



Town of Micro
Board of Commissioners Meeting AGENDA
Tuesday –October 10, 2023
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
 - *September 7, 2023 – Special Session*
 - *September 12, 2023 - Regular & Special Sessions - Minutes will be sent under separate cover*
- b. Proclamation – National Family Literacy Day – November 1, 2023
 - *Proclamation*

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

5. SPECIAL PRESENTATION/INTRODUCTIONS

6. FINANCIAL REPORT

- a. Financial Update
Presenter: Nancy Medlin, Central Pines Regional Council
 - *Financial Report Ending 9/30/23*
 - *AIA Budget to Actual 9/30/23*
 - *CB Budget to Actual 9/30/23*
 - *GF Budget to Actual 9/30/23*
 - *WS Budget to Actual 9/30/23*

POTENTIAL ACTION: None – Informational Only

PLANNING BOARD REPORT

7.

- a. Planning Board Report
Presenter: Planning Board Representative
 - *Report*

POTENTIAL ACTION: None - Informational Only

8. POLICE REPORT

- a. Police Department Monthly Update
Presenter: Macon Jones, Police Chief

POTENTIAL ACTION: None - Informational Only

9. PUBLIC HEARINGS

10. NEW BUSINESS

- a. Resolution Directing Clerk to Certify Sufficiency of Annexation Application #2023-30-ANX
➤ *325 US 301 South (Newly Assigned Address)*
Presenter: Kimberly A. Moffett, Interim Town Clerk
- *Resolution*

POTENTIAL ACTION: Adoption of Resolution #2023-11

- b. Resolution Directing Clerk to Certify Sufficiency of Annexation Application #2023-32-ANX
➤ *Wellons Park Subdivision*
Presenter: Kimberly A. Moffett, Interim Town Clerk
- *Resolution*

POTENTIAL ACTION: Adoption of Resolution #2023-12

- c. Resolution Acknowledging Previous Sale of Property to GovDeals
Presenter: Tyler Queen
- *Resolution*

POTENTIAL ACTION: Adoption of Resolution #2023-13

- d. Resolution Declaring Surplus and Disposition of Property
Presenter: Tyler Queen
- *Resolution*

POTENTIAL ACTION: Adoption of Resolution #2023-14

- e. Budget Ordinance – Funding Received from Johnston County for Community Building
Presenter: Lee Worsley, Exec. Director – Central Pines Regional Council

POTENTIAL ACTION: Adoption of Ordinance #2023-10-01

11. OLD BUSINESS

- a. Central Pines Regional Council Assistance to Micro – Monthly Update/Report
Presenter: Lee Worsley, Exec. Director – Central Pines Regional Council

POTENTIAL ACTION: None - Informational Only

12. COMMISSIONER REPORTS

- a. Special Events Report
Presenter: Marty Parnell, Mayor

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 AGENDA
SPECIAL MEETING
Thursday – September 7, 2023
7:00 p.m.
Micro Town Hall**

Board Members Present:

Marty Parnell, Mayor
Coy Stanley, Commissioner
Katy Garcia, Commissioner

Staff/Others Present:

Lisa Lee, Deputy Town Clerk
Kimberly Moffett, Interim Town Clerk
Carla Parnell, Resident
Macon Jones, Police Chief – *Via Phone*

1. CALL TO ORDER

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 7:03 p.m. and led everyone in the Pledge of Allegiance. Commissioner Stanley offered the Invocation.

2. NEW BUSINESS

a. 2023 Town of Micro Special Events

Presenter: Marty Parnell, Mayor

There was lengthy discussion about the importance and value of bringing back and holding numerous community events.

The Haunted House Halloween event will be held on Saturday, October 7, 2023 in Jerome Park and will include the movie Hocus Pocus, a haunted house, vendors, tent or treat, costume contest, and food vendors. Mayor Parnell stated he would be getting a banner announcing the event and it will be placed in front of the Police Department building. Ms. Moffett will reach out to local media and Carla Parnell will reach out to local business to see if they would be willing to donate some pumpkins and/or other fall decorations.

Discussion was held regarding Turkey Shoot. There will be numerous days for this event. Mayor Parnell stated that both he and Chief Jones had been discussing and working on this event. It was stated that numerous volunteers would be needed for this event and a volunteer schedule will be created by Carla Parnell. Carla also suggested selling smores kits and some sort of hot drink.

The 2023 Christmas Parade will be held on Saturday – December 9, 2023. The parade will begin at 4:00 p.m. It is expected there will be 40-50 entries in the parade to include vehicles, dance groups and local businesses. It was stated that entry fees for schools and non-profits would be waived. Chief Jones will contact CSX and request a slow down order. Katy Garcia will handle providing an emcee for the event. It was stated there would be a need for approximately 20 volunteers the day of the parade to assist with lineup, etc. Carla has created a spreadsheet for the event. Additionally, she has the participant information from last year's parade, and she will forward information. There was a brief discussion about the Grand Marshall, and it was stated the board would discuss and make a nomination.

3. ADJOURNMENT

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 8:30 p.m.

Duly adopted this the 10th day of October 2023 while in regular session.

