



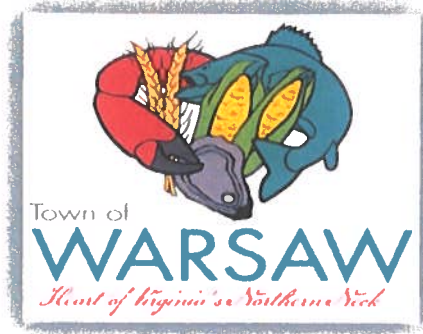
Town Council Meeting Agenda

January 08, 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 – December 2025
 - [c.](#) Financial Report – December 2025
4. **Public Comment**
5. **Reports**
 - [a.](#) Mayor's Report
 - [b.](#) Town Manager's Report
 - [c.](#) Police Chief's Report
 - [d.](#) Director of Public Works Report
 - [e.](#) Council Committee Reports
 - [f.](#) Planning Commission Report
 - [g.](#) Northern Neck Regional Jail Report
6. **Old Business**
 - [a.](#) Reports
 - i. Well Replacement Project
 - ii. DHCD Housing Project
 - [b.](#) Basketball Court Update
 - [c.](#) 74 Main Street Discussion - Proposed Uses - Work Session Scheduled for Thursday, January 15, 2026 at 6:00 PM
7. **New Business**
 - [a.](#) Town Council Vacancy - Acceptance of Applications for Consideration
 - [b.](#) Oyster Shoals Music Hall - Potential New Ownership and Continuation of Operations
 - [c.](#) Honoring Council Member Rebecca C. Hubert - Establish Ideas for Consideration
8. **Closed Session** - VA Code 2.2-3711 (A) 5 - Prospective Business - Industrial
9. **Council Members - Closing Comments**
10. **Adjournment**



Town Council Agenda

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 - b. Minutes – December 2025
 - c. Financial Report – December 2025
4. Public Comment
5. Reports
 - a. Mayor's Report
 - b. Town Manager's Report
 - c. Police Chief's Report
 - d. Director of Public Works Report
 - e. Council Committee Reports
 - f. Planning Commission Report
 - g. Northern Neck Regional Jail Report
6. Old Business
 - a. Project Updates
 - i. Well Replacement Project
 - ii. DHCD Housing Project
 - b. Basketball Court Update
 - c. 74 Main Street Discussion – Proposed Uses – Work Session Scheduled for Thursday, January 15th, 2026, at 6:00 PM
7. New Business
 - a. Town Council Vacancy – Acceptance of Applications for Consideration
 - b. Oyster Shoals Music Hall – Potential New Ownership and Continuation of Operations
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9. Council Members - Closing Comments
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MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
DECEMBER 11, 2025

The Warsaw Town Council held its regular meeting on Thursday, December 11, 2025, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council members present: Mayor Randall L. Phelps, Vice-Mayor Paul Yackel, Mary Beth Bryant, Ralph Self, Jonathan English, Daphne Palmore and Bobby Walters. Council members absent: None.

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

Also present: Approximately one other person was in the Council Chambers.

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA

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

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

Tribute to Council Member Rebecca C. Hubert

Council held an extended period of reflection in memory of Council Member Rebecca Coggin Hubert. Mayor Phelps and members of Council shared personal memories and spoke of her dedication to public service, her career as a community banker, and the pride she took in customer service and branch growth. Members reflected on her love for her family, her enthusiasm for sports, particularly UVA and the Washington Capitals, and her passion for the Town’s revitalization efforts and Christmas Town. It was noted that despite illness, she continued to serve fully and joyfully, and that her illness did not define her. Council expressed that her seat will be difficult to fill and extended heartfelt condolences to her family.

During this time, Councilwoman Palmore arrived at the meeting.

PUBLIC COMMENTS

No individuals signed up or came forward to speak during the public comment period.

REPORTS

MAYOR'S REPORT

Mayor Phelps spoke regarding filling the vacancy of councilwoman Rebecca Hubert.

TOWN MANAGER'S REPORT

Town Manager Quesenberry reported that Christmas Town will be held on December 13, 2025, from 11:00 a.m. to 6:00 p.m., followed by the annual parade at 6:00 p.m. He stated that approximately 124 vendors are registered to participate and that free public activities will include rides, entertainment, and attractions throughout the downtown area. He noted that a large, heated tent has been installed near Relish to enable the business to participate as it continues recovering from recent fire damage. Council members who wish to ride in Town vehicles in the parade were asked to arrive by 5:00 p.m., as the Town has the first three positions in the lineup. Road closures and traffic control plans are in place and coordinated with the Police Department.

Mr. Quesenberry provided an update on economic development, noting continued interest in the Commerce Park and additional inquiry regarding storage facilities. He also reported communication with prospective restaurant operators, particularly in the area of Mexican and Latino cuisine, which is currently underserved in both the Town and County. He stated that Relish continues to receive assistance related to grant and loan programs following their fire incident.

He reported that preparation of the FY 2026 budget and Capital Improvement Plan is underway. Department heads are preparing submissions due by December 31, after which an initial draft budget will be prepared for Council review. He further reported that staff is working with Senator Kaine's office regarding the former VDOT facility as a potential location for future public works operations, noting that once the Town's population exceeds 3,500, the Town will become responsible under state law for maintenance of its streets and will require appropriate facilities.

With respect to delinquent accounts, Mr. Quesenberry reported that the Town Attorney is proceeding with collection efforts related to meals tax accounts and revolving loan fund balances and that warrants in debt will be filed as necessary. He concluded by expressing condolences to the families of Council Member Hubert and to Public Works Director Schools on the recent loss of his father.

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

POLICE REPORT

Chief Peterson reported on preparations for Christmas Town and advised that Main Street will close at 8:00 a.m. from Route 360 to the Post Office. A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 2.

PUBLIC WORKS REPORT

Director of Public Works, Jesse Schools, presented updates regarding wastewater performance, water system maintenance, and refused disposal. Mr. Schools shared his story and remembrance of Rebecca Hubert and offered his condolences. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 3.

PERSONNEL COMMITTEE REPORT

Vice-Mayor Yackel reported that the Personnel Committee met and reviewed the revised Personnel Policy. He thanked Mrs. Blackley-Rice for the extensive time and research that went into the document. He explained that revisions include changes to the paid time off accrual schedule and an increase in the maximum PTO carryover from 120 to 160 hours, with one employee grandfathered above the cap.

Vice-Mayor Yackel moved to adopt the Personnel Policy as presented. The motion was seconded by Councilwoman Bryant and carried with the following votes.

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

PLANNING COMMISSION: No new business.

NORTHERN NECK REGIONAL JAIL REPORT

The Weekender Program is available to minor offender with very strict rules. The Program has been approved by a Judge for up to 10 people, but the program has risks. The population report was provided in the packet.

OLD BUSINESS

Well Replacement Project: Mr. Quesenberry provided an update on the well project, stating that the Town is awaiting a decision from VDH and that federal budget delays have contributed to the timeline. Assistance is being sought from Senator Kaine’s office.

DHCD Housing Update: Mrs. Coates reported that substantial progress has been made on the GCB housing project, and all three rehabilitation homes are complete. It is anticipated that families will be in their homes shortly after the New Year.

Basketball Court Discussion Update: Mr. Quesenberry reported that the RCC basketball court project has been approved at an estimated cost of approximately \$80,000, with construction expected to begin in early spring. Existing lighting will be reused, benches will be provided, and the Police Department is seeking grant funding for an emergency call box near the facility. The Town’s contribution will be made over a five-year period, similar to the tennis court project.

74 Main Street Project: Council discussed the need to hold a work session to determine the future use of the building and whether to maintain the original community center plan or consider alternate uses. Council agreed that the issue should be revisited formally. Council voted to schedule a special meeting on January 15, 2026, at 6:00 p.m. for the purpose of discussing the 74 Main Street project and to consider appointment to the vacant Council seat created by the passing of Council Member Hubert.

Councilman Self moved to have a special meeting on 1/15/2026 at 6:00 pm to address the 74 Main project and the vacant council seat of former Councilwoman Rebecca Hubert. The motion was seconded by Vice Mayor Paul Yackel and carried with the following votes.

