

# **Lake County Illinois**

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



## **Meeting Minutes - Final**

**Thursday, September 21, 2017**

**3:00 PM**

**18 N. County Street, Waukegan IL 60085**

**Conference Room 6 D**

**Lake County Board of Review**

**1. Call to Order**

Member Fleming calls the meeting into order at 3:03 P.M.

Present 2- Member Fleming and Member Helm

CCAO Staff Present: Paulson, Jackson, Paslawsky and Franke

**2. Approval of Minutes**

The Board reviewed the Regular Session Minutes of September 14, 2017; a motion to approve was received by Member Helm, a second motion was made by Member Fleming and the Regular Session Minutes of September 14, 2017 were approved by all members.

**3. Public Comment**

None

**4. 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.

**5. Old Business****6. New Business****6.1 Approval of assessment appeal case decisions in cases where no hearing was conducted September 09, 2017 through September 15, 2017, as Decision Attachment A.**

**Attachments:** [Decision Attachment A 9.15.2017.pdf](#)

Clerk Franke presented the appeal cases as listed in the Decision Attachment A. for the Board to review and approve.

The Board reviewed the case decisions through September 15, 2017; a motion to approve was received by Member Fleming, a second motion was made by Member Helm and the case decisions are final by unanimous vote of the members.

**6.2 Discussion on 2017 Board session timetable.**

Clerk Paulson reminds the Board of the aggressive calendar and timetable to complete all Board of Review work by the County's Fiscal year end, which is November 30, 2017. Member Fleming commented that the Boards staff and schedules are confirmed for reaching the timeframe established.

**6.3 Explanation of the case stipulation process**

Clerk Paulson advises the Board members that when a Board of Review case involving appraisal evidence and an agreed value stipulation occurs before a hearing taking place, a Board of Review staff member is also seeking a signed agreement from the appellant or their representative that the case will move on to the PTAB. Staff member Jackson informed the Board members this process has been smooth. Staff member Paslawsky added the additional stipulation process has been directed to a limited number of individuals; in the event the settlement offer is not accepted, the case will be reviewed by the Board of Review in a scheduled hearing setting.

**7. Adjournment**

On a motion received by Member Fleming, and a second motion by Member Helm the Board adjourned at 3:13 P.M.