

**Minutes of the Regular Meeting of the
Batavia Township Board
131 Flinn St., Suite B
Batavia, IL 60510**

Tuesday – February 11, 2025

- 1. Call to Order:** The Batavia Township Board meeting was called to order at 7:00 p.m. by Supervisor Leigh Tracy. Trustee Jennifer Zorn led the Pledge of Allegiance.
- 2. Roll Call:** The Clerk called the roll. Attending the meeting were Supervisor Leigh Tracy, Clerk Penelope Tracy, Trustees Walt Donat, Troy Tousana, John West, and Jennifer Zorn, Township Road Commissioner Chris Long, Township Assessor Tammy Kavanaugh and Township Attorney Van Larson. Videographer Audrey Karpf recorded the meeting for BATV.
- 3. Approval of Minutes:** Trustee Donat moved to approve the Batavia Township Board Minutes for January 14, 2025. Trustee Tousana seconded the motion. Roll call for approval of the minutes: Ayes – 5, Nays – 0. The minutes were approved.
- 4. Supervisor’s Report:** Supervisor Tracy reviewed the bank balances and the budget reports showing balances by fund for the tenth month of the fiscal year. He noted that due to a shortage in the General Fund budget, he is holding payment for some bills until the next fiscal year. There are adequate funds in the General Assistance account to cover payments through the current fiscal year. The next tax revenue payment will be received by July. Tracy also reported that the township audit for the fiscal year 2022-2023 has begun and is progressing more quickly than the last audit. Finally, he reported that the case pending before the Illinois Human Rights Commission has been dismissed.
- 5. Approval of Bills to be paid in February:** Trustee Zorn moved to approve payment of the February Road District bills in the amount of \$27,240.24. Trustee West seconded the motion. The motion to approve these bills was passed with a 5/0 vote. Trustee West moved to approve payment of the February General Fund and Assessor’s Fund bills in the amount of \$61,583.92. Trustee Tousana seconded the motion. The motion to approve these bills was passed with a 5/0 vote.
- 6. Assessor’s Report:** Assessor Kavanaugh reported that the Kane County Board of Review has completed the review of 2024 taxpayer assessment complaints. All tax assessment changes within Batavia have been recorded, and her staff are compiling new

neighborhood reports. She is currently valuing home improvements such as bathroom and kitchen upgrades based upon building permit data obtained from the City of Batavia Building Department. Trustee Donat asked if the building department data is readily obtainable and Kavanaugh stated that the cooperation is better than in the past. She also stated that one of her goals is to become more efficient in processing permit data, so improvements are captured when assessing property values.

- 7. Road Commissioner's Report:** Commissioner Long reported that the cold temperatures and frozen ground have allowed his staff to trim trees. He is now waiting for the snow to arrive. The first months of the year are generally a slow time for his department and allow his crew to work on off-season equipment.
- 8. Trustee Reports:** Trustee West reported that he attended a 708 Board (Mental Health) meeting via Zoom where the board thanked Batavia Township for not only funding their request for financial support by 100% but also making the full payment.
- 9. Public Participation:** None.
- 10. Old Business – 2025-2026 Budget (April 1, 2025 – March 31, 2026):** Prior to the meeting, Supervisor Tracy distributed revised documents for the continued review and discussion of the township's proposed budget for the next fiscal year. He noted that the public budget hearing is scheduled for March 11, 2025, at 6:45 p.m., followed by the regular board meeting where the trustees will adopt the budget. He reported that Assessor Kavanaugh and Trustee West met with him to work on the assessor's portion of the budget as presented to date. He also noted that some budget categories for supervisor and assessor expenses were changed to align with each other for similar expenses. Any additional changes to the township budget can be made prior to March 11, 2025.

The first document discussed was a summary page for the Batavia Township budget that shows the total tax levy of \$1,424,000 plus additional revenue totaling \$43,000 from these sources: personal property replacement tax (\$15,000), assessor bonus (\$3,000 – a passthrough amount received from the state and paid to the assessor if eligible for the bonus), interest (\$10,000) and carryover from the current budget (\$15,000). The total anticipated revenue for 2025-2026 is \$1,467,000. The estimated budget expenditures totaling \$1,457,000 by funds within the township are:

Supervisor	\$640,000
Assessor	\$308,000
Mental Health	\$483,000 (amount requested by the 708 Board)
General Assistance	\$ 26,000

Tracy noted that the amount budgeted for legal fees was reduced, accounting (audit) expenses were increased. and a portion of the case manager's salary was added to the general assistance budget. The trustees discussed the allocation of expenses shared by the supervisor's office budget and the assessor's office budget. Trustee Zorn asked why the expenses are generally split with 1/3 paid from the supervisor's budget and 2/3 paid from the assessor's budget. Tracy explained that the formula was established years ago probably based on the amount of office space occupied by the assessor and staff and the number of employees within each office. Kavanaugh expressed concern that her budget might be covering more than her fair share of the expenses, citing computer maintenance bills as an example. Tracy assured her that those bills are split based on the details included in the invoice. Trustee West stated that this issue could be revisited as an office accounting procedure.

The only item discussed during a review of the proposed Road District budget was to clarify that the accounting fee added to the road budget related to a 50% share of the audit expense.

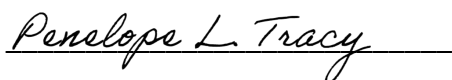
11. New Business - Budget Transfers: Supervisor Tracy requested approval to transfer amounts within budget funds to accurately reflect the expenses paid and eliminate deficits within budgeted categories. The trustees agreed the transfers could be included in one motion instead of separate motions. Trustee Donat moved to transfer the following budget amounts:

- General Fund Budget - \$5,000 from Administrative Expense to Legal Services
- Assessor's Fund Budget - \$2,000 from Rent to Programming Software, \$3,000 from IMRF/HEA to Programming Software, \$1,500 from Wages & Payroll to Dues Travel & Training, \$1,500 from Wages & Payroll to Utilities

The motion was seconded by Trustee Tousana. The motion was approved 5/0.

12. Executive Session – Legal Matters: Trustee Zorn moved to adjourn into closed session. The meeting adjourned at 7:42 p.m.

13. Adjournment: The regular meeting resumed, no further business was conducted, and Trustee Zorn moved to adjourn. Trustee West seconded the motion, and the meeting adjourned at 8:05 p.m. The next meeting of the Batavia Township Board is March 11, 2025, at 7:00 p.m. preceded by a Budget Hearing at 6:45 p.m.



Penelope L. Tracy, Township Clerk