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

NEW BUSINESS

New Business – Impact Analysis: Rhodes Place Development - Council discussed the fiscal impact analysis prepared for the proposed Rhodes Place development. Mr. Quesenberry summarized that the analysis projects annual revenues of approximately \$450,600 at full build-out and annual costs of approximately \$377,800, resulting in a net positive fiscal impact of about \$72,800. Council discussed the challenges of predicting residential spending behavior and utility usage, and several members expressed the

belief that actual revenues may exceed projected amounts. The report will be retained for reference when Phase II is considered.

Council Vacancy - Council formally acknowledged the vacancy created by the passing of Council Member Hubert. Mr. Quesenberry reported that state law requires the vacancy to be filled within 45 days. The Town will accept letters of interest and résumés from interested candidates, and applicant names will be announced prior to appointment.

CLOSING COMMENTS

- Councilwoman Bryant shared that she is looking forward to Christmas Town.
- Councilman Walters mentioned the Rappahannock Raiders and expressed excitement for the upcoming State Championship.
- Councilwoman Palmore stated that the Bounds look incredible, and her thoughts are with the families of Rebecca Hubert and Jesse Schools during this time.
- Councilman Self stated that the Town is starting to look a lot like Christmas and expressed encouragement for the Rappahannock Raiders.
- Mayor Phelps shared a story of how someone in the public told him he has to admit that even though they don't always agree, the Town is looking great.
- Councilman English stated that he gets compliments about the decorations at the jail. He laughed as he shared that he has to say it's not the jail's decorations, they are the Town.
- Vice-Mayor Yackel stated that it is not supposed to rain on the day of Christmas Town and that's a good thing.
- Mayor Phelps closed by wishing everyone a Merry Christmas and stated that Warsaw has great things going on. He also stated that he will miss Rebecca.

ADJOURNMENT

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

Submitted by:



Julia Blackley-Rice, Clerk



Town of
WARSAW
Heart of Virginia's Northern Neck

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 12/11/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Christmas Town

We are very pleased to present our 5th annual Christmas Town event this Saturday, December 13th, from 11AM to 6PM, to be followed by the Warsaw Richmond County Main Street Program's annual Christmas Parade at 6PM! We have over 100 vendors and food trucks registered, several carnival rides, horse and carriage rides, train rides, live music, and much more. We are also installing a large, heated tent in front of Relish to allow for their team to still participate with food and drinks during the event. For Council Members that wish to ride in a Town vehicle, please arrive at Town Hall by no later than 5:00 PM. We are fully staffed and prepared for another wonderful event and encourage all to attend!

2. Economic Development Update

We had a very good meeting earlier today regarding a national distribution company locating in the Commerce Park. They have continued interest in Warsaw, and we are continuing to work with our colleagues at the County to ensure we provide as seamless of a process as possible. We also had further inquiries from a regional storage facility and will continue to work with them during their due diligence period. Town staff have been in contact with potential restaurant operators regarding space in 74 Main should that be the direction of Council, with a particular emphasis on Mexican / Latin American food due to the lack of an existing restaurant in both the Town and County. Lastly, we worked with Carol and her staff at Relish to release both the grant funds and loan funds as expeditiously as possible. We wish them all the best as they continue to recover from the fire damage.

3. Budget Preparations

It's once again that time of year where we are beginning our budget preparations for FY26. Department Heads are currently working on their Capital Improvement Plan requests and will have those turned in to my office by COB December 31st, 2025. Once these are returned, I will work to build a draft budget and CIP plan for your review.

4. Congressionally Directed Spending

We are currently working with Senator Kaine's office to begin the application process for Congressionally Directed Spending. These are appropriated funds that may assist us with large items outside of our ability to finance. Applications are due by no later than mid-April 2026, and we will be applying for funds to potentially purchase and rehabilitate the vacant VDOT facility on Main Street. Should the Town surpass the 3,500-population mark in the coming years, we will be required by Code to maintain all Town roads and streets and will need a facility such as this. We will continue to work on this project in the coming months and will keep you updated as things progress.

5. Council Member Hubert

Speaking as the Town Manager and representing our Town Staff, we want to send our most sincere condolences to Council Member Hubert's family during this difficult time. We have all shared many stories of her quiet kindness, wherein she would stop by our Public Works crew members and bring them drinks or food during a waterline break, or would stop by Town Hall and drop off snacks for our staff, or dog and cat treats and toys for our pets. No matter the person, we each have a story that involves Rebecca and her kind spirit. She is greatly missed and we can all agree that we are better off for having known her. Rebecca – we thank you for your service, appreciate the kind and loving person that you were, and will always remember you as a brave and selfless person that always had the best interests of her hometown at heart.



Warsaw Police Department

From the desk of Chief Sean L. Peterson



MONTHLY ACTIVITY REPORT November 1-30, 2025 Total calls for service: 777

Section I: Incidents 9

DATE	CASE	OFFENSE	BLK / STREET
11/04/2025	2025-000146	18.2-474.1: Possession of drugs within an Institution. Felony	40 - Blk Mitchell Ave
11/04/2025	2025-000146	18.2-388: Public Intoxication Misdemeanor	40 - Blk Mitchell Ave
11/06/2025	2025-000147	18.2-119: Trespass Misdemeanor	100 - Blk Jones Ln
11/07/2025	2025-000148	19.2-306: Probation Violation Misdemeanor	400 - Blk Main Str
11/07/2025	2025-000149	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
11/10/2025	2025-000150	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
11/10/2025	2025-000152	18.2-96: Petit Larceny Misdemeanor	4000 - Richmond Rd
11/17/2025	2025-000158	18.2-103: Shop Lift / Alter Price Misdemeanor	4000 - Blk Richmond Rd
11/20/2025	2025-000160	18.2-57: Assault & Battery Misdemeanor	4000 - Blk Richmond Rd



Warsaw Police Department

From the desk of Chief Sean L. Peterson



Section II: Arrest 7

11/04/2025	2025-000146	18.2-474.1: Possession of drugs within an Institution. Felony	40 - Blk Mitchell Ave
11/04/2025	2025-000146	18.2-388: Public Intoxication Misdemeanor	40 - Blk Mitchell Ave
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11/17/2025	2025-000158	18.2-103: Shop Lift / Alter Price Misdemeanor	4000 - Blk Richmond Rd



Warsaw Police Department

From the desk of Chief Sean L. Peterson



Section III: Traffic 75

Driving on Suspended/Revoked License	3
Reckless Driving	0
Distracted Driving	2
Speeding	21
Expired Inspection	12
Stop Sign	3

Section III Continued

Expired / Improper VA Registration	3
Town Citations Issued	4
All Other Traffic Summons	24
Traffic Crashes	3

Section IV: Community Engagement 592

Neighborhood Select Patrols	127
Business Checks / Directed Patrols	433/31
Community Events	1

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Jula Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sarah Anderson Law
Town Attorney



Town of
WARSAW
Heart of Virginia's Northern Neck

Attachment 3

COUNCIL MEM

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Mayor

Mary Beth Bryant

Jonathan English

Rebecca C. Hubert

Daphne Palmore

Ralph W. Self

Robert Walden

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

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 12/11/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for November – 175,500 gallons, a decrease of 100 gals from the month of October average daily flow.

Maximum influent flow for November – 192,500 gallons, an increase of 2,200 gals from the month of October max flow.

Nutrient Sampling Results

For November the average effluent Total Nitrogen (TN) concentration was 1.90 mg/l, within the limits of our permit.

For November the average effluent Total Phosphorus (TP) concentration was 0.07 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Effluent station pump # 2 was repaired and returned to service.

Winterization of equipment has been completed.

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

Ordered necessary supplies.

Completed and submitted our monthly operations report.

Treatment plant operators assisted in recording monthly water meter readings.

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

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Jula Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMO Section 3, Item b.

Randall L. Phelps - Mayor

Paul G. Yackel - Town Manager

Mary Beth Bryant

Jonathan English

Rebecca C. Hubert

Daphne Palmore

Ralph W. Self

Robert Walters

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

-Water Department

Attached you will find the Water Loss Report, for the month of November we are at a 3rd 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.

Installed all pole mounted Christmas Decorations and lights on the tree.

