

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, December 12, 2022
6:00 PM**

AGENDA

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

2. Presentation of FY 2021/22 Financial Report/Audit by Megan Argenbright, CPA & Alexis Ryman with Brown, Edwards & Company, L.L.P.

3. Approval of Minutes for Regular Town Council Meeting of November 14, 2022

4. Action Items*
 - a. Appointment Action for Town Council Vacancy
 - b. Rezoning Proposal of a 3.19-acre portion of Tax Map Number 123-(A)-L9(A) from R-1 to R-2—Application withdrawn by applicant

5. Public Comment

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

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

*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.

8. Unfinished Business
9. New Business
10. Closed Session
11. 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. The Livestream will not be available during the closed session.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86805717378?pwd=b3F5UXN4ZHF6cjFRYmhud0NKMTk0Zz09>

Meeting ID: 868 0571 7378

Passcode: 359548

Dial in: 1-301-715-8592

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
JOINT PUBLIC HEARING WITH PLANNING COMMISSION
COUNCIL CHAMBERS, DAYTON TOWN HALL
November 14, 2022**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Heidi Hoover, and Emily Estes. Pursuant to Virginia State Code 2.2-3708.2 and the Town's Resolution authorizing electronic participation in Town meetings, Robert Seward joined remotely via Zoom from Montreal, Quebec, due to work travel and Robert Wolz joined remotely via Zoom from outside Mountain Home, Arkansas, due to work travel. Susan Mathias arrived at 6:15 p.m.

COUNCIL MEMBERS ABSENT: None.

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

PLANNING COMMISSION MEMBERS ABSENT: Colton Shifflett.

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

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:02 p.m., welcomed guests both in person and those joining remotely as the meeting is also available for live-stream viewing via Zoom. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. Town Clerk Hall called the roll for the Planning Commission and the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance. Mayor Jackson then spoke about the tragic events on the UVA campus.

JOINT PUBLIC HEARING: Mayor Jackson opened the Joint Public Hearing with Town Council and Planning Commission at 6:08 p.m. He stated that this Hearing is to hear public comments regarding a proposed rezoning of a 3.19-acre portion of Tax Map Number 123-(A)-L9(A) from R-1 to R2. The remaining 7.304 acres would remain zoned as R-1. There are two adjoining parcels of land that are zoned R-1 that would combine for 30+ acres altogether. Because the properties are already zoned R-1, the developer can build single family homes in accordance with the Town's Code of Ordinances. Mayor Jackson reminded everyone that we will only be discussing the 3.19 acres and not the entire project. He then welcomed Mr. Ed Blackwell and Mr. Brian Kinzie with Blackwell Engineering along with Mr. Brian Sullivan of Hope Builders to present the rezoning request to Council and the Planning Commission.

Ed Blackwell addressed the Council and the Commission and presented the rezoning request and answered questions about the proposed project. He added that a fourth item had been proffered for this project to specify that the rezoned acreage will be used for single family housing on eight duplex lots with no more than a total of 16 units. After Mr. Blackwell's presentation, Mayor Jackson opened the floor to hear public comments regarding this proposal.

Jeff Daly, Town resident and former Council Member, spoke on the history on the lot at the time that it was annexed into the Town. He stated that at that time, the idea for the R-1 zoning was to create a “55 and older” community. A community of this type would have less traffic impact, a lower density population, and more limits on household size as these homes are consistently a maximum of two people. He stressed the adverse impact that rezoning would have on the traffic in the area. He further expressed concern that if Council grants this small parcel rezoning request, that action would create an opportunity for a larger scale rezoning of the surrounding lots. He finalized his statement against the rezoning by stating that there is no benefit to the Town to rezone this property. He emphasized that R-2 zoning does not fit with Dayton’s motto of “smalltown, hometown, downtown.”

Kelli Hanon, Town resident, spoke in agreement with Mr. Daly that this rezoning proposal does not add any benefit to the community, stressing that multi-family housing does not fit in Dayton.

Jim Paladino, Town resident, also spoke against the rezoning. He pointed out how many undeveloped lots there were in the South Breeze subdivision in 2017 and that at the slow rate of development, it would be a long time before VDOT will require a turn lane, thus raising a traffic concern. He also discussed the concern that changing from R-1, which allows only two unrelated people to cohabitate, to R-2, which allows up to four unrelated people to cohabitate, would create the possibility that the duplexes could be used for college rentals. He stated that this is a slippery slope and not the direction that Dayton wants to go in. He also stressed that the plat is not part of the rezoning plan and is not proffered, meaning that the developer could change the proposed plot plan when they submit the development plan. He read the list of three proffers offered by the developer. At this point, Manager Lawrence stated that a fourth proffer was submitted prior to the start of the public hearing that states: “The land to be rezoned will be used for single family housing on eight duplex lots with no more than 16 units total.” He ended by saying that the proposed rezoning is not what the Town needs.

Mitch Moore signed up to speak but declined.

Jeanne May, Town resident, advised that about a year ago she petitioned VDOT to ask if they would consider lowering the speed limit from the Town limits at Limestone Lane to 35 mph. VDOT responded that they would not be able to lower the speed limit in that area as the traffic study does not warrant a need for a speed reduction. She asked that Council keep that information in mind as they decide on the rezoning.

Terri & Harold Knicely, Town residents, submitted a written comment that was read aloud to the Council and the Commission by the Clerk. They stated that the rezoning would have a negative impact on the communities within the Town of Dayton, saying the increase in traffic would increase the risk of accidents. They stated that Dayton communities are among the most desirable places to live in Rockingham County and changing the rezoning to allow higher densities would decrease existing home values. They concluded by asking that the zoning be left as is and preserve the Town of Dayton as the beautiful, rural community that it is.

At the conclusion of the public comments, Mayor Jackson closed the Public Hearing at 6:40 p.m. The Planning Commission left the meeting.

APPROVAL OF MINUTES: Councilperson Dyjak made a motion to approve the minutes as written for the Regular Council Meeting of October 11, 2022; the motion was seconded by Councilperson Mathias and approved by a roll call vote of 7 to 0, with the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—ABSENT; JACKSON—AYE; ESTES—AYE.

ACTION ITEMS: Mayor Jackson stated that the only action item on the agenda is the approval of a budget amendment and asked Manager Lawrence to provide a staff report. Mayor Jackson asked for a motion to approve the budget adjustment for FY23 to include a transfer from reserves of \$33,680 and approve the expense as a Capital Item for the WTP. This is below the 1% threshold for a budget amendment. Councilperson Dyjak replied so move. The motion was seconded by Councilperson Hoover and passed by a roll call vote of 7 to 0, with the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—ABSENT; JACKSON—AYE; ESTES—AYE.

