

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS DAYTON TOWN HALL  
Monday, March 14, 2022—6:00 p.m.**

**AGENDA**

1. Call to Order Mayor Jackson
  - a. Roll Call Ms. Hall
  - b. Invocation
  - c. Pledge of Allegiance
  
2. Public Hearing: To hear public comments regarding the FY2021-22 Proposed Budget Amendment
  
3. Approval of Minutes for Joint Public Hearing and Regular Town Council Meeting of February 14, 2022
  
4. Action Items\*
  - a. Consideration of the FY2021-22 Proposed Budget Amendment and Adjustments
  
5. Public Comment
  
6. Staff Reports
  - b. Town Manager Ms. Lawrence
  - c. Treasurer/Financial Report Ms. Smith
  - d. Police Department Chief Trout
  - e. Public Works Ms. Lawrence
  - f. Water Ms. Lawrence
  - g. Community Development Ms. Hall
  - h. Economic Development Ms. Lawrence
  - i. Town Attorney Mr. Ham
  
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

\*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.

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/83886833351?pwd=R1ZTR0NEa0dhcHN6S0p1L1BvZnA1UT09>

Meeting ID: 838 8683 3351

Passcode: 822585

Dial in: 1-301-715-8592

**TOWN OF DAYTON, VIRGINIA  
PROPOSED BUDGET AMENDMENT FOR  
THE FISCAL YEAR  
JULY 1, 2021 - June 30, 2022**

	Approved Budget FY21-22	Proposed Amendment FY21-22
<b>Revenues</b>		
<u>General Fund</u>		
General Property Tax	\$ 122,500	\$ 122,500
Other Local Tax	\$ 320,400	\$ 410,400
Other Local Revenues	\$ 255,375	\$ 255,375
Federal/State Funding	\$ 890,056	\$ 933,707
<b>Subtotal GF before transfer</b>	<b>\$ 1,588,331</b>	<b>\$ 1,721,982</b>
Transfer from Reserves**	\$ 387,380	\$ 253,729
<b>Subtotal GF after transfer</b>	<b>\$ 1,975,711</b>	<b>\$ 1,975,711</b>
<u>Capital Fund-General</u>		
Transfer from Reserves**	\$ 367,688	\$ 367,688
<u>Water &amp; Sewer Fund</u>		
	\$ 3,722,000	\$ 3,702,000
<u>Capital Fund - Water &amp; Sewer</u>		
Transfer from Water & Sewer Fund	\$ 1,266,424	\$ 1,266,424
Transfer from Reserves	\$ 640,576	\$ 2,560,576
<b>TOTAL REVENUES</b>	<b>\$ 7,972,399</b>	<b>\$ 9,872,399</b>
<b>Expenditures</b>		
<u>General Fund</u>		
General Government	\$ 578,074	\$ 578,074
Public Safety	\$ 655,827	\$ 655,827
Public Works	\$ 418,000	\$ 418,000
Parks, Recreation & Cultural	\$ 162,530	\$ 162,530
Community & Economic Dev	\$ 161,280	\$ 161,280
<b>Subtotal</b>	<b>\$ 1,975,711</b>	<b>\$ 1,975,711</b>
<u>Capital Fund-General</u>	\$ 367,688	\$ 367,688
<u>Water &amp; Sewer Fund</u>		
Water & Sewer Operations	\$ 2,455,576	\$ 2,455,576
<u>Capital Fund - water &amp; Sewer</u>	\$ 1,907,000	\$ 3,807,000
<b>Total Expenditures before transfers</b>	<b>\$ 6,705,975</b>	<b>\$ 8,605,975</b>
Transfer to Capital - Water & Sewer	\$ 1,266,424	\$ 1,266,424
<b>TOTAL EXPENDITURES after transfers</b>	<b>\$ 7,972,399</b>	<b>\$ 9,872,399</b>

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

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

**DAYTON TOWN COUNCIL AND PLANNING COMMISSION  
JOINT PUBLIC HEARING MINUTES  
COUNCIL CHAMBERS DAYTON TOWN HALL  
February 14, 2022**

**CALL TO ORDER:** Mayor Jackson called the Public Hearing to order at 5:30 p.m., welcomed guests and asked Clerk Hall for a roll call for the Town Council and the Planning Commission.

