Town of Coats
Board of Commissioners
Regular Meeting
November 12, 2026 - 7:00 p.m.
Town Hall, 25 E. Main St., Coats, NC

AGENDA

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA ITEMS:

1. Approval of Attorney Invoice for Services Rendered October 1-31, 2026
2. Approval of Minutes – August 24, 2026; September 10, 2026; October 8, 2026; October 29, 2026

PUBLIC COMMENT

- ***Time Limit**: Each speaker is asked to limit comments to **3 minutes**.*
- ***Sign-Up**: Speakers should sign up **prior to the start of the meeting**.*
- ***Handouts**: Please provide the clerk with copies of any handouts to be provided to the Board **prior to the start of the meeting**.*
- ***Board Action**: Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on the subject matter brought up during the Public Comment segment.*

Thank you for your consideration of the Town Board, staff, and other speakers.
(N.C.G.S.§160A-81.1)

BUSINESS ITEMS:

1. **Presentation of Monthly Revenue Report.**

   Presentation and Review of the Town's current Revenue and Expenditures.

2. **Consideration and Approval of Budget Amendment #2027-04.**

3. **Public Hearing – Rezoning Request (PIN 0690-79-1461)**

   Public hearing regarding the request to rezone approximately 2.00 acres located on Highway 55 from Agricultural (AG) to General Commercial (GC).

Town of Coats
Board of Commissioners
Regular Meeting
November 12, 2026 - 7:00 p.m.
Town Hall, 25 E. Main St., Coats, NC

AGENDA

4. **Consideration and Adoption of Rezoning Ordinance (PIN 0690-79-1461)**

   Consideration of the rezoning request following the public hearing and adoption of proposed ordinance.

5. **Public Hearing - Proposed Water System Development Fee.**

   Public hearing regarding the proposed Water System Development Fee and associated fee analysis.

6. **Consideration and Adoption of Proposed Water System Development Fee Analysis, Ordinance, and Amended Fee Schedule.**

   Consideration of the proposed fee analysis and adoption of the Water System Development Fee Ordinance and Amended Fee Schedule.

7. **Consideration and Adoption of Temporary Road Closure Ordinance - Coats Merry Market and Christmas Parade.**

   Consideration and potential adoption of an ordinance authorizing temporary road closures in connection with the Coats Merry Market and Christmas Parade scheduled for December 1, 2026.

8. **Consideration and Potential Adoption of the Town of Coats Special Events Policy and Parade Rules and Regulations.**

   Review and consideration of the proposed Special Events Policy establishing application procedures, requirements, responsibilities, and guidelines for special events, parades, and group demonstrations within the Town.

9. **Consideration of Applicants for Appointment to the Planning Board.**

   Review and consideration of applicants for the available Planning Board position and potential appointment by the Board of Commissioners.

10. **Discussion of the State of North Carolina Grant Award and Potential Use of Funds.**

    Discussion regarding the State grant awarded to the Town and potential projects or initiatives for which the funds may be utilized.

Town of Coats
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Regular Meeting
November 12, 2026 - 7:00 p.m.
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AGENDA

TOWN MANAGER'S REPORT

COMMISSIONERS' COMMENTS

ADJOURNMENT

Bain & McRae, LLP

INVOICE

65 Bain Street
Lillington, North Carolina 27546

Invoice # 369
Date: 11/09/2026
Due On: 12/09/2026

The Town of Coats
Post Office Box 675
Coats, NC 27521

3128: Coats

The Town of Coats: Business

Type	Date	Notes	Quantity	Rate	Total
Fixed Fee	10/01/2026	Fixed fee: Monthly retainer	1.00	$400.00	$400.00
Service	10/02/2026	Telephone conversation with Mayor re employment agreement; review employment agreement; email Town Clerk, Mayor and Mayor Pro Tem re agreement	0.60	$175.00	$105.00
Service	10/05/2026	Telephone conversations with Mayor re issues for Board meeting; review email from Mayor	0.40	$175.00	$70.00
Service	10/14/2026	Telephone conversations with the Mayor; Research regarding open meetings law	1.10	$175.00	$192.50
Service	10/15/2026	Telephone conversations with Mayor; Review email from Town Clerk; research issue of minutes for official meeting	2.10	$175.00	$367.50
Service	10/26/2026	Review email regarding representation of person involved in shooting incident; Telephone conversation with Mayor regarding specially called meeting	0.20	$175.00	$35.00
Service	10/28/2026	Review materials for meeting with Town Manager and Public Works director; telephone conversation with Mayor regarding specially called meeting	0.30	$175.00	$52.50
Service	10/29/2026	Conference with Town Manager and Public Works director regarding various matters	1.00	$175.00	$175.00
Service	10/29/2026	Attend special called meeting and closed session	1.50	$175.00	$262.50
Service	10/30/2026	Review email form Public Works director regarding water tower easement	0.30	$175.00	$52.50
				Total	**$1,712.50**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
369	12/09/2026	$1,712.50	$0.00	$1,712.50
			Outstanding Balance	**$1,712.50**
			Total Amount Outstanding	**$1,712.50**

Please make all amounts payable to: Bain & McRae, LLP

Please pay within 30 days.

TOWN OF COATS
Board of Commissioners
Thursday, August 24, 2026

The Town of Coats Board of Commissioners met for a special called meeting on Thursday, August 24, 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 (arrived 8:03)
Commissioner Todd Pope (arrived 7:15)
Commissioner Marc Powell
Commissioner Monique Warren-Clegg
Commissioner Shirley Allen

Staff Present:
Barbara Hollerand, Town Manager
Jade Stone, Town Clerk/HR
Paula Stewart, Interim Finance 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

RESOLVED, to approve the agenda as presented.
MOTION BY: Commissioner Shirley Allen
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

BUSSINESS ITEMS

1. **Review of Revised Salary Adjustment Spreadsheets and Funding Impact**

   Paula Stewart presented the financial adjustment spreadsheet, noting the following highlights:

   Lists of all current positions, salaries reflecting 8% salary increase along with detailed information pertaining to salary deductions including FICA, retirement, 401k, as well as the two new parks and recreation part-time positions previously approved.

   - $86,693.00 – total budget impact
   -$74,137.00 – General Fund Impact
   -$12,556.00 – total water fund impact, but since money is in general fund, if all paid from this fund the impact would be $83,111.00.
   - $3,582.00 would have to come out of water fund to pay one employee who is paid solely from this fund alone ; so that would need to come from water fund which would require either increase fund balance appropriation or raising revenue to cover this cost.

She also went over the sheet detailing retroactively paying employees from back in July in a lump sum, which would be $8,185.52, with one employee being paid from water fund totaling $418.17.

Between the increase and the retroactive pay that total financial impact would total approximately $91,000.00.

She noted that in her research she found that the Contingency Fund line can only be 5% of total budget, which means $120,572.00 would be the cap; resulting in voiding the budget amendment from the month prior which would have increased this line.

Commissioner Allen mentioned the starting pay for police officers being $50,000 but questioned why she was seeing $45,000 for one employee. Ms. Stewart explained that employee had been on administrative leave. She also asked about the timeline for the retro-payout for employees and Ms. Stewart responded it would be on the next pay period upon approval by the board.

RESOLVED, to accept and approve the revised salary adjustment figures, including approval of the retro-active salary payment to employees and associated funding as presented.
MOTION BY: Commissioner Shirley Allen
SECOND BY: Commissioner Marc Powell
APPROVED: 4 to 1:
Ayes (3): Commissioner Shirley Allen, Commissioner Marc Powell, Mayor Pro Tem Kelvin, Commissioner Todd Pope Gilbert;
Noes (1): Commissioner Monique Warren-Clegg.

2. **Consideration and Approval of Proposed Amendments to Personnel Policy – Article IV and X of the Town of Coats Personnel Policy**

RESOLVED, to approve the proposed amendments to article IV and X of the Town of Coats personnel policy as presented effective immediately.
MOTION BY: Commissioner Monique Warren-Clegg
SECOND BY: Commissioner Shirley Allen
APPROVED: Motion carried unanimously.

3. **Consideration and Approval of Proposed New Administrative Policy and Procedure – Closed Session Confidentiality and Non-Disclosure Policy and Acknowledgment Form**

RESOLVED, to approve the proposed closed session confidentiality and non-disclosure policy and acknowledgment form as presented effective immediately.
MOTION BY: Commissioner Marc Powell
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

CLOSED SESSION

Mayor Christ Coats called for motion to enter into closed session pursuant to N.C.G.S. § 143-318.11 (a)(3) and N.C.G.S.§ 143-318.11(a)(6) Attorney-Client Privilege and Personnel Matters

RESOLVED, to go into closed session.
MOTION BY: Commissioner Marc Powell

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

The Board of Commissioners entered into Closed Session at 7:11 p.m.

RETURN TO OPEN SESSION

Commissioners reconvened in open session at 9:18 p.m.

COMMISSIONER COMMENTS

RESOLVED, to entertain a motion to accept Ms. Hollerand's resignation.
MOTION BY: Commissioner Marc Pope
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

ADJOURNMENT

With no further comments, Mayor Coats called for a motion to adjourn the meeting.

RESOLVED, to adjourn the meeting.
MOTION BY: Commissioner Shirley Allen
SECOND BY: Commissioner Marc Powell
APPROVED: Motion carried unanimously.

Meeting adjourned at 9:19 p.m.

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

_____
Chris Coats, Mayor

ATTEST:

_____
Jade Stone, Town Clerk

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

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

The Town of Coats Board of Commissioners met in regular session on Thursday, October 8, 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
Mayor Chris Coats

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
Mikayla Johnson, Deputy Clerk

Members Absent: Commissioner Shirley Allen

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

APPROVAL OF AGENDA

RESOLVED, to amend agenda as presented by striking adding a Commissioners Comments Period prior to Public Comment Period, remove Business Item #5 pertaining to BLET Sponsorship, and adding a Closed Session pursuant to to N.C.G.S. § 143-318.11(a)(6) and N.C.G.S. § 143-318.11(a)(3).
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: Mayor Pro Tem Kelvin Gilbert
SECOND BY: Commissioner Todd Pope
APPROVED: Motion carried unanimously.

COMMISSIONERS' COMMENT

Chris Coats wished to take a moment to thank all individuals present tonight and to apologize that false statements had been made that Farmers Day would be cancelled; assured that all events would take place as planned, weather permitting. Apologized for any confusion. Stated these talks stemmed from discussions

with the League of Municipalities, the town's insurer, providing information pertaining to requirements needed in order to conduct safe events within the town. Stated that continued discussions will be had with the Chamber for the Christmas events and all future events.

PUBLIC COMMENT

Chair of Planning Board, Hazel Stephenson, 220 S. Railroad Street, Coats, NC, stated that the board has a vacancy for one of the in-town positions and requested the Board of Commissioners open the position up to the public for applications.

Ann Stevens, 59 E. Park Street, Coats, NC, stated that rolling trash receptacles are becoming an eyesore by being left out all week long; states she hit one the other day in the roadway; also wanted to convey that it was dangerous crossing across 27 towards Orange/Abattoir, hard to see traffic coming over the hill, says it took her 5-10 minutes to drive across.

Debbie Cann, 8122 Maude Stewart Road, Fuquay-Varina, NC, Vice-President of the Coats Chamber speaking on behalf of their Board of Directors, to discuss chamber's concerns about preparation of Farmers Day. Their executive director and chamber president met with the mayor, a commissioner, and department heads on September 30th. Stated police coverage, road closures, and insurance were discussed. Stated the Chamber has never been asked to handle these matters or additional costs before; says these expectations are unreasonable and frustrating. Chamber asked who is making these decisions – staff or the board? Chamber requests a face-to-face meeting with the Mayor and full Board within a week. Hopes all will join the Chamber in celebrating the upcoming event.

Frank Horvath, 288 S. Carrie Street, Coats, NC, Paster of Coats Methodist Church. Shares the community's excitement for the new downtown square. Requests to host a community Easter Sunrise Service on March 28, 2027. States other local parks are used for religious ceremonies wants Coats too as well. Also wants to request that the town government allow individuals to complete their community service doing town work.

Kevin Lee, 70 N. Railroad Street, Coats, NC, agreed with Mrs. Cann that town could use some good communication. States he has been a member of the Chamber for several years. Adopted a highway toward the park to keep the streets cleaned. Says recently the Chamber has caused strife within the town. Mayor Coats interrupted Mr. Lee and advised that his comments should be directed toward the Board and address matters the Board had control over. Mr. Lee requests the town and the Chamber meet and deal with the animosity currently being experienced.

Stephanie Carpenter, 3584 Old Stage Road, Coats, NC, wished to provide history on Farmers Day. Excited about 114th celebration; states the event celebrates history, local farmers, businesses, and the people of Coats. Hopes everyone will come out and attend the event which includes vendors, entertainment, and local artists. Says a lot of heart and hard work have gone into planning this year's event. Stated this event is a celebration of our past, present, and future. States it's her first time heading up the event and she wants it to be the best. States Treat Street will be October 31st from 3-8 p.m. and want 55 to Main and Railroad to Main to be closed during event.

Pat Godwin, 834 Old Stage Road, Coats, NC, states she was executive director for the Chamber for many years and is still a volunteer with the Chamber. States many towns do their own festivals and that Coats Chamber does the Town of Coats' festivals. Wants the Town to know how much she loves the people and Farmers Day festival. Asks that everyone try to work together and asks that no misinformation be given out.

Allen Faircloth, 16 East Main Street, Coats, NC, states he has deep concerns for the future of Coats. Says town if paralyzed by inaction and missed opportunities. Says growth and prosperity do not happen by accident. States current administration has failed to do what was necessary. Says actions taken by board and/or staff to include insurance requirements for events is unnecessary and not what other local towns do with their local chambers. Says the town has misguided priorities and misaligned leadership. States the voters of Coats will be forced to seek a voter referendum or legislative action asking for the town to be annexed into a neighboring community. Says the town needs to stop obstructing progress.

Vikki Ingersoll, 30 N. Railroad Street, Coats, NC, says another business was lost on Main Street when Viva Zapata closed; says more action is needed to revitalize downtown; requests additional efforts on rebuilding the police force; asks that the Chamber power boards been kept up to allow for power usage during events; says that relationship have been built between Chamber and the Town and asks that additional steps be taken to foster that relationship.

BUSINESS ITEMS

1. Presentation of Revenue Report.

Presented by Ms. Knight; explanation of town's financial report. Revenue is behind for first quarter as state and county taxes have not yet been received; water funds are currently ahead of projected revenue. Current expenses are within of the 24% anticipated expenses for the year as budgeted.

