



**VILLAGE OF LINDENHURST
Veterans' Commission Meeting Agenda
Tuesday, February 13, 2024
6:30 p.m.**

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Approval of the December 7th, 2023, minutes
- V. Staff Updates
- VI. Public Comment on Agenda Items
- VII. Old/New Business
 - Budget request update
 - Logo update
 - Shirt update
 - LVMC Street Signs
 - New member
 - Memorial Day Planning
 - Ordinance Update
- VIII. Public Comments
- IX. Adjournment

**VILLAGE OF LINDENHURST
VETERANS' MEMORIAL COMMISSION
MEETING MINUTES
THURSDAY, DECEMBER 7, 2023
VILLAGE HALL**

- I. **Call to Order.** Meeting called to order by Chairman Murray at 7:08 p.m.
- II. **Pledge of Allegiance.** Pledge of Allegiance was led by Chairman Murray. Moment of silence for the victims of Pearl Harbor was initiated by Mr. Dutkovic.
- III. **Roll Call.** Present: Chairman John Murray, Art Dutkovic, Philip Rovang, Tobias Gruchot, Fernando Sanchez, and Jonathan Kellogg.
- IV. **Approval of the October 31, 2023, Meeting Minutes.** Motion by Mr. Dutkovic, seconded by Mr. Gruchot, to approve the meeting minutes of October 31, 2023. Motion Carried. 6 Ayes, 0 Nays, 0 Absent.
- V. **Staff Updates.** No report.
- VI. **Public Comment on Agenda Items.** None.
- VII. **Old/New Business.**
 - a. **One-Time Meeting Location Change: 1790 Nations Drive, Suite 221, Gurnee, IL 60031.** No Report.
 - b. **Veterans Day AAR.** Chairman Murray asked the Commissioners if they had any specific points regarding the 2023 Veterans Day Ceremony they would like to mention. Chairman Murray said he received feedback that his voice was muddled through the microphone. Mr. Sanchez suggested doing microphone checks prior to the event. Mr. Gruchot mentioned that the door to the facility was locked too close to the start time of the event. Mr. Rovang said that it would be better to have the event script a few days prior to the event. He also mentioned that the event was under an hour, which met our goal. Chairman Murray said he received positive feedback about the veteran resource handout. He also said that we should ensure all guest speakers and active ceremony participants receive a certificate of appreciation. The Commissioners discussed the bagpiper and felt it was a successful addition to the event. Mr. Dutkovic said there should be more efforts to promote the event to the public along with the benefits that are available to veterans. Mr. Gruchot mentioned that the Space Force flag was missing at the event and will need to be purchased.

- c. **Meeting Dates for 2024.** Chairman Murray passed out calendars to the Commissioners to plan the Commission meetings for 2024. The Commission discussed establishing an earlier meeting time. The Commission decided that 6:30 p.m. would be a better meeting time. The Commission decided on the following meeting dates and times for calendar year 2024.

Motion by Mr. Gruchot, seconded by Mr. Dutkovic, to approve the following Commission meeting dates and times for calendar year 2024. Motion carried. 6 Ayes, 0 Nays, 0 Absent.

- Tuesday, February 13, 2024, at 6:30 PM
- Tuesday, March 12, 2024, at 6:30 PM
- Tuesday, April 9, 2024, at 6:30 PM
- Tuesday, May 14, 2024, at 6:30 PM – Final Preparation for Memorial Day
- Tuesday, June 11, 2024, at 6:30 PM
- Tuesday, August 13, 2024, at 6:30 PM
- Tuesday, September 10, 2024, at 6:30 PM
- Tuesday, October 8, 2024, 2024, at 6:30 PM
- Tuesday, October 29, 2024, at 6:30 PM – Final Preparation for Veterans Day
- Tuesday, December 10, 2024, at 6:30 PM – AAR and Budget Meeting

Chairman Murray said that marketing materials and guest speaker selection for Memorial Day should be finalized by February 1, 2024, and marketing and guest speaker selection for Veteran's Day should be finalized by August 1, 2024. The Commission also discussed participating at Lindenfest in late August.

- d. **Logo Update and Selection.** Chairman Murray showed renderings of the draft Commission logo to the Commissioners. The Commissioners discussed logo variations.

