

COUNTY OF KANE

Kane County Board of Review
Timothy J. Sullivan, MAI, SRA, Chairman
Constantine "Dino" Konstans, Member
Michael E. Madziarek, CIAO, Member
Mark D. Armstrong, CIAO-M, Clerk



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2023 Session of the Board of Review
Meeting Agenda for August 16, 2023 @ 1:30 p.m.
Kane County Board of Review Hearing Room A
719 Batavia Avenue, Building C • Geneva, Illinois 60134

- 1. Introductions**
- 2. Additional Member Documentation**
 - a. Availability Survey
 - b. OMA Training
 - c. Ethics Training
 - d. Sexual Harassment Training
 - e. Oath of Office
- 3. Schedule and Payroll issues**
 - a. Schedules emailed/posted monthly
 - b. Punching in once per session
 - c. Payroll process (direct deposit)
- 4. Process issues**
 - a. Forms and Rules
 - b. 8:15-noon and 12:45-4:30
 - c. Hearing Types: *Conference call* and *Non-appearance*
 - d. Technology
 - i. Surface Pro Tablets with multiple monitors
 - ii. SharePoint evidence files
 - e. Matters of Law
- 5. Hearing Format (Generally 15-30 minutes)**
 - a. Participants
 - i. Board of Review
 - ii. Deputy Clerk
 - iii. Taxpayer
 - iv. Assessor
 - v. Intervener
 - b. Evidence must be submitted in advance; no discussion of facts not in evidence

Additional Member Training Session Agenda
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- c. Burden of Proof
 - i. Preponderance of evidence
 - ii. Clear and convincing evidence
 - iii. Debatable Matters are to be decided “in favor of taxation”¹
 - d. Ethics
 - e. Decisions
 - i. Identify a reason code in motion
 - ii. Provide actual numbers in motion
 - iii. Sign decisions
- 6. Questions and Discussion**
- 7. Recess at the Call of the Chairman**

¹ “**** all facts are to be construed and all debatable questions resolved in favor of taxation. Every presumption is against the intention of the State to exempt property from taxation.” *Follett's Illinois Book and Supply Store, Inc. v. Isaacs*, 27 Ill.2d 600, 190 N.E.2d 324 (1963).