Marty Parnell, Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

Proclamation

Recognizing November 1, 2023
As National Family Literacy Day in the
Town of Micro

WHEREAS, National Family Literacy Day, established by the 103rd Congress in 1994, and now marking its 29th anniversary on November 1, 2023, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents have on their child 's learning; and

WHEREAS, this day is celebrated across America each year, and focuses on special activities and events that showcase the importance of family literacy programs that empower families and build a nation of readers; and

WHEREAS, literacy programs across the United States will observe National Family Literacy Day by holding read-a-thons, book drives, workshops, and family activities at schools, libraries, and community centers to encourage literacy; and

WHEREAS, *as many as one in six adults struggle with reading and writing*, and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and

WHEREAS, the National Society of the Daughters of the American Revolution is a nonprofit, nonpolitical volunteer women's service organization dedicated to promoting patriotism, preserving American history, and securing America's future through better education for children and adults; and

WHEREAS, education being one of the cornerstones of the National Society of the Daughters of the American Revolution, is committed to increasing literacy by promoting and supporting literacy programs.

NOW, THEREFORE, I, Marty Parnell, Mayor of the Town of Micro do hereby proclaim November 1, 2023 as

National Family Literacy Day

To underscore the importance of literacy, celebrate the joy of reading, encourage residents to promote literacy by reading together as a family, and to extend deep appreciation to our local librarians, educators, and literacy service providers for their tireless efforts to strengthen the literacy of our children and our community.

Duly adopted this the 10th day of October 2023 while in regular session.

Marty Parnell
Mayor

TOWN OF MICRO

FINANCIAL REPORT

FOR PERIOD ENDED 9/30/23

Nancy Medlin
Central Pines Regional Council

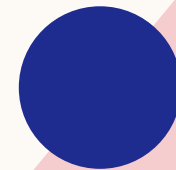
CHANGES SINCE LAST REPORT

Bank Account Reconciliations

FY 21-22 Audit Preparation

Electronic Purchase Orders

Bank Account Segregation



BANK RECONCILIATIONS

Bank reconciliations have been implemented using the Town's existing financial software. We began with the June 30, 2021, audited financial statements. Bank reconciliations are now complete through June 30, 2022. This information has been provided to the Town's auditor and work on the FY 21-22 audit is imminent.

Once the FY 21-22 audit is underway, we will begin on FY 22-23 bank reconciliations.

ELECTRONIC PURCHASE ORDERS

Beginning July 1, 2023, the Town implemented the use of electronic purchase orders within the Town's accounting software package.

Advantages of using electronic purchase orders:

1. Encumbrances are recorded against budget, so financial reporting is more accurate.
2. Easier to identify expenditure problems earlier.
3. Town complies with NCGS regarding purchasing and the pre-audit requirements.

FY 21-22 AUDIT PREPARATION

Work has begun to provide all needed information to the Town's auditor for the FY 21-22 audit. 90% of the requested information has been uploaded to the auditor's file system. We are awaiting confirmation from the auditor when field work will begin.

BANK ACCOUNT SEGRETATION

Separate bank accounts have been established for the AIA Grant and the Community Building Project. Reports on each follow.

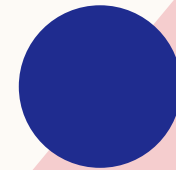
FINANCIAL REPORTS

General Fund

Water/Sewer Fund

AIA Grant

Community Building



GENERAL FUND

Revenues

- Revenues are at 17% YTD. Highest revenue flow in the General Fund occurs from November – February of each year.

Expenditures

- YTD expenditures are at 57%, however, encumbrances recorded are for 12 months.
- Some expenditures are paid at the beginning of the fiscal year. Examples are insurance and fire department tax.
- The advantage of using electronic purchase orders is that you can predict with more accuracy where a line item will end the year.

WATER/SEWER FUND

Revenues

- Revenues are at 34% YTD. Since revenues are evenly spread throughout the year, we are looking for at least 25% at this time of year, so the Town is trending well on water/sewer revenues.

Expenditures

- YTD expenditures are at 56%, however, encumbrances recorded are for 12 months.
- The advantage of using electronic purchase orders is that you can predict with more accuracy where a line item will end the year.

AIA GRANT

Revenues

- YTD the Town has drawn down \$32,500 or 11% of available grant funds.

Expenditures

- YTD the Town has spent \$8,500, which was paid to Municipal Engineering Services.

