

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, February 13, 2023
AGENDA**

Joint Public Hearing – 5:30 PM

1. Call to Order Mayor Jackson
 - a. Roll Call of Town Council Ms. Hall
 - b. Roll Call of Planning Commission Ms. Hall

2. Public Hearing: To hear public comments regarding the proposed Comprehensive Plan Update.

3. Adjournment

Special Called Planning Commission Meeting – Following Joint Public Hearing

1. Call to Order Chairman Barnett

2. Item for Consideration--Recommendation to Council regarding Proposed Comprehensive Plan Update

3. Adjournment

Regular Council Meeting – 6 PM

1. Call to Order Mayor Jackson
 - a. Invocation
 - b. Pledge of Allegiance

2. Approval of Minutes for Regular Town Council Meeting of January 9, 2023

3. Action Items*
 - a. Consideration of the Proposed Comprehensive Plan Update.
 - b. Consideration of Resolution Regarding Land Development Additions to Secondary Route System
 - c. Consideration of Parks and Facilities Reservation Policy

4. Public Comment

*Please Note: All Action Items are for Council's consideration and are considered as drafts until voted on by Council and signed by the Mayor and certified by the Clerk.

5. Staff Reports

- | | |
|-------------------------------|-------------|
| a. Town Manager | Mr. Holton |
| b. Treasurer/Financial Report | Ms. Smith |
| c. Police Department | Chief Trout |
| d. Public Works | Mr. Holton |
| e. Water | Mr. Holton |
| f. Community Development | Ms. Hall |
| g. Economic Development | Mr. Holton |
| h. Town Attorney | Mr. Bowman |

6. Committee Reports

- | | |
|---------------------------------------|-------------|
| a. Economic & Community Development | Mr. Dyjak |
| b. Finance | Mr. Dyjak |
| c. Infrastructure | Mr. Seward |
| d. Parks, Recreation & Beautification | Mr. Wolz |
| e. Personnel | Ms. Mathias |
| f. Police | Mr. Seward |
| g. Mayor and Council | |

7. Unfinished Business

8. New Business

9. Adjournment

Important Notice: Town Council Livestream Available

This meeting will be available for livestream viewing via Zoom at the link provided below. Please note that this is provided for viewing purposes only and all attendees will be muted and no comment will be accepted or allowed from Zoom.

Join Zoom Meeting:

<https://us02web.zoom.us/j/81171663644?pwd=SFA5TzRFY2dadVhjTlhWZFFsTEhXQT09>

Meeting ID: 811 7166 3644

Passcode: 212389

Dial in: 1-301-715-8592

Joint Public Hearing – 2022 Comprehensive Plan Staff Report

- Pursuant to Virginia State Code §15.2-2223, Dayton’s Planning Commission shall prepare and recommend a Comprehensive Plan for the physical development of the locality’s future
- Va Code §15.2-2230 requires that the Plan be reviewed at least once every five years. The last adopted Comp Plan was dated 2017, requiring that the plan be reviewed in 2022.
- The Planning Commission began their review of the plan in April of 2021. They initiated a Community Input Survey opened in October of 2021 and remained open through March 11, 2022. They also held a public input session at their March 17, 2022 meeting. 123 responses were collected from the survey and 4 people attended the in-person and 1 virtually to the Community Input Session. The Planning Commission held monthly meetings to review each chapter of the Comp Plan and worked closely with staff to make revisions and updates.
- The Transportation Chapter of the Comp Plan also required a review and update. The Town contracted the Central Shenandoah Planning District Commission for assistance in drafting this chapter. They held several meetings with the Planning Commission and Town Staff to provide the necessary updates to the chapter and the maps.
- At their November 17, 2022 meeting, the Commission approved the Transportation Chapter, Land Use Chapter and maps. The CSPDC submitted these to VDOT for their approval. Received VDOT’s formal approval on January 17, 2023, which will become an official attachment to the adopted plan.
- At the January 19, 2022 Planning Commission Meeting, the Planning Commission reviewed the finalized draft of the Plan and requested that staff advertise the Plan for a Joint Public Hearing to be held with the Planning Commission and the Town Council on February 13, 2022 at 5:30 p.m. After hearing any public comment, the Commission will hold a Special Called meeting to discuss their recommendation to the Town Council. The Town Council will consider the Plan Adoption immediately following at the regular meeting beginning at 6:00 p.m.
- The Joint Public Hearing was advertised in the Daily News-Record on January 30th and February 6th and was posted on the Town’s website and made available in the office for public inspection.
- No comments have been received.

Staff Recommendation: Planning Commission recommend the 2022 Comprehensive Plan to the Dayton Town Council for adoption by Resolution. Town Council move to adopt the 2022 Comprehensive Plan by Resolution.

A RESOLUTION RECOMMENDING AMENDMENTS TO THE COMPREHENSIVE PLAN FOR THE TOWN OF DAYTON, VIRGINIA

WHEREAS, the Planning Commission for the Town of Dayton, Virginia (the “Town”) has prepared certain amendments to the Town’s Comprehensive Plan in accordance with Article 3 of Chapter 22 of the Code of Virginia 1950, as amended; and

WHEREAS, the Planning Commission, following advertisement of the amendments to the Town’s Comprehensive Plan and notice as required by Virginia Code § 15.2-2225, held a public hearing to receive comments thereon; and

WHEREAS, the Planning Commission has carefully reviewed and considered the proposed amendments to the Comprehensive Plan and determined that the proposed amendments will guide the Town, helping to facilitate coordinated, adjusted and harmonious development and promoting the health, safety, morals, order, convenience, prosperity and general welfare of all of the Town’s inhabitants; and

WHEREAS, the Planning Commission now desires to certify the proposed amendments to the Comprehensive Plan and recommend that the Town Council adopt the same.

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the Town of Dayton, Virginia, that the proposed amendments to the Town’s Comprehensive Plan are hereby recommended to the Town Council for adoption in substantially the same format as advertised.

Adopted this ___ day of _____, 2023

SIGNED:

ATTEST:

Hunter Barnett, Chair

Christa Hall, Planning Commission
Secretary

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
January 9, 2023**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Susan Mathias, and Robert Seward.

COUNCIL MEMBERS ABSENT: Emily Estes.

