



Town of Micro
Board of Commissioners Meeting AGENDA
Tuesday - June 11, 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
 - *May 14, 2024 – Regular Meeting*
 - *May 14, 2024 – Special Meeting*
 - *May 14, 2024 – Closed Session*
 - *May 23, 2024 – Special Meeting*

POTENTIAL ACTION:

Adoption of Consent Agenda as Presented

5. SPECIAL PRESENTATION/INTRODUCTIONS

- a. Introduction of New Employee
 - *Yiecenia Joyner – Deputy Town Clerk*

6. FINANCIAL REPORT

7. PLANNING BOARD REPORT

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

POTENTIAL ACTION:

None - Informational Only

8. POLICE REPORT

9. OLD BUSINESS

10. PUBLIC HEARINGS

a. FY 2024-2025 Budget

Presenter: Lee Worsley, Central Pines COG

- *Proposed Ordinance*
- *Proposed Comprehensive List of Fees & Charges*
- *Newspaper Ad*

POTENTIAL ACTION:

Adoption of Ordinance #2024-06-01

b. 2024-17-0A – Text Amendment Section 3-103-3(c)

Presenter: Kimberly Moffett, Interim Town Clerk

- *Redline Version of Text Amendment*
- *Final Version of Text Amendment*
- *Ordinance*

POTENTIAL ACTION:

Adoption of Ordinance #2024-06-02

11. NEW BUSINESS

12. COMMISSIONER REPORTS

a. Special Events Report

Presenter: Katy Garcia, Commissioner

POTENTIAL ACTION:

None - Informational Only

13. CLOSED SESSION

14. ADJOURNMENT

a. Adjourn the Meeting

POTENTIAL ACTION:

Motion to Adjourn



Town of Micro
Board of Commissioners Meeting MINUTES
Tuesday - May 14, 2024
7:00 p.m.
Micro Town Hall

OFFICIALS PRESENT:

Marty Parnell, Mayor
Kevin Worley, Mayor Pro Tem
Katy Garcia, Commissioner
Tim Earp, Commissioner * arrived for Closed Session

OTHERS PRESENT:

Kimberly Moffett, Interim 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. and led everyone in the Pledge of Allegiance. Commissioner Garcia offered the Invocation.

2. PUBLIC COMMENT

Mr. Conrad, a resident who lives along E. Fayetteville Street, stated something needed to be done about the speeding that takes place. He offered the suggestion of installing speed bumps. He stated he had researched and stated speed bumps were available for purchase on Amazon.

Mr. Baron of W. Main Street was present and spoke about speeding issues at the west end of Main Street.

Mayor Pro Tem Worley reminded at this time, the Town of Micro is without our Police Chief and currently the Johnston County Sheriffs Department is responding to any emergency calls. He further stated the council would consider options regarding these issues.

3. ADJUSTMENT/ADOPTION OF THE AGENDA

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

ACTION: Adoption of Agenda

Motion: Mayor Pro Tem Worley
Second: Commissioner Garcia
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 9, 2024 – Regular Session & April 18, 2024 – Budget Work Session*

ACTION: Adoption of Consent Agenda as Presented

Motion: Mayor Pro Tem Worley

Second: Commissioner Garcia
Vote: Unanimous

5. SPECIAL PRESENTATION/INTRODUCTIONS

6. FINANCIAL REPORT

7. PLANNING BOARD REPORT

- a. Planning Board/BOA Report

It was stated the only item heard by the Planning Board at their meeting was the item scheduled for a Public Hearing. The Planning Board will offer a report at that time.

8. POLICE REPORT

9. OLD BUSINESS

10. PUBLIC HEARINGS

- a. 2024- 13-RZ – First Baptist Church (R-15 to CD)
Presenters: Chad Holloman & Dan Simmons, First Baptist Church

Mr. Holloman presented on behalf of the Planning Board and stated the Planning Board recently reviewed Rezoning Application # 2024-13-RZ. He stated the applicant was Micro First Baptist Church, located at 106 W. Wilson Street. He stated the request was to rezone 2.287 acres from R-15 to CD. He stated CD (Downtown Commercial District) allows for new development, revitalization, reuse and infill in the core of downtown. This type of district seeks to integrate shops, restaurants, services, workplaces, civic, educational and religious facilities as well as housing. Mr. Holloman stated it was the recommendation of the Planning Board to approve the requested rezoning.

