

**TOWN OF DAYTON
COUNCIL MEETING
Tuesday, October 15, 2019
6:00 PM
Council Chambers**

AGENDA

1. Call to Order
 a. Invocation and Pledge of Allegiance
Mayor Lee
Mr. Collier
2. Approval of Minutes for Regular Meeting of September 9, 2019
3. Staff Reports
 a. Town Superintendent
 b. Treasurer/Financial Report
 c. Police Chief
 d. Public Works
 e. Zoning
 f. Events and Marketing
Ms. Lawrence
Mr. Arrington
Chief Trout
4. Committee Reports
 a. Annexation – no report
 b. Economic Development – no report
 c. Finance
 d. Infrastructure
 e. Parks & Community Development
 f. Personnel
 g. Mayor and Council
Mr. Daly
Mr. Fletchall
Mr. Collier
Mr. Ohgren
5. Unfinished Business
6. New Business – Public Safety Committee Appointment
7. Public Comment
8. Adjournment

Please note: The November Town Council meeting will be held Tuesday, November 12, 2019 due to Veteran's Day holiday.

DAYTON TOWN COUNCIL MINUTES
September 9, 2019

COUNCIL MEMBERS PRESENT: Mayor Sam Lee, Todd Collier, Jeff Daly, Zachary Fletchall, Cary Jackson, Robert Ohgren, and Tara Worthy.

ALSO PRESENT: Jason Ham, Town Attorney; Angela Lawrence, Town Manager; Timothy Arrington, Treasurer; Justin Trout, Chief of Police; and Christa Hall, Deputy Clerk.

CALL TO ORDER: Mayor Lee called the meeting to order at 6:00 p.m. and welcomed everyone. The Invocation and Pledge of Allegiance was led by Mayor Lee.

Mayor Lee stated that the Deputy Clerk for the Circuit Court of Rockingham County was here to officially swear in Justin Trout as the Town of Dayton Chief of Police.

Mayor Lee proclaimed the week of September 17 through September 23 as constitution week 2019 and read the following:

WHEREAS: It is the privilege and duty of the American people to commemorate the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Sam Lee, by virtue of the authority vested in me as Mayor of the Town of Dayton do hereby proclaim the week of September 17 through 23 as Constitution Week and urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

APPROVAL OF MINUTES FOR THE AUGUST 12, 2019 COUNCIL MEETING

A motion to approve the minutes was made by Councilman Jackson and was seconded by Councilwoman Worthy and carried unanimously by a roll call vote of 7 to 0, the voting recorded as follows: LEE – AYE; COLLIER – AYE; DALY – AYE; FLETCHALL – AYE; JACKSON – AYE; OHGREN – AYE; WORTHY – AYE.

ACTION ITEM FOR CONSIDERATION – AN ORDINANCE TO AMEND §1-48.1 CUTTING OF GRASS AND WEEDS OF THE TOWN CODE

Town Counsel Jason Ham advised Council as to the necessity of this amendment. A motion was made by Councilman Collier and seconded by Councilman Jackson to amend §1-48.1 of the Town Code—Cutting of Grass and Weeds to read as follows:

§ 1-48.1. Cutting of grass and weeds.

- (a) The owners of all property shall cut the grass, weeds and/or other foreign growth on the property whenever any significant portion of the grass, weeds and/or other foreign growth on the property exceed eight inches in height from their base to their most extended growth.
- (b) Upon the failure of the property owner to cut the grass, weeds, and/or other foreign growth as specified in paragraph (a) of this section, the town (through its agents or employees) may cut all of the grass, weeds, and/or other foreign growth on the property at the owner's expense, after written notice as provided in this paragraph. The notice shall be mailed to the owner at the address shown in the town's tax records, and it shall state that the town will cut the grass, weeds, and/or foreign growth unless the property owner does so within seven days from the date the notice is mailed. One written notice per growing season to the owner of record of the subject property shall be considered reasonable notice.
- (c) If the town, through its agents or employees, cuts the grass, weeds, and/or other foreign growth pursuant to paragraph (b) of this section, the costs and expenses in doing so shall be charged to the property owner.
- (d) In addition to liability for the town's costs of cutting grass, weeds, and/or other foreign growth pursuant to paragraph (c) of this section, any person violating this ordinance shall be subject to a civil penalty of \$50 for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation is \$200. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a 12-month period.
- (e) Every charge authorized by this section with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local real estate taxes and enforceable in the same manner as provided by Articles 3 (§58.1-3940 et seq.) and 4 (§58.1-3965 et seq.) of Chapter 39 of Title 58.1.
- (f) If three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period, the fourth violation shall be a class three misdemeanor.
- (g) This ordinance does not apply to land zoned for or in active farming operation. The term "active farming operation" shall mean any operation devoted to the bona fide production of crops, or animals, or fowl, including but not limited to the production of fruits and vegetables of all kinds; meat, dairy, and poultry products; nuts, tobacco, nursery and floral products; and the production and harvest of products from silviculture activity.

