

Town of
WARSAW
Heart of Virginia's Northern Neck

TOWN COUNCIL MEETING Agenda

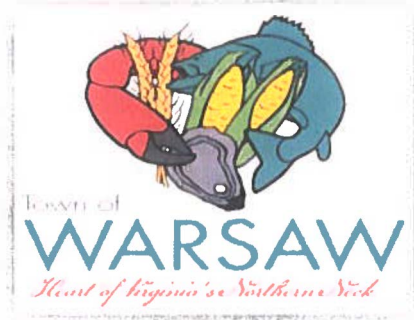
October 09, 2025 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

www.townofwarsaw.com

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Consent Agenda**
 - a.** Agenda
 - b.** Minutes – September 2025
 - c.** Financial Report – September 2025
- 4. Public Hearing**
 - a.** Outdoor Storage Buildings - 4492 Richmond Road, Tax Map I 6C(I) 7 - Michael Campbell
- 5. Public Comment**
- 6. 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
- 7. Old Business**
 - a.** Project Updates
 - i. 74 Main Street
 - ii. Well Replacement Project
 - iii. DHCD Housing Project
 - b.** Basketball Court Discussion - RCC
- 8. New Business**
 - a.** Outdoor Storage Buildings - 4492 Richmond Road, Tax Map I 6C(I)7 - Michael Campbell
 - b.** Schedule Economic Development Committee - Relish Restaurant
- 9. Closed Session - § 2.2-371 I A (7) - Possible Legal Action - Meals Tax Remittances - Old Rapp Taphouse & Old Rappahannock Brewing Company**
- 10. Council Members - Closing Comments**

11. Adjournment



Town Council Agenda

October 9th, 2025 – 6:00 P.M.

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 - b. Minutes – September 2025
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 - 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
7. Old Business
 - a. Project Updates
 - i. 74 Main Street – Project Proposal
 - ii. Well Replacement Project
 - iii. DHCD Housing Project
 - b. Basketball Court Discussion - RCC
8. New Business
 - a. Outdoor Storage Buildings – 4492 Richmond Road, Tax Map 16C(1)7 – Michael Campbell
 - b. Schedule Economic Development Committee – Relish Restaurant
9. Closed Session - § 2.2-3711A(7) – Possible Legal Action – Meals Tax Remittances – Old Rapp Taphouse & Old Rappahannock Brewing Company
10. Council Members - Closing Comments
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MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
SEPTEMBER 11, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting on Thursday, September 11th, 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 G. Yackel, Mary Beth Bryant, Rebecca Hubert, Daphne Palmore, Ralph Self, and Bobby Walters. Council members absent: Jonathan English.

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

Also present: There were approximately eleven others 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 CONSENT AGENDA:

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

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

Mayor Phelps called for a moment of silence in memory of the lives lost on 9/11/2001.

PUBLIC COMMENT

James Clifford Mullin, 8351 Historyland Highway, began by complementing the Town on the growth that has occurred and expressed that he is looking forward to what is to come. Mr. Mullin’s first comment of concern regards the vacated VDOT property and the potential this lot has in the center of Town. Mr. Mullin suggested to council to pursue this property and have the Planning Commission investigating opportunities present. Additionally, Mr. Mullin addressed concerns regarding the speed limit and a length vehicle limit adjustment. Mr. Mullin closed out his comments by encouraging the Town to dive deeper into the vehicle length limit and a speed limit reduction.

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

REPORTS

MAYOR'S REPORT: Mayor Phelps deferred his comments to save for later throughout the meeting.

TOWN MANAGER'S REPORT:

Town Manager Joseph Quesenberry presented his report to the Town Council. The Town Manager's report reviewed the Virginia Town and Center Magazine feature, a letter of correspondence from the Town of Montross Mayor, an economic development update, Christmas Town updates, RCC project update, and upcoming events.

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 of Police, Sean Peterson, announced that the Police Department received another recurring grant from the DMV for speed enforcement for \$8,000. Chief Peterson recapped all the grants that have been acquired in the last 4 months, which include an equipment grant for \$70,000, the 599 grant for \$45,000, the office wellness grant for \$11,000, and renewal of the bulletproof vest grant that reimburses 50% of bulletproof vests bought for officers. This brings a total of approximately \$160,000 in grants.

On September 19th, there will be a large police presence as there will be a live training for one of the local banks. Chief Peterson complemented his team and is looking forward to the future.

Councilman Self recalled Mr. Mullin's comments and addressed the area of concern of Menokin Road and trucks using Menokin Road and hitting the bypass. Councilman Self-addressed local farmers concern with having to travel to different locations and asked Chief Peterson to continue to support our farmers and to address this situation. Chief Peterson commented that he and his subordinates have been in contact with trucking companies and VDOT to help clear up the situation at hand. Mr. Quesenberry commented that we are waiting on VDOT to change the signage, and that we are not writing tickets for farmers taking a left on Main Street at this time.

PUBLIC WORKS REPORT:

Director of Public Works, Jesse Schools, presented his report, which was included in the Town Council packet. A copy of the report is attached to these minutes as Attachment 3.

Mayor Phelps commented on Mr. Schools report of how all the well testing in Town came back satisfactory. Mayor Phelps inquired if this includes the well that we are going to be replacing and Mr. Schools confirmed.

COUNCIL COMMITTEE REPORT:

Vice-Mayor Yackel reported that the Ordinance Committee met and deferred the conversation to be addressed under new business.

No other committee met.

PLANNING COMMISSION: The Planning Commission did not meet.

NORTHERN NECK REGIONAL JAIL REPORT: The population report was provided in the Town Council packet. Vice Mayor Yackel stated that the Director of the Programs Department gave a presentation that addressed the different programs offered at NNRJ. These programs are only offered for local prisoners – not Federal. Vice Mayor Yackel addressed the updates on topics that may affect regional jails.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street:

The Town Manager stated that there was no substantive update at this time. The Town is working with the legal counsel to explore options and opportunities, and Mr. Quesenberry hopes to provide an updated statement at a later date.

Well Replacement Project

Mrs. Coates reported that we have completed the Financial and Construction Assistance Program Grant and we are awaiting a decision on the application. Once we are informed of the funding opportunities, the project will be put out to bid. Mayor Phelps asked if there was a timeline for the grant, and Mrs. Coates confirmed that we should know something by the end of September.

DHCD Housing Project:

Mrs. Coates stated that the two contracts on the complete rebuilds for the modular homes have been signed. Mrs. Coates is under the impression that the homes have been ordered. On Tuesday, September 16th, the management team will meet. Here, the permitting process of what needs to happen with Richmond County, and the Town of Warsaw will be reviewed with the contractor and Clayton Homes. Mrs. Coates stated that the last rehab home on Belle Ville is being worked on during this time. Two and a half of the rehabilitations have been completed and the two complete rebuilds will be occurring within the next one-to-two months, with demolition starting in a month.

NEW BUSINESS:

ZONING SUBDIVISION DMO ORDIDANCE UPDATE PROPOSAL

Major Phelps spoke on behalf of Councilman English, chairman of the ordinance committee. Mr. English fully supports the adoption of the proposal. Vice-Mayor Yackel addressed how the Berkeley Group was selected. Vice-Mayor Yackel stated this proposal was more expensive than the other proposal submitted, but the Berkeley Group was very in-depth with what they are going to provide. Mr. Yackel stated that the Berkeley Group was the recommendation that was being made to the Town Council.

The Town Manager identified funding for the project proposed to cost \$110,735. He stated the need to use reserve funds. However, the Stormwater Water Local Assistance Fund holds

approximately \$100,000 that we are supposed to get in the form of a grant. The aggregate amount that would come out of the reserve fund would be roughly \$15,000.

Mayor Phelps asked when the last time was that the ordinance was updated. Mr. Quesenberry stated that it was adopted in 1996, but there has not been any major update since its adoption. Mayor Phelps agreed that this is something that needs to be done. Vice-Mayor Yackel addressed that with the growth the Town is experiencing and will be experiencing, this is something that needs to happen.

Councilman Walters moved to authorize the Town Manager to sign and execute the proposal presented by Berkely Group. The motion was seconded by Vice-Mayor Yackel and carried the following votes.

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

BASKETBALL COURT DISCUSSION

The Town Manager provided an update from RCC, where RCC is developing a proposal akin to the tennis court project. Mr. Quesenberry hopes to partner with Richmond County on this project, with financing to come from both the Town and the County. RCC would front the financing in the beginning, but the Town would pay over time, like what was done with the tennis courts. Along with this proposal, Mr. Quesenberry will work on a grant for a police call box. Councilman Walters asked about the public engagement that is involved with the potential basketball courts, and Assistant Town Manager Melissa Coates expressed that this is something that has been a popular topic in the past. Vice-Mayor Yackel expressed that he is all for this project if Richmond County is willing to help.

