Minutes
Regular Session of the Breckenridge City Commission
August 4, 2020 – 5:30 PM
Breckenridge City Offices Commission Chambers
105 North Rose Avenue, Breckenridge, Texas 76424

Those Present: Bob Sims, Mayor; Tom Cyprian, Mayor Pro-Tem; David Wimberley, Commissioner; Russell Blue, Commissioner; Heather Robertson- Caraway, Interim City Manager of Administration / City Secretary; Houston Satterwhite, Interim City Manager of Operations / Public Works Director; Stacy Harrison, Public Services Director; Calvin Chaney, Fire Chief; Brant Thurmond; Tony Pilkington and Carla McKeown, Breckenridge Texan; Anfernee D. Chachere, Breckenridge American; and Bacel Cantrell, Police Chief, Brother Otho Noggle, Curt McClymond, Trey McDuff and Lee Olsen

Those Absent: Rob Durham, Commissioner

1. **Call to Order:** Mayor Bob Sims at 5:34 P.M.

2. **Invocation Led By:** Brother Otho Noggle

3. **Pledge of Allegiance:** Brother Otho Noggle

4. **Consider approval of minutes of the July 7th, 2020 City Commission Meeting and the July 23rd, 2020 Commission Meeting and Budget Workshop**

   Commissioner Wimberley made a motion, seconded by Commissioner Blue for approval of minutes of the July 7th, 2020 City Commission Meeting and the July 23rd, 2020 Commission Meeting and Budget Workshop.

   When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

5. **Public Testimony:**

   Pastor Trey McDuff of New Destination Church stated he is looking to find a home in town and be part of the community. He is interesting in leasing the Sr. Citizens Building at $500.00 a month and all utilities. Would also like to open it to the Seniors of our community for socializing.

CONSENT AGENDA

ALL ITEMS LISTED BELOW ARE CONSIDERED TO BE ROUTINE BY THE CITY COMMISSION AND WILL BE ENACTED WITH ONE MOTION, THERE WILL BE NO SEPARATE DISCUSSION OF ITEMS UNLESS A COMMISSION MEMBER OR CITIZEN SO REQUESTS, IN WHICH EVENT, THE ITEM WILL BE REMOVED FROM THE GENERAL ORDER OF BUSINESS AND CONSIDERED IN ITS NORMAL SEQUENCE.

6. **Request to approve Departmental Reports**

7. **Request to approve Quarterly Investment Report**

8. **Request to approve the Agreement between the City of Breckenridge and the Breckenridge Library and Fine Arts Foundation**

9. **Request to approve Breckenridge Chamber of Commerce Hotel/Motel Quarterly Financial Statements – Second Quarter**

10. **Request to approve the Breckenridge Chamber of Commerce City Hotel/Motel Tax Audit**

11. **Request to approve the Swenson Memorial Museum Financial Reports and Assistance of $2,500**

12. **Request to acknowledge Stephens County Appraisal District Annual Financial Report**

13. **Request to acknowledge Stephens County Appraisal District Amended 2020 Budget**

14. **Request to acknowledge Stephens County Appraisal District Proposed 2021 Budget**

Commissioner Wimberley made a motion, seconded by Mayor Pro-Tem Cyprian for consent agenda items 6-14. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

INDIVIDUAL CONSIDERATION

15. **Request to approve Planning and Zoning Commission recommendations:**

    A. PZ 20-03-Chris & Karen Eaton request to close the alley ways in the 700, 800, 900 & 1000 blocks of Southward Addition, Blocks 12, 13, 20 & 21 between S. Liveoak and S. Parks and request to close the streets: Houston Street, between blocks 12 & 13 in the Southward Addition; San Antonio Street between blocks 13 & 20 in the Southward Addition and the 800, 900 & 1000 blocks of S. Parks in Breckenridge, Texas.

Fire Chief Calvin Chaney discussed the Planning and Zoning item and a vote was taken. He also explained Block 12 was excluded on Southward Edition

Commissioner Blue made a motion, seconded by Pro-Tem Cyprian for approval of Planning and Zoning Commission recommendations with the exclusion of Block 12. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

16. **Request to consider and possible approval of Construction Contract Change Order No. 5 to Rectify Final Quantities for the USDA – Rural Development funded Parks Street Project**

Interim City Manager of Administration/City Secretary Heather Robertson-Caraway explained this is the Change Order that Sage Diller with e-HT discussed at the Budget Workshop, this will finalize the quantities for the Park Street Project.

Commissioner Wimberley made a motion, seconded by Mayor Pro-Tem Cyprian to approve of the Construction Contract Change Order No. 5 to Rectify Final Quantities for the USDA – Rural Development funded Parks Street Project. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

17. Request to Award Bank Depository Contract

Interim City Manager of Administration/City Secretary Heather Robertson-Caraway explained receiving two (2) bids from First National Bank and Interbank. There were no substantial differences between the bids. Therefore, staff recommends awarding the bid to First National Bank, our current banking institution. Allowing the City to not incur unnecessary costs involved with changing financial institutions.

Commissioner Wimberley made a motion, seconded by Mayor Pro-Tem Cyprian to Award Bank Depository Contract to First National Bank. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

18. Request to consider and possible approval for Housing Authority requesting a 50/50 split on Raydon Proposal for Street Repairs

Interim City Manager of Operations Houston Satterwhite explained the Housing Authority wants the street work completed and will split costs 50/50 with the City. Work to begin in January 2021.