2. Consideration and Approval of Budget Amendment #2027-03.

Presented by Ms. Knight; explanation of budget amendment which included moving of SCIF grant funds.

RESOLVED, to approve the budget amendment as presented.
MOTION BY: Mayor Pro Tem Kelvin Gilbert
SECOND BY: Commissioner Marc Powell
APPROVED: Motion carried unanimously.

3. Consideration and Approval of Proposed Amendment to the Town's Personnel Policy and Administrative Policies.

Presented by Ms. Stone; update to town's existing personnel policy as well as the information technology, unlawful harassment-discrimination, and vehicle use policies as well as new social media and communications policy and a travel policy.

RESOLVED, to approve policies as presented.
MOTION BY: Commissioner Marc Powell
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

4. Consideration and Approval of Renewal of the Computer Support Services Agreement with Harnett County Information Technology.

Presented by Ms. Stone; renewal and continuation of prior years' agreement with Harnett County to continue to provide IT services to the town.

RESOLVED, to approve agreement as presented.

MOTION BY: Commissioner Marc Powell
SECOND BY: Mayor Pro Tem Kelvin Gilbert
APPROVED: Motion carried unanimously.

TOWN MANAGER'S REPORT

No Report.

CLOSED SESSION

Mayor Chris Coats 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 Monique Warren-Clegg
SECOND BY: Commissioner Todd Pope
APPROVED: Motion carried unanimously.

The Board of Commissioners entered into Closed Session at 7:35 p.m.

RETURN TO OPEN SESSION

Commissioners reconvened in open session at 8:58 p.m.

RESOLVED, to hire Matt Garner as new Town Manager beginning November 23, 2026, with negotiated vacation in his contract.
MOTION BY: Commissioner Todd Pope
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

FINAL COMMISSIONERS' COMMENTS

With no further comments, Mayor Coats called for a motion to adjourn the meeting.

RESOLVED, to adjourn the meeting.
MOTION BY: Mayor Pro Tem Kelvin Gilbert
SECOND BY: Commissioner Todd Pope
APPROVED: Motion carried unanimously.

The meeting was adjourned at 9:00 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

TOWN OF COATS
Board of Commissioners
Thursday, Oct. 29, 2026

The Town of Coats Board of Commissioners met in special session on Thursday, Oct. 29, 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 Shirley Allen
Commissioner Monique Warren-Clegg
Commissioner Todd Pope

Staff Present:
Barbara Hollerand, Town Manager
Courtney Knight, Finance Director
Jade Stone, Town Clerk
Wes Blount, Public Works Director
Sarah Goldsmith, Parks and Recreation Director

Members Absent:
Commissioner Marc Powell

Others Present: Brian Taylor, 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 Coats delivered the invocation and led those in attendance in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Coats called for a motion to approve the agenda.

RESOLVED, to approve the agenda.
MOTION BY: Commissioner Warren-Clegg
SECOND BY: Commissioner Pope
APPROVED: Unanimously Approved

BUSINESS ITEMS

1. Discussion with the Coats Area Chamber of Commerce

Debbie Cann, chamber board member, stated that Allen Faircloth would be presenting on behalf of the chamber.

Mr. Faircloth, chamber board member, thanked the Board for the opportunity to speak. He stated that the meeting was not a chamber/Town discussion but rather, a Coats community conversation. He spoke regarding new requirements that were required for Farmers Day including insurance and law enforcement coverage. He asked the Board what was dictating the insurance requirements, and Mayor Coats said it was the Town's insurance provider, the North Carolina League of Municipalities.

Mr. Faircloth questioned the timing of the new requirements and stated there were inconsistencies with what other towns require for similar events.

Mayor Coats stated that staff has begun reviewing Town procedures and making recommendations for process improvements rooted in legal requirements and liability considerations.

Mr. Faircloth asked for clarification on what kinds of positions would satisfy the Town's law enforcement requirements for the event. He expressed frustration with the requirement that the chamber should pay for additional public safety staff this year. He said the chamber had no objection to completing the use agreement/waiver for the Downtown Square but questioned the trash collection requirement.

Mayor Coats spoke regarding staff shortages in the Police Department, noting the staffing issue also existed with Farmers Day.

Mr. Faircloth stated that the Town has funds in the Police Department budget that could be used to provide supplemental staff for the event. He disagreed that the Town's staffing issues justified requiring the chamber to pay for the additional officers this year.

Mayor Coats and chamber representatives discussed examples of how some other towns manage law enforcement staffing at events.

Mayor Pro Tem Gilbert stated that his understanding of the meeting's purpose was to work collaboratively with the chamber and unite behind a solution.

Ms. Cann reminded the Board that the chamber had requested the meeting with the intent to work through the issues. She expressed frustration with the Town's response. Commissioner Allen encouraged the discussion to move toward finding solutions.

Mr. Faircloth agreed and asked what the Town is requiring of the chamber to hold the event. He asked if the Town would require the chamber to pay for additional law enforcement personnel, get the road closure authorization, double its insurance and to collect trash both from Town receptacles and in the cans brought in for the event.

Mayor Coats and Mr. Faircloth discussed the Town's response letter that addressed the chamber's recent questions on the Christmas events.

Angela Rezqallah, chamber president, spoke regarding unity between the Town and the chamber. Stephanie Carpenter, chamber executive director, spoke regarding recent social media posts. Mayor Coats spoke regarding social media and First Amendment rights. He stated the town manager is the chamber's point of contact should the chamber have additional questions. Ms. Cann spoke regarding the chamber's letter, chamber members, social media, and the Town's public image.

Mr. Faircloth and Mayor Coats spoke regarding local and state regulations guiding the Town's event approval process, budgeting for permanent staff, costs associated with hiring off-duty officers, and future planning for events.

Ms. Cann asked that should the chamber not be able to fund additional law enforcement positions, would there be other options or would the event be cancelled. Mayor Coats spoke regarding the potential liability with understaffing the event. Ms. Rezqallah spoke regarding the need to resolve the issues and asked who should take the lead with securing the additional officers. Town Manager Barbara Hollerand indicated that Police Chief Ken Storicks would be the chamber's point of contact regarding law enforcement personnel.

Ms. Rezqallah spoke regarding the importance of safety. Commissioners Pope and Allen spoke regarding the importance of having conversations and working together.

Ms. Carpenter spoke regarding the costs associated with hosting events. Mr. Faircloth stated that Farmers Day generated a profit of $3,000 and that the Christmas parade was a subsidized event that did not turn a profit. He reminded the Board of the chamber's nonprofit status.

Discussion ensued on the alternatives for making application for the road closures to NCDOT. Ms. Hollerand confirmed that she had received the chamber's NCDOT special event application and stated that it was a Board decision as to whether the Town or the chamber would file the application.

Discussion ensued as to the process for closing the streets and the timeframe remaining before the event.

Mayor Coats reassured the chamber that the Town was not looking to cancel the event.

Discussion ensued regarding Town trash cans. Chamber representatives stated that they would bring in trash cans for the event and empty the Town trash cans as well.

Mayor Coats asked for a consensus of the Board to look into the option of funding additional officers. Commissioner Warren-Clegg requested that the finance director verify there were available funds. She asked the Chamber representatives if they could also share in the expense. Ms. Rezqallah stated that they would look into options as well but would need to speak with Chief Storicks.

Consensus of the Board was for Chief Storicks to review the requests and then to discuss the staffing needs with the chamber.

Mayor Coats confirmed that both the chamber and the Board were in agreement to work together to resolve any outstanding issues with planning the Christmas events.

CLOSED SESSION PURSUANT TO § 143-318.11 (3) AND (6)

RESOLVED, to enter into closed session at 8:14 p.m.
MOTION BY: Mayor Pro Tem Gilbert
SECOND BY: Commissioner Allen
APPROVED: Unanimously Approved

Board entered back into open session at 8:50 p.m.

Mayor Coats asked Commissioners if they had any additional comments. Hearing none, Mayor Coats called for a motion to adjourn.

RESOLVED, to adjourn the meeting.
MOTION BY: Commissioner Warren-Clegg
SECOND BY: Commissioner Pope
APPROVED: Unanimously Approved

Meeting adjourned at 8:51 p.m.

ADJOURNMENT

Minutes prepared by Town Manager Hollerand.

_____
Chris Coats
Mayor

ATTEST:

_____
Jade Stone
Town Clerk

COATS
NORTH CAROLINA
Celebrating Earth & Sky

Town of Coats
Revenue Report
July 1, 2026 - October 31, 2026

General Fund	Budget	Revenue to Date	Uncollected	% Collected
General Fund	$ 2,239,456.00	$ 357,976.42	$ 1,881,479.58	16%
Powell Bill				
(20) Powell Billl Fund	$ 86,425.00	$ -	$ 86,425.00	0
SCIF Grant				
(21) SCIF Grant (Downtown Revitalization)	$ 504,207.57	$ 504,207.57	$ -	100%
Youth Sports Grant				
(22) Youth Sports Grant	$ 10,000.00	$ 10,000.00	$ -	100%
MLS/NRPA/RCX Sports Grant				
(23) MLS/NRPA/RCX Sports Grant	$ 5,000.00	$ 5,000.00	$ -	100%
Water Fund				
(60) Water Fund	$ 719,532.00	$ 240,651.44	$ 478,880.56	33%

COATS
NORTH CAROLINA
Celebrating Earth & Sky

Town of Coats
Expense Report
July 1, 2026 - October 31, 2026

General Fund	Budget	Expenses to Date	Encumbrance to Date	Balance	% Spent
Dept: (4110) Governing Board:	$ 187,601.00	$ 25,530.20	$ -	$ 161,520.80	14%
Dept: (4120) General Management:	$ 421,409.00	$ 156,021.05		$ 262,845.35	38%
Dept: (4310) Police Department:	$ 685,524.00	$ 283,989.27	$ -	$ 401,534.73	41%
Dept: (4312) School Resource Dept:	$ 76,497.00	$ 114.03	$ -	$ 76,382.97	0.15%
Dept: (4510) Street Department:	$ 173,791.00	$ 46,279.12		$ 125,816.90	28%
Dept: (4700) Appearance/Gen Services:	$ 8,950.00	$ 4,142.06	$ -	$ 4,807.94	46%
Dept: (4710) Solid Waste Department:	$ 391,154.00	$ 127,422.53	$ -	$ 263,731.47	33%
Dept: (4910) Planning/Zoning Dept:	$ 131,700.00	$ 43,551.19	$ -	$ 88,148.81	33%
Dept: (6120) Recreation Department:	$ 162,830.00	$ 54,592.29		$ 107,587.72	34%
Total General Fund:	$ 2,239,456.00	$ 741,641.74		$ 1,492,376.69	33%
Powell Bill					
(20) Powell Billl Fund	$ 86,425.00	$ 1,500.00	$ -	$ 84,925.00	2%
SCIF Grant					
(21) SCIF Grant (Downtown Revitalization)	$ 504,207.57	$ 483,326.54		$ 8,628.46	98%
Youth Sports Grant					
(22) Youth Sports Grant	$ 10,000.00	$ -	$ -	$ 10,000.00	0%
MLS/NRPA/RCX Sports Grant					
(23) MLS/NRPA/RCX Sports Grant	$ 2,500.00	$ 716.73	$ -	$ 1,783.27	29%
Water Fund					
(60) Water Fund	$ 719,532.00	$ 187,663.70		$ 525,868.30	27%

TOWN OF COATS
AMENDMENT TO BUDGET ORDINANCE
Fiscal Year 2026-2027

Budget Amendment #2027-04

BE IT ORDAINED by the Governing Board of the Town of Coats, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2027:

General Fund (10)

Line Item	Account Name	Previous Appropriation	Adjustment	Revised Appropriation
10-4110-5990	Contingency	97,122	58,937	38,185
10-4120-2610	Office Supplies	3,200	6,800	10,000
10-4120-6000	Contracted Services	29,083	9,417	38,500
10-4310-4421	Shift Coverage / Off Duty	51,640	12,000	63,640
10-4120-4950	Bank Service Charges	0	6,720	6,720
10-4310-1220	Police Dept. Overtime Pay	1,000	24,000	25,000

Explanation: To reallocate contingency funds to cover increased operating expenses.

ADOPTED this 12th day of November, 2026, by the Town of Coats Board of Commissioners.

_____
Chris Coats
Mayor

ATTEST:

_____
Jade Stone
Town Clerk

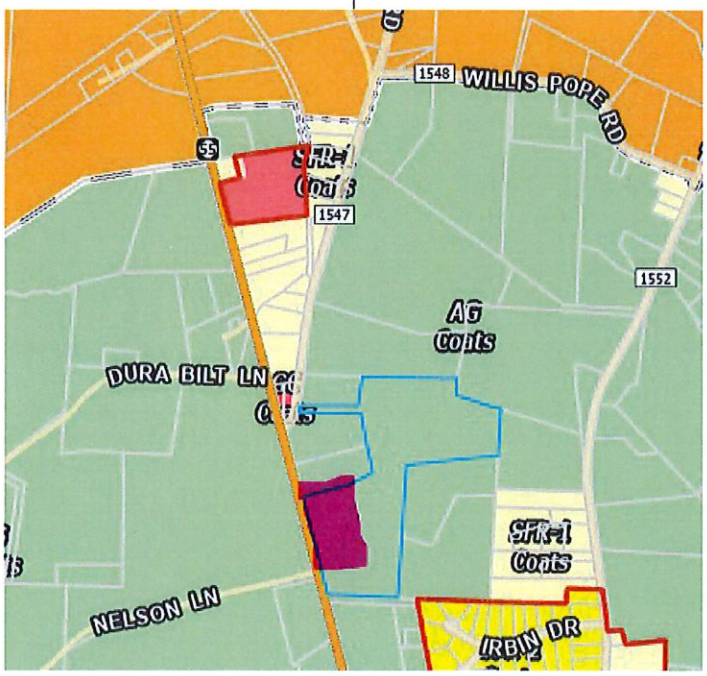
TOWN OF COATS
AGENDA ITEM

Meeting Date
November 12, 2026
Agenda Item Name
RZ 26-03 Rezoning – 2.00-Acre Highway 55 Parcel
Requested Action
Consider Rezoning Request from Agricultural (AG) to General Commercial (GC)
Staff Report

Applicant/Property Owner
John T. Smith
985 Abattoir Road
Coats, NC 27521

Public hearing
November 12, 2026

Zoning Map:



Property
0690-79-1461.000

Size
2.00 acres

Proposed Zoning
General Commercial (GC)

Current Zoning
Agricultural (AG)

Surrounding Zoning
(ETJ properties) Agricultural (AG)

Adjacent Land Uses
Residential, vacant, wedding venue

Utilities
Water: present
Sewer: N/A

Floodplain
N/A

Watershed
NC Water Supply *"Watershed"* - MLRA - Southern Coastal Plain - 133A

Summary

This rezoning request has been requested by the property owner, John T. Smith.

