



**Town of Micro**  
**Board of Commissioners SPECIAL Meeting AGENDA**  
**Tuesday –October 17, 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 Session*
  
- b. Proclamation – National Family Literacy Day – November 1, 2023

**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*

**POTENTIAL ACTION:** None – Informational Only

**PLANNING BOARD REPORT**

**7.**

- a. Planning Board Report  
*Presenter: Planning Board Representative*
  - *August 2023 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
- *Ordinance*

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

- f. Utility Billing Policy  
*Presenter:* Lisa Lee, Utility Billing Clerk/Deputy Town Clerk
- *Policy*
  - *Resolution*

**POTENTIAL ACTION:** Adoption of Resolution #2023-15

- g. 2024 Board of Commissioners Meeting Schedule  
*Presenter:* Kimberly A. Moffett, Interim Town Clerk
- *Resolution*

**POTENTIAL ACTION:** Adoption of Resolution #2023-16

- h. 2024 Town of Micro Holiday Schedule  
*Presenter:* Kimberly A. Moffett, Interim Town Clerk
  - *Resolution*

**POTENTIAL ACTION:** Adoption of Resolution #2023-17

#### 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:* 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 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 17<sup>th</sup> day of October 2023 while in regular session.

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Marty Parnell, Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Interim Town Clerk



**Town of Micro**  
**Board of Commissioners Meeting MINUTES**  
**Tuesday – September 12, 2023**  
**7:00 p.m.**  
**Micro Town Hall**

**Board Members Present:**

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

**Staff/Others Present:**

Kimberly Moffett, Interim Town Clerk  
Macon Jones, Police Chief

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**1. CALL TO ORDER**

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 7:10 p.m. He led everyone in the Pledge of Allegiance and Commissioner Stanley offered the Invocation.

**2. PUBLIC COMMENT**

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

- a. Adjustments to the Agenda

Requested to add two items under New Business; one regarding Water Sewer Ordinance Update and Introduction of Ken Wall. Request to remove item under Old Business; Triangle J Update and add Community Center Update

- 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

- July 11, 2023 – Regular Meeting
- August 8, 2023 – Regular Meeting
- August 8, 2023 – Closed Session (Under Separate Cover)
- August 29, 2023 – Special Session

**ACTION:** Adoption of Consent Agenda as Presented

Motion: Commissioner Garcia

Second: Commissioner Stanley

Vote: Unanimous

## 5. SPECIAL PRESENTATION/INTRODUCTIONS

## 6. FINANCIAL REPORT

### a. Financial Update

*Presenter:* Lee Worsley, Exec. Director – Triangle J Council of Governments

Mayor Parnell stated that Mr. Worsley could not be with us this evening and provided an update that to date everything with all our financials is looking good. The mayor offered thanks to all the staff.

## 7. PLANNING BOARD REPORT

### 7.

### a. Planning Board Report

*Presenter:* Planning Board Representative

Mr. Holloman presented a report related to the August 2023 Planning Board & Board of Adjustment meetings. Copy of report was included in the agenda packet.

## 8. POLICE REPORT

### a. Police Department Monthly Update

*Presenter:* Macon Jones, Police Chief

Chief Jones was present at the meeting and stated that school is back in full swing. He stated he recently had a conversation with Pine Level regarding Turkey Shoot event. He stated that he and the mayor spoke about the event and stated that notification would be provided to the community to ensure everyone was aware of the upcoming proposed Turkey Shoot event and the noise that would go along with that event.

## 9. PUBLIC HEARINGS

## 10. NEW BUSINESS

### a. Water Sewer Response Plan Resolutions

*Presenter:* Kimberly A. Moffett, Interim Town Clerk

**ACTION:** Adoption of Resolutions #2023-09 & #2023-10

Motion: Commissioner Stanley

Second: Mayor Pro Tem Worley

Vote: Unanimous

### b. Water Sewer Ordinance Update

*Presenter:* Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett stated with the recent submission of the Water Sewer Response Plan, much of the language included in that plan would amend much of the language in the current Water Sewer Ordinance. This proposed Ordinance would update the Water Sewer Ordinance to be fully aligned with the Water Sewer Response Plan.

**ACTION:** Adoption of Ordinance #2023-09-01

Motion: Commissioner Stanley

Second: Commissioner Garcia

Vote: Unanimous

- c. Appointment of Ex-Officio Seat on Triangle East Chamber Board of Directors  
*Presenter:* Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett stated each municipality in Johnston County that is a member of the Triangle East Chamber of Commerce holds an ex-officio seat on the board of directors. She stated that she was currently filling that position but suggested that it be filled with Tyler Queen as he is scheduled to be with the Town of Micro for an extended period.