SCHEDULE PUBLIC HEARING

Mayor Phelps stated that we needed to schedule a public hearing for an outdoor storage building at 4492 Richmond Road, tax map 16C17. The Assistant Town Manager stated that Mr. Campbell is looking to have The Old Hickory Buildings for sale on the lot, and he is looking to expand business into the Town. The lot is zoned C2, which will require Mr. Campbell to have a Conditional Use Permit and public hearing.

Councilman Self moved to schedule the public hearing at the next regular meeting. The motion was seconded by Councilwoman Bryant and carried the following votes.

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

HALLOWEEN TRICK OR TREAT

A motion was made by Councilwoman Palmore to designate Friday, October 31 from 5PM-8PM as the trick-or-treating hours for the Town. The motion was seconded by Councilwoman Bryant and carried the following votes.

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

CLOSED SESSION- 2.2-3711 A-7 – PROSPECTIVE BUSINESS AT SELFTOWN ROAD AND ROUTE 360

Vice-Mayor Yackel moved to enter into a closed session in accordance with Virginia State Code Sections 2.2-3711A (7) as it relates to the discussion of a prospective business at the intersection of Selftown Road and Route 360. Councilman Self seconded the motion, which carried with the following votes.

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

Vice-Mayor Yackel moved that the only items discussed in closed session were items relating to the business matters referenced. 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 G. Yackel	Aye
Mary Beth Bryant	Aye	Rebecca Hubert	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Bobby Walters	Aye		

There was no action out of the closed session.

Councilman Bobby Walters asked for an update on the Warsaw sign. Mr. Quesenberry stated that the sign should be up in time for Warsaw Fest.

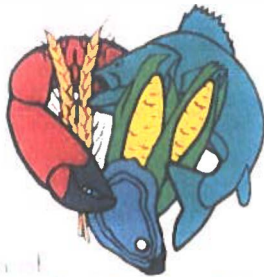
CLOSING COMMENTS:

- Councilman Walters stated that the Town looks great, the plants in town are a wonderful touch, the grass around the bounds looks better, the water in the bounds looks good, and the foundations are working.

- Councilwoman Bryant stated her remembrance of 9/11. Additionally, she shared her gratitude for the police department, and is looking forward to Warsaw Fest, Halloween, and Christmas Town.
- Councilman Self stated that as he gets older, time goes faster. He stated that we do great things in this town and there are great events that are coming up in our town and that we should always be grateful.
- Councilwoman Hubert stated that it was a great meeting, and she is looking forward to reading the article that Warsaw was featured in.
- Councilwoman Palmore commented that it was a great meeting. She also thanked Mr. Schools and all public works for all their hard work, as well as Mr. Quesenberry and Mrs. Coates for their work behind the scenes.
- Vice-Mayor Yackel stated that Councilwoman Palmore is now the alternate for the NNRJ board and knows she will do great. Additionally, Vice-Mayor Yackel suggested that when flower baskets are taken down in the Town that we should raffle off or see if any citizens that may want them.
- Mayor Phelps stated that it is a good time and challenging time for the Town, and he is glad we have a good town staff and council to support us.

There being no further business, Mayor Phelps adjourned the meeting at 6:55 pm.


Submitted by: Julia Blackley- Rice, Clerk



Town of
WARSAW
Heart of Virginia's Southern Neck

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 09/11/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Virginia Town and City Magazine

We are pleased to announce that the Town of Warsaw is one of three (3) featured communities in the Virginia Town and City Magazine, the bi-monthly publication of the Virginia Municipal League. The magazine goes out to every City and Town Council in the Commonwealth, with Warsaw being highlighted for our amazing transformation within the last decade. Thank you to Mayor Phelps who also joined me for a podcast that is featured on their website. Special thanks to the Montross Town Manager and Council for sending us official Council correspondence that congratulated us on our featured article.

2. Economic Development Update

We are continuing our work with a national distribution firm to identify space for new

construction in Town. We are still in hopes of being able to utilize the last of the available land in the Commerce Park for this development. We will keep you posted as things progress.

We've also had recent interest by a small commercial retailer in the new Midtowne space, a climate-controlled storage facility on an empty parcel in Town, an outdoor shed dealership (located in your packets) and we are still working on a national convenience center. Lastly, we are working with the Commonwealth and with Mr. Beale to discuss a boutique hotel on the second floor of his building. We will keep you updated as these projects progress.

3. Christmas Town 2025

We just concluded our annual Christmas Town stakeholders meeting earlier this week, where we invite all pertinent parties to meet and discuss logistics for the event. We plan to have new rides this year and to consolidate all operations to Main Street and the Town Park, alleviating the need for staffing at the Bounds. We hope this will not only be safer but will create a more condensed and inclusive feel for our vendors and attendees. We will delve into this more at a future meeting.

4. RCC Project

The RCC Health Sciences Project will hold a construction bid opening later this month! Should the bid amounts come in at budgeted levels, a groundbreaking ceremony may be held in the coming subsequent weeks. The college did recently find out that VDOT may be requiring a turn lane to be added to the complex, amounting to a \$500,000 change order request. We are working with them to hopefully mitigate this expense, as it may negatively impact the future of the project. We will update you as this progresses.

5. Upcoming Events

- a. Council / Department Head Retreat – Tuesday, October 21st at 11 AM – Town Hall
- b. Community Market – Every 2nd and 4th Saturday of each month – Warsaw Town Park
- c. Warsaw Fest – Saturday, October 11th from 10am to 4PM
- d. Trunk or Treat – Main Street Program – Friday, October 31st (more details to follow)

TOWN HALL
15869 KINGS HIGHWAY
P.O. BOX 126
MONTROSS, VA 22520
PH. (804)493-9623
FAX (804)493-9036
E-mail: townofmontross@verizon.net



Est. 1852

Town of Montross

Mayor
JOSEPH P. KING

Vice-Mayor
KATHRYN S. WITTMAN

Council
CLINTON A. WATSON, JR.
CAROLYN K. CARLSON
AARON L. HOOKS
DARRIN J. LEE
DAVID L. SMITH

Town Manager
Francine G. Taylor

September 1, 2025

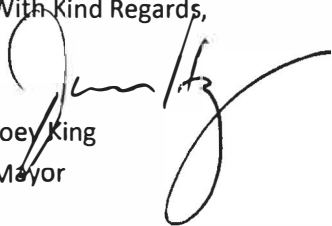
Randy Phelps
Mayor
Warsaw Town Council and Staff
Town of Warsaw
78 Belle Ville Lane
Warsaw, VA 22572

Dear Randy,

I hope this email finds you well. I am writing today to on behalf of our Town Council and Administration to provide our heart-felt congratulations to the Town of Warsaw regarding being featured in the Virginia Town and City Magazine for July and August 2025.

More importantly, your accomplishments are simply amazing. Warsaw truly makes the Northern Neck a special place.

With Kind Regards,


Joey King
Mayor

Cc: Fran Taylor, Town Manager
Kathryn Wittman, Vice-Mayor

County Seat of Historic Westmoreland County



Warsaw Police Department



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT
August 1-31, 2025
Total calls for service: 789

Section I: Incidents 8

DATE	CASE	OFFENSE	BLK / STREET
08/06/2025	2025-000114	18.2-41: Assault By Mob Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-47: Abduction Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-51: Malicious Wounding Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-415: Disorderly Conduct Misdemeanor	4000- Blk Richmond Road
08/08/2025	2025-000115	18.2-95: Auto Theft Felony	40- Blk Bluebird Lane
08/13/2025	2025-000116	18.2-51.6: Strangulation Felony	4000- Blk Richmond Road
08/13/2025	2025-000116	18.2-57.2: Domestic Assault Misdemeanor	4000- Blk Richmond Road
08/20/2025	2025-000117	Runaway Juvenile Found Safe	100- Blk Jones Lane

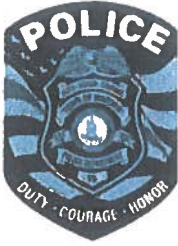
Section II: Arrest 6

DATE	CASE	OFFENSE	BLK / STREET
08/06/2025	2025-000114	18.2-41: Assault By Mob Felony	400-Blk Main Street
08/06/2025	2025-000114	18.2-47: Abduction Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-51: Malicious Wounding Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-415: Disorderly Conduct Misdemeanor	4000-Blk Richmond Road
08/08/2025	2025-000115	18.2-95: Auto Theft Felony	40-Blk Bluebird Lane
08/13/2025	2025-000116	18.2-51.6: Strangulation Felony	4000-Blk Richmond Road
08/13/2025	2025-000116	18.2-57.2 Domestic Assault Misdemeanor	4000-Blk Richmond Road

549 Main Street – Warsaw, VA 22572
www.townofwarsaw.com/police



Warsaw Police Department



From the desk of Chief Sean L. Peterson

Section III: Traffic 93

Driving on Suspended/Revoked License	0
Reckless Driving	2
Distracted Driving	9
Speeding	28
Expired Inspection	4
Seatbelt	3

Section III Continued

Expired / Improper VA Registration	3
Town Citations Issued	9
All Other Traffic Summons	30
Traffic Crashes	5

Section IV: Community Engagement 568

Neighborhood Select Patrols	114
Business Checks / Directed Patrols	395/56
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 MEMBERS

Randall L. Phelps – Mayor

Paul G. Yackel – 1st Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Farou H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 9/11/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for August – 184,500 gallons, a decrease of 3,900 gals from the month of July average daily flow.

