

Lake County Illinois

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



Meeting Minutes - Final

Monday, June 2, 2025

9:30 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 9:30 A.M.

**Board Attendees: Chair Herbst, and Member Helm. and Member Singh
CCAO Staff Attendees: Glueckert, and Crawford
County Clerk: Anthony Vega**

2. Approval of Minutes

Regular Session: April 10, 2025

The Board of Review members reviewed the minutes from their Thursday, April 10, 2025, meeting. Member Singh motioned to approve. Member Helm seconded the motion. The Board members approved the minutes as presented 3-0.

3. Public Comment - None

4. Old Business - None

5. New Business - Board Members Oath of Office - Nathan Herbst, Maria Helm

Clerk Anthony Vega administered the Oath of Office for re-appointments of Members Herbst, and Helm, who now both hold two-year terms commencing on May 31, 2027

Member Singh, Clerk Glueckert, and Staff Crawford Congratulated Members Herbst and Helm on their re-appointments.

5.1 Election 2025 Board of Review Chairperson

Members re-elected Chair, Nathan Herbst to represent the Board of Review as Chair for the 2025 Board of Review Season.

5.2 Review Public Comments of the 2025 Draft Rules of the Lake County Board of Review

Clerk Glueckert cited the public comment period of April 23, 2025, through May 02, 2025, was publicly displayed on the Board of Review website. Members reviewed the one (1) comment brought forth by Attorney Susan Crowley. Attorney Crowley expressed concern over the publication of all evidence submitted to the BOR.

Board Chair, and Members stand with their 2025 Board of Review Rules to allow public access to all evidence submissions. Clerk Glueckert will email a statement to Attorney's alerting them of this change in ruling for 2025.

5.3 2025 Rules of the Lake County Board of Review- Final

Staff Member Crawford presented the Board Members with the Final Draft of the 2025 Rules of the Lake County Board of Review. Crawford noting since no additional changes were made to the 2025 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 2025 Rules of the Lake County Board of Review. Member Singh motioned to adopt, seconded by Member Helm. Members affixed their signatures, and the 2025 Rules of the Board of Review were unanimously approved in a vote 3-0.

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

5.4 Discussion of Non Homestead Hearing Schedule- July 16, 2025 - July 17, 2025 (tentatively)

Members set the dates of July 16, 2025, and July 17, 2025, as the first set of hearing dates for the 2025 Non-Homestead Property. Staff Members Ruiz & Hernandez will prepare the applications and publish their hearing schedules based upon these hearing dates.

Clerk Glueckert advised that staff member, Marty Kinczel is coordinating the review of the non-Homestead exemptions for accuracy and conformity with governing statutes.

5.5 CCAO Update- Bob Glueckert

Clerk Glueckert shared the following Departmental updates regarding Property Tax Appeal Board, and Tyler Enhancements.

Glueckert advised less than 2,000 complaints from the 2024 Board of Review were filed subsequently at the State Property Tax Appeal Board. Those cases set for hearings; the Property Tax Appeal Board is conducting all Lake County hearings In-person. Residential hearings being held at Lake while the Commercial/Industrial cases being heard in Springfield.

Clerk Glueckert also provided an update for ongoing Tyler Enhancements, cost tables being enhanced starting tax year 2026; ready for General Assessment Year 2027. The Clerk also provided a status update to Tyler System Service Tickets related to processing evidence; these items are moving forward.

6. Adjournment - Prior to adjourning the members tentatively set Wednesday July 16 9:00 A.M. as their next scheduled meeting, along with Tuesday October 28, 2025 at 12:00 noon.

Board members tentatively set Thursday, August 14, 2025, as their Alternate Training date subject to availability of the County's 10th Floor Assembly Room. Staff Crawford will confirm availability and inform members.

Member Helm motioned to adjourn, seconded by Member Singh. The motion carried unanimously 3-0. The meeting was adjourned at 10:48 A.M.