



## REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION

Tuesday, September 3, 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  
MAYOR PRO TEM, PLACE 3  
COMMISSIONER, PLACE 4

BOB SIMS  
BLAKE HAMILTON  
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 2

GREG AKERS

#### CALL TO ORDER

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

**Invocation** led by Cynthia Northrop

#### PLEDGE OF ALLEGIANCE

#### OPEN FORUM

Chris Hunnewell-1027 Royal Lane, Graham Tx, 76450

No Action Taken

## STAFF REPORT

### 1. City Business

Public Works Employee of the Month - Gabe Hyatt

Reschedule the October Commission meeting

Department Head reports

### 2. Upcoming Events

09/07 911 First Responder Benefit

09/19 Bulk Pickup

09/25 Homecoming Parade

10/01 National Night Out

No Action Taken

## CONSENT AGENDA

3. Consider approval of the August 6, 2024, regular commission meeting minutes as recorded.
4. Consider approval of the August 20, 2024, special commission meeting minutes as recorded.
5. Consider approval of the August 27, 2024, special commission meeting minutes as recorded.
6. Consider approval of Resolution 2024-23 BISD Homecoming Parade.
7. Consider approval of Resolution 2024-22 for recommended Board of Director appointments to the BEDC.
8. Consider approval of Interlocal agreement with Young County, Texas for the purpose of funding a bond supervision officer.
9. Consider approval of Resolution 2024-25 confirming and accepting securities pledged for municipal funds while acting as City Depository.

Agenda item number 7 was moved to action items. Mayor Pro Tem Moore made a motion to approve consent agenda items 3-6 and 8-9 as presented. Commissioner Mercer seconded the motion. The motion passed 4-0.

## PUBLIC HEARING ITEMS

10. Public Hearing on proposed FY 2024-2025 City of Breckenridge budget.

No speakers.

No action taken.

## ACTION ITEMS

7. Consider approval of Resolution 2024-22 for recommended Board of Director appointments to the BEDC.

This item was moved to action items from the consent agenda due to Mayor Pro Tem Moore having a conflict of interest on this item. One of the new directors to be appointed Virgil Moore III is his immediate family.

Commissioner Hamilton made a motion to approve Resolution 2024-22 as presented. Commissioner Mercer seconded the motion. The motion passed 3-1 with Mayor Pro-Tem recusing himself from the vote.

11. Discussion and any necessary action regarding the BEDC FY 2024-2025 Budget.

Breckenridge Economic Director David Miller reviewed the FY 2024-2025 budget.

Commissioner Mercer made a motion to approve the BEDC FY 2024-2025 budget as presented. Commissioner Hamilton 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 (first reading).

EDC Director David Miller explained that the BEDC approved a project for the repurposing of underutilized 2<sup>nd</sup> story spaces in the downtown district to be used as short-term rentals. This program will reimburse building owners or business owners for capital improvements made. BEDC will fund the project between \$5,000-\$10,000 per rentable unit based on the bedroom count.

Commissioner Hamilton made a motion to approve the first reading of Resolution 2024-25 as presented. Mayor Pro Tem Vince Moore seconded the motion. The motion passed 4-0.

13. Discussion and any necessary action regarding the Chamber of Commerce annual report.

Breckenridge Chamber of Commerce Executive Director Yuri Huntington presented the annual report to commissioners including Hotel/Motel Fund report.

Mayor Pro Tem Vince Moore made a motion to approve the Chamber of Commerce Annual report as presented. Commissioner Mercer seconded the motion. The motion passed 4-0.

14. Discussion and any necessary action regarding awarding a construction contract related to Phase 1 of 2024 Paving Improvements.

City Manager Cynthia Northrop stated that as part of the street improvement plan the city's engineers, eHT, were tasked with the design of the mid-term street projects. Request for Proposals for construction contract was advertised and two bids were received; JR West Texas Concrete, and Raydon Inc. Raydon, Inc. Engineers identified the lowest and best bid: Raydon, Inc.

Commissioner Hamilton made a motion to award the bid for phase 1 of the paving improvement to Raydon, Inc., the lowest and best bid. Mayor Pro Tem seconded the motion. The motion passed 4-0.

