



**VILLAGE OF LINDENHURST
Veterans' Commission Meeting Agenda
Tuesday, March 12, 2024
6:30 p.m.**

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Approval of the February 13th 2024, minutes
- V. Staff Updates
- VI. Public Comment on Agenda Items
- VII. Old/New Business
 - Budget update
 - Memorial Day Planning
 - Electronic Document Storage Repository
 - Ordinance Update
 - Adopt-a-Highway Event on Saturday, May 11th (10 to 12)
 - Fundraising
 - Education Programs/Community Involvement
 - Road Signs
- VIII. Public Comments
- IX. Adjournment

**VILLAGE OF LINDENHURST
VETERANS' MEMORIAL COMMISSION
MEETING MINUTES
TUESDAY, FEBRUARY 13, 2024
VILLAGE HALL**

- I. **Call to Order.** Meeting called to order by Chairman Murray at 6:30 p.m.
- II. **Pledge of Allegiance.** Pledge of Allegiance was led by Mr. Gruchot.
- III. **Roll Call.** Present: Chairman John Murray, Art Dutkovic, Philip Rovang, Tobias Gruchot, Fernando Sanchez, Tim Hyland, and Jonathan Kellogg. Absent: None.
- IV. **Approval of the December 7, 2023, Meeting Minutes.** Motion by Mr. Gruchot, seconded by Mr. Rovang to approve the meeting minutes of December 7, 2023. Motion Carried. 6 Ayes, 0 Nays, 0 Absent.
- V. **Staff Updates.** Mr. Hyland introduced himself to the Commission and talked about his personal and professional background.
- VI. **Public Comment on Agenda Items.** None.
- VII. **Old/New Business.**
 - a. **Budget Request Update.** Chairman explained that he had a meeting with Village Administrator Johnson and Trustee Dunham about the Commission's budget proposal. Chairman Murray said he received contingent approval for a Commission budget of \$3,000 pending final approval from the Village Board. Chairman Murray discussed each line item of the proposed budget. Chairman Murray explained the following to the Commission:
 - It was decided that the Commission can use the Lindenhurst logo instead of designing its own.
 - One branded shirt per member was acceptable.
 - A general business card was acceptable.
 - American flag, Space Force flag, and POW flag, poles, stands, and caps were acceptable.
 - Prize wheel, table, chairs, and tablecloth were not acceptable for funds at this time.
 - Cultural interest road signs will receive support, but it has to be done through the process.
 - Small American flags were acceptable.
 - American flag lapel pins were acceptable.

- Buttons were not acceptable for funds at this time.
- Bag piper services were acceptable.
- It was suggested that there was a fundraising opportunity for the bench at the memorial.
- Social media advertising was not acceptable for funds at this time.
- Lindenhurst booth fee would be covered but they may not allow informational booths this year.
- Podium sign is no longer necessary without a logo.
- Coffee and treats for events were acceptable.
- Branded canopy not acceptable for funds at this time.
- Challenge coins were not acceptable for funds at this time.
- Cloud storage was not acceptable for funds at this time.
- Certificate paper was acceptable.
- CM said Village wants support from Commission to fundraise for maintenance of the Memorial.

b. Logo Update. Chairman Murray informed the Commission that it was determined during his meeting with Village Administrator Johnson that the logo for the Commission will be the Village logo with “Veterans’ Memorial Commission” under it.

c. Shirt update. Chairman Murray said that it was acceptable for each commissioner to receive one branded shirt.

d. LVMC Street Signs. No report. Previously discussed during Budget Request Update.

e. New Member. No report. Previously discussed during Staff Updates.

f. Memorial Day Planning. Chairman Murray assigned roles for the Memorial Day Event based on the Assignment Sheet. The results were as follows.

- Lakes Band: Chairman Murray.
- Chaplin/Priest/Minister: Mr. Dutkovic to contact Prince of Peace.
- Rifle Squad: Chairman Murray.
- Young Marines: No longer have a detachment.
- Boy Scouts: Mr. Gruchot to contact for colors.
- Guest Speaker: Commissioner Tim Hyland agreed to be the guest speaker.
- Program Development: Mr. Dutkovic.
- Script: Chairman Murray
- MC: Chairman Murray or Potentially Mr. Rovang.
- Timeline: Mr. Sanchez.
- Lindenhurst Queens: Chairman Murray.
- Media Press Release: Mr. Kellogg.
- Invitation Letters: Mr. Sanchez.

