

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS DAYTON TOWN HALL  
Monday, April 11, 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 proposed amendments to Section 20-141 of the Subdivision Ordinance regarding lighting requirements and to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district.
3. Adjournment

**Special Called Planning Commission Meeting – Following Joint Public Hearing**

1. Call to Order Chairman Barnett
2. Items for Consideration
  - a. Recommendation to Council—Proposed Amendment to Section 20-141 of the Subdivision Ordinance regarding lighting requirements.
  - b. Recommendation to Council—Proposed Amendment to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district.
3. Adjournment

**Regular Council Meeting – 6 PM**

1. Call to Order Mayor Jackson
  - a. Invocation
  - b. Pledge of Allegiance
  - c. Proclamation – Shenandoah University Alumni Day
2. Approval of Minutes for Regular Town Council Meeting of March 14, 2022 and the Council Priority Session / Retreat of March 28, 2022.
3. Action Items\*
  - a. Consideration of a Proposed Amendment to Section 20-141 of the Subdivision Ordinance regarding lighting requirements.
  - b. Consideration of a Proposed Amendment to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district.
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               | 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   |

6. 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                  |             |

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/88441251580?pwd=RkdVMjNRa096Ni83U0NSV1hjQXJWUT09>

Meeting ID: 884 4125 1580

Passcode: 574271

Dial in: 1-301-715-8592

## **Proposed Amendment to Section 20-141 of the Subdivision Ordinance--Lighting**

### **Discussion:**

- At its November 8<sup>th</sup> meeting, Council voted to refer the lighting requirement in the Land Subdivision Town Code section 8-18.8 (since recodified to Sec. 20-141 – Lighting) to the Planning Commission for review. The current code is vague and needs to be expanded with more specificity. The current code reads: “Subdividers shall be required to install streetlights throughout the subdivision at their expense.”
- Staff and the Town Attorney reviewed a number of ordinances from towns and attempted to address comments given by planning commission at its January meeting and brought back the proposed amendment for the Planning Commission’s review at its March 17, 2022 meeting. Planning Commission reviewed the matter and set it for a Joint Public Hearing with Council to receive public input for April 11, 2022.

### **Staff Recommendation:**

PC: Motion to recommend that the Town Council approve the proposed amendment to Section 20-141 of the Subdivision Ordinance regarding lighting requirements as presented.

TC: Motion to approve the proposed amendment to Section 20-141 of the Subdivision Ordinance regarding lighting requirements as recommend by the Planning Commission.

**AN ORDINANCE AMENDING SECTION 20-141  
OF THE SUBDIVISION ORDINANCE  
OF THE TOWN OF DAYTON, VIRGINIA**

**WHEREAS**, the Town of Dayton, Virginia has a subdivision ordinance that regulates the division of land within the Town; and

**WHEREAS**, the Town Council desires to amend the provisions of the subdivision ordinance that regulate and require the installation of street lights within new subdivisions within the Town.

**NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA THAT:**

1. Section 20-141 Lighting is repealed and replaced to state, in its entirety, as follows:

**Section 20-141. Lighting.**

- a) Street lights to provide a safe and secure outdoor environment in a cost-effective manner shall be provided within every residential subdivision. Street lights on residential streets shall be spaced approximately one hundred fifty (150) feet apart, or as otherwise approved by the subdivision agent taking into account the overall layout of the subdivision. Street lights shall not be higher than 15 feet or shorter than 10 feet unless approved by the subdivision agent. Street lights on collector or arterial streets shall be spaced to provide uniform brightness consistent with street widths and usage, at a level of illumination as approved by the subdivision agent. All street lights shall be shielded so that no light rays are directly emitted by the installed fixture that are above the horizontal plane of the light.
- b) All outdoor lighting, including the placement, orientation, distribution patterns and fixture types of outdoor lights, shall be installed to minimize the impact on the adjacent properties from light trespass and light pollution.
- c) No lighting shall produce illumination or glare on streets detrimental to the safety of the public.
- d) If sidewalks are only located on one side of the street, the lighting shall be provided on the same side of the street as the sidewalk.
- e) At crosswalks, parking lots, and other areas where pedestrians are likely to enter vehicular traffic areas, higher lighting intensity levels shall be provided.