Staff also hung the new Warsaw banner on Main St.

-Refuse Department

For the month of October town staff made 17 trips to the landfill totaling 131 tons or 262,000 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.

Decorated The Bounds, Town office, acorn lights, along with the Town Park for Christmas.

Monthly Water Loss Report

Section 3, Item b.

Water System:

For the Month of:

Year:

Water Produced this month: gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,097,900 gallons**

Sold: Residential gallons

Total Sold = **4,928,289 gallons**

B: Difference: (Produced+Purchased) - Sold = **169,611 gallons**

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

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="7,500"/>	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="2,500"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="7,500"/>	gallons
Sewer jetting	<input type="text" value="0"/>	gallons
Town watering flowers	<input type="text" value="1,500"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **21,000 gallons**

Loss: Unaccounted-for Water: (B-C) = **148,611 gallons**

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

days in billing period

Gallons / Day Loss = **5,125 gallons/day**

Gallons / Minute Loss = **4 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
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	3,000	0.00	30.00	180.00	1,005.00	(1,995.00)	34%
10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	13,080.00	49,605.00	98,760.00	(81,240.00)	55%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,305.00	22,230.00	44,445.00	(44,555.00)	50%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	24.42	245,628.96	245,671.70	(34,328.30)	88%
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	327.08	654.71	1,317.67	(168,682.33)	1%
10-307-0000 PPTRA	17,365	0.00	0.00	0.00	17,365.30	0.30	100%
10-310-0000 BANK FRANCHISE TAX	175,000	0.00	0.00	0.00	0.00	(175,000.00)	
10-315-0000 BUSINESS LICENSES	140,000	0.00	364.00	535.70	11,920.28	(128,079.72)	9%
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	14,479.60	46,231.01	99,322.11	(20,677.89)	83%
10-326-0000 MEALS TAX	675,000	0.00	64,294.03	182,210.47	382,992.85	(292,007.15)	57%
10-327-0000 LODGING TAX	42,000	0.00	2,492.02	6,626.02	19,976.20	(22,023.80)	48%
10-328-0000 CIGARETTE TAX	80,000	0.00	6,185.60	20,377.83	40,949.30	(39,050.70)	51%
10-330-0000 FINES	35,000	0.00	4,973.23	13,502.83	28,189.10	(6,810.90)	81%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	0.00	0.00	15.11	(24,984.89)	0%
10-355-0000 LAW ENFORCEMENT ASST	34,500	0.00	0.00	10,840.00	21,680.00	(12,820.00)	63%
10-360-0000 UTILITY/CONSMPTION TX	15,000	0.00	461.86	776.07	3,167.37	(11,832.63)	21%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	0.00	5,004.45	12,520.77	(16,479.23)	43%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	15,000.00	15,000.00	15,000.00	0.00	100%
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-376-0000 BILLBOARD REVENUE	1,750	0.00	0.00	0.00	0.00	(1,750.00)	
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	3,000.00	3,000.00	
10-390-0000 MISC/INCOME	4,000	0.00	50.00	50.00	505.00	(3,495.00)	13%
10-390-0900 GRANTS - IRF	0	0.00	0.00	13,950.00	13,950.00	13,950.00	

Budget vs Actual

Town of Warsaw
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0975 GRANT - HOUSING/PLANNING	550,000	0.00	154,848.00	246,771.60	343,802.20	(206,197.80)	63%
10-390-0990 GRANTS/VA DOF - MEDIANS	100,000	0.00	0.00	0.00	0.00	(100,000.00)	
10-390-0995 GRANTS/DEQ - MEDIANS	50,000	0.00	0.00	0.00	0.00	(50,000.00)	
10-391-0000 GRANTS/DMV	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-392-1000 GRANT - LITTER DEQ	0	0.00	1,658.56	1,658.56	1,658.56	1,658.56	
10-395-0000 GRANT/BP VEST	0	0.00	0.00	3,385.95	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	1,009.89	3,372.21	6,844.05	(5,155.95)	57%
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	0.00	115,000.00	50,000.00	177%
10-399-1100 DOMINION SOLAR	5,000	0.00	0.00	0.00	0.00	(5,000.00)	
10-399-1200 TIMBER HARVESTING	23,000	0.00	0.00	0.00	0.00	(23,000.00)	
10-399-5000 SPECIAL EVENTS (REVENUE)	24,000	0.00	2,750.00	14,020.00	20,440.00	(3,560.00)	85%
Revenues Totals:	3,091,435	0.00	290,083.29	904,111.37	1,571,716.69	(1,519,718.31)	51%
Expenses							
10-420-0200 SALARIES/ADM	389,000	0.00	45,672.82	105,285.63	209,138.63	179,861.37	54%
10-420-0201 OT/BONUS - ADMIN	8,000	0.00	1,692.32	10,328.09	12,690.98	(4,690.98)	159%
10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	3,576.20	8,707.64	16,700.89	13,299.11	56%
10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	383.52	767.04	1,432.96	35%
10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	3,532.56	10,578.71	20,934.21	22,065.79	49%
10-420-0900 MEDICAL INS/ADM	60,360	0.00	5,030.00	15,090.00	29,695.00	30,665.00	49%
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	300.34	2,773.07	4,713.07	10,286.93	31%
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	0.00	1,408.30	3,388.32	4,611.68	42%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	726.75	1,137.86	2,059.97	2,940.03	41%
10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	99.66	3,170.64	8,000.00	0.00	100%
10-420-1500	20,000	0.00	305.66	1,973.58	3,725.39	16,274.61	19%

Budget vs Actual

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Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
BLDGS/GROUNDS/MAINTENANCE							
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	0.00	15,500.00	
10-420-2300 LEGAL SERVICES	25,000	0.00	1,787.07	7,939.20	14,950.10	10,049.90	60%
10-420-2600 ADVERTISING	30,000	0.00	2,753.29	11,018.06	21,401.40	8,598.60	71%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	0.00	735.14	1,469.09	4,030.91	27%
10-420-3200 OFFICE SUPPLIES	18,000	0.00	1,328.40	3,955.62	14,510.25	3,489.75	81%
10-420-3300	250	0.00	0.00	0.00	0.00	250.00	
PRINTING/REPORTS/MAPPING							
10-420-3400 COMPUTER SUPPORT FEE	20,000	0.00	928.29	8,998.58	11,795.15	8,204.85	59%
10-420-3450 COMPUTER O/M	6,500	0.00	0.00	659.97	819.89	5,680.11	13%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	612.93	612.93	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	187.84	258.92	2,048.76	951.24	68%
10-420-5350 SAFETY PROGRAM	500	0.00	139.40	139.40	168.75	331.25	34%
10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	5,377.80	5,377.80	9,832.40	8,667.60	53%
10-420-5500 COUNCIL EXPENSE	15,000	0.00	42.12	1,468.65	4,789.34	10,210.66	32%
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	25.99	2,110.11	4,667.09	4,332.91	52%
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	600.00	1,017.00	5,268.00	21,732.00	20%
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	817,710	0.00	74,847.28	205,128.42	404,211.65	413,498.35	49%