ALSO PRESENT: Jordan Bowman, Town Attorney; Bob Holton, Interim Town Manager; Susan Smith, Town Treasurer; Police Chief Justin Trout; Christa Hall, Clerk of Council and Community Development Coordinator; Police Lieutenant Travis “TJ” Hooker; Officer Jeff Smith; Officer Dean Roadcap; Officer Brian Cacciapaglia; and Officer Chris Earman. Also present were newly elected Councilperson Melody Pannell, and former Councilperson Robert “Bob” Wolz.

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:02 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 for the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance.

AGENDA AMENDMENT: Mayor Jackson asked for a motion to amend the agenda to add a closed session after Item #10, New Business. Councilperson Dyjak replied so moved. Councilperson Mathias seconded the motion. As there was no further discussion, the motion passed by a 4-0 vote, with one member absent, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; JACKSON—AYE, ESTES—ABSENT.

APPOINTMENT ACTION: Mayor Jackson asked for a motion to appoint Robert A. Wolz to the Dayton Town Council, effective immediately, to fill the vacancy created by Heidi Hoover’s resignation, for a term to continue until December 31, 2023, or until a successor is elected and qualified. Councilperson Seward replied so moved. Councilperson Mathias seconded the motion. As there was no further discussion, the motion passed by a 4-0 vote, with one member absent, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; JACKSON—AYE, ESTES—ABSENT.

OATH OF OFFICE: Mayor Jackson stated that we have the Clerk of the Circuit Court of Rockingham County, Mr. Chaz Haywood, with us tonight to swear in our newly elected and appointed Council Members, Ms. Pannell and Mr. Wolz. After the new members were officially sworn in, they took their seats on the dais for the remainder of the meeting. Mayor Jackson thanked Clerk Haywood for joining us tonight and welcomed Ms. Pannell and Mr. Wolz.

Mayor Jackson formally introduced the entire Council and advised of the new Committee assignments for 2023 as follows:

- Emily Estes, who was not able to attend the meeting.
- Robert Seward will continue to serve as the Infrastructure & Safety Committee Chair and will take on the additional responsibility as the Police Committee Chair.
- Susan Mathias will continue to serve as the Personnel Committee Chair and as a member of the Economic & Community Development Committee.
- Bob Wolz will continue to serve on the Infrastructure & Safety Committee and will take on the additional responsibility as the Chair of the Parks, Recreation & Beautification Committee
- Melody Pannell, as our newest Council member, will serve on the Personnel Committee.
- Bradford Dyjak will continue to serve as the Economic & Community Development Committee Chair as well as the Finance Committee Chair and Vice Mayor.

Mayor Jackson continued introductions and acknowledgments of the staff members present at the meeting. He congratulated Clerk of Council Christa Hall for her recent completion of the Certified Municipal Clerk Program through the International Institute of Municipal Clerks and concluded that she is now a Certified Municipal Clerk. He also introduced Town Treasurer Susan Smith, Interim Town Manager Bob Holton, and Police Chief Justin Trout, who introduced his entire department and awarded Officer Jeff Smith as the Traffic Safety Officer of the Year and Officer Dean Roadcap as the Investigator of the Year.

APPROVAL OF MINUTES: Councilperson Dyjak asked the Clerk to make three minor typographical corrections to the minutes, first to the December 19th meeting, the action item should be corrected to state that Councilperson Wolz replied so moved and his roll call vote recorded as AYE instead of ABSENT; second, to the January 4th meeting, the minutes should be corrected to state that the meeting was recessed into closed session at 5:31 pm. Mayor Jackson asked for a motion to approve the Minutes from the Regular Town Council Meeting of December 12, 2022, and the Special Called Meetings of December 19, 2022, and January 4, 2023, as amended. Councilperson Dyjak replied so moved. The motion was seconded by Councilperson Mathias and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0, with one member absent, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; WOLZ—AYE; PANNELL—AYE; JACKSON—AYE, ESTES—ABSENT.

ACTION ITEM: RESOLUTION REGARDING TIME OF REGULAR MEETING AND INCLEMENT WEATHER MEETING TIMES:

Mayor Jackson explained that according to the Town's Charter, Council is to fix the date and time of the regular meetings each year. Councilperson Mathias made a motion to pass the Resolution regarding time of regular meetings and inclement weather meeting times. The motion was seconded by Councilperson Wolz and approved by a roll call vote of 6 to 0, with one member absent, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; WOLZ—AYE; PANNELL—AYE; JACKSON—AYE, ESTES—ABSENT. The resolution reads as follows:

**RESOLUTION REGARDING TIME OF REGULAR
MEETINGS AND INCLEMENT WEATHER MEETING TIMES**

WHEREAS, the Town of Dayton wishes to establish the time of its regular council meetings, and

WHEREAS, the Town of Dayton wants to empower the Mayor and, if the Mayor is unable to act, the Vice-Mayor to reset the regular meeting time in the event weather or other conditions are such that it is hazardous for members to attend the regular meeting,

NOW, THEREFORE, be it resolved by the Town Council of the Town of Dayton, Virginia,

1. Regular meetings of the Town Council shall be held on the second Monday of each month beginning at 6 p.m.
2. When a meeting date falls on a legal holiday, the meeting shall be held on the day following at 6 p.m. unless otherwise designated by the council.
3. If the Mayor, or, if the Mayor is unable to act, the Vice-Mayor, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting the meeting shall be held at 6 p.m. on the day following.
4. If the Mayor, or, if the Mayor is unable to act, the Vice-Mayor, finds and declares that such weather or other condition continues on the day following, the meeting shall be held at 6 p.m. one week after the originally scheduled meeting.
5. All regular meetings of the council shall be open to the public, unless closed pursuant to state law.

