



## **MINUTES**

**MARCH 25, 2025**

### **BRAZOS COUNTY COMMISSIONERS COURT**

#### **WORKSHOP SESSION**

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1. Call to Order

A workshop 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 9:30 a.m. on Tuesday, March 25, 2025 with the following members of the Court present:

Duane Peters, County Judge, Presiding;  
Bentley Nettles, Commissioner of Precinct 1, Present via Video Conference;  
Chuck Konderla, Commissioner of Precinct 2;  
Fred Brown, Commissioner of Precinct 3;  
Wanda J. Watson, Commissioner of Precinct 4;  
Karen McQueen, County Clerk;

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

2. General discussion of status of Parking Garage Transition with specific discussion of current leased parking spots.

- a. Notice needs to be given
- b. Leased terms vs. month-to-month
- c. Current rate
- d. Target start date

The County Judge called the meeting to order at 9:30 a.m. and invited Chief of Staff Ed Bull to begin the discussion.

Mr. Bull provided background on the Parking Garage situation. He explained that once the Parking Garage lease was approved in Commissioners Court, a transition team was assembled including representatives from Project Management, Risk Management, Information Technology, Sheriff's Office, Auditors and Budget Office. The team has

been tasked with evaluating the Parking Garage needs and determining solutions to address those needs. One of those being, what to do with the 16 reserved parking spaces. Mr. Bull then turned the discussion over to Project Manager Bob Lamkin. Mr. Lamkin explained that the transition team has identified approximately 120 items that need to be addressed as part of the County assuming responsibility over the Parking Garage. He highlighted a few of those items such as, after-hours law enforcement response and evaluating parking rates in the area.

Auditor Katie Conner then provided additional information to the Court regarding the 16 reserved parking spaces. Ms. Conner stated that the Court will need to consider setting lease terms for the spaces. She made the recommendation that after the Court adopts the lease terms, a notice be sent out to the reserved spot holders informing them of the terms effective May 1, 2025. Ms. Conner proposed having them sign a lease for May 1, 2025 through December 31, 2025 to lock in the current rate at \$50 per month, allowing the Court time to discuss the rates for 2026. Commissioner Watson asked if we were limited to only reserving 16 spaces and Ms. Conner explained that there have only been 16 requested, however we are not limited. Commissioner Brown stated that he believes the proposed rate of \$50 is too low. The Court entered into further discussion on the use of the Parking Garage and Ms. Conner asked that the Court consider how they would like to charge for special events.

Mr. Bull stated that lease terms will be added as an agenda item for consideration and possible action at the regular Commissioners Court meeting on April 1, 2025.

Constable, Precinct 2 Donald Lampo questioned whether the Court will be charging rent for Brazos Transit District's use of the Parking Garage. Judge Peters explained that BTD still owns the bus terminal portion of the building therefore, charging rent would not be appropriate. Additionally, Constable Lampo asked if Adult Probation is paying for any portion of the Parking Garage. Auditor Katie Conner shared that the County is statutorily required to pay for the Adult Probation facility.

Judge Peters adjourned the meeting at 9:45 a.m.

### 3. Adjourn



**BRAZOS COUNTY  
BRYAN, TEXAS**

**NOTICE OF MEETING AND AGENDA**

**WORKSHOP SESSION**

**BRAZOS COUNTY COMMISSIONERS COURT**

BRAZOS COUNTY COMMISSIONERS WILL MEET IN A WORKSHOP SESSION AS FOLLOWS:

MEETING DATE: March 25, 2025  
MEETING TIME: 9:30 AM  
MEETING PLACE: Commissioners Courtroom of the Brazos County Administration Building, 200 S. Texas Avenue, Suite 106, Bryan, TX 77803

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.

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1. Call to Order
  2. General discussion of status of Parking Garage Transition with specific discussion of current leased parking spots.
    - a. Notice needs to be given
    - b. Leased terms vs. month-to-month
    - c. Current rate
    - d. Target start date
  3. Adjourn

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





The foregoing minutes of the Workshop Session held March 25, 2025, have been examined and are approved in open Court this the 1st day of April 2025, in Bryan, Brazos County, Texas.

A handwritten signature in black ink, appearing to read "Duane Peters", written over a horizontal line.

Duane Peters  
County Judge

A handwritten signature in black ink, appearing to read "Bentley Nettles", written over a horizontal line.