The motion carried unanimously by a roll call vote of 7 to 0, the voting recorded as follows:
LEE – AYE; COLLIER – AYE; DALY – AYE; FLETCHALL – AYE; JACKSON – AYE;
OHGREN – AYE; WORTHY – AYE.

ACTION ITEM FOR CONSIDERATION – APPOINTMENT ACTION

Manager Lawrence provided a staff report as to the vacancies on the Economic Development Authority. A motion was made by Councilman Ohgren and seconded by Councilman Collier to re-appoint Zachary Fletchall to the EDA to a term to expire July 10, 2023; re-appoint Sam Lee to a term to expire July 10, 2023 as Todd Collier previously resigned his position on the EDA

enabling Sam Lee to remain on the Authority; and to appoint L. J. Purcell to fill Greg Riddle's unexpired term through July 10, 2021 as Greg Riddle is no longer eligible to serve on the EDA. Councilman Oghren asked if this would give us a full Authority and Manager Lawrence advised that it would still leave one vacancy. The motion carried unanimously by a roll call vote of 7 to 0, the voting recorded as follows: LEE – AYE; DALY – AYE; COLLIER – AYE; FLETCHALL – AYE; JACKSON – AYE; OHGREN – AYE; WORTHY – AYE.

MANAGER'S REPORT

Manager Angela Lawrence provided a written report, which is attached.

TREASURER'S REPORT

Treasurer Tim Arrington provided a written report.

POLICE REPORT

Chief Justin Trout provided a written report.

PUBLIC WORKS

Russell Bailey provided a written report.

ZONING

Susan Smith provided a written report.

EVENTS AND MARKETING

Mike Betts provided a written report.

ANNEXATION

No report.

ECONOMIC DEVELOPMENT

No report.

FINANCE

Chairman Daly reported that the committee met on September 4, 2019 to discuss guidelines that were passed in March. They are working on providing a monthly report to Council and this report can be customized as Council requests. They will continue to meet quarterly to discuss the budget in detail. They reviewed the Muddler and the current state code regarding charitable giving. The department heads continue to meet monthly to review the budget in an effort to help

them better understand and improve next year's budget process. The investment portfolios and CD's were also reviewed and there was discussion as to instituting an investment committee that will be further discussed at the Council retreat.

INFASTRUCTURE

No report.

PARKS & COMMUNITY DEVELOPMENT

Chairman Collier reported that the Committee met last week and their discussions were previously highlighted in the Manager's Report and the Marketing and Events Report.

PERSONNEL

Chairman Ohgren reported that the committee met on September 5, 2019 and discussed the Police Lieutenant hiring process.

MAYOR AND COUNCIL

Mayor Lee read a thank you note from Jim Dove thanking the Town Council and Staff for all their work at Dove Park. He advised that every weekday morning, he plans to tour the Town on foot or bike and seek out things in an informal manner that need to be dealt with. Manager Lawrence advised that the curbs will be scraped and painted and damaged signs will be repaired and/or replaced prior to Dayton Days. Councilman Collier issued a thank you to the Koogler family thanking them for the use of their field, providing parking for Town events and the beautiful sunflowers.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

- Emily Estes addressed the Council with a concern about a local business improperly using and accessing Town electricity. Mayor Lee thanked her for her concern and advised that the Town would look into the matter and address it appropriately.
- Rhonda Johnson addressed the Council stating that she was the one who had requested that Council institute a "Tell me Something Good" portion in the Council meetings. She stated that the local Girl Scout Troop #1111 recently recognized and thanked the Police Department by delivering cookies to them. She also asked that the Town continue to host the Dayton

Muddler stating that it is for a worthwhile cause, the Boulder Crest Retreat. She also thanked Chief Trout and the Dayton Police Department for their presence in the schools.

