

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, June 3, 2020

1:00 PM

18 North County Street, Waukegan IL 60085

Conference Room 6 E

Lake County Board of Review

1. **Call to Order - Member Helm called the meeting into order at 1:00 P.M.**
Board Attendees: Member Helm, Member Monie and Member Paslawsky
Staff Attendees: Glueckert & Crawford
2. **Approval of Minutes**
Regular Session: May 12, 2020
The Board of Review members reviewed the minutes from their May 12, 2020 meeting. Member Monie motioned to approve. Member Helm seconded the motion. Member Paslawsky sustained. The Board members approved the minutes as presented 2-0.
3. **Public Comment - None**
4. **Old Business - None**
- 5.1 **Election of new Board of Review Chairperson**
Member Monie announced that Member Helm was unanimously elected as the 2020 Board of Review Chairperson. The election is for the term of one year and members will re-appoint on an annual basis. The Chairperson shall be referred to as "Chair" and all members will have significant active roles in guiding the Board's future visions.
- 5.2 **Review of 2020 Board of Review Rules of Procedure Public Comments**
Clerk Glueckert informed Chair Helm and the Members that no Public or Attorney comments were submitted for their review.
- 5.3 **Final Approval of 2020 Board of Review Rules of Procedure**
Minor grammatical and formatting adjustments were made to the 2020 Board of Review Rules prior to the Members adopting the Final Draft. Chair Helm called for a motion to Adopt the 2020 Board of Review Rules of Procedure as amended. Member Monie motioned to approve. Member Paslawsky second the motion. Members affixed their signatures and the 2020 Rules of the Lake County Board of Review were officially adopted.

Clerk Glueckert will partner with the Lake County Communications Team to translate the 2020 Lake County Board of Review Rules into a Spanish version.
- 5.4 **Discussion on Board of Review Hearing Format for the 2020 Session**

Clerk Glueckert's recommendation to the members for the 2020 Hearing Format is based upon the Governor of Illinois's Disaster Proclamation and amendments to the Open Meetings Act which allows the requested In-Person hearings be converted to Phone Hearings. Chair Helm supports the No Formal In-Person hearing platform for the 2020 session. Discussion and testing options for Zoom or Microsoft Teams teleconference platforms should begin quickly to allow for successful implementation. Clerk Glueckert noted the expected timeline for appeal hearings could potentially begin the first week of August.

5. New Business

Chair Helm shared she's received inquiries by alternate members as to the protocols being put into place for the 2020 session, anticipated training and start dates. The list of 2020 Alternates was submitted to the County Board for resolution and appointment. Clerk Crawford shared the list with the Members, no substitutions were made. Clerk Glueckert offered to reach out to the Alternates with the announcement of the new Chair and Members along with outlining the anticipated timeframe and protocols.

Clerk Glueckert advised the members the CCAO Department will start calling in township books and begin the equalization process. He is expecting the IDOR to release the results of the sales ratio studies the week of June 22, 2020. Finally, the publication of township assessments will occur on a first in, first published schedule for all eighteen (18) townships.

Clerk Glueckert informed the members that during the last Assessor's meeting it was announced that all eighteen (18) townships agree to the 2020 Commercial Income/Expense proposed forms and Vacancy Agreements.

Member Paslawsky recommends the Board approve the 2020 Commercial Income/Expense, Vacancy Forms and conceptual Covid-19 Relief issues as outlined by the Special Commercial Task Force headed by Assessor Scott Helton.

Chair Helm called for a motion to accept the draft forms as revised.

Member Paslawsky motions to accept the draft documents as amended.

Member Monie second the motion. The Members unanimously approve the 2020 Commercial Income/Expense & Vacancy Forms 3-0.

6. Adjournment

Prior to adjourning, the Board tentatively set July 15, 2020 at 9:00am as their next meeting date.

Member Monie motioned to adjourn, seconded by Member Paslawsky. The motion carried unanimously 3-0. The meeting adjourned at 2:56 P.M.