

**VILLAGE OF PEOTONE  
REGULAR VILLAGE BOARD MEETING  
208 E. MAIN STREET, PEOTONE, IL  
MONDAY AUGUST 7, 2023  
6:00 PM  
AGENDA**

**I. CALL TO ORDER**

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL

**II. PUBLIC COMMENTS**

**III. CONSENT AGENDA**

**ACTION ITEM**

- A. APPROVE MINUTES OF THE JULY 24, 2023, REGULAR VILLAGE BOARD MEETING
- B. PAYROLL/ACCOUNTS PAYABLE
- C. APPROVE HIRING HEIDI DEMAS FOR PART TIME CLERICAL SUPPORT POSITION IN THE ADMINISTRATION DEPARTMENT
- D. APPROVE BUSINESS REGISTRATION/OWNERSHIP CHANGE AT GYROS LOCO  
422 S. GOVERNORS HWY, PEOTONE IL
- E. APPROVE SPECIAL EVENT W/ROAD CLOSURE ON CORNING FROM CONRAD ST TO MILL ST  
PEOTONE HISTORICAL SOCIETY, OLD MILL FALL FESTIVAL, SEPTEMBER 17, 2023, 11AM-4PM

**IV. STAFF/COMMITTEE REPORTS**

**V. MAYOR'S COMMENTS**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

- F. APPROVE SPECIAL EVENT W/PARTIAL ROAD CLOSURE AT ALLEY,  
KRISTIN MCNEELEY & GENTRY DRENTH 109 W. LINCOLN AND 104 W. SUMNER  
AUGUST 26, 2023, 3PM **ACTION ITEM**
- G. APPROVE CLASS O LIQUOR LICENSE/OUTDOOR SEATING AT SUZY'S SALOON  
111 N. SECOND ST, PEOTONE IL **ACTION ITEM**
- H. UPDATE ON BUILDING DEPARTMENT SERVICES **DISCUSSION ITEM**

**VIII. QUESTIONS OF THE PRESS**

**IX. CORRESPONDENCE / COMMUNICATIONS / PETITIONS**

**X. ADJOURNMENT**

**ACTION ITEM**

# VILLAGE OF PEOTONE

## REGULAR VILLAGE BOARD

Minutes of July 24, 2023

**I. The Pledge of Allegiance was led by Gary Hudson, Village President Pro Tem, at 6:00 pm.**

### **II. Roll call**

Village Clerk, Stacey Hartwell, conducted the roll call and following persons were present: Trustee Marevka, Trustee Richards, Trustee Sandberg and Trustee Strba. Also present were the Village Administrator, the Village Attorney, the Police Chief and the Public Works Manager.

**Public Comments:** Residents Sue Love and Millie Donjarcio (sp) spoke in regards to being long time residents and having noticed recently that there have been more dogs off leash and running loose. They feel that fences should be higher to contain and that something should be posted for awareness. Laurie Morse spoke and wanted to thank Police Officers Malloy and Reyes for their recent assistance with a situation involving a loose dog and her dog being attacked. She suggested that maybe the Vedette could put reminders on code enforcement in the weekly issues.

### **III. Approval of Consent Agenda:**

- A. Approve the Minutes of the July 10, 2023, Regular Village Board meeting.
- B. Approve Payroll/Accounts Payable
- C. Knights of Columbus Tootsie Roll Fund Drive, Sept. 15<sup>th</sup>-Sept. 17<sup>th</sup> 2023, Peotone IL
- D. Raffle License, 2023 Calendar Year, Peotone Historical Society Fundraising  
7PM Weekly on Tuesday at Hansen's Dugout, 210 N. Second St., Peotone IL
- E. Special Event/Amp Permit/C-2 One Day Liquor License Fundraiser for #Emmastrong  
Hansen's Dugout, 210 N. Second St., Peotone IL, August 6, 2023, 11AM-7PM  
Road Closure on Second St., from Crawford St. to 205 N. Second St.

Moved by Trustee Marevka, Seconded by Trustee Strba

Roll Call Vote: Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Strba

Nays: None

Abstain: Trustee Hudson

Absent: Trustee Sluis

Motion passed

### **IV. Staff Committee Reports:**

**Aqua:** Angie had nothing new to report but was present to answer any questions.

**Public Works:** Bob reported that staff is continuing to trim trees, curb spraying of weeds will begin this week, painting of crosswalks and line striping will begin, MFT project looking to start mid August, Pre Con for sidewalks August 1<sup>st</sup>.

**Chief:** Will have his six month report prepared by next meeting, completed interviews to create a list of initials hires.

**Engineer:** Troy reported that Wilmington Road/88<sup>th</sup> Avenue project on the North side possibly will be switching to the South Side later this week.

**Downtown Streetscape:** Trustee Marevka gave an update from the Downtown Ad Hoc Committee meeting. The Committee went over recommendations and quotes on Phase 2 of the downtown streetscape project, hopefully the project will be started next summer, bids will go out in Dec/Jan and the project will take approximately three months to complete, there was discussion at the meeting of possibly installing electric vehicle charging stations.

**V. Mayor's Comments:** The Mayor was absent but left a reminder that this upcoming Saturday is the 36<sup>th</sup> annual Car Show in downtown Peotone and there will be a band performing after the car show.