Adopted by the Town Council of the Town of Dayton, Virginia, on this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 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 Section 20-141 of the Subdivision Ordinance of the Town of Dayton, Virginia adopted by the Town Council at a meeting held on \_\_\_\_\_, 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, Vice Mayor				
Heidi Hoover				
Robert Seward				
Emily Estes				
Susan Mathias				
Robert Wolz				

Date: \_\_\_\_\_, 2022

[SEAL]

ATTEST: \_\_\_\_\_  
Cary Jackson, Mayor

\_\_\_\_\_  
Christa Hall, Clerk

## **Proposed Amendment to Section 30-852 of the Sign Ordinance**

### **Discussion:**

- The Town has recently received numerous requests for signage in the B1 zoning district, which would exceed the limitations. 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.
- At its February 14th meeting, Council voted to refer the sign ordinance Town Code section 30-852(2)(c) to the Planning Commission for review. Staff consulted with the Town Attorney and proposed a draft ordinance for the Planning Commission's review at its March 17, 2022 meeting. Planning Commission reviewed the matter and set it for a Joint Public Hearing with Council to receive public input for April 11, 2022.

### **Staff Recommendation:**

PC: Motion to recommend that the Town Council approve the proposed amendment to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district as presented and to set the maximum allowance at 350 square feet.

TC: Motion to approve the proposed amendment to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district as recommended by the Planning Commission.

**AN ORDINANCE AMENDING SECTION 30-852  
OF THE SIGN ORDINANCE  
OF THE TOWN OF DAYTON, VIRGINIA**

**WHEREAS**, the Town of Dayton, Virginia has a sign ordinance that regulates the amount and type of signage allowed in different zoning districts; and

**WHEREAS**, the Town's B-1 Business District contains some large properties on which there are multiple businesses, and for which increased amounts of certain types of signage may be appropriate.

**NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA THAT:**

1. Subsection (2) of 30-852 of the Town Code is amended to state as follows:

(2) In all other zoning classifications, any combination of ground, wall, or roof signs are permitted, provided:

a. On any lot, ground signs within 25 feet of the street must be placed at least 100 feet apart; and

b. The total area of wall signs located on a lot shall not exceed 1 ½ square feet of sign area for each linear foot of main building/business frontage and such signs ~~may~~ *shall*<sup>1</sup> be located on the main building or other structure on the lot. On a corner lot, the permitted sign area shall apply to each street frontage. The total area of signs on any lot shall not exceed 100 square feet in a B-1 zone; 150 square feet in a HB-1, B-2, A-1, or A-2 zone; or 200 square feet in an M-1 zone.

*c. Notwithstanding 30-852(2)(b), for any lot in the B-1 zone on which there are multiple businesses, institutions, or organizations operating in compliance with the Town's Zoning Ordinance, whether within one common building or within multiple buildings, the total area of all wall signs located on such lot shall not exceed 1 ½ square feet of sign area for each linear foot of building/business frontage on the lot, and such wall signs shall be located on the building or other structure which houses the business, institution, or organization that each wall sign relates to. On a corner lot, the permitted sign area shall apply to each street frontage. The total area of all signs on any such lot shall not exceed \_\_\_\_\_ square feet. The total area of all ground signs on such lot shall not exceed 100 square feet.*

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<sup>1</sup> For the purpose of this draft ordinance, text that is stricken indicates the text is being removed from the ordinance. Text that is italicized is new text which is to be added.

2. Nothing in this Ordinance shall be construed to change any other provision of the Town Code, including without limitation subsection (1) of Section 30-852.

