



Town of Micro
Board of Commissioners Meeting MINUTES
Tuesday –September 9 , 2025
7:00 p.m.
Micro Community Center

Elected Official Present:

Marty Parnell, Mayor
Kevin Worley, Mayor Pro Tem
Katy Garcia, Commissioner

Others Present:

Christy Thomas, Finance Officer
Jason Banks, Public Works Director
Kimberly Moffett, Town Clerk

1. CALL TO ORDER

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 7:02 p.m. He led everyone in the Pledge of Allegiance and LC Smith offered the Invocation.

Mayor Parnell welcomed everyone and thanked them for their attendance at the Ribbon Cutting held prior to the start the meeting for the newly refurbished and opened Community Center.

2. PUBLIC COMMENT

Commissioner Godwin was present and stated things were continuing to progress with bridge naming.

Ms. Moffett stated that Mr. Curt Williams had called the town and asked if a historical plaque could be placed at Jerome Park in honor of Dr. Batten.

3. ADJUSTMENT/ADOPTION OF THE AGENDA

- a. Adjustments to the Agenda
- b. Adoption of the Agenda

It was requested that the August 12, 2025 minutes be removed from the Consent Agenda and that new items be added under Old Business; NC Merger & Regionalization Feasibility Grant and also discussion of Jerome Park renovation.

ACTION: Adoption of Agenda with amendments as noted above

Motion: Commissioner Garcia
Second: Mayor Pro Tem Worley
Vote: Unanimous

4. CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Board may request to have an item removed from the consent agenda for further discussion.)

- a. Draft Minutes
 - *August 26, 2025 – Special Meeting*

ACTION: Adoption of Consent Agenda

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Board may request to have an item removed from the consent agenda for further discussion.)

a. Draft Minutes

- *August 26, 2025 – Special Meeting*

ACTION: Adoption of Consent Agenda

Motion: Commissioner Garcia

Second: Mayor Pro Tem Worley

Vote: Unanimous

5. SPECIAL PRESENTATION/INTRODUCTIONS

a. Constitution Week Proclamation

Presented to: Donna Hosea-Liles, NCSDAR Smith-Bryan Chapter

Mayor Parnell read aloud and presented a Proclamation in honor of Constitution Week to Donna Hosea-Liles. Ms. Liles stated she was honored to receive the Proclamation and shared details about events that would take place on September 17, 2025 to include ringing of the bells in Smithfield.

6. FINANCIAL & WATER SEWER REPORT

a. Billing Adjustment Report

Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated a billing adjustment report had been prepared by Ms. Lee, Utility Billing Clerk, and a copy was provided to town council. There were a total of 10 adjustments made to bills during the month of August, 2025. All adjustments were approved by either the Mayor or Mayor Pro Tem.

b. Audit Update

Presenter: Marty Parnell, Mayor

Mayor Parnell stated the '22-'23 audit was presented to council at a Special Meeting on August 26, 2025. He stated we are getting very close to being caught up with past due audits and hope is to have the '23-'24 audit prepared by the end of the year and then have the '25-'25 audit prepared by May or June of 2026.

c. Water Sewer Report

Presenter: Jason Bank, Public Works Director

Mr. Banks stated that we received samples back from the County Water Line and all samples looked good. He stated that inspections would be completed by DEQ for the lift station this week.

d. Monthly Finance Report Update

Presenter: Christy Thomas, Finance Officer

Ms. Thomas provided an update on financial reports that stated that the workers' compensation line was slightly over budget, however, that would be adjusted shortly once an expected refund was received.

It was reported that reports for Sale Use Tax for the past 3 years had been completed and submitted. It is estimated that the town will be receiving approximately \$10,000 in refunds.

7. PLANNING BOARD REPORT

- a. Planning Board/BOA Report
Presenter: Chad Holloman, Planning Board Chair

Mr. Holloman stated that the Planning Board recently met and reviewed two items: a SUP for the Warren Family at N. Railroad Street and also Maci Creek East Subdivision. He stated the Planning Board recommended approval of both requests.

8. OLD BUSINESS

- a. Sealed Bid Process Update – Sale of Police Department
Presenter: Kimberly A. Moffett, Town Clerk

Ms. Moffett stated the Sealed Bids were opened on August 25, 2025. She stated there were a total of 3 bids received. She stated the highest bid was received from Warehouse Properties LLC., in the amount of \$62,300. Other bids came in at \$60,020.25 and \$40,100.00.

It was consensus of council to award the bid to the high bid of \$62,300. Ms. Moffett stated she would contact Chip Hewett, Town Attorney, who will handle the closing and paperwork.

ACTION: Award Highest Bid of \$62,300 – Warehouse Properties

Motion:	Mayor Pro Tem Worley
Second:	Commissioner Garcia
Vote:	Unanimous

9. PUBLIC HEARINGS

- a. 2025-22-SD – Maci Creek East Subdivision
Presenter: Kimberly A. Moffett, Town Clerk & Chad Holloman, Planning Board

Ms. Moffett stated application was received and reviewed for accuracy. She stated a pre-app meeting was held with applicant, Public Works Director, Mayor and Planning Board Chair in attendance. The application was forwarded to the Planning Board for their review.