Motion by Mr. Gruchot, seconded by Mr. Sanchez, to approve the Lindenhurst Memorial Commission logo design with circular text, a silhouette of the memorial at the center, and established date of 2006 below the silhouette of the memorial. Motion carried. 6 Ayes, 0 Nays, 0 Absent.

The Commissioners also discussed the Commission logo's color options. The Commission decided that solid black and solid green variations would be the official colors of the logo.

Motion by Mr. Rovang, seconded by Mr. Gruchot, to approve black and green color variations of the commission logo. Motion carried. 6 Ayes, 0 Nays, 0 Absent.

- e. **Shirt Update and Selection.** Chairman Murray showed renderings of the draft Commission logo on polo and tee shirts.

Motion by Mr. Dutkovic, seconded by Mr. Gruchot, to approve of the Lindenhurst Memorial Commission polo and tee shirt colors to be blue and gray. Motion carried. 6 Ayes, 0 Nays, 0 Absent.

- f. **Proposal Form Selection.** Chairman Murray displayed a prepped budget proposal document for the Commissioners to review.

- g. **Outreach Gear.** No additional report. Discussed during “2024 Budget” agenda item.

- h. **Access to Admin Documents.** No Report.

- i. **2024 Calendar.** No additional report. Discussed previously during “Meeting Dates for 2024” agenda item.

- j. **2024 Budget.** Chairman Murray read through the background of the proposal document and briefly described each proposed budget line item. The Commissioners discussed the items to include in the document and added proposed budget amounts for each item on the proposal document.

Motion by Mr. Gruchot, seconded by Mr. Dutkovic, to approve the proposed Lindenhurst Veterans’ Memorial Commission CY 2024 Budget Proposal in the amount of \$10,350 for discussion with the Village Administrator. Motion carried. 6 Ayes, 0 Nays, 0 Absent.

VIII. Public Comments. None.

- IX. **Adjournment.** Motion by Mr. Gruchot, seconded by Mr. Rovang, to adjourn the meeting at 9:34 p.m. Motion carried. 6 Ayes, 0 Nays, 0 Absent.



John Murray, Chair
Fernando Sanchez, Co-Chair
Veterans' Memorial Commission
Village of Lindenhurst
2301 East Sand Lake Road
Lindenhurst, IL 60046
P: 847-356-8252
www.lindenhurst.org

Veterans' Memorial Commission Proposed 2024 Budget

Date: 12/8/2023

To: Clay Johnson, Village Administrator
From: Lindenhurst Veterans' Memorial Commission
Subject: 2024 Budget Requests

Financial Impact: \$10,350

Estimated Impact on Lindenhurst Residents: Approximately, 14,500 residents; approximately \$0.80 each

Attachments: None

Background

Pursuant to Title III: Administration, Chapter 32: Departments, Boards, and Commissions, Sections 32.90-93 of the Lindenhurst Municipal Code, the purpose, duties, and responsibilities of the Veteran's Memorial Commission are as follows:

- Advise the board of trustees on issues regarding the Lindenhurst Veterans' Memorial.
- Serve as a liaison to the village residents and receive their input regarding issues involving the veterans' memorial.
- Planning and implementing Memorial Day and Veterans Day activities.
- Planning and implementing public education programs to honor our country's servicemen and servicewomen and any other ceremonial activities deemed appropriate by the village president and board of trustees.
- Encourage citizens, organizations and companies to purchase pavers and plaques and to donate funds for the maintenance of the Lindenhurst Veterans' Memorial. The commission shall participate in activities associated with the implementation of the plan.

In recent years, the Commission has experienced a change in leadership with the appointment of a new Chair. Additionally, the Commission has also seen the appointments of several new members. These changes have prompted the current Commissioners to review its need for more focused planning efforts, record keeping, and budgetary needs. The following proposal includes items and services the Commission believes are necessary to effectively implement the Village's veteran events, foster public education programs, support fundraising efforts, and to promote a positive reputation and professional image of the Commission and the Village of Lindenhurst.