**VI. Old Business:** None

**VII. New Business:**

**A. Approve Resolution Approving Design Engineering Local Match for West Street from Wilmington Peotone Road to Corning Avenue**

Per Troy, this is an IDOT project that may take 6-9 months to process and won't start until next year.

Moved by Trustee Marevka, Seconded by Trustee Richards

Roll Call Vote: Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Strba

Nays: None

Abstain: Trustee Hudson

Absent: Trustee Sluis

Motion passed

**VIII. Questions of the Press:** None

**IX. Correspondence/Communications/Petitions:** None

**X. Adjournment:**

Motion by Trustee Marevka, Seconded by Trustee Strba

All said AYE

Nays: None

Absent: Trustee Sluis

Adjournment at 6:19pm

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Stacey Hartwell      Village Clerk

**Village of Peotone**  
**Payroll and Accounts Payable Activity**  
**Board Meeting Date - August 7, 2023**

**Payroll**

*For the period ending:* 7/22/2023  
*Check Date:* 7/28/2023

	<b>Gross Payroll</b>	<b>FICA</b>	<b>IMRF</b>	<b>Total</b>
Village Board	\$ 1,866.67	\$ 142.80	\$ -	\$ 2,009.47
Administration	7,814.30	547.65	50.96	8,412.91
Building	2,308.00	176.57	19.16	2,503.73
Police	34,625.38	2,648.84	35.11	37,309.33
Public Works	8,859.50	677.75	67.55	9,604.80
<b>Total</b>	<b>\$ 55,473.85</b>	<b>\$ 4,193.61</b>	<b>\$ 172.78</b>	<b>\$ 59,840.24</b>

**Accounts Payable**

*For the period ending:* 8/4/2023  
*Check Date:* 8/7/2023

General Fund	\$ 25,651.49
Building Permit Escrow Fund	-
Motor Fuel Tax Fund	-
Capital Improvement Fund	11,636.75
Vehicle Service Fund	-
Business Development District Fund	7,441.75
TIF #1 Fund	-
TIF #2 Fund	31,897.25
<b>Total</b>	<b>\$ 76,627.24</b>



# Village of Peotone

208 E. Main Street - Peotone IL 60468-0430

AP Invoices - Board Listing V2 - where active\_vendoriesno = 'true'

Invoice Final Update - G/L Source: C/V - Tentative G/L Register: 973 Tentative G/L Date: 08/07/2023

Fund/Account	Description	Date	Due Date	Amount
<b>01-00-105</b>	Payments via Check			
<b>39623</b>	<b>AandR01 A&amp;R TREE SERVICE</b>	<b>8/1/2023</b>		<b>\$225.00</b>
Inv: 2773	Tree Service - 205 W Crawford	7/19/2023	8/7/2023	\$225.00
<b>39624</b>	<b>ALL02 ALL AUTOMOTIVE INC.</b>	<b>8/1/2023</b>		<b>\$42.98</b>
Inv: 12209	Vehicle Service - 2013 Ford Explorer	7/24/2023	8/7/2023	\$42.98
<b>39625</b>	<b>ANDR3 Andrea Clark</b>	<b>8/1/2023</b>		<b>\$400.00</b>
Inv: 986891	Cleaning Services	7/26/2023	8/7/2023	\$400.00
<b>39626</b>	<b>COMED COMED</b>	<b>8/1/2023</b>		<b>\$140.77</b>
Inv: 07272023	Electricity - 0759812005	7/27/2023	8/7/2023	\$58.42
Inv: 072720231	Electricity - 1124110015	7/27/2023	8/7/2023	\$35.02
Inv: 072720232	Electricity - 0843622015	8/27/2023	8/7/2023	\$47.33
<b>39627</b>	<b>DRAL1 DRALLE CHEVROLET &amp; BUICK, INC.</b>	<b>8/1/2023</b>		<b>\$4.00</b>
Inv: PEO-723	Car Washes	7/25/2023	8/7/2023	\$4.00
<b>39628</b>	<b>HART1 HARTMAN LANDSCAPE, INC.</b>	<b>8/1/2023</b>		<b>\$1,590.00</b>
Inv: 120645	Pond Treatment - May 2023	5/11/2023	8/7/2023	\$795.00
Inv: 121198	Pond Treatment - July 2023	7/20/2023	8/7/2023	\$795.00
<b>39629</b>	<b>HERI1 HERITAGE FS, INC.</b>	<b>8/1/2023</b>		<b>\$1,478.71</b>
Inv: 36015071	Fuel	7/10/2023	8/7/2023	\$1,478.71
<b>39630</b>	<b>LAW03 LAW OFFICES OF THOMAS J. KNUTH</b>	<b>8/1/2023</b>		<b>\$2,860.00</b>
Inv: 106001	Prosecution Serivces	7/18/2023	8/7/2023	\$2,860.00
<b>39631</b>	<b>LEAD1 LEADINGIT</b>	<b>8/1/2023</b>		<b>\$1,062.50</b>
Inv: 131438	Support Agreement	7/18/2023	8/7/2023	\$1,062.50
<b>39632</b>	<b>MCGR1 MARTIN WHALEN OFFICE SOLUTIONS, INC.</b>	<b>8/1/2023</b>		<b>\$609.73</b>
Inv: IN4593435	Copier Fees	7/18/2023	8/7/2023	\$609.73
<b>39633</b>	<b>NATI20 National Association of School Resource Officers</b>	<b>8/1/2023</b>		<b>\$650.00</b>
Inv: 46383	Conference - Stankus	6/9/2023	8/7/2023	\$650.00
<b>39634</b>	<b>NEW01 NEW AG CENTER, INC.</b>	<b>8/1/2023</b>		<b>\$317.83</b>
Inv: 74467	Fertilizer and Weed Killer	7/25/2023	8/7/2023	\$317.83
<b>39635</b>	<b>OPER1 OPERATING ENGINEERS LOCAL #399</b>	<b>8/1/2023</b>		<b>\$188.41</b>
Inv: 2308011418432	Employee Deduction	7/8/2023	7/8/2023	\$109.02
Inv: PRe-230728-705-1-OPER1	Employee Deduction	7/22/2023	7/22/2023	\$79.39
<b>39636</b>	<b>PEER1 PEERLESS NETWORK, INC.</b>	<b>8/1/2023</b>		<b>\$1,305.09</b>
Inv: 27896	Phone Service	7/15/2023	8/7/2023	\$1,305.09
<b>39637</b>	<b>QUILL QUILL CORPORATION</b>	<b>8/1/2023</b>		<b>\$144.34</b>
Inv: 33462031	Cleaning Supplies	7/13/2023	8/7/2023	\$33.75
Inv: 33475905	Office Supplies	7/13/2023	8/7/2023	\$34.99
Inv: 33547012	Office Supplies	7/18/2023	8/7/2023	\$75.60
<b>39638</b>	<b>SIRC1 SIRCHIE FINGER PRINT LABORATORIES, INC.</b>	<b>8/1/2023</b>		<b>\$66.85</b>
Inv: 0601076-IN	Evidence Box	7/18/2023	8/7/2023	\$66.85
<b>39639</b>	<b>VEDE1 Southwest Exurban Publishing, LLC.</b>	<b>8/1/2023</b>		<b>\$120.00</b>
Inv: 23-603	Code Corner	7/21/2023	8/7/2023	\$120.00
<b>39640</b>	<b>STAT1 STATE AND MUNICIPAL TEAMSTERS</b>	<b>8/1/2023</b>		<b>\$352.00</b>
Inv: 2308011419290	Employee Deduction	7/8/2023	7/8/2023	\$176.00
Inv: PRe-230728-705-1-STAT1	Employee Deduction	7/22/2023	7/22/2023	\$176.00