Maximum influent flow for August – 198,000 gallons, a decrease of 74,000 gals from the month of July max flow.

Nutrient Sampling Results

For August the average effluent Total Nitrogen (TN) concentration was 1.88 mg/l, within the limits of our permit.

For August the average effluent Total Phosphorus (TP) concentration was 0.15 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Plant staff collected samples (seven sample points) to complete our ground water monitoring test for the third quarter of 2025.

Operators serviced equipment as required by our preventive maintenance program.

Operators cleaned all banks of our UV system.

Treatment Plant Operators assisted with recording water meter readings.

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 MEMBERS

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Vice Mayor
Mary Beth Bryant
Jonathan English
Ogle E. Forrest, Sr.
Faron H. Hamblin
Rebecca C. Huber
Ralph W. Self

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

Treatment plant effluent samples for the month of August met all requirements as to our permit discharge limits.

Staff also worked the Towns August 4th Friday Concert.

-Water Department

Attached you will find the Water Loss Report, for the month of August we are at a 2% water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

We took raw water samples at each well and all came back in compliance.

Staff also completed state selected bacteria samples; all results came back absent.

The water department also checked sewage/pump stations each day.

Woodland Heights newly added water and sewer line passed all AWWA regulations and is now active in our system.

The Town experienced a water leak on RT 360 in front of Shell Station. We decided not to fix it, but to cap off that main line and get some of it out of the road. We have plans to get the rest of the water main out of that intersection entirely soon.

-Refuse Department

For the month of July town staff made 17 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.

Grass cutting at all town-owned facilities along with the median strips along RT. 360.

Watering of all hanging baskets and stationary planters in town.

Monthly Water Loss Report

Water System:

For the Month of: Year:

Water Produced this month: gallons
Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,671,000 gallons**

Sold: Residential gallons

Total Sold = **5,500,934 gallons**

B: Difference: (Produced+Purchased) - Sold = **170,066 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="0"/>	gallons
Fire Department Use	<input type="text" value="0"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="7,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="15,000"/>	gallons
Office/Police Dept.	<input type="text" value="5,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **29,300 gallons**

Loss: Unaccounted-for Water: (B-C) = **140,766 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **2 % unaccounted - for loss**

Gallons / Day Loss = days in billing period
Gallons / Minute Loss = **4,399 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!

Budget vs Actual

Town of Warsaw
10/7/2025 11:08:01 AM

Period Ending 9/30/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	3,000	0.00	350.00	825.00	825.00	(2,175.00)	28%
10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	17,775.00	49,155.00	49,155.00	(130,845.00)	27%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,335.00	22,215.00	22,215.00	(66,785.00)	25%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	31.89	42.74	42.74	(279,957.26)	0%
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	331.59	662.96	662.96	(169,337.04)	0%
10-307-0000 PPTRA	17,365	0.00	0.00	17,365.30	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	9,193.20	11,384.58	11,384.58	(128,615.42)	8%
10-320-0000 VEHICLE TAX/DECALS	40,000	0.00	0.00	0.00	0.00	(40,000.00)	
10-325-0000 STATE SALES TAX	120,000	0.00	37,486.44	53,091.10	53,091.10	(66,908.90)	44%
10-326-0000 MEALS TAX	675,000	0.00	66,932.62	200,782.38	200,782.38	(474,217.62)	30%
10-327-0000 LODGING TAX	42,000	0.00	4,001.99	13,350.18	13,350.18	(28,649.82)	32%
10-328-0000 CIGARETTE TAX	80,000	0.00	6,390.42	20,571.47	20,571.47	(59,428.53)	26%
10-330-0000 FINES	35,000	0.00	6,611.74	14,686.27	14,686.27	(20,313.73)	42%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	0.00	15.11	15.11	(24,984.89)	0%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	0.00	10,840.00	10,840.00	(23,660.00)	31%
10-360-0000 UTILITY/CONSMPTION TX	15,000	0.00	1,890.77	2,391.30	2,391.30	(12,608.70)	16%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,639.03	7,516.32	7,516.32	(21,483.68)	26%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	(15,000.00)	
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	0.00	0.00	0.00	(1,750.00)	
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	7,820	0.00	0.00	18,252.27	18,252.27	10,432.27	233%
10-382-0000 FORGIVEABLE LOAN REPAYMENTS	0	0.00	750.00	1,500.00	1,500.00	1,500.00	
10-390-0000 MISC/INCOME	4,000	0.00	455.00	455.00	455.00	(3,545.00)	11%
10-390-0975 GRANT - HOUSING/PLANNING	550,000	0.00	48,665.60	97,030.60	97,030.60	(452,969.40)	18%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	0.00	(3,000.00)	
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-395-0000 GRANT/BP VEST	0	0.00	0.00	580.90	580.90	580.90	
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	1,192.59	3,471.84	3,471.84	(8,528.16)	29%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	0.00	0.00	0.00	(10,000.00)	
10-399-0005 LOAN PROCEEDS	65,000	0.00	0.00	115,000.00	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	5,365.00	6,420.00	6,420.00	(17,580.00)	27%
Revenues Totals:	3,091,435	0.00	217,397.88	667,605.32	667,605.32	(2,423,829.68)	22%
Expenses							
10-420-0200 SALARIES/ADM	389,000	0.00	29,726.42	103,853.00	103,853.00	285,147.00	27%
10-420-0201 OT/BONUS - ADMIN	8,000	0.00	0.00	2,362.89	2,362.89	5,637.11	30%
10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	2,229.29	7,993.25	7,993.25	22,006.75	27%
10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	383.52	383.52	1,816.48	17%
10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	3,513.59	10,355.50	10,355.50	32,644.50	24%
10-420-0900 MEDICAL INS/ADM	60,360	0.00	5,030.00	14,605.00	14,605.00	45,755.00	24%
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	0.00	1,940.00	1,940.00	13,060.00	13%
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	374.33	1,749.77	1,749.77	6,250.23	22%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	245.49	922.11	922.11	4,077.89	18%
10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	4,134.36	4,829.36	4,829.36	3,170.64	60%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	1,211.20	1,636.55	1,636.55	18,363.45	8%
10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-2200 AUDIT	15,500	0.00	0.00	0.00	0.00	15,500.00	
10-420-2300 LEGAL SERVICES	25,000	0.00	3,135.00	7,010.90	7,010.90	17,989.10	28%
10-420-2600 ADVERTISING	30,000	0.00	3,460.07	10,083.34	10,083.34	19,916.66	34%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	221.12	625.57	625.57	4,874.43	11%
10-420-3200 OFFICE SUPPLIES	18,000	0.00	490.55	10,285.88	10,285.88	7,714.12	57%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	0.00	0.00	250.00	
10-420-3400 COMPUTER SUPPORT FEE	20,000	0.00	1,034.80	2,796.57	2,796.57	17,203.43	14%
10-420-3450 COMPUTER O/M	6,500	0.00	39.98	159.92	159.92	6,340.08	2%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5298 DMV STOP FEES	400	0.00	65.00	65.00	65.00	335.00	16%
10-420-5300 DUES	3,000	0.00	(200.00)	1,789.84	1,789.84	1,210.16	60%
10-420-5350 SAFETY PROGRAM	500	0.00	0.00	29.35	29.35	470.65	6%
10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	4,454.60	4,454.60	4,454.60	14,045.40	24%
10-420-5500 COUNCIL EXPENSE	15,000	0.00	3,060.92	3,320.69	3,320.69	11,679.31	22%
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	474.21	2,556.98	2,556.98	6,443.02	28%
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	1,617.00	3,651.00	3,651.00	23,349.00	14%
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	817,710	0.00	64,445.77	197,460.59	197,460.59	620,249.41	24%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	332,000	0.00	20,482.16	84,847.16	84,847.16	247,152.84	26%
10-510-0201 OT/BONUS - WPD	12,000	0.00	902.14	9,267.78	9,267.78	2,732.22	77%
10-510-0500 PAYROLL TAXES/WPD	25,500	0.00	1,635.87	7,208.67	7,208.67	18,291.33	28%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	148.53	581.13	581.13	1,218.87	32%
10-510-0700 RETIREMENT/LI/WPD	36,000	0.00	3,258.92	9,693.13	9,693.13	26,306.87	27%
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	2,012.00	8,048.00	8,048.00	28,452.00	22%
10-510-1000 PROFESSIONAL DEVELOP/WPD	4,000	0.00	333.72	641.88	641.88	3,358.12	16%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	377.60	957.60	957.60	9,042.40	10%
10-510-2000 Electricity - WPD	2,000	0.00	0.00	415.38	415.38	1,584.62	21%
10-510-2100 Grounds/Maintenance - WPD	10,000	0.00	0.00	6,712.34	6,712.34	3,287.66	67%
10-510-3100 AUTO O/M-WPD	24,000	0.00	307.53	5,492.82	5,492.82	18,507.18	23%
10-510-3200 UNIFORMS/SUPPLIES/WPD	8,000	0.00	1,741.09	2,892.01	2,892.01	5,107.99	36%
10-510-3210 POLICE SUPPLIES	15,000	0.00	2,295.00	2,295.00	2,295.00	12,705.00	15%
10-510-3220 OFFICE SUPPLIES	10,000	0.00	377.81	1,674.16	1,674.16	8,325.84	17%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	210.58	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	1,249.60	3,274.68	3,274.68	16,725.32	16%
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	422.50	2,409.16	2,409.16	7,590.84	24%
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	
10-510-3712 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	421.50	421.50	1,878.50	18%
10-510-4210 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	

