



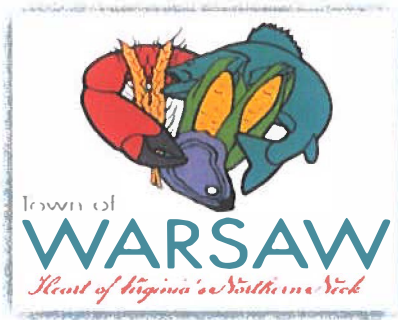
Town Council Meeting Agenda

June 11, 2026 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 – May 2026
 - c. Financial Report – May 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. DHCD Housing Project
 - ii. 74 Main Street
 - b. FY 2027 Budget Adoption
7. **New Business**
 - a. Schedule Public Hearing - Conditional Use Permit Request - Smoke & Vape Shop-132 Court Circle - C-1, Limited Commercial Zone
 - b. Warsaw Restaurant Week & Restaurant Row Designation
8. **Closed Session - § 2.2-3711 (A) 1 -Personnel Matters -Employment Contract Extension - Chief of Police**
9. **Council Members - Closing Comments**
10. **Adjournment**



Town Council Agenda

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 - b. Town Manager's Report
 - c. Police Chief's Report
 - d. Director of Public Works Report
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 - g. Northern Neck Regional Jail Report
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 - a. Project Updates
 - i. DHCD Housing Project
 - ii. 74 Main Street
 - b. FY 2027 Budget Adoption
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MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
MAY 14, 2026

The Warsaw Town Council held its regular meeting along with a public hearing on Thursday, May 14, 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 Yackel, Mary Beth Bryant, Jonathan English, Ralph Self, Patrick Stone, and Bobby Walters. Council members absent: Daphne Palmore.

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

There was one other person 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

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	Ralph Self	Aye
Bobby Walters	Aye		

PUBLIC HEARING - FY 2027 BUDGET AND CANNABIS ORDINANCE

FY 27 Budget – Mayor Phelps opened the public hearing on the proposed FY 27 budget and confirmed proper advertisement of the budget. There were no public comments, and Mayor Phelps closed the public hearing. Mayor Phelps noted that budget adoption would occur at a future meeting as required by state law.

Cannabis Ordinance – Mayor Phelps opened the public hearing regarding the proposed Cannabis Ordinance. There were no public comments, and the public hearing was closed. The Planning Commission's recommendation was to propose the ordinance as presented for approval was reported to Council.

PUBLIC COMMENTS

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

Councilman English arrived at this point of the meeting.

REPORTS

MAYOR'S REPORT

Mayor Phelps expressed condolences to Councilwoman Bryant and her family on the passing of her brother, Ficklin Bryant.

TOWN MANAGER'S REPORT

Mr. Quesenberry provided updates on ongoing legal efforts to collect delinquent taxes from Old Rappahannock Development Company and related entities, noting that some payments have been received. He also reported continued legal action on delinquent Meals Tax accounts, with limited payments received but significant balances still outstanding.

Staff have received necessary data from Richmond County to proceed with personal property tax billing. In coordination with the Town's software provider, bills are expected to be mailed within one to two weeks, with June 30 set as the target payment deadline. Mr. Quesenberry highlighted several economic development initiatives, including discussions on a Commerce Park project, new restaurant proposals, redevelopment at 74 Main Street, and a proposed storage facility.

He also noted Senator Tim Kaine's recent visit to Warsaw to meet with stakeholders and observe revitalization efforts, expressing appreciation for federal support of the Rappahannock Community College Health Sciences Building. In closing, Mr. Quesenberry recognized Public Service Recognition Week by thanking Town staff and announced that America 250 commemorative banners have been ordered for installation throughout Town.

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

POLICE REPORT:

A copy of the monthly police report was included in the Council packet and is attached to these minutes as Attachment 2. Chief Peterson presented the monthly Police Department activity report and introduced a revised reporting format intended to improve readability.

Chief Peterson announced that the Town of Warsaw and the Warsaw Police Department had been selected to receive the Patriot Award from the Virginia Employer Support of the Guard and Reserve. The Ceremony will be held on 5/16/2026 in Arlington. He explained that the award recognizes employers who support members of the National Guard and military reserves. Chief Peterson also recognized National Police Week and reflected on the sacrifices made by law enforcement officers and their families. He expressed

appreciation for the service of Warsaw Police Department personnel and their dedication to protecting their community.

Council discussed traffic enforcement activity, including distracted driving, speeding violations, expired inspections, handicap parking enforcement, and other traffic-related matters. Questions were raised regarding the volume of expired inspection citations, and

NORTHERN NECK REGIONAL JAIL REPORT

Vice-Mayor Yackel provided a brief update on activities at the Northern Neck Regional Jail, including employee recognition efforts for National Correctional Officers and Employees Week.

PUBLIC WORKS REPORT

Mr. Schools reported that the average daily influent flow at the wastewater treatment plant during April was approximately 189,600 gallons. Routine maintenance activities included blower servicing, meter inspections, calibration of laboratory equipment, and replacement of an air compressor.

Public Works staff attended the Virginia Rural Water Conference and completed continuing education courses necessary for maintaining operator certifications. Within the Water Department, required sampling and testing were completed and all results were reported within acceptable parameters. Well houses and pump stations were inspected and serviced. Mr. Schools reported that seventeen landfill trips were completed during the month, totaling approximately 132 tons of refuse. Additional activities included refuse collection, meter reading, spring planting projects, hanging basket installation, and asphalt repairs.

Council discussed recurring maintenance issues involving the pond aerators and reviewed steps taken by staff and the manufacturer to address the ongoing operational concerns. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 3.

Councilman Stone arrived during the Public Works Report.

COUNCIL COMMITTEE REPORT: No committees met.

PLANNING COMMISSION: Mayor Phelps reported that the Planning Commission unanimously recommended approval of the Cannabis Ordinance.

OLD BUSINESS

DHCD Housing Update: Mr. Quesenberry provided an update regarding the DHCD Housing Rehabilitation Program. Final administrative requirements are nearing completion, and occupancy of the homes is expected soon. Staff anticipates holding a ribbon-cutting ceremony once the project is complete.

74 Main Street Project: An update was also provided regarding redevelopment efforts at 74 Main Street. Meetings have been held with prospective restaurant operators, architects, legal counsel, and staff. Bid documents are expected to be released in the coming weeks. Plans for an additional mural at the property were also discussed.

Cannabis Ordinance: Council engaged in an extensive discussion regarding the proposed Cannabis Ordinance. Topics included retail establishments, cultivation facilities, setback requirements, zoning classifications, economic development opportunities, and Conditional Use Permit requirements.

Council Member English expressed concerns regarding cultivation facilities locating near schools, churches, playgrounds, hospitals, and similar facilities. Following discussion, Council considered extending setback requirements and Conditional Use Permit requirements to all cannabis-related operations.

Following discussion, Councilman English made a made to amend the Cannabis Ordinance to include 1000 feet minimum and to add to 3.-4-14 CUP under C3 & M1 Cult., Processes, and testing. The motion was seconded by Councilman Self and carried the following votes.

Randall L. Phelps	Nay	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Patrick Stone	Aye
Bobby Walters	Nay		

A motion was made by Councilman English to adopt the Ordinance as amended. The motion was seconded by Councilwoman Bryant and carried the following votes.