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

**COUNCIL MEMBERS ABSENT:** Emily Estes.

**PLANNING COMMISSION MEMBERS PRESENT:** Chairman Hunter Barnett, Lauren Rawley, Aaron Swindle, and Bradford Dyjak.

**PLANNING COMMISSION MEMBERS ABSENT:** Colton Shifflett.

**ALSO PRESENT:** Angela Lawrence, Town Manager, Christa Hall, Town Clerk and Zoning Official, Justin Trout, Police Chief and Applicant Penny Imeson.

Mayor Jackson stated that this was a public hearing to hear 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, Dayton, Virginia. He then asked Manager Lawrence to provide a staff report on the application. Ms. Lawrence stated that we had received the application for a special use permit for a sign to be located at the Welcome Center. The property is zoned as R3 and as such, signage is limited. They are requesting permission to erect a 20 sq. ft. sign which will replace existing signage located on the premises and at the Bowman Street intersection in a joint effort with the Town to move forward with the wayfinding signage program.

Mayor Jackson asked if anyone was signed up to speak. As there were no public comments, Mayor Jackson closed the Public Hearing at 5:38 p.m.

Respectfully Submitted,

---

Cary Jackson, Mayor

---

Christa Hall, Clerk

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
February 14, 2022**

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

**COUNCIL MEMBERS ABSENT:** Emily Estes.

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

**CALL TO ORDER:** Mayor Jackson called the meeting to order at 6:00 p.m., welcomed guests both in person and those joining remotely as the meeting is also available for live-stream viewing via Zoom. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance. Mayor Jackson spoke on the recent tragic event that occurred at Bridgewater College. He commended the efforts of the Dayton Police Department. He began the meeting with a presentation of resolution in memory of the fallen officers and turned the floor over to Councilman Dyjak who echoed Mayor Jackson's sentiments and read aloud the following resolution:

**RESOLUTION HONORING FALLEN BRIDGEWATER COLLEGE POLICE OFFICER  
JOHN PAINTER AND CAMPUS SAFETY OFFICER VASHON "J.J." JEFFERSON  
AND COMMENDING THE RESPONSE BY THE DAYTON POLICE DEPARTMENT:**

**WHEREAS**, we reflect upon the selfless dedication and bravery of our local, state, and other public and private sector law enforcement agencies, as our safety and well-being is promoted by their dedication to maintaining peace and security in our communities; and

**WHEREAS**, Police Officer John Painter and Campus Safety Officer Vashon "J.J." Jefferson have served in the United States Air Force and Marine Corps respectively and both dedicated themselves to long and distinguished careers in law enforcement, most recently with Bridgewater College; and

**WHEREAS**, Officers Painter and Jefferson nobly protected the students and staff of Bridgewater College on February 1, 2022, along with the support of numerous law enforcement agencies, including our Dayton Police Chief Justin Trout and Lieutenant Travis "T.J." Hooker, each responding to the scene with bravery; and

**WHEREAS**, Officers Painter and Jefferson paid the ultimate sacrifice in the conduct of their duties and the entire community grieves with their families, seeking to properly memorialize their extraordinary selfless dedication to those whom they defended.

**NOW, THEREFORE, BE IT RESOLVED** that the Dayton Town Council and the citizens of Dayton, do hereby venerate the valiant lives of Officers Painter and Jefferson, and encourage the community to continue providing ongoing support to their families and to all impacted first responders; and

**BE IT FURTHER RESOLVED**, that in their honor, the Mayor and Dayton Town Council members may voluntarily pledge to individually donate a portion of their stipends and any desired additional contributions to the John Painter and Vashon “J.J.” Jefferson Memorial Student Support Fund; and

**BE IT FURTHER RESOLVED** to authorize the Town Police Committee to coordinate appropriate public commemorations and memorials; and

**BE IT FURTHER RESOLVED** that, the Dayton Town Council issues a public commendation of Chief Trout and Lieutenant Hooker for their valorous efforts in their daring response.

Councilman Seward made a motion to adopt the resolution as presented and read by Councilman Dyjak. Councilwoman Hoover seconded the motion and the motion passed by a roll call vote of 6-0, with the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—ABSENT.