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10 GENERAL FUND

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10-510-5300 DUES	3,000	0.00	0.00	3,495.00	3,495.00	(495.00)	117%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	101.95	101.95	148.05	41%
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	4,454.60	4,454.60	4,454.60	14,045.40	24%
10-510-6000 CIP - WPD (CARS)	65,000	0.00	0.00	55,609.78	55,609.78	9,390.22	86%
WARSAW POLICE DEPT Totals:	732,136	0.00	39,999.07	210,704.31	210,704.31	521,431.69	29%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	238,000	0.00	18,294.87	65,459.36	65,459.36	172,540.64	28%
10-550-0201 OT/BONUS - PS	13,000	0.00	121.72	6,020.85	6,020.85	6,979.15	46%
10-550-0500 PAYROLL TAXES/PS	18,500	0.00	1,413.19	5,477.47	5,477.47	13,022.53	30%
10-550-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	46.01	167.09	167.09	932.91	15%
10-550-0700 RETIREMENT/LI/PS	20,500	0.00	1,181.63	4,466.39	4,466.39	16,033.61	22%
10-550-0900 MEDICAL INS/PS	48,288	0.00	2,012.00	12,072.00	12,072.00	36,216.00	25%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,514	0.00	281.80	990.41	990.41	2,523.59	28%
10-550-1300 ELECTRICITY-TOWNPARK	3,500	0.00	0.00	536.28	536.28	2,963.72	15%
10-550-1700 REPAIRS/TRASH TRUCK	20,000	0.00	433.47	2,940.21	2,940.21	17,059.79	15%
10-550-2000 Dog Park	2,000	0.00	0.00	8.99	8.99	1,991.01	0%
10-550-2100 Fountain - Main Street	3,500	0.00	2,419.00	2,436.09	2,436.09	1,063.91	70%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	99.00	6,549.33	6,549.33	22,450.67	23%
10-550-3150 VEHICLE M&O/PS	10,000	0.00	268.93	2,354.17	2,354.17	7,645.83	24%
10-550-3200 UNIFORMS/ETC	1,500	0.00	389.00	612.00	612.00	888.00	41%
10-550-3300 EQPT/SUPPLIES/PS	2,500	0.00	452.51	1,590.32	1,590.32	909.68	64%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	0.00	77.64	77.64	922.36	8%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	12,460.00	12,460.00	12,460.00	(2,460.00)	125%
10-550-3550 TOWN APPARELL	0	0.00	1,218.54	1,218.54	1,218.54	(1,218.54)	
10-550-3700 BEAUTIFICATION	40,000	0.00	1,804.88	23,043.85	23,043.85	16,956.15	58%
10-550-3800 STREET LIGHTS	35,000	0.00	3,237.22	9,805.63	9,805.63	25,194.37	28%
10-550-3850 SIDEWALKS	30,000	0.00	2,106.89	2,106.89	2,106.89	27,893.11	7%
10-550-3900 ILIGHTING/CHRISTMAS	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	0.00	250.00	
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	17,200.00	100,791.60	100,791.60	449,208.40	18%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
(EXPENSE)							
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	4,454.60	4,454.60	4,454.60	14,045.40	24%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	290.01	564.12	564.12	5,935.88	9%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	26.00	565.26	565.26	934.74	38%
10-550-6100 THE SADDLERY	5,000	0.00	295.52	925.86	925.86	4,074.14	19%
10-550-6200 THE BOUNDS	30,000	0.00	1,019.34	3,415.06	3,415.06	26,584.94	11%
10-550-6400 COMMUNITY MARKET	2,000	0.00	250.00	1,150.00	1,150.00	850.00	58%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	225.00	17,225.22	17,225.22	(17,225.22)	
PUBLIC SERVICE Totals:	1,301,652	0.00	72,001.13	289,485.23	289,485.23	1,012,166.77	22%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 PARADES	2,000	0.00	809.63	809.63	809.63	1,190.37	40%
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	0.00	1,200.00	
10-600-6200 FIRE DEPARTMENT	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	15,000.00	
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	0.00	8,000.00	
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	0.00	500.00	
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	1,000.00	1,000.00	0.00	100%
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	0.00	750.00	
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	0.00	250.00	
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-8100 VARIOUS CONTRIBUTIONS	2,000	0.00	0.00	250.00	250.00	1,750.00	13%
CONTRIBUTIONS Totals:	63,700	0.00	809.63	2,059.63	2,059.63	61,640.37	3%

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	2,921.90	11,722.34	11,722.34	28,277.66	29%
Totals:	40,000	0.00	2,921.90	11,722.34	11,722.34	28,277.66	29%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	0.00	44,317.70	44,317.70	(44,317.70)	
CAPITAL ITEM EXPENSE Totals:	0	0.00	0.00	44,317.70	44,317.70	(44,317.70)	

Budget vs Actual

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Period Ending 9/30/2025

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	4,863.00	4,863.00	14,589.00	25%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	2,769.00	2,769.00	8,296.00	25%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	9,539.34	9,539.34	28,617.66	25%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	688.00	2,064.00	2,064.00	688.00	75%
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	3,396.89	6,335.59	6,335.59	12,765.41	33%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	8,628.00	8,628.00	25,082.00	26%
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	15,697.08	17,004.18	17,004.18	(5,004.18)	142%
DEBT SERVICE Totals:	136,237	0.00	28,381.75	51,203.11	51,203.11	85,033.89	38%

Budget vs Actual

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	Expenses Totals:	3,091,435	0.00	208,559.25	806,952.91	806,952.91	2,284,482.09	26%
10 GENERAL FUND	Revenues Over/(Under) Expenses:			8,838.63	(139,347.59)	(139,347.59)		

Budget vs Actual

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Period Ending 9/30/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	458,092	0.00	36,935.21	107,338.59	107,338.59	(350,753.41)	23%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	0.00	(2,500.00)	
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	36,935.21	107,338.59	107,338.59	(1,353,353.41)	7%
Expenses							
30-600-0000 INTEREST EXPENSE	0	0.00	31.84	31.84	31.84	(31.84)	
CONTRIBUTIONS Totals:	0	0.00	31.84	31.84	31.84	(31.84)	

Budget vs Actual

Town of Warsaw
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Period Ending 9/30/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-0200 SALARIES/WATER	163,000	0.00	12,593.41	44,209.27	44,209.27	118,790.73	27%
30-810-0201 OT/BONUS - WATER	13,000	0.00	154.16	2,264.57	2,264.57	10,735.43	17%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	909.85	3,424.58	3,424.58	9,575.42	26%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	136.98	136.98	713.02	16%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	1,339.52	3,992.21	3,992.21	12,507.79	24%
30-810-0900 MEDICAL INS/WTR	24,144	0.00	1,006.00	3,872.00	3,872.00	20,272.00	16%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	90.98	272.86	272.86	2,227.14	11%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	2,599.50	7,159.88	7,159.88	22,840.12	24%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	300.00	300.00	5,200.00	5%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	0.00	0.00	0.00	42,000.00	
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	25.00	25.00	25.00	1,975.00	1%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	0.00	567.89	567.89	1,732.11	25%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	307.78	782.06	782.06	2,717.94	22%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	248.32	727.64	727.64	1,272.36	36%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	59.90	2,923.76	2,923.76	16,076.24	15%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	259.98	766.08	766.08	1,983.92	28%
30-810-3300 SUPPLIES/WATER	5,000	0.00	0.00	391.99	391.99	4,608.01	8%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	16.89	16.89	983.11	2%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	466.64	466.64	466.64	2,033.36	19%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	3.60	29.59	29.59	470.41	6%
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	0.00	0.00	0.00	2,000.00	
30-810-4600 WATER TESTING	3,000	0.00	121.50	132.00	132.00	2,868.00	4%
30-810-4700 WATER PERMIT	3,000	0.00	0.00	2,193.00	2,193.00	807.00	73%

Budget vs Actual

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Period Ending 9/30/2025

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	1,433.00	2,866.00	2,866.00	11,134.00	20%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	3,460.10	3,478.98	3,478.98	6,521.02	35%
30-810-5400 INSURANCE/WATER	13,000	0.00	4,454.60	4,454.60	4,454.60	8,545.40	34%
30-810-5700 MISCELLANEOUS/WTR	2,000	0.00	200.00	216.73	216.73	1,783.27	11%
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	29,779.50	85,671.20	85,671.20	327,872.80	21%

