

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N. County Street  
Waukegan, IL 60085-4351*



## **Meeting Minutes - Final**

**Wednesday, July 7, 2010**

**8:30 AM**

**Conference Room C**

**Revenue, Records and Legislation Committee**

1. **Call to Order**

*Chair Bassi called the meeting to order at 8:30 a.m.*

**Present** 6 - Chair Bassi, Member Paxton, Member Carey, Member Hewitt, Vice Chair Pedersen and Member Taylor

**Absent** 1 - Member Nixon

*Also present:*

*Amy McEwan, Sr. Assistant County Administrator  
Suzi Schmidt, County Board Chairman  
Barry Burton, County Administrator  
Marty Paulson, Chief County Assessment Officer  
Karl Jackson, Chief County Assessment Office  
Tom Coopridger, Board of Review  
Cindy Pagano, Chief Deputy County Clerk  
Luke Stowe, County Clerk's Office  
Gary Gordon, Finance & Administrative Services  
Carianne Carallis, CAO Intern  
Mary Otahal, County Board Office*

2. **Pledge of Allegiance**

*Chair Bassi led the committee in the Pledge of Allegiance.*

3. **Approval of Minutes**

3.1 **10-0635**

Minutes from June 2, 2010.

**Attachments:** [RRL 06.02.10](#)

**A motion was made by Member Hewitt, seconded by Member Paxton, that the minutes from June 2, 2010 be approved. The motion carried by the following vote:**

**Aye:** 5 - Chair Bassi, Member Carey, Member Hewitt, Vice Chair Pedersen and Member Taylor

**Not Present:** 2 - Member Paxton and Member Nixon

4. **Public Comment**

5. **Added to Agenda**

6. **Old Business**

7. **New Business**

**Chief County Assessment Office**

7.1 **10-0542**

Report from Board of Review Advisory Group.

**Attachments:** [Summary of BOR Advisory Committee Recommendations 5 21 2010](#)

*Marty Paulson and Tom Coopridger continued their presentation of the Summary of the Board of Review Advisory Committee Recommendations and Suggestions. (Member Paxton entered the meeting at 8:40 a.m.)*

*6. On some occasions, the appellant leaves the hearing with the understanding that a decision has been made and specific action will be taken by the BOR. Yet, sometimes that action is never taken. The appellant has no "evidence/supporting document" to demonstrate that a decision was, in fact made, and action promised - it is recommended that some type of written document of the BOR decision, and action to be taken should be given to the appellant before leaving the hearing. The Board of Review has not found this to be an issue.*

*Mr. Paulson stated that every appellant gets a Notice of Finding from the Board of Review, in writing, along with the reasons for the decision. He explained that for this year, they will be instituting some software changes that will allow Assessor's to provide a recommendation in writing before an appellant files an appeal with the Board of Review.*

*7. There is concern that asking an appellant questions about an appraisal submitted with their appeal is unfair - it was recommended that BOR Rules should be updated regarding the use of an appraisal at a hearing, and the appellant is encouraged to have the appraiser present at the hearing. County Office Comments state that the primary question that the BOR would ask in a hearing context regards the purpose of the appraisal (refinancing, the appeal or another reason). Mr. Paulson stated that in cases where the property has significant value, it is a good idea to have the appraiser available for the hearing, even if that is by phone.*

*Mr. Paulson briefly reviewed the following additional recommendations:*

- 1. Appellants should be strongly encouraged/required to see the assessor first before filing an appeal. County Office comments: This message is conveyed in all Board of Review and CCAO materials; along with being encouraged by all CCAO staff in their taxpayer encounters.*
- 2. Make sure that taxpayers are aware they can change their "appearance type" for their hearing (i.e., in person, letter of phone) and the timeframe in which such a change can be requested. County Office comments: For the past two decades, the option to change your hearing appearance has always been an option that the County offices have provided even as late as the day of hearing.*
- 3. Make sure Board of Review members are reviewing the files prior to the hearings. County Office comments: The Board of Review members generally review cases prior to a hearing; and often Board staff has reviewed cases in advance on behalf of the Board.*
- 4. Change language on BR form to read "recommendation" rather than "request" and include language that the request must be approved by the BOR.*

*Chair Bassi asked about the possibility of recording each hearing and making them available for a fee. Mr. Paulson stated that the hearings were recorded years ago. The new FOIA laws would only allow you to charge the cost of reproducing the tape and it would be a very time-intensive process. Mr. Coopriker stated that appellants are welcome to record their hearing. Chair Bassi requested that the Board of Review consider a way to let appellants know that recording their hearing is an option.*

**County Clerk**

**7.2 10-0638**

Report of Willard R. Helander, County Clerk, for the month of May 2010.

