



Village of Round Lake

Application and Information for Village Boards and Commissions

Name: Mr./Mrs./Miss/Ms. _____

Home Information

Phone: _____ Fax: _____ Mobile: _____

Home Address: _____

Home E-Mail: _____ Length of Residence: _____

Business Information

Occupation: _____

Phone: _____ Fax: _____ Mobile: _____

Business E-Mail: _____

Business Address: _____

Special Interests: _____

Civic Activities: _____

Indicate the Boards or Commissions in which you are interested – Rank in order of preference

Architectural Commission _____ Local Liquor Commission _____ Police Pension Board _____

Planning Commission/Zoning Board of Appeals _____ Fire and Police Commission _____

Round Lake Management Commission _____

Do you perceive any *potential* conflict of interest for any position that you seek? _____

If yes, please indicate any questions or concerns:

Please provide a brief statement concerning your interest and/or qualifications for serving on a Board or Commission. Use an additional sheet of paper if you wish.

The undersigned understands and acknowledges that information contained in this application will be retained in the files of the Village of Round Lake along with the Village’s evaluation thereof, for future use in consideration of the undersigned’s application.

Signature: _____

Date: _____

**Please mail / return form to: Village of Round Lake, c/o Village Administrator,
442 N. Cedar Lake Road, Round Lake, Illinois, 60073**

If you have any questions or comments, please feel free to call Village Hall at 847-546-5400

For use by the Village of Round Lake

Comments _____

Disposition _____

Village of Round Lake – MUNICIPAL GOVERNMENT INFORMATION

The following is provided to assist you, as an applicant, in understanding Village's Government and the basic function of the Boards and Commissions that are an essential element of that structure.

PRESIDENT AND VILLAGE BOARD

The citizens elect the President and six Trustees. They serve four (4) year terms. The President and Village Board are the legislative branch of the Village and are responsible for interpreting the wishes of the community and determining the policies under which the Village operates. Further, the President is the executive officer responsible for implementing policy through the Department Heads of the Village and its employees.

VILLAGE ADMINISTRATOR

The Village Administrator is appointed by the President, with the advice and consent of the Village Board. The Administrator is responsible for implementing the day-to-day operation of the Village through its Department Heads, as directed by the President. He is also responsible for otherwise performing such duties as are assigned by the President and Village Board.

VILLAGE ATTORNEY

The Village Attorney is appointed by the President, with the advice and consent of the Village Board. The Village Attorney is responsible for drafting the Village's Ordinances and also provides legal advice to the Village Board, Village staff and the Village's Boards and Commissions, as they may require. The Village Attorney also acts as the Village's Ethics Officer.

VILLAGE CLERK

The Village Clerk is responsible for the maintenance of the official records of the Village as required by statute and by the President and Village Board. The Clerk acts as custodian of the Village Seal which is required on many documents, publishes legal notices, oversees Village elections and performs other duties as stated in statute or ordinances. The Village Clerk is elected and serves a four (4) year term.

VILLAGE TREASURER

The Village Treasurer is responsible for the maintenance of the financial records of the Village as required by statute and by the President and Board of Trustees. The Treasurer acts as custodian of Village funds, oversees the Village appropriations, tax levy, other financial obligations and performs other duties as stated in statute or ordinances.

BOARDS AND COMMISSIONS

The Boards and Commissions conduct hearings that pertain to their functions. All members of these Boards, Committees and Commissions are subject to the State of Illinois Gift Ban Act and will be required to file an annual Statement of Economic Interest with the County Clerk.

Architectural Commission: Consists of seven (7) members appointed by the President with the advice and consent of the Village Board for five (5) year overlapping terms. The Commission is responsible for reviewing building facades in the business district, sign permits and parking lots and plans for new and remodeled buildings.

Board of Fire and Police Commissioners: Consists of three (3) members, each serving three (3) year overlapping terms. The Members are appointed by the President with the advice and consent of the Village Board. The Board is responsible for all appointments, promotions, and major disciplinary actions in the Police Departments. The Board conducts entrance and promotional examinations.

Local Liquor Commission: Consists of three (3) members that are appointed, each serving three (3) year overlapping terms by the Liquor Control Commissioner (Village President) with the advice and consent of the Village Board, to assist and advise the President in his role as Liquor Control Commissioner of the Village of Round Lake. This includes reviewing liquor license applications and making recommendations to the Village President, hold disciplinary hearings, to receive complaints from any citizen within the Village that any provisions of the State laws or the Round Lake Ordinance have been or are being violated, and to act upon such complaints in the manner provided by law.

Plan Commission/Zoning Board of Appeals: Consists of seven (7) members who serve five (5) year overlapping terms. Members are appointed by the President with the advice and consent of the Village Board. The Village President appoints the Chairman. The Plan Commission/Zoning Board of Appeals is responsible to the Village Board for holding public hearings and making recommendations regarding the Comprehensive Plan, annexations, sub-division, and zoning. They also are responsible to conduct hearings and make recommendations on applications for variations from the provisions of the zoning ordinances, special use permits, and to hear and rule on appeals from orders or decisions made by the Zoning Administrator.

Police Pension Board: Consists of five (5) members/trustees who serve two (2) year terms, including two (2) civilians appointed by the President, two (2) members elected from the police force, and one (1) member elected from the beneficiaries of the Police Pension Fund. The Police Pension Board determines eligibility of applicants, distributes funds, manages, invests, and controls the Police Pension Fund.

Round Lake Management Commission: Consists of three (3) to six (6) members for each of the Villages of Round Lake, Round Lake Beach and Round Lake Park. The term is at the will of each Village's Mayor. The purpose of the Commission is to provide a safe, clean and pleasant lake for the enjoyment of all area residents. The Commission shall act in an advisory capacity to the Villages and organize, fund, and conduct public events to fulfill that purpose.