



Nunda Township  
Township Board- Regular Meeting  
Agenda

August 14th, 2025 at 7:00pm  
Nunda Township Town Hall  
3510 Bay Road, Crystal Lake, IL 60012

**AGENDA**

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (Three Minute Limit)
  - a. APPROVAL OF MINUTES -Township Board- Regular Meeting- July 10, 2025
5. New Business For Approval
  - a. Road District Warrants for approval for payment for August 14, 2025
  - b. Township Warrants for approval for payment for August 14, 2025
  - c. RESOLUTION NO. 08-14-25-01 Authorizing Credit Card Accounts For The Nunda Township Road District
  - d. ORDINANCE NO. 08-14-25-02 Adopting The Nunda Township Travel, Meal, And Lodging Reimbursement Policy
  - e. RESOLUTION NO. 08-14-25-03 Authorizing Attendance And Travel Reimbursement For The Township Officials Of Illinois Education Conference
6. New Business for Discussion
7. Old Business
  - a. Discussion: Phone System & Internet Service Upgrades
  - b. Discussion: Anita Sherwood Park
  - c. Discussion: Office Consolidation
8. Reports by the Supervisor, Town Clerk, Highway Commissioner, Assessor, Trustees and Cemetery Board Trustees
9. Adjournment

## **MEETING MINUTES - BOARD OF TRUSTEES**

### **NUNDA TOWNSHIP**

**STATE OF ILLINOIS    }**  
**McHenry County       } SS.**  
**Township of Nunda    }**

**The Board of Trustees** met at the Nunda Township Town Hall, 3510 Bay Road, Crystal Lake, Illinois, on **Thursday, July 10, 2025**, at 7:00 p.m.

**Meeting called to order at 7:00 p.m.**

**Township Clerk Kyle Bussenger recorded the following official business.**

The **Pledge of Allegiance** was recited at 7:00 p.m.

**Roll Call answered by**

- Trustee Joe Bratanick
- Trustee Bob Murray
- Trustee Sheila Halasz
- Trustee Karen Tynis
- Supervisor Mike Shorten

**Also in attendance:** Highway Commissioner Rob Parrish and members of the public.

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#### **Public Comment**

Residents voiced appreciation for road maintenance and addressed concerns regarding a permit relating to the Jake Keltner Memorial at Rawson Bridge. A lengthy discussion followed regarding right-of-way ownership, misidentified PINs on permit documents, and prior misrepresentations between the township and the county. Public commenters urged the board to investigate the legal responsibility and financial obligations associated with this issue.

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#### **Approval of Meeting Minutes**

##### **5A. Approval of June 12, 2025 Regular Meeting Minutes**

- Motion by: Bob Murray
- Second by: Sheila Halasz

- Voice Vote: All Ayes – Motion carries
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## **6. Cemetery Board of Directors Applicant Interviews**

Applicants Catherine Williams and Steve Platt were interviewed by the board. Discussion emphasized the importance of restoring operational structure and records of the township's cemeteries.

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## **7A. Budget Line Items Transfer**

- i. **Resolution 07-10-25-01 – Transfer of Appropriations for Legal Services:**
  - Motion by: Karen Tynis
  - Second by: Bob Murray
  - Roll Call Vote: All Ayes – Motion carries
- ii. **Resolution 07-10-25-02 – Transfer of Appropriation for Accounting Services:**
  - Motion by: Joe Bratanick
  - Second by: Bob Murray
  - Roll Call Vote: All Ayes – Motion carries

## **7B. Resolution 07-10-25-03 – Appointing Members to the Cemetery Board of Trustees:**

- Motion by: Joe Bratanick
- Second by: Sheila Halasz
- Roll Call Vote: All Ayes – Motion carries

## **7C. Resolution 07-10-25-04 – Authorizing the Township Supervisor to enter into a settlement agreement and pay outstanding FNBO balances:**

- Motion by: Karen Tynis
- Second by: Joe Bratanick
- Roll Call Vote: All Ayes – Motion carries

## **7D. Road District Warrants for approval for payment for July 10, 2025:**

- Motion by: Bob Murray
- Second by: Joe Bratanick
- Roll Call Vote: All Ayes – Motion carries

## **7E. Township Warrants for approval for payment for July 10, 2025:**

- Motion by: Joe Bratanick

- Second by: Bob Murray
- Roll Call Vote: All Ayes – Motion carries

**7F. Resolution 07-10-25-05 – Authorizing the Supervisor to enter into an agreement for Accounting Services:**

- Motion by: Karen Tynis
- Second by: Bob Murray
- Roll Call Vote: All Ayes – Motion carries

**7G. Resolution 07-10-25-06 – Authorizing the Supervisor to enter into an agreement for QuickBooks File Consolidation:**

- Motion by: Joe Bratanick
- Second by: Bob Murray
- Roll Call Vote: All Ayes – Motion carries

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**New Business:**

Supervisor Mike Shorten reported issues with the township's outdated phone system, including poor call quality, distorted voicemails, and the inability to transfer calls between offices, which has disrupted communication and resident service. The current voicemail still references the former supervisor and cannot be easily changed. To address these problems, the township is seeking proposals from IT Connection, Clarity, and Comcast for a modern, unified system that will improve call handling, enable internal transfers, and potentially include upgraded internet service such as fiber or 5G solutions.

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**Old Business:**

- Sherwood Park – Discussion of maintenance, safety, and potential improvements. A site visit was proposed to assess needs and determine policy direction.
- Office Consolidation – Supervisor Shorten intends to initiate discussions regarding relocating the supervisor's office to the main township building.

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**Reports by the Supervisor, Town Clerk, Highway Commissioner, Assessor, Trustees and Cemetery Board Trustees:**

**Supervisor Shorten** reported attending a TOI training session and visiting DeKalb Township for best practices in general assistance. He also reviewed current emergency assistance policy and proposed updates, including an increase of the emergency grant limit to \$500 and a five-tier

declining assistance structure. He provided a breakdown of recent phone call traffic and discussed efforts to streamline communications and services.

**Commissioner Parrish** provided updates on road projects, legal issues related to parks, recycling center improvements, and equipment auctions. He also discussed preparations for the upcoming Touch-A-Truck event and recent enhancements to safety, waste management, and operations.

**Trustee comments** welcomed new cemetery board members and discussed communication best practices and FOIA/open meetings compliance.

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**Motion to Adjourn:**

- Motion by: Joe Bratanick
- Second by: Bob Murray
- Voice Vote: All Ayes – Motion carries

**Adjourned at: 8:47pm**

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Respectfully submitted,  
Kyle Bussenger  
Nunda Township Clerk

# NUNDA TOWNSHIP

McHenry County, State of Illinois

Crystal Lake, Illinois

SUPERVISOR – Mike Shorten

TOWN CLERK – Kyle Bussenger

## PERIOD:

**July 11th, 2025 through August 14th, 2025**

We the undersigned members of **NUNDA TOWNSHIP BOARD OF TRUSTEES**, certify that we have this 14<sup>th</sup> Day of August and audited the amounts due for the items specified in the claims attached and hereby authorize payment in the amount of:

**\$86,035.00 for all Road District Funds, plus Payroll Expenditures.**

### PERMANENT HARD ROAD FUND

MAY PAYROLL EXPENDITURES

\$ 95,647.39

### R.D. SOCIAL SECURITY FUND

MAY PAYROLL EXPENDITURE

\$ 0.00

### R.D. INSURANCE FUND

MAY PAYROLL EXPENDITURES

\$ 0.00

### R.D. IMRF FUND

MAY PAYROLL EXPENDITURES

\$ 0.00

IN WITNESS WHEREOF, we the members of said Board of Township Trustees, have hereunto set our hand on July 10<sup>th</sup>, 2025.

Board of Township Trustees

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Town Clerk

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\_\_\_\_\_

Nunda Township Road District PHR  
**Monthly Voucher List**  
For Approval August 14, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
<b>A. Plus Fence LLC</b>			
	15836	200-634 · Maintenance/Facility Improvemen	6,570.00
	15945	200-634 · Maintenance/Facility Improvemen	2,980.00
Total A. Plus Fence LLC			<u>9,550.00</u>
<b>Ace Hardware</b>			
	Multiple	190-626 · Maintenance & Purchases	19.98
	Multiple	190-626 · Maintenance & Purchases	104.33
Total Ace Hardware			<u>124.31</u>
<b>AFLAC</b>			
	704661	120-676 · Health Insurance	1,008.85
Total AFLAC			<u>1,008.85</u>
<b>Alexander Equipment Company</b>			
	218702	190-626 · Maintenance & Purchases	284.45
Total Alexander Equipment Company			<u>284.45</u>
<b>Alta Equipment</b>			
		190-626 · Maintenance & Purchases	702.05
Total Alta Equipment			<u>702.05</u>
<b>Alumitank Inc</b>			
	S-INV047350	190-626 · Maintenance & Purchases	1,050.56
Total Alumitank Inc			<u>1,050.56</u>
<b>Ameritas Dental</b>			
	August 2025	120-676 · Health Insurance	433.06
	August 2025	201-004 · Employees' Portion Health Ins.	108.26
Total Ameritas Dental			<u>541.32</u>
<b>Arlington Power Equipment Inc.</b>			
	240576, 240069	190-626 · Maintenance & Purchases	374.31
Total Arlington Power Equipment Inc.			<u>374.31</u>
<b>AT &amp; T - 815-356-9031</b>			
		200-670 · Utilities	458.07
Total AT & T - 815-356-9031			<u>458.07</u>
<b>AT &amp; T - 815-459-4410</b>			
		200-670 · Utilities	517.78
			<u>517.78</u>



