

Nunda Township
Cemetery Board of Managers-
Meeting Agenda

February 4, 2026 at 9:00am
Nunda Township Supervisor's Office
3420 Bay Road, Crystal Lake, IL 60012

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adopt the Agenda
5. Public Comment
6. Approval of Minutes
 - a. Regular Meeting – August 20, 2025
 - b. Regular Meeting – September 10, 2025
 - c. Regular Meeting – October 8, 2025
 - d. Regular Meeting – November 12, 2025
 - e. Regular Meeting – December 3, 2025
 - f. Special Meeting – January 21, 2026
7. Review of Bills for payment
8. Report of Burials, Burial Permits, Monument Permits and Graves Sold
9. Financial Report from Supervisor
10. For Approval:
 - a. **Resolution No. 2026-02-04-01 Approval of a Cemetery Management Agreement with Professional Cemetery Services and Forwarding Said Recommendation to the Nunda Township Board**
 - b. **Resolution No. 2026-02-04-02 Approving and Forwarding a Contract for 2026 Cemetery Grounds Maintenance**
11. Review of Inspire Cemetery Software Agreement
12. Reports from Trustees

13. Old Business

14. New Business

15. Adjournment

MINUTES-NUNDA TOWNSHIP CEMETERY BOARD OF MANGERS

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State of Illinois)

County of McHenry)

Township of Nunda)

Call to Order: Township Supervisor Michael Shorten (M Shorten) called the meeting to order at 1:000pm. August 20, 2025

Pledge of Allegiance was said by all present

Roll call: Township Supervisor M. Shorten, Members of the Board of Managers: Cindee White (C White), Stephen Platt (S Platt), Catherine Williams, (C Williams)

Adopt the Agenda. No changes. C White moved to adopt agenda-motion carried.

Public Comment: None received

Presentation by Mark Christopherson- Professional Cemetery Services (PCS). The report covered the services PCS could provide the township. The most basic services that we need now is the service of locating grave, the opening a closing of the site and coordinate with funeral home and the grave marker companies. PCS currently works with 10 Illinois townships and 50 other cemeteries. Mark will prepare a proposal with pricing and will be ready by next meeting.

Approval of July 24, 2025 meeting minutes. S. Platt moved, C Williams second to approve minutes as present. Two typos were noted and corrected. Motion carried.

Approval of bills for payment: Motion to pay to Gonzales Lawn and Landscaping for August 2025 for landscaping service for the four cemeteries in the township. Total \$2,000. On roll call to approve: C White- YES S. Platt-YES, C Williams YES, M. Shorten- YES. Motion carried.

Report of Burials-Permits, Monument Permits

No sales report. One VA marker will be place in the next thirty days.

Discussion of what records exist for each of the four township cemeteries were available. The special meeting in September, records will be review

Financial Report from Supervisor: As of 07-30-2025 A checking account has current balance of \$37,994.84 and a saving account with balance of \$36,425.88.

Accounts will be moved to bank in McHenry County. Move to approve financial report: roll call- S. Platt YES C Williams-YES C. White- Yes, M. Shorten- YES. Motion carried. Supervisor is building a strategy for investment of funds. We will ask the Road district to track the time spent snow plowing for each property so we can plan for our next budget.

Reports from Trustee- C. Williams report she had visited Holcombeville Cemetery. Lighting, roads, property maintained and mowing was very good. Only issue was that the wood sign be replaced or new post be installed.

Old Business: Cemetery Rules: Current set of rules date from 2004. Will review and bring suggested edits and updates to the next meeting. Each member will need to complete the Illinois Open Meeting Act.

New business:

A. Meeting schedule: Special Meeting: Wednesday September 10, 2025 at 9AM. Notice will be posted 48 hours prior to meeting. Wednesday October 1, 2025 at 9 am and Wednesday December 3, 2025 9 am.

No other business was brought forth. Motion by C Williams, second by S. Platt to adjourn. Meeting adjourned at 2:45 pm.

