

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, July 11, 2022**

AGENDA

1. Call to Order Mayor Jackson
 - a. Roll Call by Clerk
 - b. Invocation
 - c. Pledge of Allegiance

2. Approval of Minutes for Joint Public Hearing and Regular Town Council Meeting of June 13, 2022.

3. Action Items
 - a. Consideration Resolution Regarding Time of Regular Meeting and Inclement Weather Meeting Times

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

5. Public Comment

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/87541915509?pwd=zq4lPLJzNUpaJhJ7hXjuNI8fbIPuWI.1>

Meeting ID: 875 4191 5509

Passcode: 420395

Dial in: 1-301-715-8592

**DAYTON TOWN COUNCIL AND PLANNING COMMISSION
JOINT PUBLIC HEARING MINUTES
COUNCIL CHAMBERS DAYTON TOWN HALL
June 13, 2022**

CALL TO ORDER: Mayor Jackson, attending virtually via Zoom due to medical reasons, called the Public Hearing to order at 5:30 p.m., and asked Clerk Hall for a roll call for the Town Council and the Planning Commission.

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, who attended virtually from home via Zoom due to medical reasons, Vice Mayor Bradford Dyjak, Robert Seward, who attended virtually from home via Zoom due to medical reasons, Susan Mathias, Bob Wolz, and Emily Estes. An in-person quorum was determined to allow for remote attendance.

COUNCIL MEMBERS ABSENT: Heidi Hoover.

PLANNING COMMISSION MEMBERS PRESENT: Chairman Hunter Barnett, Vice Chair Lauren Rawley, Bradford Dyjak, and Colton Shifflett.

PLANNING COMMISSION MEMBERS ABSENT: Aaron Swindle.

ALSO PRESENT: Angela Lawrence, Town Manager, Christa Hall, Town Clerk and Community Development Coordinator.

Mayor Jackson stated that this was a public hearing to hear comments regarding a proposed Rezoning Request on behalf of Muddy Creek Investments for tax map numbers 123-(A)-L14 and 123-(A)-L15A, more commonly known as 835 Mason Street, Dayton. The Rezoning Request is to change the zoning of said lots from R-1 to B-1 to allow for business usage. Mayor Jackson then asked if anyone was signed up to speak and Clerk Hall advised there was not. Finally, he asked if the applicant wished to speak and was advised that he did not unless there were any questions that he needed to address.

As there were no public comments, Mayor Jackson closed the Public Hearing at 5:32 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Christa Hall, Clerk

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
June 13, 2022**

CALL TO ORDER: Mayor Jackson, attending virtually via Zoom due to medical reasons, called the meeting to order at 6:00 p.m. He reminded everyone that there is a sign-in sheet at the door for anyone who wishes to address the Council during tonight's public comment portion of the meeting. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. He stated that he and Mr. Seward were attending virtually from home via Zoom due to medical reasons. Town Clerk Hall called the roll. Mayor Jackson led the Invocation. Vice Mayor Dyjak led the Pledge of Allegiance.

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, virtually, Vice Mayor Bradford Dyjak, Robert Seward, virtually, Susan Mathias, Bob Wolz, and Emily Estes. An in-person quorum was determined to allow for remote attendance.

COUNCIL MEMBERS ABSENT: Heidi Hoover.

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

RESOLUTION RECOGNIZING SILVER LAKE HISTORICAL DISTRICT AND THE EFFORTS OF OWNER CHERYL LYON: Mayor Jackson stated that the Town is very lucky to have Ms. Cheryl Lyon as part of the Town and highlighted and thanked her for her efforts related to the Silver Lake Mill. He stated that Ms. Lyon was also attending virtually this evening and that he would hand-deliver a signed Resolution to her at a later time. He then read aloud the Resolution as stated below and asked for a motion to adopt the Resolution Recognizing Silver Lake Historical District and the Efforts of Owner Cheryl Lyon. Vice Mayor Dyjak replied so moved and Councilperson Mathias seconded the motion. It was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE; HOOVER—ABSENT. The resolution reads as follows:

WHEREAS, English American settler Daniel Harrison owned hundreds of acres in the area in the mid-18th century and Presbyterians built Cooks Creek Church in 1750; and

WHEREAS, German Baptist Brethren began moving to the Shenandoah Valley from Maryland and Pennsylvania at midcentury, arriving here by 1790; and

WHEREAS, Brethren church member John J. Rife built a dam in 1822; forming Silver Lake, and constructed a flour mill and a sawmill; and

WHEREAS, this complex became the center of a prosperous industrial and agricultural community and a popular recreational site; and

WHEREAS, Silver Lake Improvement, a corporation which included several prominent Dayton business owners, bought the Mill and Lake in 1909 and eventually granted a 100-year lease for water to the Town of Dayton; and

WHEREAS, Silver Lake began supplying water to Dayton and Harrisonburg in the 20th century; and

WHEREAS, the 104-acre district is listed on the National Register of Historical Places;

WHEREAS, Cheryl Lyon, owner of the Silver Lake Mill has made tremendous efforts to restore the Mill and take all the necessary steps to have a historical marker placed at the Mill and conduct a dedication ceremony on June 5, 2022 as part of the 200th year celebration of the Mill;

WHEREAS, Cheryl Lyon, wishes to recognize “good things” and the Town of Dayton wishes to recognize not only “good things” but also “good people”;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Dayton, Virginia, that the Town recognizes Silver Lake Historical District and the efforts of its owner, Cheryl Lyon.