1:17 PM  
08/13/25

Nunda Township Road District PHR  
**Monthly Voucher List**  
For Approval August 14, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
Total AT & T - 815-459-4410			517.78
<b>AT &amp; T - U Verse</b>			
		200-670 · Utilities	78.52
Total AT&T UVerse			78.52
<b>Benny's Service Center</b>			
	6688	190-626 · Maintenance & Purchases	239.00
Total Benny's Service Center			239.00
<b>Blue Cross/Blue Shield</b>			
		120-676 · Health Insurance	8,769.67
		201-004 · Employees' Portion Health Ins.	2,192.42
Total Blue Cross/Blue Shield			10,962.09
<b>Cintas</b>			
	8407678152	170-636 · Maintenance Personnel	204.30
Total Cintas			204.30
<b>Clarke Enviromental Mosquito</b>			
	001037582	200-634 · Maintenance/Facility Improvemen	445.00
Total Clarke Enviromental Mosquito			445.00
<b>Com Ed - Lift Station 1222</b>			
		200-670 · Utilities	32.04
Total Com Ed - Lift Station 1222			32.04
<b>Com Ed #4000</b>			
		200-670 · Utilities	1,376.85
Total Com Ed #4000			1,376.85
<b>Crystal Clean</b>			
	19430238	190-626 · Maintenance & Purchases	349.93
Total Crystal Clean			349.93
<b>Ed's Rental</b>			
		170-619 · Professional Services	333.50
Total Ed's Rental			333.50
<b>Feece Oil Company</b>			
	4188730	170-648 · Gasoline & Oil	2,425.40
Total Feece Oil Company			2,425.40



Nunda Township Road District PHR  
**Monthly Voucher List**  
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	<u>Num</u>	<u>Account</u>	<u>Amount</u>
<b>Hi-Viz, Inc.</b>			
	13282	170-642 · Road Improvements	775.00
	13282	200-634 · Maintenance/Facility Improvemen	1,815.00
Total Hi-Viz, Inc.			<u>2,590.00</u>
<b>HR Green</b>			
	Multiple	170-619 · Professional Services	400.00
	Multiple	170-619 · Professional Services	2,200.00
	Multiple	170-619 · Professional Services	5,000.00
Total HR Green			<u>7,600.00</u>
<b>Hydraulic Services</b>			
	401612,401799	190-626 · Maintenance & Purchases	1,118.47
Total Hydraulic Services			<u>1,118.47</u>
<b>Interstate All Battery Center</b>			
	1903701061040	190-626 · Maintenance & Purchases	180.00
Total Interstate All Battery Center			<u>180.00</u>
<b>Interstate Billing Service, Inc.</b>			
		190-626 · Maintenance & Purchases	3,980.03
Total Interstate Billing Service, Inc.			<u>3,980.03</u>
<b>John Deere</b>			
	Multiple	190-626 · Maintenance & Purchases	923.88
Total John Deere			<u>923.88</u>
<b>Joseph D. Foreman &amp; Company, Inc.</b>			
	336188	170-642 · Road Improvements	3,330.00
Total Joseph D. Foreman & Company, Inc.			<u>3,330.00</u>
<b>Leach Enterprises, Inc.</b>			
	Multiple	190-626 · Maintenance & Purchases	377.36
Total Leach Enterprises, Inc.			<u>377.36</u>
<b>McCann Industries, Inc.</b>			
	P69892	170-642 · Road Improvements	186.35
Total McCann Industries, Inc.			<u>186.35</u>
<b>MCE Rittertech</b>			
	F51632-001	190-626 · Maintenance & Purchases	131.05

Nunda Township Road District PHR  
**Monthly Voucher List**  
For Approval August 14, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
Total MCE Rittertech			131.05
<b>Menards Crystal Lake</b>			
	Multiple	190-626 · Maintenance & Purchases	89.61
	Multiple	190-626 · Maintenance & Purchases	59.26
	Multiple	190-626 · Maintenance & Purchases	158.85
	Multiple	190-626 · Maintenance & Purchases	236.78
	Multiple	190-626 · Maintenance & Purchases	85.89
	Multiple	190-626 · Maintenance & Purchases	188.90
Total Menards Crystal Lake			819.29
<b>NAC Supply Inc.</b>			
	22414, 22146	170-642 · Road Improvements	221.80
Total NAC Supply Inc.			221.80
<b>Napa Auto Parts</b>			
	Multiple	190-626 · Maintenance & Purchases	194.19
Total Napa Auto Parts			194.19
<b>Nicor 1000 9</b>			
		200-670 · Utilities	167.66
Total Nicor 1000 9			167.66
<b>Nicor Gas Company - 3092 1</b>			
		200-670 · Utilities	53.93
Total Nicor Gas Company - 3092 1			53.93
<b>Pitel Septic, Inc.</b>			
		170-642 · Road Improvements	630.00
Total Pitel Septic, Inc.			630.00
<b>Pomps Tire Service, Inc.</b>			
		190-626 · Maintenance & Purchases	902.39
Total Pomps Tire Service, Inc.			902.39
<b>Reliable Sand &amp; Gravel Co, Inc.</b>			
		170-642 · Road Improvements	2,183.57
Total Reliable Sand & Gravel Co, Inc.			2,183.57
<b>Roland Machinery Co</b>			
	38083414	190-626 · Maintenance & Purchases	180.49

Nunda Township Road District PHR  
**Monthly Voucher List**  
For Approval August 14, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
Total Roland Machinery Co			180.49
<b>Suburban Propane-7800</b>			
		170-648 · Gasoline & Oil	65.77
Total Suburban Propane-7800			<u>65.77</u>
<b>Transchicago Truck Group</b>			
	Multiple	190-626 · Maintenance & Purchases	141.61
	Multiple	190-626 · Maintenance & Purchases	240.78
	Multiple	190-626 · Maintenance & Purchases	42.44
Total Transchicago Truck Group			<u>424.83</u>
<b>Verizon Wireless</b>			
	6119248364	200-670 · Utilities	106.19
Total Verizon Wireless			<u>106.19</u>
<b>VSP</b>			
	823264687	120-676 · Health Insurance	94.58
	823264687	201-004 · Employees' Portion Health Ins.	94.58
Total VSP			<u>189.16</u>
<b>Waste Management</b>			
	0011345-2776-9	200-635 · Recycling	2,002.00
Total Waste Management			<u>2,002.00</u>
<b>Zurkowski, Rogers, Flood &amp; McArdle</b>			
	177173	170-619 · Professional Services	210.00
Total Zurkowski, Rogers, Flood & McArdle			<u>210.00</u>
<b>TOTAL</b>			<u><u>59,826.74</u></u>
			<u><u>26,208.26</u></u>
			86,035.00

Road District - Road & Bridge Fund  
**Monthly Voucher List**  
For Approval August 14, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
<b>Chicagoland Paving Contractors</b>			
	255401	170-646 · Road Repair	<u>13,400.00</u>
Total Chicagoland Paving Contractors			13,400.00
<b>Comed Street Lighting #3000</b>			
	Thru 7/11/2025	170-645 · Street Lighting	<u>2,554.26</u>
Total Comed Street Lighting #3000			2,554.26
<b>Geske and Sons, Inc.</b>			
		170-646 · Road Repair	<u>2,315.78</u>
Total Geske and Sons, Inc.			2,315.78
<b>Northwestern Medicine Occupational Health</b>			
		120-654 · Office Expense	<u>130.00</u>
Total Northwestern Medicine Occupational Health			130.00
<b>Peter Baker and Son Co.</b>			
		170-646 · Road Repair	<u>6,409.27</u>
Total Peter Baker and Son Co.			6,409.27
<b>Repographics</b>			
		120-654 · Office Expense	<u>28.35</u>
Total Rpographics			28.35
<b>Rob Parrish</b>			
		120-654 · Office Expense	<u>145.60</u>
Total Rob Parrish			145.60
<b>Security Consultants</b>			
		120-654 · Office Expense	<u>60.00</u>
Total Security Consultants			60.00
<b>Shaw Media</b>			
		120-654 · Office Expense	<u>274.00</u>
Total Shaw Media			274.00
<b>The UPS Store</b>			
		120-654 · Office Expense	<u>891.00</u>
Total The UPS Store			891.00
<b>TOTAL</b>			<u><u>26,208.26</u></u>

# NUNDA TOWNSHIP

McHenry County, State of Illinois

Crystal Lake, Illinois

SUPERVISOR – Mike Shorten

TOWN CLERK – Kyle Bussenger

**PERIOD:**

**July 11th, 2025 through August 14th, 2025**

We the undersigned members of **NUNDA TOWNSHIP BOARD OF TRUSTEES**, certify that we have this\_14<sup>th</sup> day of August, 2025\_examined and audited the amounts due for the items specified in the claims attached and hereby authorize payment in the amount of: **\$22,386.92 for all Township Funds, plus Payroll Expenditures.**

**TOWN FUND**

JULY PAYROLL EXPENDITURES

\$ 53,053.10

IN WITNESS WHEREOF, we the members of said Board of Township Trustees, have hereunto set our hand on July 10th, 2025.

Board of Township Trustees

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Town Clerk

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\_\_\_\_\_  
\_\_\_\_\_

**Nunda Township-Town Fund**  
**Monthly Voucher List**  
For Approval August 14th, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
<b>AFLAC</b>			
	665414	201-003 · Employees AFLAC	296.36
Total AFLAC			<u>296.36</u>
<b>AT &amp; T 815-459-4011</b>			
		130-672 · Telephone/Internet	73.29
		130-672 · Telephone/Internet	136.84
Total AT & T 815-459-4011			<u>210.13</u>
<b>Blue Cross Blue Shield</b>			
	August 2025 Premium	110-676 · Health Insurance	1,292.00
	August 2025 Premium	140-676 · Health Insurance	6,266.20
	August 2025 Premium	201-004 · Employee Health Insurance	1,889.56
	August 2025 Premium	130-690 · Miscellaneous Expense	1,493.88
Total Blue Cross Blue Shield			<u>10,941.64</u>
<b>Buss Ford</b>			
	6108340/1	140-640 · Car Expense	541.83
Total Buss Ford			<u>541.83</u>
<b>Chicago Metro Fire Prevention</b>			
	IN00463107	140-690 · Miscellaneous Expense	123.75
Total Chicago Metro Fire Prevention			<u>123.75</u>
<b>CIAO Association</b>			
	2025A1373	140-649 · Dues	50.00
Total CIAO Association			<u>50.00</u>
<b>Clarity Technology Group</b>			
	80802	140-629 · Computer Expense	1,350.00
Total Clarity Technology Group			<u>1,350.00</u>
<b>ComEd #2000</b>			
	July 2025	120-670 · Utilities	477.22
Total ComEd #2000			<u>477.22</u>
<b>ComEd #4000</b>			
	July 2025	120-670 · Utilities	257.71
Total ComEd #4000			<u>257.71</u>
<b>CoStar Realty Information</b>			
	122509455	140-657 · Publications & Subscriptions	829.46
Total CoStar Realty Information			<u>829.46</u>
<b>Culligan of Crystal Lake</b>			
	202507774212	140-654 · Office Expense	35.61

