

# Lake County Illinois

*Lake County Courthouse and Administrative Tower  
18 N County Street  
Waukegan, Illinois 60085*



## **Meeting Minutes - Final**

**Wednesday, June 20, 2018**

**9:00 AM**

**18 North County St, Waukegan IL 60085**

**Assembly Room 10th Floor**

**Lake County Board of Review**

**1. Call to Order**

Chairman Fleming opened the meeting at 9:00 AM At that time he introduced the newest Additional Board of Review Member Joe Monie.

**2. Approval of Minutes-Regular Session: June 05, 2018**

The Board of Review members reviewed the June 5, 2018 minutes and Member Helm motioned for approval, Member Glueckert seconded the motion. The vote on the minutes approval was 3-0.

**3. Public Comment-there was not public in attendance at this meeting.****4. Approval of Certificate of Errors**

The board members signed off on the Certificate of Error requests that were prepared for them.

**5. Additional Member Training**

Chairman Fleming deferred the Additional Member Training to the end of the agenda and Members Helm and Glueckert agreed with his request.

**7. New Business**

Chairman Fleming moved up New Business to discuss a request from the Avon Township Assessor related to the Carillon North subdivision. The request was for the prospect of value increase related to the township multiplier be removed from the parcels in the neighborhood. A lengthy discussion ensued, which included questions from additional Board members in attendance. The Board instructed the Chief Clerk to convey to the Avon Assessor that they did not have enough information at hand to say whether they would in fact approve such requests, but that the Assessor could certainly present those requests to the Board of Review.

7.1 Approval of appeal cases where no hearing was conducted from April 1, 2018 through June 15, 2018 as Decision Attachment A. Member Glueckert made a motion to approve, seconded by Member Helm. The Board voted unanimously to approve Decision Attachment A.

**6. Old Business- there was no Old Business.**

**5. Additional Member Training**

The additional Board of Review members in attendance at the start of the meeting were sworn in for the 2018 Board session by Mary Ann Potter of the Lake County Clerk's Office.

The Board of Review members were asked to review Chairman Lawlor's commission standards. New additional Member Monie was asked to complete the forms attached to those standards.

Assistant Chief County Assessment Officer Karl Jackson made all the Board of Review members aware of some technology related efforts that would occur this year that should assist the members in their case reviews.

The additional Board members were reminded about taking the Open Meetings Act training prior to their first assignments for the 2018 Board session.

Chief Clerk Paulson and Assistant Chief County Assessment Officer Karl Jackson updated the group on the software conversion plans for December 2018.

Member Glueckert spoke to the Board about the 2017 Board of Review participant survey results and went through procedural ideas on entering reasons for the decisions in cases reviewed or heard in 2018.

Assistant Chief County Assessment Officer Karl Jackson and Chief Appraiser John Paslawsky informed the Board members on the volume of Property Tax Appeal Board (PTAB) cases that have been filed out of the 2017 Board of Review decisions. Jackson discussed the process for settling a PTAB case in a 2018 hearing while all parties are present.

Chief Clerk Paulson reviewed the assessment value increases for the 2018 Tax Year and discussed some thoughts related to the 2019 General Assessment Year.

Board members reviewed the 2018 forms and Member Helm discussed the changes to the 2018 Board of review Rules of Procedure. They discussed Sections 16-80 and 16-185 of the Property Tax Code in terms of their case reviews and hearings for 2018.

Chairman Fleming took the Board through some assessment appeal hearing reminders for the 2018 session.

Chief Clerk Paulson told the Board of Review that the staff target date for completing 2018 assessment appeal hearings is Friday, November 16. He also reminded Board members about to complete the time sheets.

**8. Adjournment**

At 12:03 Member Helm made a motion to adjourn, Member Glueckert seconded her motion. The motion passes unanimously.