- Linda Wine addressed the Council stating that years ago the Town and VDOT had discussed ways to improve the intersection at Mason Street and Route 42 and had been unable to take any action. She would like for the Town to re-visit this matter. Manager Lawrence stated that we would look into it. Chief Trout advised that he was not aware of any recent accidents at that intersection but he would research the history.

CLOSED SESSION

A motion was made to go into closed session by Councilman Fletchall and seconded by Councilman Jackson and carried by a roll call vote of 7 to 0, voting recorded as follows: LEE – AYE; COLLIER – AYE; DALY – AYE; FLETCHALL – AYE; JACKSON – AYE; OHGREN – AYE; WORTHY – AYE; the Council recessed the meeting at 7:36 p.m. for a closed meeting in accordance with Section 2.2-3711(A)(8) to consult with legal counsel regarding specific legal matters requiring the provision of legal advice by our attorney. The subject matter of the meeting is nuisance properties and legal remedies.

Return to open session 7:56 p.m.

CERTIFICATION RESOLUTION

WHEREAS, the Dayton Town Council has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Dayton Town Council that such Closed Meeting was conducted in conformity with Virginia law:

On motion by Mayor Lee, seconded by Councilman Fletchall and carried by a roll call vote of 7 to 0, voting recorded as follows: LEE – AYE; DALY – AYE; FLETCHALL – AYE; JACKSON – AYE; OHGREN – AYE; WORTHY – AYE; Council returned to regular session and certified that with respect to the just-concluded closed session, and to the best of each member's knowledge, (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.

OPEN SESSION

A motion to authorize the Town Manager and Town Attorney to begin taking action against certain nuisance properties in Town with said action to include but not be limited to filing necessary lawsuits and any other enforcement actions that are necessary was made by Councilman Collier and seconded by Councilman Daly and carried by a roll call vote of 7 to 0, voting recorded as follows: LEE – AYE; COLLIER – AYE; DALY – AYE; FLETCHALL – AYE; JACKSON – AYE; OHGREN – AYE; WORTHY – AYE.

ADJOURNMENT

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

The meeting adjourned at 8:12 p.m.

Respectfully Submitted,

Mayor, Sam Lee

Deputy Clerk, Christa Hall

Personnel

1. Tim Arrington has resigned from the position of Treasurer effective October 25th. Susan Smith has been appointed Acting Treasurer. Staff is discussing division of duties and restructuring. A plan will be reviewed by Personnel Committee in the coming month and shared with Council at the November meeting. We are fortunate to have a very strong administrative staff at this time and are confident that we can get through the interim period well.
2. Police Lieutenant Position: Three candidates have been chosen and will be tested and interviewed mid-November.
3. I attended the Virginia Municipal League Conference October 6-8. It was very helpful.