ACTION ITEM: CONSIDERATION OF A PROPOSED REZONING REQUEST:

Mayor Jackson stated that this was a rezoning request on behalf of Muddy Creek Investments for tax map numbers 123-(A)-L14 and 123-(A)-L15A, more commonly known as 835 Mason Street, Dayton. The Rezoning Request is to change the zoning of said lots from R-1 to B-1 to allow for business usage. The Public Hearing on this matter was held earlier this evening, followed by a Planning Commission meeting and he asked Planning Commission liaison Vice Mayor Dyjak what the recommendation of the Planning Commission was. Vice Mayor Dyjak stated that the Planning Commission unanimously voted to recommend the rezoning of the parcels from R-1 to B-1. Mayor Jackson then asked for a motion to approve the rezoning request as recommended by the Planning Commission. Councilperson Estes replied so moved. The motion was seconded by Vice Mayor Dyjak and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. HOOVER—ABSENT.

APPROVAL OF MINUTES: Mayor Jackson asked for a motion to approve the minutes as presented for the Regular Council Meeting of May 9, 2022 and the Budget Public Hearing of June 6, 2022. Vice Mayor Dyjak replied so moved, the motion was seconded by Councilperson Mathias and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE; HOOVER—ABSENT.

ACTION ITEM: CONSIDERATION OF ADOPTION OF CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2022-2023 TO 2026-2027:

Mayor Jackson asked for a motion to approve the CIP as presented. The CIP is made part hereof below. Councilperson Seward replied so moved. The motion was seconded by Councilperson Estes and approved by a roll call vote of

6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. HOOVER—ABSENT.

Capital Projects Fund

Account Name	GL Code	CIP ID	Balance FY22	FY23	FY24	FY25	FY26	FY27
Water & Sewer								
WTP Upgrade	25-4910-840	WS01	1,030,750					
Water/Sewer Lines Repair/Replac	25-4910-850	WS02	125,000		75,000	75,000	75,000	75,000
Hydrants	25-4910-855	WS03	26,350					
Water/Sewer Line Extension	25-4910-802	WS04	65,000		80,000			
Mini Plant & New Water Source	25-4910-xxx	WS05			100,000	100,000	100,000	100,000
Generators	25-4910-860	WS06	-	50,000	80,000			
Equipment Replacement	25-4910-865	WS07	45,000					
Mower	25-4910-xxx	WS08						
Streets								
Mill Street Stormwater		S01						
Mason Street Bike/Buggy Ln.		S02						
Town Street/Alleys Resurfacing		S03						
Cargill Safety Improvements		S04						
Bike/Ped Facilities								
Bicycle/Pedestrian Plan		BP01						
Greenway	15-4910-810	BP02	6,415		50,000	50,000	50,000	50,000
King Street Ext. Trail	15-4910-820	BP03	28,594					
Dayton Market to Downtown		BP02						
Sunset Street Sidewalk		BP05						
Sidewalk Replacement & Installati	15-4910-850	BP06	30,000	30,000	30,000	30,000	30,000	30,000
Parks & Public Facilities								
Land acquisition & amenities	15-4910-860	PF01	50,000	25,000	25,000	25,000	25,000	25,000
Park amenities	15-4910-860	PF02	25,000		25,000	25,000	25,000	25,000
Public Works								
Vehicle Replacement	15-4910-870	PW01		50,000	45,000			
Equipment Replacement	15-4910-870	PW02			70,000	70,000		
Mower	15-4910-880	PW03			40,000		40,000	
Economic & Community Development								
Wayfinding Signage	15-4910-840	ECD02	80,331	50,000				
Downtown Revitalization		ECD01			250,000	250,000		
Police & Public Safety								
Vehicle Replacement	15-4910-802	PD01	-	50,000	50,000	50,000	50,000	50,000
PD In car camera		PD02	-		45,000			
Administration								
Town Hall Key Card	15-4910-890	A01	20,000					

ACTION ITEM: CONSIDERATION OF AN ORDINANCE ADOPTING THE FISCAL YEAR 2022-2023 BUDGET, SETTING TAX RATES, AND APPROPRIATING FUNDS FOR THE TOWN OF DAYTON, VIRGINIA: Mayor Jackson read aloud the highlights from the ordinance, which is made part hereof below. He then asked for a motion to approve the ordinance as presented. Vice Mayor Dyjak replied so moved. The motion was seconded by Councilperson Wolz and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. HOOVER—ABSENT.

**AN ORDINANCE ADOPTING THE FISCAL YEAR 2022-2023 BUDGET,
SETTING TAX RATES, AND APPROPRIATING FUNDS
FOR THE TOWN OF DAYTON, VIRGINIA**

WHEREAS, Virginia Code Section 15.2-2503 requires the governing body of each locality in the Commonwealth of Virginia to prepare and approve a budget for informative and fiscal planning purposes only; and

WHEREAS, the Town Council for the Town of Dayton, Virginia has prepared a budget for the fiscal year 2022-2023, a copy of which is attached hereto as **Exhibit A** (the “Budget”), and has duly advertised and held a public hearing on the Budget as required by law; and

WHEREAS, the Town Council is also required by law to appropriate the funds as set forth in the Budget prior to expending such funds, and to set the tax rates for the calendar year 2022.

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

1. The Budget is hereby adopted and approved in the total amount of \$6,063,200 and as set forth in more detail on Exhibit A.
2. The monies described in the Budget are appropriated in the total amount of \$6,063,200 for the uses and purposes generally outlined in the budget. Such authorized uses and purposes may include, but shall not be required to include, the payment of monetary bonuses to Town employees within the amounts budgeted and after further consultation with the Town Council. The Treasurer is further authorized to transfer from the Water & Sewer Fund to the General and Capital Funds such funds as necessary and within the amounts budgeted.
3. All tax rates for the calendar year 2022 are unchanged from those rates previously set for calendar year 2021. The real estate tax rate for calendar year 2022 shall continue to be \$0.08 for each one hundred dollars of assessed value as of January 1, 2022.
4. The monthly refuse collection fees for residential and commercial refuse during fiscal year 2022-2023 shall be \$18.00 per month. All other fees imposed by the Town shall continue without change in full force and effect until further action by the Town Council.

