



## Town Council Meeting Agenda

February 12, 2026 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

[www.townofwarsaw.com](http://www.townofwarsaw.com)

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Consent Agenda**
  - [a.](#) Agenda
  - [b.](#) Minutes – January 2026
  - [c.](#) Financial Report – January 2026
4. **Public Comment**
5. **Reports**
  - [a.](#) Mayor's Report
  - [b.](#) Town Manager's Report
  - [c.](#) Police Chief's Report
  - [d.](#) Director of Public Works Report
  - [e.](#) Council Committee Reports
  - [f.](#) Planning Commission Report
  - [g.](#) Northern Neck Regional Jail Report
6. **Old Business**
  - [a.](#) Reports
    - i. Well Replacement Project
    - ii. DHCD Housing Project
    - iii. 74 Main Street
  - [b.](#) Oyster Shoals Music Hall – New Ownership and Continuation of Operations
7. **New Business**
  - [a.](#) Boys and Girls Club of the Northern Neck Presentation - Jean Light
  - [b.](#) Proposed Updates - Charges, Rates, and Fees Schedule - FY26-27
  - [c.](#) Cannabis Ordinance - Proposed Language
  - [d.](#) Schedule Public Hearings: Fee Schedule Updates, Cannabis Ordinance
8. **Closed Session - § 2.2-3711(A)5 – Prospective Business - Industrial**
9. **Council Members - Closing Comments**
10. **Adjournment**



# Town Council Agenda

February 12<sup>th</sup>, 2026 – 6:00 P.M.

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3. Approval of Consent Agenda
  - a. Agenda
  - b. Minutes – January 2026
  - c. Financial Report – January 2026
4. Public Comment
5. Reports
  - a. Mayor's Report
  - b. Town Manager's Report
  - c. Police Chief's Report
  - d. Director of Public Works Report
  - e. Council Committee Reports
  - f. Planning Commission Report
  - g. Northern Neck Regional Jail Report
6. Old Business
  - a. Project Updates
    - i. Well Replacement Project
    - ii. DHCD Housing Project
    - iii. 74 Main Street
  - a. Oyster Shoals Music Hall – New Ownership and Continuation of Operations
7. New Business
  - a. Boys and Girls Club of the Northern Neck Presentation – Jean Light
  - b. Proposed Updates - Charges, Rates, and Fees Schedule – FY26-27
  - c. Cannabis Ordinance – Proposed Language
  - d. Schedule Public Hearings: Fee Schedule Updates, Cannabis Ordinance
8. Closed Session - § 2.2-3711(A)5 – Prospective Business - Industrial
9. Council Members - Closing Comments
10. Adjournment

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
JANUARY 8, 2026

The Warsaw Town Council held its regular meeting on Thursday, January 8th, 2025, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council members Present: Mayor Randall L. Phelps, Vice-Mayor Paul Yackel, Mary Beth Bryant, Jonathan English, Daphne Palmore, and Ralph Self. Council members absent: Bobby Walters.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, Treasurer/Clerk Julia Blackley-Rice, Lieutenant Barry Radden, and Police Officer Jason Miller.

Also present: Approximately four others were in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA

Vice-Mayor Yackel moved to approve the consent agenda as presented. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Daphne Palmore	Aye

PUBLIC COMMENTS

Hi Nguyen, representing Teresa’s Nails of 421 Main Street, spoke regarding his business and asked whether the Town could assist with materials needed to strip flooring at his premises. There was no further discussion regarding this request.

Mr. Patrick Stone, 339 Lakeside Drive, spoke on behalf of the Warsaw/Richmond County Main Street Program. He thanked the Town Council and Town staff for use of Town space and support during Christmas Town, noting that the Main Street Program sponsored the Christmas Parade, and expressed appreciation for continued collaboration.

There being no further public comments, Mayor Phelps closed the public comment portion of the meeting.

## REPORTS

### MAYOR'S REPORT

Mayor Phelps deferred his comments throughout the meeting, saving them for later.

### TOWN MANAGER'S REPORT

Mr. Quesenberry's report included a recap of Christmas Town 2025, noting the largest parade to date. He thanked Town staff, Public Works, Police, and the Main Street Program for coordination and support, and stated surveys were distributed to businesses to gather feedback. Mr. Quesenberry reported he is drafting an RFP for a luxury yurt-style short-term rental concept at The Bounds structured as a land lease arrangement and noted water and sewer availability at the site. He provided economic development updates regarding multiple projects, including discussions related to 74 Main Street, Commerce Park activity, and ongoing residential development. He stated Woodland Heights Road preliminary plans have been submitted to VDOT for review with the goal of having the roadway accepted into the VDOT system for paving and maintenance. Mr. Quesenberry announced the promotion of Ryleigh Garrison from Administrative Assistant to Finance Manager effective immediately and noted she is completing her MBA at the University of Mary Washington. Mr. Quesenberry reminded Council of the Town dinner scheduled for the following Tuesday at 5:30 p.m. at the brewery. Council also discussed the former VDOT facility and a county-approved solar project located outside Town limits near Southern States. Additionally, the status of construction of Relish was discussed, as well as the status of the new house construction on Belle Ville.

A copy of the Town Manager's report has been attached to these minutes as Attachment 1.

### POLICE REPORT

A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 2. Chief Peterson thanked staff for coordination during Christmas Town, reported no issues, and stated the event was a success.

### PUBLIC WORKS REPORT

The Director of Public Works, Jesse Schools, reviewed his report with the Council. Mr. Schools reported wastewater treatment plant inflow and effluent results remained within permit limits. He reported water production was within permitted limits and water loss for the month was approximately 3%. For the year 2025, Mr. Schools reported that the Town had an estimated influent flow of 66.5 million gallons, treated water of 58.8 million

gallons, and transportation an estimated 3 million pounds of trash. He reviewed refuse department operations and noted Public Works assisted with Christmas Town preparations and event support. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 3.

COUNCIL COMMITTEE REPORT: No committees met.

PLANNING COMMISSION: No new business.

NORTHERN NECK REGIONAL JAIL REPORT: The population report was provided in the Town Council packet. Vice-Mayor Yackel stated that the Jail Authority meeting would be held the following week due to scheduling and a report would be provided at the next meeting.

OLD BUSINESS

**74 Main Street Project:** Mayor Phelps stated that there will be a work session 1/15/2025 at 6 PM to discuss the use of the property, the vision of a community center or farmers market, or other potential visions. The work session has been advertised.

**Well Replacement Project:** Mr. Quesenberry reported no contact had been received from the state regarding grant funding. Staff will continue working on the congressionally directed spending application due in April and will contact DEQ for further discussion.

**DHCD Housing Update:** Mrs. Coates provided updates on the Belle Ville modular home project, reimbursement processes, and completion activities for ongoing housing rehab work. She also provided Meadowbrook updates including steps installed and abandonment/health department approval of an old well.

Basketball Court Discussion: Mrs. Coates reported the project is anticipated to begin in the spring with Tennis Courts Incorporated, with limited site work possibly occurring in February or March depending on weather.

NEW BUSINESS

Town Council Vacancy: Mr. Quesenberry reported three applicants submitted information for the Council vacancy. The applicants were Ogle E. Forrest of 130 Memorial Drive, Chris Hathaway of 361 Morgan Lane, and Michael "Patrick" Stone of 339 Lakeside Drive. Council will take official action at the advertised special meeting on January 15, 2026. Mayor Phelps reviewed the process of filling the empty council seat, and invited Patrick Stone, who was in the galley to speak on his application for council.

Oyster Shoals Music Hall: Mr. Quesenberry reported the Tayloe Murphy would like to step away but desire concerts and operations to continue under a new operator. Council discussed continuation of the nominal \$1/year lease arrangement and expressed interest in hearing directly from any proposed future operator prior to action. Council was not prepared to take a vote to keep the nominal that is in place, but Council would be very motivated to agree to it if they knew who they would be doing business with.

Honoring Councilmember Rebecca Hubert: Mayor Phelps opened discussion on ways to honor Councilmember Hubert’s service. Council discussed options including renaming the Dog Park, see about naming the Tennis Courts, and Councilman English brought up the idea of painting a mural of what she enjoyed.

CLOSED SESSION- 2.2-3711(A)(5) – PERSPECTIVE INDUSTRIAL BUSINESS  
Council entered Closed Session under VA Code §2.2-3711(A)(5) to discuss a perspective industrial business. Motion carried to enter closed session by Vice Mayor Paul Yackel and seconded by Councilman English.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Daphne Palmore	Aye

Mayor Phelps called for a roll-call vote to certify that the only items discussed were those cited in the motion to enter closed session and were legally permitted to be addressed under the subsections of the Virginia Freedom of Information Act mentioned in the motion. The roll call votes are as follows:

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Daphne Palmore	Aye

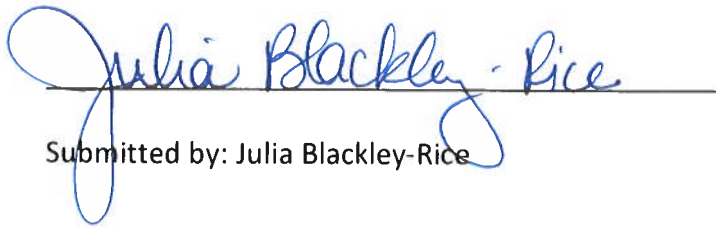
There was no action out of the closed session.

CLOSING COMMENTS:

- Councilman English stated that it is a great time to live, work, and move to Warsaw and that the Rappahannock Raiders achieved their 1<sup>st</sup> 1A football state championship.
- Councilwoman Bryant stated that it was a very good meeting and she is looking forward to big things.
- Councilwoman Palmore congratulated Ryleigh Garrison on her promotion and the Rappahannock football team. She also stated that Christmas Town was great.

- Councilman Self stated that it was a very quick meeting with lots of decisions being made.
- Vice-Mayor Yackel stated that Wytheville went through a restoration similar to what Warsaw did, and that they had a video showing what they did and the progress. He stated that there are some good ideas and that we may want to explore that.
- Mayor Phelps stated that it was a good meeting and he was glad everyone had a good holiday.

There being no further business, the meeting was adjourned at approximately 6:49 PM.

  
Submitted by: Julia Blackley-Rice



Town of  
**WARSAW**  
*West of Virginia's Southern Neck*

## MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 01/08/2026

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of December and the beginning of January. As always, please let me know if you have any questions or wish to discuss any items further.

### I. Christmas Town Recap

Christmas Town 2025 was a truly great event in the heart of our Town, hosting over 10,000 attendees throughout the day and culminating with the largest night parade that we've had to date. I want to thank our Town staff for doing a phenomenal job this year and making it the most seamless process that they possibly could. I am pleased to report that I have heard nothing but overwhelmingly positive feedback from attendees, business owners, vendors, etc. Our Town Police coordinated and handled all security and traffic control measures, while Public Works and Administration handled the rest. Special thanks to our very own Ellen Copeland for her work coordinating the day's activities, and to the WRCMSP for handling the parade. We also thank our many sponsors, as we could not do this without their support. Thank you to all involved!

## 2. Short Term Rentals – The Bounds

I am currently working to draft a Request for Proposals (RFP) for the potential issuance to interested parties that may provide short-term rentals at the Bounds. These will most likely be designed as deluxe or luxury units, which are increasingly common and provide an alternative form of overnight accommodation in unique fashion. Nearly all Virginia State Parks now have units available for overnight accommodation, and we would be working with potential trusted vendors to install a few in the wooded sections of the property. This unique land lease agreement will assist us in bridging the gap in a lack of hotel accommodations while still allowing us to maintain control of the property. I will continue to work on this throughout the coming weeks and hope to have something for your review in the coming months.

## 3. Economic Development Update

We currently have quite a few economic development projects at various levels of discussion. We've had great success with our outreach for 74 Main Street and have many options to present to you in the coming weeks. We continue to work with the leadership team of the proposed project within the Commerce Park and have several other smaller projects in the hopper. We now see progress on Mr. Packett's multi-family dwelling units near Route 360 and Hamilton Boulevard, as well as progress by Vertical Builders along Woodland Heights. We hope to provide more information to you on these projects as time progresses.

