

Lake County Illinois

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



Meeting Minutes - Final

Thursday, August 1, 2024

10:00 AM

18 N. County Street, 7th Floor, Waukegan, IL 60085

Conference Room 7B

Lake County Board of Review

1. Call to Order - Chair Herbst called the meeting into order at 10:00 A.M.

**Board Attendees: Chair Herbst, Member Helm, and Member Singh
CCAO Staff Attendees: Glueckert, Sowul, Wilson and Crawford**

2. Approval of Minutes

Regular Session: June 03, 2024

The Board of Review members reviewed the minutes from their Monday, June 03, 2024, meeting. Member Singh motioned to approve. Member Helm seconded the motion. The Board members approved the minutes as presented 3-0.

3. Approval of Certificate of Errors

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

4. Public Comment - None

5. Old Business - Board of Review Change and No Change Reason Codes

An update to No Change Item Q; Land and Building Constitute One Value- the reason code language now includes “to all contiguous or multi-pin parcels”. Board members unanimously agreed to the change in a vote 3-0.

6. New Business - CCAO Update - Robert Glueckert

Conference Center Technology upgrades are occurring on select larger rooms in advance of the Board’s hearing season. The remaining smaller rooms will be outfitted after the season ends.

**The non-Homestead application deadline is September 15, 2024.
Non-Homestead hearings will be scheduled in November.**

Township publications will begin starting August 08, 2024, with Cuba and Wauconda, followed by Benton and Fremont on August 15, 2024. Waukegan and West Deerfield towards the end of the month. All remaining townships are anticipating a publication date sometime in September 2024.

Board of Review hearings will now begin the first full week of October 2024.

6.1 2024 Hearing Scheduling & Procedural Discussions -Glueckert & Sowul

Clerk Glueckert announced that all cases will be scheduled for hearing. Residential hearings will be scheduled 31 days out from a townships final filing deadline. Commercial/Industrial cases will begin at 45 days out from a township filing deadline. Given these circumstances; Kipp Wilson and Karen Sowul were asked to provide their expertise in forecasting the duration timeline of appeals, and the process of scheduling hearings.

Members and staff exchanged open dialog regarding various scenarios; ultimately it was determined that the Board's daily hearing schedule will consist of In-Person, Video, or Phone hearings beginning at 8:30 A.M concluding at 4:30 P.M. Additionally, each hearing room will have a scheduled day of letter hearings for review during open opportunities throughout the day.

Zoom Meetings - Camera Protocols for Township Assessors

It is highly recommended that all Township Assessors or Deputies conducting hearings on behalf of their Township represent themselves visually throughout all public hearings.

Discussion on Sale Appeals for 2024

It is highly recommended that all Township Assessors or Deputies conducting hearings on behalf of their Township represent themselves visually throughout all public hearings.

6.2 Alternate Member Training September 12, 2024 - Discussion Topics

Members reviewed & discussed relative agenda items; key discussion topics are highlighted below.

- Welcoming and Opening Remarks- Chair Herbst
- Oath of Office- Alternate Members- Anthony Vega, County Clerk
- Moment of Silence for former Board Alternate Howard Richter
- 2024 Alternate Member Reference Guide
- Public Auditors
- Scheduling of Hearings

In-Person, Video or Telephone hearings scheduled 8:30 A.M. – 4:30 P.M., plus a letter day schedule for review during open opportunities throughout the day. Zoom Protocols

- Open Meetings Act Compliance- all hearings are recorded and open to the public

7. Adjournment

Prior to adjourning the Members set Friday, October 18, 2024, at the hour of 12:00 noon as their next meeting date and time, which is subsequent to the Alternate Member Training scheduled for Thursday, September 12, 2024.

Member Helm motioned to adjourn, seconded by Member Singh. The motion carried unanimously 3-0. The meeting was adjourned at 12:09 P.M.