



Town of Micro Board of Commissioners Meeting MINUTES
Tuesday –March 12, 2024
7:00 p.m.
Micro Town Hall

OFFICIALS PRESENT:

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

OTHERS PRESENT:

Kimberly A. Moffett, Interim Town Clerk
Nancy Medlin, Central Pines COG

1. CALL TO ORDER

- a. • Call to Order
• Pledge of Allegiance
• Invocation

Mayor Parnell called the meeting to order at 7:00 p.m. He led everyone in the Pledge of Allegiance and Ms. Janice from Kingdom Builders offered the invocation.

2. PUBLIC COMMENT

Johnston County Commissioner Ted Godwin was present spoke future planning for the Town of Micro and the Transportation Board. He urged if there was any feedback to please let him or the County Manager know.

3. ADJUSTMENT/ADOPTION OF THE AGENDA

- a. Adjustments to the Agenda

It was requested that two items be added under Item 12 related to updated on Speed Limit Signs & the Community Building.

- b. Adoption of the Agenda

ACTION:

Adoption of Agenda with amendment as noted

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

- February 13, 2024 – Regular Session
- February 21, 2024 – Regular Session
- February 21, 2024 – Closed Session

ACTION: Adoption of Consent Agenda as Presented

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

5. SPECIAL PRESENTATION/INTRODUCTIONS

6. FINANCIAL REPORT

a. FY'21-'22 Audit Report

Presenters: Lee Grisson, S. Preston Douglas & Associates, LLP

Mr. Grisson provided details about the audit for '21-'22. He stated that the audit was 13 months late, and priority is to get caught up. He stated that overall, the books are in good shape and offered thanks to Ms. Medlin and Lisa Lee for their hard work and dedication. He stated he had issued an unmodified statement and feels comfortable with numbers. He stated the audit was smooth and there were no difficulties encountered with management. He stated the six findings noted were the same as noted in the previous year.

He spoke about the need to build up the general fund. He further stated improvement was needed in the water and sewer fund. He stated that this fund needed to turn around as soon as possible. He further stated the LGC will ask the town to respond with reference to a plan to turn the fund to a more positive view. He further stated that the property tax collection percentage was very strong.

It was asked if it was possible to do two audits at a time and Mr. Grisson stated the LGC would not approve two contracts at one time and further, each audit was dependent upon previous year audit.

Mayor Parnell offered his thanks and appreciation for the audit.

A copy of the Audited Financial Statements for FY ending June 30, 2022, are hereby made part of the record by attachment to the minutes.

b. Financial Update as of February 29, 2024
Presenter: Nancy Medlin, Central Pines COG

Ms. Medlin provided a financial update and stated work had begun on the '22-'23 bank reconciliations and currently they are reconciled through July 31, 2023. She stated the '21-'22 audit has been completed and audit report issued and accepted by the LGC. She further stated that audits cannot be completed until reconciliations are completed. It is hoped to have the '22-'23 reconciliations completed by the end of the summer, barring any major issues being discovered.

It was stated General Fund revenues are at 72%, tax collections at 94% for ad valorem and 81% for motor vehicles. Revenues are tracking well. Expenditures are at 82%, however, it was reminded that many expenses are encumbered, so there is no alarm necessary. Currently, revenues exceed expenditures by \$18,836. The General Fund is tracking in the black, but the budget must continue to be monitored closely to ensure actual expenditures remain within budget.

Water Sewer Fund revenues are at 79% and the town is trending on track. Expenditures are 87% but keep in mind encumbrances are recorded for 12 months. It was stated there are several expenditure line items that are significantly over budget and will likely result in losses in the fund if budget cuts are not made. Most of the overages are due to unexpected emergency system repairs.

With reference to water sewer fund budget projection if it was assumed that all other expenditure line items track at 100% of the budget AND if we assume that line lines that are already over budget will NOT increase AND if we assume that revenues come in at 95% of budget THEN the water sewer fund will report a loss exceeding \$100,000.

It was recommended that we immediately freeze all spending that is not operationally imperative; defer all maintenance items that are not essential to FY '24-'25 and review the Comprehensive List of Fees to determine if the fee structure supports the town's operations and considering implementing changes before June 30, 2024.

