



Town of Micro
Board of Commissioners Meeting Minutes
Tuesday – August 12, 2025
7:00 p.m.
Micro Town Hall

Officials Present:

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

Others Present:

Christy Thomas, Finance Officer
Kimberly Moffett, Town Clerk

1. CALL TO ORDER

- 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 Mr. LC Smith offered the Invocation.

2. PUBLIC COMMENT

Johnston County Commissioner stated there were no new updates regarding the naming of the bridge for Dr. Batten. It was stated the Micro Community Center would have a Ribbon Cutting on September 9, 2025.

Mr. Poole was present and stated he is a life-long resident of Micro and shared history about his property being damaged during a tornado as well as recent health issues he has experienced. He stated he was concerned about money being spent in the town to include two (2) new trucks that were purchased, the purchase of a bobcat and bucket truck. He also had concerns about three (3) police cars that were sitting around. Mayor Parnell advised that none of these purchases had been made recently. Council offered their appreciation for his attendance at the meeting and sharing his thoughts.

3. ADJUSTMENT/ADOPTION OF THE AGENDA

- a. Adjustments to the Agenda

It was requested that adoption of Resolution regarding approval of County Line Water Supply Plan be added under New Business.

- b. Adoption of the Agenda

ACTION:

Adoption of Agenda with amendment 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
- July 8, 2025 – Regular Meeting

ACTION:

Adoption of Consent Agenda as Presented

Motion:

Mayor Pro Tem Worley

Second:

Commissioner Garcia

Vote:

Unanimous

5. SPECIAL PRESENTATION/INTRODUCTIONS

6. FINANCIAL & WATER SEWER REPORT

a. Billing Adjustment Report

Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated a report of billing adjustments for the month of July 2025 was provided to council by Lisa Lee, Utility Billing Clerk. Ms. Moffett stated a total of 9 adjustments were made with authorization from Mayor Parnell.

b. Monthly Financial Report Update

Presenter: Christy Thomas, Finance Officer

Ms. Thomas provided July 2025 budget vs. actual and general ledger accounting reports. There were no questions.

Ms. Moffett stated the FY '22-'23 audit had been received from the auditor and MCCOG staff were reviewing. It was stated the auditor would provide an audit report at a Special Meeting to be held on August 26, 2025.

c. Water Sewer Report

Presenter: Jason Banks, Public Works Director

Mr. Banks stated that all reports are up to date, and we are 100% compliant. He stated that SCADA representatives would be coming out to investigate the reason for numerous false alarms.

7. PLANNING BOARD REPORT

a. Planning Board/BOA Report

Presenter: Chad Holloman, Planning Board Chair

Mr. Holloman was present and stated there was not a quorum present for the previous Planning Board and no action was taken.

8. OLD BUSINESS

9. PUBLIC HEARINGS

- a. Special Use Permit #2025-14-SUP – *Quasi-Judicial*
Presenters: Kimberly A. Moffett, Town Clerk & Mike Wilber, Town Attorney

Attorney Wilber was present and provided information regarding a Quasi-Judicial (QJ) hearing. He stated this type of hearing resembles a court trial where testimony is presented under oath. Citizens may give testimony in a QJ hearing only after they have taken an oath. The Board of Commissioners acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Board must make Findings of Fact based upon the evidence presented. The Board refrains from “ex-parte communication” about these cases, as the Board must decide based solely on the evidence presented at the hearing itself.

At this time, Mayor Parnell opened the public hearing and Attorney Wilber issued oath to those offering testimony.

Ms. Moffett stated that the application had been received, reviewed and sent to the Planning Board for their review. She stated the request was for a dog boarding facility to be located at 528 Watson Road. She stated all proper noticing had been completed.

Mr. Holloman stated the Planning Board reviewed the application and recommended approval.

Applicant, Ms. Powell, was present and stated she appreciated the opportunity to be here this evening. She stated she currently volunteers and assists several rescue groups, and this facility would assist with this. She stated all state guidelines would be followed. She stated there is a very lengthy driveway leading to the property. She further stated that it is not near any other property, and she would always be very respectful of any neighbors. She stated there would be a 5' fence surrounding the property. She stated the facility would be temperature controlled, and the outside runs would only be used for letting dogs out to use the bathroom. There would be no outside boarding. She further stated she had septic for containment of all dog waste which is then properly disposed of at landfill.

There were no further questions of the applicant.