Randall L. Phelps	Nay	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Patrick Stone	Aye
Bobby Walters	Nay		

NEW BUSINESS

The Saddlery - Council considered a request from the Saddlery seeking a \$2,500 contribution toward a memorial bench. Discussion included possible inscriptions and recognition of individuals involved in preservation efforts. A motion was made by Vice-

Mayor Yackel to approve the request for \$2,500. The motion was seconded by Councilman Walters and carried the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Patrick Stone	Aye
Bobby Walters	Aye		

Resolution for Rebecca Hubert - Mayor Phelps presented a resolution honoring former Council Member Rebecca Coggin Hubert and dedicating the Town dog park in her memory. Council discussed plans for a future dedication ceremony. Councilman Self made a motion to approve the dedication of the dog park in memory of Rebecca. The motion was seconded by Councilwoman Bryant and carried the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Patrick Stone	Aye
Bobby Walters	Aye		

National Safe Boating Week Resolution – A motion was made by Councilman Stone to adopt the resolution as presented. The motion was seconded by Councilman English and carried the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Patrick Stone	Aye
Bobby Walters	Aye		

CLOSED SESSION- 2.2-3711(A)(5) – PROSPECTIVE BUSINESS
Council entered Closed Session under VA Code §2.2-3711(A)(5) to discuss prospective business and potential uses of property. Motion carried to enter closed session by Vice Mayor Yackel and seconded by Councilman Stone.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Patrick Stone	Aye
Bobby Walters	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	Patrick Stone	Aye
Bobby Walters	Aye		

There was no action out of the closed session.

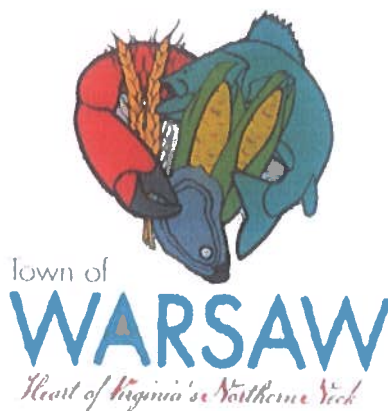
Councilman Self raised concerns regarding Jake brakes generated by commercial trucks traveling through Town and requested that the issue be researched and discussed at a future meeting.

CLOSING COMMENTS:

- Councilwoman Bryant stated that there were two nice write-ups in the VML magazine on Councilwoman Hubert and Councilman Stone.
- Councilman Stone stated that he was glad to be back home and that there is no place better than the Northern Neck.
- Councilman Self stated that it was a productive meeting and expressed condolences to Councilwoman Bryant on the loss of her brother. Additionally, he is looking forward to the 4th Friday’s concert in June as there is a great band.
- Councilman English thanked the Town employees, as the Town looks beautiful.
- Councilman Walters offered condolences to Councilwoman Bryant and reflected on memories of coaching with Mary Beth’s brother. He also stated that it was a productive meeting.
- Vice-Mayor Yackel stated that he really liked the resolution for Rebecca and would like to see a celebration for her.
- Mayor Phelps stated that it was a good meeting and loves it when there is a lively debate during meetings. He also stated he continues to hear good things about Warsaw.

There being no further business, the meeting was adjourned at 7:30 PM.


Submitted by: Julia Blackley-Rice, Clerk



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 05/13/2026

RE: Town Manager's Report

Dear Council Members,

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

I. Update Regarding Real Estate and Meals Tax – Old Rappahannock Development Co.

At this time, the Town's attorney has proceeded with action regarding Old Rappahannock Taphouse, Old Rappahannock Brewing Company, and Old Rappahannock Development Company. For past due Real Estate taxes, the building's tenants are required to pay two (2) months' worth of rent payments to the Town in order to satisfy the amounts due.

Regarding Meals Tax collections, the Town has filed suit in General District Court and is pursuing back taxes that are owed. We have had no response from Mr. Beale, nor has he made any payments that were agreed upon by both him and the Town's legal counsel. The restaurant and brewery did make their first meals tax payment in over a year as of last month, but it still does not remedy past due amounts. We will keep you posted as this progresses.

2. Personal Property Tax Update

We have received personal property tax information from the County and have our accounting software provider assisting us with an expedited turnaround. This has cost the Town an estimated \$2,000 in fees, but it will allow us to have tax bills mailed out within the next 1-2 weeks. We have placed a deadline of June 30th for payments to be received, and we will work with residents and businesses to accommodate as much as we can. This will allow us to close out the fiscal year with these revenues. We appreciate the County for their work in getting this information over to us.

3. Economic Development Update

Town staff members continue to work on a large project in the Commerce Park, having held meetings with company officials, their engineers and construction team, VDOT and County officials, etc., as we work through the project. We are working with the proposed restaurant to locate within 74 Main Street, a proposed restaurant in the former Wardico building, and are continuing our work with the storage unit facility as they seek to build within Town. We will keep you updated as these and other projects move forward.

4. Visit from Senator Kaine

We were pleased to welcome Senator Kaine to Warsaw last week as he toured the Northern Neck and listened to local business leaders and their needs. He applauded the Town's revitalization work, informing us that he has traveled through Warsaw for years as he visited family, and he is incredibly proud of what we've accomplished. On behalf of Council, I thanked him for his work in securing over \$5,000,000 in grants for the RCC Health Sciences Building. Special thanks to Terry at Excellent Eats for doing a great job in hosting him and his team.

5. Public Service Employee Recognition

Last week was Public Service Employee Recognition Week! I want to thank all of our talented and dedicated staff members for all that they do for Warsaw. Their attention to detail can be seen all across Town, and we're very fortunate to have such a great team. We held a great lunch at Anna's Pizza last week and dismissed a few hours early last Friday as a small token of our appreciation. Again, I thank each of you for your work!



WARSAW

POLICE DEPARTMENT

★ MONTHLY ACTIVITY REPORT ★

APRIL 2026



CALLS FOR SERVICE

843



SIGNIFICANT INCIDENTS

6



TRAFFIC ACTIVITY

199



COMMUNITY ENGAGEMENT

660



SIGNIFICANT INCIDENTS / CHARGES

DATE	CASE #	OFFENSE	CLASSIFICATION
04/11/2026	2026-000035	18.2-57.2: Domestic Assault	Misdemeanor
04/12/2026	2026-000036	18.2-388: Public Intoxication	Misdemeanor
04/14/2026	2026-000038	19.2-306: Probation Violation	Felony
04/14/2026	2026-000039	19.2-306: Probation Violation	Felony
04/24/2026	2026-000044	19.2-306: Probation Violation	Felony
04/28/2026	2026-000046	19.2-306: Probation Violation	Felony



TRAFFIC ENFORCEMENT

199

	Driving on Suspended/Revoked License	3
	Reckless Driving	1
	Distracted Driving	21
	Speeding	32
	Expired Inspection	47
	Stop Sign	7
	Expired/Improper VA Registration	4
	Town Citations Issued	5
	All Other Traffic Summons	73
	Traffic Crashes	6



COMMUNITY ENGAGEMENT

660

	Neighborhood Select Patrols	127
	Business Checks	465
	Directed Patrols	68
	Community Events	0

Focused on visibility, neighborhood reassurance, and business outreach across the Town of Warsaw.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

John Buckley - Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL ATTACHED
Section 3, Item b.

Randall E. Phelps - Mayor

Paul G. Yickel - 1st Alder

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.townofwarsaw.com>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 5/14/2026

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for April – 189,600 gallons, an increase of 2,800 gals from the month of February average daily flow.

Maximum influent flow for April – 205,200 gallons, a decrease of 25,100 gals from the month of March max flow.

Nutrient Sampling Results

For April the average effluent Total Nitrogen (TN) concentration was 2.75 mg/l, within the limits of our permit.

For April the average effluent Total Phosphorus (TP) concentration was 0.25 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Sequencing Batch Reactor (SBR) blowers were inspected and serviced. Treatment plant flow meters and laboratory instrumentation were calibrated as part of the annual calibration program to ensure accuracy and compliance.

The air compressor for the sand filters was replaced due to wear and reduced performance.

Plant personnel participated in the Virginia Rural Water Association (VRWA) conference to earn continuing education credits, to meet the requirements of the water and wastewater operator licensing regulations.

Plant Operators assisted the water department with recording meter readings.

Plant effluent samples collected and analyzed during April met all permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of April we are at a 1st 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.

We also completed our inorganics, metals, and VOC water samples; all results came back within the allowed parameters.

All Well houses and sewage pump houses were cleaned out.

Sewage pumps at all stations were serviced.

Town staff fixed a water leak at the entrance of Chandler Family Dentistry on Main St.

-Refuse Department

For the month of March town staff made 17 trips to the landfill totaling 132 tons or 264,000 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.

Cutting of all grass at Town owned facilities.

