



**Town of Micro
Board of Commissioners Meeting
MINUTES
Tuesday - July 8, 2025
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:

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

CALL TO ORDER

1.
 - 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 Jason Banks offered the Invocation.

2. PUBLIC COMMENT

Mr. LC Smith was present and offered his thanks to the Council and staff for the lowering of the flag in honor of Freddie Thompson. He further stated the Thompson family deeply appreciated the honor.

Mr. Trent Lassiter was present and stated the Fire Department would like to set up a meeting to discuss the adopted town budget and amount allocated for the Fire Department. Mayor Parnell stated he would be in contact, and we would get a meeting set up in the new two-three weeks.

Johnston County Commissioner Godwin was present and provided an update regarding the bridge to be named in honor of Dr. Batten. He stated we were getting close to final approval.

3. ADJUSTMENT/ADOPTION OF THE AGENDA

a. Adjustments to the Agenda

It was requested that two items be added to the agenda under Old Business; discussion of possible sale of Police Department Building Property and Fraud Report from Auditor. Also requested was the removal of April 8, 2025 minutes from the Consent Agenda.

b. Adoption of the Agenda

ACTION: Adoption of Agenda with Amendments as 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

- ~~April 8, 2025 – Regular Meeting~~
- June 10, 2025 – Regular Meeting

ACTION: Adoption of Consent Agenda as Presented

Motion: Mayor Pro Tem Worley

Second: Commissioner Garcia

Vote: Unanimous

5. SPECIAL PRESENTATION/INTRODUCTIONS

a. Introduction of New Employee

Presenter: Marty Parnell, Mayor

- Christy Thomas – Finance Officer

Mayor Parnell introduced Christy Thomas as the new Finance Officer. Christy previously worked for the Town of Micro several years ago and has many years of financial/accounting experience in both government and private sectors. Ms. Thomas stated she was honored and excited to be part of the Micro Team.

b. Swearing In of Finance Officer

Oath Issued by: Kimberly Moffett, Town Clerk

Ms. Thomas was issued the Oath of Office as the Finance Officer for the Town of Micro.

6. FINANCIAL & WATER SEWER REPORT

a. Billing Adjustment Report

Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett provided a written report as well as sharing the bill adjustments that were made/requested during the month of June 2025.

b. Water Sewer Report

Presenter: Jason Bank, Public Works Director

Mr. Banks reported that county line water samples were submitted to the lab and the lab inadvertently sent non-compliant samples as compliant samples to the state. Mr. Banks has contacted both the lab and the state, and they are working on getting that mistake corrected.

7. PLANNING BOARD REPORT

a. Planning Board/BOA Report

Presenter: Chad Holloman, Planning Board Chair

Mr. Holloman reported that the Planning Board met last month and continued discussion on the food truck ordinance. He stated that item would come before the council this evening as a public hearing. Additionally, the Planning Board reviewed information and discussed a text amendment change to the RA Zoning District. That item will also come before the council as a

public hearing. He stated both items are being recommended by the Planning Board for approval.

8. OLD BUSINESS

- a. Police Department Building/Property Appraisal
Presenter: Marty Parnell, Mayor

Mayor Parnell stated an appraisal had been completed for the above property. A copy of the appraisal was provided. Following discussion regarding different options for sale, it was agreed the process of Sealed Bid would be used for the potential sale of the property. Mr. LC Smith, citizen, asked what the appraisal amount was. It was stated the amount was \$55,000. Ms. Moffett will ensure that the proper noticing will be placed in the newspaper and will also post a link on the website. A date for opening all received bids will be provided at the next council meeting.

ACTION: Proceed with Potential Sale of Property

Motion: Commissioner Worley
Second: Commissioner Garcia
Vote: Unanimous

ACTION: Proceed with Requirements for Sealed Bids

Motion: Commissioner Earp
Second: Commissioner Garcia
Vote: Unanimous

- b. Fraud Report for Auditor
Presenter: Marty Parnell, Mayor

Mayor Parnell stated it was a requirement for audit that a fraud report be completed.

