



REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION

Tuesday, June 4, 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 1

COMMISSIONER, PLACE 2

COMMISSIONER, PLACE 2

BOB SIMS

BLAKE HAMILTON

ROB DURHAM left at 6:05 P.M.

GREG AKERS sworn in during meeting

CITY MANAGER

CITY SECRETARY

POLICE CHIEF

PUBLIC SERVICES DIRECTOR

CODE ENFORCEMENT/FIRE CHIEF

FINANCE DIRECTOR

PUBLIC WORKS DIRECTOR

CYNTHIA NORTHROP

JESSICA SUTTER

BLAKE JOHNSON

STACY HARRISON

MALCOLM BUFKIN

DIANE LATHAM

TODD HENDERSON

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 Stacy Harrison

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. Presentation of proclamation and appreciation to Rob Durham for his service to the Breckenridge City Commission.
2. City Secretary to swear in elected officials from the May 4, 2024, General Election.

No Action Taken.

STAFF REPORT

(Staff Reports are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items of a future agenda for action.)

City Manager

3. CITY BUSINESS

Employee of the Month - Diane Latham

Departmental Reports

4. Upcoming Events

06/20 Bulk Pickup

No Action Taken

CONSENT AGENDA

Any commission member may request an item on the Consent Agenda to be taken up for individual consideration.

5. Consider approval of the May 7, 2024, Regular Commission Meeting minutes as recorded.
6. Consider approval of the May 14, 2024, Special Commission Meeting minutes as recorded.

Commissioner Hamilton made a motion to approve consent agenda items 5-6 as presented. Commissioner Akers seconded the motion. The motion passed 3-0.

ACTION ITEMS

8. Discussion and any necessary action regarding presentation of the Breckenridge Comprehensive Development Plan (TXCDBG Contract #CPC21-0522).

Ken Coignet of Public Management presented the draft Comprehensive Development Plan to commissioners.

No action was taken.

9. Discussion and any necessary action regarding approval of Engineering Services Work Order No. 040 under Engineering Services Agreement executed on October 1, 2012.

City Manager Cynthia Northrop explained that the city executed an engineering services agreement with eHT on October 1, 2012, to provide the city's engineering service needs as they arise. This work order will authorize eHT to provide services to assist with plans, specifications, bidding documents, and construction management associated with the 2024 Paving Project.

Commissioner Hamilton made a motion to approve Work Order No. 040 and authorize the City Manager to execute the documents. Commissioner Akers seconded the motion. The motion passed 3-0.

10. Discussion and any necessary action regarding approval of Resolution 2024-13 awarding an administration contract for application preparation and administration services for a 2024 Texas Parks & Wildlife Local Park Grant.

Northrop explained that the city is pursuing a grant through Texas Parks & Wildlife for a splash pad. An RFP for grant administrative services was advertised and one submittal was received from Public Management. Commissioner Hamilton seconded the motion. The motion passed 3-0

Commissioner Akers made a motion to approve Resolution 2024-13 awarding grant administrative contract to Public Management and authorize the City Manager to execute the contract.

11. Discussion and any necessary action regarding approval of Resolution 2024-14 an engineering/architect contract for application preparation and engineering services for a 2024 Texas Parks & Wildlife Local Park Grant.

As part of pursuing a grant for a splash pad through Texas Parks & Wildlife an RFQ for engineering/architectural services was advertised and two submittals were received. Jacob & Martin and eHT. The submittals were scored with Jacob & Martin receiving 290 points and eHT receiving 284 points. Staff recommend awarding engineering/architectural services to Jacob & Martin.

Commissioner Akers made a motion to approve Resolution 2024-14 designating Jacob & Martin to provide engineering/architectural services for the 2024 Texas Parks & Wildlife Grant and authorize the City Manager to negotiate a contract. Commissioner Hamilton seconded the motion. The motion passed 3-0.

12. Discussion and any necessary action regarding Resolution 2024-12 appointing a commissioner to serve as Mayor Pro-Tem.

Each year at the first meeting of the new commission it is required for commission members to elect one member to serve as Mayor Pro-Tem if the mayor cannot attend meetings or perform duties.

Commissioner Hamilton made a motion to approve Resolution 2024-12 appointing Vince Moore to serve as Mayor Pro-Tem. Commissioner Akers seconded the motion. The motion passed 3-0.

13. Discussion and any necessary action regarding the capital purchase of a dump truck for Street Department

City Manager Northrop explained that the Public Works Department needs a replacement for aging equipment to aid in the maintenance of streets, drainage, demo of substandard homes, and repair of streets after water/sewer line repairs. Staff have sourced a dump truck from the buy board and will use funds that are available from the 2023 Certificates of Obligation in the amount of \$124,973.22.

Commissioner Akers made a motion to approve the purchase of a dump truck using CO 2023 funds and authorize the City Manager to execute the documents. Commissioner Hamilton seconded the motion. The motion passed 3-0.

14. Discussion and any necessary action regarding approval of Ordinance 2024-09 of guidelines for filming in Breckenridge.

The city is becoming a Film Friendly City to contribute to generating economic growth development. There are three steps to becoming a certified film-friendly city. Attend a workshop, pass administratively enforceable filming guidelines, and submit photos of potential film locations. Staff have attended a workshop, and this Ordinance will meet the criteria of administratively enforceable guidelines.

Commissioner Hamilton made a motion to approve Ordinance 2024-09 as presented. Commissioner Akers seconded the motion. The motion passed 3-0.

15. Discussion and any necessary action regarding Resolution 2024 – 15: Vehicle & Equipment Use Policy adoption.

The city has had a limited policy in place that was discussed with new hires during the onboarding process. However, there was not a formal vehicle use policy as part of the Personnel policy. This policy is much more comprehensive and will provide a formal policy for the administration to enforce across the organization.

Commissioner Hamilton made a motion to approve Resolution 2024-15 as presented. Commissioner Akers seconded the motion. The motion passed 3-0.

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

During the May Commission meeting commissioners approved the first reading of Ordinance 2024-07 updating the schedule of fees. The action requested is to approve the second reading of the Ordinance.

Commissioner Hamilton made a motion to approve the second reading of Ordinance 2024-07 updating the schedule of fees. Commissioner Akers 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 6:32 p.m.

Bob Sims, Mayor

Jessica Sutter, City Secretary