

JO DAVIESS COUNTY
BOARD OF REVIEW
MEETING MINUTES
DECEMBER 15, 2025

I. Call to Order

The meeting was called to order at 430PM

II. Roll Call

Dave Marcure, TA - Absent
John Huschik, TA - Present
Sandy Davis, TA - Present
Gerarda Leahy-Keppler, TA - Absent
Theresa Cole, TA – Present
Doug Anderson, TA - Absent
Julie Spangler, Deputy - Present
Laura Edmonds, CCAO – Present

Also in attendance, Board of Review Member Wiedenheft, and Stewart

III. Public Comment of Agenda Items

Public Comment of Agenda Items – None Given

IV. New Business

A. Discuss and review Township Assessor's guidelines for the 2026 assessment year B. Process of preparing and submitting Board of Review rebuttals for complaints C. Process of preparing corrections once the 2026 assessment books have been submitted

Reviewed the 2026 assessment Cycle instructional handout binder, the statutory deadline, and Quadrennial Townships for 2026 assessment cycle. Reviewed procedures and expectations for sketching, taking photos, and completing the Jo Daviess County New Construction Booklets.

1. Deadline is Monday, June 15, 2026
2. Requested when valuing the Quad (you start at the beginning of the township, once 50 pages have been completed, they are submitted to the County for review)
3. Valuation – Land - reviewed
4. Data entry, and note entries were reviewed.
5. Reviewed the processes of electronic corrections after the BOR notices have been printed.
6. Reviewed continuing education requirements due by the end of 2026.
7. Other valuation procedures were then reviewed

- a) Easements
- b) Commercial property
- c) Flood areas – Use GIS Flood Plain for reference
- d) Identify your neighborhoods – Work in progress

- c) DevNet Updates – informed staff of updates, with new look
- d) Sales Ratio & trending – reviewed

V. Additional Business

- 1) Informed TA's that the New Year Roll would not be happening until late January;
- 2) New Rep with DevNet offering training; will look at Feb 2026;
- 3) TA systems – wants the full ASSESSOR program. We only have CAMA now — will look into it.
- 4) Recommendation to look into basic Excel class, and advanced class with pivot tables.

VI. Public Comment on Non-Agenda Items

None Given

VII. Adjourn

Adjourned at 524PM