

TOWN OF COATS
Board of Commissioners
Thursday, January 8, 2026

The Town of Coats Board of Commissioners met in regular session on Thursday, January 8, 2026 at 7:00 p.m. in the Board of Commissioners' Meeting Room at Coats Town Hall.

Members Present:

Mayor Chris Coats
Mayor Pro Tem Kelvin Gilbert
Commissioner Marc Powell
Commissioner Shirley Allen
Commissioner Monique-Clegg Warren
Commissioner Todd Pope

Staff Present:

Barbara Hollerand, Town Manager
Connie Lassiter, Finance Director/Town Clerk
Wesley Blount, Public Works Director
Sarah Goldsmith, Parks and Recreation Director

Others Present: Alton Bain, Town Attorney

CALL TO ORDER

A quorum being present, Mayor Chris Coats called the meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Chris Coats delivered the invocation and led those in attendance in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Chris Coats called for a motion to add Audit Bill as Item 3 under Consent Agenda and to add Item 4 Parks and Recreation Vehicle and Item 5 Public Hearing for a Rezoning under New Business.

RESOLVED, to approve the amended agenda.

MOTION BY: Commissioner Marc Powell

SECOND BY: Commissioner Shirley Allen

APPROVED: Unanimously Approved

CONSENT AGENDA

1. Approval of Minutes – December 11, 2025 Regular Meeting
2. Approval of Attorney Bill for Services Rendered December 1-31, 2025
3. Approval of Audit Invoice payment

RESOLVED, to approve the consent agenda.

MOTION BY: Commissioner Shirley Allen

SECOND BY: Commissioner Todd Pope

APPROVED: Unanimously Approved

PRESENTATION

Fiscal Year 2024-2025 Audit Presentation – S. Preston Douglas & Associates, LLP

Lee Grissom with S. Preston Douglas & Associates, LLP presented the audit findings for fiscal year ending June 30, 2025 virtually. He started by thanking Finance Director Connie Lassiter for her assistance helping his staff get the audit out on time for the fourth year and preparing the 69 page financial statement. He explained that an unmodified opinion was issued which is the highest level of assurance that financial statements were reliable as presented.

There were no internal control findings with the exception to the segregation of duties that is a weakness that has to be pointed out each year due to the limited staff for finance. A single audit was required this year due to the ARPA grant funds. There were no findings related to the single audit compliance field work. He went over the graphs provided to the Board showing financial trends for funds.

Mr. Grissom noted that the LGC made one comment that would need to be responded to. Mayor Chris Coats asked if the one comment from LGC was regarding the Capital Asset Condition Ratio. Mr. Grissom replied that it was the same one that the Town had to respond to as the year before and thought maybe even two years before. Finance Director Connie Lassiter confirmed that it was the same comment for the previous two years. She explained that the waterline project should get it over the required 50% ratio when completed noting that it couldn't be recorded as an asset for depreciation until the date project was completed. Ms. Lassiter informed the Board that she would have response prepared for the Board to sign at the February meeting.

PUBLIC COMMENTS

Andy Cole, 1420 Abattoir Road, asked the Board to review the CDO and consider removing TNDO development all together or strongly amend it.

Joan Harmon, 1390 Abattoir Road, asked the Board to review the CDO driveway requirements for new housing developments.

NEW BUSINESS

1. Request Bid Award to Sanford Contractors for Downtown Square Project - \$248,525

Ms. Hollerand explained that the lowest bid came from Sanford Contractors at \$264,000, and they were able to bring that base bid down to \$248,525.

Ms. Hollerand mentioned a Duke Energy power pole in the parking lot that would be an eye sore once the project was completed. She clarified that the project would not be delayed or harmed in any way by the pole, and the project could be completed if it stayed. She explained that the cost to move it would be just about as much to bury it, which was \$32,000. She also mentioned an easement from the adjacent property owner, Dumpster King, would be needed and that they were agreeable.

Commissioner Shirley Allen asked if burying the pole would cause conflict for Sanford Contractors, and Ms. Hollerand responded no, but it would require coordination between contractors and Duke Energy. Drake Howard from Sanford Contractors said he saw value in having it buried, and it would not impact the time frame whether it stayed or was moved.

