



Village Board Meeting Minutes
Union Grove Municipal Center 925 15th Avenue
Monday, June 1, 2026

1. **Call to Order** – Janine Carls, Clerk, called the meeting to order at 6:00 p.m.

2. **Roll Call - Quorum Present**

Board of Review Members	Board of Review Alternates	Staff
Doug Nelson – Absent Rob Funk – Present Dan Maurice – Present Aaron Alby – Present Barb Geschke – Absent	Marco Celeste – Present Sherry Gruhn – Absent David Kovach – Present	Janine Carls, Clerk

3. **Appointment of a Chairperson**

Motion (Alby, Maurice) to appoint Rob Funk as Board of Review Chairperson, Motion Carried (MC).

4. **Appointment of a Vice-Chairperson**

Motion (Maurice, Funk) to appoint Aaron Alby as Board of Review Vice-Chairperson, MC.

5. **Approval of Minutes** - Approval of August 11, 2025, Board of Review meeting minutes

Motion (Alby, Maurice) to approve the August 11, 2025 Board of Review meeting minutes, MC.

6. **Clerk's Report**

a. Confirmation of appropriate Board of Review and Open Meeting notices

Carls reported that a combined notice for the following was published in the Westline Report on April 23, 2026:

- *Board of Review first meeting scheduled for June 1, 2026*
- *Board of Review meeting scheduled for July 22, 2026, from 5:00 p.m. to 7:00 p.m*
- *Open Book Reviews scheduled from June 22nd through July 7th, 2026*

In addition, a Revaluation Notice was posted to the website and bulletin board on April 23, 2026.

b. Verification that at least one member of the Board of Review has met training requirements

Carls reported that BOR member, Rob Funk, completed the training requirement on May 27, 2026.

c. Verification of ordinance adoption providing for confidentiality of income and expense information provided to Assessor (see Article IV, Division 4, Section 2-234 of the Village of Yorkville Code of Ordinances)

Carls confirmed that Section 2-234 of the Village Code of Ordinances is properly adopted and active, establishing the legal confidentiality and public records exemption for assessor-obtained financial data.

d. Review of Ordinance 2015-03 which established procedures and criteria for waiving board of review hearing requests

Carls reviewed Ordinance 2015-03 (Section 2-236 of the Village of Yorkville Code of Ordinances) which establishes procedures and criteria for waiving board of review hearings.

7. **Establishing a Board of Review Policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests**

Carls explained that this state-recommended policy governing requests for remote testimony at the Board of Review must be approved annually and provides a structured framework detailing when a

taxpayer may be accommodated, as well as the clear criteria the Board uses to deny a request if a physical appearance is deemed necessary.

Motion (Alby, Maurice) to adopt the Board of Review Policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests as presented, MC.

8. Prepared Taxpayer Video

Item 9, Review of the Findings of Fact, Determinations, and Decision worksheet, preceded the viewing of the Taxpayer Video. Rob Funk was excused after the worksheet was reviewed and before the viewing of the Taxpayer Video as he had already completed this training. No formal action taken.

9. Review of the Findings of Fact, Determinations, and Decision worksheet

Walked through the worksheet. Carls will research and provide answers to questions related to the third tier of the Rules of Best Evidence chart to Board of Review members and alternates. No formal motions voted upon.

10. Adjournment until Wednesday, July 22, 2026, at 5:00 p.m.

Motion Alby, Maurice) to adjourn at 7:16 p.m., MC.

Respectfully submitted,
Janine Carls
Clerk