Exhibit A: Fiscal Year 2022-2023 Budget

Revenues

General Fund		
	General Property Tax	\$166,500
	Other Local Tax	\$435,450
	Other Local Revenue	\$376,500
	Federal/State Funding	\$84,200
Subtotal	GF Before Transfer	<u>\$1,062,650</u>
	Transfer from Water & Sewer Fund*	\$1,078,050
	General Fund Revenue	\$2,140,700
Capital Fund – General		
	Transfer from Water & Sewer Fund*	\$112,208
	Transfer from Reserves**	\$92,792
	Water & Sewer Fund	\$3,667,500
Capital Fund – Water & Sewer		
	Transfer from Water & Sewer Fund	\$50,000
Total Revenues		\$6,063,200

Expenditures

General Fund		
	General Government	\$591,550
	Public Safety	\$705,000
	Public Works	\$491,100
	Parks, Recreation & Cultural	\$171,750
	Community Development	\$181,300
	Debt Service	\$0
Sub-Total		<u>\$2,140,700</u>
Capital - General Fund		\$205,000
Water & Sewer Fund		
	Water & Sewer Operations	\$2,427,242
	Transfer to Capital*	\$162,208
	Transfer to General Fund*	\$1,078,050
Capital – Water & Sewer		
		\$50,000
Total Expenditures		\$6,063,200

* 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 reserves (retained earnings) for budgeting purposes. It is not new revenue.

There is no change in property tax rate proposed for the coming calendar year.

There is a change in refuse collection fees. Fees are increased from \$16/month to \$18/month.

ACTION ITEM: CONSIDERATION OF AN AMENDMENT TO TOWN CODE ORDINANCE TO ADOPT NEWLY PASSED GENERAL ASSEMBLY ACTIONS:

Mayor Jackson asked for a motion to approve the ordinance as presented. Vice Mayor Dyjak replied so moved. The motion was seconded by Councilperson Mathias. Attorney Bowman corrected a minor typographical error referencing the old Town Code and advised that Council should consider adopting the ordinance as corrected and made part hereof below. Vice Mayor Dyjak accepted the amendment. The amended motion was seconded by Councilperson Mathias and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. HOOVER—ABSENT.

AN ORDINANCE READOPTING PORTIONS OF THE STATE CODE

WHEREAS, this Council wishes to reincorporate certain sections of the Code of Virginia in order to ensure that any amendments to the incorporated statutes have been incorporated into the Town Code.

WHEREAS, this Council wishes to adopt any future changes to the incorporated statutes.

NOW, THEREFORE, be it ordained by the Council of the Town of Dayton, Virginia, that:

1. Section 24-124 of the Town Code is amended and readopted as follows:

§ 24-124. Adoption of State Law. All of the provisions of Title 46.2, and of Article 9 of Chapter 11 of Title 16.1 (§ 16.1-278 *et seq.*), and of Article 2 of Chapter 7 of Title 18.2 (§ 18.2-266 *et seq.*) of the Code of Virginia, 1950, as amended, other than those provisions thereof which plainly have no application within the Town, are incorporated by reference into this Chapter. Reference therein to “highways of the state” shall be deemed to include streets, highways, public parking lots and alleys within the Town. The mention of specific state law provisions does not preclude the incorporation of unmentioned provisions. Nevertheless, to the extent that § 15.2-1429 of the Code of Virginia prohibits the Town from incorporating those provisions of § 18.2-270 which provide for penalties greater than those for a class one misdemeanor, such provisions are not incorporated. (See Code of Virginia, § 46.2-1313).

2. Section 26-120 of the Town Code is amended and readopted as follows:

§ 26-120 Incorporation of Waterworks Regulations. Article 3 of Part II of 12 VAC 5-590, enacted by the State Board of Health pursuant to § 32.1-170 of the Code of Virginia, is hereby incorporated into this title. (See Code of Virginia, § 15.1-854.)

3. All other state statutes and regulations incorporated into the ordinances of the Town are reincorporated, and all Town Code provisions incorporating the state provisions are readopted.

This reincorporation extends to statutes which have been amended and to state statutes which have been repealed and recodified.

4. All future amendments and recodifications of statutes and regulations incorporated into the ordinances of the Town are also incorporated in accordance with § 1-220 of the Code of Virginia.

5. All Town ordinances incorporating or referring to state statutes or regulations are readopted and, if necessary, the ordinances are amended to reflect any amendments to or recodifications of the statutes or regulations.

6. This ordinance shall take effect on “the first day of July,” 2022, within the meaning of Article 4, Section 13 of the Virginia Constitution.

ACTION ITEM: APPOINTMENTS: Mayor Jackson asked for a motion to re-appoint Hunter Barnett to the Planning Commission for a term to expire June 30, 2026. Vice Mayor Dyjak replied so moved and the motion was seconded by Councilperson Estes. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Mayor Jackson then asked for a motion to recommend to the Circuit Court of Rockingham County that Colby Miller be re-appointed to the Town of Dayton Board of Zoning Appeals for a term to expire June 30, 2027. Councilperson Estes replied so moved and the motion was seconded by Councilperson Wolz. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Mayor Jackson then asked for a motion to re-appoint James Paladino to the Economic Development Authority for a term to expire July 10, 2026. Councilperson Estes replied so moved and the motion was seconded by Councilperson Mathias. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Finally, Mayor Jackson asked for a motion to re-appoint Angela A. Lawrence as Member and Adam Meek as Alternate Member of the Harrisonburg Rockingham Regional Sewer Authority, both to serve four year terms. Councilperson Mathias replied so moved and the motion was seconded by Councilperson Estes. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

MANAGER’S REPORT

Town Manager Angela Lawrence provided a written report, which is attached. She provided updates on several items. Manager Lawrence stated that she has several items for Council consideration and provided the following list of equipment to Council that staff has determined to be surplus equipment either because it is old and non-functioning or is being replaced.