Applicant, Mr. Simmons was present. There were no questions for the applicant.

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

ACTION: Adoption of Ordinance #2024-05-01

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

ACTION: Adoption of Reasonableness & Consistency Statement

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

11. NEW BUSINESS

a. NC 811 Agreement

Ms. Moffett stated the Town of Micro had not been participating in NC 811, which is a requirement for any municipality who have the need for utility location. Presented was the agreement between the town and NC 811. The cost for the first year of the agreement would be \$.75 per ticket and following the full first year, the annual cost would be determined based on the number of tickets.

ACTION: Authorize Execution of Agreement

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

12. COMMISSIONER REPORTS

a. Special Events Report
Presenter: Katy Garcia, Commissioner

Commissioner Garcia discussed the 301 Yard Sale. It was stated the Community Center would not be ready at the time of the event. Other venues discussed included Jerome Park and the parking lot of the Public Works Building. Concerns for both venues included security and power supplies and additional concern for Public Works building was using the parking lot for vendors and parking issues. Commissioner Garcia stated vendors would need to provide their own tables, chairs and power. She stated the event would be held on Saturday only from 10 a.m. – 2 p.m. It was stated there would be no fee for space/registration. Mayor Pro Tem Worley stated he would reach out to Kenly to see if they might be able to assist with police presence.

13. CLOSED SESSION

a. Pursuant to NCGS 143-318.11(a)(6) – Personnel

ACTION: Motion to Go Into Closed Session at 7:20 p.m.

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

Council returned from Closed Session at 8:46 p.m.

ACTION: Motion to Offer Position as Deputy Town Clerk to Ms. Joyner

Motion: Commissioner Earp
Second: Commissioner Garcia
Vote: Unanimous

14. ADJOURNMENT

a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 8:47 p.m.

ACTION: Motion to Adjourn

Motion: Commissioner Earp

Second: Mayor Pro Tem Worley

Vote: Unanimous

Duly adopted this 11th day of June, 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk



Town of Micro
Board of Commissioners **SPECIAL Budget Work Session**
MINUTES
Tuesday, May 14, 2024
5:00 p.m. – 7:00 p.m.*
Micro Town Hall

OFFICIALS PRESENT

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

OTHERS PRESENT

Lee Worsley, Central Pines COG
Kimberly Moffett, Interim Town Clerk
Jason Banks, Public Works Director

1. CALL TO ORDER

- Call to Order
- Pledge of Allegiance

Mayor Parnell called the meeting to order at 5:00 p.m. He led everyone in the Pledge.

2. NEW BUSINESS

Mr. Worsley was present and provided additional conversation regarding the upcoming FY '24-'25 budget. He spoke about changes made based on conversation at previous meetings. He stated a draft budget was due to the LGC by tomorrow, May 15, 2024. He stated some changes included an increase of \$9,000 in revenue due to current taxes, based on Johnston County Tax Scroll. Also, debt service related to UDS Loans were budgeted in the General Fund which would allow for a \$16,772 in contingency. The line item for police department salaries was reduced to 40% with an amount of \$20,900. All benefits were removed, and this reduced expense lines from \$107,788 to \$53,504. It was also stated the fire tax number was raised slightly based on property tax collections.

There was lengthy discussion, and it was requested that another meeting be held and at that time have the police department be looked at with a part-time officer until the town is in better financial shape to be able to fully support the police department. Several different scenarios were looked at to include police department on hold, a full-time officer and a part-time officer.

Mr. Worsley stated he would provide a draft budget to the LGC by tomorrow, May 15, 2024. Another special meeting to discuss the budget will be held on Thursday, May 23, 2024 at 5:00 p.m.

3. ADJOURNMENT

a. Adjourn the Meeting

With there being nothing further the meeting was adjourned at 6:30 p.m.