Public Works, Roads, Facilities

1. **The SCADA System:** upgrade implementation is in progress and should be completed by the end of October. We have added a component due to issues related to the feed pumps not being able to communicate with the system. The additional cost is estimated to be \$12,000-\$15,000. The pumps not communicating with the system has caused problems twice in the past month which resulted in us needing to purchase water from the County.
2. **Water Plant Upgrade:** We toured the water plant in Broadway and met with the consultants who managed a design-build process there. I met with the engineer who is ready to meet with the infrastructure committee to discuss options. I am hoping that can be done prior to the Council meeting. If so, Council will be given additional information so that we can determine which option we would like to pursue.
3. **Well #4:** We have received two proposals for repairs and maintenance of Well #4. Options will be discussed with the Infrastructure Committee and presented to Council at the meeting.
4. **High Service Pump:** Parts have been ordered and the proposal approved. We are awaiting an install date.
5. **Dayton West:** The sidewalk extension at Dayton West is underway. The Town has excavated much of it and some has been poured. We are awaiting final determination from VDOT as to how we should connect at Willow West. I met with the developer at Dayton West. He was informed by Mr. Paxton in July that no C.O.s were to be issued until the sidewalks were installed. We ran into problems with that, so in August, I informed him that we would not be issuing building permits until all sidewalks for occupied houses were completed. There are seven that are still not completed. He was not pleased with our decision. I am working with the Town Attorney regarding several issues related to the sidewalks.
6. **Easements and Property Transfers:** The Town Attorney received the plat and is drafting a deed for the transfer of the small piece of property at Cook's Creek.
7. **Mill Street Project:** I have calls into the engineer and Verizon to secure the utility relocation dates so that we can put the remainder of the project out to bid. I am also awaiting the plats so that we can secure 2 easements. *I spoke to our engineer on 10/14/2019. He has contacted Verizon and sent me the contact information. He needs to meet with one additional landowner regarding an access easement and storm drain. I have set that meeting for next week.*

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8. **Engineering Contract:** I am preparing a request for proposals for general engineering services. Our current contract with Brunk & Hylton Engineering runs through December 31, 2019.

Economic Development

Business Community Conversation: I facilitated a business meeting. There were 14 participants, in addition to the newspaper reporter and staff. Roles for the Town and Businesses were discussed and an exercise to gain feedback on what is working well, what needs improvement, and how the Town and businesses can best work together. Another meeting is scheduled for early November.

Passport Program: I initiated a Passport program to encourage shoppers to go to a variety of shops and restaurants in Town. Those that complete the card and turn it in to Town Hall, will be eligible for prizes (received by Massanutten as a perk for the advertising we do through them). The program runs through November 15th at which time we will evaluate.

Other

1. Council Retreat will be held on December 11, 2019, 1:30 PM. Location to be determined. Council will receive preparation materials in advance of the retreat.
2. With the resignation of the Treasurer, we have postponed the training regarding the financial software system. We expect the training to happen by the end of the year. They will travel to Dayton for a 2-3 day training.
3. We still have one vacancy on the Economic Development Authority.
4. I continue to research Food Truck and Itinerant Merchants ordinances and will have a proposal at the November Council meeting.
5. I continue to research the short-term rental and lodging tax issue and will have a proposed ordinance at the Council's November meeting. At the meeting, I would like the Council to discuss a lodging tax rate to be considered. Meals tax is 5%.
6. *The company that I had been working with regarding the possibility of getting new key cards for Town buildings has merged with another company and staff has changed. They will be meeting with me soon. We had 2 proposals previously that were cost prohibited at this time.*

Consideration

An inquiry was made at the September Council meeting regarding a private business using the Town's electrical service in the Fuzzy Duck lot. The business was cooking a special meal for the 1200+ Dayton Cargill employees and needed additional power for a food truck. It was also determined, based on a conversation between a current Council member and a former Town Superintendent, that in previous years she was told she could use the electrical service and that when she offered to pay, she was told she didn't need to pay. Upon further investigation, it was determined that the normal electric bill (minimum charge) for that lot is \$6.59. September's bill for that lot was \$8.79. The owner of the food truck agreed to pay \$2.20.

Council members also asked me to investigate the storage building that is parked on Town property in Fuzzy Duck lot regarding zoning and private use. The building is parked in a space that is not useable as a parking space. The owner was granted permission from the previous Town Superintendent to put the

Item 3.a.

building there, at no cost. The building does not meet zoning requirements as an accessory building is only allowed on a lot with a primary building. If the Council feels it is appropriate to allow the building to stay in that location, with a fee, the Town would need to file an appeal with the Board of Zoning Appeals, as the Town owns the lot. If the Town Council would like to pursue that, they would also need to set a fee. Previously, the Thomas House paid \$60 per parking space per month when they rented from the Town.

