



Town of Micro
Board of Commissioners Meeting AGENDA
Tuesday -September 10, 2024
7:00 p.m.
Micro Town Hall

1. CALL TO ORDER

- Call to Order
- Pledge of Allegiance
- Invocation

2. PUBLIC COMMENT

3. ADJUSTMENT/ADOPTION OF THE AGENDA

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

POTENTIAL ACTION: Adoption of Agenda

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 13, 2024 – Special Session*
 - *August 13, 2024 – Regular Meeting*

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

5. SPECIAL PRESENTATION/INTRODUCTIONS

6. FINANCIAL REPORT

7. PLANNING BOARD REPORT

- a. Planning Board/BOA Report
Presenter: Garrett Mitchell, Planning Board Chair

POTENTIAL ACTION: None - Informational Only

8. OLD BUSINESS

9. PUBLIC HEARINGS

10. NEW BUSINESS

- a. Resolution – 2025 Holiday Schedule
Presenter: Kimberly A. Moffett, Interim Town Clerk

- *Resolution*

POTENTIAL ACTION: Adoption of Resolution #2024-03

- b. Resolution – 2025 Board of Commissioners Meeting Schedule
Presenter: Kimberly A. Moffett, Interim Town Clerk

- *Resolution*

POTENTIAL ACTION: Adoption of Resolution #2024-04

- c. Emergency Notification System Availability via FMS
Presenter: Yiecenia Joyner, Deputy Town Clerk

POTENTIAL ACTION: Discussion

- d. Revert to Landlord Agreement for Utility Billing
Presenter: Yiecenia Joyner, Deputy Town Clerk

POTENTIAL ACTION: Discussion

- e. Request for P/T Public Works Employee
Presenter: Jason Banks, Public Works Director

POTENTIAL ACTION: Discussion

- f. Community Center Rental Agreement DRAFT
Presenter: Kimberly Moffett, Interim Town Clerk

- *DRAFT Application*

POTENTIAL ACTION: None – Informational Only

11. COMMISSIONER REPORTS

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

POTENTIAL ACTION: None - Informational Only

12. CLOSED SESSION

13. ADJOURNMENT

- a. Adjourn the Meeting

POTENTIAL ACTION: Motion to Adjourn



Officials Present:

Marty Parnell, Mayor
Kevin Worley, Mayor ProTem
Tim Earp, Commissioner
Katy Garcia, Commissioner

Others Present:

Kimberly A. Moffett, Interim Town Clerk
Jason Banks, Public Works Director
Lisa Lee, Deputy Town Clerk

a. Community Center Details

Mayor Parnell called the meeting to order at 6:55 p.m. There was lengthy discussion regarding the above items for the Community Center. It was agreed that there would no alcohol allowed in the building and a credit card would be required for security deposit. It was stated that Agri-Direct is donating 10 tables and 80 chairs. We will begin to seek sponsorships for refrigerator, microwave, ice maker, heating tower and/or stove. It was stated that the building will need to be added to the insurance. Mayor Parnell stated all the floors and cabinets have been installed, the bathrooms are almost complete, the outside of the building has been pressure washed and further down the road it was agreed we would like to upgrade both the parking lot and the ramp. It was further agreed Commissioner Earp and Commissioner Garcia would meet with staff to work on additional details regarding rental of building.

b. Police Department

There was lengthy discussion regarding the police building and it was agreed we would investigate selling the building. It was agreed that Mayor ProTem Worley would handle obtaining an appraisal. Additionally, town attorney will be contacted regarding any potential sale. It was consensus of the council it is their desire to have police department back in place in a few years.

c. Personnel

There was discussion regarding Jason Banks and his continuing education. It was further discussed that current contract regarding OCR would be changed and the end of August. The new agreement will produce a savings of \$500 monthly. Mr. Banks advised SCADA pump notification was not working properly last week.

With there being nothing further, the meeting was adjourned at 7:00 p.m.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk



Elected Officials Present:

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

Others Present:

Kimberly A. Moffett, Interim Town Clerk
Jason Banks, Public Works Director
Lisa Lee, Deputy Town Clerk

1. CALL TO ORDER

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 7:04 p.m. He led everyone in the Pledge of Allegiance and Jason Banks offered the Invocation.