**Attachments:** [CountyClerkMay2010Report](#)

**A motion was made by Member Carey, seconded by Member Pedersen, that this report be received and placed on the consent agenda. The motion carried by the following vote:**

**Aye:** 6 - Chair Bassi, Member Paxton, Member Carey, Member Hewitt, Vice Chair Pedersen and Member Taylor

**Not Present:** 1 - Member Nixon

**7.3 10-0639**

Resolution appointing Judges of Election in the 481 voting precincts in Lake County townships.

**Attachments:** [Democratic EJ List](#)  
[Republican EJ List](#)

*Luke Stowe explained this resolution. Chair Bassi asked if it was possible for election judges to serve in shifts, and Ms. Pagano stated that the State legislature would have to approve this change. At this time, there is a waiting list to be an election judge.*

**A motion was made by Member Hewitt, seconded by Member Carey, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Chair Bassi, Member Carey, Member Hewitt, Vice Chair Pedersen and Member Taylor

**Abstain:** 1 - Member Paxton

**Not Present:** 1 - Member Nixon

**Recorder of Deeds**

**7.4 10-0574**

Report of Mary Ellen Vanderverter, Recorder of Deeds, for the month of May 2010.

**Attachments:** [SRDP36C210061414490.tif](#)

**A motion was made by Member Taylor, seconded by Member Paxton, that this report be received and placed on the consent agenda. The motion carried by the**

**following vote:**

**Aye:** 6 - Chair Bassi, Member Paxton, Member Carey, Member Hewitt, Vice Chair Pedersen and Member Taylor

**Not Present:** 1 - Member Nixon

**Treasurer**

**7.5 10-0587**

Report of Robert Skidmore, Treasurer, for the month of May 2010.

**Attachments:** [Cash Investment May 10 .pdf](#)  
[Treasurer Cash Investment May 09.XLS](#)

**A motion was made by Member Pedersen, seconded by Member Carey, that this report be received and placed on the consent agenda. The motion carried by the following vote:**

**Aye:** 6 - Chair Bassi, Member Paxton, Member Carey, Member Hewitt, Vice Chair Pedersen and Member Taylor

**Not Present:** 1 - Member Nixon

**Legislation**

**7.6 10-0230**

State Legislative Update

*Ms. McEwan stated that she recently learned that HB 5055 passed, which made a modification to the foreclosure law that gives the plaintiff the option of selecting the conductor of a sale of a foreclosure. She stated that she has met with other counties & the Sheriff's Association and drafted letters urging the Governor to veto and/or accept an amendatory veto. The Governor has until August 15th to make a decision.*

*Mr. Burton stated that if this fails, we could potentially lose \$1.2 million in revenue, and would then have to make budget cuts in other programs. The Sheriff's Office would still be an option, but most likely the cases would go to the banks. Ms. McEwan stated that we also sent letters to legislature stating our concerns.*

*Mr. Burton reported that there is an opening for a process to look at SLEP & downstate police pensions. This will provide us an opportunity to look at what impacts and drives our pension costs, and will be linked with the downstate police pension bills.*

*Regarding probation, Ms. McEwan stated that we received additional funding for 2010 but it's based on a formula so we need to determine how much we are getting. We are still concerned about FY 2011 funding, and are expecting a \$2.4 million loss in the 2011 budget.*

**8. Executive Session**

**9. County Administrator's Report**

**10. Adjournment**

**A motion was made by Member Paxton, seconded by Member Carey, that the meeting adjourn at 9:40 a.m. The motion carried by the following vote:**

**Aye:** 6 - Chair Bassi, Member Paxton, Member Carey, Member Hewitt, Vice Chair Pedersen and Member Taylor

**Not Present:** 1 - Member Nixon

*Minutes prepared by Mary Otahal.*

*Respectfully submitted,*

\_\_\_\_\_  
*Chairman*

\_\_\_\_\_  
*Vice-Chairman*

\_\_\_\_\_  
*Financial and Administrative Committee*