

# REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION



Tuesday, May 7, 2024, 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  
COMMISSIONER, PLACE 1  
COMMISSIONER, PLACE 2

BOB SIMS  
BLAKE HAMILTON  
ROB DURHAM

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 3  
MAYOR PRO TEM, PLACE 4

VINCE MOORE  
GARY MERCER

### CALL TO ORDER

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

**Invocation** led By Will Anderson of Lighthouse Church

### PLEDGE OF ALLEGIANCE

### OPEN FORUM

No Speakers

## **SPECIAL PRESENTATIONS AND ANNOUNCEMENTS**

*(Mayoral proclamations, presentations of awards and certificates, and other acknowledgements of significant accomplishments or service to the community.)*

1. Administer the Oath of Office to Police Chief Blake Johnson.

City Secretary Jessica Sutter Administered the Oath of Office and Statement of Officer to Police Chief Blake Johnson

No Action Taken.

## **STAFF REPORT**

### **City Manager**

2. Upcoming Events

May 5-11 Municipal Clerks Week

May 12-18 National Police Week

May 14 Special Meeting/Canvass Votes

May 16 Bulk Pickup

May 19-25 National Public Works Week

May 25 Breckenridge Air Show

3. City Business

Employee of the Month-Sherry Morgan

Department Head Reports

No Action Taken

## **CONSENT AGENDA**

4. Consider approval of the April 2, 2024, Regular Commission Meeting minutes as recorded.
5. Consider approval of the April 15, 2024, Special Commission Meeting minutes as recorded.
6. Consider approval of a proclamation recognizing May 5-11, 2024, as Municipal clerk week.

Commissioner Durham made a motion to approve consent agenda items 4-6 as presented. Commissioner Hamilton seconded the motion. The motion passed 3-0.

## ACTION ITEMS

7. Discussion and any necessary action regarding request to replat property legally described as Martin Addition, Blk 1, Lot N-72 (& alley) and Lot S-80 (& alley) into four lots.

The owner of this property wants to replat the property into four lots, it is currently 2 lots. They would like to build four single-family homes on each lot. P&Z held a public hearing on this replat on Monday, April 29, 2024, and took action to recommend approval of the replat.

Commissioner Hamilton made a motion to approve P&Z's recommendation to approve replat as requested. Commissioner Durham seconded the motion. The motion passed 3-0.

8. Discussion and any necessary action to award a construction contract related to the TXDCBG #CDM22-0020 Downtown Revitalization Project

City Manager Northrop explained that The City applied for and was awarded a Community Development Block Grant for the Downtown Revitalization Project. The city advertised a request for construction bids and received three bids. The staff recommendation is to award the bid to the lowest and best bid. AAJ Concrete for \$304,353.00.

Commissioner Hamilton made a motion to award a bid for the 2022 TxCDBG (No. CDM22-0020) Downtown Revitalization Program – Sidewalk improvements to the lowest and best bidder AAJ Concrete. Commissioner Durham seconded the motion. The motion passed 3-0.

9. Discussion and consideration of Section 3 policy information for the City's TXCDBG Contract #CDM122-0020 Downtown Revitalization Project

Public Management presented the section 3 goals do the CDBG program as a part of the grant requirement for the Downtown Revitalization Project.

No action is required.

10. Discussion and any necessary award of professional service contracts for Engineer, Bond Counsel and Financial Advisor related to the Texas Water Development Board (TWDB) – Lead Service Line Replacement Program

City Manager Northrop explained the TCEQ has revised their lead and copper rules. The city is required to inventory the materials of construction for all water lines in the city. The City is requesting financial assistance available from the Texas Water Development Board to determine the exact number and location as well as the replacement of the lead and galvanized service lines within the distribution system. Once the city completes the inventory, they will be required to replace the lead service lines on both the city side as well as the owner's side within 10 years.

Commissioner Hamilton made a motion to approve the acceptance of qualifications for engineering services to Enprotech Hibbs & Todd, Financial advisor, Hilltop Securities, and Bond Counsel McCall, Parkhurst & Horton related to the Texas Water Development Board lead service line replacement program and authorize the City Manager to execute professional service agreements. Commissioner Durham seconded the motion. The motion passed 3-0.

11. Discussion and any necessary action regarding approval of BEDC recommendation to a contract between BEDC and Breckenridge Industrial Foundation for Economic Development Services

David Miller, Executive Director of the BEDC explained that the BEDC approved a contract with the Breckenridge Industrial Foundation for economic development services with a general fund of \$150,000.00. The BEDC will replenish this fund to the full \$150,000.00 annually. The agreement requires the BIF to submit semi-annual reports to the BEDC which will be included in the BEDC semi-annual reports.