Respectfully Submitted

Catherine Williams

Clerk

Approved_____

MINUTES-NUNDA TOWNSHIP CEMETERY BOARD OF MANGERS

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State of Illinois)

County of McHenry)

Township of Nunda)

- 1. Call to Order:** C. White. called the meeting to order at 9:000am. September 10, 2025
- 2. Pledge of Allegiance** was said by all present
- 3. Roll call:** Township Supervisor M. Shorten, Members of the Board of Managers: Cindee White (C White), Stephen Platt (S Platt), Catherine Williams, (C Williams)
- 4. Adopt the Agenda.** No changes. C Williams moved to adopt agenda-motion carried.
- 5. Public Comment:** None received
- 6. Approval of bills for payment:** Motion to pay to Gonzales Lawn and Landscaping for August 2025 for landscaping service for the four cemeteries in the township. Total \$2,000. On roll call to approve: C White- YES S. Platt-YES, C Williams YES, M. Shorten- YES. Motion carried.
- 7. Review of Cemetery Records:** The State of Illinois provide a listing of record retention rules. Prior to any records being destroyed, a form is required to be submitted to the State for approval. Once approval is received, records can be shed. Records will be divided by specific cemetery and then all permanent records will be grouped by topic such as all audits, all minutes and all cemetery specific listing will be filed together.
- 8. Review of Fee structure.** Extensive Discussion of various types of fees that could be charged. A resolution will be presented at the next meeting stating the fees for the cost of plot, permits and interment fees.
- 9. Review of Cemetery Rules and Regulations:** C Williams offered to re-enter the current Rules and Regulations as a WORD document could not be located. Each member is asked to edit the document and bring to the next meeting. One document will be created with edits.
- 10. Review of proposals for Cemetery Services.** S. Platt will review other townships that contracts with PCS and report back at the next meeting.
- 11. Report from Trustees:** C. Williams shared a form that could be used when a board member visits a cemetery.
- 12. New Business** none
- 13. Adjournment:** Motion to adjourn by C Williams at 11 am.

Respectfully submitted:

Catherine Williams

Clerk

Next meeting set for October 1, 2025 at 9 am.

Approved: _____

MINUTES-NUNDA TOWNSHIP CEMETERY BOARD OF MANAGERS

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State of Illinois)

County of McHenry)

Township of Nunda)

- 1. Call to Order:** C. White. called the meeting to order at 9:00am. October 8, 2025
- 2. Pledge of Allegiance** was said by all present
- 3. Roll call:** Township Supervisor M. Shorten, Members of the Board of Managers: Cindee White (C White), Stephen Platt (S Platt), Catherine Williams, (C Williams)
- 4. Adopt the Agenda.** No changes. C Williams moved to adopt agenda-motion carried.
- 5. Public Comment:** Jim Hicks of Prairie Grove was in attendance and had questions about the over all structure of the 4 cemeteries and questions about purchase of plots at McMillan or Holcombville Cemeteries.
- 6. Approval of minutes:** Minutes of 8-20-2025 and 9-10-2025 were presented. Motion by Plate, second by While to approve minutes.
- 7. Approval of bills for payment:** Bills presented were Gonzales Landscaping for \$2000. And City of McHenry for \$15.52 Motion to approve by Williams Second by Plat. Motion carried.
- 8. Report of Burials, Permits, Monument and Graves Sold:** None sold. Miller Monument requested waiver to allow a 4" frame for Jeffrey Hysen. Resolution in November.
- 9. Financial Report from Supervisor;** Report of banking relationships and account moved to Home State Bank. As of 9-30-2025 Checking balance is \$5,055.70 and Money Market is 473,549.21.
- 10. Resolution for Cemetery Fee Structure:** Reviewed and passed on motion Williams, seconded White.
- 11. Resolution for Cemetery Services:** Tabled
- 12. Resolution for Lawn Care Maintenance.** We are current and will review 11-2025.
- 13. Reports from Trustees** none
- 14. Old Business:** none
- 15. New Business** none
- 16. Adjournment:** Motion to adjourn by C Williams at 2:55 pm.

Respectfully submitted:

Catherine Williams
Clerk

Next Meeting November 5, 2025.