Vehicle Information	
Vehicle	1989 Chevrolet Dump Truck
License Plate Number	60-608L
Replacement Information	
Can be sold right now. Not waiting on or needing replacement.	

Vehicle Information	
Vehicle	Tennant Model 385 Street Sweeper
License Plate Number	N/A
Replacement Information	
Can be sold right now. Purchased and received Bridgewater's old street sweeper.	

Vehicle Information	
Vehicle	2006 Dodge Dakota
License Plate Number	135-339L
Replacement Information	
Can be sold once new service truck is received. Currently on order (as of June 2022).	

Vehicle Information	
Vehicle	2008 Ford F250
License Plate Number	39-921L
Replacement Information	
Replaced by 2022 Chevy Silverado. Can be sold once new service truck is returned from bed liner install.	

Vehicle Information	
Vehicle	2002 Dodge Ram
License Plate Number	104-283L
Replacement Information	
Needs replacement to be ordered/received before it can be sold.	

Vehicle Information	
Vehicle	2002 Ventrac Mower
License Plate Number	
Replacement Information	
To be traded in with purchase of new mowers	

Equipment Information	
Equipment	BCM rifles
Replacement Information	
When new rifles are purchased, as budgeted, officers will purchase back their service rifle for \$800. Any not purchased will be sold to a neighboring agency officer.	

She advised Council of the Town’s procurement policy on disposal of surplus property, which states that: “Each department shall submit an annual report to the Town Manager showing inventory of all supplies and equipment which are no longer used, or which have become obsolete, worn out or scrapped. The Town Manager shall present the list of surplus property to Council for approval. The Town Manager shall sell or otherwise dispose all items declared surplus by Council, including using, at his discretion, on-line sales auctions, competitive bid, sealed bids, third party auctions, or other methods, or may exchange the same for, or trade in the same on, new supplies and equipment.”

She then asked Council for a motion to declare these items as presented as surplus and allow the Town Manager to either trade them in, sell to the officer or sell them online as we have done in the past. Mayor Jackson then asked for a motion to dispose of surplus vehicles or materials that are no longer being used by the Town to be sold in compliance with our financial policies. Councilperson Wolz replied so moved. The motion was seconded by Councilperson Estes and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Manager Lawrence continued her report to Council by sharing the live webcam showing the recent progress of construction activity at the Water Treatment Plant. She then moved onto the next item for Council consideration and reminded Council that she had previously discussed the radio grant that the Police Department had received and that she would be asking for a budget amendment. That is the only item needing adjustment in the budget so instead of adjusting the full budget, she is asking that Council move to accept the Police Grant, which is in the amount of \$18,750 from the Department of Criminal Justice Services and to appropriate that funding for the use of the purchase of radios and equipment. Mayor Jackson then asked for a motion to accept the Police Department Grant in the amount of \$18,750 for the purchase of police radios and to appropriate the funds. Vice Mayor Dyjak replied so moved. The motion was seconded by Councilperson Wolz. Mayor Jackson asked if there was any discussion and hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

Manager Lawrence then stated that the final item for discussion and consideration was the possible rollover of unspent capital project funds from one fiscal year to the next. She explained that, as Council may recall, years ago the Capital Fund was divided into separate funds: a 10 fund, which is the general fund that is dissolved at the end of a fiscal year and started fresh with a new budget; a 15 fund, which is the general capital fund; a 20 fund, which is the water fund,

also dissolved at the end of the fiscal year; and a 25 fund, which is the capital fund for water and sewer. Staff is requesting that at the end of the fiscal year, which is June 30th, all unspent capital project funds be carried over to the next fiscal year's budget. This is standard practice because capital projects take longer than operating expenses. Councilperson Estes asked if the funds are rolled over for the same projects. Manager Lawrence explained that for the most part monies stay with the same project or possibly a little bit of money here and there is spread out to different projects as actual costs may not line up exactly with budgeted costs. All amounts in each fund will be carried over and the balances will be updated appropriately at the end of the fiscal year. She then asked for a motion to carry over all unspent capital projects from the 15 and 25 funds that are remaining on June 30th. Mayor Jackson asked for a motion to carry over all unspent capital projects, 15 and 25 funds, remaining on June 30, 2022. Councilperson Estes replied so moved, with a second from Councilperson Mathias. Mayor Jackson asked if there was any discussion and hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; HOOVER—ABSENT.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report. Attending virtually via Zoom, she added that the letter regarding the upcoming audit from the auditors has been provided for the Council for their review.

POLICE REPORT

Chief Justin Trout provided a written report. Attending virtually via Zoom, he stated that he wanted to highlight two upcoming events: National Night Out planned for August 2nd and the Dayton Muddler planned for August 6th. Vice Mayor Dyjak said congratulations on breaking in the new Officer Shifflett.

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. Manager Lawrence added that it had been a busy month.

ECONOMIC DEVELOPMENT REPORT

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence endorsed the upcoming Morgan Dean concert on June 18th. She added that there will also be a film crew in town to get footage for the Town's promotional video. She concluded by stating that

the Town had heard back about the Downtown Revitalization Grant, there is approval to begin the preliminary planning phase and \$5000 has been reserved for that which will begin with the submittal of paperwork and include some community meetings. This phase will last through the end of September and then once they are satisfied with that phase, they can then grant the Town the \$50,000 Planning Grant. This Planning Grant will extend a little further out than just the downtown area and will include some gateway projects, connectivity projects and other aesthetic projects around town. These projects would not be included in the Downtown Revitalization Implementation Grant but would help to identify other sources for that. Staff will be meeting with the Planning District Commission in the coming month to review the next steps.