ACTION ITEM: CONSIDERATION OF TOWN OF DAYTON COUNCIL CODE OF ETHICS:

Mayor Jackson explained that after each election, Council will adopt a Code of Ethics for the members of the Dayton Town Council and for the members of all boards, committees and commissions appointed by the Dayton Town Council. Councilperson Mathias made a motion to adopt the Code of Ethics for the members of the Dayton Town Council and for the members of all boards, committees and commissions appointed by the Dayton Town Council. The motion was seconded by Councilperson Wolz. The motion passed by a roll call vote of 6 to 0, with one member absent, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; WOLZ—AYE; PANNELL—AYE; JACKSON—AYE, ESTES—ABSENT. The resolution reads as follows:

**RESOLUTION TO ADOPT A CODE OF ETHICS FOR THE MEMBERS OF THE
TOWN OF DAYTON TOWN COUNCIL AND FOR THE MEMBERS OF ALL BOARDS,
COMMITTEES AND COMMISSIONS APPOINTED BY THE DAYTON TOWN
COUNCIL**

WHEREAS, the citizens and businesses of the Town of Dayton are entitled to have fair, ethical and accountable local government which has earned the public's full confidence; and

WHEREAS, in keeping with the Town of Dayton's commitment to excellence, all public officials, both elected and appointed, must comply with both the letter and spirit of the laws and policies affecting the operation of government; and

WHEREAS, all public officials, both elected and appointed, are required to be impartial and fair in their judgment and actions and ensure that public office is used for the public good; and

WHEREAS, the Town of Dayton Town Council has determined that the adoption of a Code of Ethics for its members and the members of all Council-appointed boards, committees and commissions will assist in achieving these ends; now, therefore, be it

RESOLVED by the Town of Dayton Town Council this 9th day of January 2023, that the following Code of Ethics is hereby adopted:

TOWN OF DAYTON CODE OF ETHICS

Preamble

The citizens and businesses of the Town of Dayton are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Dayton Town Council has adopted this Code of Ethics for members of the Dayton Town Council and of the Council's commissions and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the Town of Dayton and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Dayton Town Council, the Council's commissions and committees.

2. Comply with the Law

Members shall comply with the laws of the nation, the Commonwealth of Virginia, and the Town of Dayton in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the Town of Dayton; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and the Town of Dayton ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of the public, other members of the Dayton Town Council, commissions, committees, or the staff.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the Dayton Town Council and Council's commissions and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Dayton Town Council by the Town of Dayton staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly and promptly share substantive information that is relevant to a matter under consideration by the Dayton Town Council, commissions and committees, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This

paragraph is not intended to unduly restrict members who have minor business or professional dealings with clients whose matters come before them.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

A member shall not accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the Town of Dayton. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

11. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as the Town of Dayton's staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Dayton Town Council shall not appear on behalf of the private interests of third parties before the Dayton Town Council or any, commission, committee, or proceeding involving the Town of Dayton, nor shall members of the Dayton Town Council's commissions or committees appear before their own bodies or before the Dayton Town Council on behalf of the private interests of third parties, except that members of the Dayton Town Council's commissions and committees may appear before other public bodies, including the Dayton Town Council, to advocate for a particular application or other matter of public business related to their role as a public official.

13. Advocacy

Members shall represent the official policies or positions of the Dayton Town Council, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Dayton, nor will they allow the inference that they do.

14. Policy Role of Members

The Dayton Town Council determines the policies of the Town of Dayton with the advice, information, and analysis provided by the public, Dayton Town Council's commissions and committees, and the Town of Dayton staff. The Dayton Town Council delegates authority for the administration of the Town of Dayton to the Town of Dayton Town Manager.

Members, therefore, shall not interfere with the administrative functions of the Town of Dayton or the professional duties of the Town of Dayton staff; nor shall they impair the ability of staff to implement the Dayton Town Council policy decisions. Inquiries to staff shall only be made through the Town Manager of the Town of Dayton.

15. Independence of the Dayton Town Council and Commissions

Because of the value of the independent advice of the Dayton Town Council, commissions, and committees to the public decision-making process, members of the Dayton Town Council shall refrain from using their positions to unduly influence the deliberations or outcomes of the Dayton Town Council, commission, or committee proceedings.

16. Positive Workplace Environment

Members shall support the maintenance of a positive and constructive workplace environment for the Town of Dayton employees and for citizens and businesses dealing with the Town of Dayton. Members shall recognize their special role in dealings with the Town of Dayton employees and in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the Town of Dayton, the Town of Dayton Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Dayton Town Council, applicants to the Dayton Town Council, commissions, committees, and newly elected and appointed officials. In addition, the Dayton Town Council, Council's commissions, and committees shall biennially review the Code of Ethics and the Dayton Town Council shall consider recommendations from commissions and committees to update it as necessary.

18. Compliance and Enforcement

The Town of Dayton Code of Ethics expresses standards of ethical conduct expected of members of the Dayton Town Council, commissions, and committees. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chairs of the Dayton Town Council's commissions and committees and the Mayor of the Dayton Town Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Dayton Town Council may impose sanctions on members whose conduct does not comply with the Town of Dayton's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Dayton Town Council also may remove members of the Dayton Town Council's appointed commissions and committees from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a decision made by the Dayton Town Council, Council's commission or committee.

MODEL OF EXCELLENCE DAYTON TOWN COUNCIL MEMBER STATEMENT

By the adoption of this Code of Ethics, the members of the Dayton Town Council, agree to uphold the Code of Ethics for elected and appointed officials. Further, we certify that we will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, Town of Dayton staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Town of Dayton;
- Treat all people with whom I interact in the manner I wish to be treated.

PUBLIC COMMENT: Mayor Jackson recognized Colten Holland to speak. Mr. Holland addressed the Council stating that he is a resident of Dayton and a student at Turner Ashby High School. He stated that his Government class will be attending a Model General Assembly in Richmond in April of this year and they are asking for sponsors to assist with their expenses. He explained the program and the bills that they would be presenting. Mayor Jackson asked what amount they were still trying to raise, and Mr. Holland advised that they were about \$200 short of their goal. Mayor Jackson thanked Mr. Holland for his comments to Council.

Next, Mayor Jackson recognized Deb Crank to speak. Ms. Crank addressed the Council and thanked Council and Staff for their efforts in 2022. She stated that the Angel Tree program had been very successful this year. She advised that she had met with Interim Manager Bob Holton and Economic Development Coordinator Meggie Roche to discuss her role in assisting the Dayton merchants and that she will be working with the merchants and the Town to coordinate upcoming events. She stated that she would like to see a merchant and or a resident be a part of the Town Manager Search Committee to assist in the efforts to find a good fit. She concluded by asking again for consideration to reinstate Councilperson Estes back to a Council committee assignment.

