

# Town Council Agenda

*April 11th, 2024 – 6:00 P.M.*

1. Call to Order
2. Pledge of Allegiance
3. Approval of Consent Agenda
  - a. Agenda
  - b. Minutes – *March 2024*
  - c. Financial Report – *March 2024*
4. Introduction and Appointment of Mr. Sean L. Peterson, Chief of Police
5. Presentation & Public Hearing – Proposed Annexation
6. Public Comment
7. Reports
  - a. Mayor's Report
  - b. Town Manager's Report
  - c. Police Report
  - d. Wastewater Treatment Plant Report
  - e. Council Committee Reports
  - f. Planning Commission Report
  - g. Northern Neck Regional Jail Report
  - h. American Rescue Plan Act
8. Old Business
  - a. Reports
    - i.* 74 Main Street
    - ii.* The Bounds
    - iii.* VDOT TAP Project
    - iv.* Well Replacement Project
    - v.* DHCD Housing Project
  - b. Annexation Project
9. New Business
  - a. Budget Presentation & Discussion
10. Council Members - Closing Comments
11. Adjournment

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING & PUBLIC HEARING  
March 14<sup>th</sup>, 2024 – 6:00 P.M.

The regular meeting and public hearing of the Warsaw Town Council was held on Thursday, March 14<sup>th</sup>, 2024, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Ralph Self, Rebecca Hubert, Ogle Forrest Sr., and Mary Beth Bryant. Councilmembers absent: Jonathan English and Faron Hamblin.

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

Also present: Approximately 4 others present in the Council Chambers.

**CALL TO ORDER**

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

**APPROVAL OF CONSENT AGENDA:**

Councilman Forrest moved to approve the consent agenda as presented. The motion was seconded by Councilman Self and passed with the following votes.  
Councilman Self seconded the motion.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

**PUBLIC HEARING – REVISED FEE SCHEDULE:**

Mayor Phelps opened the public hearing by reading the public hearing notice as published in the Northern Neck News. Being no comments from the public, Mayor Phelps closed the public hearing.

**REPORTS**

**MAYORS REPORT:**

The Mayor’s report was deferred.

**TOWN MANAGERS REPORT:**

- Warsaw Richmond County Main Street Program will host a St. Patrick’s Day event at Relish on March 16<sup>th</sup> from 3 to 6PM. Prizes will be given for the best dressed and there will be face painting for children.
- Old Rappahannock Taphouse will also be hosting a St. Patrick’s Day event starting at 8PM.

**POLICE REPORT:**

The police report was included in the Council Packets. The Town Manager reported there were 345 calls for service in February.

**WWTP:**

The Wastewater Treatment Plant report was included in the Council packets. The report was presented to Town Council by Plant Manager Frankie Sanders.

**COUNCIL COMMITTEE REPORT:**

Vice Mayor Yackel reported that the Personnel Committee met a couple of times in closed session during the interview process to finalize the search for a Police Chief.

**PLANNING COMMISSION:** No meeting.

**NORTHERN NECK REGIONAL JAIL REPORT:** Included in packet. Vice-Mayor Yackel reported at the most recent board meeting most of the meeting was discussing the potential legislation at the General Assembly that could affect the jail. Vice-Mayor Yackel reminded Councilmembers of the upcoming Jail Board Dinner and asked if everyone received their invitation and not to forget to RSVP.

**AMERICAN RESCUE PLAN ACT REPORT:** The ARPA report was included in the Council packets. Mr. Quesenberry presented the report to Town Council and stated there were no changes.

**OLD BUSINESS**

**PROJECTS UPDATE:**

**74 Main Street:** Mr. Quesenberry reported that a kick-off meeting was held with our attorney, architects, and contractors. It is anticipated the Contractor's bond should be in place next week. The architects are tasked with scaling the plans back to what we can afford. Once we receive the amended plans, we will forward them to the Richmond County Building Inspector's Office to obtain the necessary permits so we can begin. The Warsaw Time Square Clock is ready to be installed. A local contractor has been contacted for the 6FT base. **The Bounds:** Mrs. Coates stated that she is still consulting with engineers. The bid documents are ready for the final work that needs to be completed to satisfy DEQ and close out the project. **VDOT TAP Project:** Mrs. Coates reported that she has issued the notice to proceed. The project will begin on March 25<sup>th</sup>. The contractor, M&F Concrete, has 210 days to complete the project. **Well Replacement Project:** Mr. Quesenberry reported that he is working to clear other projects before beginning. **DHCD Housing Project:** Mr. Quesenberry reported that a contract negotiation meeting was held last week. It was a review of what was needed to be completed before the project can be executed. The contract outlines the Town's commitment to \$30,000 worth of sidewalk improvements and a neighborhood cleanup. Our project contains two substantial rebuilds and four renovations. Councilmembers should see construction begin over the next few months.

**ANNEXATION AGREEMENT:**

Mr. Quesenberry reported to Town Council that a list of affected parcels was included in the Council packet alongside a copy of the proposed annexation area. The Town Manager reviewed the parcels and indicated why or why not he included them in the proposed annexation project. Mr. Quesenberry read a communication he received from Mr. Peter O’Hara wishing for his parcels to be removed from the annexation area. Mr. Quesenberry noted that a public hearing is needed.

Councilman Forest moved to set the public hearing for annexation for April 11<sup>th</sup>, 2024, at 6:00 PM. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

**NEW BUSINESS:**

**REVISED FEE SCHEDULE:**

Mr. Quesenberry reported that working on information gathered through the work sessions he would like to present to Town Council a proposed updated fee schedule which will now also include business license information in one document. The business licenses are now more detailed to aid Town Staff with categorizing businesses.

Councilman Self moved to adopt the proposed revised fee schedule as presented. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

**REVISED POLICE POLICY & ADOPTION:**

The Town Manager, Mr. Quesenberry, reviewed the need for the adoption of a revised Police Policy. Due to size, the proposed policy was provided electronically to Town Council members for review prior to the meeting. At this time, the Town is unaware where a police policy had been officially adopted.

Vice-Mayor Yackel moved to adopt the Police Policy as presented. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

**BUDGET REVIEW:**

Town Manager, Mr. Quesenberry will make the budget presentation to the public at the April meeting. There may be a need for an additional public hearing, with a June adoption.