Budget vs Actual

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Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	332,000	0.00	38,007.70	88,273.31	173,120.47	158,879.53	52%
10-510-0201 OT/BONUS - WPD	12,000	0.00	324.26	9,825.81	19,093.59	(7,093.59)	159%
10-510-0500 PAYROLL TAXES/WPD	25,500	0.00	2,963.59	7,604.62	14,813.29	10,686.71	58%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	214.80	676.61	1,257.74	542.26	70%
10-510-0700 RETIREMENT/LI/WPD	36,000	0.00	3,198.07	9,030.86	18,723.99	17,276.01	52%
10-510-0820 LINE OF DUTY ACT	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-510-0900 MEDICAL INSURANCE/WPD	36,500	0.00	3,018.00	10,581.00	18,629.00	17,871.00	51%
10-510-1000 PROFESSIONAL DEVELOP/WPD	4,000	0.00	0.00	(93.33)	548.55	3,451.45	14%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	0.00	0.00	957.60	9,042.40	10%
10-510-2000 Electricy - WPD	2,000	0.00	165.62	297.49	856.81	1,143.19	43%
10-510-2100 Grounds/Maintenance - WPD	10,000	0.00	139.40	3,506.90	10,219.24	(219.24)	102%
10-510-3100 AUTO O/M-WPD	24,000	0.00	0.00	3,975.32	10,118.38	13,881.62	42%
10-510-3200 UNIFORMS/SUPPLIES/WPD	8,000	0.00	0.00	1,269.84	4,161.85	3,838.15	52%
10-510-3210 POLICE SUPPLIES	15,000	0.00	0.00	0.00	2,295.00	12,705.00	15%
10-510-3220 OFFICE SUPPLIES	10,000	0.00	339.00	1,376.45	3,053.29	6,946.71	31%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	210.58	1,289.42	14%
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/WPD	20,000	0.00	911.24	6,983.08	13,911.76	6,088.24	70%
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	0.00	1,552.84	4,097.80	5,902.20	41%
10-510-3602 GRANTS - USDA POLICE CARS	65,000	0.00	0.00	0.00	0.00	65,000.00	
10-510-3603 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-3701 COMMUNITY SERVICE	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-510-3710 GRANT/DMV	0	0.00	920.46	2,751.87	2,751.87	(2,751.87)	
10-510-3712 Police Radios/Reserves	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,300	0.00	0.00	0.00	421.50	1,878.50	18%

Budget vs Actual

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Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-4210 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-5300 DUES	3,000	0.00	0.00	(278.92)	3,216.08	(216.08)	107%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	(101.95)	110.12	139.88	44%
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	5,377.80	5,377.80	9,832.40	8,667.60	53%
10-510-6000 CIP - WPD (CARS)	65,000	0.00	0.00	0.00	55,609.78	9,390.22	86%
WARSAW POLICE DEPT Totals:	732,136	0.00	55,579.94	152,609.60	368,010.69	364,125.31	50%

Budget vs Actual

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Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	238,000	0.00	27,690.28	63,813.29	129,272.65	108,727.35	54%
10-550-0201 OT/BONUS - PS	13,000	0.00	1,895.61	10,211.07	16,231.92	(3,231.92)	125%
10-550-0500 PAYROLL TAXES/PS	18,500	0.00	2,263.37	5,665.52	11,142.99	7,357.01	60%
10-550-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	62.65	187.95	355.04	744.96	32%
10-550-0700 RETIREMENT/LI/PS	20,500	0.00	1,683.20	5,049.60	9,515.99	10,984.01	46%
10-550-0900 MEDICAL INS/PS	48,288	0.00	4,024.00	11,066.00	23,138.00	25,150.00	48%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,514	0.00	84.16	808.99	1,880.88	1,633.12	54%
10-550-1300 ELECTRICITY-TOWNPARK	3,500	0.00	309.97	614.64	1,428.29	2,071.71	41%
10-550-1700 REPAIRS/TRASH TRUCK	20,000	0.00	914.56	2,908.39	7,973.31	12,026.69	40%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	8.99	1,991.01	0%
10-550-2100 Fountain - Main Street	3,500	0.00	0.00	107.99	2,590.85	909.15	74%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	139.30	4,486.50	13,483.05	15,516.95	46%
10-550-3150 VEHICLE M&O/PS	10,000	0.00	896.69	2,139.42	4,818.71	5,181.29	48%
10-550-3200 UNIFORMS/ETC	1,500	0.00	38.50	236.50	848.50	651.50	57%
10-550-3300 EQPT/SUPPLIES/PS	2,500	0.00	100.18	748.23	2,605.95	(105.95)	104%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	0.00	107.99	221.61	778.39	22%
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	80.00	985.00	2,203.54	(2,203.54)	
10-550-3700 BEAUTIFICATION	40,000	0.00	767.45	10,551.38	34,156.23	5,843.77	85%
10-550-3800 STREET LIGHTS	35,000	0.00	106.21	6,637.05	16,493.18	18,506.82	47%
10-550-3850 SIDEWALKS	30,000	0.00	0.00	0.00	2,106.89	27,893.11	7%
10-550-3900 ILIGHTING/CHRISTMAS	4,000	0.00	0.00	1,445.90	1,445.90	2,554.10	36%
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	375.03	375.03	(125.03)	150%
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	127,544.00	348,265.70	449,057.30	100,942.70	82%

Budget vs Actual

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Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
(EXPENSE)							
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	5,377.80	5,377.80	9,832.40	8,667.60	53%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	119.78	1,171.24	2,041.23	4,458.77	31%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	0.00	265.51	843.95	656.05	56%
10-550-6100 THE SADDLERY	5,000	0.00	535.70	1,094.39	2,076.10	2,923.90	42%
10-550-6200 THE BOUNDS	30,000	0.00	870.06	3,393.27	7,281.11	22,718.89	24%
10-550-6400 COMMUNITY MARKET	2,000	0.00	0.00	1,310.45	2,460.45	(460.45)	123%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	0.00	450.00	17,675.22	(17,675.22)	
10-550-6600 74 MAIN STREET	0	0.00	0.00	1,366.39	1,440.17	(1,440.17)	
PUBLIC SERVICE Totals:	1,301,652	0.00	175,503.47	490,841.19	790,210.66	511,441.34	61%

Budget vs Actual

Town of Warsaw
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Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 PARADES	2,000	0.00	0.00	1,800.27	2,609.90	(609.90)	130%
10-600-6100 NN TOURISM	1,200	0.00	1,200.00	1,200.00	1,200.00	0.00	100%
10-600-6200 FIRE DEPARTMENT	10,000	0.00	10,000.00	10,000.00	10,000.00	0.00	100%
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	15,000.00	15,000.00	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	8,000.00	8,000.00	8,000.00	0.00	100%
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	0.00	10,000.00	10,000.00	0.00	100%
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	3,000.00	3,000.00	3,000.00	0.00	100%
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	3,000.00	3,000.00	3,000.00	0.00	100%
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	1,000.00	1,000.00	1,000.00	0.00	100%
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	500.00	500.00	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	750.00	750.00	750.00	0.00	100%
10-600-7400 RHS AFTER PROM	250	0.00	250.00	250.00	250.00	0.00	100%
10-600-8000 THE HAVEN SHELTER	1,000	0.00	1,000.00	1,000.00	1,000.00	0.00	100%
10-600-8100 VARIOUS CONTRIBUTIONS	2,000	0.00	0.00	543.90	793.90	1,206.10	40%
10-600-8200 EMERGENCY ASSITANCE FUND	0	0.00	0.00	10,000.00	10,000.00	(10,000.00)	
CONTRIBUTIONS Totals:	63,700	0.00	43,700.00	66,044.17	68,103.80	(4,403.80)	107%

Budget vs Actual

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Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	15,142.76	30,682.89	43,079.98	(3,079.98)	108%
Totals:	40,000	0.00	15,142.76	30,682.89	43,079.98	(3,079.98)	108%

Budget vs Actual

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Town of Warsaw
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Period Ending 12/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	1,397.50	16,694.51	75,402.19	(75,402.19)	
CAPITAL ITEM EXPENSE Totals:	0	0.00	1,397.50	16,694.51	75,402.19	(75,402.19)	

Budget vs Actual

Town of Warsaw
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Period Ending 12/31/2025

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	9,726.00	9,726.00	50%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	2,769.00	5,538.00	5,527.00	50%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	9,539.34	19,078.68	19,078.32	50%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	0.00	0.00	2,064.00	688.00	75%
10-999-0006 ARPA FUNDS - EXPENSES	0	0.00	0.00	5,945.37	5,945.37	(5,945.37)	
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	2,369.92	8,215.73	14,551.32	4,549.68	76%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	8,628.00	17,256.00	16,454.00	51%
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	2,614.20	5,228.40	7,842.60	4,157.40	65%
DEBT SERVICE Totals:	136,237	0.00	13,583.90	45,188.84	82,001.97	54,235.03	60%

Budget vs Actual

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Expenses Totals:	3,091,435	0.00	379,754.85	1,007,189.62	1,831,020.94	1,260,414.06	59%
10 GENERAL FUND Revenues Over/(Under) Expenses:			(89,671.56)	(103,078.25)	(259,304.25)		

