

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, April 17, 2019

9:00 AM

18 N. County Street, Waukegan IL 60085

Conference Room 6 D

Lake County Board of Review

1. Call to Order

Member Fleming called the meeting into order at 9:00 A.M.

Board Attendees: Member Fleming, Member Helm and Member Glueckert

Staff Attendees: Paulson, Jackson and Franke

2. Approval of Minutes

Regular Session: March 20, 2019

The Board of Review members reviewed the minutes from their March 20, 2019 meeting. Member Fleming asked for a motion to approve. Member Glueckert motioned to approve, Member Helm second the motion. The Board members approved the minutes as presented 3-0.

3. Public Comment - None**4. Approval of Certificate of Errors**

Board Member actions were deferred to the next scheduled meeting.

5. Review of Draft 2019 Board of Review Rules of Procedure

The Board Members reviewed and discussed in detail the recommended language changes proposed by Member Helm, ASA Gunnarsson and ASA Fronk. The Members provided Clerk Paulson with their revisions.

Clerk Paulson proposed an April 24, 2019 reconvening of the Board of Review to finalize the 2019 Draft Rules of Procedure for the public comment period could take place. Paulson proposed the public comment period would go through May 6th. In addition, Clerk Paulson proposed a May 8, 2019 reconvening of the Board to review the public comments with an expectation of approving the 2019 Board Rules at that meeting.

6. Old Business

Member Fleming noted that he will be in contact with the individuals that recently passed the Board of Review exam and thus are potential additional Board member candidates.

Member Glueckert inquired on the IDOR Statewide Board of Review Examination Certification of candidates. Member Glueckert asked as to whether additional upcoming testing dates were available. Clerk Paulson shared with the Members the IDOR's upcoming schedule of Examination Dates. Member Glueckert will reach out to several possible candidates and suggest they participate in one of the upcoming dates.

7. New Business

Clerk Jackson provided the Members with a demonstration on iasWorld. Key components included elements within the Property Record Management (PRM) and navigating the Public Access website www.tax.lakecountyil.gov. Clerk Franke demonstrated the iasWorld processes for electronic signature and approvals for the 2018 Certificate of Error procedures.

8. Adjournment

Chairman Fleming called for a motion to adjourn. Member Glueckert motioned to adjourn, seconded by Member Helm. The motion carried unanimously 3-0. The meeting adjourned at 12:07 P.M.