- Flowers: Mr. Gruchot. He confirmed two flowerpots and a wreath.
- Sound System/Microphones: Village Administrator Johnson.
- Public Works, Podium, Service Flags, Chairs, Traffic Control: Mr. Sanchez.
- Paver and Plaque Donation: Mr. Dutkovic.

g. Ordinance Update. Chairman Murray reported that the ordinance hasn't been changed in about ten years or so. Chairman Murray said he would bring in a copy of the ordinance to discuss at a future meeting.

h. Cloud Repository. Chairman Murray mentioned setting up google docs or Dropbox as a repository for commission documents, and he said this would be discussed further at a future meeting.

VIII. Public Comments. Trustee Dickson informed the Commission that Saturday, May 11th, 10 AM-Noon, he will be hosting an Adopt-a-Highway event. It will start in the Butera parking lot and end at Sarge's. Trustee Dickson talked to the Commission about "Back in the Fight."

IX. Adjournment. Motion by Mr. Dutkovic, seconded by Mr. Hyland, to adjourn the meeting at 8:03 p.m. Motion carried. 6 Ayes, 0 Nays, 0 Absent.

VETERANS' MEMORIAL COMMISSION

§ 32.90 PURPOSE.

The veterans' memorial commission shall be responsible for implementing Memorial Day and Veterans Day activities to honor our country's servicemen and servicewomen and any other activities deemed appropriate by the village board.

(Ord. 06-3-1535, passed 3-13-2006; Am. Ord. 09-1-1752, passed 1-26-2009)

§ 32.91 MEMBERS; APPOINTMENT AND TERM OF OFFICE.

(A) The veterans' memorial commission shall be comprised of 7 members who shall be known as commissioners.

(B) The commissioners shall be appointed by the village president with the advice and consent of the board of trustees. The term of the commissioners shall be for a 2 year period beginning on May 1 and ending on April 30. The terms of the commissioner shall be for 2 year staggered terms. Every 2 years 1 of the commissioners shall be appointed as chairperson by the village president for a 2 year term ending on April 30. A member of Lake Villa/Lindenhurst VFW Memorial Post 4308 (Lindenhurst resident) will be appointed as 1 of the commissioners. A village board member will be appointed by the village president to act as a liaison between the commission and the village board.

(Ord. 06-3-1535, passed 3-13-2006; Am. Ord. 06-10-1580, passed 10-23-2006; Am. Ord. 09-1-1752, passed 1-26-2009; Am. Ord. 21-6-2195, passed 6-14-2021)

§ 32.92 ORGANIZATION.

The commission shall elect a recording secretary who shall be responsible for taking minutes of meetings, preparing agendas and other duties as prescribed by the commission. The commission shall hold meetings and establish rules as are necessary to carry out their duties and responsibilities.

(Ord. 06-3-1535, passed 3-13-2006)

§ 32.93 DUTIES AND RESPONSIBILITIES.

(A) It shall be the duty of the commissioners to advise the board of trustees on issues regarding the Lindenhurst Veterans' Memorial. The final decision on all veterans' memorial issues rests with the village board.

(B) The veterans' memorial commission shall have the following specific duties and responsibilities:

(1) Serve in a citizens' advisory capacity to the village president and board of trustees.

(2) Serve as a liaison to the village residents and receive their input regarding issues involving the veterans' memorial.

(3) The veterans' memorial commission shall be responsible for planning and implementing Memorial Day and Veterans Day activities and 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.

(4) Develop and deliver to the village board an annual plan no later than March 1 of each year outlining fundraising recommendations for the memorial. The village board would own direction and implementation of any aspects of the plan. The plan should include ideas to 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.

(C) The commission shall hold meetings and establish rules as are necessary to carry out their duties and responsibilities.

(Ord. 06-3-1535, passed 3-13-2006; Am. Ord. 09-1-1752, passed 1-26-2009)