## 4. Woodland Heights

We continue our work with ARM Resource Group, our engineers on the Woodland Heights Road project. We have preliminary plans into VDOT for their first round of reviews to have the road taken into their system. Once we receive their feedback, we will work to accommodate whatever is required. This is a slow process, but the result will be a paved road in VDOT's system, and that's of paramount importance to both the Town and our residents within this neighborhood. We will keep you informed as plans progress on this project.

## 5. Promotion of Ryleigh Garrison to Finance Manager

I am pleased to report that Ms. Ryleigh Garrison has been promoted from Administrative Assistant to Finance Manager, effective immediately. Ms. Garrison is currently finishing her MBA at the University of Mary Washington and quickly exhibited many of the qualifications needed for this position. We are very proud of her and look forward to her continued success within our organization.



# Warsaw Police Department

*From the desk of Chief Sean L. Peterson*



## MONTHLY ACTIVITY REPORT December 1-31, 2025 Total calls for service: 813

### Section I: Incidents 5

DATE	CASE	OFFENSE	BLK / STREET
12/07/2025	2025-000169	19.2-119: Probation Violation Misdemeanor	40 - Blk George Brown Ln
12/11/2025	2025-000170	18.2-266: Driving Under the Influence Misdemeanor	100 - Blk Main St
12/11/2025	2025-000171	3.2-6539: Leash Law Violation Town Ordinance	100 - Blk Washington St
12/16/2025	2025-000172	Rivermont Runaway Located and Returned	400 - Blk Main St
12/26/2025	2025-000175	18.2-103: Shoplifting Misdemeanor	4000 - Blk Richmond Rd

### Section II: Arrests 4

DATE	CASE	OFFENSE	BLK / STREET
12/07/2025	2025-000169	19.2-119: Probation Violation Misdemeanor	40 - Blk George Brown Ln
12/11/2025	2025-000170	18.2-266: Driving Under the Influence Misdemeanor	100 - Blk Main St
12/11/2025	2025-000171	3.2-6539: Leash Law Violation Town Ordinance	100 - Blk Washington St
12/26/2025	2025-000175	18.2-103: Shoplifting Misdemeanor	4000 - Blk Richmond Rd

### Section III: Traffic 95

Driving on Suspended/Revoked License	0
Reckless Driving	4
Distracted Driving	10
Speeding	20
Expired Inspection	13
Stop Sign	3



# Warsaw Police Department

Section 3, Item b.



*From the desk of Chief Sean L. Peterson*

### Section III Continued

Expired / Improper VA Registration	3
Town Citations Issued	4
All Other Traffic Summons	33
Traffic Crashes	5

### Section IV: Community Engagement 689

Neighborhood Select Patrols	117
Business Checks / Directed Patrols	535/34
Community Events	3

Joseph S. Grossenkemper  
Town Manager

Melissa Coates  
Assistant Town Manager

John Buckley – Rice  
Treasurer & Clerk

Sean E. Peterson  
Chief of Police

Sundt Anderson Lee  
Town Attorney



Town of  
**WARSAW**  
*Heart of Virginia's Northern Neck*

Attachment 3

COUNCIL MEM

Section 3, Item b.

Rochelle E. Phelps – Mayor

Paul G. Yackel – Council Member

May Beth Bryant

Jonathan English

Rebecca C. Hubert

Daphne Palmone

Ralph W. Self

Robert Walden

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone: (804) 333-3737 | <http://www.townofwarshaw.com>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 1/08/2025

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of December. Please let me know if you have any questions or concerns.

-WWTP

### Monthly Numbers

Average daily Influent flow for December = 182,600 gallons, an increase of 7,100 gals from the month of November average daily flow.

Maximum influent flow for December = 234,000 gallons, an increase of 41,500 gals from the month of November max flow.

### Nutrient Sampling Results

For December the average effluent Total Nitrogen (TN) concentration was 2.0 mg/l, within the limits of our permit.

For December the average effluent Total Phosphorus (TP) concentration was 0.06 mg/l, within the limits of our permit.

### Monthly Operations and Maintenance

Staff collected all town fire extinguishers for annual inspection.

Operators serviced equipment as required by our preventive maintenance program.

Plant staff assisted with Christmas Town.

Operators surveyed and cleaned all the lamps that serve the UV disinfectant system.

Completed and submitted our monthly operations report.

Effluent samples for the month of December met all requirements as to our permit discharge limits.

Joseph N. Quisenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Julia Buckley-Rice  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Samuel Anderson Law  
Town Attorney



COUNCIL MEM

Section 3, Item b.

Russell E. Phelps - Mayor

Paul G. York, Jr. - Alder

Mary Beth Bryant

Joydun English

Rebecca C. Huber

Daphne Palmore

Ralph W. S. Jr.

Robert Wilcox

18 Belle Villa Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone: (804) 333-3737 | <http://www.townofwarsaw.com>

### **-Water Department**

Attached you will find the Water Loss Report, for the month of December we are at a 3<sup>rd</sup> water loss.

Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Completion of state selected bacteria samples; all results came back absent.

Helped prepare Christmas Town, along with working the event.

Decorated the trash truck for the Christmas parade.

Finished the last quarter for our DI:Q ground water report. The town pumped 65,844,200 gallons out of the ground for year 2025 (within our permit of 69,900,000).

### **-Refuse Department**

For the month of November town staff made 16 trips to the landfill totaling 112 tons or 224,000 pounds of trash.

(Fun Fact) Calendar year 2025 the Town hauled 2,808,000 pounds of trash.

### **-Public Works (Maintenance)**

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Took care of the bathrooms and grounds at the Town Park.

Helped prepare Christmas Town, along with working the event

Also helped decorate the trash truck for the parade.

# Monthly Water Loss Report

Section 3, Item b.

Water System:

For the Month of:  Year:

**Water Produced this month:**  gallons

**Water Purchased this month:**  gallons

**A: Total Water Produced and Purchased =** **5,310,000 gallons**

**Sold: Residential**  gallons

**Total Sold =** **5,143,737 gallons**

**B: Difference: (Produced+Purchased) - Sold =** **166,263 gallons**

**% Difference =** **3 % total water loss**

**Gallons of Water Accounted For:**

Breaks (Estimated Total)	<input type="text" value="0"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="2,000"/>	gallons
Fire Department Use	<input type="text" value="2,500"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="8,000"/>	gallons
Sewer jetting	<input type="text" value="0"/>	gallons
Town watering flowers	<input type="text" value="0"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

**C: Total Gallons Accounted For =** **14,500 gallons**

**Loss: Unaccounted-for Water: (B-C) =** **151,763 gallons**

**% Loss: Unaccounted-for Water: (B-C)/A %=** **3 % unaccounted - for loss**

**Gallons / Day Loss =**  days in billing period  
**Gallons / Minute Loss =** **4,599 gallons/day**  
**3 gallons/min.**

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

MINUTES  
WARSAW TOWN COUNCIL  
SPECIAL MEETING  
JANUARY 15, 2026 – 6:00 P.M.

The Warsaw Town Council held a special meeting on Thursday, January 15, 2026, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Mary Beth Bryant, Jonathan English, Daphne Palmore, Ralph Self, and Bobby Walters. Council members absent: None.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, and Treasurer & Clerk Julia Blackley-Rice.

Also present: Ogle Forrest, Chris Hathaway, and Patrick Stone were present in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Councilwoman Palmore moved to approve the agenda as presented. The motion was seconded by Councilman Self and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Bobby Walters	Aye		

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments. There being none, Mayor Phelps closed the public comment portion of the meeting.

OLD BUSINESS

BRIEF COMMENTS FROM PROSPECTIVE COUNCIL MEMBERS:

A. Ogle Forrest

Mr. Forrest expressed appreciation for the opportunity, shared condolences regarding Ms. Hubert’s passing, and stated his desire to continue the work and passion Ms. Hubert had for the Town. Mr. Forrest noted his previous service on the Town Council and commitment to serving the community.

B. Chris Hathaway

Mr. Hathaway expressed interest in serving on Council and stated he has 19 years of law enforcement experience, is a combat veteran (Iraq), and emphasized his dedication to

community service and public safety. He also shared personal remarks regarding Ms. Hubert and their neighborhood relationship.

C. Patrick Stone

Mr. Stone thanked Council and stated he looked forward to serving the Town either through the open Council seat or through his continued work as Chair of the Main Street Foundation. He emphasized growth, volunteerism, and supporting future leadership in the Town.

Vice-Mayor Yackel asked each candidate to describe what skills, experience, and qualities they would bring to the Town Council. Candidate responses included discussion of infrastructure knowledge and prior Planning Commission/Facilities experience (Mr. Forrest), interest in Town growth, events, and community engagement (Mr. Hathaway), and marketing background, business ownership, and town vision/attracting businesses (Mr. Stone).

Council Member Walters asked each candidate what they would like to see happen in the next five years to continue improving the Town, including ideas related to growth, businesses, and community events. Responses included growth in the right way that didn't negatively impact the Town's current infrastructure (Mr. Forrest), more places for residents to eat, shop, and to continue the events in Town and possibly offer more (Mr. Hathaway), continue the growth but in a way that is not a negative impact to the current residents but to make Warsaw a destination for not only the entire Northern Neck, but the eastern part of Virginia (Mr. Stone).

NEW BUSINESS:

TOWN COUNCIL VACANCY – SELECTION OF NEW COUNCIL MEMBER:

Mayor Phelps explained the voting procedure. Council would entertain a motion for a candidate's name, and a majority vote would appoint the new Council member. If a motion did not receive a majority, Council would proceed with further motions until a majority appointment was made.

Councilwoman Palmore moved to appoint Chris Hathaway to the vacant position. The motion was seconded by Councilman Self. The motion did not carry due to the lack of majority support.

Randall L. Phelps	Nay	Paul G. Yackel	Nay
Mary Beth Bryant	Nay	Jonathan English	Nay
Daphne Palmore	Aye	Ralph Self	Aye
Bobby Walters	Nay		

Councilman English moved to appoint Patrick Stone to the vacant Town Council position. The motion was seconded by Vice-Mayor Yackel. The motion carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Nay	Ralph Self	Nay
Bobby Walters	Aye		

Mayor Phelps congratulated Mr. Stone on his appointment and thanked all candidates for their willingness to serve. Council members expressed appreciation to all candidates and encouraged continued civic involvement and participation, including consideration of future election opportunities.

Mayor Phelps advised that Mr. Stone would need to coordinate with the Clerk’s Office for swearing-in, and Council would provide a briefing on current Town matters following the oath of office.

**BRIEF UPDATE FROM TOWN MANAGER REGARDING 74 MAIN STREET:**

Mayor Phelps transitioned to a discussion of the building at 74 Main Street, clarifying that no action would be taken during this portion of the meeting and that the purpose was to obtain a “temperature check” of Council regarding possible future use of the space. Mayor Phelps advised the Council that Town Staff are continuing to address legal matters involving the contractor and the performance bond related to the construction project and requested that Council members avoid detailed legal questions during the meeting. Town Manager Quesenberry provided an update that there were approximately five to seven interested parties and that staff were exploring a concept that would preserve the USDA grant requirements while also making the space more revenue-generating.

Discussion highlights included the USDA grant requires the building retain a portion of the space as a community market; a proposed space layout of approximately 1,500 sq. ft. for the community market and approximately 6,500 sq. ft. potentially used for combined community space/restaurant/stage; concepts included a restaurant and entertainment/community programming similar to models in other towns; additional discussion of potential vendor consistency and options for local produce/meat/dairy products, indoor vendor stalls, and staffing needs; lease structure options potentially similar to prior economic development models, including reduced/no rent during build-out in exchange for tenant improvements, with later rent terms; and Council discussion regarding the length and complexity of the contractor/legal process and performance bond documentation requirements.

Council generally expressed support for continued exploration of a combined concept that would (1) preserve the community market component per the grant, and (2) support tax revenue generation and sustainable use of the building.

There being no further business, Mayor Phelps adjourned the meeting at 6:47 p.m.

