

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
May 9, 2022**

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

**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 6:03 p.m., welcomed guests both in person and those joining remotely as the meeting is also available for live-stream viewing via Zoom. 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. Mayor Jackson stated that the Town would like to recognize Small Business Week and Bike Month. He read aloud a proclamation declaring May 1-7, 2022 as Small Business Week and another proclamation declaring May, 2022 as Bike Month.

**PUBLIC HEARING:** Mayor Jackson opened the public hearing to hear citizen input on a proposed real property tax increase at 6:09 p.m. 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 then asked Manager Angela Lawrence to provide a staff report, which she did. As no public comments were made, Mayor Jackson closed the public hearing at 6:11 p.m.

**APPROVAL OF MINUTES:** Councilperson Dyjak made a motion to approve the minutes as written for the Joint Public Hearing and Regular Council Meeting of April 11, 2022 and the Council Budget Work Session of April 18, 2022; the motion was seconded by Councilperson Seward and approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE.

**PRESENTATIONS:** Mayor Jackson asked Manager Lawrence to provide a staff report on the proposed FY2022-23 Budget and the FY2023-27 Capital Improvement Program. Manager Lawrence advised Council of changes that had been made to the Budget and CIP following the Council Work Session and the Finance Committee Meetings and advised that we will need to hold a Public Hearing to hear citizen input on the FY2022-23 Budget. We will hold that hearing on June 6, 2022 at 6:00 p.m. and it will need to be advertised according to Virginia State Code. Manager Lawrence addressed Council questions and provided highlights of the Budget and the CIP and thanked the Finance Committee for their assistance and hard work.

## **ACTION ITEM: AUTHORIZATION TO ADVERTISE BUDGET FOR PUBLIC HEARING**

Councilperson Dyjak made a motion to authorize staff to advertise the FY2023 budget for a public hearing to be held on Monday, June 6, 2022 at 6:00 p.m. The motion was seconded by Councilperson Mathias. Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE.

## **PUBLIC COMMENT**

None.

## **MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached and updated Council on several items. Manager Lawrence advised of the budget adjustments for FY2021-22 and advised that Council will be asked to approve adjustments at the June meeting that will not impact the overall bottom line of the budget. She then asked for Council consideration to purchase two mowers (one a zero turn mower and one Steiner – similar to a Ventrac) with contingency funds in the amount of \$5,000 from the Water and Sewer fund and \$25,000 from the Public Works fund. Councilperson Dyjak replied so moved and Councilperson Estes seconded the motion. The motion passed with a unanimous 7-0 vote.

## **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report.

## **POLICE REPORT**

Chief Justin Trout provided a written report. Manager Lawrence added that the Chief's Town Hall will be on May 17, 2022 at 6:00 p.m. in the Council Chambers of the Dayton Town Hall.

## **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 and added that DMV Connect was in the Dayton Town Hall this week and was accepting walk-ins in addition to scheduled appointments.

## **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report.

## **TOWN ATTORNEY REPORT**

Attorney Jordan Bowman stated that he had no report.

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

Councilperson Dyjak stated that the Redbud Festival was amazing this year and wanted to give credit to the staff for pulling it all together. He reiterated that the Town was recognizing Small Business Week and stated that Frontier Meats is now open in the Dayton Farmers Market.

## **FINANCE COMMITTEE REPORT**

Councilperson Dyjak stated that this has already been discussed and extended a thank you to staff for their hard work in preparing the budget.

## **INFRASTRUCTURE COMMITTEE REPORT**

Councilperson Seward stated that there was no report but extended a thank you to all the engineers, contractors and everyone who came out for the Groundbreaking Ceremony at the Water Plant.

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

Councilperson Seward stated that there was no report.

## **PERSONNEL COMMITTEE REPORT**

Councilperson Mathias stated that there was no report.