# Village of Peotone

208 E. Main Street - Peotone IL 60468-0430

AP Invoices - Board Listing V2 - where active\_vendoryesno = 'true'

Fund/Account	Description	Date	Due Date	Amount
<b>39641</b>	<b>TONG1 TONGREN LAW OFFICES</b>	<b>8/1/2023</b>		<b>\$300.00</b>
Inv: 07262023	Judicial Hearing Officer	8/1/2023	8/7/2023	\$300.00
<b>39642</b>	<b>WEBF1 WEBFOOT DESIGNS, INC.</b>	<b>8/1/2023</b>		<b>\$495.00</b>
Inv: 130730	Managed Services - Website	7/1/2023	8/7/2023	\$495.00
<b>39643</b>	<b>WHIT1 WHITMORE ACE HARDWARE</b>	<b>8/1/2023</b>		<b>\$43.76</b>
Inv: 4828963V	Building Supplies	7/25/2023	8/7/2023	\$24.17
Inv: 4829673P	Light Bulbs	7/28/2023	8/7/2023	\$19.59
<b>39644</b>	<b>WILL1 WILL COUNTY GOVERNMENTAL LEAGUE</b>	<b>8/1/2023</b>		<b>\$265.12</b>
Inv: 2023-1090	2023 Membership Dues - Add'l amount	1/3/2023	8/7/2023	\$205.12
Inv: 2023-1155	2023 Legislative Breakfast - March, Ingalls	1/19/2023	8/7/2023	\$60.00
<b>Paying Account 01-00-105(Check) Total:</b>				<b>\$12,662.09</b>