MANAGER’S REPORT: Interim Town Manager Bob Holton provided a written report, which is attached. Interim Manager Holton stated that it was great meeting with Deb Crank. He elaborated on the Water Treatment Plant upgrade process stating that this project was setting Dayton up for high quality water in the future. He explained the water line replacement project. He concluded with explaining the status and process of the search for a new Town Manager. He stated that employment ads have been advertised in the Daily News-Record, on the Virginia Municipal League website and several other job engine sites. He stated that he will be conducting the first interviews and that he will be looking for the right person for the job and someone who will fit in with “small town thinking.” He will select finalists to interview with a committee that will be appointed by Mayor Jackson and the committee will select finalists to interview with the entire Council.

TREASURER’S REPORT: Treasurer Susan Smith provided a written report. Mayor Jackson added that the Treasurer’s Department had listed and successfully sold some old Town equipment that was no longer utilized, and the Town has received almost \$19,000 from those sales.

POLICE REPORT: Chief Justin Trout provided a written report.

PUBLIC WORKS REPORT: Public Works Supervisor Adam Meek provided a written report. Councilperson Dyjak asked about an item for consideration on the report pertaining to an inclement weather policy. Interim Manager Holton stated that that topic will be discussed further and brought back to Council in a staff 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 the Planning Commission would be meeting on January 19th to do a final review of the 2022 Comprehensive Plan. They will make final revisions to the Plan. A Joint Public Hearing with the Commission and the Council is scheduled for February 13, 2023, at 5:30 p.m. to hear public input on the Plan. At the conclusion of the Public Hearing, the Planning Commission will conduct a Special Called Meeting to make a recommendation to Council for their consideration at the Regular Meeting at 6:00 p.m.

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 Committee had not met. However, he highlighted the positive holiday events in the Town and welcomed the new owners of both Grammie's Ice Cream and Valley Water Gardens to Dayton.

FINANCE COMMITTEE REPORT: Councilperson Dyjak stated that the committee had not met and there was no report. He stated that the Committee will be meeting on February 7th at 8:00 a.m. and they will begin the budget process for the upcoming year.

INFRASTRUCTURE COMMITTEE REPORT: Councilperson Seward had no report.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT: Councilperson Seward stated that the committee had not met and there was no report.

PERSONNEL COMMITTEE REPORT: Councilperson Mathias stated that the committee had not met and there was no report.

POLICE COMMITTEE REPORT: Councilperson Seward stated that the committee did not meet but will hold a meeting on January 16th at 8:00 a.m.

MAYOR AND COUNCIL REPORT: Mayor Jackson stated that 2022 had been a great year in Dayton and that we are working to complete many important projects. He encouraged participation in Town meetings and the governing process to assist Council in making informed decisions. He highlighted the great Town events that make Dayton a special place to call home. He thanked Council, staff & residents. Councilperson Dyjak extended a welcome to newly appointed Councilperson Melody Pannell and welcomed back Bob Wolz to Council.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

CLOSED SESSION: Mayor Jackson asked for a motion to convene into closed session in accordance with Section 2.2-3711(A)(1) of the Virginia State Code for 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 the Town. The subject matter of the closed session is the resignation of a former Town employee. Councilperson Wolz replied so moved and the motion was seconded by Councilperson Seward. Mayor Jackson asked for a roll call vote, which passed 6-0, with one member absent, the voting recorded as follows: SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; PANNELL—AYE; DYJAK—AYE; JACKSON—AYE. ESTES—ABSENT.

Mayor Jackson recessed the meeting into Closed Session at 6:41 p.m.

OPEN SESSION: The open session reconvened at 7:13 p.m. upon a motion by Councilperson Wolz, which was seconded by Councilperson Seward and voted unanimously 6-0.

CERTIFICATION: Mayor Jackson read the certification with respect to the just-concluded closed session, and to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Town Clerk Hall took a roll call with each Council member so certifying. WOLZ—CERTIFIED; MATHIAS—CERTIFIED; SEWARD – CERTIFIED; DYJAK – CERTIFIED; JACKSON – CERTIFIED; PANNELL—CERTIFIED; ESTES—ABSENT.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Pannell made a motion to adjourn the meeting and Councilperson Mathias seconded the motion; motion passed unanimously. The meeting adjourned at 7:14 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Christa Hall, Clerk of Council

ATTACHMENT TO DTC 1.9.23 REGULAR MEETING MINUTES

Town Manager

Staff Report

January 9 2023

Water Plant. Work is nearing completion on the 3.1 MGD Reverse Osmosis plant that you broke ground on last summer. We expect the filters to be installed by the end of this month. We'll maintain the old plant while a 30-day trial period is conducted for the new plant. Once we are confident that the new equipment works correctly, the old plant will be taken out of operation.

Here are some key dates ahead for us. The Substantial Completion Date is February 3rd with Final Completion scheduled for April 4th. We hope to accelerate the final completion date if possible. It looks like final cost will be in the \$1.87 million range.

West View/Summit Water Line Replacement. As you probably remember, this 970' of 6" cast iron water line needs replacement. Over the years leaks have occurred requiring time and expense on our part to keep it in operation. We are in the process of getting bids to replace it with 8" ductile iron pipe. The estimated cost of the project is \$78,000. Of course, this was a 2020 estimate so inflation could be a factor. Next month we'll have a better idea of cost and a possible construction schedule.

College Street Sidewalk. Sometime after the Redbud Festival we plan to replace approximately 500' feet of sidewalk on the section of College Street between Mill and Main Streets. Our process will be similar to previous projects in that we'll remove the old sidewalk, prepare the base and bring in a concrete finisher to form, pour and finish the concrete.

Town Manager. Advertisements for a new Town Manager have been placed in the Daily News Record and on websites provided by the Virginia Municipal League. Preliminary interviews will begin as soon as possible in the hope of narrowing the pool of applicants to five to ten for a special committee to evaluate. They will forward the finalists to the entire Town Council for their review and decision. It is hoped that the Council will be able to rule on the finalists by late February or early March.