Budget vs Actual

Town of Warsaw
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Period Ending 12/31/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	458,092	0.00	34,870.96	103,934.39	211,272.98	(246,819.02)	46%
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	34,870.96	103,934.39	211,272.98	(1,249,419.02)	14%
Expenses							
30-600-0000 INTEREST EXPENSE	0	0.00	0.00	6.26	38.10	(38.10)	
CONTRIBUTIONS Totals:	0	0.00	0.00	6.26	38.10	(38.10)	

Budget vs Actual

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Period Ending 12/31/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-0200 SALARIES/WATER	163,000	0.00	19,622.28	44,915.20	89,124.47	73,875.53	55%
30-810-0201 OT/BONUS - WATER	13,000	0.00	2,210.64	7,296.99	9,561.56	3,438.44	74%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	1,604.87	3,798.24	7,222.82	5,777.18	56%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	136.98	273.96	576.04	32%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	1,339.52	4,018.56	8,010.77	8,489.23	49%
30-810-0900 MEDICAL INS/WTR	24,144	0.00	1,006.00	3,018.00	6,890.00	17,254.00	29%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	60.66	731.02	1,003.88	1,496.12	40%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	5,780.47	10,414.14	17,574.02	12,425.98	59%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	1,312.00	1,312.00	1,612.00	3,888.00	29%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	0.00	39,855.82	39,855.82	2,144.18	95%
30-810-2200 AUDIT EXPENSE	6,000	0.00	0.00	0.00	0.00	6,000.00	
30-810-2700 TRACTOR M/O-WTR	2,000	0.00	0.00	1,125.06	1,258.02	741.98	63%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	0.00	382.20	1,166.43	1,133.57	51%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	0.00	0.00	1,298.94	2,201.06	37%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	263.36	757.94	1,485.58	514.42	74%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	0.00	971.88	4,382.06	14,617.94	23%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	322.84	927.06	1,693.14	1,056.86	62%
30-810-3300 SUPPLIES/WATER	5,000	0.00	0.00	683.31	1,124.55	3,875.45	22%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	139.30	139.30	156.19	843.81	16%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	998.64	998.64	1.36	100%
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	40.00	135.00	601.64	1,898.36	24%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	0.00	15.60	45.19	454.81	9%
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	16.19	16.19	1,983.81	1%
30-810-4600 WATER TESTING	3,000	0.00	0.00	94.75	226.75	2,773.25	8%
30-810-4700 WATER PERMIT	3,000	0.00	0.00	0.00	2,193.00	807.00	73%

Budget vs Actual

Town of Warsaw
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

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	0.00	1,432.99	4,298.99	9,701.01	31%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	0.00	(914.47)	2,564.51	7,435.49	26%
30-810-5400 INSURANCE/WATER	13,000	0.00	5,377.80	5,377.80	9,832.40	3,167.60	76%
30-810-5700 MISCELLANOUS/WTR	2,000	0.00	0.00	485.54	702.27	1,297.73	35%
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	39,125.40	128,125.74	215,173.79	198,370.21	52%

Budget vs Actual

Town of Warsaw
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Period Ending 12/31/2025

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
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

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

Section 3, Item c.

Town of Warsaw
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Period Ending 12/31/2025

Expenses Totals:	1,460,692	0.00	39,125.40	128,132.00	215,211.89	1,245,480.11	15%
30 WATER FUND Revenues Over/(Under) Expenses:			(4,254.44)	(24,197.61)	(3,938.91)		

Budget vs Actual

Town of Warsaw
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	72,646.95	212,558.76	428,575.38	(475,312.62)	47%
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	0.00	242.04	(757.96)	24%
40-397-1000 LOAN PROCEEDS	60,000	0.00	0.00	0.00	0.00	(60,000.00)	
Revenues Totals:	966,888	0.00	72,646.95	212,558.76	428,817.42	(538,070.58)	44%
Expenses							
40-820-0200 SALARIES/WWF	172,000	0.00	18,854.52	43,548.92	86,764.12	85,235.88	50%
40-820-0201 OT/BONUS - WASTEWATER	10,000	0.00	2,341.91	9,010.00	11,903.78	(1,903.78)	119%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	1,621.53	4,020.76	7,557.01	5,442.99	58%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	144.39	288.78	661.22	30%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	1,520.47	4,561.41	9,084.73	9,915.27	48%
40-820-0900 MEDICAL INS/WWF	36,216	0.00	3,018.00	9,054.00	16,096.00	20,120.00	44%
40-820-1100 TELEPHONE/WWF	7,000	0.00	0.00	677.74	1,831.67	5,168.33	26%
40-820-1200 PROPANE/SHOPS	3,750	0.00	982.24	1,464.42	1,464.42	2,285.58	39%
40-820-1250 GENERATOR FUEL-WWTP/LS	2,200	0.00	0.00	0.00	0.00	2,200.00	
40-820-1300 WWTP ELECTRICITY	60,000	0.00	5,145.45	14,468.33	28,448.25	31,551.75	47%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	3,679.88	7,490.04	12,380.62	17,619.38	41%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	1,375.00	3,284.32	3,559.95	6,440.05	36%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	0.00	812.84	5,003.90	19,996.10	20%
40-820-2000 SLUDGE REMOVAL/WWF	15,000	0.00	0.00	790.05	790.05	14,209.95	5%
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	3,980.00	8,210.00	16,790.00	33%
40-820-2600 ADVERTISING	1,500	0.00	1,074.82	1,074.82	1,169.82	330.18	78%
40-820-2700 TRACTOR MAINT/OPR/WWF	2,000	0.00	0.00	1,054.88	1,082.31	917.69	54%
40-820-2800 BUSHHOG/MOWERS/M/O/WWF	2,000	0.00	0.00	337.21	1,022.26	977.74	51%

Budget vs Actual

Town of Warsaw
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-820-2850 EQUIPMENT MAINTENANCE	12,000	0.00	0.00	541.54	3,759.86	8,240.14	31%
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	0.00	(1,378.61)	5,890.21	(2,890.21)	196%
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	0.00	3,502.66	8,760.71	6,239.29	58%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	286.66	1,187.12	2,493.18	506.82	83%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	74.20	307.98	2,618.04	1,381.96	65%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	525.86	2,493.07	3,607.20	(607.20)	120%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	1,051.18	1,051.18	948.82	53%
40-820-4000 UNIFORMS/WWF	1,500	0.00	0.00	712.00	1,412.06	87.94	94%
40-820-4100 MISS UTILITY/WWF	500	0.00	0.00	18.00	47.61	452.39	10%
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	721.84	983.47	4,016.53	20%
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	3,505.95	7,011.90	9,349.20	35,650.80	21%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	420.00	420.00	3,580.00	11%
40-820-5100 REPAIR WW LINE/WWF	3,500	0.00	0.00	608.49	809.65	2,690.35	23%
40-820-5300 DUES/WWF	2,000	0.00	0.00	71.09	946.09	1,053.91	47%
40-820-5400 INSURANCE/WWF	22,000	0.00	5,377.80	5,377.80	10,256.41	11,743.59	47%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	0.00	195.62	578.15	921.85	39%
40-820-7900 TRAINING/PLANT OPR	2,500	0.00	0.00	(640.92)	732.54	1,767.46	29%
40-820-8000 CONTRACTED LAB TESTING	50,000	0.00	2,530.34	15,310.36	31,239.80	18,760.20	62%
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	51,962.76	143,285.25	285,136.03	342,829.97	45%

Budget vs Actual

Town of Warsaw
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0001 CAPITAL OUTLAYS/WWF	230,150	0.00	22,365.43	56,416.12	61,706.50	168,443.50	27%
CAPITAL ITEM EXPENSE Totals:	230,150	0.00	22,365.43	56,416.12	61,706.50	168,443.50	27%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

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	1,680.56	3,361.12	5,041.68	8,158.32	38%
DEBT SERVICE Totals:	108,772	0.00	1,680.56	3,361.12	5,041.68	103,730.32	5%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
1/6/2026 1:08:10 PM

Period Ending 12/31/2025

	Expenses Totals:	966,888	0.00	76,008.75	203,062.49	351,884.21	615,003.79	36%
40 WASTEWATER FUND	Revenues Over/(Under) Expenses:			(3,361.80)	9,496.27	76,933.21		