Staff started our spring flower plantings in the hanging baskets.

Monthly Water Loss Report

Section 3, Item b.

Water System: **Town Of Warsaw**

For the Month of: **April**

Year: **2026**

Water Produced this month:

5,439,796 gallons

Water Purchased this month:

gallons

A: Total Water Produced and Purchased =

5,439,796 gallons

Sold: Residential

5,393,000 gallons

Total Sold =

5,393,000 gallons

B: Difference: (Produced+Purchased) - Sold =

46,796 gallons

% Difference =

1 % total water loss

Gallons of Water Accounted For:

Breaks (Estimated Total)

8,000 gallons

Hydrant Flushing

0 gallons

Storage Tank/Clearwell overflow

0 gallons

Fire Hydrant Use

0 gallons

Fire Department Use

2,500 gallons

Leak adjustments

0 gallons

Maintenance shop

2,500 gallons

Sewer jetting

0 gallons

Town watering flowers

0 gallons

Office/Police Dept.

1,500 gallons

Pool

gallons

C: Total Gallons Accounted For =

14,500 gallons

Loss: Unaccounted-for Water: (B-C) =

32,296 gallons

% Loss: Unaccounted-for Water: (B-C)/A % =

1 % unaccounted - for loss

Gallons / Day Loss =

28 days in billing period

Gallons / Minute Loss =

1,153 gallons/day

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!

Budget vs Actual

Section 3, Item c.

Town of Warsaw
6/10/2026 10:33:38 AM

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Period Ending 5/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	3,000	0.00	390.00	505.00	2,800.00	(200.00)	93%
10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	18,210.00	34,965.00	180,489.77	489.77	100%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,320.00	14,691.80	81,021.80	(7,978.20)	91%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	8.10	26.19	248,420.11	(31,579.89)	89%
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	169,990.96	214,817.78	216,539.50	46,539.50	127%
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	129,116.00	178,767.00	178,767.00	3,767.00	102%
10-315-0000 BUSINESS LICENSES	140,000	0.00	6,292.62	22,495.18	189,582.98	49,582.98	135%
10-320-0000 VEHICLE TAX/DECALS	40,000	0.00	41,996.00	43,212.00	43,200.52	3,200.52	108%
10-325-0000 STATE SALES TAX	120,000	0.00	12,740.50	23,464.80	150,994.43	30,994.43	126%
10-326-0000 MEALS TAX	675,000	0.00	75,727.75	143,547.16	689,536.40	14,536.40	102%
10-327-0000 LODGING TAX	42,000	0.00	2,453.26	5,073.79	34,752.25	(7,247.75)	83%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	3,840.95	63,399.18	(16,600.82)	79%
10-330-0000 FINES	35,000	0.00	4,715.60	9,601.30	49,087.38	14,087.38	140%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	0.00	2.71	11,261.85	(13,738.15)	45%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	10,840.00	10,840.00	43,360.00	8,860.00	126%
10-360-0000 UTILITY/CONSMPTION TX	15,000	0.00	303.46	631.07	13,825.89	(1,174.11)	92%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,439.03	7,380.33	29,689.81	689.81	102%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
10-373-0000 WARSAW APPARELL	0	0.00	0.00	0.00	4,109.62	4,109.62	
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	3,000.00	3,000.00	0.00	100%
10-376-0000 BILLBOARD REVENUE	1,750	0.00	0.00	0.00	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	750.00	1,500.00	7,500.00	7,500.00	
10-390-0000 MISC/INCOME	4,000	0.00	1.00	6,514.13	8,475.88	4,475.88	212%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
6/10/2026 10:33:38 AM

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Period Ending 5/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0700 GRANTS - DEQ SLAF	0	0.00	0.00	0.00	98,710.36	98,710.36	
10-390-0850 GRANT - JUSTICE BYRNE GRANT	0	0.00	23,921.82	23,921.82	43,517.76	43,517.76	
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	502,942.30	(47,057.70)	91%
10-390-0980 GRANT - VTC TOURISM (REVENUE)	0	0.00	0.00	0.00	4,993.26	4,993.26	
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	2,141.40	(858.60)	71%
10-392-0000 GRANTS/DCJS	3,000	0.00	7,873.94	7,873.94	7,873.94	4,873.94	262%
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	1,127.97	2,314.89	12,330.27	330.27	103%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	1,650.00	1,650.00	4,342.00	(5,658.00)	43%
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	3,500.00	(1,500.00)	70%
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	300.00	300.00	20,740.00	(3,260.00)	86%
Revenues Totals:	3,091,435	0.00	518,168.01	760,936.84	3,137,848.64	46,413.64	102%
Expenses							
10-420-0200 SALARIES/ADM	389,000	0.00	30,769.61	61,539.21	363,942.46	25,057.54	94%
10-420-0201 OT/BONUS - ADMIN	8,000	0.00	0.00	0.00	12,814.25	(4,814.25)	160%
10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	2,309.10	4,618.19	28,368.90	1,631.10	95%
10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	255.68	1,406.24	793.76	64%
10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	3,646.58	7,293.16	39,053.09	3,946.91	91%
10-420-0900 MEDICAL INS/ADM	60,360	0.00	5,030.00	10,060.00	59,875.00	485.00	99%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	62.75	927.44	12,158.23	2,841.77	81%
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	351.07	955.87	6,865.46	1,134.54	86%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	177.17	412.27	3,880.47	1,119.53	78%
10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	0.00	0.00	10,616.42	(2,616.42)	133%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	610.07	863.64	5,337.63	14,662.37	27%
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	8,692.66	6,807.34	56%
10-420-2300 LEGAL SERVICES	25,000	0.00	0.00	16,420.13	34,868.23	(9,868.23)	139%
10-420-2600 ADVERTISING	30,000	0.00	3,550.52	9,688.04	45,184.59	(15,184.59)	151%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	0.00	2,057.85	4,447.72	1,052.28	81%
10-420-3200 OFFICE SUPPLIES	18,000	0.00	1,316.16	1,978.96	24,007.20	(6,007.20)	133%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	6.50	317.50	(67.50)	127%
10-420-3400 COMPUTER SUPPORT FEE	20,000	0.00	1,395.43	2,323.72	18,344.52	1,655.48	92%
10-420-3450 COMPUTER O/M	6,500	0.00	39.98	79.96	1,059.77	5,440.23	16%
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	0.00	1,028.39	4,247.75	(1,247.75)	142%
10-420-5350 SAFETY PROGRAM	500	0.00	56.99	56.99	225.74	274.26	45%
10-420-5400 INSURANCE/RISK MANAGEMT	18,500	0.00	0.00	0.00	14,287.00	4,213.00	77%
10-420-5500 COUNCIL EXPENSE	15,000	0.00	160.97	735.46	15,389.02	(389.02)	103%
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	521.05	2,083.50	8,949.49	50.51	99%
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	0.00	0.00	32,068.00	(5,068.00)	119%
10-420-5950 ECONOMIC DEVLEOPMENT - BUSINESS LOANS	0	0.00	0.00	0.00	20,000.00	(20,000.00)	

