



**City of Trinity**  
**CITY COUNCIL MEETING**

February 09, 2026 at 6:30 PM

Trinity City Hall Annex

**AGENDA**

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**NCGS § 143-318.17 Disruption of official meetings**

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

(1919, c. 655, s 1; 1993, c. 539, s. 1028; 1994, Ex. Sess., c. s. 14 (c).)

*Action may be taken on agenda items and other issues discussed during the meeting*

1. Call to Order; Welcome Guests and Visitors
2. Pledge of Allegiance and Invocation
3. Review, amend if needed, and approve Proposed Regular Agenda
4. Public Comment Period
5. Consent Agenda Items
  - a. Approval of Special Called Meeting Minutes of January 5, 2026
  - b. Approval of Regular Meeting Minutes of January 12, 2026
  - c. Accept January 2026 Financial Statements.
  - d. Approve Amendments to Align the Budget for the FY 2025 -2026 Year End
  - e. Accept and Approve Funding and Project for the Wastewater Collection System Asset Inventory Assessment (AIA) Grant.
6. Old Business
  - a. Councils continued investigation and analysis concerning the possible removal of the substandard structure located at 5515 Rockford Dr. per NCGS 160D -1203

**i) Eric Clem, SCEI Minimum Housing and Non-Residential Specialist, will present a presentation on the enforcement of this property through the years.**

**ii) Ms. Inez Gray, representing the owners, will address the Council.**

**iii) Council action on proposed Ordinance ordering the City of Trinity's Contracted Code Enforcement Officer to Proceed to Effectuate the Purpose of the Trinity Minimum Housing Code and GS 160D-1203**

**7. Reports from Council inquiries at January 12th, 2026 meeting.**

**a. Staff Report of proposed 25mph speed limit signs on certain City maintained streets**

**b. Wastewater Collection System Investigations**

**8. City Manager Items**

**a. Approve amendment to WithersRavenel Contract for Design, Bid Documents and Construction Management.**

**b. Report Winter Storm Fern Response**

**c. Report Winter Storm Gianna Response**

**d. Planning Workshop Dates**

**9. Closed Session**

**a. Closed Session - per NCGS 143-318.11(a)(3) To consult with the City Attorney in order to protect attorney-client privilege**

**10. Discussions not on the Agenda (*Mayor McNabb*)**

**11. Adjournment**



**City of Trinity**  
**CITY COUNCIL SPECIAL CALLED MEETING**

**January 5, 2026**  
**Trinity City Hall Annex**

**MINUTES**

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**PRESENT**

Mayor Richard McNabb  
Mayor Pro Tem Robbie Walker  
Councilmember Debbie Jacky  
Councilmember Paul Welborn  
Councilmember Barry Allison

**ABSENT**

Councilmember Ed Lohr

**OTHERS PRESENT**

Interim City Manager John Ogburn  
City Clerk Darien Comer  
Attorney Bob Wilhoit  
Finance Director Crystal Postell  
Public Services Director Rodney Johnson  
Planning Director Jill Wood  
Finance Lisa Beam

Mayor McNabb called the meeting to order.

**Approval of the new City Manager Contract**

*Motion made by Councilmember Jacky to approve the City Manager Contract, Seconded by Mayor Pro Tem Walker.*

*Voting Yea: Mayor Pro Tem Walker, Councilmember Jacky, Councilmember Welborn, Councilmember Allison*

**Swearing In of the new City Manager Michael Burroughs**

**The Honorable James P. Hill Jr., Resident Superior Court Judge of Randolph County administered the Oath, to Michael Burroughs.**

**See Attached**

**Adjournment**

*Motion made by Councilmember Walker to adjourn, Seconded by Councilmember Allison.  
Voting Yea: Mayor Pro Tem Walker, Councilmember Jacky, Councilmember Welborn,  
Councilmember Allison*

**Attest:**

\_\_\_\_\_  
**Richard McNabb, Mayor**

\_\_\_\_\_  
**Darien P. Comer, City Clerk**

DRAFT



Oath of Office

I, Michael S. Burroughs, do solemnly and sincerely swear that I will support the Constitution of the United States so help me God.

I, Michael S. Burroughs, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability so help me God.

I, Michael S. Burroughs, do swear and sincerely swear that I will truly execute the duties of the office as the City Manager of the City of Trinity according to the best of my skill and ability, according to law so help me God.