Commissioner Hamilton made a motion to approve BEDC's recommendation to approve a contract between BEDC and Breckenridge Industrial Foundation for economic development services. Commissioner Durham seconded the motion. The motion passed 3-0.

12. Discussion and any necessary action accepting the Breckenridge Economic Development Corporation's semi-annual report

David Miller presented the BEDC semi-annual report.

Commissioner Hamilton made a motion to approve the BEDC Semi-annual report as presented. Commissioner Durham seconded the motion. The motion passed 3-0.

13. Discussion and any necessary action regarding Strategic Plan Update and 2024-2025 Budget priorities.

City Manager Northrop reviewed the 2024-2025 budget priorities.

No action taken.

14. Discussion and any necessary action on Resolution 2024-09 adopting the City's Parks and Recreation Plan 2024-2040

As part of the Planning Grant that the city received to update the Comprehensive Development Plan, the city has been working with Public Management to complete the Parks & Recreation Plan. This is presented as a component of the Comprehensive development plan and will support efforts to obtain a Texas Parks & Wildlife Grant for a splash pad at the park. The Planning and Zoning Commission reviewed the plan on Monday, April 29, 2024, and recommended approval.

Commissioner Hamilton made a motion to approve P&Z recommendation to approve resolution 2024-09 adoption of the City of Breckenridge Parks and Recreation Plan 2024-2040. Commissioner Durham seconded the motion. The motion passed 3-0.

15. Discussion and any necessary action regarding a change order for Public Works Facility

A Request for Proposals (RFP) for PW Facilities was issued and published on September 20 & 27, 2023. Commissioners awarded the project to Donnie Sechrest for \$231,900.00 in October of 2023. This change order request is to have the contractor install built-in shelving in one of the buildings that will be used for storing inventory. The estimated cost will be \$21,300.00 to build six racks with two shelves and build four racks with two shelves. The original Project total was \$231,900. The updated Project total is \$272,818.76.

Commissioner Hamilton made a motion to approve change order #2 as presented. Commissioner Durham seconded the motion. The motion passed 3-0.

16. Discussion and any necessary action on Certificate of Obligation fund status and updating Park Projects

City Manager Northrop stated that from the 2023 Certificates of Obligation, the Public Works facilities did not cost as much as estimated. Staff are recommending utilizing a portion of the surplus funds to fund additional park improvements.

Commissioner Hamilton made a motion to approve staff requests to fund additional park improvements. Commissioner Durham seconded the motion. The motion passed 3-0.

17. Discussion and any necessary action regarding FY 2024-2025 Annual Audit Engagement Letter

City Manager Northrop said this action will engage CPA firm George, Morgan, & Sneed to conduct our annual audit for 2024-2025. The audit activities will be conducted in August and November of 2024 with the final audit to be presented no later than the February 2025 Commission meeting.

Commissioner Hamilton made a motion to approve the FY 2024-2025 annual audit engagement agreement and authorize the City Manager to execute the agreement. Commissioner Durham seconded the motion. The motion passed 3-0.

18. Discussion and any necessary action regarding approval of Boom Fest 5K presented by Blackhorse.

This item was removed from the agenda.

19. Discussion and any necessary action regarding Ordinance 2024-08 closing the remainder of 6th Street (at Panther) and 6th Street (at Shelton)

In 1981 commissioners took action to close 6<sup>th</sup> street and to convey portions to the adjacent property owner. However, there were portions that were inadvertently left out. This action

will close the gap and ensure the entire portion that was intended to be closed is closed and conveyed to the current adjacent property owner.

Commissioner Hamilton made a motion to approve Ordinance 2024-08 closing the remainder of 6<sup>th</sup> street and authorizing conveyance to the adjacent property owner. Commissioner Durham seconded the motion. The motion passed 3-0.

20. Discussion and any necessary action regarding approval of Ordinance 2024-07 updating the Schedule of Fees (first reading)

During the April commission meeting a motion was made to approve an incorrect Ordinance number. This action is to approve the first reading of the fee schedule with the correct ordinance number as well as to add brush fees for Non-Residents which were inadvertently left out of the previous ordinance.

Commissioner Hamilton Made a motion to approve the first reading of Ordinance 2024-07 updating the schedule of fees as presented. Commissioner Durham seconded the motion. The motion passed 3-0.

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

*Discussion under this section must be limited to whether or not the Commission wishes to include a potential item on a future agenda.*

No requests.

**ADJOURN**

There being no further business, Mayor Sims adjourned the regular session at 6:58 p.m.

  
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Jessica Sutter, City Secretary  
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Bob Sims, Mayor