COMMUNITY BUILDING

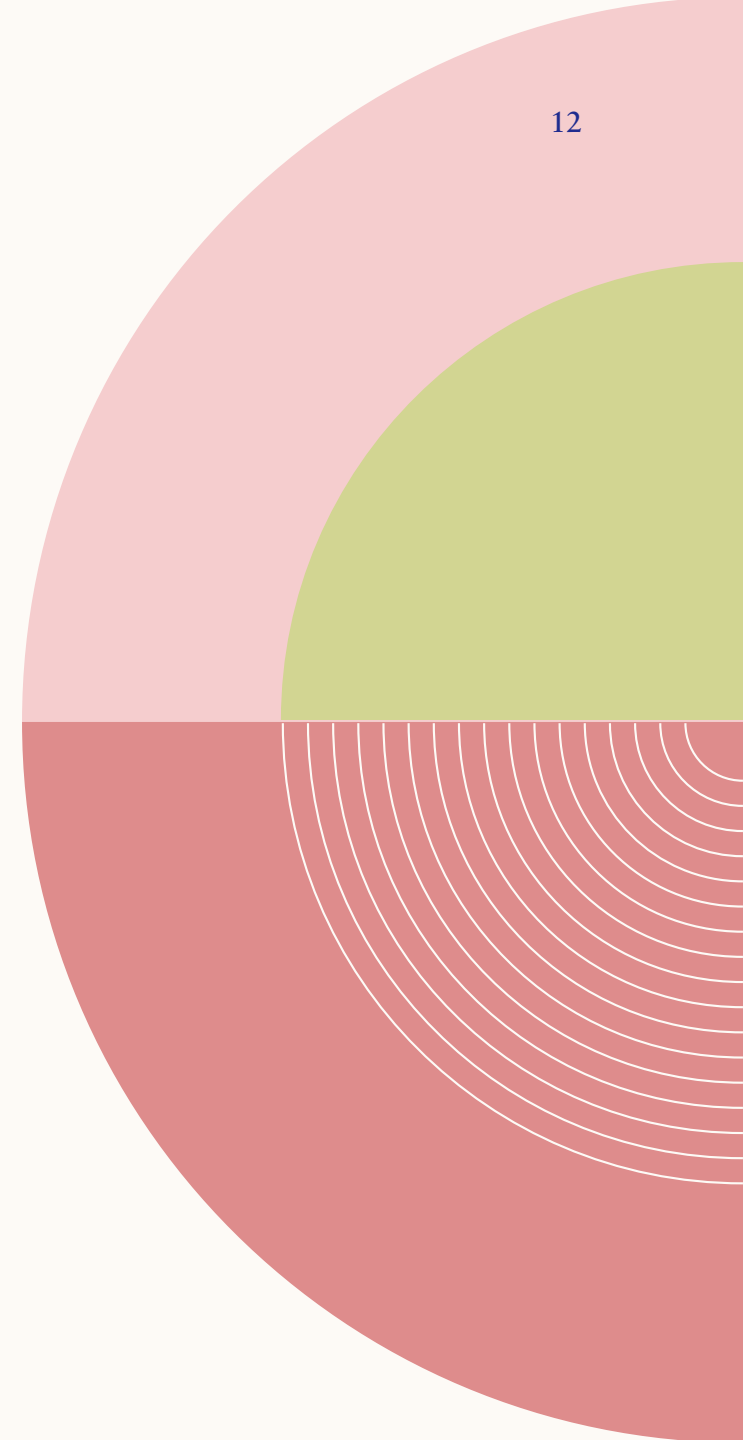
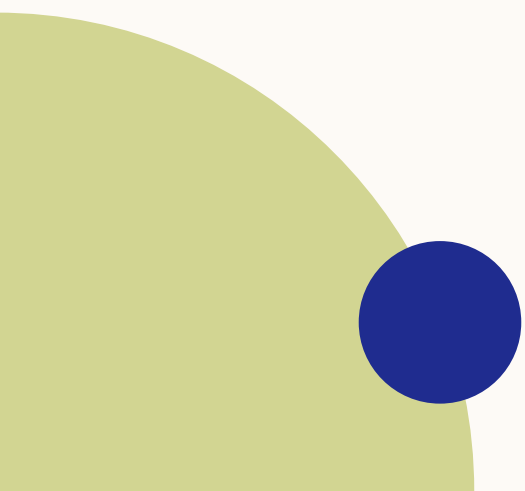
Revenues

- From inception to September 30, 2023, the Town has received \$530,000 in revenue. \$350,000 was from an appropriation from the NC General Assembly, and \$180,000 was from an appropriation from Johnston County.

Expenditures

- Inception to date the Town has spent \$81,999.02, which was paid to Municipal Engineering Services.

QUESTIONS?



Budget vs Actual

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Period Ending 9/30/2023

62 Water and Sewer AIA Grant Capital Project

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
62-500-5000 AIA Grant - Water	150,000	0.00	0.00	24,000.00	24,000.00	(126,000.00)	16%
62-555-5000 AIA Grant - Sewer	150,000	0.00	0.00	8,500.00	8,500.00	(141,500.00)	6%
Revenues Totals:	300,000	0.00	0.00	32,500.00	32,500.00	(267,500.00)	11%
Expenses							
62-730-5000 Project Management - Water	15,000	0.00	0.00	0.00	0.00	15,000.00	
62-730-5010 System Model - Water	70,000	0.00	0.00	0.00	0.00	70,000.00	
62-730-5020 System Assessments - Water	30,000	0.00	0.00	0.00	0.00	30,000.00	
62-730-5030 GIS System Mapping & Updates - Water	20,000	0.00	0.00	0.00	0.00	20,000.00	
62-730-5040 AMP/CIP/Planning/Project Development - Water	10,000	0.00	0.00	0.00	0.00	10,000.00	
62-730-5050 Grant Administration - Water	5,000	0.00	0.00	0.00	0.00	5,000.00	
62-740-5000 Project Management - Sewer	15,000	0.00	1,500.00	1,500.00	1,500.00	13,500.00	10%
62-740-5020 Condition Assessment - Sewer	85,000	0.00	7,000.00	7,000.00	7,000.00	78,000.00	8%
62-740-5030 GIS System Mapping Updates - Sewer	25,000	0.00	0.00	0.00	0.00	25,000.00	
62-740-5040 AMP/CIP/Planning Project Development - Sewer	20,000	0.00	0.00	0.00	0.00	20,000.00	
62-740-5050 Grant Administration - Sewer	5,000	0.00	0.00	0.00	0.00	5,000.00	
Totals:	300,000	0.00	8,500.00	8,500.00	8,500.00	291,500.00	3%