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	817,710	0.00	50,125.29	123,384.96	777,085.27	40,624.73	95%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/YPD	332,000	0.00	24,991.80	48,338.60	296,086.72	35,913.28	89%
10-510-0201 OT/BONUS - YPD	12,000	0.00	449.13	818.21	22,210.57	(10,210.57)	185%
10-510-0500 PAYROLL TAXES/YPD	25,500	0.00	1,958.11	3,847.58	24,514.64	985.36	96%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	214.80	429.60	2,331.74	(531.74)	130%
10-510-0700 RETIREMENT/LI/YPD	36,000	0.00	3,223.00	6,446.00	35,013.50	986.50	97%
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/YPD	36,500	0.00	3,018.00	6,036.00	36,737.00	(237.00)	101%
10-510-1000 PROFESSIONAL DEVELOP/YPD	4,000	0.00	100.24	100.24	1,419.61	2,580.39	35%
10-510-1100 LEGAL FEES/YPD	10,000	0.00	0.00	0.00	957.60	9,042.40	10%
10-510-2000 Electrcity - YPD	2,000	0.00	0.00	0.00	2,665.08	(665.08)	133%
10-510-2100 Grounds/Maintenance - YPD	10,000	0.00	0.00	395.00	10,747.05	(747.05)	107%
10-510-3100 AUTO O/M-YPD	24,000	0.00	(18,705.92)	(17,274.20)	8,444.40	15,555.60	35%
10-510-3200 UNIFORMS/SUPPLIES/YPD	8,000	0.00	0.00	0.00	4,654.26	3,345.74	58%
10-510-3210 POLICE SUPPLIES	15,000	0.00	0.00	0.00	3,591.25	11,408.75	24%
10-510-3220 OFFICE SUPPLIES	10,000	0.00	677.75	883.98	5,162.60	4,837.40	52%
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/YPD	20,000	0.00	919.81	9,139.05	30,877.77	(10,877.77)	154%
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	522.49	1,515.92	8,718.95	1,281.05	87%
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	
10-510-3604 GRANT - JUSTICE BYRNE	0	0.00	0.00	(2,627.33)	7,270.08	(7,270.08)	
10-510-3605 GRANT - WELLNESS	0	0.00	0.00	0.00	7,873.94	(7,873.94)	
10-510-3701 COMMUNITY SERVICE	4,000	0.00	0.00	676.13	676.13	3,323.87	17%
10-510-3710 GRANT/DMV	0	0.00	675.48	2,179.46	5,563.21	(5,563.21)	
10-510-3712 Police Radios/Reserves	2,000	0.00	0.00	0.00	0.00	2,000.00	

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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%
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	3,336.08	(336.08)	111%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	0.00	170.12	79.88	68%
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	14,287.00	4,213.00	77%
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	18,044.69	60,904.24	589,551.16	142,584.84	81%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	238,000	0.00	15,701.55	31,707.85	210,482.48	27,517.52	88%
10-550-0201 OT/BONUS - PS	13,000	0.00	63.06	63.06	16,919.42	(3,919.42)	130%
10-550-0500 PAYROLL TAXES/PS	18,500	0.00	1,206.00	2,431.89	17,449.01	1,050.99	94%
10-550-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	62.65	125.30	668.29	431.71	61%
10-550-0700 RETIREMENT/LI/PS	20,500	0.00	1,683.20	3,366.40	17,931.99	2,568.01	87%
10-550-0900 MEDICAL INS/PS	48,288	0.00	4,024.00	8,048.00	47,282.00	1,006.00	98%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,514	0.00	264.67	574.67	3,697.70	(183.70)	105%
10-550-1300 ELECTRICITY-TOWNPARK	3,500	0.00	0.00	0.00	4,394.38	(894.38)	126%
10-550-1700 REPAIRS/TRASH TRUCK	20,000	0.00	1,611.10	5,198.19	20,447.77	(447.77)	102%
10-550-2000 Dog Park	2,000	0.00	0.00	11.99	20.98	1,979.02	1%
10-550-2100 Fountain - Main Street	3,500	0.00	0.00	0.00	6,845.85	(3,345.85)	196%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	284.46	3,482.18	28,589.02	410.98	99%
10-550-3150 VEHICLE M&O/PS	10,000	0.00	647.06	2,526.33	10,989.66	(989.66)	110%
10-550-3200 UNIFORMS/ETC	1,500	0.00	52.00	103.96	1,176.85	323.15	78%
10-550-3300 EQPT/SUPPLIES/PS	2,500	0.00	75.42	179.11	3,670.36	(1,170.36)	147%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	431.74	568.26	43%
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	105.00	2,580.39	(2,580.39)	
10-550-3700 BEAUTIFICATION	40,000	0.00	3,904.30	9,045.70	54,436.96	(14,436.96)	136%
10-550-3800 STREET LIGHTS	35,000	0.00	3,233.14	6,462.20	36,755.03	(1,755.03)	105%
10-550-3850 SIDEWALKS	30,000	0.00	1,987.50	6,449.75	16,784.19	13,215.81	56%
10-550-3900 ILIGHTING/CHRISTMAS	4,000	0.00	0.00	0.00	1,754.87	2,245.13	44%
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	1,011.20	(761.20)	404%
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	2,000.00	9,911.00	546,687.50	3,312.50	99%

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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	0.00	0.00	14,287.00	4,213.00	77%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	376.21	900.45	5,262.69	1,237.31	81%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	329.03	521.33	2,267.24	(767.24)	151%
10-550-6100 THE SADDLERY	5,000	0.00	280.75	552.92	4,824.58	175.42	96%
10-550-6200 THE BOUNDS	30,000	0.00	880.57	1,945.21	12,355.69	17,644.31	41%
10-550-6400 COMMUNITY MARKET	2,000	0.00	500.00	1,130.00	3,590.45	(1,590.45)	180%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	225.00	450.00	19,025.22	(19,025.22)	
10-550-6600 74 MAIN STREET	0	0.00	0.00	0.00	1,652.24	(1,652.24)	
PUBLIC SERVICE Totals:	1,301,652	0.00	39,391.67	95,292.49	1,129,477.98	172,174.02	87%

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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	12,046.00	(2,046.00)	120%
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	60.00	150.00	1,655.90	344.10	83%
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	60.00	150.00	71,068.80	(7,368.80)	112%

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	617.65	3,937.65	79,040.91	(39,040.91)	198%
Totals:	40,000	0.00	617.65	3,937.65	79,040.91	(39,040.91)	198%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-820-0000 TRANSFER TO WASTEWATER	0	0.00	0.00	0.00	682.30	(682.30)	
WASTEWATER DEPT Totals:	0	0.00	0.00	0.00	682.30	(682.30)	

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	4,986.09	6,688.59	103,611.62	(103,611.62)	
CAPITAL ITEM EXPENSE Totals:	0	0.00	4,986.09	6,688.59	103,611.62	(103,611.62)	

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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	3,242.00	17,831.00	1,621.00	92%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	1,846.00	10,153.00	912.00	92%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	6,359.56	34,977.58	3,179.42	92%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	0.00	0.00	2,041.08	710.92	74%
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	2,369.92	4,818.84	26,678.16	(7,577.16)	140%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	5,752.00	31,636.00	2,074.00	94%
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	2,614.20	3,921.30	15,685.20	(3,685.20)	131%
DEBT SERVICE Totals:	136,237	0.00	13,583.90	25,939.70	144,947.39	(8,710.39)	106%

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Expenses Totals:	3,091,435	0.00	126,809.29	316,297.63	2,895,465.43	195,969.57	94%
10 GENERAL FUND Revenues Over/(Under) Expenses:			391,358.72	444,639.21	242,383.21		

Budget vs Actual

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30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	458,092	0.00	38,178.61	72,589.22	390,980.97	(67,111.03)	85%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	2,993.77	493.77	120%
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	38,178.61	72,589.22	393,974.74	(1,066,717.26)	27%
Expenses							
30-600-0000 INTEREST EXPENSE	0	0.00	0.00	0.00	58.99	(58.99)	
CONTRIBUTIONS Totals:	0	0.00	0.00	0.00	58.99	(58.99)	

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30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-0200 SALARIES/WATER	163,000	0.00	11,302.41	22,604.81	147,764.62	15,235.38	91%
30-810-0201 OT/BONUS - WATER	13,000	0.00	375.65	472.04	11,662.14	1,337.86	90%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	828.02	1,634.70	11,559.53	1,440.47	89%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	91.32	502.26	347.74	59%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	1,339.52	2,679.04	14,708.37	1,791.63	89%
30-810-0900 MEDICAL INS/WTR	24,144	0.00	1,006.00	2,012.00	12,926.00	11,218.00	54%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	151.34	329.21	1,987.52	512.48	80%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	2,455.31	5,624.17	32,259.06	(2,259.06)	108%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	0.00	1,940.58	3,559.42	35%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	0.00	0.00	45,415.57	(3,415.57)	108%
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	349.34	2,284.61	15.39	99%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	0.00	37.98	2,010.82	1,489.18	57%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	271.93	535.29	3,074.31	(1,074.31)	154%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	104.77	838.14	8,693.98	10,306.02	46%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	272.32	549.93	3,522.59	(772.59)	128%
30-810-3300 SUPPLIES/WATER	5,000	0.00	0.00	0.00	1,196.51	3,803.49	24%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	0.00	738.50	261.50	74%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	0.00	1,187.16	(187.16)	119%
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	300.00	405.00	1,343.13	1,156.87	54%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	14.40	53.99	186.20	313.80	37%
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	2,312.98	(312.98)	116%
30-810-4600 WATER TESTING	3,000	0.00	0.00	8.33	2,202.11	797.89	73%
30-810-4700 WATER PERMIT	3,000	0.00	0.00	0.00	2,193.00	807.00	73%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
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Period Ending 5/31/2026

