



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

April 08, 2024 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 Regular Meeting Minutes of March 11, 2024.
  - b. Approval of Closed Session Meeting Minutes of March 11, 2024
  - c. Approval of Special Called Meeting Minutes of March 20, 2024
  - d. Approval of the Budget Retreat Meeting Minutes of March 20, 2024
  - e. Finance Director's City of Trinity Financial Statements (Finance Director Crystal Postell)
- 6. Public Hearing**
  - a. Request for Property Rezoning - 6695 Auction Rd (*Planning Director Jill Wood*)**
- 7. Action Agenda**

[a.](#) **Request for Property Rezoning - 6695 Auction Rd** (*Planning Director Jill Wood*)

[b.](#) **Planning and Zoning Board Member Appointment** (*Councilman Lohr*)

[c.](#) **Discussion on R-10 Zoning District** (*Councilman Lohr*)

**8. Mayor, Council and City Manager Updates**

**9. Adjournment**



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

**March 11, 2024**  
**Trinity City Hall Annex**

**MINUTES**

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**PRESENT**

Mayor Richard McNabb  
Mayor Pro Tem Bob Hicks  
Councilman Tommy Johnson  
Councilman Robbie Walker  
Councilman Ed Lohr  
Councilman Jack Carico

**OTHERS PRESENT**

City Manager Stevie Cox  
City Clerk Darien Comer  
Finance Director Crystal Postell  
Public Services Director Rodney Johnson  
Planning Director Jill Wood  
Attorney Bob Wilhoit  
Sgt. Ric D'Angelo

Mayor McNabb called the meeting to order at 6:30 PM.

Mayor McNabb led the Pledge of Allegiance and gave the Invocation.

**Review, amend if needed, and approve Proposed Regular Agenda**

*Councilman Carico made a motion to amend the agenda by moving Recognitions and Presentations before Public Comment Period. The motion was seconded by Councilman Walker with a unanimous vote of 5 ayes and 0 nays.*

*Councilman Johnson made a motion to approve the agenda as amended. The motion was seconded by Councilman Walker with a unanimous vote of 5 ayes and 0 nays.*

## Recognitions and Presentations

### **Trinity High School Dual-Team Wrestling 2A State Championship Proclamation** (*City Manager Stevie Cox*)

Mayor McNabb presented the Proclamation to the Trinity High School Wrestling team.

## Public Comment Period

**Curtis Connor at 3814 Crescent Avenue** expressed concerns about a pothole at Welborn and Finch Farm Road across from the BP gas station. He also expressed concerns about the road between Woodcrest and Finch Farm Road, builders are coming into the City and leaving our roads with so much dirt on them that it causes them to be very muddy when it rains.

Mayor McNabb closes the Public Comment Period.

## Consent Agenda Items

- a. Approval of Regular Meeting Minutes of February 12, 2024
- b. Approval of Closed Session Meeting Minutes of February 12, 2024
- c. City of Trinity- Monthly Financial Position Review
- d. Resolution 24 - 05: Approve the North Carolina League of Municipalities (NCLM) Accounting Services, Cybersecurity and Technical Assistance Agreement (*Finance Director Crystal Postell*)

***Councilman Johnson made a motion to approve the Consent Agenda Items. The motion was seconded by Councilman Walker with a unanimous vote of 5 ayes and 0 nays.***

## Action Agenda

- a. **Project Ordinance 24 – 05: Establish both the City Hall and City Hall Annex Parking Lots Resurfacing** (*Finance Director Crystal Postell*)

**Finance Director Crystal Postell** presented to the Council the Project Ordinance 24 - 05 for the resurfacing of both the City Hall and City Hall Annex parking lots. Rick Austin with Abbots Creek Engineering presented to the Council at the February Council meeting about the resurfacing of both parking lots. The Council agreed to encumber the remaining \$60,000 budgeted for Fiscal Year 2023 - 2024.

***Mayor Pro Tem Hicks made a motion to approve. The motion was seconded by Councilman Johnson with a unanimous vote of 5 ayes and 0 nays.***

- b. **Special Use Permit Approval Order - 5996 Welborn Rd.** (*Planning Jay Dale*)

**Planning Director Jill Wood** stated that on February 12, 2024, the Trinity Board of Adjustment approved the request for a Special Use Permit for Tracy Mahan. The property is located at 5996 Welborn Road, to be used as a childcare facility.