Budget vs Actual

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Period Ending 9/30/2023

	Expenses	Totals:	300,000	0.00	8,500.00	8,500.00	8,500.00	291,500.00	3%
62 Water and Sewer AIA Grant Capital Project		Revenues Over/(Under) Expenses:			(8,500.00)	24,000.00	24,000.00		

Budget vs Actual

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Period Ending 9/30/2023

60 Community Building

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
60-329-0000 Interest Earned	0	0.00	0.00	0.00	15.53	15.53	
60-390-3950 General Assembly Appropriation	350,000	0.00	0.00	0.00	350,000.00	0.00	100%
60-390-4000 Contributon from County	0	0.00	180,000.00	180,000.00	180,000.00	180,000.00	
Revenues Totals:	350,000	0.00	180,000.00	180,000.00	530,015.53	180,015.53	151%
Expenses							
60-700-5000 Engineering & Design	103,500	0.00	1,750.00	1,750.00	81,999.02	21,500.98	79%
60-700-5050 Construction	246,500	0.00	0.00	0.00	0.00	246,500.00	
Totals:	350,000	0.00	1,750.00	1,750.00	81,999.02	268,000.98	23%

Budget vs Actual

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Period Ending 9/30/2023

Expenses Totals:	350,000	0.00	1,750.00	1,750.00	81,999.02	268,000.98	23%
60 Community Building Revenues Over/(Under) Expenses:			178,250.00	178,250.00	448,016.51		

Budget vs Actual

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Period Ending 9/30/2023

11 GENERAL

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
11-300-3100 Current Year Taxes	133,537	0.00	13,815.51	14,005.42	14,005.42	(119,531.58)	10%
11-300-3199 Vehicle Tax	20,800	0.00	2,671.67	6,109.31	6,109.31	(14,690.69)	29%
11-310-3230 Local Government Sales Tax	69,300	0.00	7,126.20	13,038.11	13,038.11	(56,261.89)	19%
11-310-3322 Beer & Wine Tax	1,900	0.00	0.00	180.50	180.50	(1,719.50)	10%
11-310-3324 Electricity Tax	20,000	0.00	4,933.99	4,933.99	4,933.99	(15,066.01)	25%
11-310-3325 Telecommunications Tax	700	0.00	0.00	0.00	0.00	(700.00)	
11-310-3328 Solid Waste Disposal Tax	400	0.00	0.00	0.00	0.00	(400.00)	
11-330-3316 Powell Bill Allocation	12,000	0.00	0.00	0.00	0.00	(12,000.00)	
11-330-3345 Zoning Permit	500	0.00	517.73	707.73	707.73	207.73	142%
11-350-3471 Garbage Fees	45,000	0.00	4,210.68	12,456.89	12,456.89	(32,543.11)	28%
11-350-3475 Household Debris	50	0.00	0.00	50.00	50.00	0.00	100%
11-380-3832 Clerk of Court	0	0.00	0.00	5.00	5.00	5.00	
11-380-3834 Park Grant & Donations	0	0.00	0.00	50.00	50.00	50.00	
11-380-3835 Lease Rent-US Cellular	12,000	0.00	1,045.39	3,105.72	3,105.72	(8,894.28)	26%
11-380-3837 ABC Board	4,595	0.00	0.00	0.00	0.00	(4,595.00)	
11-380-3839 Miscellaneous Revenue	50	0.00	10.00	416.00	416.00	366.00	832%
11-385-3831 Interest Income	100	0.00	0.00	0.00	0.00	(100.00)	
11-612-3301 Parks and Recreation	0	0.00	30.00	105.00	105.00	105.00	
Revenues Totals:	320,932	0.00	34,361.17	55,163.67	55,163.67	(265,768.33)	17%
Expenses							
11-410-0800 Payroll-Mayor & Commissioners	1,500	0.00	0.00	0.00	0.00	1,500.00	
11-410-0900 Payroll Taxes-Board	130	0.00	0.00	0.00	0.00	130.00	
11-410-1150 Workers Compensation	600	0.00	0.00	552.24	552.24	47.76	92%
11-410-3100 Travel-schools	0	0.00	130.00	130.00	130.00	(130.00)	
11-410-4910 Dues & Subscription	2,300	0.00	85.04	982.49	982.49	1,317.51	43%
11-410-6100 Election Costs	2,400	0.00	0.00	0.00	0.00	2,400.00	
GOVERNING BODY Totals:	6,930	0.00	215.04	1,664.73	1,664.73	5,265.27	24%