Bentley Nettles  
Commissioner, Precinct 1

A handwritten signature in black ink, appearing to read "Chuck Konderla", written over a horizontal line.

Chuck Konderla  
Commissioner, Precinct 2

A handwritten signature in black ink, appearing to read "Fred Brown", written over a horizontal line.

Fred Brown  
Commissioner, Precinct 3

A handwritten signature in black ink, appearing to read "Wanda J. Watson", written over a horizontal line.

Wanda J. Watson  
Commissioner, Precinct 4

Attest:

A handwritten signature in black ink, appearing to read "Karen McQueen", written over a horizontal line.

Karen McQueen  
County Clerk

# BRAZOS COUNTY COMMISSIONER'S COURT

25 DAY OF March, 20 25  
9:30 (AM)/PM, Workshop

Name

(PLEASE PRINT)

Aubrey Leggett  
Sharyl Lowe  
Delia Sandoval  
Charles Kubler  
Joe Santhorn  
Allison Lindblade  
MIKE STREET  
Ed Bull  
Bob Hankin  
Trevor Lonsdown  
Katie Connor  
Ignacio Cantreks Jr.  
Marsha Anderson  
Kevin Stuart  
Spencer Mays  
B

Organization

(PLEASE PRINT)

Comm. Court  
Comm. Court  
Comm. Court  
IT  
The Eagle  
City Judge  
Comm. Court  
Project Mgmt  
Project Mgmt  
Auditor  
BCSO  
Co. Judge  
BCSO  
Budget.

# BRAZOS COUNTY COMMISSIONER'S COURT

25<sup>th</sup> DAY OF March, 2025  
9:30 (AM)/PM, Workshop

**Name**

(PLEASE PRINT)

Nina Payne  
Billy Melzar  
ERIC CALDWELL  
Marc Turner  
Adam Besdine  
Cristian Villarreal  
Donald Lampo  
Bruce Erratt  
Leslie Contreras  
Joseph Tracy  
Jacqueline Austin  
Sabrina Brown  
Charlotte Stivers  
Connor Barke  
Jarvis Parsons

**Organization**

(PLEASE PRINT)

Budget  
IT  
BC IT  
UMP  
Citizen  
Treas  
Constable Pct. 2  
CJ Office  
Risk  
Rhet  
Expo  
Goodwill  
NO EAST LOOP  
" " "  
OA Office

BRAZOS COUNTY  
COMMISSIONER'S COURT

25<sup>th</sup> DAY OF March, 2025  
9:30 (A)M/PM, Workshop

Name

(PLEASE PRINT)

Brian BakerLinda RicketsonWALTER DAUGHERITYKaren McQueenAshlie Peters-Bowman

Organization

(PLEASE PRINT)

DAJuvenileSELFCo ClerkCo Clerks Off.

Brazos County, Texas  
Pro-Forma of Revenue and Expenditures  
Roy Kelly Parking Garage

| <u>Revenues</u>         | Per Month           | Annual               |
|-------------------------|---------------------|----------------------|
| General Parking         | \$ 2,000.00         | \$ 24,000.00         |
| Reserved Parking        | \$ 800.00           | \$ 9,600.00          |
|                         | <u>\$ 2,800.00</u>  | <u>\$ 33,600.00</u>  |
| <br><u>Expenditures</u> |                     |                      |
| Elevator Maintenance    | \$ 1,502.30         | \$ 18,027.60         |
| Gate Maintenance        | \$ 3,500.00         | \$ 42,000.00         |
| Fire Response Systems   | \$ 215.00           | \$ 2,580.00          |
| Merchant Fees           | \$ 56.00            | \$ 672.00            |
| Sales Tax               | \$ 231.00           | \$ 2,772.00          |
| Pest Control            | \$ 235.00           | \$ 2,820.00          |
| Utilities               | \$ 1,975.00         | \$ 23,700.00         |
| Insurance               | \$ 1,333.33         | \$ 16,000.00         |
| General Maintenance     | \$ 1,000.00         | \$ 12,000.00         |
|                         | <u>\$ 10,047.63</u> | <u>\$ 120,571.60</u> |

General Maintenance includes:  
Repairing/Replacing light fixtures  
Repairing/Replacing cameras  
Power Washing as needed  
Vandalism Repair