Joint Public Hearing – 2022 Comprehensive Plan Staff Report

- Pursuant to Virginia State Code §15.2-2223, Dayton’s Planning Commission shall prepare and recommend a Comprehensive Plan for the physical development of the locality’s future
- Va Code §15.2-2230 requires that the Plan be reviewed at least once every five years. The last adopted Comp Plan was dated 2017, requiring that the plan be reviewed in 2022.
- The Planning Commission began their review of the plan in April of 2021. They initiated a Community Input Survey opened in October of 2021 and remained open through March 11, 2022. They also held a public input session at their March 17, 2022 meeting. 123 responses were collected from the survey and 4 people attended the in-person and 1 virtually to the Community Input Session. The Planning Commission held monthly meetings to review each chapter of the Comp Plan and worked closely with staff to make revisions and updates.
- The Transportation Chapter of the Comp Plan also required a review and update. The Town contracted the Central Shenandoah Planning District Commission for assistance in drafting this chapter. They held several meetings with the Planning Commission and Town Staff to provide the necessary updates to the chapter and the maps.
- At their November 17, 2022 meeting, the Commission approved the Transportation Chapter, Land Use Chapter and maps. The CSPDC submitted these to VDOT for their approval. Received VDOT’s formal approval on January 17, 2023, which will become an official attachment to the adopted plan.
- At the January 19, 2022 Planning Commission Meeting, the Planning Commission reviewed the finalized draft of the Plan and requested that staff advertise the Plan for a Joint Public Hearing to be held with the Planning Commission and the Town Council on February 13, 2022 at 5:30 p.m. After hearing any public comment, the Commission will hold a Special Called meeting to discuss their recommendation to the Town Council. The Town Council will consider the Plan Adoption immediately following at the regular meeting beginning at 6:00 p.m.
- The Joint Public Hearing was advertised in the Daily News-Record on January 30th and February 6th and was posted on the Town’s website and made available in the office for public inspection.
- No comments have been received.

Staff Recommendation: Planning Commission recommend the 2022 Comprehensive Plan to the Dayton Town Council for adoption by Resolution. Town Council move to adopt the 2022 Comprehensive Plan by Resolution.

**A RESOLUTION ADOPTING AMENDMENTS TO THE
COMPREHENSIVE PLAN FOR THE TOWN OF DAYTON, VIRGINIA**

WHEREAS, the Planning Commission for the Town of Dayton, Virginia (the “Town”) has prepared certain amendments to the Town’s Comprehensive Plan in accordance with Article 3 of Chapter 22 of the Code of Virginia 1950, as amended; and

WHEREAS, whereas, the Planning Commission has recommended that the Town Council adopt the proposed Comprehensive Plan amendments and certified the same to the Town Council; and

WHEREAS, the Town Council has held a public hearing to receive comments concerning the proposed Comprehensive Plan amendments; and

WHEREAS, the Town Council has carefully reviewed and considered the proposed amendments to the Comprehensive Plan and determined that the proposed amendments will guide the Town, helping to facilitate coordinated, adjusted and harmonious development and promoting the health, safety, morals, order, convenience, prosperity and general welfare of all of the Town’s inhabitants; and

WHEREAS, the Town Council now desires to adopt the proposed amendments to the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council for the Town of Dayton, Virginia, that the proposed amendments to the Town’s Comprehensive Plan are hereby adopted.

Adopted by the Town Council of the Town of Dayton, Virginia, on this ___th day of _____, 2023.

CERTIFICATE

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of Resolution Adopting Amendments to the Comprehensive Plan for the Town of Dayton, Virginia adopted by the Town Council at a meeting held on _____, 2023. A record of the roll-call vote by the Town Council is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
Cary Jackson, Mayor				
Bradford Dyjak, Vice Mayor				
Emily Estes				
Susan Mathias				
Melody Pannell				
Robert Seward				
Robert Wolz				

Date: _____, 2023

[SEAL]

ATTEST: _____
Cary Jackson, Mayor

Christa Hall, Clerk

**Resolution Regarding Land Development Additions to Secondary Route System
Staff Report**

- The Town of Dayton does not own and maintain its streets as the streets in Town are owned and maintained by VDOT.
- The Dayton West subdivision, also known as Rhodes Hill Drive, has been owned and maintained by the developer, Brent Burkholder
- The developer is now ready to turn this road over to the VDOT system.
- VDOT requires that the Town of Dayton adopt a resolution to do so.

Staff Recommendation: Move to adopt the Resolution Regarding Land Development Additions to Secondary Route System, specifically referring to Rhodes Hill Drive, as presented.

RESOLUTION REGARDING LAND DEVELOPMENT ADDITIONS TO SECONDARY ROUTE SYSTEM (under Code of Virginia Section 33.2-708)

WHEREAS, the Dayton West Subdivision has been completed, and

WHEREAS, the streets of Dayton West Subdivision meet the public service criteria of the Subdivision Street Requirements, and

WHEREAS, the development sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, define additions required in the Secondary System of State Highways as a result of construction; and

WHEREAS, certain segments identified on the incorporated Form AM 4.3 are ready to be accepted into the Secondary System of State Highways.

NOW THEREFORE, BE IT RESOLVED, the Town Council of the Town of Dayton requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage, and

BE IT FINALLY RESOLVED, a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

CERTIFICATE

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of the Town of Dayton Resolution Regarding Land Development Additions to Secondary Route System adopted by the Town Council at a meeting held on February 13, 2023. A record of the roll-call vote by the Town Council is as follows:

<u>NAME</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Cary Jackson, Mayor				
Bradford Dyjak				
Emily Estes				
Robert Seward				
Susan Mathias				
Melody Pannell				
Bob Wolz				

Date: February 13, 2023

ATTEST: _____
 Clerk, Town Council of the
 Town of Dayton

 Mayor, Town of Dayton, Virginia

In Town of Dayton

38508328

by Resolution of the governing body adopted

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (Town Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Dayton West Subdivision - Rhodes Hill Drive

Addition - Town new subdivision street §33.2-340, §33.2-705

Rte Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
1214	Rhodes Hill Drive	ESM AT 0.40 mi west of CL RTE 732	CL RTE 732	0.4	2		55

Town of Dayton

Parks and Facilities Reservation Policy

Effective ~~07/01/2021~~~~10/12/2022~~ 2/13/2023

Dove Park: Town Residents may reserve Dove Park for a \$25 fee plus an additional refundable security deposit charge of \$150 to ensure that there is no damage. Non-Town Residents may reserve for a \$100 fee plus an additional refundable security deposit charge of \$150 to ensure that there is no damage.