**ACTION:** Appointment of Tyler Queen as Ex-Officio on Triangle East Chamber BOD

Motion: Commissioner Garcia  
Second: Commissioner Stanley  
Vote: Unanimous

- d. Introduction of Ken Wall  
*Presenter:* Mayor Parnell

Mayor Parnell introduced Mr. Ken Wall, who is with the Town of Selma. Mr. Wall is currently assisting Micro with Water and Sewer item. Mr. Wall thanked the council for the opportunity to assist. He stated he felt everything was low maintenance if everything remains maintained and kept up to date. He stated he was very happy to offer any assistance as he wanted to see the town grow and thrive. He offered his thanks to both Mr. Johnny Dixon and Mr. Chuck Warren for their mentoring.

Mr. Schullery asked if the water in Micro was considered hard or soft water and Mr. Wall stated the water in Micro is almost perfect.

## 11. OLD BUSINESS

- a. ~~Triangle J Assistance to Micro – Monthly Update/Report~~  
~~*Presenter:* Lee Worsley, Exec. Director – Triangle J Council of Governments~~
- b. Community Building Update  
*Presenter:* Marty Parnell, Mayor

Mayor Parnell stated he was excited to report that a preconstruction meeting is scheduled to be held tomorrow at 10 a.m. He further stated following the meeting, the hope is that we will begin to see progress. He further stated we are shooting for a 6-month window, but we have offered a 9-month window.

## 12. COMMISSIONER REPORTS

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

Commissioner Garcia stated she was so excited and fascinated by all the changes and strides in Micro.

She stated the next scheduled event would be Halloween in the Park which is scheduled for Saturday - October 7, 2023 from 6-10 p.m. She stated there would be a haunted house, Movie in the Park (Hocus Pocus), a costume contest and tent or treat.

Plans are underway for a Turkey Shoot in November as well as plans being underway for the



Christmas Parade. Commissioner Garcia stated there were already numerous requests for information regarding the Christmas Parade.

She stated we would need numerous volunteers for the events. It's important to get the community involved and bring everyone together.

Mayor Parnell stated he was excited and looked forward to great events. He stated that he had grown up in Micro and remembers all the great events and great memories and he wants to bring them back to the town.

It was mentioned that we have a Blessing Box that is large, and it was not known where we could place it. Mayor Parnell stated he would find the correct location. It was stated that the Blessing Box contained all non-perishable items.

### 13. CLOSED SESSION

### 14. ADJOURNMENT

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:35 p.m.

**ACTION:** Motion to Adjourn

Motion: Mayor Pro Tem Worley

Second: Commissioner Garcia

Vote: Unanimous

Duly adopted this the 17<sup>th</sup> day of October 2023 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Interim Town Clerk



**Town of Micro**  
**Board of Commissioners SPECIAL Meeting AGENDA**  
**Tuesday – September 12, 2023**  
**5:30 p.m.**  
**Micro Town Hall**

**Board Members Present:**

Mayor Parnell  
Mayor Pro Tem Worley  
Commissioner Stanely  
Commissioner Garcia

**Others Present:**

Kimberly A. Moffett, Interim Town Clerk  
Mike McAllister, Municipal Engineer

**Planning Board Members Present:**

Gary Wheeler  
John Schullery  
Byron Smith  
Chad Holloman  
Chuck Warren

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**1. CALL TO ORDER**

- Call to Order

Mayor Parnell called the meeting to order at 6:15 p.m.

**2. WELLONS PARK SUBDIVISION PRE-CONSTRUCTION DISCUSSION**

Mayor Parnell welcomed everyone and stated the reason for the joint special meeting was to provide updated information regarding the Wellons Park Subdivision, which is going to be located at Main & Micro Roads.

Mr. Brian Leonard from BRL Engineering was present representing Jones Creek and this project. He stated the following:

- This project received approval in 2021.
- At time of approval, it was for 83 lots, however, there will be 72 single family residences.
- He stated detailed engineer plans have been being worked on.
- He stated the majority of all required permits had been obtained.
- He stated they were waiting on several executed documents from the town related to final approval for water and sewer.
- He stated they were ready to begin the project next week.
- He stated the erosion control permit was received and they were ready to break ground and were only waiting on permits for utility work.
- The homes would be 1500-1800 sq. ft.