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

Town of Warsaw
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Period Ending 9/30/2025

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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Period Ending 9/30/2025

	Expenses Totals:	1,460,692	0.00	29,811.34	85,703.04	85,703.04	1,374,988.96	6%
30 WATER FUND	Revenues Over/(Under) Expenses:			7,123.87	21,635.55	21,635.55		

Budget vs Actual

Town of Warsaw
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Period Ending 9/30/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	73,428.06	216,016.62	216,016.62	(687,871.38)	24%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
40-380-0000 MISCELLANEOUS INCOME	1,000	0.00	0.00	242.04	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	73,428.06	216,258.66	216,258.66	(750,629.34)	22%
Expenses							
40-820-0200 SALARIES/WWF	172,000	0.00	12,347.20	43,215.20	43,215.20	128,784.80	25%
40-820-0201 OT/BONUS - WASTEWATER	10,000	0.00	133.27	2,893.78	2,893.78	7,106.22	29%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	963.68	3,536.25	3,536.25	9,463.75	27%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	144.39	144.39	805.61	15%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	1,520.47	4,523.32	4,523.32	14,476.68	24%
40-820-0900 MEDICAL INS/WWF	36,216	0.00	3,018.00	7,042.00	7,042.00	29,174.00	19%
40-820-1100 TELEPHONE/WWF	7,000	0.00	121.47	936.82	936.82	6,063.18	13%
40-820-1200 PROPANE/SHOPS	3,750	0.00	0.00	0.00	0.00	3,750.00	
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	4,588.54	13,979.92	13,979.92	46,020.08	23%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	1,545.59	4,874.91	4,874.91	25,125.09	16%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	102.60	196.67	196.67	9,803.33	2%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	1,775.94	2,255.67	2,255.67	22,744.33	9%
40-820-2000 SLUDGE REMOVAL/WWF	15,000	0.00	0.00	0.00	0.00	15,000.00	
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	2,340.00	2,340.00	22,660.00	9%
40-820-2600 ADVERTISING	1,500	0.00	0.00	95.00	95.00	1,405.00	6%
40-820-2700 TRACTOR MAINT/OPR/WWF	2,000	0.00	0.00	27.43	27.43	1,972.57	1%
40-820-2800 BUSHHOG/MOWERS/M/O/WWF	2,000	0.00	0.00	576.67	576.67	1,423.33	29%

Budget vs Actual

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Period Ending 9/30/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-820-2850 EQUIPMENT MAINTENANCE	12,000	0.00	2,369.44	2,624.14	2,624.14	9,375.86	22%
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	4,002.64	6,662.05	6,662.05	(3,662.05)	222%
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	431.24	4,365.46	4,365.46	10,634.54	29%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	259.45	1,235.22	1,235.22	1,764.78	41%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	89.17	2,079.59	2,079.59	1,920.41	52%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	371.52	1,114.13	1,114.13	1,885.87	37%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-4000 UNIFORMS/WWF	1,500	0.00	700.06	700.06	700.06	799.94	47%
40-820-4100 MISS UTILITY/WWF	500	0.00	3.60	29.61	29.61	470.39	6%
40-820-4300 CONNECTIONS/INSTALLATIONS/WWF	100	0.00	0.00	0.00	0.00	100.00	
40-820-4600 SUPPLIES/TESTING/WWF	5,000	0.00	0.00	261.63	261.63	4,738.37	5%
40-820-4900 CHLORINATON/DECHLOR/WWF	2,500	0.00	0.00	0.00	0.00	2,500.00	
40-820-4950 WWTP CHEMICALS	45,000	0.00	0.00	2,337.30	2,337.30	42,662.70	5%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	0.00	4,000.00	
40-820-5100 REPAIR WW LINE/WWF	3,500	0.00	0.00	201.16	201.16	3,298.84	6%
40-820-5300 DUES/WWF	2,000	0.00	200.00	875.00	875.00	1,125.00	44%
40-820-5400 INSURANCE/WWF	22,000	0.00	4,643.30	4,643.30	4,643.30	17,356.70	21%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	45.34	382.53	382.53	1,117.47	26%
40-820-7900 TRAINING/PLANT OPR	2,500	0.00	0.00	1,373.46	1,373.46	1,126.54	55%
40-820-8000 CONTRACTED LAB TESTING	50,000	0.00	4,428.48	15,929.44	15,929.44	34,070.56	32%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	3,523.00	3,523.00	3,523.00	227.00	94%
WASTEWATER DEPT Totals:	627,966	0.00	47,232.13	134,975.11	134,975.11	492,990.89	21%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
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Period Ending 9/30/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0001 CAPITAL OUTLAYS/WWF	230,150	0.00	1,060.38	5,290.38	5,290.38	224,859.62	2%
CAPITAL ITEM EXPENSE Totals:	230,150	0.00	1,060.38	5,290.38	5,290.38	224,859.62	2%

Budget vs Actual

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Period Ending 9/30/2025

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	0.00	95,572.00	
40-999-0007 W/W VEHICLE LOAN PAYMENT FY26 (5YRS)	13,200	0.00	840.28	1,680.56	1,680.56	11,519.44	13%
DEBT SERVICE Totals:	108,772	0.00	840.28	1,680.56	1,680.56	107,091.44	2%

Budget vs Actual

Section 3, Item c.

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Period Ending 9/30/2025

	Expenses Totals:	966,888	0.00	49,132.79	141,946.05	141,946.05	824,941.95	15%
40 WASTEWATER FUND	Revenues Over/(Under) Expenses:			24,295.27	74,312.61	74,312.61		

WARSAW REVOLVING-LOAN FUND

Quarterly Financial Statement

Period (from / to):

7/1/25

9/30/25

Description		NNPDC Fees
Number of Active Loans This Quarter	5	\$ 150.00
Number of New Loans This Quarter		\$ -
Balance Beginning of Quarter	\$ 18,252.27	
Principal Received During Quarter	\$ 1,118.56	
Interest Received During Quarter	\$ 160.19	
Fees Received During Quarter	\$ -	
Total Funds Received During Quarter	\$ 1,278.75	
Loan Disbursement	\$ -	
PDC Fees Charged this Quarter	\$ (150.00)	
Balance End of Quarter	\$ 19,381.02	
Disbursement to Warsaw this quarter	\$ 18,252.27	
Available to Disburse to Warsaw	\$ 1,128.75	
		\$ 150.00

	Summary of Loans	Received This Quarter	Loan Balance To Date
1	Relish - #234	\$ 450.00	\$ 4,187.33
2	Pitts - #235	\$ -	\$ 0.00
3	Moore - #237	\$ -	\$ 3,019.96
4	Dunbrooke LLC - #242	\$ 289.68	\$ 5,208.11
5	IRF - #244		\$ 467,220.63
6	Cleary - #251	\$ -	\$ -
7	Teresa's Nails - #261	\$ 539.07	\$ 8,457.21
		\$ 1,278.75	\$ 488,093.24

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **9/1/25** **9/30/25**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 752.50
Principal Received During Period	\$ 380.50
Interest Received During Period	\$ 45.75
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 426.25
Disbursement to Warsaw	
PDC Fee During Period	\$ (50.00)
Funds Available to Loan Out	\$ 1,128.75