Adopted by the Town Council of the Town of Dayton, Virginia, on this 11<sup>th</sup> day of April, 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 Section 30-852 of the Sign Ordinance of the Town of Dayton, Virginia adopted by the Town Council at a meeting held on April 11, 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, Vice Mayor				
Heidi Hoover				
Robert Seward				
Emily Estes				
Susan Mathias				
Robert Wolz				

Date: April 11, 2022

[SEAL]

ATTEST: \_\_\_\_\_  
Cary Jackson, Mayor

\_\_\_\_\_  
Christa Hall, Clerk

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

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

**COUNCIL MEMBERS ABSENT:** Susan Mathias.

**ALSO PRESENT:** Angela Lawrence, Town Manager; Jason Ham, 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.

**PUBLIC HEARING:** Mayor Jackson opened the public hearing regarding the FY2021-22 Proposed Budget Amendment at 6:02 p.m. Manager Lawrence stated that the amendment was due to the financing of the water treatment plant upgrade. As there were no citizens signed up to speak, Mayor Jackson closed the Public Hearing at 6:03 p.m.

**APPROVAL OF MINUTES:** Councilperson Dyjak made a motion to approve the minutes as written and revised for the Joint Public Hearing and the Regular Council Meeting of February 14, 2022; the motion was seconded by Councilperson Seward 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; ESTES—AYE; WOLZ—AYE; JACKSON—AYE; MATHIAS—ABSENT.

**ACTION ITEM: CONSIDERATION OF THE FY2021-22 PROPOSED BUDGET AMENDMENT AND ADJUSTMENTS:** Mayor Jackson asked for a motion to approve the FY2021-22 budget amendment and adjustments as presented. Councilperson Dyjak replied so moved. 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: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; WOLZ—AYE; JACKSON—AYE; MATHIAS—ABSENT. The amended budget follows:

**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>		
General Fund		
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>
Capital Fund-General		
Transfer from Reserves**	\$ 367,688	\$ 367,688
Water & Sewer Fund	\$ 3,722,000	\$ 3,702,000
Capital Fund - Water & Sewer		
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>		
General Fund		
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>
Capital Fund-General	\$ 367,688	\$ 367,688
Water & Sewer Fund		
Water & Sewer Operations	\$ 2,455,576	\$ 2,455,576
Capital Fund - water & Sewer	\$ 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.

## **PUBLIC COMMENT**

None. However, Mayor Jackson welcomed the Chair of the Rockingham County Board of Supervisors, Ms. Sallie Wolfe Garrison, and thanked her for joining us this evening.

## **MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence reviewed and updated several items on her report. She stated that she had planned to provide a legislative update from the General Assembly but as the process is still not complete she will save that for a later date.

## **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report.

## **POLICE REPORT**

Chief Justin Trout provided a written report.

## **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report requesting Council consideration for the possible purchase of a street sweeper using Public Works contingency funds. Manager Lawrence provided a staff report. She advised that this had been discussed with the Finance and Infrastructure Committees. The Town of Bridgewater is selling a full size street sweeper that they purchased in 2000. It has been well maintained and she estimates that the cost to maintain it would be about \$3,000 per year. There would be several benefits to regular street sweeping. Mayor Jackson asked for a motion to approve the purchase of a street sweeper with Public Works contingency funds not to exceed \$20,000.00. Councilman Wolz replied so moved and Councilwoman Estes seconded the motion. Councilman and Infrastructure Chair Seward stated that he had spoken to Public Works Supervisor Meek and highlighted some of the benefits to the Town that the sweeper would provide. Councilperson Hoover asked if the Town has someone who could drive it and Manager Lawrence stated that we did. The motion passed by a roll call vote of 6 to 0, with one member absent, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; WOLZ—AYE; JACKSON—AYE; MATHIAS—ABSENT.

## **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 stated that the Planning Commission will be hosting a Community Input Session to go over the results of the survey and receive additional input to assist with the Comprehensive Plan Update.

## **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence added that the Chamber of Commerce along with the Ashby Business Council will be hosting a meeting at the Rocktown History Museum on Wednesday March 16<sup>th</sup> and everyone is invited to attend.

