

Batavia Township  
131 Flinn St. Suite B  
Batavia, IL 60510

Leigh Tracy, Supervisor  
Christopher Long, Highway Commissioner  
Tammy Kavanaugh, Assessor  
Penelope Tracy, Clerk

Trustees:  
Walter Donat  
Troy Tousana  
John West  
Jennifer Zorn

**Tuesday, March 12, 2024**  
**Budget Hearing 6:45pm**  
**Regular Monthly Meeting 7:00pm**

### **AGENDA**

1. Call to Order and Pledge
2. Roll Call
3. Approval of Minutes from February 13 meeting
4. Supervisor's Report
5. Approval of Bills to be paid in March
  - General Fund
  - Road Fund
6. Assessor's Report
7. Road Commissioner's Report
8. Trustee Reports
10. Public Participation
11. Old Business – Township Budget 2024-25
  - Road District Budget 2024-25
12. New Business
  - Transfer in Permanent Road Fund - \$15,000 from Capital Outlay Equipment To Vehicle Equipment and Maintenance
13. Adjournment

- Next meeting April 9, 2024
- Regular meeting 7:00 pm
- Annual Town Meeting 7:30 pm



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

**Tuesday – February 13, 2024   \*\* DRAFT \*\***

1. **Call to Order:** The Batavia Township Board meeting was called to order at 7:00 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 Troy Tousana, John West, and Jennifer Zorn, Road Commissioner Chris Long, Assessor Tammy Kavanaugh, and Township Attorney Van Larson. Trustee Donat was absent. The meeting was recorded by BATV videographer Audey Karpf.
3. **Approval of Minutes:** Trustee West moved to approve the minutes of the January 9, 2023, Batavia Township Board meeting. Trustee Zorn seconded the motion which was approved 4/0.
4. **Supervisor's Report:** Supervisor Tracy reviewed the current bank balances and budget reports. He reported that due to shortage in the General Assistance Fund, payments will be paid out of the General Fund until the new fiscal year. Payments due in March for Ride in Kane, legal expenses and auditing expenses will also be postponed until the next fiscal year. He also reported that the mediation meeting that was scheduled on January 25, 2024, for the Department of Human Rights case was postponed.
5. **Approval of Bills to be paid in February:** The trustees then reviewed the current bills to be paid. Trustee Tousana moved to approve payment of the February General Fund bills in the amount of \$96,774.12. Trustee West seconded the motion. The motion passed with a 4/0 vote. Trustee Zorn moved to approve payment of the February Road Fund bills in the amount of \$38,778.16. Trustee Tousana seconded the motion. The motion was approved 4/0.
6. **Assessor's Report:** Assessor Kavanaugh reported that her office received the final notices from the Kane County Board of Review regarding recent tax appeals, and her staff is entering the changes into their assessment records. Her field employee, Steve, has been busy taking photos of neighborhoods and property divisions. Office staff are also entering new sales figures and building permit data. She stated that the City of Batavia is more cooperative in sharing building permit information.

7. **Road Commissioner's Report:** Commissioner Long reported that roads are clear due to the mild winter, but he predicts that more winter weather is ahead. His crew is using the extra time to trim trees and clear ditches.
8. **Trustee Reports:** None.
9. **Public Participation:** None.
10. **Old Business:** Several topics listed under old business were discussed in the supervisor's report. Tracy mentioned that the township bank accounts are transitioning to the Wintrust Bank. He noted that the township's landlord, Batavia Enterprises, has been exploring other property locations for the township offices. The current five-year lease expires in May. The lease for the current office space will be renewed for a shorter term.
11. **New Business:** Tracy distributed copies of the tentative 2023-2025 budgets for Batavia Township and Batavia Road District. One significant change to the township budget is the reduction of funds allocated for social service agencies. The funding amount will be reduced from \$115,000 to \$40,000. He asked the trustees to review the budgets that will be presented for approval at the March meeting.

The March meeting is scheduled for March 12, 2024, at 7:00 p.m. A public hearing on the budget will be held before the meeting beginning at 6:45 p.m.

12. **Adjournment:** A motion to adjourn was made by Trustee West, seconded by Trustee Tousana, and passed by voice vote. The meeting was adjourned at 7:28 p.m.

Respectfully submitted,

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Penelope L. Tracy, Township Clerk