Respectfully submitted,

Angela A. Lawrence

Town of Dayton
Revenue & Expense Report
FY20 through September

General Fund

<u>Revenues</u>	<u>FY20 Budget</u>	<u>YTD September</u>	<u>\$Var</u>	<u>%Var</u>
General Property Taxes (invoiced May & Nov)	\$118,500	\$53	\$118,447	100%
Other Local Taxes	\$440,400	\$78,664	\$361,736	82%
Permits, Privilege Fees and Licenses	\$1,000	\$160	\$840	84%
Fines and Forfeitures	\$15,000	\$1,180	\$13,820	92%
Revenue from Use of Money and Property	\$1,440	\$2,665	(\$1,225)	Rev Bud Exceeded
Charges for Services	\$169,000	\$23,772	\$145,228	86%
Other	\$75,000	\$60,691	\$14,309	19%
Recovered Costs	\$15,000	\$0	\$15,000	100%
State and Federal Funding	\$70,700	\$17,474	\$53,226	75%
Transfer from Water Fund	\$973,876	\$0	\$973,876	100%
Sale of Assets	\$0	\$14,307	(\$14,307)	Rev Bud Exceeded
Total Revenue	\$1,879,916	\$198,965	\$1,680,951	89%

<u>Expenditures</u>	<u>FY20 Budget</u>	<u>YTD September</u>	<u>\$Var</u>	<u>%Var</u>
General Government	\$620,128	\$134,319	\$485,809	78%
Public Safety	\$557,676	\$158,068	\$399,608	72%
Public Works	\$387,807	\$96,645	\$291,162	75%
Parks, Recreation & Culture	\$159,768	\$68,061	\$91,707	57%
Community Development	\$154,537	\$34,742	\$119,795	78%
Total Expenditures	\$1,879,916	\$491,834	\$1,388,082	74%

Water & Sewer Fund

<u>Revenues</u>	<u>FY20 Budget</u>	<u>YTD September</u>	<u>\$Var</u>	<u>%Var</u>
Charges for Services	\$3,621,000	\$555,165	\$3,065,835	85%
Other Charges	\$30,000	\$0	\$30,000	100%
Interest	\$50,000	\$10,103	\$39,897	80%
Miscellaneous	\$0	\$150	(\$150)	0%
Total Revenue	\$3,701,000	\$565,417	\$3,135,583	85%

<u>Expenditures</u>	<u>FY20 Budget</u>	<u>YTD September</u>	<u>\$Var</u>	<u>%Var</u>
Operating	\$532,343	\$180,746	\$351,597	66%
HRRSA	\$1,511,771	\$377,124	\$1,134,647	75%
Capital	\$440,000	\$0	\$440,000	100%
Transfers Out	\$1,178,876	\$0	\$1,178,876	100%
Water Fund Contingency	\$38,010	\$0	\$0	0%
Total	\$3,701,000	\$557,869	\$3,105,121	84%

<u>FY20</u>	<u>FY20 Budget</u>	<u>YTD September</u>	<u>YTD Previous Year</u>
Total Revenues	\$5,580,916	\$764,383	\$657,024
Total Expenditures	(\$5,580,916)	(\$1,049,704)	(\$1,286,882)
Difference	\$0	(\$285,321)	(\$629,858)

Police Department Staff Report October, 2019

1. Personnel

Position Title	# of Positions	Filled	Vacant
Chief	1	1	0
Lieutenant	1	0	1
Patrol	3	3	0

A. Hiring

- Lieutenant Process
 - Seven applied.
 - Backgrounds were completed.
 - Three applicants selected to move on to the testing and interview phase.
 - Candidates have been given access to the reference material for the test.
 - Testing date is scheduled for November 12th.
 - Interview dates are scheduled for November 12th and 13th.
- Data is being collected for shift coverage, coverage gaps, coverage by part-time officers, and coverage by overtime. Chief Trout has data collected from January 2019 to September 2019 as of October 1, 2019.

B. Employee recognitions

- Chief Trout held a Chief's Town Hall Meeting. Invitations were sent to residents and business owners, and the meeting was posted on the Town website and social media sites. Twenty-two residents attended. The meeting was well received and those who came said they would like to have this type of meeting throughout the year. There were also many residents that were unable to attend and asked if the department would hold another meeting in the future.
- Chief Trout and Officer Hooker participated with the WPMS bike safety class. Officers rode through Dayton with four classes teaching bicycle safety.
- Officer Hooker spoke to a WPMS Spanish class about how law enforcement officers use Spanish in their careers.
- Chief Trout instructed two days of a firearms instructor course for the Central Shenandoah Criminal Justice Academy.
- Thank you to Public Works for installing the digital speed sign.