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **12/1/25** **12/31/25**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 2,901.56
Principal Received During Period	\$ 5,411.85
Interest Received During Period	\$ 33.17
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 5,445.02
Disbursement to Warsaw	
PDC Fee During Period	\$ (150.00)
Funds Available to Loan Out	\$ 8,196.58

Available to lend:
\$15,029.94

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 3,767.70	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ 2,161.66	NO
4	Dunbrooke LLC - #242	\$ 5,045.02	\$ -	REPAID
5	Beale/Old Rapp. - #244	\$ -	\$ 467,220.63	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 250.00	\$ 7,889.71	YES
8	Relish - #264		\$ 20,000.00	
		\$ 5,445.02	\$ 501,039.70	

WARSAW REVOLVING-LOAN FUND

Quarterly Financial Statement

Period (from / to):

10/1/25

12/31/25

Description		NNPDC Fees
Number of Active Loans This Quarter	5	\$ 250.00
Number of New Loans This Quarter		\$ -
Balance Beginning of Quarter	\$ 1,128.75	
Principal Received During Quarter	\$ 7,053.54	
Interest Received During Quarter	\$ 164.29	
Fees Received During Quarter	\$ 100.00	
Total Funds Received During Quarter	\$ 7,317.83	
Loan Disbursement	\$ -	
PDC Fees Charged this Quarter	\$ (250.00)	
Balance End of Quarter	\$ 8,196.58	
Disbursement to Warsaw this quarter		
Available to Disburse to Warsaw	\$ 8,196.58	
		\$ 250.00

	Summary of Loans	Received This Quarter	Loan Balance To Date
1	Relish - #234	\$ 450.00	\$ 3,767.70
2	Pitts - #235	\$ -	\$ 0.00
3	Moore - #237	\$ 1,000.00	\$ 2,161.66
4	Dunbrooke LLC - #242	\$ 5,238.14	\$ -
5	IRF - #244		\$ 467,220.63
6	Cleary - #251	\$ -	\$ -
7	Teresa's Nails - #261	\$ 629.69	\$ 7,889.71
8	Relish - #264		\$ 20,000.00
		\$ 7,317.83	\$ 501,039.70



Town of
WARSAW
Heart of Virginia's Northern Neck

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 01/08/2026

RE: Town Manager's Report

Dear Council Members,

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

1. Christmas Town Recap

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

2. Short Term Rentals – The Bounds

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

3. Economic Development Update

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

4. Woodland Heights

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

5. Promotion of Ryleigh Garrison to Finance Manager

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



Warsaw Police Department

Section 5, Item c.



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

December 1-31, 2025

Total calls for service: 813

Section I: Incidents 5

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

Section II: Arrests 4

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

Section III: Traffic 95

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



Warsaw Police Department

Section 5, Item c.



From the desk of Chief Sean L. Peterson

Section III Continued

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

Section IV: Community Engagement 689

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

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEM Section 5, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Rebecca C. Hubert

Daphne Palmore

Ralph W. Self

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: 1/08/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

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

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

Nutrient Sampling Results

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

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

Monthly Operations and Maintenance

Staff collected all town fire extinguishers for annual inspection.

Operators serviced equipment as required by our preventive maintenance program.

Plant staff assisted with Christmas Town.

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

Completed and submitted our monthly operations report.

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

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean J. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEM Section 5, Item d.

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

-Water Department

Attached you will find the Water Loss Report, for the month of December we are at a 3% water loss.

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

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

Helped prepare Christmas Town, along with working the event.

Decorated the trash truck for the Christmas parade.

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

-Refuse Department

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

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

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

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

Helped prepare Christmas Town, along with working the event

Also helped decorate the trash truck for the parade.

Monthly Water Loss Report

Section 5, Item d.

Water System: **Town Of Warsaw**

For the Month of: **December**

Year: **2025**

Water Produced this month: **5,310,000** gallons

Water Purchased this month: **0** gallons

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

Sold: Residential 5,143,737 gallons

Total Sold = 5,143,737 gallons

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

% Difference = 3 % total water loss

Gallons of Water Accounted For:

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

C: Total Gallons Accounted For = 14,500 gallons

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

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

33 days in billing period

Gallons / Day Loss = 4,599 gallons/day

Gallons / Minute Loss = 3 gallons/min.

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

Breakdown by Housing Code



- ESSEX 1
- FEDERAL 231
- GLOUCESTER 84
- KING WILLIAM 1
- MATHIEWS 1
- MID PEN RJ-Middlesex 4
- NORTHUMBERLAND 16
- PRE-TRIAL 4
- RICHMOND 23
- U.S. Marshal - Alexandria 15
- U.S. Marshal - DC District 61
- U.S. Marshal - DC Superior 13
- U.S. Marshal - Norfolk 20
- U.S. MARSHAL - RALEIGH 24
- U.S. Marshal - Richmond 84
- U.S. MARSHAL MIDDLE DIST. N.C. 14
- WESTMORELAND-NNRJ 35

Ogle E. Forrest
130 Memorial Drive
Warsaw, VA 22572

December 19, 2025

Joseph Quesenberry
Town Manager
Town of Warsaw
78 Belle Ville Lane
Warsaw, VA 22572

Dear Joseph,

I am writing to express my interest in the open Town Council seat following the passing of our dear friend Rebecca. Her loss is felt deeply across our community, and as someone who served with her and valued her friendship, it would be an honor to complete this term and carry forward Rebecca's work, dedication, and unwavering commitment to our town.

Having previously served on both the Planning Commission and the Town Council, I bring a strong understanding of our town's needs, processes, and long-term priorities. I am committed to collaboration, transparency, and supporting decisions that strengthen our community.

Thank you for considering my interest. I would be honored to serve once again and contribute to the steady, dedicated leadership our town deserves.

Sincerely,

Ogle E. Forrest

Ogle E. Forrest

130 Memorial Drive, Warsaw, VA 22572 • 804-761-1186 • ojforrest@gmail.com

SUMMARY

Dedicated and community-focused leader with experience in public service, policy engagement, and community outreach. Strong background in collaboration, problem-solving, and representing community interests. Committed to transparent governance, fiscal responsibility, and strengthening community relationships.

CORE SKILLS

- Community Engagement & Outreach
 - Policy Review & Development
 - Budget & Resource Oversight
 - Strategic Planning
 - Conflict Resolution
 - Public Works and Utilities Planning
-

PROFESSIONAL EXPERIENCE

Director of Maintenance – Richmond County Public Schools

Warsaw, VA • July 1989 – June 2016

Managed the Maintenance and Operations functions of the school division, including all school buildings, facilities, and grounds, operational assets, equipment, and budgetary matters.

- Oversaw the Request for Bid (RFP) processes whenever required to ensure that comparative prices and quotes are obtained and that the school division obtained value and quality for expenditures in a cost-effective manner.
- Served as the Public Works Project Manager for multiple Capital Improvement Program (CIP) projects during my tenure with the school division.

COMMUNITY INVOLVEMENT

Town Council – Town of Warsaw

Over 25 years of Town Council Service

- Policy development and decision-making for town operations, collaborating with community stakeholders while serving on the Budget Committee, Personnel Committee, Ordinance Committee, and Utilities Committee to ensure effective governance.
- Oversaw financial planning and resource allocation, reviewing annual budgets, capital improvement proposals, and departmental requests to support responsible fiscal management.
- Provided leadership on personnel and municipal service matters, helping guide staffing decisions, utility service improvements, and long-term infrastructure planning to enhance community services.

Planning Commission – Town of Warsaw

Over 10 years of Planning Commission Service, currently serving

- Review and evaluate development proposals, zoning changes, and land-use applications to ensure alignment with municipal codes and long-term community plans.
- Collaborate with elected officials, town staff, and community stakeholders to guide sustainable growth and balance economic, environmental, and residential needs.
- Conduct public hearings and provide policy recommendations to the town council, improving transparency and supporting data-driven decision-making.

ADDITIONAL COMMITTEES

Warsaw Scattered Site Housing Rehabilitation Project - Town of Warsaw
Management Team

EDUCATION

Diploma
Rappahannock High School, Warsaw, VA • 1973

REFERENCES

Available upon request.