Commissioner Blue made a motion, seconded by Mayor Pro-Tem Cyprian to approve the Housing Authority requesting a 50/50 split on Raydon Proposal for Street Repairs. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

19. Request to approve Resolution 20-18 approving 2020 Appraisal Roll

Interim City Manager of Administration/City Secretary Heather Robertson-Caraway reviewed the 2020 certified taxable value for the City as provided by Stephens County Appraisal District (SCAD) is $189,426,374. Documents from SCAD were distributed to the Commission. Commissioner Wimberley explained this was not good, that means the taxes to help us keep the numbers from last year are going to increase. We are going to have to make more changes in the budget to compensate for the loss. Caraway stated don't know where we could possibly make any further cuts, but we can look.

Commissioner Wimberley made a motion, seconded by Commissioner Blue to approve Resolution 20-18 approving 2020 Appraisal Roll. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

20. Request to approve the calculations of the 2020 Effective Tax Rate

Interim City Manager of Administration/City Secretary Heather Robertson-Caraway (handed out copies of the Truth-in-Taxation Worksheet and Memo summarizing the calculations from the worksheet) the calculations provide for the No New Revenue (NNR) Tax Rate of $1.12229 (previously known as the Effective Tax Rate), the Voter Approval Tax Rate of $1.14828 (previously known as the Rollback Tax Rate), the M&O Tax Rate of $.96853 and a Debt Rate of $.28394.

Commissioner Wimberley made a motion seconded by Mayor Pro-Tem Cyprian to table and schedule a Special Budget Meeting for August 18, 2020 at 5:30 p.m. (meeting changed later to August 17th at 5:30 pm - due to Interim City Manager of Administration/City Secretary Heather Robertson-Caraway out of town for work seminar & training – proper notice of meeting was posted more than 72 hours in advance of meeting) When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

21. Request to consider discussing tax rate, take a record vote and schedule required Public Hearing

Interim City Manager of Administration/City Secretary Heather Robertson-Caraway explained that with the changes passed by the legislature that affect the Truth in Taxation procedures; the City is no longer required to hold two (2) Public Hearing's. The changes implemented may require one (1) public hearing if the City were adopting a rate above the No New Revenue Tax Rate (NNR) (previously called the Effective Tax Rate) but below the Voter Approval Tax Rate (previously called the Rollback Tax Rate). Staff will be recommending the City adopt the NNR Tax Rate which only requires that the City adopt the Budget prior to adopting the Tax Rate at the regular City Commission meeting in September. Therefore, this agenda item requires NO ACTION.

Commissioner Wimberley made a motion seconded by Mayor Pro-Tem Cyprian to table and schedule a Special Budget Meeting for August 18, 2020 at 5:30 p.m. (meeting changed later to August 17th at 5:30 pm - due to Interim City Manager of Administration/City Secretary Heather Robertson-Caraway out of town for work seminar & training – proper notice of meeting was posted more than 72 hours in advance of meeting). When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

22. Request to consider and approve Breckenridge Industrial Foundation to finance costs associated with:

A. The City Commission's selection of an Independent Audit Firm to review the operations, structure, and finances of the City; and
B. The implementation of any audit recommendations later approved by the City Commission

Interim City Manager of Administration/City Secretary Heather Robertson-Caraway stated this item is per the request of Commissioner Wimberley from the Budget Workshop. Commissioner Wimberley explained he asked Lee Olson and Kirk McClymond to come and explain some ideas they had come up with. Lee Olsen explained they are willing to come up to $150,000 to help the City financially to find a City Manager, look at the Departments and find ways to save money. Olsen stated this money is a donation and can be used for what the City sees fit. They have suggested a Company that searches for City Managers. Commissioner Wimberley stated we need to look at the turnover and do something about the pay scale. Satterwhite stated the City had some issues with the Company they suggested in the past. Caraway suggested she check other Companies and do a little more research and have it prepared for the Special Meeting.

Commissioner Wimberley made a motion seconded by Mayor Pro-Tem Cyprian to table and schedule a Special Budget Meeting for August 18, 2020 at 5:30 p.m. (meeting changed later to August 17th at 5:30 pm - due to Interim City Manager of Administration/City Secretary Heather Robertson-Caraway out of town for work seminar & training – proper notice of meeting was posted more than 72 hours in advance of meeting). When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

23. Consider update from Police Department regarding animal control procedures and possible action regarding changes for 2020-21 fiscal year

Chief Bacel Cantrell stated there has been a significant amount of cleaning and housekeeping done and we have not had any issues or complaints with animal control. Commissioner Wimberley had suggested part-time help answering phones, cleaning and do anything that may need attention. Chief Cantrell is confident all will go well and may not need part-time help after his employee completes training.

No Motion Needed

24. City Manager Reports

A. Employee Insurance – United Healthcare Navigate HSA Program

Interim City Manager of Administration/City Secretary Heather Robertson-Caraway stated we will be accepting coverage from another entity. This coverage will be benefitting both the City and the employees. The health Insurance has better coverage percentages, lower deductibles and will save the City around 1 - 3% or more.

25. Items from the City Commission not requiring formal action; None

26. Adjourn

Mayor Pro Tem Cyprian made a motion, seconded by Commissioner Wimberley to adjourn the meeting. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, and Blue. Nays: None. Absent: Durham

Meeting closed at 6:20 PM

ATTEST

Bob Sims,
Mayor

Heather Robertson- Caraway, CCCII, TRMC
Interim City Manager of Administration / City Secretary

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SEAL
TEXAS

SEAL