With reference to the AIA Grant, the town to date has drawn down \$32,500 or 11% of available grant funds. \$8,500 has been paid to Municipal Engineering and currently there are invoices totaling \$38,000 pending. However, the town has only received \$24,000 in grant funds to cover the expenditures. Additional information from Municipal Engineering has been requested and we are awaiting a response.

With reference to the Community Building, revenues from inception to February 27, 2024 the town has received \$530,000. \$350,000 was from an appropriation from the NC General Assembly and \$180,000 was from an appropriation from Johnston County. Expenditures to date are \$141,931 of which \$90,000 was paid to Municipal Engineering and the balance to Carolina Bay Construction.

It was stated that budget amendments will likely be presented at the April meeting.

Mayor Parnell stated that the flood meter will need to be replaced at a cost of approximately \$6900 for the meter plus cost for contractor install. This cannot be deferred as Kenly will not adjust our

bills until the meter has been repaired. In the meantime, Kenly is allowing us to pay what we can. Our last bill was \$24,000 and we will pay \$13,000. We have no choice but to get the meter repaired. The estimated cost for installation is \$15,000. It was also stated that in June the meter reading program will change. Ms. Lee is checking to see if we may be able to push that date to July. Ms. Medlin stated, that while not ideal, estimated bills for one month might be an option.

7. PLANNING BOARD REPORT

a. Planning Board/BOA Report

Presenter: Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett stated both the Planning Board and Board of Adjustment met on Tuesday, March 5, 2024. She stated minutes from the February meetings were adopted. The Planning Board reviewed application #2024-07-SUP for a doublewide mobile home. There was additional discussion regarding amending the Zoning Ordinance language for existing singlewide mobile homes that by the current code are non-conforming. The suggested amended language will be presented via a public hearing at the April 9, 2024 Board of Commissioner's meeting.

8. POLICE REPORT

9. OLD BUSINESS

10. PUBLIC HEARINGS

a. 2024-07-SUP – Pate Doublewide Mobile Home @405 W. Main Street (R-10)

(2024-07-SUP)

Presenter(s): Kimberly Moffett, Interim Town Clerk & Stephen Pate, Applicant

Ms. Moffett provided an overview regarding the process of a quasi-judicial. It was stated anyone wishing to offer testimony must do so under oath. At this time, Ms. Lee, Deputy Town Clerk issued the Oath.

Town Clerk Moffett stated the applicant wished to place a double wide mobile home at 405 West Main Street. The current zoning is R-10, which allows for placement of a double wide mobile home via the Special Use Permit Process. She stated the application was reviewed by both staff and the Planning Board for completeness. She further stated that the applicant had addressed all Findings of Fact.

Mr. Pate was present and offered information about the application. There is water and sewer available. He stated the size of the double wide would be 24X56. There was a brief discussion regarding underpinning and Mr. Pate shared photos.

There were no further questions for the applicant.

With there being nothing further, the public hearing was closed, and the item was turned over to council for their deliberation. The board went through each Finding of Fact individually and found that all Findings of Fact were met.

<u>ACTION:</u>	Finding of Fact #1 Met
Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley
Vote:	Unanimous
<u>ACTION:</u>	Finding of Fact #2 Met
Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley
Vote:	Unanimous
<u>ACTION:</u>	Finding of Fact #3 Met
Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley
Vote:	Unanimous
<u>ACTION:</u>	Finding of Fact #4 Met
Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley
Vote:	Unanimous
<u>ACTION:</u>	Finding of Fact #5 Met
Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley
Vote:	Unanimous
<u>ACTION:</u>	Finding of Fact #6 Met
Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley
Vote:	Unanimous
<u>ACTION:</u>	Finding of Fact #7 Met
Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley
Vote:	Unanimous
<u>ACTION:</u>	Finding of Fact #8 Met
Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley
Vote:	Unanimous

ACTION: Approval of Special Use Permit #2024-07

Motion: Commissioner Garcia
Second: Commissioner Earp
Vote: Unanimous

11. NEW BUSINESS

- a. Comprehensive List of Fees & Charges Amendments
Presenter: Marty Parnell, Mayor

Mayor Parnell spoke about fees currently associated with water and sewer taps. He stated the town recently installed and spoke about how the current fees were not meeting the actual costs. We will now charge \$350 for the meter and inspection fee. The applicant must hire contractor from approved list for materials and contractors.