Commissioner Marc Powell asked if the work would be completed on time. Mr. Howard responded that from contract issuance it would take about 30 days for them to do their sub-contracting, etc. and then the construction timeline would be about 90 days, for a total of 120-day contract time.

Mr. Howard discussed work that could be started while final decisions were being made but said they would need to know around the 30-day mark as it would affect how they moved forward. Mayor Chris Coats asked if burying it would save money, and Mr. Howard explained that that was close to what was in the plan originally, so it would be hard to give an exact answer at that point.

Pro Tem Kelvin Gilbert questioned why the pole was being brought up now, and mentioned requests heard from the public before such as trash cans and electrical outlets. Ms. Hollerand explained that wants had to be juggled, and a lot of alternates didn't make the final cut, such as the parking lot and furnishings due to constructability and available funds. She expressed this was always on the wish list but there were uncertainties up until now. She mentioned potential grant opportunities for benches, trash cans, etc. Pro Tem Gilbert said he would like to see this be the last adjustment to the project and he wanted benches, trash cans, and outlets to be looked at in the near future.

Commissioner Powell expressed feeling like the project had been dumped into Ms. Hollerand's lap and wanting to finish up with the current project, but the next project should include the trash cans, benches, and outlets.

RESOLVED, to approve the work to Sanford Contractors in the amount of \$248,525.
MOTION BY: Commissioner Marc Powell
SECOND BY: Pro Tem Kelvin Gilbert
APPROVED: Unanimously Approved

Commissioner Gilbert asked Finance Director Ms. Lassiter if she had any concerns. She discussed some things that were supposed to come out of fund balance that would no longer be coming out. Ms. Hollerand discussed the Carolina Trash bill being lower than anticipated for leaf pick up and the storm drains would actually be coming out of Powell Bill.

RESOLVED, to remove the pole and put it in the ground.
MOTION BY: Commissioner Todd Pope
SECOND BY: Commissioner Shirley Allen
APPROVED: Unanimously Approved

2. Request Approval of Task Order 4 for WithersRavenel for Limited Construction Administration Services Not to Exceed \$12,000 for the Downtown Square Project

Ms. Hollerand discussed WithersRavenel overseeing the project with limited construction administrative services, preconstruction meetings, responding to requests for information, etc.

RESOLVED, to approve Task Order 4 for Limited Construction Administration Services with WithersRavenel.
MOTION BY: Mayor Pro Tem Kelvin Gilbert
SECOND BY: Commissioner Marc Powell
APPROVED: Unanimously Approved

3. Request Approval of Payment to Water Worx Services for Storm Drain Repair - \$22,960

Ms. Hollerand explained the item would not have to come out of general fund and it was Powell Bill Fund eligible.

RESOLVED, to approve the payment of the invoice to Water Worx services from the Powell Bill Fund.

MOTION BY: Pro Tem Kelvin Gilbert

SECOND BY: Commissioner Monique Warren-Clegg

APPROVED: Unanimously Approved

4. Parks and Recreation Vehicle

Ms. Hollerand introduced the item by explaining Parks and Recreation Director Sarah Goldsmith had been utilizing her own personal vehicle after several failed attempts at letting her use an unused vehicle. She also said this would not deplete the contingency line and there would still be funds left.

Commissioner Todd Pope asked if a state contract vehicle had been considered. He expressed value in having a warranty for a vehicle with this use.

Commissioner Gilbert asked about the old parks and recreation truck. Ms. Goldsmith said it wouldn't be worth the money to fix all the issues. She listed issues included needing new tires, new brakes, taillight being out, a broken window, speedometer issues, gas gauge not working, and not knowing what gear you're in when shifting.

Commissioner Marc Powell mentioned getting a vehicle for the Police Department and giving Ms. Goldsmith Chief Ken Storick's truck. Ms. Hollerand explained ideally a fleet truck would be white in color and not outfitted as a public safety vehicle.

Commissioner Shirley Allen asked about the condition of equipment. Ms. Goldsmith responded that she could make it through the summer with what she had on hand, and in the next budget year she would reassess. Commissioner Powell questioned leasing a vehicle for six months and Ms. Goldsmith responded that additional funds would be spent on the lease rather than on a new vehicle.

RESOLVED, to move up to \$40,000 from contingency line to vehicle purchasing for Parks and Recreation.