**Nunda Township-Town Fund**  
**Monthly Voucher List**  
For Approval August 14th, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
Total Culligan of Crystal Lake			35.61
<b>Employee Benefits Corporation</b>			
	4965001	110-676 · Health Insurance	48.00
	4965001	140-676 · Health Insurance	72.00
	5003194	110-676 · Health Insurance	48.00
	5003194	140-676 · Health Insurance	72.00
Total Employee Benefits Corporation			240.00
<b>First Bankcard - Assr 3679</b>			
		140-654 · Office Expense	70.98
		140-672 · Telephone/Internet	30.00
		140-672 · Telephone/Internet	83.76
		140-690 · Miscellaneous Expense	138.38
		140-655 · Postage	4.81
Total First Bankcard - Assr 3679			327.93
<b>First Bankcard SUPER 2473</b>			
	July 2025	130-654 · Office Expense	26.50
	July 2025	120-632 · Maintenance Expense	590.71
	July 2025	130-654 · Office Expense	28.11
	July 2025	130-654 · Office Expense	75.92
	July 2025	130-654 · Office Expense	21.44
	July 2025	130-654 · Office Expense	51.97
	July 2025	130-690 · Miscellaneous Expense	89.64
	July 2025	130-654 · Office Expense	208.74
	July 2025	130-623 · Professional Improvement	75.00
	July 2025	130-654 · Office Expense	24.23
	July 2025	130-654 · Office Expense	329.99
Total First Bankcard SUPER 2473			1,522.25
<b>Marshall &amp; Swift</b>			
		140-629 · Computer Expense	1,459.95
Total Marshall & Swift			1,459.95
<b>NCPERS Group Insurance</b>			
		201-008 · NCPERS	32.00
		102-001 · Due from PHR - NCPERS	64.00
	Sept 2025	102-001 · Due from PHR - NCPERS	64.00
	Sept 2025	140-676 · Health Insurance	32.00
Total NCPERS Group Insurance			192.00



**Nunda Township-Town Fund**  
**Monthly Voucher List**  
For Approval August 14th, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
<b>Nicor #38-70-33-1000 3</b>			
	6/9/2025 - 7/9/2025	120-670 · Utilities	53.93
Total Nicor #38-70-33-1000 3			53.93
<b>Nicor #74-30-67-1000 0</b>			
	6/9/25-7/9/2025	120-670 · Utilities	55.65
Total Nicor #74-30-67-1000 0			55.65
<b>Nu Way Commercial Servicse LLC</b>			
	1232	120-632 · Maintenance Expense	375.00
Total Nu Way Commercial Servicse LLC			375.00
<b>Nunda Township Road District</b>			
	7/2/2025	140-640 · Car Expense	182.65
		140-640 · Car Expense	140.17
Total Nunda Township Road District			322.82
<b>ODP Business Solutions</b>			
	432160111001	130-654 · Office Expense	54.21
Total ODP Business Solutions			54.21
<b>Principal - Town</b>			
	August 2025	110-676 · Health Insurance	55.01
	August 2025	140-676 · Health Insurance	201.60
Total Principal - Town			256.61
<b>Snoop's Mowing And Equipment Service</b>			
	713AreaSt	330-000 · Weed Ordinance	125.00
Total Snoop's Mowing And Equipment Service			125.00
<b>The I.T. Connection</b>			
	11682, 11729	130-654 · Office Expense	295.99
Total The I.T. Connection			295.99
<b>Township Officials of Illinois</b>			
	102193	120-651 · Dues - township Officials	1,121.47
Total Township Officials of Illinois			1,121.47
<b>Verizon</b>			
	6119072717	120-626 · Equipment Purchase	49.99
	6119072717	130-672 · Telephone/Internet	30.79
	6119072717	130-672 · Telephone/Internet	34.49
	6119072717	130-672 · Telephone/Internet	8.33
Total Verizon			123.60
<b>VSP Of Illinois</b>			

Nunda Township-Town Fund  
**Monthly Voucher List**  
For Approval August 14th, 2025

	<u>Num</u>	<u>Account</u>	<u>Amount</u>
	823061549	110-676 · Health Insurance	22.59
	823061549	140-676 · Health Insurance	132.97
	823061549	110-676	-20.06
	822867395	110-676 · Health Insurance	42.65 PPD
	822867395	140-676 · Health Insurance	132.97 PPD
Total VSP Of Illinois			<u>311.12</u>
<b>Warehouse Direct</b>			
		140-654 · Office Expense	315.51
		140-654 · Office Expense	123.17
Total Warehouse Direct			<u>438.68</u>
<b>TOTAL</b>			<u><u>22,389.92</u></u>

**NUNDA TOWNSHIP, McHENRY COUNTY, ILLINOIS**  
**RESOLUTION NO. 08-14-25-01**  
**AUTHORIZING CREDIT CARD ACCOUNTS FOR THE**  
**NUNDA TOWNSHIP ROAD DISTRICT**

**WHEREAS**, the Nunda Township Road District requires the ability to make timely and efficient purchases for incidental expenses related to road maintenance, operations, and other authorized activities; and

**WHEREAS**, Robert Parrish, as the duly elected Highway Commissioner of Nunda Township, has statutory authority over the Road District's budget and expenditures; and

**WHEREAS**, the use of credit cards for incidental charges will facilitate operational efficiency and accountability within the Road District; and

**WHEREAS**, Casey Coss serves in a supporting role within the Road District and is entrusted with responsibilities that include making authorized purchases on behalf of the Highway Commissioner;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Board of Nunda Township, McHenry County, Illinois, as follows:

1. Authorization to Open Credit Card Accounts  
Robert Parrish, Highway Commissioner, and Casey Coss are hereby authorized to open credit card accounts in the name of the Nunda Township Road District for the purpose of conducting incidental purchases.
2. Purpose and Use  
These credit cards shall be used solely for incidental charges directly related to the operations and maintenance of the Nunda Township Road District.
3. Oversight and Accountability  
All purchases made using these credit cards shall be documented with itemized receipts and submitted monthly to the Highway Commissioner for review. Statements shall be retained for audit and recordkeeping in accordance with applicable financial policies.
4. Effective Date  
This resolution shall be in full force and effect upon its adoption.

**ADOPTED** this 14th day of August, 2025, by the Township Board of Nunda Township, McHenry County, Illinois.

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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Mike Shorten, Township Supervisor

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Kyle Bussenger, Township Clerk

**NUNDA TOWNSHIP, McHENRY COUNTY, ILLINOIS**  
**ORDINANCE NO. 08-14-25-02**

**AN ORDINANCE ADOPTING THE NUNDA TOWNSHIP TRAVEL, MEAL, AND LODGING  
REIMBURSEMENT POLICY**

**WHEREAS**, pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/1 et seq.), Nunda Township is required to adopt a resolution or ordinance regulating the reimbursement of all travel, meal, and lodging expenses; and

**WHEREAS**, the Township Board finds it in the best interest of the Township to adopt such a policy;

**NOW, THEREFORE**, BE IT ORDAINED by the Township Board of the Township of Nunda, McHenry County, Illinois, as follows:

**SECTION 1:** The above recitals are incorporated into and made part of this Ordinance.

**SECTION 2:** The Nunda Township Travel, Meal, and Lodging Reimbursement Policy attached hereto as Exhibit A is hereby adopted and shall be followed by all Township officers and employees.

**SECTION 3:** All ordinances or parts thereof in conflict with this Ordinance are hereby repealed.

**SECTION 4:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

**PASSED AND APPROVED** this 14<sup>th</sup> day of August, 2025.

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mike Shorten, Supervisor

\_\_\_\_\_  
Township Clerk (Seal)

## **Exhibit A**

### **Policy Governing Expenses and Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses**

#### **A. Purpose.**

The Board of Trustees of Nunda Township will directly pay for or reimburse employee and officer travel, meal, and lodging expenses incurred in connection with travel, meal, and lodging expenses incurred on behalf of the Township as set forth in this Policy. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

#### **B. Definitions.**

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Township involving payment for or reimbursement to travelers or direct payment to private agencies providing transportation or related services.

#### **C. Authorized Types of Official Business.**

Travel, meal and lodging expenses shall be paid for or reimbursed for employees and officers of the Township only for purposes of official business conducted on behalf of the Township, which includes but is not limited to off-site or out-of-town meetings or events related to official business and seminars, conferences and other educational events related to the employee's or officer's official duties. Notwithstanding the foregoing, any travel, meal or lodging expenses to be incurred by an employee or officer which will require overnight hotel/motel accommodations, airfare, interstate travel or road travel beyond a 350 mile radius of Nunda Town Hall, shall be required to have an estimate of expenses pre-approved by the Board of Trustees prior to incurring any of the related expenses; the request for pre-approval shall be expressed to the Board in the same format articulated in Section D. Furthermore, no travel, meal or lodging expenses requiring overnight hotel/motel accommodation, airfare, interstate travel or road travel beyond a 300 mile radius of Nunda Town Hall which have been pre-approved will be reimbursed in an amount greater than 25% of the initial approval. If you are unsure whether an expense is reimbursable, please contact the Supervisor for a determination.