Approved: _____

MINUTES-NUNDA TOWNSHIP CEMETERY BOARD OF MANAGERS

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State of Illinois)

County of McHenry)

Township of Nunda)

- 1. Call to Order:** C. White. called the meeting to order at 9:00am. November 12, 2025
- 2. Pledge of Allegiance** was said by all present
- 3. Roll call:** Township Supervisor M. Shorten, Members of the Board of Managers: Cindee White (C White), Stephen Platt (S Platt), Catherine Williams, (C Williams)
- 4. Adopt the Agenda.** No changes. C Williams moved to adopt agenda-motion carried.
- 5. Public Comment:** None
- 6. Approval of bills for payment:** The Township Board needs to approve payment of bills. The Cemetery Board reviews and recommends payment. Final payment to Gonzales Landscaping \$2500 for Fall clean up. The contract expires 3-31-2026.
- 7. Resolution for Cemetery Services and Management:** C Williams moved to approved the Scope of Work and request a contract for review and approval at the December 3, 2025 meeting.
- 8. Resolution for Miller Monument waiver.** Moved by Williams second by Platt. Motion carried
- 9. Discuss Levy:** Supervisor Shorten explained the Levy Process. \$23,536.27 will be collected in 2025 and \$24,465.96 will be collected in 2026. There was about a 4.99% increase in the levy. Our yearly expenses are expected to be \$24,000 for property care and Cemetery Services contract for management of the sales, permits and all coordination. C Williams moved, S Platt second Resolution 2025-11-13-04. Motion carried.
- 10. Review of Cemetery Records.** All available records of the four township cemeteries were gathered. They will be filed by records unique to each cemetery and then records relating to the overall management of the properties, Board minutes and general correspondence. The next step will be to gather will blueprints and labeled by property and date of creation of blueprint.
- 11. Reports from Trustees:** C Williams reported landowner adjacent to Holcombville has done extensive landscaping and tree removal. None of the Holm township property was disturbed but work has changed the over all appearance of the property.
- 12. Old Business:** minutes from meetings of 10-8-2025, 9-10-2025 and minutes of this meeting 11-12, 2025 will be presented for approval.
- 13. New Business** next meeting December 3, 2025 1 PM.
- 14. Adjournment:** Motion to adjourn by C Williams at 2:55 pm.

Respectfully submitted:

Catherine Williams,Clerk

Approved: _____

MINUTES-NUNDA TOWNSHIP CEMETERY BOARD OF MANAGERS

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State of Illinois)

County of McHenry)

Township of Nunda)

- 1. Call to Order:** C. White called the meeting to order at 9:00am. December 3, 2025
- 2. Pledge of Allegiance** was said by all present
- 3. Roll call:** Township Supervisor M. Shorten, Members of the Board of Managers: Cindee White (C White), Stephen Platt (S Platt), Absent: Catherine Williams, (C Williams)
- 4. Adopt the Agenda.** No changes. Motion to adopt agenda-motion carried.
- 5. Public Comment:** None
- 6. Approval of Minutes-** None presented.
- 7. Approval of bills for payment:** Final payment to Gonzales Landscaping \$2000. The contract will end 3-31-2026. A payment for the Cemetery Board portion of the audit to GW and Assoc. is \$82.00. The Board recommends that these bills be approved by the Township Board.
- 8. Report of Burials, Permits, Monument Permits and Graves Sold** No transactions to report.
- 9. Financial Report from Supervisor:** Accounts have been transferred to Home State Bank. Checking Balance is \$52,827.74 and Money Market Account is \$21,327.71.
- 10. Resolution for Cemetery Services and Management:**
- 11. Old Business:** None. Reference material was shared for review in re writing Rules and Regulations.
- 12. New Business:** Dates for 2026 Meetings were set. Special Meeting 1-21-2026 for purpose to review Contract with Cemetery Services for landscaping services and management of properties. All meetings will be 9 am February 4, 2026, April 1, 2026 June 3, 2026, August 5, 2026 October 7, 2026, December 2, 2026.
- 13. Adjournment:** Motion to adjourn by C White Motion carried Adjournment at Services 2:55 pm.

