



REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION

Tuesday, November 5, 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
MAYOR PRO TEM, PLACE 3

BOB SIMS
BLAKE HAMILTON
GREG AKERS
VINCE MOORE

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 4

GARY MERCER

CALL TO ORDER

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

Invocation led by Will Anderson of Lighthouse Church

PLEDGE OF ALLEGIANCE

OPEN FORUM

No speakers

No Action Taken

SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

1. Administer the Oath of Office to Police Officer Courtney Nichols.

City Secretary, Jessica Sutter administered the Oath of Office to Courtney Nichols.

No Action Taken

STAFF REPORT

City Manager

2. City Business

Street Improvement Project-Phase 1 update

Downtown Revitalization Project update

3. Upcoming Events

11/11 City offices closed in observance of Veterans Day

11/15-11/16 Mingle Jingle

11/21 Bulk Pickup

11/28-11/29 City office closed in observance of Thanksgiving

Public Services Director

4. Employee of the Month-Wesley Duggan

No Action Taken

CONSENT AGENDA.

5. Consider approval of the October 8, 2024, regular commission meeting minutes as recorded.
6. Consider approval of Resolution 2024-34 approving an agreement with the State of Texas Department of Transportation for the temporary closure of State Highway 180 for the Breckenridge Christmas Parade coordinated by the Breckenridge Chamber of Commerce.
7. Consider approval of Resolution 2024-31 designating The Breckenridge American as the official newspaper for The City of Breckenridge.
8. Consider approval of department head reports and monthly investment reports for September 2024.

Mayor Pro Tem Moore made a motion to approve consent agenda items 5-8 as presented. Commissioner Akers seconded the motion. The motion passed 4-0.

ACTION ITEMS

9. Discussion and any necessary action regarding approval of BEDC Annual Report.

Breckenridge Economic Development Corporation Executive Director David Miller presented the Annual report to commissioners.

Commissioner Hamilton made a motion to approve BEDC annual report as Presented.

10. Discussion and any necessary action regarding approval of BEDC recommendation to approve Ox Manufacturing Incentive.

BEDC Director David Miller stated that Ox Manufacturing is expanding their operations and the BEDC is offering them a job creation incentive. They are expected to add 25 full-time employees within the next 12 months. The incentive will work as a forgivable loan and will be secured by the property. It will be for a maximum of \$200,000.00 and will carry attorney costs associated with filing UCC and liens to the property. If the employment numbers are not met the expense to the BEDC will be less.

Commissioner Akers made a motion to approve BEDC recommendation to approve Ox Manufacturing incentive as presented. Commissioner Hamilton seconded the motion. The motion passed 4-0.

11. Discussion and any necessary action regarding approval of Resolution 2024-33 authorizing the submission of a 2025/2026 CDBG application to the Texas Department of Agriculture.

City Manager Cynthia Northrop explained that the city is seeking a grant through the Texas Department of Agriculture for a splash pad. This resolution will authorize the submission of the grant application to TDA.

Mayor Pro Tem Moore made a motion to approve Resolution 2024-33 authorizing the submission of a 2025/2026 CDBG application to the Texas Department of Agriculture as presented. Commissioner Akers seconded the motion. The motion passed 4-0.

12. Discussion and any necessary action regarding approval of Resolution 2024-32 appointing members to the Board of Adjustments.

City Secretary, Jessica Sutter stated that the term for Board of Adjustments members Bryan Wood, Michael Ellis, and Bonnie Robbins will expire on November 31, 2024. Michael Ellis and Bonnie Robbins have agreed to be re-appointed. Bryan Wood has chosen to resign his position. Rocky Fain and John Powell are requesting to be appointed to the board to fill the two vacant positions.

Mayor Pro Tem made a motion to approve Resolution 2024-32 as presented. Commissioner Hamilton seconded the motion. The motion passed 4-0.

13. Discussion and any necessary action regarding approval of an Interlocal for Fire Services with Stephens County.

City Manager Cynthia Northrop reviewed the updated Interlocal agreement with Stephens County for Fire Services stating that the only change to the existing agreement is adding a clause that Stephens County will reimburse 50% of overtime personnel costs capped at the city's budgeted amount for overtime and that the City will reimburse ½ the cost of insurance deductible cost for vehicle/equipment maintenance.