The 2-acre lot is proposed to be cut out of a 34-acre tract. The property does not lend itself to residential development due to it being located on a high traffic highway. There is a use proposed by an interested buyer that requires commercial zoning.

The Future Land Use character area for the parent parcel is Rural Residential with adjacent property designated as Commercial Mixed Use.

Staff recommends approval of the rezoning from Agriculture (AG) to General Commercial (GC).

At its Oct. 8, 2026 meeting, the Planning Board voted unanimously to recommend approval of the request to the Town Board of Commissioners, stating that the request was in harmony with the surrounding area.

Fiscal Impact

N/A

Staff Recommendation

Staff recommends approval. The request is in harmony with the surrounding area.

Suggested Motion

Motion to **approve** the ordinance rezoning the parcel to General Commercial (GC) and finding the rezoning request in harmony with the surrounding area.

Exhibits Attached

1. Ordinance
2. Parcel map
3. Zoning Amendment Application
4. Zoning Map (2022)

ORDINANCE NO. 2027-02

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF COATS

WHEREAS, on August 26, 2026, John T. Smith filed a petition for rezoning from Agriculture (County) to General Commercial (Town of Coats) for Lot 4A, being a portion of the John T. Smith property, Grove Township, Harnett County (Deed Book 1986, Page 410) as depicted on Map #2009-51; and

WHEREAS, the property is designated as Lot 4A on a map entitled "Re-Zoning Map for John T. Smith" prepared by Streamline Land Surveying, Inc. dated August 21, 2026; and

WHEREAS, following due advertisement, notice to property owners, and posting signs announcing a public hearing as provided by law, the Town Board of Commissioners for the Town of Coats, North Carolina held said public hearing on November 12, 2026; and

WHEREAS, the Town Board having given due consideration to the matter and upon receiving the Planning Board's report including plan consistency statement and recommendation for approval of the petition; and

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the Town Board does hereby find and determine that the adoption of the ordinance rezoning the following described property is consistent with the plan for adopted zoning patterns, plans, and policies of the Town of Coats.

NOW THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Coats, North Carolina, to protect the public health, welfare, and safety, the Official Zoning Map is amended, reclassifying from Agriculture (County) to General Commercial (Town of Coats) the following tract:

Legal Description: BEGINNING at an existing iron stake in the East margin of NC 55 W (60' R/W) at a point located South 14°53'31" East a distance of 611.12 feet from the centerline of S.R. 1547 (Carson Gregory Rd.). Said iron stake being a common corner with Mariana Caren Mateo (Deed Book 4180, Pg. 840 and Map #2009-51) having NC Grid (NAD 83-2007) coordinates of North 608,854.01 feet and East 2,096,581.85 feet and is specifically located North 10°24'48" West a distance of 671.48 feet from N.C. Geodetic Survey monument "NELSON" which has NC Grid (NAD 83-2007) coordinates of North 608,193.59 feet and East 2,096,703.22 feet. Thence as the said common property line between Mateo and Smith, North 75°06'26" East a distance of 204.19 feet to an iron stake set; thence as a new line with Smith, South 14°53'31" East a distance of 426.66 feet to an iron stake set; thence South 75°06'29" West a distance of 204.19 feet to an iron stake set at a point in the East margin of NC 55 W (60' R/W). Said point being located North 14°53'31" West a distance of 419.54 feet from an existing iron stake at the common corner with Angela Hedgepeth Elliott (Deed Book 3536, Page 975 and Map #2005-547). Thence as the East Margin of NC 55 W (60' R/W) North 14°53'31" West a distance of 426.65 feet to the point

of BEGINNING. Said property contains an area of 2.0 Acres (87,120 square feet) as calculated by the coordinate method.

It is the intention of the Town of Coats Board of Commissioners that the provisions of this ordinance shall become effective upon adoption.

DULY ADOPTED, this 12th day of November, 2026.

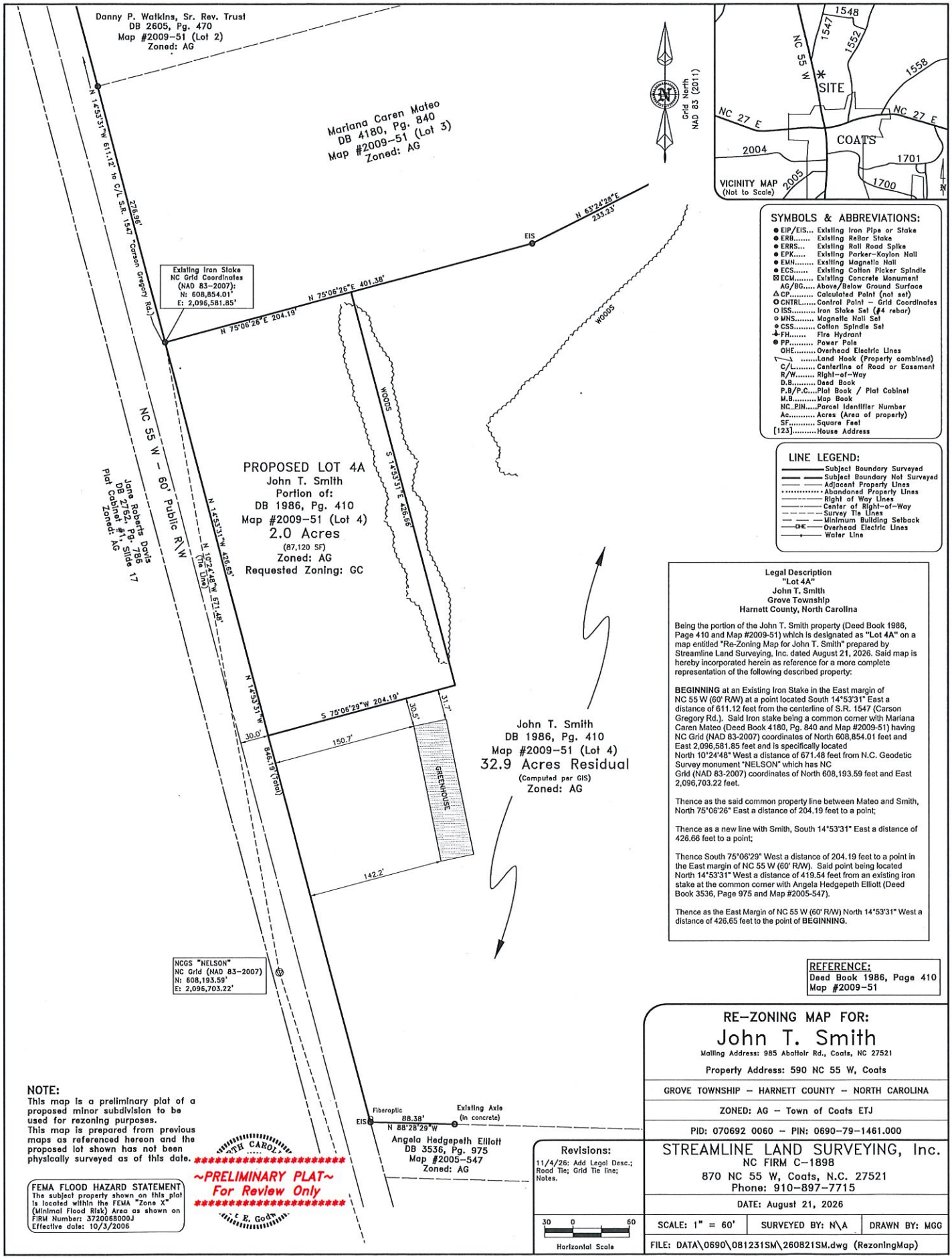
_____

Chris Coats, Mayor

ATTEST:

_____

Jade Stone, Town Clerk



SYMBOLS & ABBREVIATIONS:

- ● EIP/EIS... Existing Iron Pipe or Stake
- ● ERB..... Existing Rebar Stake
- ● ERRS... Existing Rail Road Spike
- ● EPK..... Existing Parker-Kaylon Nail
- ● EMN..... Existing Magnetic Nail
- ● ECS..... Existing Cotton Picker Spindle
- ⊠ ECM..... Existing Concrete Monument
- AG/BG..... Above/Below Ground Surface
- △ CP..... Calculated Point (not set)
- ⊙ CNTRL... Control Point – Grid Coordinates
- ○ ISS..... Iron Stake Set (#4 rebar)
- ○ MNS..... Magnetic Nail Set
- ● CSS..... Cotton Spindle Set
- FH..... Fire Hydrant
- ● PP..... Power Pole
- OHE..... Overhead Electric Lines
- ..... Land Hook (Property combined)
- C/L..... Centerline of Road or Easement
- R/W..... Right-of-Way
- D.B..... Deed Book
- P.B/P.C.... Plat Book / Plat Cabinet
- M.B..... Map Book
- NC_PIN.... Parcel Identifier Number
- Ac..... Acres (Area of property)
- SF..... Square Feet
- [123]..... House Address

LINE LEGEND:

- Subject Boundary Surveyed
- Subject Boundary Not Surveyed
- Adjacent Property Lines
- Abandoned Property Lines
- Right of Way Lines
- Center of Right-of-Way
- Survey Tie Lines
- Minimum Building Setback
- Overhead Electric Lines
- Water Line

Legal Description
"Lot 4A"
John T. Smith
Grove Township
Harnett County, North Carolina

Being the portion of the John T. Smith property (Deed Book 1986, Page 410 and Map #2009-51) which is designated as **"Lot 4A"** on a map entitled "Re-Zoning Map for John T. Smith" prepared by Streamline Land Surveying, Inc. dated August 21, 2026. Said map is hereby incorporated herein as reference for a more complete representation of the following described property:

BEGINNING at an Existing Iron Stake in the East margin of NC 55 W (60' R/W) at a point located South 14°53'31" East a distance of 611.12 feet from the centerline of S.R. 1547 (Carson Gregory Rd.). Said iron stake being a common corner with Mariana Caren Mateo (Deed Book 4180, Pg. 840 and Map #2009-51) having NC Grid (NAD 83-2007) coordinates of North 608,854.01 feet and East 2,096,581.85 feet and is specifically located North 10°24'48" West a distance of 671.48 feet from N.C. Geodetic Survey monument "NELSON" which has NC Grid (NAD 83-2007) coordinates of North 608,193.59 feet and East 2,096,703.22 feet.

Thence as the said common property line between Mateo and Smith, North 75°06'26" East a distance of 204.19 feet to a point;

Thence as a new line with Smith, South 14°53'31" East a distance of 426.66 feet to a point;

Thence South 75°06'29" West a distance of 204.19 feet to a point in the East margin of NC 55 W (60' R/W). Said point being located North 14°53'31" West a distance of 419.54 feet from an existing iron stake at the common corner with Angela Hedgepeth Elliott (Deed Book 3536, Page 975 and Map #2005-547).

Thence as the East Margin of NC 55 W (60' R/W) North 14°53'31" West a distance of 426.65 feet to the point of **BEGINNING**.

REFERENCE:
Deed Book 1986, Page 410
Map #2009-51

NOTE:
This map is a preliminary plat of a proposed minor subdivision to be used for rezoning purposes.
This map is prepared from previous maps as referenced hereon and the proposed lot shown has not been physically surveyed as of this date.

FEMA FLOOD HAZARD STATEMENT
The subject property shown on this plat is located within the FEMA "Zone X" (Minimal Flood Risk) Area as shown on FIRM Number: 3720068000J
Effective date: 10/3/2006

Revisions:
11/4/26: Add Legal Desc.; Road Tie; Grid Tie line; Notes.

30 0 60
Horizontal Scale

RE-ZONING MAP FOR:
John T. Smith

Mailing Address: 985 Abattoir Rd., Coats, NC 27521

Property Address: 590 NC 55 W, Coats

GROVE TOWNSHIP – HARNETT COUNTY – NORTH CAROLINA

ZONED: AG – Town of Coats ETJ

PID: 070692 0060 – PIN: 0690-79-1461.000

STREAMLINE LAND SURVEYING, Inc.
NC FIRM C-1898
870 NC 55 W, Coats, N.C. 27521
Phone: 910-897-7715

DATE: August 21, 2026

SCALE: 1" = 60' | SURVEYED BY: N\A | DRAWN BY: MGG

FILE: DATA\0690\081231SM\260821SM.dwg (RezoningMap)

TOWN OF COATS — RE-ZONING PERMIT APPLICATION

Application No.: _____ Date: 8/26/2026

Parcel No. 070692 0060

TO THE PLANNING BOARD AND TOWN BOARD:

I/We, the undersigned, do hereby make application to change the Zoning Map of the Town of Coats as hereinafter requested. In support of this application, the following facts are shown.

1. The property is located on the East side of NC 55 W Street (Avenue) Between Carson Gregory Rd Street (Avenue) and NC 27 Street (Avenue). The address is 590 NC 55 W Street (Avenue) and it is known as lot number (s) proposed Lot 4A, Block numbers (s) _____ of Harnett County Tax Map GROVE Township. It has a frontage of 426.65 feet and a depth of 204.19 feet, containing 2.0 acres.

2. It is desired and requested that the foregoing property be rezoned from AG to GC for the following or purpose:

   Commercial Building / Business

3. The following are all individuals, firms or corporations owning property adjacent to both sides and rear, and the property across the street from the property described above:

   Name — Address — Pin No.

   a. Mariana Caren Mateo - 91 Hickory Tree Ln., Angier, NC 27501-7718 - PID: 070692 0060 04

   b. John T Smith - 985 Abattoir Rd., Coats, NC 27521 - PID: 070692 0060

	Name	Address	Pin No.
c.	Jane Roberts Davis	903 Runnymede Rd., Raleigh, NC 27607	PID: 070690 0127
d.			
e.			
f.			
g.			
h.			
i.			
j.			

I certify that all information furnished in this application is accurate to the best of my knowledge.

Applicant: John T. Smith

Address: 985 Abattoir Rd., Coats, NC 27521

Phone #: 910-658-5949 Signature: John T Smith

Note: If the request is made by a corporation, the names and addresses of all officers in the corporation must be provided.

The applicant or his representative is expected to attend all meetings to answer questions concerning the request. The absence of the applicant is sufficient grounds to warrant a deferral of action by the Planning Board and/or Town Board.