PUBLIC COMMENT: Mayor Jackson recognized Town resident Deb Crank as she was signed up to speak. Ms. Crank thanked the Town for sending out the special holiday edition of the Dayton Discovery and asked if there were any extra black and white copies that they be left at the Dayton Market and the Mini-Mart for residents who do not receive a water bill to pick up. She stated that the Market was looking for carolers to sing at their Christmas event on December 10th. She asked that Council please consider reinstating Councilperson Estes's committee privileges when they make their committee assignments for 2023. Mr. Bradfield asked to be recognized to speak but because he was not signed up to do so, Mayor Jackson did not allow it, so a precedent is not set. He said Council will welcome Mr. Bradfield's comments at the December meeting.

MANAGER'S REPORT

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence stated that she had an additional item on her report for Council's consideration. She stated that the Police Department had a portable speed limit sign that was no longer utilized by the department and would not be cost effective to operate, and she is requesting Council approval to dispose of the sign. Mayor Jackson asked for a motion to dispose of the speed radar sign in public auction. Councilperson Mathias replied so moved. The motion was seconded by Councilperson Hoover and passed by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report and added some clarification on the carry-over budget items.

POLICE REPORT

Chief Justin Trout provided a written report. Manager Lawrence added that they had received a grant to hire a temporary accreditation manager to get that process finished, which will also require a budget amendment when the paperwork is finalized, probably in December. Councilperson Dyjak stated that the Chief and the Department had done a great job with the onboarding of Officer Earman and asked that he be introduced at a future Council meeting.

PUBLIC WORKS REPORT

Public Works Supervisor Adam Meek provided a written report. Mayor Jackson stated that the work being done on Rhodes Hill Drive, including paving and driveway repairs, were going well. Manager Lawrence provided an update on the Glofiber work in the Town stating that communication had not been the most effective but that the hope is for the project to be completed in December.

WATER DEPARTMENT REPORT

Water Plant Operator Jennifer Reppe provided a written report.

COMMUNITY DEVELOPMENT REPORT

Community Development Coordinator Christa Hall provided a written report.

ECONOMIC DEVELOPMENT REPORT

Economic Development Coordinator Meggie Roche provided a written report.

TOWN ATTORNEY REPORT

Attorney Jordan Bowman stated that he had no report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilperson Dyjak stated that the committee had met on November 1st and the next meeting will be on December 5th. He highlighted some of the upcoming holiday events going on around Town. He commented on how nice the recent Bicentennial event at the Silver Lake Mill was and how it reminds us of how great it is to live and work in Dayton. He thanked everyone for coming out for tonight's Public Hearing and invited everyone to attend the Planning Commission meeting on Thursday for the follow up to the rezoning request and discussion of the Comprehensive Plan. An audience member spoke up to ask that consideration also be given to the safety of children walking to and from school at the new proposed development of Mason Street. Manager Lawrence added that the Town is conducting a Shop Local promotion and will hold a drawing from local shopper entries for prizes.

FINANCE COMMITTEE REPORT

Councilperson Dyjak stated that since the budget adjustment was discussed, he had no report.

INFRASTRUCTURE COMMITTEE REPORT

Councilperson Seward stated that the committee had not met, and he had no report.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilperson Seward stated that the committee had not met and there was no report.

PERSONNEL COMMITTEE REPORT

Councilperson Mathias stated that the committee met to review and begin the process for the annual performance review of the Town Manager. They met a second time to begin to organize their findings and to receive individual feedback.

POLICE COMMITTEE REPORT

Councilperson Hoover stated that the committee met. She wanted to congratulate Chief Trout for being fully staffed again but had nothing else to report at this time.

MAYOR AND COUNCIL REPORT

Mayor Jackson stated that he had already shared his comments and asked Council if anyone else had any comments, hearing none.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

Mayor Jackson stated that the Council needed to go into closed session and since they have members attending via Zoom, they would remain in Council Chambers and asked that anyone not participating in the closed session to please step out. The livestream meeting was concluded as the Council did not anticipate any additional business to be conducted upon their return to open session. Councilperson Dyjak made a motion to convene into closed session in accordance with Section 2.2-3711(A)(1) of the Virginia State Code for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town. The subject matter of the closed session is the annual performance review of a specific employee or employees of the Town. The motion was

seconded by Councilperson Mathias and passed unanimously. The Council recessed the open meeting at 7:15 p.m. Councilperson Hoover exited the meeting due to illness and did not go into closed session

OPEN SESSION

The open session reconvened at 8:10 p.m.

CERTIFICATION

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

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 8:11 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Christa Hall, Clerk of Council

ATTACHMENT TO DTC 11.14.22 REGULAR MEETING MINUTES

Town Manager

Staff Report

October 2022

Personnel

- 1) Nothing to report.

Special Projects

- 1) Water Plant Upgrade:
 - a) Construction is on schedule and going well.
 - b) The project is still within budget. Change orders to date: \$79,382.67. We may have an additional change order, but it has not been received yet. It will still be within budget.
 - i) CO #1: Block change \$18,054
 - ii) CO #2: Depth of raw water line \$24,340.46
 - iii) CO #3: Raw water vault change \$36,988.21
 - c) Staff participated in the WTP monthly progress meeting with the engineer and contractor.
 - d) Equipment was delivered in October and is properly stored. Final installation and training are scheduled for mid-late January (3 weeks).

Other

- 1) I attended the VML Annual Conference.
- 2) I participated in ICMA webinar, Alternatives to Silos: Leadership at Every Level.
- 3) I participated in VRSA webinar: HR Investigations.
- 4) I was notified that the grant submitted for PW and PD vehicles will not be available until January 2023. I will keep you posted.
- 5) I attended the ribbon cutting for a new café, Harvest Table.
- 6) I initiated a centralized filing system that will take several months to complete but will greatly enhance our access to information.
- 7) I continue to assist with the Comprehensive Plan Update.
- 8) I attended the County Comprehensive Plan public workshop at TA and will attend another related to towns in November.
- 9) Staff met with the Internship Supervisor regarding Chris's internship.
- 10) I attended a pre-application meeting at the County for a potential re-zoning.
- 11) I attended a brief portion of the bonfire.
- 12) I continue to serve on the MPO and am now Chair of the HRRSA board.

Items for Discussion and/or Consideration

- 1) Budget Adjustment – see action item
- 2) Disposal of equipment – police speed trailer.