#### **D. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section F of this Policy, the following minimum documentation must first be submitted, in writing, to the Supervisor on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or receipts for the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense or reimbursement;
- (3) the job title or office of the individual who received or is requesting the travel, meal or lodging expense or reimbursement;
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

#### **E. Travel, Meal, and Lodging Expense Report Form.**

The Township hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

#### **F. Categories of Expenses.**

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler shall pay the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage



- rate. The traveler will only be reimbursed up to the price of a coach or economy airfare ticket if they drive to a location for which airfare would have been less expensive.
3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
  4. **Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation shall be the cost of the public transportation plus any mileage in accordance with this policy.
  5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
  6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a government, moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Township business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Township unless approved by a vote of the Board of Trustees.
  7. **Meals** Meal expenses and reimbursements are limited to the current State of Illinois per diem rate for the location of travel at the time the expense is incurred. Receipts shall be submitted to substantiate all expenses within 14 days after expenses are incurred and tips should be limited to no more than 20%. Meals during in-state travel that are not part of an overnight stay will be reimbursed at the actual cost not to exceed the State of Illinois meal per diem rate.
  8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other

expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

9. **Accompanied Travel** – Family members may accompany the traveler when traveling on official Township business. However, no expenses attributable to any family member will be reimbursable or paid by the Township. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the Township for lodging, meals, and transportation.
10. **Parking** – Parking fees at a hotel/motel or incidental to other travel will be reimbursed only with a receipt.
11. **Entertainment Expenses** - No employee or officer of the Township shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**G. Approval of Expenses.**

1. **Expenses for Members of the Board of Trustees, Officials or Employees.** Travel, meal, and lodging expenses to be reimbursed to any member of the Board of Trustees or any official or employee must be approved by roll-call vote at an open meeting of the Town Board. Travel, meal and lodging expenses which are included in the annual budget and which are paid directly by the Township or are advanced as a per diem allowance are not subject to this requirement. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy. Any excess from the per diem allowance must be repaid as provided in this policy.
2. **Other Expenses.** All other expenses that do not fall within the provision of paragraph G.1 are subject to the Supervisor's approval.
3. **Emergency Expenses.** Travel, meal and lodging expenses incurred by any member of the Board of Trustees, official or employee due to an emergency or other extraordinary circumstances in excess of the then-current per diem rate established by the GSA must be approved at an open meeting by a majority roll-call vote of the Board of Trustees.

**H. Maximum Reimbursement.**

The maximum total amount the Town Board will reimburse a traveler for a single trip is \$4000.00. The maximum amount may be increased because of emergency or other extraordinary circumstances when approved by the Board of Trustees at a roll call vote at a meeting.

**Nunda Township  
Travel/Expense Report**

**Employee Name:** \_\_\_\_\_

**Title/Office:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Section 1: Mileage Reimbursement**

Date	Purpose of Travel	From	To	Miles	Rate per Mile	Amount (\$)
					\$0.70	
					\$0.70	
					\$0.70	
					\$0.70	
					\$0.70	
					\$0.70	

**Mileage Total:** \$0.00

**Section 2: Expense Reimbursement**

Date	Item Description	Amount (\$)

**Expense Total:** \$0.00

**Section 3: Summary**

**Mileage Total:** \$0.00  
**Expense Total:** \$0.00  
**Grand Total:** \$0.00

**Section 4: Certification**

I certify that the above expenses were incurred in connection with official Township business and comply with the Township's Travel, Meal, and Lodging Policy.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Authorization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NUNDA TOWNSHIP  
RESOLUTION NO. 08-14-25-03**

**A Resolution Authorizing Attendance and Travel Reimbursement for the Township  
Officials of Illinois Education Conference**

**WHEREAS**, the Township Officials of Illinois (TOI) will host its annual Education Conference in Springfield, Illinois from November 10th through November 12th, 2025; and

**WHEREAS**, the Nunda Township Board recognizes the importance of continuing education, networking, and professional development for elected officials and staff to enhance the effectiveness and efficiency of township governance; and

**WHEREAS**, the following Nunda Township officials are eligible to attend the TOI Education Conference:

- Mike Shorten, Township Supervisor
- Karen Tynis, Township Trustee
- Sheila Halasz, Township Trustee
- Bob Murray, Township Trustee
- Joe Bratanick, Township Trustee
- Kyle Bussenger, Township Clerk
- Mark Dzemske, Township Assessor
- Rob Parrish, Township Highway Commissioner

**WHEREAS**, the anticipated costs per individual for attending the conference are as follows:

<b>Expense Category</b>	<b>Estimated Cost per Attendee</b>
Hotel	\$600.00
Mileage	\$350.00
Conference Registration	\$240.00
Meals	\$115.00
Incidentals	\$100.00
<b>Total Estimated Cost</b>	<b>\$1,405.00</b>

**NOW, THEREFORE, BE IT RESOLVED**, by the Nunda Township Board, that the above-listed officials are hereby authorized to attend the Township Officials of Illinois Education Conference in Springfield, Illinois from November 10th through November 12th, 2025.

**BE IT FURTHER RESOLVED**, that all travel-related expenses incurred in connection with attendance at the conference shall be reimbursed in accordance with the Nunda Township Policy Governing Expenses and Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses.

**PASSED AND APPROVED** this 14<sup>th</sup> day of August, 2025, by the Nunda Township Board.

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**Mike Shorten**  
Supervisor, Nunda Township

**ATTEST:**

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**Kyle Bussenger**  
Clerk, Nunda Township

**Township Officials of Illinois Annual Educational Conference**  
**Advance Registration Form**  
**November 10-12, 2025**

(Please use one form per delegate, if paying for multiple delegates with one check/credit card, please submit all forms together for accurate processing)

**EARLY BIRD Registration Deadline is August 1, 2025 | Advance Registration Deadline is October 24, 2025**

<b>SECTION I – REGISTRATION INFORMATION</b>  County: _____ Township: _____  Name: _____  Address: _____  City: _____ State: _____ Zip Code: _____  Phone: _____ Email: _____	<b>Township Position:</b> <input type="checkbox"/> Assessor <input type="checkbox"/> Attorney <input type="checkbox"/> GA Caseworker <input type="checkbox"/> Highway Commissioner <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Supervisor <input type="checkbox"/> Tax Collector <input type="checkbox"/> Township Clerk <input type="checkbox"/> Trustee <input type="checkbox"/> Youth Committee <input type="checkbox"/> Other: _____												
<b>SECTION II – REGISTRATION FEES</b>  Single-day registration includes admittance to non-ticketed activities occurring on that day <b>ONLY</b> . Tuesday only registrants <b>MAY NOT</b> attend Monday or Wednesday events, and Wednesday only registrations <b>MAY NOT</b> attend Monday or Tuesday events. Registration information may only be picked up on the day you have registered.  <b>MEMBERS</b> <table style="width: 100%;"><thead><tr><th style="text-align: left;">EARLY BIRD Registrations received on or before August 1, 2025</th><th style="text-align: left;">Advance Registrations received on or before October 24, 2025</th><th style="text-align: left;">On-site Registration</th></tr></thead><tbody><tr><td>Full Registration: \$185</td><td>Full Registration: \$195</td><td>Full Registration: \$235</td></tr><tr><td>Tuesday Registration Only: \$110</td><td>Tuesday Registration Only: \$120</td><td>Tuesday Registration Only: \$145</td></tr><tr><td>Wednesday Registration Only: \$95</td><td>Wednesday Registration Only: \$105</td><td>Wednesday Registration Only: \$135</td></tr></tbody></table> <p><input type="checkbox"/> Full Registration    <input type="checkbox"/> Tuesday Only Registration    <input type="checkbox"/> Wednesday Only Registration</p>		EARLY BIRD Registrations received on or before August 1, 2025	Advance Registrations received on or before October 24, 2025	On-site Registration	Full Registration: \$185	Full Registration: \$195	Full Registration: \$235	Tuesday Registration Only: \$110	Tuesday Registration Only: \$120	Tuesday Registration Only: \$145	Wednesday Registration Only: \$95	Wednesday Registration Only: \$105	Wednesday Registration Only: \$135
EARLY BIRD Registrations received on or before August 1, 2025	Advance Registrations received on or before October 24, 2025	On-site Registration											
Full Registration: \$185	Full Registration: \$195	Full Registration: \$235											
Tuesday Registration Only: \$110	Tuesday Registration Only: \$120	Tuesday Registration Only: \$145											
Wednesday Registration Only: \$95	Wednesday Registration Only: \$105	Wednesday Registration Only: \$135											
<b>NON-MEMBERS</b> <p>EARLY BIRD Registrations received on or before August 1, 2025: \$250 per person Advance Registrations received on or before October 24, 2025: \$260 per person On-site Registrations: \$320 per person</p> <p><input type="checkbox"/> Full Registration    <input type="checkbox"/> Tuesday Only Registration    <input type="checkbox"/> Wednesday Only Registration</p>													
<b>GUESTS <i>Does NOT include admission to education sessions</i></b> <table style="width: 100%;"><thead><tr><th style="text-align: left;">EARLY BIRD Registrations received on or before August 1, 2025</th><th style="text-align: left;">Advance Registrations received on or before October 24, 2025</th><th style="text-align: left;">On-site Registration</th></tr></thead><tbody><tr><td>Full Registration: \$95</td><td>Full Registration: \$105</td><td>Full Registration: \$120</td></tr><tr><td>Tuesday Registration Only: \$55</td><td>Tuesday Registration Only: \$55</td><td>Tuesday Registration Only: \$65</td></tr><tr><td>Wednesday Registration Only: \$40</td><td>Wednesday Registration Only: \$40</td><td>Wednesday Registration Only: \$50</td></tr></tbody></table> <p><b>Guest Registration:</b> <input type="checkbox"/> Full    <input type="checkbox"/> Tuesday Only    <input type="checkbox"/> Wednesday Only</p> <p>Name of guest as it should appear on badge: _____</p>		EARLY BIRD Registrations received on or before August 1, 2025	Advance Registrations received on or before October 24, 2025	On-site Registration	Full Registration: \$95	Full Registration: \$105	Full Registration: \$120	Tuesday Registration Only: \$55	Tuesday Registration Only: \$55	Tuesday Registration Only: \$65	Wednesday Registration Only: \$40	Wednesday Registration Only: \$40	Wednesday Registration Only: \$50
EARLY BIRD Registrations received on or before August 1, 2025	Advance Registrations received on or before October 24, 2025	On-site Registration											
Full Registration: \$95	Full Registration: \$105	Full Registration: \$120											
Tuesday Registration Only: \$55	Tuesday Registration Only: \$55	Tuesday Registration Only: \$65											
Wednesday Registration Only: \$40	Wednesday Registration Only: \$40	Wednesday Registration Only: \$50											
<p><b>Registration Fees (see all fees above).....\$</b> _____</p> <p style="text-align: center;">Tickets must be ordered on or before October 24, 2025. Special event tickets will not be sold on-site.</p> <p>_____ Awards Breakfast ticket: \$45.00 each.....\$ _____</p> <p><b>TOTAL AMOUNT ENCLOSED.....\$</b> _____</p>													

**SECTION V – Tuesday, November 11, 2025, TOI's Night at the President Abraham Lincoln Museum from 6:00 pm to 10:00 pm. Event is free, no ticket required.**

Please indicate if you are planning to attend TOI's Night at the Museum:

☐ Yes, I am attending.