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 Fernando Sanchez, Co-Chair
 Veterans' Memorial Commission
 Village of Lindenhurst
 2301 East Sand Lake Road
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LVMC Budget Proposal FY-2024

Item No.	Item Description	Proposed Vendor	Qty.	Budget Requested
1	Logo Design Services	Johnny D Tees	1	\$100
2	Polo Shirts with Embroidered Logo	Johnny D Tees	14	\$400
3	Tee Shirts with Screen Printed Logo	Johnny D Tees	14	\$300
4	Name Tags		1	\$15
5	Business Cards Design		1	\$50
6	Business Cards (250 Per Box)		7	\$300
7	American Flag, Pole, Stand, and Cap		1	\$150
8	Space Force Flag, Pole, Stand, and Cap		1	\$200
9	POW/MIA Flag, Pole, Stand, and Cap		1	\$200
10	Collapsible 6' Table		1	\$50
11	Collapsible Chair		4	\$100
12	Prize Wheel		1	\$150
13	Branded Tablecloth		1	\$300
14	Cultural Interest Road Sign		4	\$2000
15	Small American Flags (4" x 6") 500		1	\$70
16	American Flag Lapel Pin (Box - 300)		1	\$60
17	Patriotic Button Pins (Box - 300)		1	\$50
18	Bagpiper Services (Veterans Day Event)		1	\$300
19	Flower Planters (Memorial Day)		2	\$200
20	Wreath (Memorial Day)		1	\$150
21	Flower Planters (Veterans Day)		2	\$200
22	Bench (Veterans' Memorial)		1	\$1000
23	Marketing (Social Media "Boosting")		2	\$200
24	Lindenfest Booth Fee		1	\$250
25	Removable Podium Sign		1	\$300
26	Coffee, Dunkin' Box of Joe		10	\$200
27	Cups, 10 oz.		500	\$70
28	Sugar (1 Box of packets)		1	\$20
29	Creamer, 32 oz.		4	\$20
30	Cookies/Doughnuts' (Trays/Boxes)		8	\$100
31	Branded Canopy		1	\$500
32	Napkins		2	\$20
33	Portable Restrooms		2	\$200
34	Challenge Coins (Box 500)		1	\$2000
35	Cloud Document Storage		1	\$50
36	Certificate Paper/Folders (Box 500)		1	\$75
LVMC Proposal FY-2024 Budget				\$10,350



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Accomplishments:

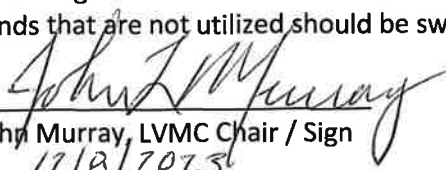
- Commission met eight times for approximately 22 hours
- Planned and executed the Memorial and Veterans Days events and received high praise from many attendees
- Both events were completed in under 60 minutes
- Submitted concerns of memorial light issues; they were all fixed
- Filled vacant seat on commission and had seven members, (All Veterans) on the commission
- All members of commission completed OMA Training
- Created electronic folders and sub folders for all commission members to access
- Added Bagpiper to play songs for Veterans Day and an additional speaker to describe resources for veterans
- Provided a two-page document with Lake County Resources for all attendees
- Lake Villa/Lindenhurst Fire Protection attended Veterans Day Event for the first time
- Updated the Memorial and Veterans Day Programs
- Updated the Letter Of Appreciation Certificate Design
- Submitted CY 2024 Meeting Dates in December 2023
- Developed a budget for CY 2024 in December 2023
- Created a LVMC Logo in black and white and one with the color green

Goals:

- Continue to realign LVMC administratively and transparently
- Fill vacant seat as one member resigned
- Consider amending the Sections 32.90-93 of the Lindenhurst Municipal Code, the purpose, duties, and responsibilities of the Veteran's Memorial Commission
- Increase awareness of the Memorial and Veterans Day Events by increasing media engagement, Social Media engagement, and performing public education programs, outreach,
- Provide additional items to attendees at the Memorial and Veterans Day Events
- Gain more public interest in the Memorial Day and Veterans Day Events
- Create opportunities and execute fundraising campaign for memorial repairs

Conclusion:

This budget reflects the culmination of meticulous planning, foresight, and fiscal accountability. Any funds that are not utilized should be swept back into the appropriate line of accounting.


John Murray, LVMC Chair / Sign
12/8/2023

Date

Clay Johnson, Administrator / Sign

Date

Proposed “Reflective” Signs to be 2 Sided 36"x48" in Size



Denotes “proposed” Veterans Memorial Sign locations?