FY 23 Budgeted Capital Projects Status

Project	Status	Comments
WS01 WTP Upgrade	Underway. On schedule.	
WS02 Water/Sewer Line Repair/Replacement	Obtaining bids for Main Street water line replacement (2 blocks)	
WS04 Water Line Extension	Received proposed agreement from City. Under review by Town staff and attorney.	
WS06 Generator	Ordered	Significant price increase. Will be overbudget. Will move from other Capital Project.
WS07 W/S Service Truck	Truck delivered 8/3/22	
BP02 Greenway	Undetermined currently	
BP06 Sidewalks	Sidewalk on College from Mill to King is complete. Next phase will be Main to Mill.	
PF01 Parks	Saving for future needs.	
PW01 PW Service Truck	Applied for grant.	Grant funding not available until January. We will hear then.
ECD01 Downtown Revitalization	Planning grant underway. Interim report complete and submitted.	
ECD02 Wayfinding Signage	Final engineering report was submitted. Once approved by VDOT, will go to bid for fabrication and installation.	
PD01 Police Vehicle	Applied for grant.	Grant funding not available until January. We will hear then.

Respectfully submitted,

Angela A. Lawrence

Appointment to Fill Town Council Vacancy

Discussion:

- Heidi Hoover resigned from Council effective November 26, 2022.
- Council may appoint an interim member to fill Ms. Hoover's resignation. They have 45 days within which to do so.
- The interim would serve until December 31, 2023.
- The Mayor has communicated with Robert (Bob) Wolz who has expressed interest and availability in continuing to serve as councilperson until the next election. Because he is currently serving through December, his appointment to fill the vacancy would begin January 1, 2023.
- The Town Attorney will petition the Circuit Court for a special election to occur in November of 2023. The person elected at the special election will serve from January 1, 2024 until December 31, 2024.
- The Clerk of Court will be present at the January Council meeting to swear in all recently elected and appointed officials.

Recommended Action:

Move to appoint Robert A. Wolz to the Dayton Town Council, effective January 1, 2023, to fill the vacancy created by Heidi Hoover's resignation, for a term to continue until December 31, 2023, or until a successor is elected and qualified.

Rezoning Application – Dayton Crossing: Mason Street-South

- A Public Hearing was held to hear citizen input on the rezoning application on November 14, 2022.
- Five people spoke in opposition of granting the rezoning request.
- At their November 17th meeting, Planning Commission discussed the matter and staff recommended that the request be denied. Planning Commission voted unanimously to recommend to Council that the request be denied at the regular December Council meeting finding that the proposed rezoning is not consistent with public necessity, convenience, general welfare, and good zoning practices, and particularly considering the effect of the proposed rezoning on traffic congestion and related safety concerns.
- Blackwell Engineering submitted a request to withdraw their rezoning application to the Town on November 23rd.

Staff Recommendation/Action:

No further action is necessary as the application has been withdrawn.



Blackwell Engineering, PLC

566 East Market St. - Harrisonburg, Virginia 22801 - (540) 432-9555 - www.BlackwellEngineering.com

November 23, 2022

Christa Hall
Community Development Coordinator
Town of Dayton
125-B Eastview Street
Dayton, VA 22821

SUBJECT: Request for Withdrawal of Dayton Crossing Rezoning

Dear Ms. Hall,

On behalf of Hope Community Builders, we would like to formally request the withdrawal of the rezoning application for Dayton Crossing. The applicant is exploring other options and does not wish for the property to be considered for rezoning at this time.

Cordially,

Edmond H. Blackwell, P.E.
Civil Engineer

Personnel

- 1) Congratulations to Christa Hall for her completion of the Certified Municipal Clerk (CMC) Program offered by the International Institute of Municipal Clerks (IIMC) and her CMC designation!

Special Projects

- 1) Water Plant Upgrade:
 - a) Construction is on schedule and going well.
 - b) The project is still within budget. Change orders to date: \$79,382.67. We may have an additional change order, but it has not been received yet. It will still be within budget.
 - i) CO #1: Block change \$18,054
 - ii) CO #2: Depth of raw water line \$24,340.46
 - iii) CO #3: Raw water vault change \$36,988.21
 - c) Staff participated in the WTP monthly progress meeting with the engineer and contractor.
 - d) Installation and training are scheduled for mid-late January (3 weeks).
- 2) GloFiber started work in the Town. They are to post door hangers on doors prior to doing work in any given area. They are to post the door hangers when they file a Miss Utility so that people know why utilities are being marked in their yard. The door hanger has direct contact information. I met with the new project manager recently.

Other

- 1) I am chair of the HRRSA policy board which meets mostly monthly.
- 2) I attended the County's Comprehensive Plan Roundtable for Town officials.
- 3) I attended Planning Commission.
- 4) I continue to serve as VLGMA Winter Conference co-chair.
- 5) The office was closed for state holidays on: 11/8, 11/11, 11/23 (half day), 11/24-25.

Items for Discussion and/or Consideration

None

FY 23 Budgeted Capital Projects Status

Project	Status	Comments
WS01 WTP Upgrade	Underway. On schedule.	
WS02 Water/Sewer Line Repair/Replacement	Obtaining bids for Main Street water line replacement (2 blocks)	
WS04 Water Line Extension	Received proposed agreement from City. Under review by Town staff and attorney.	
WS06 Generator	Ordered	Significant price increase. Will be overbudget. Will move from other Capital Project.
WS07 W/S Service Truck	Truck delivered 8/3/22	
BP02 Greenway	Undetermined currently	
BP06 Sidewalks	Sidewalk on College from Mill to King is complete. Next phase will be Main to Mill.	Phase II (Main to Mill) to be completed early spring.
PF01 Parks	Saving for future needs.	
PW01 PW Service Truck	Applied for grant.	Grant funding not available until January. We will hear then.
ECD01 Downtown Revitalization	Planning grant underway. Interim report complete and submitted.	
ECD02 Wayfinding Signage	Final engineering report was submitted. Once approved by VDOT, will go to bid for fabrication and installation.	
PD01 Police Vehicle	Applied for grant.	Grant funding not available until January. We will hear then.

Respectfully submitted,

Angela A. Lawrence

Staff Report

Treasurer's Office

November 2022

Personnel:

Activity:

- Staff mailed 15 cut-off notices for unpaid water service. Service interruption is scheduled for December 20, 2022.
- Annual audit report to Council is tentatively rescheduled for December 12 at the regularly scheduled meeting.
- Real Estate tax bills were mailed and are due December 5, 2022 and as of November 30, approximately 100% of the budgeted amount had been received.
- Vehicle license fees were mailed and are due December 5, 2022 as well and as of November 30, approximately 92% of the budgeted amount had been received.