ZONING ADMINISTRATOR USE ONLY

ADVERTISEMENT DATE(S): _____

PUBLIC HEARING DATE: _____

ACTION BY PLANNING BOARD: [ ] Approved [ ] Denied

ACTION BY TOWN BOARD: [ ] Approved [ ] Denied

CONDITIONS ATTACHED TO THE APPROVAL:

_____

_____

_____

COATS
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25 East Main Street · Coats, North Carolina 27521 · (910) 897-5183 · www.coatsnc.org

AGENDA ITEM MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Wesley Blount, Public Works Director
DATE: November 12th, 2026
RE: Proposed Water System Development Fee Ordinance

Summary

Staff requests that the Board adopt a water system development fee (SDF) under G.S. Chapter 162A, Article 8. The fee charges new development its share of the cost of water capacity, so that existing customers do not carry that cost through their monthly rates. The Town currently has no SDF.

Willdan Financial Services calculated a fee of $2,320 per equivalent residential unit (ERU), using the combined buy-in and capital improvement method. One ERU is a typical single-family home with a 5/8" x 3/4" meter, at 400 gallons per day of capacity. The study's comparison of 10 other North Carolina utilities averages $3,037 per ERU, and Harnett Regional Water charges $3,000.

Study result	Amount
Existing facilities (buy-in)	$914,331
Recoverable capital improvements, FY 2027–2031	$870,000
Less 25% statutory credit on capital improvements	($217,500)
Net recoverable cost	$1,566,831
Usable system capacity (0.3 MGD less 10% unaccounted-for water)	270,000 gallons per day
Cost per gallon of capacity	$5.80
Fee per ERU (400 gallons per day × $5.80)	$2,320

What the ordinance does

- **Sets the fee.** $2,320 per ERU, scaled by meter size (Appendix A), with a $5.80 per gallon per day option for unusually high-use customers. The amounts are published in the Town's fee schedule.
- **Defines commitment.** Water service is committed only when the Town approves a tap or meter application and the SDF and all meter fees are paid in full.
- **Sets collection.** The SDF is due with the tap or meter application. No meter is set until everything is paid.

- **Closes loopholes.** Will-serve letters, plat approvals, building permits, and acceptance of water lines do not commit service or reserve capacity.
- **Treats builders fairly.** Credits for fees already paid, replacement buildings, and oversized lines; refunds if an application is withdrawn; appeals to the Town Manager and then the Board.
- **Protects the money.** Revenue goes into a water capital reserve fund and may be spent only on eligible capital costs.

Steps required by State law

Step	Status
Written analysis by a qualified professional (G.S. 162A-205)	Done: Willdan Financial Services
Post analysis 45 days for comment (G.S. 162A-209(a))	Posted September 14; comments due October 29, 2026
Preparer considers comments and revises if needed	After October 29, 2026
Public hearing (G.S. 162A-209(b))	November 12, 2026, 7:00 p.m., Town Hall
Adopt analysis, ordinance, and fee schedule (G.S. 162A-209(c))	November 12, 2026, after the hearing
Update the analysis	At least every five years

Appendix A: ERU Equivalency and Fee Schedule

Fees are from the Water System Development Fee Analysis prepared by Willdan Financial Services (Exhibit 5). ERU factors are the American Water Works Association meter equivalency factors used in the analysis. One ERU equals 400 gallons per day.

Meter size	ERU factor	Water SDF
5/8" x 3/4" (including 3/4" residential)	1.0	$2,320
1"	2.5	$5,800
1-1/2"	5.0	$11,600
2"	8.0	$18,560
3"	16.0	$37,120
4"	25.0	$58,000
6"	50.0	$116,000
8"	80.0	$185,600
High-use customers (Section 4(E))	By demand	$5.80 per gallon per day of capacity

- Each dwelling unit, including each unit of a townhouse or multi-family building, is one ERU if individually metered. Master-metered buildings are charged by meter size.
- Irrigation meters are charged at the actual meter size.
- Tap, connection, and meter fees are listed separately in the fee schedule and are not part of the SDF.

Appendix B: Comparison with Other NC Utilities

Fee per ERU

From the Willdan study (Exhibit 6). The Coats fee of $2,320 is below the $3,037 average of the 10 utilities compared.

Utility	Water SDF per ERU
Holly Springs	$6,162
Fuquay-Varina	$4,929
Clayton	$3,904
Rocky Point–Topsail Water & Sewer District	$3,432
Harnett Regional Water	$3,000
Cary	$2,548
Coats (proposed)	$2,320
South Granville Water & Sewer Authority	$1,800
Apex	$1,788
Raleigh	$1,447
Orange Water & Sewer Authority	$1,360
Average of the 10 other utilities	$3,037

How other towns structure their ordinances

Most North Carolina towns collect the SDF at the connection or tap application. The Coats draft follows the structure of Boone's ordinance and adds a stricter rule that service is not committed until all fees are paid in full.

Town	When the fee is due	When service is committed	Fee basis
Boone (Code § 50.113)	With the SDF application, before the tap is installed	When Public Works approves the connection	ERUs from the State wastewater design flow table
Sanford (2022 ordinance)	At the application for water or sewer connection	Not defined	Gallons per day of average flow
Angier (FY 2022-23 fee schedule)	Paid by the builder when the building permit is issued	Not stated	Meter size; residential at 5/8"
Coats (proposed)	With the tap or meter application	When the application is approved and all SDF and meter fees are paid in full	ERUs by meter size or demand (Appendix A)

Sources

Willdan Financial Services, Town of Coats Water System Development Fee Study (model v5 and presentation, September 10, 2026).

N.C. Gen. Stat. Chapter 162A, Article 8; S.L. 2020-61.

UNC School of Government, "Assessing and Collecting System Development Fees: It's All About the Timing" (2021) and "System Development Fees: (An Imperfect) Tool for Growth Management" (2025).

Town of Boone Code of Ordinances § 50.113 and SDF application form.

City of Sanford System Development Fee Ordinance (2022).
Town of Angier FY 2022-23 Adopted Rate and Fee Schedule.

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SCHEDULE OF FEES

Effective July 1, 2026
Amended August 14, 2026
Amended November 12, 2026

(NOTE: All fees are subject to change without notice. Please contact the appropriate department to confirm current fees.)

TAXES

Item	Fee
Property tax (per $100 of assessed valuation)	$0.49
Municipal vehicle tax (per vehicle)	$10.00

WATER RATES

Customer class	Location	First 2,000 gallons (flat)	Each additional 1,000 gallons
Residential	In Town	$18.10	$6.90
Residential	Out of Town	$35.00	$13.80
Commercial	In Town	$18.10	$6.90
Commercial	Out of Town	$35.00	$13.80

Equipment fee: $1.00 per month

WATER TAP & METER RETROFIT FEES

Item	Fee
3/4" tap and meter retrofit	$2,500.00
1" tap and meter retrofit	$3,000.00
2" tap and meter retrofit	$6,000.00
3/4", 1", or 2" AMI meter and MXU only	Current price + 10%
MXU transmitter disc and wire only	Current price + 10%
Meter box replacement	$100.00
Meter installation	$50.00
Meter testing (refunded if meter is defective)	$75.00
Irrigation tap (branch off existing 3/4" or 1" line)	$1,000.00

Tap and meter fees are in addition to the System Development Fee. See System Development Fees below.

UTILITY FEES

Item	Fee
Connection fee	$30.00
Transfer fee	$30.00
Cleaning rental units	$25.00
Late fee (payments received after 4:30 p.m. on the 17th)	$20.00
Non-payment fee	$50.00
Scheduled service call	$30.00
Illegal cut-on of water	$50.00

Sewer rates: Sewer rates and deposits are set by Harnett Regional Water.

NEW SERVICE DEPOSITS

Item	Fee
Water deposit, owner	$0.00 – $50.00
Water deposit, renter	$50.00 – $100.00

New or delinquent accounts must be paid in full by 3:00 p.m. for service to be restored. Valid ID and SS# are required.

INSPECTION & MISC. PUBLIC WORKS FEES

Item	Fee
Water line inspection	$1.50 per linear foot
Builder-installed taps	$150.00 per tap
Public streets (proof rolls / paving)	$1.50 per linear foot
Public sidewalk / greenways	$1.50 per linear foot
Stormwater line	$1.50 per linear foot
Driveway inspection	$100.00
Public Works re-inspection	$100.00 per trip
Hydraulic model update	Direct costs + 10%
Distribution plan review	$150.00
Road bores	$500.00
Road bores with asphalt repair	$750.00
Asphalt repairs	Determined by need
Encroachment fee	$100.00
Spot checking of third-party locates	$45.00 per hour
Driveway piping	Cost of materials
Lot mowing (one-hour minimum)	$100.00 per hour

SYSTEM DEVELOPMENT FEES (WATER) — AMENDED

Adopted under N.C.G.S. Chapter 162A, Article 8, and Ordinance No. [number], based on the Water System Development Fee Analysis prepared by Willdan Financial Services and adopted by the Board of Commissioners on [November 12, 2026]. One equivalent residential unit (ERU) equals 400 gallons per day. Fee per ERU: $2,320.

Meter size	ERU factor	Water SDF
5/8" x 3/4" (including 3/4" residential)	1.0	$2,320.00
1"	2.5	$5,800.00
1-1/2"	5.0	$11,600.00
2"	8.0	$18,560.00
3"	16.0	$37,120.00
4"	25.0	$58,000.00
6"	50.0	$116,000.00
8"	80.0	$185,600.00
High-use customers (Ordinance Sec. 4(E))	By demand	$5.80 per gallon per day

When the fee is due

- The System Development Fee is due in full with the application for a water tap or meter.
- Water service is not committed until the Town approves the application and the System Development Fee and all tap and meter fees are paid in full.
- No meter will be set until all fees are paid in full. Partial payment does not commit service.
- Each individually metered dwelling unit is one ERU. Master-metered buildings are charged by meter size. Irrigation meters are charged by actual meter size.
- The fee is separate from tap, meter, and inspection fees, and from any fee charged by Harnett Regional Water. Sewer system development fees, if any, are set by Harnett Regional Water.
- Applies to applications for water service filed on or after [effective date]. Credits, refunds, and appeals are governed by Ordinance No. [number].

SOLID WASTE FEES (RESIDENTIAL & BUSINESS)

Service	In Town	Out of Town
Garbage (weekly)	$11.00 per month	$24.00 per month
Recycling (bi-weekly)	$6.00 per month	$9.00 per month
Yard waste	$10.00 per month	—
Total per month	$27.00	—

PARKS & RECREATION FEES

Park Rental

Item	Fee
Picnic shelter (all day)	$50.00
Ball fields, hourly, without lights	$20.00
Ball fields, hourly, with lights	$40.00

Event Rental Fees

Item	Fee
Community Market Event Space (10x10)	$15.00

Item	Fee
Community Market Event Space (20x20)	$30.00
Special Event Space (10x10)	$25.00
Special Event Space (20x20)	$40.00

Rental fees do not include utilities. Vendors or event organizers requiring electricity, water, or other utility services must contact the Parks and Recreation Director in advance for availability, approval, and applicable additional charges.

Recreation Programs

Item	Fee
Youth program, resident	$25.00
Youth program, non-resident	$45.00
Late registration	$5.00
Summer camps	$25.00
Nature programs	Cost of materials
Adult league softball (per team)	$550.00

McKinley Pointe Rental

Item	Fee
Farm vendor, seasonal (farm stand on property 30+ days)	$100.00
Farm vendor, day rate (same-day setup and teardown)	$10.00
Private event (per day)	$100.00
Non-profit event (per day)	$50.00
Temporary signage only (per week)	$25.00

Any equipment, merchandise, or personal property left overnight is at owner's risk, and the Town of Coats assumes no responsibility for its security, loss, theft, or damage.

Downtown Square Rental

Item	Fee
Partial Square Rental, without electric	$50.00
Partial Square Rental, with electric	$75.00
Full Square Rental, without electric	$100.00
Full Square Rental, with electric	$140.00

ALCOHOL PRIVILEGE LICENSE

License	Fee
Beer, on-premise	$15.00
Beer, off-premise	$5.00
Wine, on-premise	$15.00
Wine, off-premise	$10.00

MISCELLANEOUS RATES & FEES

Item	Fee
Copying	$0.30 per page
Cemetery plots	$500.00
Burial permit	$100.00
Returned check (no personal checks accepted after the second returned check)	$25.00
Police reports	$5.00 each
Police fingerprint cards	No charge in Town; $5.00 out of Town
Golf cart annual registration	$15.00
Golf cart re-inspection (after failure)	$5.00
Online convenience fee	3% of total bill

PLANNING / ZONING

Zoning Application Permits

Item	Fee
Residential detached dwelling	$50.00
Residential attached dwelling	$100.00
Fence permit	$0.00
Watershed high-density application	$250.00
Non-residential / commercial structure	$200.00 + zoning site plan review fee
Building permit	Set by Harnett County
Review / inspection by Town's contractor	Reimbursement of direct costs

Planning Fees (Board approval required)

Item	Fee
Special Use Permit Application	$500.00
Annexation Application	$400.00
Variance Request	$400.00
Re-zoning Application	$400.00
Ordinance Text Amendment	$400.00
Road Renaming Petition (Buying New Signs & E911 Addressing)	$400.00

Advertising costs for these applications are subject to reimbursement.

Planning Service Fees

Item	Fee
Zoning certification letter	$30.00
Exempt or recombination subdivision review	$50.00
Minor subdivision filing	$250.00 + $20.00 per lot
Major subdivision preliminary plat	$500.00 + $20.00 per lot

Item	Fee
Construction drawings review	$500.00
Storm drainage / erosion control	$500.00
Major subdivision final plat review	$350.00 + $20.00 per lot
Site plan review	$250.00
Wireless communication facility application	$1,000.00
Parks & Recreation development fee, new residential (due at final plat or zoning permit approval)	$500.00 per lot / unit

Sign Permits

Item	Fee
Business sign	$50.00 per sign
Temporary sign (limited to 30 days per year)	$35.00

MANAGEMENT REIMBURSEMENT

Item	Fee
Mileage reimbursement	IRS rate

Adopted and amended by the Board of Commissioners of the Town of Coats this 12th day of November, 2026.

_____

Chris Coats, Mayor

ATTEST:

_____

Jade Stone, Town Clerk

ORDINANCE NO. 2027-04

AN ORDINANCE AUTHORIZING TEMPORARY ROAD CLOSURES FOR THE COATS MERRY MARKET AND CHRISTMAS PARADE ON DECEMBER 1, 2026

WHEREAS, the Town Board of Commissioners of the Town of Coats recognizes the community tradition of the Coats Christmas Parade and holiday market and the enjoyment these events provide to the citizens of Coats; and

WHEREAS, the Town Board of Commissioners recognizes the importance of public safety and the need for temporary traffic restrictions to facilitate the safe and orderly conduct of these events; and

WHEREAS, the events require temporary road closures, traffic control measures, signage, and the installation and removal of event-related structures and equipment; and

WHEREAS, the Town Board of Commissioners desires to authorize temporary road closures for the December 1, 2026, Merry Market and Christmas Parade, subject to all applicable state and local requirements and any necessary approvals.