## 01-00-105

Payments via Nacha

<b>90008036</b>	<b>AZAV1 AZAVAR AUDIT</b>	<b>8/1/2023</b>		<b>\$890.92</b>
Inv: 157071	Electricity Audit Revenue Sharing	6/30/2023	8/7/2023	\$232.34
Inv: 157072	Gas Audit Revenue Sharing	6/30/2023	8/7/2023	\$213.12
Inv: 157151	Electricity Audit Revenue Sharing	7/31/2023	8/7/2023	\$232.34
Inv: 157152	Gas Audit Revenue Sharing	7/31/2023	8/7/2023	\$213.12
<b>90008037</b>	<b>GTEMP GovTempsUSA</b>	<b>8/1/2023</b>		<b>\$4,928.00</b>
Inv: 4215950	Financial Consultant	7/13/2023	8/7/2023	\$2,408.00
Inv: 4220148	Financial Consultant	7/20/2023	8/7/2023	\$2,520.00
<b>90008038</b>	<b>KLEIN KLEIN, THORPE AND JENKINS, LTD.</b>	<b>8/1/2023</b>		<b>\$6,482.70</b>
Inv: 235165	Legal Services - General	7/24/2023	8/7/2023	\$4,302.20
Inv: 235166	Legal Services - I57 Development	7/24/2023	8/7/2023	\$2,068.00
Inv: 235167	Legal Services - 206 N. 2nd Street	7/24/2023	8/7/2023	\$67.50
Inv: 235168	Legal Services - Code Enforcement	7/24/2023	8/7/2023	\$45.00
<b>90008039</b>	<b>MURR1 MURRAY OVERHEAD DOORS</b>	<b>8/1/2023</b>		<b>\$156.25</b>
Inv: 44280	Garage Door Service	7/7/2023	8/7/2023	\$156.25
<b>90008040</b>	<b>ROBI1 ROBINSON ENGINEERING, LTD.</b>	<b>8/1/2023</b>		<b>\$50,959.00</b>
Inv: 23070032	Project 22-R0589 - Downtown Streetscape PHII	7/7/2023	8/7/2023	\$7,441.75
Inv: 23070033	Project 23-R0075 - Misc Engineering	7/7/2023	8/7/2023	\$1,434.75
Inv: 23070034	Project 23-R0385 - 2023 MF - Mill Trace	7/7/2023	8/7/2023	\$5,000.00
Inv: 23070035	Project 23-R0388 Corning Ave/Other Sidewalks	8/1/2023	8/7/2023	\$2,259.50
Inv: 23070036	Project 23-R0413 - Cleveland Steel Plan Review	7/7/2023	8/7/2023	\$616.50
Inv: 23070086	Project 19-R0298.04 - I57, 88th/WP Road PHIII	8/1/2023	8/7/2023	\$29,829.25
Inv: 23070087	Project 23-R0504 Conrad Storm Sewer PHI	7/11/2023	8/7/2023	\$4,377.25
<b>Paying Account 01-00-105(Nacha) Total:</b>				<b>\$63,416.87</b>

## 01-00-105

Payments via Web/Telephone

<b>80000107</b>	<b>USBA1 US BANK EQUIPMENT FINANCE</b>	<b>8/1/2023</b>		<b>\$548.28</b>
Inv: 506797042	Copier Lease Payments	7/22/2023	8/7/2023	\$548.28
<b>Paying Account 01-00-105 (Web/Telephone) Total:</b>				<b>\$548.28</b>



**Village of Peotone**  
 208 E. Main Street - Peotone IL 60468-0430  
 AP Invoices - Board Listing V2 - where active\_vendoryesno = 'true'

Invoice Final Update - G/L Source: C/V - Tentative G/L Register: 973 Tentative G/L Date: 08/07/2023

Cash Requirement Totals		Account	Amount	Fund	Amount
<b>Total Payments</b>	<b>28</b>	01-00-101 PETTY CASH FUND	\$220.81	01	\$25,651.49
<b>Total Invoices:</b>	<b>50</b>	01-00-231 UNION DUES	\$540.41	30	\$11,636.75
<b>Total Vendors:</b>	<b>28</b>	01-50-412 EQUIPMENT MAINTENANCE	\$904.50	40	\$7,441.75
<b>Total Amount:</b>	<b>\$76,627.24</b>	01-50-428 TELEPHONE/FAX	\$323.61	42	\$31,897.25
		01-50-446 LEGAL FEES	\$4,302.20		<b>\$76,627.24</b>
		01-50-450 PUBLIC, EDUCATION & GOV. SERVICE	\$495.00		
		01-50-451 ENGINEERING	\$1,434.75		
		01-50-452 OTHER PROFESSIONAL SERVICES	\$5,994.92		
		01-50-459 DUES/SUBSCRIPTION	\$265.12		
		01-50-465 OFFICE SUPPLIES	\$144.34		
		01-50-494 EQUIPMENT	\$1,062.50		
		01-51-412 EQUIPMENT MAINTENANCE	\$300.49		
		01-51-428 TELEPHONE/FAX	\$285.03		
		01-51-446 LEGAL FEES	\$300.00		
		01-51-452 OTHER PROFESSIONAL SERVICES	\$104.00		
		01-51-455 TRAINING	\$650.00		
		01-51-466 OTHER SUPPLIES	\$66.85		
		01-51-472 GAS & OIL	\$1,257.90		
		01-52-444 PRINTING/PUBLISHING	\$120.00		
		01-52-446 LEGAL FEES	\$2,972.50		
		01-52-452 OTHER PROFESSIONAL SERVICES	\$616.50		
		01-53-411 BUILDING MAINTENANCE	\$156.25		
		01-53-428 TELEPHONE/FAX	\$696.45		
		01-53-436 STREET LIGHTING	\$140.77		
		01-53-452 OTHER PROFESSIONAL SERVICES	\$1,935.00		
		01-53-466 OTHER SUPPLIES	\$361.59		
		30-53-451 ENGINEERING	\$11,636.75		
		40-00-451 ENGINEERING	\$7,441.75		
		42-00-446 LEGAL FEES	\$2,068.00		
		42-00-451 ENGINEERING	\$29,829.25		
			<b>\$76,627.24</b>		