Items for consideration:

None

Respectfully submitted,

Susan Smith

Town of Dayton
 Budget v. Actual Report
 FY23 PERIOD ENDING 11/30/2022

<u>REVENUES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Rcvd</u>
<u>General Fund</u>					
Property Taxes	\$ 166,500	\$ 166,129	\$ 166,158	\$ 342	100%
Other Local Taxes	\$ 435,450	\$ 65,628	\$ 204,683	\$ 230,767	47%
Permits, Privilege Fees & Licenses	\$ 500	\$ 20	\$ 776	\$ (276)	155%
Fines & Forfeitures	\$ 43,000	\$ 3,339	\$ 14,186	\$ 28,814	33%
Rev. from use of money & prop.	\$ 2,500	\$ -	\$ 265	\$ 2,235	11%
Charges for services	\$ 160,000	\$ 13,450	\$ 53,565	\$ 106,435	33%
Other	\$ 120,500	\$ 385	\$ 901,957	\$ (781,457)	749%
State & Federal Funding	\$ 134,200	\$ 39,490	\$ 101,726	\$ 32,474	76%
Transfer from Water & Sewer	\$ 1,078,050	\$ -	\$ -	\$ 1,078,050	0%
TOTAL GF REVENUES	\$ 2,140,700	\$ 288,441	\$ 1,443,316	\$ 697,384	67%
<u>General Capital Fund</u>					
Transfer from Water & Sewer	\$ 112,208	\$ -	\$ -	\$ 112,208	0%
Transfer from Reserves	\$ 126,472	\$ -	\$ -	\$ 126,472	0%
	\$ 238,680	\$ -	\$ -	\$ 238,680	0%
<u>Water & Sewer Capital Fund</u>					
Transfer from Water & Sewer Fund	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
<u>Water & Sewer Fund</u>					
Charges for service	\$ 3,625,000	\$ 347,511	\$ 1,306,303	\$ 2,318,697	36%
W&S Conn fees	\$ 30,000	\$ -	\$ 11,525	\$ 18,475	38%
Interest	\$ 10,000	\$ 261	\$ 5,414	\$ 4,586	54%
Misc.	\$ 2,500	\$ -	\$ 4,870	\$ (2,370)	195%
TOTAL W&S REVENUES	\$ 3,667,500	\$ 347,772	\$ 1,328,112	\$ 2,339,388	36%
	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	
TOTAL REVENUES	\$ 6,096,880	\$ 636,213	\$ 2,771,428	\$ 3,325,452	45%

<u>EXPENDITURES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Used</u>
General Government	\$ 591,550	\$ 44,054	\$ 244,440	\$ 347,110	41%
Public Safety	\$ 705,000	\$ 52,450	\$ 299,923	\$ 405,077	43%
Public Works	\$ 491,100	\$ 30,024	\$ 200,030	\$ 291,070	41%
Parks, Rec & Culture	\$ 171,750	\$ 22,858	\$ 75,971	\$ 95,779	44%
Community Development	\$ 181,300	\$ 13,397	\$ 73,952	\$ 107,348	41%
TOTAL GF EXPENDITURES	\$ 2,140,700	\$ 162,783	\$ 894,316	\$ 1,246,384	42%
<u>Capital Projects</u>					
PD Equipment	\$ 50,000	\$ -	\$ 5,852	\$ 44,148	12%
Sign Program	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Sidewalks	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Land Acquisition & Amenities	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
PW Service Truck	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
WTP Equipment	\$ 33,680	\$ -	\$ -	\$ 33,680	0%
Generator	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
TOTAL CAPITAL PROJECTS	\$ 288,680	\$ -	\$ 5,852	\$ 282,828	2%
Operating	\$ 578,500	\$ 36,168	\$ 293,272	\$ 285,228	51%
HRRSA	\$ 1,823,742	\$ 144,440	\$ 726,243	\$ 1,097,499	40%
Water Fund Contingency	\$ 25,000	\$ -	\$ 9,360	\$ 15,640	37%
TOTAL W&S EXPENDITURES	\$ 2,427,242	\$ 180,608	\$ 1,028,875	\$ 1,398,367	42%
Transfer to General	\$ 1,078,050				
Transfer to Capital-Water & Sewer	\$ 162,208	\$ -	\$ -	\$ 162,208	0%
TOTAL CAPITAL TRANSFER	\$ 1,240,258	\$ -	\$ -	\$ 162,208	0%
	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	
TOTAL EXPENDITURES	\$ 6,096,880	\$ 343,391	\$ 1,923,191	\$ 4,173,689	32%
NET TOTAL	\$ -	\$ 292,822	\$ 848,237		

Budget vs Actual

Town of Dayton
Period Ending 11/30/2022
15 & 25 Carry-Over Capital Projects

Description	Balance @ 6/30	Mnth	YTD	Variance	Prcnt Used
15-4910-802 Equipment PD	\$ 5,331	\$ -	\$ 5,331	\$ -	100%
15-4910-810 Greenway Project	\$ 4,438	\$ -	\$ -	\$ 4,438	0%
15-4910-820 King Street Extension Path	\$ 25,649	\$ -	\$ -	\$ 25,649	0%
15-4910-840 Sign Program	\$ 75,894	\$ -	\$ 1,375	\$ 74,519	2%
15-4910-850 Sidewalks	\$ 30,000	\$ 5,383	\$ 21,993	\$ 8,007	73%
15-4910-860 Land Acquisition & Amenities	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
25-4910-802 Water Line Extension	\$ 65,000	\$ -	\$ -	\$ 65,000	0%
25-4910-840 Water Plant Upgrade	\$ 2,005,167	\$ 161,405	\$ 1,284,451	\$ 720,716	64%
25-4910-850 Water/Sewer Line Replacement	\$ 140,446	\$ 5,750	\$ 13,871	\$ 126,575	10%
25-4910-865 Service Truck	\$ 45,000	\$ -	\$ 49,492	\$ (4,492)	110%

Police Department Staff Report November 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 Cacciapaglia was tasked with and completed drawing in CAD, high crash intersections in town to reduce time on crash calls for service.

B. Training

- All officers completed Winter RPTG Training instructed by Chief Trout.
- Lt. Hooker and Officer Roadcap completed rifle armors course.