NOW, THEREFORE, BE IT ORDAINED by the Town Board of Commissioners of the Town of Coats, North Carolina, as follows:

SECTION I. TEMPORARY ROAD CLOSURES

Pursuant to applicable law, including N.C. General Statutes § 20-169, to the extent applicable, the Town Board of Commissioners hereby authorizes the following temporary road closures for the December 1, 2026, Merry Market and Christmas Parade, subject to any required approvals from the North Carolina Department of Transportation (NCDOT) and other applicable authorities.

Event Date: December 1, 2026; 5:00 p.m. – 9:00 p.m. with a parade commencing at 6:30 p.m.

Event Hours: 4:00 p.m. to 10:00 p.m. (E. Main Street); 6:00 p.m. – 8:00 p.m. (S. McKinley Street)

1. E. Main Street — Merry Market Area

- **Closure Hours:** 4:00 p.m. to 10:00 p.m. on December 1, 2026.
- **Location:** E. Main Street from S. McKinley Street/NC 55 to Railroad Street and S. McKinley Street/NC 55 to Railroad Street.
- **Purpose:** To provide a designated area for the Merry Market and associated activities.

2. S. McKinley Street/NC 55 — Christmas Parade Route

- **Closure Hours:** 6:00 p.m. to 8:00 p.m. on December 1, 2026.
- **Location:** S. McKinley Street/NC 55 from Stewart Street/NC 27 to Erwin Street.

- **Purpose:** To accommodate the scheduled Christmas Parade and provide for the safety of parade participants and spectators.

SECTION II. IMPLEMENTATION AND TRAFFIC CONTROL

The authorized closures shall be implemented only upon compliance with applicable requirements and receipt of any necessary approvals. Appropriate signage, barricades, and traffic control measures shall be installed to notify motorists of the closures and direct through traffic around the affected areas.

The Town shall be responsible for coordinating event-related requirements and applicable authorities as necessary. Nothing in this Ordinance shall be construed to waive any required permit, approval, insurance requirement, or other obligation imposed by applicable law.

SECTION III. LIMITED APPLICATION AND EXPIRATION

This Ordinance is temporary and applies **only to the Merry Market and Christmas Parade scheduled for December 1, 2026**. It does not establish a recurring annual road closure, authorize closures for any other event, or create an ongoing obligation on the part of the Town.

The authority granted under this Ordinance shall expire automatically upon completion of the authorized closures on December 1, 2026, and shall have no further effect thereafter.

Any future event requiring road closures shall be subject to separate review, all applicable requirements, and any necessary approvals.

SECTION IV. SEVERABILITY

If any section, subsection, sentence, or provision of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, that determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION V. EFFECTIVE DATE

This Ordinance shall become effective immediately upon adoption; provided, however, that no road closure authorized herein shall be implemented before all required approvals and applicable requirements have been satisfied.

READ, CONSIDERED, AND ADOPTED at a regular meeting of the Town Board of Commissioners of the Town of Coats, North Carolina, at which a quorum was present, held on the 12th day of November, 2026.

_____

Mayor, Chris Coats

ATTEST:

_____

Jade Stone, Town Clerk

COATS AREA CHAMBER OF COMMERCE

November 03, 2026

Town Manager,

Following receipt and review of the email from Jade Stone, Town Clerk/Human Resources Director, dated Friday, October 30, 2026, at 3:58 PM, the Board of Directors of the Coats Chamber of Commerce has made the decision to turn over responsibility for the annual Christmas Parade and Christmas on Main to the Town of Coats.

The information outlined in the Town's correspondence makes it clear that organizing and conducting these events now involves substantial administrative responsibilities, requirements, and potential liability for outside organizations.

Our Board of Directors believes it is in the best interest of our organization, our members, and the future of the Chamber to hand over responsibility for the Christmas Parade and Christmas on Main to the Town of Coats.

The Chamber has proudly brought Christmas celebrations to our community for many years. However, given the established requirements and responsibilities, we do not believe it is appropriate for the Chamber to continue serving as the organizing entity while assuming the associated obligations and liabilities.

Regarding the Chamber's involvement in other community events moving forward, the Board of Directors will reserve judgment until the Town has formally adopted and implemented its new Special Events Policy. At that time, the Board will review the policy, consider its requirements and implications for outside organizations, and determine the Chamber's participation in future community events.

We believe the Chamber must fully understand the expectations, responsibilities, and financial obligations of the new policy before making any further commitments on behalf of our organization.

This decision was not made lightly. The Chamber has always wanted to see our community thrive, and we sincerely hope these Christmas traditions will continue to be successful under the Town's leadership. We hope the community will continue to embrace and enjoy these celebrations.

We appreciate the many years of participation by our businesses, vendors, parade entries, volunteers, sponsors, and citizens who have helped make these events special.

The Coats Chamber of Commerce remains committed to supporting our local business community and serving the citizens of Coats. We believe this transition is the most responsible course of action given the expectations and requirements communicated by the Town. Board of Directors, Coats Chamber of Commerce.

Board of Directors
Coats Area Chamber of Commerce

CC: Town Mayor- Chris Coats
Human Resources/Town Clerk-Jade Stone
Town Commissioners

COATS
NORTH CAROLINA
Celebrating Earth & Sky

SPECIAL EVENTS POLICY

1. PURPOSE

The Town of Coats recognizes that public events can support community pride, local businesses, recreation, and civic engagement and are an important part of the Town's quality of life. This policy establishes a consistent process for reviewing events that use Town property, public streets, sidewalks, parks, or other public rights-of-way, or that may require Town services, traffic control, public-safety coordination, or other extraordinary resources. The goals are to protect public safety, identify responsibilities in advance, manage Town resources responsibly, and ensure that event organizers understand applicable requirements and costs.

2. SCOPE AND DEFINITIONS

This policy applies to organized public events held within the Town of Coats that use or affect Town property or public rights-of-way, or that request Town staff, equipment, services, financial support, traffic control, or street closures. Examples include parades, festivals, fairs, concerts, races, walks, community celebrations, block parties, demonstrations, and similar gatherings.

- **Event Organizer**: The individual or organization primarily responsible for planning, promoting, managing, and paying for an event.
- **Town-Sponsored Event**: An event created, planned, organized, or formally approved as an official Town activity by the Board of Commissioners or an authorized Town official acting within established authority and approved budget appropriations.
- **Town Co-Sponsored Event**: An event organized by an outside entity for which the Town has expressly agreed in writing, with required Board approval, to provide a defined level of financial or in-kind support.
- **Non-Town-Sponsored Event**: An event organized by an outside person, business, nonprofit, or organization for which the Town has not expressly agreed to be a sponsor or co-sponsor. An event is not Town-sponsored solely because it occurs within Town limits, uses a Town location, receives a permit, or receives routine coordination assistance.
- **Public Right-of-Way**: A street, sidewalk, or other area legally dedicated or maintained for public travel or use. Road ownership and maintenance jurisdiction must be verified before a closure is approved.
- **Special Event**: An organized event that requires advance review because of its size, location, use of public property or right-of-way, anticipated traffic impacts, or need for Town or public-safety resources.

3. EVENT CLASSIFICATION AND ALLOCATION OF COSTS

A. Town-Sponsored Events

Town-sponsored events are events created, planned, organized, or formally approved as official Town activities by the Board of Commissioners or an authorized Town official acting within established authority and approved budget appropriations. The Town maintains ownership and primary

responsibility for these events, including their planning, coordination, implementation, and overall management.

Funding for Town-sponsored events shall be reviewed annually during the Town's budget preparation and approval process. Any funding allocated for these events shall be subject to Board of Commissioners approval and available appropriations. Permit fees shall be waived for events falling within this category.

Town staff are encouraged to seek private and corporate sponsorships, donations, and other outside contributions to help offset event expenses and support the continued success of Town-sponsored activities. Any such sponsorships or contributions shall be coordinated and accepted in accordance with applicable Town policies and procedures.

The Town shall determine the scope of services, staffing, equipment, resources, and expenditures associated with each Town-sponsored event, subject to the approved budget and applicable authorization requirements.

B. Town Co-Sponsored Events

Co-sponsorship must be expressly approved by vote of the Town Board before the Town is represented as a sponsor. The written approval must identify the Town's specific contribution, the organizer's responsibilities, the services to be provided, any cost-sharing arrangement, and any reimbursement obligations. No implied commitment of Town staff, equipment, funds, police coverage, or road-closure services is created by past practice or informal discussion.

C. Non-Town-Sponsored Events

The event organizer is responsible for planning and operating the event and for obtaining all required permits, approvals, insurance, vendors, security, traffic-control arrangements, cleanup, and other services. The organizer must reimburse the Town for costs that the Town has approved to provide, including staff overtime, materials, equipment, repairs, and other direct expenses, unless the Board has expressly approved a different arrangement. The Town is not obligated to provide police officers, public works staff, barricades, equipment, funding, or other support for a non-Town-sponsored event.

The Town's ability to provide support depends on staffing, public safety needs, operational demands, available appropriations, and applicable law. An event organizer must not advertise Town support or identify the Town as a sponsor without written authorization.

4. APPLICATION AND REVIEW PROCESS

An organizer must submit a complete Special Event Application to the Town Clerk's Office at least sixty (60) calendar days before the proposed event. Events involving road closures, state-maintained roads, significant traffic impacts, multiple road closures, or substantial coordination with outside agencies should be submitted at least ninety (90) calendar days in advance, or earlier when required by an outside agency. The Town may require an earlier submission for complex events. A submission is not an approval, and the Town may reject an incomplete application or require additional information.

The Town may consider a late application only when sufficient time remains for meaningful review and all external approval deadlines can be met. Acceptance of a late application is not guaranteed. Requests involving expressive or constitutionally protected activity shall be handled through an expedited, content-neutral review process when necessary to accommodate the nature and timing of the activity.

The organizer should not make non-refundable commitments, announce an approved road closure, or represent that the event is authorized until written approval has been issued.

The application should include, as applicable:

- Event name, purpose, date, hours, setup and teardown schedule, location, expected attendance, and organizer/contact information.
- A site plan or route map showing the event footprint, stages, tents, vendors, parking, entrances/exits, accessible routes, emergency access, and requested closures.
- A list of requested Town services, equipment, facilities, signage, traffic control, and public-safety support.
- Proof of insurance and any required additional-insured endorsement(s).
- Vendor, food, alcohol, amusement ride, fireworks, temporary structure, sound, and other permits or approvals that apply.
- A crowd-management, emergency response, weather, evacuation, and incident communications plan when required by the Town or responding agencies.
- Written confirmation of the event organizer's responsibility for costs, cleanup, damage, and compliance.

Events involving parades, marches, processions, or organized group demonstrations shall also be subject to Section 6 and may be required to submit the applicable Parade/Group Demonstration Application in addition to the general Special Event Application. The Town may determine that a specialized application satisfies some or all general application requirements to avoid unnecessary duplication.

Other Required Permits and Approvals

Approval of a Special Event Application by the Town does not relieve the event organizer of the responsibility to obtain any additional permits, licenses, inspections, or approvals required by federal, state, county, or other local authorities. Depending on the nature of the event, these may include temporary food permits, alcohol permits, fire or fireworks permits, amusement-device inspections, temporary structure permits, electrical approvals, amplified sound authorizations, and vendor licenses. The organizer is responsible for identifying and obtaining all applicable permits and approvals before the event. The Town may request copies as a condition of final event authorization.

5. STREET, SIDEWALK, AND ROAD CLOSURES

No street, lane, sidewalk, or public right-of-way may be closed, restricted, occupied, or repurposed for an event without all required written approvals. The Town must first determine whether the location is Town-maintained, state-maintained, or otherwise controlled by another agency. Town review does not replace approval from NCDOT, Harnett County, a property owner, or another authority.

Any application requesting the closure or restriction of a Town street or roadway must be reviewed by Town staff and presented to the Town of Coats Board of Commissioners for consideration and approval when Board authorization is required. Board approval must be obtained before the organizer submits a formal road closure request to NCDOT when applicable. Approval of a special event application does not automatically constitute approval of a requested road closure.

For a non-Town-sponsored event requesting closure or use of a state-maintained roadway, the organizer is responsible for submitting the applicable NCDOT Special Event Request Form and supporting materials to the appropriate NCDOT Division office, unless NCDOT directs otherwise. The current

NCDOT form states that non-governmental entities must submit the request at least sixty (60) days before the event. The organizer must provide the Town with copies of submissions and written approvals.

If the Town proposes to sponsor or formally regulate a special event on a state-maintained road, any required ordinance, notice, signage, NCDOT coordination, traffic-control plan, and allocation of responsibility must be reviewed by the Town Manager and approved by the Board of Commissioners or other legally authorized decisionmaker before the Town commits to the event. Town sponsorship must not be assumed or created merely to simplify a private organizer's permit process.

The organizer must provide a traffic-control plan and arrange approved barricades, signs, detours, and personnel. Emergency vehicles must have access at all times. The Town may require changes to the route, closure duration, setup, or event footprint to protect safety and minimize disruption. The organizer may be required to notify affected residents, businesses, churches, and property owners of anticipated closures and access restrictions. No closure is effective until the required approvals are issued and any required public notice and traffic-control measures are in place.

6. PARADES AND GROUP DEMONSTRATIONS

A. General Requirements and Definitions

Any person, organization, business, civic group, nonprofit organization, or other entity proposing to conduct a parade, march, procession, or organized group demonstration that uses, occupies, obstructs, or otherwise impacts Town streets, sidewalks, rights-of-way, or other public property must submit a Parade/Group Demonstration Application to the Town of Coats for review.

1. **Parade**: An organized procession of pedestrians, marching units, vehicles, floats, bicycles, animals, or other participants moving along a designated route on public streets or rights-of-way.
2. **Group Demonstration**: An organized assembly, march, rally, picket, procession, or similar gathering conducted in a public place, including activities involving expressive, civic, political, charitable, or other purposes.

Activities conducted entirely on private property, without affecting public streets, sidewalks, rights-of-way, or Town property, are not subject to this application requirement, but remain subject to all other applicable laws and regulations.