## **TOWN ATTORNEY REPORT**

Attorney Jason Ham stated that he remembers when the Town of Bridgewater purchased the street sweeper that the Town was looking at purchasing. He stated that it was about twenty years ago but that it was a top of the line model when it was new.

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

Councilman Dyjak stated the Committee met to discuss budget-related items, the Redbud Festival and Dayton Days. He provided an update on the policy regarding the re-selling of goods during Town events stating that the Committee is recommending no further action at this point as the intent is to not interrupt anyone's typical yard sale. However, the Town is suggesting that if residents intend to resell non-typical residential yard sale goods during major Town events that they contact the Town to work out an arrangement to do so. We will see how Redbud goes, then reevaluate afterwards and reintroduce the topic to Committee if any additional action is necessary before Dayton Days. He stated that he was pleased with everyone's participation in the Exploring Main Street Merchants' Group meeting that was held in February at Braithwaite Studios. They were able to work on some future planning of events and the next event will be held sometime in late April.

## **FINANCE COMMITTEE REPORT**

Councilman Dyjak stated that the Committee has no official report but added that they will be busy over the next several months with the budget process. Manager Lawrence added that Council received a memo outlining the budget process and upcoming meetings. She stated that we will need to advertise a public hearing regarding the real estate taxes due to the recent increase in property assessments. She wanted to make sure that everyone understands that this is mandated by State Law but that the Town is not proposing a tax increase.

## **INFASTRUCTURE COMMITTEE REPORT**

Councilman Seward stated that the Committee met last week and discussed the possible purchase of the street sweeper. They are working on a list of projects and acquisitions for the upcoming budget to prepare for additional discussion and prioritization at the Council Retreat.

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

Councilman Seward stated that the Committee had met and they are also preparing a list of items for additional discussion at the Council Retreat. Mayor Jackson added that the Committee is discussing bringing back the bonfire event.

## **PERSONNEL COMMITTEE REPORT**

Councilwoman Hoover stated the Committee had met last week to go over personnel information for the budget cycle and added that they will have some salary recommendations that will have budget implications. They have requested salary survey information from other localities in the area to assist with that process.

## **POLICE COMMITTEE REPORT**

Councilwoman Hoover stated that there was no report as the Committee did not meet but stated that they will meet later this week.

## **MAYOR AND COUNCIL REPORT**

Mayor Jackson thanked everyone for completing the Community Input Survey and that 123 responses were received. He restated that the Community Input Session will be held at the Planning Commission Meeting on Thursday, March 17, 2022 and invited everyone to join.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

None.

## **ADJOURNMENT**

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn and Councilperson Hoover seconded the motion; motion passed unanimously. The meeting adjourned at 6:30 p.m.

Respectfully Submitted,

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Cary Jackson, Mayor

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Christa Hall, Clerk of Council

## **ATTACHMENT TO DTC 3.14.22 REGULAR MEETING MINUTES**

**Town Manager**

**Staff Report**

**January 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*

**DAYTON TOWN COUNCIL  
COUNCIL RETREAT MINUTES  
Silver Lake Mill, 2328 Silver Lake Road, Dayton, Virginia  
March 28, 2022**

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

**ALSO PRESENT:** Angela Lawrence, Town Manager and Deputy Clerk; Christa Hall, Clerk of Council; Justin Trout, Chief of Police and Cheryl Lyon, Silver Lake Mill owner.

**CALL TO ORDER:** Mayor Jackson called the retreat to order at 3:01 p.m. and welcomed everyone.

**PRESENTATION:** Cheryl Lyon, owner of the Silver Lake Mill, highlighted the Mill's history and welcomed everyone into the Mill's new venue space that had recently been renovated to host small events and meetings. She briefly talked about the process and pointed out some of the Mill's unique features. Upon the conclusion of her presentation, Ms. Lyon, Clerk Hall and Chief Trout exited.

**OPENING EXERCISE:** Manager Lawrence facilitated a team building activity for the Council Members. She then discussed how the Town's various planning efforts and budgeting work together.