*Michael Burroughs*  
MICHAEL S. BURROUGHS

DATE: JANUARY 5, 2026

*Richard McNabb*  
RICHARD McNABB, MAYOR

DATE: JANUARY 5, 2026

*James P. Hill Jr.*  
HON. JAMES P. HILL JR. ADMINISTERING OATH  
RESIDENT SUPERIOR COURT JUDGE  
JUDICIAL DISTRICT 19B

DATE: JANUARY 5, 2026

*Darien P. Comer*  
DARIEN P. COMER, CITY CLERK OF TRINITY

DATE: JANUARY 5, 2026







**City of Trinity**  
**CITY COUNCIL MEETING**

**January 12, 2026**  
**Trinity City Hall Annex**

**MINUTES**

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**PRESENT**

Mayor Richard McNabb  
Mayor Pro-Tem Robbie Walker  
Councilmember Ed Lohr  
Councilmember Debbie Jacky  
Councilmember Paul Welborn  
Councilmember Barry Allison

**OTHERS PRESENT**

City Manager Michael Burroughs  
City Clerk Darien Comer  
Planning Director Jill Wood  
Finance Director Crystal Postell  
City Attorney Bob Wilhoit  
Manager Consultant John Ogburn  
Sgt. Vincent Sanders

1. Mayor McNabb called the meeting to order and welcomed guests.
2. Mayor McNabb led those in attendance in the Pledge of Allegiance and Councilmember Welborn gave the Invocation.
3. **Review, amend if needed, and approve Proposed Regular Agenda**

*Motion made by Mayor Pro Tem Walker to remove 7c discussion on workshop retreat dates and add a discussion on 25mph speed limits, Seconded by Councilmember Welborn.*

*Voting Yea: Mayor Pro Tem Walker, Councilmember Lohr, Councilmember Jacky, Councilmember Welborn, Councilmember Allison*

*Motion made to approve the agenda as amended by Councilmember Jacky, Seconded by Mayor Pro Tem Walker.*

*Voting Yea: Mayor Pro Tem Walker, Councilmember Lohr, Councilmember Jacky, Councilmember Welborn, Councilmember Allison*

#### 4. Public Comment Period

No comments

#### 5. Consent Agenda Items

- a. Approval of Regular Meeting Minutes of December 8, 2025
- b. Finance Director's City of Trinity Financial Statements
- c. Resolution 26 - 02: Revise the Bank Signatories

*Motion made by Councilmember Welborn, Seconded by Councilmember Allison.*

*Voting Yea: Mayor Pro-Tem Walker, Councilmember Lohr, Councilmember Jacky, Councilmember Welborn, Councilmember Allison*

#### 6. Old Business

- a. Council Action Requesting the removal of structure located at Rockford Dr. per NCGS 160D-1203

**Eric Clem, SCEI Minimum Housing and Non-Residential Specialist**, reported that there has been nothing completed since August. No building permits, contracts or things worked out with the heirs.

**Inez Gray**, one of the heirs, who has been taking care of the property was present. Ms. Gray has not had any contact with Mr. Clem since the August 2025 meeting. She reached out to an Attorney and was advised to reach out to the heirs, which has not happened yet.

*Motion made by Councilmember Allison to have property owner bring an Engineer's Inspection to the next meeting. Seconded by Councilmember Jacky.*

*Voting Yea: Mayor Pro-Tem Walker, Councilmember Lohr, Councilmember Jacky, Councilmember Welborn, Councilmember Allison*

#### 7. New Business

- a. Financial Audit 2024 - 2025

**Monty Pendry with Gibson & Company**, presented the 2024-2025 Financial Audit to the Council.

*Motion made by Councilmember Jacky to approve, Seconded by Mayor Pro-Tem Walker.*

*Voting Yea: Mayor Pro-Tem Walker, Councilmember Lohr, Councilmember Jacky, Councilmember Welborn, Councilmember Allison*

- b. Text Amendments to the City of Trinity Land Management Ordinance to comply with recently passed North Carolina General Statutes

*Motion made by Councilmember Allison to adopt, Seconded by Councilmember Welborn.*

*Voting Yea: Mayor Pro-Tem Walker, Councilmember Lohr, Councilmember Jacky, Councilmember Welborn, Councilmember Allison*

**Discussion of Workshop Retreat Dates**

This item was removed from the agenda, waiting for planning dates.

**c. Added to the agenda - Discussion about 25mph Speed Limit signs for City Streets**

Staff was instructed to find out more information and bring to the Council at the next meeting.

**9. Adjournment**

*Motion made by Mayor Pro-Tem Walker, Seconded by Councilmember Jacky.*

*Voting Yea: Mayor Pro-Tem Walker, Councilmember Lohr, Councilmember Jacky, Councilmember Welborn, Councilmember Allison*

**Attest:**

\_\_\_\_\_  
**Richard McNabb, Mayor**

\_\_\_\_\_  
**Darien P. Comer, City Clerk**



## **CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: 02/02/2026

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / [cpostell@trinity-nc.gov](mailto:cpostell@trinity-nc.gov)

### **AGENDA ITEM TITLE**

January 2026 Financial Statement Review

### **SUMMARY**

The Finance Department remains committed to safeguarding the fiscal integrity of the City of Trinity through diligent oversight and responsible management of municipal assets and resources. We continue to uphold the standards set forth by Generally Accepted Accounting Principles (GAAP) and City regulations to ensure transparency, accountability, and financial stewardship.

