



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

SECTION 2: OVERVIEW

Subject: Appoint New Board of Review Member **Requested by:** Jennifer Boyd, CCAO

To Committee(s): County Services, Executive, County Board **Meeting Date(s)** 5/15, 5/18, 5/25/2023

Action Requested (Select One): Motion Resolution Ordinance Contract Approval

Executive Session YES NO **5 ILCS 120/2(c) Exception:** _____

Requestor's Recommended Action:

Approve resolution for the appointment of Cole Olson to the Board of Review, replacing Tom Mead.

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.

As a county under township organization with less than 3 million inhabitants, Lee County has an established Appointed Board of Review consisting of 3 citizens of the county. Political Makeup of the 3 member Board of Review must consist of 2 members from the political party polling the highest vote for any county office in the county at the last general election (Republican) and 1 member not affiliated with that party. (35 ILCS 200/6-15). Current BOR member Tom Mead has resigned effective May 31, 2023. I am proposing Cole Olson be appointed for a two-year term beginning June 1, 2023. (35 ILCS 200/6-5) I have confirmed he meets the political party requirement. Further, his agricultural perspective will bring a balance to the other two non-farming members. Please see attached for a more detailed list of qualifications and responsibilities of Board of Review Members.

SECTION 4: FINANCIAL IMPACT

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.

Budgetary Status (check all that apply): **Cost of Proposed Action:** _____

- This action has no budgetary implications.
- Funds are available in this FY budget. Line-item Description/Number _____
- Funds are not budgeted in this FY. Proposed funding source: _____
- If approved, funds will be requested for this action in next year's budget.
- This action will bring in additional revenue of \$_____ Line-item _____
- This action will reduce expenditures and/or be budget neutral.

Qualifications

- Three-member panel (35 ILCS 200/6-5)
 - Two members affiliated with the political party polling the highest vote of any county office in the county; One member not affiliated with that party
- Appointed by the County Board Chair, with the consent of the County Board
 - 2-year term, commencing on June 1st
- Per 35 ILCS 200/6-10, “shall within one year of taking office successfully complete a basic course in assessment by the Department [of Revenue]”.
 - Basic Course is currently offered for 2023 in person as a three-day course in Springfield. Class being June 21st and 22nd, with test being administered June 23rd.
 - Home Study Course is available with Examination scheduled August 23, 2023 in Kane County and other dates in Springfield.

Ideal Candidate Qualities

- Ideal candidate is an open-minded individual with the ability to make a fair judgment (within statutory guidelines) when presented with factual information from two opposing points of view.
- Strength of character is a must – as the “right” decision can be contrary to the taxpayers request
- Diplomacy and people skills are also a must when communicating with taxpayers who are trying to understand and work within the often complex Illinois tax system
- Must have flexible schedule during the months of Dec. through Feb. for daytime meetings

Responsibilities

- Statutory authority to confirm, reduce, or increase any assessment as appears just
- Determines the correct assessment of any parcel which is the subject of an appeal according to the law, based on standards of uniformity, market value, correctness of facts, evidence, exhibits and briefs submitted to the Board from an appellant, assessor and/or other interested parties.

Schedule

- Annual organization meeting in early June (2 hours)
- Review submitted assessment appeals during December and following January/February
 - Time commitment varies based on number and complexity of appeals filed
 - Average 85 appeals from 2015-2022 with a decrease in appeals since 2020 (average 80 last three years).
 - Estimated average of 30 minutes of time spent per appeal
 - 85 appeals = 42.5 hours of meetings (5-6 days)
- Typically wrap-up BOR session by early to mid-February

Compensation

- Annual salary of \$2,350
- Mileage reimbursement for travel to/from meetings

For More Information

- Lee County website: www.leecountyil.com ; Select Board of Review from “Your Government” drop-down
- Contact two current BOR members
 - Jim Smith @ 815-288-6645
 - Lori Erbes @ 815-535-6295
- Contact Chief County Assessment Officer, Jennifer Boyd @ 815-288-4483.