Mr. Holloman stated the Planning Board reviewed the application and the applicant attended the Planning Board meeting and answered all questions related to the project. It was the recommendation of the Planning Board that the application be approved.

Mr. Lowe, applicant, was present. He stated he was happy to answer any questions about the project, for lots #9-19. There was discussion about a new fire hydrant being installed by lot #19 and a 6" main being installed. It was stated that each hydrant would have its own shut off valve. It was also stated that the applicant had turned the deed to the pump station located over to the town.

ACTION: Approval of #2025-22-SD w/ conditions of fire hydrant & 6" main

Motion:	Mayor Pro Tem Worley
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Second: Commissioner Garcia
Vote: Unanimous

10. NEW BUSINESS

- a. Lead/Copper Technical Assistance Program
Presenter: Jason Banks, Public Works Director

Mr. Banks provided detail about this assistance program. As all municipalities are required to report the findings of any lead/copper pipes, this program will allow the town to have 120 Water provided assistance with the inventory. This program would be available to the town at no cost.

ACTION: Consensus to Move Forward with Assistance Program

- b. Resolution – CSX Encroachment Agreement
Presenter: Jason Banks, Public Works Director

Mr. Banks provided information regarding the request for an encroachment agreement with CSX regarding water line bore in reference to Bizzell Grove Church Road Project. All fees regarding this encroachment are being paid by Stocks Engineer, who is the engineering firm handling the above project. There are no fees for the town.

ACTION: Adoption of Resolution #2025-21

Motion: Commissioner Garcia
Second: Mayor Pro Tem Worley
Vote: Unanimous

- c. Resolution – 2026 Town of Micro Board of Commissioners Meeting Schedule
Presenter: Kimberly A. Moffett, Town Clerk

Ms. Moffett presented the 2026 Board of Commissioner Regular Meeting Schedule. All council meetings are held on the second Tuesday of each month with a start time of 7:00 p.m. The only change to those days would be if a holiday fell on the second Tuesday of a month. In that case, the meeting would be held the following evening.

ACTION: Adoption of Resolution #2025-22

Motion: Mayor Pro Tem Worley
Second: Commissioner Garcia
Vote: Unanimous

- d. Resolution – 2026 Town of Micro Holiday Schedule
Presenter: Kimberly A. Moffett, Town Clerk

Ms. Moffett presented the 2026 Holiday Schedule for the Town of Micro, which aligns with the North Carolina holiday schedule.

ACTION: Adoption of Resolution #2025-23

Motion: Commissioner Garcia
Second: Mayor Pro Tem Worley
Vote: Unanimous

- e. NC Merger & Regionalization Feasibility Grant
Presenter: Marty Parnell, Mayor

Mayor Parnell provided background information about this topic. He stated this project has been discussed for quite some time at Johnston County Mayor's meetings. He provided details about the proposed regionalization regarding sewer. This project would provide increased capacity and would form a stand-alone organization that would handle all sewer rather than individual municipalities. This is a long-term project, and the first phase is to authorize a study from municipalities. Each town is eligible for at least a \$50,000 grant to complete this study. This resolution authorizes the town to enter into an agreement for the grant and study.

ACTION: Adoption of Resolution #2025-24

Motion: Commissioner Garcia
Second: Mayor Pro Tem Worley
Vote: Unanimous

- f. Jerome Park Renovations
Presenter: Marty Parnell, Mayor

Mayor Parnell updated that the town has \$221,000 in state funding for renovations to Jerome Park. There was discussion about possible projects for the park to include tree removal (as part of tree(s) have damage and/or are dead, fence repair/replacement, stage, splash pad, pickle ball courts and bathrooms.

Ms. Moffett stated that she had a request from resident, Mr. Williams, that a plaque be added in the park regarding Dr. Batten.

Mayor Parnell requested that Mayor Pro Tem Worley get 3 quotes related to the tree removal and Commissioner Garcia get 3 quotes related to repair/replacement of fence.

11. COMMISSIONER REPORTS

- a. Special Events Report
Presenter: Katy Garcia, Commissioner

Commissioner Garcia reminded the Halloween Event will be held on Saturday, October 18, 2025 at Jerome Park from 6:00 – 9:00 p.m. Costume contest will start at 6:30 p.m. and Haunted House will run from 7:00 -9:00p.m. There was also discussion regarding the 2025 Christmas Parade. It was agreed the parade would be held on Saturday – December 6, 2025 and would start at 5:00 p.m. Following conclusion of the parade, there will be a tree lighting, Santa photo opportunities and a hot chocolate bar held at the Community Center. It was also agreed that moving forward the Christmas Parade will be held on the first Saturday in December of each year.

12. CLOSED SESSION

13. ADJOURNMENT

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 8:39 p.m.

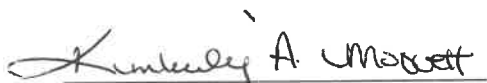
ACTION: Motion to Adjourn

Motion: Mayor Pro Tem Worley
Second: Commissioner Garcia
Vote: Unanimous

Duly adopted this the 12th day of November, 2025 while in regular session.


Marty Parnell
Mayor

ATTEST:


Kimberly A. Moffett, CMC, NCCMC
Town Clerk

