

**Minutes of the Regular Meeting of the
Batavia Township Board
Batavia, IL 60510**

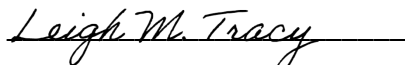
Tuesday – October 14, 2025

- 1. Call to Order:** The October Batavia Township Board meeting took place in the Township Office at 201 Houston Street. The meeting was called to order at 7:00 p.m. by Supervisor John West who led the Pledge of Allegiance.
- 2. Roll Call:** The Clerk called the roll. Attending the meeting were Supervisor John West, Trustees Walt Donat, Michelle Hilliard, Troy Tousana and Jennifer Zorn. Also attending the meeting were Assessor Tammy Kavanaugh, Road Commissioner Chris Long and Clerk Leigh Tracy. Videographer Audrey Karpf recorded the meeting for BATV. Attorney Van Larson joined the meeting at 7:05 p.m.
- 3. Approval of Minutes:** Trustee Zorn moved to approve the Batavia Township Regular Meeting Minutes for September 9, 2025. Trustee Hilliard seconded the motion. Roll call for approval of the minutes: Ayes – 5, Nays – 0. The minutes were approved.
- 4. Supervisor's Report:** Supervisor West reviewed the bank balances and budget reports showing balances by fund, ending September 30, 2025, the fifth month of fiscal year 2025-2026. Additional property tax revenue was received in September and October. Payments to be approved at this meeting will include a final disbursement to the 708 Mental Health Board. Supervisor West commented on the move of township offices to Houston Street. Metronet service is yet to be installed. West is working on the FY 23/24 Audit with Sikich. He expects this to be completed before the end of the current year. West also reported that he was presenting the Levy and Appropriation Ordinances for fiscal year 2026-2027. Final approval will be on the agenda for November. The Levy will be filed with the County Clerk in December.
- 5. Approval of Bills to be paid in October:** Trustee Tousana moved to approve payment of the October Assessor's Office and Supervisor's Office bills in the amount of \$220,239.09. Trustee Zorn seconded the motion. Roll call for approval of these amounts: Ayes – 5, Nays – 0. The motion was approved. Trustee Hilliard moved to approve payment of the October Road District bills in the amount of \$24,138.27. Trustee Zorn seconded the motion. The motion was approved with a 5/0 vote.

6. **Assessor's Report:** Assessor Kavanaugh reported that she and her staff were analyzing sales to accurately assess properties over the next several months. She reported that 40 appeals were completed for the previous tax year. They are recording building permits and new construction. Her office is also compiling data related to neighborhoods within the township.
7. **Road Commissioner's Report:** Commissioner Long reported that leaf pickup will begin in two weeks. Maintenance of a storm drain on Shagbark Drive has been completed. The Road Crew has also been doing maintenance projects in the Road District building.
8. **Trustee Reports:** Trustee Zorn reported that she had met with the Batavia 708 Board.
9. **Public Participation:** Joe Bastien and Keyana Thillet presented information about Live 4 Lali, an organization dedicated to the prevention and treatment of substance abuse.
10. **Old Business:** Supervisor West reported that reservations have been made for the November Township Officials of Illinois conference. He also encouraged attendance at the Township Officials of Kane County dinner at the Lincoln Inn on October 22
11. **New Business:**
 - Clerk Tracy administered the **Oath of Office** for Trustee Michelle Hilliard to serve as the Deputy Township Clerk.
 - **Resolution 14102025** in support of the commemoration of the 250th anniversary of the adoption of the Declaration of Independence was passed unanimously.
 - **Resolution 14102025F** regarding procedures pursuant to the Freedom of Information Act was passed unanimously.
 - The trustees unanimously supported Supervisor West's recommendation to move the November meeting of the Township Board to Tuesday, November 18, 2023.
11. **Adjournment:** Trustee Donat moved to adjourn the regular October meeting of the township board. Trustee Zorn seconded the motion which passed by voice vote. The meeting adjourned at 7:32 p.m.

The next meeting of the Batavia Township Board is November 18, 2025.

Respectfully submitted,



Leigh M. Tracy, Township Clerk