☐ No, I am NOT attending.

**SECTION III – PAYMENT INFORMATION**

Payment must accompany advance registration form and should include Registrations and Award Breakfast tickets. A \$3.50 credit card processing fee is added if using a credit card.

☐ Check Enclosed      ☐ Visa      ☐ MasterCard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**SECTION IV – SPECIAL REQUIREMENTS**

Please indicate any special requirements (dietary restrictions, handicap accessibility, interpreter, etc.) in this space or contact the TOI office. Special requirements can only be accommodated if requested at least two weeks in advance of Conference:

\_\_\_\_\_  
\_\_\_\_\_

**SECTION V – CANCELLATION POLICY & TICKET ORDER INFORMATION**

Cancellations received by **October 10, 2025**, will receive full refund.

Cancellations received between **October 10 to October 24, 2025**, will receive a partial refund (\$20 administrative fee).

**NO REFUNDS** on cancellations received after **October 24, 2025**.

Registrations are transferable.

**Advance orders and pre-payment for all Award Breakfast MUST BE RECEIVED by October 24, 2025, in order to meet facility meal guarantee requirements. Special event tickets will not be sold on site.**

**SECTION VI – HOUSING**

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by October 10, 2025, will be assigned hotel reservations. Hotel reservations may be made on-line via a link on the TOI website, [www.toi.org](http://www.toi.org) or by submitting the Housing Form. The Housing Form is available in the Township Perspective or on the TOI website, [www.toi.org](http://www.toi.org). Reservations must be received by October 10, 2025, and guaranteed with a credit card. Hotel assignment confirmations WILL NOT be emailed until the week of October 20, 2025. Read all the Hotel Reservation Procedures in the Township Perspective or on the TOI website to make certain you comply with all requirements.

**Send this Registration Form to:  
Township Officials of Illinois  
3217 Northfield Dr.  
Springfield, Illinois 62702**



**HOUSING FORM**  
**TOI Annual Educational Conference**  
**November 10-12, 2025**

Please complete one form per room reservation and **mail to:**

TOI Housing Bureau  
3217 Northfield Drive  
Springfield, IL 62702

Housing forms will only be accepted **when accompanied by credit card information and conference registration.**

Confirmation of hotel assignments will be **emailed** the week of October 20<sup>th</sup>.

Please type or print all information legibly.

Reservation Name: \_\_\_\_\_

Number of people in room: \_\_\_\_ Name (s) of additional people in room: \_\_\_\_\_

Township: \_\_\_\_\_ County: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ One Email per Township: \_\_\_\_\_

Date of arrival: \_\_\_\_\_ Date of departure: \_\_\_\_\_

**EMAIL ADDRESS REQUIRED FOR RESERVATION ASSIGNMENT**  
**(CONFIRMATION OF HOTEL INFORMATION)**

You will be placed at the Crowne Plaza, Holiday Inn Express, or at an overflow hotel if needed. **All requests are considered on a first-come, first-serve basis by date of receipt, and if you are registered for the conference.** Hotel assignment will be made based on type and length of reservation and hotel availability. **If you need a handicap accessible reservation, please turn in a housing form as soon as possible.** Preference is given to those requests for a minimum of **two nights**. Reservations made for two nights and later changed risk being charged for two nights and/or moved to another hotel. **Room rate at the Crowne Plaza and Holiday Inn Express is \$107 plus tax per night.**

Indicate your preferred room type. This is a request only and cannot be guaranteed.

**King:** \_\_\_\_ **Double/Double:** \_\_\_\_ **Indicate any special requirements:** \_\_\_\_\_

**Handicap Accessible:** \_\_\_\_ **Type of Handicap accessibility needed:** \_\_\_\_\_

Housing forms **MUST BE RECEIVED** by the TOI Housing Bureau by **October 10, 2024.**

**Housing forms received after October 10<sup>th</sup> will not be processed.**

Confirmation of hotel assignment will be **emailed the week** of October 20, 2025.

**Card Type:** \_\_\_\_\_ **Card #:** \_\_\_\_\_

**Expiration date:** \_\_\_\_\_ **Name on Credit Card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# Nunda Township Road District Permanent Hard Road

## Budget vs. Actual

April 1 through August 14, 2025

	Apr 1 - Aug 14, 25	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
401-000 · Property Tax Disbursement	797,595.07	869,313.91	-71,718.84	91.75%	2,343,368.00
401-43 · Annexation of County Roads	0.00	0.00	0.00	0.0%	
402-000 · Replacement Taxes	2,414.39	7,233.87	-4,819.48	33.38%	19,500.00
404-000 · Interest - Investments	0.00	0.00	0.00	0.0%	
405-000 · Miscellaneous Income					
410-010 · Recycling Income	1,691.80	4,822.53	-3,130.73	35.08%	13,000.00
405-000 · Miscellaneous Income - Other	0.00	0.00	0.00	0.0%	
<b>Total 405-000 · Miscellaneous Income</b>	<b>1,691.80</b>	<b>4,822.53</b>	<b>-3,130.73</b>	<b>35.08%</b>	<b>13,000.00</b>
406-000 · Grant Revenue - DCEO Grant	0.00	0.00	0.00	0.0%	
407-000 · Services & Materials	0.00	0.00	0.00	0.0%	
408-000 · Bus Fare	0.00	0.00	0.00	0.0%	
415-000 · Interest - County Treasurer	0.00	0.00	0.00	0.0%	
420-000 · Equipment Sales	0.00	3,709.70	-3,709.70	0.0%	10,000.00
430-000 · IGA Services & Material Reimbur	211,356.93	0.00	211,356.93	100.0%	0.00
<b>Total Income</b>	<b>1,013,058.19</b>	<b>885,080.01</b>	<b>127,978.18</b>	<b>114.46%</b>	<b>2,385,868.00</b>
<b>Expense</b>					
120-000 · Administration - General					
120-620 · Accounting Services	0.00	2,726.61	-2,726.61	0.0%	7,350.00
120-621 · Legal Services	0.00	0.00	0.00	0.0%	
120-650 · MCRide Dues	0.00	0.00	0.00	0.0%	
120-652 · Travel Expense	0.00	0.00	0.00	0.0%	
120-674 · Insurance Reserve	0.00	0.00	0.00	0.0%	
120-676 · Health Insurance	42,853.76	33,758.09	9,095.67	126.94%	91,000.00
120-677 · Employee Physicals	0.00	0.00	0.00	0.0%	
120-678 · Employee contributions to health	0.00	0.00	0.00	0.0%	
120-679 · Unemployment Compensation	74.71	6,677.42	-6,602.71	1.12%	18,000.00
120-680 · Child Support	0.00	0.00	0.00	0.0%	
120-765 · Township Garage - Principal	0.00	0.00	0.00	0.0%	
120-766 · Township Garage - Interest	0.00	0.00	0.00	0.0%	
120-000 · Administration - General - Other	0.00	0.00	0.00	0.0%	
<b>Total 120-000 · Administration - General</b>	<b>42,928.47</b>	<b>43,162.12</b>	<b>-233.65</b>	<b>99.46%</b>	<b>116,350.00</b>
170-000 · Road Division					
170-601 · Salaries	472,793.53	487,822.61	-15,029.08	96.92%	1,315,000.00
170-610 · Engineering Services	0.00	0.00	0.00	0.0%	
170-616 · Materials for Maint. of Roads	0.00	0.00	0.00	0.0%	
170-619 · Professional Services	16,681.00	14,838.73	1,842.27	112.42%	40,000.00
170-620 · Ice Control	0.00	5,564.52	-5,564.52	0.0%	15,000.00

# Nunda Township Road District Permanent Hard Road

## Budget vs. Actual

April 1 through August 14, 2025

	Apr 1 - Aug 14, 25	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
170-625 · Rental	0.00	0.00	0.00	0.0%	0.00
170-634 · Maintenance/Operating Supplies	0.00	0.00	0.00	0.0%	
170-636 · Maintenance Personnel	2,969.62	9,274.22	-6,304.60	32.02%	25,000.00
170-642 · Road Improvements	77,093.51	213,306.43	-136,212.92	36.14%	575,000.00
170-646 · Road Striping	0.00	24,112.88	-24,112.88	0.0%	65,000.00
170-648 · Gasoline & Oil	28,786.54	51,935.46	-23,148.92	55.43%	140,000.00
170-650 · County Roads IGA	0.00	0.00	0.00	0.0%	0.00
170-662 · Signs & Posts	0.00	0.00	0.00	0.0%	
170-663 · Road Safety Programs	0.00	0.00	0.00	0.0%	
170-000 · Road Division - Other	0.00	0.00	0.00	0.0%	
<b>Total 170-000 · Road Division</b>	<b>598,324.20</b>	<b>806,854.85</b>	<b>-208,530.65</b>	<b>74.16%</b>	<b>2,175,000.00</b>
<b>190-000 · Equipment Division</b>					
190-626 · Maintenance & Purchases	49,359.70	111,290.32	-61,930.62	44.35%	300,000.00
190-628 · Payments	0.00	0.00	0.00	0.0%	0.00
190-000 · Equipment Division - Other	0.00	0.00	0.00	0.0%	
<b>Total 190-000 · Equipment Division</b>	<b>49,359.70</b>	<b>111,290.32</b>	<b>-61,930.62</b>	<b>44.35%</b>	<b>300,000.00</b>
<b>200.000 · Building Division</b>					
200-634 · Maintenance/Facility Improvemen	43,053.97	18,548.36	24,505.61	232.12%	50,000.00
200-635 · Recycling	7,186.70	8,903.23	-1,716.53	80.72%	24,000.00
200-670 · Utilities	13,628.93	14,096.75	-467.82	96.68%	38,000.00
200-671 · Contingency	0.00	0.00	0.00	0.0%	0.00
200-675 · Land Acquisition	0.00	0.00	0.00	0.0%	
200.000 · Building Division - Other	0.00	0.00	0.00	0.0%	
<b>Total 200.000 · Building Division</b>	<b>63,869.60</b>	<b>41,548.34</b>	<b>22,321.26</b>	<b>153.72%</b>	<b>112,000.00</b>
<b>22-000 · Other</b>					
220-659 · Monitoring System - Gas Tank	0.00	0.00	0.00	0.0%	
22-000 · Other - Other	0.00	0.00	0.00	0.0%	
<b>Total 22-000 · Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
66000 · Payroll Expenses	16,536.17	0.00	16,536.17	100.0%	
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%	
<b>Total Expense</b>	<b>771,018.14</b>	<b>1,002,855.63</b>	<b>-231,837.49</b>	<b>76.88%</b>	<b>2,703,350.00</b>
<b>Net Ordinary Income</b>	<b>242,040.05</b>	<b>-117,775.62</b>	<b>359,815.67</b>	<b>-205.51%</b>	<b>-317,482.00</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
Transfer to Other Fund	0.00	0.00	0.00	0.0%	
80000 · Ask My Accountant	0.00	0.00	0.00	0.0%	
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>