  
Submitted by: Julia Blackley- Rice, Clerk

## Budget vs Actual

Town of Warsaw  
2/10/2026 12:02:51 PM

Period Ending 1/31/2026

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
10-300-0000 PERMITS & FEES	3,000	0.00	60.00	60.00	1,065.00	(1,935.00)	36%
10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	14,193.27	14,193.27	112,871.27	(67,128.73)	63%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,320.00	7,320.00	51,750.00	(37,250.00)	58%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	0.00	0.00	245,671.70	(34,328.30)	88%
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	0.00	0.00	1,398.00	(168,602.00)	1%
10-307-0000 PPTRA	17,365	0.00	0.00	0.00	17,365.30	0.30	100%
10-310-0000 BANK FRANCHISE TAX	175,000	0.00	0.00	0.00	0.00	(175,000.00)	
10-315-0000 BUSINESS LICENSES	140,000	0.00	9,800.16	9,800.16	21,720.44	(118,279.56)	16%
10-320-0000 VEHICLE TAX/DECALS	40,000	0.00	0.00	0.00	(11.48)	(40,011.48)	0%
10-325-0000 STATE SALES TAX	120,000	0.00	8,551.27	8,551.27	107,873.38	(12,126.62)	90%
10-326-0000 MEALS TAX	675,000	0.00	58,259.39	58,259.39	441,252.24	(233,747.76)	65%
10-327-0000 LODGING TAX	42,000	0.00	4,958.21	4,958.21	24,934.41	(17,065.59)	59%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	0.00	40,949.30	(39,050.70)	51%
10-330-0000 FINES	35,000	0.00	4,333.00	4,333.00	32,522.10	(2,477.90)	93%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	0.00	0.00	735.97	(24,264.03)	3%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	0.00	0.00	21,680.00	(12,820.00)	63%
10-360-0000 UTILITY/CONSMPTION TX	15,000	0.00	1,862.36	1,862.36	9,538.14	(5,461.86)	64%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,427.19	2,427.19	17,469.97	(11,530.03)	60%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-376-0000 BILLBOARD REVENUE	1,750	0.00	1,750.00	1,750.00	1,750.00	0.00	100%
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	7,820	0.00	0.00	0.00	18,252.27	10,432.27	233%
10-382-0000 FORGIVEABLE LOAN REPAYMENTS	0	0.00	1,500.00	1,500.00	4,500.00	4,500.00	
10-390-0000 MISC/INCOME	4,000	0.00	53.82	53.82	621.70	(3,378.30)	16%
10-390-0700 GRANTS - DEQ SLAF	0	0.00	98,710.36	98,710.36	98,710.36	98,710.36	

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0900 GRANTS - IRF	0	0.00	0.00	0.00	13,950.00	13,950.00	
10-390-0975 GRANT - HOUSING/PLANNING	550,000	0.00	0.00	0.00	343,802.20	(206,197.80)	63%
10-390-0990 GRANTS/VA DOF - MEDIANS	100,000	0.00	0.00	0.00	0.00	(100,000.00)	
10-390-0995 GRANTS/DEQ - MEDIANS	50,000	0.00	0.00	0.00	0.00	(50,000.00)	
10-391-0000 GRANTS/DMV	3,000	0.00	0.00	0.00	1,133.73	(1,866.27)	38%
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-392-1000 GRANT - LITTER DEQ	0	0.00	0.00	0.00	1,658.56	1,658.56	
10-395-0000 GRANT/BP VEST	0	0.00	0.00	0.00	3,966.85	3,966.85	
10-395-5000 GRANT/USDA POLICE CARS	65,000	0.00	0.00	0.00	0.00	(65,000.00)	
10-396-0000 RICHCO/ HAUL FEE	12,000	0.00	1,231.38	1,231.38	8,075.43	(3,924.57)	67%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	2,692.00	2,692.00	2,692.00	(7,308.00)	27%
10-399-0005 LOAN PROCEEDS	65,000	0.00	0.00	0.00	115,000.00	50,000.00	177%
10-399-1100 DOMINION SOLAR	5,000	0.00	0.00	0.00	0.00	(5,000.00)	
10-399-1200 TIMBER HARVESTING	23,000	0.00	0.00	0.00	0.00	(23,000.00)	
10-399-5000 SPECIAL EVENTS (REVENUE)	24,000	0.00	0.00	0.00	20,440.00	(3,560.00)	85%
Revenues Totals:	3,091,435	0.00	217,702.41	217,702.41	1,798,338.84	(1,293,096.16)	58%
<b>Expenses</b>							
10-420-0200 SALARIES/ADM	389,000	0.00	31,725.39	31,725.39	240,864.02	148,135.98	62%
10-420-0201 OT/BONUS - ADMIN	8,000	0.00	71.81	71.81	12,762.79	(4,762.79)	160%
10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	2,418.04	2,418.04	19,118.93	10,881.07	64%
10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	127.84	894.88	1,305.12	41%
10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	3,532.56	3,532.56	24,466.77	18,533.23	57%
10-420-0900 MEDICAL INS/ADM	60,360	0.00	5,030.00	5,030.00	34,725.00	25,635.00	58%
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	3,000.00	3,000.00	10,108.07	4,891.93	67%
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	331.12	331.12	4,324.84	3,675.16	54%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	226.89	226.89	2,286.86	2,713.14	46%
10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	0.00	0.00	8,000.00	0.00	100%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	244.58	244.58	4,144.83	15,855.17	21%
10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-420-2200 AUDIT	15,500	0.00	0.00	0.00	4,479.00	11,021.00	29%
10-420-2300 LEGAL SERVICES	25,000	0.00	(2,283.00)	(2,283.00)	12,734.60	12,265.40	51%
10-420-2600 ADVERTISING	30,000	0.00	1,541.48	1,541.48	26,362.39	3,637.61	88%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	0.00	0.00	1,606.82	3,893.18	29%
10-420-3200 OFFICE SUPPLIES	18,000	0.00	1,560.90	1,560.90	17,365.11	634.89	96%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	50.00	50.00	311.00	(61.00)	124%
10-420-3400 COMPUTER SUPPORT FEE	20,000	0.00	928.29	928.29	12,723.44	7,276.56	64%
10-420-3450 COMPUTER O/M	6,500	0.00	0.00	0.00	859.87	5,640.13	13%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	612.93	387.07	61%
10-420-5298 DMV STOP FEES	400	0.00	0.00	0.00	65.00	335.00	16%
10-420-5300 DUES	3,000	0.00	1,115.00	1,115.00	3,163.76	(163.76)	105%
10-420-5350 SAFETY PROGRAM	500	0.00	0.00	0.00	168.75	331.25	34%
10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	9,832.40	8,667.60	53%
10-420-5500 COUNCIL EXPENSE	15,000	0.00	805.99	805.99	5,813.18	9,186.82	39%
10-420-5600 ELECTION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5700 MISCELLANEOUS/ADM	9,000	0.00	256.16	256.16	5,071.22	3,928.78	56%
10-420-5800 CIP-ADMIN	23,000	0.00	0.00	0.00	0.00	23,000.00	
10-420-5900 ECONOMIC DEVELOPMENT	27,000	0.00	25,600.00	25,600.00	30,868.00	(3,868.00)	114%
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	817,710	0.00	76,283.05	76,283.05	493,734.46	323,975.54	60%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	332,000	0.00	25,043.01	25,043.01	198,163.48	133,836.52	60%
10-510-0201 OT/BONUS - WPD	12,000	0.00	2,257.94	2,257.94	21,351.53	(9,351.53)	178%
10-510-0500 PAYROLL TAXES/WPD	25,500	0.00	2,082.19	2,082.19	16,895.48	8,604.52	66%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	214.80	214.80	1,472.54	327.46	82%
10-510-0700 RETIREMENT/LI/WPD	36,000	0.00	3,198.07	3,198.07	21,922.06	14,077.94	61%
10-510-0820 LINE OF DUTY ACT	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-510-0900 MEDICAL INSURANCE/WPD	36,500	0.00	3,018.00	3,018.00	21,647.00	14,853.00	59%
10-510-1000 PROFESSIONAL DEVELOP/WPD	4,000	0.00	0.00	0.00	578.55	3,421.45	14%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	0.00	0.00	957.60	9,042.40	10%
10-510-2000 Electricity - WPD	2,000	0.00	0.00	0.00	1,167.77	832.23	58%
10-510-2100 Grounds/Maintenance - WPD	10,000	0.00	88.63	88.63	10,352.05	(352.05)	104%
10-510-3100 AUTO O/M-WPD	24,000	0.00	242.02	242.02	11,652.46	12,347.54	49%
10-510-3200 UNIFORMS/SUPPLIES/WPD	8,000	0.00	0.00	0.00	4,161.85	3,838.15	52%
10-510-3210 POLICE SUPPLIES	15,000	0.00	0.00	0.00	2,295.00	12,705.00	15%
10-510-3220 OFFICE SUPPLIES	10,000	0.00	515.15	515.15	3,692.26	6,307.74	37%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	210.58	1,289.42	14%
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/WPD	20,000	0.00	4,565.24	4,565.24	18,807.00	1,193.00	94%
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	422.55	422.55	5,514.38	4,485.62	55%
10-510-3602 GRANTS - USDA POLICE CARS	65,000	0.00	0.00	0.00	0.00	65,000.00	
10-510-3603 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-3701 COMMUNITY SERVICE	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-510-3710 GRANT/DMV	0	0.00	87.21	87.21	2,839.08	(2,839.08)	
10-510-3712 Police Radios/Reserves	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,300	0.00	0.00	0.00	421.50	1,878.50	18%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-4210 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-5300 DUES	3,000	0.00	0.00	0.00	3,216.08	(216.08)	107%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	0.00	110.12	139.88	44%
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	9,832.40	8,667.60	53%
10-510-6000 CIP - WPD (CARS)	65,000	0.00	0.00	0.00	55,609.78	9,390.22	86%
WARSAW POLICE DEPT Totals:	732,136	0.00	41,734.81	41,734.81	412,870.55	319,265.45	56%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	238,000	0.00	17,491.39	17,491.39	146,764.04	91,235.96	62%
10-550-0201 OT/BONUS - PS	13,000	0.00	0.00	0.00	16,231.92	(3,231.92)	125%
10-550-0500 PAYROLL TAXES/PS	18,500	0.00	1,355.58	1,355.58	12,498.57	6,001.43	68%
10-550-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	62.65	62.65	417.69	682.31	38%
10-550-0700 RETIREMENT/LI/PS	20,500	0.00	1,683.20	1,683.20	11,199.19	9,300.81	55%
10-550-0900 MEDICAL INS/PS	48,288	0.00	4,024.00	4,024.00	27,162.00	21,126.00	56%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,514	0.00	256.14	256.14	2,363.48	1,150.52	67%
10-550-1300 ELECTRICITY-TOWNPARK	3,500	0.00	0.00	0.00	1,909.09	1,590.91	55%
10-550-1700 REPAIRS/TRASH TRUCK	20,000	0.00	50.00	50.00	8,151.77	11,848.23	41%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	8.99	1,991.01	0%
10-550-2100 Fountain - Main Street	3,500	0.00	0.00	0.00	2,590.85	909.15	74%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	319.06	319.06	16,053.76	12,946.24	55%
10-550-3150 VEHICLE M&O/PS	10,000	0.00	148.60	148.60	6,117.66	3,882.34	61%
10-550-3200 UNIFORMS/ETC	1,500	0.00	172.39	172.39	1,020.89	479.11	68%
10-550-3300 EQPT/SUPPLIES/PS	2,500	0.00	153.93	153.93	2,961.27	(461.27)	118%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	32.25	32.25	253.86	746.14	25%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	15,205.23	(5,205.23)	152%
10-550-3550 TOWN APPARELL	0	0.00	0.00	0.00	2,475.39	(2,475.39)	
10-550-3700 BEAUTIFICATION	40,000	0.00	7,578.57	7,578.57	42,938.47	(2,938.47)	107%
10-550-3800 STREET LIGHTS	35,000	0.00	6,471.33	6,471.33	26,421.94	8,578.06	75%
10-550-3850 SIDEWALKS	30,000	0.00	6,241.00	6,241.00	8,428.27	21,571.73	28%
10-550-3900 ILIGHTING/CHRISTMAS	4,000	0.00	0.00	0.00	1,499.47	2,500.53	37%
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	411.20	(161.20)	164%
10-550-4505 GRANTS/DEQ MEDIANS	50,000	0.00	0.00	0.00	0.00	50,000.00	
10-550-4506 GRANTS/VA DOF MEDIANS	100,000	0.00	0.00	0.00	0.00	100,000.00	
10-550-4700 GRANTS - DMV	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-550-4850 GRANT - HOUSING/PLANNING	550,000	0.00	16,325.00	16,325.00	465,382.30	84,617.70	85%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>(EXPENSE)</b>							
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	0.00	0.00	9,832.40	8,667.60	53%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	125.33	125.33	2,370.64	4,129.36	36%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	0.00	0.00	934.63	565.37	62%
10-550-6100 THE SADDLERY	5,000	0.00	77.36	77.36	2,333.07	2,666.93	47%
10-550-6200 THE BOUNDS	30,000	0.00	958.50	958.50	8,239.61	21,760.39	27%
10-550-6400 COMMUNITY MARKET	2,000	0.00	0.00	0.00	2,460.45	(460.45)	123%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	0.00	0.00	17,900.22	(17,900.22)	
10-550-6600 74 MAIN STREET	0	0.00	8.99	8.99	1,499.78	(1,499.78)	
PUBLIC SERVICE Totals:	1,301,652	0.00	63,535.27	63,535.27	864,038.10	437,613.90	66%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 PARADES	2,000	0.00	0.00	0.00	2,666.90	(666.90)	133%
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	1,200.00	0.00	100%
10-600-6200 FIRE DEPARTMENT	10,000	0.00	0.00	0.00	10,000.00	0.00	100%
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
10-600-6560 RCC BASKETBALL COURT REHAB	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-600-6600 PUBLIC LIBRARY	8,000	0.00	0.00	0.00	8,000.00	0.00	100%
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	0.00	0.00	10,000.00	0.00	100%
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	0.00	0.00	3,000.00	0.00	100%
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	0.00	0.00	3,000.00	0.00	100%
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	500.00	0.00	100%
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	750.00	0.00	100%
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	250.00	0.00	100%
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-8100 VARIOUS CONTRIBUTIONS	2,000	0.00	0.00	0.00	793.90	1,206.10	40%
10-600-8200 EMERGENCY ASSITANCE FUND	0	0.00	0.00	0.00	10,000.00	(10,000.00)	
CONTRIBUTIONS Totals:	63,700	0.00	0.00	0.00	68,160.80	(4,460.80)	107%