Submitted from recording of the minutes:

Catherine Williams

Clerk

Approved: _____

MINUTES-NUNDA TOWNSHIP CEMETERY BOARD OF MANAGERS

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State of Illinois)

County of McHenry)

Township of Nunda)

- 1. Call to Order of Special Meeting:** C. White called the meeting to order at 9:04am. January 21, 2025
- 2. Pledge of Allegiance** was said by all present
- 3. Roll call:** Township Supervisor M. Shorten, Members of the Board of Managers: Cindee White (C White), Stephen Platt (S Platt), Catherine Williams, (C Williams), Guest Mark Christopherson and Emily Christopherson
- 4. Adopt the Agenda.** No changes. Motion to adopt agenda-motion carried.
- 5. Public Comment:** None
- 6. A. Review of Cemetery Maintenance Contract:** Reviewed scope of services and received clarification of services and Date would start 4-1-26 to March 31, 2027. We would make 8 payment starting April to November. Final contact will be submitted for next meeting approvals.
B Review of Management Contract: review contract and received definitions in the contract. PCS will submit corrected contract for February 4, 2026, meeting for approval. WE would receive recap of activity on quarterly basis such as sales, inquires and work done under the scope of contract.
- 7. Demonstration of Inspire Cemetery Software:** Emily Christopherson gave a review of software and how we would implement for our four cemeteries. Until we can walk the properties and compare maps and current records, we will not be able to start entering data into the software.
- 8. Reports from Trustee:** None
- 9. Old Business:** Contract review from Professional Cemetery Services
- 10. New Business: None**
- 11. Adjournment:** Motion to adjourn by C White Motion carried Adjournment at 11 am

Next Meeting February 3, 2026, at 9 am.

Catherine Williams

Clerk

Approved: _____

NUNDA TOWNSHIP

McHENRY COUNTY, ILLINOIS

Resolution No. 2026-02-04-01

A Resolution of the Cemetery Board of Managers Recommending Approval of a Cemetery Management Agreement with Professional Cemetery Services and Forwarding Said Recommendation to the Nunda Township Board

WHEREAS, the Nunda Township Cemetery Board of Managers recognizes the need for professional management services for Prairie Grove, Ridgefield, McMillan, and Holcombville Cemeteries; and

WHEREAS, Professional Cemetery Services has proposed to provide cemetery management services including responding to inquiries, coordinating burials, registering burial information in the Illinois Cemetery Database (ILCOD), maintaining records, collecting payments, and coordinating with monument companies, for a monthly fee of \$500 and a 20% commission on grave or columbarium sales; and

WHEREAS, the Cemetery Board of Managers finds that engaging Professional Cemetery Services is in the best interest of the cemeteries and the public they serve;

NOW, THEREFORE, BE IT RESOLVED that the Nunda Township Cemetery Board of Managers hereby recommends that the Nunda Township Board approve and authorize entry into a Cemetery Management Agreement with Professional Cemetery Services under the terms outlined in their proposal dated September 1, 2025; and

BE IT FURTHER RESOLVED that this Resolution and recommendation be forwarded to the Nunda Township Board for its consideration and final approval.

Approved this ____ day of _____, 2025.

AYES: _____

NAYS: _____

ABSENT: _____

Cindee White, President

Catherine Williams, Clerk



September 1, 2025

Mike Shorten
Nunda Township Supervisor
3510 Bay Rd
Crystal Lake IL 60012

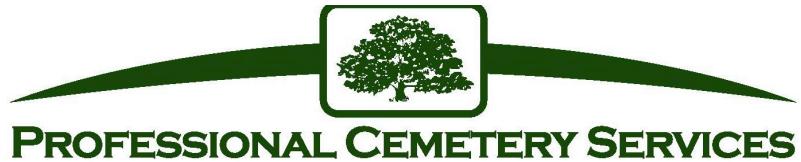
Cemetery Management
Scope of Work

The staff at Professional Cemetery Services would be honored to assist Nunda Township with the management responsibilities at Prairie Grove, Ridgefield, McMillan, and Holcombville Cemeteries. Our management duties include

- Responding to phone calls and online inquiries about the cemetery.
- Coordinating burial requests with Funeral Homes and Families making burial arrangements.
- Register all new burial information into the Illinois Cemetery Database (ILCOD)
- Adding all new sales and burial info into the cemetery record-keeping system.
- Collecting payment for grave space and columbarium purchases.
 - Payments will be forwarded to person responsible for bank deposits.
- Meeting with monument companies to locate graves and insure proper installation of granite markers.