**PRESENTATION:** CSPDC Director of Transportation, Ann Cundy, made a presentation to Council and the Dayton Community regarding the Metropolitan Planning Organization Long Range Transportation Plan and Public Engagement Opportunities beginning with a survey.

**PRESENTATION:** Cheryl Lyon addressed Council to provide an overview of the upcoming Silver Lake Bicentennial Celebration.

**APPROVAL OF MINUTES:** Councilperson Dyjak made a motion to approve the minutes as written for the Regular Council Meeting of January 10, 2022; the motion was seconded by Councilperson Mathias and approved by a roll call vote of 6 to 0, with one member absent, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—ABSENT.

**ACTION ITEM: CONSIDERATION OF A SPECIAL USE PERMIT FOR ROCKTOWN HISTORY & WELCOME CENTER:**

Mayor Jackson asked for a motion to approve the Special Use Permit for the Rocktown History and Welcome Center as recommended by the Planning Commission. Councilperson Hoover replied so moved. The motion was seconded by Councilperson Wolz and approved by an all-in-favor vote of 5 to 0, with one abstention as Councilperson Dyjak abstained from the vote as he serves on the Board for Rocktown History.

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

**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. (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.

Mayor Jackson asked for a motion to approve the Ordinance as presented with the additional changes noted by staff, which include the following:

- Corrected EDA name in 2-142 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 is not correct grammatically. It should revert to the language in the Town Code previously except the word "authority" should be "facility" per 18.2-162.
- In 16-8 and 16-16, the general references to the Town's "nuisances ordinance" should be a specific reference to Section 10-74 of the Town Code.
- In 30-295 and 30-490, the first sentence of each should say "The following uses are permitted as a matter of right in the \_\_\_\_ District:" so that they are consistent with the language of the other sections. Also, the word "include" implies that there are other uses that are allowed by right. In 30-373-(2), this language should revert to the way it reads in the Town's current ordinance with the citations simply being updated. The way Municode reconfigured the sentence, it reads that a special use permit is now required where one was not before.
- The Charter needs to be corrected to include the Town Attorney; however, the Charter is not included in this ordinance.

Councilman Wolz replied so moved. The motion was seconded by Councilperson Mathias and approved by a roll call vote of 6 to 0, with the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—ABSENT.



**ACTION ITEM: AUTHORIZATION OF WATER TREATMENT PLANT CONTRACT AND BID APPROVAL:**

Mayor Jackson asked for a motion to approve the lowest bidder, Waco, Inc., in the amount of \$1,799,900 for the construction of the water treatment plant and to authorize Ms. Lawrence to enter into a contract and Notice to Proceed with the contractor, after review by the Town Attorney. Councilman Dyjak replied so moved. The motion was seconded by Councilman Seward and approved by a roll call vote of 6 to 0, with the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—ABSENT.

**PUBLIC COMMENT**

Russell and Sherry Jack addressed the Mayor and Council asking for Council consideration to not require that street lights be added to the Rhodes Hill Subdivision. Mr. Jack also stated that he has safety concerns with the island in the intersection of Bowman Road and College Avenue and the street sign located at Bowman Road and Rhodes Hill Drive.

Deb Crank addressed the Mayor and Council and asked that the Town Facebook posts be inclusive of all the businesses fairly. She also stated that she was working with Councilman Seward and the Parks and Recreation Committee about the possibility of hosting a community movie night. She stated that the Dayton merchants would like to host an event around Christmas and is asking the Town's assistance with sending out a mailer. The Dayton Market and Dayton downtown merchants plan to jointly host a Christmas in July event.

**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 the right-of-way at Well #2 near Sunset Park that is a shared driveway with the new house located on Mason Street. Staff is questioning the possibility of donating the right-of-way back to the property owner and extending our entrance on the Sunset Park side. She is asking for Council's direction. Council requested that this matter be referred to the Infrastructure Committee for review and recommendation to Council.

The Dayton Tavern is currently using several trash cans for their waste disposal and they are all overflowing. Manager Lawrence is asking for Council consideration for the Town to allow them to place a dumpster in the Fuzzy Duck Lot or for the Town to place cardboard recycle boxes for business use in that lot. Council also referred this matter to the Infrastructure Committee.

