

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, June 1, 2022

10:00 AM

18 N. County Street, 6th Floor, Waukegan IL 60085

Conference Room 6 E

Lake County Board of Review

1. Call to Order - Chair Helm called the meeting into order at 10:04 A.M.

Board Attendees: Chair Helm, Member Paslawsky and Member Herbst
County Clerk Attendee: Robin O'Connor
CCAO Staff Attendees: Glueckert, and Crawford

2. Approval of Minutes

Regular Session - May 26, 2022

The Board of Review members reviewed the minutes from their Thursday, May 26, 2022 meeting. Member Paslawsky motioned to approve. Member Herbst seconded the motion. The Board members approved the minutes as presented 3-0.

3. Public Comment - None

4. Certificate of Errors

Members reviewed and approved the electronic Certificate of Errors that were presented, with no exceptions.

Clerk Glueckert advised the larger than normal volume of Certificate of Errors being submitted are a result of Seniors and Veteran taxpayers not having renewed their annual exemptions by the filing deadline for tax year 2021. As a result, the CCAO staff has re-prioritized their efforts to ensure this influx of corrections are processed in an exponential manner to the County Treasurer's Office.

5. Old Business - Alternate Member Training

Clerk Crawford confirmed the 10th Floor Assembly room has been confirmed for the selected date of Thursday, August 11, 2022.

Additionally, the six (6) qualifying Statewide Candidates have confirmed their availability for the Special Agenda-Executive Session Interviews on Thursday, June 23, 2022.

6. New Business- John Paslawsky -Two year term, Oath of Office

County Clerk, Robin O'Connor administered the Oath of Office for member, John Paslawsky. He was re-appointed to the Lake County Board of Review by the County Board for a two-year term beginning June 01, 2022, ending May 31, 2024.

Additional New Business- CCAO Update.

Clerk Glueckert shared with the Members the publication schedule will differ slightly from previously stated due to our Print Shop processing voter ballots for the upcoming election. The new publication schedule has six (6) townships publishing on July 14, 2022, another six (6) townships publishing on July 28, 2022 and the final six (6) township publishing on August 11, 2022. The clerk is forecasting approximately the same number of appeals as last year and therefore anticipates the Board of Review concluding their work by the end of October.

6.1 Election of 2022 Board of Review Chairperson

Member, Nathan Herbst was elected as Chairperson for the 2022 Board of Review season. 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.

The minutes moving forward now acknowledge then newly appointed Chairperson; Chair Herbst.

6.2 Adopt the 2022 Rules of the Lake County Board of Review

Clerk Crawford presented Chair Herbst with the Final draft of the 2022 Rules of the Board of Review dated June 1, 2022 for the Chair's review having made no other changes. Upon review by the Chair, Clerk Crawford makes the appropriate named title changes to the 2022 Rules of the Board of Review. Chair Herbst called for a motion to Adopt the 2022 Rules of the Lake County Board of Review. Member Paslawsky motioned to Adopt. Member Helm seconded the motion. Members affixed their signatures, and the 2022 Rules of the Lake County Board of Review were officially adopted.

Clerk Crawford will direct staff member Jenine DeAcklen to post the 2022 Rules of the Board of Review on the Boards webpage.

6.3 Discussion of Non Homestead Hearing Date

Clerk Glueckert advised the members that staff clerk, Diane Ruiz will have a full day's schedule of hearings ready for Tuesday, August 9, 2022. The members agreed with this date.

6.4 Discussion of Alternate Member Training

Clerk Crawford having previously confirmed the date of Thursday, August 11, 2022 under Agenda Item 5. Old Business, the Board tentatively set Thursday, July 21, 2022 as their meeting date to discuss specific agenda topics. Chair Herbst makes a recommendation to extend an invitation to the Alternate Members to gain their perspective on the areas of interest they would like to see covered during the Alternate Member Training. Chair Herbst also mentioned condensing the name list and giving an opportunity to the Board's "seasoned" alternate members to provide their suggestions and or edits to the prefilled explanations on the Board's Change and No Change reason codes. Members Helm and Paslawsky agreed to the idea. Clerk Glueckert will initially follow up with staff clerk Kipp Wilson, to determine if any system limitations prevent changes to the name and or prefilled data fields. Clerk Crawford can then begin to draft an email invitation for the Alternates to share their ideas.

7. Adjournment

Prior to adjourning the Members re-confirmed Thursday, June 23, 2022 at 9:00 A.M. as their next meeting and tentatively set Thursday, July 21, 2022 as their next subsequent meeting date.

Member Helm motioned to adjourn, seconded by Member Paslawsky. The motion carried unanimously 3-0. The meeting adjourned at 11:14 A.M.