**COMMUNITY INPUT SURVEY RESULTS:** Manager Lawrence reviewed the results of the Community Input Survey and then led an exercise to receive council input on what is working well and what needs improvement.

**PRIORITIES AND GOALS:** Council reviewed notes from last year's retreat before recommending a new vision statement. Focus areas were reviewed and objectives and strategies related to each focus area were discussed and revised, with an understanding that staff and committees will work together to create a strategic plan for council review. The current CIP items were reviewed and new items added. Manager Lawrence facilitated an activity to prioritize capital projects.

**NEXT STEPS:** Using the information gathered and discussed, staff will propose a budget to the finance committee and council at the budget work session in April. Staff will work with committees regarding completion of a strategic plan for council acceptance.

**ADJOURNMENT:** The retreat adjourned at 7:02 p.m.

Respectfully Submitted,

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Mayor, Cary Jackson

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Deputy Clerk, Angela A. Lawrence

**Personnel**

Nothing to report

**Public Works, Roads, Facilities**

- 1) Water Plant Upgrade:
  - a) Pre-construction meeting held with Town staff, engineer, and contractors.
  - b) Contracts signed.
  - c) Awaiting final determinations to issue Notice to Proceed. New expected completion is April 2023.

**Budget Preparation**

- 1) Committees met to review related department budgets.
- 2) Council participated in a council retreat on March 28, 2022.
- 3) Staff continues to gather information and develop the budget.
- 4) Scheduled budget meetings include:
  - a. Budget Work Session – April 18th
  - b. Tax Public Hearing – May 9
  - c. Budget submitted for Council review and approval to advertise – May 9
  - d. Budget public hearing – June 6
  - e. Budget approval – June 13

**Other**

- 1) I facilitated a public input session for planning commission. Only two residents attended.
- 2) Staff met with GloFiber staff. Phase 1 (From 42, downtown, and a portion of town) is scheduled to begin in August. Phase 2 includes the remaining portions of town including South Breeze but excluding Willow West and Dayton West. Phase 3 includes Willow West and Dayton West. Each phase will take 45-60 days. GloFiber will notify residents prior to surveying and construction. Staff is providing information regarding sidewalk projects, events, and other potential conflicts.
- 3) I continue to meet monthly (via Zoom) with other town managers in the region, as well as PDC staff. County staff participates for a portion of the meeting.
- 4) I developed a new electronic purchase order system that will improve productivity and reduce errors.

**Items for Discussion and/or Consideration**

None.

**Budgeted Capital Projects Status**

Project	Status	Comments
Police Vehicle	Grant received. Vehicle Purchased	Awaiting final components (decals, lights, etc...) prior to usage.
Greenway Project	Rail ordered. Project to be completed by May.	Rail cost will allow us to also complete electricity plan.
King Street Extension Path	Field survey completed. Deed being researched.	Staff will price bridges and discuss with engineer.
Wayfinding Signage Program	Planning & Design Continues. VDOT initial application submitted.	Final Design completed.
Sidewalks	Quote received.	Awaiting time frame.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Grant application submitted	Awaiting response.
Ventrac Mower	Completed.	
Key Card System	Project to be awarded in April.	
Water Line Extension	Awaiting response from City regarding agreement. Need survey and easement once we have an agreement with the City.	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Contracts sign.	Project to be completed April 2023.
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	Generator received. Awaiting installation.	
Water Dept. Service Truck	Grant application submitted	Awaiting response. Expected March.

Respectfully submitted,

*Angela A. Lawrence*

**Staff Report**

**Treasurer's Office**

**March 2022**

**Personnel:**

- Accounting Staff attended 3 day Southern Software training conference.
- Treasurer completed Lawful Employment course through VGFOA & Radford University.

**Activity:**

- Staff attended several FY23 budget meetings. Budget preparation continues.
- One utility customer remains on the March cut-off list. Staff has contacted customer and payment arrangements are being made.
- Staff mailed 16 cut-off notices for unpaid water service. Service interruption is scheduled for April 22, 2022.
- Harrisonburg Rockingham Regional Sewer Authority discovered flow calculation errors for months July through November 2021. A one-time adjustment was added to the March HRRSA bill.

