TOWN OF COATS
Board of Commissioners
Thursday, September 10, 2026

The Town of Coats Board of Commissioners met in regular session on Thursday, September 10, 2026, at 7:00 p.m. in the Board of Commissioners' Meeting Room at Coats Town Hall.

Members Present:
Mayor Pro Tem Kelvin Gilbert
Commissioner Todd Pope
Commissioner Monique Warren-Clegg
Commissioner Marc Powell

Staff Present:
Barbara Hollerand, Town Manager
Wesley Blount, Public Works Director
Jade Stone, Town Clerk / Human Resources
Sarah Goldsmith, Parks & Recreation Director
David Register, Acting Police Chief
Courtney Knight, Finance Director

Others Present: Alton Bain, Town Attorney; Paula Stewart.

CALL TO ORDER

A quorum being present, Mayor Pro Tem Kelvin Gilbert called the meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem delivered the invocation and led those in attendance in the Pledge of Allegiance.

APPROVAL OF AGENDA

RESOLVED, to amend agenda as presented by striking Business Item #1 and approve amended agenda.
MOTION BY: Commissioner Marc Powell
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

RESOLVED, to approve consent agenda items as presented.
MOTION BY: Commissioner Monique Warren-Clegg
SECOND BY: Commissioner Todd Pope
APPROVED: Motion carried unanimously.

PUBLIC COMMENT

Coats Area Chamber of Commerce Director, Stephanie Carpenter, and President Ambassador, Lynn Plessinger, states Farmers Day event is approaching and they are very excited as this should be the biggest crowd town has ever had; will have a Scott Mason, Tarheel Traveler formerly with WRAL, will be present at the event. Coats is growing, membership has grown by 32 members recently. Stephanie wanted to put a banner across 55 roadway but DOT did not recommend doing this due to liability issues. Stephanie states they can place over Main Street and Public Works Director and Town Manager agreed to allow one sign

they can place over Main Street and Public Works Director and Town Manager agreed to allow one sign across main street and Public Works would assist with getting that sign hung for the Chamber upon approval by the Board. Sunday event with the gospel sing, wants Main and Railroad Streets be closed due to food vendor, a bluegrass band, visitors encouraged to bring blankets to the square; event to be from 2:30 – 4:30. Would love to have extension of closure on Railroad Street because they have 80 vendors scheduled for Saturday.

Lynn Plessinger wanted Railroad Street closed from Main Street up to the gas station on Railroad and 27; stated due to the expected attendance, the car show, the tractor show, etc., they felt it necessary for the additional closure.

Vikki Ingersoll of 30 N. Railroad Street, Coats, thanked the Town for improving the downtown square and Main Street; still waiting on more trashcans and benches; wants downtown buildings not occupied to be renovated; wants parking lines repainted on Main Street.

BUSINESS ITEMS

1. Presentation by Daryll Parker of Willdan on System Development Fee Study.

Presented by Mr. Parker utilizing a PowerPoint presentation, explained system development fees and how they are used, went over rates proposed.

RESOLVED, to approve proceeding with the required public notice and public hearing as provided for in Article 8 of Chapter 162A of the North Carolina General Statues, governing system development fees.
MOTION BY: Commissioner Marc Powell
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

2. Consideration and Possible Approval of an Amendment to the Code of Ordinances regarding the use and regulation of columbariums at the town cemetery.

Presented by Town Manager Barbara Hollerand who stated there was a request for an amendment to the Town Ordinance regarding cemeteries to allow columbariums to the list of allowed structures. The cemetery committee met the prior week and recommended said change.

RESOLVED, to adopt the proposed amendment to the Town Code of Ordinances regarding the use and regulation of columbariums at the Town Cemetery, as presented.
MOTION BY: Commissioner Monique Warren-Clegg
SECOND BY: Commissioner Todd Pope
APPROVED: Motion carried unanimously.

RESOLVED, to allow a columbarium to Section A, Lot 16 of the Town Cemetery.
MOTION BY: Commissioner Monique Warren-Clegg
SECOND BY: Commissioner Todd Pope
APPROVED: Motion carried unanimously.

RECUSED: Commissioner Marc Powell

3. Consideration and Approval of Completion of Downtown Square Project.

Matter was continued from August 13th Meeting. Town Manager advised amount of remaining grant funds equals $16,054.29 but there is also interest accrued in the amount of $4200.00. Cost of shade sails and string lights = $66,000.00; the amount of funds currently budgeted for the downtown economic development is $32,000.00; still unsure if the recreation development fees collected can be utilized (ongoing discussion between Town Manager and Legal Counsel); grant extended to June 2027.