**CLOSED SESSION - 2.2-3711 A5 & A1**

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (5) Prospective Business and Section 2.2-3711A (1) Personnel of the Virginia Freedom of Information Act. The motion was seconded by Councilman Forrest and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

Vice-Mayor Yackel moved to come out of closed session and reenter regular session. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

Council then certified by roll call vote that they only discussed matters cited in the motion to enter closed session and legally permitted to be so discussed in the Virginia Freedom of Information Act subsections cited in the motion to enter closed session. The roll call votes are as follows.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

**ACTION OUT OF CLOSED:**

In action out of closed session, Vice-Mayor Yackel moved to authorize the Mayor to enter into contract negotiations with the Police Chief Candidate and execute an employment contract. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

In further action out of closed session Councilman Forrest moved to extend the deadline for the economic incentives offered to Domino's until December 31, 2024. All other terms of the agreement would remain the same. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

**CLOSING COMMENTS:**

Councilman Self thought that it was a good meeting tonight. He felt it was nice to still see daylight outside when the meeting was wrapping up. He is enjoying the nice spring weather and is looking forward to moving into spring and summer with this group. He thanked those that attended the meeting.


Councilwoman Bryant thought it was a very productive meeting.

Councilman Forrest thought it was a good meeting and is glad to see that spring is coming.

Councilwoman Hubert thought it was a great meeting and stated it has been a long week for the Personnel Committee.

Mayor Phelps thought the meeting was a good one and was glad the search for Police Chief is nearing the end.

There being no further business, Mayor Phelps adjourned the meeting at 7:19p.m.

  
Submitted by: Julia Blackley- Rice, Clerk

# WARSAW REVOLVING-LOAN FUNDS

## Monthly Financial Statement

Period (from / to): **3/1/24** **3/31/24**

Description	
Number of Active Loans	<b>5</b>
Balance Beginning of Month	\$ 7,710.07
Principal Received During Period	\$ 1,080.22
Interest Received During Period	\$ 103.94
Fees Received During Period	\$ 40.00
Total Funds Received During Period	\$ 1,224.16
Disbursement to Warsaw	
PDC Fee During Period	\$ (50.00)
Funds Available to Loan Out	<b>\$ 8,884.23</b>

Available to lend:  
\$14,837.24

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 300.00	\$ 6,496.74	YES
2	Pitts - #235	\$ 407.60	\$ 1,697.25	YES
3	Moore - #237	\$ 120.00	\$ 6,238.82	NO
4	Dunbrooke LLC - #242	\$ 96.56	\$ 6,676.70	YES
5	IRF	\$ -	\$ 468,750.00	YES
6	Cleary - #251	\$ 300.00	\$ 9,741.86	YES
7				
		<b>\$ 1,224.16</b>	<b>\$ 499,601.37</b>	

# WARSAW REVOLVING-LOAN FUND

## Quarterly Financial Statement

Period (from / to): **1/1/24**

**3/31/24**

Description		NNPDC Fees
Number of Active Loans This Quarter	5	\$ 150.00
Number of New Loans This Quarter	0	\$ -
Balance Beginning of Quarter	\$ 5,531.55	
Principal Received During Quarter	\$ 3,036.54	
Interest Received During Quarter	\$ 326.14	
Fees Received During Quarter	\$ 140.00	
Total Funds Received During Quarter	\$ 3,502.68	
Loan Disbursement	\$ -	
PDC Fees Charged this Quarter	\$ (150.00)	
Balance End of Quarter	\$ 8,884.23	
Disbursement to Warsaw this quarter		
Available to Disburse to Warsaw	\$ 8,884.23	
		\$ 150.00

	Summary of Loans	Received This Quarter	Loan Balance To Date
1	Relish - #234	\$ 1,269.04	\$ 6,496.74
2	Pitts - #235	\$ 827.40	\$ 1,697.25
3	Moore - #237	\$ 120.00	\$ 6,238.82
4	Dunbrooke LLC - #242	\$ 386.24	\$ 6,676.70
5	IRF	\$ -	\$ 468,750.00
6	Cleary - #251	\$ 900.00	\$ 9,741.86
7			
		\$ 3,502.68	\$ 499,601.37



Joseph N. Quesenberry  
*Town Manager*

Melissa W. Coates  
*Assistant Town Manager*

Julia Blackley - Rice  
*Clerk - Treasurer*

Sean L. Peterson  
*Chief of Police*

Sands Anderson Law Firm  
*Town Attorney*



#### COUNCIL MEMBERS

Randall L. Phelps - *Mayor*

Paul G. Yackel - *Vice Mayor*

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

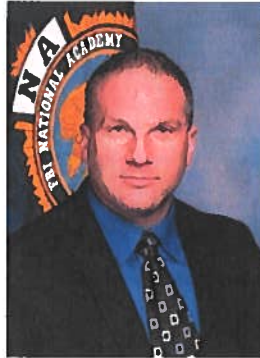
Jonathan English

Ralph W. Self

Mary Beth Bryant

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

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#### Chief of Police Announcement

The Town of Warsaw is pleased to announce the appointment of Sean L. Peterson as Chief of Police. Chief Peterson is a seasoned law enforcement professional with 28 years of corporate, law enforcement, and military leadership. Chief Peterson most recently served as the Chief of Field Operation (Captain) for the Fluvanna County Sheriff's Office, proudly serving the county for nearly 12 years.

Mr. Peterson believes in a strong community partnership that is exemplified through transparency in law enforcement, strong community engagement, best in class law enforcement services, and a true "protect and serve" mission statement based on core values of honor, commitment, integrity, selfless service, and professionalism.

Mr. Peterson has served progress law enforcement roles as a Police Officer and Sheriff's Deputy with agencies ranging in size from 600 sworn officers to 44 deputies. He prides himself on being an adaptive leader who strives to teach, coach, train, and mentor all in his charge daily encouraging law enforcement officers to be better versions of themselves every day.

Mr. Peterson has been honorably serving in the United States Army since 1992. He currently holds the rank of First Sergeant (E8) and is charged with leadership, development, training, and accountability of 200 soldiers for a two-star reserve training command. Mr. Peterson is a decorated combat veteran having served in Central America, Horn of Africa, Somalia, and Afghanistan. He was awarded the Bronze Star in 2017 while serving in Afghanistan.

When not serving our great town with pride and professionalism, Mr. Peterson enjoys all things fitness, quality at home family time and the great outdoors (don't be surprised if you see him running around town on warm days). He is married to his beautiful wife Dana, and has a daughter (Ashley), son (Toby), stepson (Carlos) and stepdaughter (Melia). Let us not forget two wonderful labs include bear (black) and coco (chocolate).

Mr. Peterson is a graduate of the FBI National Academy (281), the FBI LEEDA Trilogy leadership course, earned a BA in Criminal Justice, currently working on his master's in organizational leadership, and holds many DCJS certifications.

Get ready for what's to come! Chief Peterson will be working hard to build our police department into a professional class leading agency, recruiting well-qualified officers to fill vacancies, engaging with our community daily, and working together with all our law enforcement partners ensure we are always ready to protect and serve this great Town.