2. Activity Report November 2022

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
573	567	1	0	5	103

3. Project Updates

- The grant application for accreditation was approved. \$53,922.77 was awarded to the police department with no match required. The grant period started September 2022, but administration was delayed by the COPS. Accreditation allows for an outside source to ensure department compliance with polices, procedures, and state laws. The goal is to have a part-time temporary person in place by mid-January.
- USDA grant is pending.

4. Upcoming Events

- None.

5. Items for Consideration

- None.

Respectfully submitted



Justin Trout



Public Works Staff Report November 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. Report:

- Finished up leaf collection for the year.
- Fixed water leak at 153 Rhodes Hill Dr.
- Glo Fiber has begun boring pipe in the ground in the newer parts of Town. The boring process should be complete in late December.
- 30 Miss Utilities this month.
- Closed the park bathrooms for the winter.

Items for Consideration:
None

Respectfully submitted,

Adam Meek



Water Department Staff Report
November 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 44.504 million gallons of water in the month of November.
- Purchased 1,625,000 gallons from Rockingham County. This is a result of the rain and needing to perform a lot of CIPs and run our filters lower than normal to keep the TMPs from jumping.
- Filters needed several washes after a lot of rain over a short period of time and a long dry spell.
- Made a new CIP solution.
- Assisted with leaf collection.
- Planted pansies.
- Sent approved contract to Sydnor for pump 3 replacement; waiting to hear on lead times.
- SLM put up all conduits and ran wire for the VFD for pump #2. Waiting to hear from Sam for programming.
- New yellow registers were ordered.
- WTP progress meeting was November 29; Plant is projected to be running end of January, 2in tap was made (plumber is in possession of meter), outside tanks were leak tested and Waco started to fill in around them, Waco is starting to put together the racks for the filters. Looks like in two weeks they'll be ready to make the tie in to our water line, so we will need to pull for a full day from the county.

III. Items for Consideration: None.

Respectfully submitted,
Jennifer Reppe



**Community Development Staff Report
November 2022**

1. Planning and Zoning

- a. One new Zoning Permit was issued.
- b. No Certificates of Occupancy were issued.
- c. No Chicken Keeping Applications were approved.
- d. No Short-Term Rental Permits were requested.
- e. No Home Occupations Permits were approved.
- f. The TAC meeting for November was cancelled as there were no new items to discuss.
- g. A Joint Public Hearing with Council and the Planning Commission was held on November 14th to hear public comment regarding a proposed rezoning request for a portion of a parcel on Mason Street from R-1 to R-2. Five citizens spoke in opposition of the rezoning. The Planning Commission met on November 17th to discuss the application for rezoning and voted unanimously to recommend to Council that the request be denied at the December Council meeting. However, on November 23rd, the rezoning request was officially withdrawn. This will remain as an action item on the December 12th Town Council Meeting Agenda. At that time, staff will provide a report that the matter may be dismissed as the request was withdrawn. A preliminary plot plan is expected to be submitted in the coming months.
- h. The Planning Commission approved the draft Transportation Chapter to be submitted to VDOT for their review. The CSPDC submitted the Transportation Chapter and the Land Use Chapter of the Comprehensive Plan to VDOT for their approval on November 21st.

2. Items for Consideration: NONE.

Respectfully submitted,



Community Development Coordinator

Economic Development Staff Report

November 2022

Business Recruitment, Retention and Relationships

- November business newsletter analytics:
 - 53 opens
 - Top links clicked:
 1. Nextdoor Business - Small Business Resources
 2. Shop Local Holiday Giveaway Sign Up
 3. Dayton Business Directory
- The December newsletter will be sent out the first full week in December.
- Downtown Revitalization Grant – Initial submission is still under DHCD review.
- Shop Local Holiday Giveaway – Thank you to all the businesses that signed up to participate! There are 30 participating businesses. As a reminder, customers who purchase items from participating Dayton retailers are offered the chance to enter the giveaway. We will be randomly picking 2 winners who will receive four Massanutten Combo Passes each on December 21.

Events

- Christmas Parade as of 12/7 – The Christmas Parade is scheduled for December 9 at 6:00 pm, to be immediately followed by the Tree Lighting Ceremony and Santa’s Workshop at Dove Park. There are 27 entries, not including Town vehicles or the Turner Ashby Marching Band. Students from band & choir at Wilbur Pence Middle School will be leading the Christmas carols at the Tree Lighting Ceremony. Staff is monitoring the weather situation carefully for Friday evening.
- The map for the Holiday Decorating Contest has been published on the Town website and social media. There were 15 entries this year. Judging will take place on December 15.
- Registration for the 2023 Redbud Arts & Crafts Festival and the 2023 Dayton Days Autumn Celebration will open on January 3, 2023.

Marketing

- The longer version of the new tourism/promotional video can be found on the Town website on the Discover Dayton page. Staff plans to begin a social media marketing campaign utilizing the videos in January after all the shop local promotions and other holiday items have wrapped up.

Social Media

- November Town of Dayton Facebook Analytics
 - Page Reach: 12.8k
 - Profile visits: 1.8k
 - New Followers: 17
 - Top Posts
 1. Christmas Parade Applications (11/15): 4.2k reach
 2. Shop Local Holiday Giveaway (11/18): 3.2k reach
 3. Fort Harrison seeking volunteers (11/21): 2.9k reach

- November Town of Dayton Police Department Facebook Analytics
 - Page reach: 3.7k
 - Profile visits: 185
 - New followers: 7
 - Top Posts
 1. Be on the lookout for Officer Clause (11/22): 1.9k reach
 2. Officer Clause at Rustic Oracle (11/25): 1.3k reach
 3. Officer Clause at Harvest Table (11/28): 1k reach

- November Redbud Festival Facebook Analytics
 - Page reach: 256
 - Profile visits: 18
 - New followers: 1

- November Dayton Days Facebook Analytics
 - Page reach: 3.4k
 - Profile visits: 102
 - New followers: 21

- November Muddler Facebook Analytics
 - Page reach: 278
 - Profile visits: 5
 - New followers: 1

Other

- Wayfinding – The final Construction Intent Document was submitted to VDOT on November 29, and VDOT has begun the review process.
- Town ornaments are available for purchase at Town Hall, Rocktown History, and Zola’s. \$10 each. This year’s design is Dove Park at Christmas time.

Items for consideration or discussion:

- Approval of updated Festival Vendor Rules & Regulations, new Festival Rules & Space Agreement for Businesses, and festival applications.