***Mayor Pro Tem Hicks made a motion to approve the Order. The motion was seconded by Councilman Johnson with a unanimous vote of 5 ayes and 0 nays.***

**c. Award of Bid for Resurfacing Contracts (Rick Austin, Abbotts Creek Engineering)**

**Rick Austin, Abbotts Creek Engineering** spoke to the Council about the Bids that were received for the Street Repair and Resurfacing Program for 2023 - 2024. The bids that were received were from Waugh Asphalt Inc. with a low bid in the amount of \$184,319.40. Hanes Construction Co. came in with a bid of \$211,808.75. The estimated budget for this project was \$220,000.

*Councilman Walker made a motion to award the contract to Waugh Asphalt Inc. The motion was seconded by Councilman Johnson with a unanimous vote of 5 ayes and 0 nays.*

**Closed Session for Legal Pursuant to NCGS 143-318.11(a)(3)**

*Mayor Pro Tem Hicks made a motion to go into Closed Session. The motion was seconded by Councilman Walker with a unanimous vote of 5 ayes and 0 nays.*

*Mayor Pro Tem Hicks made a motion to return to Open Session. The motion was seconded by Councilman Walker with a unanimous vote of 5 ayes and 0 nays.*

**Mayor, Council and City Manager Updates**

Councilman Lohr requested that R-10 zoning district be placed on the next agenda for discussion.

Councilman Walker asked for an update on the Sheriff Satellite Office. Sgt. D'Angelo informed the Council that they are waiting on IT.

**Adjournment**

*Councilman Walker made a motion to adjourn. The motion was seconded by Councilman Carico with a unanimous vote of 5 ayes and 0 nays.*

**Attest:**

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

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



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

**March 20, 2024 at 9:45 AM**

**Trinity City Hall Annex**

**MINUTES**

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**PRESENT**

Mayor Richard McNabb  
Mayor Pro Tem Bob Hicks  
Councilman Tommy Johnson  
Councilman Robbie Walker

**ABSENT**

Councilman Ed Lohr  
Councilman Jack Carico

**OTHERS PRESENT**

City Manager Stevie Cox  
City Clerk Darien Comer  
Finance Director Crystal Postell  
Attorney Bob Wilhoit

Mayor McNabb called the meeting to order at 9:52 am.  
Mayor McNabb led the Pledge of Allegiance and gave the Invocation.

**Amendment to the Annual Budget for Fiscal Year ending June 30, 2024 to Satisfy Legal Obligations**  
*(Finance Director Crystal Postell)*

**a. Budget Ordinance 24 – 07**

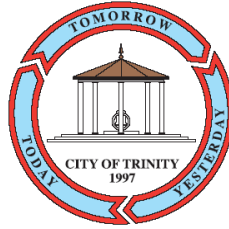
*Councilman Johnson made a motion to approve Budget Ordinance 24 - 07. The motion was seconded by Councilman Walker with a unanimous vote of 3 ayes and 0 nays.*

*Councilman Walker made a motion to adjourn. The motion was seconded by Mayor Pro Tem Hicks with a unanimous vote of 3 ayes and 0 nays.*

**Attest:**

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

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



**CITY COUNCIL  
BUDGET RETREAT  
MARCH 20, 2024 @ 10:00 am  
TRINITY CITY HALL ANNEX**

**Members Present:** Mayor Richard McNabb; **Council Members:** Mayor Pro Tem Bob Hicks, Tommy Johnson and Robbie Walker.

**Members Absent:** Jack Carico and Ed Lohr.

**Others Present:** City Manager Stevie Cox; City Clerk Darien Comer; Attorney Bob Wilhoit; Finance Director Crystal Postell.

Mayor McNabb called the meeting to order at 10:00 am.

**Budget Retreat Topics of Discussion**

- Trinity City Council Board Training and Activities – Chris May
- Archdale Public Library – Ross Holt
- Archdale Trinity Chamber of Commerce – Ashlee Willett
- Randolph Senior Adults Association, Inc. – Mark Hensley
- Cyber Security Overview – Kelly Office Solution
- Randolph County Economic Development Corporation – Keven Franklin
- Highlights of the Fiscal Year 2024 – 2025 Annual Budget Draft – Crystal Postell and Stevie Cox
- Budget Drivers Overview – Crystal Postell and Stevie Cox

**City Council’s Mission and Vision Statement:**

The City Council stated that these elements should be a part of the City’s Mission Statement:

- Provide what citizens need.
- Be prepared.
- Trustworthy management of resources.
- **Mission Statement:** The mission of the City of Trinity is to respond to citizens’ needs with the provision of the highest level of service at the most economical cost.

The *City Vision Statement* should state that the City is:

- Open and transparent
- Effective
- Planned and orderly growth to preserve quiet family atmosphere.
- Informed decisions that serve both current and future community needs.
- ***Vision Statement:*** To be known as a community that makes informed decisions to meet current and future needs to preserve a quiet family atmosphere.