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Warsaw Town Council will hold a Public Hearing on Thursday, April 11th, 2024, at 6:00 PM at the Warsaw Town Council Chambers, located at 78 Belle Ville Lane, Warsaw, Virginia. The Public Hearing will be held to hear comments regarding the proposed annexation of additional land into the Town of Warsaw, thereby expanding the current boundaries. The following parcels may be affected by this change:

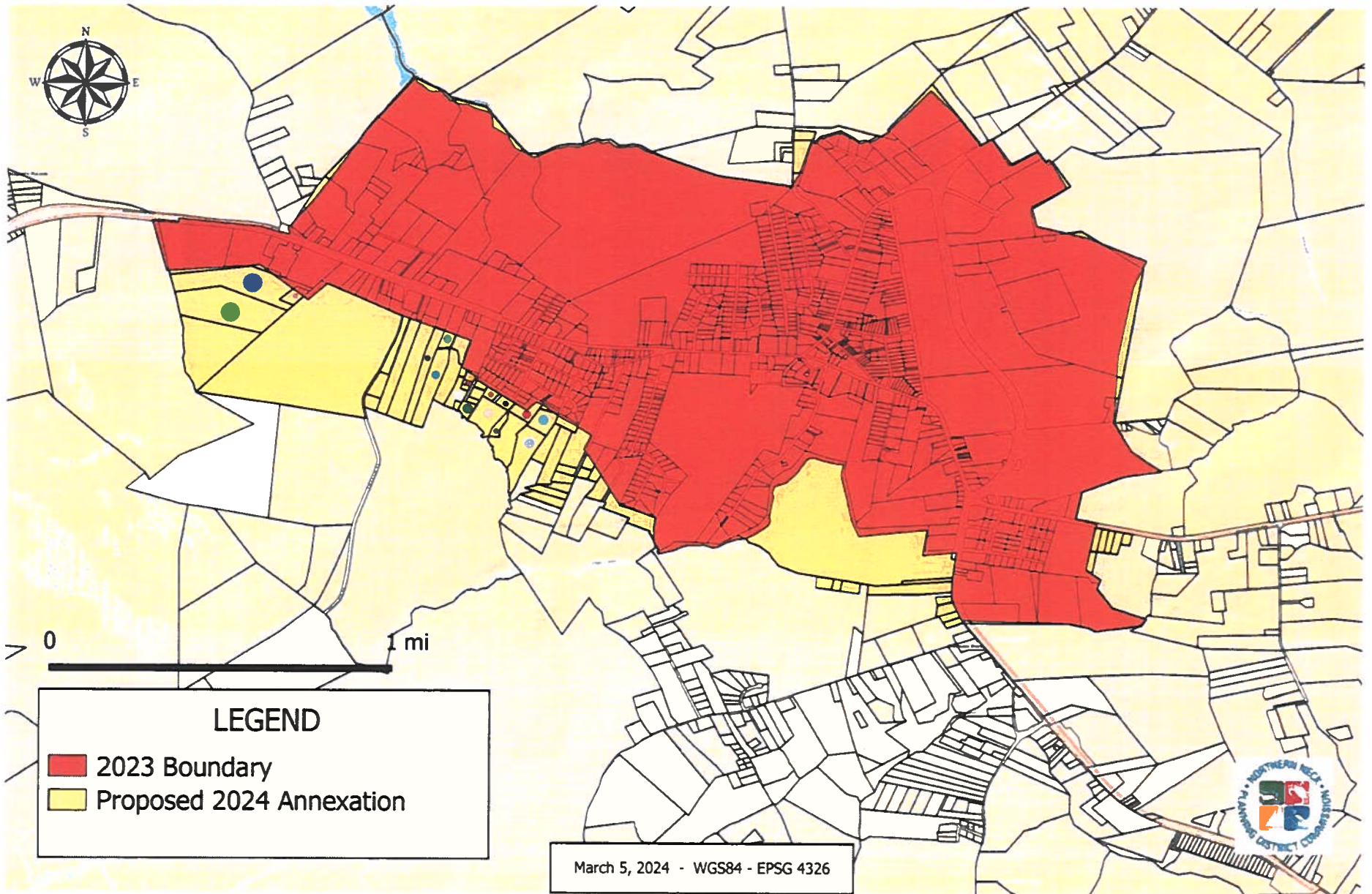
23-5H & 5J	Adrienne Baehr	11 Level Boulevard
23-1	Alice Cox	391 & 411 Sabine Hall Road
23-12	Annie Mae Gray	464 Sturman Lane
23-5	Charles & Christina O'Neill	3 Level Boulevard
N/A	Cheryl Nunnally	95 Level Boulevard
23-3	Claycie B Brown	487 & 473 Sabine Hall Road
24-51E	Debra Lee Hayes for Life	7084 Richmond Road
23-20	Edward & Carol Motley	None
24-51B	Essie M Hale	7038 Richmond Road
16-24A	Fannie Jackson	None
23-4	Fannie Jackson	None
24-50	Horace & Bertha Sanders	7164 Richmond Road
16-21A	Irine J Lee & Children	None
23-5C1	James H Barrett	None
23-13	James Perkins	None
23-14	James R Drewry	556 Sturman Lane
24-51A	Jane D Douglas	7020 Richmond Road
23-5A	John A Brooks Jr	66 Georgia Avenue
23-5C	Jonathan Dulin	22 Georgia Avenue
16-16C	Larry & Sandra Pierson	None
23-9	Lazarus Sanders	None
23-5K	Lexi & Brent Brown	49 Level Boulevard
23-11	Maggie Mathews	None
N/A	Mattie Farrell-Jones	47 Georgia Avenue
N/A	Nancy Douglas	75 Georgia Avenue
23(1)A	Packett Joint Declaration	340 Memorial Drive
23-8	Packett Joint Declaration	None
23-7	Packett Joint Declaration	None
16(5)3	Peter W O'Hara	None
16-18	Peter W O'Hara	None
16-18A	Peter W O'Hara	263 & 241 Sabine Hall Road
16(5)1	Rappahannock Church of Christ	4324 Richmond Road
16(5)2	Rappahannock Church of Christ	4324 Richmond Road
24-51D	Raymond & Valerie Veney	7058 Richmond Road
24-51C	Richard D Delano	None
24-51	Richard D Delano	None
23(1)B	Sandra & Kemper Selph	266 Memorial Drive
16(5)1A-1	SBSM Properties LLC	4398 Richmond Road
23-5N	Shirley T Brooks	None
23-51	Shirley T Brooks	31 Level Boulevard
23-5L	Shirley T Brooks	None
24-52	Thomas M Cullen II	6998 Richmond Road
N/A	Victory Baptist Church	4812 Richmond Road
23-10	William & Sandra Clements	None
23-12A	William & Sandra Clements	502 Sturman Lane
16A3(A)16	William & Sandra Clements	None
23-10	William & Sandra Clements	None
163(A)18	William & Sandra Clements	None

Following the Public Hearing, action on the proposed annexation may occur. A copy of the proposed annexation map is also available to view at the Town Office during regular business hours Monday – Friday, 8:30 AM – 4:30 PM.