Respectfully submitted,

Meggie Roche





Town of Dayton Festival Vendor Rules & Regulations

Official Festival Dates and Times

Redbud Spring Arts & Crafts Festival: The annual Redbud Arts & Crafts Festival will be held each year on the Saturday immediately following Easter. Festival hours will be 10:00 am – 4:00 pm. In the case of inclement weather, the festival may be postponed to the following Saturday. No refunds will be given if you cannot attend the rain date. (See the Cancellations & Refund Section for more information.)

Dayton Days Autumn Celebration: The annual Dayton Days Autumn Celebration will be held each year on the first Saturday in October. Festival hours will be 8:30 am – 4:00 pm. In the case of inclement weather, the festival may be postponed to the following Saturday. No refunds will be given if you cannot attend the rain date. (See the Cancellations & Refund Section for more information.)

Vendor Guidelines

- **Arts & Crafts Vendors:** Only handmade/homemade arts and crafts products made by the applicant will be accepted (no yard sale or commercially distributed items allowed). Reselling merchandise made by someone else is strictly prohibited. In addition, any business associated with a franchise is prohibited.
- **Food and Beverage Vendors:** All food and beverage vendors, including those providing samples, must have one of the following permits from the Virginia Dept. of Health:
 - Vendors with a current Food Establishment permit must post a copy at their booth.
 - Mobile Units (food trucks and trailers) should have a Food Establishment sticker posted at their service window.
 - Food and Beverage vendors with a current Temporary Food Establishment (TFE) Permit must post the permit at their booth.
 - Food and Beverage vendors who do not have a current TFE Permit must apply for a permit at least 2 weeks before the event by submitting it to the Harrisonburg-Rockingham Health Department's Environmental Health Office (110 N. Mason, Harrisonburg, at back left of building down the half flight of brick stairs). The TFE application can be found at:
<https://www.vdh.virginia.gov/content/uploads/sites/20/2017/02/Temporary-Food-Establishment-Application-1.pdf>
 - For additional questions please contact Charles Shifflett at 540-574-5254 or Charles.Shifflett@vdh.virginia.gov
- **Entertainment Vendors:** The Town of Dayton seeks to provide family friendly entertainment at Town festivals such as music, interactive activities, and educational experiences. If you are an entertainment provider interested in Town festivals, please contact our office at events@daytonva.us or (540)879-2241.
- **Non-profit Vendors:** Non-profit vendors must meet the same requirements as all other vendors. Non-profits will receive a 50% discount on registration fees.

- **Dayton Businesses:** Dayton businesses that are not located along the festival route can apply as a vendor at the normal rate. These businesses are required to sell only handmade/homemade products but are permitted to resell merchandise made by someone else provided those items are something that would typically be found in their store. Dayton businesses located along the festival route should see the Festival Rules & Space Agreement for Businesses form for more information.
- The Town of Dayton reserves the right to reject any vendor at any time.

Application Guidelines

- Application Cost:
 - **Redbud Arts & Crafts Festival: \$85 for a 15'x10' space, \$135 for a 30'x10' space**
 - **Dayton Days Autumn Celebration: \$175 for a 15' x 10' space, \$275 for a 30' x 10' space**
- Applications will open for both festivals the first week in January. Returning vendor applications will be reviewed first, and new vendor applications will be reviewed after February 1st.
- An email notification will be sent to all previous vendors notifying them when applications open. The announcement will also be posted on the respective festival's social media pages, and the Town website.
- If you are a new vendor and would like to be notified when festival applications open, please email events@daytonva.us to be added to the list.
- All arts & crafts vendors must submit at least three current photos of their work. Applications without photos will not be accepted.
- Food vendors do not need to submit photos but do need to list their menu items.
- All applications must be paid in full at time of completion. Vendors will be notified of their application status within two weeks of submittal. If an application is deemed unacceptable by the Town, a full refund will be issued.
- Once the festival reaches capacity, a waitlist will be opened up. Applicants on the waitlist must still pay the full application fee, and that fee will hold their spot on the wait list. If a spot does not open up, the vendor will receive a full refund after the festival.

Space Assignments

- Returning vendors will be given priority when assigning spaces. The Town will make every effort possible to accommodate the space preference of returning vendors but cannot guarantee the requested space.
- There are a very limited number of spaces available with access to public water and/or electricity. These spaces will be given out on a first come, first served basis, and will require an extra \$20 service fee. If interested, please inquire about the availability before completing the application by emailing events@daytonva.us or calling the Town at (540)879-2241.
- All generators must have prior approval due to a limited number of spaces where generators can be located.
- Vendors will be notified of their space assignment at least three weeks prior to the event, if not sooner.
- Vendors must set-up within their allotted space only. (10'x15' or 10'x30')

Vehicle Requirements

- There is a limit of two vehicles per vendor allowed during set up and take down. All vehicles will be given a tag at vendor check-in that must be displayed in order to re-enter the festival area at the end of the day.
- No vehicles will be allowed to park in or behind vendor spaces unless approved by the Event Coordinator in advance.
- If you will be using a trailer in the display, you are required to have a 30' x 10' space to be sure you have adequate space to allow for hitches, doors, window openings, etc. If you did not indicate on your

application form that you are having a trailer but later decide to have one, it is extremely important that you let us know before the spaces are marked as they need to be set up in advance and must be in the correct size space.

- Vehicles larger than normal sized cars or pickup trucks will not be allowed to enter the festival area unless authorized in advance. In the past, we have experienced difficulties with oversized vehicles causing traffic congestion while parked to unload or making turns.

Vendor Set up & Clean Up

Redbud Spring Arts & Crafts Festival

- All vendors will enter from Mason Street (Rt 257) at the intersection with Main Street and wait in the traffic line-up for vendor check-in. Huffman Drive will be closed to through traffic after 5:00 a.m. Vendors with “even” numbered lots will set up from 6:00 - 7:30 a.m., and “odd” numbers will set up 7:30 - 9:00 a.m. All vendors should be set up no later than 9:30 a.m. and must remain set up until 4:00 p.m. Leaving your space before the festival is over is strictly prohibited. Vendors must wait for the police to re-open the road before entering back into the festival area. Vendors who attempt to re-enter the festival area prior to the police reopening the road will be ticketed.

Dayton Days Autumn Celebration

- All vendors will enter from Mason Street (Rt 257) at the intersection with Main Street and wait in the traffic line-up for vendor check-in. Huffman Drive will be closed to through traffic after 4:00 a.m. Vendors with “even” numbered lots will set up from 5:00 - 6:30 a.m., and “odd” numbers will set up 6:30 - 7:45 a.m. All vendors should be set up no later than 8:00 a.m. and must remain set up until 4:00 p.m. Leaving your space before the festival is over is strictly prohibited. Vendors must wait for the police to re-open the road before entering back into the festival area. Vendors who attempt to re-enter the festival area prior to the police reopening the road will be ticketed.