Paying Account	Payment Method	Count	Amount	Vendor	Amount
01-00-105	Check	22	\$12,662.09	AandR01	\$225.00
01-00-105	Web/Telephone	1	\$548.28	ALL02	\$42.98
01-00-105	Nacha	5	\$63,416.87	ANDR3	\$400.00
			<b>\$76,627.24</b>	AZAV1	\$890.92
				COMED	\$140.77
				DRAL1	\$4.00
				GTEMP	\$4,928.00
				HART1	\$1,590.00
				HERI1	\$1,478.71
				KLEIN	\$6,482.70
				LAW03	\$2,860.00
				LEAD1	\$1,062.50
				MCGR1	\$609.73
				MURR1	\$156.25
				NATI20	\$650.00
				NEW01	\$317.83
				OPER1	\$188.41
				PEER1	\$1,305.09



# Village of Peotone

208 E. Main Street - Peotone IL 60468-0430

AP Invoices - Board Listing V2 - where active\_vendoryesno = 'true'

Vendor	Amount
QUILL	\$144.34
ROBI1	\$50,959.00
SIRC1	\$66.85
VEDE1	\$120.00
STAT1	\$352.00
TONG1	\$300.00
USBA1	\$548.28
WEBF1	\$495.00
WHIT1	\$43.76
WILL1	\$265.12
	<u>\$76,627.24</u>

Vendor	C/Y 2023 Invoices	C/Y 2023 Payments	F/Y 2024 Invoices	F/Y 2024 Payments
QUILL	(22) 2930.31	(11) 3400.51	(11) 1257.60	(7) 1523.12
ROBI1	(47) 234203.50	(9) 248999.00	(25) 129574.50	(6) 210148.25
SIRC1	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
AandR01	(6) 9375.00	(4) 9375.00	(6) 9375.00	(4) 9375.00
ALL02	(5) 1063.25	(2) 1063.25	(4) 1017.28	(2) 1063.25
ANDR3	(8) 3200.00	(7) 3200.00	(8) 3200.00	(7) 3200.00
AZAV1	(10) 2227.30	(6) 3118.22	(4) 890.92	(3) 1123.26
GTEMP	(27) 48188.00	(14) 52780.00	(14) 26460.00	(9) 30352.00
HART1	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
HERI1	(13) 21461.90	(10) 26683.08	(7) 11653.49	(7) 15270.68
OPER1	(9) 1020.43	(8) 1257.60	(4) 330.55	(2) 330.55
PEER1	(6) 8092.85	(7) 9616.14	(3) 3875.73	(3) 3875.73
DRAL1	(11) 53949.51	(7) 54056.67	(5) 51674.81	(4) 52577.00
MCGR1	(1) 249.65	(1) 249.65	(1) 249.65	(1) 249.65
MURR1	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
NATI20	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
NEW01	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
USBA1	(12) 4715.26	(11) 5463.18	(7) 3125.08	(6) 3328.82
VEDE1	(6) 975.00	(3) 975.00	(3) 370.00	(2) 845.00
WEBF1	(1) 495.00	(1) 495.00	(1) 495.00	(1) 495.00
WHIT1	(34) 1995.35	(13) 2176.99	(15) 1187.87	(9) 1367.95
WILL1	(2) 3769.57	(1) 3769.57	(0) 0.00	(0) 0.00
COMED	(26) 39186.92	(8) 39186.92	(7) 16782.61	(4) 22478.88
KLEIN	(7) 37917.30	(8) 45241.80	(3) 27397.50	(4) 31911.30
LAW03	(7) 9155.00	(7) 10655.00	(4) 6000.00	(4) 6000.00
LEAD1	(41) 35680.17	(12) 37975.17	(14) 27133.92	(6) 28206.65
STAT1	(9) 2671.00	(6) 2671.00	(5) 1171.00	(5) 2217.00
TONG1	(5) 1500.00	(6) 1800.00	(3) 900.00	(4) 1200.00



# Heidi Demas

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## Summary

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Reliable Office Administrator that is proficient in Sage Peachtree Accounting software and Quickbooks. A team-player but also works well independently. Excellent communication and people skills.

## Experience

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### Demas Concrete Inc | Peotone, IL Office Administrator | 07/2015 - Present

- Payroll for 10+ employees
- Weekly and Quarterly tax payments to IRS
- Register with villages for permits/inspections
- Answer phone calls and emails
- Proposals for all future jobs
- Invoicing on all completed jobs
- Manage accounts receivable and payables
- Receive and deposit checks from builders and title companies
- Enter all employee info into accounting program
- Efficient in Sage Peachtree Accounting & Quickbooks
- Maintain an organized filing system and job check off board for completed work
- Breakdown company credit card into correct GL account for accountant
- Notarize waivers for payouts

### Frankfort Creamery | Frankfort, IL Assistant Manager | 08/2015 - 05/2020

- Open/Close store
- Daily drawer count
- Daily safe count
- Bring deposits to bank
- Maintain inventory
- Place orders for supplies
- Prepare food/ice cream
- Problem solving for call offs, scheduling issues, etc.
- Answer emails and phone calls for catering

## Skills

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Communication skills, Customer service, Time management, Supervising experience, Computer literacy, Peachtree Accounting, Microsoft office

## Education

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### Peotone High School | Peotone IL General course | 07/2015

## Other

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- Notary Public

# Village of Peotone

208 E. Main St. - P.O. Box 430 • Peotone, Illinois 60468  
708-258-3279 • Fax 708-258-3850



New Business \_\_\_\_\_

Renewal \_\_\_\_\_

Fee \$25.00

Date of Application 7/25/23  
CASH KB

## APPLICATION FOR BUSINESS REGISTRATION

Your proposed business must be a permitted use within the zoning district in which the property is located in accordance with the Peotone Zoning Ordinance. For verification, please call 708-258-3279