There was discussion about pumping only in town limits, and Mayor Parnell spoke about the unique situation here in Micro. We are required to pump anything that hooks to our sewer system, per previous agreement with the stated. He further stated he did not feel we could charge to pump.

It was also stated that currently there was no Right of Way/Easement Application or Fee. An application has been created and the fee will be \$300.

ACTION: Adoption of Ordinance #2024-03-01

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

- b. Resolution - Disposal/Sale Via Public Auction of Town Vehicle
Presenter: Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett stated it was the desire of the Board of Commissioners to dispose of certain real property via Gov Deals. Resolution #2024-02 authorizes staff to proceed with declaring the town's 2003 Ford F-250 as surplus property and further to place it for sale on Gov Deals. Additionally, notice of the resolution will be placed on the town website at least 10 days prior to the start of the auction.

ACTION: Adoption of Resolution #2024-02

Motion: Commissioner Garcia
Second: Commissioner Earp
Vote: Unanimous

12. COMMISSIONER REPORTS

a. Special Events Report

Presenter: Katy Garcia, Commissioner

The Easter Egg Hunt will be held on March 16 and is being sponsored by Kingdom Building Ministries. There will be games, a food truck, egg hunt, informational table, drawing for gift cards and Free Will Baptist Youth will have popcorn machine. It was stated Girl Scouts might be there as well. The Easter Bunny will arrive on the fire truck at 10 a.m. The egg hunt will take place around 11:30 a.m.

The event will start at 9 a.m. and should end around 12 noon. Should there be rain, the event will be held following weekend.

It was stated the 301 Yard Sale is coming up and Commissioner Garcia stated she would like to hold vendor fair in the new community center on June 15, 2024. Mayor Parnell stated he was not sure the community center would be ready by then. Commissioner Garcia suggested if the community center were not available, perhaps use the parking lot at town hall. Mayor Parnell shared his thoughts possible safety concerns with not having a police officer on staff. There was discussion about using the park and the mayor again shared his concern about lack of police coverage. It was agreed there should be additional discussion. Mayor Pro Tem Worley stated he would reach out to Macon Jones to see if he would be available to work at the event. Commissioner Garcia stated it would be Saturday only and only from 10 a.m. – 2 p.m. All agreed discussion would continue.

With reference to the Community Building Update. Mayor Parnell stated big transformations had taken place and that most windows were installed with a few on back order, gable and ends are wrapped, new roof installed, contractor did a really good job with brick matching, inside framed, the big hiccup was related to the floor with the floor joists and span not being up to code but we getting ready to put floor back in and everything is moving along very well. While we've had several setbacks we are moving forward at a good pace.

Mayor Parnell stated Speed Limit Reduction Signs have been installed by Maci Creek and the city limit sign has been moved. NCDOT will also be making this a no passing zone.

13. CLOSED SESSION

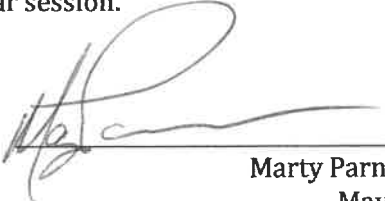
14. ADJOURNMENT

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 8:32 p.m.

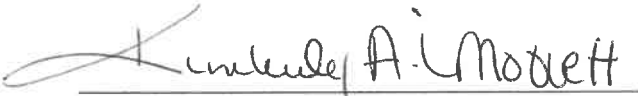
<u>ACTION:</u>	Motion to Adjourn
Motion:	Mayor Pro Tem Worley
Second:	Commissioner Garcia
Vote:	Unanimous

Duly adopted this the 9th day of April, 2024 while in regular session.



Marty Parnell
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