B. Application and Submission Deadlines

1. A completed Parade/Group Demonstration Application must be submitted at least sixty (60) calendar days before the proposed event.
2. Events involving state-maintained roads, significant traffic impacts, multiple road closures, or substantial coordination with outside agencies should be submitted at least ninety (90) calendar days in advance. Applicants should be aware that the Town Board of Commissioners must consider and approve applicable road closure requests before they can be submitted to NCDOT. Applicants are responsible for submitting their applications sufficiently in advance to accommodate the Town's Board meeting schedule and NCDOT's review and approval process.
3. The Town may consider applications submitted with less notice when circumstances warrant such as events involving some type of security issue such as a high profile individual visit or an event that may require immediate decision due to the particular circumstances of the event. Requests involving expressive or constitutionally protected activity will be handled through an expedited, content-neutral review process when necessary to accommodate the nature and

timing of the activity. The applicant shall comply with all other applicable Town, County, and State ordinances, codes, conditions, and requirements.

4. Submission of an application does not constitute approval or authorization to conduct the event.
5. The applicant must provide all requested information, route maps, traffic-control plans, insurance documentation, and supporting permits necessary for review.
6. A lead organizer of the event must be identified and this person will be responsible for coordinating with and being accessible to Town staff, law enforcement, and the Incident Management Team as necessary. This person will be responsible for operation of the event to include supervision of vendors and activities, crowd control, and payment of any associated event fees. The lead organizer must be on site for the duration of the event, including set-up and take-down. Any alternates to this position should be identified on the application with all pertinent contact information.

C. Route and Traffic Control

Parade and group demonstration routes shall comply with Section 5 of this policy. Any proposed closure or restriction of a Town street or roadway must be reviewed and approved by the Town of Coats Board of Commissioners before the Organizer submits a formal road closure request to the North Carolina Department of Transportation (NCDOT). The applicant must submit the Parade/Group Demonstration Application at least ninety (90) calendar days before the proposed event to allow sufficient time for departmental review, placement on a Board of Commissioners meeting agenda, Board consideration, and any required outside-agency approvals. Submission of an application does not guarantee Board approval or NCDOT authorization. No road closure may be implemented until all required Town and outside-agency approvals have been obtained.

1. The applicant must provide a detailed route map identifying the proposed starting point, assembly area, route of travel, ending point, anticipated road closures, intersections, staging areas, and any requested use of public property.
2. The proposed route and schedule must be reviewed for public safety, traffic flow, emergency vehicle access, pedestrian access, and potential impacts to residents, businesses, and other road users.
3. The Town may establish reasonable, content-neutral conditions concerning the route, starting time, duration, procession speed, spacing between participants or vehicles, traffic control, and other operational matters necessary to protect public safety and maintain access.
4. The applicant may be required to provide an approved traffic-control plan, barricades, signage, flaggers, or other traffic-management measures at the applicant's expense, as permitted by applicable law.
5. The applicant is responsible for notifying affected residents, businesses, churches, and property owners of anticipated road closures and access restrictions when required by the Town.
6. No road or street may be closed, blocked, or restricted without the required Town authorization and any applicable outside-agency approvals.

D. Public Safety and Other Agency Requirements

Parades and group demonstrations are subject to Section 7, Public Safety and Emergency Planning. The Town will determine, in coordination with the Police Department or designated law enforcement agency, whether law enforcement personnel or other public safety resources are necessary. The availability of Town personnel and resources is not guaranteed. Additional law enforcement, fire, EMS, traffic control, or other services may be required as a condition of approval and shall be the applicant's responsibility unless otherwise expressly approved in writing.

If the proposed route involves a state-maintained roadway, the applicant and Town must coordinate with NCDOT, as applicable. Events anticipated to attract more than five hundred (500) attendees may be subject to Harnett County mass gathering requirements, including applicable EMS special event documentation, emergency medical planning, and an ICS-206 Incident Medical Plan. The applicant is responsible for obtaining all applicable county, state, and other regulatory approvals.

E. Insurance and Indemnification

All parades and group demonstrations shall be subject to the insurance, indemnification, and risk-management requirements established in Section 9 of this policy. Additional coverage or documentation may be required based on the proposed route, anticipated attendance, activities, use of public roadways, traffic impacts, and other event-specific risks.

F. Approval and Conditions

Applications will be reviewed by the appropriate Town departments and public safety representatives. Applications involving street closures, state-maintained roads, significant public safety impacts, or substantial use of Town resources may be referred to the Town Manager, Town Attorney, and/or Board of Commissioners for review or authorization, as applicable and consistent with Section 12.

Any approval will be specific to the applicant, date, time, location, route, and conditions identified in the permit. Approval may not be transferred to another organization or individual without written authorization. The designated event organizer must be present throughout the activity and must have a copy of the approved permit available upon request.

Permits and conditions shall be administered in a content-neutral manner. No application shall be denied based on the viewpoint, subject matter, or message of constitutionally protected expression. Any denial or restriction must be based on applicable law and legitimate, narrowly tailored public safety, traffic, or operational considerations.

G. No Assumption of Town Sponsorship

Issuance of a parade or group demonstration permit does not constitute Town sponsorship, co-sponsorship, endorsement, financial support, or assumption of responsibility for the activity. Unless expressly approved in accordance with Section 3, the applicant remains responsible for organizing, staffing, managing, promoting, and conducting the activity, including associated expenses, cleanup, and compliance with applicable requirements.

H. Cancellation, Modification, and Revocation

The applicant must notify the Town as soon as possible of any cancellation or material change to the approved event, including changes to the date, time, route, attendance, or anticipated road closures.

The Town may suspend, modify, or revoke an approval when the applicant materially deviates from the approved plan, fails to comply with applicable laws or permit conditions, or when circumstances create an immediate and substantial threat to public safety or emergency operations, consistent with applicable law.

7. PUBLIC SAFETY AND EMERGENCY PLANNING

A. General Coordination

The Town will consult with the appropriate law-enforcement agency or agencies, Harnett County Emergency Services, fire services, NCDOT, and other agencies as needed. The Town does not guarantee the availability of Town police or other departmental personnel. Requested coverage is subject to agency availability, operational priorities, approval, and payment arrangements established in advance.

The Town may require additional public safety planning based on anticipated attendance, location, activities, traffic impacts, crowd size, potential hazards, and the availability of emergency services. This authority applies regardless of attendance when event circumstances warrant additional planning.

B. Law Enforcement and Emergency Services

The Town will determine, in coordination with the Police Department or designated law enforcement agency, whether law enforcement personnel or other public safety resources are necessary based on anticipated attendance, route, traffic impacts, and safety considerations. Additional law enforcement, fire, EMS, traffic control, or other services may be required as a condition of approval. Unless otherwise expressly approved in writing, the event organizer is responsible for arranging and paying for additional public safety services or personnel required for the event.

The event must not unreasonably interfere with emergency response, normal Town operations, or access to surrounding properties.

C. Large Events and Multidisciplinary Planning

For events with anticipated attendance of five hundred (500) or more persons, or events presenting significant public safety or operational concerns regardless of attendance, the Town may require a coordinated planning process involving the event organizer and appropriate local, county, state, or federal agencies.

Events anticipated to attract five hundred (500) or more attendees, or when otherwise directed by the Town or responding agencies, must be coordinated with Harnett County Emergency Services regarding its Mass Gathering/Special Event Application and any required incident action or medical plan. This local coordination threshold is an administrative review trigger and does not replace any separate statutory permit threshold or agency requirement.

A multidisciplinary planning team may include representatives from:

- Town of Coats departments, including the Police Department, Public Works, Parks and Recreation, and Town Clerk's Office.
- Harnett County Sheriff's Office or other law enforcement agencies.
- Harnett County Emergency Management.
- Harnett County Emergency Medical Services.
- The appropriate fire department and Fire Marshal.
- Harnett County Public Health, when applicable.
- NCDOT, when state-maintained roadways or traffic impacts are involved.
- Other agencies or organizations determined necessary based on the event.

D. Emergency Action and Incident Management Plans

The Town may require a written emergency action plan or Incident Action Plan addressing severe weather, medical incidents, fire, lost children, crowd movement, evacuation, emergency access, emergency communications, and the identity of the on-site event lead. The event organizer must identify a lead event contact who will remain on site and be reachable throughout setup, event hours, and breakdown.

The Town may require the event organizer to prepare and submit a written Event Safety Plan or Incident Action Plan addressing event operations, emergency communications, crowd management, traffic and pedestrian control, severe weather, evacuation procedures, medical response, fire protection, and other identified risks. The Town may also require the organizer to designate an event management team with clearly identified individuals responsible for coordinating event operations and communicating with public safety personnel.

When required, the completed plan must be submitted by the deadline established by the Town, which may be no later than ten (10) business days before the event. The Town may require revisions or additional information before granting final approval.

E. Crowd Management and Emergency Access

For events where crowd managers are required, the event organizer shall provide appropriately trained crowd managers in the number and manner required by the applicable North Carolina Fire Code and the appropriate fire code official. Proof of training or certification may be required.

The event organizer is responsible for implementing all approved safety plans and complying with directions issued by the Town or public safety agencies during the event. The Town may require modification, suspension, or cancellation of an event when necessary to protect public health and safety.

8. EVENT REQUIREMENTS AND OPERATING CONDITIONS

The Town may establish reasonable conditions for the planning, setup, operation, and cleanup of any special event to protect public health and safety, preserve public property, minimize disruption to surrounding properties and businesses, and ensure compliance with applicable laws, ordinances, codes, and regulations. Requirements shall be determined based on the nature, size, duration, location, anticipated attendance, and activities associated with the event.

A. Event Hours and Duration

The Town shall establish or approve the permitted hours and duration of each event, including setup and breakdown periods. Approved hours may be limited based on the event's location, surrounding residential or business properties, traffic conditions, public safety considerations, noise concerns, and other relevant circumstances. The organizer shall conduct the event only during approved hours. Any requested extension or change must be submitted to and approved by the Town before the change occurs.

B. Restroom Facilities

The event organizer is responsible for providing adequate restroom facilities for event participants, vendors, employees, volunteers, and attendees. The number, type, accessibility, and location of restroom facilities shall be determined based on anticipated attendance, event duration, available public facilities, and applicable accessibility requirements.

Unless existing public restroom facilities are available and determined by the Town to be sufficient, events with an anticipated attendance of 150 or more persons and a duration exceeding four (4) hours should plan to provide at least two (2) portable restroom facilities for every 150 attendees, including accessible facilities. Additional facilities may be required based on attendance, event activities, and the needs of anticipated attendees.

The Town may require additional accessible restroom facilities as necessary. The event organizer shall be responsible for rental costs, servicing, maintenance, sanitation, and removal of all portable restroom facilities. Unless otherwise approved by the Town, portable restroom facilities must be removed within twenty-four (24) hours after the conclusion of the event.

C. Temporary Structures and Equipment

All temporary structures, stages, platforms, fencing, electrical installations, generators, amusement devices, and other temporary equipment associated with an event shall comply with applicable building, fire, electrical, and safety codes and requirements.

The Town may require plans, specifications, permits, inspections, or approval by the appropriate code enforcement official, Fire Marshal, or other agency having jurisdiction before installation or use. Temporary structures and equipment shall not be occupied or placed into service until required inspections and approvals have been obtained.

The event organizer is responsible for obtaining required permits and approvals and ensuring that all temporary structures and equipment are properly installed, secured, maintained, and removed following the event.

D. Sound Amplification and Noise

The use of amplified music, public address systems, speakers, generators, or other sound-producing equipment shall comply with applicable Town ordinances and state law. The event organizer shall identify proposed sound amplification on the event application, including the location of speakers, anticipated hours of operation, and the nature of proposed entertainment or announcements.

The Town may establish reasonable sound limits, operating hours, speaker locations, or other conditions to minimize disruption to surrounding properties and the public. Any separate permit or authorization required by an applicable noise ordinance must be obtained before amplified sound is used. Approval of a special event application does not authorize a violation of applicable noise requirements.

The Town may require the reduction or discontinuation of amplified sound when necessary to address public safety concerns, complaints, or violations of applicable requirements. Failure to comply with sound-related conditions may result in suspension or revocation of event approval.

E. Fireworks and Pyrotechnics

Any proposed fireworks display, pyrotechnic display, flame effect, or similar activity must be disclosed on the event application and separately reviewed and approved by the appropriate authorities.

The event organizer shall be responsible for obtaining all required permits, licenses, approvals, and inspections from the appropriate local and state agencies before the activity may occur. This includes compliance with applicable North Carolina General Statutes, State Fire Marshal requirements, and fire prevention codes.

Where required by North Carolina law, pyrotechnic displays must be conducted by appropriately licensed operators and personnel. The Town may require a site plan, safety perimeter, fire protection measures, proof of insurance, standby emergency personnel, and other safety measures based on the proposed display. No fireworks or pyrotechnic activity may occur on Town property or as part of an approved event without all required approvals and written authorization from the Town.

F. Tents, Canopies, and Temporary Shelters

All tents, canopies, and temporary shelters must be identified on the event application, including their proposed size, location, and intended use. The Town or appropriate fire code official may require site plans, permits, inspections, or additional safety measures based on the size, number, location, and use of the structures.

At a minimum, the following requirements shall apply unless otherwise directed by the appropriate fire code official:

1.Tents and canopies shall not be staked into pavement, sidewalks, or other surfaces without prior approval from the Town and any required utility clearance. Approved anchoring methods or weights must be used to secure all tents and canopies.
2. Tents and canopies must be adequately secured against wind and weather conditions.
3. Tents and canopies shall not be placed in a manner that obstructs fire hydrants, building exits, doorways, sidewalks, accessible routes, or emergency access.
4. A minimum of fourteen (14) feet of unobstructed roadway width and thirteen and one-half (13.5) feet of overhead clearance shall be maintained for emergency vehicle access, unless a different requirement is established by the appropriate fire official.
5. Tents and canopies used for cooking or activities involving open flames must meet applicable flame-resistance requirements.
6. Cooking equipment, open flames, generators, propane cylinders, and other potentially hazardous equipment must be located and secured in accordance with applicable fire and safety codes.
7. Appropriate fire extinguishers must be provided when required by the Fire Marshal or fire code official. Additional extinguishers or specialized equipment may be required based on the type of cooking or equipment being used.
8. Propane cylinders and other fuel sources must be properly secured, protected from damage, and located in accordance with applicable fire and safety requirements.

The event organizer shall comply with all additional requirements imposed by the Fire Marshal or other authority having jurisdiction. The Town may require removal or relocation of any tent, canopy, or temporary structure that presents a safety hazard or interferes with public access or emergency operations.