2. PUBLIC COMMENT

Mr. L.C. Smith was present and requested permission for sidewalk closure while roofing working was being done at the property located at 107-111 Main Street. At this time the exact dates of work were unknown, but he stated he would contact the Mayor and keep him updated. The council requested that the area of closure be clearly partitioned off to ensure everyone's safety. Mr. Smith will work with Mr. Banks on the exact type of barricade to be used.

Mr. Garrison a resident at 201 N. Davis Street stated there was a drainage issue in his hard. Mayor Parnell stated he did believe there was a drainage ditch. He stated he would check and verify that. Mr. Garrison also stated that a portion of his property that had always been cut has not been cut recently. It was stated that the path would be cut/mowed in the morning and that the town would cut/mow the town's right of way but we were not responsible for weed eating the fence line of his property.

3. ADJUSTMENT/ADOPTION OF THE AGENDA

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

ACTION:

Adoption of Agenda as Presented

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
 - *July 9, 2024 DRAFT Minutes*

ACTION:

Adoption of Consent Agenda as Presented

Motion: Commissioner Garcia
Second: Commissioner Earp
Vote: Unanimous

5. SPECIAL PRESENTATION/INTRODUCTIONS

- a. Johnston County Water and Sewer Regionalization Study Committee

Mayor Parnell shared a PowerPoint presentation that provided details about the project. He stated numerous meetings have been held and continue to be held. During these meetings plans are being worked on to ensure there is a plan to maintain and improve water sewer for future growth. Implementation is still approximately 5 years down the road. The project would first start with Kenly, Micro, Princeton and Pine Level and will eventually be county wide. Bringing together numerous municipalities allows for funding options not available to individual towns. It was stated this project would not be owned or operated by either the county or individual towns, it would be a stand-alone entity.

There was discussion about our current capacity of 60K and with the above project capacity would increase which would allow for additional growth of the town. Mayor Parnell stated he would continue attending the monthly meetings of this group and would provide timely updates.

6. FINANCIAL REPORT

7. PLANNING BOARD REPORT

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

Mr. Holloman reported the Planning Board recently met and heard 2024-22-RZ, which is a request to rezone Lot #19 at Maci Creek from RA to R10. He stated it was consensus of the Planning Board to recommend approval of the rezoning

8. OLD BUSINESS

9. PUBLIC HEARINGS

- a. 2024-22-RZ- Lot #19 Maci Creek
Presenter(s): Kimberly Moffett, Interim Town Clerk

Mayor Parnell noted this has a public hearing and opened the hearing at 7:54 p.m.

Ms. Moffett stated an application was received to rezone Lot #19 of Maci Creek, which is on Micro Road and has not yet been issued an address. The total acreage of the property is .58 acres and is current zoned RA. Request is to rezone it to R-10. Ms. Moffett stated the Planning Board reviewed the application and heard from the applicant. It was their recommendation that the rezoning be reviewed. Ms. Moffett stated the request is consistent with the existing and

permissible uses and zoning surrounding the parcel.

The applicant, Scott Lowe, was present and stated he was happy to answer any questions or concerns. It was confirmed that sewer was in place and meters were at the road. It was stated that all neighbors agreed with request to rezone. Mr. Lowe stated there was a 30' deeded easement.

ACTION:

Adoption of Ordinance #2024-08-01
& Statement of Consistency and Reasonableness

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

11. NEW BUSINESS

- a. Audit Contract & Engagement Letter

Mayor Parnell stated audit contract and engagement letter were received. There was discussion regarding the fee. Ms. Moffett stated she would verify the fee and compare to the contract from last year. There was discussion that this audit would finally get the town caught up on the numerous years that audits were never completed. Mr. Smith offered his thanks and appreciation to the board for the tremendous amount of work that has gone into getting the town caught up.