Town Hall Assembly Room: Use of the Assembly Room is limited to Town of Dayton residents and non-profit organizations only. The reservation fee applies to individuals and groups and is \$25/hour plus a \$25 flat fee for the use of the kitchen. There is an additional refundable security deposit of \$100 to ensure that the room is left clean with no damage and the key is returned.

Sunset Park: ~~Use of the Sunset Park Picnic Shelter is limited to Town of Dayton residents and non-profit organizations only. All reservations will require a \$25 refundable cleaning/damages deposit. Town of Dayton residents, businesses and non-profit organizations will be allowed usage of this park at no charge and out of town residents, businesses and non-profit organizations will be charged a \$15 fee for use of the park.~~ Reservations will be made for ½ day rentals (Open to 1:30 p.m. / 3:00 p.m. to Close) and limited to 2 uses per month. ~~Therefore, if someone requests an all-day reservation, the fee would double, the deposit would remain the same and that would be their maximum rental allowed for the month.~~

Cooks Creek Park: ~~Use of the Cooks Creek Picnic Shelter is limited to Town of Dayton residents and non-profit organizations only . There is no deposit or fee: however, if the shelter area is not cleaned and left as it was found, a cleaning fee of \$25 will be assessed. All reservations will require a \$25 refundable cleaning/damages deposit. Town of Dayton residents, businesses and non-profit organizations will be allowed usage of this park at no charge and out of town residents, businesses and non-profit organizations will be charged a \$15 fee for use of the park.~~ Reservations will be made for ½ day rentals (Open to 1:30 p.m. / 3:00 p.m. to Close) and limited to 2 uses per month. ~~Therefore, if someone requests an all-day reservation, the fee would double, the deposit would remain the same and that would be their maximum rental allowed for the month.~~

Reservations will be guaranteed upon receipt of ~~the payment and a~~ signed reservation agreement form. All park reservations are considered final and refunds will not be given due to weather. Reservations shall be made by the Administrative Assistant or by the Accounting Technicians in the absence of the Administrative Assistant. ~~If there are no damages or cleaning issues, the deposit will be refunded to the appropriate party.~~

Reservations and usage granted prior to this agreement may be considered as “grandfathered in” and may not need to conform to the policy as stated above. Usage and fees may be altered at the discretion of the Town Manager.

(Note for Committee: The reservation agreement form will state that they agree that they are making the reservation for themselves and that they will be present at all times during the event.

**Parks & Facilities Reservation Policy
Staff Report**

- On September 2, 2022, the Parks, Recreation & Beautification Committee met to review and discuss the Parks and Facilities Reservation Policy
- Discussion was had about the increased staff work involved in charging deposits for the park reservations. This increased staff time and was difficult to monitor as multiple reservations were held for the same time period.
- The Committee met again on January 17, 2023 and decided that rather than charging a fee to reserve the facilities, we will allow Dayton Town residents and non-profit organizations to make reservations and that the resident must be present during the reserved time.

Staff Recommendation: Move to adopt the Parks and Facilities Reservation Policy as revised.

Town Manager's Report to the Town Council

February 13, 2023

Water Plant. The new plant has been tested and is performing well so far. On February 8th we sent water through the new system to our residents for the first time. As you know, the new plant will operate at a higher rate than the old plant, which means we'll be able to supply our major industry and citizens using less water from other sources.

Water and Sewer Rates. It's been ten years since our last rate increase. Since that time inflation has eaten up 26% of our revenues. I'm proposing a 3% increase in both water and sewer rates for the coming year. After that, I suggest that our rates increase each year by the cost-of-living adjustment as calculated by the Department of Labor. That way, we won't get behind as we did the past decade.

What will this mean for the average customer? Many of our customers use 2,000 gallons or less each month. For those customers the following chart applies.

	<u>Old Rate</u>	<u>New Rate (effective July 1, 2023)</u>
2,000 gallons water	\$6.90	\$7.11
2,000 gallons sewer	\$9.80	\$10.09
Total	\$16.70	\$17.20

The total increase for those using 2,000 or less gallons of water each month is **50 cents per month or \$6.00 for the year.**

Larger families tend to use about 5,000 gallons each month. What will this increase mean for them?

	<u>Old Rate</u>	<u>New Rate (effective July 1, 2023)</u>
5,000 gallons of water	\$18.10	\$18.64
5,000 gallons of sewer	\$24.35	\$25.08
Total	\$42.45	\$43.72

That means the average family will see an increase of **\$1.27 per month or \$15.24 per year.**

This modest rate increase will produce minimum pain for the individuals or families, but will provide us with funds to ensure that our water and sewer expenses can be funded. Also, by adopting a plan tied to the COLA adjustment, we'll see continued modest gains.

Inflation has become a major problem for consumers. Eggs increased from \$1.79 per dozen to \$4.05 over the past year, but fortunately, prices are now on the decline. Bread increased by 20% in 2022. Overall, prices increased 6.5% over the last year. Looking at this comparison, a 3% increase in water and sewer rates doesn't sound so bad and is a responsible course of action.

Fiscal Year 2024 Budget. The budget process is underway. A preliminary budget has been drafted and the Finance Committee has reviewed it and added suggestions. We are trying to move the process up this year in an attempt to vote on the new budget in May. A public hearing will be held in April with notice of the hearing and an explanation of the budget sent out prior to the hearing.

West View/Summit Water Line Replacement. We have received proposals from two contractors. Rhodenizer quoted \$111,126 while Partner's Excavating was at \$213,360. Therefore, we'll offer a contract to Rhodenizer Construction for this project.

Unpaved Alleys. We have a few unpaved alleys in town that often come up in conversation. The suggestion has been that we pave them, but the Infrastructure Committee is considering closing them instead due to lack of use and ongoing expenses. If an alley is closed, it returns to adjoining property owners. To accomplish this goal, we will have some surveying and legal expenses, but the total cost will be much less than a lifetime of paving and maintenance.

