

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday, October 20, 2025, 6:00 P.M.**

A regular meeting of the Charlotte Court House Town Council was held on Monday, October 20, 2025, at 6:00 pm. Vice Mayor Andrews called the meeting to order. Council Members Braxton, Michaelson, Arbogast, Haskins and Ramsey were present. Mayor Watkins was absent. Council Member Haskins motioned to approve the agenda. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays. Council Member Arbogast motioned to approve the September 2025 council meeting minutes as presented. The motion was seconded by Council Member Haskins and carried by voice vote: 6 ayes and 0 nays. Council Member Ramsey motioned to approve the September 2025 financial statements. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays.

Public Comment Period None

Heather Montgomery, Charlotte Learning Center Heather did not come to meeting.

Water Operations/Town Maintenance Report Council Member Ramsey gave an update on the USG Water invoice and billing. A meeting was held Thursday, October 16, 2025, with Mayor Watkins, Council Member Ramsey, Town Manager Crawford, and USG Water to discuss the incorrect invoice and billing information. USG Water made all proper adjustments. Council Member Ramsey suggested to pay invoice total of \$97,199.

Council Member Ramsey discussed an increase in the hourly rate for Chris McCarty's use of equipment within the town. Council Member Ramsey made a motion to increase Chris McCarty's hourly rate for equipment use as follows:

Chainsaw, \$15 an hour

Mower and Leaf Vac, \$35 an hour

Tractor/backhoe, \$300 a day

Additionally, adjust paid rates back to July 2025. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Council Member Ramsey made note that during the town manager transition the water repair logs needs to continue to be updated and maintained.

Charlotte Christmas Parents-Use of Back Space Council Member Arbogast made a motion to allow the Charlotte Christmas Parents to use the back space of the town office with a Memorandum of Understanding that the heat is kept no higher than 50 degrees, provide their own locks, enter using back entry only, keep restrooms clean and this approval is one time only October- December 12, 2025. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Farmers Market, Food Trucks, and Vender Use Form The form draft was reviewed and minimal changes were made.

Southern Software (FMS) Contract Council Member Ramsey made a motion to approve the 2026-2027 Southern Software contract. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays.

Trees for Playground Shade Debbie Wilmont has offered to purchase trees for the playground to provide shade. Council Member Braxton will speak with her. Council Member Arbogast made a motion to approve the purchase of a metal table for the playground not to exceed \$700. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Golden Pumpkin Event The event will be October 31, 2025, 6-8 p.m. All council members are invited to attend and help hide pumpkins starting at 4 p.m.

Recommendations of Town Office Renovations Tabled

Committee's Description Draft The Council reviewed and discussed the Committee Description draft and Town Manager detail list. Council Member Ramsey made a motion to accept and approve the Committee Description and include the current committee member list. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Accepting Resignation Date and Town Manager Recruitment Town Manager Crawford presented her letter of resignation. Council Member Arbogast made a motion to accept the resignation letter. The motion was seconded by Council Member Ramsey and carried by voice vote: 6 ayes and 0 nays.

Council had discussion on the recruitment of a new Town Manager. Council Member Arbogast made a motion to use the advertisement that Council Member Michaelson presented and start salary at \$65,000. The motion was seconded by Council Member Michaelson. Council Member Arbogast made a motion to amend his motion to advertise salary as \$65,000-\$80,000 range that includes insurance and retirement allowances. The motion was seconded by Council Member Michaelson and carried by voice vote: 6 ayes and 0 nays. The advertisement will be advertised on VEC, VACo, VML, newspaper, town website, and the town Facebook page. The first review will be on November 10, 2025.

Council Member Arbogast made a motion to add Council Member Michaelson to the bank account. The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes and 1 nay.

Council Member Ramsey made a motion to appoint Robert Hendrick as Interim Town Manager/Treasurer/Clerk until such time or unappointed. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Council Member Ramsey made a motion to appoint Robert Hendrick as FOIA Officer on November 21, 2025. The motion was seconded by Council Member Andrews and carried by voice vote: 6 ayes and 0 nays.

Planning Commission Report The Commission will meet Monday, October 27, 2025, to discuss signs and grease bins.

Town Manager Report Town Manager Crawford presented the Town Manger Report to Council.

Council Comment Period Council Member Andrews stated the “no passing” sign on Evergreen Rd was flipped. Council Member Braxton stated he spoke with citizens on Carey Rd regarding code enforcement. Council Members asked the Town Manager to mail official notice of violations to owners.

Adjournment With no further business Council Member Arbogast made a motion to adjourn the meeting. The motion was seconded by Council Member Ramsey and carried by voice vote: 6 ayes and 0 nays.



Debra Andrews, Vice Mayor

ATTEST: _____