



City of Trinity
CITY COUNCIL MEETING

October 14, 2025 at 6:30 PM

Trinity City Hall Annex

AGENDA

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 Regular Meeting Minutes of September 8, 2025**
 - b. Approval of Closed Session Meeting Minutes of September 8, 2025**
 - c. Finance Director's City of Trinity Financial Statements**
 - d. Approval of On-Call Engineering Agreement with Davis-Martin-Powell**
- 6. Recognitions and Presentations**
 - a. PARTF Grant Award Announcement (Mayor McNabb)**
 - b. GFOA 2024 Triple Crown Award (Mayor McNabb)**
- 7. Review of Fund Balance Policy & Budget Amendments**

- a. **Fund Balance Review** (Interim City Manager John Ogburn)
- b. **Budget Ordinance 26-03 Employee COLA Adjustment** (Interim City Manager John Ogburn)
- c. **Budget Ordinance 26-04 Increase Budget to Hire a City Manager** (Interim City Manager John Ogburn)
- d. **Budget Ordinance 26-05 Provide Budget to Hire a Full-Time Planning Director** (Interim City Manager John Ogburn)

8. Action Agenda

- a. **Revolutionary Randolph Resolution** (Interim City Manager John Ogburn)
- b. **Approve City Code Amendment to Establish Outdoor Lighting & Noise Standards** (Planning Director Jill Wood)
- c. **Approve City Code Amendment to Establish On Street Parking Regulations** (Planning Director Jill Wood)

9. City Manager Review

- a. **Council Chamber Sound System Upgrade**
- b. **Tips for City Council Success**
- c. **Potential for Development of City Owned Property Next To City Hall**
- d. **Public Policy Decision Making and Outcomes**
- e. **How Urban is Urban? - Comparing Trinity to Asheboro**

10. Mayor, Council and City Manager Updates

11. Adjournment



**City of Trinity
CITY COUNCIL MEETING**

September 08, 2025 at 6:30 PM

Trinity City Hall Annex

MINUTES

PRESENT

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

OTHERS PRESENT

- Interim City Manager John Ogburn
- Public Services Director Rodney Johnson
- City Clerk Darien Comer
- Planning Director Jill Wood
- Finance Director Crystal Postell
- Attorney Bob Wilhoit
- Planner Jay Dale
- Sgt. Vincent Sanders

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

*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*

4. Public Comment Period

Robert McGee of 4752 Maple Oak Dr. - Mr. McGee brought up questions concerning his sewer billing. He stated that he was not connected to the City's sewer system and was unable to do so due to ground conditions.

5. Consent Agenda Items

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

- a. **Approval of Regular Meeting Minutes of August 11, 2025**
- b. **Finance Director's City of Trinity Financial Statements** (*Crystal Postell, Finance Director*)

6. Public Hearing

- a. **Rezoning Request PIN #7707677179 New Day Fellowship of Trinity** (*Jill Wood, Planning Director*)

Planning Director Jill Wood presented a rezoning request from 5521 Meadowbrook Dr. They are requesting a change from RR to OI zoning. This change would allow the property to change from an existing church building into office space. Mrs. Wood explained that when the Planning Board heard this case, there were questions surrounding the septic system on the property. The property owners have spoken to the Randolph County Health Department and have gotten an approval from them stating the system is in working condition.

Mrs. Wood explained that there were also concerns about parking on the property. The property owner submitted pictures showing where approved parking would go.

Chaz Justice of Justice Real Estate presented additional information to Council. He addressed the parking concerns in relation to the septic system. He stated parking will not be on top of the system and will not be an issue. He stated the new owner has intention of building a pergola over top to keep any cars from being in the area.

In regards to the septic system, Mr. Justice stated Randolph County Environmental Health gave an approval on the system. The property would also experience a decrease in population going from roughly 50-70 people for church down to 5 for the insurance building. Councilmember Lohr suggested they pursue an easement for sewer incase it would be needed in the future.

Pastor John Anders of New Day Fellowship stated that they have never experienced any sewer or septic issues. He said he was unaware if there were ever any complaints regarding such. He addressed a complaint about drainage lines being exposed but explained they were "weepers" for ground water. He also discussed the major drop in usage of the building switching from a church to a small business.

Speaking For:

Joseph Anders of High Point stated he was a member of New Day Fellowship and echoed that he has never experienced any sewer, traffic, safety issues.

John Anders of Thomasville is a member of New Day Fellowship. He reiterated that he never experienced any of the same issues with roughly 60-80 people in the church every Sunday. He also praised the church for the community involvement.

Michael Lucy of Thomasville stated he was the current youth pastor and board member. He also stated that the parking and sewer concerns were not an issue he had experienced in the building as a church. He also stated that the lesser amount of people would be beneficial in addressing these concerns.

Michael Stafford of Trinity spoke in favor stating that she will be the new owner. She wants to create a storefront for herself and use the opportunity to become a broker. She stated the flow of traffic into the business would be minimal. On a typical day, the office would include herself, an assistant, and occasional clients. No property and casualty services will be offered, limiting public traffic.

Ms. Stafford noted that the septic system has been located approximately 42 inches below ground and is covered by gravel, a pergola and picnic area will be added to prevent parking over the septic area.

City staff confirmed that the proposal aligns with prior approvals and clarified the correct septic location, which had previously been misrepresented in GIS data.

Speaking against:

Barry Larmore of Trinity resides across from the property. He expressed concern that the septic tank is located deeper than previously described.

Mr. Larmore submitted a petition signed by neighboring residents opposing the rezoning with concerns that changing the zoning to Office and Institutional (OI) would negatively impact property values. The petition was submitted to the City Clerk for the record.

The staff has reviewed the request and finds that this request:

meets the requirements of the Comprehensive Land Use Plan:

is consistent, reasonable, and in the public interest.

Councilmember Allison stated **For The Record**, that we appreciate the work that the planning board has done in reviewing these rezoning requests and their recommendations to Council. In this particular case they didn't have the information that Jill has presented to us tonight and this young man and these folks. I think they have all provided us with information that we needed tonight. I think the issue now is not just about the septic tank. It's if this is an appropriate use for a church building to be renovated and used for the insurance company.

Motion made by Councilmember Jacky to accept the Statement of Consistency (SEE ATTACHED), Seconded by Councilmember Welborn.

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

7. Action Agenda

a. **Approval of the Residential Solid Waste and Yard Waste Collection Contract with Meridian Waste North Carolina, LLC** (*John Ogburn, Interim City Manager*)

Interim City Manager John Ogburn asked the Council for an approval of the Residential Solid Waste and Yard Waste Collection Contract with Meridian Waste of North Carolina. Mr. Ogburn stated, **For The Record**, that Meridian Waste is a world class company. Everywhere the City checked the Residents and Cities are very satisfied. This should be a very good partnership for the City and Meridian Waste.

Motion made by Councilmember Allison to approve the Residential Solid Waste and yard waste collection contract with Meridian Waste, Seconded by Councilmember Jacky. Voting Yea: Mayor Pro Tem Walker, Councilmember Lohr, Councilmember Jacky, Councilmember Welborn, Councilmember Allison

b. **Approval of On Call Engineering Agreement with Davis-Martin-Powell** (*John Ogburn, Interim City Manager*)

Interim City Manager John Ogburn stated that the City Attorney Wilhoit and Randy McNeil (Davis-Martin-Powell) are still reviewing the contract. This item will be continued to the October consent agenda.

c. **Request by City Manager for Temporary Street Closure of Carriage House Circle**

Motion made by Councilmember Welborn to approve the closure of Carriage House Circle for a block party on September 20th, 2025 between 2:00PM and 8:00PM, Seconded by Mayor Pro Tem Walker.

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

8. City Manager Updates

Interim City Manager John Ogburn updated the Council on the following:

a. **Gibson and Company have begun our annual audit.**

Gibson and Company have begun our annual audit. They will be in the office working this week.

b. **Gas Leak - PNG Line gas line cut while contractor was removing structure at 5464 Braxton Craven Road.**

Public Services Director Rodney Johnson was called out to the property. He called emergency services and notified the Manager and Mayor. He stayed until the leak was solved.

c. **Review of meeting with Randolph County Sheriff's Office personnel.**

The meeting went well and we are moving forward. Trinity Townhomes will be having an HOA meeting with the residents on Wednesday to address the trouble with off street parking and on street parking. The new management has begun towing violators. Jay Dale and Rodney Johnson will attend for the City.

d. Appointment of Mr. Neal Robbins of Asheboro, NC has been appointed Deputy Undersecretary for Rural Development at the U.S. Department of Agriculture.

Mr. Ogburn stated this is a great opportunity to have Randolph County represented at the highest level of government.

e. USDA Rural Development Programs

There are loans, grants and funding for rural sewer systems. The City would be wise to stay on top of looking into these.

f. City Council decisions and the role of public policy in building a city.

Interim City Manager Ogburn provided a review of the last two meetings.

During the first meeting, the discussion centered on the City Code of Ordinances, Land Management plan and map, Subdivision Ordinances, the Annual Budget, and the Selection of the City Manager, which is the most important role of the Council.

The second meeting addressed several key matters, including the completion of construction to High Point, Identification of sewer as the primary growth area, the Darr Road Sewer Project, the need to cease the transfer of General Fund dollars to the Sewer Fund, funding and development of the new park, and the installation of fire hydrants and enhancement of fire protection services.

Mr. Ogburn noted that the Council has reached a key stage in public policy decision-making, emphasizing that the Council's primary roles are establishing the City's mission and policy.

Mr. Ogburn explained that the City Manager is responsible for the administration and management of those directives and for overseeing the authorized staff. Mr. Ogburn commended the City's team as outstanding and pleasant to work with and expressed that the Council should be proud of their efforts.

9. Closed Session

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

Motion made by Mayor Pro Tem Walker to go into Closed Session in order to interview and consider the qualifications of prospective candidates to serve as the next City Manager, pursuant to NCGS 143-318.11(a)(6), Seconded by Councilmember Allison.

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

Motion made by Mayor Pro Tem Walker to go out of Closed Session and back into Open Session, Seconded by Councilmember Jacky.

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

11. Adjournment

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

Attest:

Richard McNabb, Mayor

Darien Comer, City Clerk

DRAFT



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 10/01/2025

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / cpostell@trinity-nc.gov

AGENDA ITEM TITLE

September 2025 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.

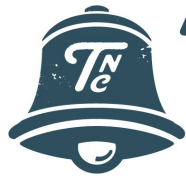
In accordance with these principles, the Finance Department is pleased to present the City's monthly financial statements for September 2025. These statements provide a comprehensive overview of the City's financial position and operational performance, enabling informed decision-making and long-term planning.

RECOMMENDED ACTION

No recommendation needed

ATTACHMENTS

Budget vs Actual Statements for General Fund and Sewer Fund

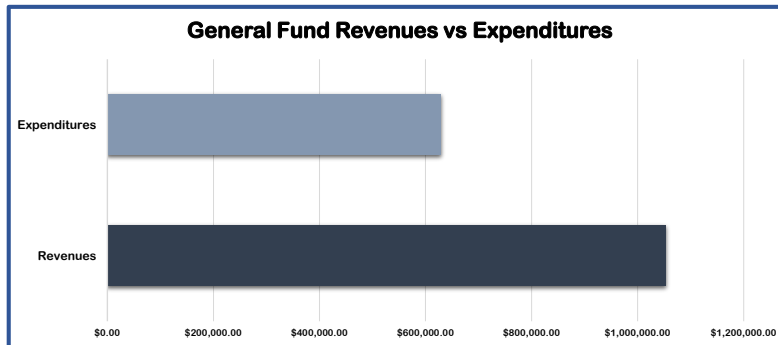


TRINITY

NORTH CAROLINA

General Fund Budget vs Actual Statement Ending on September 30, 2025

	Budget	Actual	Variances	
REVENUES				
Powell Bill	\$ 210,450.00	\$ 103,229.27	\$ (107,220.73)	49%
Ad Valorem/ Vehicle Tax	\$ 1,117,205.00	\$ 632,672.08	\$ (484,532.92)	57%
Sales and Use Tax	\$ 2,021,200.00	\$ 249,331.85	\$ (1,771,868.15)	12%
Solid Waste	\$ 514,800.00	\$ 139,085.21	\$ (375,714.79)	27%
Other Taxes	\$ 331,100.00	\$ -	\$ (331,100.00)	0%
Investment Earnings	\$ 230,400.00	\$ 64,265.21	\$ (166,134.79)	28%
Other Revenues	\$ 41,685.00	\$ (135,415.31)	\$ (177,100.31)	-325%
	\$ 4,466,840.00	\$ 1,053,168.31	\$ (3,413,671.69)	24%
EXPENDITURES				
Governing Board	\$ 64,900.00	\$ 15,861.12	\$ 49,038.88	24%
Administration	\$ 465,236.00	\$ 144,906.32	\$ 320,329.68	31%
Finance	\$ 389,615.00	\$ 82,365.90	\$ 307,249.10	21%
Planning/Zoning	\$ 447,220.00	\$ 76,067.07	\$ 371,152.93	17%
Public Buildings	\$ 65,550.00	\$ 27,771.27	\$ 37,778.73	42%
Animal Control	\$ 35,990.00	\$ 8,997.44	\$ 26,992.56	25%
Public Safety	\$ 853,875.00	\$ 15,750.00	\$ 838,125.00	2%
Powell Bill	\$ 310,500.00	\$ 1,446.20	\$ 309,053.80	0%
Street	\$ 204,500.00	\$ 46,596.54	\$ 157,903.46	23%
Stormwater	\$ 289,620.00	\$ 60,400.30	\$ 229,219.70	21%
Sanitation	\$ 593,700.00	\$ 89,999.19	\$ 503,700.81	15%
Economic Development	\$ 28,600.00	\$ 11,949.00	\$ 16,651.00	42%
General Fund Transfers-Sale Tax W/S	\$ 618,588.00	\$ -	\$ 618,588.00	0%
Special Appropriation/Allocations	\$ 98,946.00	\$ 46,816.00	\$ 52,130.00	47%
	\$ 4,466,840.00	\$ 628,926.35	\$ 3,837,913.65	14%
Surplus / (Deficit)		\$ 424,241.96		

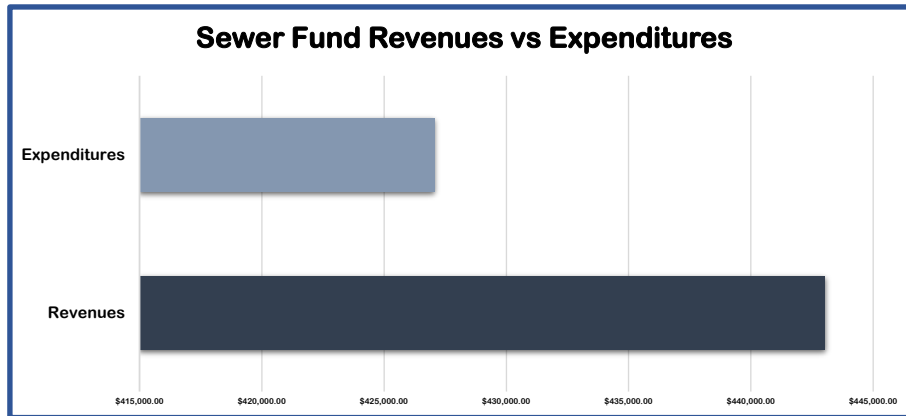


Note: The City of Trinity has collected approximately 24% of its projected budgeted revenues to date. In comparison, operational departments have expended about 14% of their total projected annual budgets. At present, this reflects an estimated surplus of \$424,241.96



**Sewer Fund
Budget vs Actual Statement
Ending on September 30, 2025**

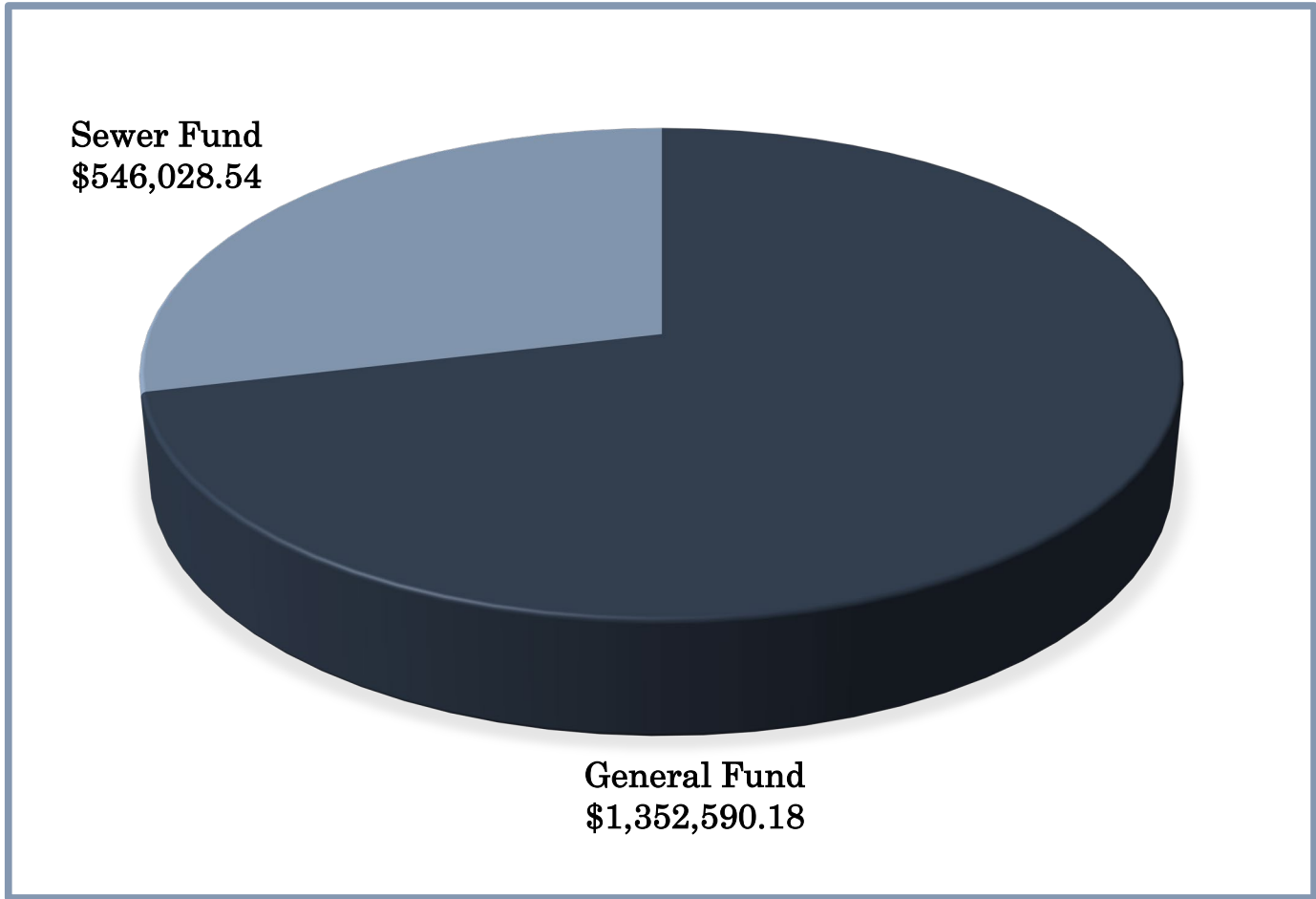
	<u>Budget</u>	<u>Actual</u>	<u>Variances</u>	
REVENUES				
Sewer Billing	\$ 1,756,800.00	\$ 437,198.82	\$ (1,319,601.18)	25%
Sewer Tap Fees	\$ 3,750.00	\$ 75.00	\$ (3,675.00)	2%
Investment Earnings	\$ 18,000.00	\$ 5,746.20	\$ (12,253.80)	32%
Transfer In- Sewer Capacity	\$ 375,000.00	\$ -	\$ (375,000.00)	0%
G.O. Bonds Debt Service Transfer In	\$ 618,558.00	\$ -	\$ (618,558.00)	0%
Other Revenues	\$ 259,900.00	\$ -	\$ (259,900.00)	0%
	\$ 3,032,008.00	\$ 443,020.02	\$ (2,588,987.98)	15%
EXPENDITURES				
Sewer	\$ 3,032,008.00	\$ 427,060.87	\$ 2,604,947.13	14%
	\$ 3,032,008.00	\$ 427,060.87	\$ 2,604,947.13	14%
Surplus / (Deficit)		\$ 15,959.15		



Note: The City of Trinity has collected approximately 15% of its projected budgeted revenues to date. Operational departments have expended about 14% of their total projected annual budgets. At present, the City reflects an estimated surplus of \$15,959.15 within the Sewer Fund.

NCCMT Investment Portfolio Market Value

as of
September 30, 2025



Sewer Fund

Principal Balance	\$ 540,282.34
Investment Earnings	\$ 5,746.20
Grand Total	<u>\$ 546,028.54</u>

General Fund

Principal Balance	\$ 1,338,356.02
Investment Earnings	\$ 14,234.16
Grand Total	<u>\$ 1,352,590.18</u>



Third Quarter of Calendar Year 2025



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 10/02/2025

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / cpostell@trinity-nc.gov

AGENDA ITEM TITLE

City of Trinity Awarded Parks & Recreation Trust Fund Grant for \$500,000

SUMMARY

The City of Trinity was notified on August 25, 2025, that it will be receiving a **Parks & Recreation Trust Fund (PARTF) grant** through the NC Division of Parks & Recreation.

Governor Josh Stein announced more than \$8.7 million in PARTF grants to support 22 local parks and recreation projects across North Carolina. When combined with Accessible Parks grants awarded earlier this year and the required matching funds from applicants, these investments total more than \$20 million dedicated to enhancing 30 municipal and county parks statewide.

This funding will strengthen recreation opportunities and expand access for residents and visitors, further supporting Trinity's commitment to community well-being and quality of life.

As part of this grant award, the **City of Trinity is responsible for the remaining funding for Phase One of its park construction.** As of August 2025, the City's remaining cost obligation is **\$916,129**. This balance will be funded through a combination of the General Fund through unrestricted revenues and the Parks and Recreation Reserve Fund, as outlined below:

- **General Fund:** \$796,129 (3-year allocation of \$265,376 per year)
- **Parks and Recreation Reserve Fund:** \$120,001

The City remains committed to ensuring responsible financial management while investing in facilities that will serve residents for generations to come.

RECOMMENDED ACTION

No action is needed at this time.

ATTACHMENTS

City Center Park – Phase One

Parks and Recreation Reserve Fund Bank Balance (September 30, 2025)



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 09/15/2025

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / cpostell@trinity-nc.gov

AGENDA ITEM TITLE

City of Trinity's **Finance Department** Recognized with GFOA Triple Crown Award

SUMMARY

The Government Finance Officers Association (GFOA) has awarded the City of Trinity's Finance Department the Triple Crown Award, an honor recognizing governments that have achieved all three of GFOA's prestigious national awards within a single year. Trinity joins only eighteen other entities across North Carolina in receiving this distinction for 2024 and is notably the second smallest entity in the state to obtain this honor.

This achievement reflects the Finance Department's dedication, time, and commitment to ensuring that the City of Trinity's financial management remains accurate, transparent, and accountable to the public.

The three awards include:

- *Certificate of Achievement for Excellence in Financial Reporting*
 - *Established in 1945, this program encourages state and local governments to go beyond the minimum requirements of generally accepted accounting principles (GAAP). It recognizes annual comprehensive financial reports that exemplify transparency and full disclosure.*
- *Popular Annual Financial Reporting Award*
 - *Created in 1991, this program promotes the development of reports designed to be easily understood by the general public, presenting complex financial information in a clear and accessible format.*
- *Distinguished Budget Presentation Award*
 - *Launched in 1984, this program encourages governments to prepare budget documents of the highest quality. Award recipients must meet rigorous standards aligned with best practices in government budgeting.*

List of North Carolina 2024 Triple Crown Winners

Entity	Population
Alamance County	184,259
Catawba County	167,601
City of Charlotte	943,476
City of Concord	122,315
City of Durham	296,186
City of Hickory	44,415
City of New Bern	32,854
City of Raleigh	482,295
City of Rocky Mount	54,200
City of Sanford	65,394
City of Trinity	7,236
County of Pitt	178,137
Greenville Utilities Commission	72,824
Morehead City	9,863
Town of Cary	183,498
Town of Garner	39,345
Town of Mooresville	58,467
Town of Nags Head	3,142
Town of Wake Forest	54,337

The City of Trinity is honored to be recognized among these outstanding governments and remains committed to upholding the highest standards of financial transparency, accountability, and public service.

RECOMMENDED ACTION

No Action Needed

ATTACHMENTS

Picture of Plaques Displayed in City Hall
2024 Award Recognitions





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Trinity
North Carolina**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morill

Executive Director



Government Finance Officers Association

Award for
Outstanding
Achievement in
Popular Annual
Financial Reporting

Presented to

**City of Trinity
North Carolina**

For its Annual Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morrill

Executive Director/CEO



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Trinity
North Carolina**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morrill

Executive Director/CEO



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 10/02/2025

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / cpostell@trinity-nc.gov

AGENDA ITEM TITLE

Cost of Living Adjustment (COLA) for Employee Salaries

SUMMARY

According to the City of Trinity Personnel Policy, Article III, Section *Administration of the Salary Plan* (page 9), the following applies:

“The employee salaries would increase without a merit or Career Ladder Plan change by the cost-of-living assessment (COLA) results presented by the United States Department of Administration and represented by the North Carolina Department of Social Security. The Finance Department will review the North Carolina Department of Social Security’s COLA increase and will administer the same or close to percentage change in employees’ salaries. When a COLA is awarded, then employees may not receive an additional increase for merit or performance excluding Career Ladder Plan increases.”

On December 2, 2024, the Social Security Administration released the COLA rate for the 2025 calendar year, establishing a **2.5% increase**.

Issuing a COLA ensures employees do not fall behind financially, keeps salaries competitive, and supports retention, morale, and long-term organizational stability. Keeping pace with cost-of-living adjustments is important for several reasons:

1. **Employee Retention and Satisfaction**
 - Without COLA, employees effectively experience a pay cut as living costs (housing, food, healthcare, utilities) rise.
 - Regular adjustments help employees maintain their standard of living, improving morale and reducing turnover.

2. **Fair Compensation and Equity**
 - COLA ensures compensation remains fair and competitive against inflation and market conditions.
 - Without it, long-term employees lose real value compared to new hires.
3. **Attracting Talent**
 - Competitive pay reflecting COLA makes the City more attractive to skilled candidates.
 - Prospective employees often compare compensation to inflation and regional benchmarks.
4. **Workforce Stability**
 - Incremental adjustments prevent the need for large, disruptive salary increases later.
 - Gradual, consistent increases allow for more predictable budgeting.
5. **Employee Productivity**
 - Employees relieved of financial stress are more engaged and focused.
 - A fairly compensated workforce is more productive and committed.
6. **Organizational Reputation**
 - Employers that consistently apply COLA are viewed as supportive and responsible.
 - This practice fosters loyalty and strengthens the City’s reputation as an employer of choice.

New Salaries

	Current Salary	2.5% Increase	Variance
City Clerk	\$ 65,885.46	\$ 67,532.60	\$ 1,647.14
Finance Director	\$ 103,664.24	\$ 106,255.85	\$ 2,591.61
Payroll Administrator	\$ 69,835.17	\$ 71,581.05	\$ 1,745.88
Public Services Director	\$ 93,752.67	\$ 96,096.49	\$ 2,343.82
Public Services Supervisor	\$ 75,159.34	\$ 77,038.32	\$ 1,878.98
Public Services Tech	\$ 51,233.31	\$ 52,514.14	\$ 1,280.83

RECOMMENDED ACTION

Staff recommend that Trinity City Council adopt and approve a COLA increase for all full-time employees at 2.5% by utilizing contingency January 1, 2026.

ATTACHMENTS

Budget Ordinance 26 – 03



**AMENDMENT TO THE GENERAL FUND AND SEWER FUND ANNUAL BUDGET FOR FISCAL YEAR
ENDING JUNE 30, 2026 TO COVER THE COST OF EMPLOYEES' COST OF LIVING ADJUSTMENT**

ORDINANCE 26 – 03

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	\$ 5,985.00
Public Services	2,752.00
Contingency	<u>(8,737.00)</u>
	<u>\$ -</u>

Section 2. To amend the Sewer Fund, the estimated revenues are to be changed as follows:

	<u>Increase (Decrease)</u>
Sewer Utility Operations	\$ 2,752.00
Contingency	<u>(2,752.00)</u>
	<u>\$ -</u>

Section 3 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 14th day of October, 2026.

Richard McNabb, Mayor

SEAL

Darien Comer, City Clerk



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 10/02/2025

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / cpostell@trinity-nc.gov

AGENDA ITEM TITLE

Budget Ordinance 26 – 04: Increase the Salary for the Recruitment of a City Manager

SUMMARY

Trinity City Council has requested an increase in the salary to hire a new City Manager for \$150,000. The increase in the recruitment salary is important for several strategic, organizational, and competitive reasons:

Attracting Qualified Talent

- A City Manager role requires extensive experience in municipal administration, budgeting, policy, and leadership.
- Offering a competitive salary ensures the City can attract highly skilled candidates who have a proven track record in managing city operations effectively.

Retention and Stability

- A competitive salary helps retain a City Manager once hired, reducing turnover and ensuring continuity in city leadership.
- Stability in the City Manager position is critical for long-term projects, strategic planning, and consistent policy implementation.

Recognizing Scope and Responsibilities

- The City Manager oversees all city departments, implements policies approved by the Council, manages budgets, and ensures compliance with regulations.
- Increasing the salary reflects the level of responsibility, accountability, and expertise required for the position.

Supporting Effective Leadership

- Attracting a high-caliber City Manager enables the city to benefit from innovative ideas, strong management skills, and proactive problem-solving.

- Competitive compensation signals that the City values leadership quality and is committed to effective governance.

The additional funding for the hiring of this position will be transferred from the savings found within both the Planning Department and the Administration Department. The transfer would be as follows:

Administration \$7,600 (newsletter)
Planning \$27,200 (contracted services)

RECOMMENDED ACTION

Staff recommend that Trinity City Council adopt and approve Budget Ordinance 26 – 04 to increase the salary for the recruitment of a City Manager.

ATTACHMENTS

Budget Ordinance 26 – 04

City Manager Study Data



AMENDMENT TO THE GENERAL FUND FOR FISCAL YEAR ENDING JUNE 30, 2026 TO COVER INCREASING THE SALARY RECRUITMENT FOR A CITY MANAGER

ORDINANCE 26 – 04

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	\$ 34,800.00
General Government	<u>(34,800.00)</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 14th day of October, 2026.

Richard McNabb, Mayor

SEAL

Darien Comer, City Clerk



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 10/02/2025

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / cpostell@trinity-nc.gov

AGENDA ITEM TITLE

Budget Ordinance 26 – 05: Amendment to the General Fund to Provide Budget for Hiring a Full-Time Planning Director

SUMMARY

The City Council has previously discussed the option of hiring a full-time Planning Director. Currently, planning services are contracted through Municipal Services, Inc.

Transitioning to a permanent, full-time Planning Director would be a cost-effective decision for the City of Trinity. Establishing this position would ensure a dedicated resource focused on advancing the City’s long-term planning vision. Furthermore, a full-time role would provide institutional knowledge, consistency, and workforce stability, all of which are essential to supporting sustainable growth and development.

Funding for this position would be drawn from the Planning Department’s contracted services budget. By reallocating funds, the City would reduce contracted code enforcement services (16 hours) and contracted planning services (24 hours). This adjustment would revise the budget for contracted services to a total of \$133,120.

The budget for hiring a full-time Planning Director would be as follows:

- Salary \$100,000.00
- FICA \$7,650.00
- Retirement \$14,350.00
- Group Insurance \$16,700.00

RECOMMENDED ACTION

Staff recommends that Trinity City Council adopt and approve Budget Ordinance 26 – 05 to begin the process of hiring a full-time Planning Director.

ATTACHMENTS

Budget Ordinance 26 – 05



**AMENDMENT TO THE GENERAL FUND ANNUAL BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2026
TO PROVIDE BUDGET FOR HIRING A FULL-TIME PLANNING DIRECTOR**

ORDINANCE 26 – 05

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	\$ 138,700.00
General Government	<u>(138,700.00)</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 14th day of October, 2025.

Richard McNabb, Mayor

SEAL

Darien Comer, City Clerk

**A RESOLUTION RECOGNIZING THE CELEBRATION OF AMERICA'S 250TH
ANNIVERSARY**

WHEREAS, 2026 marks 250 years since the signing of the Declaration of Independence, considered the birthday of the United States of America, and

WHEREAS, to observe this momentous occasion, the U.S. Semiquincentennial Commission, established by Congress (P.L. 114-196) in 2016, and its supporting non-profit America250, will plan and commemorate on a national level the celebration of our nation's 250th Anniversary, and

WHEREAS, Roy Cooper, Governor of North Carolina created AMERICA 250 NC to plan, encourage, develop, and coordinate the commemoration of the 250th anniversary of the United States and North Carolina's integral role in that event and the role of its people in the nation's past, present, and future: and

WHEREAS, AMERICA 250 NC has a mission to engage ALL North Carolinians and ALL 100 counties through their many officially recognized programs, projects, and events by inspiring future leaders and celebrating North Carolina's contributions to the nation over the last 250 years; and

WHEREAS, the Randolph County Board of Commissioners have officially endorsed America 250 NC and created a Randolph County 250 Committee to work with America 250 NC and to develop and coordinate activities and celebrations within the county; and

WHEREAS, As Randolph County was created in the third year of American Independence and the fourth year of the Revolutionary War, the Randolph County America 250 NC Committee has combined America's 250th anniversary with the 250th anniversary of Randolph County's founding under the banner "Revolutionary Randolph"; and

WHEREAS, Randolph County and its America 250 Committee asks every local municipality to endorse and promote the mission of *Revolutionary Randolph* to engage every citizen in the 250th anniversary of the United States by remembering the past, celebrating the present and building a promising future.

NOW, THEREFORE, BE IT RESOLVED, that the City of Trinity hereby endorses the goals, objectives and mission of the Randolph County America 250 Committee and its *Revolutionary Randolph* celebration; and

BE IT FURTHER RESOLVED, that:

1. The City of Trinity recognizes and officially commemorates the 250th anniversary of the establishment of the United States as an independent Nation, and
2. The City of Trinity further urge all its residents to reflect upon the significance of this event and the role that our State, County and Township and its people have played in the development of our Nation; and

3. The City of Trinity will participate in this important commemoration by supporting and promoting the stories of all those whose lives are part of our history, understanding that the revolution continues today as we uphold the ideals articulated in our founding documents.

ADOPTED THIS 14th day of October 2025

Richard McNabb, Mayor
City of Trinity



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 10/14/2025

Department: Planning

Prepared By: Jill Wood, Planning Director

Contact Information: [336-431-2841](tel:336-431-2841)/planning@trinity-nc.gov

AGENDA ITEM TITLE

Revision of the Traffic Ordinance and Lighting Trespass Ordinances

SUMMARY

This is a presentation of an amendment to the Traffic section and the Lighting Trespass section of the Code of Ordinances.

Background:

At the August 11, 2025, Council meeting, City Council adopted an update and codification of the City's Code of Ordinances. The Code was updated and codified with the intention of improving specific sections of ordinance as time allows.

The Code currently includes a traffic section and a section prohibiting the trespass of lighting between adjacent properties.

RECOMMENDED ACTION

Staff recommends City Council to adopt the attached amendment to the Traffic section and the Light Trespass section of the Code of Ordinances.

ATTACHMENTS

Recommended Amendment

Recommended Amendments to the City of Trinity Code of Ordinances:

1. Revise Article II Chapter 6 Traffic Code as follows:

6.1.1 Parking in General

(C) Any person found to be in violation of the parking sections of this Chapter shall be guilty of a Class 3 misdemeanor and shall be required to pay a penalty of ~~not more than~~ fifty dollars (\$50.00) payable to the City of Trinity in person at City Hall, 5978 NC Hwy 62. Trinity, NC.

2. Revise Article II Chapter 7 PART 5. Light Trespass as follows:

~~7.5.1 Outdoor lighting structures shall be located, angled, shielded, or limited in intensity so as to cast no direct light upon adjacent property and to avoid the creation of a visual safety hazard to passing motorists.~~

7.5.1 Purpose

The purpose of this ordinance is to control glare and light trespass. More specifically, the purpose of this ordinance is to:

1. Minimize glare and obtrusive light on adjoining properties and rights-of-way by limiting outdoor lighting that is misdirected, excessive, or unnecessary;
2. Permit reasonable uses of outdoor lighting for nighttime safety, utility, security, and enjoyment while preserving the ambiance of the night;
3. Curtail and reverse any degradation of the nighttime visual environment and the night sky.

7.5.2 Definitions.

The following terms have the following definitions for purposes of this chapter:

Foot-candle means a measure of illuminance or a measure of how bright a light appears to the eye. One foot-candle is equal to one lumen per square foot. As an example, a typical 60-watt incandescent lamp (840 lumens) produces an illuminance of 0.1 foot-candles at a distance of about 25 feet.

Lamp means the light-producing source installed in the socket portion of a luminaire.

Light pollution means general sky glow caused by the scattering of artificial light in the atmosphere and resulting in decreased ability to see the natural night sky.

Light trespass means any light emitted by an outdoor luminaire that illuminates beyond the property on which the luminaire is installed at a brightness (illuminance) that exceeds 0.1 foot-candles at the property line. Unless specified otherwise, light trespass limits are measured at any location along a property line both horizontally at the ground plane facing upward and vertically at 1.5 meters (5ft) above grade with the meter aimed toward the light source in question.

Lumen (lm): means a unit of measure of the *luminous flux* of a light source.

Luminaire: means a complete lighting unit including the light source, housing, optics, electronics, and other necessary components for the purpose of providing outdoor illumination.

Nighttime Hours: The time between 10 PM and sunrise, or 7 AM (whichever comes earlier). For businesses and events with operating hours later than 10 PM, nighttime hours will begin one hour after closing.

Outdoor lighting fixture means a luminaire outside of an enclosed building or structure or any luminaire directed such that it primarily illuminates outdoor areas.

Seasonal Lighting: Outdoor or site lighting that is portable, temporary, decorative, and used in connection with holidays and traditions. This includes but is not limited to string lighting, icicle lighting, and lighted inflatables, none of which are intended for general illumination.

Security Lighting: Illumination used specifically to protect people, property, and infrastructure from criminal threat.

Shielding means that no light is emitted, either directly or indirectly, at or above a horizontal plane running through the lowest light-emitting part of the luminaire. Shielding may include a luminaire design, optical intervention, or physical accessory (such as a louver).

Spotlight means any lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

7.5.3 Applicability.

All outdoor lighting fixtures installed on private and public property within the municipal limits of the City of Trinity shall comply with this chapter. This chapter does not apply to interior lighting; provided the enforcement officer determines that any interior lighting emitting light outside of the building or structure in which it is located does not create a light trespass. Otherwise, the interior lighting shall be subject to the requirements of this chapter.

7.5.4 Outdoor Lighting Regulated

1. Outdoor lighting structures and fixtures shall be located, angled, shielded, or limited in intensity so as cast no direct light upon adjacent property and to avoid the creation of a visual safety hazard to passing motorists unless otherwise specified in this ordinance. Lighting standards for new development are located in the City of Trinity Land Management Ordinance.
2. The maximum light level of any light fixture shall not exceed .5 foot-candles as measured by a light meter measured at the property line(s) abutting any residential use.
3. The maximum light level of any light fixture shall not exceed 2 foot-candles as measured by a light meter measured at the property line(s) abutting a public right-of-way.
4. The light level of any light fixture is not subject to a maximum at the property line(s) abutting industrial or commercial uses.

7.5.5 Prohibited

Any light fixture which causes direct glare and/or reflections into or toward public rights-of-way in a manner that causes a visual distraction to vehicles, bicycles, or pedestrians, as determined by the director of public works, shall be prohibited.

Beacons or searchlights for any purpose other than temporary emergency lighting or as allowed by a special event license are prohibited.

7.5.6 Exemptions

The following types of lighting are exempt from the requirements of this PART:

1. Lighting requirements mandated by a legal jurisdiction with broader authority than the City of Trinity such as the North Carolina Building Code or the North Carolina Department of Transportation illumination requirements.
2. Lighting for worker safety as mandated by the Occupational Safety and Health Administration.
3. Traffic control signals and devices;
4. Streetlights installed prior to the effective date of the ordinance codified in this chapter; provided, that when a street light fixture becomes inoperable, any replacement street light fixture shall be subject to the provisions of this chapter;
5. Temporary emergency lighting (i.e., fire, police, repair workers) or warning lights;
6. Moving vehicle lights;
7. Navigation lights (i.e., radio/television towers, docks, piers, buoys) or any other lights where state or federal statute or other provision of the City of Chelan Municipal Code requires lighting that cannot comply with this chapter. In such situations, lighting shall be shielded to the maximum extent possible, and lumens shall be minimized to the maximum extent possible, while still complying with state or federal statute;
8. Public sports and recreational facilities;
9. Seasonal decorations do not have to be shielded; provided, that they do not have a brightness of more than 0.1 foot-candles at the property line on which they are installed;
10. Temporary and semi-permanent lighting approved by the City for special events, festivals, and community benefit, provided the permitted lighting still meets light trespass requirements and does not add further disruption to ecological migration or habitat.
11. Lighting installed for the benefit of public safety, including but not limited to *Security Lighting* as determined by a municipal official with authority.
12. Temporary lighting used by authorized first responders during emergency procedures.

7.5.7 Penalty

Any property owner that does not meet the requirements of this ordinance shall be in violation subject to Article II Code of General Ordinances of the City of Trinity, Chapter 3 General Provisions, Section 3.21 General Penalty.