Staff Report

Treasurer's Office

January 2023

Personnel:

Activity:

- Staff mailed 11 cut-off notices for unpaid water service. Service interruption is scheduled for February 21, 2023.
- Staff mailed 161 Business Licenses for renewal. This includes all businesses, hair stylists, real estate agents and home occupations. Business licenses are due March 1.
- Staff assisted Public Works and Police Department with the sale of the Police Department speed trailer.
- All W2's, 1099's, annual and quarterly tax filings were completed on time.
- FY23-24 Budget preparations are underway.

Items for consideration:

None

Respectfully submitted,

Susan Smith

Town of Dayton
Budget v. Actual Report
FY23 PERIOD ENDING 1/31/2023

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 166,500	\$ -	\$ 166,552	\$ (52)	100%
Other Local Taxes	\$ 435,450	\$ 60,970	\$ 253,652	\$ 181,798	58%
Permits, Privilege Fees & Licenses	\$ 500	\$ 40	\$ 816	\$ (316)	163%
Fines & Forfeitures	\$ 43,000	\$ 2,308	\$ 20,253	\$ 22,747	47%
Rev. from use of money & prop.	\$ 2,500	\$ -	\$ 365	\$ 2,135	15%
Charges for services	\$ 160,000	\$ 13,341	\$ 80,346	\$ 79,654	50%
Other	\$ 120,500	\$ 53,968	\$ 966,495	\$ (845,995)	802%
State & Federal Funding	\$ 134,200	\$ 20,014	\$ 124,887	\$ 9,313	93%
Transfer from Water & Sewer	\$ 1,078,050	\$ -	\$ -	\$ 1,078,050	0%
TOTAL GF REVENUES	\$ 2,140,700	\$ 150,641	\$ 1,613,366	\$ 527,334	75%
General Capital Fund					
Transfer from Water & Sewer	\$ 112,208	\$ -	\$ -	\$ 112,208	0%
Transfer from Reserves	\$ 126,472	\$ -	\$ -	\$ 126,472	0%
	\$ 238,680	\$ -	\$ -	\$ 238,680	0%
Water & Sewer Capital Fund					
Transfer from Water & Sewer Fund	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Water & Sewer Fund					
Charges for service	\$ 3,625,000	\$ 306,112	\$ 1,963,683	\$ 1,661,317	54%
W&S Conn fees	\$ 30,000	\$ -	\$ 11,525	\$ 18,475	38%
Interest	\$ 10,000	\$ 4,658	\$ 10,206	\$ (206)	102%
Misc.	\$ 2,500	\$ -	\$ 4,870	\$ (2,370)	195%
TOTAL W&S REVENUES	\$ 3,667,500	\$ 310,770	\$ 1,990,284	\$ 1,677,216	54%
	Budget	MTD	YTD	Variance	
TOTAL REVENUES	\$ 6,096,880	\$ 461,411	\$ 3,603,650	\$ 2,493,230	59%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 591,550	\$ 60,568	\$ 355,158	\$ 236,392	60%
Public Safety	\$ 705,000	\$ 52,270	\$ 403,590	\$ 301,410	57%
Public Works	\$ 491,100	\$ 31,799	\$ 262,771	\$ 228,329	54%
Parks, Rec & Culture	\$ 171,750	\$ 8,841	\$ 92,771	\$ 78,979	54%
Community Development	\$ 181,300	\$ 5,528	\$ 88,297	\$ 93,003	49%
TOTAL GF EXPENDITURES	\$ 2,140,700	\$ 159,006	\$ 1,202,587	\$ 938,113	56%
Capital Projects					
PD Equipment	\$ 50,000	\$ -	\$ 5,852	\$ 44,148	12%
Sign Program	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Sidewalks	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Land Acquisition & Amenities	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
PW Service Truck	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
WTP Equipment	\$ 33,680	\$ -	\$ -	\$ 33,680	0%
Generator	\$ 50,000	\$ 4,000	\$ 4,000	\$ 46,000	8%
TOTAL CAPITAL PROJECTS	\$ 288,680	\$ 4,000	\$ 9,852	\$ 278,828	3%
Operating	\$ 578,500	\$ 37,984	\$ 380,192	\$ 198,308	66%
HRRSA	\$ 1,823,742	\$ 141,721	\$ 1,013,351	\$ 810,391	56%
Water Fund Contingency	\$ 25,000	\$ -	\$ 9,360	\$ 15,640	37%
TOTAL W&S EXPENDITURES	\$ 2,427,242	\$ 179,705	\$ 1,402,903	\$ 1,024,339	58%
Transfer to General	\$ 1,078,050				
Transfer to Capital-Water & Sewer	\$ 162,208	\$ -	\$ -	\$ 162,208	0%
TOTAL CAPITAL TRANSFER	\$ 1,240,258	\$ -	\$ -	\$ 162,208	0%
	Budget	MTD	YTD	Variance	
TOTAL EXPENDITURES	\$ 6,096,880	\$ 338,711	\$ 2,605,490	\$ 3,491,390	43%
NET TOTAL	\$ -	\$ 122,700	\$ 998,160		

Budget vs Actual

**Town of Dayton
Period Ending 1/31/2023
15 & 25 Carry-Over Capital Projects**

Description	Balance @ 6/30	Mnth	YTD	Variance	Prcnt Used
15-4910-802 Equipment PD	\$ 5,331	\$ -	\$ 5,331	\$ -	100%
15-4910-810 Greenway Project	\$ 4,438	\$ -	\$ -	\$ 4,438	0%
15-4910-820 King Street Extension Path	\$ 25,649	\$ -	\$ -	\$ 25,649	0%
15-4910-840 Sign Program	\$ 75,894	\$ -	\$ 3,082	\$ 72,812	4%
15-4910-850 Sidewalks	\$ 30,000	\$ -	\$ 22,020	\$ 7,980	73%
15-4910-860 Land Acquisition & Amenities	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
25-4910-802 Water Line Extension	\$ 65,000	\$ -	\$ -	\$ 65,000	0%
25-4910-840 Water Plant Upgrade	\$ 2,005,167	\$ -	\$ 1,580,589	\$ 424,578	79%
25-4910-850 Water/Sewer Line Replacement	\$ 140,446	\$ -	\$ 13,871	\$ 126,575	10%
25-4910-865 Service Truck	\$ 45,000	\$ -	\$ 49,492	\$ (4,492)	110%

Police Department Staff Report January 2023

1. Personnel

Position Title	# of Positions	Filled	Vacant
Chief	1	1	0
Lieutenant	1	1	0
Patrol	4	4	0

A. Employee recognitions

- Welcome Breanna Burkhead as the part-time grant position hire.

B. Training

- All officers completed RPTG Firearms In-service training.
- All officers completed mandatory required yearly training in the following: Bloodborne Pathogens, De-Escalation of Interpersonal Conflict, Duty to Intervene, Bias/ Implicit Bias Training, and Cultural/ Human Diversity.

2. Activity Report January 2023

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
740	732	3	1	5	97

3. Project Updates

- The Accreditation Grant position has been filled.
- USDA Vehicle Grant equipment has been ordered.

4. Upcoming Events

- None.

5. Items for Consideration

- None.

Respectfully submitted



Justin Trout



Public Works Staff Report January 2023

I. Personnel:

Position Title	# of Positions	Filled	Vacant
Public Works Supervisor	1	1	0
Building & Grounds Technician	2	2	0
Part Time/seasonal	1	1	0

1. Hiring Update: None
2. Employee Recognitions: None

II. Report:

- Replaced the black plastic edging around playground equipment at Sunset Park. The edging around the swings will be replaced next.
- Fixed the vinyl fence on the stage at Dove Park.
- 50 miss utilities tickets this month.
- Received bids for the water line upgrade from Westview St. to Summit St. Will start reviewing bids in the upcoming weeks.
- Performed the annual preventive maintenance on the mowers and heavy equipment in preparation for spring.
- GloFiber continues to install fiber throughout the Town and has started offering its services to residents.

Items for Consideration: None

Respectfully submitted,

Adam Meek

Water Department Staff Report
January 2023

I. Personnel:

Position Title	# of Positions	Filled	Vacant
Lead Water Treatment Operator	1	1	0
P/T- Water Treatment Operator	1	1	0
Water Plant Operator	1	1	0

II. Report:

- Water plant treated 41.841 million gallons of water in the month of January.
- Purchased 4.53 million gallons from Rockingham County. This was a combination of a couple of extended shutdowns for our raw water line tie in and our filters running at a lower rate than normal.
- Continued to map meters on GIS. Lukas discovered a more useful way of mapping and including data that will be helpful to have for future replacements under each meter address. Previous mapped data has also been updated.
- Infrastructure committee meeting was held January 20th.
- WTP Updates: Temporary raw water tie in attempted January 11th and successfully completed on January 18th. Start-up began January 23rd with Pall trainer arrival on January 24th.
- Assembled filters for several days and by 1/31 had all but 2 filters installed on the skids. The other two filters are waiting on missing end caps before installation.

III. Items for Consideration: None.

Respectfully submitted,

Jennifer Reppe



**Community Development Staff Report
January 2023**

1. Planning and Zoning

- a. Two Zoning Permits were issued.
- b. No Certificates of Occupancy were issued.
- c. One Chicken Keeping Application was approved.
- d. No Short-Term Rental Permits were requested.
- e. No Home Occupations Permits were approved.
- f. The TAC meeting for January was cancelled as there were no new items to discuss.
- g. Virtually attended the weekly APA VA Legislative Update calls as schedule allowed.
- h. Attended Parks and Recreation Council Committee Meeting on January 26, 2023.
- i. The Planning Commission met on January 19th and approved the draft Comprehensive Plan and requested that it be set for a Joint Public Hearing on February 13, 2023, with the Town Council to hear public input. The adoption of the Plan will be an action item on the February Council Meeting Agenda.
- j. Working with the Planning Commission and the Town Attorney to make recommendations for revisions to the Subdivision plan and fees associated with zoning. We will need to hold a Joint Public Hearing on proposed revisions in March or April.

2. Items for Consideration: NONE.

Respectfully submitted,



Community Development Coordinator

Economic Development Staff Report January 2023

Businesses

- Downtown Revitalization Grant – Initial submission is still under DHCD review.
- The new owners of Valley Water Gardens will be hosting a Landscaper’s Open House on Saturday, March 11 from 10 – 3 pm, and a grand re-opening from Friday, April 21 through Sunday April 23.
- Bob Holton and Meggie Roche attended the Dayton Market Monthly meeting on February 2 to provide an update on Town activities.

January Business Newsletter			
Analytics			
Opens:	65		
Top clicks:	New Year's Resolutions for Small Business	Dayton Business Directory	Subscribe to Town Alerts

Events

- Registration for the 2023 Redbud Arts & Crafts Festival is full, new vendors will be placed on a waitlist.
- Summer Concert Schedule:
 - May 20: Micala Curry and The Back Rhodes
 - June 17: Who Shot John
 - July 15: Kelly May Brown & Crystal Armentrout
 - August 19: The Roadducks
 - September 16: Big City Band
- Staff is still working to collect community events to include on the Annual Events Calendar.

Marketing

- The Town will begin offering “Business Spotlights” on the Town Facebook page. Staff is still working out the details to ensure fair coverage and equal opportunity. Full details will be announced in the February business newsletter.
- The Town will be a silver sponsor at Massanutten again this year and will coordinate marketing efforts accordingly.

Other

- Wayfinding – The final Construction Intent Documents are under review by VDOT.

Items for consideration or discussion:

- None.

January Social Media Analytics

Town of Dayton Facebook Page

Page		Profile		New	
Reach:	7,924	Visits:	1,311	Followers:	13
Top Posts	Topic	Reach	Date		
1	Dayton Weekend Adventure	5.5k	1/19/2023		
2	Festival Registration Open	1.6k	1/2/2023		
3	Rockingham County Parks & Rec	1.2k	1/31/2023		

Town of Dayton Police Department Facebook Page

Page		Profile		New	
Reach:	607	Visits:	179	Followers:	8

Redbud Facebook Page

Page		Profile		New	
Reach:	743	Visits:	89	Followers:	10

Top Posts	Topic	Reach	Date		
1	Registration Open	521	1/3/2023		

Muddler Facebook Page

Page		Profile		New	
Reach:	211	Visits:	54	Followers:	1

Dayton Days Facebook Page

Page		Profile		New	
Reach:	5387	Visits:	132	Followers:	10

Top Posts	Topic	Reach	Date		
1	Registration Open	3.8k	1/3/2023		

Respectfully submitted,

Meggie Roche