Commissioner Powell asked if anyone had looked at the "ugly electrical" boards along main street. Ms. Hollerand says she believes this matter is on people's radars and the board should start to see some clean-up of these boards.

Commissioner Warren-Clegg proposed that the rest of the grant money should be utilized to purchase benches and trash cans for Main Street as were originally promised in the initial plan. Commissioner Powell agreed and stated the shade sails are a far reach at this time. Mayor Pro Tem Gilbert asked if the money available is enough to accomplish this. Ms. Hollerand responded she believed so.

4. Consideration and Approval of Budget Amendment 2027-02.

Presented by Paula Stewart. Contingency can only be 5% of budget. New computer, repair of HVAC costs reflected in new amendment.

RESOLVED, to approve Budget Amendment 2017-02 as presented.
MOTION BY: Commissioner Topp Pope
SECOND BY: Commissioner Marc Powell
APPROVED: Motion carried unanimously.

5. Review of Financial Statement.

Presented by Paula Stewart. Ran a Revenue & Expense report up to yesterday's date. States we are 2 months into the fiscal year, and it is usually hoped that you have spent 16% or less of the budget and have brought in revenue totaling 16% of the budget. Says we are slightly ahead in revenue due to the water fund at 17%. Expense report is broken down per department. Says some money has been spent out of the Powell Bill. SCIF grant is not yet reflecting the interest accrued. Asked if the Board is happy with this format and layout for a financial report. Board affirmed they liked the new format.

6. Consideration and Approval of Proposed Amended Administrative Purchasing Policy.

Presented by HR/Town Clerk Stone, said policy is an update to the existing policy currently in place. All staff will receive a copy and sign an acknowledgment upon approval of the board.

RESOLVED, to adopt the proposed amended Purchasing Policy as presented effective September 10th, 2026.
MOTION BY: Commissioner Marc Powell
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

7. Consideration and Possible Selection of Firm for Classification and Pay Study.

Presented by HR/Town Clerk Stone – Discussion had been had during the budgeting process that a classification and compensation study needed to take place to set into place an equitable, competitive, and

responsive pay system for the Town and its employees. Quotes were provided through MCCOG – one from a sister COG (MCRC) and another through an outside agency, The Maps Group. The Maps Group would cost $9,500 and take approximately 6 months to complete. MCRC would cost $3000 and could begin as early as December and conclude no later than April.

RESOLVED, to select MCRC to conduct the Town's classification and pay study in accordance with the firm's proposal in an amount not to exceed $3000.00 and authorize the Town Manager to executive the necessary agreement.
MOTION BY: Commissioner Marc Powell
SECOND BY: Commissioner Todd Pope
APPROVED: Motion carried unanimously.

TOWN MANAGER'S REPORT

No Report.

COMMISSIONERS COMMENTS

Mayor Pro Tem Gilbert thanked the staff for their diligent work.

CLOSED SESSION

Mayor Pro Tem Gilbert called for a motion to enter into closed session pursuant to N.C.G.S. § 143-318.11(a)(6) - *To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee,* and N.C.G.S. § 143-318.11(a)(3) - *to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.*

RESOLVED, to enter into closed session.
MOTION BY: Commissioner Marc Powell
SECOND BY: Mayor Pro Tem Kelvin Gilbert
APPROVED: Motion carried unanimously.

The Board of Commissioners entered into Closed Session at 7:57 p.m.

RETURN TO OPEN SESSION

Commissioners reconvened in open session at 8:55 p.m.

Mayor Pro Tem made a public comment on behalf of the Board that states per the Personnel Policy, all interviews done by staff should be handled by the Department Head and at least the Human Resources Administrator if not also the Town Manager. Subordinates are not allowed to conduct interviews.

With no further comments, Mayor Pro Tem Gilbert called for a motion to adjourn the meeting.

RESOLVED, to adjourn meeting.

MOTION BY: Commissioner Monique Warren-Clegg
SECOND BY: Commissioner Todd Pope
APPROVED: Motion carried unanimously.

The meeting was adjourned at 8:58 p.m.

The attached reference documents are incorporated herein and are hereby made a part of these minutes.

Chris Coats, Mayor

ATTEST:

Jade Stone, Town Clerk