

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Monday, April 16, 2018**

**9:00 AM**

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

**Conference Room 7-152B**

**Lake County Board of Review**

**1. Call to Order**

The meeting was called to order at 9:03 AM.

Board Attendees: Member Fleming, Member Helm, Member Glueckert

Staff Attendees: Paulson, Jackson

**2. Approval of Minutes**

Regular Session: March 29, 2018

The Board of Review members reviewed the minutes from their March 29, 2018 meeting. Members Fleming and Helm approved the minutes as presented. Member Glueckert abstained as he was not a part of the March 29 meeting.

**3. Public Comment**

None

**4. Approval of Certificate of Errors**

The Board of Review reviewed and approved the Certificate of Errors that were presented, with no exceptions.

**5. Review of Draft 2018 Board of Review Rules and Appeal Forms**

The Board of Review discussed the draft 2018 Board rules, as amended by the Lake County State's Attorney Office. Clerk Paulson proposed the following process for a public review of the 2018 draft: (1) The Board rules will be posted on the Board of Review website; key stakeholders will be made aware of the draft. (2) Comments on the draft Rules are to be provided to the Board of Review by the end of business on Friday, May 4. (3) The Board of Review will review the comments provided at their Tuesday, May 8 meeting, with an expectation of approving the 2018 Board rules in that meeting. (4) The Chief Clerk will host a meeting for attorneys that practice in front of the Board of Review on Wednesday, May 9th.

The Board of Review reviewed their Income and Expense form for 2018, the Commercial property appeal form and the Residential property appeal form; along with proposing changes to the Residential form.

The Board also asked that staff make a Vacancy relief form available on the Board of Review website

**6. Old Business**

The Board discussed the 2017 Board of Review survey comments provided by respondents. The Board asked the Chief Clerk to explore the prospect of releasing findings of 2018 cases by township.

**7. New Business**

None

**8. Adjournment**

Motion to adjourn by Member Glueckert, seconded by Member Helm. The motion carried unanimously (3-0). The meeting adjourned at 11:06 AM.