make these events happen. Manager Lawrence thanked the Mayor for the recognition and praised the efforts of Chief Trout for the Officer Clause campaign. Councilperson Estes extended a thank you to Tara Worthy and Mike Logan who were the originators of the Small Downtown Christmas event. She stated they started this event and it has improved each year and she hopes it continues. Mayor Jackson ending by recognizing the efforts of the Public Works and Water Departments during the two recent snow events.

## **UNFINISHED BUSINESS**

None.


## **NEW BUSINESS**

None.


## ADJOURNMENT

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn and Councilperson Seward seconded the motion; motion passed unanimously. The meeting adjourned at 6:41 p.m.

Respectfully Submitted,



Mayor Cary Jackson



Clerk of Council, Christa Hall

## **ATTACHMENT TO DTC 1.10.22 REGULAR MEETING MINUTES**

**Town Manager**

**Staff Report**

**December 2021**

### **Personnel**

- 1) The staff annual self-evaluations were completed in December. The process will be finalized in January.
- 2) The seasonal staff completed work after leaf season. Troy will assist with snow plowing as needed and plans to return this spring.
- 3) Staff held its annual holiday team building party.
- 4) There were several holidays in December and many staff used PTO during the month.

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

- 1) **Water Plant Upgrade:**
  - a) The advertisement for bids for the construction and installation was in the local paper on Wednesday and emailed to interested contractors.
  - b) Bids are due February 8, 2022.
  - c) Assuming we receive good bids, Council will be asked to approve at the February 14, 2022 meeting.
  - d) See note regarding financing in Items for Consideration.

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

WTP Financing: Finance and Infrastructure Committees recommended financing the project through our investments rather than through VDH to speed up the process. We received ARPA funds after accepting the VDH financing proposal. I have notified VDH of our decision to withdraw from the program, but would like a motion from Council to approve that decision with an acknowledgement that a budget amendment will be needed once bids are received. We are hopeful we can present the proposed budget amendment to Council at the February meeting with agreement to advertise for a public hearing in March.

### **Budgeted Capital Projects Status**

Project	Status	Comments
Police Vehicle	Grant application submitted	Awaiting response
Greenway Project	Nothing to report	To complete fencing on existing greenway to bridge for safety.
King Street Extension Path	Field survey completed. Deed being researched.	
Wayfinding Signage Program	Planning & Design Continues	Final Design completed. VDOT initial application to be completed soon.
Sidewalks	Nothing to report at this time	Contractor may be able to get to it soon.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Grant application submitted	Awaiting response
Ventrac Mower	Completed.	
Key Card System	Grant was denied. Will be ordered in January after confirming bid price on-hand.	
Water Line Extension	Exchanging information with City. Progressing	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Equipment ordered. Invitation to bid advertised.	Bids due February 8.
Park land acquisition	Nothing planned	For saving purposes only.
Water/Sewer Lines	Prioritizing pending engineers report	Camera and clean out done for downtown drainage from Main to 42. Significant debris and roots removed.
Hydrants	Quotes received. Survey and easement work to be completed.	Ft. Harrison area
Mobile Generator	Ordered stationary generator for well #4	
Water Dept. Service Truck	Grant application submitted	Awaiting response

Respectfully submitted,  
*Angela A. Lawrence*