Council Member Garcia read all Findings of Facts into the record as follows:

1. The proposed use and development comply with the applicable regulations of this Ordinance.
2. The proposed use and improvements are compatible with the character of the surrounding area and the capacity of neighboring lands to develop as permitted in the applicable zoning district.
3. The proposed use will have minimal adverse impact on surrounding land with regard to service delivery, traffic circulation, aesthetics, odor, noise, glare, and vibration.
4. The use will not deteriorate or otherwise adversely impact water, air, scenic, and other natural resources.
5. The use will maintain safe ingress and egress to the site.
6. The use will be served by adequate road and infrastructure to support development of the site.

7. The use will protect property values and preserve public safety and welfare of the surrounding area and community at large.
8. The use complies with other applicable town, state, and federal laws regulating development of land within the Town's jurisdiction.

ACTION: Approval of Findings of Facts

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

ACTION: Approval of #2025-14-SUP

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

10. NEW BUSINESS

- a. Powell Bill Potential Project Discussion
Presenter: Jason Banks, Public Works Director

There was discussion about possible projects for use of Powell Bill funds. Currently there is approximately \$118,000 available and it was stated that Powell Bill funding could be used to re-surface and install speed bumps. Mr. Banks will get quotes. Mayor Parnell suggested driving through town and determining roads that need patching etc. and reporting back with that information.

- b. Phone Call/Text Notification System Discussion
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett provided details regarding two viable options for a notification system. It was agreed that we would go with Option #2 Call Multiplier.

ACTION: Approval to Move Forward with Option #2 Call Multiplier

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

- c. Dedicated 800 Phone Number for Credit Card Payments Discussion
Presenter: Kimberly Moffett, Town Clerk

There was discussion regarding possibility of getting an IVR line to accept credit cards over the phone. It was consensus of council that staff investigate options.

- d. Utility Billing Monthly Mailing Outsource Discussion
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett provided details regarding current cost of sending out monthly bills. These costs included staff time to print, fold, stuff, stamp and seal envelopes, ink to print invoices as well as supplies to include paper and envelopes. Also provided was a quote to outsource the monthly utility billing. Outsourcing this would equate to a savings of almost \$2,400 per year.

ACTION: Approval to Move Forward with Outsourcing

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

e.

FMS/Southern Software Training Discussion
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated that Ms. Thomas would be attending training for FMS Software on September 20th & September 21st.

f.

Budget Ordinance Amendment
Presenter: Christy Thomas, Finance Officer

A budget ordinance was presented regarding providing additional fire tax to the fire department. This ordinance adjusted the budget by moving monies from contingency to fire tax line item.

ACTION: Adoption of Ordinance #2025-08-01

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

g.

Potential Change to Unifirst Contract
Presenter: Christy Thomas, Finance Officer

Ms. Thomas suggested that the contract be amended to change delivery schedule from once a week. This would equate to a significant savings on an annual basis. Currently contract with Unifirst provides pick up and cleaning of carpets as well as some paper good supplies.

ACTION: Consensus to Change Delivery Schedule

h.

Resolution Adopting County Line Water Supply Plan
Presenter: Jason Banks, Public Works Director

Mr. Banks stated there are currently 39 customers on the county line water. It is required that a water supply plan be adopted.

ACTION: Adoption of Resolution #2025-19

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

11. COMMISSIONER REPORTS

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

Commissioner Garcia reported the 2025 Halloween Event will be held in Jerome Park and additional information will be provided shortly. It was agreed that the 2025 Christmas Parade would be held on Saturday – December 6, 2025 with a start time of 5:00 p.m., which is an hour later than last years start time. Following the conclusion of the parade, there will be a tree lighting, opportunity to visit Santa and a hot chocolate station at the Community Center.

Mayor Parnell provided an update on Commissioner Earp and stated he is doing well, and he is hoping to be back home in December. He stated that the Earp family is extremely appreciative and grateful for all the support they have received.

12. CLOSED SESSION

13. ADJOURNMENT

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 8:22 p.m.

ACTION:

Motion to Adjourn

Motion:

Mayor Pro Tem Worley

Second:

Commissioner Garcia

Vote:

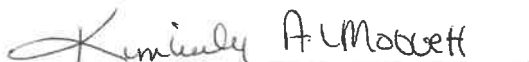
Unanimous

Duly adopted this the 14th day of October, 2025 while in regular session.



Marty Parnell
Mayor

ATTEST:


Kimberly A. Moffett, CMC, NCCMC
Town Clerk

