

# Lake County Illinois

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



## Meeting Minutes - Final

**Tuesday, April 14, 2020**

**10:00 AM**

**Zoom: [https://zoom.us/j/101424633?](https://zoom.us/j/101424633?pwd=Q2JRbTRnK2JBbHdQQ1lIVThKUWI1UT09)  
[pwd=Q2JRbTRnK2JBbHdQQ1lIVThKUWI1UT09](https://zoom.us/j/101424633?pwd=Q2JRbTRnK2JBbHdQQ1lIVThKUWI1UT09)**

**Meeting ID: 101 424 633**

**Password: 420890**

**Lake County Board of Review**

1. **Call to Order-Chairman Fleming called the electronic meeting into order at 10:03 A.M.**

**Board Attendees: Chairman Fleming, Member Helm and Member Monie  
Staff Attendees: Glueckert and Crawford**

2. **Approval of Minutes**

**Regular Session: March 10, 2020**

**The Board of Review members electronically reviewed the minutes from their March 10, 2020 meeting. Member Monie motioned to approve. Member Helm seconded the motion. The Board members electronically approved the minutes as presented 3-0.**

3. **Public Comment- None**

4. **Old Business- None**

5. **New Business**

**Member Helm inquired as to the various contingency plans being discussed surrounding the upcoming 2020 Board of Review Season given the global Covid -19 Pandemic, U.S. "Social Distancing" recommended guidelines by the CDC and Illinois "Shelter in Place" orders by Governor Pritzker.**

**Clerk Glueckert shared with the Members that discussions were already occurring with ASA's Gunnarsson & Helton regarding our abilities under State Statute to host the 2020 Appeal Hearings electronically using an alternative meeting platform to potentially eliminate "In Person" hearings for the 2020 Session. The clerk will inform the members of the outcome of these discussions as it becomes available.**

**Clerk Glueckert informed the Members that all Township Offices remain closed to the public. The expected forecast is that the Governor will extend the Shelter in Place order until May 15, 2020. Assessors and the CCAO Departments public counters will remain closed until the Governor lifts his orders.**

**The University Center, Grayslake has cancelled our scheduled Senior Freeze Outreach Assistance dates for late April. The inability to welcome homeowners to either the Township or CCAO public counters for one-on-one assistance has delayed the mailing of the 2020 Senior Citizen Assessment Freeze Letter.**

The Clerk has re-scheduled the Board of Review Examination to Thursday June 4, 2020. He is hopeful that his aggressive recruiting schedule with the local top twenty-five Real Estate Offices can resume in Mid-May. His expectations are for the County Board to approve the 2020 Board of Review Alternate Members at the June County Board Meeting. Finally, the County is still waiting notification on the status of a State Equalization Factor. There are concerns over the timing of the factor in ensuring the Property Tax Statements are issued on time.

**5.1 The Alpine Gun Club Assessment - Proposed 2019 Certificate of Error**

Upon review of the proposed 2019 Certificate of Error, Member Helm motions to tentatively approve the Avon Township Assessor's 2019 correction reflecting a Land AV \$125,344 & Building AV \$362,917 which equates to a Total AV of \$488,261 predicated by a formal Certificate of Error being submitted by the Avon Township Assessor to the Board of Review for final approval. Member Monie seconded the motion. The motion carried unanimous 3-0.

**5.2 2020 Board of Review Rules Discussion**

Board Members openly discussed the 2020 Board of Review Rules which included minor language changes for the upcoming session as presented by Clerk Glueckert. The Clerk is consulting with ASA's Gunnarsson & Helton to summarize an Ethical Code of Conduct. Questions arise as to whether Ethics should be addressed as an area of County or Township Employment and be included under the Rules for the Board of Review. Clerk Glueckert requested the Board of Review to reconvene rather quickly to finalize the 2020 Board of Review Rules and to set up a public comment period.

**6 Adjournment**

Member Helm motioned to adjourn, seconded by Member Monie. The motion carried unanimously 3-0. The meeting adjourned at 11:47 A.M.