# Budget vs Actual

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## 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	23,017.11	23,017.11	70,794.95	(30,794.95)	177%
Totals:	40,000	0.00	23,017.11	23,017.11	70,794.95	(30,794.95)	177%

# Budget vs Actual

Section 3, Item c.

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## 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	2,106.25	2,106.25	77,508.44	(77,508.44)	
CAPITAL ITEM EXPENSE Totals:	0	0.00	2,106.25	2,106.25	77,508.44	(77,508.44)	

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	1,621.00	1,621.00	11,347.00	8,105.00	58%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	923.00	6,461.00	4,604.00	58%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	3,179.78	22,258.46	15,898.54	58%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	0.00	0.00	1,376.00	1,376.00	50%
10-999-0006 ARPA FUNDS - EXPENSES	0	0.00	0.00	0.00	5,945.37	(5,945.37)	
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	2,448.92	2,448.92	16,961.48	2,139.52	89%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	2,876.00	20,132.00	13,578.00	60%
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	1,307.10	1,307.10	9,149.70	2,850.30	76%
DEBT SERVICE Totals:	136,237	0.00	12,355.80	12,355.80	93,631.01	42,605.99	69%

## Budget vs Actual

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Period Ending 1/31/2026

	Expenses Totals:	3,091,435	0.00	219,032.29	219,032.29	2,080,738.31	1,010,696.69	67%
10 GENERAL FUND	Revenues Over/(Under) Expenses:			(1,329.88)	(1,329.88)	(282,399.47)		

## Budget vs Actual

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Period Ending 1/31/2026

### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
30-305-0000 WATER USER FEES	458,092	0.00	35,823.50	35,823.50	247,011.57	(211,080.43)	54%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	366.95	(2,133.05)	15%
30-380-0000 MISC INCOME	100	0.00	0.00	0.00	0.00	(100.00)	
30-390-3000 WELL REPLACEMENT	1,000,000	0.00	0.00	0.00	0.00	(1,000,000.00)	
Revenues Totals:	1,460,692	0.00	35,823.50	35,823.50	247,378.52	(1,213,313.48)	17%
<b>Expenses</b>							
30-600-0000 INTEREST EXPENSE	0	0.00	20.89	20.89	58.99	(58.99)	
CONTRIBUTIONS Totals:	0	0.00	20.89	20.89	58.99	(58.99)	

## Budget vs Actual

Town of Warsaw  
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Period Ending 1/31/2026

### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-0200 SALARIES/WATER	163,000	0.00	12,183.10	12,183.10	101,307.57	61,692.43	62%
30-810-0201 OT/BONUS - WATER	13,000	0.00	289.17	289.17	9,850.73	3,149.27	76%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	900.42	900.42	8,123.24	4,876.76	62%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	45.66	319.62	530.38	38%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	1,339.52	1,339.52	9,350.29	7,149.71	57%
30-810-0900 MEDICAL INS/WTR	24,144	0.00	1,006.00	1,006.00	7,896.00	16,248.00	33%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	151.60	151.60	1,273.72	1,226.28	51%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	1,454.40	1,454.40	19,028.42	10,971.58	63%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	95.35	95.35	1,736.14	3,763.86	32%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	0.00	0.00	39,855.82	2,144.18	95%
30-810-2200 AUDIT EXPENSE	6,000	0.00	0.00	0.00	0.00	6,000.00	
30-810-2700 TRACTOR M/O-WTR	2,000	0.00	0.00	0.00	1,258.02	741.98	63%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	0.00	0.00	1,297.42	1,002.58	56%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	0.00	0.00	1,298.94	2,201.06	37%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	263.36	263.36	1,748.94	251.06	87%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	37.90	37.90	4,865.31	14,134.69	26%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	353.78	353.78	2,355.44	394.56	86%
30-810-3300 SUPPLIES/WATER	5,000	0.00	0.00	0.00	1,124.55	3,875.45	22%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	564.32	564.32	720.51	279.49	72%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	0.00	998.64	1.36	100%
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	0.00	0.00	601.64	1,898.36	24%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	6.00	6.00	60.79	439.21	12%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	0.00	0.00	0.00	5,000.00	
30-810-4400 BACKFLOW PROGRAMS	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4500 METER REPAIRS/WTR	2,000	0.00	776.79	776.79	792.98	1,207.02	40%
30-810-4600 WATER TESTING	3,000	0.00	0.00	0.00	226.75	2,773.25	8%
30-810-4700 WATER PERMIT	3,000	0.00	0.00	0.00	2,193.00	807.00	73%

## Budget vs Actual

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Period Ending 1/31/2026

### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-4800 FIRE HYDRANT REPAIRS	1,500	0.00	0.00	0.00	0.00	1,500.00	
30-810-4900 CHLORINATION	14,000	0.00	1,067.20	1,067.20	5,366.19	8,633.81	38%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	893.77	893.77	3,458.28	6,541.72	35%
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	0.00	9,832.40	3,167.60	76%
30-810-5700 MISCELLANOUS/WTR	2,000	0.00	194.76	194.76	1,049.77	950.23	52%
30-810-5900 TRAINING & LICENSING	1,000	0.00	0.00	0.00	0.00	1,000.00	
WATER DEPT Totals:	413,544	0.00	21,623.10	21,623.10	237,991.12	175,552.88	58%

# Budget vs Actual

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## 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-998-0003 WATERLINE RESERVES	10,148	0.00	0.00	0.00	0.00	10,148.00	
30-998-1000 WELL REPLACEMENT EXPENSE	1,000,000	0.00	0.00	0.00	0.00	1,000,000.00	
CAPITAL ITEM EXPENSE Totals:	1,010,148	0.00	0.00	0.00	0.00	1,010,148.00	

# Budget vs Actual

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Period Ending 1/31/2026

## 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-999-0007 VRA WATER TOWER - BOND PAYMENT	37,000	0.00	0.00	0.00	0.00	37,000.00	
DEBT SERVICE Totals:	37,000	0.00	0.00	0.00	0.00	37,000.00	

## Budget vs Actual

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	Expenses Totals:	1,460,692	0.00	21,643.99	21,643.99	238,050.11	1,222,641.89	16%
30 WATER FUND	Revenues Over/(Under) Expenses:			14,179.51	14,179.51	9,328.41		

## Budget vs Actual

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Period Ending 1/31/2026

### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	69,466.43	69,466.43	497,934.89	(405,953.11)	55%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
40-360-0000 INTEREST INCOME	0	0.00	0.00	0.00	477.36	477.36	
40-380-0000 MISCELLANEOUS INCOME	1,000	0.00	0.00	0.00	242.04	(757.96)	24%
40-397-1000 LOAN PROCEEDS	60,000	0.00	0.00	0.00	0.00	(60,000.00)	
Revenues Totals:	966,888	0.00	69,466.43	69,466.43	498,654.29	(468,233.71)	52%
<b>Expenses</b>							
40-820-0200 SALARIES/WWF	172,000	0.00	12,347.20	12,347.20	99,121.12	72,878.88	58%
40-820-0201 OT/BONUS - WASTEWATER	10,000	0.00	385.05	385.05	12,288.83	(2,288.83)	123%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	986.74	986.74	8,709.20	4,290.80	67%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	48.13	336.91	613.09	35%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	1,520.47	1,520.47	10,605.20	8,394.80	56%
40-820-0900 MEDICAL INS/WWF	36,216	0.00	3,018.00	3,018.00	19,114.00	17,102.00	53%
40-820-1100 TELEPHONE/WWF	7,000	0.00	121.50	121.50	2,288.88	4,711.12	33%
40-820-1200 PROPANE/SHOPS	3,750	0.00	928.76	928.76	2,502.49	1,247.51	67%
40-820-1250 GENERATOR FUEL-WWTP/LS	2,200	0.00	0.00	0.00	0.00	2,200.00	
40-820-1300 WWTP ELECTRICITY	60,000	0.00	5,147.47	5,147.47	33,595.72	26,404.28	56%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	1,767.98	1,767.98	14,188.27	15,811.73	47%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	0.00	0.00	3,753.10	6,246.90	38%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	80.00	80.00	5,123.89	19,876.11	20%
40-820-2000 SLUDGE REMOVAL/WWF	15,000	0.00	0.00	0.00	1,580.10	13,419.90	11%
40-820-2200 AUDIT EXPENSE/WWF	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-2300 LEGAL SERVICES/WWF	1,000	0.00	0.00	0.00	0.00	1,000.00	
40-820-2400 ENGINEERING	25,000	0.00	0.00	0.00	8,210.00	16,790.00	33%
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	2,015.54	(515.54)	134%
40-820-2700 TRACTOR MAINT/OPR/WWF	2,000	0.00	0.00	0.00	1,082.31	917.69	54%
40-820-2800	2,000	0.00	0.00	0.00	1,153.24	846.76	58%

## Budget vs Actual

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### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>BUSHHOG/MOWERS/M/O/WWF</b>							
40-820-2850 EQUIPMENT MAINTENANCE	12,000	0.00	0.00	0.00	3,836.75	8,163.25	32%
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	216.00	216.00	6,106.21	(3,106.21)	204%
40-820-3000 COMPUTER O/M	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-3100 VEHICLE M/O-WWF	15,000	0.00	394.80	394.80	9,758.04	5,241.96	65%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	296.96	296.96	3,088.92	(88.92)	103%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	577.18	577.18	3,258.11	741.89	81%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	529.01	529.01	4,136.21	(1,136.21)	138%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	0.00	1,051.18	948.82	53%
40-820-4000 UNIFORMS/WWF	1,500	0.00	0.00	0.00	1,412.06	87.94	94%
40-820-4100 MISS UTILITY/WWF	500	0.00	6.00	6.00	62.01	437.99	12%
40-820-4300	100	0.00	0.00	0.00	0.00	100.00	
<b>CONNECTIONS/INSTALLATIONS/WWF</b>							
40-820-4600 SUPPLIES/TESTING/WWF	5,000	0.00	0.00	0.00	983.47	4,016.53	20%
40-820-4900	2,500	0.00	0.00	0.00	0.00	2,500.00	
<b>CHLORINATON/DECHLOR/WWF</b>							
40-820-4950 WWTP CHEMICALS	45,000	0.00	3,505.95	3,505.95	12,855.15	32,144.85	29%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	420.00	3,580.00	11%
40-820-5100 REPAIR WW LINE/WWF	3,500	0.00	0.00	0.00	809.65	2,690.35	23%
40-820-5300 DUES/WWF	2,000	0.00	0.00	0.00	946.09	1,053.91	47%
40-820-5400 INSURANCE/WWF	22,000	0.00	0.00	0.00	10,256.41	11,743.59	47%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	84.98	84.98	758.30	741.70	51%
40-820-7900 TRAINING/PLANT OPR	2,500	0.00	0.00	0.00	732.54	1,767.46	29%
40-820-8000 CONTRACTED LAB TESTING	50,000	0.00	2,987.59	2,987.59	35,176.46	14,823.54	70%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	3,523.00	227.00	94%
<b>WASTEWATER DEPT Totals:</b>	<b>627,966</b>	<b>0.00</b>	<b>34,949.77</b>	<b>34,949.77</b>	<b>324,839.36</b>	<b>303,126.64</b>	<b>52%</b>

**Budget vs Actual**

Section 3, Item c.