Sandlake and Grand Ave



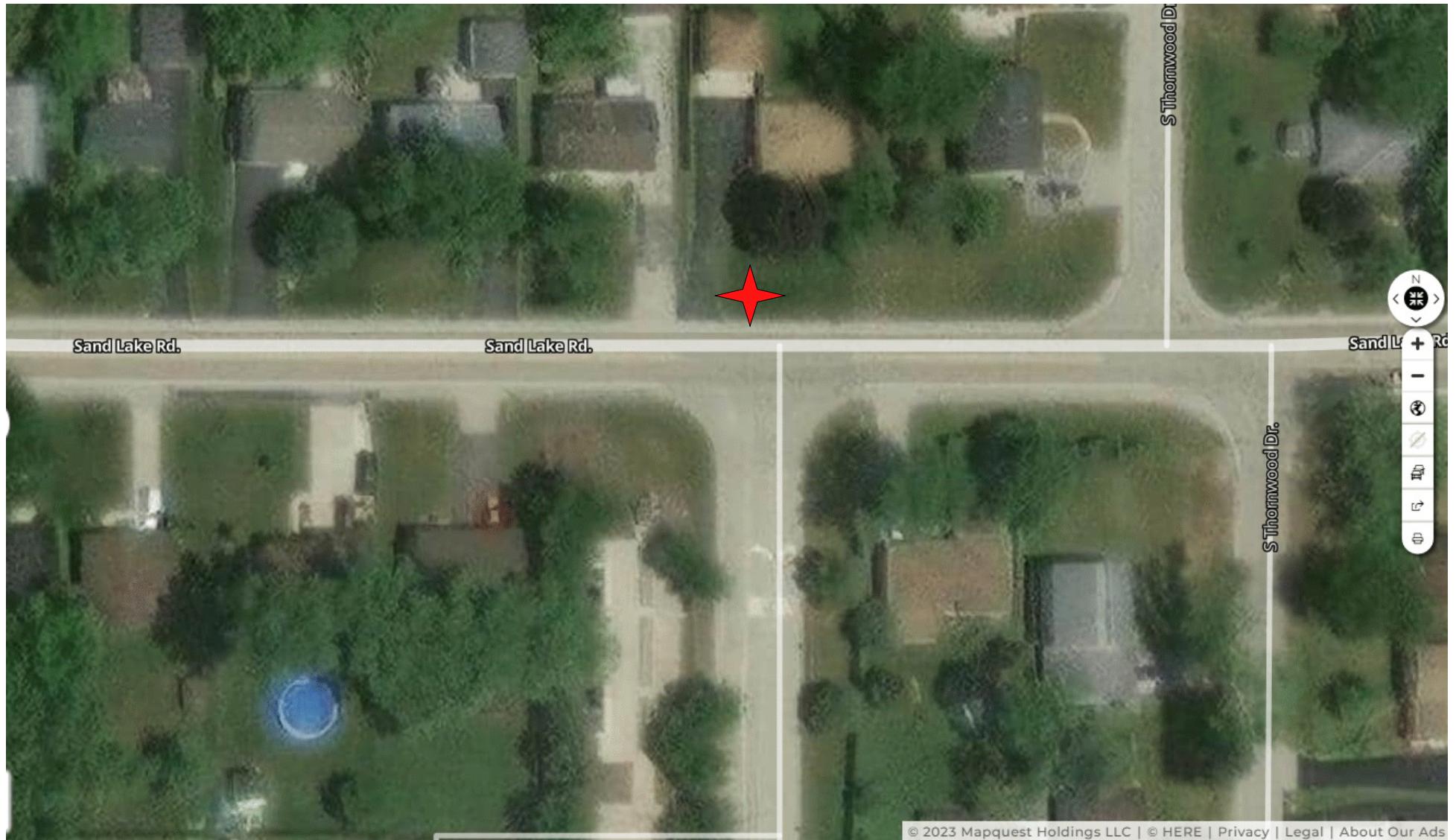
One Sided 36"x48" Directional Sign This Location

Grand and Village Drive Entrance



One Two Sided 36"x48" Sign This Location

Sandlake and Village Drive Entrance



One Two Sided 36"x48" Sign This Location