Questions or special accommodation to attend public hearings should be directed to Joseph Quesenberry, Town Manager, at [jquesenberry@town.warsaw.va.us](mailto:jquesenberry@town.warsaw.va.us), 804-333-3737.

TAX MAP ID NUMBER	OWNER NAME	STREET ADDRESS	MAILING ADDRESS	WATER	SEWER	ASSESSED VALUE
16(5)1	Rappahannock Church of Christ	4324 Richmond Road	PO Box 1286 Warsaw, VA 22572	YES	YES	\$52,610
16(5)2	Rappahannock Church of Christ	4324 Richmond Road	PO Box 1286 Warsaw, VA 22572	YES	YES	\$41,250
16(5)1A-1	SBSM Properties LLC	4398 Richmond Road	PO Box 70 Heathsville, VA 22473	YES	YES	\$273,742
16-21A	Irine J Lee & Children	None	5070 Silver Hill Ct Apt 202 Forestville, MD 20747	NO	NO	\$21,880
16-24A	Fannie Jackson	None	5070 Silver Hill Ct Apt 202 Forestville, MD 20747	NO	NO	\$11,140
23-4	Fannie Jackson	None	5070 Silver Hill Ct Apt 202 Forestville, MD 20747	NO	NO	\$19,000
16-25A	Victory Baptist Church	4812 Richmond Road	4836 Richmond Rd Warsaw, VA 22572	NO	NO	\$105,378
23-5A	John A Brooks Jr	66 Georgia Avenue	PO Box 486 Warsaw, VA 22572	YES	NO	\$261,047
23-5C1	James H Barrett	None	PO Box 861 Tappahannock, VA 22560	NO	NO	\$31,023
23-5C	Jonathan Dullin	22 Georgia Avenue	22 Georgia Avenue Wasaw, VA 22572	YES	NO	\$142,701
23-5B	Cheryl Nunnally	95 Level Blvd	95 Level Blvd Warsaw, VA 22572	YES	YES	176,389
23-5D	Mattie Farrell-Jones	47 Georgia Avenue	47 Georgia Ave Warsaw, VA 22572	YES	YES	\$182,717
23-5F	Nancy Douglas	75 Georgia Avenue	PO Box 121 Warsaw, VA 22572	YES	YES	\$121,491
23-5N	Shirley T Brooks	None	PO Box 6 Warsaw, VA	NO	NO	\$4,500
23-5K	Lexi & Brent Brown	49 Level Blvd	49 Level Blvd Warsaw, VA 22572	YES	YES	\$191,572
23-51	Shirley T Brooks	31 Level Blvd	PO Box 6 Warsaw, VA	YES	NO	\$205,937
23-5H & 5J	Adrienne Baehr	11 Level Blvd	PO Box 1334 Warsaw, VA 22572	YES	YES	\$190,831
23-5L	Shirley T Brooks	None	PO Box 6 Warsaw, VA	NO	NO	\$1,207
23-5M	Charles & Christina O'Neill	3 Level Blvd	3 Level Blvd Warsaw, VA 22572	YES	YES	\$16,100
23(1)A	Packett Joint Declaration	340 Memorial Drive	PO Box 129 Warsaw, VA 22572	YES	NO	\$214,387
23(1)B	Sandra & Kemper Selph	266 Memorial Drive	266 Memorial Drive Warsaw, VA 22572	YES	NO	\$205,967

# Town of Warsaw Boundary





# Town Manager's Report

April 2024

1. Police Chief Onboarding
  - a. I've been pleased to assist Chief Peterson with his onboarding process throughout the past two weeks, working with attorney to verify mandatory DCJS information, and working to ensure he's acclimated to the position and the Town. I look forward to working with him in the future!
2. Budget Preparation
  - a. After several work sessions, department head meetings, and internal discussions, I am pleased to present a balanced budget that keeps taxes at the previous year's levels. We will discuss this more at the upcoming presentation.
3. Reassessment
  - a. Richmond County has initiated a County-wide reassessment that also includes all parcels within the Town of Warsaw. I am waiting to hear a final figure from the County in order for us to set our update real estate tax rate. I have yet to hear what that figure may be. The real estate tax rate will decrease in order to keep the billing figures the same as the previous year for our residents.
4. New Employees
  - a. The Town has experienced a recent turnover of employees across various departments, amounting to nearly 25% of our workforce. We are pleased to have filled nearly all of these positions and we look forward to having these new employees attend the next Town Council meeting to introduce themselves. Today, we have with us Ellen Copeland, who will serve the Town as an Executive Assistant. We welcome Ellen to the team!

5. Solid Waste Collection Rates
  - a. We have been working to amend the recently passed fee schedule to reflect a tiered approach to trash collection. At this time, we're reviewing an approach that's similar to neighboring localities, yet at lower rates. We will discuss this and present our findings at next month's meeting.
6. Community Market
  - a. After reviewing previous years and discussing it with our vendors, we have decided to move our community market dates to every 2nd and 4th Saturday of each month. We have also decided to appoint a Market Director that has served in various other market capacities in other areas, and currently serves as a regional vendor. Mrs. Paula Tutor has taken the reigns and has approximately 20 vendors signed up for the market! The first date is this Saturday, and the location will be adjacent to the Saddlery on Main Street, so make sure to come out and support our growing market! We also have vendors that accept WIC and EBT this year!
7. Beautification Updates
  - a. With all of the work going on with the sidewalk project, the Town will be utilizing Mr. Shawn France to spruce up the Court Circle intersection. Public Works added new lights to the tree, and Mr. France will be adding a small stone retaining wall to ensure our mulched areas stay intact.
  - b. We have also noticed issues with drivers running into the mulched areas behind the LOVE sign and at the fountain. We will be installing curb and gutter in these two areas to create a more formal and clean solution to these issues.
8. Picnic Table – EggSpresso
  - a. The Town installed a blue picnic table with an umbrella on the outdoor deck in front of EggSpresso. The table has gotten a good deal of use to date, and adds a nice element to our downtown.
9. Annexation
  - a. Town staff members have been working with the Planning District Commission, Richmond County, and with Council to provide an amended solution to the previous annexation proposal.



