



**VILLAGE OF LINDENHURST**  
**Veterans' Commission Meeting Agenda**  
**1790 Nations Drive, Suite 221, Gurnee, IL 60031**  
**Thursday, December 7, 2023**  
**7:00 p.m.**

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Approval of the October 31st, 2023, minutes
- V. Staff Updates
- VI. Public Comment on Agenda Items
- VII. Old/New Business
  - One Time Meeting Location Change: **1790 Nations Drive, Suite 221, Gurnee, IL 60031**
  - Veterans Day AAR
  - Meeting Dates for 2024
  - Logo update and selection
  - Shirt update and selection
  - Proposal Form selection
  - Outreach Gear
  - Access to admin documents
  - 2024 Calendar
  - 2024 Budget
- VIII. Public Comments
- IX. Adjournment

**VILLAGE OF LINDENHURST  
VETERANS' MEMORIAL COMMISSION  
MEETING MINUTES  
TUESDAY, OCTOBER 31, 2023  
VILLAGE HALL**

- I. **Call to Order.** Meeting called to order by Chairman Murray at 7:01 p.m.
- II. **Pledge of Allegiance.** The Pledge of Allegiance was led by Mr. Dutkovic.
- III. **Roll Call.** Present: Chairman John Murray, Art Dutkovic, Philip Rovang, Fernando Sanchez, and Jonathan Kellogg. Also present: Trustee Patrick Dunham, Commission Liaison. Absent: Tobias Gruchot.
- IV. **Approval of the September 12, 2023, Meeting Minutes.** Motion by Mr. Rovang, seconded by Mr. Dutkovic to approve the meeting minutes of September 12, 2023. Motion Carried. 5 Ayes, 0 Nays, 1 Absent.

**Mr. Gruchot arrived at 7:04 p.m.**

- V. **Staff Updates.** No report.
- VI. **Public Comment on Agenda Items.** None.
- VII. **Old/New Business.**
  - a. **Plan Veterans Day Event.** Chairman Murray reviewed the activities checklist with the Commission. He reported that the chaplain from St. Mark Church has been confirmed for the ceremonial prayer and that Marine Corps League Detachment 801 has been confirmed to perform the gun volley. Mr. Gruchot reported that the Scouts Troops 1987 and 188 will attend to do the Colors. Chairman Murray stated that he has had no contact with the Young Marines. Chairman Murray informed the Commission that Paula Carballido, Executive Director of Honor Flight, has been confirmed as guest speaker. Mr. Dutkovic reported that he is updating the program accordingly. Chairman Murray said that he is working on the event script. Mr. Sanchez confirmed that he will track the timeline of the event. Chairman Murray reported that a press release for the event was provided to the Village for distribution. The Lindenhurst Queens have been confirmed. Chairman Murray invited the Fire Department and confirmed that they will be attending with a Fire Engine. Mr. Gruchot confirmed that the two flower planters will be available for the event. Chairman Murray stated that the Village Administrator will be operating the sound system and that Public Works will set up chairs, flags, and the ceremonial area. Mr. Rovang said that he spoke to BJ Hooper and provided them information about the

event. Chairman Murray said that he, and Mr. Kellogg, will put together a one-page veteran resource flyer for the event. Chairman Murray announced that Sarah Gavin will also be speaking briefly at the event about the VA's efforts at Hines. Mr. Dutkovic said he will add her to the program. Chairman Murray said that a bagpiper will perform at the event. Chairman Murray said Natalie Murray and Cameron Adams will be singing the National Anthem at the event.

Chairman Murray asked Mr. Dutkovic if he can provide him with electronic versions of the event program and certificate of appreciation. Mr. Dutkovic said he has the program and certificate of appreciation in Word Perfect and it needs to be converted to Word. Mr. Dutkovic said he would try to develop the documents in Word. Chairman Murray said that he prepared a closing prayer to be used in emergencies. Chairman Murray said he is still looking into a common repository for all the Commission's documents that each member can access. The Commission discussed certificates of appreciation and which participants should receive them.

- b. Veterans Day Flyer.** Chairman Murray shared the Veterans Day Flyer with the Commission.
- c. Logo Update.** Chairman Murray reported that he is waiting for a second draft of the Commission logo and when he receives it, he will share it with the Commission.
- d. Shirt Update.** No report.
- e. Co-Chair.** Chairman Murray informed the Commission that Mr. Sanchez volunteered to serve as the Co-Chair for the Commission.
- f. Next Meeting.** Chairman Murray suggested that the Commission have a meeting in December to conduct a Veteran's Day debrief, plan the calendar, and discuss the Commission's budget and other administrative issues. Chairman Murray asked the Commission members to start thinking of budget items such as flowers, photo paper, presentation folders, outreach items, shirts, flag, flagpole, business cards, signs, and ceremony funds.

**VIII. Public Comments.** None.

**IX. Adjournment.** Motion to adjourn the meeting at 8:10 p.m. by Mr. Dutkovic, seconded by Mr. Sanchez. Motion carried. 6 Ayes, 0 Nays, 0 Absent.