



**VILLAGE OF LINDENHURST
Veterans' Commission Meeting Agenda
Tuesday, July 11, 2023
7:00 p.m.**

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Approval of the May 8th and May 25th, 2023, meeting minutes
- V. Staff Updates
 - Update on Memorial Repairs
 - RFPs
- VI. Public Comment on Agenda Items
- VII. Old/New Business
 - Logo and Shirts
 - Lindenfest 2023, Aug 24 -27 and 2024
 - Outreach Gear List
 - Opening Meetings Act (OMA) and Certificates
 - Administrative Standards
 - Road Signs Directing the Public to the Memorial
 - Memorial Lights
 - Veterans Day 2023
- VIII. Public Comments on Agenda Items
- IX. Adjournment

**VILLAGE OF LINDENHURST
VETERANS' MEMORIAL COMMISSION
MEETING MINUTES
MONDAY, MAY 8, 2023
VILLAGE HALL**

- I. **Call to Order.** Meeting called to order by Chairman Murray at 7:00 p.m.
- II. **Pledge of Allegiance.** Pledge of Allegiance led by Mr. Gruchot.
- III. **Roll Call.** Present: Chairman John Murray, Art Dutkovic, Alfredo Gallardo, Tobias Gruchot, Jonathan Kellogg, Fernando Sanchez, and Philip Rovang. Also Present: Meg Gruchot and Laura Rovang.
- IV. **Approval of the March 14, 2023, Minutes.** Motion by Mr. Rovang, seconded by Mr. Dutkovic to approve the meeting minutes of March 14, 2023. Motion Carried. 7 Ayes, 0 Nays.
- V. **Staff Updates.** No Report.
- VI. **Public Comment on Agenda Items.** None.
- VII. **Old/New Business.** Chairman Murray briefly informed Commission members of the expectations, purpose, and rules of the Veteran's Memorial Commission.
 - a. **Review Updated Paver/Brass Plaque Brochure.** Mr. Dutkovic presented the ceremony and paver/donations brochures to the Commission, and they were reviewed by all the members. Mr. Dutkovic informed the Commission members that he prints the brochures rather than having them professionally printed to save money. The Commission discussed the benefits of using a QR code.
 - b. **Veterans' Day Debrief.** Chairman Murray said that the previous Veterans' Day event was a great ceremony and that the length of time of the event was the main issue for improvement. Chairman Murray informed the Commission members that there is a public speaking opportunity at the upcoming Veterans' Day event. He let the Commission know that this opportunity is open to Commission members or others who would be a good fit and are interested in speaking.
 - c. **Open Meetings Act.** Chairman Murray provided a brief overview of the Open Meetings Act (OMA) to the Commission. Chairman Murray said that OMA training is required of each member by the State of Illinois. He added that it can be completed online but there may be an opportunity to have the training done in person in the future. Chairman Murray suggested that each member complete the required OMA

training by June 2023. Mr. Dutkovic provided the Commission with what the online OMA training entails and where it can be completed.

- d. **Adding New Members.** Chairman Murray informed the Commission that the Commission is now at full capacity with seven members. The three new members, Tobias Gruchot, Fernando Sanchez, and Jonathan Kellogg were introduced to the Commission.
- e. **Budget.** Chairman Murray briefly discussed the budget with the Commission. He said that the Commission's budget has been \$1,800 annually in the past but that the amount can be modified with a formal proposal to the Village Administrator and Village Board and their final approval.
- f. **Fundraising.** Chairman Murray informed Commission members that the Commission is not relied upon for fundraising. He explained that this was a function of the Village.
- g. **Road Signs Directing the Public to the Memorial.** Chairman Murray provided background information about previous discussions and decisions regarding the road signs directing the public to the Memorial. The Commission agreed that the previous decision to have three, two-sided signs placed on Route 45 and Sand Lake Road was the appropriate course of action.
- h. **LVMC Logo.** The Commission discussed the draft logo designs created and presented by Mr. Dutkovic. The Commission generally agreed that the round logo was preferable to the oval logo. Some minor changes to the draft logo design and colors were discussed. The Commission generally agreed that color and black and white versions of the logo should be established for great versatility on different backgrounds. Mr. Kellogg suggested that the text in the Village of Lindenhurst Logo be removed, if possible, leaving only the image of the tree to avoid duplication of the word "Lindenhurst" already contained within the logo. It was suggested by Chairman Murray that an establishment date of the Commission be placed in the lower white space of the logo. The Commission discussed the use of two or three colors in the color version of the logo particularly as it pertains to printing costs. Mr. Gallardo suggested a red, white, and blue color scheme with some military green included. The Commission also discussed various shirt options including types, colors, and placement of the logo. The Commission generally agreed on light gray and navy-blue color options for the shirts.
- i. **2023 Memorial Day Ceremony.** The Commission reviewed the LVMC Memorial Day Assignment & Contact Sheet. Points of contact for each logistic item on the sheet were confirmed. Chairman Murray also told the Commission that he added some invitation considerations on the other side of the sheet for the Commission to think about for future ceremonies.