Manager Lawrence then responded to the public comments by stating that street lights are mandated by ordinance in the Town Code and an informational letter will go out to the residents in that subdivision. She also addressed the business postings on Facebook by stating that the Town is not in the practice of promoting individual businesses.

## **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report. She asked the Council for their authorization to advertise for a Public Hearing regarding the FY21-22 Budget Amendment to be considered at the March 14, 2022 Council Meeting. Councilman Dyjak made said motion and stated that it was also the recommendation of the Finance Committee. Councilman Wolz seconded the motion. The motion passed by an all-in-favor vote of 6-0.

## **POLICE REPORT**

Chief Justin Trout provided a written report.

## **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report.

## **WATER DEPARTMENT REPORT**

Water Plant Operator Jennifer Reppe provided a written report.

## **COMMUNITY DEVELOPMENT REPORT**

Community Development Coordinator Christa Hall provided a written report and further explained that the Town has recently received numerous requests for signage in the B1 zoning district. The 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 business, such as the Dayton Farmers Market and the Hair Corral complex. She asked that Council refer the sign ordinance to the Planning Commission for their consideration of increasing signage for businesses located outside of the downtown business area. Councilman Seward made the motion as requested. The motion was seconded by Councilman Dyjak and carried by an all in favor vote of 6-0.

## **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report.

## **TOWN ATTORNEY REPORT**

Attorney Jordan Bowman further explained the street light ordinance and that lights are required throughout a subdivision.

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

Councilman Dyjak stated the Committee is planning to meet next week to discuss the Redbud Festival and mentioned the upcoming Main Street meeting to be held on Monday, February 21<sup>st</sup>.

## **FINANCE COMMITTEE REPORT**

Councilman Dyjak stated that the Committee met to discuss the upcoming budget amendments, the funding options for the water treatment plant and the upcoming budget process.

## **INFASTRUCTURE COMMITTEE REPORT**

Councilman Seward stated that the Committee had not met. However, he did attend the bid opening for the Water Treatment Plant and stated that there were three bids that were very close in pricing indicating that hopefully nothing was missed in the pricing.

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

Councilman Seward stated that the Committee will hold an open meeting this week.

## **PERSONNEL COMMITTEE REPORT**

Councilwoman Mathias stated the Committee had not met but will be meeting this week.

## **POLICE COMMITTEE REPORT**

Councilwoman Hoover reported that the Committee met before the Council meeting. She echoed the comments that she is also proud of our police department. They discussed some possible memorial ideas, including placing a bench downtown near Mrs. Jefferson's employment. They discussed annual goals along with objectives and incentives for the Department.

## **MAYOR AND COUNCIL REPORT**

Mayor Jackson stated that Manager Lawrence makes the Town Council proud and commended her for her leadership.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

None.

**ADJOURNMENT**

With there being no further business to come before the Council, Councilperson Mathias made a motion to adjourn and Councilperson Seward seconded the motion; motion passed unanimously. The meeting adjourned at 7:32 p.m.

Respectfully Submitted,

---

Cary Jackson, Mayor

---

Christa Hall, Clerk of Council

## ATTACHMENT TO DTC 2.14.22 REGULAR MEETING MINUTES

Town Manager

Staff Report

January 2022

### 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**

<b>Project</b>	<b>Status</b>	<b>Comments</b>
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*

Item 4.a.

## **Budget Amendment & Adjustments**

### **Discussion:**

At its February meeting, Council authorized advertisement for a public hearing for a budget amendment due to financing of the water treatment plant upgrade. In addition, adjustments to the budget that don't require a public hearing include:

#### Revenues – General Fund:

- Increase Other Local Tax by \$90,000 to account for error in original budget advertisement, which omitted Local Sales & Use Tax.
- Increase Federal State Funding by \$23,625.5
  - Increase ARPA funds by \$149,207.5 to account for actual ARPA funds to be received.
  - Decrease COPS Hiring Grant by \$56,555
  - Decrease DMV Grant by \$4,000
  - Decrease USDA Other by \$45,000
  - Decrease Interest by \$20,000
  - Decrease Transfer from Reserves (General Fund)

#### Revenues – W&S:

- Increase transfer from reserves by \$1,900,000 for Water Treatment Plant with understanding much will be carried over for next FY

#### Expenses:

- General Fund - No changes. Sixth officer works out because of partial year staff shortage.
- Water & Sewer – Increase Capital Fund – W&S by \$1,900,000

Transfers--Adjust Transfers related to above.