**Expectations of a Good Mayor:**

The City Council stated that these are the expectations of the Mayor:

- Be a good listener.
- Visible in Town.
- Lead by Example.
- Represent the City locally and regionally.
- Open minded.
- Demonstrate integrity and be a man of his word.
- Experienced Leader.

**Expectations of the Manager:**

The City Council stated that these are the qualities of a good City Manager:

- Knowledge of City Government.
- Good listener and good leader.
- Visible in the Community.
- Thick skin and patience.
- Organized
- Time Manager
- Effective Delegator
- Visionary
- Willingness to make hard decisions.
- Ethical – Integrity
- Consistent
- Represent the Community

**Expectation of a Council Member for Council Meetings:**

The City Council stated that each council member should have done these things in preparation for a Council Meeting:

- Representing your constituency and not just your own opinion.



- Make decisions and stick to it.
- Make decisions based upon mission and vision of the City.
- Do your homework – Read the information provided for the meeting.
- Use Robert’s Rules of Order and practice decorum.
- Integrity
- Treat service as a privilege.
- Make use of training to further experience and knowledge.

**Expectations of the Advisory Boards:**

The City Council stated that the advisory boards should have the following characteristics:

- Research and make informed decisions and recommendations.
- Have all the attributes of the City Council.

**2024 – 2025 Bucket List:**

1. Parks, Trails, and Historical Trail
2. Gravity Sewer: Get rid of Pike Street Lift Station
3. Industrial Park Growth
4. Commercial Park
5. High Point Project
6. New Senior Center/Council Chamber/MP
7. Review Life & PM on Equipment
8. Digital Records for Public

*Councilman Walker made a motion to adjourn. The motion was seconded by Mayor Pro Tem Hicks with a unanimous vote of 3 ayes and 0 nays.*

**Attest:**

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

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



## MEMORANDUM

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**TO:** Richard McNabb and City Council  
**FROM:** Crystal Postell, Finance Director  
**CC:** Stevie Cox, City Manager  
**DATE:** 04/01/2024  
**SUBJECT:** City of Trinity- Monthly Financial Position Review

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**Summary:**

The Finance Department would like to present the City's monthly financial position for March 2024.

**Background:**

The Finance Department will ensure the fiscal integrity of the City by exercising due diligence and control over the City's assets and resources while providing timely and accurate reporting under the guidelines of the Generally Accepted Accounting Principles (GAAP) and city regulations.

**Recommendation:**

Staff recommends that the City Council approve the presentation of the City's current financial position for both the General and Sewer Fund.

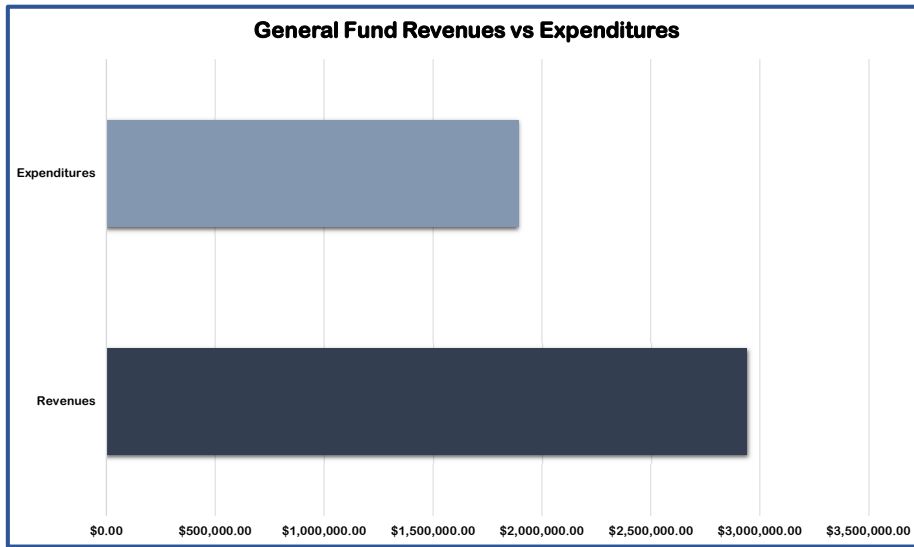
**Attachment:**

Budget versus Actual Statements for both the General and Sewer Fund  
Portfolio Reporting with NC Capital Management Trust