1. Name of Business: Alex Gyra Laca

Phone No.: 708-573-3063 P.O. Box \_\_\_\_\_ Address: 422 S Governors Hwy  
Peotone IL

2. Name of Business Owner(s): (Include all principals)

Name and Home Address of Business Owner #1: Giovanni Sanchez Rivera  
706 Willow Drive, Chicago Hts IL

P.O. Box \_\_\_\_\_ Phone: 708 964 6508

Emergency / After Hours Phone: 708 573 3063

Cell: \_\_\_\_\_

Name and Home Address of Business Owner #2:

P.O. Box \_\_\_\_\_ Day Phone: \_\_\_\_\_

Emergency / After Hours Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

3. Name of Business Manager: Alexandro Sanchez

Home Address: 706 Willow Drive Chicago Hts IL 60411

P.O. Box \_\_\_\_\_ Day Phone: \_\_\_\_\_

Emergency / After Hours Phone: \_\_\_\_\_

Cell: (708) 573-3063

4. Name of Property Owner(s): Mark + Doris Baumgartner

Address: \_\_\_\_\_

P.O. Box \_\_\_\_\_ Day Phone: \_\_\_\_\_

Emergency / After Hours Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

5. General Nature of Business (Choose one):

\_\_\_\_ Retail \_\_\_\_\_ Service  Food Service \_\_\_\_\_ Manufacturing  
\_\_\_\_ Distribution \_\_\_\_\_ Non-Profit \_\_\_\_\_ Home Occupation \_\_\_\_\_ Other

5a. Seating Capacity if applicable: 15-20

6. Specific Nature of Business (Please describe): Fast Food restaurant

**7. Level of Business at this Location: Check one**

Corporate Headquarters     Division Headquarters     Franchise  
 Partnership                       Individual Business

**8. Sales or Occupational Tax Number:** \_\_\_\_\_

**9. Days and Hours of Operation:** 7 days a week, 11am - 9 pm

**10. Occupancy Date:** August 1

**11. Number of Employees (other than owner):** ~~2~~ Full-Time 1 Part-Time

**12. Square Footage of Premises:** \_\_\_\_\_ (to nearest 100 square feet)

**13. Has any License or Registration issued to the Applicant ever been Suspended, Revoked, or Cancelled?**

Yes                       No                      If Yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**14. Does Your Business Include?**

**A. Coin Operated Amusement Devices:** Yes \_\_\_\_\_ No   
If Yes, how many? \_\_\_\_\_

**B. Coin-Operated Food/Beverage Machines:** Yes \_\_\_\_\_ No   
If Yes, how many? \_\_\_\_\_

**C. Sale of Tobacco Products:** Yes \_\_\_\_\_ No   
If Yes, in what manner? \_\_\_\_\_ Vending Machine \_\_\_\_\_ Over-the Counter

**D. Sale of Liquor Products:** Yes \_\_\_\_\_ No   
If Yes, in what manner? \_\_\_\_\_ Package Liquor \_\_\_\_\_ By the Drink \_\_\_\_\_ With a Meal

**E. Juke Boxes:** Yes \_\_\_\_\_ No

**F. Adult Use:** Yes \_\_\_\_\_ No

If you have answered Yes to any question in Part 14, additional licenses may be required by Village of Peotone ordinances regulating such uses. Applications may be obtained at the Village Hall.

Please review these questions and check **yes** or **no**. If you check **yes** to any of the questions, you will be required to go through the associated Commission and/or staff review process. For further information contact the Village Hall at 708-258-3279.

Are you modifying an existing sign or installing a new sign Yes \_\_\_\_\_ No ✓

Describe Sign: \_\_\_\_\_  
(Note: Building permits are required for signs and/or renovations.)

Are you modifying the exterior facade of a building? Yes \_\_\_\_\_ No ✓

Are you changing or adding landscaping or lighting to your site? Yes \_\_\_\_\_ No ✓

Are you remodeling the interior of a building? Yes \_\_\_\_\_ No ✓

Are you proposing a carry-out restaurant or outdoor dining? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you proposing a new building, building addition, modification to fencing, garbage enclosure, parking lot or drainage? Yes \_\_\_\_\_ No ✓

How will deliveries be made? Grub Hub,

Where will customers park? Parking lot, Sunset Plaza

If this is a renewal, how many years have you been operating this business in Peotone? 1

**TO THE BUSINESS REGISTRATION APPLICANT:**

**It is imperative that this application be filled out in its entirety, regardless of whether it is a new application or a renewal. Please read the following and sign where indicated prior to submitting your application at the Village Hall.**

This application will be reviewed by the Village Staff. All registrations shall be subject to all applicable laws, ordinances, rules, and regulations of the Village of Peotone.

Approximately fourteen (14) days will be required for Village review before a business registration can be issued.

Return completed application form to the Village Clerk, Peotone Village Hall, 208 E. Main Street, P.O. Box 430, Peotone, IL 60468. (708) 258-3279. Faxed copies will not be accepted.

I hereby swear that all of the information provided within this application for a business registration is true and correct to the best of my knowledge and that I am authorized to complete this application.