G. Food Vendors and Temporary Food Establishments

Any event involving the preparation, handling, cooking, storage, or distribution of food to the public must comply with all applicable food safety laws, regulations, and permitting requirements established by the Harnett County Health Department and the State of North Carolina.

Event organizers and individual food vendors are responsible for determining whether their activities require a Temporary Food Establishment Permit or other applicable authorization from the Harnett County Health Department. Town approval of a Special Event Application or vendor registration does not constitute approval by the Health Department or satisfy any county or state permitting requirements.

When applicable, the Harnett County Health Department requires a Temporary Event Coordinator Application to be completed by the event coordinator and a Temporary Food Event Application to be completed by each individual food vendor for every event. Applications submitted for previous events do not carry over to subsequent events.

Temporary food establishment applications must be submitted to the Harnett County Health Department at least fifteen (15) calendar days before the scheduled event. The Health Department currently requires a $75.00 permit fee upon submission of the application, unless an applicable exemption is established under North Carolina General Statute § 130A-250. Applicants seeking an exemption must provide official documentation of their nonprofit status as required by the Health Department.

The Town may require event organizers to provide copies of applicable Health Department applications, permits, approvals, or exemption documentation as a condition of final event authorization. The event organizer is responsible for communicating these requirements to all participating food vendors and ensuring that required documentation is obtained before the event.

All food vendors must comply with applicable food safety, sanitation, food handling, temperature control, handwashing, and inspection requirements established by the appropriate regulatory authority. The Town may prohibit a food vendor from operating at an event if required permits or approvals have not been obtained or if the vendor's operation presents a health or safety concern.

The Harnett County Health Department retains authority over applicable food establishment permitting, inspections, and food safety requirements. The Town of Coats does not issue temporary food establishment permits and does not assume responsibility for the Health Department's regulatory approval process.

H. Town Staff and Extraordinary Services

The Town may determine that additional personnel, equipment, or services are necessary to support an event and protect the health, safety, and welfare of participants and the public. Extraordinary services are services provided specifically because of an event that exceed the normal level of Town operations or result in additional costs to the Town. These services may include, but are not limited to:

- Additional law enforcement or traffic control.
- Fire protection or fire monitoring.
- Emergency medical or other public safety services.
- Public Works, sanitation, or site preparation.
- Parks and Recreation personnel or site preparation.

- Additional equipment, barricades, signage, or other operational support.
- Employee overtime or other additional staffing expenses.

The Town shall determine the availability and necessity of Town personnel and resources. Requests for Town assistance must be identified on the event application and approved in advance by the Town. Approval of an event does not guarantee the availability of Town staff, equipment, or services.

The Town may require the event organizer to reimburse the Town for extraordinary services or additional expenses associated with the event in accordance with the Town's adopted fee schedule or other applicable Board-approved charges. The organizer shall be notified of anticipated charges when reasonably practicable. If Town personnel or resources are unavailable, the event organizer may be required to arrange for qualified personnel or services acceptable to the Town and any applicable public safety agency.

I. Electricity and Utilities

Any proposed use of Town-owned electrical outlets, water connections, or other utility services must be identified on the event application and approved in advance by the Town. The availability of electricity, water, or other utilities is not guaranteed. The Town may establish conditions for use, including approved connection locations, equipment requirements, safety measures, and applicable fees.

The event organizer shall be responsible for providing any additional electrical equipment, generators, extension cords, or other utility services necessary for the event, subject to Town approval and applicable safety codes. All electrical installations and connections must be performed safely and in compliance with applicable codes.

The Town may charge for utility usage or other related expenses in accordance with its adopted fee schedule or other applicable charges. The event organizer shall not connect to or use Town utilities without prior authorization.

J. Trash, Sanitation, and Site Cleanup

The event organizer is responsible for maintaining the event area in a clean, safe, and orderly condition throughout the event and for completing all cleanup following the event. The organizer shall provide adequate trash and recycling receptacles based on the size and nature of the event and shall arrange for the proper collection and disposal of all waste. Additional dumpsters or trash receptacles may be required based on anticipated attendance and event activities.

All permitted areas, including streets, sidewalks, parks, public property, and other Town facilities, must be returned to substantially the same condition in which they were received, unless otherwise approved by the Town.

Cleanup responsibilities include, but are not limited to, the removal of trash, food waste, grease, cooking oil, gray water, decorations, signs, banners, tape, stakes, ropes, cords, temporary markings, and all event-related equipment or materials. The organizer shall arrange for proper disposal of cooking oil, grease, gray water, and other waste materials in accordance with applicable environmental and sanitation requirements. Such materials shall not be discharged into storm drains, sanitary sewer systems, streets, or other unauthorized locations.

Unless otherwise approved by the Town, all event-related materials, equipment, and temporary structures must be removed within twenty-four (24) hours following the conclusion of the event. Any items left on Town property after the approved removal period may be removed or disposed of at the

organizer's expense. The Town may assess charges for additional cleanup, repairs, maintenance, or restoration required as a result of the event.

9. INSURANCE, INDEMNIFICATION, AND RISK MANAGEMENT

A. General Insurance Requirements

All applicants and event organizers shall be responsible for obtaining and maintaining appropriate insurance coverage for the activities associated with their proposed event. Insurance requirements shall be determined by the Town based on the nature, size, location, anticipated attendance, activities, and potential risks associated with the event, in consultation with the Town's insurance carrier, when appropriate.

The Town reserves the right to require additional insurance coverage, endorsements, or documentation when deemed necessary to protect the Town, its employees, elected officials, agents, and property from potential claims, losses, or liabilities arising from the event.

B. Commercial General Liability Insurance

For events not sponsored by the Town, the applicant or sponsoring organization may be required to provide evidence of Commercial General Liability Insurance covering bodily injury, personal injury, property damage, and other applicable liabilities arising from the event. Required coverage limits shall be established by the Town in consultation with its insurance carrier and shall be appropriate to the nature and potential risk of the proposed activity.

Where required, the policy shall:

- Be issued by an insurance company authorized to conduct business in North Carolina.
- Remain in effect for the duration of the event, including applicable setup and breakdown periods.
- Include coverage for the activities and operations associated with the proposed event.
- Name the Town of Coats, its elected officials, employees, agents, and representatives as additional insureds through an appropriate endorsement.
- Provide coverage in accordance with any additional requirements established by the Town or its insurance carrier.

C. Certificate of Insurance and Additional Insured Endorsement

When insurance is required, the applicant must submit a Certificate of Insurance demonstrating the required coverage and a separate Additional Insured Endorsement identifying the Town of Coats as an additional insured. The Certificate of Insurance alone shall not be considered sufficient proof of additional insured status when an endorsement is required.

All required insurance documentation must be submitted and accepted by the Town before final event approval and, in all cases, before the event takes place. The Town may request updated certificates, endorsements, or other supporting documentation when necessary to verify continued coverage.

D. Indemnification and Hold Harmless

The applicant or sponsoring organization shall be required to execute an indemnification and hold harmless agreement, in a form approved by the Town, when required as a condition of event approval.

To the extent permitted by North Carolina law, the applicant shall be responsible for and shall indemnify and hold harmless the Town of Coats, its elected officials, employees, agents, and representatives from claims, damages, losses, liabilities, and expenses, including reasonable attorney's

fees, arising out of or resulting from the applicant's or event organizer's negligent acts or omissions, willful misconduct, or failure to comply with applicable laws, regulations, or permit conditions in connection with the event.

Nothing in this provision shall require the applicant to indemnify or hold harmless the Town for claims arising from the Town's own negligence, willful misconduct, or other liability that cannot lawfully be transferred under North Carolina law.

E. Event Organizer Responsibilities

The applicant or sponsoring organization shall remain responsible for the planning, coordination, management, and execution of its event, including the actions of its employees, volunteers, contractors, vendors, participants, and other individuals acting on its behalf. The applicant shall be responsible for:

- Ensuring that all required insurance coverage remains in effect throughout the event.
- Ensuring that vendors, contractors, exhibitors, and other participating entities maintain appropriate insurance coverage when required.
- Obtaining and maintaining any additional insurance required for specific activities, equipment, vehicles, inflatables, amusement devices, or other event attractions.
- Ensuring compliance with all applicable safety requirements, permits, and regulatory obligations.
- Addressing claims, damages, or losses arising from the applicant's activities or operations, subject to applicable law and insurance coverage.

The Town's review or acceptance of insurance documentation shall not relieve the applicant of its responsibilities or constitute an assumption of liability by the Town.

F. Town-Sponsored and Co-Sponsored Events

Events officially designated and approved by the Town of Coats as Town-sponsored or co-sponsored events shall be subject to separate insurance and risk-management review. The Town shall determine the appropriate insurance coverage, responsibilities, and allocation of liability in consultation with its insurance carrier.

When an event is co-sponsored with another organization, the respective responsibilities of the Town and the co-sponsoring organization, including insurance coverage, additional insured status, indemnification, operational responsibilities, and financial obligations, shall be established in writing before the event. An event shall not be considered Town-sponsored or co-sponsored solely because it takes place on Town property, receives Town assistance, receives a financial contribution, or receives approval through the Town's event permitting process.

G. Failure to Provide Required Documentation

Failure to provide required insurance documentation, additional insured endorsements, indemnification agreements, or other requested risk-management documentation by the established deadline may result in delayed approval, denial, or cancellation of the event permit. No event shall proceed without satisfaction of the applicable insurance and indemnification requirements unless an exception has been expressly authorized in writing by the Town, consistent with applicable law and insurance requirements.

10. USE AND RENTAL OF TOWN FACILITIES

A. Full Facility Rental

An approved rental of the entire Downtown Square, McKinley Pointe, and/or Coats Municipal Park grants the renter exclusive use of the designated rental area(s) for the approved date and time, including setup and cleanup periods. During this time, the general public may be temporarily restricted from accessing the rental area.

B. Partial Facility Rental

When only a designated portion of the Downtown Square, McKinley Pointe, and/or Coats Municipal Park is rented, all remaining areas shall remain accessible to the general public unless otherwise approved by the Town.

C. Public Notice

The Town reserves the right to post temporary closure notices, barricades, or other appropriate signage notifying the public of an approved private rental or special event.

D. Access and Safety

The renter shall not obstruct emergency access, public rights-of-way, or other areas designated by the Town for continued public access. The Town reserves the right to maintain access for emergency personnel and authorized Town employees.

E. Approval, Scheduling, and Utilities

All rentals are subject to Town approval and availability. Town-sponsored activities and official Town business shall take priority over private rental requests. Use of Town-owned electricity, water, or other utilities is not automatically included in a facility rental and must be requested and approved in advance. Applicable utility fees or other charges may apply in accordance with the adopted fee schedule or other Board-approved charges.

F. Property, Cleanup, and Restoration

The renter is responsible for ensuring the area is cleaned, cleared of equipment, personal property, and debris, and returned to its original condition following the rental period. Any equipment, merchandise, decorations, vehicles, vendor materials, or other personal property left at the rental location shall remain the sole responsibility of the renter. The Town shall not be responsible for loss, theft, damage, or removal of such property. All items must be removed within the approved rental period unless otherwise authorized in writing. The Town may assess charges for additional cleanup, repairs, maintenance, or restoration required as a result of the rental.

11. CANCELLATION, MODIFICATION, AND REVOCATION

The organizer must promptly notify the Town of a cancellation or material change in date, hours, route, attendance, activities, or location. Material changes may require a new application or renewed approvals.

The Town may suspend, modify, or revoke an approval when required permits or insurance are missing, conditions are violated, the applicant materially deviates from the approved plan, public safety is at risk, an emergency arises, or the event exceeds approved limits. Any action shall be consistent with applicable law, including requirements governing constitutionally protected activity.

The Town may not be able to refund costs already incurred. The applicant remains responsible for costs or obligations incurred before cancellation, as applicable.

12. DECISION AUTHORITY, ADMINISTRATIVE REVIEW, AND ADOPTION

A. Administrative Coordination

The Town Clerk's Office will receive applications, coordinate administrative review, maintain application records, and communicate requirements and decisions to applicants. The Town may refer applicants to the appropriate outside agency when the Town lacks jurisdiction.

B. Town Manager Authority

The Town Manager or designee may approve routine events on Town property or within Town authority only to the extent authorized by Board policy, ordinance, and budget. No employee may commit Town funds or services outside their delegated authority.

C. Board of Commissioners Review

Requests involving street closures, state-maintained roads, extraordinary Town costs, Town sponsorship or co-sponsorship, or material public-safety impacts must be referred to the Board of Commissioners when required by law, this policy, or Town direction. Co-sponsorship requires express Board approval as provided in Section 3.

D. Separate Outside-Agency Authority

Town approval does not replace or guarantee approval from NCDOT, Harnett County, a property owner, or any other governmental or regulatory agency having jurisdiction. The organizer is responsible for obtaining all required outside approvals.

E. Administrative Review

An applicant may submit a written request to the Town Manager for administrative reconsideration of an administrative decision, identifying the decision at issue and the basis for the request. The Town Manager may review the matter to the extent permitted by applicable law and delegated authority. This administrative review process does not replace any appeal or review procedure established by law, ordinance, or other applicable Town policy, and it does not authorize the Town Manager to approve a matter reserved to the Board of Commissioners or another authority.

F. Adoption and Periodic Review

This policy becomes effective upon adoption by the Town of Coats Board of Commissioners. The Town Manager, Town Clerk, Town Attorney, and relevant departments should review the policy periodically and recommend revisions as needed.

APPROVED AND ADOPTED:

Adopted by the Town Board of Commissioners of the Town of Coats on the _____ day of November, 2026.

_____

Chris Coats
Mayor

ATTEST:

_____

Jade Stone
Town Clerk/Human Resources Administrator

COATS
NORTH CAROLINA
Celebrating Earth & Sky

RULES AND REGULATIONS FOR PARADE PARTICIPANTS

Welcome to the Town of Coats Parade! We are excited to have you participate in this community tradition. To ensure a safe, organized, and enjoyable experience for participants and spectators, all parade entries must comply with the following rules and regulations.

These requirements apply to all participants, including individuals, organizations, businesses, churches, schools, walking groups, marching bands, motorized vehicles, floats, and animal entries.

Participation in the parade constitutes agreement to follow these rules, all applicable laws and ordinances, and instructions issued by authorized parade personnel.

