



**Town of Micro**  
**Board of Commissioners **SPECIAL** Meeting MINUTES**  
**Tuesday – August 26, 2025**  
**7:00 p.m.**  
**Micro Town Hall**

**Officials Present:**

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

**Others Present:**

Kimberly Moffet, Town Clerk  
Chip Hewitt, Town Attorney  
Nancy Medlin, Central Pines COG

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**1. CALL TO ORDER**

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 7:00 p.m. He offered the Invocation and led everyone in the Pledge.

**2. PUBLIC COMMENT**

**3. ADJUSTMENT/ADOPTION OF THE AGENDA**

- a. Adjustments to the Agenda

It was requested that the Public Hearing be held prior to New Business.

- b. Adoption of the Agenda

**ACTION:**

Adoption of Agenda with adjustment as noted above.

Motion:

Commissioner Garcia

Second:

Mayor Pro Tem Worley

Vote:

Unanimous

**4. PUBLIC HEARINGS**

- a. 2025-23-SUP – Doublewide – 202 N. Railroad Street – **Quasi Judicial**

Attorney Hewitt was present and provided details regarding a Quasi-Judicial hearing. He stated that all credible testimony must be presented under oath, and the council will act like a court of law and may only consider testimony hearing during the public hearing when making their decision. Additionally, the Board must make Findings of Fact based on the evidence presented at the hearing.

Mayor Parnell noted this as a Public Hearing and opened the hearing at 7:05 p.m. Attorney Hewitt issued the Oath to those wishing to offer testimony.

Ms. Moffett stated the application for a Special Use Permit to allow the use of a double wide manufactured home at 202 N. Railroad Street was received, reviewed and presented to the Planning Board for their review. She further stated all required notice was completed as required.

Attorney Hewitt stated that the application as well as letters of notification were entered into the record as evidence.

Mr. Holloman, Chair of the Planning Board, stated the application was reviewed by the Planning Board and found to be complete. It was the unanimous recommendation of the Planning Board that the application be approved. Recommendation of the Planning Board was entered into the record.

Mr. Warren, who is the applicant, was present and shared details about the application. He stated his home burned down and was completely destroyed in February of this year. He shared details about the cost of rebuilding and stated that he and his wife were able to find a beautiful double wide manufactured home. He stated he was advised that a Special Use Permit would be required to allow this use in the zoning district. He addressed all the Findings of Facts. Additionally, Mrs. Warren addressed the council and shared what a devastating loss this was for their family. She offered her thanks and appreciation to the council for hearing the case.

With there being nothing further, the hearing was closed and the item was turned over to the council for their deliberation.

The Findings of Facts were addressed.

**The proposed use and development comply with the applicable regulations of this Ordinance.**

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

**FINDING OF FACT #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.**

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

**FINDING OF FACT #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.**

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

**FINDING OF FACT #4:**

**The use will not deteriorate or otherwise adversely impact water, air, scenic, and other natural resources.**

Motion:	Commissioner Garcia
Second:	Mayor Pro Tem Worley

Vote: Unanimous

**FINDING OF FACT #5:**

The use will maintain safe ingress and egress to the site.

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

**FINDING OF FACT #6:**

The use will be served by adequate road and infrastructure to support development of the site.

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

**FINDING OF FACT #7:**

The use will protect property values and preserve public safety and welfare of the surrounding area and community at-large.

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

**FINDING OF FACT #8:**

The use complies with other applicable town, state, and federal laws regulating development of land within the Town's jurisdiction.

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

It was agreed that the application be approved in its entirety.

**ACTION:** Approval of #2025-23-SUP

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

**5. NEW BUSINESS**

- a. FY '22-23 Audit Presentation  
*Presenters:* Nancy Medlin, Central Carolina COG & Lee Grissom, Auditor

Mr. Grissom joined the meeting via phone. He shared details about the reasons for the lateness of the '22-'23 Audit. He stated the audits had been behind several years and the town, the COG and the auditor had been working very diligently to get everything up to date. Mr. Grissom offered his thanks to Ms. Medlin for all the hard work in getting this audit completed. He stated the audit was completed and submitted. He further stated he felt this was a clean audit and felt

comfortable that improvements have been made regarding internal controls and stated there were fewer findings than previous audits. He stated the only findings were the lateness of the audit and segregation of duties, which is a common finding in many smaller municipalities due to size of staff.

Mr. Grissom stated that finances have improved significantly but that improvement needs to continue as we work to get audits caught up.

Mr. Grissom provided information about graphs that were provided. He stated that General Fund reserves were the highest in '23 than they had been in the past 8 years. Currently reserves sit at 42% and the LGC wants to see that figure at 71% He stated total cash looks positive. He further stated that capital project funding had been fronted to the town and that is the main reason for a significant increase. Those projects include ARPA Funding in the amount of \$90,000 and the Community Building in the amount of \$300,000.

With reference to long-term debt, we are seeing a decrease. He did state that the Water Sewer Fund needs improvement. He stated that '20-'21 was showing negative and '23 is still short by about \$43,000. LGC has slightly different guidelines and per their guidelines they would like to see a \$9,000 improvement.

Mr. Grissom stated he believed '24 would show some addition to the fund, however we are still working through numbers. He stated that smaller municipalities need a larger reserve. Mr. Grisson stated that he believed we would continue to see improvement in the Waster Sewer Fund and stated that recent rate increases were very much needed.

Mayor Parnell stated that we had recently had several repairs that were required but felt we should be getting back on track. Mayor Pro Tem Worley stated he felt like we were on a good path and making great progress.

Ms. Medlin echoed the sentiment that the town was doing a great job with progress. She suggested that government finance classes for staff be considered.

Mayor Parnell asked how long it might be until next audit would be completed and Ms. Medlin stated great progress was being made and it is hoped that '23-'24 will be ready by the end of December and '24-'25 by Spring of 2026.

Council offered their thanks, and all agreed Micro is definitely headed in the right direction.

Ms. Medlin reported that the LGC had advised that due to the great progress being made, no tax distribution would be withheld.

b. Authorize Execution of Contract for FY '23-'24 Audit

**ACTION:**

Authorize Mayor to Execute Contract

Motion:

Mayor Pro Tem Worley

Second:

Commissioner Garcia

Vote:

Unanimous

**6. ADJOURNMENT**

a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:43 p.m.

**ACTION:**

Motion to Adjourn

Motion:

Commissioner Garcia

Second:

Mayor Pro Tem Worley

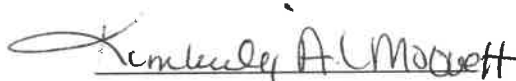
Vote:

Unanimous

Duly adopted this the 9<sup>th</sup> day of September, 2025 while in regular session.

  
Marty Parnell  
Mayor

ATTEST:

  
Kimberly A. Moffett, CMC, NCCMC  
Town Clerk