



REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION

Tuesday, September 1, 2026, 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 3

MAYOR PRO TEM, PLACE 4

KORD TRAMMEL

BLAKE HAMILTON

JUSTIN ROSE

JUNIOR FERNANDEZ

PAUL HUNTINGTON JR.

CITY MANAGER

CITY SECRETARY

EILEEN HAYMAN

ASSISTANT CITY SECRETARY

FINANCE DIRECTOR

FIRE CHIEF

PUBLIC WORKS DIRECTOR

POLICE CHIEF

CODE ENFORCEMENT OFFICER

CYNTHIA NORTHROP

JESSICA SUTTER

CITY ATTORNEY

LACY BOTTS

DIANE LATHAM

MALCOLM BUFKIN

TAYLOR HARDY

BLAKE JOHNSON

J. POTTS

CALL TO ORDER

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

Invocation Led by Police Chief, Blake Johnson

PLEDGE OF ALLEGIANCE

OPEN FORUM

JB Sparks-413 W. Williams

Donna Trammel-10303 CR 197

Donna Walker-1411 E. Hullum

Brady Noble-615 N. Parks St.

No action taken.

SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

1. Proclamation presented to Bethel Baptist Church in celebration of its 100th anniversary.
2. City Secretary to administer the Oath of Office to Officer Dawson Tovar.

No Action Taken

Fire Chief

3. Employee of the Month-Cody Riddle

STAFF REPORT

City Manager

4. City Business
Reschedule October Commission Meeting

City Secretary

5. Upcoming Events
 - 09/02 Homecoming Parade
 - 09/14 Citizens Academy
 - 09/17 Bulk Pickup
 - 10/06 National Night Out

No Action Taken-Discussion Only.

CONSENT AGENDA

6. Consider approval of the August 4, 2026, regular commission meeting minutes as recorded.
7. Consider approval of the August 25, 2026, special commission meeting minutes as recorded.
8. Consider approval of department head reports and monthly investment reports for July 2026.

9. Consider approval of Resolution 2026-24 confirming and accepting securities pledged for municipal funds while acting as City Depository.
10. Consider approval of 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.
11. Consider approval of Resolution 2026-25 for recommended Board of Director appointments to the BEDC.

Commissioner Hamilton made a motion to approve consent agenda items 6-11 as presented. Mayor Pro Tem Huntington seconded the motion. The motion passed 5-0

PUBLIC HEARING ITEMS

Mayor Trammel opened the Public Hearing at 6:06 p.m.

12. Public Hearing on the proposed 2026-2027 City of Breckenridge Budget.

Daniel Newell – 902 N. Rose Ave.

Mayor Trammel closed the Public Hearing at 5:44 p.m.

ACTION ITEMS

13. Discussion and any necessary action regarding approval of an Interlocal for shared use of the Stephens County Law Enforcement Center building.

City Manager Cynthia Northrop stated that there are no changes to the updated interlocal agreement except the term will extend from twelve months to fifteen months in order to establish a common expiration date for all interlocal agreements in order to streamline the renewal process.

Commissioner Hamilton made a motion to approve the updated LEC Building Interlocal Agreement with Stephens County and authorize the City Manager to execute the documents. Commissioner Fernandez seconded the motion. The motion passed 4-0 with Commissioner Rose abstaining from the vote.

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

City Manager Cynthia Northrop stated that there are no changes to the updated interlocal agreement except the term will extend from twelve months to fifteen months in order to establish a common expiration date for all interlocal agreements in order to streamline the renewal process.

Mayor Pro Tem Huntington made a motion to approve the Fire Services Interlocal with Stephens County and authorize the City Manager to execute the documents. Commissioner Hamilton seconded the motion. The motion passed 5-0.

15. Discussion and any necessary action regarding approval of renewing the Interlocal for Animal Control services with Stephens County.

City Manager Cynthia Northrop stated that there are no changes to the updated interlocal agreement except the term will extend from twelve months to fifteen months in order to establish a common expiration date for all interlocal agreements in order to streamline the renewal process.

Mayor Pro Tem Huntington made a motion to approve the updated Animal Control Interlocal with Stephens County and authorize the City Manager to execute the documents. Commissioner Hamilton seconded the motion. The motion passed 4-0 with Commissioner Rose abstaining from the vote.

16. Discussion and any necessary action regarding Interlocal with Stephens County for Emergency Notification System HyperReach.

City Manager Northrop explained that the City and County partner through an Interlocal Agreement for Hyper-Reach, an emergency notification system. The annual cost of the system is \$5,450, with the City and County each responsible for \$2,725. The current agreement expires September 30, 2026. The renewed agreement will be for a three-year term, effective October 1, 2026, through September 30, 2029.

Commissioner Hamilton made a motion to approve an interlocal with Stephens County for Emergency Notification System HyperReach and authorize the City Manager to execute the documents. Commissioner Rose seconded the motion. The motion passed 5-0.

17. Discussion and any necessary action regarding Family Fun Festival.

City Manager Northrop stated that this is the fourth annual Family Fall Festival. This is a cooperative event between the Chamber, City, and County. This year's event will be held on Tuesday, October 20, 2026, from 5:30 p.m. to 7:30 pm and will include the closure of Rose (from Walker North to Elm), Elm (From Rose to Court), and Court (from Elm to Walker).

Mayor Pro Tem Huntington made a motion to approve Family Fun Festival as presented. Commissioner Fernandez seconded the motion. The motion passed 5-0.

18. Discussion and any necessary action regarding Ordinance 2026-21 authorizing the issuance and sale of City of Breckenridge, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2026; levying an annual ad valorem tax and providing for the security for and payment of said Certificates of Obligation; providing an effective date; and enacting other provisions relating to the subject.

City Manager Northrop reviewed the past Commissioner action addressing the living conditions of firefighters and the plans to build a new fire station. This ordinance will

authorize the issuance of up to \$2.5 Million dollars which is the next step in building a new Fire station.

Mayor Pro Tem Huntington moved to approve Ordinance 2026-21 authorizing the issuance and sale of City of Breckenridge, Texas Combination Tax and Revenue Certificates of Obligation, Series 2026, as presented. Commissioner Hamilton seconded the motion the motion passed 5-0.

19. Discussion and any action regarding approval of Construction Contract Change Order #2 on the Water System Improvements project funded by Texas Water Development Board (DWSRF #62913) (CID-01) contingent upon agency approval.

City Manager Cynthia Northrop presented an update on the ongoing TWDB DWSRF water line improvement project. The project contractor, Raydon, encountered an existing box culvert at the intersection of W. Williams Street and Pecan Street, requiring approximately 200 feet of 6-inch water line to be installed around and across the creek to bypass the culvert. Change Order No. 2, in the amount of \$19,930.00, increases the contract amount from \$2,380,423.20 to \$2,400,353.20. The change order includes hydrovac work and installation of an additional water line. The total contract amount, including Change Orders Nos. 1 and 2, is \$2,400,353.20.

Commissioner Hamilton made a motion to approve change order 2 on the Water System Improvement Project as presented and authorize the City Manager to execute the documents. Commissioner Fernandez seconded the motion. The motion passed 5-0.

20. Discussion and any action regarding approval of Construction Contract Change Order #1 on the TWDB CWSRF (#73905-CID-01) Wastewater Treatment Plant Improvements Phase I contingent upon agency approval.

City Manager Cynthia Northrop presented an update regarding Change Order No. 1 for the WWTP project. The change order includes installation of a new generator and related electrical equipment (the generator itself was a budgeted expense in Dept. 77), as well as necessary upgrades to the existing belt press identified during an inspection by the manufacturer. The change order in the amount of \$113,792.45 increases the contract amount from \$696,150.00 to \$809,942.45 and extends the project completion schedule by 105 days.

Commissioner Rose made a motion to approve change order #1 on the TWDB CWSRF Wastewater Treatment Plant Improvements Phase 1 contingent on agency approval and authorize the City Manager to execute the documents. Commissioner Hamilton seconded the motion. The motion passed 5-0.

21. Discussion and any action regarding approval of Construction Contract Change Order #3 on the Street Improvement Phase III.

City Manager Cynthia Northrop presented Change Order No. 3 for Phase III of the Street Improvement Project, funded through the 2023 Certificates of Obligation. The change order

includes miscellaneous curb and gutter replacements, additional potholing and insertion valves at the Shelton and Lindsey Street intersection, and reductions in previously approved quantities and scope, including removal of the asphalt overlay on East Elm Street. The change order decreases the contract amount by \$15,618.50, bringing the total contract amount to \$2,858,520.30.

Mayor Pro Tem Huntington made a motion to approve change order number 3 on the Street Improvement Phase III as presented and authorize the City Manager to execute the documents. Commissioner Fernandez seconded the motion the motion passed 5-0.

22. Discussion and any necessary action regarding approval of Ordinance 2026-20 providing for the Abandonment, Vacation, and Closure of Westwood and Providing for the Conveyance of Said Property.

City Manager Northrop stated that two residents have requested a portion of Westwood Road that lies between their properties be closed. This is a platted street in the Westridge Addition but is not used as a public thoroughfare. The city obtained a survey of the portion of Westwood Road to be closed. The Ordinance will close this portion of Westwood Road, and the property will be conveyed to the residents jointly.

Commissioner Hamilton made a motion to approve Ordinance 2026-20 as presented. Mayor Pro Tem Huntington seconded the motion. The motion passed 5-0.

23. Discussion and any necessary action Resolution 2026-27; Surplus Bricks to TDCJ.

City Manager Cynthia Northrop stated that TDCJ contacted the City regarding the donation of surplus, non-historic bricks from the Downtown Revitalization Project, Phase II. TDCJ will retrieve and transport the surplus bricks for use by TDCJ.

Commissioner Rose made a motion to approve Resolution 2027-27 as presented. Commissioner Hamilton seconded the motion. The motion passed 4-0 with Mayor Trammel abstaining from the vote.

24. Discussion and any necessary action on approving Ordinance 2026-18 adopting a budget for the fiscal year beginning October 1, 2026, and ending September 30, 2027, 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 2026-2027 budget that has been presented to commissioners.

Commissioner Hamilton made a motion to approve Ordinance 2026-18 and set and approve the Municipal Budget for 2026-2027 Fiscal Year. Mayor Pro Tem Huntington seconded the motion. City Secretary Jessica Sutter took a roll call vote with Mayor Trammel voting Aye, Commissioner Hamilton voting aye, Commissioner Rose voting nay, Commissioner Fernandez voting nay, and Mayor Pro Tem Huntington voting yay. The motion passed 3-2.

25. Discussion and any necessary action regarding approval of Resolution 2026-26 ratifying the tax revenue for the tax year 2026 (FY 2026-2027) for the City of Breckenridge.

City Manager Northrop reviewed the proposed tax rate of \$1.01893.

Commissioner Hamilton made a motion to ratify the property tax increase reflected in the adopted budget for Fiscal Year 2026-2027; Mayor Pro Tem Hamilton seconded the motion. City Secretary Jessica Sutter took a roll call vote with Mayor Trammel voting Aye, Commissioner Hamilton voting Aye, Commissioner Rose voting Nay, Commissioner Fernandez voting Nay, and Mayor Pro Tem Huntington voting Aye. The motion passed 3-2.

26. Discussion and any necessary action regarding Ordinance 2026-19 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 2026-2027; 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 Hamilton made a motion to approve Ordinance 2026-19 and that the property tax rate be decreased by the adoption of a tax rate of \$1.01893, which is effectively a .97 cent decrease in the tax rate. Mayor Pro Tem Huntington seconded the motion. City Secretary Jessica Sutter took a roll call vote with Mayor Trammel voting Aye, Commissioner Hamilton voting Aye, Commissioner Rose voting Nay, Commissioner Fernandez voting Nay, and Mayor Pro Tem Huntington voting Aye. The motion passed 3-2.

27. Discussion and any necessary action regarding Ordinance 2026-17 amending FY 2025-2026 official budget adopted by Ordinance 2025-17.

City Manager Northrop explained that budget amendments are generally presented either biannually 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.

Mayor Pro Tem Huntington made a motion to approve Ordinance 2026-17 as presented. Commissioner Hamilton seconded the motion. The motion passed 5-0.

28. Discussion and any necessary action regarding approval of Ordinance 2026-16 updating the Schedule of Fees (First Reading).

City Manager Northrop explained that this is the first reading of the Fee Schedule Ordinance in accordance with the action taken by Commission during the August 4, 2026 meeting approving the 4.14% increase in water/wastewater rates in alignment with the water rate study completed by NewGen.

Commissioner Hamilton made a motion to approve the first reading of Ordinance 2026-16 as presented. Mayor Pro Tem Huntington seconded the motion. The motion did not pass with Commissioner Fernandez, Commissioner Rose, and Mayor Trammel voting nay.

Mayor Trammel convened the meeting into Executive Session at 7:02 p.m.

EXECUTIVE SESSION

Consultation with Attorney

§551.071(2): Consultation with Attorney on a matter in which the duty of the attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act:

29. City Manager Agreement

Personnel Matters

§551.074: 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:

30. City Manager

Mayor Trammel reconvened the meeting into open session at 9:48 p.m. with no action taken.

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

No requests.

ADJOURN

There being no further business, Mayor Trammel adjourned the regular session at 9:49 p.m.

Kord Trammel, Mayor

Jessica Sutter, City Secretary