

DECEMBER 7, 2021

**REGULAR TOWN COMMISSION MEETING OF THE TOWN OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:**

MAYOR  
MAYOR PRO TEM, PLACE 3  
COMMISSIONER PLACE 4

BOB SIMS  
VINCE MOORE  
GARY MERCER

CITY MANAGER  
PUBLIC WORKS DIRECTOR  
FIRE CHIEF  
PARKS DIRECTOR  
EDC DIRECTOR

ERIKA MCCOMIS  
HOUSTON SATTERWHITE  
CALVIN CHANEY  
STACY HARRISON  
COLTON BUCKLEY

**ABSENT**

COMMISSIONER PLACE 1  
COMMISSIONER PLACE 2

RUSSELL BLUE  
ROB DURHAM

**CALL MEETING TO ORDER**

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

**INVOCATION**

Invocation led by Pastor Otho Noggle.

**OPEN FORUM**

This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings.

No speakers

**STAFF REPORT**

**City Manager**

1. Upcoming events and important dates.

December 7 - Breckenridge Fine Arts Center Christmas Workshop

December 8 - Lighted Christmas Parade

December 9 - Pancakes with Santa

December 11 - Shine Concert

December 16 - Employee Holiday Luncheon

December 17 - Stockings for Senior Citizens (last day to bring items)

December 24, 27, 31 City Hall closed for Christmas and New Years Holidays

*Mark your calendar* - February 5 - Chamber of Commerce Banquet and Awards

## 2. Administration Update

City Manager Erika McComis briefly went over the upcoming holiday events throughout the City of Breckenridge.

Ms. McComis updated the commission on changes that were previously made in the administrative area of the city back in October, including title changes for employees that already handled the assigned duties but did not carry the appropriate titles. The position title changes will allow the employees to have more ownership of their duties and will allow other staff and citizens to know which employee handles specific duties. Heather Robertson-Caraway is the City Secretary, Diane Latham is the Finance Director/Deputy City Secretary, Pamela Wright is the Assistant to the City Manager/Assistant City Secretary, Heather Neely is the HR Coordinator/A/P Clerk.

### **Public Works Director**

## 3. Creek Maintenance Update

## 4. Street Maintenance Update

Houston Satterwhite informed the commission that he will handle spraying the creek with retardant over the next week to maintain the growth of the cane in the creek area. He also updated commission on street patching that had occurred over the past week. He also stated the street department is currently at full status and will be able to complete more projects in the future.

### **CONSENT AGENDA**

5. Consider approval of of the November 1, 2021 Regular Commission meeting minutes as recorded.
6. Consider approval of the Fiscal Year 2020-2021 Annual Investment Report.
7. Consider approval of an audit engagement letter with George, Morgan and Sneed, P.C. to perform audit services on the cities Hotel Motel Tax Fund for the year ending December, 31, 2021 for the purpose of determining compliance with the contract between the Chamber and the City of Breckenridge.
8. Consider approval of Resolution 21-35 supporting the allocation method for Opioid settlement proceeds as set forth in the State of Texas Political Subdivision Opioid Abatement

Fund Council and Settlement Allocation Term Sheet and authorize Mayor to execute same on behalf of the City.

Mayor Pro Tem Moore moved to approve the consent agenda as presented. Commissioner Mercer seconded the motion. **The motion passed 3-0.**

## ACTION ITEMS

9. Consider approval of Resolution 21-36 authorizing a professional service provider selection for Coronavirus Local Fiscal Recovery Fund Programs through the American Rescue Plan Act of 2021 (ARPA) and authorizing the City Manager to execute necessary documents.

Ms. McComis informed the commission that Mayor Pro Tem Moore, Mr. Satterwhite and herself handled the rating as a committee for the submittals and all found both companies to be comparable. Staff has experience working with EHT but felt working with Jacob Martin would be adequate as well. Commission expressed their appreciation in the previous work with EHT and felt it was in the best interest of the city to continue working with them.

Mayor Pro Tem Moore moved to approve Resolution 21-36 authorizing Enprotec/Hibbs & Todd as the selected professional service provider and authorizing the city manager to execute the necessary documents. Commissioner Mercer seconded the motion. **The motion passed 3-0.**

10. Discuss and consider an amendment to the Breckenridge Chamber of Commerce/Breckenridge Economic Development Corporation Agreement.

EDC Director, Colten Buckley presented the changes made to the current agreement that expires in late 2022. The Chamber and EDC have a combined vision for the city and will work together in the future. The agreement allows for Mr. Buckley to be the director of both the EDC and Chamber and Whitney Stultz as the coordinator allowing for a secretary to be hired that will assist both. The amended agreement also provides more funding from the EDC to the Chamber in order to hire the newly approved secretary position.

Mayor Pro Tem Moore moved to approve the amendment to the Breckenridge Chamber of Commerce/Breckenridge Economic Development Corporation Agreement. Commissioner Mercer seconded the motion. **The motion passed 3-0.**

11. Consider approval of Ordinance 21-14 establishing a Municipal Court Technology Fund and providing for the assessment and collection of a Municipal Court Technology Fee.

Commissioner Mercer moved to approve Ordinance 21-14 establishing a Municipal Court Technology Fund and providing for the assessment and collection of a Municipal Court Technology Fee. Mayor Pro Tem Moore seconded the motion. **The motion passed 3-0.**

12. Consider approval of Ordinance 21-15 authorizing the act governing the Texas Municipal Retirement System, Restricted Prior Service Credit to employees who are members of the system.

Commissioner Mercer moved to approve Ordinance 21-15 authorizing the act governing the Texas Municipal Retirement System, Restricted Prior Service Credit to employees who are members of the system. Mayor Pro Tem Moore seconded the motion. **The motion passed 3-0.**

13. *FIRST READING:* Consider approval of Ordinance 22-01 repealing and replacing Ordinance 21-11 establishing a General Fee Schedule for the City of Breckenridge and establishing an effective date.

Ms. McComis informed the commission that staff reviewed the current ordinance and realized some fees were left out such as the pool and facility rental fees. The amended ordinance will also allow staff to waive the rental fees for non profit organizations instead of bringing those requests to the commission. The updated ordinance allows the Finance Director to waive the late fees for utility accounts that were current for 12 consecutive months prior to the request.

Mayor Pro Tem Moore moved to approve the first reading of Ordinance 22-01 repealing and replacing Ordinance 21-11 establishing a General Fee Schedule. Commissioner Mercer seconded the motion. **The motion passed 3-0.**

#### ADJOURN

There being no further business, Mayor Pro Tem Moore adjourned the regular session at 5:58 p.m.

  
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Pamela Wright, Assistant City Secretary

  
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Bob Sims, Mayor

