

# 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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[Assessments.KaneCountyIL.gov](https://Assessments.KaneCountyIL.gov)

**2024 Session of the Board of Review**  
**Meeting Agenda for August 5, 2023 @ 1:30 p.m.**  
**Kane County Board of Review Hearing Room A/B**  
**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**  
**Page 2 of 2**

- c. Burden of Proof
  - i. Preponderance of evidence
  - ii. Clear and convincing evidence
  - iii. Debatable Matters are to be decided “in favor of taxation”
- d. Burdens of Proof on Vacancy Claims
- e. Ethics
- f. 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**