

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

MINUTES

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

PRESENT

MAYOR	BOB SIMS
MAYOR PRO TEM, PLACE 2	GREG AKERS
COMMISSIONER, PLACE 3	JUNIOR FERNANDEZ
COMMISSIONER, PLACE 4	PAUL HUNTINGTON JR.
CITY MANAGER	CYNTHIA NORTHROP
CITY SECRETARY	JESSICA SUTTER
ASSISTANT CITY SECRETARY	LACY BOTT
POLICE CHIEF	BLAKE JOHNSON
CODE ENFORCEMENT OFFICER	J. POTTS
FIRE CHIEF	MALCOLM BUFKIN
PUBLIC SERVICES DIRECTOR	TAYLOR HARDY
FINANCE DIRECTOR	DIANE LATHAM

NOT PRESENT

COMMISSIONER, PLACE 1	BLAKE HAMILTON
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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.

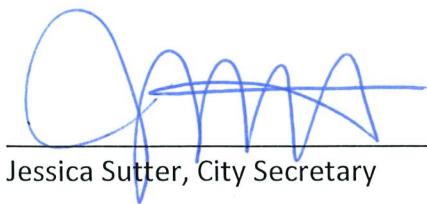
Commissioner Fernandez made a motion to approve the Consent to Encroachment for 1200 W. 4th as presented. Commissioner Akers seconded the motion. The motion passed 4-0.

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.



Jessica Sutter, City Secretary



Bob Sims, Mayor