**WARSAW POLICE DEPARTMENT**  
 78 BELLE VILLE LN  
 WARSAW, VA 22572

# Statistics Overview

RMS Statistics for 2024

Print Date: 04-01-2024

Print Time: 15:07

System	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Arrests	1	0	0	1	0	0	0	0	0	0	0	0	0
Incident Reports	8	2	4	2	0	0	0	0	0	0	0	0	0
Citations	54	27	7	20	0	0	0	0	0	0	0	0	0
CFS	1334	587	346	385	16	0	0	0	0	0	0	0	0
Field Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
SWC	0	0	0	0	0	0	0	0	0	0	0	0	0
Towed Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0
Warnings	0	0	0	0	0	0	0	0	0	0	0	0	0
Warrants	5	2	3	0	0	0	0	0	0	0	0	0	0

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## Breakdown by Housing Code



**AMERICAN RECOVERY PLAN ACT (ARPA) - TOWN OF WARSAW PROPOSED BUDGET**

<b>Revenues</b> \$770,875 (Payment #1)	<b>Expenditures</b>
\$770,875 (Payment #2)	
<b>TOTAL - \$1,541,750</b>	<b>TOTAL - \$1,541,750</b>

<b>Items - Payment #1</b>	<b>Total Cost</b>	Total Disbursed as of 04/09/2024	<b>Remaining</b>
Remote Water Meter Reading System	\$0		
Community Market Matching Funds	\$100,000	\$30,747.44	\$69,252.56
VDOT TAP Sidewalk Project - First Contribution (FY 2022)	\$200,000	\$58,964.86	\$141,035
Comprehensive Plan Update	\$60,000	\$55,133.22	\$4,866.78
COVID Bonuses	\$12,500	\$12,500.00	\$0.00
ADA Outdoor Playground Equipment	\$23,550	\$23,550.00	\$0
Town Vehicle - Parks & Rec / Admin / Conferences / Back Up Vehicle	\$36,079	\$36,079.30	\$ -
The Bounds - Parking Lot Improvements	\$34,500	\$34,200.00	\$ 300.00
Christmas Town Bonuses	\$5,500	\$5,000.00	\$500
Police Department Computer Upgrades	\$19,172	\$19,172.02	\$ -
Well #3 Pump Removal and Replacement	\$74,720	\$74,720.00	\$0.00
Main Street Improvements	\$235,000	\$207,265.26	\$ 27,734.74
Public Works Vehicle	\$37,199	\$37,199.13	\$ -
Purchase Laptop	\$1,712	\$1,712.00	\$0.00
Joint Tourism Venture (NNPDC/Richmond County)	\$0		\$0.00
	<b>\$839,932</b>		
<b>Items - Payment #2</b>			
VDOT TAP Sidewalk Project - Second Contribution (FY 2023)	\$200,000		\$200,000
Well Replacement	\$340,000	\$16,892.50	\$323,108
Website Overhaul	\$0		\$0
Clock Reconstruction & Welcome Plaza	\$0		\$0
The Bounds - Irrigation, Seeding, Lighting, Stormwater Controls, Creek Overlook, Walking Paths	\$161,818	\$118,256.99	\$ 43,561.01
	<b>\$701,818</b>		
<b>REVENUE-DISBURSEMENT=REMAINING</b>	<b>\$1,541,750.45</b>	<b>\$731,392.72</b>	<b>\$810,357.73</b>

(\$1000 FT / \$500 PT)

# Town of Warsaw



## Budget Presentation Fiscal Year 2025

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## § 15.2-2503. Time for preparation and approval of budget; contents.

- *The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general, or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted by the governing body of the locality. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.*
- Local government is required to provide a balanced budget each year.

## Why does the town have a budget?

Virginia State Code mandates localities pass a budget each year.



**Police** – Staff, Vehicles, Equipment, Building Expenses

**Wastewater** – Staff, Vehicles, Equipment, Testing, Potential Upgrades or Repairs

**Solid Waste Collection** – Staff, Vehicles, Garbage Truck & Collection

**Water** - Staff, Vehicles, Equipment, Testing, Potential Upgrades or Repairs

**Facilities Management** – Beautification, Grounds Maintenance, General Maintenance

**Administration** – Staff, Vehicles, I.T., Budget Preparation, Legal, Day to Day Operations

**Economic Development** – Incentives, Attracting and Retaining Businesses

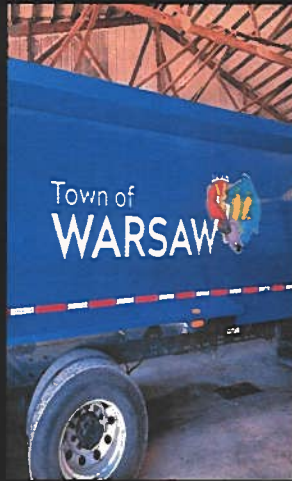
**Tourism** – Advertising, Billboards, Gear and Apparel, N.N. Tourism

**Parks and Recreation** – Town Park, Dog Park, and the Bounds

**Revitalization Efforts** – Town-wide Improvements and Upgrades, 74 Main Street, etc.

**Charities and Organizations** – YMCA, Chamber, Fire Department, Tennis Courts, Library, etc.

# What does the Town fund?



# Fiscal Year 2025 – Proposed Budget

- The proposed FY 2025 Budget totals \$6,896,563 – This reflects the General Fund, as well as the Water, and Wastewater Budgets (*Enterprise Funds*).
- This is a large increase from last year's budget, reflecting both proposed and ongoing projects, the fluidity of grant funds such as the Industrial Revitalization Fund (IRF), the Community Market (USDA), etc., as well as an increase in expenses due to inflationary pressures.
- In order to combat inflation, increasing national demand for higher wages in skilled labor fields, as well as the exponentially increasing cost of business for trash collection, increases in user fees have been proposed for the following revenue sources: Solid Waste Collection (Residential and Commercial), Water Fees, and Business License Rates.
- Most Warsaw tax rates and fees will continue to remain lower than neighboring localities. We will highlight this further in the presentation.





# Ongoing Projects & New Expenses

## Ongoing Projects & Expenses

- 74 Main Street Construction – Completion in 2025
- The Bounds – Completion by July 1, 2024
- VDOT Sidewalk Project – Completion in 2024

## Upcoming Projects & Expenses

- Well #4 Replacement – Required by DEQ
- Trash Truck #3 Purchase – July 1, 2024

The American Rescue Act was passed in 2021 and designated funding to state and local governments for infrastructure upgrades and to offset the impacts of COVID-19.

The Town of Warsaw was allocated \$1,541,750 in funds.

These funds have been designated by Town Council for the following uses: VDOT Sidewalk Project, Well Replacement, Community Market, completion of the Bounds, and other projects.

To date, \$731,392.72 has been expended. All funds must be used and/or in use by the end of calendar year 2026, an extension of the previous 2024 requirement. We are on track to expend \$400,000 for sidewalk replacements and \$340,000 in well replacement fees by the end of 2024, early 2025.

# ARPA

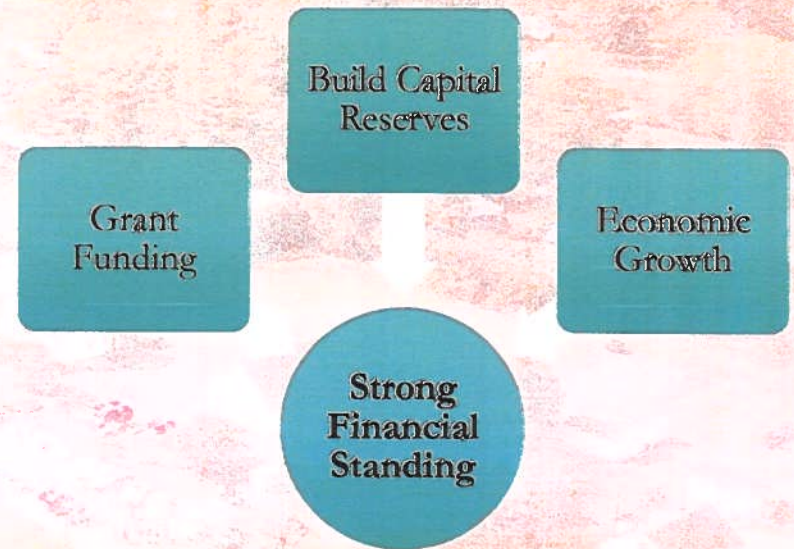
## *American Rescue Plan Act Funding*

WARSAW



# Core Objectives for Continued Strength

- Continue to pursue grant funding opportunities for current or future projects.
- Build Capital Reserves through reduced spending and increased revenue collections.
- Work with Department Heads to understand their budgets and monitor spending.
- Continue to pursue an aggressive economic development strategy to attract new businesses and new income.



Serves as an outline for large-scale capital expenditures.

Department Heads submit requests and answer questions asked by the Planning Commission and Council.

This serves as a PLAN. No expenditures are guaranteed to occur if we are unable to pay for them within the general operating budget or through approved financing.

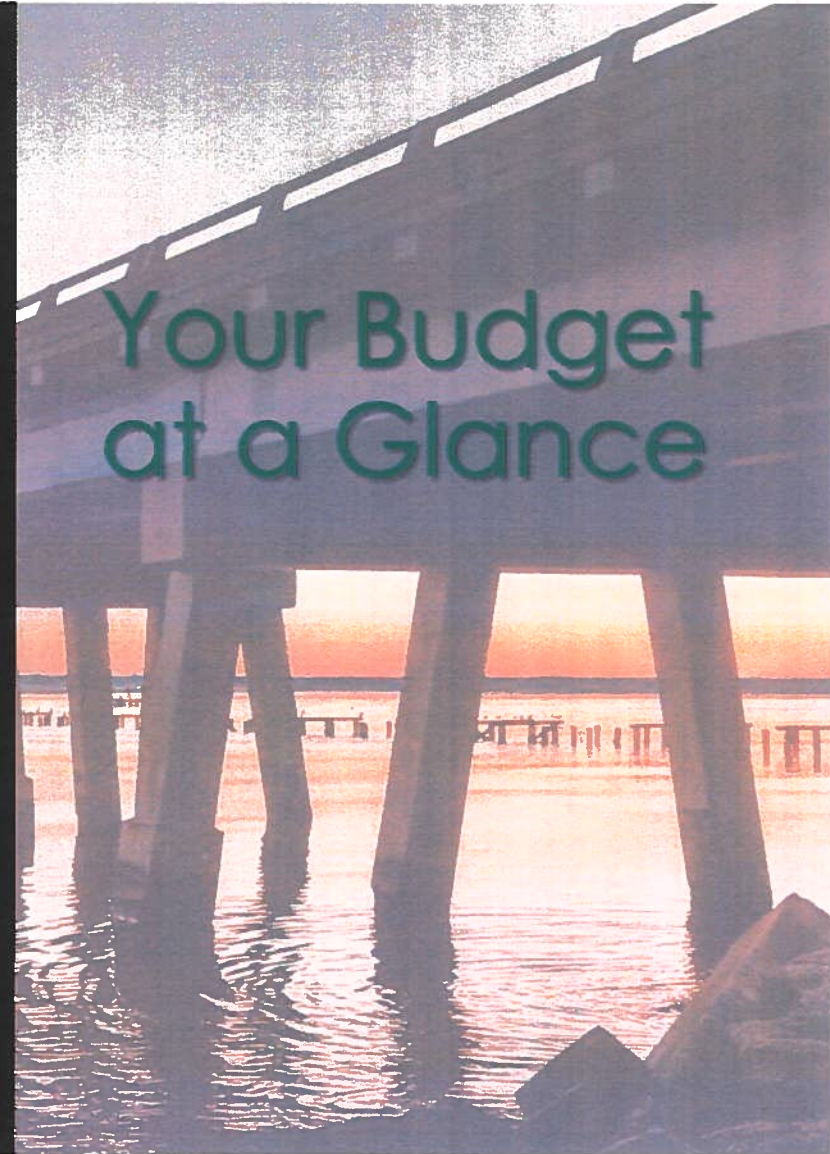
This serves as the Town's operating budget for the next fiscal year (July 1 – June 30).

Budget must be balanced and needs to include contributions to capital reserves.

Two funds are featured in the budget: General Funds (Tax Revenue) and Enterprise Funds (Fees from Services).

Council works through the Budget, holds a Public Hearing, and is allowed to adopt the Budget 14 days subsequent to the Public Hearing.

- The Town has found that due to increases in costs due to inflation, paired with exponentially increasing costs for refuse collection, the following user fees will need to be increased: Residential Trash Collection from \$10 per month to \$15 per month; Commercial Trash Collection from \$30 per month to \$50 per month; Commercial Trash – Dumpster Collection - \$90 per month; revised Fee Schedule. All taxes are to remain the same from the previous fiscal year.
- The only capital improvement items outside of ARPA projects are the following purchases: Hillside Mower (\$39,000), Used Dump Truck (\$30,000), Trash Truck (\$277,464), Asphalt Sealing at the Town Park (\$10,000).
- Total combined annual debt service payments will account for \$377,441 in FY25, an increase from the previous fiscal year's amount of \$304,802. This is due to the Town's USDA loan for a new trash truck, as well as the loan obligation for the well replacement project. Total forecasted debt service accounts for 5.47% of the annual operating budget.
- In FY 2026, the last major loan for the treatment plant will drop from a payment of apr. \$210,000 per year to apr. \$95,000 per year, allowing for the Town to increase reserves for future growth and replacement of integral parts at the facility.
- This budget reflects a 5% Cost of Living Adjustment for all Town employees.



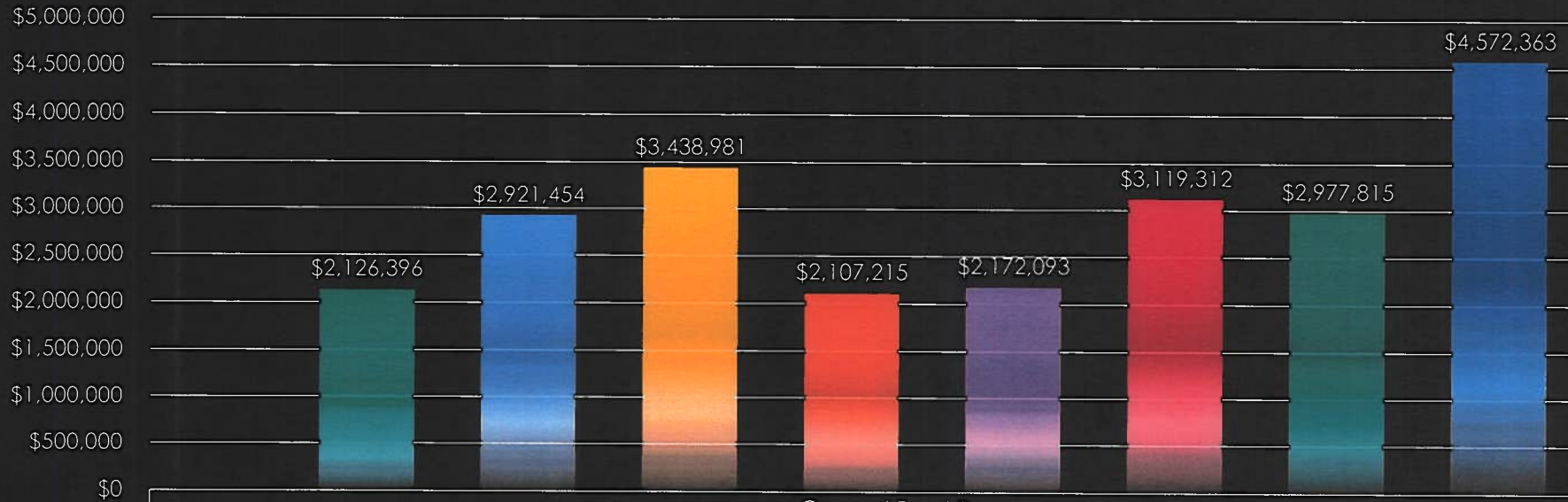
## Budget Comparison By Locality

	Meals Tax	Transient Occupancy Tax	Cigarette Tax	Real Estate	Personal Property	Monthly Water- Residential	Monthly Sewer- Residential	COMBINED
<u>Warsaw</u>	6%	6%	\$0.40	\$ .16/\$100	\$ .60/\$100	\$21.00	\$40.00	\$61.00
<u>Kilmarnock</u>	5%	8%	\$0.30	\$ .0937/\$100	\$ .16/\$100	\$17.00	\$45.50	\$62.50
<u>Tappahannock</u>	6%	6%	\$0.15	\$ .09/\$100	\$1.25/\$100	\$15.35	\$34.50	\$49.85
<u>Colonial Beach</u>	5%	5%	\$0.40	\$ .78/\$100	\$3.20/\$100	\$31.50	\$60.00	\$91.50
<u>Bowling Green</u>	6%	5%	\$0.40	\$ .13/\$100	\$ .72/\$100	\$23.06	\$43.27	\$63.33

	Residential Trash	Commercial Trash	Monthly Water - Commercial	Monthly Sewer - Commercial	COMBINED
<u>Warsaw</u>	\$15.00	\$50 No Dumpster/\$90 With Dumpster	\$36.00	\$58.00	\$94.00
<u>Kilmarnock</u>	NOT OFFERED	NOT OFFERED	\$29.50	\$63.00	\$92.50
<u>Tappahannock</u>	\$24.00	\$50 No Dumpster/\$90 Per Dumpster	\$15.25	\$34.50	\$49.85
<u>Colonial Beach</u>	BILLED w/ RE TAX	BILLED w/ RE TAX	\$31.50	\$60.00	\$91.50
<u>Bowling Green</u>	\$17.55/Month	\$115.50 FOUR YARD/\$173.25 SIX YARD	\$23.07	\$53.75	\$76.82

- Warsaw has the next to lowest combined residential water & sewer rates.
- Warsaw has the lowest residential trash rates.
- Warsaw is tied for lowest commercial trash rates.
- Warsaw has the next to lowest personal property tax rates.
- With the exception of Bowling Green and Tappahannock, Warsaw's Commercial water and sewer rates are on par with regional players.

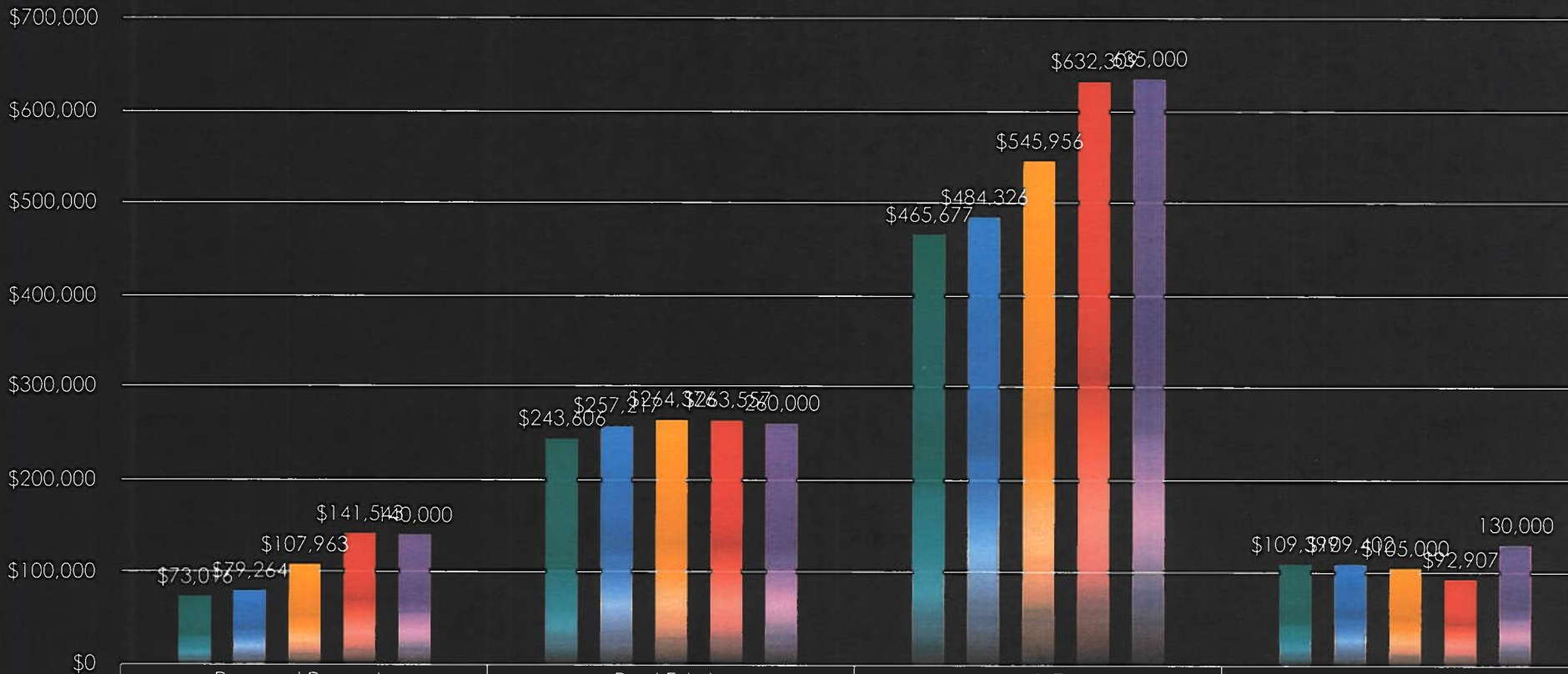
# General Fund Budget - Trends



General Fund Revenues	
FY 2018	\$2,126,396
FY 2019	\$2,921,454
FY 2020	\$3,438,981
FY 2021	\$2,107,215
FY 2022	\$2,172,093
FY 2023	\$3,119,312
FY 2024	\$2,977,815
FY 2025 (Proposed)	\$4,572,363

■ FY 2018  
 ■ FY 2019  
 ■ FY 2020  
 ■ FY 2021  
 ■ FY 2022  
 ■ FY 2023  
 ■ FY 2024  
 ■ FY 2025 (Proposed)

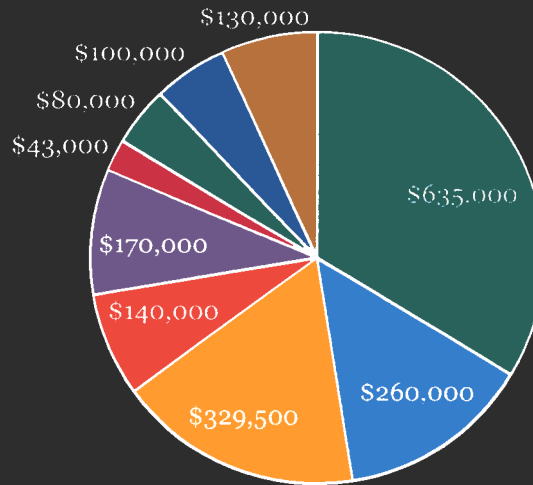
# General Fund Revenue Trends By Source



	Personal Property	Real Estate	Meals Tax	Business Licenses
FY 2021	\$73,016	\$243,606	\$465,677	\$109,399
FY 2022	\$79,264	\$257,217	\$484,326	\$109,402
FY 2023	\$107,963	\$264,376	\$545,956	\$105,000
FY 2024 (Anticipated)	\$141,543	\$263,557	\$632,309	\$92,907
FY 2025 Projected	140,000	260,000	635,000	130,000



### Revenues



- Meals Tax
- Real Estate Tax
- Solid Waste Fees
- Personal Property
- Bank Franchise Tax
- Lodging Tax
- Cigarette Tax
- Sales Tax
- Business Licenses

# Budget Breakdown by Department & Item

- The **General Fund Operating Budget** consists of all Departments except Water and Wastewater (*Enterprise Funds*).
- The General Fund Operating Budget is funded predominantly through real estate, personal property, and excise taxes.

Department	Department Budget	% of Total Operating Budget
Administration	\$724,900	15.85%
Police	\$489,794	10.71%
Public Service	\$686,224	15%
Contributions	\$63,806	1.4%
Debt Service	\$132,441	2.9%
Capital Outlays ( <i>Non-ARPA</i> )	\$332,464	7.27%
Grants	\$2,142,734	46.86%
<b>Total Budget</b>	<b>\$4,572,363</b>	<b>100%</b>

# Enterprise Funds – Water and Wastewater

**Enterprise Funds** are collected through recurring monthly payments by Town customers. These include your water, sewer, and garbage bills.



<b>Wastewater</b>	
Operating Budget	\$802,100
Capital Expense	\$19,500
Debt Service	\$208,000
<b>Total</b>	<b>\$1,029,600</b>

<b>Water</b>	
Operating Budget	\$502,600
Capital Expense <i>(Excluding \$1,000,000 Well Replacement)</i>	\$49,500
Debt Service	\$37,000
<b>Total</b>	<b>\$588,500</b>

# FY 2024 Budget VS. Proposed FY 2025 Budget

Department	2024	2025	Over/(Under) Previous Year
Administration	\$645,223	\$724,900	\$70,677 (10.95% Increase)
Police	\$418,184	\$489,794	\$71,610 (17.12% Increase)
Public Service	\$582,776	\$686,224	\$103,448 (17.75% Increase)
Water	\$354,247	\$502,600	\$148,353 (41.87% Increase)
Wastewater	\$900,050	\$821,600	(\$78,450) (8.71 Decrease)
TOTAL BUDGET (Excluding Grants)	\$2,900,480	\$3,225,118	\$324,638 (11.19% Increase)

# Warsaw's Cash Reserves Remain Strong

- Common practice within larger Virginia localities is to maintain a cash reserve balance that equals at least 20% of annual operating expenses.
- Smaller towns, with smaller budgets and large expenditures, should maintain a minimum reserve balance of 50% of operating expenses.
- Warsaw's designated and undesignated cash reserves (excluding ARPA funds) amount to apr. \$2,758,793 or 85.54% of our annual operating budget for this upcoming year (excluding grants).
- Cash Reserves - \$2,758,793
- Cash Reserves including ARPA funds - \$3,700,792
- Capital Assets - \$13,162,084 (*Note – This includes all water and sewer assets*)



A yellow excavator is shown in the process of demolishing a brick building. The excavator's arm is extended, and it appears to be breaking down the structure. The scene is filled with dust and debris, suggesting active demolition work. The background is a clear sky.

# Capital Improvement Plan

## Items to be funded in this Fiscal Year include the following:

\$11,000 – Town Shop Door & Window Replacement

\$13,000 – Town Shop Garage Door & Ceiling Upgrades

\$11,000 – Lift Station #3 Electrical Upgrades

\$15,000 – Zero Turn Mower

\$2,100 – Fireproof Cabinet

TOTAL - \$52,100

# Moving Forward

Budget  
Presentation  
and Discussion



Public Hearing  
and Final  
Discussion



Adoption

Questions?