**General Fund  
Budget vs Actual Statement  
Ending on March 31, 2024**

	<u>Budget</u>	<u>Actual</u>
<b>REVENUES</b>		
Powell Bill	\$ 175,600.00	\$ 191,675.30
Ad Valorem/ Vehicle Tax	\$ 1,019,300.00	\$ 898,553.73
Sales and Use Tax	\$ 1,888,802.00	\$ 1,358,683.23
Solid Waste	\$ 487,200.00	\$ 337,493.77
Other Taxes	\$ 320,700.00	\$ 76,181.33
Investment Earnings	\$ 28,000.00	\$ 52,889.14
Other Revenues	\$ 451,173.00	\$ 27,188.93
	<b>\$ 4,370,775.00</b>	<b>\$ 2,942,665.43</b>
<b>EXPENDITURES</b>		
Governing Board	\$ 58,900.00	\$ 29,064.72
Administration	\$ 485,600.00	\$ 319,977.48
Finance	\$ 279,220.00	\$ 204,664.35
Planning/Zoning	\$ 436,500.00	\$ 264,359.24
Public Buildings	\$ 239,400.00	\$ 190,817.74
Animal Control	\$ 29,200.00	\$ 21,447.66
Public Safety	\$ 469,662.00	\$ 270,045.29
Powell Bill	\$ 224,620.00	\$ 4,760.00
Street	\$ 148,500.00	\$ 99,650.53
Stormwater	\$ 272,450.00	\$ 135,831.79
Sanitation	\$ 527,200.00	\$ 323,641.70
Economic Development	\$ 10,600.00	\$ 6,794.00
General Fund Transfers-Sale Tax W/S	\$ 1,115,544.00	\$ -
General Fund Transfers-City Hall Reserve		\$ -
Special Appropriation/Allocations	\$ 73,379.00	\$ 21,855.00
	<b>\$ 4,370,775.00</b>	<b>\$ 1,892,909.50</b>
<b>Surplus / (Deficit)</b>		<b>\$ 1,049,755.93</b>

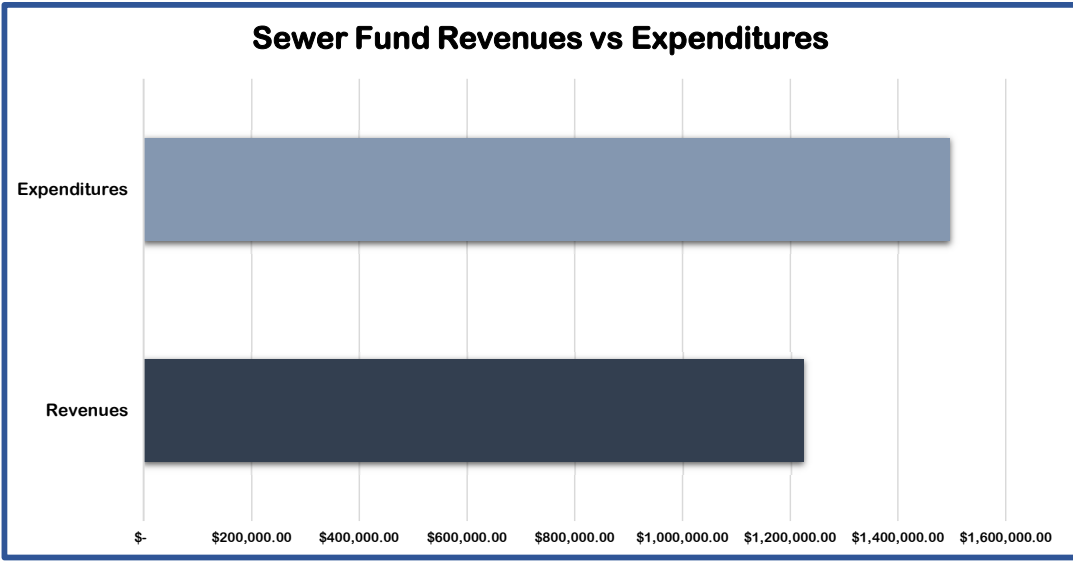


*Note: The City of Trinity has collected about 67% of it's projected budgeted revenues. The City of Trinity has collected 6% of "Other Revenues" due to the City NOT utilizing both its budgeted General Fund Appropriated Fund Balance and the City Hall Reserve Fund . However, the City operational departments have only expensed about 43% of their total projected annual budgets. Currently, the City of Trinity has an estimated surplus of \$1,049,755.93 within the General Fund.*



**Sewer Fund  
Budget vs Actual Statement  
Ending on March 31, 2024**

<b>REVENUES</b>		<u>Budget</u>	<u>Actual</u>
	Sewer Billing	\$ 1,267,875.00	\$ 857,437.09
	Sewer Tap Fees	\$ 44,000.00	\$ 73,700.00
	Investment Earnings	\$ 3,750.00	\$ 17,368.68
	Sales Tax Transfer In	\$ 1,115,544.00	\$ 1,613.00
	Other Revenues	\$ 375,000.00	\$ 274,873.00
		<u>\$ 2,806,169.00</u>	<u>\$ 1,224,991.77</u>
<b>EXPENDITURES</b>			
	Sewer	\$ 2,806,169.00	\$ 1,496,731.48
		<u>\$ 2,806,169.00</u>	<u>\$ 1,496,731.48</u>
	<b>Surplus / (Deficit)</b>		<u>\$ (271,739.71)</u>