Town of Warsaw  
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Period Ending 1/31/2026

**40 WASTEWATER FUND**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0001 CAPITAL OUTLAYS/WWF	230,150	0.00	0.00	0.00	61,706.50	168,443.50	27%
CAPITAL ITEM EXPENSE Totals:	230,150	0.00	0.00	0.00	61,706.50	168,443.50	27%

## Budget vs Actual

Section 3, Item c.

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### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	95,572	0.00	0.00	0.00	47,828.00	47,744.00	50%
40-999-0007 W/W VEHICLE LOAN PAYMENT FY26 (5YRS)	13,200	0.00	840.28	840.28	5,881.96	7,318.04	45%
DEBT SERVICE Totals:	108,772	0.00	840.28	840.28	53,709.96	55,062.04	49%

**Budget vs Actual**

Section 3, Item c.

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Period Ending 1/31/2026

Expenses Totals:	966,888	0.00	35,790.05	35,790.05	440,255.82	526,632.18	46%
40 WASTEWATER FUND Revenues Over/(Under) Expenses:			33,676.38	33,676.38	58,398.47		

# WARSAW REVOLVING-LOAN FUNDS

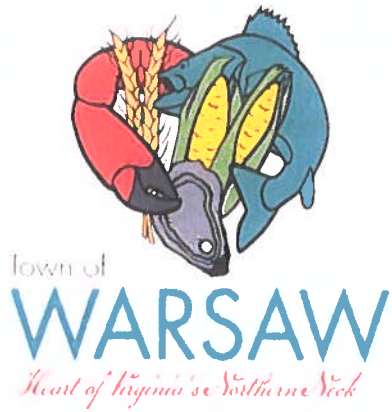
## Monthly Financial Statement

Period (from / to): **1/1/26** **1/31/26**

Description	
Number of Active Loans	<b>5</b>
Balance Beginning of Month	\$ 8,196.58
Principal Received During Period	\$ 3,937.41
Interest Received During Period	\$ 422.28
Fees Received During Period	\$ 120.00
Total Funds Received During Period	\$ 4,479.69
Disbursement to Warsaw	
PDC Fee During Period	\$ (40.00)
Funds Available to Loan Out	\$ 12,636.27

Available to lend:  
\$14,997.67

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 300.00	\$ 3,480.91	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ 2,161.66	NO
4	Dunbrooke LLC - #242		\$ -	REPAID
5	Beale/Old Rapp. - #244	\$ 4,000.00	\$ 463,729.98	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 179.69	\$ 7,729.74	YES
8	Relish - #264		\$ 20,000.00	
		<b>\$ 4,479.69</b>	<b>\$ 497,102.29</b>	



## MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 02/12/2026

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of January and the beginning of February. As always, please let me know if you have any questions or wish to discuss any items further.

### 1. General Assembly Recap

Town Staff members and Council Member Stone attended the Virginia Municipal League's Local Government Day last week. We lobbied for assistance with our well replacement project and found that we may qualify for a DEQ – exemption, something that is of vital importance to the Town. We plan to continue our efforts towards this so that we may be able to forego this unfunded mandate, and we'll keep you posted as we move forward with this new path. We also want to extend a special thanks to Delegate Kent for her Resolution honoring former Council Member Rebecca Hubert. Both the Town and Council Member Hubert's family very much appreciated her kind gesture.

2. Short Term Rentals – The Bounds

We've received various correspondences related to our RFP and hope to provide you with a proposal from a company that partners with the Virginia Tourism Corporation sometime next month.

3. Economic Development Update

We currently have quite a few economic development projects at various levels of discussion. We had great success with our outreach for 74 Main Street and are working with a selected restaurant operator to potentially enter the space, creating an event space, community market, and new restaurant space on Main Street. We continue to work with the leadership team of the proposed project within the Commerce Park, having held an in-person meeting with their construction and permitting team earlier this month. We hope to provide you with more information on various projects in the coming weeks.

4. Budget Preparations

The proposed draft budget is well underway and should be available for your review by next month, pending your review of the amendments to the fee schedule. We are now working to incorporate Capital Improvement Items in the budget and are determining what we will be able to fund in the coming years. I will begin discussions to schedule a work session in the coming weeks for both the CIP and budget review processes.

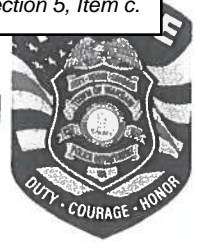
5. Inclement Weather Response

I want to take this time to thank our Police Department and Public Works Department for continuing operations throughout this difficult time. Through multiple water line breaks, traffic accidents, and everything in between, the Town continued to function as it should. We thank them for their service and dedication in keeping our Town running smoothly during the ice storm and below freezing temperatures.



# Warsaw Police Department

Section 5, Item c.



*From the desk of Chief Sean L. Peterson*

## MONTHLY ACTIVITY REPORT January 1-31, 2026 Total calls for service: 767

DATE	CASE	OFFENSE	BLK / STREET
01/03/2026	2026-000001	ECO/TDO Mental Health	100 - Blk Jones Ln
01/06/2026	2026-000002	Domestic Altercation Non Violent	90 - Blk Jones Ln
01/14/2026	2026-000004	46.2-894: Hit & Run Misdemeanor	300 - Blk Main St
01/22/2026	2026-000005	18.2-170: Counterfeit Currency Felony	5000 Richmond Rd

### Traffic

Driving on Suspended/Revoked License	2
Reckless Driving	4
Distracted Driving	6
Speeding	35
Expired Inspection	16
Seatbelt	3
Expired / Improper VA Registration	4
Town Citations Issued	1
All Other Traffic Summons	36
Traffic Crashes	5

### Community Engagement

Neighborhood Select Patrols	122
Business Checks / Directed Patrols	511/29
Community Events	3

Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Julia Blackley – Rice  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Sands Anderson Law  
Town Attorney



COUNCIL MEM

Section 5, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarshaw.com>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 2/12/2026

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of January. Please let me know if you have any questions or concerns.

**-WWTP**

### **Monthly Numbers**

Average daily Influent flow for January – 182,100 gallons, a decrease of 500 gals from the month of December average daily flow.

Maximum influent flow for January – 218,800 gallons, a decrease of 15,200 gals from the month of December max flow.

### **Nutrient Sampling Results**

For January the average effluent Total Nitrogen (TN) concentration was 2.6 mg/l, within the limits of our permit.

For January the average effluent Total Phosphorus (TP) concentration was 0.04 mg/l, within the limits of our permit.

### **2025 Nutrient Calendar Year Results**

Total Nitrogen Calendar Year 2025 Loading Results – 1,075 LB/YR (29 % of Permitted 3,655 LB/YR)

Total Phosphorus Calendar Year 2025 Loading Results – 60.10 LB/YR (24 % of Permitted 247 LB/YR)

### **Monthly Operations and Maintenance**

Fidelity Power Systems inspected and serviced the treatment plant generator.

Plant generator fuel tank was topped off in preparation for the forecasted winter snowstorm.

Power and Flow contractors provided a vacuum pump truck to clean out plant waste well station.

Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Julia Blackley – Rice  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Sands Anderson Law  
Town Attorney



Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarrior.com>

---

Staff stocked necessary supplies prior to the forecasted snowstorm.  
The 2025 WQIF Exhibit E report was submitted to DEQ for approval.  
Effluent samples for the month of January met all requirements as to our permit discharge limits.  
Staff also helped with Water Main Breaks  
Overall plant performance in 2025 was good.

**-Water Department**

Attached you will find the Water Loss Report, for the month of January we are at a 3<sup>0</sup>% water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Completion of state selected bacteria samples; all results came back absent.

Took down all pole mounted Christmas Decorations

The Town experienced (6) water main breaks during this cold weather pattern we have had.

(2) Madison Ave. (1) Washington Ave. (1) Sunset Ave. and (2) on Main St.

**-Refuse Department**

For the month of December town staff made 18 trips to the landfill totaling 137 tons or 274,000 pounds of trash.

**-Public Works (Maintenance)**

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Took care of the bathrooms and grounds at the Town Park.

Removed all ground mounted Christmas decorations along with the acorn light garland and wreaths.

Performed M/A on the dump trucks and backhoe.

Made arrangements to winterize the Town Park fountains for the cold snap we received.

Helped with Water Main Breaks.

# Monthly Water Loss Report

Section 5, Item d.

Water System:

For the Month of:  Year:

**Water Produced this month:**  gallons

**Water Purchased this month:**  gallons

**A: Total Water Produced and Purchased =** **5,199,100 gallons**

**Sold: Residential**  gallons

**Total Sold =** **5,043,737 gallons**

**B: Difference: (Produced+Purchased) - Sold =** **155,363 gallons**

**% Difference =** **3 % total water loss**

**Gallons of Water Accounted For:**

Breaks (Estimated Total)	<input type="text" value="0"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="2,000"/>	gallons
Fire Department Use	<input type="text" value="2,500"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="8,000"/>	gallons
Sewer jetting	<input type="text" value="0"/>	gallons
Town watering flowers	<input type="text" value="0"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

**C: Total Gallons Accounted For =** **14,500 gallons**

**Loss: Unaccounted-for Water: (B-C) =** **140,863 gallons**

**% Loss: Unaccounted-for Water: (B-C)/A %=** **3 % unaccounted - for loss**

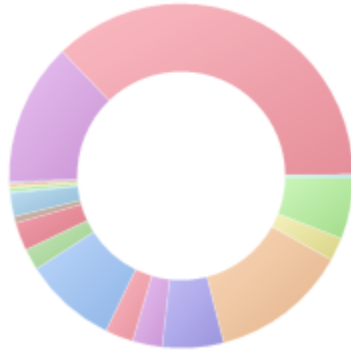
**Gallons / Day Loss =**  days in billing period

**Gallons / Minute Loss =** **4,402 gallons/day**

**3 gallons/min.**

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

### Breakdown by Housing Code



ESSEX 1	PRE-TRIAL 4	WESTMORELAND-NNRJ 37
FEDERAL 238	RICHMOND 17	YORK 1
GLOUCESTER 86	U.S. Marshal - Alexandria 13	
KING GEORGE 1	U.S. Marshal - DC District 56	
KING WILLIAM 2	U.S. Marshal - DC Superior 17	
MATHEWS 1	U.S. Marshal - Norfolk 18	
MID PEN RJ-Middlesex 2	U.S. MARSHAL - RALEIGH 37	
NEWPORT NEWS 1	U.S. Marshal - Richmond 83	
NORTHUMBERLAND 14	U.S. MARSHAL MIDDLE DIST. N.C. 14	

# DHCD MONTHLY PROGRESS REPORT

# Warsaw Housing Rehabilitation Project #23-23-14

PROJECT: WARSAW HOUSING

CONTRACT #: 23-23-14

LOCALITY: Town of Warsaw

FROM: Alex Eguiguren

MONTH: JANUARY 2026

PRODUCTS - Per 08-14-24 Agreement	% COMPLETE	STATUS
Rehabilitation of three houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 6 LMI individuals	99%	Bay Aging has scheduled the weatherization work to be done at the last of the three rehab homes. The snow and ice have delayed all construction work.
Substantial Reconstruction of two houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 4 LMI individuals.	85%	Construction of the external ramp to the first manufactured house has been completed. The second manufactured house has been installed on piers and the foundation-wall footings have been poured. Beyond that, the snow and ice have delayed all construction work.
Implementation of sidewalk improvements with leverage funds (\$30,000)	100%	Sidewalk improvements have been completed. Other work will be done regarding driveways that will count as additional leverage for the project.