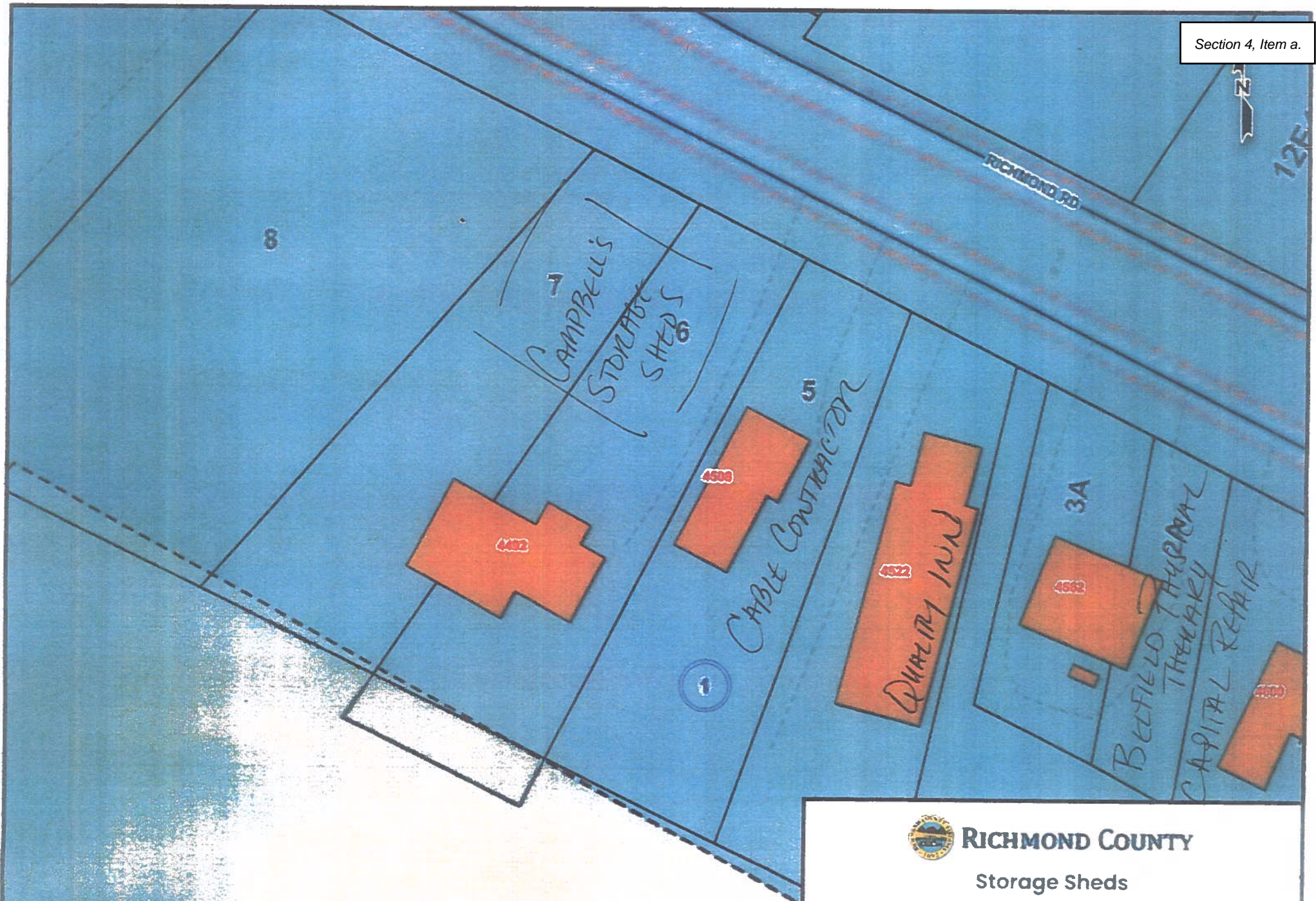
Available to lend:
\$21,277.59

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 4,187.33	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ 3,019.96	NO
4	Dunbrooke LLC - #242	\$ 96.56	\$ 5,208.11	YES
5	Beale/Old Rapp. - #244	\$ -	\$ 467,220.63	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 179.69	\$ 8,457.21	YES
		\$ 426.25	\$ 488,093.24	

Moore last payment 5/13 \$1330; Beale last payment 6/24 \$2000

Public Notice

Notice is hereby given that a Conditional Use Permit is petitioned by Michael Campbell to allow for Retail Sales of Outbuildings and Storage Sheds on Tax Map Parcel(s) 16C(1)6 and 16C(1)7 located at 4492 Richmond Road. The property is zoned C-2, General Commercial which requires a Conditional Use Permit and Public Hearing to authorize the proposed "use". The Warsaw Planning Commission and Town Council will hold Public Hearings during their regularly scheduled meetings at 6:00PM on Thursday, October 2nd, 2025, and October 9th, 2025, respectively, at the Warsaw Town Council Chambers, 78 Belle Ville Lane, Warsaw, Virginia 22572. Following the Public Hearings, action on the Conditional Use Permit is anticipated. A copy of the existing zoning ordinance and proposed development are available at Town Hall. Questions or special accommodations to attend public hearings should be directed to Joseph Quesenberry, Town Manager, at jquesenberry@town.warsaw.va.us, 804-333-3737.



RICHMOND COUNTY

Storage Sheds



Sources: Esri, DigitalGlobe, Earthstar Geographics, CNES/Airbus DS, GeoEye, USDA FSA, USGS, AeroGRID, IGN, IGR, and the GIS User Community



Section 4, Item a.





Town of Warsaw
78 Belle Ville Lane
Warsaw, Virginia 22572
Phone: (804) 333-3737 Fax: (804) 333-3104
www.townofwarsaw.com

Office use:
Date: 9-8-25
Tax Map # 16C(1)61
Zoning District C-2
Application #

COPY 05
Paid - visa

LAND USE AMENDMENT APPLICATION
Information must be typed or printed and completed in full.
Attach additional pages where necessary.

Part 1 – Completed by ALL applicants

Part 1A

Land Use Information:

Application Type: Amendment Appeal Conditional Use Permit
 Rezoning Telecommunications Tower
 Tower Co-location Variance

Description of Request: TO HAVE A OLD HICKORY BUILDING SHED LOT IN WARSAW
C-2 - BUILDING SUPPLY - OUTSIDE STORAGE

Identification of the land for the request:

Number and Street: 4492 RICHMOND ROAD Proposed Acreage: 1-2 ACRES

Current Zoning: COMMERCIAL Tax Map #: 16C(1)61 7

Legal Description of Property (omit for zoning text amendment) – Attach if necessary: THE OLD TWIN RIVERS DISTRIBUTING PROPERTY

Part 1B

Property History:

List any deed restrictions, covenants, trust indentures, etc. (or copy attached); if NONE, state none: NONE

Has this property or any part thereof ever been considered for Variances, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before? Yes No (if no, skip to Part 1C)

Date: _____ Former Application No. _____ Former Applicant Name: _____

Former Applicant Address: _____ Former Applicant Phone: _____

Part 1C

Applicant Information:

Is the applicant: Property Owner (if owner skip to Part 1D) Contract Purchaser Other:

Name: MICHAEL CAMPBELL Address: 24 SUNSET LANE WARSAW VA 22572

Phone Number: 804-762-2646 E-mail: campbellcruiser@yahoo.com

If you are the agent for the property owner, do you have consent of the owner(s) attached? Yes No

Part 1D

Owner(s) Information (omit for zoning text amendment):

If the property is owned or controlled by a Land Trust or Partnership, List name and interest of ALL beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Name: GREGORY PACKETT PACKET PROPERTIES Interest: Phone Number: 804-450-7935

Mailing Address: 4492 RICHMOND ROAD WARSAW VA 22572

Name: Interest: Phone Number:

Mailing Address:

Attach additional names as necessary.

Part 2 – Complete ONLY the portion(s) pertaining to your case (as checked in Part 1A)

Part 2A

Amendment, Zoning Text – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text.

1. What section(s) of the Town code is proposed to be amended? _____
2. Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
3. Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.

Part 2B

Appeal of Administrative Decision – Administrative decisions are reviewed by the Board of Zoning Appeals (BZA). Such administrative decisions may be reversed or sustained.

1. Date of administrative decision leading to the appeal: _____
2. Attach a description of the decision the administrative official made and their reasons for the decision.
3. Attach what you are specifically appealing.
4. Attach detailed reasons for this request, and why the BZA in your opinion should overrule the administrative decision.

Part 2C

Conditional Use Permit – Conditional use requests are heard by the Planning Commission, which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny a conditional use.

Tower/Tower Co-Location – No Public Hearing, plans and specifications required.

1. Current use of property: PACKETT PROPERTIES OFFICE
2. Proposed use: OLD HICKORY BUILDING SHED LOT IN FRONT OF OFFICE
3. Are development plans submitted with this application? Yes No
4. Estimated completion date of project or use of property: 10-2025
5. Attach information concerning the use of public utilities, traffic impact, parking, signage, survey etc.
6. Summarize on a separate sheet how the proposed use will positively impact the district.

Please Note: The Town of Warsaw may grant a permit with suitable regulations and safeguards, known as conditions, as it deems appropriate. Conditional use permits are for an indefinite period unless a condition is imposed specifying a shorter duration. Such permits shall run with the land unless the Town imposes a more restrictive condition regarding succession to rights in the permit.

Part 2D

Rezoning – (Amendment to the zoning district map) – These are heard by the Planning Commission which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny amendments to the Zoning Map.

1. Existing Zoning: _____
2. Proposed Zoning: _____
3. Existing Use: _____
4. Proposed Use: TO PUT A OLD HICKORY BUILDING SHED LOT ON SITE
5. Are development plans submitted with this application? Yes No
6. Estimated completion date of project: _____
7. Attach information concerning the use of public utilities, traffic impact, parking, signage, survey, etc.
8. Summarize how the project relates to the Comprehensive Plan.

Part 2E

Variance – Variances are granted or denied by the Board of Zoning Appeals (BZA), which may only make decisions based on the criteria set forth in the Code of Virginia § 15.2-2309. A variance will not be granted unless the BZA finds:

- a. That the strict application of the zoning ordinance would produce undue hardship.
- b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
- c. That the authorization of the variance will not be of substantial detriment to adjacent property.
- d. That the character of the district will not be changed by the granting of the variance.
- e. That a remedy is not available through some other permitting.

