



REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION

Tuesday, October 8, 2024, 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
MAYOR PRO TEM, PLACE 3
COMMISSIONER, PLACE 4

BOB SIMS
GREG AKERS
VINCE MOORE
GARY MERCER

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

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

NOT PRESENT

COMMISSIONER, PLACE 1

BLAKE HAMILTON

CALL TO ORDER

Mayor Sims called the meeting to order at 5:32 p.m.

Invocation led by Trey McDuff of New Destination Church

PLEDGE OF ALLEGIANCE

OPEN FORUM

No speakers

No Action Taken

STAFF REPORT

City Manager

1. City Business

Employee of the Month-Jessica Sutter

Street Project update

DRP Project update

Gunsolus Creek update

2. Upcoming Events

10/7-10/11 Customer Service Week

10/17 Bulk Pickup

10/19 Sloan Everette Bike Ride

10/21-10/24 Fall Brush Pickup

10/28 National First Responders Day

10/29 Family Fun Fest

10/31 Walker St. Trick-or-Treat

11/4-11/8 Municipal Court Week

Police Chief

3. Police Sergeant-Justin Shockley

No Action Taken

SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

4. Presentation on E-Fleets Vehicle Replacement status

Nathan Glasco with Enterprise Fleet Management presented an annual review of the fleet management program.

No Action Taken

CONSENT AGENDA.

5. Consider approval of the September 3, 2024, regular commission meeting minutes as recorded.
6. Consider approval of the September 5, 2024, special commission meeting minutes as recorded.
7. Consider approval of department head reports and monthly investment reports for August 2024.
8. Discussion and any necessary action regarding approval of Resolution 2024-29 appointing members to the Breckenridge Housing Authority.
9. Consider approval of Resolution 2024-30 recognizing the week of November 4-8, 2024, as Municipal Court Week.

Mayor Pro Tem Moore made a motion to approve consent agenda items 5-9 as presented. Commissioner Mercer seconded the motion. The motion passed 4-0.

ACTION ITEMS

10. Discussion and any necessary action regarding approval of BEDC recommendation to approve Ox Manufacturing Incentive Agreement.

David Miller, Executive Director of the Economic Development Corporation stated the BEDC approved a project for the expansion of Ox Manufacturing. The BEDC will fund \$100,000 to support expansion costs needed to purchase and relocate equipment.

Commissioner Mercer made a motion to approve the BEDC board recommendation for Ox Manufacturing incentive program as presented. Mayor Pro Tem Moore seconded the motion. The motion passed 4-0.

11. Discussion and any necessary action regarding approval of BEDC approval of a 15-year lease with Vero Fiber.

David Miller explained that the BEDC approved a 15-year lease with Vero Fiber for \$200.00 per month plus utility costs. The business will lease 100 square feet of space within the storage room at the Chamber of Commerce as a hub for fiber internet. They will be the first to offer fiber internet to the home in Breckenridge.

Mayor Pro-Tem made a motion to approve BEDC's 15-year lease with Vero Fiber as presented. Commissioner Akers seconded the motion. The motion passed 4-0.

12. Discussion and any necessary action approving Resolution 2024-26; BEDC's Vacant-to-Vibrant grant program (second reading).

This item was presented during the September 3, 2024, meeting. It requires two readings.

Mayor Pro Tem made a motion to approve the second reading of Resolution 2024-26 BEDC Vacant-to-Vibrant grant program as presented. Commissioner Mercer seconded the motion. The motion passed 4-0.

13. Discussion and any necessary action on approving the Stephens County Appraisal District FY 2024-2025 Budget.

William Thompson from the Stephens County Appraisal District presented the SCAD Fiscal Year 2024-2025 budget.

Commissioner Akers made a motion to approve the Stephens County Appraisal District FY 2024-2025 budget as presented. Mayor Pro Tem Moore seconded the motion. The motion passed 4-0.

14. Discussion and any necessary action regarding approval of Resolution 2024-27 awarding a grant administrator to assist the City with a 2025-2026 CDBG application and grant, if funded.

City Manager Cynthia Northrop stated the city sought a CDBG grant for street improvements on Panther and 4th for the 2022-2023 cycle. The city was not selected for that grant but was very close. The city is now pursuing a grant for the 2025-2025 cycle and expects to be competitive during this round. It will be for the same street improvements as the previous application. This agenda item is the first step in this process to award a grant administrator to assist the city with the application and grant if funded. The RFP was advertised, and three proposals were received. Two staff members and one elected official scored the proposals. The scoring sheet included a section to score pricing compared to the lowest proposal. However, the proposals came in based on different amounts than the actual grant request. The grant request is for \$750,000.00 and two proposals were received based on \$500,000.00. This created inconsistency in the scoring of each proposal. Therefore, the RFPs were scored using the criteria provided including price. They were also provided with scores excluding price to decide on selection with all the information provided. Based on all the information provided Commissioners determined that the experience and knowledge of Breckenridge Public Management, Inc., has with the city was an important factor in selecting a grant administrator.

Commissioner Gary Mercer made a motion to approve Resolution 2024-27 awarding grant administration services to Public Management, Inc. Mayor Pro Tem Moore seconded the motion. The motion passed 4-0.

15. Discussion and any necessary action regarding approval of Resolution 2024-28 authorizing the City Manager to execute the Extended Term Street Use License for Cactus Cove Development.

City Manager Northrop stated that a developer has recently proposed completing the public infrastructure for the County Club Estates subdivision (Cactus Cove). The subdivision was originally platted in 1983. Street, water lines, and sewer lines were only constructed for Phase 1. This developer plans to complete phase 2 and complete the street and water lines as well as make the sewer service tap into the existing sewer main. Because the subdivision plat has previously been filed and the sewer main has already been constructed according to the original layout, there is no direct access for a sewer service line for Lot 11, Block E to reach the existing sewer main. The developer would like to be allowed to install this sewer service line with the street ROW in front of Lot 10, Block E. This will not have any negative impact on the use of the ROW. The Street Use license is proposed to be executed between the developer and the city to allow the installation of private construction with the street ROW and document the ownership and future maintenance as private and the owner of Lot 11, Block E.

Commissioner Akers made a motion to approve Resolution 2024-28 as presented. Mayor Pro Tem seconded the motion. The motion passed 4-0.

16. Discussion and any necessary action regarding Family Fall Festival.

The city partnered with the County and the Chamber to host the First Annual Family Fall Fest on Halloween last year. This was a successful event, and the city plans to participate again this year for the second annual event. A portion of the roads surrounding the Stephens County Courthouse including Rose (from Walker St. North to Elm St.), Elm (from Rose to Court), and Court (from Elm to Walker) will be closed. The event includes vendors, a pumpkin decorating contest, costume contests, trunk-or-treat, food trucks, and a photo booth.

Mayor Pro Tem Moore made a motion to approve the Family Fall Festival as presented. Commissioner Akers seconded the motion. The motion passed 4-0.

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

No requests.

ADJOURN

There being no further business, Mayor Sims adjourned the regular session at 6:32 p.m.



Jessica Sutter, City Secretary

