



## REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION

Tuesday, December 2, 2025, at 5:30 PM  
Breckenridge City Offices Commission Chambers  
105 North Rose Avenue  
Breckenridge, Texas 76424

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### MINUTES

REGULAR CITY COMMISSION MEETING OF THE CITY OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE  
WITH THE FOLLOWING MEMBERS PRESENT.

#### PRESENT

MAYOR  
MAYOR PRO TEM, PLACE 2  
COMMISSIONER, PLACE 3  
COMMISSIONER, PLACE 4

BOB SIMS  
GREG AKERS  
JUNIOR FERNANDEZ  
PAUL HUNTINGTON JR.

CITY MANAGER  
CITY SECRETARY  
ASSISTANT CITY SECRETARY  
POLICE CHIEF  
CODE ENFORCEMENT OFFICER  
FIRE CHIEF  
PUBLIC SERVICES DIRECTOR  
FINANCE DIRECTOR

CYNTHIA NORTHROP  
JESSICA SUTTER  
LACY BOTTS  
BLAKE JOHNSON  
J. POTTS  
MALCOLM BUFKIN  
TAYLOR HARDY  
DIANE LATHAM

#### NOT PRESENT

COMMISSIONER, PLACE 1

BLAKE HAMILTON

#### CALL TO ORDER

Mayor Sims called the meeting to order at 5:30 p.m.

#### Invocation

#### PLEDGE OF ALLEGIANCE

#### OPEN FORUM

No Speakers

No Action Taken

## **STAFF REPORT**

### **City Manager**

#### **1. City Business**

Citizens Academy

Zoning update-Schedule

### **City Secretary**

#### **2. UPCOMING EVENTS**

12/11 Christmas Parade

12/15 P&Z Meeting/Zoning update review

12/18 Bulk Pickup

12/24 Christmas Eve

12/25 Christmas Day

1/1 New Years Day

### **Fire Chief**

#### **3. Employee of the Month-Jose Garcia**

Discussion only. No Action Taken

## **CONSENT AGENDA.**

4. Consider approval of November 4, 2025, regular commission meeting minutes as recorded.
5. Consider approval of department head reports and monthly investment reports for October 2025.
6. Consider approval of Resolution 2025-34 appointing members to the Board of Adjustments.

Commissioner Huntington made a motion to approve consent agenda items 4-6 as presented. Commissioner Fernandez seconded the motion. The motion passed 4-0.

## ACTION ITEMS

7. Discussion and any necessary action regarding approval of Ordinance 2025-19 amending Chapter 17, Streets and Sidewalks, of the Breckenridge Code of Ordinances to Adopt a New Article II "Right-of-Way Management" and updating Appendix A "Fee Schedule" to adopt a Right-of-Way Permit Fee.

City Manager Northrop stated that the current ordinance does not contain an updated, clear right-of-way management process and policy. With the recent increase in requests by various utility contractors to install utility infrastructure in our right-of-way, an update of the ordinance is needed to help set the expectations for utility contractors to minimize damage and restore the area disturbed to its original condition.

Commissioner Huntington made a motion to approve Ordinance 2025-19 as presented. Commissioner Akers seconded the motion. The motion passed 4-0.

8. Discussion and any necessary action regarding Street Improvement Phase 3 Change Order #1.

City Manager Northrop reviewed the requested changes to Phase 3 of the Street Improvement Plan. These changes will increase the contract time from 120 days to 150 days and increase the cost by \$279,698.95 from the original contracted price of \$2,433,843.60 to \$2,713,542.55.

Commissioner Fernandez made a motion to approve Street Improvement Phase 3 Change order #1 as presented and to authorize the City Manager to execute the documents. Commissioner Huntington seconded the motion. The motion passed 4-0.

9. Discussion and any necessary action regarding Consent to Encroachment for 1200 W. 4th.

City Manager Northrop explained that the property owner is attempting to sell their property, and in the process, it was discovered that the manufactured home that sits on the property extends approximately two feet into Pecan Street. She is requesting the city's consent to encroachment so that the sale can proceed. The requested encroachment allows the manufactured home only to remain in place as long as the home remains on the property. In the event the home is removed or replaced, the new home would need to be located within the boundaries of the property. This encroachment does not consent to the location of the chain-link fence located on the property that extends into Pecan Street.


Commissioner Fernandez made a motion to approve the Consent to Encroachment for 1200 W. 4<sup>th</sup> as presented. Commissioner Akers seconded the motion. The motion passed 4-0.

## REQUESTS FROM COMMISSION MEMBERS/STAFF FOR ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA

No requests.

**ADJOURN**

There being no further business, Mayor Sims adjourned the regular session at 5:46 p.m.

  
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Jessica Sutter, City Secretary  
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Bob Sims, Mayor