In accordance with these principles, the Finance Department is pleased to present the City's monthly financial statements for January 2026. These statements provide a comprehensive overview of the City's financial position and operational performance, enabling informed decision-making and long-term planning.

### **RECOMMENDED ACTION**

No recommendation needed

### **ATTACHMENTS**

Budget vs Actual Statements for General Fund and Sewer Fund


 TRINITY<sup>NC</sup>

# Memorandum

**TO:** Richard McNabb, Mayor  
City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Michael Burroughs, City Manager

**DATE:** 01/30/2026

**REF:** Budget Ordinance 26 – 07

## Summary:

Following a mid-year budget review, the Finance Department recommends a budget amendment to align the annual budget for fiscal year-end within the Planning and Public Buildings Departments. This budget ordinance includes the replacement of the City's digital sign located in the front yard of City Hall. The budget alignment will be funded through the City's contingency expense line and will not increase or decrease the originally adopted annual budget.

### *§ 159-13(b)(3) Contingency*

*A contingency appropriation shall not exceed five percent (5%) of the total of all other appropriations in the same fund, except there is no limit on contingency appropriations for public assistance programs required by Chapter 108A. Each expenditure to be charged against a contingency appropriation shall be authorized by resolution of the governing board, which resolution shall be deemed an amendment to the budget ordinance setting up an appropriation for the object of expenditure authorized. The governing board may authorize the budget officer to authorize expenditures from contingency appropriations subject to such limitations and procedures as it may prescribe. Any such expenditures shall be reported to the board at its next regular meeting and recorded in the minutes.*

### *§ 159-15. Amendments to the budget ordinance.*

*Except as otherwise restricted by law, the governing board may amend the budget ordinance at any time after the ordinance's adoption in any manner, so long as the ordinance, as amended, continues to satisfy the requirements of G.S. 159-8 and 159-13. However, except as otherwise*

*provided in this section, no amendment may increase or reduce a property tax levy or in any manner alter a property taxpayer's liability, unless the board is ordered to do so by a court of competent jurisdiction, or by a State agency having the power to compel the levy of taxes by the board.*

*If after July 1 the local government receives revenues that are substantially more or less than the amount anticipated, the governing body may, before January 1 following adoption of the budget, amend the budget ordinance to reduce or increase the property tax levy to account for the unanticipated increase or reduction in revenues.*

*The governing board by appropriate resolution or ordinance may authorize the budget officer to transfer moneys from one appropriation to another within the same fund subject to such limitations and procedures as it may prescribe. Any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes. (1927, c. 146, s. 13; 1955, cc. 698, 724; 1971, c. 780, s. 1; 1973, c. 474, s. 12; 2001-308, s. 3; 2002-126, s. 30A.2.)*

### **Recommendation**

Staff recommend that Trinity City Council approves and adopts Budget Ordinance 26 – 07.

### **Attachments:**

Budget Ordinance 26 – 07



**AMENDMENT TO THE GENERAL FUND ANNUAL BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2026 TO ALIGN THE PLANNING AND PUBLIC BUILDING DEPARTMENTS FOR FISCAL YEAR-END.**

**ORDINANCE 26 – 07**

**BE IT ORDAINED** by the City Council of the City of Trinity, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2026:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

	<u>Increase (Decrease)</u>
General Government	\$ 45,139.00
Contingency	<u>(45,139.00)</u>
	<u>\$ -</u>

Section 2. Copies of this Budget Ordinance shall be furnished to the City Clerk and to the City Manager and Finance Director to be kept on file by them for their direction in the disbursement of funds.

Adopted this 9<sup>th</sup> day of February, 2026.

\_\_\_\_\_  
Richard McNabb, Mayor

SEAL

\_\_\_\_\_  
Darien Comer, City Clerk

The logo for Trinity, North Carolina, featuring the word "TRINITY" in white capital letters on a dark blue banner that curves upwards to the right. To the right of the banner, the letters "NC" are stacked vertically in white.