Budget vs Actual

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Period Ending 9/30/2023

11 GENERAL							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
11-420-0100 Salaries	3,952	0.00	377.15	840.75	840.75	3,111.25	21%
11-420-0900 Payroll Taxes	302	0.00	28.85	64.30	64.30	237.70	21%
11-420-1000 State Retirement	508	0.00	48.48	108.07	108.07	399.93	21%
11-420-1150 Workers' Comp. Insurance	700	0.00	0.00	645.24	645.24	54.76	92%
11-420-1850 Audit	15,000	0.00	0.00	0.00	0.00	15,000.00	
11-420-1900 Legal	6,000	0.00	0.00	1,752.00	1,752.00	4,248.00	29%
11-420-2600 Office Supplies	2,700	2,036.52	272.16	843.81	843.81	(180.33)	107%
11-420-2900 Departmental Supplies	200	0.00	235.00	245.46	245.46	(45.46)	123%
11-420-2920 Contracted Services	17,500	14,500.00	0.00	5,560.11	5,560.11	(2,560.11)	115%
11-420-3100 Travel-Schools	500	0.00	100.00	100.00	100.00	400.00	20%
11-420-3200 Telephone	800	580.04	109.98	329.92	329.92	(109.96)	114%
11-420-3250 Postage	300	0.00	38.03	114.53	114.53	185.47	38%
11-420-3251 Post Office Box Rent	150	0.00	0.00	0.00	0.00	150.00	
11-420-3300 Utilities	1,000	1,000.00	0.00	282.23	282.23	(282.23)	128%
11-420-3700 Advertising	1,000	64.40	0.00	203.00	203.00	732.60	27%
11-420-3800 Computer Support	9,033	445.46	0.00	1,677.51	1,677.51	6,910.03	24%
11-420-4500 General Insurance	5,000	0.00	0.00	4,230.67	4,230.67	769.33	85%
11-420-4501 Employee Bonding	1,000	0.00	0.00	0.00	0.00	1,000.00	
11-420-4900 Tax Collection Expense	2,982	0.00	0.00	0.00	0.00	2,982.00	
11-420-4950 Bank Charges	250	0.00	10.00	14.62	14.62	235.38	6%
11-420-7100 USDA Loan Principal	14,500	0.00	0.00	0.00	0.00	14,500.00	
11-420-7200 USDA Loan Interest	9,000	0.00	0.00	0.00	0.00	9,000.00	
ADMINISTRATION Totals:	92,377	18,626.42	1,219.65	17,012.22	17,012.22	56,738.36	39%

Budget vs Actual

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Period Ending 9/30/2023

11 GENERAL							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
11-430-0100 Salaries	52,250	0.00	5,024.00	13,062.40	13,062.40	39,187.60	25%
11-430-0600 Police 401K	2,613	0.00	251.20	653.12	653.12	1,959.88	25%
11-430-0900 Payroll Taxes	3,998	0.00	384.35	999.31	999.31	2,998.69	25%
11-430-1000 State Retirement	8,627	0.00	829.45	2,136.47	2,136.47	6,490.53	25%
11-430-1150 Workers Compensation	2,500	0.00	0.00	2,307.76	2,307.76	192.24	92%
11-430-2500 Gasoline & Fuel Oil-Vehicles	4,000	3,769.20	230.80	375.30	375.30	(144.50)	104%
11-430-2600 Office Supplies	500	429.68	70.32	70.32	70.32	0.00	100%
11-430-2900 Departmental Supplies	1,000	0.00	0.00	0.00	0.00	1,000.00	
11-430-2950 Uniforms & Boots	600	0.00	0.00	0.00	0.00	600.00	
11-430-3200 Telephone	1,500	2,570.06	214.97	644.94	644.94	(1,715.00)	214%
11-430-3300 Utilities	2,500	2,500.00	0.00	225.95	225.95	(225.95)	109%
11-430-3500 Repairs & Maintenance-Vehicles & Trucks	4,000	0.00	26.75	683.73	683.73	3,316.27	17%
11-430-3550 Repairs & Maintenance-Equipment	500	0.00	0.00	0.00	0.00	500.00	
11-430-3575 Repairs & Maintenance-Buildings	900	0.00	0.00	0.00	0.00	900.00	
11-430-3800 Computer Support	3,613	178.18	0.00	1,029.46	1,029.46	2,405.36	33%
11-430-4500 General Insurance	2,350	0.00	0.00	2,694.69	2,694.69	(344.69)	115%
11-434-6900 Fire Department Tax	33,099	33,099.00	0.00	0.00	0.00	0.00	100%
11-450-0100 Salaries	5,462	0.00	0.00	533.08	533.08	4,928.92	10%
11-450-0200 Salaries-Part-Time	9,797	0.00	1,891.85	3,603.15	3,603.15	6,193.85	37%
11-450-0500 RR Crossing Gates	4,100	0.00	0.00	0.00	0.00	4,100.00	
11-450-0900 Payroll Taxes	1,167	0.00	144.71	316.38	316.38	850.62	27%
11-450-1000 State Retirement	1,961	0.00	243.11	528.18	528.18	1,432.82	27%
11-450-1100 Health Insurance	600	0.00	0.00	0.00	0.00	600.00	
11-450-1150 Workers Compensation	1,800	0.00	0.00	1,662.52	1,662.52	137.48	92%
11-450-2500 Gasoline & Fuel Oil- Vehicles	2,500	2,111.35	199.78	388.65	388.65	0.00	100%
11-450-2550 Gasoline & Fuel Oil-Equipment	1,100	928.75	0.00	171.25	171.25	0.00	100%

