



# Village of Round Lake

442 North Cedar Lake Road Round Lake, IL 60073

847-546-5400 fax 847-546-5405

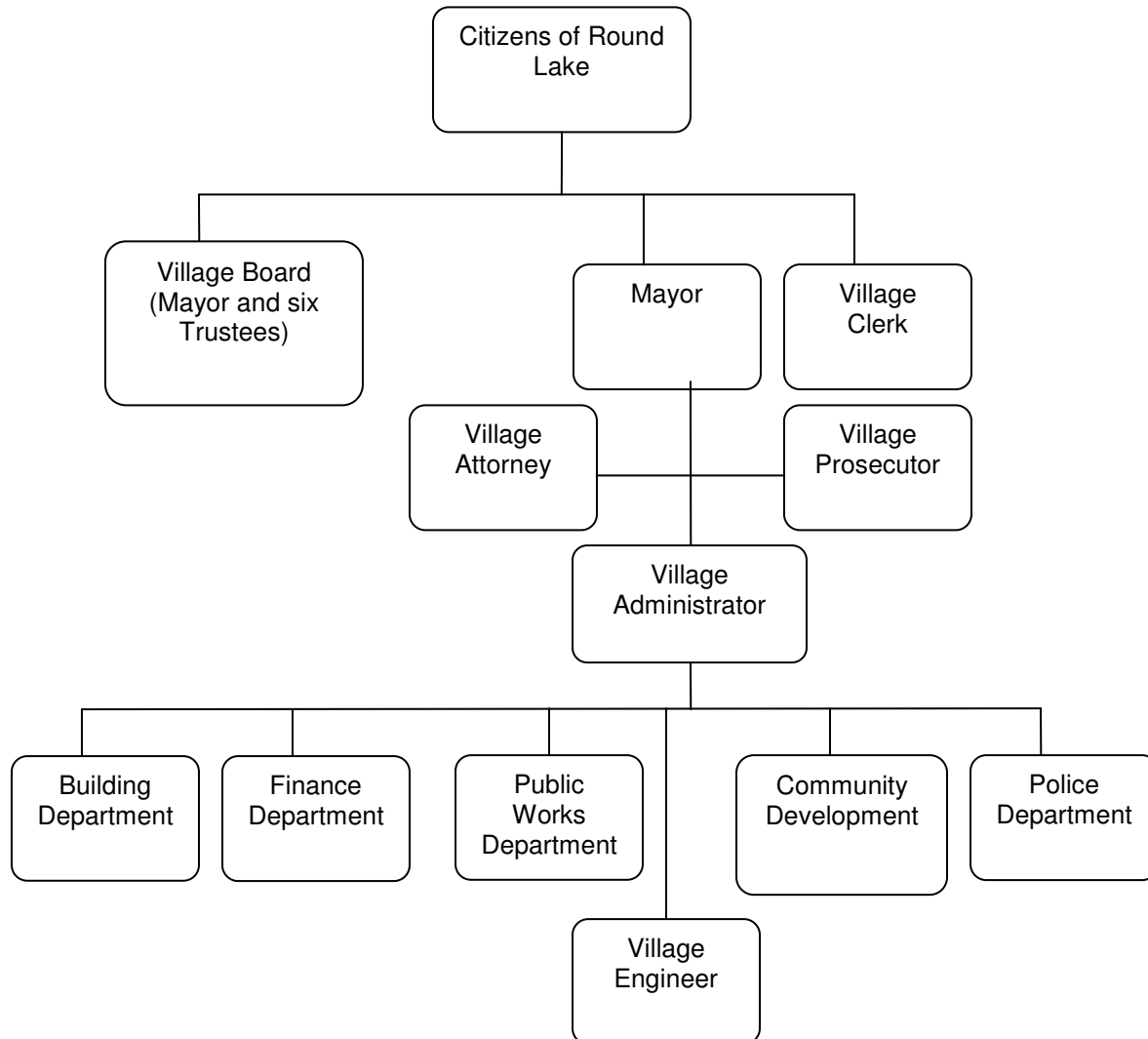
[www.eroundlake.com](http://www.eroundlake.com)

## VILLAGE INFORMATION AS REQUIRED BY THE FREEDOM OF INFORMATION ACT [FOIA]

The purpose of the Village of Round Lake is to provide a variety of services to our residents and business owners via our Administrative, Building, Public Works and Police Departments.

### Form of Government

The village is governed by a board of trustees which shall be elected and shall consist of a president and six trustees.





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## **Village Employees**

Total amount of full-time employees: 50

Total amount of part-time employees: 4

## **Operating Budget**

Total amount of the operating budget: \$17,669,670

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## Village Board/Commission/Committee Members

### Board of Trustees

James R. Dietz, Village President  
Joyce Swieton, Village Clerk  
Greg Clements, Trustee  
Don Newby, Trustee  
Sonia R. Sandoval, Trustee  
Dawn Simoncelli, Trustee  
Susan Triphahn, Trustee  
Vicky Wicinski, Trustee

### Plan Commission/Zoning Board Of Appeals Members

Terre Ezyk (Chair)  
Art Waller  
Barbara Daudelin  
Mary Barry  
John Gutknecht  
Kate Kristan  
*1 vacancy*

### Architectural Commission Members

Ken Hoxie (Chair)  
Bryan Burns  
Paul Hollingsworth  
Joel Glende  
Nancy Piscitello  
*2 vacancies*