### **Staff Recommendation:**

Motion to approve budget amendment and adjustments as presented, following public hearing.

Item 6.a.

**Town Manager**

**Staff Report**

**February 2022**

**Personnel**

Nothing to report

**Public Works, Roads, Facilities**

- 1) Water Plant Upgrade:
  - a) Contract has been reviewed by attorney. Awaiting contractor approval and signatures.
  - b) Land purchase documents have been prepared. Closing to take place soon.
  
- 2) Hydrant – near Ft. Harrison:
  - a) Plat was completed and easement drafted. Awaiting signatures.
  - b) Contractor to be utilized as soon as easement is ready.

**Budget Preparation**

- 1) Committees meeting week of March 7<sup>th</sup> to review department requests and CIP.
- 2) Date to be set for budget priority work session and review of budget.

**Other**

- 1) Staff is working with Moonshot Missions regarding future well and mini-plant plans. This is grant funded with no cost to Town.
- 2) I attended (and co-chaired) the VLGMA winter conference. Very timely information regarding cybersecurity, human resource issues, pandemic adjustments and more.

**Items for Discussion and/or Consideration**

None.



**Budgeted Capital Projects Status**

<b>Project</b>	<b>Status</b>	<b>Comments</b>
Police Vehicle	Grant received	Vehicle to be purchased March 11.
Greenway Project	Awaiting quote	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	Awaiting new quote.	Other contractor never got to project.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Grant application submitted	Awaiting response. Expected March.
Ventrac Mower	Completed.	
Key Card System	Awaiting updated quote.	
Water Line Extension	Exchanging information with City. Progressing	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Equipment ordered. Construction bidder accepted. Awaiting signatures on contract.	
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	Survey/plat completed. Easement drafted. Awaiting signatures.	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**

**February 2022**

**Personnel:**

- Staff attended State & Local Government Forum as facilitated by Brown Edwards.

**Activity:**

- All water customers that were on the February cut-off list brought accounts to current, no service was disconnected for February.
- Staff mailed 18 cut-off notices for unpaid water service. Service interruption is scheduled for March 21, 2022.
- The budget v. actual for vehicle license as of February 28, 2022, were at 99% received Business license were due March 1, 2022 and as of February 28 budget v. actual were at 106% received.

**Items for consideration:**

- None

Respectfully submitted,

*Susan Smith*

**Town of Dayton**  
**Budget v. Actual Report**  
**FY22 Period ending February 28, 2022**

<u>REVENUES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Rcvd</u>
<b>General Fund</b>					
Property Taxes	\$ 122,500	\$ 939	\$ 123,528	\$ (1,028)	101%
Other Local Taxes	\$ 320,400	\$ 67,814	\$ 318,299	\$ 2,101	99%
Permits, Privilege Fees & Licenses	\$ 500	\$ 20	\$ 195	\$ 305	39%
Fines & Forfeitures	\$ 21,200	\$ 2,341	\$ 32,419	\$ (11,219)	153%
Rev. from use of money & prop.	\$ 2,750	\$ -	\$ 250	\$ 2,500	9%
Charges for services	\$ 123,925	\$ 11,800	\$ 82,825	\$ 41,100	67%
Other	\$ 107,000	\$ 21,608	\$ 88,599	\$ 18,401	83%
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%
<b>TOTAL GF REVENUES</b>	<b>\$ 1,975,711</b>	<b>\$ 104,522</b>	<b>\$ 693,211</b>	<b>\$ 1,282,500</b>	<b>35%</b>
<b>General Capital Fund</b>					
Transfer from Reserves	\$ 367,688	\$ -	\$ -	\$ 367,688	0%
	\$ 367,688	\$ -	\$ -	\$ 367,688	0%
<b>Water &amp; Sewer Capital Fund</b>					
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%
<b>Water &amp; Sewer Fund</b>					
Charges for service	\$ 3,622,000	\$ 274,980	\$ 2,356,262	\$ 1,265,738	65%
W&S Conn fees	\$ 50,000	\$ -	\$ 18,000	\$ 32,000	36%
Interest	\$ 50,000	\$ 269	\$ 8,618	\$ 41,382	17%
Misc.	\$ -	\$ 25	\$ 2,326	\$ (2,326)	
<b>TOTAL W&amp;S REVENUES</b>	<b>\$ 3,722,000</b>	<b>\$ 275,274</b>	<b>\$ 2,385,206</b>	<b>\$ 1,336,794</b>	<b>64%</b>
	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	
<b>TOTAL REVENUES</b>	<b>\$ 7,972,399</b>	<b>\$ 379,796</b>	<b>\$ 3,078,417</b>	<b>\$ 4,893,982</b>	<b>39%</b>