Budget vs Actual

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Period Ending 9/30/2023

11 GENERAL								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
11-450-2900 Departmental Supplies	750	0.00	61.27	91.16	91.16	658.84	12%	
11-450-2999 Christmas Expense	1,200	1,200.00	0.00	62.96	62.96	(62.96)	105%	
11-450-3300 Utilities	200	200.00	0.00	63.05	63.05	(63.05)	132%	
11-450-3350 Street Lights	8,000	8,000.00	0.00	0.00	0.00	0.00	100%	
11-450-3500 Repairs & Maintenance-Vehicles & Trucks	3,500	0.00	0.00	49.40	49.40	3,450.60	1%	
11-450-3550 Repairs & Maintenance-Equipment	3,500	0.00	220.74	625.66	625.66	2,874.34	18%	
11-450-3575 Repairs & Maintenance-Buildings	1,000	0.00	0.00	0.00	0.00	1,000.00		
11-450-3900 Inmate Service Program	200	200.00	0.00	13.00	13.00	(13.00)	107%	
11-450-6000 Powell Bill Expenditures	12,000	0.00	0.00	0.00	0.00	12,000.00		
11-470-3350 Utilities - Dump Site	500	500.00	0.00	39.64	39.64	(39.64)	108%	
11-470-4990 Garbage Pick-up Contract	36,628	30,742.94	2,985.73	5,885.06	5,885.06	0.00	100%	
11-470-4995 Johnston County Landfill Fees	200	0.00	0.00	0.00	0.00	200.00		
11-612-3300 Utilities	400	400.00	0.00	64.60	64.60	(64.60)	116%	
11-612-3302 Parks and Recreation	10	0.00	0.00	0.00	0.00	10.00		
11-612-3550 Repairs & Maintenance-Equipment	500	0.00	0.00	0.00	0.00	500.00		
Totals:	221,625	86,829.16	12,779.03	38,981.19	38,981.19	95,814.65	57%	

Budget vs Actual

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Period Ending 9/30/2023

Expenses Totals:	320,932	105,455.58	14,213.72	57,658.14	57,658.14	157,818.28	51%
11 GENERAL Revenues Over/(Under) Expenses:			20,147.45	(2,494.47)	(2,494.47)		

Budget vs Actual

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Period Ending 9/30/2023

31 WATER & SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
31-500-3713 Water Fees	170,100	0.00	19,179.16	60,414.34	60,414.34	(109,685.66)	36%	
31-500-3715 Water Taps	1,500	0.00	1,050.00	1,050.00	1,050.00	(450.00)	70%	
31-500-3720 Water Admin. Fees	2,000	0.00	375.00	1,125.00	1,125.00	(875.00)	56%	
31-500-3725 Reconnect Fees	1,000	0.00	242.68	596.34	596.34	(403.66)	60%	
31-500-3735 Returned Check Fees	100	0.00	0.00	0.00	0.00	(100.00)		
31-555-3714 Sewer Fees	227,000	0.00	19,046.50	73,499.46	73,499.46	(153,500.54)	32%	
31-555-3715 Sewer Taps	2,000	0.00	1,050.00	1,050.00	1,050.00	(950.00)	53%	
31-555-3730 Late Fees	5,000	0.00	1,509.49	3,276.84	3,276.84	(1,723.16)	66%	
31-595-3831 Interest Earned	300	0.00	0.00	0.00	0.00	(300.00)		
Revenues Totals:	409,000	0.00	42,452.83	141,011.98	141,011.98	(267,988.02)	34%	
Expenses								
31-710-0100 Salaries-Deputy Town Clerk	35,568	0.00	3,432.35	9,157.43	9,157.43	26,410.57	26%	
31-710-0900 Payroll Taxes-Admin	2,721	0.00	262.58	700.56	700.56	2,020.44	26%	
31-710-1000 Retirement Expense	4,570	0.00	441.04	1,164.97	1,164.97	3,405.03	25%	
31-710-1150 Workers' Comp Insurance	700	0.00	0.00	645.24	645.24	54.76	92%	
31-710-1850 Audit	15,000	0.00	0.00	0.00	0.00	15,000.00		
31-710-1900 Legal	700	0.00	0.00	0.00	0.00	700.00		
31-710-2600 Office Supplies	2,700	2,128.82	179.86	714.18	714.18	(143.00)	105%	
31-710-2900 Departmental Supplies	300	0.00	178.50	243.35	243.35	56.65	81%	
31-710-2920 Contracted Services	17,500	0.00	0.00	0.00	0.00	17,500.00		
31-710-3100 Schools-Training	600	0.00	0.00	0.00	0.00	600.00		
31-710-3200 Telephone & Internet	2,600	4,865.94	166.99	501.04	501.04	(2,766.98)	206%	
31-710-3300 Utilities	2,500	2,500.00	0.00	282.22	282.22	(282.22)	111%	
31-710-3700 Advertising	300	0.00	0.00	0.00	0.00	300.00		
31-710-3800 Computer Support	7,427	366.27	0.00	1,485.50	1,485.50	5,575.23	25%	
31-710-4500 General Insurance	6,250	0.00	0.00	5,480.66	5,480.66	769.34	88%	
31-710-4950 Bank & Charge Card Fees	1,000	0.00	0.00	0.00	0.00	1,000.00		
31-730-0100 Salaries	24,580	0.00	0.00	6,729.66	6,729.66	17,850.34	27%	