<b>EXPENDITURES:</b>	<b>Grant Amount: \$ 632,534</b>	<b>Amt Expended: \$568,312</b>	<b>Amt Obligated: \$645,522</b>
	<b>Leverage Amt: \$ 58,250</b>	<b>Doc. Amt Expended: \$3,336</b>	<b>Sources: Town, PDC</b>
<b>Last Draw/Remittance #007 submitted on: 11-25-25</b>			
<b>Date of last PMT meeting: 01-20-26</b>		<b>Date of next PMT meeting: 02-17-26</b>	<b>PMT Meeting Minutes: YES</b>
<b>COMMENTS: As the project approaches completion, the Town will submit a budget-revision request to adjust line-item totals.</b>			

**Management Team Meeting**

**Warsaw Scattered Site Housing Rehabilitation Project  
CIG # 23-23-14**

**Tuesday, January 20, 2026, at 1:00 p.m. at Warsaw's Town Hall**

- 1) Update - Rehabilitation of three houses to DHCD Housing Rehab Standards benefiting 6 LMI individuals
  
- 2) Update - Substantial Reconstruction of two houses to DHCD Housing Rehab Standards benefiting 4 LMI individuals
  
- 3) Next Meeting



WARSAW

Event: Management Team Meeting - Warsaw Housing

Location: Warsaw Town Hall

Date: 1-20-26 1 p.m. Page 1 of 1

Name	Organization	Phone #	e-mail
Julia Blackley-Rice	Town of Warsaw	(804) 333-3737	jblackley@town.warsaw.va.us
M. CATES	TOW	804/333 3737	mcates@town.warsaw.va.us
Jesse Schools	TOW	804 333 3737	jschools@town.warsaw.va.us
Ruby Tian	Tian Construction	929 353 9244	rtian@tianconstruction.com
<i>[Signature]</i>	B. D.	804-333-3415	cwoolard@co.richmond.va.us
Alex Esquivel	NNPDC	804-333-1700	aezquivel@nnpdc.state.va.us

**NOTES – Warsaw Scattered Site Housing Rehabilitation Project - CIG# 23-23-14**  
**Management Team Meeting**

**January 20, 2026, at 1 p.m. at Warsaw’s Town Hall**

Attendance: Clay Woolard, Jesse Schools, Alex Eguiguren, Ruby Tian, Missy Coates, and Julia Blackley-Rice.

- 1) Rehabilitation of three houses to DHCD Housing Rehab Standards benefiting 6 LMI individuals

Ruby Tian: All three properties have been completed. There is the Bay Aging weatherization work for 195 Belle Ville Lane that will be done next there.

Missy Coates: Randy Furrow stopped by to thank the Town for the rehabilitation of his house. Ron Mundie has done the same over the phone.

- 2) Substantial Reconstruction of two houses to DHCD Housing Rehab Standards benefiting 4 LMI individuals

Ruby Tian: The contractor is working on the ramp for the house at 150 Meadowbrook Road.

Julia Blackley-Rice: There is one drawdown left for that house.

Missy Coates: I will check with Joseph about the paved-driveway requirement, if it is part of the match requirement/contribution.

Alex Eguiguren: What about the concrete landing at the bottom of the entrance steps---is it a Town or County requirement?

Clay Woolard: It is not required. And for the house at 150 Meadowbrook, once Dominion hooks up the electricity, I’ll do a final inspection. We can still get a C.O. while the tub is being changed to a shower.

Alex Eguiguren: Clayton Homes should be done with the house at 150 Meadowbrook by the end of January, and we hope that 171 Belle Ville Lane will be completed by the end of February. Once payments are made, there will be a need to submit a budget revision to DHCD before we can close out the grant.

- 3) Next Meeting: February 17, 2026, at 11 a.m. at the Warsaw Town Hall.

###

**Photos – CIG #23-23-14**

**171 Belle Ville Lane – Home Installed:**



**150 Meadowbrook Road – Access Ramp Completed:**



Dear Town of Warsaw Leadership,

I hope you're doing well. My name is Katie Powers, and my husband, Danny, and I operate Easy Wind Farm in Burgess, where we've built a community-centered music and arts program focused on connection, creativity, and supporting regional musicians. We're excited to expand that work into Warsaw through the operation of Oyster Shoals Music Hall.

Our plan is to bring a minimum of two live music events per month, with the long-term goal of operating Oyster Shoals as a year-round venue. We intend to book a mix of regional and touring artists, collaborate with local businesses, and help strengthen Warsaw's cultural identity and economic vitality. We will also be maintaining the existing arrangement with Rappahannock Tap House, ensuring continuity for patrons and supporting the local business ecosystem.

We will continue using the name "Oyster Shoals Music Hall" for the foreseeable future. To support a smooth ownership transition and increase visibility for both brands, we plan to use the prefacing line "Easy Wind Farm Presents... Oyster Shoals" on promotional materials. This approach honors the venue's established identity while introducing our broader brand in a way that feels natural and community-focused.

We are currently planning a soft opening on March 7th, and we already have 15 bands on booking holds for the upcoming season. Because of these active commitments, we greatly appreciate the Town's partnership in bringing the updated agreement to completion no later than February 13th, allowing us to finalize artist contracts and move forward responsibly. As part of our operational responsibilities, we will provide all required insurance documentation, including verification of liability coverage naming the Town as an additional insured, whenever requested.

To ensure stability and professionalism in our operations, we respectfully request one adjustment to the current Operating and License Agreement. Because concerts and events are often booked several months in advance, we need a termination clause that reflects industry norms and protects both the Town and our business from unnecessary disruption.

We propose the following:

- A standard termination notice of 120 days, allowing sufficient time to honor scheduled events and avoid negative impacts on artists, vendors, and ticket holders.
- If the Town elects to terminate the agreement with only 60 days' notice, we ask that the Town agree to reimburse all non-refundable deposits, artist guarantees, vendor contracts, production expenses, and other binding commitments made in good faith prior to receiving notice of termination.

This adjustment ensures that Oyster Shoals can operate responsibly and predictably, while also protecting the Town from the reputational and logistical challenges that arise when contracted events must be canceled on short notice.

We are committed to being thoughtful, collaborative partners to the Town of Warsaw and to building Oyster Shoals into a long-term cultural asset for the community. Thank you for your time, your support, and your partnership in bringing this next chapter to life.

Easy Wind LLC

EIN: 87-4294272

Website: [Home](#) | [Easy Wind Farm](#)

652 Blackwells Wharf RD Burgess, VA 22432

**Operating and License Agreement**

This Agreement is made this 12th day of February 2026, by and between the Town of Warsaw, Virginia (the “Town”) a body politic and corporate of the Commonwealth of Virginia, and Easy Wind LLC, a limited liability company licensed to operate in the Commonwealth of Virginia, wholly owned and operated by Katie and Danny Powers, individuals (“Mr. and Mrs. Powers”).

**RECITALS:**

1. The Town is the owner of certain real estate located at 187 Main St. within the Town limits and commonly called “the Barn.”
2. The Town wishes to have established an event and music hall venue in order to promote the Town’s advantageous location in proximity to cultural and recreational opportunities, in conformity with Va. Code § 15.2-940, and to operate same for the recreational benefit of the Town’s citizens, as well as to promote tourism and stimulate the local economy.
3. Pursuant to Article V, § 1, subsection (3) of the Warsaw Town Charter, the Town is authorized to acquire and operate recreation facilities and charge admission thereto, and to rent out or lease the privileges of the same.
4. Mr. and Mrs. Powers wish to utilize the Barn for an event venue to be called the “Oyster Shoals Music Hall,” and the Town is in agreement to provide them with the use of the space, upon the terms and conditions stated herein.

Therefore, in consideration of the foregoing premises and the terms and conditions contained herein, the parties hereto (the “Parties”) agree as follows:

**TERMS:**

1. **Grant of License for the Barn Property.** The Town hereby grants to Mr. and Mrs. Powers a license to use and occupy the Barn. Such use and occupation shall be limited to their operation of an event and music hall venue within the Barn. The Parties agree that the service shall operate under the name of “Oyster Shoals Music Hall.”
2. **Term/Termination.** The term of the license of the Barn shall be one-year, commencing on 1 March 2026 and ending on 28 February 2027. The license may be extended for additional two (2) year terms, provided the extension is agreed upon by both Parties in writing AT LEAST 120 days prior to the expiration of the license. Notwithstanding the

foregoing, the Town may terminate this license at any time upon 120 days' advance written notice.

3. **Consideration for License.** In consideration for the License provided herein, Mr. and Mrs. Powers agree to operate an event space and music hall business at the Barn, located at 187 Main St., Warsaw VA 22572. Specifically, they shall:

- a. Recruit Individuals and/or entities for concerts, events, and related activities.
- b. In coordination with Town officials, may recruit food trucks and vendors to various events at the Barn or Town Park, ensuring that each such vendor or food truck is duly licensed within the Town and cognizant of requirements to collect sales and/or meals tax and to remit same to the Town Treasurer.
- c. In the event alcoholic beverage vendors are recruited, they must assure that all required ABC licenses have been obtained and are in plain view. They are strongly encouraged to meet with Virginia ABC officials before proceeding.
- d. If Mr. and Mrs. Powers are to secure the food truck vendor for a Town sponsored event, they will do so at least 30-days in advance of each event to facilitate marketing by Town personnel.
- e. No part of the Barn may be sublet without the express written permission of the Town manager.
- f. The Town must directly collect a license fee (Itinerant Merchant Fee) from each of your various vendors in advance of any and all events.

4. **Utilities.** Mr. and Mrs. Powers shall be responsible for securing all utilities and services, such as phone, internet, electrical, etc., and the monthly fees therein associated.

5. **Space.** This non-exclusive license shall cover the entire space of the Barn and shall be available for use by Mr. and Mrs. Powers. The adjacent parking areas shall generally be available subject to parking demands and previously scheduled Town events.

6. **Furnishings.** Mr. and Mrs. Powers shall be solely responsible for the furnishings needed to operate within the assigned space.

7. **Purpose.** The use of the Barn space shall be the operation of the event venue and music hall.

8. **Staffing.** Mr. and Mrs. Powers shall be solely responsible for providing adequate staffing and security for the events which they alone initiate.

9. **Insurance in general.** Mr. and Mrs. Powers shall acquire and maintain commercial general liability insurance in an amount of not less than \$1,000,000. Such policies shall

include the Town as an additional insured and they shall provide the Town with certificates of insurance showing the required coverage is in place. Nothing herein shall be deemed a waiver of the Town's immunity for operation of recreational facilities pursuant to Va. Code § 15.2-1809 or any other applicable provision of law.

10. **Hold Harmless.** Mr. and Mrs. Powers hereby agree to indemnify, defend and hold the Town harmless for any suits, injuries, actions or causes of action that may arise from Emery's operations pursuant to this Agreement.

11. **Governing law.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without regard to her principles of conflicts of law. The Parties hereby agree that any claims, causes of action or disputes arising out of, relating to or concerning this Contract shall have jurisdiction and venue only in the Circuit Court of Richmond County, Virginia or if appropriate jurisdiction exists, in the United States District Court for the Eastern District of Virginia.

12. **Severability.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable, or is found to be against public policy for any reasons, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been part of this Agreement, and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision, or by its severance from this Agreement.

13. **Notices.** All requests, notices and other communications required or permitted to be given under this Agreement shall be in writing and delivery thereof shall be deemed to have been made when such notice shall have been either (a) duly mailed by first-class mail, postage prepaid, or any comparable or superior postal or air courier service then in effect, or (b) transmitted by hand delivery, telegram or electronic mail to the party entitled to receive the same at the address indicated below or at such other address as such party shall have specified by written notice to the other party.

Notices to the Town shall be sent to:

The Town of Warsaw, Virginia  
c/o Joseph Quesenberry, Town Manager  
78 Belle Ville Lane  
P. O. Box 730  
Warsaw, VA 22572  
Phone: 804-333-3737  
Fax: 804-333-3104

[lquesenberry@town.warsaw.va.us](mailto:lquesenberry@town.warsaw.va.us)

And

Stephen V. Durbin, Esq.  
Town Attorney  
150 Peppers Ferry Rd, NE  
P.O. Box 2009  
Christiansburg, VA 24068-2009  
[sdurbin@sandsanderson.com](mailto:sdurbin@sandsanderson.com)

**14. Contractual Claims Procedure** – Any and all claims by Emery arising hereunder shall be submitted to the Town following the procedure set forth in Va. Code § 2.2-4363.

