

**TOWN OF CHARLOTTE COURT HOUSE  
TOWN COUNCIL MEETING MINUTES  
SPECIAL CALLED MEETING AND REGULAR MEETING  
Monday, November 17, 2025**

A special Town Council meeting of the Charlotte Court House Town Council was held on Monday, November 17, 2025, at 4:00 p.m. in the Town Hall for the purpose of interviewing Town Manager applicants. The meeting was called to order. Mayor Watkins and Council Members Andrews, Arbogast, Haskins, Michaelson, and Ramsey were present. Council Member Braxton was absent.

Ramsey moved with second by Andrews that pursuant to Virginia Code Section 2.2-3711.A.1, that the Town of Charlotte Court House Town Council hold a closed meeting for following purpose:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Specifically, the Council will interview candidates for the position of Town Manager.

All members listed as present voted yes.

The public meeting was called back to order.

Ramsey moved with second by Andrews that Pursuant to Virginia Code Section 2.2-3712.B., the Town Council members listed below certify that, to the best of each Council Member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and (ii) only such public business matters as were identified in the Motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting of the Charlotte Court House Town Council.

By roll call vote as required by Virginia Code Section 2.2-3712.D, Watkins, Andrews, Arbogast, Michaelson, Haskins, and Ramsey were each individually questioned and each voted yes.

The special meeting was adjourned at approximately 5:50 p.m.

Mayor Watkins called the regular Council meeting to order at 6 p.m. and provided the invocation. All members listed above as present were still present and Council Member Braxton was absent.

Arbogast motioned with second by Haskins to approve the agenda with an addition after the minutes approval for Heather Montgomery to speak on a special event. The motion carried with voice vote: 5 ayes and 0 nays.

**Heather Montgomery, Charlotte Learning Center** spoke on the Charlotte Learning Center's Plans for an event related to National Poetry Month to be held on April 3 and 4, 2026. The following Town requirements were discussed: (1) special event permit under Town zoning ordinance section 5-5-10.3 is required since attendance expected to exceed 100 and the application should clearly describe the event including request to allow vendors to camp overnight, arrangements for health and safety including sanitation, dates and times, and other requirements of that section: (2) signs will require permits under Article 6 of the Town's zoning ordinance, and (3) food vendors must contact the Town office prior to the event to obtain a business license and collect and pay food tax prior. Ms. Montgomery was encouraged to apply early for the special event permit to allow sufficient time for processing.

**Minutes Approval** Ramsey motioned with second by Arbogast to approve the October 20, 2025, minutes. The motion carried by voice vote: 5 ayes and 0 nays.

**Water Operator's and Water Committee Report** It was reported that a meter needed replacement on Morrison Drive for over a year. There was agreement that in the future the Water Committee should be notified of any maintenance that cannot be completed timely. Watkins reported there was no news on the pending grant application. There was agreement for the Water Committee to pursue talks with engineering firms to aid on the water meter procurement.

**Planning Commission Report** Ramsey updated the Council on the Planning Commission's progress on a recommendation to amend the zoning ordinance to allow for temporary signs and the Commission would be meeting next Monday.

**Events Committee** The Council discussed plans for their December meeting and the annual Christmas Tree Lighting to be held at 5 p.m. on Sunday, December 7<sup>th</sup>. Mayor Watkins agreed to obtain the tree and assist Haskins with the program. All agreed with the request that the Christmas Story be read. The committee will work on posting the Halloween pictures from the Pumpkin hunt.

There were no other committee reports or Council member comments.

Ramsey moved with second by Haskins that pursuant to Virginia Code Section 2.2-3711.A.1, that the Town of Charlotte Court House Town Council hold a closed meeting for following purpose:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Specifically, the Council will discuss candidates for appointment to the position of Town Manager.

All members listed as present voted yes.

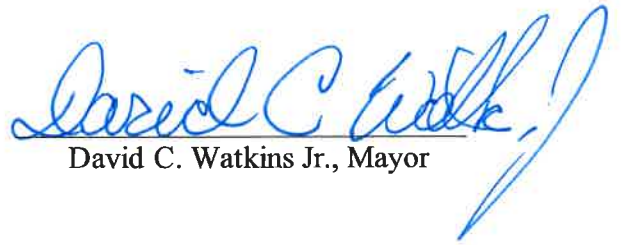
The public meeting was called back to order.

Ramsey moved with second by Arbogast that Pursuant to Virginia Code Section 2.2-3712.B., the Town Council members listed below certify that, to the best of each Council Member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and (ii) only such public business matters as were identified in the Motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting of the Charlotte Court House Town Council.

By roll call vote as required by Virginia Code Section 2.2-3712.D, Watkins, Andrews, Arbogast, Michaelson, Haskins, and Ramsey were each individually questioned and each voted yes.

Arbogast moved with second Michaelson to extend the offer of Town Manager at an annual salary of \$75,000 to the applicant all Council members had ranked first; and if that applicant did not accept, to extend the same offer to the applicant ranked second. All members listed as present voted yes. By consensus it was agreed to schedule a special called meeting on November 18th at 6:30 p.m. with the applicant who agreed to accept the Town Manager position.

With no further business all members agreed to adjourn.



David C. Watkins Jr., Mayor

ATTEST: 