*Note: The City of Trinity has collected about 44% of it's projected budgeted revenues. However, the City operational departments have only expensed about 53% of their total projected annual budgets. Currently, the City of Trinity has an estimated deficit of \$271,739.71 within the Sewer Fund.*

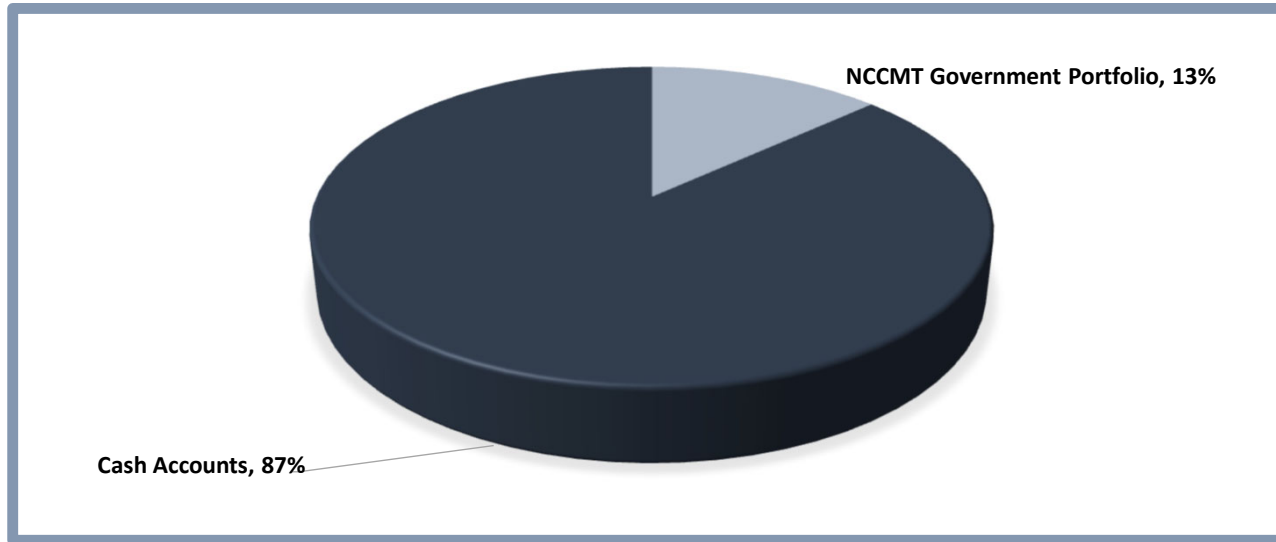


# TRINITY

## NORTH CAROLINA

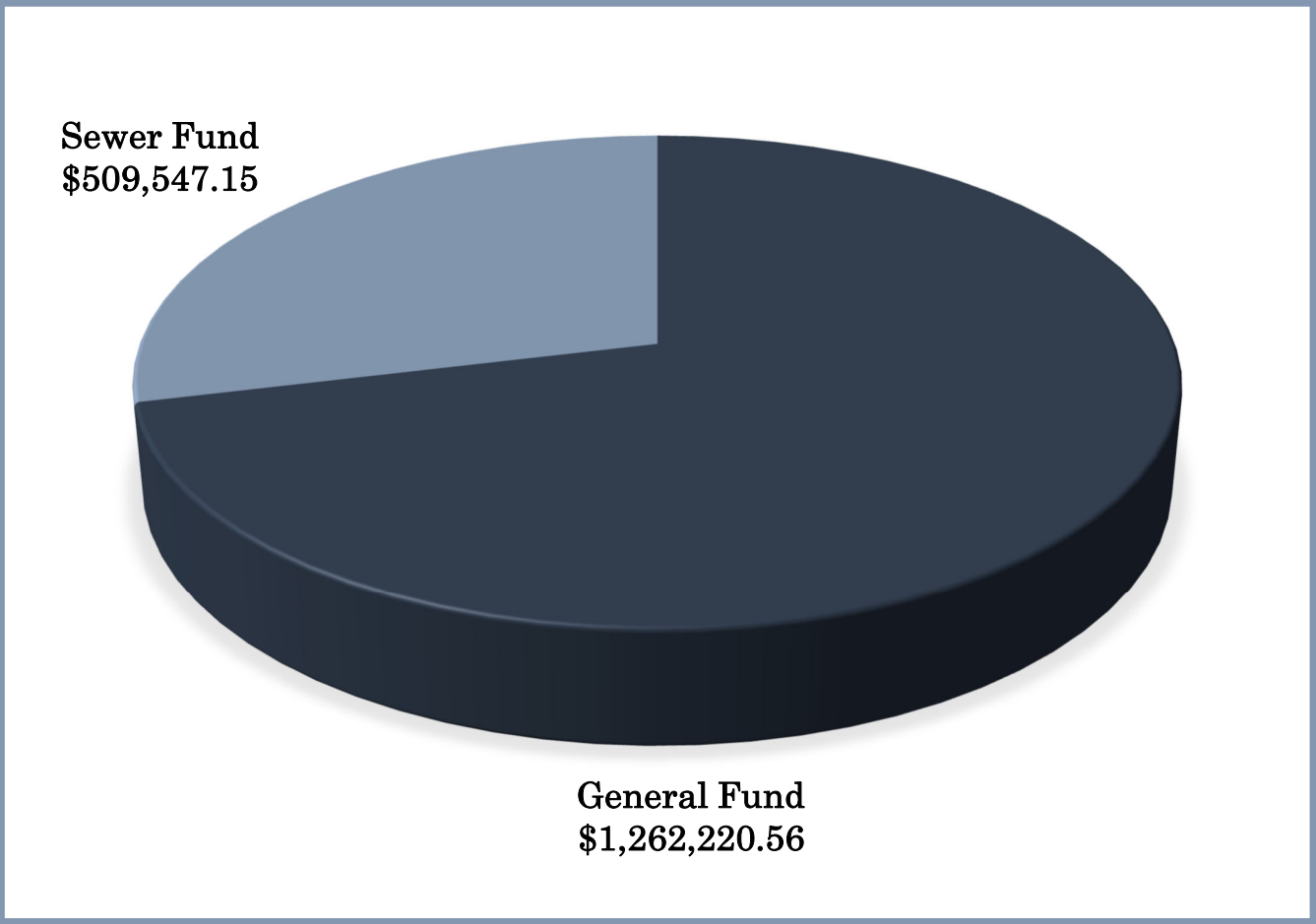
### Portfolio Reporting Summary By Type Sunday, March 31, 2024

Security Type	Number of Accounts	Par Value	Market Value	Percentage of Portfolio	Average YTM	Average Days to Maturity
NCCMT Government Portfolio	2	\$ 1,771,767.71	\$ 1,771,767.71	13%	5.24%	1
Cash Accounts	11	\$ 11,649,856.83	\$ 11,649,856.83	87%	0.05%	1



**Note:** Average YTM which is known as "Yield to Maturity" refers to the total return anticipated on a security type, if the security type is held until it matures. There is only (4) four cash accounts that are interest bearing. Those cash accounts total \$9,006,845.61, which is about 77.31% of total cash accounts. The interest bearing accounts are: American Rescue Plan Funds Checking Account, General Checking Account, Economic Development Checking Account, and Powell Bill Checking Account.

# NCCMT Investment Portfolio Market Value as of March 31, 2024



<b>Sewer Fund</b>	
Principal Balance	\$ 507,290.68
Investment Earnings	\$ 2,256.47
<b>Grand Total</b>	<b><u>\$ 509,547.15</u></b>

<b>General Fund</b>	
Principal Balance	\$ 1,256,630.97
Investment Earnings	\$ 5,589.59
<b>Grand Total</b>	<b><u>\$ 1,262,220.56</u></b>





# Memorandum

**TO:** Mayor and City Council

**FROM:** Jill Wood, Interim Planning Director

**CC:** Stevie Cox, City Manager  
Robert Wilhoit, City Attorney

**DATE:** April 8, 2024

**REF:** Request for Property Rezoning – 6695 Auction Rd

**Summary:**

**AUTOMOTIVE RECOVERY SERVICES INC., Westchester, Illinois, is requesting 26.95 acres located at 6695 Auction Road, PIN#s 6798677698, be rezoned from RA to M2-CZ (Light Industrial/Conditional Zoning). It is the desire of the property owner to expand the existing business, formerly known as Mendenhall Auction, as per the site plan.**

**Background:**

On March 25, 2024, the Trinity Planning Board consider the following request and recommended **approval** as consistent with the Trinity Land Use Plan. The motion passed with a vote of 3 to 1, Keith Aikens voted against the motion.

