

January 10, 2023

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

MAYOR  
COMMISSIONER, PLACE 1  
MAYOR PRO TEM, PLACE 2  
COMMISSIONER, PLACE 3  
COMMISSIONER, PLACE 4

BOB SIMS  
BLAKE HAMILTON  
ROB DURHAM  
VINCE MOORE  
GARY MERCER

CITY MANAGER  
CITY SECRETARY  
PARKS DIRECTOR  
FINANCE DIRECTOR  
PUBLIC WORKS DIRECTOR  
FIRE CHIEF  
POLICE CHIEF

CYNTHIA NORTHROP  
JESSICA SUTTER  
STACY HARRISON  
DIANE LATHAM  
ROBERT ALVAREZ  
MALCOLM BUFKIN  
BACEL CANTRELL

**CALL TO ORDER**

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

Invocation led by Stacy Harrison

**OPEN FORUM**

*This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings. Comments related to public hearings will be heard when the specific hearing begins.*

Jean Hayworth, 207 E. 2<sup>nd</sup>.  
Tye Brown, 1403 W. Wheeler St.

**STAFF REPORT**

*(Staff Reports are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items of a future agenda for action.)*

**City Manager**

1. City Business.
2. Important Dates.

01/06/2023 Martin Luther King Jr. Day Observed, City Offices Closed

### CONSENT AGENDA

*Any commission member may request an item on the Consent Agenda to be taken up for individual consideration.*

3. Consider approval of the December 6, 2022 Regular Commission Meeting minutes as recorded.

Commissioner Moore moved to approve consent agenda item 3 as presented.  
Commissioner Mercer seconded the motion. The motion passes 5-0.

### ACTION ITEMS

4. Discussion and any necessary action regarding Chamber of Commerce Annual Report

This item was postponed to the February 7, 2023 regular meeting of the City Commission.

5. Discussion and any necessary action regarding approval of ordinance 2023-01 (Schedule of Fees) repealing and replacing Ordinance 2022-12 establishing a general fee schedule for the City of Breckenridge. *(First Reading)*

City Manager Cynthia Northrop stated that city staff reviews these fees on an annual basis. The main changes include adding fees associated with development such as platting and zoning that were not previously listed, and updating various fees that haven't been updated for several years such as permits and after hours inspections. New water meter costs associated with the AMI project are also included.

Commissioner Hamilton moved to approve Ordinance 2023-01 repealing and replacing Ordinance 2022-12 establishing a general fee schedule for the City of Breckenridge. Mayor Pro Tem Durham seconded the motion. The motion passes 5-0.

6. Discussion and any action to adopt Resolution 2023-02 awarding an administration contract for a 2023 CDBG Downtown Revitalization Grant.

City Manager Northrop explained to commissioners that the city was not awarded the 2021/2022 Downtown Revitalization Grant, but was next in line to receive funding. Due to this, it was recommended that the city reapply for the 2023 year. As a part of the grant, the city sent proposals to three planning firms and only received a response back from Public Management. The staff is recommending the commission award the contract for administration services to Public Management.

Mayor Pro Tem Durham moved to approve Resolution 2023-02 awarding an administration contract for a 2023 CDBG Downtown Revitalization Grant to Public Management.  
Commissioner Moore seconded the motion. The motion passes 5-0.

7. Discussion and any necessary action regarding proposal to add hiring incentive sign-on bonus

City Manager Cynthia Northrop addressed commission stating that the city has faced challenges in attracting and retaining employees post Covid. The city currently has nine open positions throughout the organization. The staff has been analyzing and implementing additional strategies to try and face these issues, such as training and advertising the benefits offered by the city. City Commission also previously increased the base pay across the organization. The proposal is to include a \$1500.00 sign-on bonus payable in three installments of \$500 with the first payment at three months, the second at twelve months, and the third at eighteen months. In addition, the employee would have to reimburse the city if employed for less than two years.

Commissioner Mercer moved to approve adding hiring incentive sign-on bonus. Commissioner Moore seconded the motion. The motion passed 5-0.

8. Discussion and any necessary action regarding updating the Personnel Policy with a Social Media Policy

City Manager Northrop stated that staff have been reviewing the personnel policy and identified several updates for commissioner consideration. This item adds a social media policy. The added policy will communicate clear expectations that respect the employee's freedom of speech and provide guidance.

Commission Hamilton moved to approve updating the personnel policy with a social media policy. Mayor Pro-Tem Durham seconded the motion. The motion passes 5-0.

9. Discussion and any necessary action regarding Resolution 2023-01 to reappoint members to the Planning and Zoning Commission and to set term of office for appointees.

City Secretary Jessica Sutter advised commissioners that the terms for both Planning and Zoning Members Genoa Goad and JB Sparks are set to expire on February 28, 2023. The resolution will reappoint both members for a term of three years expiring on February 28, 2026.

Mayor Pro Tem Durham moved to approve Resolution 2023-01 to reappoint members to the Planning and Zoning Commission and to set the term of office for appointees. Commissioner Moore seconded the motion. The motion passes 5-0.

10. Discussion and any necessary action regarding confirmation of BEDC Board recommendation for the Executive Director new hire

City Manager Cynthia Northrop introduced the Breckenridge Economic Council recommendation for Executive Director David Miller. David addressed commissioners by briefly describing his history and his goals for the City of Breckenridge.

Commissioner Moore moved to approve the BEDC Board recommendation David Miller for Executive Director. Commissioner Mercer seconded the motion. The motion passes 5-0.

## **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:*

### **Real Property**

*§551.072: Deliberate the purchase, exchange, lease, or value of real property:*

11. American Legion Hall

### **Economic Development**

*§551.087: Economic Development negotiations (to discuss or deliberate commercial or financial information from a business prospect or to deliberate the offer of a financial or other incentives to a business prospect):*

12. EDC Director Recommendation

## **RECONVENE INTO OPEN SESSION**

At 6:31 p.m., the City Commission reconvened into open session.

Commissioner Moore Moved to reject the received bid for the Americal Legion Hall and instruct the City Manager to repost with the stipulation that the bidder state the intended purchase of the property and agree to be open for business within three years or the property will revert back to the city at the original sale price. Commissioner Mercer seconded the motion. The motion passes 5-0.

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

*Discussion under this section must be limited to whether or not the Commission wishes to include a potential item on a future agenda.*

## **ADJOURN**

There being no further business, the Mayor adjourned the regular session at 6:33 p.m.

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Bob Sims, Mayor

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Jessica Sutter, City Secretary