<u>EXPENDITURES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Used</u>
General Government	\$ 578,074	\$ 35,204	\$ 361,089	\$ 216,985	62%
Public Safety	\$ 655,827	\$ 49,684	\$ 403,158	\$ 252,669	61%
Public Works	\$ 418,000	\$ 34,448	\$ 244,190	\$ 173,810	58%
Parks, Rec & Culture	\$ 162,530	\$ 6,374	\$ 91,892	\$ 70,638	57%
Community Development	\$ 161,280	\$ 4,915	\$ 80,440	\$ 80,840	50%
<b>TOTAL GF EXPENDITURES</b>	<b>\$ 1,975,711</b>	<b>\$ 130,625</b>	<b>\$ 1,180,769</b>	<b>\$ 794,942</b>	<b>60%</b>
<b>Capital Projects</b>					
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	\$ -	\$ 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	\$ -	\$ 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	\$ 317,000	\$ 872,250	\$ 727,750	55%
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%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 2,274,688</b>	<b>\$ 317,000</b>	<b>\$ 945,446</b>	<b>\$ 1,329,242</b>	<b>42%</b>
Operating	\$ 691,080	\$ 121,233	\$ 406,332	\$ 284,748	59%
HRRSA	\$ 1,739,496	\$ 142,033	\$ 1,122,627	\$ 616,869	65%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
<b>TOTAL W&amp;S EXPENDITURES</b>	<b>\$ 2,455,576</b>	<b>\$ 263,266</b>	<b>\$ 1,528,959</b>	<b>\$ 926,617</b>	<b>62%</b>
Transfer to Capital-Water & Sewer	\$ 1,266,424	\$ -	\$ -	\$ 1,266,424	0%
<b>TOTAL CAPITAL TRANSFER</b>	<b>\$ 1,266,424</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,266,424</b>	<b>0%</b>
	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,972,399</b>	<b>\$ 393,891</b>	<b>\$ 2,709,728</b>	<b>\$ 5,262,671</b>	<b>34%</b>
<b>NET TOTAL</b>	<b>\$ -</b>	<b>\$ (14,095)</b>	<b>\$ 368,689</b>		

## Police Department Staff Report February 2022

### 1. Personnel

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

#### A. Employee recognitions

- Officers helped with covering Bridgewater College Police Department after the incident
- Officer Caccapaglia received praise for his work with a special needs juvenile in town.
- Lt. Hooker completed and submitted 2023 DMV Grant.

#### B. Training

- All officers completed Red Dot Optic Course

### 2. Activity Report February 2022

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
585	576	6	3	1	55

### 3. Project Updates

- The USDA Grant was approved.
- Radios have been ordered

### 4. Upcoming Events

- Spring RPTG training

### 5. Items for Consideration—None

Respectfully submitted



Justin Trout



## Public Works Staff Report February 2022

I. Personnel:

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

- a. Hiring Update: Advertised for permanent full-time or part-time/seasonal Building & Grounds Technician.
- b. Employee Training: Completed tool demo training in Grottoes and eleven VRSA Safety Training sessions.

II. Reports:

- Only one snow event this month.
- Repaired and serviced cylinders on mini excavator and bucket on skid loader.
- Trimmed shrubs in the flowerbeds around Town.
- Began preparation for mowing season.
- 20 Miss Utilities tickets this month.