Christopher R. Hathaway

361 Morgan Ln
Warsaw, VA 22572
(337) 513-9899

Objective: Dedicated and community-focused professional seeking to leverage experience in public service and community engagement to enhance local governance; to improve resident quality of life; to drive positive change; and to foster a thriving, small-town community.

Education:

- Bell City High School; Bell City, LA; Degree: High School Diploma, 1998.
- Calcasieu Parish Regional Law Enforcement Training Academy; Correctional Officer; Lake Charles, LA; April 2001.
- United States Army Military Police School, April 2002.
- Calcasieu Parish Regional Law Enforcement Training Academy; Peace Officer; Lake Charles, LA; March 2015.
- Option 5 Lateral Law Enforcement Academy; Fairfax, VA; December 2022.

Certifications:

- Calcasieu Sheriff's Office Certifications – Radar; Crisis Intervention Training (CIT); Advanced Patrol; Standardized Field Sobriety Test (SFST); Intoxilyzer 9000; Motors; Field Training Officer (FTO).
- Commonwealth of Virginia Law Enforcement Certifications – Radar and Lidar; FTO.

Computer Applications:

- Microsoft Word, Microsoft Outlook, Aegis Mobile CAD, Aegis Corrections, Thinkstream, and LEFTA.

Achievements:

- Richmond County Sheriff's Office Deputy of the Year, 2025.
- Richmond County Sheriff's Office Anchor Award, December 2025.
- Calcasieu Sheriff's Office Enforcement Division Deputy of the Year, 2021.
- Calcasieu Sheriff's Office Enforcement Division - Crime Deterrent Unit (CDU) Deputy of the Year, 2021.
- Calcasieu Sheriff's Office Challenge Coin, October 2020, for helping an elderly woman during Hurricane Laura.
- Calcasieu Sheriff's Office Challenge Coin - Investigations, October 2020, for helping solve a double homicide case.
- Calcasieu Sheriff's Office Challenge Coin – Hurricane Laura Response, August 2020, for going above and beyond during Hurricane Laura.
- Calcasieu Sheriff's Office Challenge Coin, May 2020, for heroic actions while attempting to save an individual's life during an attempted water rescue.
- Punishers LE MC Cajun Chapter First Responder of the Month Recognition Award, September 2019.

- Haynesville Correctional Center, Strike Force Certificate of Appreciation, December 2013.
- Commonwealth of Virginia Department of Corrections Eastern Region Strike Force Disturbance Control Team Member (DCT), May 2013.
- Virginia Strike Force Team Certificate of Appreciation, January 2013.
- Haynesville Correctional Center, Certificate of Appreciation, October 2011.
- Honorable discharge from the U.S. Army (2004).

Employment:**Richmond County Sheriff's Office** (September 2024 - present)

Position Held: Police Officer

Supervisor: Eddie Headley

Responsibilities include the following:

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws/ordinances, and promoting positive community relations.
- Conduct patrols designed to detect and deter crime. Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in the patrol area.
- Patrol the roadways to observe violations of traffic laws and ordinances; assist stranded motorists; check for suspicious vehicles; determine violations and make arrests; and conduct search and rescue efforts.
- Respond to a variety of calls for services.
- Provide basic first aid techniques and procedures.
- Prepare initial investigation reports at the scene of a crime; collect evidence and interview victims and witnesses. Investigate the cause of an accident and prepare a detailed report after determining the responsibility for accidents.
- Report to accident scenes to render first-aid to injured persons and control traffic in the area.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Testify in court to present evidence or act as a witness in traffic and criminal cases.
- Perform related duties as public safety responsibilities necessitate.
- Utilize Mobile Messenger, RMS, and the Traffic Records Electronic Data System (TREDS).
- Perform public relations as required.

Warsaw Police Department (June 2023 - September 2024)

Supervisor: Chief Sean Peterson

Position Held: Police Officer; served as the Interim Police Chief from February - April 2024.

Responsibilities included the following:

- Provided for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws/ordinances, and promoting positive community relations.
- Conducted patrols designed to detect and deter crime. Monitored, noted, reported, and investigated suspicious persons and situations, safety hazards, and unusual or illegal activity in the patrol area.
- Patrolled the roadways to observe violations of traffic laws and ordinances; assisted stranded motorists; checked for suspicious vehicles; determined violations and made arrests; and conducted search and rescue efforts.
- Responded to a variety of calls for services.
- Provided basic first aid techniques and procedures.
- Prepared initial investigation reports at the scene of a crime; collected evidence and interviewed victims and witnesses. Investigated the cause of an accident and prepared a detailed report after determining the responsibility for accidents.
- Reported to accident scenes to render first-aid to injured persons and control traffic in the area.
- Identified, pursued, and arrested suspects and perpetrators of criminal acts.
- Testified in court to present evidence or act as a witness in traffic and criminal cases.
- Performed related duties as public safety responsibilities necessitated.
- Utilized Mobile Messenger, RMS, and TREDS.
- Performed public relations as required.

Tappahannock Police Department (July 2022 – May 2023)

Supervisor: Chief James Ashworth

Position Held: Police Officer

Responsibilities included the following:

- Provided for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws/ordinances, and promoting positive community relations.
- Conducted patrols designed to detect and deter crime. Monitored, noted, reported, and investigated suspicious persons and situations, safety hazards, and unusual or illegal activity in the patrol area.
- Patrolled the roadways to observe violations of traffic laws and ordinances; assisted stranded motorists; checked for suspicious vehicles; determined violations and made arrests; and conducted search and rescue efforts.
- Responded to a variety of calls for services.
- Provided basic first aid techniques and procedures.

- Prepared initial investigation reports at the scene of a crime; collected evidence and interviewed victims and witnesses. Investigated the cause of an accident and prepared a detailed report after determining the responsibility for accidents.
- Reported to accident scenes to render first-aid to injured persons and control traffic in the area.
- Identified, pursued, and arrested suspects and perpetrators of criminal acts.
- Testified in court to present evidence or act as a witness in traffic and criminal cases.
- Performed related duties as public safety responsibilities necessitated.
- Utilized Mobile Messenger, RMS, and TREDS.
- Performed public relations as required.

Calcasieu Sheriff's Office (May 2014 - July 2022)

Patrol (March 2015 – July 2022)

Supervisor: Lt. Ty Istre

Last Position Held: Sergeant

Responsibilities included the following:

- Made shift schedules and assigned patrol areas for deputies under my supervision.
- Served as an FTO. Trained new deputies entering the Enforcement Division regarding the proper ways to handle a variety of different scenes they may encounter while performing patrol activities.
- Provided for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws/ordinances, and promoting positive community relations.
- Conducted patrols designed to detect and deter crime. Monitored, noted, reported, and investigated suspicious persons and situations, safety hazards, and unusual or illegal activity in the patrol area.
- Patrolled the roadways to observe violations of traffic laws and ordinances; assisted stranded motorists; checked for suspicious vehicles; determined violations and made arrests; and conducted search and rescue efforts.
- Responded to a variety of calls for services.
- Provided basic first aid techniques and procedures.
- Prepared initial investigation reports at the scene of a crime; collected evidence and interviewed victims and witnesses. Investigated the cause of an accident and prepared a detailed report after determining the responsibility for accidents.
- Reported to accident scenes to render first-aid to injured persons and control traffic in the area.
- Identified, pursued, and arrested suspects and perpetrators of criminal acts.
- Testified in court to present evidence or act as a witness in traffic and criminal cases.
- Performed related duties as public safety responsibilities necessitated.
- Utilized the Aegis Mobile CAD system.
- Performed public relations as required.

Deputy Sheriff (Corrections) (May 2014 - March 2015)

Supervisor: Lt. Stephen Maples

Responsibilities included the following:

- Provided security for adult offenders at the institution and while in transport.
- Supervised the daily activities of offenders, while observing and recording their behavior and movement, to ensure their safe and secure confinement.
- Interacted with visitors, staff, offenders, and the public to maintain orderly and secure operations.
- Utilized Aegis on a regular basis to track/record offender behavior to write charges and print housing rosters and court dockets.