Commissioner Hamilton made a motion to approve interlocal for fire services with Stephens County as presented. Commissioner Akers seconded the motion. The motion passed 4-0.

14. Discussion and any necessary action regarding approval of an Interlocal for Municipal Court Services.

City Manager Northrop reviewed the Municipal Court Interlocal Agreement with Stephens County pointing out that the only change to the existing agreement is for the city to reimburse the county six hundred dollars per month to compensate the Justice of Peace for their services as Municipal Court Judge and changing the term to one year vs. two.

Commissioner Akers made a motion to approve interlocal for Municipal Court services as presented. Commissioner Hamilton seconded the motion. The motion passed 4-0.

15. Discussion and any necessary action regarding awarding construction of temporary housing quarters for the Breckenridge Fire Department.

City Manager Cynthia Northrop reviewed the previously approved three-phase plan to update the living quarters of the Breckenridge Fire Department (Phase 1 - place temp. housing. Phase 2 – demo existing Fire Station building. Phase 3 – build new modest metal building on same slab). On October 16, 2024, staff published an advertisement for bids for phase one of the project which is to construct temporary living quarters. Bids were received until November 4, 2024, with two being received; Cotton Commercial USA, Inc., for a 12-month lease of \$97,998.00, and Breckenridge Homes, previously RGN Services, for a purchase price of \$67,925.00. Staff recommend awarding the bid to the lowest and best bidder, Breckenridge Homes.

Mayor Pro Tem Moore made a motion to approve the proposal for the temporary housing quarters to Breckenridge Homes and authorize the City Manager to execute the documents. Commissioner Akers seconded the motion. The motion passed 4-0.

16. Discussion and any necessary action regarding approval of an updated Social Media Policy for the City of Breckenridge.

City Manager Northrop explained that the city currently has a social media policy that is not currently in compliance with state statutes. Recent legislation SB 1893 requires city's to update or create a policy that prohibits the use of certain social medial applications and services on devices owned or leased by governmental entities, primarily Tik Tok or any

successor application or service developed or provided by ByteDance Limited, due to security risks. This also gave the city an opportunity to expand the policy with additional best practices.

Commissioner Akers made a motion to approve updated social media policy as presented. Commissioner Hamilton seconded the motion. The motion passed 4-0.

17. Discussion and any necessary action regarding approval of updates to Section 9.04 Workers Compensation of the Personnel Policy.

City Manager Northrop presented the updated Workers Compensation Policy explaining that the presented policy updates current requirements of the city to generally accepted procedures including seventy percent payment to injured employees and limits injury leave to 12 weeks versus the current policy that provides 24 weeks. The updated policy also includes a line-of-duty injury policy for first responders that was previously not included.

Commissioner Hamilton made a motion to approve updates to section 9.04 of the personnel policy as presented. Mayor Pro Tem Moore seconded the motion. The motion passed 4-0.

18. Discussion and any necessary action regarding acceptance of Commissioner, Place 4, Gary Mercer's resignation.

City Manager Northrop stated that Gary Mercer, Commissioner, Place 4, issued his resignation effective October 31, 2024, due to his relocation outside of the City of Breckenridge.

Mayor Pro Tem Moore made a motion to approve the acceptance of Commissioner, Place 4, Gary Mercer's resignation. Commissioner Akers seconded the motion. The motion passed 4-0.

EXECUTIVE SESSION

Pursuant to Texas Government Code, Annotated, Chapter 551, Subchapter D, Texas Open Meetings Act (the "Act"), City Commission will recess into Executive Session (closed meeting) to discuss the following:

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):

19. Commissioner Place 4

RECONVENE INTO OPEN SESSION

Mayor Bob Sims Reconvened the meeting into open session at 6:37 p.m.

Mayor Prot Tem Moore made a motion to appoint Rob Durham to fill the remaining terms of Commissioner Place 4 set to expire May 2025. Commissioner Hamilton Seconded the motion. The motion passed 3-1 with Commissioner Akers voting nay.

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 6:38 p.m.

Bob Sims, Mayor

Jessica Sutter, City Secretary