



**Town of Micro**  
**Board of Commissioners Meeting AGENDA**  
**Tuesday -January 14, 2025**  
**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
  - *December 10, 2024 – Will Be Sent Under Separate Cover*

**POTENTIAL ACTION:**

Adoption of Consent Agenda as Presented

**5. SPECIAL PRESENTATION/INTRODUCTIONS**

**6. FINANCIAL REPORT**

- a. Financial Report

**7. PLANNING BOARD REPORT**

- a. Planning Board/BOA Report

There was no Planning Board meeting in December 2024, so no report will be provided.

**8. OLD BUSINESS**

- a. Ordinance Updating Fees & Charges (Yard Waste Fees)  
*Presenter: Kimberly A. Moffett, Interim Town Clerk*
  - *Ordinance*
  - *Comprehensive List of Fees & Charges*

**POTENTIAL ACTION:**

Adoption of Ordinance #2025-01-01

- b. Sewer Usage/Billing Discussion  
*Presenters: Yiecenia Joyner & Marty Parnell*

**POTENTIAL ACTION:**

None – Discussion Only

**9. PUBLIC HEARINGS**

## 10. NEW BUSINESS

- a. Ordinance Appointing Public Works Director to Dispose of Surplus Property  
*Presenter:* Kimberly A. Moffett, Interim Town Clerk

- *Ordinance*

**POTENTIAL ACTION:** Adoption of Ordinance #2025-01-02

- b. Legislation (SB 382) Regarding Down Zoning  
*Presenter:* Kimberly A. Moffett, Interim Town Clerk

**POTENTIAL ACTION:** None – Informational Only

- c. Personnel Policy Update  
*Presenter:* Kimberly A. Moffett, Interim Town Clerk

**POTENTIAL ACTION:** Discussion & Provide Staff w/Direction

## 11. COMMISSIONER REPORTS

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

## 12. CLOSED SESSION

## 13. ADJOURNMENT

- a. Adjourn the Meeting

**POTENTIAL ACTION:** Motion to Adjourn

**Town of Micro**  
**Ordinance Amending Comprehensive List of Fees & Charges**

Be it hereby adopted by the Board of Commissioners for the Town of Micro, North Carolina that the Schedule of Fees and Charges is hereby amended as follows as indicated on the attached Updated Comprehensive List of Fees & Charges, effective January 1, 2025.

1. Solid Waste Pick Up Fees
  - Regular Pick-Up \$50.00 per trip
  - Special Request Pick Up \$65.00 per trip

Duly adopted this 14<sup>th</sup> day of January, 2025 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

## COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JANUARY 1, 2025

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



**TOWN OF MICRO**  
**COMPREHENSIVE LIST OF FEES & CHARGES**

**EFFECTIVE DATE JANUARY 1, 2025**

<b>TAP FEES * lines owned by Town</b>	
<i>Water Tap – Inside &amp; Outside Town Limits:</i>	
<b>ALL TAPS</b> <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.*
<i>Sewer Tap Inside &amp; Outside Town Limits:</i>	
<b>ALL TAPS</b> <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.*
<i>Water Meter Charges &amp; Tap Installation Inspection Fees</i>	
Meter Charge (In & Out of Town)	\$350.00
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
<i>Sewer Tap Installation Inspection Fees</i>	
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
<b>Bulk Pick-Up Fees</b>	Call for Estimate
Regular Pick Up (Last Friday of the Month)	\$50.00 for each pick-up <i>*If multiple trips are required there is an additional fee of \$50.00 per trip</i>
Special Request Pick-Up (Must contact Public Works to arrange pick-up)	\$65.00 for each pick-up <i>*If multiple trips are required there is an additional fee of \$65.00 per trip.</i>
<b>Rental Fees</b>	
Park/Shelter	\$25.00 for 2-hr. increments <i>Example: 2 hours = \$25.00 / 4 hours = \$50.00</i>
<b>Community Building</b>	



**TOWN OF MICRO**  
**COMPREHENSIVE LIST OF FEES & CHARGES**

**EFFECTIVE DATE JANUARY 1, 2025**

<ul style="list-style-type: none"> <li>Monday – Thursday</li> </ul>	\$75.00 per hour with 2 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> <li>Friday or Sunday</li> </ul>	\$90 per hour with 3 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> <li>Saturday</li> </ul>	\$100 per hour with 4 hour minimum* PLUS Refundable Security Deposit of \$150

\*Includes use of kitchen

**AN ORDINANCE PRESCRIBING PROCEDURES  
FOR DISPOSING OF  
PERSONAL PROPERTY VALUED AT LESS THAN \$30,000**

BE IT ORDAINED by the Town of Micro Board of Commissioners:

Section 1. The Public Works Director is hereby authorized to dispose of any surplus personal property owned by the Town of Micro, whenever he or she determines, in his or her discretion, that:

- (a) the item or group of items has a fair market value of less than thirty thousand dollars (\$30,000.00);
- (b) the property is no longer necessary for the conduct of public business; and,
- (c) sound property management principles and financial considerations indicate that the interests of the Town would best be served by disposing of the property.

Section 2. The Public Works Director may dispose of any such surplus personal property by any means which he or she judges reasonably calculated to yield the highest attainable sale price in money or other considerations, including but not limited to the methods of sale provided in Article 12 of N.C. Gen. Stat. Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.

Section 3. The surplus property shall be sold to the party who tenders the highest offer or exchanged for any property or services useful to the Town if greater value may be obtained in that manner, and the Public Works Director is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Public Works Director may retain the property, obtain any reasonably available salvage value, or cause it to be discarded. No surplus property may be donated to any individual or organization except by resolution of the Board of Commissioners.

Section 4. The Public Works Director shall keep a record of all property sold under authority of this Ordinance and that record shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

Section 5. This Ordinance is enacted pursuant to the provisions of N.C. Gen. Stat. § 160A-266(c).

Section 6. This Ordinance shall become effective upon adoption.

Duly adopted this the 14<sup>th</sup> day of January, 2025 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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Yiecenia Joyner  
Deputy Town Clerk