Budget vs Actual

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Period Ending 9/30/2023

31 WATER & SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
31-730-0900 Payroll Taxes	1,880	0.00	0.00	514.83	514.83	1,365.17	27%	
31-730-1000 Retirement Expense	3,159	0.00	0.00	856.89	856.89	2,302.11	27%	
31-730-1100 Health Insurance	2,700	2,240.24	0.00	459.76	459.76	0.00	100%	
31-730-2500 Gasoline & Fuel Oil- Vehicles	1,500	6,500.00	0.00	97.50	97.50	(5,097.50)	440%	
31-730-2550 Gasoline & Fuel Oil- Equipent	2,000	2,000.00	31.53	31.53	31.53	(31.53)	102%	
31-730-2900 Departmental Supplies	500	636.74	75.28	585.65	585.65	(722.39)	244%	
31-730-2950 Uniforms	1,000	862.76	92.08	236.27	236.27	(99.03)	110%	
31-730-2975 Water Purchase Johnston County	5,000	4,351.16	300.96	648.84	648.84	0.00	100%	
31-730-3300 Utilities-Wells	5,000	5,000.00	0.00	995.01	995.01	(995.01)	120%	
31-730-3500 Repairs & Maintenance- Vehicles & Trucks	1,300	0.00	0.00	0.00	0.00	1,300.00		
31-730-3550 Repairs & Maintenance- Equipment	11,000	575.00	0.00	0.00	0.00	10,425.00	5%	
31-730-3575 Repairs & Maintenance- Buildings	500	440.00	30.00	60.00	60.00	0.00	100%	
31-730-3580 Repairs & Maintenance- Water Lines	5,000	4,469.36	7,229.88	13,203.65	13,203.65	(12,673.01)	353%	
31-730-3581 Repairs & Maintenance- Water Tank	9,000	0.00	0.00	0.00	0.00	9,000.00		
31-730-3588 Repairs & Maintenance- Well	3,000	0.00	0.00	0.00	0.00	3,000.00		
31-730-4600 Water Testing- Environment	5,000	4,487.00	278.00	968.00	968.00	(455.00)	109%	
31-730-4910 Dues & Permits	2,200	0.00	0.00	0.00	0.00	2,200.00		
31-740-0100 Salaries	24,580	0.00	0.00	6,841.26	6,841.26	17,738.74	28%	
31-740-0900 Payroll Taxes	1,880	0.00	0.00	523.37	523.37	1,356.63	28%	
31-740-1000 Retirement Expense	3,159	0.00	0.00	871.23	871.23	2,287.77	28%	
31-740-1100 Health Insurance	2,700	2,240.24	0.00	459.76	459.76	0.00	100%	
31-740-1875 Engineering Fees	3,000	0.00	0.00	0.00	0.00	3,000.00		
31-740-2500 Gasoline & Fuel Oil- Vehicles	2,000	1,762.65	0.00	334.35	334.35	(97.00)	105%	
31-740-2550 Gasoline & Fuel Oil- Equipment	585	585.00	0.00	0.00	0.00	0.00	100%	

Budget vs Actual

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Period Ending 9/30/2023

31 WATER & SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
31-740-2900 Departmental Supplies	1,000	1,211.41	0.00	36.78	36.78	(248.19)	125%	
31-740-2950 Uniforms	800	725.58	37.64	74.42	74.42	0.00	100%	
31-740-3300 Utilites- Lift Stations	8,000	8,000.00	54.09	1,380.47	1,380.47	(1,380.47)	117%	
31-740-3500 Repairs & Maintenance- Vehicles & Trucks	1,000	0.00	291.93	291.93	291.93	708.07	29%	
31-740-3550 Repairs & Maintenance- Equipment	800	575.00	0.00	0.00	0.00	225.00	72%	
31-740-3575 Repairs & Maintenance- Buildings	500	0.00	0.00	0.00	0.00	500.00		
31-740-3585 Repairs & Maintenance- Sewer Lines	10,000	0.00	0.00	0.00	0.00	10,000.00		
31-740-3588 Repairs & Maintenance- Lift Stations	15,000	0.00	0.00	416.33	416.33	14,583.67	3%	
31-740-4910 Dues & Permits	1,000	0.00	0.00	0.00	0.00	1,000.00		
31-740-4999 Sewer Treatment Fees- Town of Kenly	114,831	96,771.12	10,368.27	18,059.88	18,059.88	0.00	100%	
31-740-6900 CSX-Railroad	1,910	0.00	0.00	0.00	0.00	1,910.00		
31-740-7100 Principal on FHA Loan	14,500	0.00	0.00	0.00	0.00	14,500.00		
31-740-7200 FHA Interest Expense USDA Interest	9,000	0.00	0.00	0.00	0.00	9,000.00		
31-740-8100 SCADA	8,000	0.00	0.00	0.00	0.00	8,000.00		
Totals:	409,000	153,294.29	23,450.98	75,052.52	75,052.52	180,653.19	56%	

Budget vs Actual

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Period Ending 9/30/2023

Expenses Totals:	409,000	153,294.29	23,450.98	75,052.52	75,052.52	180,653.19	56%
31 WATER & SEWER Revenues Over/(Under) Expenses:			19,001.85	65,959.46	65,959.46		



Town of Micro
Planning Board/Board of Adjustment
Monthly Report to the Board of Commissioners
September 2023

The Planning Board/Board of Adjustment met on **Tuesday – September 26, 2023.**

Minutes from the August 22, 2023 meetings were adopted for both the Planning Board & Board of Adjustment.