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	0.00	85.28	6,884.46	7,115.54	49%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	600.00	1,916.02	20,954.46	(10,954.46)	210%
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	0.00	14,287.00	(1,287.00)	110%
30-810-5700 MISCELLANEOUS/WTR	2,000	0.00	314.23	433.44	1,503.13	496.87	75%
30-810-5900 TRAINING & LICENSING	1,000	0.00	0.00	0.00	225.00	775.00	23%
WATER DEPT Totals:	413,544	0.00	19,381.56	40,660.03	356,783.62	56,760.38	86%

Budget vs Actual

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Period Ending 5/31/2026

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

Section 3, Item c.

Town of Warsaw
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Period Ending 5/31/2026

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

Section 3, Item c.

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Period Ending 5/31/2026

Expenses Totals:	1,460,692	0.00	19,381.56	40,660.03	356,842.61	1,103,849.39	24%
30 WATER FUND Revenues Over/(Under) Expenses:			18,797.05	31,929.19	37,132.13		

Budget vs Actual

Section 3, Item c.

Town of Warsaw
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Period Ending 5/31/2026

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	79,633.66	147,238.98	787,188.25	(116,699.75)	87%
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	6,145.13	6,145.13	
40-380-0000 MISCELLANEOUS INCOME	1,000	0.00	0.00	0.00	242.04	(757.96)	24%
40-391-0000 GEN TRNSFR 2 WASTEWTR	0	0.00	0.00	0.00	682.30	682.30	
40-397-1000 LOAN PROCEEDS	60,000	0.00	0.00	0.00	0.00	(60,000.00)	
Revenues Totals:	966,888	0.00	79,633.66	147,238.98	794,257.72	(172,630.28)	82%
Expenses							
40-820-0200 SALARIES/WWF	172,000	0.00	12,347.20	24,958.08	151,854.69	20,145.31	88%
40-820-0201 OT/BONUS - WASTEWATER	10,000	0.00	204.18	399.24	14,124.37	(4,124.37)	141%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	960.17	1,939.84	12,778.69	221.31	98%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	96.26	529.43	420.57	56%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	1,520.47	3,040.94	15,166.61	3,833.39	80%
40-820-0900 MEDICAL INS/WWF	36,216	0.00	3,018.00	6,036.00	34,204.00	2,012.00	94%
40-820-1000 EDUCATION/PROFESSIONAL DEVELOPMENT	0	0.00	172.86	1,230.90	1,385.90	(1,385.90)	
40-820-1100 TELEPHONE/WWF	7,000	0.00	121.47	456.56	3,644.40	3,355.60	52%
40-820-1200 PROPANE/SHOPS	3,750	0.00	0.00	0.00	5,174.07	(1,424.07)	138%
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	4,443.10	9,328.00	57,081.50	2,918.50	95%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	1,331.04	3,409.81	24,007.04	5,992.96	80%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	675.38	779.74	5,274.32	4,725.68	53%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	1,392.35	7,025.63	12,801.79	12,198.21	51%
40-820-2000 SLUDGE REMOVAL/WWF	15,000	0.00	0.00	790.05	4,773.28	10,226.72	32%
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	1,890.00	23,560.00	1,440.00	94%

Budget vs Actual

Section 3, Item c.

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Period Ending 5/31/2026

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-820-2600 ADVERTISING	1,500	0.00	0.00	90.00	2,105.54	(605.54)	140%
40-820-2700 TRACTOR MAINT/OPR/WWF	2,000	0.00	0.00	0.00	1,082.31	917.69	54%
40-820-2800 BUSHHOG/MOWERS/M/O/WWF	2,000	0.00	0.00	349.38	2,140.49	(140.49)	107%
40-820-2850 EQUIPMENT MAINTENANCE	12,000	0.00	75.00	225.00	4,636.95	7,363.05	39%
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	80.67	590.71	7,997.99	(4,997.99)	267%
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	152.58	1,074.72	13,048.65	1,951.35	87%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	322.32	607.68	4,572.25	(1,572.25)	152%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	211.01	239.38	5,869.38	(1,869.38)	147%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	395.13	781.69	6,134.86	(3,134.86)	204%
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	395.00	1,979.06	(479.06)	132%
40-820-4100 MISS UTILITY/WWF	500	0.00	14.40	53.99	149.60	350.40	30%
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	731.91	1,715.38	3,284.62	34%
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	0.00	48,609.62	(3,609.62)	108%
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	25,654.97	(22,154.97)	733%
40-820-5300 DUES/WWF	2,000	0.00	730.00	730.00	1,676.09	323.91	84%
40-820-5400 INSURANCE/WWF	22,000	0.00	0.00	0.00	14,711.01	7,288.99	67%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	50.46	154.56	1,719.03	(219.03)	115%
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	8,766.87	11,763.43	59,738.55	(9,738.55)	119%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	3,523.00	227.00	94%
WASTEWATER DEPT Totals:	627,966	0.00	37,032.79	79,168.50	575,628.54	52,337.46	92%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
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Period Ending 5/31/2026

Budget vs Actual

Section 3, Item c.

Town of Warsaw
6/10/2026 10:33:38 AM

Period Ending 5/31/2026

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0001 CAPITAL OUTLAYS/WWF	230,150	0.00	16,000.00	16,000.00	83,919.15	146,230.85	36%
CAPITAL ITEM EXPENSE Totals:	230,150	0.00	16,000.00	16,000.00	83,919.15	146,230.85	36%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
6/10/2026 10:33:38 AM

Period Ending 5/31/2026

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	95,572.00	0.00	100%
40-999-0007 W/W VEHICLE LOAN PAYMENT FY26 (5YRS)	13,200	0.00	1,680.56	2,520.84	10,083.36	3,116.64	76%
DEBT SERVICE Totals:	108,772	0.00	1,680.56	2,520.84	105,655.36	3,116.64	97%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
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Period Ending 5/31/2026

Expenses Totals:	966,888	0.00	54,713.35	97,689.34	765,203.05	201,684.95	79%
40 WASTEWATER FUND Revenues Over/(Under) Expenses:			24,920.31	49,549.64	29,054.67		

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **5/1/26** **5/31/26**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 15,779.61
Principal Received During Period	\$ 298.74
Interest Received During Period	\$ 30.95
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 329.69
Disbursement to Warsaw	
PDC Fee During Period	\$ (40.00)
Funds Available to Loan Out	\$ 16,069.30

Available to lend: \$15,008.42

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 3,083.59	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ -	REPAID
4	Dunbrooke LLC - #242	\$ -	\$ -	REPAID
5	Beale/Old Rapp. - #244	\$ -	\$ 463,729.98	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 179.69	\$ 6,924.38	YES
8	Relish - #264		\$ 20,000.00	
		\$ 329.69	\$ 493,737.95	



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager / Missy Coates, Assistant Town Manager

DATE: 06/11/2026

RE: Town Manager's Report

Dear Council Members,

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

1. Personal Property Tax Update

Personal Property tax collections have gone well, particularly with the later collection times. Once adjustments are made, we will have collected nearly all our projected revenue prior to the end of the fiscal year. We thank our residents for working with us as we accommodated the County's software update. We also thank our counterparts at the County for ensuring our information was given to us as quickly as possible.

2. Economic Development Update

Town staff are reviewing final plans for the approved storage facility located adjacent to McDonald's, and hope to have approvals out within a few weeks. We are also pleased to report that the Art Guild and T-Boyees Food Truck have each signed a lease for the former

Wardico space. We welcome the addition of an open and inviting art space in our downtown, as well as another culinary option for our area. We'll release additional details as they become available. We are anticipating site plans to be submitted to us by the end of this week or beginning of next week for Project Shad and look forward to beginning that review process for the large Commerce Park project. We have several smaller projects in the works and look forward to continuing economic growth within Warsaw!

3. Fourth Fridays Concert Series

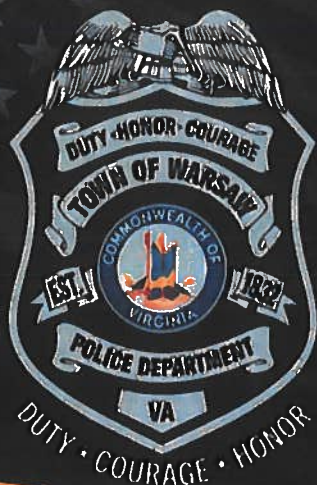
This serves as a brief reminder that our Fourth Fridays Concert will be held on Friday, June 26th from 7PM to 9:30PM in the Warsaw Town Park, featuring local favorite Soul Expressions! We look forward to welcoming large crowds to our beautiful downtown area to enjoy this free event. Food trucks will be on site, so make sure to come hungry, bring a lawn chair, and enjoy!

4. America 250 Banners

Town Public Works crews recently installed new America 250 Banners across Town, celebrating our Country's 250th anniversary. These are our first-ever pole mounted banners for the decorative acorn lights, and we think they turned out great! We thank our Public Works crew for their work and dedication.

5. Office Closures

As a reminder, the Town Offices will be closed for Juneteenth and for the Fourth of July. We wish everyone a happy and safe holiday!



WARSAW

POLICE DEPARTMENT

★ MONTHLY ACTIVITY REPORT ★

MAY 2026



CALLS FOR SERVICE

865



SIGNIFICANT INCIDENTS

5



TRAFFIC ACTIVITY

179



COMMUNITY ENGAGEMENT

703



SIGNIFICANT INCIDENTS / CHARGES

DATE	CASE #	OFFENSE	CLASSIFICATION
05/01/2026	2026-000049	18.2-266: DUI	Misdemeanor
05/10/2026	2026-000051	18.2-137: Monument Damage	Misdemeanor
05/10/2026	2026-000053	18.2-96: Petit Larceny	Misdemeanor
05/18/2026	2026-000054	18.2-96: Petit Larceny	Misdemeanor
05/18/2026	2026-000055	19.2-306: Probation Violation	Felony



TRAFFIC ENFORCEMENT

179

	Driving on Suspended/Revoked License	3
	No Insurance	6
	Distracted Driving	13
	Speeding	52
	Expired Inspection	27
	Stop Sign	1
	Expired/Improper VA Registration	5
	Town Citations Issued	8
	All Other Traffic Summons	59
	Traffic Crashes	5



COMMUNITY ENGAGEMENT

703

	Neighborhood Select Patrols	117
	Business Checks	524
	Directed Patrols	59
	Community Events	3

*Focused on visibility, neighborhood reassurance,
and business outreach across
the Town of Warsaw.*

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 MEMO 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.townofwarsaw.com>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 6/11/2026

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for May – 197,800 gallons, an increase of 8,200 gals from the month of April average daily flow.

Maximum influent flow for May – 244,100 gallons, an increase of 38,900 gals from the month of April max flow.

Nutrient Sampling Results

For May the average effluent Total Nitrogen (TN) concentration was 2.22 mg/l, within the limits of our permit.

For May the average effluent Total Phosphorus (TP) concentration was 0.08 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

On May 1, the plant staff hosted two treatment plant tours for the students that attend the Chesapeake Bay Governor's School.

Sand Filter No. 2 was restored to service. All three sand filters are currently in service.

Plant staff collected samples (six ground water monitoring wells) to complete pond GWM testing for the second quarter of 2026.

Public Works on-call personnel completed the treatment plant's annual laboratory control analysis. Individual personnel demonstrated their ability to calibrate laboratory equipment and test samples.

IDCs = Individual demonstration of capability.

Operators lubricated and serviced equalization basin mixer.

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 MEMO 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.townofwarsaw.com>

Plant effluent samples collected and analyzed during May met all permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of May we are at a 4% 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.

PFAS Samples were taken at all 4 wells. (testing for plastics in the water)

Nitrate/nitrite samples were taken at well 1,2,4 (blue baby syndrome)

VOC sample taken at well #3. (organic compounds)

Lastly a cyanide sample was taken at well #4.

Cleaned and flushed out sewer lines along Main st and into Pinehurst.

Completed all Miss U's that came in for the month of May.

-Refuse Department

For the month of April town staff made 15 trips to the landfill totaling 125 tons or 250,000 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.

Cutting of all grass at Town owned facilities.

Finished up our spring flower plantings.

Also staff started hanging our 250th anniversary banners on the acorn lights.

We now have (2) fountains out and plan to have them back up and running within the month.

Monthly Water Loss Report

Section 5, Item d.

Water System: **Town Of Warsaw**

For the Month of: **May**

Year: **2026**

Water Produced this month:

6,560,700 gallons

Water Purchased this month:

0 gallons

A: Total Water Produced and Purchased =

6,560,700 gallons

Sold: Residential

6,163,051 gallons

Total Sold =

6,163,051 gallons

B: Difference: (Produced+Purchased) - Sold =

397,649 gallons

% Difference =

6 % total water loss

Gallons of Water Accounted For:

Breaks (Estimated Total)

15,000 gallons

Hydrant Flushing

0 gallons

Storage Tank/Clearwell overflow

0 gallons

Fire Hydrant Use

7,500 gallons

Fire Department Use

75,000 gallons

Leak adjustments

0 gallons

Maintenance shop

5,000 gallons

Sewer jetting

4,500 gallons

Town watering flowers

20,000 gallons

Office/Police Dept.

2,500 gallons

Pool

0 gallons

C: Total Gallons Accounted For =

129,500 gallons

Loss: Unaccounted-for Water: (B-C) =

268,149 gallons

% Loss: Unaccounted-for Water: (B-C)/A % =

4 % unaccounted - for loss

Gallons / Day Loss =

31 days in billing period

Gallons / Minute Loss =

8,650 gallons/day

6 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 2	U.S. Marshal - DC District 81
FEDERAL 268	U.S. Marshal - DC Superior 20
GLOUCESTER 75	U.S. Marshal - Norfolk 18
MID PEN RJ-Middlesex 2	U.S. Marshal - RALEIGH 41
NORTHUMBERLAND 11	U.S. Marshal - Richmond 77
PRE-TRIAL 1	U.S. MARSHAL MIDDLE DIST. N.C. 21
RICHMOND 14	WESTMORELAND-NNRJ 51
SPOTSYLVANIA 1	WILLIAMSBURG 1
U.S. Marshal - Alexandria 10	

ADVERTISEMENT FOR BIDS**Time Square Market on Main Construction Project – Town of Warsaw**

Sealed Bids for the Time Square Market on Main building renovations will be received by the Warsaw Town Offices (78 Belle Ville Lane) until 2:00 PM EST on _____, 2026, and then at said office opened publicly and read aloud. Late, facsimile, and/or electronic proposals will not be accepted.

The project consists of renovations and additions to an existing masonry building located at 74 Main Street. The renovated building will consist of a Community Market, Restaurant with commercial kitchen, Arcade area, and general meeting space.

The project has been designed by Fultz and Singh Architects. MEP, architectural, and structural plans and bid documents are available for inspection and download (free of charge) on the Town of Warsaw website at <https://www.townofwarsaw.com/rfp-s-and-solicitations>. This is a design-bid-build project, with the award being made to the lowest responsive and responsible bidder whose response meets all requirements of the Invitation to bid.

The bidder shall place on the outside of the envelope the name of the bidder, the company or firm represented, and “Licensed Class A (or B) Virginia Contractor No. _____.”