# Memorandum

**TO:** Richard McNabb, Mayor  
City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Michael Burroughs, City Manager

**DATE:** 01/29/2026

**REF:** Accept the Asset Inventory Assessment Grant Offer and Approve  
Project Ordinance 26 – 03

## Summary:

The City of Trinity has been approved for a \$150,000 State Reserve Program Asset Inventory and Assessment (AIA) grant administered by the North Carolina Department of Environmental Quality to support the 2024 sewer system asset inventory and assessment project. Acceptance of the award requires a 20% local match in the sum of \$30,000, which includes a mandatory 1.5% administrative fee of \$2,250 that must be paid prior to any disbursement of funds.

Grant funds will be reimbursed based on submitted claims and supporting documentation, including invoices, progress reports, and match verification, with at least 50% of the local match required by the time 50% of grant funds are disbursed. The project must be completed within 24 months of the Letter of Intent to Fund (March 2027) and must comply with all state procurement, reporting, and audit requirements.

The City of Trinity is undertaking an Asset Management Plan for the sewer system supported by a \$150,000 Asset Inventory and Assessment (AIA) grant toward a total project cost of \$180,000 with Davis Martin Powell. The scope includes a comprehensive asset inventory and condition assessment of pump stations, manholes, and collection system components; updates to the City's GIS and SCADA data; smoke testing and inspections to identify infiltration and inflow issues; development of service level rankings; preparation of a 10-year-plus Capital Improvement Plan; and completion of a sewer rate study to evaluate long-term financial sustainability. The project builds existing system mapping and prior engineering studies, addresses infrastructure needs and regulatory concerns, and supports future growth while ensuring the sewer system remains financially and operationally viable.

**Recommendation**

Staff recommend that Trinity City Council approves and adopts Resolution 26 – 03 and Project Ordinance 26 – 03.

**Attachments:**

Resolution 26 – 03

Project Ordinance 26 – 03



AN ORDINANCE ESTABLISHING A PROEJCT ORDINANCE FOR ASSET INVENTORY ASSESMENT (AIA) PROJECT  
PROJECT ORDINANCE 26 – 03

BE IT ORDAINED by the City Council of the City of Trinity, North Carolina, pursuant to N.C.G.S. §159-13.2, that the following project ordinance is hereby established:

Section 1. A project ordinance is hereby established for the purpose of accounting for the costs of the Asset Inventory Assessment (the “Project”), which includes planning, design, construction, mitigation, and related activities necessary to complete the Project.

Section 2. The officers of this unit are hereby directed to proceed with the Asset Inventory Assessment Project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

	Increase (Decrease)
Asse Inventory and Assessment (AIA)	\$ 115,000.00
10-Year Plus Capital Improvement Plan (CIP)	30,000.00
Sewer Rate Study	35,000.00
1.5% Grant Fee	2,250.00
	\$ 182,250.00

Section 4. The following revenues are anticipated to be available to complete this project:

	Increase (Decrease)
Asse Inventory and Assessment (AIA) Grant	\$ 150,000.00
Apporpraite Net Position	32,250.00
	\$ 182,250.00

Section 5. The Finance Director s hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, in accordance with North Carolina General Statue 143 – 63.31 and North Carolina General Statue 159 – 34.

Section 6. This AIA grant project ordinance expires on March 10, 2027, or when all the AIA funds have been obligated and expended by the City of Trinity, whichever occurs sooner.

**Section 7.** Copies of this Budget Ordinance shall be furnished to the City Clerk and to the City Manager and Finance Director to be kept on file by them for their direction in the disbursement of funds.

Adopted this 9<sup>th</sup> day of February, 2026.

\_\_\_\_\_  
Richard McNabb, Mayor

SEAL

\_\_\_\_\_  
Darren Comer, City Clerk



**RESOLUTION FOR THE CITY OF TRINITY TO ACCEPT THE OFFER FOR THE AIA GRANT FOR PROJECT NO. AIA – W – 0337**

**RESOLUTION 26 – 03**

**WHEREAS,** the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment (AIA) grants to assist eligible units of government with meeting their water infrastructure needs, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform an Asset Inventory and Assessment study detailed in the submitted application, and

**WHEREAS,** the City of Trinity intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE, BE IT RESOLVED** that the City of Trinity does hereby accept the State Reserve Grant award in the amount of One Hundred Fifty Thousand Dollars (\$150,000).

That the City of Trinity shall provide the required twenty percent (20%) local match in the amount of Thirty Thousand Dollars (\$30,000) and shall remit the applicable one and one-half percent (1.5%) administrative fee in accordance with grant requirements.

That the City of Trinity does hereby gives assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That City Manager and Finance Director successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

**Project No. AIA – W – 0337**

**BE IT FURTHER RESOLVED,** copies of this Resolution shall be furnished to the City Clerk, the City Manager, and the Finance Director to be kept on file by them for their direction in the disbursement of funds.

Adopted this 9th day of February 2026

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SEAL

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Richard McNabb, Mayor

Darien Comer, City Clerk