CANCELLATIONS AND REFUNDS

- After a vendor has been accepted into the festival, they may choose to cancel their registration and receive a refund minus a \$50 service fee up until 14 days prior to the festival. If a vendor chooses to cancel within 7 days of the festival, no refund will be given.
- If a vendor on the waitlist decides to cancel their registration before being accepted into the festival, a full refund will be given.
- In the case of severe weather forecasts, the festival may be postponed to the following Saturday. If you are not able to attend on the severe weather date there will be no refunds; however, if the second date is also cancelled by the Town of Dayton due to severe weather, registration fees less a \$50.00 service charge will be refunded.

Other

- Email is the primary form of communication to distribute information to vendors. If you do not have an email address, please provide a reliable phone number and complete address on your application.
- All of us are guests of the residents of the Town of Dayton and everyone’s courteous cooperation is expected throughout the event. If at any time any unfavorable behavior or parking violation is exhibited, you will be escorted from the event and your name permanently removed from our mailing list.
- Vendors are expected to maintain a clean and organized booth at all times and must always have an attendant present.
- Dayton businesses along the festival route are allowed to set up a display outside and sell merchandise as an extension of their current business only. Businesses on the same side as vendors will be offered the spaces closest to their storefront only. These businesses will be sent a form to fill out prior to each festival

which must be returned at least 4 weeks before the festival date to claim their space. Business on the opposite side from vendors will be allowed to set up a display outside and sell merchandise on their property only, and may not block the sidewalk or set up in the road.

- Pets are heavily discouraged from attending the event due to the large crowd. If you do choose to bring your pet, it must be kept on a leash at all times and any pet waste must be cleaned up.

DRAFT



Town of Dayton Festivals Rules & Space Agreement for Businesses on the Festival Route

This form must be submitted 4 weeks prior to each festival to participate. If a form is not submitted in time, you will risk losing your space.

Section I: Rules

The Town of Dayton hosts two annual arts & crafts festivals, the Redbud Spring Arts & Crafts Festival, and the Dayton Days Autumn Celebration. Both festivals take place in Downtown Dayton and are intended to attract guests with hopes of creating return visitors that will shop and dine at local shops and restaurants. This set of rules applies to both festivals:

Businesses located directly along the festival route are encouraged to participate. (Please see the maps on page 2 to determine if your business is on the festival route.) Businesses along the festival route will be given the space(s) closest to their storefront at no cost and may set up in the space as an extension of their current business only. Selling your space or inviting outside vendors to set up in the space given to you is strictly prohibited. All items for sale in the space must be sold through the current business. Businesses that are not located along the festival route, but would still like a space, should review the [Town Festival Vendor Rules & Regulations](#) and apply as a vendor.

Official Festival Dates and Times

Redbud Spring Arts & Crafts Festival: The annual Redbud Arts & Crafts Festival will be held each year on the Saturday immediately following Easter. Festival hours will be 10:00 am – 4:00 pm. In the case of inclement weather, the festival may be postponed to the following Saturday. Businesses must be set up in their space by 10:00 am and remain set up until 4:00 pm.

Dayton Days Autumn Celebration: The annual Dayton Days Autumn Celebration will be held each year on the first Saturday in October. Festival hours will be 8:30 am – 4:00 pm. In the case of inclement weather, the festival may be postponed to the following Saturday. Businesses must be set up in their space by 8:30 am and remain set up until 4:00 pm.

Section II: Festival Space Assignments

To be completed by Town staff.

Business Name: _____ Owner's Name: _____

Business Address: _____

Year & Festival: _____

Space Assignment: _____

Section III: Business Agreement

To be completed by the business.

Please provide a brief description of what you will be setting up in your space:

By signing this agreement, I acknowledge that I will set up in the space(s) provided to me by the Town and that I will follow all rules outlined in this agreement.

(Business Owner - Print)

(Business Owner - Signature)

(Date)

Festival Maps

Redbud Spring Arts & Crafts Festival

Festival Route:

-College Street (spaces 301-399) from Main Street to Bowman Road, vendors set up on the west side of the street.

-Mill Street (spaces 202 - 217) from Main Street to College Street, vendors set up on the north side of the street on the half closest to Main Street, and on the south side of the street on the half closest to College Street.



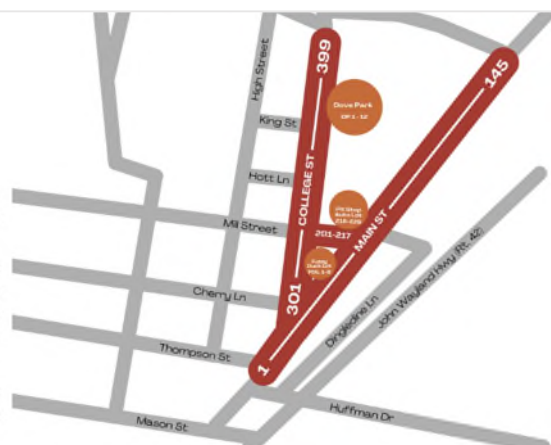
Dayton Days Autumn Celebration

Festival Route:

-Main Street (spaces 1 - 145) from Huffman Drive to Eberly Road, vendors set up on the east side of the street.

-Mill Street (spaces 202 - 217) from Main Street to College Street, vendors set up on the north side of the street on the half closest to Main Street, and on the south side of the street on the half closest to College Street.

-College Street (spaces 301-399) from Main Street to Bowman Road, vendors set up on the west side of the street.





2023 Redbud Festival Vendor Application

Saturday, April 15, 2023, from 10:00 am to 4:00 pm

Please review all vendor rules and regulations including the cancellation policy before applying. Applications are not complete without payment.

Section I: Vendor Information

Business Owner's Name: _____

Name of Business: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Street Address

City / State / Zip

Type of business:

- Handmade Goods
- Packaged Foods
- Festival Food & Drink

Please briefly describe the items you sell:

Have you participated in the REDBUD FESTIVAL in any year since 2019?

