

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

Tuesday – May 13, 2025

- 1. Call to Order:** The Batavia Township Board meeting was called to order at 7:03 p.m. by Supervisor Leigh Tracy who 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, Road Commissioner Chris Long, Assessor Tammy Kavanaugh and Township Attorney Van Larson. Also attending the meeting were newly elected trustee Michelle Hilliard, Karen West, and Sara, Isabella, and Mason Moses. Videographer Audrey Karpf recorded the meeting for BATV.
- 3. Approval of Minutes:** Supervisor Tracy requested a motion to approve last month's minutes. Trustee Tousana moved to approve the Batavia Township Regular Meeting Minutes for April 8, 2025. Trustee Donat 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 first month of the fiscal year 2025-2026. He stated that the first installment of property tax revenue would be received on May 21. Tracy congratulated the township officials who were elected in April. He also reported that the claimant filing the case with the Illinois Human Rights Commission had been granted a Request for Review extension until June 2, 2025. Lastly Tracy recapped the township future calendar:
 - May 16, 2025 – Meeting with social service agencies
 - May 19, 2025 – Term of office begins for Supervisor, Clerk and Trustees
 - May 24, 2025 – Dedication of Anderson Memorial Tree and Reception
 - June 10, 2025 – Regular Board Meeting with new township officers
 - June 17, 2025 – TOI Elected Official Training in Naperville
- 5. Approval of Bills to be paid in May:** Trustee Zorn moved to approve payment of the May General Fund and Assessor's Fund bills in the amount of \$74,537.41. Trustee Tousana seconded the motion. Roll call for approval of May bills: Ayes – 5, Nays – 0. The motion was approved. Trustee Zorn moved to approve payment of the May Road

District bills in the amount of \$39,059.19. Trustee West 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 2024 property tax bills have been mailed. She stated that the tax rate went down, but property assessments increased due to real estate conditions over the last three years.
7. **Road Commissioner's Report:** Commissioner Long reported that his crew is finishing the work on Nelson Lake Road that includes patching, putting down overlay, and laying gravel on the road shoulders.
8. **Trustee Reports:** None

9. **Public Participation:** None

10. **New Business – two items:**

Oath of Office for Elected Officials

Clerk Penelope Tracy administered the Oath of Office to the following township officials whose official four-year term of office will begin on May 19, 2025:

- John West – Supervisor
- Christopher Long – Road Commissioner
- Leigh Tracy – Clerk
- Walt Donat – Trustee
- Michelle Hilliard – Trustee
- Troy Tousana – Trustee
- Jennifer Zorn – Trustee

Tammy Kavanaugh was re-elected Assessor in April and will be sworn in at the January 2026 township board meeting when her new term begins.

Batavia Enterprises Lease expiring 5/31/25

Supervisor Tracy presented the new lease terms offered by Batavia Enterprises for the existing township office space. The proposed lease renewal would be a 5-year contract with a 5% increase each year. Trustees asked if the lease term could be less than 5 years and if the proposed increases were negotiable. Since Supervisor Leigh Tracy's term was ending and John West's term as supervisor was beginning, Tracy moved to authorize Supervisor West to negotiate with Batavia Enterprises regarding the terms of a new lease. Trustee Zorn seconded the motion. The motion passed 5/0.

11. **Old Business – Amend Budget and Appropriation Ordinance B2025-2026:** Since the passage of the original 2025-2026 Budget Ordinance in March 2025, two changes have impacted the township's spending plan. First, the levy requests for the Town Fund, the

Mental Health Fund, and the General Assistance Fund were reduced by the county. Secondly, the amount of carryover left in bank balances was greater than anticipated. Supervisor Tracy thanked Assessor Kavanaugh, Road Commissioner Long, and Trustee West for their efforts to revise the new budget to account for the new revenue figures. The new budget will also include a reserve item in each fund. A public hearing for the revised budget is scheduled for July 8, 2025, at 6:45 p.m. The amended budget will then be approved after the hearing at the July 8 regular board meeting.

Lastly, Tracy shared that he received an emailed request from ABATE of Illinois, Inc. (a motorcycle organization) asking that the township proclaim and recognize the "Month of May 2025 as Motorcycle Awareness Month."

Tracy ended the meeting by thanking the board and the public for the opportunity to serve as township supervisor over the last four years.

12. **Adjournment:** Trustee Donat moved to adjourn the regular meeting of the township board. Trustee West seconded the motion which was passed by voice vote. The meeting adjourned at 7:34 p.m.

The next meeting of the Batavia Township Board is June 10, 2025, beginning at 7:00 p.m.

Respectfully submitted,



Penelope L. Tracy, Township Clerk