- II. Items for Consideration: Possible purchase of Street Sweeper using Public Works contingency funds

Respectfully submitted,

**Adam Meek**

## Water Department Staff Report February 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 45.799 million gallons of water in the month of February.
- Purchased 1,469,000 gallons of water from Rockingham County.
- Replaced 40 meters this month.
- Repaired slow leak on finished line to turbidimeter at plant.
- Full service completed on the air compressor at plant.
- Lukas (and Conrad) took his recertification class for his pesticide, so he's good until 2025.
- Jennifer passed her core exam for pesticide, but needs to retake the right-of-way.
- Lukas is taking his Class 2 Waterworks exam in March.
- Completed eleven VRSA Safety Training sessions and Lukas attended tool demo in Grottoes.
- VDH annual inspection is scheduled for March.

### III. Items for Consideration: None.

Respectfully submitted,

Jennifer Reppe



Item 6.f.

**Community Development Staff Report  
February 2022**

1. Planning and Zoning

- a. One new Zoning Permit was issued.
- b. One Certificate of Occupancy was issued.
- c. There were no nuisance violation citations.
- d. Town Manager attended the HRMPO-TAC meeting on February 3, 2022.
- e. Highlighted the LRTP survey on the Town's Facebook page and website.
- f. Attended the VLGMA Conference in Staunton.
- g. Virtually attended the APA weekly legislative updates.
- h. The February 17<sup>th</sup> Planning Commission meeting was cancelled as there were no items for discussion.
- i. The Community Input Survey remains open and we have received 111 responses. We will close the online survey on March 11<sup>th</sup>. Planning Commission will hear additional public comment at a public input session on March 17, 2022 at 6:00 p.m.
- j. Continue to review and update the Comprehensive Plan.

2. Items for Consideration: NONE.

Respectfully submitted,

A handwritten signature in cursive script that reads "Christa Hall".

Community Development Coordinator

## Economic Development Staff Report

February 2022

### Business Recruitment, Retention and Relationships

- February business newsletter analytics:
  - 62 opens
  - Top links clicked:
    1. Business License
    2. Forbes Article – Social Media Trends
    3. Dayton Business Directory
- The March Business e-newsletter was sent out 3/4.
- A group of Dayton merchants met at Braithwaites Studio on February 21<sup>st</sup> (President's Day) at 5:30 pm to continue their discussion about working together. A group member suggested that interested businesses and community members should send staff three suggestions for improvements to the Town by March 11<sup>th</sup>. Once those have been received and reviewed, a meeting will be set. That meeting will likely take place the last week of April, after the Redbud Festival.

### Events

- There will be 6 summer concerts this year. Schedule TBD.
- Festival vendor registrations as of 3/8:
  - Dayton Days: 151
  - Redbud: 88
- The Harrisonburg Police Foundation will be partnering with the Town on the Muddler again this year. Registration will open in March. There will be a new course design this year.
- The Easter Egg Hunt is back this year! It will take place at Sunset Park on Saturday, April 16<sup>th</sup> at 10 am.

### Marketing

- The Town has decided to be a silver level sponsor at Massanutten again this year based on recommendation from the Community & Economic Development Committee.



## Social Media

- February Town of Dayton Facebook Analytics
  - Page Reach: 10,760
  - Profile visits: 839
  - New Followers: 15
  - Top Posts
    1. Procession for Bridgewater officers (2/3): 5.1k reach
    2. Condolences for Bridgewater tragedy (2/1): 4.2k reach
    3. Procession for Bridgewater officers (2/3): 2.4k reach
- February Town of Dayton Police Department Facebook Analytics
  - Page reach: 11,686
  - Profile visits: 565
  - New followers: 58
  - Top Posts
    1. Procession for Bridgewater officers (2/3): 6.7k reach
    2. Condolences for Bridgewater officers (2/1): 2.4k reach
    3. Funeral for Bridgewater officers (2/9): 1.9k reach
- February Redbud Festival Facebook Analytics
  - Page reach: 1.026
  - Profile visits: 168
  - New followers: 95
  - Top Posts
    1. Profile Picture (14 reach)
- February Dayton Days Facebook Analytics
  - Page reach: 728
  - Profile visits: 83
  - New followers: 15

## Other

- Attended the Greater Ashby Business Council meeting on February 16<sup>th</sup>.
- Virtually attended Virginia Main Street: Exploring Main Street Community Interchange
- Update from Cheryl Lyon on the Silver Lake Bicentennial: The website is now live and available at <https://silverlakestories.org/>

**Items for consideration or discussion:** None.

Respectfully submitted,

*Meggie Roche*