1. REGISTRATION AND GENERAL REQUIREMENTS

1. All parade participants must submit a completed parade application by the published registration deadline. Late entries may be denied.
2. Each entry must identify a responsible adult representative who will serve as the primary point of contact for the group.
3. Participants must provide all required information and documentation requested by the Town, including vehicle information, proof of insurance, and signed release or waiver forms when applicable.
4. All entries must be appropriate for a family-friendly celebration. Decorations, signs, music, costumes, performances, and activities must be suitable for audiences of all ages.
5. The Town reserves the right to review and approve parade entries, decorations, signage, music, and proposed activities.
6. Participants must comply with all applicable federal and state laws, Town ordinances, event requirements, and instructions issued by Town officials, law enforcement, and designated parade personnel.

2. STAGING AND PARADE LINEUP

1. Participants must arrive at their assigned staging location by the arrival time provided by the Town.
2. All entries must check in with designated parade personnel before entering the lineup.
3. Each entry must remain in its assigned staging location and be ready to proceed when instructed.
4. Groups entering together must arrive and check in together. Participants who arrive after their entry has been positioned may not be permitted to join the group.
5. Once lineup has been established, participants may not change positions, merge with another entry, or join the parade procession without authorization.
6. Vehicles and floats must remain in designated staging areas until directed to proceed.

7. All participants must follow instructions from parade marshals, Town personnel, and law enforcement throughout staging, lineup, and the parade.
8. Participants are responsible for coordinating their own transportation, drop-off, and pickup arrangements before and after the parade.

3. PARADE MOVEMENT AND CONDUCT

1. All entries must maintain a continuous forward movement throughout the parade.
2. Participants must maintain a safe and consistent distance from the entry ahead of them, as directed by parade personnel.
3. Entries may not stop for photographs, performances, demonstrations, or interactions with spectators unless directed or authorized by parade personnel.
4. No entry may intentionally delay, obstruct, or interfere with the progress of the parade.
5. Participants may not reverse direction, leave the designated parade route, or move outside their assigned position without authorization.
6. All participants must remain with their assigned entry throughout the parade.
7. No stunts, flips, cartwheels, acrobatics, reckless performances, or other potentially dangerous activities are permitted unless specifically approved in advance by the Town.
8. Participants must conduct themselves in a respectful and orderly manner. Fighting, threatening behavior, profanity directed at others, obscene gestures, and disruptive conduct are prohibited.
9. No unauthorized political campaigning, solicitation, or distribution of promotional materials is permitted.
10. Music and sound systems must remain at a reasonable volume and must not interfere with other entries, parade instructions, or emergency communications. Music and performances must remain family-friendly.

4. CANDY AND ITEM DISTRIBUTION

1. Throwing, tossing, launching, or otherwise distributing candy or other objects from a vehicle, float, trailer, or moving unit is strictly prohibited.
2. Candy and other approved items may only be distributed by individuals walking alongside or within the walking portion of an entry, through direct hand-to-hand distribution.
3. Walkers distributing items must remain in the designated parade area and must not encourage spectators to enter the parade route.
4. Any proposed handouts, promotional materials, or giveaways must be approved by the Town in advance.
5. No confetti, silly string, glitter, or similar materials that create litter, roadway hazards, or cleanup concerns are permitted.

These restrictions are intended to prevent spectators, particularly children, from entering the parade route to retrieve items.

5. VEHICLE AND DRIVER REQUIREMENTS

1. All motorized vehicles must be in safe operating condition and comply with applicable North Carolina motor vehicle laws.
2. All vehicles must have current registration and required liability insurance.
3. Every motorized vehicle must be operated by an individual at least 18 years of age who possesses a valid driver's license appropriate for the vehicle being operated.
4. Drivers must be experienced and capable of safely operating their assigned vehicle and any trailer or float being towed.
5. Drivers must remain alert, exercise caution, and maintain a slow, controlled speed throughout the parade.
6. Distracted driving is prohibited. Drivers may not use cell phones, text, eat, or engage in other activities that interfere with safe vehicle operation.
7. Reckless driving, speeding, spinning tires, sudden acceleration, burnouts, or other unnecessary vehicle maneuvers are strictly prohibited.
8. Vehicles towing floats or trailers must have an appropriate towing capacity and properly secured connections. Safety chains must be used when required.
9. Vehicles and trailers must be appropriately sized for the designated parade route, including road widths, turns, overhead obstructions, and other physical limitations established by the Town.
10. Drivers must remain with their vehicles throughout staging and the parade and may not allow unauthorized individuals to operate their vehicles.
11. Emergency lights, sirens, and horns may only be used when authorized or required for official purposes. Unnecessary use of horns or sirens is prohibited.

6. FLOAT AND PASSENGER SAFETY

1. All floats and trailers must be structurally sound and properly secured to the towing vehicle.
2. Decorations, equipment, seating, and other materials must be securely fastened to prevent falling or becoming dislodged during the parade.
3. Floats carrying passengers must have appropriate guardrails, barriers, handholds, or other fall-prevention measures appropriate to the float's design.
4. Passengers must remain seated or in designated safe riding positions while the float or vehicle is moving.
5. Standing on float edges, sitting on railings, hanging over the sides, or allowing any body part to extend beyond the safe riding area is prohibited.
6. Participants may not get on or off a moving vehicle or float. Once the parade procession begins, participants must remain aboard until the entry reaches its designated unloading location or is otherwise directed by parade personnel.
7. All children riding on floats or in vehicles must be supervised by a responsible adult. Appropriate seating, restraints, and safety measures must be provided.
8. No participant may ride on an unsecured tailgate, bumper, vehicle exterior, or other location not designed or approved for passenger transportation.
9. All electrical wiring, lighting, and equipment must be properly installed and secured.
10. Open flames, fireworks, pyrotechnics, fire displays, and other ignition sources are prohibited on or around floats and parade entries.

11. Smoking and vaping are prohibited on floats and in designated staging areas.

The Town reserves the right to inspect any float or vehicle and prohibit participation if safety concerns are identified.

7. WALKING GROUPS AND MARCHING UNITS

1. Each walking group must designate a responsible adult group leader.
2. Groups involving children must provide adequate adult supervision throughout staging and the parade.
3. Children must remain with their assigned group and may not enter the path of moving vehicles or other parade entries.
4. Walking groups must remain together and maintain an orderly formation.
5. Participants may not run into the crowd, cross in front of moving vehicles, or leave their assigned entry without authorization.
6. Marching bands and performance groups must maintain forward movement and may not perform maneuvers that unnecessarily delay the parade.
7. Bicycles and other two-wheeled vehicles must be operated safely and under control. Helmets must be worn when required by law or as directed by the Town.
8. All participants must follow the instructions of their group leader and parade marshals.

8. ANIMAL ENTRIES

1. Animal entries must receive prior approval from the Town.
2. All animals must be healthy, manageable, and accustomed to crowds, noise, and parade environments.
3. Animals must remain under the control of a responsible handler at all times through an appropriate leash, halter, harness, or other restraint.
4. Handlers must ensure that animals do not create a safety hazard for spectators or other participants.
5. Animal handlers must provide their own cleanup supplies and immediately clean up animal waste in staging areas, along the parade route, and in the unloading area.
6. Animals displaying aggressive, disruptive, or unsafe behavior may be removed from the parade.
7. Additional documentation, including applicable health records or other required permits, may be requested by the Town.

9. PROHIBITED ITEMS AND ACTIVITIES

The following are prohibited during staging and throughout the parade:

- Alcoholic beverages and illegal drugs.
- Participation by anyone suspected of being impaired by alcohol or drugs.
- Smoking and vaping in prohibited areas, including on floats.
- Open flames, fireworks, and pyrotechnics.
- Throwing candy, merchandise, or other objects.

- Confetti, silly string, and similar materials.
- Reckless driving, stunts, and unsafe performances.
- Unauthorized solicitation or promotional distribution.
- Obscene, offensive, or inappropriate displays, music, signs, or conduct.
- Any activity that creates an unreasonable risk to participants, spectators, or property.

10. EMERGENCIES AND BREAKDOWNS

1. Participants must immediately notify a parade marshal, Town representative, or law enforcement officer if an emergency, injury, mechanical failure, or other safety concern occurs.
2. In the event of a mechanical breakdown, the vehicle or entry must safely move to the right side of the roadway, when possible, to allow following entries to continue.
3. Participants must not attempt unsafe repairs or maneuvers while in the parade procession.
4. If a medical emergency occurs, participants should contact emergency services by calling 911.
5. Participants must follow all emergency instructions issued by law enforcement, emergency personnel, and authorized parade officials.
6. The Town reserves the right to delay, suspend, reroute, or cancel the parade when weather, emergency conditions, or other circumstances present a risk to public safety.

11. ENFORCEMENT AND REMOVAL FROM THE PARADE

The Town of Coats reserves the right to:

1. Approve or deny any parade application or entry.
2. Establish entry placement, staging assignments, parade spacing, and operational procedures.
3. Inspect vehicles, floats, and other parade entries before or during the event.
4. Require corrections to unsafe conditions before allowing an entry to participate.
5. Direct participants to modify or discontinue activities that violate these rules.
6. Remove any participant or entry that violates these regulations, applicable laws, or instructions issued by authorized personnel.
7. Suspend or terminate the parade when necessary to protect the health, safety, and welfare of participants and spectators.

Failure to follow these rules may result in immediate removal from the parade, denial of future participation, or referral to law enforcement when appropriate. Violations of applicable laws or ordinances may also result in civil or criminal consequences.

Decisions regarding immediate safety concerns and parade operations shall be made by authorized Town personnel and law enforcement, as applicable.

12. FINAL REMINDER

The Town of Coats wants everyone to enjoy a safe, festive, and memorable Parade. Your cooperation, preparation, and consideration for fellow participants and spectators help make this community event a success.

Thank you for participating in the Town of Coats Parade!

PARTICIPANT ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Town of Coats Parade Rules and Regulations. I agree to communicate these requirements to all individuals participating in my entry and understand that failure to comply may result in removal from the parade.

Organization/Entry Name: _____

Responsible Entry Representative: _____

Signature: _____

Date: _____ **Contact Number:** _____

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TOWN OF COATS BOARD/COMMITTEE/COMMISSION APPLICATION

The Town Board of Commissioners invites all citizens of the Town to participate in governmental decisions by serving as a member on an Advisory Board or committee. Please indicate which you are interested in serving on. If you are interested in more than one please list them by preference by using numbers (1, 2, 3).

_____ **Park and Recreation Committee (1 year term)** __X__ **Planning Board (3 year term)**

_____ **Cemetery Committee (1 year term)** _____ **Board of Adjustment (3 year term)**

NAME: Nikita McDuffie

PHYSICAL ADDRESS: 156 Park Ln Coats, NC 27521

MAILING ADDRESS: same as physical

PHONE (Home): _____ **(Work):** _____ **(Cell):** (910) 658-6121

EMPLOYER: Self Employed **OCCUPATION:** Realtor

Do you live in the Coats Corporate Limits: Yes **ETJ:** _____ **Years in Coats:** 11 Years

E-mail: nsmcduf@gmail.com

Educational background, special qualifications (i.e., civic memberships, related work experience, etc.). Use additional pages if necessary: A.A.S. Paralegal Technology; Notary; Licensed NC Real Estate Agent

Please write a brief statement as to why you are interested in serving on one of these Boards.
I am interested in serving on the Planning and Zoning Board because I genuinely care about the future of our community and want to contribute to its thoughtful and responsible growth. As a Realtor and community member, I bring firsthand insight into how development, housing, land use, and property decisions impact residents, businesses, and property owners.

Have you ever pled guilty to or been found guilty of any criminal offense or been convicted of any offense other than a minor traffic violation? Yes_____ No__X__. If yes, please explain.

_____

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for one year. I also understand that I will be required to be available to attend meetings of the Board as assigned.

DocuSigned by: Nikita McDuffie 30752C751FAB4C9...
Signature of Applicant

10/19/2026
Date

.....DO NOT WRITE BELOW THIS LINE.....

Appointed to: ☐ Park and Recreation Committee ☐ Planning Board ☐ Cemetery Committee ☐ Board of Adjustment ☐ Other

Date: _____ **Term Expires:** _____

Post Office Box 675 • Coats, North Carolina 27521
(910) 897-5183 voice • (910) 897-2662 fax

BOARD/ COMMITTEE APPLICATION

TOWN OF COATS

The Town Board of Commissioners invites all citizens of the Town to participate in governmental decisions by serving as a member on an Advisory Board or Committee. Please indicate which you are interested in serving on. If you are interested in more than one please list them by preference by using numbers (1, 2, 3).

___ Park and Recreation Committee (1 year term) ___V___ Planning Board (3 year term)

___ Cemetery Committee (1 year term)

NAME Lawrence CM Denning

PHYSICAL ADDRESS 189 East Jay St Coats NC 27521

MAILING ADDRESS P.O. Box 91 Coats NC 27521

PHONE (Home): 910-897-6982 (Work): _____ (Cell): 910-514-5866

EMPLOYER: Part time OCCUPATION: The Home Depot

Do you live in the Coats Corporate Limits: Yes ETJ: _____ YEARS IN COATS: 25 yrs

E-mail: lawrencedenning@charter.net, lawrencedenning55@gmail.com

Educational background, special qualifications (i.e., civic memberships, related work experience, etc.). Use additional pages if necessary:

H.S. Diploma - Fairview Vanna High 1974
Agri-Business - NCSU at Raleigh
Christian Education - Carolina Bible College, Fayetteville, NC
Pastor WBS Christian Center, Dunn, NC

Please write a brief statement as to why you are interested in serving on one of these Boards.

I want to make Coats the Best Place to Live.

Have you ever pled guilty to or been found guilty of any criminal offense or been convicted of any offense other than a minor traffic violation'? Yes_____ No___V___. If yes, please explain.

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for one year. I also understand that I will be required to be available to attend meetings of the Board as assigned.

Lawrence CM Denning
Signature of Applicant

10/20/26
Date

.....DO NOT WRITE BELOW THIS LINE.....

Appointed to: ☐Parks and Recreation Committee Planning Board
☐ Cemetery Committee ☐ Board of Adjustments ☐Other

Date:_____ Term Expires:_____

Outlook

Grant Funding Awarded

From Josh Hardin <jhardin@harnett.org>
Date Fri 10/23/2026 4:22 PM
Cc HR-Town Clerk <hrtownclerk@coatsnc.org>

Good afternoon!

Senator Burgin has issued grant funding for local non-profit organizations in Harnett County!

Town of Coats will receive **$100,000** from the State of North Carolina, with Harnett County acting as a pass-through. You will need to submit quarterly expenditure reports as well as any receipts to show how you use this funding.

Before we receive the funding, we must submit a scope of work for each subrecipient, to be approved by the State.

Please let me know, as soon as possible, how your organization intends to use these funds.

If you have any other questions, don't hesitate to ask.

Josh Hardin, MPA
919-814-6109