15. Discussion and any necessary action approving the Facility Use Agreement with Stephens County Humane Society for a city owned building located at 210 N. Live Oak Street, Breckenridge, previously known as the Sis Clark Building.

City Manager Cynthia Northrop explained that this agreement allows the Stephens County Humane Society (SCHS) the exclusive right and privilege to use the building located at 210 N. Live Oak Street as a resale shop. Proceeds from sales support the SCHS. The city provides water, sewer, and solid waste services at no additional cost.

Commissioner Mercer made a motion to approve the Facility Use Agreement with Stephens County Humane Society as presented. Commissioner Hamilton seconded the motion. The motion passed 4-0.

16. Discussion and any necessary action on approving Ordinance 2024-16 adopting a budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 in accordance with the Laws of the State of Texas, appropriating the various amounts thereof, and repealing all Ordinances in conflict therewith; and providing for an effective date.

City Manager Northrop explained that this action item is to approve the Fiscal Year 2024-2025 budget that was presented to commissioners.

Mayor Pro Tem Moore made a motion to approve Ordinance 2024-16 and set and approve the municipal budget for the 2024-2025 fiscal year. Commissioner Hamilton seconded the motion. City Secretary, Jessica Sutter took a roll call vote with Mayor Sims voting Aye, Commissioner Hamilton voting Aye, Commissioner Akers not present, Mayor Pro Tem Moore Aye, and Commissioner Mercer Aye. The motion passed on a vote of 4-0.

17. Discussion and any necessary action regarding approval of Resolution 2024-24 ratifying the tax revenue for the tax year 2024 (FY 2024-2025) for the City of Breckenridge.

City Manager Northrop reviewed the proposed Tax rate of \$1.04471.

Commissioner Hamilton made a motion to ratify the property tax increase reflected in the adopted annual budget for fiscal year 2024-2025. Commissioner Mercer seconded the motion. City Secretary, Jessica Sutter took a roll call vote with Mayor Sims voting Aye,

Commissioner Hamilton voting Aye, Commissioner Akers not present, Mayor Pro Tem Moore Aye, and Commissioner Mercer Aye. The motion passed on a vote of 4-0.

18. Discussion and any necessary action regarding Ordinance 2024-17 Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City of Breckenridge, Texas, and providing for the Interest and Sinking Fund for the Fiscal Year 2024-2025; Directing the collection thereof; and providing for the time of paying the Ad Valorem taxes levied and providing that taxes become delinquent if not paid.

Commissioner Mercer made a motion to approve Ordinance 2024-17 and that the property tax rate be increased by the adoption of a tax rate of \$1.04471 which is effectively a 3.91 percent increase in the tax rate. Mayor Pro Tem Moore seconded the motion. City Secretary, Jessica Sutter took a roll call vote with Mayor Sims voting Aye, Commissioner Hamilton voting Aye, Commissioner Akers not present, Mayor Pro Tem Moore Aye, and Commissioner Mercer Aye. The motion passed on a vote of 4-0.

19. Discussion and any necessary action regarding Ordinance 2024-15 amending FY 2023-2024 official budget adopted by Ordinance 2023-15.

Budget amendments are generally presented either bi-annually or quarterly when a need arises to revise the current year's approved fiscal budget. Amendments to the budget can be found in the agenda packet for review.

Commissioner Hamilton made a motion to approve Ordinance 2024-15 amending fiscal year 2023-2024 official budget adopted by Ordinance 2023-15 as presented. Mayor Pro Tem Moore seconded the motion. The motion passed 4-0.

20. Discussion and any necessary action regarding approval of Ordinance 2024-13 updating Schedule of Fees (Second Reading).

Mayor Pro Tem Mercer made a motion to approve the second reading of Ordinance 2024-13 updating the schedule of fees. Commissioner Hamilton seconded the motion. The motion passed 4-0.

## **EXECUTIVE SESSION**

### **Personnel Matters**

*§551.074: Personnel matters (to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee):*

21. City Manager
22. Public Works

## **RECONVENE INTO OPEN SESSION**

Mayor Sims reconvened into open session at 6:55

Mayor Pro Tem Moore made a motion to renew the City Manager Contract for two years. Commissioner Hamilton 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 6:56 p.m.



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Jessica Sutter, City Secretary



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Bob Sims, Mayor