TOWN ATTORNEY REPORT

Attorney Jordan Bowman stated that he had no report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilperson Dyjak stated that it was great news about the grant, and he was excited to begin the process and he thanked Ms. Lawrence and Ms. Roche for their efforts to make it happen. He recognized and congratulated the Dayton Market and Mole Hill Bikes as they are both celebrating their 35th anniversaries. He attended the festivities at the Market recently. The Committee did meet recently and had a productive meeting to include a Redbud debrief, discussion on the upcoming Dayton Days, the wayfinding project and kiosk, and the STAMP project which will be held in June. This is an exciting opportunity that the Town has been working on in collaboration with the Town of Bridgewater and the Small Business Development Center. A workshop will be held June 28th at 9:00 a.m. in Bridgewater and then individual workshops will be available for all businesses to participate in for free.

FINANCE COMMITTEE REPORT

Councilperson Dyjak stated that they have hit the home stretch on the budget and remarked that it is exciting that the budget has now been adopted. He thanked the Committee, the Council and the staff for all their work in preparing the budget. He stated that they have successfully prepared a balanced budget that reflects the priorities that are most heard from residents, to fund infrastructure and to enhance the residents' quality of life.

INFRASTRUCTURE COMMITTEE REPORT

Councilperson Seward stated that there was no report but stated that he was glad that WACO is turning some dirt at the Water Treatment Plant.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilperson Seward stated that the Committee had met to review and discuss the Comprehensive Plan for the parks.

PERSONNEL COMMITTEE REPORT

Councilperson Mathias stated that the Committee met to discuss the Town's current policy on tuition reimbursement for staff. However, the Committee does not have any recommendations to offer to Council at this time. Discussions will continue.

POLICE COMMITTEE REPORT

As Councilperson Hoover was absent, Mayor Jackson stated that the Committee did not meet. He did add that the residents have also ranked police services and safety as a high priority in Town and he wanted to highlight that the Town has invested in new vehicles, radios, tasers, rifles, new side arms, an additional officer and body cams.

MAYOR AND COUNCIL REPORT

Mayor Jackson asked if any other Council Members wished to speak. Councilperson Estes stated that she had seen the video on the TV that was installed at the Farmer's Market but feels that the downtown businesses are not adequately represented on the video. She would like to see more pictures and video of the downtown stores and restaurants to encourage visitors to go downtown. Manager Lawrence will forward her suggestion to the appropriate staff for consideration.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

Deb Crank addressed Council and reiterated that she would appreciate the Town's consideration in including more information on the downtown area on the video at the Market. She continued that the merchants are actively meeting and working to plan events and she will be updating Council with more information in the future. She concluded with wishing a happy birthday to Councilperson Estes.

ADJOURNMENT

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn, and Councilperson Mathias seconded the motion; motion passed unanimously. The meeting adjourned at 6:53 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Christa Hall, Clerk of Council

ATTACHMENT TO DTC 6.13.22 REGULAR MEETING MINUTES

Town Manager

Staff Report

May 2022

Personnel

- 1) A couple of staff members have tested positive for COVID and are out of the office and/or working remotely. I sent another email to all staff to remind them of the protocol for COVID and other illnesses.

Public Works, Roads, Facilities

- 1) Water Plant Upgrade:
 - a) Construction has started and is running smoothly.

Budget

- 1) Council budget work session was held Monday, April 18th.
- 2) Staff and finance committee have continued to refine the budget.
- 3) The advertised public hearing for taxes was held May 9 and the budget public hearing was held June 6th. The budget has not changed since the last council meeting in which council authorized staff to advertise the budget.

Other

I attended the following:

- 1) VDOT 6-year Improvement Plan Public Hearing
- 2) VRSA Annual Meeting (virtual)
- 3) Meeting with VDOT and Cargill (virtual)
- 4) Chief's Town Hall Meeting
- 5) ICMA Managing Council/Staff Relations Webinar
- 6) Colton's Graduation from Police Academy
- 7) Planning Commission
- 8) Silver Lake Mill Old Fashioned Milling Day
- 9) Summer Concert
- 10) Nonpoint Source Pollution Application Webinar

Items for Discussion and/or Consideration

- 1) Budget adjustments for FY2021-2022
- 2) Motion to carry over all unspent capital project funds (15 and 25 funds) remaining on June 30, 2022.

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 in June. Markings have been made for drilling posts. Product has been powder coating, awaiting installation.	Rail cost will allow us to also complete electricity plan.
King Street Extension Path	Field survey completed.	More research is needed.
Wayfinding Signage Program	See Meggie's report	Final Design completed. August completion date expected.
Sidewalks	Quote received.	Projected completion August due to contractor schedule and concrete supply issues.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Purchased and received	
Ventrac Mower	Completed.	2 additional mowers were approved by Council (1 water, 1 PW) and will be received in June.
Key Card System	Cable and some components installed. Awaiting equipment.	Expected completion by June 30 th .
Water Line Extension	Agreement going to City attorney before review by Town.	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Project underway.	Project to be completed April 2023.
Park land acquisition	Nothing planned	For saving purposes only.
Water/Sewer Lines	Nothing planned currently.	Camera and clean out done for downtown drainage from Main to 42. Significant debris and roots removed.
Hydrants	Line and hydrant installed.	Ft. Harrison area
Generator	Installed at well 4.	Fencing to be completed June 30 th .
Water Dept. Service Truck	Truck purchased.	Awaiting delivery by end of June.

Respectfully submitted,
Angela A. Lawrence

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

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

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

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

1. Regular meetings of the Town Council shall be held on the second Monday of each month beginning at 6 p.m.

2. When a meeting date falls on a legal holiday, the meeting shall be held on the day following at 6 p.m. unless otherwise designated by the council.

3. If the Mayor, or, if the Mayor is unable to act, the Vice-Mayor, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting the meeting shall be held at 6 p.m. on the day following.

