

**DAYTON TOWN COUNCIL AND PLANNING COMMISSION  
JOINT PUBLIC HEARING MINUTES  
VIRTUAL/REMOTE ZOOM MEETING  
May 11, 2020**

**COUNCIL MEMBERS PRESENT:** Mayor Sam Lee, Jeff Daly, Robert Ohgren, and Tara Worthy.

**COUNCIL MEMBERS ABSENT:** Cary Jackson

**PLANNING COMMISSION MEMBERS PRESENT:** Chairman Hunter Barnett, Colby Miller, Gary W. Bowman, and Vice- Chair Heidi Hoover.

**PLANNING COMMISSION MEMBERS ABSENT:** None

**ALSO PRESENT:** Angela Lawrence, Town Manager, and Christa Hall, Town Clerk and Zoning Official, and Property Owner/Applicant Rodney Eagle

**CALL TO ORDER:** Mayor Lee and Planning Commission Chairman Barnett jointly called the Public Hearing to order at 5:30 p.m. and welcomed guests.

Mayor Lee explained that due to the Governor's stay at home order during the COVID-19 pandemic, the Council will meet virtually through the Zoom meeting platform until the Governor deems it safe to meet in person and he further instructed the Council, staff and residents on how the virtual meeting will work and asked that anyone who would like to be recognized to speak should do so by raising their hand or messaging the clerk. Mayor Lee announced that the purpose of the Joint Public Hearing was to receive public comments on an Application for a Special Use Permit from Rodney Eagle at 210 Thompson Street and asked Zoning Official, Christa Hall for a staff report.

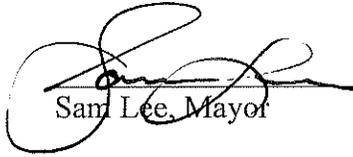
Zoning Official Hall reported that the Town had received an application from Mr. Rodney Eagle, who is here tonight, for a Special Use Permit on behalf of his tenant, Merge Coffee, to use the premises of 210 Thompson Street for a storage facility, which is not a use permitted by right in the B-1 zoning. Mr. Eagle stated that Merge Coffee will only be using the facility to store product. No sales or service will be conducted at this site and only one vehicle will be going in and out of the property at a time.

Mayor Lee thanked Ms. Hall and Mr. Eagle for their comments and asked if there was anyone who would like to speak at this time.

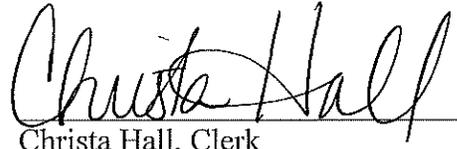
Dayton resident, Kathryn Grant, asked if there would be any grinding or processing of coffee products and Mr. Eagle advised that while it smells good in the building, there will not be any processing of product. Zoning Official Hall advised that adjoining property owner, Chester Bradfield had called in to offer his full support of the granting of the Special Use Permit.

With no further comments on the Special Use Permit, the Public Hearing adjourned at 5:38 p.m.

Respectfully Submitted,



Sam Lee, Mayor



Christa Hall, Clerk

**DAYTON TOWN COUNCIL  
VIRTUAL MEETING MINUTES  
VIA ZOOM MEETING PLATFORM  
May 11, 2020**

**COUNCIL MEMBERS PRESENT:** Mayor Sam Lee, Jeff Daly, Robert Ohgren, and Tara Worthy.

**COUNCIL MEMBERS ABSENT:** Cary Jackson.

**CLERK'S NOTE:** Councilman Zachary Fletchall unexpectedly passed away on April 17, 2020 leaving a temporary vacancy on the Council.

**ALSO PRESENT:** Jason Ham, Town Attorney; Angela Lawrence, Town Manager; Susan Smith, Town Treasurer; Justin Trout, Chief of Police; and Christa Hall, Clerk, Safety & Zoning Official.

**CALL TO ORDER:** Mayor Lee called the meeting to order at 6:01 p.m. and welcomed everyone. Mayor Lee explained that due to the Governor's stay at home order during the COVID-19 pandemic, the Council will meet virtually through the Zoom meeting platform until the Governor deems it safe to meet in person. The Invocation and the Pledge of Allegiance were led by Mayor Lee. Mayor Lee said a few words in memoriam of Councilman Zack Fletchall, stating that he was always professional, courteous and respectful and then turned it over to the rest of the Council for further comment. Councilman Daly expressed what a great guy and friend he was and that he had a great heart. Manager Lawrence further stated that memorials for Councilmen Fletchall and Collier would be planned once the restrictions relating to COVID-19 are lifted.

**APPOINTMENT TO FILL TOWN COUNCIL VACANCIES:**

Mayor Lee welcomed Bradford Dyjak and Dale Rodgers to the meeting.