MOTION BY: Commissioner Monique Warren-Clegg

SECOND BY: Commissioner Shirley Allen

APPROVED: Unanimously Approved

Commissioner Gilbert asked about mileage reimbursement. He asked if hours had been logged and if that's how Ms. Goldsmith's reimbursement had been determined. Ms. Goldsmith responded that an average was generated based on trips to the park, trips to practices and games, and Director's meetings. Ms. Lassiter mentioned that the Town's personnel policy states that employees are to be reimbursed based on the current IRS rate, which was currently 70 cent which would require documentation such as keeping a mileage log. Ms. Hollerand said Ms. Goldsmith's stipend was the same as hers at \$300 per month.

5. Public Hearing – Rezoning

Ms. Hollerand explained the item would set a public hearing for a rezoning request.

RESOLVED, to set the date of the public hearing for RZ-26-01 to February 5 2026.

MOTION BY: Mayor Pro Tem Kelvin Gilbert

SECOND BY: Commissioner Marc Powell

APPROVED: Unanimously Approved

MANAGER UPDATE

Ms. Hollerand gave the following updates:

- Neighborhood meetings – economic development strategic plan – January 20 and January 29
- Basketball games had begun
- Leaf collection – one final pick up by Carolina Trash, Facebook post would be made
- CAMPO – MPO 101 Training – February 20, 2026
- Main Street Conference – March 10 – 12
- Board Retreat – January 17 – Wake County

COMMISSIONERS COMMENTS

Mayor Pro Tem Kelvin Gilbert asked Ms. Hollerand to present to the Planning Board what was mentioned in Public Comments regarding the TNDO and CDO driveway requirements. She agreed to do so.

Mayor Pro Tem Gilbert addressed concerns mentioned in Public Comment previously. He clarified that the Town's right-of-way policy was similar, but not verbatim from Cary's policy.

Commissioner Powell asked if it would be possible for Ms. Lassiter to go over the budget briefly for a couple of minutes each meeting. He also mentioned comments he had been hearing from the public regarding the truck in the public parking lot. He asked if it would be possible to move it as it's an eye sore. Ms. Hollerand explained it had been surplused and she would speak with the Gov Deals Representative and see how quickly it could happen, and if it would take a while she would get it moved.

Commissioner Powell asked if NFocus could hold a meeting with the Planning Board members to review ordinances, etc. and he thought that would be very beneficial.

Mayor Pro Tem Gilbert expressed wanting to get rid of all old vehicles/equipment that were no longer functional.

Commissioner Shirley Allen asked about the Powell Bill time limit. Ms. Lassiter explained that there was \$6,400 more than anticipated. She also said looking at the General Statue that mentioned how much you can accumulate and that the Town was well below the threshold.

CLOSED SESSION: Mayor Chris Coats called for a motion to enter into closed session pursuant to §143-318.11. (3)

RESOLVED, to enter into closed session.

MOTION BY: Mayor Pro Tem Kelvin Gilbert

SECOND BY: Commissioner Marc Powell

APPROVED: Unanimously Approved

The Board of Commissioners entered into Closed Session at 9:01 p.m.

The Board of Commissioners reconvened in open session at 9:08 p.m.

ADJOURNMENT

Mayor Chris Coats called for a motion to adjourn.

RESOLVED, to adjourn the meeting.

MOTION BY: Commissioner Shirley Allen

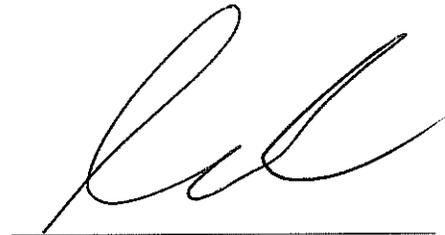
SECOND BY: Commissioner Marc Powell

APPROVED: Unanimously Approved

Meeting adjourned at 9:09 p.m.

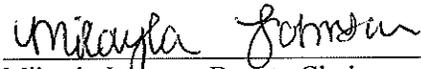
The attached documents of reference are incorporated herewith and are hereby made a part of these minutes.

Minutes prepared by Deputy Clerk Mikayla Johnson.



Chris Coats, Mayor

ATTEST:



Mikayla Johnson, Deputy Clerk