Owner: Town of Warsaw, Virginia

By: Joseph N. Quesenberry, Town Manager

**INVITATION TO BID
TIME SQUARE MARKET ON MAIN RENOVATION AND CONSTRUCTION PROJECT
IN THE TOWN OF WARSAW, VIRGINIA**

1. SITE DESCRIPTION AND SCOPE OF WORK:

The Town of Warsaw, Virginia, (the “Town”) is seeking sealed bids for the following generally described work (the “Work”):

The Work will be performed at a parcel owned by the Town located at 74 Main Street, Warsaw, VA 24141 (the “Site”). The primary intent of the project is to renovate the existing masonry building and construct the project to consist of a Community Market, Restaurant with Commercial Kitchen, Arcade area, and general public meeting space.

The project has been designed by Fultz and Singh Architects. MEP, architectural, and structural plans and bid documents are available for inspection and download (free of charge) on the Town of Warsaw website at <https://www.townofwarsaw.com/rfp-s-and-solicitations>. This is a design-bid-build project, with the award being made to the lowest responsive and responsible bidder whose response meets all requirements of the Invitation to bid.

A more specific statement of the scope of the Work may be found in the Plans and Specifications, entitled “_____”, Issued for Bid, June ____, 2026 (the “Plans and Specifications”).

2. DUE DATE FOR BIDS; GENERAL TERMS:

The DUE DATE FOR BIDS IS _____, 2026 BY 2:00 PM.

Bids will be received by Joseph Quesenberry, Town Manager, at:

Town of Warsaw
Attn: Joseph Quesenberry
78 Belle Ville Lane
P.O. Box 730
Warsaw, Virginia 22572
804-333-3737
jquesenberry@town.warsaw.va.us

until 2:00 PM local prevailing time on _____, 2026. Bids shall be publicly opened and read aloud at that time. Emailed bids are permitted.

Should the apparent low bid exceed available funds, the Town reserves the right to negotiate with the apparent lowest responsible bidder to obtain a contract price within available funds. Negotiations shall occur at the Town’s next regularly scheduled meeting after opening and

evaluation of the bids or at a specially called meeting. The Town reserves the right to cancel the Invitation to Bid, to reject any or all bids, and to waive any informalities in bids.

Bids may only be withdrawn for error as permitted under Virginia Code § 2.2-4330. Any bidder intending to withdraw their bid for error as permitted under § 2.2-4330 must give notice in writing of their claim of right to withdraw their bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.

Bidders shall comply with Virginia Code Section 54.1-1112 regarding information required with the bid. Envelopes containing bids shall be clearly marked with the Bidder’s Class A Contractor License number.

The “Attachment A-Supplemental Terms and Conditions” attached hereto are incorporated herein and made a part of this Invitation to Bid (the “Supplemental Terms and Conditions”).

3. **INQUIRIES:**

Questions regarding this Invitation to Bid or the scope of the Work shall be directed to Joseph Quesenberry, Town Manager: 804-333-3737 jquesenberry@town.warsaw.va.us

4. **CONTRACT INFORMATION:**

The Town desires to enter into a written agreement directly with the successful bidder for the Work described in this Invitation to Bid (the “Agreement”). The following documents shall constitute the contract documents for the Work:

1. This “Invitation to Bid, Time Square Market on Main, Renovation and Construction Project”;
2. The Plans and Specifications entitled, “____,” Issued for Bid, _____, 2026 The Supplemental Terms and Conditions;
3. The Agreement; and
4. The successful bidder’s bid.

• **Proposed Schedule; Liquidated Damages.**

Due to grant funding requirements, this project is time-sensitive. The Work shall be completed prior to _____, 2026. Liquidated Damages (not as penalty) in the amount of \$_____ per day will be assessed if project completion is not met by this date. Extensions to this date may be considered in the event of inclement weather or back-ordered materials.

• **Performance and Payment Bonds.**

Pursuant to Virginia Code Section 2.2-4337, upon award of the contract, performance and

payment bonds in the sum of the contract amount shall be required. The performance bond shall be conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications, and conditions of the contract. The payment bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any subcontractors, in furtherance of the work provided for in the contract, and shall be conditioned upon the prompt payment for all materials furnished or labor supplied or performed in the furtherance of the Work. Each of the bonds shall be executed by one or more surety companies selected by the contractor that are authorized to do business in Virginia. Each of the bonds shall be payable to and filed with the Town.

- **Change Orders.**

A contract change order will be issued if agreed upon by the Town and the successful bidder.

- **Payment Terms.**

The Work shall be paid for in monthly progress payments based on percentage of work complete. The TOWN may elect to withhold 5% retainage from each progress payment application until substantial completion of the Work.

- **Contract Award; Evaluation of Bids.**

The contract for the Work shall be awarded to the lowest responsive and responsible bidder, as provided by the Virginia Public Procurement Act. Bids shall be evaluated based on the following criteria:

1. Price;
2. Whether the bid as submitted conforms in all material respects to the Invitation to Bid;
3. Experience of bidder in similar type of services;
4. Experience of bidder’s personnel performing the Work in similar type of services;
5. Qualifications of project manager;
6. Bidder's capability to mobilize and fully perform the Work in a timely manner; and
7. Bidder’s safety record and program.

5. INSURANCE REQUIREMENTS:

The successful contractor shall indemnify, defend, and hold harmless the Town and its agents, officers, and employees against any and all claims for damages due to bodily injury, property damage, or death caused by the negligent acts or omissions of the contractor made during the performance of the Work. The contractor will maintain the following minimum insurance requirements:

- Worker’s Compensation – Statutory requirements and benefits, but in no event less than- \$100,000/\$500,000/\$100,000 Employers Liability: accident, disease, policy limit
- General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate applies per project. The Town of Warsaw shall be named as additional insured with respect to goods and services being procured. This coverage is to include Premises/Operations liability, Products and Completed Operations Coverage, Independent Contractor’s Liability and Personal Injury Liability.
- Automobile Liability - \$1,000,000 CSL Bodily injury and Property Damage.
- Contractor’s Pollution Liability Insurance - \$1,000,000 per occurrence.
- Premises/Operations, Independent Contractors, Products, Completed Operations, Contractual Liability, Personal Injury Liability - \$1,000,000 occurrence, \$2,000,000 aggregate.
- The TOWN shall be named as additional insured and provided with a certificate of insurance before access to the site can be granted.

6. BID FORM; BID BOND:

Bids shall be submitted to the TOWN on the Bid Form attached to this Invitation to Bid with all required or supporting documentation. Pursuant to Virginia Code Section 2.2-4336, bidders must provide a bid bond from a surety company selected by the bidder that is authorized to do business in Virginia, as a guarantee that if the contract is awarded to the bidder, they will enter into the contract for the Work mentioned in the bid. The amount of the bid bond shall be five percent (5%) of the amount of the bid.

7. SAFETY:

The Contractor shall perform the Work in accordance with all applicable Federal and State safety requirements. All Contractor Personnel shall arrive on Site fit-for-duty and with the appropriate Personal Protective Equipment (PPE) for the work performed.

8. ENVIRONMENTAL COMPLIANCE:

The Contractor is responsible for the day-to-day environmental compliance of the site while the work is being performed.

9. RESPONSIBILITIES OF THE OWNER

The Owner is responsible for the following items during the course of the Work:

- Site access;
- Timely review and payment of applications for payment upon determining the

work has progressed to the point indicated;

- Review of contractor submittals for use of materials on site.

10. RESPONSIBILITIES OF THE CONTRACTOR

In addition to the requirements contained in the Agreement, the Contractor is responsible for the following items during the course of the Work:

- Site safety;
- Performing all Work consistent with governing regulations, including, but not limited to, those identified in Section 8. of this Invitation to Bid;
- All equipment, materials, personnel, supplies, supporting infrastructure and means and methods to perform the Work;
- Disposal of all trash and demolition debris generated from the site;
- Pre-disposal testing, if requested by the disposal and/or recycling facility;
- Timely completion of the Work in accordance with all contract documents



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

Section 7, Item a.