**Attachments:**

- Rezoning Request Summary
- Application for Rezoning
- Site Plan
- Property Map



### City of Trinity Rezoning Request Application

The undersigned does hereby respectfully make application and request to the City of Trinity to amend the Zoning Ordinance and change the Official Zoning Map of the city as hereinafter requested, and in support of this application the following facts are shown:

**Zoning:** Current Zoning RA Requested Zoning M-2 CZ

Conditional Zoning: M-2 CZ requested

**Property Owner Information:**

Property Owner: Automotive Recovery Services, Inc.

Address: Two Westbrook Corporate Center, Suite 500

City: Westchester State: IL Zip: 60154

Phone: (home/work) c/o Colin R. McGrath, 919-783-2951 (cell) (same)

**Applicant Information** (note: must show proof as to legally representing property owner):

Applicant: Automotive Recovery Services, Inc., d/b/a Insurance Auto Auctions

Address: Two Westbrook Corporate Center, Suite 500

City: Westchester State: IL Zip: 60154

Phone: (home/work) c/o Colin R. McGrath, 919-783-2951 (cell) (same)

**Site Information:**

PIN # southern (RA-zoned) portion of 6798377698

Property Address: 6695 Auction Road, Archdale, NC 27263

Deed Book: 2822 Page: 1390

Area: approximately 26.95 ac

Are there any structures currently on the property to be rezoned?  yes  no

List structures: Storage building associated with existing auto sales/auto auction use

What is the current land use on the property to be rezoned (i.e. commercial, residential, farming, vacant etc.)? Existing auto sales/auto auction and vacant

What current land uses and zoning are adjacent to the property to be rezoned?

North: Zoning M-2 Land Use Auto sales/auto auction

South: Zoning M-2 Land Use Light Industrial

East: Zoning M-2 and RA Land Use Light Industrial, vacant, and residential

West: Zoning RA Land Use Residential



Conditions if requesting Conditional Zoning:

Setbacks and landscaping to be provided as shown on the attached site plan  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the property is rezoned, it is understood by all, that development must conform to the minimum requirements of the City of Trinity Zoning Ordinance and all other development ordinances of the City and of Randolph County.

**Deadline for rezoning applications is the first Monday of each month. Incomplete applications will be scheduled for hearing the following month. Fee: \$600.00**

**Staff Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Automotive Recovery Services, Inc.

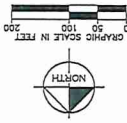
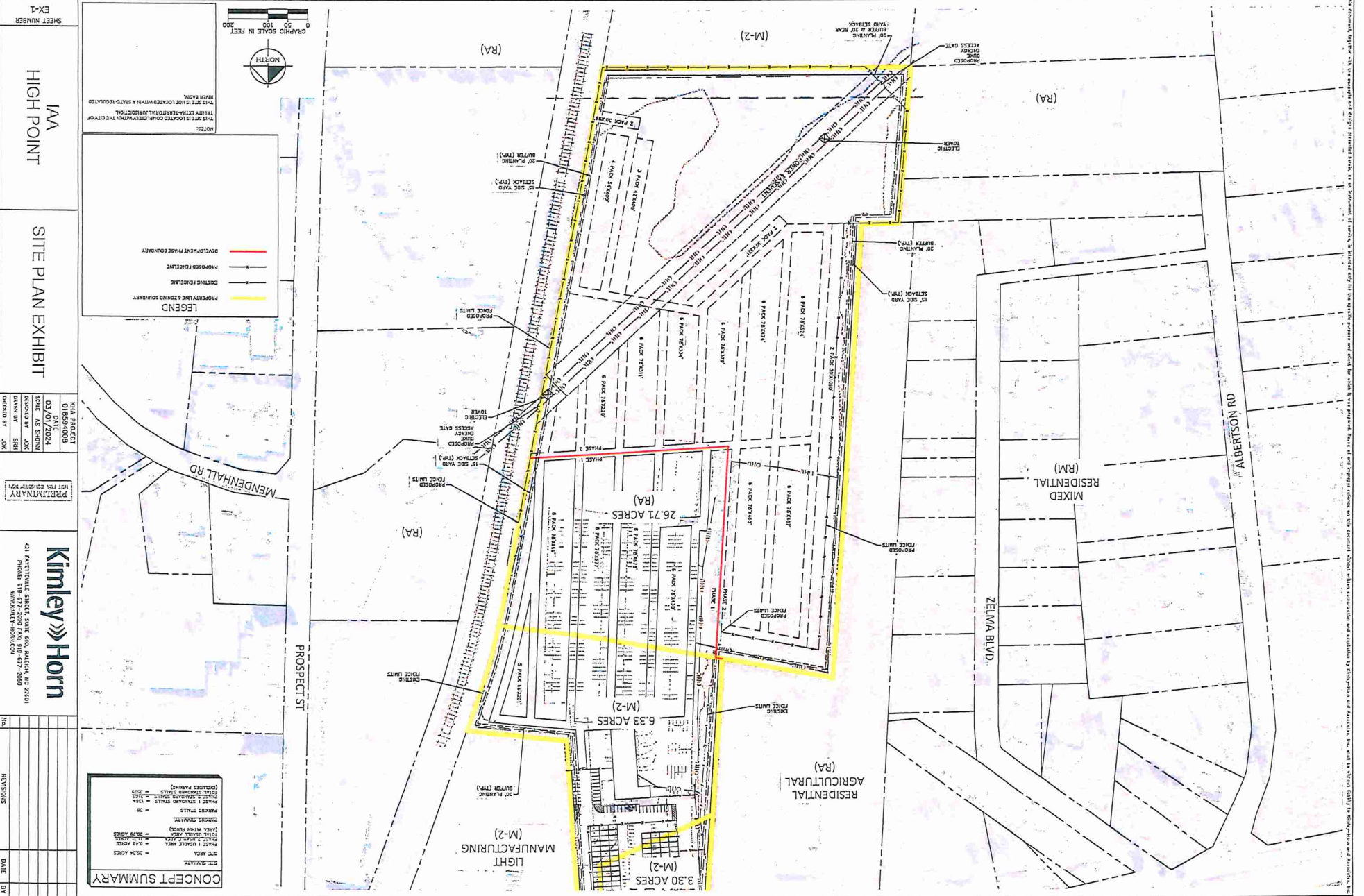
By: Andy Renton  
\_\_\_\_\_  
(name of applicant)  
Andy Renton, Senior Director, Real Estate

