



## REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION

Tuesday, February 4, 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  
COMMISSIONER, PLACE 2  
COMMISSIONER, PLACE 4

BOB SIMS  
GREG AKERS  
ROB DURHAM

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

CYNTHIA NORTHROP  
JESSICA SUTTER  
BLAKE JOHNSON  
STACY HARRISON  
MALCOLM BUFKIN  
DIANE LATHAM  
J. POTTS

#### NOT PRESENT

COMMISSIONER, PLACE 1  
MAYOR PRO TEM, PLACE 3

BLAKE HAMILTON  
VINCE MOORE

#### CALL TO ORDER

Mayor Sims called the meeting to order at 5:31 p.m.

**Invocation** led by Paul Huntington Jr.

#### PLEDGE OF ALLEGIANCE

#### OPEN FORUM

No speakers

No Action Taken

## STAFF REPORT

### City Manager

#### 1. City Business

Employee of the Month-Eithan Helms

Introduction of ACO Supervisor Steve Jennings, and update on Animal Control Operations

Recognition of Jessica Sutter TMCA Certification

Grants update

#### 2. Upcoming Events

2/10 Cemetery Cleanup will begin

2/14 Last day for candidates to file for a place on the ballot

2/17 City Offices closed for Presidents Day

2/20 Bulk Pickup

2/22 Chamber of Commerce Annual Banquet

No Action Taken

## CONSENT AGENDA.

3. Consider approval of department head reports and monthly investment reports for December 2024.
4. Consider approval of January 7, 2025, regular commission meeting minutes as recorded.
5. Discussion and any necessary action regarding approval of the 2024 annual Police Department Racial Profiling Report.

Commissioner Durham made a motion to approve consent agenda items 3-5 as presented. Commissioner Akers seconded the motion. The motion passed 3-0.

## PUBLIC HEARING ITEMS

Mayor Sims opened the Public Hearing at 6:00 p.m.

6. Hold a public hearing regarding the City's TxCDBG DRP Grant #CDM22-0022 amendment for the addition of street reconstruction, electrical improvements, and associating improvements along West Elm Street from North Rose Avenue to North McAmis Street.

With there being no speakers, Mayor Sims closed the Public Hearing at 6:02 p.m.

No Action Taken

## ACTION ITEMS

7. Discussion and any necessary action regarding approval of Resolution 2025-05 amending the City's TxCDBG DRP Contract CDM-22-0022 Performance Statement to add 03K (Activity Code) street improvement activities to the City's Downtown area.

City Manager, Cynthia Northrop explained the city pursued and received a CDBG grant for downtown revitalization to make improvements to sidewalks North of Stephens County Courthouse along Elm St. and at the Elm/Rose intersection. The grant received was \$500,000.00. Due to having remaining funds left in the project staff recommends adding Elm Street improvements (McAmis to Rose).

Commissioner Durham made a motion to approve Resolution 2025-05 as presented. Commissioner Akers seconded the motion. The motion passed 3-0.

8. Discussion and any necessary action regarding annual audit for FY 2023/2024.

Daniel Hungersford from George, Morgan, & Sneed presented and reviewed the annual audit for the Fiscal Year 2023-2024.

Commissioner Akers made a motion to approve the annual audit for FY 2023/2024 as presented. Commissioner Durham seconded the motion. The motion passed 3-0

9. Discussion and any necessary action regarding approval of an engineering contract for a 2025-2026 CDBG Grant.

City Manager Northrop stated that the city is pursuing a Community Development Block Grant for 2025/2026 and have already procured a grant consultant. The City advertised for a Request for Qualifications for Engineering and received eight submissions that were due by January 23, 2025. The submissions for each were scored and the recommendation is to select eHT as the winning proposal.

Commissioner Akers made a motion to select eHT for the 2025-2026 CDBG Grant and authorize the City Manager to negotiate and execute the contract. Commissioner Durham seconded the motion. The motion passed 3-0.

10. Discussion and any necessary action regarding approval of Resolution 2025-03 authorizing an application for Financial Assistance from the Texas Water Development Board Water Loan Assistance Fund to fund water loss system improvement projects.

Northrop stated that the city is seeking grant funding through the Texas Water Development Board Water Loan Assistance Fund to address water loss system improvements. The city is listed as number one on the Texas Water Fund for priority list of projects for cities under 10,000 population. This resolution is approval to submit an application.

Commissioner Durham made a motion to approve Resolution 2025-03 as presented. Commissioner Akers seconded the motion. The motion passed 3-0.

11. Discussion and any necessary action regarding approval of Ordinance 2025-02 ordering a Municipal General Election to be held on May 3, 2025, for the purpose of electing the offices of Commissioner Place 3 and Commissioner Place 4.

City Secretary Jessica Sutter stated that an election is held every year on the first Saturday in May. This year the election will be held on May 3, 2025. Two citizens will be elected at-large to serve a two-year term as Commissioner Place 3, and Commissioner Place 4. If the city does not have a contested race, the commission will have the ability to cancel the General Election.

Commissioner Akers made a motion to approve Ordinance 2025-02 ordering a Municipal election to be held on May 3, 2025, for the purpose of electing the offices of Commissioner Place 3 and Commissioner Place 4. Commissioner Durham seconded the motion. The motion passed 3-0.

12. Discussion and any necessary action regarding approval of Resolution 2025-04 authorizing the application of a Criminal Justice Division Grant through the Governor's office to purchase new equipment for Law Enforcement.

Sargeant Justin Shockley and Police Chief Blake Johnson explained that the city is pursuing a grant to provide upgraded body worn cameras for the Police Department. The total grant will be \$137, 242.85 and will require a twenty-five percent match from the city.

Commissioner Akers made a motion to approve Resolution 2025-04 as presented. Commissioner Durham seconded the motion. The motion passed 3-0.

13. Discussion and any necessary action regarding Resolution 2025-02 appointing members to the Planning and Zoning Commission with a term set to expire February 28, 2025.

City Secretary Jessica Sutter explained that staff contacted all current members whose terms expire on February 28, 2025. All members have agreed to be re-appointed.

Commissioner Durham made a motion to approve Resolution 2025-02 appointing members to the Planning and Zoning Commission with a term set to expire February 28, 2028. Commissioner Akers seconded the motion. The motion passed 3-0.



14. Discussion and any necessary action regarding the final reading of Ordinance 2025-01; Texas Gas Service franchise agreement renewal.

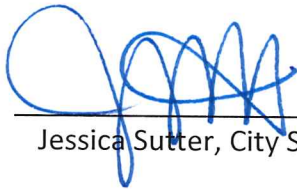
Commissioner Durham made a motion to approve the final reading of Ordinance 2025-01 Texas Gas Service Franchise agreement renewal. Commissioner Akers seconded the motion. The motion passed 3-0.

**RECEIVE 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 6:20 p.m.



Jessica Sutter, City Secretary



Bob Sims, Mayor

