

Lake County Illinois

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



Meeting Minutes - Final

Monday, June 3, 2024

9:00 AM

18 N. County St., 7th FL. Waukegan IL, 60085

Conference Room 7B

Lake County Board of Review

1. **Call to Order -Chair Herbst called the meeting into order at 9:01 A.M.**

Board Attendees: Chair Herbst, Member Helm, and Member Singh.

CCAO Staff Attendees: Glueckert, and Crawford

County Clerk: Anthony Vega

2. **Approval of Minutes**

Regular Session: May 17, 2024

The Board of Review members reviewed the minutes from their Friday, May 17, 2024, meeting. Member Helm motioned to approve. Chair Herbst seconded the motion. The Board members approved the minutes as presented 2-0. Member Singh abstained.

Executive Session: March 16, 2023

The Board of Review members reviewed the minutes from their Executive Session of Thursday, March 16, 2023, meeting. Chair Herbst requests a motion that the Executive Session minutes and corresponding verbatim recordings of March 16, 2023, remain confidential, subject to review again not more than six (6) months. The verbatim recordings will not have met their 18-month calendar requirement until Monday, September 16, 2024.

On a motion by Member Helm, seconded by Chair Herbst, the Executive Session minutes of March 16, 2023, are to remain confidential including the verbatim recording by a unanimous vote of 2-0. Member Singh abstained.

Minute keeper, Crawford will recall these Executive Session minutes no later than six (6) months; on or before December 3, 2024.

3. **Public Comment - None**

4. **Old Business - None**

5. **New Business - Oath of Office -Apinder (Vic) Singh**

Clerk Anthony Vega administered the Oath of Office for newly appointed Member, Apinder (Vic) Singh; who holds a two-year term as Member, Board of Review.

Chair Herbst, Member Helm, Clerk Glueckert Congratulated Member Singh on his appointment.

5.1 **Election 2024 Board of Review Chairperson**

Members re-elected Chair, Nathan Herbst to represent the Board of Review as Chair for the 2024 Board of Review Season.

5.2 Review Public Comments of the 2024 Draft Rules of the Lake County Board of Review

Chair Herbst cited the public comment period Monday, May 20, 2024, through Friday, May 31, 2024, has now commenced. Members reviewed the two (2) comment suggestions brought forward.

Ela Township Assessor, Herr commented on whether the IMSLAKE.ORG website could be included as part of the language posted within the Important Note section at the bottom of page 3 of 10 instead of or in addition to those specific township websites. Member Helm responded that the current directive limits confusion and maintains the townships choice in separateness from the Lake County Comparable Property Grid. Chair Herbst agrees and recommends that the content language remains as presented. Additionally, Herr questioned the preliminary review process; Clerk Glueckert advised that every appeal will be scheduled for hearing, any concerns regarding the preliminary review process should be a moot point.

Grant Township Assessor, Lamantia inquired about the timeline for assessors to provide their rebuttal evidence as it relates to Commercial appraisal evidence. Clerk Glueckert advised the members the clerk's hearing schedulers will begin scheduling hearings on the thirty-first (31st) day for residential appeals, and on the forty-first (41st) day for commercial appeals. Appellants have 30 days from the date of publication to submit their appeals; with the appraisal evidence required fourteen (14) days for residential, and thirty (30) days for Commercial after the final filing date. The scheduling of Commercial appeals beginning on the forty-first day allows for an additional 10 days for townships to submit their assessor evidence in response to the appraisal evidence.

5.3 2024 Rules of the Lake County Board of Review - Final Review

Staff Member Crawford presented the members with the Final Draft of the 2024 Rules of the Lake County Board of Review. Crawford noting since no additional changes were made to the 2024 Rules resulting from the public comment period, they are now ready for the members to adopt. Upon review by the members, Chair Herbst called for a motion to adopt the 2024 Rules of the Lake County Board of Review. Member Singh motioned to adopt, seconded by Member Helm. Members affixed their signatures, and the 2024 Rules of the Board of Review were unanimously approved in a vote 3-0.

Crawford will ensure these rules are published on the Board of Review website.

5.4 2024 Board of Review Reason Codes - Draft Review - Deferred**5.5 2024 Guidelines for the Commercial, Industrial and Income Producing Property Forms & Commercial Industrial Comparison Grid - Draft Review**

Members reviewed the 2024 Guidelines and Comparison Grid, having made no changes to the draft presented; Chair Herbst called for a motion to adopt the 2024 Guidelines and Comparison Grid. Member Helm motioned to adopt; seconded by Member Singh. The motions were approved by a vote of 3-0.

Crawford will ensure these 2024 Guidelines and the Comparison Grid are published on the Board of Review website.

5.6 Discussion of Non Homestead Hearing Date

Members set the dates of July 9, 2024, and July 10, 2024, as the first set of hearing dates for the 2024 Non-Homestead Property. Staff Member Ruiz will prepare the applications and publish their hearing schedules based upon these dates.

5.7 Discussion of Alternate Member Training Date

Members set Thursday, September 12, 2024, as the Alternate Member Training date. Chair Herbst will reach out to all the Alternates once the appointments have been declared during the County Board Meeting on Tuesday, June 10, 2024. Members will discuss training agenda items during their next scheduled meeting set for Thursday, August 1, 2024.

6. Adjournment - Prior to adjourning the Members set Thursday, August 1, 2024, at the hour of 10:00 a.m. as their next meeting date and time.

Member Singh motioned to adjourn, seconded by Member Helm. The motion carried unanimously 3-0. The meeting was adjourned at 10:53 A.M.