C. Training

- The CSCJTA will no longer charge for part time officers. Chief Trout has been working with the academy and the academy board members to have the by-law changed. During the September 27, 2019 meeting the academy agreed with the changes suggested and approved changing the by-law.
- Chief Trout attended the CSCJTA Leadership retreat September 3-5.
- Dayton officers completed fall firearms in-service.

2. Activity Report August 2019

Calls for Service	Reports	Arrests	Crashes	Citations	Warning Citations	Parking Violations
302	25	8	1	54	12	3

3. Project Updates

- Mobile Data Terminals (MDT) and related equipment have been delivered and the installation of equipment begins in October.
- Train-the-trainer courses for the new CAD system are scheduled for the first and second weeks of October.
- Byrnes/Justice Assistance Grant for Law Enforcement Equipment. (9-Month Grant). The announcement for grant awards is October 10, 2019.
- The Dayton Police Department was approved for the Bullet Proof Vest Grant program and received \$979.96.
- The digital speed sign on Mason Street (Rt. 257) has been installed.
- Policies are being written as frequently as Chief Trout has time. There have been fifty-one policies written to date.
- The educational phase for parking enforcement has gone very well. Town compliance has been great. The Dayton Police Department will begin enforcement of parking violations on October 1st.
- Dayton Days Operational Plan has been completed.

4. Items for Consideration/ Upcoming Events

- Mobile Data Terminal (MDT) training will begin in October for officers.
- Chief Trout will be attending the DCJS Accreditation Conference in Charlottesville October 8th and 9th.
- Coffee with a Cop event will be held October 26th at Braithwaite Studios.
- The Dayton Police Department will be participating in the WPMS Trunk or Treat Event October 28th.

Respectfully submitted

Justin Trout

Justin Trout

Item 3.d.

I. Personnel:

Position Title	# of Positions	Filled	Vacant
Public Works Supervisor	1	1	0
Lead Water Treatment Operator	1	1	0
Water Treatment Operator	1	0	0
Water Plant Trainee	1	1	0
Building & Grounds Technician	1	2	0
Part Time		2	0

1. Hiring Update (if there are vacancies):

1. Nothing to report

2. Employee Recognitions:

- Thanks to everyone for the long hours and the hard work during our biggest event of the year. Many unexpected things kept us going all day.
- A big thanks to Angela and Susan for their hard work and special touch with the Towns fall decorations.

II. Activity Report:

1. Several of us took a tour of Broadway's new water plant expansion. We brought back some very helpful information and ideas from our visit.

a. Water & Sewer:

1. The sewer line on Mason St. in front of the main building has been repaired.
2. We had several water leaks last month. The worst being bolts that rusted off and a 10 inch gate valve behind the Walmart store. We had to wait on the part for several days. Once we received the parts, the repair was made without affecting any customer's water service. At the corner of Main St. and Mill St. a bad fitting was found in a service line. On South Main, we were able to switch out the meter of a very old service with a new one. The repair was much easier than expected.
3. We installed a new water service for Skyline Construction's new building on Grace Chapel Rd.
4. The company repairing the high service pump at the water plant is still waiting on parts. They are aware of our situation and will get the repairs completed as soon as possible.

Item 3.d.

b. Maintenance:

1. We are working on what appears to be the final mow for the season and preparing to start collecting leaves.
2. Bridgewater came on Wednesday before the autumn celebration and swept streets.
3. Golden Rule services completed street painting the week before as well.
4. We are still replacing water registers due to battery life.

III. Project Update:

1. We are starting to work on the charting and mapping of our sewer lines. Adam Meek will be taking some online classes for recording the info into the mapping system. We will also be inspecting each man hole and charting certain information which will be logged in at a later date.
2. Work has begun on the sidewalk extension project at Dayton West. The path has been graded out, gravel has been placed and forms are set to pour. We are currently waiting on V.D.O.T. for their recommendation on how to tie into the entrance of Willow West.

