



REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION

Tuesday, March 4, 2025, 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
MAYOR PRO TEM, PLACE 3
COMMISSIONER, PLACE 4

BOB SIMS
BLAKE HAMILTON
GREG AKERS
VINCE MOORE
ROB DURHAM

CITY MANAGER
CITY SECRETARY
POLICE CHIEF
CODE ENFORCEMENT/FIRE CHIEF
FINANCE DIRECTOR
CODE ENFORCEMENT OFFICER

CYNTHIA NORTHROP
JESSICA SUTTER
BLAKE JOHNSON
MALCOLM BUFKIN
DIANE LATHAM
J. POTTS

CALL TO ORDER

Mayor Sims called the meeting to order at 5:31 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-Scott Bills

Oncor update (inventory using drones)

Solid Waste RFP

Facility Improvements-City Hall

2. Upcoming Events

03/20 Bulk pickup

03/20 Spring Fling

03/24-03/27 City-wide brush pickup

Police Chief

3. Acknowledgment of Tiphane Newman for State Certification as a Telecommunications Operator.

No Action Taken

CONSENT AGENDA.

4. Consider approval of the February 4, 2025, regular commission meeting minutes as recorded.

5. Consider approval of department head reports and monthly investment reports for January 2025.

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

PUBLIC HEARING ITEMS

Mayor Sims opened the Public Hearing at 5:45 p.m.

6. Public hearing to determine whether or not the building on property located at 1208 W. 3rd - Mountain Heights Addition, Block 6, Lot 4,5,6,7 is a dangerous building pursuant to Chapter 5, Article 1 of the Breckenridge Code of Ordinances.

Phillip Smith-1208 W. 3rd

7. Public Hearing regarding amending Chapter 5 “Buildings and Structures” of the Breckenridge Code of Ordinances.

Mayor Sims closed the Public Hearing at 5:50 p.m.

No Action Taken

ACTION ITEMS

8. Discussion and any necessary action regarding declaring 1208 W. 3rd a dangerous building pursuant to Chapter 5, Article 1 of the Breckenridge Code of Ordinances.

City Manager Cynthia Northrop stated that this property was presented to Commissioners during the January 7, 2025, meeting. At that time, commissioners voted to allow Mr. Phillip’s request for a 60-day extension to form a plan. While some of the outside trash has been cleaned up, there have been no improvements made to the structure, which is the issue (dangerous building) Commissioners are addressing. This property is currently vacant, and the owner's son is living next door. The owner stated he had contacted a local contractor to enclose the building because his son uses the property as storage. There is currently no water or electricity at either structure.

Commissioner Akers made a motion to declare 1208 W. 3rd a dangerous building and order that the owner demolish the building within 30 days. Commissioner Hamilton seconded the motion. The motion passed 5-0.

9. Discussion and any necessary action regarding approval of Stephens County Appraisal District annual report.

Will Thompson, Chief Appraiser at SCAD presented the annual report.

Commissioner Hamilton made a motion to approve the Stephens County Appraisal District annual report as presented. Mayor Pro Tem Moore seconded the motion. The motion passed 5-0.

10. Discussion and any necessary action regarding Planning and Zoning Commission’s recommendation to replat the property located at 105 N. Rose (currently legally described as Original Addition, Block 7, Lot 1, 2, 3, and E/2 of 4) and 317 W. Elm (currently legally described as Original Addition, Block 7, Lot 5-6, W/2 of 4).

City Manager Northrop explained that the property is adjacent to City Hall to the West. There is a substandard home on the property. The Current property owner has agreed to deed this property over to the city, allowing the demolition of the substandard home and disposal in the monofil. The property will then be used to add parking for City Hall. Planning and Zoning reviewed the request on Monday, February 24, 2025, and recommended approval.

Commissioner Akers made a motion to approve the Planning and Zoning Commission's recommendation to replat the property located at 105 N. Rose and 704 E. Dyer as presented. Commissioner Hamilton seconded the motion. The motion passed 5-0.

11. Discussion and any necessary action regarding Planning and Zoning recommendation to replat the property located at 704 E. Dyer – (currently legally described as East Breckenridge Addition, Block 20, Lot 1, 2, & 3).

