



MINUTES

JULY 12, 2024

BRAZOS COUNTY COMMISSIONERS COURT

SPECIAL CALLED SESSION

1. Call to Order

A special called session of the Commissioners' Court of Brazos County, Texas was held in the Brazos County Commissioners Courtroom in the Administration Building, 200 South Texas Avenue, in Bryan, Brazos County, Texas, beginning at 10:00 a.m. on Friday, July 12, 2024 with the following members of the Court present:

Duane Peters, County Judge, Presiding;
Steve Aldrich, Commissioner of Precinct 1, Absent;
Chuck Konderla, Commissioner of Precinct 2;
Nancy Berry, Commissioner of Precinct 3;
Wanda J. Watson, Commissioner of Precinct 4;
Karen McQueen, County Clerk, Absent.

The attached sheets contain the names of the citizens and officials that were in attendance.

2. Acceptance of resignation/retirement letter submitted July 2, 2024 from Brazos County Tax Assessor/Collector, Kristeen Roe, effective last day to be July 31, 2024.

The Court thanked Tax Assessor/Collector Kristy Roe for her years of service to Brazos County.

Motion: , Moved by Commissioner Nancy Berry, Seconded by Commissioner Wanda J. Watson. . 4-0. Ayes: Berry, Konderla, Peters, Watson. Absent: Aldrich.

3. Approval of appointment of Melissa Leonard as Brazos County Tax Assessor/Collector effective August 1, 2024.

Commissioner Berry stated that she looks forward to working with Melissa Leonard. Ms.

Leonard expressed her appreciation for the opportunity to serve as the newly appointed Tax Assessor/Collector.

Motion: , Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. . 4-0. Ayes: Berry, Konderla, Peters, Watson. Absent: Aldrich.

4. Adjourn



The foregoing minutes of the Commissioners Court Special Called Session held July 12, 2024, have been examined and are approved in open Court this the 6th day of August 2024, in Bryan, Brazos County, Texas.

A blue ink signature of Duane Peters, written in a cursive style.

Duane Peters
County Judge

A blue ink signature of Steve Aldrich, written in a cursive style.

Steve Aldrich
Commissioner, Precinct 1

A blue ink signature of Chuck Konderla, written in a cursive style.

Chuck Konderla
Commissioner, Precinct 2

A blue ink signature of Nancy Berry, written in a cursive style.

Nancy Berry
Commissioner, Precinct 3

A blue ink signature of Wanda J. Watson, written in a cursive style.

Wanda J. Watson
Commissioner, Precinct 4

Attest:

A blue ink signature of Karen McQueen, written in a cursive style.

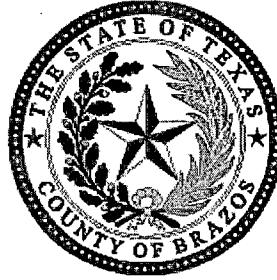
Karen McQueen
County Clerk

By: A blue ink signature of Ashlie J. Brown, written in a cursive style.
Chief Deputy

DATE 7-9-2024AT 8:55 O'CLOCK A. M

KAREN MCQUEEN

BRAZOS COUNTY CLERK

By [Signature]

**BRAZOS COUNTY
BRYAN, TEXAS**

NOTICE OF MEETING AND AGENDA

SPECIAL CALLED SESSION

BRAZOS COUNTY COMMISSIONERS COURT

BRAZOS COUNTY COMMISSIONERS COURT WILL MEET IN A SPECIAL CALLED SESSION AS FOLLOWS: THIS MEETING WILL BE CONDUCTED BY VIDEO CONFERENCE WITH AT LEAST A QUORUM OF COMMISSIONERS COURT MEMBERS PARTICIPATING IN PERSON AT THE COUNTY ADMINISTRATION BUILDING IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN SECTION 551.127 OF THE TEXAS GOVERNMENT CODE.

MEETING DATE: July 12, 2024

MEETING TIME: 10:00 AM

MEETING PLACE: Commissioners Courtroom of the Brazos County Administration Building, 200 S. Texas Avenue, Suite 106, Bryan, TX 77803

-
1. Call to Order
 2. Acceptance of resignation/retirement letter submitted July 2, 2024 from Brazos County Tax Assessor/Collector, Kristeen Roe, effective last day to be July 31, 2024.
 3. Approval of appointment of Melissa Leonard as Brazos County Tax Assessor/Collector effective August 1, 2024.
 4. Adjourn

The County Administration Building, 200 South Texas Avenue, Suite 332, Bryan, Texas is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive services must be made two working days before the meeting. To make arrangements, please call (979) 361-4102.

BRAZOS COUNTY COMMISSIONER'S COURT

12th DAY OF July, 2024
10:00 AM/PM, Special called session

Name

(PLEASE PRINT)

Cheryl Coffman

Abbey Leggett

Katia Baiza

Marsha Anderson

Nina Payne

Jadyn Stack

Katie Conner

B. ERATT

Alison Lindheer

Marc Turner

Paula Doucet

NICK AGORICHAS

Leslie Contreras

Amy Mayer

Linda Lusins

Melissa Leonard

Organization

(PLEASE PRINT)

Comm. Court

Comm. Court

Comm. Court

Co. Judge

Budget

KBTX

Auditor

CJ

CJ

auditors

Paula Doucet

Risk

Risk

visitor

visitor

tax office

BRAZOS COUNTY COMMISSIONER'S COURT

12th DAY OF July, 2024
10 AM/PM, Special Called Session

Name

(PLEASE PRINT)

K. Roe

B. Oliver

Organization

(PLEASE PRINT)

Tax Office

WTAW

Kristeen Roe, CTA, PCAC
Brazos County Tax Assessor/Collector
4151 County Park Ct.
Bryan, TX 77802
979-775-9930
979-775-9938 - Fax



July 2, 2024

ANNOUNCEMENT

I am taking this opportunity to announce my retirement from my position as Brazos County Tax Assessor/Collector effective August 1, 2024. My decision to take this step at this time in my term is to make the transition in the office more efficient and less disruptive to the public. Timing is critical in the County Tax Office and a major change in administration is best handled during a historically quieter, less busy time if possible. There are multiple audits required when an elected Tax Assessor/Collector leaves office, and I have been very fortunate in the scheduling of these audits.

The office has received clean audits from the State Comptroller, the Texas Department of Motor Vehicles, and is currently completing a full audit by the Brazos County Auditor.

I have also been amazingly fortunate in the opportunity of serving the citizens of Brazos County for the past 23 years. It is an honor to be chosen and trusted to serve the residents of this community along with the State, County, Cities, School Districts and Emergency Service Districts. My family and I were welcomed to Brazos County in July of 2001, and I was honored to be chosen as Tax Assessor/Collector upon the retirement of Mr. Winn in July of 2007. The fact that the residents continued to express their trust in me by electing me to the office of Brazos County Tax Assessor/Collector for 4 terms is truly overwhelming and I cannot begin to express my gratitude.

I look forward to spending more time with my husband and extended family. We hope to spend a little more time traveling and keeping up with the grandkids and that great-grandkid way out West!

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kristeen Roe".

Kristeen Roe, CTA, PCAC
Brazos County Tax Assessor/Collector