Nunda Township Road District Permanent Hard Road  
**Budget vs. Actual**  
April 1 through August 14, 2025

	<b>Apr 1 - Aug 14, 25</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
Net Income	<u>242,040.05</u>	<u>-117,775.62</u>	<u>359,815.67</u>	<u>-205.51%</u>	<u>-317,482.00</u>

**Road District - Road & Bridge**  
**Budget Vs. Actual**  
April 1 through August 14, 2025

	<u>Apr 1 - Aug 14, 25</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
401-000 · Property Tax Disbursement	123,434.04	210,407.71	-86,973.67	58.66%	567,186.00
402-000 · Replacement Taxes	1,954.20	5,861.27	-3,907.07	33.34%	15,800.00
403-000 · Traffic Fines	836.00	2,844.18	-2,008.18	29.39%	7,667.00
404-000 · Interest - Investments	0.00	0.00	0.00	0.0%	
405-000 · Street Lighting	555.78	556.45	-0.67	99.88%	1,500.00
407-000 · Bus Fares	0.00	18.52	-18.52	0.0%	50.00
409-000 · Recycling	0.00	0.00	0.00	0.0%	
410-000 · Grant Funds	0.00	0.00	0.00	0.0%	
411-000 · ROW & Culvert Permit Fees	3,750.00	2,225.81	1,524.19	168.48%	6,000.00
413-000 · Miscellaneous Income	0.00	0.00	0.00	0.0%	
415-000 · Interest County Treasurer	0.00	0.00	0.00	0.0%	
430-000 · Service & Materials	0.00	0.00	0.00	0.0%	
<b>Total Income</b>	<u>130,530.02</u>	<u>221,913.94</u>	<u>-91,383.92</u>	<u>58.82%</u>	<u>598,203.00</u>
<b>Cost of Goods Sold</b>					
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%	
<b>Total COGS</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Gross Profit</b>	<u>130,530.02</u>	<u>221,913.94</u>	<u>-91,383.92</u>	<u>58.82%</u>	<u>598,203.00</u>
<b>Expense</b>					
120-000 · Administration - General					
120-619 · Professional Services	0.00	0.00	0.00	0.0%	
120-620 · Accounting Services	0.00	556.45	-556.45	0.0%	1,500.00
120-623 · Professional Improvement	0.00	0.00	0.00	0.0%	
120-626 · Equipment Purchase	0.00	0.00	0.00	0.0%	
120-649 · Dues	0.00	0.00	0.00	0.0%	
120-650 · McRide Dues	0.00	1,854.81	-1,854.81	0.0%	5,000.00
120-654 · Office Expense	7,867.59	14,838.73	-6,971.14	53.02%	40,000.00
120-655 · Postage	0.00	0.00	0.00	0.0%	
120-656 · Printing	0.00	0.00	0.00	0.0%	
120-658 · Publishing/Newsletter	0.00	0.00	0.00	0.0%	
120-660 · Equipment Maintenance	0.00	0.00	0.00	0.0%	
120-670 · IMRF Expense	0.00	0.00	0.00	0.0%	
120-672 · Telephone	0.00	0.00	0.00	0.0%	
120-690 · Miscellaneous	0.00	0.00	0.00	0.0%	
120-000 · Administration - General - (	0.00	0.00	0.00	0.0%	
<b>Total 120-000 · Administration - General</b>	<u>7,867.59</u>	<u>17,249.99</u>	<u>-9,382.40</u>	<u>45.61%</u>	<u>46,500.00</u>

**Road District - Road & Bridge**  
**Budget Vs. Actual**  
April 1 through August 14, 2025

	<u>Apr 1 - Aug 14, 25</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>170-000 · Road Division</b>					
170-634 · Road Maintenance	0.00	0.00	0.00	0.0%	
170-642 · Road Improvements	16,750.00	9,274.22	7,475.78	180.61%	25,000.00
170-643 · Uniforms	0.00	0.00	0.00	0.0%	
170-645 · Street Lighting	10,301.12	13,911.29	-3,610.17	74.05%	37,500.00
170-646 · Road Repair	337,891.67	168,790.30	169,101.37	200.18%	455,000.00
170-700 · Municiple Road Maintenanc	0.00	0.00	0.00	0.0%	
170-701 · Contingency	0.00	18,548.36	-18,548.36	0.0%	50,000.00
170-000 · Road Division - Other	0.00	0.00	0.00	0.0%	
<b>Total 170-000 · Road Division</b>	<u>364,942.79</u>	<u>210,524.17</u>	<u>154,418.62</u>	<u>173.35%</u>	<u>567,500.00</u>
<b>180-000 · Bridge Division</b>					
180-610 · Engineering Services	0.00	0.00	0.00	0.0%	
180-633 · Bridge Maint/Repair/Storm	0.00	9,274.22	-9,274.22	0.0%	25,000.00
180-000 · Bridge Division - Other	0.00	0.00	0.00	0.0%	
<b>Total 180-000 · Bridge Division</b>	<u>0.00</u>	<u>9,274.22</u>	<u>-9,274.22</u>	<u>0.0%</u>	<u>25,000.00</u>
<b>190-000 · Building Division</b>					
190-617 · Ground Maintenance Supp	0.00	0.00	0.00	0.0%	
190-630 · Building	0.00	0.00	0.00	0.0%	
190-634 · Maintenance	0.00	0.00	0.00	0.0%	
190-635 · Recycling	0.00	0.00	0.00	0.0%	
190-667 · Hazardous Waste Removal	0.00	0.00	0.00	0.0%	
190-670 · Utilities	0.00	0.00	0.00	0.0%	
190-000 · Building Division - Other	0.00	0.00	0.00	0.0%	
<b>Total 190-000 · Building Division</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>200-000 · Equipment Division</b>					
200-626 · Equipment Purchases	0.00	0.00	0.00	0.0%	
200-627 · Principle Reduc Loans (To	0.00	0.00	0.00	0.0%	
200-631 · Vehicle/Equipment Mainter	0.00	0.00	0.00	0.0%	
200-000 · Equipment Division - Other	0.00	0.00	0.00	0.0%	
<b>Total 200-000 · Equipment Division</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>66000 · Payroll Expenses</b>	0.00	0.00	0.00	0.0%	
<b>Total Expense</b>	<u>372,810.38</u>	<u>237,048.38</u>	<u>135,762.00</u>	<u>157.27%</u>	<u>639,000.00</u>
<b>Net Ordinary Income</b>	<u>-242,280.36</u>	<u>-15,134.44</u>	<u>-227,145.92</u>	<u>1,600.85%</u>	<u>-40,797.00</u>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
6000 · Transfers From Other Fund	0.00	0.00	0.00	0.0%	
6001 · Interest Income	0.00	0.00	0.00	0.0%	

**Road District - Road & Bridge**  
**Budget Vs. Actual**  
April 1 through August 14, 2025

	<b>Apr 1 - Aug 14, 25</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
Total Other Income	0.00	0.00	0.00	0.0%	
Other Expense					
7000 · Transfer PHR Land	0.00	0.00	0.00	0.0%	
80000 · Ask My Accountant	0.00	0.00	0.00	0.0%	
Total Other Expense	0.00	0.00	0.00	0.0%	
Net Other Income	0.00	0.00	0.00	0.0%	
Net Income	<b>-242,280.36</b>	<b>-15,134.44</b>	<b>-227,145.92</b>	<b>1,600.85%</b>	<b>-40,797.00</b>

