

Lake County Illinois

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



Meeting Minutes - Final

Tuesday, July 5, 2016

1:00 PM

18 North County Street, 6th Floor, Waukegan

Conference Room 6 D

Lake County Board of Review

1. Call to Order

Present 3- Present: Member Kotulla, Member Fleming, Member Helm

CCAO Staff Present: Paulson, Jackson & Franke

2. Approval of Minutes

Minutes of: June 7, 2016

The Board approved the June 7, 2016

Public Comment

None

5. Approval of Certificate of Errors

The Board reviewed and signed off on Certificate of Error requests from the Township Assessors and the Chief County Assessment Office

6. Discuss Plan for Training Additional Board of Review Members

Clerk Paulson presented the Board with a September 1st training date for the Board of Review and the Board confirmed that data was acceptable. The focus of the training will be on the County's new Maps on Line application, updates Board docket program, along with the handling of the compulsory sales.

7. Handling of 2015 Board of Review Decisions

Clerk Paulson reviewed the process for evaluating township assessor value submissions for 2016. He asked for and received the Board's input on that review process.

8. Concept of Assessor Corrections

Clerk Paulson shared his approach to evaluating Assessor Correction coded value changes for 2016. Member Fleming asked if the Clerk required any further authorization from the Board to facilitate this process. Clerk Paulson advised he would work proactively on behalf of the Board in his role as CCAO to significantly reduce the number of "recycling appeals".

9. PTAB Caseload and Actions Needed

Mr. Jackson shared with the Board the significant 2015 PTAB case load and outlined several approaches in resolving these in an effective and timely fashion. Member Helm suggest scheduling consecutively cases and expand the hearing time to allow for discussions on both years. Member Fleming acknowledges a training need for the Alternate Members regarding these instances. Mr. Jackson informed the Board that the PTAB website count for 2015 appeals is 3,300 plus cases.

10. Review of Assessment Publication Process

Clerk Paulson updated the Board on assessment notice mailings and the ones that would be taking place over the near term.

11. 2016 Township Timelines for Assessment Appeals

An overview of the 2016 Timeline was discussed. Sales case review will start sooner than in past years. Appraisal reviews will occur later as they will be consolidated with the pending PTAB cases if possible. Letter cases will be scheduled at 50 per day.

12. Old Business

Clerk Paulson updated the Board on their compensation increase.

13. New Business

None

14. Adjournment

The Board adjourned at 2:58pm