There was discussion regarding homes having sewer tanks or gravity. It was stated their system would bypass the town gravity system into their pump, grind and then into our pump and then through 6" force main to Kenly. Mayor Parnell asked about storm water discharge. It was stated the discharge would be in several locations prior to Big Branch and that it would be a low velocity discharge and further it met all state criteria.

Discussion continued and it was stated that conversation had taken place with Mr. McAllister and it conversation included that Mico had no Stormwater Ordinance. The mayor stated he heard concerns about drainage and wanted to be sure he had the correct answers when asked. It was agreed that Micro would need to draft a Stormwater Ordinance sooner than later.

There was lengthy discussion regarding flood plain, which is large, but the project will have a small impact as based on data and numbers.

It was also stated that the project desired to be annexed into the town. The process was explained, and an application will be completed and returned to the town shortly.

It was also stated that water system flow tests had been completed. State requirements were shared, and it was further stated that the flow tests ran right at the required numbers. It was further stated that state requirement numbers are based on 6" and the main line will be 8". There was discussion regarding low pressure. Discussion also included that there are fire hydrants no further than 500' from the lots. The town will need to supply the meters.

Final discussion included there would be no turn lane required by NCDOT; there would be one entrance and one exit. Additionally, mail kiosks will be installed.

With there being nothing further, the meeting was adjourned at 6:55 p.m.

Duly adopted this the 17<sup>th</sup> day of October 2023 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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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 29<sup>th</sup> 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 17<sup>th</sup> day of October 2023 while in regular session.

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Marty Parnell  
Mayor

# **TOWN OF MICRO**

## **FINANCIAL REPORT**

**FOR PERIOD ENDED 9/30/23**

Nancy Medlin  
Central Pines Regional Council

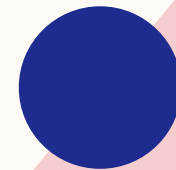
# **CHANGES SINCE LAST REPORT**

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.

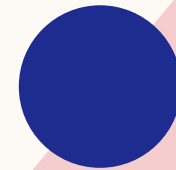
# **FINANCIAL REPORTS**

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

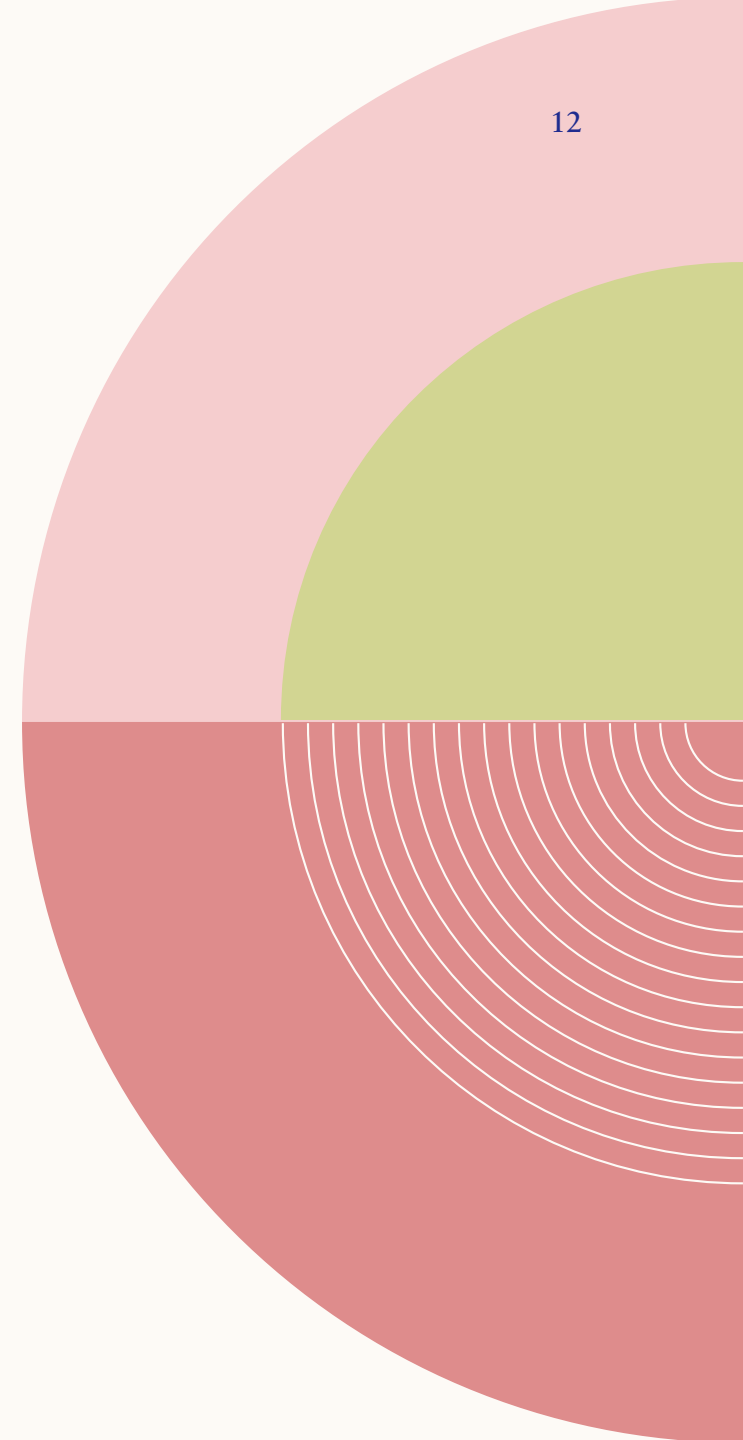
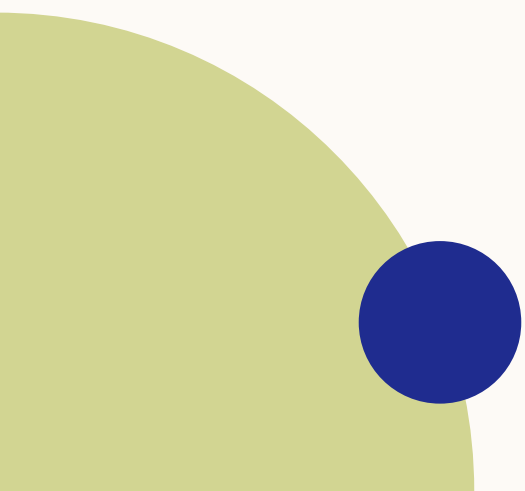
## Revenues