DocuSigned by:  
*Andy Renton*  
\_\_\_\_\_  
3E96AF81D85E49E  
(signature of applicant)

\_\_\_\_\_  
(signature of Zoning Administrator)

3/1/2024  
\_\_\_\_\_  
(date)

<u>Office Use</u>	
Date Received:	_____
Fees Paid:	_____
Staff Review:	_____ <input type="checkbox"/>
Planning Board Review:	_____
City Council Review:	_____



**LEGEND**

- PROPERTY LINE & ZONING BOUNDARY
- EXISTING EJECTMENT
- PROPOSED EJECTMENT
- DEVELOPMENT PHASE BOUNDARY

NOTES:  
THIS SITE IS LOCATED COMPLETELY WITHIN THE CITY OF TRINITY EXCEPT FOR LOCATIONS WITHIN A STATE-REGULATED WATER BODY.

**CONCEPT SUMMARY**

CITY BLOCK	12.24 ACRES
STREET AREA	1.48 ACRES
PHASE 1 STANDARD STALLS	1111 STALLS
PHASE 2 STANDARD STALLS	1024 STALLS
PHASE 3 STANDARD STALLS	2024 STALLS
DRIVING DRIVEWAYS	20
PARKING STALLS (EXCEPT PHASING)	2024

EX-1 SHEET NUMBER

IAA HIGH POINT

SITE PLAN EXHIBIT

VIA PROJECT 018594009  
DATE 03/07/2024  
SCALE AS SHOWN  
DRAWN BY JMS  
CHECKED BY SMM  
DESIGNED BY SMM

PRELIMINARY

**Kimley Horn**  
421 FORTITUDE DRIVE, SUITE 400, RAINSON, NC 27650  
PHONE: 919-427-2000 FAX: 919-427-2002  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY



## MEMORANDUM

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**TO:** Mayor Richard McNabb and City Council  
**FROM:** Darien Comer, City Clerk  
**CC:** Stevie Cox, City Manager  
**DATE:** 4/2/2024  
**SUBJECT:** Planning and Zoning Board Member Appointment

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**Summary:**

A new Board Member is to be appointed for the Planning and Zoning Board. The Board Member is needed in Councilman Lohr's ward.

**Recommendation:**

Councilman Lohr to appoint a new Board Member.



# MEMORANDUM

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

**FROM:** Stevie Cox, City Manager

**VIA:** Ed Lohr, Councilman

**CC:** Carrie Spencer, Planner  
Jill Woods, Planner

**DATE:** April 2, 2024

**REF:** **Discussion on R-10 Zoning District**

**Summary:**

At the March 11, 2024 City Council Meeting, Councilman Ed Lohr requested a discussion by City Council on R-10 Zoning District.

**Background:**

In 2023, the City Council had instructed City Staff to move forward with updating the Development Ordinance. This includes looking at the zoning districts. At the March 11, 2024 City Council Meeting, Councilman Ed Lohr stated that the City Council needed to have another discussion on R-10 Zoning District.

**Recommendation:**

**Attachment:**