

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 Minutes for August 15, 2023 @ 9:00 a.m. Kane County Board of Review Hearing Room A/B 719 Batavia Avenue, Building C • Geneva, Illinois 60134

- 1. Introductions.** The Board of Review convened at 9:00 a.m. on Tuesday, August 15, 2023 in hearing room A/B of Building C of the Kane County Government Center. The following members were physically present: Chairman Sullivan, Additional Member Carlo Capobianco, Additional Member Bruce Darata, Additional Member John Orin, and Additional Member Robert Wilson. Others physically present included Clerk Armstrong, Chief Deputy Clerk Holly Winter, and Deputy Clerk Angie Martin.
- 2. Additional Member Documentation.** Clerk Armstrong addressed additional member documentation with all additional members present.
- 3. Schedule and Payroll issues** Chief Deputy Clerk Winter reviewed scheduling and payroll processes for additional members of the Board.
- 4. Process issues.** Clerk Armstrong reviewed each of the Board's forms as well as Board of Review rules concerning *ex parte* communications and ethics. Session length was reviewed, as were the distinctions between conference call hearings and non-appearance hearings. Board members were advised that if a complainant claimed a preferential assessment, the Clerk would work with the State's Attorney to provide legal and technical assistance.
- 5. Hearing Format.** Clerk Armstrong noted that Board hearings on residential property would be scheduled 15 minutes apart, and commercial or industrial hearings would be scheduled 30 minutes apart. The role of each participant was discussed, as well as ensuring that all evidence discussed was presented in advance of the hearing. of proof were reviewed. Ethics were emphasized in order to promote public confidence in the Board's processes. The process for making and recording the decisions was shown.
- 6. Questions and Discussion.** Members asked about some of the technical aspects (e.g., use of the computer screens for reviewing evidence), and those processes were explained.
- 7. Recess at the call of the Chairman.** The Board recessed at 11:05 a.m.