

# 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



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## **2022 Session of the Board of Review Meeting Minutes for March 23, 2022 @ 2:00 p.m. Kane County Board of Review Hearing Room A 719 Batavia Avenue, Building C • Geneva, Illinois 60134**

### **1. Call to Order**

The meeting was called to order at 2:00 p.m.

*Members present physically:* Abell, Madziarek, Sullivan.

*Members absent:* None.

*Others present physically:* Clerk Armstrong, Chief Deputy Clerk Holly Winter, Deputy Clerk Jodi Bingman, Deputy Clerk Donna King

### **2. Election of a Chairman for the 2022 session**

MOTION: Nominate Tim Sullivan as Chairman for the 2022 session (Abell/Madziarek). Passed unanimously.

### **3. Public Comment on Agenda Items**

No comment was made.

### **4. Approval of Minutes of the January 14, 2022 meeting**

MOTION: Approve the minutes as presented (Sullivan/Madziarek). Passed unanimously.

### **5. Discussion: Rules and Procedures for the 2022 session**

The Board reviewed the draft Rules and Procedures provided by Clerk Armstrong, which made no substantive changes from the 2021 session. The Board discussed various scenarios where in-person hearings might be considered, but decided to retain the format of conducting all hearings remotely for the reasons that follow:

- The process went very smoothly in 2021;
- The process feedback from both attorneys and assessors in 2021 was overwhelmingly positive;
- The public health status in late 2022 is still unknown; and
- The uniformity of process for all persons appearing before the Board is important.

The Board then discussed the possibility of developing a uniform income approach form for use by complainants and assessors. The Board directed Clerk Armstrong to create a draft of the form similar to the one used by the Lake County Board of Review for consideration at a future meeting.

Finally, the Board discussed the process for defending appeals before the Property Tax Appeal Board. The Board directed Clerk Armstrong to continue administration of the processes he had already put into place, and then discussed the possibility of creating a system where all Board members, the Clerk, and Deputy Clerks could have one database of information regarding appeals. Member Madziarek was tasked with providing a spreadsheet containing the data that would be helpful to Board members and then forward it to Clerk Armstrong for administrative data columns to be added. The process would be further reviewed at the next meeting of the Board of Review.

**6. Additional business**

There was no additional business before the Board of Review.

**7. Public Comment on Non-Agenda Items**

No Comment was made.

**8. Recess at the call of the Chairman**

MOTION: Recess the meeting until the call of the chair (Sullivan/Abell). Passed unanimously. The meeting recessed at 3:50 p.m.