

APRIL 05, 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  
CITY SECRETARY

ERIKA MCCOMIS  
HOUSTON SATTERWHITE  
STACY HARRISON  
JESSICA SUTTER

**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.

**PUBLIC HEARING ITEMS**

1. Conduct a public hearing for the 2022 TxCDBG – Downtown Revitalization/Main Street Grant Program (DRP/MS).

A presentation was given by Ken Coignet with Public Management Inc.

The public hearing was opened at 5:31 p.m. by Mayor Sims. The public hearing was closed at 5:37 p.m. with no members of the public speaking.

**CONSENT AGENDA**

2. Consider approval of the March 1, 2022, Regular Commission meeting minutes as recorded.
3. Consider approval of Resolution 2022-08 appointing Bonnie Robbins to serve on the Board of Adjustments for a term set to expire on November 30, 2022.

4. Consider awarding a contract for application and administration services for the 2022 TxCDBG – Downtown Revitalization/Main Street Grant Program (DRP/MS) to Public Management Inc.

Commissioner Durham moved to approve the consent agenda as presented. Mayor Pro Tem Moore seconded the motion. **The motion passed 3-0.**

#### **ACTION ITEMS**

5. Discuss and consider adoption of a Resolution 2022-09 directing publication of Notice of Intention to issue Combination Tax and Revenue Certificates of Obligation to the Texas Water Development Board to provide funds for sewer system improvement projects; and resolving other matters relating to the subject.

City Manager McComis informed the commission that items 5 and 6 are both for grants and loans applied for previously through Texas Water Development Board Clean Water and Drinking Water Revolving Fund. Two Certificates of Obligation will be issued. Hilltop Securities will be present for June 7, 2022 meeting to discuss options for final issuance. If approved at the June meeting, funds will be received on July 13, 2022 and projects will move forward.

Commissioner Durham moved to approve Resolution 2022-09 as presented. Mayor Pro Tem Moore seconded the motion. **The motion passed 4-0.**

6. Discuss and consider adoption of a Resolution 2022-10 directing publication of Notice of Intention to issue Combination Tax and Revenue Certificates of Obligation to the Texas Water Development Board to provide funds for water system improvement projects; and resolving other matters relating to the subject.

Commissioner Mercer moved to approve Resolution 2022-10 as presented. Commissioner Durham seconded the motion. **The motion passed 4-0.**

7. Discuss and consider approval of Resolution 2022-11 approving the 2022 Employee Personnel and Administrative Regulations Manual (PARM).

City Manager McComis presented the commission with the 2022 Employee Personnel and Administrative Regulations Manual (PARM), which includes Personnel and Administrative Regulations. A portion of the manual was previously approved by the commission. The remaining policies and regulations have been discussed and reviewed by staff during the last few months, including legal obligations, defined employee rights, employee injury, modified duty, FMLA, onboarding process, termination process, and other standard processes. Anything having to do with pay is stipulated to refer to the budget. During the budget process, if funds are not approved, then the expenditure will not be approved.

Commissioner Durham moved to approve Resolution 2022-11 as presented. Mayor Pro Tem Moore seconded the motion. **The motion passed 4-0.**

8. Discuss and consider approval of Resolution 2022-12 approving a contract for the purpose of financing the purchase of a tractor and vehicles.

City Manager McComis informed the commission during the budget process the items needed were not provided for by the previous administration. The purchase will include a John Deere Tractor for parks, Meter Reader, water crew, and street crew trucks. The proposed contract with Government Capital is for a 3-year lease agreement consisting of annual payments in the amount of \$50,413.78. The first payment will not be paid until the next fiscal year. John Deere Tractor has already been purchased. The city is in the process of getting approximately 10 out of service trucks sent to auction through Renee Bates. The money collected from the auctioned vehicles will go back into the equipment replacement fund to offset expenditures.

Mayor Pro Tem Moore moved to approve Resolution 2022-12, approving a contract with Government Capital for the lease-purchase of three vehicles as presented. Commissioner Mercer seconded the motion. **The motion passed 4-0.**

9. Discuss and consider the appointment of a member to serve on the West Central Texas Municipal Water District Board for a two-year term expiring in May 2024.

City Manager McComis presented to the commission that Mr. Scott Harris is moving and cannot be re-appointed to the West Central Texas Municipal Water District Board. His term expires in May and is a two-year term. Colton Buckley, Director of BEDC, expressed the recommendation that the replacement nominee should be a supporter of allowing more commercializing and recreational use of the lake. Commissioner Durham agreed that this position is vital to the growth of our city and recommended a possible interview process for potential nominees before a decision is made. Manager McComis advised if there are no nominations known at this time, the action item may be tabled to allow more thought and nominations to be presented at the May meeting.

Commissioner Durham moved to table item 9 to discuss and consider the appointment of a member to serve on the West Central Texas Municipal Water District Board until May 3, 2022. Mayor Pro Tem Moore seconded this motion. **Motion passed 4-0.**

## ADJOURN

There being no further business, the Mayor adjourned the regular session at 5:52 p.m.

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Bob Sims, Mayor

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Jessica Sutter, City Secretary