

Lake County Illinois

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



Meeting Minutes - Final

Thursday, September 12, 2024

9:00 AM

18 N. County Street, 10th Floor, Waukegan, IL 60085

Assembly Room

Lake County Board of Review

1. Call to Order - Chair Herbst called the meeting into order at 9:04 A.M.

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

Board Alternate Attendees: Bak, Barrington, Burtcher, Caputo, DeHeer, Fish, Kelleher-Flo, Georges, Green, Hallberg, Haynes, Hibnick, Hird, Kinczel, Leafblad, Martinez, Monie, Paslawsky, Pasquesi, Pearson, Perry, Polach, Rafter, Ruda, Russell, Shafer, Smarto, Thondavadi, Trichkovska.
Absent: Glenn

CCAO Staff Attendees: Glueckert, and Crawford

County Administrator: Patrice Sutton

County Clerk: Anthony Vega

2. Approval of Minutes

Regular Session: August 1, 2024

The Board of Review members reviewed the minutes from their Thursday, August 01, 2024, meeting. Member Helm motioned to approve. Member Singh seconded the motion. The Board members approved the minutes as presented 3-0.

3. Public Comment - None

4. Approval of Certificates of Error

Members continue to review and approve the electronic Certificates of Error that are being presented. No exceptions have been reported.

5. Old Business - None

6. New Business - Alternate Board of Review Members Oath of Office

County Clerk, Anthony Vega administered the Alternates Oath of Office

6.1 Alternate Member Training Session

- Welcoming and Opening Remarks- Chair Herbst**
- Oath of Office- Alternate Members- Anthony Vega, County Clerk**
- Moment of Silence for former Board Alternate Howard Richter**

County Administrator Patrice Sutton addressed the attendees with appreciation for the hard work, expertise and dedicated efforts they will be exercising during this upcoming season.

2024 Alternate Member Reference Guide – Chair Herbst

- **Section Overview**
- **Board of Review Rules**
- **Change from Rule of Evidence to Rules of Procedure for 2024**
- **Prior year Board Decisions**
- **Non-Tyler Townships**
- **Appeal Overview- Chair Herbst**
- **Dismissing a case**
- **Equity Arguments- How to Analyze**
- **Sale Cases – 12 months either side of lien date (no improvements)**
- **Exemption Hearings – Board has final authority on all property exemptions**
 - **Keying accurate decisions into the Tyler System**
 - **Public Auditors - Robert Glueckert**
 - **Scheduling of Hearings -Robert Glueckert**
 - **In-Person, Video or Telephone hearings scheduled 8:30A.M. – 4:30 P.M., plus a letter day schedule for review during open opportunities throughout the day.**
 - **Zoom Protocols- Recording and Camera’s on. New technology enhancements throughout the 6th floor conference center**
 - **Open Meetings Act Compliance - Crawford**
 - **Health & Safety - Crawford**

7. **Adjournment - Prior to adjourning the Board previously set Friday, October 18, 2024, at the hour of 12:00 Noon for their next meeting.**

Member Singh motioned to adjourn, seconded by Member Helm. The motion carried unanimously 3-0. The meeting adjourned at 11:02 A.M.