The Property Owner would like to replat the property from the existing three lots into two lots. The property currently has a structure on the southeast corner of lot three. Planning and Zoning reviewed the request on Monday, February 24, 2025, and recommended approval.

Commissioner Hamilton made a motion to approve the Planning and Zoning Commission's recommendation to approve a replat to the property located at 704 E. Dyer as presented. Commissioner Akers seconded the motion. The motion passed 5-0.

12. Discussion and any necessary action regarding approval of Street Improvement Project-Phase 2 Change Order #2.

Sage Diller with eHT reviewed the change order for phase 2 of the Street Improvement plan that will increase the current contract price by \$210,244.65. It is a combination of the reduction of quantities on some products and the addition of Cactus Cove, North Harding, and North Harvey.

Mayor Pro Tem Moore made a motion to approve change order #2 for the Street Improvement Project and authorize the City Manager to execute the agreement. Commissioner Akers seconded the motion. The motion passed 5-0.

13. Discussion and any necessary action regarding Engineer Work Order (42) for Street Improvement Phase III.

City Manager Northrop stated that this work order allows Engineers to continue moving forward with plans, specifications, and estimates for preparation of the upcoming Request for Proposals for Phase 3 of the Street Improvement Project.

Commissioner Hamilton made a motion to approve Engineering Work Order #42 as presented and authorize the City Manager to execute the documents. Mayor Pro Tem Moore seconded the motion. The motion passed 5-0.

14. Discussion and any necessary action regarding Ordinance 2025-04 amending Chapter 5 "Buildings and Structures" of the Breckenridge Code of Ordinances.

City Manager Northrop stated that the city has initiated a work group including the West Central Texas Council of Governments (COG), USPS, Stephens County Appraisal District, PD, Fire, and Code to develop solutions to inconsistent addressing that is making it difficult for law enforcement, fire services and code enforcement to find homes. The first step is making updates to the Ordinance requiring 911 addressing and requiring all buildings to display their 911 address on the structure where it is visible from the street. The second step will be a public education campaign, and COG and USPS to conduct and audit simultaneously.

Residents will be notified by mail of the compliance requirements and provided information on how to ensure they have a 911 address.

Commissioner Akers made a motion to approve Ordinance 2025-04 as presented. Mayor Pro Tem seconded the motion. The motion passed 5-0.

15. Discussion and any necessary action approving Ordinance 2025 – 05 amending Chapter 13 “Occupational Licenses and Regulations,” Article VI, Gaming Machines.

Northrop stated that this ordinance will help the city streamline the process of tracking, processing, and denying permits if certain criteria exist. The update will involve the Police Department and Code Compliance Department as well as add mechanisms to deny permits to applicants that have been involved in illegal gambling or have previously been in violation of the ordinance. Gaming machines will now be required to be more visible within the establishment, allowing the Police Department and Code Compliance Officers to regularly inspect the premises where machines are kept.

Mayor Pro Tem Moore made a motion to approve Ordinance 2025-05 as presented. Commissioner Hamilton seconded the motion. The motion passed 5-0.

16. Discussion regarding the impacts of Arbitrage.

City Manager Northrop stated that this item is for informational purposes to discuss the impacts of Arbitrage for the City. Arbitrage is the profit from buying in one market and selling in another. Because the city borrowed funds in the tax-exempt market and invested in the taxable market, we are required to rebate the profit difference.

Discussion item only, no action taken.

17. Discussion and any necessary action regarding Ordinance 2025-03 amending FY 2024-2025 official budget adopted by Ordinance 2024-16.

Northrop explained that budget amendments are presented either bi-annually or quarterly when a need arises to revise the current year’s approved budget. Most of the adjustments in the Ordinance do not raise the bottom-line budget but are adjusted between line items. However, there are a few that do, including funds to pay Johnny Trip for cleaning downtown, funds for the Municipal Court Interlocal with Stephens County, insurance due to paying ahead on audit, and costs associated with Fire Department Temporary housing.

Mayor Pro Tem Moore made a motion to approve Ordinance 2025-03, amending FY 2024-05 Official budget adopted by Ordinance 2024-16 as presented. Commissioner Akers seconded the motion. The motion passed 5-0.

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

No requests.

ADJOURN

There being no further business, Mayor Sims adjourned the regular session at 6:54 p.m.

Bob Sims, Mayor

Jessica Sutter, City Secretary