### Downtown Business District Advisory Commission

Jim Dietz (Chair)  
Greg Clements  
Don Newby  
Sonia Sandoval  
Dawn Simoncelli  
Susan Triphahn  
Vicky Wicinski  
Terre Ezyk (PC/ZBA Chair)  
Ken Hoxie (ARC Chair)

### Round Lake Local Liquor Commission

Mayor Jim Dietz, Local Liquor Commissioner  
Brian Johnson, Member  
*2 vacancies*

### Police and Fire Commission

Richard Crane, Member  
Art Weber, Member  
James Retis, Member

### Police Pension

Adam Domerchie (elected-President)  
Peter Marquardt (elected-Secretary)  
Kevin Kozanecke (retired-elected)  
Henry Frye (appointed)  
Russ Kraly (appointed)



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## Methods to Request Information and Public Records

If you would like to submit a FOIA request, please carefully read the information below. Illinois law requires public bodies to respond or deny to FOIA requests within five days. The time for response can be extended for an additional five working days, as allowed under the law. Please complete the Freedom of Information Form and mail, fax, email, or hand-deliver directly to the department for which the records are being sought. The Village does not accept verbal requests for records.

Please be specific in the nature of your request in order for FOIA officers to process your request more efficiently. (Illinois law does not require you to submit on a standard form, but the request should be in writing).

Except as otherwise provided by statute, the freedom of information officers shall charge the following fees for copying documents:

- First fifty (50) pages are no charge
- Letter/legal, black and white copies for each page after the first fifty (50) pages is fifteen cents (\$0.15) per page
- Certified copies are one dollar (\$1.00) per document in addition to copy charges
- Large format, audio tapes, digital copies or color copies are the actual cost to the village, excluding any personnel costs

The freedom of information officers may waive or reduce the above fees upon a finding by the freedom of information officers that the request is in the public interest as set forth in Section 6 of the Freedom of Information Act.

Electronic records can be requested and will be provided, as allowed under the law.

### The Village of Round Lake offices:

1. Village Hall, 442 N. Cedar Lake Road, Round Lake, IL 60073
  - a. Administrative Department
  - b. Building Department
2. Police Department, 741 W. Townline Road, Round Lake, IL 60073
3. Public Works Department, 751 W. Townline Road, Round Lake, IL 60073

### Village Freedom of Information Officers:

- Marc Huber, Village Administrator
- Joyce Swieton, Village Clerk
- Martha Koechig, Deputy Clerk
- Michael Recupito, Director of Police Administration



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## LIST OF RECORDS

### Administration Department

- Annexation Records
- Bid Proposals
- Business License Files
- Departmental Monthly Reports
- Comprehensive Plan
- Contracts
- Construction Records
- Election Records
- Employee Policy
- Financial Records
  - Audit
  - Bank Records
  - Annual Budget
  - Annual Treasurer's Reports
  - Monthly Treasurer's Reports
  - Monthly Bills Lists
  - Investment Information
- Freedom of Information Files & Logs
- Garage Sale Permits
- Grant Records
- Intergovernmental agreements
- Job Descriptions
- Leases
- Liens
- Meeting schedules for committees, commissions and boards
- Meeting agendas for committees, commissions and boards
- Meeting minutes for committees, commissions and boards
- Newsletters
- Ordinances
- Proclamations
- Resolutions
- Solicitor Permits
- Vehicle & Maintenance Records
- Village Owned Property Records
- Village Board meeting agendas
- Village Board meeting minutes



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- Village Code
- Water Quality Reports
- Zoning Map

## Building Department

- Plat of surveys – residential & commercial
- Building permits – residential & commercial
- Building & plumbing permit information
- Certificates of occupancy
- Code enforcement records
- Inspection records – residential and commercial
- Vehicle maintenance records

## Public Works

- JULIE locate requests
- Vehicle maintenance records
- Streets maintenance records
- Water & Sewer maintenance records
- Water sample reports
- Water quality reports
- Water meter records
- Work order records

## Police Department

- Applications for Authority to Dispose of Local Records and Records Disposal Certificates
- Budget
- CALEA Accreditation records
- Cash management forms
- Cash receipt books
- Collective bargaining contract
- Command staff meeting minutes and agendas
- Community room sign-out sheets
- Community room usage calendars
- Community service officer activity sheets
- Contact cards
- Court disposition records



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- Court transmittal records
- Crime prevention notices
- Daily activity reports
- Employee grievance records
- Equipment issuance records
- Evidence ledgers and receipts
- Facility maintenance reports
- Field training officer records
- FOIA log
- Gang intelligence files
- Gas log sheets
- Grant records
- Illinois uniform crime reports
- In-car digital video records
- Incident log books
- Junk titles
- Juvenile case reports
- K-9 records
- Lake County Animal control sheets
- LEADS records
- Monthly, annual, year-to-date statistical reports
- Mug shot records
- Offense, arrest, incident reports
- Officer ticket log books
- Orders of protection
- Overnight parking records
- Parking tickets
- Parole and probation notifications
- Payroll time sheets
- Personnel training records
- Press releases and blotters
- Program records (DARE)
- Racial profiling records
- Radar calibration certificates
- Range master records
- Roll call notes
- Roster of law enforcement personnel
- Sex offender registration records
- Shift assignment sheets
- Written directives



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- Subpoenas
- Ticket assignment records
- Ticket book sign out logs
- Traffic stop data sheets/stop cards
- Traffic tickets
- Vehicle and equipment maintenance records
- Video duplication request forms
- Village ordinance ticket log books
- Waivers, push-bar and lockouts
- Warning citations
- Work schedules