A motion was made by Councilman Ohgren and seconded by Councilwoman Worthy to appoint Bradford RR Dyjak to fill the Council seat formerly held by Todd Collier for a term expiring December 31, 2020. The motion passed unanimously by a roll call vote of 4 to 0, the voting recorded as follows: DALY—AYE; OHGREN—AYE; WORTHY—AYE; LEE—AYE; JACKSON—ABSENT.

A motion was made by Councilman Daly and seconded by Councilman Ohgren to appoint Dale Rodgers to fill the Council seat formerly held by Zachary Fletchall for a term expiring December 31, 2020. A Special Election will be held on the same day as the general election to elect a Councilperson for the remainder of the term to expire December 31, 2022. The motion passed unanimously by a roll call vote of 4 to 0, the voting recorded as follows: DALY—AYE; OHGREN—AYE; WORTHY—AYE; LEE—AYE; JACKSON—ABSENT.

Mayor Lee stated that he will be contacting the newly appointed Council members to discuss committee assignments.

**APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 13, 2020 AND THE SPECIAL CALLED MEETING OF MAY 5, 2020:**

A motion to approve the minutes from the regular meeting of April 13, 2020 and the Special Called Meeting of May 5, 2020 was made by Councilman Ohgren and seconded by Councilwoman Worthy and

approved by a roll call vote of 4 to 0, the voting recorded as follows: DALY – AYE; OHGREN – AYE; WORTHY – AYE; LEE – AYE; JACKSON – ABSENT.

**PRESENTATION OF BUDGET FY2020/21:**

Manager Lawrence presented the proposed FY2020/21 Budget approved by the Finance Committee.

**ACTION ITEM: AUTHORIZATION TO ADVERTISE BUDGET AND TAXES:**

At the conclusion of the presentation, Manager Lawrence asked the Council to grant approval for the FY2020/21 Proposed Budget to be advertised for a Public Hearing to commence at 6:00 p.m. on Wednesday, May 27, 2020. All Council members acknowledged approval to proceed with the budget as presented and advertise for Public Hearing.

**ACTION ITEM: CONSIDERATION OF SPECIAL USE PERMIT:**

Upon the recommendation received from the Planning Commission, Councilman Daly made a motion to allow the granting of the Special Use Permit to Rodney Eagle on behalf of his tenant, Merge Coffee, to use 210 Thompson Street as a storage facility. This location will be for storage only and no sales or service will be allowed. No more than one vehicle may be parked outside the building at any one time. The motion was seconded by Councilman Ohgren and passed by a unanimous roll call vote of 4-0, the voting recorded as follows: DALY – AYE; OHGREN – AYE; WORTHY – AYE; LEE – AYE; JACKSON – ABSENT.

**ACTION ITEM: CONSIDERATION OF CONTRACT FOR SEWER LINE REPAIR:**

Manager Angela Lawrence provided a written report for Council consideration of a contract for sewer line repair for Mason Street and Bowman Road. Councilman Daly made a motion to accept a contract with Aaron L. Conner General Contractor, Inc. to clean, further assess, repair, and line sewer lines as needed and as stated in the proposal dated April 2, 2020, not to exceed \$150,000. The motion was seconded by Councilman Ohgren and passed by a unanimous roll call vote of 4-0, the voting recorded as follows: DALY – AYE; OHGREN – AYE; WORTHY – AYE; LEE – AYE; JACKSON – ABSENT.

**MANAGER'S REPORT**

Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence gave a verbal update on the Greenway fencing and discussed proceeding with that project. The Merchants Association has agreed to assist with funding of the Greenway project with funds raised for that purpose.

**TREASURER'S REPORT**

Treasurer Susan Smith provided a written report.

**PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT**

Report previously addressed; flowers ordered and will be planted once threat of freeze is over.

**PERSONNEL COMMITTEE REPORT**

No report. The Committee will plan to meet to discuss description for newly proposed position.

**POLICE COMMITTEE REPORT**

No report. The Committee will meet prior to June's Council meeting.

**MAYOR AND COUNCIL REPORT**

Mayor Lee read a thank you card received from Todd Collier's widow, Julia. He wished Councilman Jackson well in his upcoming surgery. Finally, he extended a welcome to Council to Dale Rodgers and Bradford Dyjak.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

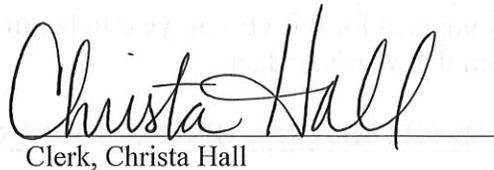
**ADJOURNMENT**

With there being no further business to come before the Council, Councilman Daly made a motion to adjourn, Councilwoman Worthy seconded the motion; motion passed unanimously.