**15. Time of the Essence** – **A deadline of March 1, 2026 is hereby imposed for Mr. & Mrs.**

**Powers to:**

- i. **Provide the Town of Warsaw the duly issued and recorded name of their business operation.**
- ii. **Provide the Town of Warsaw evidence of insurance with the amounts of coverage and loss payee clauses as stated in Item 9, above.**
- iii. **Execute this Operating and License Agreement indicating intent to proceed.**
- iv. **Failure to comply with the requirements stated herein will cause this offer to be rescinded, null, and void.**

SIGNATURES FOLLOW ON NEXT PAGE

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives:

EASY WIND FARM, LLC

\_\_\_\_\_

By \_\_\_\_\_

Title: \_\_\_\_\_

THE TOWN OF WARSAW, VIRGINIA

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Approved, as to form:

\_\_\_\_\_

Stephen V. Durbin  
Sands Anderson PC  
Town Attorney



# Easy Wind Farm

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[Events](#)

[About](#)

[Store](#)

[Contact](#)

[Donate](#)





## **Katie and Danny Powers**

"At Easy Wind Farm, our motto is "Treating People Right"  
— and we mean it.

What started as a labor of love that Danny and I built with our own hands has grown into a vibrant venue powered by a team of hardworking friends who live this motto every day.

When you're here, you can expect to be welcomed like family. You'll meet new friends, dance under open skies, laugh freely, and feel safe to love out loud. Easy Wind Farm is a community of music-loving, big-hearted people, and our greatest hope is that you leave feeling inspired, connected, and a little bit wowed."



## Patron Testimonials

“A small family-owned venue that is warm and inviting for camping and an awesome stage for performers. The owners are extremely kind and welcoming as are the people who attend the shows here.

Highly recommend!”

- MommaBear

“We had a wonderful time at Easy Wind Farm! The music, stage, lighting, and accommodations were just awesome. They are true music lovers, and their venue is truly inspiring!”

- Jamie Wood

“Easy Wind Farm is a must-experience gem for musicians and those of us who love music. Family-friendly, amazing sound, and a portion of ticket proceeds supports the local animal shelter.”

- Kirk Brammer

More Details

## Giving Back to Our Community

Easy Wind Farm is proud to support the Northumberland County Animal Shelter (NCAS). A percentage of every General Admission ticket sold goes directly to NCAS, and we also host an annual fundraising show to help support their lifesaving work.

Every animal that calls Easy Wind Farm home has been rescued or adopted, and giving back to animals in need is part of who we are. Supporting live music and supporting our community go hand in hand here, and we're grateful to share that mission with everyone who walks through our gates.



**Learn more about the Northumberland County Animal Shelter:  
[Friends of NCAS - https://www.friendsncas.org/](https://www.friendsncas.org/)**



Stay in the loop!





## Town of Warsaw

### **Charges, Rates, and Fees Schedule**

By order of the Warsaw Town Council and the Town Manager, the following Rates and Fees Schedule was adopted as follows in accordance with the Town of Warsaw Municipal Code. Business License rates and fees are to be effective as of **March 12, 2026**. All other charges, rates and fees are to be effective **July 1, 2026**.

#### **Section 1. – Water & Sewer Fees**

##### Water and Sewer

Water & Sewer Service Deposit: **\$250.00** for all non-property owners.

**\$100.00** of the water and sewer service deposit may be refunded after **18 months** upon written request from the non-property owner who paid the deposit. The decision to refund a portion of the deposit is at the discretion of the Town Manager. The balance of the deposit held on the account shall be refunded or applied to an account at the termination of service. Owners of property which is leased or rented to other persons shall be liable for any unpaid water bills of their tenants.

##### Water & Sewer Connection Fee

The charge for reconnection or transfer of water service at the customer's request shall be **\$25.00**. The charge for disconnection/reconnection due to non-payment of a monthly bill shall be **\$50.00**. Any reconnection request placed after 3:00 pm will incur a **\$100.00** after-hour reconnection fee to be paid prior to water service being reinstated. It is the policy of the Town that all outstanding bills must be paid in full or approval from Town Office Staff granted prior to water service being reinstated. There shall be no charge for connections where required in normal service operations or for repairs or alteration to plumbing systems on private property.

##### **Water & Sewer Connection Availability Schedule**

Meter Size	Factor	Water Cost	Sewer Cost
*3/4 inch	1	\$5,000	\$5,500
1 inch	2.5	\$12,750	\$13,750
2" Compound	8	\$40,000	\$44,000

Rev 2/12/2026

4" Compound	25	\$120,000	\$137,500
6" Compound	50	\$250,000	\$275,000

**Monthly Billing Rate Category: Residential**

Residential (Not Apartments) – includes but not limited to Nursing Homes, Jails, Assisted Living Facilities, Boarding Houses, etc.

40% of residential base rate per room

<u>Apartments:</u>	One Bedroom Units	40% of residential base unit cost
	Two Bedroom Units	60% of residential base unit cost
	Three Bedroom Units	80% of residential base unit cost

**Monthly Billing Rate Category: Commercial**

Non-Residential – Motels, Hotels, etc. where meals are not generally served as part of charge (excluding courtesy breakfast bars).

25% of residential base rate per room

**Monthly Billing Rate Category: Commercial**

**Policy Statement**

No connection fee monies shall be accepted prior to the obtaining of a Zoning Permit and Building Permit.

**Zoning**

Connection Fees & Rate discussions have no bearing upon Zoning Ordinances.

Connection Fees: Town will provide Connection to the meter for Residential.

Connection Fee for Commercial: Meters must be installed by private contractor.

The connection fees shall be either the amount shown or actual costs plus 25%, whichever is greater. To be used for guideline purposes only. Each industrial connection fee and availability charges shall be negotiated separately with the Town Manager (especially heavy water users).

The Town Council reserves the right to set connection charges inside the Town when the connection charges do not fall into one of the above categories and/or when a facility is located outside the Town Corporate Boundaries.

\*\*In cases where there are multiple uses in the above categories, availability charges will be assessed for each such use. However, meter charges will be incurred on a per meter basis. Split metering is not allowed.

### Town of Warsaw Monthly Water & Sewer Rates

#### Residential Rates (inside town)

Meter size – 5/8 or 3/4

Base Rate: 4,000 gallons or less monthly	Water	\$26.00
	Sewer	\$45.00

Gallons over 4,000 (Per 1,000 gallons) @ \$3.00 Water and \$12.00 Sewer

#### Residential Rates (outside town)

Meter size – 5/8 or 3/4

Base Rate: 4,000 gallons or less monthly	Water	\$45.00
	Sewer	\$64.00

Gallons over 4,000 (Per 1,000 gallons) @ \$5.00 Water and \$15.00 Sewer

#### **Commercial minimum bills affected by meter size. Factor derived from AWWA Volume Chart.**

#### Commercial Rates/Government Rates (inside town)

Base Rate: 4,000 gallons or less monthly	Water	\$44.00
	Sewer	\$65.00

Gallons over 4,000 (Per 1,000 gallons) @ \$2.97 Water and \$12.00 Sewer

#### Commercial Rates/Government Rates (outside town)

Base Rate: 4,000 gallons or less monthly	Water	\$60.00
	Sewer	\$84.00

Gallons over 4,000 (Per 1,000 gallons) @ \$3.27 Water and \$13.20 Sewer

**Section 2. – Administrative Fees**

**Administrative Fees**

DMV Stop Fee	DMV Charge plus \$25.00 Admin fee.
Bad Check Service Charge	\$35.00

**Section 3. – Solid Waste Collection Fees**

**Refuse Collection**

**Solid Waste User Fee – Inside Town Limits:**

Residential	\$15.00 per water/sewer monthly billing period
Commercial/Governmental	\$75.00 with dumpster per water/sewer monthly billing period
	\$45.00 with no dumpster per water/sewer monthly billing period – with the no dumpster option - max of 2 trash receptacles per pickup and no additional pickups allowed during the week.

Additional Dumpster Pickup Fee \$75.00 per dumpster per pickup occurrence in addition to the normal solid water user fee assessed which allows one dumpster to be picked up twice a week.

**Solid Waste User Fee – Outside Town Limits:**

Residential	\$45.00 per water/sewer monthly billing period
Commercial/Governmental	\$200.00 per water/sewer monthly billing period

**Section 4. – Land Use Fees**

**Zoning and Land Use Fees**

**Application Fees:**

Conditional Use Permit	\$300
Variance	\$300
Rezoning	\$300
Wireless Communications Antenna (to include Tower Co-location)	\$1,000
Zoning Permit	\$30
Zoning Verification Letter	\$30
Sign Permit	\$30
Major Site Plan Review	\$300 (over 2,500 sq. ft.)
Major Subdivision	\$30/lot

Minor Site Plan Review	\$200 (2,500 sq. ft. or less)
Minor Subdivision	(\$10/lot)
Resubmitted Plan	\$250 (no charge for 1 <sup>st</sup> resubmission)
Plan Amendment	\$250 (no charge for 1 <sup>st</sup> amendment)
Boundary Line Adjustment	\$100 (for lots 2,500 sq. ft. or less) \$200 (for lots greater than 2,500 sq. ft.)
Copy Charges:	
Warsaw DMO	\$60
Individual Section Only	\$15

\*\*Please Note – Fees for Notices of Public Hearing Not Included – Billed Separately

**Section 5. – Police Fines**

**Town Police Fines**

No parking	\$125
Handicapped Parking	\$250
Fire Lane	\$125
Blocking Traffic	\$125
Parking within 15 ft of Fire Hydrant	\$150
No parking in front of public or private entrance	\$75
Parking in wrong direction	\$75
3 <sup>rd</sup> Violation – seven-day period	\$250
Littering	\$250
Noise Violation	\$250

**TOWN OF WARSAW, VIRGINIA**  
**2026 BUSINESS LICENSE APPLICATION**

The application form is divided into two parts. The top half is where you record pertinent information about the business and its owner. The bottom half is where the business owner records the gross receipts for taxation purposes.

- A. **Legal Name of Applicant/Mail Address:** You must record the legal name of the responsible management personnel.
- B. **Trade Name:** Enter the name of the business and the physical location of the business here.
- C. **Social Security Number:** Social Security Number of Business Owner.
- D. **Telephone Number:** The business telephone or home telephone number of the owner.
- E. **State ID Number:** Sales Tax Identification Number.
- F. **Federal ID Number:** Federal Tax Identification Number issued by the IRS.
- G. **Customer Number:** Leave Blank – This will be assigned when licensed issued.
- H. **Type of Business:** Please check type of business and enter in the date you began your business in the Town of Warsaw in the Blank provided.
- I. **State Contractors License:** If you perform work in the State of Virginia, in excess of \$1,000 per job, you MUST secure a State Contractor’s License prior to applying for a Town Business License. Indicate whether you have a Class A, B, or C license and record that license number and expiration date. You must provide a copy of your state license when renewing or applying for a Town Business License. Also attach Form V. W. C. 61-A to your application.