**Nunda Township**  
**Budget Vs. Actuals**  
April 1 through August 14, 2025

	<u>Apr 1 - Aug 14, 25</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>100-400 · Income</b>					
401-000 · Property Tax Disbursement	341,116.26	370,957.67	-29,841.41	91.96%	999,972.85
402-000 · Replacement Taxes	2,061.94	7,419.33	-5,357.39	27.79%	20,000.00
404-000 · Interest- Investment	0.00	0.00	0.00	0.0%	0.00
405-000 · Miscellaneous Income	3,880.69	185.46	3,695.23	2,092.47%	500.00
410-000 · Insurance Dividend	0.00	1,112.90	-1,112.90	0.0%	3,000.00
411-000 · Town Hall/Chair Rental	125.00	185.46	-60.46	67.4%	500.00
412-000 · Cemetery Administration	0.00	0.00	0.00	0.0%	0.00
413-000 · Weed Ordinance Income	0.00	0.00	0.00	0.0%	0.00
414-000 · GA Administration	0.00	0.00	0.00	0.0%	0.00
415-000 · Interst - County Treasurer	0.00	37.12	-37.12	0.0%	100.00
416-000 · Road District Loan	0.00	0.00	0.00	0.0%	0.00
<b>Total 100-400 · Income</b>	<u>347,183.89</u>	<u>379,897.94</u>	<u>-32,714.05</u>	<u>91.39%</u>	<u>1,024,072.85</u>
<b>Total Income</b>	<u>347,183.89</u>	<u>379,897.94</u>	<u>-32,714.05</u>	<u>91.39%</u>	<u>1,024,072.85</u>
<b>Gross Profit</b>	<u>347,183.89</u>	<u>379,897.94</u>	<u>-32,714.05</u>	<u>91.39%</u>	<u>1,024,072.85</u>
<b>Expense</b>					
<b>110-500 · Compensation - Town Officers</b>					
110-501 · Supervisor	30,338.73	29,902.99	435.74	101.46%	80,608.00
110-502 · Town Clerk	4,673.08	5,379.06	-705.98	86.88%	14,500.00
110-503 · Assessor	32,809.20	34,525.60	-1,716.40	95.03%	93,069.00
110-504 · Highway Commissioner	38,181.45	40,229.79	-2,048.34	94.91%	108,445.62
110-505 · Board of Trustees	1,650.00	3,116.13	-1,466.13	52.95%	8,400.00
110-506 · Road District Treasurer	288.48	370.99	-82.51	77.76%	1,000.00
110-507 · Cemetery Trustees	0.00	556.45	-556.45	0.0%	1,500.00
110-676 · Health Insurance	14,585.98	29,677.39	-15,091.41	49.15%	80,000.00
110-680 · Social Security Tax	2,311.14	9,274.18	-6,963.04	24.92%	24,999.96
110-681 · IMRF	2,022.57	5,564.52	-3,541.95	36.35%	15,000.00
<b>Total 110-500 · Compensation - Town Officers</b>	<u>126,860.63</u>	<u>158,597.10</u>	<u>-31,736.47</u>	<u>79.99%</u>	<u>427,522.58</u>
<b>120-000 · Administration - General</b>					
120-601 · Salaries	0.00	0.00	0.00	0.0%	0.00
120-612 · Moderator	150.00	55.65	94.35	269.54%	150.00
120-614 · Deputy Clerk	0.00	185.46	-185.46	0.0%	500.00
120-619 · Professional Services	43.75	370.99	-327.24	11.79%	1,000.00
120-620 · Accounting Services	4,904.92	10,201.61	-5,296.69	48.08%	27,500.00
120-621 · Legal Services	22,119.07	14,838.71	7,280.36	149.06%	40,000.00
120-623 · Professional Improvement	185.00	185.46	-0.46	99.75%	500.00
120-626 · Equipment Purchase	49.99	1,483.90	-1,433.91	3.37%	4,000.00
120-632 · Maintenance Expense	2,509.04	7,419.33	-4,910.29	33.82%	20,000.00



**Nunda Township**  
**Budget Vs. Actuals**  
April 1 through August 14, 2025

	<u>Apr 1 - Aug 14, 25</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
120-651 · Dues - township Officials	1,151.47	482.28	669.19	238.76%	1,300.00
120-652 · Travel Expense	15.40	92.77	-77.37	16.6%	250.00
120-658 · Publishing	65.08	370.99	-305.91	17.54%	1,000.00
120-670 · Utilities	3,398.26	5,564.52	-2,166.26	61.07%	15,000.00
120-673 · General Insurance - TOIRMA	5,305.00	10,000.00	-4,695.00	53.05%	10,000.00
120-675 · Liability Insurance - TOIRMA	8,496.00	6,000.00	2,496.00	141.6%	6,000.00
120-678 · Worker's Comp - TOIRMA	5,062.00	6,000.00	-938.00	84.37%	6,000.00
120-679 · Unemployment Compensation	-67.24	0.00	-67.24	100.0%	0.00
120-680 · Social Security taxes	0.00	0.00	0.00	0.0%	0.00
<b>Total 120-000 · Administration - General</b>	<b>53,387.74</b>	<b>63,251.67</b>	<b>-9,863.93</b>	<b>84.41%</b>	<b>133,200.00</b>
<b>130-000 · Administration - Supervisor</b>					
130-601 · Staff Salaries	9,066.31	14,653.22	-5,586.91	61.87%	39,500.00
130-602 · Salaries Overtime	0.00	0.00	0.00	0.0%	0.00
130-623 · Professional Improvement	185.00	370.99	-185.99	49.87%	1,000.00
130-652 · Travel Expenses	277.62	185.46	92.16	149.69%	500.00
130-654 · Office Expense	3,051.11	2,040.35	1,010.76	149.54%	5,500.00
130-672 · Telephone/Internet	1,118.56	1,112.90	5.66	100.51%	3,000.00
130-676 · Health Insurance	0.00	0.00	0.00	0.0%	0.00
130-679 · Unemployment Compensation	19.77	370.99	-351.22	5.33%	1,000.00
130-680 · Social Security Tax	432.81	1,112.90	-680.09	38.89%	3,000.00
130-681 · IMRF	381.41	927.44	-546.03	41.13%	2,500.00
130-690 · Miscellaneous Expense	847.60	370.99	476.61	228.47%	1,000.00
130-000 · Administration - Supervisor - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 130-000 · Administration - Supervisor</b>	<b>15,380.19</b>	<b>21,145.24</b>	<b>-5,765.05</b>	<b>72.74%</b>	<b>57,000.00</b>
<b>140-000 · Administration - Assessor</b>					
140-601 · Staff Salaries	130,693.23	126,390.91	4,302.32	103.4%	340,706.00
140-602 · Salaries Overtime	0.00	3,709.70	-3,709.70	0.0%	10,000.00
140-611 · Professional Services	0.00	3,153.25	-3,153.25	0.0%	8,500.00
140-623 · Professional Improvement	832.98	1,483.90	-650.92	56.14%	4,000.00
140-626 · Equipment Purchase	0.00	1,483.90	-1,483.90	0.0%	4,000.00
140-629 · Computer Expense	34,099.75	13,725.80	20,373.95	248.44%	36,999.97
140-640 · Car Expense	1,474.75	2,040.35	-565.60	72.28%	5,500.00
140-649 · Dues	100.00	370.99	-270.99	26.96%	1,000.00
140-652 · Travel Expense	0.00	8.33	-8.33	0.0%	8.33
140-654 · Office Expense	1,070.40	1,112.90	-42.50	96.18%	3,000.00
140-655 · Postage	4.81	148.41	-143.60	3.24%	400.00
140-656 · Printing	0.00	185.48	-185.48	0.0%	500.00
140-657 · Publications & Subscriptions	6,436.60	5,935.51	501.09	108.44%	16,000.00
140-660 · Maintenance	1,240.54	741.91	498.63	167.21%	2,000.00
140-672 · Telephone/Internet	2,038.80	1,483.90	554.90	137.4%	4,000.00

**Nunda Township**  
**Budget Vs. Actuals**  
April 1 through August 14, 2025

	<b>Apr 1 - Aug 14, 25</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
140-674 · Unum LT Care	0.00	0.00	0.00	0.0%	0.00
140-676 · Health Insurance	23,300.77	38,951.61	-15,650.84	59.82%	105,000.00
140-679 · Unemployment Compensation	129.46	1,112.90	-983.44	11.63%	3,000.00
140-680 · Social Security Taxes	2,750.21	11,129.03	-8,378.82	24.71%	30,000.00
140-681 · IMRF	2,278.94	5,935.51	-3,656.57	38.4%	16,000.00
140-690 · Miscellaneous Expense	594.88	927.42	-332.54	64.14%	2,500.00
140-691 · Contingencies	0.00	7,419.33	-7,419.33	0.0%	20,000.00
140-692 · Digital Transfer	2,084.25	1,854.81	229.44	112.37%	5,000.00
<b>Total 140-000 · Adminstration - Assessor</b>	<b>209,130.37</b>	<b>229,305.85</b>	<b>-20,175.48</b>	<b>91.2%</b>	<b>618,114.30</b>
160-000 · Township Park					
160-695 · Park & Grounds Maintenance	0.00	1,854.81	-1,854.81	0.0%	5,000.00
<b>Total 160-000 · Township Park</b>	<b>0.00</b>	<b>1,854.81</b>	<b>-1,854.81</b>	<b>0.0%</b>	<b>5,000.00</b>
220-000 · Other					
220-890 · Community Relations	305.00	927.44	-622.44	32.89%	2,500.00
220-895 · Mosquito Abatement	0.00	370.99	-370.99	0.0%	1,000.00
220-900 · Contingencies	0.00	1,854.84	-1,854.84	0.0%	5,000.00
220-901 · Capital Improvements	2,496.60	15,766.13	-13,269.53	15.84%	42,500.00
<b>Total 220-000 · Other</b>	<b>2,801.60</b>	<b>18,919.40</b>	<b>-16,117.80</b>	<b>14.81%</b>	<b>51,000.00</b>
330-855 · Ordinance Expense	0.00	927.44	-927.44	0.0%	2,500.00
66000 · Payroll Expenses	15,731.24	0.00	15,731.24	100.0%	0.00
<b>Total Expense</b>	<b>423,291.77</b>	<b>494,001.51</b>	<b>-70,709.74</b>	<b>85.69%</b>	<b>1,294,336.88</b>
<b>Net Ordinary Income</b>	<b>-76,107.88</b>	<b>-114,103.57</b>	<b>37,995.69</b>	<b>66.7%</b>	<b>-270,264.03</b>
<b>Other Income/Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Net Income</b>	<b>-76,107.88</b>	<b>-114,103.57</b>	<b>37,995.69</b>	<b>66.7%</b>	<b>-270,264.03</b>

# Nunda Township - General Assistance Budget vs. Actual

April 1 through August 14, 2025

	<u>Apr 1 - Aug 14, 25</u>	<u>YTD Budget</u>
<b>Income</b>		
401-001 · Property Tax Disbursements	0.00	0.00
401-002 · Replacement Taxes	343.45	3,000.00
401-003 · Interest - Investments	0.00	0.00
<b>Total Income</b>	<u>343.45</u>	<u>3,000.00</u>
<b>Expense</b>		
120 · Administration - General		
120-601 · Township Administration	0.00	0.00
120-620 · Accounting Services	0.00	600.00
120-621 · Legal Services	0.00	500.00
120-623 · Professional Improvement	0.00	500.00
120-654 · Office Expense	0.00	2,500.00
120-662 · Catastrophic Insurance	0.00	2,500.00
120-683 · Community Relations - Job Post	0.00	0.00
120-690 · Miscellaneous Expense	0.00	0.00
120 · Administration - General - Other	0.00	0.00
<b>Total 120 · Administration - General</b>	<u>0.00</u>	<u>6,600.00</u>
210 · Home Relief Division		
210-706 · Medical & Dental	0.00	500.00
210-709 · Shelter	0.00	36,000.00
210-710 · Utilities	341.70	20,000.00
210-711 · Food	0.00	5,000.00
210-712 · Personal Allowance	0.00	3,000.00
210-715 · Transportation	150.00	2,000.00
210 · Home Relief Division - Other	0.00	0.00
<b>Total 210 · Home Relief Division</b>	<u>491.70</u>	<u>66,500.00</u>
66000 · Payroll Expenses	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00
<b>Total Expense</b>	<u>491.70</u>	<u>73,100.00</u>
<b>Net Income</b>	<u><u>-148.25</u></u>	<u><u>-70,100.00</u></u>