## **POLICE COMMITTEE REPORT**

Councilperson Hoover stated that there was no report but stated that she was looking forward to the Chief's Town Hall Meeting on May 17<sup>th</sup>.

## **MAYOR AND COUNCIL REPORT**

Mayor Jackson stated that the Easter Egg Drive-Thru and Egg Hunt were both very well received. He said that Dayton Days was nearing maximum capacity for vendors and the Town is excited about that. He highlighted the recent recipients of the Town Façade Enhancement Grant and pointed out the terrific improvements that had recently been made at Rocktown History and Mole Hill Bikes, and the Silver Lake Mill. He said that the next round of applications for the Façade Grant will be due on June 30<sup>th</sup>. No additional Council comments were made at this time.

**UNFINISHED BUSINESS**

None.

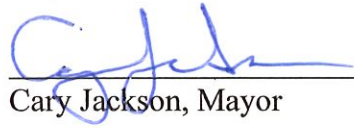
**NEW BUSINESS**

None.

**ADJOURNMENT**

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn and Councilperson Hoover seconded the motion; motion passed unanimously. The meeting adjourned at 6:48 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Cary Jackson", written over a horizontal line.

Cary Jackson, Mayor

A handwritten signature in black ink, appearing to read "Christa Hall", written over a horizontal line.  
Christa Hall, Clerk of Council

## **ATTACHMENT TO DTC 5.9.22 REGULAR MEETING MINUTES**

**Town Manager**

**Staff Report**

**April 2022**

### **Personnel**

- 1) Staff participated in a team building/staff development exercise which included lunch, team building exercises and games.
- 2) Supervisors participated in a VRSA webinar regarding employment practices.

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

- 1) Water Plant Upgrade:
  - a) Notice to Proceed has been issued.
  - b) Groundbreaking to be held May 4, 2022.
  - c) The date of substantial completion is set for February 3, 2023 and the date of readiness is set for April 4, 2023.
  - d) Russell Jackson, engineer, will continue to oversee the project. Water plant staff will supervise the project on a daily basis.

### **Budget Preparation**

- 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) Scheduled budget meetings include:
  - a. Tax Public Hearing – May 9
  - b. Budget submitted for Council review and approval to advertise – May 9
  - c. Budget public hearing – June 6
  - d. Budget approval – June 13

### **Other**

- 1) HRRSA board, on which I serve, approved their budget.
- 2) I, along with respective staff, met with PDC and DHCD staff regarding the Downtown Revitalization Planning Grant application.
- 3) I attended a webinar regarding recreational trails fund grant program.
- 4) I worked the Easter Egg Hunt event and Redbud event.
- 5) Meggie and I met with video team regarding the town's new video.
- 6) Meggie and I participated in a community engagement webinar.
- 7) Adam and I interviewed three candidates and hired a buildings and grounds technician.
- 8) The ARPA annual report was filed.
- 9) Susan, Wendy and I met with County staff regarding the tax billing process.
- 10) Justin, Adam, Cary and I met with VDOT regarding improvements to pedestrian crossings at Cargill and the Middle School.
- 11) A high school senior shadowed staff several days for a school project.

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

- 1) Budget adjustments for FY2021-2022
- 2) Use of contingency funds for purchase of mower.

### **Budgeted Capital Projects Status**

<b>Project</b>	<b>Status</b>	<b>Comments</b>
Police Vehicle	Grant received. Vehicle Purchased	Awaiting final components (decals, lights, etc...) prior to usage.
Greenway Project	Rail ordered. Project to be completed by May. Markings have been made for drilling posts.	Rail cost will allow us to also complete electricity plan.
King Street Extension Path	Field survey completed.	More research is needed.
Wayfinding Signage Program	Meeting with VDOT scheduled for May 19.	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.	Awaiting delivery by end of May.
Ventrac Mower	Completed.	
Key Card System	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	City to tap line mid-May.	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 May.

Respectfully submitted,

*Angela A. Lawrence*