Respectfully Submitted,

Russell Bailey

1. Activity Report

- BZA met and established setbacks for a vacant non-conforming lot of record on Eastview St.
- Staff continues to monitor nuisance violations. Notice of Violation was sent and received regarding the property at Ashby and Thompson. The deadline for compliance is October 25, 2019. Staff met with building contractors to answer questions regarding land on Mason Street as potential residential building site. Staff is working with VDOT and adjoining property owners to establish entrance to the parcel. This nuisance issue continues to improve.
- ESRI Geographic information system software-Staff will begin training as soon as coordinated schedules can be established.
- Staff has been working with Rockingham County real-estate office to correct some address in the Rockingham County GIS system.
- Several zoning permits were issued.

2. Project Update

- Sidewalks in Dayton West Subdivision-staff continues to work with subdivision developer and VDOT on installation.
- Staff is working through the snow plowing agreement with VDOT for the upcoming snow season.

3. Items for Consideration

Respectfully submitted

Susan Smith

1. Activity Report

September's activities included the "annual" Weenie Roast and an outdoor movie at Dove Park. A significant amount of time was centered on preparation for the 40th Annual Dayton Days / Autumn Celebration.

2. Project Update

A. Movie Series: The Lego Batman Movie was shown on the 14th at Dove Park. Attendance was 21. The Peter Rabbit movie date is pending.

B. Residential Activities: The annual Weenie Roast was held on the 14th prior to the airing of the movie at Dove Park. 44 people attended the event. Councilman Collier cooked the hotdogs. Councilman Daly and Councilwoman Worthy were in attendance.

C. 40th Annual Dayton Days: Although held in early October, the event was an overall success in terms of attendance, vendors & businesses' responses, and from an operational perspective.

The estimated attendance was between 40,000 to 44,000. "Seasoned" staff, volunteers and vendors were in agreement that before 11:00 a.m. the attendance was already matching that of 2018's peak hours. Total exhibitors (vendors, downtown businesses utilizing booth spaces, and entertainment) was 260, including exhibitors on private property and Ft. Harrison. A total of 312 spaces were used in the designated areas. Additional festival-related activities took place at the Silver Lake Mill, The Heritage Museum, the Dayton Market, Pence Middle, and John Wayland Elementary School.

Councilman Collier and Councilwoman Worthy assisted staff with the selection of the 40th anniversary commemorative Christmas ornament (designed & made at the Silver Lake Mill), and the "vendor appreciation" lanterns.

No medical transports were reported. No arrests were reported.

The Information / Lost & Found Tent provided assistance to both vendors and attendees. The aforementioned Christmas ornaments, including vintage ornaments, and the lanterns were sold at this location.

An estimated 31 volunteers provided approximately 197 hours of service for the event. Mayor Lee, along with councilmen Jackson, Collier and Fletchall volunteered.

D. Marketing / Economic Development / Parks & Community Development: Under the guidance of Angela Lawrence, staff rolled out a "passport to fun & prizes" initiative to encourage visits to local retailers and restaurants. 37 businesses, including stores at the Dayton Market, are participating in the program.

Item 3.f.

E. Volunteer Program: Approximately 12 volunteer hours were given to the Town in September (preparation work for Dayton Days). Including the overall noted Dayton Days' volunteers and their hours, the YTD volunteer count is 325 people providing 1,782 hours of service.

F. Facebook / Website Activity for September through 9/30/19: The Town's Facebook page, along with the associated Dayton Days / Autumn Celebration page, had a People Reach count of 59,324. The Post Engagements count was 14,218 (23.96%).

The Town's website had 6,119 overall views / sessions. The Geolocation breakdown by "city" was led by Harrisonburg, followed by Washington D.C., Charlottesville, Chicago, Ashburn and Virginia Beach. The Geolocation breakdown by "region" was led by Virginia, Washington D.C., Illinois., Maryland, Pennsylvania, North Carolina and Georgia.

The Town's contract with the Seadev (website developer and host) has been extended until July 19, 2020.

3. Items for Consideration

No items for consideration.

Respectfully submitted

Mike Betts, 10/7/19