The applicant shall provide:

- 1. Brief description of the requested variation: _____

- 2. How does the Zoning Ordinance unreasonably restrict the use of the property: _____

- 3. What hardship would be alleviated: _____

- 4. Was the hardship created by the owner/applicant: _____

- 5. What physical features of the property make the variance necessary: _____

- 6. Describe how the condition or situation is unique to this property: _____

- 7. What effect will the variance have on adjacent properties: _____

Part 3 -- To be completed by ALL applicants

Part 3A

Affidavit – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

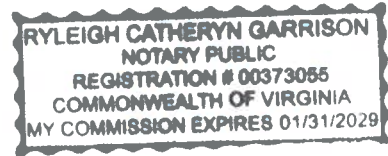
To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

Printed Name of applicant: MICHAEL L CAMPBELL

Signature of applicant: [Signature] Date: 9/8/2025

Signed and sworn before me on this: 9/8/2025

Signature of Notary: Ryleigh Garrison



Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience. Checks must be made payable to: "Town of Warsaw Treasurer".
- ✓ Enclosed with the application a copy of the appropriate tax map with the property marked and, if available, a survey plat of the entire parcel.
- ✓ Enclose any required plans or plats
- ✓ Enclose with this application any additional information to assist with review and determination
- ✓ All pertinent sections of this form have been filled out

For Office Use Only

Received by: [Signature] Date: 9-8-25 Fee Paid: Y N

Complete: Yes No Date: _____

If no, what needs to be added: _____

Date Action Taken by PC: 10/2/25 Date Action Taken by BZA: N/A

Date Action Taken by Council: 10/9/25 Final Decision: Approval Denial

TBD
Set Hearing

Permit Fees	
Appeal Administrative Decision	\$ 250
Amendment to Zoning Ordinance	\$ 300
Appeal	\$ 200
Conditional Use Permit	\$ 300
Rezoning	\$ 200
Variance	\$ 300
Tower or Tower Co-Location	\$1,000

Handwritten signature

Town of Warsaw, VA

16010 Old Hickory Sheds M
 Campbell
 4492 Richmond Rd
 Warsaw, VA 22572
 (804)333-3737

US DEBIT
 AID TO CIVILIAN CONTROL ACT

Custom Amount	\$ 300.00
Subtotal	\$ 300.00
Charge to the Permittee	\$ 0.00
(3%)	\$ 9.00
Total	\$ 309.00

TOWN OF WARSAW
 P.O. Box 730
 Warsaw, VA 22572
 (804)333-3737

PAYMENT

Date: 9/10/2025
 Time: 11:15 AM

CONDITIONAL USE PERMIT OLD HICKORY SHEDS M
 CAMPBELL
 4492 RICHMOND RD
 16C(1)6,7 CUP25-05

Cash:	\$0.00
Check:	\$0.00
Charge:	\$300.00
MoneyOrder:	\$0.00
Total Fee:	\$300.00
TOTAL PAID:	\$300.00
Change Due:	\$0.00

1 300 PERMITS & FEES \$300.00

Operator: 3
 Receipt#: 51752

THANK YOU!



MEMORANDUM

TO: Warsaw Town Council
FROM: Joseph N. Quesenberry, Town Manager
DATE: 10/09/2025
RE: Town Manager's Report

Dear Council Members,

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

1. Warsaw Fest

Warsaw Fest is slated for this Saturday, October 11th, from 10 AM to 4 PM, rain or shine! Please arrive to Town Hall by 1:00 PM to board the Town float for the parade at 2:00 PM. For those Council Members that are available to volunteer at the Warsaw Council Member tent by the fountain, please arrive there by no later than 10:00 AM.

2. Economic Development Update

We are continuing our work with a national distribution firm to identify space for new construction in Town. We are still in hopes of being able to utilize the last of the available land in the Commerce Park for this development. We will keep you posted as things progress.

Warsaw, Virginia – Founded 1692

3. RCC Project

The RCC Health Sciences Project held a construction bid opening and the lowest qualified bid came in at \$7,100,000, close to the budgeted amount of funds! The college is still working to find assistance for the required \$500,000 turn lane for the project, hopefully with some allocation of funds from the General Assembly or through a VDOT grant. We will keep you updated as this progresses.

4. Warsaw Banner

The iconic Warsaw banner hit a small production delay at the manufacturing facility in Raleigh. We have confirmed that the banner will be ready to ship in the next 1-2 weeks and will subsequently be installed as soon as possible. We hope to have it before Trunk or Treat occurs, but it will certainly be installed before Thanksgiving. We apologize for the delay and look forward to having this beautiful piece of Main Street back home very soon.

5. Gateway Beautification

We held a productive meeting this week with architects from Charlottesville and the Friends of the Rappahannock to discuss plans for the gateway beautification project. This is funded through \$150,000 in grant funds that address beautification elements for the medians located from McDonalds to Food Lion. New trees will be planted, landscaped areas will be installed, and it will provide a much more inviting experience for those entering our Town. The project is slated to begin work in Fall of 2026, and we will keep you informed as this progresses.

6. Christmas Dinner

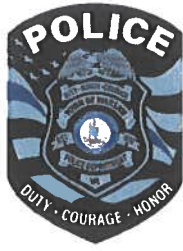
Due to Christmas Town and the myriad of other events and requirements during this time, we are now working to finalize the date of Tuesday, January 13th for the annual Warsaw Staff and Council Holiday Dinner. As soon as plans are finalized, we will work with each of you to place your orders.

7. Upcoming Events

- a. Council / Department Head Retreat – Tuesday, October 21st at 11AM – Town Hall
- b. Community Market – Every 2nd and 4th Saturday of each month – Warsaw Town Park
- c. Warsaw Fest – Saturday, October 11th from 10am to 4PM
- d. Trunk or Treat – Main Street Program – Friday, October 31st (more details to follow)



Warsaw Police Department



From the desk of Chief Sean L. Peterson

Executive Report: The Warsaw Police Department *Training, Leadership, and Milestones Achieved*

Submitted by: Chief Sean L. Peterson

Date: October 9, 2025

Introduction

Eighteen months ago, the Warsaw Police Department stood at a crossroads, a small agency with potential but in need of renewed focus, more decisive leadership, and restored public trust.

From the beginning, we faced challenges — those that test resolve, dedication, and teamwork. There were critics, distractions, and voices trying to undermine this agency's success. But through it all, we maintained our focus. We kept our eyes on what mattered: the mission, the people we serve, and the Town of Warsaw.

What you see today is not the work of a single person, but the result of a team that refused to give up. Together, we have rebuilt this agency with discipline, pride, and a sense of purpose. We refined our roster, raised our standards, and built a culture of professionalism that reflects our core values of Professionalism, Respect, Integrity, Duty, and Excellence (P.R.I.D.E.).

Most of the certifications, instructor credentials, and specialized training our officers hold were earned during their long careers before joining the WPD. Still, each of those experiences, skills, and lessons has been brought here to serve this town. Collectively, we've taken decades of knowledge and turned it into action, standing ready to risk our lives for the safety of this community and to serve with unwavering purpose and pride.

Getting here took time. Refinement is never effortless, but it's necessary. We made tough choices, held high standards, and kept pushing forward. Because of that, the Warsaw Police Department is now stronger, sharper, and more unified than ever before.

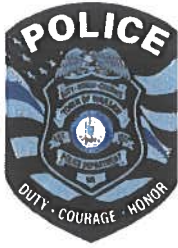
Today, our agency has become one that people aspire to join. We are now highly regarded by law enforcement professionals who recognize the standard we've established and seek to be part of a team that leads with integrity, not ego. Our reputation is expanding, our culture is strong, and our commitment remains unwavering.

This is what happens when purpose meets persistence — when a team believes in something bigger than themselves and serves with heart. The Warsaw Police Department isn't just surviving the noise; we're setting the standard.

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www.townofwarsaw.com/police



Warsaw Police Department



From the desk of Chief Sean L. Peterson

And that standard is evident in everything we do. From our strong leadership and training to the experience and professionalism of our officers, the Warsaw Police Department has become a model of small-town excellence. The following pages detail that success, highlighting our team, certifications, specialized training, and the milestones that now define this agency's foundation and future.

Our Team Today

The Warsaw Police Department is composed of:

- Five (5) full-time officers, including the Chief of Police
- Two (2) part-time officers who support special events, significant incidents, and surge operations

Together, this small but dedicated team represents nearly 100 years of combined law enforcement experience.

Within our current staff:

- Six have served as Sergeants
- Three have served as Lieutenants
- One has served as a Captain

For an agency of seven, that level of command experience is exceptional. It translates into Warsaw having officers who bring leadership depth, tactical expertise, and real-world decision-making to every shift and call service.

These are not just police officers; they are mentors, leaders, and public servants who bring both passion, compassion, integrity, and decades of expertise to everything they do.

Certifications and Specializations

Every certification held by our officers is DCJS-approved or nationally recognized. These credentials represent years of investment, training, and commitment to public safety.