**Items for consideration:**

- None

Respectfully submitted,

*Susan Smith*

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

<b>REVENUES</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	<b>% Rcvd</b>
<b><u>General Fund</u></b>					
Property Taxes	\$ 122,500	\$ 61	\$ 123,589	\$ (1,089)	101%
Other Local Taxes	\$ 410,400	\$ 27,728	\$ 346,027	\$ 64,373	84%
Permits, Privilege Fees & Licenses	\$ 500	\$ 75	\$ 270	\$ 230	54%
Fines & Forfeitures	\$ 21,200	\$ 3,431	\$ 35,850	\$ (14,650)	169%
Rev. from use of money & prop.	\$ 2,750	\$ 250	\$ 500	\$ 2,250	18%
Charges for services	\$ 123,926	\$ 12,077	\$ 94,902	\$ 29,024	77%
Other	\$ 107,000	\$ 21,722	\$ 110,322	\$ (3,322)	103%
Recovered Costs	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
State & Federal Funding	\$ 928,708	\$ 8,905	\$ 56,001	\$ 872,707	6%
Transfer from Reserves	\$ 253,727	\$ -	\$ -	\$ 253,727	0%
<b>TOTAL GF REVENUES</b>	<b>\$ 1,975,711</b>	<b>\$ 74,249</b>	<b>\$ 767,461</b>	<b>\$ 1,208,250</b>	<b>39%</b>
<b><u>General Capital Fund</u></b>					
Transfer from Reserves	\$ 367,688	\$ -	\$ -	\$ 367,688	0%
	\$ 367,688	\$ -	\$ -	\$ 367,688	0%
<b><u>Water &amp; Sewer Capital Fund</u></b>					
Transfer from Water & Sewer Fund	\$ 1,266,424	\$ -	\$ -	\$ 1,266,424	0%
Transfer from Reserves	\$ 2,560,576	\$ -	\$ -	\$ 2,560,576	0%
	\$ 3,827,000	\$ -	\$ -	\$ 3,827,000	0%
<b><u>Water &amp; Sewer Fund</u></b>					
Charges for service	\$ 3,622,000	\$ 329,617	\$ 2,685,879	\$ 936,121	74%
W&S Conn fees	\$ 50,000	\$ 7,500	\$ 25,500	\$ 24,500	51%
Interest	\$ 30,000	\$ 706	\$ 9,324	\$ 20,676	31%
Misc.	\$ -	\$ 25	\$ 2,326	\$ (2,326)	
<b>TOTAL W&amp;S REVENUES</b>	<b>\$ 3,702,000</b>	<b>\$ 337,848</b>	<b>\$ 2,723,029</b>	<b>\$ 978,971</b>	<b>74%</b>
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	
<b>TOTAL REVENUES</b>	<b>\$ 9,872,399</b>	<b>\$ 412,097</b>	<b>\$ 3,490,490</b>	<b>\$ 6,381,909</b>	<b>35%</b>

