

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, April 1, 2021

10:00 AM

Zoom: [https://us02web.zoom.us/j/83329020958?](https://us02web.zoom.us/j/83329020958?pwd=TTNhaE5YODhCRENOM285dDZsUmFuUT09)  
[pwd=TTNhaE5YODhCRENOM285dDZsUmFuUT09](https://us02web.zoom.us/j/83329020958?pwd=TTNhaE5YODhCRENOM285dDZsUmFuUT09)

Meeting ID: 833 2902 0958

Passcode: 380238

**Lake County Board of Review**

**1. Call to Order - Chair Helm called the meeting into order at 10:01 A.M.**

**Board Attendees: Chair Helm, Member Monie and Member Paslawsky**

**Staff Attendees: Glueckert and Crawford**

**2. Approval of Minutes**

**Regular Session: March 18, 2021**

**The Board of Review members reviewed the minutes from their Thursday, March 18, 2021 meeting. Member Paslawsky motioned to approve. Member Monie seconded the motion. The Board members approved the minutes as presented 3-0.**

**Executive Sessions: November 07, 2016, January 23, 2017, November 27, 2017 and December 10, 2020**

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**At the request of Chair Helm, the above executive session minutes were deferred for recall to the next scheduled Board of Review Meeting. Chair Helm seeks the opportunity to review the Open Meetings Act with ASA Gunnarsson as it relates to protocol for releasing the confidentiality of Executive Session minutes.**

**Executive Session: December 10, 2020**

**The Board of Review members reviewed the minutes from their Thursday, December 10, 2020 meeting. On a motion by Member Monie, seconded by Member Paslawsky, the Executive Session minutes of December 10, 2020 are to remain confidential by a vote of 3-0.**

**Clerk Crawford will recall this executive session minutes no later than six (6) months for review as required by State Statute.**

**3. Public Comment - None**

**4. Approval of Certificate of Errors**

**The Board of Review Members reviewed and approved the electronic Certificate of Errors that were presented, with no exceptions. All fully executed & approved Certificate of Errors completed by the close of business on Monday, April 5, 2021 will result in the affected taxpayers receiving an accurate tax statement in the initial billing issued by the County Treasurer's Office**

**5. Old Business**

**Clerk Glueckert advised that he inquired with the County's IT Department regarding the open service ticket in assigning the Members a Microsoft Teams phone number.**

**6. New Business - CCAO Report**

Clerk Glueckert shared that his current approach of utilizing four (4) alternate members to assist the PTAB team in processing of cases will continue thru May. Additionally, the State has advised that they have completed opening all incoming mail dated February 20, 2021; therefore, the forecasted 23-25% of all Board decisions making a subsequent appeal to the State was on target. Additionally, Property Tax Appeal Board hearings will be virtual using the WebEx platform. Hearings are expected to start in Mid-Summer, July thru August. Jack Perry will facilitate the Residential cases with Marty Kinczel facilitating the Commercial/Industrial cases. Member Paslawsky offered his assistance to both and would facilitate alongside Clerk Perry for the Residential hearings, commenting this will be valuable insight and a learning experience for the Clerk.

Clerk Glueckert announced that he will not be hosting the annual Attorney Meeting moving forward. This practice was done by his predecessor prior to the technology conversion to Tyler; and likewise, by himself after the system conversion. The Clerk sees no legitimate reason for continuing this practice.

Chair Helm inquires whether any updates to the Smart file E-filing portal are necessary prior to the start of the 2021 filing season and if the Smart file template can include new or modified questions. One suggestion is to ask specifically if the property was listed for sale within the past 12 months rather than just the general "Listed for Sale?" question on the appeal form. Clerk Glueckert will make the necessary inquiries to Tyler for review and cost inclusion and report back to the Members.

Chair Helm acknowledges the Clerk's disclosure of not hosting an annual Attorney Meeting and suggests the focus be moved to Quad years only.

#### **6.1 2021 Rules of the Board of Review- Draft Presentation**

The Board of Review members reviewed the 2021 Rules of the Board of Review Draft Rules presented today, April 1, 2021 for approval and presentation for the public comment period. On a motion by Member Paslawsky, seconded by Member Monie the 2021 Draft Rules of the Board of Review are approved by unanimous vote 3-0. Clerk Glueckert will present the 2021 Draft Rules of the Board of Review for Public Comment on the Board of Review Website for a period of no less than 10 days. Specific timeline dates for the public comment period are to be determined soon.

#### **7. Executive Session**

**7.1 (5 ILCS 120/2(c)) Executive Session to Discuss Board Member Alternates**

Chair Helm motions to move into Executive Session under (5 ILCS 120/2 (c)) to review Board Alternate Members for potential appointment nomination to serve during the 2021 appeal season, and the motion is seconded by Member Monie. The Board Members enter Executive Session at 11:27 A.M.

On a motion received by Member Paslawsky and seconded by Member Monie, the Board returns to Open session at 12:07 P.M.

During Open session, the Board of Review members presented Clerk Glueckert with the 2021 Board Alternate Member List. Chair Helm requests Clerk Glueckert extend an invitation to the Alternate Members listed which the Board has recommended to serve at their request for the 2021 Board of Review season. It was noted that the invitation to serve does not automatically guarantee any specific number of days or hours. Alternate members accepting the invitation are subject to formal appointment approval by the Lake County Board and should submit a recent Resume for the Clerk's inclusion to the County Board Agenda in June.

Chair Helm also announced the Board Members will re-convene midseason to discuss Alternate Member performance and training related concerns.

**8. Adjournment**

Member Paslawsky motioned to adjourn, seconded by Member Monie. The motion carried unanimously 3-0. The meeting adjourned at 12:26 P.M.