Giovanni Sanchez Rivera  
(Applicant's Signature)

7-25-2023  
(Date)

**APPROVED:**

Avinu 7-25-23  
(Zoning Administrator) Date

\_\_\_\_\_  
Village Clerk Date

# The Village of Peotone

OFFICE : 208 E MAIN STREET  
P.O. BOX 430  
PEOTONE, ILLINOIS 60468-0430  
PHONE: (708) 258-3279  
FAX: (708) 258-3850

## SPECIAL EVENT PERMIT APPLICATION

Name of Applicant Karen Ward

Address 433 E North St

P.O. Box \_\_\_\_\_ City Peotone State IL Zip 60468

Contact Number 815-514-5974

Contact Email peotonehistoricalsociety2021@gmail.com

Type of Event Old Mill Festival

Address of Event 427 W. Corning Ave

Date of Event Sunday Sept 17th

Rain Date NONE

Time of Event 11 AM to 4 PM

Street Closures or  
Other Special Requests Corning closed between

Conrad + Mill St.

Karen Ward  
Signature of Applicant

August 3rd 2023  
Date

THIS PERMIT IS VALID FOR ONE (1) DAY OF OPERATION ONLY.  
THE VILLAGE OF PEOTONE ASSUMES NO LIABILITY OR RESPONSIBILITY FOR THIS  
EVENT. THIS PERMIT IS FOR OPERATION OF THE ABOVE EVENT ONLY.

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
DATE DENIED

# The Village of Peotone

OFFICE : 208 E MAIN STREET  
P.O. BOX 430  
PEOTONE, ILLINOIS 60468-0430  
PHONE: (708) 258-3279  
FAX: (708) 258-3850  
VILLAGE OF PEOTONE SPECIAL EVENT

I, Karen Ward, an authorized representative for the  
Peotone Historical Society, indemnify and hold the  
(Applicant(s))

Village of Peotone harmless against any and all liability and expenses whatsoever, for  
bodily injury or death, including without limitation injury or death to agents, employees,  
servants or volunteers of the applicant(s) that may be causally related to any act of  
ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss  
or injury arising out of the use of the public way relative to the

OLD MILL Fall Festival  
*Name of Special Event and date(s) if applicable*

Signed this 3<sup>rd</sup> day of August, 2023.

Karen Ward President of PHS  
Signature and insert name with title

SUBSCRIBED AND SWORN  
To before me this 3 day of  
August, 2023.

Stacey Hartwell  
Notary Public



# The Village of Peotone

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PHONE: (708) 258-3279  
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## SPECIAL EVENT PERMIT APPLICATION

Name of Applicant Kristin McNeely + Centry Drenth

Address 109 W. Lincoln Street + 104 W. Sumner

P.O. Box \_\_\_\_\_ City Peotone State IL Zip 60468

Contact Number 708-431-2089

Contact Email kristin.moneely@gmail.com

Type of Event Will County Fair Party

Address of Event same as above

Date of Event Saturday, August 26, 2023

Rain Date None

Time of Event 3pm

Street Closures or

Other Special Requests Please allow us to put a barrier on the east

Kristin McNeely entrance of the alley. Cars may still access their homes through the west entrance. There will be a lot of kids.  
Signature of Applicant 8-1-23  
Date

THIS PERMIT IS VALID FOR ONE (1) DAY OF OPERATION ONLY.

THE VILLAGE OF PEOTONE ASSUMES NO LIABILITY OR RESPONSIBILITY FOR THIS EVENT. THIS PERMIT IS FOR OPERATION OF THE ABOVE EVENT ONLY.

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
DATE DENIED

7/24/23

CHECK# 1291  
NEW  RENEWAL

# The Village of Peotone

OFFICE : 208 E MAIN STREET  
P.O. BOX 430  
PEOTONE, ILLINOIS 60468-0430  
PHONE: (708) 258-3279  
FAX: (708) 258-3850

## CLASS O / CLASS M LICENSE APPLICATION

REQUESTED LICENSE(S): CLASS O  CLASS O-1 \_\_\_\_\_  
CLASS M-1 \_\_\_\_\_ CLASS M-2 \_\_\_\_\_

A-#14

FEE: \$50.00 (EACH) YOUR CURRENT LIQUOR LICENSE NUMBER AND CLASS 1A-0032934 - Redziker

APPLICANT NAME: Erica Koop

HOME ADDRESS: 1152 S. Elm Avenue P.O. BOX \_\_\_\_\_ CITY Kankakee STATE IL

SS# (OPTIONAL): 344-74-7653 DRIVERS LICENSE #: K100-2138-0870 DATE OF BIRTH: 09/22/84

HOME TELEPHONE: \_\_\_\_\_ CELL: (815) 953-6058

BUSINESS NAME: Suzys Saloon

BUSINESS ADDRESS: 111 N. Main Street P.O. BOX \_\_\_\_\_

BUSINESS TELEPHONE: 708-258-0100

SOLE OWNER \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ CORPORATION

24 HR. EMERGENCY CONTACT (NAME & NUMBER): Rick Jones (815) (93-0031)

HOURS OF USE: 11<sup>AM</sup> - 1pm

**NOTE:** CLASS O - NO ALCOHOL AFTER 11:00 P.M. / CLASS M - CEASE ENTERTAINMENT ONE HOUR BEFORE CLOSING

IS THIS LOCATION ADJACENT TO RESIDENTIAL PROPERTY: YES  NO \_\_\_\_\_

IS THE OUTDOOR AREA ENCLOSED WITH THE REQUIRED FENCE OR BARRIER (DESCRIBE) Yes, we are looking at one at Menards currently that is wood with animal print panel.