<b>EXPENDITURES</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	<b>% Used</b>
General Government	\$ 578,074	\$ 51,437	\$ 412,526	\$ 165,548	71%
Public Safety	\$ 655,827	\$ 64,561	\$ 467,719	\$ 188,108	71%
Public Works	\$ 418,000	\$ 27,989	\$ 272,839	\$ 145,161	65%
Parks, Rec & Culture	\$ 162,530	\$ 9,468	\$ 101,923	\$ 60,607	63%
Community Development	\$ 161,280	\$ 12,522	\$ 92,962	\$ 68,318	58%
<b>TOTAL GF EXPENDITURES</b>	<b>\$ 1,975,711</b>	<b>\$ 165,977</b>	<b>\$ 1,347,969</b>	<b>\$ 627,742</b>	<b>68%</b>
<b><u>Capital Projects</u></b>					
PD Equipment	\$ 52,688	\$ 34,936	\$ 34,936	\$ 17,752	66%
Greenway Project	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
King St. Extension	\$ 30,000	\$ -	\$ 1,406	\$ 28,594	5%
Sign Program	\$ 100,000	\$ 2,174	\$ 19,669	\$ 80,331	20%
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 Upgrade	\$ 3,500,000	\$ 158,500	\$ 1,030,750	\$ 2,469,250	29%
Water Plant Land	\$ 10,000	\$ 10,887	\$ 10,887	\$ (887)	109%
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>\$ 4,174,688</b>	<b>\$ 206,497</b>	<b>\$ 1,151,943</b>	<b>\$ 3,022,745</b>	<b>28%</b>
Operating	\$ 691,080	\$ 53,961	\$ 460,831	\$ 230,249	67%
HRRSA	\$ 1,739,496	\$ 149,582	\$ 1,272,209	\$ 467,287	73%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
<b>TOTAL W&amp;S EXPENDITURES</b>	<b>\$ 2,455,576</b>	<b>\$ 203,543</b>	<b>\$ 1,733,040</b>	<b>\$ 722,536</b>	<b>71%</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>
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,872,399</b>	<b>\$ 369,520</b>	<b>\$ 3,081,009</b>	<b>\$ 6,791,390</b>	<b>31%</b>
<b>NET TOTAL</b>	<b>\$ -</b>	<b>\$ 42,577</b>	<b>\$ 409,481</b>		

## Police Department Staff Report

March 2022

### 1. Personnel

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

#### A. Employee recognitions

- Officer Smith had a busy month with traffic enforcement, a drug arrest, and 2 arrests for a wanted person.
- Recruit Shifflett is doing a great job in the Academy. Academy staff is happy with his performance.

#### B. Training

- All officers completed Brazos e-citation training.
- Officers completed RPTG Spring In-Service training.

### 2. Activity Report March 2022

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
631	621	4	3	6	134

### 3. Project Updates

- New police vehicle was picked up. We are waiting on equipment to come in for installation.
- The department is still waiting on radios to come in.

### 4. Upcoming Events

- DCJS Meeting

### 5. Items for Consideration

Respectfully submitted



Justin Trout



## **Public Works Staff Report March 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: None
- b. Employee Recognitions: None

### **II. Reports:**

- Fixed main water service line at 901 Thompson St.
- Cleaned out flower beds at the intersections of Route 42 and Mason St. and Huffman Dr. and Route 42.
- Coordinated the annual inspection of the fire extinguishers.
- Painted the bathroom doors at the parks with assistance from Rockingham County Regional Jail Work Crew.
- Seeded parks for the spring.
- Notified Bridgewater of interest and approval to purchase street sweeper.
- 15 Miss Utilities tickets this month.

### **II. Items for Consideration: None**

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 50.741 million gallons of water in the month of March.
- Purchased 310,000 gallons from Rockingham County.
- Replaced 5 more registers. We are now out of yellow registers and waiting on more. Installed a new meter for a lot on Bartley St.
- Pinned and replaced filters on CMF #2.
- VDH inspection was March 10<sup>th</sup>.
- Received CCR from VDH and will go out in the newsletter.
- Collected nitrates/nitrites sample.
- Began landscaping projects: Pansies in flower pots for Redbud. Removed dead landscaping and rocks and replaced some landscaping materials at Eberly bed, Mason Street bed, Huffman bed, and Town Hall. Flowers for summer pots are on order for May.
- Fixed wiring on water trailer/pump.