- 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

TOWN OF MICRO  
10/4/2023 2:43:01 PM

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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	
<b>Revenues</b>								
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%	
<b>Revenues Totals:</b>	300,000	0.00	0.00	32,500.00	32,500.00	(267,500.00)	11%	
<b>Expenses</b>								
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		
<b>Totals:</b>	300,000	0.00	8,500.00	8,500.00	8,500.00	291,500.00	3%	

## Budget vs Actual

TOWN OF MICRO  
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Period Ending 9/30/2023

	<b>Expenses</b>	<b>Totals:</b>	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

TOWN OF MICRO  
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Period Ending 9/30/2023

60 Community Building								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
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		
<b>Revenues Totals:</b>	350,000	0.00	180,000.00	180,000.00	530,015.53	180,015.53	151%	
<b>Expenses</b>								
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		
<b>Totals:</b>	350,000	0.00	1,750.00	1,750.00	81,999.02	268,000.98	23%	

# Budget vs Actual

TOWN OF MICRO  
10/4/2023 2:44:15 PM

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

TOWN OF MICRO  
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Period Ending 9/30/2023

### 11 GENERAL

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
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	
<b>Revenues Totals:</b>	<b>320,932</b>	<b>0.00</b>	<b>34,361.17</b>	<b>55,163.67</b>	<b>55,163.67</b>	<b>(265,768.33)</b>	<b>17%</b>
<b>Expenses</b>							
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	
<b>GOVERNING BODY Totals:</b>	<b>6,930</b>	<b>0.00</b>	<b>215.04</b>	<b>1,664.73</b>	<b>1,664.73</b>	<b>5,265.27</b>	<b>24%</b>

## 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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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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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
<b>Revenues</b>							
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)	
<b>Revenues Totals:</b>	409,000	0.00	42,452.83	141,011.98	141,011.98	(267,988.02)	34%
<b>Expenses</b>							
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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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

TOWN OF MICRO  
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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 17<sup>th</sup> day of October 2023 while in regular session.

---

Marty Parnell  
Mayor

ATTEST:

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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 17<sup>th</sup> 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 17<sup>th</sup> 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:

<b>Vehicle Description</b>	<b>VIN #</b>
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 17<sup>th</sup> day of October 2023 while in regular session.

\_\_\_\_\_  
Marty Parnell  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly A. Moffett, CMC, NCCMC  
Interim Town Clerk

## Town of Micro Amendment to the Capital Project Budget Ordinance

**BE IT HEREBY ADOPTED BY THE BOARD OF COMMISSIONERS FOR THE TOWN OF MICRO** that the following amendments shall be made to the Community Building Capital Project Budget Ordinance:

**Fund: 60 - Community Building Project**

	<b>Previous Appropriation</b>	<b>Adjustment</b>	<b>Revised Appropriation</b>
<b>Revenues</b>			
60-329-0000 - Interest Earned	0	+\$700	\$700
60-390-4000 - Johnston County Contribution	0	+\$180,000	\$180,000
<b>Expenditures</b>			
60-700-5050 - Construction	\$246,500	+\$180,700	\$427,200

Explanation: Amending the capital project budget ordinance to reflect the contribution made by Johnston County and to reflect interest earned. This amendment is required for compliance with G.S. 159-13.2.

Duly adopted this the 17<sup>th</sup> day of October 2023 while in regular session.

\_\_\_\_\_  
Marty Parnell  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly A. Moffett, CMC, NCCMC  
Town Clerk

# TOWN OF MICRO



# UTILITY BILL PAYMENT POLICY

### **Billing Dates/Information:**

Utility bills are generated between the 18<sup>th</sup> and 20<sup>th</sup> of each month and mailed at that time. If a customer does not receive a bill, it is the responsibility of the customer to ensure that the bill is paid on time. If the customer does not have the bill by the first of the month, they should contact the office at 919-284-2572. The bills are due on the 15<sup>th</sup> of the month **BEFORE** 5:00 p.m.

**Example:** January bill is generated January 19 and is due the 15<sup>th</sup> of February.

*Failure to receive a bill is not an excuse for non-payment of the bill.*

### **Late Fees:**

A \$50.00 penalty will be added to all accounts that have not been paid as of 5:00 p.m. on the 15<sup>th</sup> of the month. In the event the 15<sup>th</sup> of the month falls on a weekend or holiday, the customer shall have until 5:00p.m. on the next business day to make the payment without penalty.

**Example:** January 15<sup>th</sup> falls on a Saturday, the customer would have until 5:00 p.m. on the following Monday to make the payment.

### **Disconnection:**

Accounts are subject to disconnect if not paid by the 16<sup>th</sup> of the month. The town will no longer accept partial payments. When paying a bill online, the total amount due should be paid. \*Be sure to include account number (put this in the email line) when paying online.

Disconnections will take place on the 22<sup>nd</sup> of the month at 9:00 a.m.

*There will be NO SECOND NOTICE. Any account that is not current on the 22<sup>nd</sup> will be disconnected.*

At the time of disconnection, a \$50.00 reconnection fee will be added.

*The total bill must be paid in full before the service can be reconnected.*

### **Extension(s):**

The town understands there may be times when paying your bill is difficult and can offer an extension. This extension can only be granted once every six months. Please contact the office for additional information.

**Returned Payments:**

Any check returned for Nonsufficient Funds (NSF) will be charged \$35.00. There will be a 5-day grace period for repayment of the check. \*

Repayment for NSF's must be cash, money order or credit/debit card only and check writing privileges will be restricted for one year.

*\*This does not extend the time for a late fee charge.*

**Reconnection Fees:**

1 <sup>st</sup> – 3 <sup>rd</sup> Reconnection	\$ 50.00 per
4 <sup>th</sup> – 7 <sup>th</sup> Reconnection	\$ 75.00 per
8 <sup>th</sup> & Above Reconnection	\$100.00 per

**Account Set Up Requirements:**

*Owners:* Proof of ownership

*Renters:* Lease Agreement OR notarized letter from the landlord

**AND**

Owners & Renters must provide the following at time of application:

- A Valid driver's license OR official ID (passport, official government issued ID)
- Social Security OR TIN

***Note to Landlords:*** Landlords will be considered a co-signer on the account. If a tenant moves from the property and has an outstanding bill, landlords may be held responsible for that bill. As a town, we do our best to collect the bill by applying tenants deposit to their final bill.

**Account Deposits:**

Renters:	\$175.00 + Administrative Fee*
Owners:	\$100.00 + Administrative Fee*
Administrative Fee:	\$ 50.00 (Both Renters & Owners)

*Please note that all fees may be updated via the Town of Micro Comprehensive List of Fees & Charges. Staff does it's best to ensure that all fees listed in this policy and all applications are current.*

Account Number \_\_\_\_\_



Town of Micro

*Application for Water & Sewer*

Date: \_\_\_\_\_

Deposit: \_\_\_\_\_

Connect Date: \_\_\_\_\_

Administration Fee: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\*Service Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License Number & State of Issue: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Name/Address & Phone Number of a Relative: \_\_\_\_\_

Landlord's Name & Phone Number: \_\_\_\_\_

If I live in the city limits of Micro, I will receive a trash can and a recycle bin. In either of the cans get damaged, I will contact the town. If I damage or take the can(s) with me with I move, I will be billed \$75.00. These carts are to be placed curbside the night before scheduled pickup and moved from the curbside within 24 hours of pickup. There will be a returned check fee of \$35.00 for any check that is returned for any reason. The Town of Micro participates in the Debt Setoff for any outstanding debts.

*This is to certify that all the above information is true to the best of my knowledge and ability, and I understand that providing false information could result in termination of my services.*

➔ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Information:**

All applicants must have a serviceable address before service will be connected. If a bill is returned to the town as undeliverable, your services will be discontinued without notification.

**Please initial and sign below to acknowledge the following:**

- I have read and understand this agreement.
- I understand that I will not receive a second notice.
- I understand that the bill is due by 5:00 p.m. on the 15<sup>th</sup> of the month.
- I understand that if I do not receive a bill by the first of the month, I will call the office for the balance of my bill.
- I understand I am responsible for the bill, whether I receive it or not>
- I understand that if I put bulk trash out, I may be charged an additional fee for pickup and removal.



\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

*The Federal Government requires us to collect the following demographic information:*

<b><u>Ethnicity:</u></b>	
Hispanic or Latino	( )
Not Hispanic or Latino	( )
<b><u>Race:</u></b>	
American Indian/Alaskan Native	( )
White	( )
Pacific Islander	( )
Black or African American	( )
Asian	( )
Other	( )
<b><u>Gender:</u></b>	
Female	( )
Male	( )



**TOWN OF MICRO  
UTILITY BILLING POLICY**

**WHEREAS**, it is the recommendation and desire of the Town of Micro Board of Commissioners that a Utility Billing Policy related to the Town of Micro be adopted; and

**WHEREAS**, having a policy in place related to Utility Billing procedures is a best practice in local governments; and

**WHEREAS**, this policy will outline payment due dates, late fees, cut off fees and dates that both late fees and cut off fees will become effective on utility bills.

**WHEREAS**, this Utility Billing Policy will become effective **January 1, 2024**.

Duly adopted this the 17<sup>th</sup> day of October, 2023 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Interim Town Clerk

**RESOLUTION SETTING**

**2024 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.

<b>TOWN OF MICRO 2024 TOWN COUNCIL MEETING CALENDAR</b>	
MONTH	MEETING DATE
January	Tuesday – January 9, 2024
February	Tuesday – February 13, 2024
March	Tuesday – March 12, 2024
April	Tuesday – April 9, 2024
May	Tuesday – May 14 2024
June	Tuesday – June 11, 2024
July	Tuesday – July 9, 2024
August	Tuesday – August 13, 2024
September	Tuesday – September 10, 2024
October	Tuesday – October 8, 2024
November	Tuesday – November 12, 2024
December	Tuesday – December 10, 2024

Duly adopted this the 17<sup>th</sup> day of October 2023 while in session.

\_\_\_\_\_  
Marty Parnell  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly A. Moffett, CMC, NCCMC  
Interim Town Clerk

**RESOLUTION SETTING  
2024 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 2024 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 2024.

<b>TOWN OF MICRO 2024 HOLIDAY SCHEDULE</b>		
<b>HOLIDAY</b>	<b>OBSERVANCE DATE</b>	<b>DAY OF THE WEEK</b>
New Year’s Day	January 1, 2024	Monday
Martin Luther King Jr. Birthday	January 15, 2024	Monday
Good Friday	March 29, 2024	Friday
Memorial Day	May 27, 2024	Monday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving	November 28 & 29, 2024	Thursday & Friday
Christmas	December 24, 25 & 26, 2004	Tuesday, Wednesday & Thursday

Duly adopted this the 17<sup>th</sup> day of October while in session.

\_\_\_\_\_  
Marty Parnell  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly A. Moffett, CMC, NCCMC  
Interim Town Clerk