

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, February 14, 2022
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 an application for a Special Use Permit for a sign to be located at the Rocktown History & Welcome Center at 382 High Street in Dayton

3. Adjournment

Special Called Planning Commission Meeting – Following Joint Public Hearing

1. Call to Order Chairman Barnett

2. Items for Consideration—Special Use Permit for Rocktown History & Welcome Center

3. Adjournment

Regular Council Meeting – 6 PM

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

2. Presentations
 - a. Resolution in Memory of Fallen Officers
 - b. CSPDC LRTP Update and Survey by Director of Transportation, Ann Cundy
 - c. Silver Lake Bicentennial Celebration by Coordinator, Cheryl Lyon

3. Approval of Minutes for Regular Town Council Meeting of January 10, 2021

4. Action Items*
 - a. Consideration of a Special Use Permit for Rocktown History & Welcome Center
 - b. Consideration of Ordinance Amending and Recodifying The Town Code for the Town of Dayton
 - c. Authorization of Water Treatment Plant Contract and Bid Approval

5. 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.

6. Staff Reports

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

7. Committee Reports

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

8. Unfinished Business

9. New Business

10. 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/86899356007?pwd=b29WVEQ1eUU3VHR5Tm14d21xdzBuUT09>

Meeting ID: 868 9935 6007

Passcode: 165685

Dial in: 1-301-715-8592

**TOWN OF DAYTON
APPLICATION FOR
SPECIAL USE PERMIT**

1. The Applicant is the: Owner Other

If "other", then please specify: _____

OWNER

OCCUPANT

Name: H'burg-R'ham Historical Society

Name: Rocktown History & Welcome Cnt

Address: 382 High St.

Address: same

Dayton, VA 22821

Telephone Number: (540) 879-2681

Telephone Number:

If the applicant is anyone other than the owner, written approval of the owner must be filed with this application.

2. Ownership of this property is evidenced by deed recorded in deed book number 767 on page number 316 as found in the Office of the Circuit Court of the County of Rockingham.

3. Location of the property (Please give exact address and/or directions): 382 High Street, Dayton, VA 22821

4. Tax Map Number: 107D2-(A)-L59

5. Zoning District: R3

6. Proposed Use Applied For: Signage

7. Has a previous application been made for this use? YES NO

If YES, give date: _____

8. Current Use: Rocktown History Museum, Archives, Bookstore, Dayton Welcome Center

9. Total Acreage/Lot Size: 1.648 acres

10. It is proposed that the following buildings, additions, or improvements will be constructed: A sign added at the parking lot entrance --more specifically, the addition of a double sided fabricated 4 feet high x 5 feet wide (including posts) sign to be located approximately 4 1/2 feet from the sidewalk located on High St. in line with the light pole with banner located closest to the parking lot entrance off of High St.

11. It is proposed that _____ square feet out of the total building area footage of _____ square feet will be utilized under this permit;

OR

It is proposed that _____ square feet/acres of the total parcel of _____ square feet/acres will be utilized under this permit.

12. The proposed days and hours of operation of the use are: _____

13. Please supply an estimate of the traffic impact of the proposed use in relation to its access streets: _____ N/A _____

14. Briefly discuss how the proposed use and improvements are designed and arranged to fit into the development of the adjacent property and neighborhood and will not be detrimental to the immediate neighborhood: The property houses the Rocktown History Museum/Archives/Library/Bookshop & the Dayton Welcome Center. As part of the Town initiated wayfinding sign program, the Town and applicant wish to have the applicant participate in the signage program. As such, they would remove the outdated sign at the intersection of Eberly and Rt. 42, but would need a destination sign at the entry to the facility. The size of the sign in the R3 district is limited. The applicant is asking for a larger sign. (see attached drawing) The sign located in front of the building (see picture attached) will be removed.

15. Additional Comments: _____

16. A site plan must be submitted with this application. The Zoning Administrator will supply a checklist of the information that is required, which shall include, but is not limited to, the following:

- (a.) Boundaries of the entire area
- (b.) Total area of the property

- (c.) Location and size of all existing and proposed structures (including signs)
- (d.) All required minimum yards and the distances of all existing and proposed structures to the lot lines
- (e.) Public right(s)-of-way, indicating names and/or route numbers
- (f.) Proposed means of ingress and egress to and from the property from a public street
- (g.) Size and location of all existing and proposed off-street parking spaces, indicating minimum distance from the nearest property line(s)
- (h.) Proposed screening, landscaping, and fencing
- (i.) The existing use and zoning designation of adjacent properties

17. Provide the names and complete addresses of all adjacent landowners, including landowners across any road (use an additional sheet if necessary):

NAME	ADDRESS	TAX MAP #
Floyd, Daniel & Maxine Jean-Louis	387 High Street, Dayton, VA 22821	107D2-(A)-L14
Lee, Byron & Kathy	391 High Street, Dayton VA 22821	107D2-(A)-L13
O'Brien, Daniel Louis	393 High Street, Dayton VA 22821	107D2-(15)-L1B
Garnica, Nicolas Cardoso	395 High Street, Dayton VA 22821	107D2-(15)-L1A
Thomas, Stanley & Margaret	PO Box 186, Dayton VA 22821	107D2-(A)-L61
Kenney, Donna	119 Willow Dr., Dayton VA 22821	107D2-(A)-L62
Farthing, Stanley & Candace	377 College Street, Dayton VA 22821	107D2-(A)-L63
Suter, Brenden & Gail	373 College Street, Dayton VA 22821	107D2-(A)-L68
Bolyard, Jon Robert & Rachel Louise	383 High Street, Dayton VA 22821	107D2-(A)-L16

I (we), the undersigned, do hereby certify that the information provided is accurate to the best of my (our) knowledge and hereby apply for a special use permit under the provisions of Title 9 of the Code of the Town of Dayton. I (we) understand that, after due notice and public hearing, the Town Council may approve, approve with conditions, or deny this application. I (we) authorize the Town to go upon the property for the purpose of making site inspections.

Applicant(s) Signature(s): Penelope Amerson

Date: Jan 14, 2022

Mailing Address: PO Box 716, Dayton, VA 22821

Telephone Number: 540 879 2681

52"

36"



ROCKTOWN
HISTORY

Welcome Center

5'w x 4'h sign

4" poles

Double sided fabrication as designed for Route 42 sign



This sign located in front of the welcome center will be removed.



Shows approximate location of the sign placement (picture taken from the edge of the entrance to the parking lot).

**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 24th 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 6th 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 15th 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

Item 4.a.

Consideration of Special Use Permit Rocktown History & Welcome Center

Discussion:

- Rocktown History (formerly known as Harrisonburg-Rockingham Historical Society) is located at 382 High Street (corner of High & Bowman). It houses a museum, archives/library, meeting space, gift shop, and the Dayton Welcome/Visitor Center.
- The lot is 1.648 acres.
- It is an important resource for the Town of Dayton, Rockingham County, and the Shenandoah Valley.
- They currently have a large, outdated off-premise sign at the corner of Eberly and Rt. 42.
- The Town is currently planning for the implementation of a wayfinding signage program to be completed by this fall. In order to have Rocktown History & the Welcome Center on the wayfinding signs, they must remove their sign in the Rt. 42 corridor (VDOT regulations).
- The property is zoned R3, which only allows a wall sign of no larger than four square feet or as an alternative, one ground sign no larger than three square feet in area and no more than four feet in height. This makes it difficult to identify the facility.
- Dayton Town Code Section 9-194.6 allows for a special use permit for signage. This requires an advertised public hearing. A joint public hearing, with Planning Commission, is scheduled for February 14, 5:30 PM. After which, the planning commission will meet and have a recommendation for the Town Council at the meeting.

Staff Recommendation:

Motion to approve special use permit with the following conditions:

- Sign not to exceed twenty (20) square feet.
- Sign to be located near parking lot entrance, between parking lot and sidewalk, not to impede site distance or traffic.
- Removal of existing sign in front of building

Item 4.b.

Ordinance Amending and Recodifying the Town Code for the Town of Dayton, Virginia

Discussion:

- In October of 2020, the Town entered into an agreement with Municode to perform a recodification of the Dayton Town Code.
- This project was done in an effort to better organize the Town's Code of Ordinances, establish an improved method for performing timely updates to the Code as Council adopts new and revised ordinances and provide the Town staff, residents, and businesses with a searchable electronic version of the Town Code.
- The Town worked with Town Staff, the Town Attorney and Municode to re-organize and update the Town's Code.
- In addition to re-organizing the Code sections, some portions were revised to coincide with the appropriate Virginia State Code.
- In general, changes to the Code were organizational and administrative in nature and substantive changes were made only as necessary to bring the Code in line with the Virginia Code. There are no increases to taxes or substantive changes to the zoning or subdivision ordinances, as those changes would require additional public hearings and proper advertisements.
- A copy of the recodified Code was electronically sent to Council on December 14, 2021 for review. Also sent out on the same date was the proof containing all the changes that Municode proposed with footnotes explaining these changes. Town Staff, along with the assistance of the Town Attorney reviewed the changes and the appropriate footnotes.
- Once Council approves the amendment and recodification, Municode will provide the Town with an electronic version of the Code, which will be available on the Town's website and will provide the ability to perform searches.
- In reviewing the final draft submitted by Municode, a few additional issues were identified which should be resolved. These include:
 - The EDA name in 2-142 should be corrected so that it is the "Economic Development Authority of the Town of Dayton, Virginia".
 - 14-166(b) is duplicative of 14-166(a) and should be deleted.
 - 14-168. The first sentence should read: "Any person who intentionally interferes or tampers in any facility which is used to furnish oil, telegraph, telephone, electric, gas, sewer, waste water or water service to the public shall be guilty of a class 3 misdemeanor, provided that the destruction or damage may be remedied or repaired for less than \$1,000."
 - In 16-8 and 16-16, the references in these Sections to the Town's "nuisances ordinance" should be specific references to Section 10-74 of the Town Code.
 - In 30-295, the first sentence should say "The following uses are permitted as a matter of right in the R-2 District:"
 - In 30-490, the first sentence should say "The following uses are permitted as a matter of right in the A-1 District:"
 - In 30-373-(2), this language should revert to the way it reads in the Town's current ordinance with the cross-citations simply being updated to conform to the new Code. The way Municode re-wrote the sentence, it reads that a special use permit is now required where one was not before.
- In addition, the Charter as compiled by Municode needs to be corrected to reflect the Town's actual Charter. However, the Charter is not part of the Town Code.

Recommended Action:

Move to approve Ordinance Amending and Recodifying the Town Code for the Town of Dayton as presented with the additional changes noted by staff.

**ORDINANCE AMENDING AND RECODIFYING
THE TOWN CODE FOR THE TOWN OF DAYTON, VIRGINIA**

WHEREAS, Virginia Code § 15.2-1433 authorizes any locality to codify or recodify any or all of its ordinances; and

WHEREAS, the Town of Dayton, Virginia (the “Town”) has codified many of its ordinances into a Town Code; and

WHEREAS, although the Town regularly amends individual sections or portions of its Code to reflect changes in the law or policies of the Town Council, the Town has not performed a process called “recodification”, which is a comprehensive review and reorganization of the Code, since 1988; and

WHEREAS, the Town has retained the services of Municode to assist the Town in reviewing, updating, organizing, and recodifying the Town Code, and to thereafter provide ongoing assistance to the Town in making the Code available online and updating the Code from time to time to reflect such ordinances and amendments as are adopted by the Town Council; and

WHEREAS, in consultation with Town staff and the Town Attorney, Municode has prepared a proposed recodification of the Town Code; and

WHEREAS, the recodification adds a new Chapter entitled “General Provisions” to the Town Code, which general provisions include certain defined terms, provisions pertaining to the amendment and supplementation of the Town Code, and prescribe a general penalty for violation of Town Ordinances in instances where no other penalty is provided for; and

WHEREAS, the recodification of the Town Code by Municode does not contain any increases in taxes or any substantive changes to former Title 8, Subdivision, or former Title 9, Zoning, of the Town Code, or any fees related to former Title 8 or former Title 9, as these changes would require additional procedures under the law and are beyond the scope of the recodification.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Dayton, Virginia, that:

1. The Code entitled "Code of Ordinances, Town of Dayton, Virginia," published by Municode, consisting of chapters 1 through 30, each inclusive, is hereby enacted and adopted, including without limitation the adoption of the general penalty prescribed in Section 1-14 of the Code.
2. All ordinances of a general and permanent nature enacted on or before the date of adoption of this Ordinance, and not included in the Code or recognized and continued in force by reference therein or by reference in this Ordinance are repealed.¹

¹ At the December 13, 2021, meeting of the Town Council, the Town Council increased the event fees for the Town’s Autumn Celebration from \$165.00 or \$265.00/double to \$175.00 or \$275.00/double, and for the Town’s Redbud Festival from \$75.00 or \$125.00/double to \$85.00 or \$135.00/double. This increase in event fees shall continue in full force and effect, and is hereby re-affirmed in this Ordinance. The Town Council requests and directs Municode to update Appendix A Schedule of Fees, Rates and Charges to reflect the aforesaid fees.

3. The repeal provided for in Section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.
4. Additions or amendments to the Code when passed in such form as to indicate the intention of the Town Council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.
5. Ordinances adopted after the date of adoption of this Ordinance that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Ordained this 14th day of February, 2022.

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 an Ordinance Amending and Recodifying the Town Code for the Town of Dayton, Virginia adopted by the Town Council at a meeting held on February 14, 2022. A record of the roll-call vote by the Town Council is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
Cary Jackson, Mayor				
Bradford Dyjak				
Heidi Hoover				
Robert Seward				
Emily Estes				
Susan Mathias				
Robert Wolz				

Date: February 14, 2022

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

 Mayor, Town of Dayton, Virginia

Water Treatment Plant – Approval of Bidder and Authorization to Enter into Contract

Discussion:

- Town Council has previously approved construction of the water treatment plant upgrade, boundary line adjustment, acquisition of property, and purchase of equipment.
- The bid opening for the construction and installation portion of the project was held Tuesday, February 8, 2 PM.
- Five bids were received, ranging from \$1,799,900 to \$2,821,000. The lowest bid was Waco, Inc. They have submitted their Statement of Qualifications. The bids are slightly higher than the 2019 estimate, but lower than expected, given the rise in construction costs over the past two years.
- Waco, Inc. is eager to commence the project. I hope to have additional information for Council at the meeting.
- A budget amendment will be needed and will be addressed during the Treasurer's report.

Committee Recommendation:

The finance committee met on February 10, 2022. They recommend that Council approve the lowest bidder and authorize the Town Manager to enter into a contract and Notice to Proceed with the contractor, after review by the Town Attorney.

Staff Recommendation:

- Motion to approve lowest bidder Waco, Inc. in the amount of \$1,799,900.
- Authorize the Town Manager to enter into a contract and Notice to Proceed with the contractor, after review by the Town Attorney.

Personnel

- 1) Staff evaluations were completed.
- 2) A PW employee resigned. The seasonal employee is filling in three days per week. We will advertise for full-time or part-time.

Public Works, Roads, Facilities

- 1) Water Plant Upgrade:
 - a) See agenda item 4.c.
- 2) Hydrant – near Ft. Harrison:
 - a) Staff will meet with the surveyor in the coming week to prepare a plat. An easement will be created. The City will tap the line at the main water line. A contractor will be used to install the line.

Budget Preparation

- 1) Department (staff) requests are due February 11. I will meet with each department head and the Treasurer the week of February 14 to review each request. Committees will meet to review the budgets related to their committees the first week in March.
- 2) No date has been set for a council retreat, but hope to have a facilitator soon.

Other

I will be out of the office February 16-18 for the Virginia Local Government Management Association (VLGMA) Winter Conference, for which I am a co-chair.

Items for Discussion and/or Consideration

Right-of-way at Well #2.

Special Note:

I am especially proud of our Police Chief, Lieutenant, and officers for their involvement in the Bridgewater College shooting. Their extensive experience and training prepared them well. I have heard very positive comments from others in the law enforcement field regarding their involvement. Several others on our staff were affected by this incident. I am proud of the way that everyone has supported each other through this difficult time and appreciate the Council's understanding and support as well as the support received from citizens and the public.

Budgeted Capital Projects Status

Project	Status	Comments
Police Vehicle	Grant application submitted	Awaiting response. Expected March.
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. Expected March.
Ventrac Mower	Completed.	
Key Card System	Grant was denied. Will be ordered in February after updated bid needed.	
Water Line Extension	Exchanging information with City. Progressing	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Equipment ordered. Bids Received.	See agenda item 4.c.
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. Expected March.

Respectfully submitted,
Angela A. Lawrence

Staff Report

Treasurer's Office

January 2022

Personnel:

- Staff participated in annual staff and self-evaluations.
- Staff began cross-training in the water billing department.

Activity:

- Staff completed and filed all quarterly and physical year-end taxes on time.
- Staff prepared and mailed/filed all W-2's and 1099's for Calendar year 2021.
- Meals Taxes were due January 20th and collected for Q4 of 2021 totaling \$22,915. In comparison, Meals Taxes collected for Q4 2020 totaled: \$16,472.
- Staff mailed 22 cut-off notices for unpaid water service. Service interruption is scheduled for February 22, 2022.

Items for consideration:

- Staff requests authorization to advertise for a Public Hearing regarding the FY21-22 Budget Amendment to be considered at the March 14, 2022 Council Meeting.

Respectfully submitted,

Susan Smith

Town of Dayton
Budget v. Actual Report
FY22 Period ending January 31, 2022

<u>REVENUES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Rcvd</u>
<u>General Fund</u>					
Property Taxes	\$ 122,500	\$ 2,726	\$ 121,797	\$ 703	99%
Other Local Taxes	\$ 320,400	\$ 48,009	\$ 250,485	\$ 69,915	78%
Permits, Privilege Fees & Licenses	\$ 500	\$ -	\$ 175	\$ 325	35%
Fines & Forfeitures	\$ 21,200	\$ 2,100	\$ 30,078	\$ (8,878)	142%
Rev. from use of money & prop.	\$ 2,750	\$ -	\$ 250	\$ 2,500	9%
Charges for services	\$ 123,925	\$ 11,456	\$ 71,025	\$ 52,900	57%
Other	\$ 107,000	\$ 21,702	\$ 66,992	\$ 40,008	63%
Recovered Costs	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
State & Federal Funding	\$ 885,056	\$ -	\$ 47,096	\$ 837,960	5%
Transfer from Reserves	\$ 387,380	\$ -	\$ -	\$ 387,380	0%
TOTAL GF REVENUES	\$ 1,975,711	\$ 85,993	\$ 587,898	\$ 1,387,813	30%
<u>General Capital Fund</u>					
Transfer from Reserves	\$ 367,688	\$ -	\$ -	\$ 367,688	0%
	\$ 367,688	\$ -	\$ -	\$ 367,688	0%
<u>Water & Sewer Capital Fund</u>					
Transfer from Water & Sewer Fund	\$ 1,266,424	\$ -	\$ -	\$ 1,266,424	0%
Transfer from Reserves	\$ 640,576	\$ -	\$ -	\$ 640,576	0%
	\$ 1,907,000	\$ -	\$ -	\$ 1,907,000	0%
<u>Water & Sewer Fund</u>					
Charges for service	\$ 3,622,000	\$ 310,973	\$ 2,081,283	\$ 1,540,717	57%
W&S Conn fees	\$ 50,000	\$ -	\$ 18,000	\$ 32,000	36%
Interest	\$ 50,000	\$ 261	\$ 8,349	\$ 41,651	17%
Misc.	\$ -	\$ -	\$ 2,301	\$ (2,301)	
TOTAL W&S REVENUES	\$ 3,722,000	\$ 311,234	\$ 2,109,933	\$ 1,612,067	57%
	Budget	MTD	YTD	Variance	
TOTAL REVENUES	\$ 7,972,399	\$ 397,227	\$ 2,697,831	\$ 5,274,568	34%

<u>EXPENDITURES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Used</u>
General Government	\$ 578,074	\$ 42,234	\$ 325,885	\$ 252,189	56%
Public Safety	\$ 655,827	\$ 46,601	\$ 353,474	\$ 302,353	54%
Public Works	\$ 418,000	\$ 17,734	\$ 209,567	\$ 208,433	50%
Parks, Rec & Culture	\$ 162,530	\$ 6,906	\$ 85,518	\$ 77,012	53%
Community Development	\$ 161,280	\$ 5,474	\$ 75,525	\$ 85,755	47%
TOTAL GF EXPENDITURES	\$ 1,975,711	\$ 118,949	\$ 1,049,969	\$ 925,742	53%
<u>Capital Projects</u>					
PD Equipment	\$ 52,688	\$ -	\$ -	\$ 52,688	0%
Greenway Project	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
King St. Extension	\$ 30,000	\$ -	\$ 1,406	\$ 28,594	5%
Sign Program	\$ 100,000	\$ 2,563	\$ 17,495	\$ 82,505	17%
Sidewalks	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Parks	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
PW Vehicle	\$ 45,000	\$ -	\$ -	\$ 45,000	0%
Ventrac Mower	\$ 25,000	\$ 13,356	\$ 36,703	\$ (11,703)	147%
Municipal Key Card System	\$ 20,000	\$ -	\$ -	\$ 20,000	0%
Water Line Extension	\$ 65,000	\$ -	\$ -	\$ 65,000	0%
Water Plant Equipment	\$ 1,600,000	\$ -	\$ 555,250	\$ 1,044,750	35%
Water Plant Land	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
Water/Sewer Line Replacement	\$ 150,000	\$ -	\$ 8,519	\$ 141,481	6%
Hydrants	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
Mobile Generator	\$ 25,000	\$ -	\$ 9,073	\$ 15,927	36%
Service Truck	\$ 45,000	\$ -	\$ -	\$ 45,000	0%
TOTAL CAPITAL PROJECTS	\$ 2,274,688	\$ 15,919	\$ 628,446	\$ 1,646,242	28%
Operating	\$ 691,080	\$ 23,648	\$ 284,904	\$ 406,176	41%
HRRSA	\$ 1,739,496	\$ 140,985	\$ 980,594	\$ 758,902	56%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
TOTAL W&S EXPENDITURES	\$ 2,455,576	\$ 164,633	\$ 1,265,498	\$ 1,190,078	52%
Transfer to Capital-Water & Sewer	\$ 1,266,424	\$ -	\$ -	\$ 1,266,424	0%
TOTAL CAPITAL TRANSFER	\$ 1,266,424	\$ -	\$ -	\$ 1,266,424	0%
	Budget	MTD	YTD	Variance	
TOTAL EXPENDITURES	\$ 7,972,399	\$ 283,582	\$ 2,315,467	\$ 5,656,932	29%
NET TOTAL	\$ -	\$ 113,645	\$ 382,364		

Police Department Staff Report January 2022

1. Personnel

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

A. Employee recognitions

- Colton is in the top 5 in academics and overall in the academy.
- Officer Roadcap has done a great job investigating a complex case.
- Officers are doing a great job with meeting department goals and objectives

B. Training

- All officers completed RPTG training
- Lt. Hooker attended the DMV Grant workshop
- Chief Trout attended a Background Investigators Course

2. Activity Report January 2022

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
585	577	7	3	1	75

3. Project Updates

- Accreditation is going well. Property & Evidence Mock inspection/audit went well.
- USDA Vehicle Grant will be announced in March.
- Radios have been ordered

4. Upcoming Events - None

5. Items for Consideration - None

Respectfully submitted,



Justin Trout



Item 6.d.

Public Works Staff Report January 2022

I. Personnel:

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

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

II. Reports:

- We had three snow events this month that has kept the Public Works staff busy with plowing. We have also been busy with maintenance and clean up on the equipment. Thanks to the Water Department for assisting in these events as well.
- Assisted in cleanup and painting the new room in Town Hall that will now store the Town's event items.
- Continue to collect Christmas trees but should hopefully be wrapping up in the next month.

Items for Consideration: None

Respectfully submitted,

Adam Meek

Item 6.e.

Water Department Staff Report
January 2022

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. Reports:

- Water plant treated 51.824 million gallons of water in the month of January.
- SCADA issue resulted in us buying 228,000 gallons of water from Rockingham County. SLM came out that weekend to resolve the issue.
- Just received a shipment of yellow registers, so we will begin replacing those that we can get to in February.
- Assisted Public Works with the snow plowing.
- Ordered new turbidimeter for well 2.
- Approved by DEQ to order new brand of PAC for wastewater treatment.
- Collected TSS for this quarter.
- Improved on some minor safety issues at the plant: safety chain on loading dock and strapped ladders to wall.
- Contractors toured the plant for the bid process for the new plant.

III. Items for Consideration: None

Respectfully submitted,

Jennifer Reppe

**Community Development Staff Report
January 2022**

1. Planning and Zoning

- a. No new Zoning Permits were issued.
- b. No Certificates of Occupancy were issued.
- c. There were no nuisance violation citations.
- d. The January HRMPO-TAC meeting was cancelled. Attended the HRMPO LRTP meeting on January 18, 2022.
- e. Virtually attended the APA weekly legislative updates.
- f. The Planning Commission met on January 20th to establish a preliminary timeline for the review of the Comp Plan and begin the review process. They considered a Special Use Permit request from the Rocktown History Museum, which was set for a Joint Public Hearing with Council at 5:30 p.m. on February 14, 2022. Notices were mailed to adjoining property owners on January 25, 2022 and the Daily News-Record will publish it in the Public Notice section of the newspaper on January 31st and February 7th. The Planning Commission also reviewed the lighting ordinance in the Town's Subdivision Code and they will review again at the March meeting.
- g. The Community Input Survey remains open and we have received 106 responses. Preliminary results were discussed with the Planning Commission at their January meeting. They will hear additional public comment at a public input session which will be held at their March 17, 2022 meeting at 6:00 p.m.

2. Items for Consideration:

- a. The Town has recently received numerous requests for signage in the B1 zoning district. Town Code limits signage to a maximum of 100 square feet regardless of the size of the parcel. There are some areas in town where this limitation may be too restrictive as there are large parcels containing multiple businesses. For example, the Dayton Farmers Market and the Hair Corral complex. Staff is requesting that Council refer this matter to the Planning Commission for consideration of allowing special exceptions to be made at the discretion of the Zoning Administrator.

Respectfully submitted,



Community Development Coordinator

Economic Development Staff Report

January 2022

Business Recruitment, Retention and Relationships

- January business newsletter analytics:
 - 53 opens
 - Top links clicked:
 1. Community Input Survey
 2. Dayton Business Directory
 3. Town of Dayton Facebook
- The February Business e-newsletter was sent out 2/3.
- A group of about 10 business owners and community members met at the Dayton Tavern on January 24th at 5:00 pm to continue the “Exploring Main Street” conversation. The discussion focused on social media and google analytics, and how to use those tools to advance the group. There was also a brief discussion on potential upcoming events, which will be continued at the next meeting at Braithwaite Studio on February 21st (President’s Day) at 5:30 pm.

Events

- Summer concert schedule pending. (To be finalized at the next Parks & Rec meeting.)
- Festival vendor registrations as of 2/2:
 - Dayton Days: 96
 - Redbud: 29
- Muddler planning will be on February 10 with the Harrisonburg Police Foundation and Department to discuss planning for the 2022 Muddler.

Social Media

- January Town of Dayton Facebook Analytics
 - Page Reach: 23,818
 - Profile visits: 1,764
 - New Followers: 24
 - Top Posts
 1. Lost Dog (1/22): 17K reach
 2. Dayton Activities (1/29): 4.3k reach
 3. Winter Weather Warning (1/2): 3.2k reach
- January Town of Dayton Police Department Facebook Analytics
 - Page reach: 3,412
 - Profile visits: 187
 - New followers: 12
 - Top Posts

Item 6.g.

1. Winter weather road conditions (1/3): 1.1k reach
 2. Public Works appreciation (1/17): 943 reach
 3. Winter weather road conditions (1/16) 791 reach
- January Redbud Festival Facebook Analytics
 - Page reach: 2,127
 - Profile visits: 195
 - New followers: 74
 - Top Posts
 1. Vendor application announcement (1/6): 27.1k reach
 2. Vendor application reminder(1/25): 1.2k reach
 3. Date announcement (1/5): 906 reach
 - January Dayton Days Facebook Analytics
 - Page reach: 5,977
 - Profile visits: 129
 - New followers: 56
 - Top Posts
 1. Vendor application announcement (1/6): 5.3k reach
 2. Event page(1/5): 783 reach

Other

- Wayfinding project –Staff resolved an issue with VDOT concerning the relocation of certain signs related to the project. Staff sent feedback of the preliminary programming back to our consultant, Frazier Associates, and is preparing the materials for the VDOT initiation process.
- Attended the Economic Development Community Vitality Virtual Roadshow 2022 by DHCD.
- Attended the DHCD Grant Management workshop to learn about applying for grants and how to apply for economic & community development DHCD grants through their online CAMS portal.

Items for consideration or discussion:

None.

Respectfully submitted,

Meggie Roche