

COUNTY OF KANE

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



719 Batavia Avenue, Building C
Geneva, Illinois 60134-3000
(630) 208-3818
www.KaneCountyAssessments.org

2023 Session of the Board of Review Meeting Minutes for June 1, 2023 @ 9:00 a.m. Kane County Board of Review Hearing Room A 719 Batavia Avenue, Building C • Geneva, Illinois 60134

- 1. Call to Order.** The Board of Review convened at 2:00 9.m. on Thursday, June 1, 2023 in conference room A of Building C of the Kane County Government Center. The following members were physically present: Chairman Sullivan, Member Madziarek, and Member Abell. Others physically present included Clerk Armstrong, Chief Deputy Clerk Holly Winter, and Deputy Clerk Angie Martin.
- 2. Public comment on agenda items.** No comment was made.
- 3. Approval of Minutes of the April 24, 2023.** MOTION: Approve the minutes as presented (Madziarek/Abell); passed unanimously.
- 4. Adoption of the 2023 Rules and Procedures** (see item 5)
- 5. Adoption of 2023 Forms** No changes were proposed for the forms. Member Madziarek suggested adding a blank for Monthly Gross Income to the Commercial/Industrial Complaint form, and there was consensus in support of this change. MOTION: Approve the Rules and Procedures and Forms for 2023, subject to the addition of a blank for Monthly Gross Income to the Commercial/Industrial Complaint form (Sullivan/Abell); passed unanimously.
- 6. Approval of Certificate of Error Run** Board members individually reviewed and signed the Certificates of Error issued by the Supervisor of Assessments.
- 7. Discussion on PTAB hearing procedures** Clark Armstrong noted that all PTAB hearings will not be held in Springfield instead of Geneva; he described the expense reimbursement process that would be used for Board Member out-of-pocket expenditures.
- 8. Additional Business.** Clerk Armstrong reported that Blackberry Township Assessor Uwe Rotter was retiring, and that the Town Board has entered into a contract with Riley Kavanaugh to undertake those duties.
- 9. Public comment on non-agenda items.** No comment was made.

10. Recess at the call of the Chairman. MOTION: Recess the 2023 Session of the Kane County Board of Review until reconvened at the call of the Chairman (Sullivan/Madziarek); passed unanimously. The Board recessed at 3:05 p.m.