



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 02/13/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Budget Preparation

I am pleased to report that I will be submitting a balanced budget for your review and deliberation in the coming weeks. This has been one of the most difficult budget seasons during my tenure, as revenues are beginning to level off after years of growth, major expenses in infrastructure are on the horizon, and inflation has doubled the cost of some of our necessary items for our Public Works Department. I am pleased to report that there are no increases in local taxes being proposed. Increases in fees for water and sewer services are being proposed as part of our annual cost of business alignments. I look forward to working with you next month as we review our annual budget together, with the combined hopes of remaining as efficient and streamlined as possible.

2. Weather Event & Water Line Breaks

I once again thank and applaud our Town Police and Public Works crew for maintaining the safety and day-to-day functions of the Town, even with the difficult weather conditions this week. I want to also say thank you to NNEC, Dominion Energy, and our colleagues at Richmond County EMS, RCVFD, and the Sheriff's Office for their work during this time.

At the end of last month and the beginning of February, our Public Works Department contended with four (4) separate water line breaks around the Main Street and Hamilton Boulevard area. While handling this, we also continued to have intermittent issues at the Wastewater Treatment Facility, leaving our small crew stretched thin. As always, our employees handled each situation with care and expediency, and I want to take this time to thank each of them for their collective works.

3. Paving Schedule Announced

According to VDOT's most recent paving schedule announcement, the Town of Warsaw will have most side streets paved throughout 2025. These will be the following:

Cape Seal: Court Circle, College Avenue, Campus Drive

Surface Treatment: Scott Town Road, Harris Avenue, Belle Ville Lane, St. Johns Street, Lakeside Drive, Ridgeway Road, Pine Street, Washington Avenue, East Jefferson Avenue, West Jefferson Avenue, Jones Lane, West Monroe Avenue, Wallace Street, Morgan Lane, West Morgan Lane, Memorial Drive, Gordon Lane, Maple Street, Walnut Street, Quail Trail, Sturman Lane, Level Boulevard, Lee Avenue, Atkinson Drive, Freedom Way.

4. Economic Development

We continue to work on creating a site-ready area for a new hotel to locate in Town. Comparing local tax dollars and amenities, Warsaw struggles when in comparison to Tappahannock, Colonial Beach, and Kilmarnock for overnight accommodations and transient occupancy tax revenues. In a small example, Tappahannock collects \$359,000 annually in transient occupancy tax, compared to Warsaw's collection of \$40,000. Outside of potential revenues, the lack of overnight accommodations that can handle conferences and other events negatively impacts our community. Town staff are currently working on negotiations to acquire land within the downtown corridor, either through donation or fair market purchase price, and present it to the Council for a decision. Once acquired, an incentive package of state and local incentives will be offered, and an RFP issued for a developer to submit a proposal for a hotel. We will continue to update you as this progresses.

We are continuing to work with several developers regarding housing projects across Town and will keep you informed when/if these enter the permitting process. We are also working on various smaller projects that we hope to update you with in the coming months.

5. Mural Project

We are working to finalize paperwork for the Route 360 side of the Northern Neck News building for a large-scale mural project. The mural will encompass the entire wall, ensuring it's a focal point for the Town of Warsaw. We have a muralist from the Roanoke area that has done an exceptional job across the Commonwealth that will be working with us this year. He is visiting Warsaw next week and will provide you with a template for your review prior to beginning the work this Summer. We look forward to continuing our efforts with a new mural each year, enhancing Warsaw's image and providing visitors with an opportunity for a local photo op.

6. Administrative Assessment

Over the last few months, the Berkley Group, a regional consulting firm, conducted interviews with our office staff, reviewed processes and procedures, and toured our Town Office to create an analysis and report for our review. With having grown from 1,500 residents to 2,330 in eight (8) years, and with having two (2) new administrative staff within the last four (4) years and a newly created Assistant Town Manager position, we wanted to ensure our operations were running as smoothly and efficiently as possible, following best practices, and providing the best in customer service. I would like to schedule a meeting with the Personnel Committee to review my findings and will reach out to the members at a later date.

7. Professional Development Initiatives

Professional Development ensures that we have the best trained and knowledgeable staff that we possibly can, particularly for a rural area. I am proud to have the following members of our staff working on professional development endeavors:

Julia Blackley-Rice – Certified Municipal Clerk Program

Missy Coates – Certified Zoning Official

Warner Pierson – Certified Water Operator

Tanner France – Class IV Wastewater Operator

Joseph Quesenberry – MPA Program

We will continue our endeavors to employ a smaller, but more knowledgeable workforce to ensure Warsaw is in the best possible hands. Thank you all for your work!

8. Mandatory FOIA Training

This is a reminder that the Council Member mandatory FOIA training is to be held on Wednesday, February 26th at 1PM at Town Hall. Lunch will be provided, and we appreciate everyone's participation!

9. Basketball Court

With requests from residents and at the direction of Council Member English, we have been looking into various options for basketball courts for some time now. We are currently working on a partnership with Rappahannock Community College to redo the existing basketball court there. I have reached out to Richmond County for their assistance but have yet to hear a response. I'm still hopeful that the Town, County, and RCC can work together like we previously did for the tennis courts to revamp this area. New goals will be installed, new asphalt will be placed with striping, and a police call box will be installed between the tennis courts and basketball courts so that both areas can be served. I hope to bring this action item to you within the coming months.