### **III. Items for Consideration:** None.

Respectfully submitted,

Jennifer Reppe



**Community Development Staff Report  
March 2022**

1. Planning and Zoning

- a. Four new Zoning Permits were issued (including one for new residence).
- b. No Certificates of Occupancy were issued.
- c. Two Chicken Keeping Applications were approved
- d. One Short Term Rental Permit was issued for 155 Main Street.
- e. There was one nuisance violation citation for dumpster trash and several email courtesy notices; all remedied promptly.
- f. Tentatively scheduled a BZA meeting for May 18<sup>th</sup> at 5:00 p.m. to establish setbacks for a non-conforming lot of record located on Mason Street.
- g. The HRMPO TAC meeting was cancelled for March.
- h. Staff attended the HRMPO-LRTP meeting on March 8, 2022 to review survey results and work on planning.
- i. Virtually attended the APA weekly legislative updates.
- j. The March 17<sup>th</sup> Planning Commission meeting was held in conjunction with a community input session. The results of the Community Input Survey were presented to Planning Commission. 123 responses were obtained; 4 people attended in-person and 1 virtually to the Community Input Session. The Commission reviewed the proposed amendments to the Lighting and Sign ordinances and advised staff to set for a Joint Public Hearing for 5:30 p.m. on Monday, April 11, 2022.
- k. Staff attended a kick-off meeting with Sharon O'Brien regarding GloFiber. Project expected to begin in August.
- l. Virtually attended the VAZO check-in on March 31, 2022 for continuing education points.
- m. 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**

**March 2022**

### **Business Recruitment, Retention and Relationships**

- March business newsletter analytics:
  - 62 opens
  - Top links clicked:
    1. Community Input Survey
    2. Golf Cart Sponsorships
    3. Dayton Business Directory
- The April Business e-newsletter was sent out 4/6.
- The next “Business Conversation Series” will be on April 27<sup>th</sup>, and will focus on the follow-up from the last merchant’s meeting in February. (As a reminder – the merchant’s group met in February and it was suggested that interested businesses and community members send staff three suggestions by March 11 for improvements to the Town. Staff received suggestions from one person.)

### **Events**

- Redbud Festival is at full capacity. Staff is working to make sure everything is in place for the big day!
- Dayton Days vendor registrations: 167
- Registration has opened for The Muddler. Staff is waiting on clarification from HPF to determine this year’s beneficiary before we start a big marketing push for registrations. Turner Ashby’s Football team has committed to volunteering at this year’s event.
- The Easter Egg Hunt will be at Sunset Park on Saturday, April 16<sup>th</sup> at 10 am.
- Staff is working on scheduling summer concerts. The schedule thus far is:
  - June 18: Morgan Dean
  - July 16: Thieves of Burden
  - August 27: Josh Davidson
  - September 10: Kelly May Brown & Crystal Armentrout
- An annual events calendar similar to the one from 2020 will be mailed out this month.

### **Marketing**

- The Town published a “Shop, Dine, Tour in Dayton” ad in the Daily News-Record to coincide with the Dayton edition of their Hometown Series.
- Staff will begin working with Appeal Productions on a new marketing/tourism video for the Town this month.

## Social Media

- March Town of Dayton Facebook Analytics
  - Page Reach: 21,577
  - Profile visits: 959
  - New Followers: 34
  - Top Posts
    1. Silver Lake Mill bicentennial (3/28): 5.6k reach
    2. Lost baby doll (3/16): 4.8k reach
    3. Mayor Jackson & Lt. Hooker Kiss a Cow (3/26): 4.6k reach
- March Town of Dayton Police Department Facebook Analytics
  - Page reach: 18,450
  - Profile visits: 498
  - New followers: 37
  - Top Posts
    1. Route 42 closure (3/29): 13k reach
    2. Memorial run for Bridgewater officers (3/11): 5.8k reach
    3. Condolences for Covington police department (3/9): 843 reach
- March Redbud Festival Facebook Analytics
  - Page reach: 22,585
  - Profile visits: 645
  - New followers: 499
  - Top Posts
    1. Redbud flier (3/18): 13k reach
- March Dayton Days Facebook Analytics
  - Page reach: 3,660
  - Profile visits: 95
  - New followers: 13
  - Top Posts
    1. Redbud Festival (3/24): 3.1k reach

## Other

- Attended VRSA's Strategic Communications Planning webinar.
- Attended Greater Ashby Business Council meeting at Rocktown History.
- Attended the HR Chamber's Annual Economic Outlook on March 18.

## Items for consideration or discussion:

None.

Respectfully submitted,

*Meggie Roche*