The meeting adjourned at 7:24 p.m.

Respectfully Submitted,

  
Mayor, Sam Lee

  
Clerk, Christa Hall

## **POLICE REPORT**

Chief Justin Trout provided a written report.

## **PUBLIC WORKS REPORT**

Russell Bailey provided a written report. Manager Lawrence stated that she is trying to locate someone to assist with planting flowers in Town. Councilman Ohgren inquired about the possibility of seeking financial resources from the COVID-19 situation to assist with funding for our water treatment plant. Attorney Ham advised that he felt certain there would be some government aid forthcoming. Appointed Councilman Dyjak advised that through the CARES Act, there is a wing called the Economic Adjustment Assistance Program that municipalities qualify for and further stated that we should research the program.

## **ZONING REPORT**

Christa Hall provided a written report.

## **EVENTS AND MARKETING REPORT**

Mike Betts provided a written report. Manager Lawrence advised that since this report, Events and Marketing Coordinator Betts is no longer working for the Town due to the canceling of events for the remainder of the fiscal year due to COVID-19, and the Town's desire to go in a different direction with that position, aiming more towards Economic Development. Manager Lawrence will work with Christa and Lea to coordinate events for the remainder of the year. After some discussion about whether to proceed with the Muddler, it was determined that a decision would be made at a later date. Council granted Manager Lawrence the authority to make the final decision after consulting with Chief Trout, the Harrisonburg Police Department and the Events Committee.

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

No report.

## **FINANCE COMMITTEE REPORT**

No report except to state that the Committee met to review and propose the budget as previously presented by Manager Lawrence. Councilman Daly stated that they discussed the need for all projects budgeted for this current year to begin prior to July 1, 2020 so they can be paid for with funds from this year's budget.

## **INFASTRUCTURE COMMITTEE REPORT**

No report as we currently do not have an Infrastructure Committee.

**Personnel**

1. Staff is updated on a regular basis, via email and/or remote (zoom) staff meeting, regarding the COVID-19 situation, including social distancing and sanitation requirements, Executive Orders, Town policies and procedures, and Families First Coronavirus Response Act.
2. Staff has participated in VRSA and other related webinars.

**Public Works, Roads, Facilities**

1. **Water Plant Upgrade:**
  - a. The preliminary engineers report (PER) has been submitted to VDH. A funding application will be submitted to VDH by May 15.
  - b. I will meet with the sales representative regarding the ordering of equipment in of May 13.
2. **Mill Street Project:**
  - a. VDOT submitted comments to the engineer.
  - b. The plans have been revised and will be submitted to VDOT for final review in early May.
3. **Hydrant Mapping Project:** Staff signed a revised scope of work. The project will commence when staff begin working in the field again.

**Economic Development**

1. **Business Resources on Website:** A new tab was added to the website which includes a resource page directed to business owners and prospective businesses. <https://daytonva.us/town-business/business-information/>
2. **Business Directory on Website:** A new tab was added that includes a directory of businesses licensed and located in Dayton, with direct links to their websites. We are working to correct and revise it now. <https://daytonva.us/town-business/business-directory/>. Once it is revised, we will promote it on social media.
3. **Sign Grant:** Work continues. The proposal is not ready.
4. **Social media:** Local businesses (as a whole) have been promoted on Facebook.

**Nuisance Properties**

1. The Town extended the deadline for payment and property condition to 30 days after the EO55 is lifted. Some progress has been made.
2. A notice of civil penalty has been sent to the other property owner (Mason St.). Progress has begun again recently, with projected sale of the property.

**Budget Process**

1. The budget was revised after the work session and reviewed by Finance Committee. Further revisions to the document were made. The final budget will be presented to Council at the meeting and a public hearing held prior to the June Council meeting vote.

**Other**

1. The Mayor and I attended a virtual tour of Cargill. Congressmen, State Senators & Delegates, State agency staff, County officials, Industry representatives and Cargill staff were on the call. They discussed their strict screening processes as well as social distancing, sanitizing/disinfecting, and other steps being taken to keep the Cargill staff safe and functioning. Cargill continues to operate at full capacity.
2. I continue to monitor the COVID-19 situation, review daily updates, attend webinars, adjust procedures as needed, and report to staff and the public. It is very time consuming, but important.
3. Staff was saddened by the news of Councilman Fletchall's passing. He was always professional and was dedicated to the community. He will be greatly missed. Our hearts go out to his family. Staff has worked with the family for media releases and stories. Plans for a dedication for both Councilman Fletchall and Collier are being planned for a time after we can gather as a group.

**Items for Consideration**

None

Respectfully submitted,  
*Angela A. Lawrence*