# Nunda Township - General Assistance Budget vs. Actual

April 1 through August 14, 2025

	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>		
401-001 · Property Tax Disbursements	0.00	0.0%
401-002 · Replacement Taxes	-2,656.55	11.45%
401-003 · Interest - Investments	0.00	0.0%
<b>Total Income</b>	<u>-2,656.55</u>	<u>11.45%</u>
<b>Expense</b>		
120 · Administration - General		
120-601 · Township Administration	0.00	0.0%
120-620 · Accounting Services	-600.00	0.0%
120-621 · Legal Services	-500.00	0.0%
120-623 · Professional Improvement	-500.00	0.0%
120-654 · Office Expense	-2,500.00	0.0%
120-662 · Catastrophic Insurance	-2,500.00	0.0%
120-683 · Community Relations - Job Post	0.00	0.0%
120-690 · Miscellaneous Expense	0.00	0.0%
120 · Administration - General - Other	0.00	0.0%
<b>Total 120 · Administration - General</b>	<u>-6,600.00</u>	<u>0.0%</u>
210 · Home Relief Division		
210-706 · Medical & Dental	-500.00	0.0%
210-709 · Shelter	-36,000.00	0.0%
210-710 · Utilities	-19,658.30	1.71%
210-711 · Food	-5,000.00	0.0%
210-712 · Personal Allowance	-3,000.00	0.0%
210-715 · Transportation	-1,850.00	7.5%
210 · Home Relief Division - Other	0.00	0.0%
<b>Total 210 · Home Relief Division</b>	<u>-66,008.30</u>	<u>0.74%</u>
66000 · Payroll Expenses	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.0%
<b>Total Expense</b>	<u>-72,608.30</u>	<u>0.67%</u>
<b>Net Income</b>	<u><u>69,951.75</u></u>	<u><u>0.21%</u></u>

**Nunda Township - General Assistance**  
**Budget vs. Actual**  
April 1 through August 14, 2025

	<u>Annual Budget</u>
<b>Income</b>	
401-001 · Property Tax Disbursements	0.00
401-002 · Replacement Taxes	3,000.00
401-003 · Interest - Investments	
<b>Total Income</b>	<u>3,000.00</u>
<b>Expense</b>	
120 · Administration - General	
120-601 · Township Administration	0.00
120-620 · Accounting Services	600.00
120-621 · Legal Services	500.00
120-623 · Professional Improvement	500.00
120-654 · Office Expense	2,500.00
120-662 · Catastrophic Insurance	2,500.00
120-683 · Community Relations - Job Post	
120-690 · Miscellaneous Expense	
120 · Administration - General - Other	
<b>Total 120 · Administration - General</b>	<u>6,600.00</u>
210 · Home Relief Division	
210-706 · Medical & Dental	500.00
210-709 · Shelter	36,000.00
210-710 · Utilities	20,000.00
210-711 · Food	5,000.00
210-712 · Personal Allowance	3,000.00
210-715 · Transportation	2,000.00
210 · Home Relief Division - Other	
<b>Total 210 · Home Relief Division</b>	<u>66,500.00</u>
66000 · Payroll Expenses	
66900 · Reconciliation Discrepancies	
<b>Total Expense</b>	<u>73,100.00</u>
<b>Net Income</b>	<u><u>-70,100.00</u></u>

**Nunda Township Cemetery**  
**Budget Vs Actual**  
April 1 through August 14, 2025

	<u>Apr 1 - Aug 14, 25</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Cemetery Income</b>					
401.000 · Property Tax Disbursement	10,502.71	8,643.23	1,859.48	121.51%	23,299.12
402.000 · Replacement Taxes	0.00	148.39	-148.39	0.0%	400.00
403.000 · Grave Sale All Inclusive	0.00	1,446.77	-1,446.77	0.0%	3,900.00
404.000 · Burial Permit Fee	0.00	0.00	0.00	0.0%	
405.000 · Monument Permit	0.00	0.00	0.00	0.0%	
406.000 · Interest	0.63	3.71	-3.08	16.98%	10.00
407.000 · Ladd Trust	0.00	0.00	0.00	0.0%	
408.000 · Stewart Family Trust	0.00	0.00	0.00	0.0%	
Cemetery Income - Other	0.00	0.00	0.00	0.0%	
<b>Total Cemetery Income</b>	<u>10,503.34</u>	<u>10,242.10</u>	<u>261.24</u>	<u>102.55%</u>	<u>27,609.12</u>
Interest	0.00	0.00	0.00	0.0%	
<b>47900 · Sales</b>					
Sales of Lots	0.00	0.00	0.00	0.0%	
47900 · Sales - Other	0.00	0.00	0.00	0.0%	
<b>Total 47900 · Sales</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Income</b>	<u>10,503.34</u>	<u>10,242.10</u>	<u>261.24</u>	<u>102.55%</u>	<u>27,609.12</u>
<b>Expense</b>					
150-601 · Township Administration	0.00	556.45	-556.45	0.0%	1,500.00
150-602 · Cemetery Improvements	0.00	1,854.84	-1,854.84	0.0%	5,000.00
150-603 · Flags & Parts	0.00	0.00	0.00	0.0%	
150-604 · Survey and Markers	0.00	148.39	-148.39	0.0%	400.00
150-605 · Grave Buyback	0.00	556.45	-556.45	0.0%	1,500.00
150-619 · Audit Fees	0.00	37.10	-37.10	0.0%	100.00
150-621 · Legal Fees	0.00	185.48	-185.48	0.0%	500.00
150-623 · Professional Development	0.00	185.48	-185.48	0.0%	500.00
150-629 · Computer and Internet Expenses	0.00	0.00	0.00	0.0%	
150-632 · Maintenance	9,000.00	9,274.20	-274.20	97.04%	25,000.00
150-640 · Columbarium Engraving	0.00	445.16	-445.16	0.0%	1,200.00
150-651 · Membership Dues	0.00	0.00	0.00	0.0%	
150-652 · Travel Expense	0.00	185.48	-185.48	0.0%	500.00
150-654 · Office Supplies & Publishing	0.00	0.00	0.00	0.0%	
150-658 · Publishing	0.00	74.19	-74.19	0.0%	200.00
150-672 · Telephone Expense	0.00	0.00	0.00	0.0%	
150-673 · Insurance Expense	193.00	55.65	137.35	346.81%	150.00

**Nunda Township Cemetery**  
**Budget Vs Actual**  
April 1 through August 14, 2025

	<b>Apr 1 - Aug 14, 25</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
150-674 · Bank Service Charges	0.00	0.00	0.00	0.0%	
150-675 · Interest Expense	0.00	0.00	0.00	0.0%	
150-676 · Contingencies	0.00	370.97	-370.97	0.0%	1,000.00
80001 · Payroll Expenses	0.00	0.00	0.00	0.0%	
<b>Total Expense</b>	<b>9,193.00</b>	<b>13,929.84</b>	<b>-4,736.84</b>	<b>66.0%</b>	<b>37,550.00</b>
<b>Net Ordinary Income</b>	<b>1,310.34</b>	<b>-3,687.74</b>	<b>4,998.08</b>	<b>-35.53%</b>	<b>-9,940.88</b>
<b>Other Income/Expense</b>					
Other Expense					
80000 · Ask My Accountant	0.00	0.00	0.00	0.0%	
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,310.34</b>	<b>-3,687.74</b>	<b>4,998.08</b>	<b>-35.53%</b>	<b>-9,940.88</b>



# Supervisor's Report

August 14, 2025

## Training and Professional Development

- Supervisor GATI Training in Rockford on 10/17/2025.
- TOI Educational Conference Nov 10-12, 2025 in Springfield.
- Next Educational Workshop is May 19th

## Project Updates

- Internet/Phone Systems
  - Received Bid from Comcast & Clarity Technologies
  - Provided proposals for Internet Service from Comcast
    - Fiber
    - Cable
- QuickBooks Consolidation- Meeting with GAPS & Home State Bank on Friday 8/15/2025

## General Assistance and Emergency Assistance

### Current Status

- **Inquiries:** 1 new; 2 open cases.
- **General Assistance:** 1 pending decision; 1 denial.
- **Emergency Assistance:** 3 denials; 1 pending.

### Process Improvements

- Refining applicant prequalification procedures to improve efficiency and consistency.

## Other Items

- Please complete FOIA/OMA Training by the 19<sup>th</sup>, and file certificates with the clerk.
- Cemetery Board
  - Terms are 2 years. All three board member terms will end July 31, 2025.
  - Board had the first meeting on July 24<sup>th</sup>
    - Officers
      - Cindee White- President
      - Catherine Williams- Clerk
      - Mike Shorten- Treasurer
    - Next meeting will be on August 20, 2025 @ 1pm in Supervisor's Office.
    - Will be meeting with Cemetery Service Providers to determine go forward path.
- While Processing Cemetery Bills, I identified 2 payments that were processed by my predecessor, but never recorded. The Cemetery Board was notified on 7/25/2025 and the reports presented are currently to the best of my knowledge. This should have been identified in the May EOM



reconciliation but were not. The oversight has been reviewed with the accountant and processes have been updated to ensure accuracy going forward.

- 4/2/2025- \$500- to Bill Boltz
  - 5/3/2025- \$2,000 to Gonzalez Lawn
- Funds have not been adequately invested. Approximate loss of potential revenue is Greater than \$100,000 during the last fiscal year, and estimated \$250,000 total since interest rates increased beginning in the first half of 2022. I've implemented a basic policy utilizing our current MMDA accounts and am working to identify other protected short-term investments to maximize gains in cooperation with County Treasurer Donna Kurtz.

#### **Supervisor Hours**

<b>Week Number</b>	<b>Sum of Total Hours</b>
29	29
30	57
31	37
32	48
<b>Grand Total</b>	<b>170</b>

Respectfully,

Mike Shorten  
Nunda Supervisor