4. If the Mayor, or, if the Mayor is unable to act, the Vice-Mayor, finds and declares that such weather or other condition continues on the day following, the meeting shall be held at 6 p.m. one week after the originally scheduled meeting.

5. All regular meetings of the council shall be open to the public, unless closed pursuant to state law.

CERTIFICATE

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of the Town of Dayton Resolution Regarding Time of Regular Meetings and Inclement Weather Meeting Times adopted by the Town Council at a meeting held on July 11, 2022. A record of the roll-call vote by the Town Council is as follows:

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

Date: July 11, 2022

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

Mayor, Town of Dayton, Virginia

Personnel

- 1) We continue to monitor and react appropriately to COVID cases among staff.
- 2) I am so thankful for the loyal and hard-working staff that we have in the Town. As many struggle to find and keep good staff, we are fortunate that they have chosen to serve the Town.

Public Works, Roads, Facilities

- 1) Water Plant Upgrade:
 - a) Construction is on schedule and going well.
- 2) Road resurfacing: VDOT paved in front of Cargill. Contractors filled cracks in some streets in town and surfacing will be completed on those streets soon.

Finances

- 1) The fiscal year ended on June 30th. The Town is still in great shape financially.
- 2) The new fiscal year begins July 1.
- 3) The ARPA funds budgeted for this fiscal year were not received by June 30th. We received information from the state that they received the funds from the federal government on June 27 and will forward them to us within 30 days.
- 4) We may need to transfer funds from investments to checking, depending on the timing of the ARPA deposit. We will work with finance committee on the matter.

Other

- 1) Meggie and I participated in meetings with the PDC regarding the Business District Revitalization Grant. We are forming the initial management team that will meet in July and planning a public information meeting for August.
- 2) I continue to assist Christa with the Comprehensive Plan update and meetings.
- 3) Christa and I attended a meeting regarding a housing study received by the PDC. Christa will continue to serve on a committee for the project.
- 4) Several staff members joined the Vice-Mayor at Rockingham Cooperative for the Governor's announcement of the mill's expansion and related grant.
- 5) The office server was replaced with a lease beginning July 1. We also changed to an updated Microsoft system including email. We are still working out some details and kinks.
- 6) The key card system was installed in town hall. Susan and I are the administrators of the system.
- 7) I attended several community events including an event at the Mill and a town concert.
- 8) I attended the STAMP program specifically for Dayton and Bridgewater businesses to gain information for building their businesses. Unfortunately, although it was advertised several times to businesses in Dayton and Bridgewater, only one business owner attended from Dayton. Meggie will share key points with businesses in upcoming business e-newsletters.
- 9) I participated in ICMA Generational Workforce webinar.

Items for Discussion and/or Consideration

- 1) Possible approval to advertise retroactive budget amendment public hearing. More information will be available by meeting time.

Budgeted Capital Projects Status

Project	Status	Comments
Police Vehicle	Grant received. Vehicle Received. Decals and most equipment installed. Awaiting 3 additional pieces of equipment to close out grant.	
Greenway Project	Rail has been installed from the former end point to the bridge to enhance safety.	Rail cost will allow us to also complete electricity plan with the funds that were carried over.
King Street Extension Path	Field survey completed.	More research is needed.
Wayfinding Signage Program	See Meggie's report	
Sidewalks	Quote received.	Projected completion August due to contractor schedule and concrete supply issues.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Truck purchased and received.	
Ventrac Mower	Completed. Additional mowers approved by council have been received.	
Key Card System	System was installed and is functioning.	
Water Line Extension	Agreement going to City attorney before review by Town.	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Project underway.	Project to be completed April 2023.
Park land acquisition	Nothing planned.	For saving purposes only.
Water/Sewer Lines	Nothing planned currently.	
Hydrants	Line and hydrant installed.	Ft. Harrison area
Generator	Installed at well 4. Fencing installed.	
Water Dept. Service Truck	Truck purchased.	Awaiting delivery. Capital funds will be carried over as the delivery is expected in July now.

Respectfully submitted,
Angela A. Lawrence

Staff Report

Treasurer's Office

June 2022

Personnel:

- Treasurer completed Cash Management & Banking course through VGFOA and Radford University.

Activity:

- ARPA funds expected by June 30th were not received however, correspondences have indicated funds will be received by July 27th. Staff will provide recommendation regarding transferring funds from investments if necessary.
- Staff mailed 27 cut-off notices for unpaid water service. Service interruption is scheduled for July 20, 2022.
- End of FY22 was June 30, 2022. Auditors are scheduled to be on-site for preliminary fieldwork, Monday, July 11, 2022 and final on-site fieldwork scheduled the week of September 12-16, 2022.

Items for consideration:

- A FY22 budget amendment may be necessary for ARPA funds not received. Staff will advise at Monday evenings Council meeting.

Respectfully submitted,

Susan Smith

Town of Dayton
 Budget v. Actual Report
 FY22 Period ending June 30, 2022

Preliminary

<u>REVENUES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Rcvd</u>
General Fund					
Property Taxes	\$ 122,500	\$ -	\$ 123,621	\$ (1,121)	101%
Other Local Taxes	\$ 410,400	\$ 19,980	\$ 421,732	\$ (11,332)	103%
Permits, Privilege Fees & Licenses	\$ 500	\$ 60	\$ 793	\$ (293)	159%
Fines & Forfeitures	\$ 21,200	\$ 6,340	\$ 47,990	\$ (26,790)	226%
Rev. from use of money & prop.	\$ 2,750	\$ 110	\$ 775	\$ 1,975	28%
Charges for services	\$ 123,926	\$ 23,478	\$ 141,946	\$ (18,020)	115%
Other	\$ 107,000	\$ 12,625	\$ 114,512	\$ (7,512)	107%
Recovered Costs	\$ 5,000	\$ 23,173	\$ 23,173	\$ (18,173)	463%
State & Federal Funding	\$ 928,708	\$ 26,476	\$ 83,924	\$ 844,784	9%
Transfer from Reserves	\$ 253,727	\$ -	\$ -	\$ 253,727	0%
TOTAL GF REVENUES	\$ 1,975,711	\$ 112,242	\$ 958,466	\$ 1,017,245	49%
General Capital Fund					
Transfer from Reserves	\$ 367,688	\$ -	\$ -	\$ 367,688	0%
	\$ 367,688	\$ -	\$ -	\$ 367,688	0%
Water & Sewer Capital Fund					
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%
Water & Sewer Fund					
Charges for service	\$ 3,622,000	\$ 652,861	\$ 3,961,689	\$ (339,689)	109%
W&S Conn fees	\$ 50,000	\$ 50	\$ 33,050	\$ 16,950	66%
Interest	\$ 30,000	\$ 261	\$ 14,103	\$ 15,897	47%
Misc.	\$ -	\$ -	\$ 2,512	\$ (2,512)	
TOTAL W&S REVENUES	\$ 3,702,000	\$ 653,172	\$ 4,011,354	\$ (309,354)	108%
	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	
TOTAL REVENUES	\$ 9,872,399	\$ 765,414	\$ 4,969,820	\$ 4,902,579	50%

<u>EXPENDITURES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Used</u>
General Government	\$ 578,074	\$ 39,801	\$ 526,657	\$ 51,417	91%
Public Safety	\$ 655,827	\$ 93,278	\$ 655,831	\$ (4)	100%
Public Works	\$ 418,000	\$ 77,432	\$ 410,141	\$ 7,859	98%
Parks, Rec & Culture	\$ 162,530	\$ 16,755	\$ 142,479	\$ 20,051	88%
Community Development	\$ 161,280	\$ 19,864	\$ 140,707	\$ 20,573	87%
TOTAL GF EXPENDITURES	\$ 1,975,711	\$ 247,130	\$ 1,875,815	\$ 99,896	95%
Capital Projects					
PD Equipment	\$ 52,688	\$ 12,421	\$ 47,357	\$ 5,331	90%
Greenway Project	\$ 15,000	\$ 8,585	\$ 8,585	\$ 6,415	57%
King St. Extension	\$ 30,000	\$ -	\$ 4,351	\$ 25,649	15%
Sign Program	\$ 100,000	\$ 3,562	\$ 24,106	\$ 75,894	24%
Sidewalks	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Parks	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
PW Vehicle	\$ 45,000	\$ 47,892	\$ 47,892	\$ (2,892)	106%
Ventrac Mower	\$ 25,000	\$ (12,618)	\$ 24,085	\$ 915	96%
Municipal Key Card System	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	100%
Water Line Extension	\$ 65,000	\$ -	\$ -	\$ 65,000	0%
Water Plant Upgrade	\$ 3,500,000	\$ 408,776	\$ 1,479,970	\$ 2,020,030	42%
Water Plant Land	\$ 10,000	\$ -	\$ 10,887	\$ (887)	109%
Water/Sewer Line Replacement	\$ 150,000	\$ -	\$ 8,519	\$ 141,481	6%
Hydrants	\$ 12,000	\$ -	\$ 13,035	\$ (1,035)	109%
Mobile Generator	\$ 25,000	\$ 9,685	\$ 38,977	\$ (13,977)	156%
Service Truck	\$ 45,000	\$ -	\$ -	\$ 45,000	0%
TOTAL CAPITAL PROJECTS	\$ 4,174,688	\$ 498,303	\$ 1,727,764	\$ 2,446,924	41%
Operating	\$ 691,080	\$ 45,488	\$ 588,343	\$ 102,737	85%
HRRSA	\$ 1,739,496	\$ 140,051	\$ 1,696,541	\$ 42,955	98%
Water Fund Contingency	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	100%
TOTAL W&S EXPENDITURES	\$ 2,455,576	\$ 210,539	\$ 2,309,884	\$ 145,692	94%
Transfer to Capital-Water & Sewer	\$ 1,266,424	\$ -	\$ -	\$ 1,266,424	0%
TOTAL CAPITAL TRANSFER	\$ 1,266,424	\$ -	\$ -	\$ 1,266,424	0%
	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	
TOTAL EXPENDITURES	\$ 9,872,399	\$ 457,669	\$ 4,185,699	\$ 5,686,700	42%
NET TOTAL	\$ -	\$ 307,745	\$ 784,121		

****Please note ARPA funds did not come prior to June 30, so revenue is off. ARPA funds are expected by July 27th. Additionally, this Preliminary report does not show transfers from W&S. A final BvA report will be presented, including transfers, after the annual Audit is completed and AJE are made.**

Police Department Staff Report June 2022

1. Personnel

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

A. Employee recognitions

- Lt. Hooker and Officer Dean are doing a great job with Officer Shifflett's field training.
- Officer Cacciapaglia digitized a field training form that is easier to use and document field training.

B. Training

- All officers completed RPTG Summer Firearms training.
- Officer Cacciapaglia completed 6 trainings through TRN towards in-service recert.
- Officer Shifflett is doing well in field training.

2. Activity Report June 2022

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
492	488	3	3	1	83

3. Project Updates

- New vehicle has been put into service.
- Accreditation grant was submitted.

4. Upcoming Events

- National Night Out

5. Items for Consideration

Respectfully submitted



Justin Trout



Public Works Staff Report June 2022

I. Personnel:

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

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

II. Reports:

- Picked up street sweeper from Bridgewater. Will start sweeping the streets on July 12th.
- Fixed water connection for Cato Fashions and the ABC Store.
- Received new zero turn mower.
- VDOT prepped and sealed cracks on Willow West, sections of Westview, Mill, and Thompson St. Hopefully in the upcoming weeks they will return and lay the layer of asphalt down.
- 12 Miss Utilities this month.