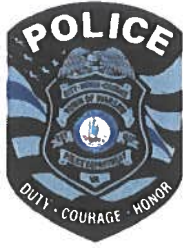
Current Specialized Certifications and Designations

- Certified Crime Prevention Specialist (1)
- General Instructors (4)
- Field Training Officers (4)
- Firearms Instructor (1)

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Warsaw Police Department



From the desk of Chief Sean L. Peterson

- Standardized Field Sobriety Test (SFST) Instructor (1)
- ALERT (Active Law Enforcement Response to Threats) Instructor (1)
- SWAT-Certified Officers (2)
- Active Shooter Instructor (1)
- Less Lethal Munitions Instructor (1)
- Defensive Tactics Instructor (1)
- Speed Measurement Instructor (1)
- Glock Armorer (1)
- D.A.R.E. Officer (1)
- Certified Emergency Medical Technician (1)
- All Officers Trained and Certified in:
 - Cardiopulmonary Resuscitation (CPR)
 - Naloxone (Narcan) Administration
 - Automated External Defibrillator (AED) Operation

Additionally, every officer has previously served as a Deputy Sheriff in the Commonwealth of Virginia, holding certifications in Civil Process and Courtroom Security.

Two of our officers have also completed the Virginia Sheriff's Institute Executive Management Training Program, an excellent program only available to Deputy Sheriffs through the VSA.

Crisis Intervention Team (CIT) Training – Building a Safer Future

As of today, three (3) of our officers are fully Crisis Intervention Team (CIT) certified, and the remaining officers will complete their certification by the end of 2026.

The Virginia CIT Program equips officers with specialized training in:

- Mental health awareness
- Crisis de-escalation and communication
- Suicide prevention and intervention
- Resource coordination and community partnerships

Why CIT Matters

- CIT saves lives. It helps officers recognize and respond appropriately to individuals in crisis.
- CIT strengthens trust. It connects citizens to help instead of incarceration when possible.
- CIT protects officers. It reduces the risk of injury and provides tools to safely resolve volatile situations.

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www.townofwarsaw.com/police



Warsaw Police Department



From the desk of Chief Sean L. Peterson

For a small-town police department, having a fully CIT-certified team is transformative, reinforcing our belief that public safety is about protecting lives with compassion, skill, and purpose.

Why It Took Time and Why It Matters

This level of progress didn't happen overnight — and it wasn't meant to. Transforming a police department isn't about speed; it's about purpose. It takes patience, consistency, and a clear vision of what excellence looks like. Real growth occurs when you bring together the right people, the right leadership, and the right support — and that's exactly what we've done.

When we started this journey, we weren't just rebuilding; we were redefining what it means to serve the Town of Warsaw. That involved taking the time to find the right officers, set higher standards, and create a culture where professionalism and pride come first. It meant strengthening our identity, investing in training, and earning the community's trust one call, one conversation, and one act of service at a time.

The results speak clearly. The Warsaw Police Department today is different than it was 18 months ago. It is disciplined, professional, and forward-thinking, a department where experience and integrity influence every decision. We've established a foundation that not only meets current needs but also prepares us for the future.

But none of this happened in isolation. Our success is the direct result of partnership and trust, both within our ranks and with this Town's leadership. The support of Town Manager Mr. Quesenberry has been instrumental in making progress possible. His belief in this department's mission, his guidance, and his willingness to champion our vision have allowed us to move forward with confidence and purpose.

The Warsaw Police Department has become a model of small-town excellence through teamwork, dedication, and pride. Every milestone achieved and every improvement implemented reflects the hard work of our officers and the trust placed in us by the Town Council and the citizens we serve.

We have demonstrated that a small agency, when united by shared values and supported by its community, can achieve great things. Warsaw should be proud not only of how far we've come but also of where we're headed. This is what happens when dedication meets vision, leadership builds trust, and a community backs its police department. Together, we have built more than just a team; we've created a legacy of service, integrity, and excellence that will define the Warsaw Police Department for decades to come.

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www.townofwarsaw.com/police



Warsaw Police Department

From the desk of Chief Sean L. Peterson



MONTHLY ACTIVITY REPORT September 1-30, 2025 Total calls for service: 704

Section I: Incidents 9

DATE	CASE	OFFENSE	BLK / STREET
09/02/2025	2025-000118	18.2-96: Petit Larceny Misdemeanor	4000-Blk Richmond Road
09/06/2025	2025-000119	18.2-456: Capias Felony	400-Blk Main Street
09/10/2025	2025-000120	18.2-388: Public Intoxication Misdemeanor	300-Blk Main Street
09/11/2025	2025-000121	53.1-149: Probation Violation Misdemeanor	400- Blk Main Street
09/15/2025	2025-000122	18.2-60: Extort In Writing Felony	100- Blk Jones Lane
09/22/2025	2025-000123	19.2-306: Probation Violation Felony	400- Blk Main Street
09/25/2025	2025-000125	18.2-57.2: Domestic Assault Misdemeanor	100- Blk Walnut Street
09/25/2025	2025-000125	18.2-137: Destruction of Property Misdemeanor	100- Blk Walnut Street
09/27/2025	2025-000126	16.1-253.2: Protection Order Violation Misdemeanor	200- Blk Main Street



Warsaw Police Department

From the desk of Chief Sean L. Peterson



Section II: Arrest 8

DATE	CASE	OFFENSE	BLK / STREET
09/02/2025	2025-000118	18.2-96: Petit Larceny Misdemeanor	400-Blk Richmond Road
09/06/2025	2025-000119	18.2-456: Capias Felony	400-Blk Main Street
09/10/2025	2025-000120	18.2-388: Public Intoxication Misdemeanor	300-Blk Main Street
09/11/2025	2025-000121	53.1-149: Probation Violation Misdemeanor	400-Blk Main Street
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09/25/2025	2025-000125	18.2-137: Destruction of Property Misdemeanor	100-Blk Walnut Street
09/27/2025	2025-000126	16.2-253.2: Protection Order Violation Misdemeanor	200-Blk Main Street

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Warsaw Police Department



From the desk of Chief Sean L. Peterson

Section III: Traffic 94

Driving on Suspended/Revoked License	0
Reckless Driving	3
Distracted Driving	4
Speeding	18
Expired Inspection	7
Drive W/Out Valid License	2

Section III Continued

Seatbelt Violation	3
Town Citations Issued	8
All Other Traffic Summons	44
Traffic Crashes	6

Section IV: Community Engagement 578

Neighborhood Select Patrols	87
Business Checks / Directed Patrols	463/26
Community Events	2

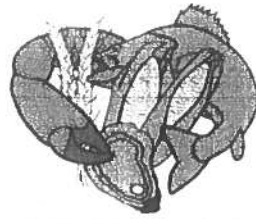
Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



WARSAW
Quality Living in a Beautiful Area

COUNCIL M

Section 6, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 10/9/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for September – 189,900 gallons, an increase of 5,400 gals from the month of August average daily flow.

Maximum influent flow for September – 266,800 gallons, an increase of 68,800 gals from the month of August max flow.

Nutrient Sampling Results

For September the average effluent Total Nitrogen (TN) concentration was 1.95 mg/l, within the limits of our permit.

For September the average effluent Total Phosphorus (TP) concentration was 0.09 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

The Treatment Plant experienced a power outage that affected process control. Full process control was successfully restored. All critical parameters returned to operating ranges.

Operators replaced UV lamp socket assemblies to restore proper function. This added additional units for increased coverage.

Several buildings were cleaned by staff as part of routine maintenance.

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 - 1st Vice Mayor

Mary Beth Bryant

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Rebecca C. Hubert

Ralph W. Self

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Fidelity power systems conducted a comprehensive inspection of the automatic transfer switch (ATS) to ensure proper operation and readiness in the event of a power failure.
 Treatment plant operators assisted in recording monthly water meter readings.
 Effluent samples for the month of September met all requirements as to our permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of September we are at a 1% water loss.
 Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.
 We took raw water samples at each well and all came back in compliance.
 Staff also completed state selected bacteria samples; all results came back absent.
 The water department also checked sewage/pump stations each day
 Help build and decorate the Warsaw Fest Parade Float.

-Refuse Department

For the month of August town staff made 17 trips to the landfill totaling 133 tons or 266,000 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.
 Grass cutting at all town-owned facilities along with the median strips along RT. 360.
 Watering of all hanging baskets and stationary planters in town.
 Trimmed and weeded Ace Hardware flower beds.
 Replaced Summer banners with Fall.
 Decorated the Town for fall, along with preparing for Warsaw Fest

Monthly Water Loss Report

Water System:

For the Month of: Year:

Water Produced this month: gallons
Water Purchased this month: gallons

A: Total Water Produced and Purchased = **6,041,250 gallons**

Sold: Residential gallons

Total Sold = **5,982,643 gallons**

B: Difference: (Produced+Purchased) - Sold = **58,607 gallons**

% Difference = **1 % 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="0"/>	gallons
Fire Department Use	<input type="text" value="0"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="2,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="7,500"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **13,800 gallons**

Loss: Unaccounted-for Water: (B-C) = **44,807 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **1 % unaccounted - for loss**

Gallons / Day Loss = days in billing period
1,445 gallons/day
Gallons / Minute Loss = **1 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

