

January 9, 2024

**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 3  
MAYOR PRO TEM, PLACE 4

BOB SIMS  
BLAKE HAMILTON  
VINCE MOORE  
GARY MERCER

CITY MANAGER  
CITY SECRETARY  
CITY ATTORNEY  
FINANCE DIRECTOR  
PUBLIC SERVICES DIRECTOR  
CODE ENFORCEMENT/FIRE CHIEF  
PUBLIC WORKS DIRECTOR

CYNTHIA NORTHROP  
JESSICA SUTTER  
EILEEN HAYMAN  
DIANE LATHAM  
STACY HARRISON  
MALCOLM BUFKIN  
TODD HENDERSON

**NOT PRESENT**

COMMISSIONER, PLACE 2

ROB DURHAM

**CALL TO ORDER**

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

**Invocation** led by Stacy Harrison

**PLEDGE OF ALLEGIANCE**

**OPEN FORUM**

Jay Marcom-2217 Sha Lane, Breckenridge, TX

No Action Taken

**STAFF REPORT**

**City Manager**

1. Upcoming Events

01/15/2024 City Office Closed in observance of Martin Luther King Jr. Day

2. City Business

Departmental Reports

Bad Elf

**Public Works Director**

3. Employee of the Month Presentation – Shelby Buckhalter

Public Works Director presented Shelby Buckhalter with the employee of the month certificate and gift card. No Action Taken.

**CONSENT AGENDA**

4. Consider approval of the December 5, 2023, Regular Commission Meeting minutes as recorded.

5. Request approval of Interlocal agreement with Young County, Texas for the purpose of funding a bond supervision officer

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

**ACTION ITEMS**

6. Discussion and any necessary action regarding Ordinance 2024-01 closing remainder of E. Williams

City Manager Northrop explained that Ordinance 91-13 closed portions of Butte and Williams on the East and South sides of the American Legion Building. We recently sold the American Legion Building and obtained a survey. It was discovered that a portion of the right-of-way was inadvertently left out of the legal description. The proposed ordinance will close the remaining portion that was intended be closed by Ordinance 91-13.

Commissioner Moore made a motion to approve Ordinance 2024-01 as presented. Commissioner Hamilton seconded the motion. The motion passed 4-0.

7. Discussion and any necessary action regarding Ordinance 2024-02 adopting Ch. 21, “Water and Sewers”, Article IV “Cross Connection Control” to establish cross connection control measures”.

City manager Northrop stated that the city does not currently have an ordinance for cross-connection and backflow. TCEQ requires all backflow devices to be checked and tested by a licensed individual on an annual basis. The ordinance will require residents to have all backflow devices inspected on an annual basis and provide documentation so that compliance can be tracked to ensure a safe water supply.

Commissioner Hamilton made a motion to approve ordinance 2024-02 as presented. Mayor Pro Tem Mercer seconded the motion. The motion passed 4-0

8. Discussion and any necessary action regarding updates to the Personnel Policy - On Call Policy (4.09) and Call Back (4.10)

City manager Northrop explained that this update to the personnel policy is to provide clarity to the policy. There are no changes in the current application of the policy.

Mayor Pro Tem Mercer made a motion to approve updates to personnel policy -On-call policy and call-back provisions as presented. Commissioner Moore seconded the motion. The motion passed 4-0.

9. Discussion and any necessary action regarding the lease purchase of two backhoes for Public Works.

Northrop stated that the purchase of two backhoes was included in the FY 2023-2024 budget. Pricing was provided by three providers including Warren Cat, John Deer, and Case for purchase options and lease-to-own, all of which are on Buy Board and meet city purchasing requirements. Staff selected Case lease-to-purchase option. The lease purchase gives the option to purchase at the end of trade back in and initiate a new lease-purchase agreement. This will also minimize ongoing maintenance and repair costs. They both have full warranty and service agreements.

Commissioner Hamilton made a motion to approve the lease/purchase agreement as presented and authorize the City Manager to execute the documents. Commissioner Moore seconded the motion. The motion passed 4-0.

10. Discussion and any necessary action ratifying the lease-purchase agreement with Elite Financing for the purchase of a Vactor Truck through Kinlock and related agreements with Kinlock

City Manager Northrop stated that the city uses a Vactor truck on an almost daily basis for sewer line maintenance and sewer stoppages. The last Kinloch Vactor truck was purchased in 2011. The city is spending an increasing amount of time and money on repairs to keep it in working order. The estimate to repair this truck is approximately \$175,000.00. Staff researched options to purchase a new Vactor truck with three different companies on Buy Board and have chosen the lowest and best cost from Kinloch for \$353,880.00. Staff is requesting ratification of the processed agreement and will be including this as a budget amendment in Spring when we bring budget amendments for Commission approval.

Commissioner Hamilton approved ratification of the agreement with Elite Financing for the Purchase of a vactor truck through Kinloch and related agreements with Kinlock. Mayor Pro Tem Mercer seconded the motion. The motion passed 4-0.

## EXECUTIVE SESSION

### Consultation with Attorney

*§551.071(1), (2): Consultation with attorney regarding pending or anticipated litigation, or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter:*

11. Law Enforcement Services

### 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):*

12. Police Chief recruitment
13. Interim Police Chief

## RECONVENE INTO OPEN SESSION

Mayor Sims reconvened into open session at 6:22 P.M.

Commissioner Moore made a motion to allow the City Manager to enter a contract with SGR Services for Interim Police Chief services and execute the necessary documents. Mayor Pro Tem Mercer seconded the motion. The motion passed 4-0.

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

There were no requests.

## ADJOURN

There being no further business, Mayor Sims adjourned the regular session at 6:23 p.m.

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Bob Sims, Mayor

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Jessica Sutter, City Secretary