The Commission reviewed the draft ceremony script together and made adjustments. Chairman Murray said that he would make changes to the draft script and suggested that another meeting be held prior to the ceremony to review the final draft. The Commission agreed to hold a meeting on Thursday, May 25, 2023, at 7 p.m. at the Lindenhurst Village Hall.

VIII. Public Comments. None.

IX. Adjournment. Motion to adjourn the meeting at 9:25 p.m. by Mr. Dutkovic, seconded by Mr. Gruchot. Motion carried. 7 Ayes, 0 Nays.

**VILLAGE OF LINDENHURST
VETERANS' MEMORIAL COMMISSION
MEETING MINUTES
THURSDAY, MAY 25, 2023
VILLAGE HALL**

- I. **Call to Order.** Meeting called to order by Chairman Murray at 7:03 p.m.
- II. **Pledge of Allegiance.** Pledge of Allegiance led by Chairman Murray.
- III. **Roll Call.** Present: Chairman John Murray, Art Dutkovic, Tobias Gruchot, Jonathan Kellogg, Fernando Sanchez, and Philip Rovang. Also Present: Trustee Patrick Dunham and Trustee Patrick Dixon. Absent: Alfredo Gallardo.
- IV. **Discuss and Finalize Tasks for the Memorial Day Event.** Chairman Murray informed Mr. Rovang that he can pick up his Commission name tag at the Village Hall during business hours.

Chairman Murray led the Commission in a discussion regarding outstanding tasks for the Memorial Day Ceremony by reviewing the Lindenhurst Veterans' Memorial Commission Memorial Day Assignment and Contact Sheet. The Commission reviewed and discussed the following event items/tasks: Lakes High School Band, vocalist, Chaplain, rifle squad, Young Marines, guest speaker (Mr. Kellogg), program development, event script, event timeline, Lindenhurst Queens, media press release, invitation letters, event invite to BJ Hooper Elementary School, Floral Acres for ceremony flowers, sound system, Public Works event setup, and ceremony programs.

Chairman Murray said that he confirmed with the Lakes High School Band Director that they would perform during the ceremony. He also said that that the band would play the national anthem rather than having a vocalist this year. Chairman Murray said that the Chaplain, Deacon Jack Ruskin, was confirmed for the event. He also confirmed that the Marine Corps League would be present at the event as the rifle squad. Chairman Murray said he was unable to confirm participation with the Young Marines. Mr. Kellogg confirmed that he would be participating as guest speaker. Mr. Dutkovic said that he is nearly done with the program development. Chairman Murray reported that Mr. Gallardo confirmed the participation of the Lindenhurst Queens. Mr. Rovang reported that he provided BJ Hooper Elementary School with information about the event to invite the teachers and students. Mr. Gruchot said that he would contact the Village first thing tomorrow morning to work with Village staff to order flowers from Floral Acres. Chairman Murray said that the sound system was confirmed to be operated by the Village Administrator. Trustee Patrick Dunham confirmed that Public Works staff will have the event set up the morning of the ceremony to include the podium, flags, chairs,

and traffic control barriers. Mr. Dutkovic said that he would give the programs to the Lindenhurst Queens to hand out to attendees at the event.

Once the outstanding event items/tasks were discussed, Chairman Murray and the Commission went over the draft script for the ceremony and some minor edits were made. Chairman Murray said he would send a final draft of the script to the Commission members prior to the Ceremony.

The Commission discussed the dress code at the ceremony for Commission members. The Commission decided that business casual attire with a sport coat or blazer would be acceptable for the event.

V. Public Comments. Trustee Dixon informed the Commission about the new initiative “Back in the Fight.” He explained that it is a non-village initiative to bring Lindenhurst Veterans together to get involved with the community. Trustee Dixon said that a Facebook group under the same name was created, and that the initiative was recently launched.

VI. Adjournment. Motion to adjourn the meeting at 8:00 p.m. by Mr. Dutkovic, seconded by Mr. Gruchot. Motion carried. 6 Ayes, 0 Nays.