Our goal is to relieve your staff from the daily or weekly burden of cemetery responsibilities. We have been in the cemetery (Death care) profession for over 50 years. No matter what the question or problem that we may be facing, we have probably dealt with it in the past or know who to call for guidance. Our management fees are as follows.

- Management \$500.00 (monthly)
- 20% sales commission for grave or columbarium sales



Term, Renewal, and Cancellation

Term of Agreement

This agreement shall begin on _____ (Start Date) and shall continue through _____ (End Date).

Automatic Renewal

This agreement shall automatically renew for successive terms unless otherwise discussed and agreed upon in writing by both parties.

Cancellation

Either party may terminate this agreement for any reason by providing no less than thirty (30) day's written notice to the other party.

We look forward to building a strong partnership and helping you preserve the history and legacies of your cemetery for generations to come.

Signature _____ Date _____
(Please print your name) _____
Position _____

Signature _____ Date _____
Position _____

Thank you for choosing Professional Cemetery Services to elevate your cemetery management.

Mark Christopherson * President * Professional Cemetery Services

NUNDA TOWNSHIP
MCHENRY COUNTY, ILLINOIS

Resolution No. 2026-02-04-02

**A Resolution Approving and Forwarding a Contract for 2026 Cemetery Grounds
Maintenance**

WHEREAS, the Nunda Township Cemetery Board of Managers has reviewed proposals for the 2026 seasonal maintenance of Prairie Grove, Ridgefield, McMillion, and Holcombville Cemeteries;

WHEREAS, the Board finds the proposal submitted by Professional Cemetery Services to be the most comprehensive and in the best interest of the Township, providing extended seasonal coverage and inclusive services;

NOW, THEREFORE, BE IT RESOLVED, that the Nunda Township Cemetery Board of Managers hereby approves the award of the 2026 cemetery grounds maintenance contract to Professional Cemetery Services and forwards this approval to the Nunda Township Board for final approval, authorizing the Supervisor to enter into a contract in the amount specified in their attached proposal.

Approved this 4th day of February, 2026.

AYES: _____ NAYS: _____ ABSENT: _____

Cindee White, President

Catherine Williams, Clerk



Sept 1, 2025

Nunda Township Cemeteries
2026 Grounds maintenance

Dear, Mike

- *Weekly maintenance* usually begins the last week of April
 - Spring clean up April 1-15, fall and winter decorations. Fallen tree limbs and winter debris
 - Fall clean-up Nov. 1-15, Summer decorations will be disposed of making room for fall decorations.
 - Fall leaf mulching. Leaves will be mulched/recycled back into the turf. Usually ends in the middle of Nov.
 - Optional services not included in this proposal *Spring and Fall liquid broadleaf weed control spray*
 - Prairie Grove \$525.00 per application
 - Ridgfield \$440.00 per application
 - McMillon \$490.00 per application
 - Holcombville \$440.00 per application
- *Scope of work*
 - *The Contractor agrees to provide routine grounds maintenance services for the cemetery property, including the following:*
 - *Mowing of all maintained turf areas within the cemetery boundaries*
 - *Trimming and edging around headstones, monuments, markers, fencing, buildings, trees, and landscaped features*
 - *Blowing and removal of grass clippings and debris from paved surfaces, drives, and walkways*
 - *Routine weed control in turf areas and around markers where accessible*
 - *Seasonal leaf removal from turf, paved areas, and drainage features*
 - *General debris and litter removal throughout the cemetery grounds*
 - *Pickup and removal of fallen branches and limbs resulting from normal weather conditions, provided such branches can be removed without the use of a chainsaw*



- *Exclusions and Additional Charges*
- *Any fallen branch, limb, or tree debris that requires the use of a chainsaw, heavy equipment, or specialized labor to safely remove is not included in this Scope of Work*
- *Removal of large limbs, trees, storm-damaged trees, or hazardous debris requiring chainsaws will be performed only upon authorization and will result in an additional charge*
- *Tree removal, tree trimming, stump grinding, and emergency storm cleanup are not included unless specifically authorized in writing*
- *Maintenance of areas deemed unsafe, inaccessible, or outside the agreed-upon service area is excluded unless otherwise agreed*

Pricing

2026 cemetery grounds maintenance at Prairie Grove, Ridgefield, McMillion, and Holcombville Cemeteries

- \$18,200.00 per season (8 payments of \$2,275.00 April-Nov)

Thank you for the opportunity to partner with you at Nunda Township Cemeteries.