ACTION: Authorize Mayor to Complete Report for Auditor

Motion: Commissioner Worley
Second: Commissioner Garcia
Vote: Unanimous

9. PUBLIC HEARINGS

- a. Text Amendment #2025-12-OA – Food Truck Ordinance
Presenter: Kimberly A. Moffett, Town Clerk & Chad Holloman, Planning Board

This was noted as a Public Hearing and the Mayor opened the hearing. Ms. Moffett provided information about the proposed Food Truck Ordinance. She stated the Planning Board had done a phenomenal job on this ordinance and draft language. The board met over several months and drafted language to allow food trucks within town limits. The proposed language provides and includes guidance regarding location of food trucks to other food establishments, information regarding safety and fire hydrants, and two different types of permits that would be offered. One would be a long-term permit, good for 90 days, and the other would be a single use permit that would be good for a single event up to 7 days. Also provided was an updated Comprehensive List of Fees & Charges for adoption. Single use permits would be \$25 and long-term permit cost would be \$100. All requirements for food truck permits are included on the

permit application. It was further stated that any permit fees for any food truck involved in a town sponsored events would be waived.

The floor was open for any comments. With there being none, the hearing was closed, and the item was turned over to the board for their deliberation.

ACTION: Adoption of Ordinance #2025-07-01

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

ACTION: Adoption of Ordinance #2025-07-02

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

- b. Text Amendment #2025-13-OA – Setbacks in RA Zoning
Presenter: Kimberly A. Moffett, Town Clerk & Chad Holloman, Planning Board

This was noted as a Public Hearing and the Mayor opened the hearing. Ms. Moffett stated this item was brought to the Planning Board after staff had received several phone calls in the last few months regarding the required setbacks in RA Zoning. A comparison of setbacks in other local municipalities within similar zoning districts was provided and discussed. It was the recommendation of the Planning Board that the setbacks in the RA zoning be reduced as follows:

Current Front Setback	50'	Proposed Front Setback	25'
Current Side Setback	20'	Proposed Side Setback	15'
Current Rear Setback	30'	Proposed rear Setback	25'

The floor was open for any comments. With there being none, the hearing was closed, and the item was turned over to the board for their deliberation.

ACTION: Adoption of Ordinance #2025-07-03

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

10. NEW BUSINESS

- a. DEQ Appointments to Submit Claims for the Town of Micro
Presenter: Kimberly Moffett, Town Clerk
- Jason Banks – Public Works Director

- *Christy Thomas – Finance Officer*

Ms. Moffett shared information about process and submission changes for projects related to the DEQ. The above staff members would be authorized to submit payment claims on projects on behalf of the Town of Micro.

ACTION: Approval of Appointments

Motion: Commissioner Earp
 Second: Commissioner Garcia
 Vote: Unanimous

- b. Resolution Appointing Finance & Deputy Finance Officers – Bank Signatories
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated this Resolution appoints Christy Thomas as the finance officer, which authorizes her signatures and access to banking accounts/information. This resolution also appoints deputy finance officers as secondary signatures on the banking accounts. Additionally, this Resolution will rescind a previous Resolution and replaces Lisa Lee with Christy Thomas.

ACTION: Adoption of Resolution #2025-17

Motion: Commissioner Earp
 Second: Commissioner Garcia
 Vote: Unanimous

- c. Resolution – 2024 Local Water Supply Plan
Presenter: Jason Banks, Public Works Director

This Resolution adopting the 2024 Local Water Supply is a requirement of the state.

ACTION: Adoption of Resolution #2025-18

Motion: Commissioner Earp
 Second: Commissioner Garcia
 Vote: Unanimous

11. COMMISSIONER REPORTS

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

Commissioner Garcia stated there were upcoming events in August. She stated the next events would be Halloween and Christmas events.

Mayor Parnell stated the community center needs appliances to be purchased and then we should be able to have a date for grand opening. Mayor Parnell also stated the spaghetti dinner fundraiser event recently held for Tim Earp was very successful and he offered his thanks to everyone who attended. Commissioner Earp offered his thanks and appreciation to Marty and Carla for all the hard work they put into making the event so large. He stated he was humbled by the turnout.

12. CLOSED SESSION

13. ADJOURNMENT

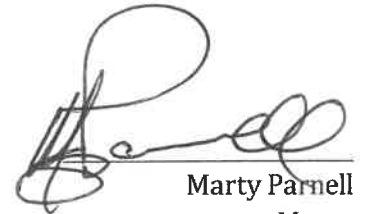
- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:45 p.m.

ACTION: Motion to Adjourn

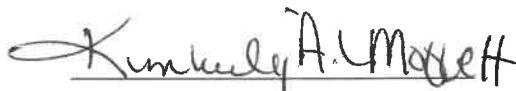
Motion: Commissioner Earp
Second: Commissioner Garcia
Vote: Unanimous

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



Marty Parnell
Mayor

ATTEST:



Kimberly Moffett, CMC, NCCMC
Town Clerk

