

LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT

Minutes of the Regular Meeting of the Liberty County Central Appraisal District Board of Directors held January 24, 2019.

Statement of compliance with HB490 Section 1 and Section 6.035 of the State Property Tax Code was signed by all Directors and the Oath of Office was administered by Laurie Ramirez.

The Directors began the process of election of officers with several motions. Director Yarbrough made motion to keep Larry Wadzeck as Chairman and John Hebert as Secretary, seconded by Director Hebert. The motion was approved unanimously of voting members. Director Yarbrough motioned for Bobby Ray Coats as Vice-Chairman, seconded by Director Hebert. The motion was approved unanimously of voting members.

After establishing a quorum was present, Chairman Wadzeck called the meeting to order at 9:33 a.m. with the following Directors present:

Larry Wadzeck
Billy Yarbrough
Richard Brown

John J. Hebert
Bobby Ray Coats

Director Mark Sjolander was not in attendance.

There were not any patrons in attendance.

Director Coats led the audience in the pledge of Allegiance to the United States and Texas flags which were recited by the Directors and staff. Director Hebert Jr. led the audience in prayer.

Chairman Wadzeck requested the Directors to review the minutes of the December 2018 meeting. A motion was made by Director Yarbrough and seconded by Director Hebert to approve the minutes for December meeting. The motion was approved unanimously of voting members.

The Board recognized the employee of the month, Robin Bradt.

Chief Lana McCarty presented to the Directors the comments from taxpayers.

Under new business, Chief McCarty presented the awards for the Employee of the Year to Angela Norris. The Team Player of the Year award to Joyce Muskwinsky would have to be presented at a later date.

Chief McCarty presented the ARB and District calendar for 2019, Director Coats motioned to approve and seconded by Director Yarbrough. The motion was approved unanimously of voting members.

After discussion, a motion was made by Director Yarbrough, to appoint officers for the Appraisal Review Board for 2019, under Resolution # 225. Horace "Chip" Green as Chairman, Lester Wisegerber as Vice-Chairman, and Connie Campbell as Secretary, seconded by Director Coats. The motion was approved unanimously of voting members.

After discussion, a motion was made by Director Hebert and seconded by Director Yarbrough to approve Resolution # 226, to appoint Natalie Rodriguez and Alma Lopez-Trevizo as Spanish speaking translators and Melissa Starr as the Sign Language interpreter, if needed, for the office or the Appraisal Review Board per Policy # 110. The motion was approved unanimously of voting members.

Director Hebert made a motion that the Board approve by Resolution #227, the requirements and authorization for the district's checks and payments, seconded by Director Coats. The motion was approved unanimously of voting members.

Chief McCarty addressed the local government officer conflicts disclosure statement and the requirements of the Directors to complete the form if any situations arise. All Directors completed the necessary forms.

After discussion, a motion was made by Director Coats and seconded by Director Yarbrough declaring the fixtures/equipment as salvage and authorizing the Chief Appraiser to dispose of the items. The motion was approved unanimously of voting members.

Under Chief Appraiser's Reports and recommendations, Chief Lana McCarty presented the financial report and disbursements for December 2018. Chairman Wadzeck called for a motion to approve the financial report and disbursements. The motion was made by Director Hebert and seconded by Director Yarbrough. The motion was approved unanimously of voting members.

Director Hebert motioned to accept the 25.25 changes to the certified appraisal roll (#322), seconded by Director Coats. The motion was approved unanimously of voting members.

There were two taxing unit requests for waiver of penalty & interest on taxing unit quarterly assessment. After discussion concerning the City of Dayton's request, Director Yarbrough denied their request, seconded by Director Hebert. The second request from ESD1 was approved by a motion from Director Yarbrough and seconded by Director Hebert. The motion was approved unanimously of voting members.

Under the Chief Appraiser's report on the operation of the District, Chief Lana McCarty presented the year end activity report to the Board. We did over 23,642 in appraisal, permits, and check backs. We have done 3673 building permits, ownership changes down, decrease address changes, homestead applications are up, personal property rendition 3100. Cleveland activity has been climbing. The website activity has decreased from a couple of years ago.

Chief Lana McCarty informed the board of upcoming MAPS audit and appraisers updating property with permits and field checks.


The Board convened into executive session at 10:30 am., as authorized by the Texas government code section 551.071 (1)(a)(b)), consultation with attorneys; Section 551.072, deliberations about real property; Section 551.074, personnel matters, evaluation of Chief Appraiser; Section 551.076, security matters.

The Board reconvened at 10:58 am, as authorized by the Texas Government code section 551.012.


There was not any old business to report.

A motion was made by Director Coats and seconded by Director Hebert to adjourn the meeting. The motion was approved unanimously of voting members and the meeting adjourned at 10:59 am.

Approved, this the 27th day of February, 2019.



Chairman, Liberty County
Central Appraisal District



Secretary, Liberty County
Central Appraisal District