- Yes
- No

To be listed in our 2023 Vendor Guide, please choose only TWO of the following categories that best describe your products:

- Baked Goods & Packaged Foods
- Candles & Wax Melts
- Children's Items & Interests
- Clothing & Accessories
- Crochet / Knitted / Sewn Items
- Fine Art & Stationery
- Festival Food & Drink
- Furniture
- Hair Accessories
- Health & Body Care
- Kitchen Items
- Home Decor & Crafts
- Household Items & Accessories
- Jewelry
- Metal Works
- Music
- Outdoor Adventure
- Personalized Items
- Pet Products
- Plants
- Pottery & Ceramics
- Woodcrafts

Section II: Vendor Set-up

Will you be using any of the following?

- Trailer for display
- Trailer for hauling
- Quiet generator
- None of the above

The following information must be completed for vehicles larger than normal sized cars and pickup trucks, as special arrangements need to be made to avoid traffic congestion.

Type of vehicle: _____

Vehicle size, width & length: _____

Trailer size, width & length: _____

What size space do you want?

- 15'x10' (\$85)
- 30'x10' (\$135)

If you would like a 45' x 10' space please contact our office to inquire about availability. Non-profits are eligible for a discount. Please contact our office for more information.

Do you prefer an earlier (6:00 am - 7:00 am) or later (7:30 am – 9:00 am) set-up time?
Please note all Exhibitors must be set up no later than 9:30 a.m. and remain set up until 4:00 p.m.

- Earlier
- Later

VENDOR APPLICATION REVIEW: Registration for the Redbud Festival opens on January 3, 2023. Returning vendors with completed registrations prior to February 1, 2023, will receive priority booth placement. Applications for those new to the festival will be reviewed beginning February 1, 2023. All applications will be reviewed after submittal to ensure they align with festival guidelines. After review, you will be notified of your acceptance status for the festival. If it is determined by the Town that your application does not match festival guidelines, a full refund will be issued. If you have questions about your application status, please email events@daytonva.us or call Dayton Town Hall at 540-879-2241.

CANCELLATION POLICY: Registration fees may be refunded less a \$50.00 service charge upon cancellation prior to April 1, 2023. In the event of severe weather forecasts, the festival may be postponed until the next Saturday, April 22, 2023. If you are not able to attend on the postponement date there will be no refunds; however, if the “rain date” is also canceled by the Town of Dayton due to severe weather, refunds will be issued less a \$50.00 service charge.

As an invited guest to the Town of Dayton for the Redbud Festival, I promise as a vendor to:

- Read and abide by festival rules and regulations, including only selling items produced by hand by the applicant.
- Arrive and set-up in a courteous, orderly manner; be courteous to all festival personnel, police and vendor neighbors.
- Be completely packed up and have all of my vehicles moved off the streets no later than 5:00 p.m. on the day of the event.

I understand that if I do not comply with these promises, a \$50 penalty may be charged and my name will be taken off the database list for future Town of Dayton Events.

Section III: Vendor Agreement

All information on this application is correct to the best of my knowledge. I agree to abide by the vendor rules and regulations.

Vendor Signature

Date

Vendor Name Printed



2023 Dayton Days Autumn Celebration Vendor Application
Saturday, October 7, 2023, from 8:30 am to 4:00 pm

Please review all vendor rules and regulations including the cancellation policy before applying. Applications are not complete without payment.

Section I: Vendor Information

Business Owner's Name: _____

Name of Business: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Street Address

City / State / Zip

Type of business:

- Handmade Goods
- Packaged Foods
- Festival Food & Drink

Please briefly describe the items you sell:

Have you participated in the AUTUMN CELEBRATION in any year since 2019?

- Yes
- No

To be listed in our 2023 Vendor Guide, please choose only TWO of the following categories that best describe your products:

- Baked Goods & Packaged Foods
- Candles & Wax Melts
- Children's Items & Interests
- Clothing & Accessories
- Crochet / Knitted / Sewn Items
- Fine Art & Stationery
- Festival Food & Drink
- Furniture
- Hair Accessories
- Health & Body Care
- Kitchen Items
- Home Decor & Crafts
- Household Items & Accessories
- Jewelry
- Metal Works
- Music
- Outdoor Adventure
- Personalized Items
- Pet Products
- Plants
- Pottery & Ceramics
- Woodcrafts

Section II: Vendor Set-up

Will you be using any of the following?

- Trailer for display
- Trailer for hauling
- Quiet generator
- None of the above

The following information must be completed for vehicles larger than normal sized cars and pickup trucks, as special arrangements need to be made to avoid traffic congestion.

Type of vehicle: _____

Vehicle size, width & length: _____

Trailer size, width & length: _____

What size space do you want?

- 15'x10' (\$175)
- 30'x10' (\$275)

If you would like a 45' x 10' space please contact our office to inquire about availability. Non-profits are eligible for a discount. Please contact our office for more information.

Do you prefer an earlier (5:00 am - 6:30 am) or later (6:30 am – 7:45 am) set-up time?
Please note Exhibitors must be set up no later than 8:00 a.m. and remain set up until 4:00 p.m.

- Earlier
- Later

VENDOR APPLICATION REVIEW: Registration for the Autumn Celebration opens on January 3, 2023. Returning vendors with completed registrations prior to February 1, 2023, will receive priority booth placement. Applications for those new to the festival will be reviewed beginning February 1, 2023. All applications will be reviewed after submittal to ensure they align with festival guidelines. After review, you will be notified of your acceptance status for the festival. If it is determined by the Town that your application does not match festival guidelines, a full refund will be issued. If you have questions about your application status, please email events@daytonva.us or call Dayton Town Hall at 540-879-2241.

CANCELLATION POLICY: Registration fees may be refunded less a \$50.00 service charge upon cancellation prior to September 23, 2023. In the event of severe weather forecasts, the festival may be postponed until the next Saturday, October 14, 2023. If you are not able to attend on the postponement date there will be no refunds; however, if the “rain date” is also canceled by the Town of Dayton due to severe weather, refunds will be issued less a \$50.00 service charge.

As an invited guest to the Town of Dayton for the Autumn Celebration, I promise as a vendor:

- To read and abide by festival rules and regulations, including only selling items produced by hand by the applicant.
- To arrive and set-up in a courteous, orderly manner; be courteous to all festival personnel, police and vendor neighbors.
- To be completely packed up and have all of my vehicles moved off the streets no later than 5:00 p.m. on the day of the event.

I understand that if I do not comply with these promises, a \$50 penalty may be charged and my name will be taken off the database list for future Town of Dayton Events.

Section III: Vendor Agreement

All information on this application is correct to the best of my knowledge. I agree to abide by the vendor rules and regulations.

Vendor Signature

Date

Vendor Name Printed