CLASS M LICENSE SITE PLAN PER TITLE 11 CH. 112.18 (K)(5)(a) ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

CLASS M LICENSE FIRE DEPARTMENT OCCUPANCY LIMITS INSPECTION DATE: \_\_\_\_\_ ATTACH DOCUMENT

NAME & ADDRESS OF BUILDING OWNER: Rick Jones

1318 Cobb Blvd P.O. BOX \_\_\_\_\_ CITY Kankakee STATE IL

BUILDING OWNER'S LETTER OF PERMISSION ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF APPLICANT: [Signature] DATE: 7-24-23

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

LIQUOR COMMISSIONER \_\_\_\_\_ DATE \_\_\_\_\_

VILLAGE CLERK \_\_\_\_\_ DATE \_\_\_\_\_



(J) *Class O outdoor liquor permits.*

(1) A Class O license shall authorize the holder of only a Class A, Class C-1 or Class E liquor license (licensed premises) to sell alcoholic liquor for consumption outside of the permanent structure (permitted premises) and immediately adjacent to the licensed premises in a location designated by the Liquor Commissioner, renewable annually. The annual license fee for a Class O liquor license shall be set at \$50 per year, renewable on the same day as the renewal for the primary liquor license. A Class O-1 permit shall authorize the holder of only a Class A or Class E liquor license (licensed premises) to sell alcoholic liquor for consumption outside of the permanent structure (permitted premises) and immediately adjacent to the licensed premises in a location designated by the Liquor Commissioner for a single event on one calendar day. The fee for a Class O-1 permit shall be \$50 per permit. In addition to any other requirement, a Class O or O-1 permit may be denied or revoked if the applicant fails to clearly establish to the satisfaction of the Liquor Commissioner:

(a) That outdoor operations will not disturb the lawful use and quiet enjoyment of nearby properties;

(b) That the outdoor premises will be operated in strict accordance with applicable health, building, fire and life safety codes;

(c) That adequate safeguards are in place for security, crowd control, lighting control and the protection of minors;

(d) That the licensee has previously maintained adequate control and supervision of the licensed premises and has consistently operated the licensed premises in substantial compliance with the Village Liquor Code;

(e) That the premises can be made to comply with the requirements of this section;

(f) That all such outdoor areas shall be owned by or leased to the applicant and has received written permission from the owner to install any improvements requiring a building permit from the village.

(2) A Class O or O-1 permit shall be subject to the following conditions:

(a) Notwithstanding anything to the contrary, no alcoholic beverages shall be served, consumed or be present in any outdoor area after 11:00 p.m. on any day of the week;

(b) No outdoor area shall be open, used or occupied for consumption of any alcoholic beverages between November 1 through March 31;

(c) The outdoor area proposed shall not exceed 20% of the first floor of the licensee's gross floor square footage, excepting any liquor license holders with pre-existing outdoor areas that lawfully existed prior to January 1, 2005;

(d) Notwithstanding any provision of law to the contrary, if the permanent structure containing the permitted premises is situated on real property that is adjacent to a residential zoning district, the premises shall be enclosed by a solid permanent

fence or another suitable barrier designated by the Liquor Commissioner at least six feet in height;

(e) Notwithstanding any provision of law to the contrary, if the permanent structure containing the premises is not situated on real property that is adjacent to a residential zoning district, the permitted premises shall be enclosed by a permanent fence at least four feet in height or another suitable barrier designated by the Liquor Commissioner;

(f) Unless other reasonable means of access control are specifically allowed for by the Liquor Commissioner, access to the permitted premises shall be via the permanent structure containing the licensed premises, except that emergency only exits required by village ordinances must be provided;

(g) Entertainment and electronically amplified music or sound shall not be permitted unless the provisions of Chapter 95 are met in full and the applicable Class M license is obtained, if necessary;

(h) Concurrent with the filing of an application, the owner shall submit a site plan depicting the layout of the outdoor area, a detailed description of materials to be used as fencing and emergency exits, including landscaping, fencing, ingress, egress and occupant load (a report from the Peotone Fire Protection District is required). Canopies, screening and/or tents shall meet the flame spread ratings required by the Code and shall be safely secured. Permanent structures shall be designed and constructed according to applicable Village Code;

(i) Screening, canopies and/or roof structures shall be maintained in accordance with the currently adopted building, property maintenance and other adopted codes of the village;

(j) All alcohol must be served by a waitress/waiter that is an employee of the licensee;

(k) No sales or deliveries of any alcoholic liquor shall be made or allowed to any person on adjoining property, street, sidewalk, or alley;

(l) No liquor served in an open container shall be removed from the permitted premises;

(m) All fences, enclosures or other structures required by this section shall be located, constructed and maintained in conformance with the zoning, building and other ordinances of the village;

(n) No advertising materials, posters or any other commercial messages shall be posted or applied so as to be visible outside the fencing or screening;

(o) The Liquor Commissioner may impose such additional conditions as may be reasonable and necessary.