Mark Christopherson - President - Professional Cemetery Services

Mark Christopherson _____ Date _____

Acceptance _____ Date _____

Position _____



Nunda Township Cemeteries

Nunda Township

September 1, 2025

**Inspire Cemetery Software
156 Williams St
Carpentersville IL 60110**

Overview

Welcome to the Inspire Cemetery Software family! As a new customer, you can expect an exceptional and seamless experience that empowers your cemetery with modern, user-friendly tools for efficient management and history preservation.

Goals

1. Smooth Onboarding
2. Personalized Training
3. User-Friendly Interface
4. Cloud-Based Convenience
5. Data Security and Preservation
6. Fillable PDF Deeds

Specifications

Before we can begin setting up Inspire Cemetery Software for a new customer, we will need certain essential information to ensure a smooth and personalized onboarding process. Here are the details a new customer will need to provide:

1. Contact Information: This includes the customer's name, email address, phone number, and the name of the cemetery or organization they represent. Having accurate contact information helps us communicate effectively throughout the onboarding process.
2. Cemetery Details: Customers must provide specific details about their cemetery, such as its name, location, address, and any unique identifiers associated with the cemetery.



3. Existing Records: If the customer already maintains cemetery records through another system, they will need to provide access to these records or relevant data files. This will facilitate the data import process and ensure a seamless transition to Inspire Cemetery Software.
4. User Requirements: Customers should inform us about the number of users who will be accessing the software and their respective roles or access levels within the platform. Understanding user requirements allows us to create personalized training sessions for different user groups.
5. Customization Preferences: Customers may have specific customization preferences, such as customized fields or reports, that they would like to include in the software. Providing this information helps us tailor the platform to meet their unique needs.
6. Deed Format: If customers require the use of fillable PDF deeds, they will need to specify the format or template they use for legal documents. This information ensures we can set up the fillable PDF deeds feature according to their requirements.
7. Billing and Payment Information: Customers will need to provide billing and payment details for their chosen pricing plan. This information enables us to set up their account and ensures a smooth billing process.
8. Preferred Training Schedule: Customers can inform us of their preferred training schedule, including date and time preferences for personalized training sessions. This helps us accommodate their availability and ensure a successful training experience.

By providing the above information, new customers enable us to tailor Inspire Cemetery Software to their specific needs, ensuring a seamless and efficient transition to our platform. At Inspire Cemetery Software, we value the trust and collaboration of our customers and strive to make the onboarding process as convenient and personalized as possible.

Milestones

- Initial Consultation
- Account Setup and Configuration
- Data Import and Migration
- Training Sessions
- Testing and Quality Assurance
- Go-Live and Launch

Pricing for Prairie Grove, Ridgefield, McMillion and Holcombvile Cemeteries

● Data Migration , Cleanse, and import of existing data.	\$5,550.00
● System configuration , Records search, Forms, contracts	\$1,800.00
● Software license/subscription	\$2200.00
○ Read-only accounts are available as well	
● Hosting/cloud storage , Document/image storage.	\$800.00
	TOTAL
	\$10,300.00

- **Annual License for all four Nunda Township Cemeteries.**
(this includes Software license/subscription and Hosting/cloud storage)
\$3,000.00 -due 1 year after launch date.



Thank you for choosing Inspire Cemetery Software to elevate your cemetery management. We look forward to building a strong partnership and helping you preserve the history and legacies of your cemetery for generations to come.

Agreed_____

Cemetery

By_____

(Signature)

Agreed_____

Inspire

By_____

(Please print your name)

(Position)

Date