Haynesville Correctional Center (October 2010 – April 2014)

Correctional Officer

Supervisor: Keith Lewis, Shift Commander

Responsibilities included the following:

- Served on the Strike Force Team.
- Provided security for adult offenders at the institution and while in transport.
- Supervised the daily activities of offenders, while observing and recording their behavior and movement, to ensure their safe and secure confinement.
- Interacted with visitors, staff, offenders, and the public to maintain orderly and secure operations.
- Utilized CORIS on a regular basis to track/record offender behavior and to write charges.

Horn Harbor (May 2010 - October 2010)

Kitchen Worker

Supervisor: Michelle Robbins, Owner

Responsibilities included washing dishes and assisting kitchen staff.

Fairview Mobile Estates (June 2008 - May 2010; August 2006 - July 2007)

Maintenance

Supervisor: Robbie Reeds, Owner

Responsibilities included weed eating and cutting grass.

Hidden Valley High School (August 2007 - May 2008)

Custodian

Supervisor: Rhonda Stegall, Principal

Responsibilities included cleaning the school.

J&J Exterminating (February 2004 - August 2006)

Termite Technician

Supervisor: Robert Soileau, Manager

Responsibilities included checking and treating houses for termites.

United States Army (November 2001 - January 2004)

Military Police Officer

Completed a deployment to Iraq while in service to the United States Army.

Responsibilities included the following general police tasks:

- Running radar,
- Working traffic accidents, and
- Conducting Standard Field Sobriety Test (SFST) and Intox 5000.

Calcasieu Parish Sheriff's Office (June 2000 - October 2001)

Corrections Officer

Supervisor: Sergeant Jeff Miller

Responsibilities included the following:

- Provided security for adult offenders at the institution and while in transport.
- Supervised the daily activities of offenders, while observing and recording their behavior and movement, to ensure their safe and secure confinement.
- Interacted with visitors, staff, offenders, and the public to maintain orderly and secure operations.

References:

Available upon request.

Michael “Patrick” Stone

339 Lakeside Drive
Warsaw, VA 22572
(540) 205-9358

December 21, 2025

Mayor and Members of Town Council

Town of Warsaw
Warsaw, VA

Dear Mayor and Members of Town Council,

I am writing to formally express my interest in being appointed to fill the current vacancy on the Town Council. I have been a resident of the Town of Warsaw since September 2018, and during that time I have developed a deep appreciation for our community, its history, and its potential for thoughtful and responsible growth.

In my role as Chairman of the Warsaw–Richmond County Main Street Program, I have gained firsthand experience working to strengthen downtown vitality, coordinate volunteers, and build partnerships that support local businesses and residents. This role has given me a unique perspective on how the Main Street Program can become more relevant and better aligned with the Town’s future plans, ensuring that revitalization efforts support broader community goals while complementing the work of Town Council and staff.

While my insurance business is not physically located within the town limits, many residents of the Town of Warsaw are my clients. Through these relationships, I am well aware of the needs, concerns, and priorities of town residents, particularly as they relate to affordability, services, and quality of life. I value listening carefully to residents and weighing multiple perspectives, and these conversations have reinforced my desire to serve the community in a more direct and meaningful way.

As a local business owner, I understand the challenges and opportunities facing small businesses. I believe I can help facilitate constructive dialogue between the Town and the broader business community—both within and outside the town—in a way that supports economic growth and community vitality, while not benefiting my own business directly and remaining focused solely on what is in the best interest of the Town of Warsaw.

I am committed to upholding the highest standards of ethics, transparency, and accountability in public service. If appointed, I would approach the role with respect for the council–manager form of government, adherence to Virginia’s open meetings and public

records laws, and a strong sense of fiduciary responsibility to the taxpayers of the Town. I believe public trust is earned through openness, fairness, and thoughtful decision-making, and I would strive to uphold those principles in all matters before the Council. I also look forward to joining the many great Virginians who have served the Commonwealth through local government and continuing the long tradition of servant leadership that defines public service in Virginia.


Thank you for your consideration. I would be honored to work collaboratively with fellow council members, town staff, and citizens in support of the careful stewardship and continued well-being of the Town of Warsaw.

Respectfully,

Michael “Patrick” Stone

Michael “Patrick” Stone

Warsaw, Virginia

 (540) 205-9358

SUMMARY OF QUALIFICATIONS

Community-focused leader, small business owner, and civic volunteer with demonstrated experience in public policy engagement, board leadership, fiscal oversight, and community development. Proven ability to collaborate with elected officials, manage complex organizations, and advocate for local businesses and residents. Deep roots in Warsaw and Richmond County, with a strong commitment to responsible governance, economic vitality, and transparent decision-making.

EDUCATION

New River Community College

Associate of Science, Marketing — December 2011

Virginia Tech

Engineering & Communications (Part-Time) — August 2005 – December 2009

PROFESSIONAL EXPERIENCE

State Farm Insurance

Owner / Agent — Warsaw, VA

August 2017 – Present

- Founded and operate a locally based small business serving hundreds of area families and businesses.
- Manage budgeting, staffing, compliance, and long-term strategic planning.
- Recognized nationally as a **Top 100 New Agent** in first full year (#48), reflecting disciplined management and community engagement.
- Built a client-focused service model emphasizing education, trust, and long-term relationships.
- Provide guidance to other new agents through mentoring and study groups.

State Farm Insurance**Agent Intern** — *February 2017 – July 2017*

- Successfully completed State Farm's competitive Agent Intern Program, focused on operations, compliance, and customer service excellence.

Brandon Semones State Farm**Sales Team Leader** — *June 2015 – February 2017***Sales Associate** — *February 2014 – May 2015*

- Supervised, trained, and mentored a growing sales team.
 - Developed structured training programs and performance standards.
 - Helped scale agency operations while maintaining high customer satisfaction.
-

American Income Life (Altig International Agency)**Regional Manager – Bluefield, WV** — *July 2012 – August 2013***Regional Manager – Richmond, VA** — *September 2013 – January 2014***Sales Agent – Richmond, VA** — *April 2012 – June 2012*

- Built and managed regional teams from the ground up.
 - Responsible for hiring, training, budgeting, and daily operations.
 - Selected for leadership roles based on performance and organizational skills.
-

Kroger Supermarkets – Blacksburg, VA**Dairy Manager** — *January 2011 – March 2012*

- Managed daily operations of a high-volume department exceeding **\$70,000 in weekly sales**.
- Conducted inventory planning for peak seasonal demand and major community events.
- Improved profitability through loss reduction and operational efficiency.

Frozen Food Lead / Grocery & Receiving Clerk — *2007 – 2011*

- Supervised staff, handled ordering and logistics, and trained new employees.

CIVIC ENGAGEMENT & COMMUNITY LEADERSHIP

State Farm Federal PAC – Virginia

Chair, Virginia Advisory Board — *January 2024 – Present*

Vice Chair — *January 2021 – December 2023*

- Led the Virginia operations of State Farm’s Federal Political Action Committee.
- Oversaw relationship-building with **140 members of the Virginia General Assembly**, representing the interests of over **1,000 agents and employees statewide**.
- Organized and led legislative delegations, policy discussions, and advocacy initiatives.
- Worked collaboratively across party lines on issues affecting small businesses, consumers, and local communities.

Warsaw–Richmond County Chamber of Commerce

Board Member — *January 2019 – Present*

- Focus on marketing, outreach, and support of local businesses.
- Advocate for policies and initiatives that strengthen the local economy.

Warsaw–Richmond County Main Street Program

Chairman — *2024 – Present*

Board Member — *June 2023 – Present*

- Asked to serve as Chairman to help **rebuild and stabilize the Main Street Program**.
- Lead strategic planning, volunteer coordination, and partnerships with town leadership.
- Support downtown revitalization, historic preservation, and economic development.

LICENSES & PROFESSIONAL CREDENTIALS

- Virginia: Property & Casualty; Life, Health & Annuities

- Maryland: Property & Casualty; Life, Health & Annuities
 - Mortgage Loan Originator
-

SELECTED ACHIEVEMENTS

- National recognition as Top 100 New State Farm Agent
- Led legislative advocacy efforts at the state level
- Successfully rebuilt and led teams across multiple organizations
- Trusted with leadership roles in civic and nonprofit boards