ACTION:

Authorize Mayor to Execute Both Contract & Letter Upon Staff
Verifying Contract Fees

Motion: Commissioner Earp
Second: Commissioner Garcia
Vote: Unanimous

12. COMMISSIONER REPORTS

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

Commissioner Garcia stated if the Community Center is ready in time, she would like to see a Sip & See on the evening of Monday, September 2, 2024. This would serve as the 3rd Annual Town Day Celebration. It is hoped a Ribbon Cutting would be held between 4:00 and 6:00 p.m. and serve as an opportunity for folks to see the new center. It was stated if the building is not ready at that time, another date and time would be selected.

The Halloween event is scheduled to be held on October 5, 2024 and hopefully this will also be able to be held at the Community Center.

The Christmas Parade and Tree Lighting will be held on Saturday - December 7, 2024.

The New Years Ball Drop will be held on December 31, 2024. Additional details and information to follow.

13. CLOSED SESSION

14. ADJOURNMENT

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 8:08 p.m.

ACTION:

Motion to Adjourn

Motion:

Commissioner Earp

Second:

Commissioner Garcia

Vote:

Unanimous

Duly adopted this the 10th day of September 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

**RESOLUTION SETTING
2025 HOLIDAY SCHEDULE**

WHEREAS, it is the policy of the Town of Micro to follow the holiday schedule provided by the State of North Carolina for its employees; and

WHEREAS, the below 2025 Holiday Schedule was retrieved from the State of North Carolina website and listed below are the holidays that will be observed by state employees during 2025.

2025 Holiday Schedule		
HOLIDAY	OBSERVANCE DATE	DAY OF WEEK
New Year’s Day	January 1 2025	Wednesday
Martin Luther King Jr. Birthday	January 20,2025	Monday
Good Friday	April 18, 2025	Friday
Memorial Day	May 26, 2025	Monday
Juneteenth	June 19, 2024	Thursday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Veterans Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas	December 24, 25 & 26, 2025	Wednesday, Thursday & Friday

Duly adopted this the 10th day of September, 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

RESOLUTION SETTING

2025 BOARD OF COMMISSIONERS MEETING SCHEDULE

WHEREAS, the Micro Board of Commissioners exists to conduct the business of the citizens; and

WHEREAS, the Micro Board of Commissioners meetings are held the second Tuesday of each month at 7:00 p.m. in the Council Chambers at Public Works/Town Hall Building, unless otherwise noted**, and

WHEREAS, each meeting of the Micro Board of Commissioners is open to the public, except as provided by N.C.G.S. 143-318.11; and

WHEREAS, the Micro Board of Commissioners may amend the yearly meeting schedule in accordance with N.C.G.S. 143-318.12.

TOWN OF MICRO 2025 TOWN COUNCIL MEETING CALENDAR	
MONTH	MEETING DATE
January	Tuesday – January 14, 2025
February	Tuesday – February 11, 2025
March	Tuesday – March 11, 2025
April	Tuesday – April 8, 2025
May	Tuesday – May 13, 2025
June	Tuesday – June 10, 2025
July	Tuesday – July 8, 2025
August	Tuesday – August 12, 2025
September	Tuesday – September 9, 2025
October	Tuesday – October 14, 2025
November	Wednesday – November 12, 2025 **
December	Tuesday – December 9, 2025

Duly adopted this the 10th day of September 2024 while in session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk



COMMUNITY CENTER RENTAL AGREEMENT

Name of Renter: _____

Company Name: _____

Phone Number: _____

Email Address: _____

Purpose of Rental: _____

Date of Rental: _____

Time of Rental: _____

(You will have access for set up 1 hour prior and 30 minutes after above rental times)

Rental Fee: _____

(Cash, Money Order, Credit Card or Check payable to Town of Micro)

Security Deposit*: \$150.00

(Must be on Credit Card) Please note that if anything is damaged, the entire security deposit will be retained. Please be further advised, that should the cost of the damage exceed the security deposit, any additional monies owed will be charged to your credit card. (_____)Initial

Security Deposit is due upon booking of event. Rental fees are due no later than 15 business days prior to the event.

RULES (Please Read Carefully)

- Rental includes meeting room, bathrooms, and kitchen. A total of ten (10) 8' tables and 80 chairs will be provided. Renter is responsible for providing table clothes/covers for all tables. Tables cannot be used without being covered.
- Any equipment not working, any damage found, or should the building found to be unclean prior to the start of the event, the renter is responsible to report this immediately upon entering the building and discovering the issue.
- No tape, tacks, nails, staples or any substance is to be used to secure any item(s) on the walls, ceiling or any part of the building premises. There is to be no confetti or glitter.
- No food or beverage is to be left in the refrigerator by the renter. Heating tower, refrigerator and microwave are available. Trash bags are provided. The kitchen must be left clean. All trash must be emptied and placed in garbage bins. If kitchen is not left clean and garbage removed, you will be charged a \$75.00 cleaning fee, which will be taken from your security deposit.

- No illegal activities are allowed on the premises. No activities should be loud enough to disrupt the neighborhood or cause any damage to the building or surrounding grounds in any manner. Proper and respectful language should be used while on the premises.
- Pets are not allowed inside the building, unless approved by ALCC with exceptions for the visually impaired.
- **NO FIREARMS, CONCEALED WEAPONS OF ANY SORT, NO ILLEGAL SUBSTANCES OR ALCOHOL ARE ALLOWED AT THE TOWN OF MICRO COMMUNITY CENTER.** If sheriff is called out to facility and The Town of Micro is notified, the renter and their attendees will be asked to leave the property immediately and no refund will be issued.
- Absolutely no smoking inside the building.
- Violations of any of these rules will constitute a request for the parties, in contract, to leave the premises and terminate any future rental of the Town of Micro Community Center, unless reviewed by its Board and approved.

TERMS AND CONDITIONS

- Reservations should be made 30 days in advance of the event date. When the rental date is booked and confirmed, notification and contract will be provided to the renter. Security deposit is required to be paid in full at the time of the booking. Rental fees are due in full no later than 15 business days prior to the event.
- Should a date be requested and be available less than the 15 business days as listed above, all fees (security and rental) are due at the time of the booking.
- The security deposit will be refunded after the premises have been inspected by the Town of Micro staff/agents and it has been noted that no damage has been incurred and that the facility has been left cleaned.
- Notice of cancellation or change of date must be received 10 business days prior to the booked date. Failure to cancel at least 10 business days prior to the event date or a no show will result in forfeiture of the rental fee.
- If the renter cancel their event 10 days (business) prior to its date, all money is refunded. Considerations will be subject by the Board, in lieu of unnatural and/or weather-related causes and effects for which the building would not be accessible.
- Renters and guests will hold the Town of Micro harmless for any personal injury or property damage incurred while on the premises due to any activity of renter or guest.
- ALL RETURNED CHECKS WILL INCUR A \$25.00 RETURN FEE.

Please sign, copy and return this executed contract at least 30 days in advance. Security deposit is due upon execution of this contract. *Rental fees are due 15 business days in advance of the event. You may come to the Micro Public Works Building in person Monday – Friday or you may call to pay the security deposit to place a hold on your desired date and times.

Attn: Yiecenia Joyner
 Town of Micro
 PO Box 9
 Micro, NC 27555
 919-284-2572

(Your rental date will be secured when security deposit payment has been received)

Name of Renter: _____

Signature of Renter: _____

Date: _____

Rental Fees:

Monday – Thursday	\$75.00* Per Hour with 2 Hour Minimum	Plus, Refundable Security Deposit of \$150 **
Friday or Sunday	\$90.00* Per Hour with 3 Hour Minimum	Plus, Refundable Security Deposit of \$150 **
Saturday	\$100.00* Per Hour with 4 Hour Minimum	Plus, Refundable Security Deposit of \$150 **

*We offer a 10% discount on hourly rates for non-profits, active military and veterans. Non-Profits must provide paperwork showing non-profit status. Additionally, military/veteran discounts will be provided only to person that is renting the facility.

**Security Deposit is Fully Refundable upon confirmation there is no damage, and the facility is left in the clean condition it was found. If the facility is not cleaned as required, a \$75.00 cleaning fee will be retained from the security deposit.

Office Use Only

Contract Sent: _____

Contract Received: _____

Fee Received: _____

Building Inspected: _____

Deposit Returned: _____