

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, July 22, 2021

10:00 AM

Zoom: [https://us02web.zoom.us/j/88371963071?](https://us02web.zoom.us/j/88371963071?pwd=eINXMVZxTGtoREZDbTNmdFJONUtmdz09)  
[pwd=eINXMVZxTGtoREZDbTNmdFJONUtmdz09](https://us02web.zoom.us/j/88371963071?pwd=eINXMVZxTGtoREZDbTNmdFJONUtmdz09)

Meeting ID: 883 7196 3071 Passcode: 188851  
Dial by your location: 1 312 626 6799 US (Chicago)

**Lake County Board of Review**

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

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

**Staff Attendees:** Glueckert, and Crawford

**2. Approval of Minutes**

**Regular Session: June 10, 2021**

The Board of Review members reviewed the minutes from their Thursday, June 10, 2021 meeting. Member Herbst motioned to approve. Member Paslawsky seconded the motion. The Board members approved the minutes as presented 3-0.

**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

**5. Old Business - None**

**6. New Business - CCAO Report**

Clerk Glueckert announced that the first final appeal filing deadline for 7 out of 18 townships will be August 9, 2021. The Recorder of Deeds Department is experiencing high levels of deed submissions, noting a potential gap in the recording of Sales PTAX 450 forms. The Clerk recommends to Members and Alternates to seek MLS listings to validate appeals based upon recent sales. Clerk Glueckert additionally shared a reminder to Members and Alternates that a Board of Review decision carries through the quadrennial assessment cycle both at the Board of Review Level and with the State's Property Tax Appeal Board. Members discussed and Chair Helm approved the practice of granting a sale price for only one year.

The Clerk announced the first set of hearing schedules will begin the last full week of August. Schedules will be set according to the Board's new approach for virtual live hearings in the morning and nonappearance letter hearings set for the afternoon.

Member Herbst raised a concern for the appellants with hearing impaired challenges; asking the Clerk to ensure the Law Library is available for access and use by these individuals.

Finally, Clerk Glueckert informed the Members of his discussions with the Assistant State's Attorneys regarding the current OMA Gubernatorial Declaration. At the present time, their recommendation is for the Board to operate under the context of the existing determination letter.

**6.1 2021 Determination Letter**

At the recommendation of the Assistant State's Attorneys, Chair Helm asked for a motion to Execute the Letter of Determination for the 2021 Board of Review Season. Member Paslawsky motioned to accept the OMA Determination Letter for Appeal Hearing Format, Member Herbst seconded the motion. The Board members approved the motion 3-0. Chair Helm executed the document by affixing her signature. The Determination Letter will be publicly viewable on the Board of Review Webpage.

**6.2 Discussion of Alternate Member Training**

Chair Helm presented the Members with an outline for the Board of Review Alternate Training Session. Members discussed & outlined specific presentation responsibilities.

**7. Adjournment**

Prior to adjourning, the Members set August 12, 2021 as their next regular meeting date inclusive with Alternate member training. Member Paslawsky motioned to adjourn, seconded by Member Herbst. The motion carried unanimously 3-0. The meeting adjourned at 12:14 P.M.