

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

**Tuesday – December 9, 2025**

**1. Call to Order:** The December 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:** 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 Audrey Karpf recorded the meeting for BATV.

**3. Approval of Minutes:** Trustee Donat moved to approve the Batavia Township Regular Meeting Minutes for November 18, 2025. Trustee Zorn seconded the motion. Roll call for approval of the minutes: Ayes – 5, Nays – 0. The minutes were approved.

**4. Public Participation:** None

**5. Supervisor's Report:** Supervisor West reviewed the bank balances for the General Fund, General Assistance and the Money Market accounts as well as the Road Fund accounts for the month ending 11/30/2025. He noted the interest in these accounts is accruing nicely. Road Commissioner Long stated the Road Fund budget and accounts are right on track. Supervisor West requested \$2,000.00 to be transferred from Internet & Phones account to Dues, Travel & Training account, and then the budget would be sufficient until the end of the year. A motion was made by Trustee Tousana and seconded by Trustee Donat to reflect this transfer of funds. The motion was approved by the board. Supervisor West further mentioned he was close to the budget projections for the year. Mental Health funds were depleted by the end of October; GA budget should be adequate for the remainder of the year. Also mentioned, Supervisor West indicated in the future, funds will need to be transferred from IMRF & Health accounts back into Wages & Expenses for both the Assessor and the Supervisor.

Metronet work was completed 12/3 and on 12/11 secure Metronet wired service will resume.

**6. Approval of Bills to be paid in October:** Trustee Tousana moved to approve payment of the December Assessor's Office and Supervisor's Office bills in the amount of \$91,874.94 as well as General Assistance bills in the amount of \$175.00. Trustee Donat seconded the motion. Roll call for approval of these amounts: Ayes – 5, Nays – 0. The motion was approved. Trustee Zorn moved to approve payment of the December Road District bills in the amount of \$27,714.36. Trustee Tousana seconded the motion. The motion was approved with a 5/0 vote.

**7. Assessor's Report:** Assessor Kavanaugh reported that she and her staff are continuing to consolidate neighborhoods. They are checking building permits and starting to review sales data to be prepared to assess again if necessary. The City of Batavia is providing adequate assistance and information. Supervisor West noted that property on the East side of town has been acquired for an expected Data Center. Assessor Kavanaugh stated that in prior training, she learned Data Centers have been valued as personal property.

**8. Road Commissioner's Report:** Commissioner Long reported an abundance of snow plowing. A few mailboxes were affected but quickly repaired or replaced.

**9. Trustee Reports:** None

**10. Old Business:** Information and data to finalize the 23/24 audit has been turned over to Sikich. The report is being finalized and reviewed and is expected to be presented at the January meeting. Supervisor West indicated the audit went well. The necessary items to complete the 24/25 audit should be ready to submit by the end of February. Upon completion of that audit, the timeline should be restored for timely completion of yearly audits.

**11. New Business:** West reported that the levy for fiscal year 2026-2027 has been out for several months and reviewed and he asked for approval of General Town Fund Tax Levy Ordinance # TL26-27. The total of \$1,467,060.00 is comprised by General Corporate Tax between Supervisors and Assessors Office in the amount of \$952,960, General Assistance in the amount of \$16,500 and \$497,600.00 for Mental Health. This Levy request represents 4% over the actual tax extension from Kane County which is \$1,410,637.00. A motion to approve Levy TL26-27 was made by Trustee Tousana. Trustee Donat seconded. The motion was approved 5-0. Supervisor West asked for approval of the Road Fund Tax Levy Ordinance RD26-27 in the amount of \$650,370.00. Motion to approve the Road Fund Levy was made by Trustee Zorn and Trustee Hilliard made a second. The motion was unanimously approved.

Next meeting - January, 13, 2026, 7:00pm

**12. Executive Session:** Trustee Donat made a motion to adjourn to executive session. Trustee Zorn provided the second. The motion passed unanimously by voice vote.

**13. Adjournment:** After returning to the regular meeting, the motion to adjourn was made by Trustee Zorn with a second by Trustee Hilliard. The motion passed unanimously by voice vote. The meeting was adjourned at 8:07pm.

Respectfully submitted,

*Michelle Hilliard*

Michelle Hilliard, Deputy Township Clerk