Office use: 6/4/20
Date: 6/4/20
Tax Map #: 16A4(A)32
Zoning District: C-1
Application #: CLP216-03 pr. 302
Public Hearing

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: Smoke: vape shop

Identification of the land for the request:

Number and Street: 132 Court Circle Proposed Acreage: _____

Current Zoning: C-1 Tax Map #: 16A4(A)32

Legal Description of Property (omit for zoning text amendment) – Attach if necessary: _____

Part 1B

Property History:

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

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: Tenant

Name: Sare Hamood Address: 311 Falls Circle Tappahannock VA 22560

Phone Number: 347 440 2007 E-mail: Sare201698@gmail.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: RRT LLC Interest: _____ Phone Number: _____

Mailing Address: PO. Box 7660, Warsaw VA

Name: Roy Rogers 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**

- N/A

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? DMP-C
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: empty
2. Proposed use: Smoke and vape
3. Are development plans submitted with this application? ☐ Yes ☒ No
4. Estimated completion date of project or use of property: 8/1/2024
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: C-1
2. Proposed Zoning: conditional use
3. Existing Use: empty
4. Proposed Use: Smoke and vape
5. Are development plans submitted with this application? ☐ Yes ☒ No
6. Estimated completion date of project: August 2025
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 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: Same Hameed

Signature of applicant: [Signature] Date: 6/8/2020

Signed and sworn before me on this: _____ Seal: attached -

Signature of Notary: _____

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: 6/4/24 Fee Paid: ☐ Y ☐ N

Complete: ☒ Yes ☐ No Date: 6/4/24

If no, what needs to be added: _____

Date Action Taken by PC: 7/2/24 Date Action Taken by BZA: N/A

Date Action Taken by Council: 7/9/24 Final Decision: ☐ Approval ☐ Denial

Tentative

VIRGINIA NOTARY ACKNOWLEDGMENT

Commonwealth of Virginia

County of Hampton

The foregoing instrument was acknowledged before me this 2 day of June,
2026, by Same Hamood (name of person acknowledged).

[Signature]

Signature of Notarial Officer

Notary Registration Number: 00380041

My Commission Expires: 9/30/2029

(Seal)



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

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

P A Y M E N T

Date: 5/4/2026
Time: 2:09 PM

WARSAW SMOKE & VAPE CUP26-03 HAMOOD, SAME 1
32 COURT CIR

CONDITIONAL USE PERMIT 16A4(A)32

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

1 300 PERMITS & FEES \$300.00

Operator: 3
Receipt#: 59178

T H A N K Y O U !

WARSAW RESTAURANT WEEK 2026

JUNE 22ND - JUNE 26TH - PARTICIPATING RESTAURANTS

10%
OFF

SPECIALS

LOCALLY
OWNED

MORE DETAILS WILL BE ANNOUNCED SOON!



WARSAW RESTAURANT WEEK

FEATURED ESTABLISHMENTS

RELISH ☆ EGG-SPRESSO ☆ UNITEA ☆ ANNA'S PIZZA ☆ EXCELLENT EATS ☆ OLD RAPP BREWING

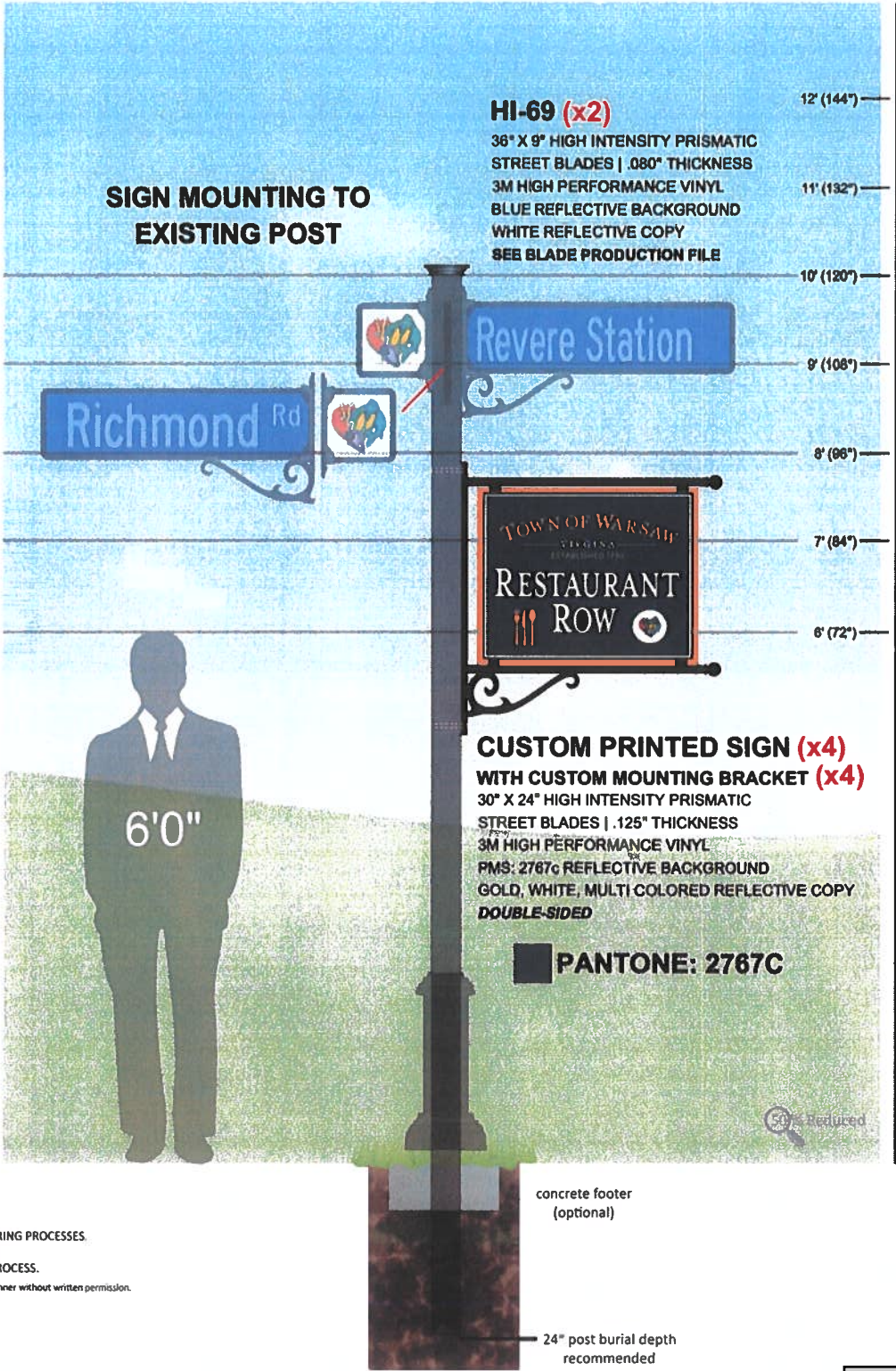
NNK POPCORN ☆ OLD RAPP TAPHOUSE ☆ T-BOVEES ☆ MICHELLE'S SWEET TREATS

JUNE 22ND - 26TH - WEEKLY SPECIALS - 10%
DISCOUNT - LOCALLY OWNED



1-800-705-1446
www.signaturesstreetscapes.com

CITY OF WARSAW, VIRGINIA
ESTIMATE: 2327



APPROVED

☐ AS IS
☐ AS CORRECTED
☐ REVISE & RESUBMIT

AUTHORIZED SIGNATURE

DATE

THIS RENDERING IS AN APPROXIMATION FOR LAYOUT PURPOSES ONLY.
THE ACTUAL PRODUCT AND COLOR MAY VARY SLIGHTLY DUE TO MANUFACTURING PROCESSES.
NOTE : PLEASE REVIEW SHOP DRAWING CAREFULLY AND NOTE CORRECTIONS.
AUTHORIZED SIGNATURE AND DATE REQUIRED TO BEGIN MANUFACTURING PROCESS.

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ALL STANDARDS ARE MET WITHIN THEIR CITY/TOWNSHIP.**