*\*\*\*More than one license tax rate category below may apply to some businesses.\*\*\**

*Example: A Business performing service repairs may also be selling parts as retail.*

**LICENSE TAX RATES: All rates are per \$100 of gross receipts**

Agencies and Agents	Real estate	0.34*
Agencies and Agents	Travel agencies	0.20
Other / NA	All Businesses Not Categorized	\$10,000 flat fee
Professional	Accountants	0.34*
Professional	Animal Services (Veterinarians, Groomers, Kennels, etc.)	0.30
Professional	Architects	0.34*
Professional	Attorneys	0.34*
Professional	Audiologists	0.34
Professional	Dentists	0.34
Professional	Funeral services and crematories	0.34
Professional	Insurance Companies	0.34*
Professional	Investments, stock, etc.	0.34*
Professional	Land surveyors	0.34*
Professional	Massage therapists	0.34
Professional	Mortgage and loan companies	0.34*
Professional	Optometrists/Ophthalmologists	0.34
Professional	Physicians	0.34
Professional	Rehabilitation Facility	0.34
Professional	Schools - educational	0.34
Professional	Therapists/medical	0.34
Retail	Amusements and Recreation Services	0.20

Retail	Automotive Sales	0.20
Retail	Direct Sellers (\$4,000 +)	0.20
Retail	CBD, E-Cigs (Vape), Cigarettes, Tobacco, etc.	0.20
Retail	Community Market Vendor	\$10/Week
Retail	Food Truck Vendors (See Attached Form)	N/A
Retail	Itinerant Merchant	\$99.00/Month
Retail	Peddlers License	\$15.00/Month
Retail	<b>Restaurants / Breweries / Wineries</b> \$.10 per \$100 of gross receipts on the first \$500,000 of gross income \$.08 per \$100 of gross receipts on any amount above \$500,000 \$.07 per \$100 of gross receipts on any amount above \$1,000,000 \$.06 per \$100 of gross receipts on any amount above \$5,000,000	Scaled
Retail	<b>Retail/general</b> \$.10 per \$100 of gross receipts on the first \$500,000 of gross income \$.08 per \$100 of gross receipts on any amount above \$500,000 \$.07 per \$100 of gross receipts on any amount above \$1,000,000 \$.06 per \$100 of gross receipts on any amount above \$5,000,000	Scaled
Retail	Yard Sale (2-day limit)	\$1.00
Services and Trades	Aviation Services	0.34
Services and Trades	Barbershops, plus \$5.00 per operator	0.20
Services and Trades	Beauty shops, plus \$5.00 per operator	0.20
Services and Trades	Billing and collection	0.34*
Services and Trades	Bookkeeping	0.34*

Services and Trades	Dance studios and instruction	0.20
Services and Trades	Day Care	0.20
Services and Trades	Dry cleaners and laundromats	0.20
Services and Trades	Extermination	0.34
Services and Trades	Forestry - Tree Services	0.34
Services and Trades	Home health care	0.34
Services and Trades	Hotels, Motels, Airbnb/B&B's	0.20
Services and Trades	Lawn Care, Grounds Maintenance	0.34
Services and Trades	Marine Services	0.34
Services and Trades	Nursing homes/assisted living	0.34
Services and Trades	Party/Event Supplies and Rentals	0.20
Services and Trades	Pet grooming, boarding, training	0.34
Services and Trades	Photography, arts, and graphics	0.34
Services and Trades	Precious Metal Detailers	0.34
Services and Trades	Printing Office/Sign Maker	0.34
Services and Trades	Security System Provider	0.34
Services and Trades	Small loan office	0.34*
Services and Trades	Spa, personal training, salon	0.34
Services and Trades	Self-Storage/Storage Facilities	0.34
Services and Trades/Repair	Auto, body shops, detailing, etc.	0.34
Services and Trades/Repair	Computer/IT Maintenance and Repair	0.34

Services and Trades/Contractors	Electrical	0.34
Services and Trades/Repair	Equipment and appliances repairs	0.34
Services and Trades/Contractors	General contractors	0.16

*\*Rate was amended (rates were decreased from 0.53 to 0.34 per \$100 at the May 9, 2024 Town Council Meeting)*

Flea Market Vendors: Annual Receipts of \$6,250 or less per year--\$ 25.00 per year.  
Annual Receipts over \$6,250 per year—.20 cents per \$100 of gross receipts.

Food Truck Vendors: Tier 1: Setup 1-2 times per month - \$15.00/month  
Tier 2: Setup 3-15 times per month - \$49.50/month  
Tier 3: Setup 16-31 times per month - \$99.00/month

Others: Tax Rates Vary – Call town office for rate (804) 333-3737

Telephone Communications: One half of one percent of the gross receipts of such business from the rental, subscriptions, and stations within the town during the previous calendar year, provided that charges for long-distance telephone calls shall not be considered receipts of business in town.

There is a 10% late payment penalty assessed for all payments received after March 1<sup>st</sup>.

**PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR BUSINESS BY USING THE FORMS BELOW:**

(This space left intentionally blank)

**TOWN OF WARSAW, VIRGINIA**

**2025 Business License Application**

78 BELLE VILLE LANE

P. O. BOX 730

WARSAW, VA 22572

Phone (804) 333-3737

Fax (804) 333-3104

**FILE AND PAY BY MAY 1<sup>ST</sup> TO AVOID A 10% LATE PAYMENT PENALTY**

Read the instructions for important dates and penalties. Mail or deliver the completed application and payment to the above address.

**A** Legal Name/Address (mailing)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B** Trade/Business Name and Physical Location

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C** \_\_\_\_\_

Social Security #

**D** \_\_\_\_\_

Telephone Number

**E** \_\_\_\_\_

State ID Number

**F** \_\_\_\_\_

Federal ID Number (if any)

**G** \_\_\_\_\_

Customer Email Contact

**H** Type Business (Check)

\_\_\_\_\_ Individual

\_\_\_\_\_ LLC

\_\_\_\_\_ Partnership

\_\_\_\_\_ Corporation

Please indicate the zoning area your business falls within (Check one). If you aren't sure, please refer to the zoning map listed on the town website (listed under forms & ordinances) or consult town staff.

R1 (limited residential) \_\_\_\_\_ R12 (Residential/office) \_\_\_\_\_ R18 (High density Residential/Office)

\_\_\_\_\_

C1 (Limited commercial) \_\_\_\_\_ C2 (General commercial) \_\_\_\_\_ C3 (Light industrial) \_\_\_\_\_

M1 (Industrial) \_\_\_\_\_

**Contractors:**

Please provide where work has been done within the Town of Warsaw.

Address(es):

\_\_\_\_\_

Have you or the property owner obtained the proper permits for the work being done? (Check one)

Yes \_\_\_\_\_ Permit No# \_\_\_\_\_ No \_\_\_\_\_ It does not require a permit \_\_\_\_\_

**\*If you or the property owner are unsure about the need of a permit, please refer to zoning information on the town website or consult town staff\***

1) State Contractor's License (circle one): A B C      Expiration Date: \_\_\_\_\_

2) State Contractor's License Number: \_\_\_\_\_

3) VWC FORM 61-A Must be attached to Business Application. Check here if attached \_\_\_\_\_

Unless otherwise indicated **report your prior year total gross receipts**. If you were not in business one full calendar year, you must provide an estimate of gross receipts for the current tax year in addition to your prior year gross receipts per the following applicable category or categories:

*\*\* If your business fits into more than one category, for example a hair salon that also sells merchandise, please list those gross receipts in their corresponding category with the corresponding tax rate\*\**



## ARTICLE 10. Use Matrix<sup>1</sup>

Use	Primary Zoning Districts								Use Performance Standards	
	P = Permitted CUP = Conditional Use Permit Blank = Not Permitted									
	R-1	R-12	R-18	C-1	C-2	C-3	M-1	TT		
<b>Commercial Uses</b>										
Cannabis Retail Store					P	P				11-3-#
<b>Industrial Uses</b>										
Cannabis Microbusiness						P	P			11-4-#

## ARTICLE 13. Definitions.

### Division 4. Use Terms.

*Editor’s Note: The following proposed definitions are derived from Code of Virginia § 4.1-600 and HB642.*

**Cannabis.** Any part of a plant of the genus Cannabis, whether growing or not; its seeds or resin; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds, its resin, or any extract containing one or more cannabinoids, as provided in Code of Virginia § 4.1-600.

**Cannabis Canopy.** The space used by a licensed operator to produce flowering cannabis plants, including areas between plants, pathways, walkways, and empty space between rows that allow for airflow, light, growth, access for watering, trimming, and other activities associated with marijuana cultivation, as provided in Code of Virginia § 4.1-600.

**Cannabis Microbusiness.** A facility licensed under Code of Virginia § 4.1-803 that is permitted to conduct onsite:

- Cultivation in accordance with Code of Virginia § 4.1-800;
- Processing in accordance with Code of Virginia § 4.1-801; and
- Retail operations in accordance with Code of Virginia § 4.1-801.

**Cannabis Retail Store.** A facility licensed under Code of Virginia § 4.1-802 that is permitted to purchase or take possession of retail cannabis, retail marijuana products, immature cannabis plants, or cannabis seeds from a cannabis cultivation facility, cannabis manufacturing facility, or cannabis wholesaler and

<sup>1</sup> Editor’s Note: This draft is presented in the format of the proposed new DMO using BG’s template. If adopted prior to the full DMO update, revisions to this draft will be made to align with the DMO’s current structure.

to sell retail cannabis, retail cannabis products, immature cannabis plants, or marijuana seeds to consumers. This term does not include cultivation or processing.

## ARTICLE 11. Use Performance Standards.

### Division 3. Commercial Use Standards.

#### Section 11-3-#. Cannabis Retail Store.

- (A) **Effective Date.** This Section shall become effective [insert effective date of state law].
- (B) **State License Required.** A valid license issued by the Virginia Cannabis Control Authority shall be maintained at all times. Evidence of such license shall be provided to the Zoning Administrator upon request.
- (C) **Hours of Operation.** Hours of operation shall be limited to 9:00 a.m. to 9:00 p.m.
- (D) **Distance Between Uses.**
  - (1) **Measurement of Distance.** All distances specified in this Section shall be measured from the property line of the subject parcel to the nearest property line of the use specified in (D)(2), below.
  - (2) **Minimum Distance.**
    - (i) No Retail Cannabis Store shall be located within 1,000 ft. of:
      - (a) Places of religious worship;<sup>2</sup>
      - (b) Hospitals;
      - (c) Colleges, universities, and vocational training schools;
      - (d) Public or private primary or secondary schools;
      - (e) Public or private playground;
      - (f) Child day cares;
      - (g) Substance use treatment facilities;
      - (h) Federal, state, or local government-operated facility; or
      - (i) Another Cannabis Retail Store or Cannabis Microbusiness.
- (E) **General Standards.**
  - (1) All Cannabis Retail Store operations shall be located within a fully enclosed building. There shall be no outdoor display or storage of cannabis or cannabis related products.
  - (2) On-site consumption of cannabis products shall be prohibited.

<sup>2</sup> Editor's Note: The revised DMO will retain these uses; however, use names may change to align with the new format.

- (3) There shall be no emission of dust, fumes, vapors, or odors detectable to adjacent properties.
- (4) Signage shall not depict cannabis plants, products, or imagery.
- (5) Blackout windows shall be prohibited on any façade. Window signage, decals, or coverings shall not exceed 30% of the total window area on any façade facing a public street.

## Division 4. Industrial Use Standards.

### Section 11-4-#. Cannabis Microbusiness.

- (A) **Effective Date.** This Section shall become effective [insert effective date of state law].
- (B) **State License Required.** A valid license issued by the Virginia Cannabis Control Authority shall be maintained at all times. Evidence of such license shall be provided to the Zoning Administrator upon request.
- (C) **Hours of Operation.** Hours of operation shall be limited to 9:00 a.m. to 9:00 p.m.
- (D) **Distance Between Uses.**
  - (1) **Measurement of Distance.** All distances specified in this Section shall be measured from the property line of the subject parcel to the nearest property line of the use specified in (D)(2), below.
  - (2) **Minimum Distance.**
    - (i) No Cannabis Microbusiness shall be located within 1,000 ft. of:
      - (a) Places of religious worship;
      - (b) Hospitals;
      - (c) Colleges, universities, and vocational training schools;
      - (d) Public or private primary or secondary schools;
      - (e) Public or private playground;
      - (f) Child day cares;
      - (g) Substance use treatment facilities;
      - (h) Federal, state, or local government-operated facility; or
      - (i) Another Cannabis Microbusiness or Cannabis Retail Store.
- (E) **General Standards.**
  - (1) On-site consumption of cannabis products shall be prohibited.
  - (2) There shall be no emission of dust, fumes, vapors, or odors detectable to adjacent properties from any cultivation, processing, or retail operations.
  - (3) Outdoor display, storage, or sales of cannabis or cannabis-related products shall be prohibited.

(4) Signage shall not depict cannabis plants, products, or imagery.

(F) Cultivation Standards.

(1) Indoor cultivation shall not exceed a canopy of 10,000 sq. ft.

(2) Outdoor cultivation shall not exceed a canopy of 10,000 sq. ft.

(G) Processing Standards.

(1) All processing operations shall be conducted indoors within a fully enclosed building and shall meet the performance standards of Section 4-15.

(H) Retail Operations.

(1) All retail operations shall be located indoors within a fully enclosed building.

(2) Blackout windows shall be prohibited on any façade. Window signage, decals, or coverings shall not exceed 30% of the total window area on any façade facing a public street.