ACTION: Motion to Adjourn

Motion: Commissioner Garcia

Second: Mayor Pro Tem Worley

Vote: Unanimous

Duly adopted this the 11th day of June 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk



Town of Micro
Board of Commissioners **SPECIAL Budget Work Session**
MINUTES
Thursday, May 23, 2024
5:00 p.m. – 7:00 p.m.*
Micro Town Hall

OFFICIALS PRESENT

Marty Parnell, Mayor
Tim Earp, Commissioner
Katy Garcia, Commissioner
Katy Garcia, Commissioner

OTHERS PRESENT

Lee Worsley, Central Pines COG
Kimberly Moffett, Interim Town Clerk
Jason Banks, Public Works Director

OFFICIALS ABSENT:

Kevin Worley, Mayor Pro Tem

1. CALL TO ORDER

- Call to Order
- Pledge of Allegiance

Mayor Parnell called the meeting to order at 5:30 p.m. and led everyone in the Pledge.

2. NEW BUSINESS

Mr. Worsley was present and shared the requested various scenarios related to budget and the Police Department. He also stated General Fund revenues were adjusted to show the cost of \$7500 for two audits that will need to be paid for. Other changes included administrative salary cost was previously split 50/50 in general fund and water sewer fund, and now the split is 40/60. Contracted services were reduced to \$1,000 monthly. Telephone expenses were reduced based on actuals.

There was lengthy discussion regarding the police department. It was agreed there could not be a full-time officer without a tax increase. There was discussion regarding the advantages of a part time officer including flexibility in coverage as well as ability to request specific outcomes, for example traffic enforcement. The disadvantage is there is no leader in the police department. There was discussion about contracting with Johnston County Sheriffs Office for a part time officer option. Discussion continued regarding having a part time officer and what that would really mean and there's not much value in simply having a part time officer. A difficult discussion has been held regarding what is felt to be the best option to temporarily shut down the police department until the town is in a better financial position to fully support the department. It was agreed that the hope is that we will be in a position in two years to being in a stronger financial position to build the police department back.

ACTION:

Motion to Place Police Department on Hold Temporarily

Motion: Commissioner Garcia
Second: Commissioner Earp
Vote: Unanimous

There was discussion regarding water and sewer and Mr. Worsley stated he had moved the Public Works Director out of the streets, which was at 10% and is now 50/50 out of Water Sewer.

Additionally, the Clerk was changed to a 50/50 which allows for a contingency of \$76K in General Fund and contingency of \$23K in Water Sewer.

It was stated the current tax rate was .62 and of that we pay .12 to fire tax. There will be no tax rate increase.

There will be a 15% rate increase in water/sewer and a 10% increase in sanitation pick up fees.

There was lengthy discussion regarding changing the days/schedule/process for debris and limb pick up. Final decisions will be made regarding possible changes at a future date.

The Budget Public Hearing will be held at the June 11, 2024 Board of Commissioners regular meeting.

Mr. Worsley will provide an updated draft budget to the LGC.

3. ADJOURNMENT

a. Adjourn the Meeting

ACTION: Motion to Adjourn

Motion: Commissioner Earp
Second: Commissioner Garcia
Vote: Unanimous

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

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett
Interim Town Clerk

**TOWN OF MICRO PROPOSED BUDGET ORDINANCE
FOR THE FISCAL YEAR ENDING JUNE 30, 2025
PRESENTED FOR ADOPTION ON JUNE 11, 2024**

BE IT ORDAINED BY THE Town Board of the Town of Micro, North Carolina, pursuant to North Carolina General Statute 159-181(c):

Section 1. The following amounts are hereby appropriated in the Town's General Fund for the operation of the Town and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Governing Board	\$ 6,440
Administration	198,456
Police	11,500
Fire	34,167
Streets	66,770
Sanitation	37,128
Recreation	<u>910</u>
Total General Fund	<u>\$ 355,371</u>

Section 2. The following revenues are estimated to be available in the Town's General Fund for the operation of the Town and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Taxes:

Property Taxes- Current Year	\$ 155,776
Property Taxes- Prior Years	0
Vehicle Taxes	20,800
Penalties & Interest on Taxes	0
Beer & Wine Taxes	1,900
Sales Taxes	69,300
Utility Franchise Taxes	20,000
Video Taxes	0
Telecommunication Sales Taxes	700
Solid Waste Disposal Taxes	400
Powell Bill (Street Aide)	<u>12,000</u>
Total Taxes	<u>280,876</u>

User Fees:

Garbage Collection Fees	49,500
Court Facility Fees	50
Zoning Permits	700
US Cellular Tower Lot Rent	<u>12,000</u>
Total User Fees	<u>62,250</u>

Other Revenues:

Interest Earnings	100
ABC Board Distributions	4,595
Miscellaneous Revenues	50
Appropriated Fund Balance	<u>\$7,500</u>
Total Other Revenues	<u>12,245</u>
Total General Fund Revenues	\$ <u>347,871</u>

Section 3. The following amounts are hereby appropriated in the Town's Water and Sewer Utilities Fund for the operation of the Town and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Water and Sewer Administration	\$ 140,432
Water Operations	156,631
Sewer Operations	<u>246,856</u>
Total Water and Sewer Utilities Fund	<u>\$543,919</u>

Section 4. The following revenues are estimated to be available in the Town's Water and Sewer Utilities Fund for the operation of the Town and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Charges for Services - Water	\$ 224,048
Charges for Services - Sewer	307,971
Connection Fees - Water	1,500

Connection Fees - Sewer	2,000
Water Administration	2,000
Interest Earnings	300
Late and Reconnect Fees	<u>6,100</u>
Total Water and Sewer Utilities Fund	<u>\$ 543,919</u>

Section 5. The Town has budgeted the following debt service payments, the amounts of which are included in the indicated fund's operations appropriations.

Principal	\$ 29,000
Interest	<u>18,000</u>
Total Debt Service	\$ <u>47,000</u>

Section 6. There is hereby levied a tax at the rate of sixty-two cents (\$0.62) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed "Current Year's Property Taxes" in the General Fund in Section 2 of this ordinance. The property value is listed as \$25,674,546. This rate is based on an estimated rate of collection of 97.86% for the 2022 fiscal year.

Section 7. The Budget Officer is authorized to make line-item transfers, not to exceed \$1,000, within a single division.

Section 8. the following Comprehensive Lists of Fees and Charges, Schedule A, which follows, will be effective July 1, 2024. Rates, fees, and charges for Fiscal Year 2024-2025 shall remain as indicated in the Town of Micro Comprehensive List of Fees and Charges for FY 2024-2025 unless the subject of another action.

Section 9. Copies of this Budget Ordinance shall be furnished to the Town Clerk/Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Duly adopted the 11th day of June 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A Moffett CMC, NCCMC
Interim Town Clerk



TOWN OF MICRO

COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 1, 2024

Decks, Storage Buildings Permit	\$30.00
Duplex Permit	\$150.00
Commercial Permit	\$400.00
Signage Permit	\$50.00
Fence Permit	\$30.00
Rezoning Application	\$275.00 PLUS Following based on acreage as listed below: Up to 2 acres - \$25.00 2.1 – 4 acres - \$50.00 4.1 – 7 acres - \$75.00 7.1 – 12 acres - \$100.00 12 acres and above - \$200 PLUS \$25.00 per acre over 12
Special Use Permit Application	\$250.00 PLUS any required Rezoning/Zoning Fees
Major & Minor Subdivision Application(s)	Major - \$200.00 PLUS \$10.00 per lot Minor - \$150.00
Peddler/Solicitor Permit	\$25.00/monthly vendor permit PLUS Zoning Permit Fee of \$25.00 for homeowner
Zoning Verification Letter	\$75.00
Annexation Application	\$175.00 PLUS cost of Newspaper Advertisement as required by NCGS
Recombination/Map Review Signature Fees	\$75.00
Right of Way/Encroachment Application	\$300.00
Copies (8.5x11)	
Black & White	\$.25 per page
Color	\$1.00 per page
Fax	\$3.00
Variance Application	\$250.00
Notary Fee	\$10.00 per NCGS
Nonsufficient Funds Check Fee	\$35.00