III. Items for Consideration: None

Respectfully submitted,

Adam Meek



Item 4.e.

Water Department Staff Report
June 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 48.541 million gallons of water in the month of June.
- Purchased 962,000 gallons from Rockingham County.
- Cleaned wastewater basin twice.
- Took TSS sample.
- Flushed 18 hydrants.
- Sprayed for weeds around Town and Route 42.
- Received new Steiner mower.
- SLM began replacement of antenna at Well 1 as of June 28th.
- Generator project at Well 4 is now officially complete; passed final inspection as of June 21st.
- Plant upgrade: Crew is continuing to make progress installing concrete and standing pipe. Blocks for the building are in. Overhead doors are ordered.

III. Items for Consideration: None.

Respectfully submitted,

Jennifer Reppe



Community Development Staff Report June 2022

1. Planning and Zoning

- a. Three new Zoning Permits were issued.
- b. No Certificates of Occupancy were issued.
- c. One Chicken Keeping Application was approved—this was in response to the violation notice sent in May.
- d. No Short-Term Rental Permits were requested.
- e. One Home Occupations Permit was approved.
- f. There were no nuisance violations. Two mowing violation notices were sent. One complied and the other, the Town had to mow the lot and the owner was invoiced for labor and penalty. One violation notice for inoperable vehicles was issued.
- g. Participated in ICMA Coaching Program: The Generational Workforce.
- h. Town Manager attended the HRMPO LRTP meeting on June 21st in my absence.
- i. Attended the Governor’s announcement for the expansion at the Rockingham Mill.
- j. Participated in ongoing discussions for proposed mini-storage units off of Legacy Lane.
- k. The June 16th Planning Commission meeting was held and the Commission and staff continue to review and update the Comprehensive Plan. The Plan will be put into a final draft form for public inspection and input and staff will request a recommendation from Planning Commission to send to the CSPDC in September for their use in updating the Transportation Chapter. The final 2022 Completed Comp Plan is anticipated to be scheduled for a Joint Public Hearing with the Planning Commission and Council at the February 13, 2023 Council Meeting.
- l. Participated in ongoing discussions on possible development on Route 257 with an engineering firm to discuss rezoning possibilities.
- m. Participated in ongoing discussions on possible development on Route 42 to discuss rezoning possibilities.
- n. A Joint Public Hearing was held on June 13th with Town Council and the Planning Commission to hear comments on a proposed rezoning request. Council approved the rezoning request for two parcels along the Mason Street corridor to rezone from R-1 to B-1 to allow for business usage.
- o. Virtually attended a VAZO Check-in session via Zoom.

2. Items for Consideration: NONE.

Respectfully submitted,



Community Development Coordinator



Economic Development Staff Report June 2022

Business Recruitment, Retention and Relationships

- June business newsletter analytics:
 - 61 opens
 - Top links clicked:
 1. Dayton Business Directory
 2. Façade Enhancement Grant
- The July Business e-newsletter was sent out 7/7.
- The Town of Dayton partnered with the Town of Bridgewater to host the Small Town Merchant Program (STAMP) on June 28, a program facilitated by Marc Wilson at the Small Business Development Center. The program consisted of a workshop followed by individual sessions. The workshop was attended by one Dayton business.

Events

- Registration for arts & crafts AND food vendors at Dayton Days is now full. There are 5 vendors on the waitlist.
- Muddler registrations thus far: 262
 - Staff continues to seek sponsorship and promote registration.
 - Public works will begin setting out obstacles this month.
- The June 18th Summer Concert with Morgan Dean had a smaller crowd than previous concerts. This may have been because of other area events happening on the same day. There are 4 summer concerts remaining this year: July 16, Thieves of Burden; July 30, Fashionably Late; August 27, Josh Davidson; September 10, Kelly May Brown & Crystal Armentrout.

Marketing

- Appeal productions was in Town on June 18th to film for a new tourism/promotional video.

Social Media

- June Town of Dayton Facebook Analytics
 - Page Reach: 18.5k
 - Profile visits: 1,316
 - New Followers: 31
 - Top Posts
 1. Fort Harrison Colonial Trades Fair (6/14): 6.7k reach
 2. 35th Anniversary for Dayton Market and Mole Hill Bikes (6/10): 3.9k reach
 3. Colonial Trades Fair photos (6/18): 2.8k reach
- June Town of Dayton Police Department Facebook Analytics
 - Page reach: 1.4k
 - Profile visits: 169
 - New followers: 9
 - Top Posts
 1. Vote for Muddler T-shirts (6/9): 255 reach
- June Redbud Festival Facebook Analytics
 - Page reach: 1,079
 - Profile visits: 22
 - New followers: 5

- June Dayton Days Facebook Analytics
 - Page reach: 480
 - Profile visits: 64
 - New followers: 31
- June Muddler Facebook Analytics
 - Page reach: 2,316
 - Profile visits: 125
 - New followers: 8
 - Top Posts
 1. Last year's Muddler photos (6/1): 1.4k reach
 2. Vote for t-shirt color (6/9): 907 reach
 3. 2012 Muddler Video (6/20): 795

Other

- Wayfinding – The second set of VDOT forms was submitted on July 5. VDOT has 45 days to review and send back comments.
- In June, the Town was awarded \$5,000 to complete the initial portion of a Business District Revitalization Planning Grant through the Virginia Department of Housing and Community Development. Once the initial portion has been completed, the Town will be eligible to apply for additional planning grant funds. This grant is intended to identify opportunities to revitalize the downtown business district, including connectivity and pedestrian safety, as well as streetscape and face improvements.
- Attended Virginia Main Street Community Interchange (virtual) on June 16.

Items for consideration or discussion:

None.

Respectfully submitted,

Meggie Roche