The Planning Board had no applications before them at this meeting. The board discussed the creation of By-Laws. A draft copy was provided. There was lengthy discussion, and it was agreed the Board would like to see inclusion of language to allow for hybrid meetings. Ms. Moffett will draft that language and will add it to the agenda for October. There was discussion regarding current fence side setbacks. Information was provided regarding the required setbacks for other local municipalities as well as Johnston County. It was agreed the board would like to see draft language that would indicate “no setback”. Draft language will be completed by Ms. Moffett and will be added to the October meeting agenda for possible recommendation to the Board of Commissioners.

The Board of Adjustment had no applications before them at this meeting. The board decided to vote in a separate Chair and Vice Chair for the Board of Adjustment. Mr. Chad Holloman was voted in as Chair and Mr. Byron Smith was voted in as Vice-Chair.

ANNEXATION PETITION 2023-30-ANX
325 US 301 S. (Newly Assigned Address)
Owner: Hunter Blackwell
Contiguous; 1.25 acres

TOWN OF MICRO
RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on September 15, 2023 by the Town of Micro; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Commissioners of the Town of Micro deems it advisable to proceed in response to this request for annexation:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Micro that:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Board of Commissioners the results of her investigation.

Duly adopted this the 10th day of October 2023 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

ANNEXATION PETITION 2023-32-ANX

Wellons Park Subdivision

Owner: Jones Creek LLC.

Contiguous; 46.556 (+/-) acres

**TOWN OF MICRO
RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-31**

WHEREAS, a petition requesting annexation of an area described in said petition was received on September 26, 2023 by the Town of Micro; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Commissioners of the Town of Micro deems it advisable to proceed in response to this request for annexation:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Micro that:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Board of Commissioners the results of her investigation.

Duly adopted this the 10th day of October 2023 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

**TOWN OF MICRO
RESOLUTION ACKNOWLEDGING PREVIOUS SALE OF PROPERTY TO GOVDEALS**

WHEREAS, the Town of Micro Board of Commissioners desires to clean up both the town’s Fixed Asset Report as well as NC DMW Records; and

WHEREAS, the Town of Micro Board of Commissioners confirms the following vehicles are no longer in possession of the Town of Micro; and

WHEREAS, the NC Department of Motor Vehicles records indicate that the Town of Micro is listed as the owner of the following vehicles; and

WHEREAS, the Town of Micro has records indicating the vehicles were sold via GovDeals; and

WHEREAS, per the Department of Motor Vehicles, the town will need to complete Form MVR-46F for each of the following vehicles, which will allow the removal of these vehicles from the DMV registration files.

NOW, THEREFORE, BE IT RESOLVED by the Town of Micro Board of Commissioners;

The below described property was previously sold via GovDeals; and town staff will complete and return Form MVR-46F for each of the following vehicles:

<u>Vehicle Description</u>	<u>VIN #</u>
1985 GMC Sedan	1GDM7D1F0FV631913
2008 Chevrolet Impala	2G1WS553X81263612
2013 Chevrolet Sedan	2G1WD5E35D1256491

Duly adopted by the Town of Micro Board of Commissioners, while in regular session this the 10th day of October 2023 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

**TOWN OF MICRO
RESOLUTION DECLARING SURPLUS AND DISPOSITION OF PROPERTY**

WHEREAS, the Town of Micro Board of Commissioners desires to clean up both the town’s Fixed Asset Report as well as NC DMV Records; and

WHEREAS, the Town of Micro Board of Commissioners confirms the following vehicles are no longer in possession of the Town of Micro; and

WHEREAS, the Town of Micro Board of Commissioners further confirms the titles for the following vehicles are in the possession of the Town of Micro; and

WHEREAS, the NC Department of Motor Vehicles records indicate that the Town of Micro is the owner of the vehicles; and

WHEREAS, as due diligence has been completed to gather any and all information related to the following vehicles, it is the desire of the Town of Micro Board of Commissioners to officially deem the vehicles as having been being previously disposed of and/or surplus.

NOW, THEREFORE, BE IT RESOLVED by the Town of Micro Board of Commissioners;

The following described property is hereby declared to have been disposed of and/or surplus, on or about January 1, 1992:

Vehicle Description	VIN #
1989 Ford Truck	1FDJF37Y6KNA40200
1981 GMC Truck	1GDG6D1A4BV581841
1984 Chevrolet Truck	1GBHC34MXEV120010

Duly adopted by the Town of Micro Board of Commissioners, while in regular session this the 10th day of October 2023 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk