

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JANUARY 8, 2026

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

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

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

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA

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

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

PUBLIC COMMENTS

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

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

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

REPORTS

MAYOR'S REPORT

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

TOWN MANAGER'S REPORT

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

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

POLICE REPORT

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

PUBLIC WORKS REPORT

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

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

COUNCIL COMMITTEE REPORT: No committees met.

PLANNING COMMISSION: No new business.

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

OLD BUSINESS

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

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

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

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

NEW BUSINESS

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

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

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

CLOSED SESSION- 2.2-3711(A)(5) – PERSPECTIVE INDUSTRIAL BUSINESS

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

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

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

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

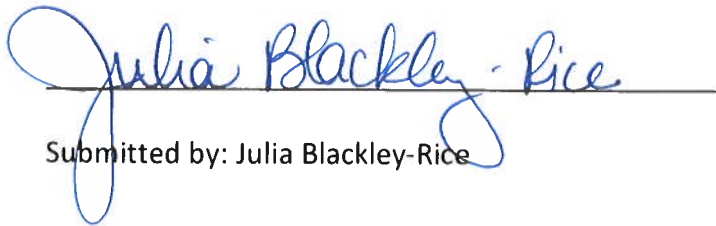
There was no action out of the closed session.

CLOSING COMMENTS:

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

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

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


Submitted by: Julia Blackley-Rice



Town of
WARSAW
West of Virginia's Southern Neck

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 01/08/2026

RE: Town Manager's Report

Dear Council Members,

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

I. Christmas Town Recap

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

2. Short Term Rentals – The Bounds

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

3. Economic Development Update

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

4. Woodland Heights

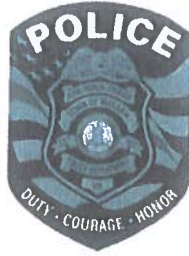
We continue our work with ARM Resource Group, our engineers on the Woodland Heights Road project. We have preliminary plans into VDOT for their first round of reviews to have the road taken into their system. Once we receive their feedback, we will work to accommodate whatever is required. This is a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

5. Promotion of Ryleigh Garrison to Finance Manager

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



Warsaw Police Department



From the desk of Chief Sean L. Peterson

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

Section I: Incidents 5

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

Section II: Arrests 4

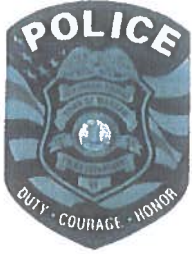
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Section III: Traffic 95

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



Warsaw Police Department



From the desk of Chief Sean L. Peterson

Section III Continued

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

Section IV: Community Engagement 689

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

Joseph S. Grossenkemper
Town Manager

Melissa Coates
Assistant Town Manager

John Buckley – Rice
Treasurer & Clerk

Sean E. Peterson
Chief of Police

Sandra Anderson Lee
Town Attorney



Attachment 3

COUNCIL MEMBERS

Rochelle Phelps – Mayor

Paul G. Yackel – Town Manager

May Beth Bryant

Jonathan English

Rebecca Hubbard

Daphne Palmone

Ralph W. Self

Robert Williams

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

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 1/08/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

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

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

Nutrient Sampling Results

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

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

Monthly Operations and Maintenance

Staff collected all town fire extinguishers for annual inspection.

Operators serviced equipment as required by our preventive maintenance program.

Plant staff assisted with Christmas Town.

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

Completed and submitted our monthly operations report.

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

Joseph N. Quisenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Buckley-Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Samuel Anderson Law
Town Attorney



COUNCIL MEMBERS

Russell E. Phelps - At-Large

Paul G. York, Jr. - At-Large

Mary Beth Bryant

Joydun English

Rebecca C. Huber

Daphne Palmore

Ralph W. S. Jr.

Robert Wilcox

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

-Water Department

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

Helped prepare Christmas Town, along with working the event.

Decorated the trash truck for the Christmas parade.

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

-Refuse Department

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

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

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

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

Helped prepare Christmas Town, along with working the event

Also helped decorate the trash truck for the parade.

Monthly Water Loss Report

Water System:

For the Month of: Year:

Water Produced this month: gallons

Water Purchased this month: gallons

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

Sold: Residential gallons

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

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

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

Gallons of Water Accounted For:

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

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

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

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

Gallons / Day Loss =

Gallons / Minute Loss =

days in billing period
4,599 gallons/day
3 gallons/min.

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

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

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

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

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

CALL TO ORDER

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

APPROVAL OF AGENDA:

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

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

PUBLIC COMMENT

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

OLD BUSINESS

BRIEF COMMENTS FROM PROSPECTIVE COUNCIL MEMBERS:

A. Ogle Forrest

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

B. Chris Hathaway

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

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

C. Patrick Stone

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

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

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

NEW BUSINESS:

TOWN COUNCIL VACANCY – SELECTION OF NEW COUNCIL MEMBER:

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

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

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

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

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

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

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

BRIEF UPDATE FROM TOWN MANAGER REGARDING 74 MAIN STREET:

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

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

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

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


Submitted by: Julia Blackley- Rice, Clerk