TAP FEES * *lines owned by Town*



TOWN OF MICRO

COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 1, 2024

Water Tap – Inside & Outside Town Limits:	
ALL TAPS <i>*All tap installations must be inspected by Town of Micro Public Works.</i>	Applicant must hire their own contractor. A preferred list is available from the Town of Micro.*
Sewer Tap Inside & Outside Town Limits:	
ALL TAPS <i>*All tap installations must be inspected by Town of Micro Public Works.</i>	Applicant must hire their own contractor. A preferred list is available from the Town of Micro.*
Water Meter Charges & Tap Installation Inspection Fees	
Meter Charge (In & Out of Town)	\$350.00
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
Sewer Tap Installation Inspection Fees	
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
Bulk Pick-Up Fees	Call for Estimate
Rental Fees	
Park/Shelter	\$25.00 for 2-hr. increments <i>Example:</i> 2 hours = \$25.00 / 4 hours = \$50.00
Community Building	
<ul style="list-style-type: none"> Monday – Thursday 	\$75.00 per hour with 2 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> Friday or Sunday 	\$90 per hour with 3 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> Saturday 	\$100 per hour with 4 hour minimum* PLUS Refundable Security Deposit of \$150
	*Includes use of kitchen



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Johnstonian News - (Johnston County)** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(919) 284-2295**. Please note: when you submit a legal document, you are responsible for ensuring payment for the associated fees or charges are paid.

Notice ID: 2VttUPQ2g7fuJ8mPb0Fo | **Proof Updated: May. 24, 2024 at 07:29am EDT**
Notice Name: 24-25 Budget Public Hearing

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Kimberly Moffett financialofficer@townofmicro.com (919) 284-2572	Johnstonian News - (Johnston County)

Columns Wide: 1 **Ad Class:** Legals

05/29/2024: Other	21.00
06/05/2024: Other	21.00

Subtotal	\$42.00
Tax %	0
Processing Fee	\$9.20
Total	\$51.20

"In accordance with NCGS 159-12, Micro Board of Commissioners will hold a public hearing on Tuesday – June 11, 2024 at 7:00 p.m. in the conference room of the Public Works/Business Center located at 450 US Highway 301 N, to receive public comment on the proposed 2024-2025 fiscal year budget for the Town of Micro. A copy of the proposed budget is on file with the Town Clerk's office. This is an open meeting and citizens are invited to attend."
The Johnstonian
May 29, June 5, 2024

**TOWN OF MICRO
AMENDMENT TO ZONING CODE OF ORDINANCE
SECTION 3-103-3(c)**

BE IT HEREBY ADOPTED BY THE TOWN OF MICRO BOARD OF COMMISSIONERS that the Zoning Ordinance, Section 3-103-3(c) will read as follows:

Use Category/Type	RA	R-15	R-10	CD	CH	LI	RMHP	Additional Requirements
Public or Institutional Uses								
Ambulance Service	-	-	-	P	P	P		
Cemetery (maintenance)	P	-	-	-	S	-		4-101-9
Church	P	S	S	P	P	-		4-101-11
Club or lodge (fraternal groups)	S	S	S	S	S	-		4-101-12
Fire stations	S	S	S	P	P	P		-
Library	S	S	S	P	P	-		-
Post office	-	-	-	P	P	-		-
Private recreation or swimming club	S	S	S	P	P	S		4-101-25
Museums	S	S	S	P	P	-		-
Utilities, major	S	S	S	S	S	S		4-101-26
Schools: primary or secondary	P	-	P	S	P	-		4-101-24
Other Civic Uses	P	-	-	S	P	S		-
Public/Government Owned Facilities (Owned by Town of Micro)								
Parks/Playgrounds	P	P	P	P	P	P		
Community Center	P	P	P	P	P	P		
Police Station	P	P	P	P	P	P		
Public Works Bldg/Shop/Storage	P	P	P	P	P	P		
Business Center	P	P	P	P	P	P		

Duly adopted this the 11th day of June 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk