

**MARCH 1, 2022**

**REGULAR TOWN COMMISSION MEETING OF THE TOWN OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:**

MAYOR  
COMMISSIONER PLACE 2  
MAYOR PRO TEM, PLACE 3  
COMMISSIONER PLACE 4

BOB SIMS  
ROB DURHAM  
VINCE MOORE  
GARY MERCER

CITY MANAGER  
PUBLIC WORKS DIRECTOR  
PARKS DIRECTOR  
DEPUTY CITY SECRETARY/FINANCE DIRECTOR

ERIKA MCCOMIS  
HOUSTON SATTERWHITE  
STACY HARRISON  
DIANE LATHAM

**ABSENT**

COMMISSIONER PLACE 1

RUSSELL BLUE

**CALL MEETING TO ORDER**

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

**OPEN FORUM**

This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings.

No speakers.

**SPECIAL PRESENTATIONS AND ANNOUNCEMENTS**

1. Recognition of Calvin Chaney for his service to the City

Mayor Sims presented Calvin Chaney with a shadow box and key to the City in appreciation of his service to the City of Breckenridge.

2. Fiscal Year 2021 Audit

Daniel Hungerford with George Morgan and Sneed gave a presentation to the commission on the Fiscal Year 2021 audit.

3. Texas History Month Proclamation

Mayor Sims presented the proclamation to Barbara Thompson, local DAR chapter representative.

## STAFF REPORT

### Public Works Director

4. Brush chipping will be conducted during the week of March 21 for city residents.

## CONSENT AGENDA

5. Consider approval of the February 1, 2022 Regular Commission meeting minutes as recorded.
6. Consider approval of an agreement with the Breckenridge Chamber of Commerce to utilize Hotel/Motel Occupancy Tax Funds for community advertising and promotional programs.

Commissioner Durham moved to approve the consent agenda as presented. Mayor Pro Tem Moore seconded the motion. **The motion passed 4-0.**

## ACTION ITEMS

7. Discuss and consider action on Resolution 2022-07 for the 2021 TxCDBG Planning Grant.

City Manager McComis informed the commission the resolution is to authorize the City to submit a grant through the Texas Community Development Block Grant Program as a part of the Texas Department of Agriculture for the 2021 Planning and Capacity and Building Fund. The application will be to receive \$55,000 of grant funds to be used for a comprehensive study. The City has not conducted such a study since the 1960s as far as staff can determine.

Commissioner Mercer moved to approve Resolution 2022-07 as presented. Commissioner Durham seconded the motion. **The motion passed 4-0.**

8. Consider approval of adding a full-time Development Coordinator/Code Enforcement Officer position to the Development Services Division of the City of Breckenridge.

City Manager McComis informed the commission the proposed position would handle all permit and plan reviews along with code enforcement. The City currently uses Bureau Veritas (BV) through a previously approved contract to perform the plan and permit reviews for most applications received. The City also uses BV for commercial and residential construction inspections. The proposed position will be advertised as a combined inspector; however, if a qualified person does not apply, the City will move forward with getting Assistant City Manager Satterwhite the appropriate licensing to handle inspections.

Mayor Pro Tem Moore moved to authorize the City Manager to hire a full-time Development Coordinator/Code Enforcement Officer. Commissioner Mercer seconded the motion. **The motion passed 4-0.**

9. Consider approval of adding three (3) part-time employees to assist with seasonal mowing in the Parks and Cemetery departments.

City Manager McComis informed the commission that Public Services Director Stacy Harrison has requested to hire two part-time employees to assist with mowing from April through September, working approximately 20 hours per week. A third part-time employee would be hired at the end of May when school is out through the middle of August in anticipation of hiring a student to assist with mowing during the summer months.

Commissioner Durham moved to authorize the City Manager to hire part-time employees in the Park and Cemetery Departments as requested. Mayor Pro Tem Moore seconded the motion. **The motion passed 4-0.**

10. Consider approval of Ordinance 2022-06 canceling the May 7, 2022 General Municipal Election and declaring the unopposed candidates elected.

Commissioner Mercer moved to approve Ordinance 2022-06 canceling the May 7, 2022 General Election and declaring the unopposed candidates elected. Mayor Pro Tem Moore seconded the motion. **The motion passed 4-0.**

#### **EXECUTIVE SESSION**

At 5:49 p.m., the City Commission adjourned into executive session pursuant to Texas Government Code, Annotated, Chapter 551, Subchapter D to discuss the following:

##### **Personnel Matters**

*§551.074: Personnel matters:*

11. City Manager Six Month Evaluation

#### **RECONVENE INTO OPEN SESSION**

*In accordance with Texas Government Code, Section 551, the City Commission will reconvene into Open Session and consider action, if any, on matters discussed in Executive Session.*

At 6:24 p.m., the Town Council reconvened into open session.

No action was taken.

#### **ADJOURN**

There being no further business, the Mayor adjourned the regular session at 6:25 p.m.

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Bob Sims, Mayor

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Jessica Sutter, City Secretary