

**The Village Of  
Round Lake Beach  
New Resident Information**



*Welcome to Our Community*  
[www.villageofroundlakebeach.com](http://www.villageofroundlakebeach.com)

March 2017



Dear Neighbor:

On behalf of the Village Board of Trustees, I am pleased to provide you with this "Resident Information Guide". It includes descriptions of the services offered by your village and the other governmental entities (school, district, park district, library, etc.) that offer their services in our village.

Mayor Richard H. Hill

There are many projects underway in Round Lake Beach.

The biggest by far is the underpass being completed this summer at Rollins and Route 83. It separated the train tracks from the road, increased the number and length of left turn lanes and moved Hainesville Road to the other side of McDonald's. This will make getting to and from our downtown much easier. When the construction is complete we expect Meijer's Food Store to begin construction in the Mallard Creek Shopping Center. Please bear with us through the construction. You will really like it when it is done.

In the 2010 census, our population rose to over 28,000. New residents continue to move to our Village because it is a good place to live. I look forward to the input of our residents to achieve our future goals. Please feel free to call or email me with your suggestions and ideas or if you would like to be considered for appointment to one of the various committees that keep our village going forward. Together we can continue to make Round Lake Beach a desirable place in which to live, work and play. The Village Hall phone number is 546-2351, or e-mail me at [MayorRLBeach@ameritech.net](mailto:MayorRLBeach@ameritech.net)

### Village Clerk & Village Board of Trustees



Village Clerk  
Margie Cleveland



Trustee  
Susan Butler



Trustee  
Chuck Husk



Trustee  
Linette Benes



Trustee  
Scott Nickles



Trustee  
Kevin Wallace



Trustee  
Sylvia Valadez

### Village President

The Village President (Mayor) is the chief executive officer of the Village and is elected for a four-year term. The Mayor presides at all Village Board meetings and ceremonial occasions. Although the Mayor is not required to vote on every issue, he may exercise voting rights under certain circumstances.

### Board of Trustees

The six trustees of the Village Board are elected at large to serve four-year overlapping terms and may be elected for an infinite number of terms. The Village Board is the legislative body of the Village government and determines all matters of Village policy, approves all Village ordinances and resolutions and adopts the annual Village budget.

### Village Clerk

The Clerk is elected at large for a four-year term and is the recording officer of the Village. The Clerk is responsible for attending all meetings of the Board of Trustees and keeping records of the proceedings.

### Village Administrator and Staff

During Village Board and committee meetings, the Village Administrator or Administrative Staff may be called upon to present reports or to respond to questions. The Administrator is the chief administrative officer of the Village and is appointed by The Village President and approved by the Board of Trustees. The Village Administrator and Village Staff are responsible to the Mayor and Village Board for the administration of all activities, functions and programs of the Village in accordance with State law and the policies and guidelines adopted by the Village Board.

### Filming/Taping Procedures

Citizens wishing to either video tape or audio tape a Village Board meeting must adhere to the following policies:

- 1) please notify the Mayor or Village Staff member prior to the meeting of your interest in recording the proceedings;
- 2) video and / or audio recording must be done in such a way that it does not interfere with the operation of the meeting;
- 3) arrangements for placement of any special microphones or lighting equipment must be made with a Village staff member prior to the start of the Meeting;
- 4) those using video cameras to record the meeting should be located behind the audience area;
- 5) any citizen recording the proceedings must adhere to the wishes of any other citizen who expresses a desire not to be video or audio recorded.

**Agenda Information**

The Village Board meets on the second and fourth Monday of the month at 7p.m. at the Village Hall. Copies of the formal agenda are available in the Village Administrator’s office on Friday before the regularly scheduled Monday evening meeting. Information regarding the Village Board and committee agendas may be obtained from the Village Administrator’s office by calling (847) 546-2351 ext. 333. A special agenda of business items is prepared for each meeting, however, the general order of business for all Village Board meetings is as follows:

**Opening Protocol**

- A. Call to Order/Roll Call
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Approval of Meeting Minutes
- E. Approval of Expenditures
- F. Ratification

**Reports**

- A. Standing Committee Reports
- B. Mayor’s Report
- C. Clerk’s Report

**Business**

**Open to Public Participation**

**Executive Session**

**Action On Executive Session Items**

**Adjournment**

**Executive Session**

Periodically the Mayor and Village Board may find it necessary to go into “Executive Session” which is generally scheduled at the end of a regular meeting. Executive Session discussions are closed to the general public, and are limited by State law to matters pertaining to land acquisition, litigation/ potential litigation and personnel. No final action can be taken in Executive Session, rather, final actions and votes by the Village Board must occur in public. (The Mayor will make an announcement if it is known or anticipated that the Village Board may take action on an issue after the Executive Session).

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## **VILLAGE HALL**

The Village Hall is located at 1937 N. Municipal Way. The hours of business are 8:00 A.M. to 5:00 P.M. Monday through Friday and 9:00 A.M. to 12:00 P.M. Saturday. The phone number is 546-2351, the fax number is 740-2852, and the web address is [www.villageofroundlakebeach.com](http://www.villageofroundlakebeach.com).

## **VILLAGE GOVERNMENT**

The Village of Round Lake Beach has a Trustee-President form of government. Your elected officials are:

Richard H. Hill, Mayor  
Margie Cleveland, Village Clerk  
Chuck Husk, Trustee  
Susan Butler, Trustee  
Kevin Wallace, Trustee  
Linette Benes, Trustee  
Scott Nickles, Trustee  
Sylvia Valadez, Trustee

## **COMMISSIONS, COMMITTEES, BOARDS**

All meetings of the Village Board and Committees are held at the Village Hall. Meetings are held on a monthly basis, and the times are as follows:

### **Second & Fourth Monday**

Council Meeting 7:00 PM

### **First Monday**

Public Safety Committee 6:00 PM  
Public Works Development 6:30 PM  
Standing Committee

### **Third Monday**

Finance Standing Committee 6:00 PM

## **Citizen's Guide to Village Board Meetings**

Welcome to the Board of Trustees meeting of the Village of Round Lake Beach. The President and Board of Trustees are the governing body of the Village and your elected representatives welcome your comments and concerns. We invite you to participate in the meeting, and ask that you comply with some simple procedures we have established.

## **Operation of the Meeting**

The Village President (more commonly referred to as the Mayor) chairs and runs the Village Board meeting. The Mayor generally introduces items from the agenda, and presents to the Village Board background information. If the agenda item involves a development application, the Mayor may request that the petitioner make a presentation to the Village Board. The application will be discussed by the Village Board and then open for public comment. The Village Clerk is responsible for calling the roll for those agenda items, which require a vote by the Village Board.

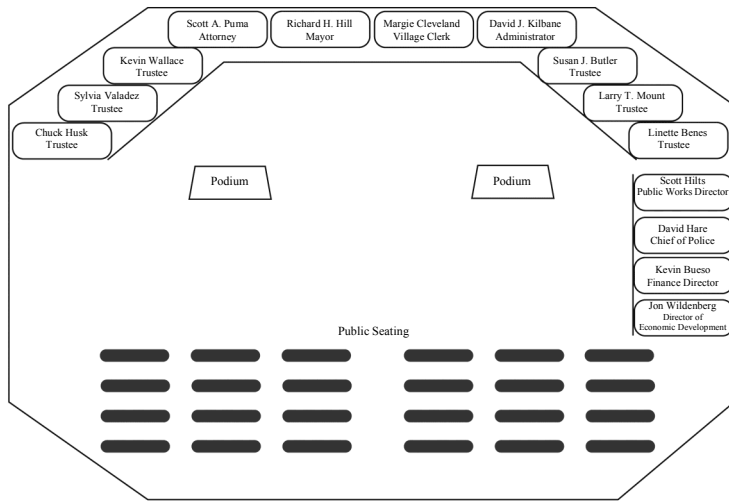
## **Addressing the Village Board**

All audience participation must be recognized by the Mayor including questions and comments directed to other Board members or petitioners. Citizens wishing to address the Village Board on any topic may do so at the end of the meeting under the section "Public Participation." After being recognized by the Mayor, please walk to the podium and state your name and address for the record. When there is a controversial issue or large group present, the Mayor may limit the amount of time allocated to those who want to speak, and all who speak are asked to comply with the established time limit. Because the Village Board often has a full agenda and must complete the work of the Village, you are asked not to repeat comments or questions that have already been discussed.

Presentation of items not on the agenda will be limited to three minutes per issue Committee Meetings.

Each of the Village Trustees is assigned by the Mayor to serve on a standing committee. Each of these committees has a chairperson and the issues discussed by each Village Board committee are generally limited to those issues. These meetings are generally less formal than Village Board meetings, however, all audience participation must be directed through the chairperson of the committee. Generally an item is scheduled for discussion at the committee meeting, and a recommendation vote is taken. The item is then scheduled for Village Board consideration at the next regular Board meeting. Occasionally committee discussion and board action may be taken the same day when there is some urgency to the issue/action.

**Mayor and Village Board**



**Mayor and Village Board Members**

- |   |   |
|---|---|
| Mayor Richard H. Hill<br>*Elected Trustee in 1995<br>*Elected Mayor 2001<br>*Reelected Mayor 2005,2009,2013 | Village Clerk, Margie Cleveland<br>*Elected 2009<br>*Reelected 2013                           |
| Trustee Linette Benes<br>*Elected Trustee 2015  | Trustee Kevin Wallace<br>*Elected Trustee 2015  |
| Trustee Scott Nickles<br>Appointed Trustee 2016   | Trustee Chuck Husk<br>*Elected Trustee 2013   |
| Trustee Susan Butler<br>*Appointed Trustee 2002<br>*Elected Trustee 2003<br>*Reelected 2007, 2011 & 2015    | Trustee Sylvia Valadez<br>*Appointed Trustee 2008<br>*Elected Trustee 2009<br>*Reelected 2013 |

All Village Board meetings are held at the Village Hall, 1937 North Municipal Way

Round Lake Beach Village Board meetings are usually held on the second and fourth Mondays of the month, 7:00 pm, at Village Hall call in advance to confirm meeting Schedule—(847) 546-2351

(Scheduled meeting cont.)

**Second Thursday**  
**Planning & Zoning Commission** 7:00 PM

**POLICE DEPARTMENT**

The Police Department is located at 1947 Municipal Way. The records department is open from 8:00 a.m. through 5 p.m. Monday – Friday Dial 911 for emergency and for non-emergency dial 847-270-9111.

**PUBLIC WORKS DEPARTMENT**

Public Works is located at 911 Lotus Drive (NE Corner of Lotus and Long Lake Drive). The hours of business are 7:00 a.m. to 3:30 p.m. Monday through Friday. Their phone number is 847-546-8752.

**ADMINISTRATION DEPARTMENT**

The Department of Administration is located in the Village Hall at 1937 N. Municipal Way. The phone number is 847-546-2351.

**ECONOMIC DEVELOPMENT DEPARTMENT**

**(BUILDING DEPARTMENT)**

Economic Development is primarily responsible for the enforcement of building, zoning, and housing codes, including plumbing and electrical codes. Building permits are required before any building or remodeling is started, including installation of fences, swimming pools, garages, and other structures. Literature on code requirements and fees is available from the Economic Development Department. For information call 847-546-2351.

**OCCUPANCY PERMITS**

Occupancy permits are required on all homes when ownership or tenancy changes. The fee is \$60.00 for a permanent occupancy permit (one inspection). This fee is the responsibility of the Seller of the property. For information contact Economic Development at 847-546-2351.

**LAKE COUNTY REHABILITATION ASSISTANCE PROGRAM**

This program is available to existing or new property owners in designated areas of the village. The program is aimed at eliminating potential health and safety hazards and improving the general condition of buildings in designed areas through the use of direct funds, counseling, and technical assistance. For information contact Housing Rehabilitation and Neighborhood Services at 847-546-2351, or contact the Lake County Housing Authority at 847-223-1170.

**ORDINANCES OF SPECIAL INTEREST TO RESIDENTS....**

No parking is allowed on Village streets between the hours of 2:00 AM and 6:00 AM or when snowfall is 2" or more.

**No Burning Is Allowed** (with the exception of burning fuels for legitimate campfires; recreational and cooking purposes, such as barbecues and grills; or in domestic fireplaces, in areas where such burning is consistent with other laws)

**Water and Sewer Services**

A water deposit of \$100.00 is required of every resident. The deposit is not refundable until the property has changed ownership or tenancy and the final bill is paid in full.

Customers are billed for water and sewer every other month. To keep operating costs to a minimum, customers are encouraged to pay their bills by mail using the return envelope provided.

Payments may be made on the Village Website through Illinois E-Pay. There is no charge for this service.

Payments are also accepted at the Village Hall or by using the night deposit box or by direct debit. Bills are due on or before the 7th of the month. Bills not paid on time will result in a 10% fee penalty. Accounts that are over 45 days late are subject to termination, and a \$50 reconnection fee is assessed.

To have water turned on or off, or for information concerning rates or billing, call 847-546-2351. Do not hesitate to call if you do not receive a water bill.

Bi-Monthly Water Billing Information

Lake Michigan Water	\$6.74 per 1000 gallons
Lake County Sewage Treatment	\$3.67 per 1000 gallons
	(based on consumption)
Customer Processing Fee	\$10.00 per billing
Sewer Fee	\$8.00 per billing
Excess Flow Surcharge	\$3.00 per billing

**Water Restrictions**

Water restrictions go into effect to conserve water as part of State requirements for communities using Lake Michigan water effective annually on May 15th. Lawn sprinklers may be used between the hours of 6:00-9:00 AM and 6:00-9:00 PM daily. Restrictions do not apply to washing cars or handheld watering of Gardens. Residents with newly sodded lawns can apply to the Community Development Department for a no cost permit that allows additional watering hours. Water restrictions continue through September 15th. Persons violating this ordinance are subject to fine.

**Licensing Motor Vehicles**

Vehicles stickers are not required.

**Pets**

Licensing is not required, however, all pets must have rabies Vaccinations. For more information contact the Lake County Health Department at 847-949-9925. Village ordinance prohibits pets running at large; no more than three pets are permitted at any time.

Village of Round Lake Beach  
 1937 N. Municipal Way  
 Round Lake Beach, Illinois 60073  
[www.villageofroundlakebeach.com](http://www.villageofroundlakebeach.com)

Richard H. Hill  
 Mayor

Margie Cleveland  
 Village Clerk

Susan Butler  
 Trustee

Chuck Husk  
 Trustee

Kevin Wallace  
 Trustee

Linette Benes  
 Trustee

Scott Nickles  
 Trustee

Sylvia Valadez  
 Trustee

Local Residential Postal Customer  
 Village of Round Lake Beach  
 Illinois 60073



**CIVIC CENTER**

The Cultural & Civic Center is the host of many community events in the Village and is also available for business and personal event rentals. For more information, please call 847-201-9032.

**VOTER REGISTRATION**

Voter Registration is available at the Village Hall. Residents may register to vote after residing in the same voting precinct for a period of not less than thirty days by the date of the next election. Residents must produce two (2) forms of identification with one of them showing a current address.

**GREATER ROUND LAKE AREA FIRE PROTECTION DISTRICT**

The Greater Round Lake Area Fire Protection District provides protective and preventive services to the village. The Fire District operates three fire stations, with another currently proposed for the intersection of S. Cedar Lake Road & W. Townline Road, Round Lake, IL . One of the stations is located in Round Lake and the other two are located in Round Lake Beach. Dial 911 for emergency and for non-emergency dial 847-270-9111.

**LIBRARY**

The Village is served by two library districts, the Round Lake Area Library and the Lake Villa Library. Round Lake Area Library is located at 906 Hart Road in Round Lake and their phone number is 847-546-7060. Lake Villa Library is located at 1001 E. Grand Avenue in Lake Villa and their phone number is 847-356-7711.

(Important Phone Numbers cont.)

Round Lake Area SD #116	847-270-9000
Lake Villa SD #41	847-356-2385
Grant High School	847-587-2561
Grayslake SD #46	847-543-5322
Grayslake Community H.S Dist #127	847-986-3400
College of Lake County	847-543-2000
Round Lake Area District Library	847-546-7060
Lake Villa District Library	847-356-7711
Round Lake Area Park District	847-546-8558
Greater Round Lake Fire Protection	847-546-6001
RL Community Action Project (CAP)	847-546-5695
RL Area Chamber of Commerce	847-546-2002
Lake County Health Department	847-377-8000
Lake County Animal Control	847-949-9925
Lake County Housing Authority	847-223-1170
Lake County Sheriff's Office	847-377-4000
Metra (Customer Services)	312-322-6777
Waste Management	847-796-9696
PACE Bus	847-364-7223
CTA (Chicago Transportation Authority)	888-968-7282
RTA Customer Service	312-913-3110
Avon Township Assessor	847-546-1446
Lake Villa Township Assessor	847-356-2116
Lake Villa Post Office	847-356-5995
Round Lake Area Post Office	847-740-6528
Round Lake Beach Cultural & Civic	847-201-9032



**IMPORTANT PHONE NUMBERS**

**Fire & Police**

Police– Fire Emergencies 911  
Non-Emergencies 847-270-9111  
Emergency Sirens Are Tested Monthly (The First Tuesday)

**Hospitals**

Advocate Condell Medical Center 847-362-2900  
Advocate Condell Immediate Care Center 847-740-2500  
EHS Good Shepard Hospital 847-381-9600  
Northwestern Lake Forest Hospital 847-234-5600  
Centegra Northern IL Medical Center 877-236-8347  
Provena St. Therese Medical Center 847-249-3900  
Vista Medical Center 847-360-3000

**Local Utilities**

Commonwealth Edison 800-334-7661  
ATT 800-244-4444  
Northern IL Gas (NICOR) 888-642-6748  
JULIE 800-892-0123  
Comcast (Cable) 866-594-1234  
Waste Management 847-395-2020

**Local & County Facilities**

Village Hall 847-546-2351  
Economic Development 847-740-6026  
Community Development 847-546-2351  
Public Works 847-546-8752  
Police Department 847-546-2127  
Avon Township 847-546-1446

**SCHOOLS**

The Village lies within several school district boundaries. For information pertaining to your school district, or to learn where your Children will attend school, contact the Lake County Clerk at 847-377-2404.

Round Lake Area Unit SD #116  
316 S. Rosedale Court  
Round Lake, IL 60073  
847-270-9000

Grayslake SD #127  
400 N. Lake Street  
Grayslake, IL 60030  
847-986-3400

Grayslake SD #46  
565 Frederick Road  
Grayslake, IL 60030  
847-543-5322

Lake Villa SD #41  
131 McKinley Avenue  
Lake Villa, IL 60046  
847-356-2385

College of Lake County  
19351 W. Washington St.  
Grayslake, IL 60030  
847-543-2000

Grant Comm. High School  
285 E. Grand Avenue  
Fox Lake, IL 60020  
847-587-2561

St. Joseph’s Catholic School  
118 North Lincoln Avenue  
Round Lake, IL 60073  
847-546-1720

St. Paul’s Lutheran School  
420 Greenwood Drive  
Round Lake Park, IL 60073  
847-546-4685

Office of Religious Educator  
118 North Lincoln Avenue  
Round Lake, IL 60073  
847-546-3554

Calvary Temple  
Christian Center  
134 W. Monaville Road  
Lake Villa, IL 60046  
847-356-6181

**RECREATION**

The village maintains a number of neighborhood parks, including a beachfront park, with boat launch, on Round Lake called Lake Shore Park. For visitor information contact the Village Hall at 847-546-2351.

A wide variety of recreational and sports programs are offered by the Round Lake Area Park District. The Park District owns and operates a number of parks, as well as Renwood Golf Course within the village. The Park District is located at 814 Hart Road, Round Lake, IL. For visitor information contact them at 847-546-8558.

**LAKE COUNTY BOARD**

District No. 3  
**Tom Weber**  
18 N. County Street  
10<sup>th</sup> Floor  
Waukegan, Illinois 60085  
Phone: 847-377-2300  
Fax: 847-356-5262  
E-Mail: TWeber@lakecountyil.gov

District No. 16  
**Terry Wilke**  
18 N. County Street  
10th Floor  
Waukegan, IL 60085  
Phone: 847-912-9278  
E-mail TWilke@lakecountyil.gov

**LAKE COUNTY GOVERNMENT BUILDING**

Main Number	847-377-2000
County Board	847-377-2300
County Administrator Office	847-377-2250
Finance & Administrative Services	847-377-2929
Chief County Assessment Office	847-377-2050
Communications Division	847-377-2550
Coroner	847-377-2200
County Clerk	847-377-2400
Human Resources	847-377-2700
Lake County Television	847-377-2550
Planning, Building & Development	847-377-2600
Recorder of Deeds	847-377-2575
Treasurer's Office	847-377-2323
Winchester House	847-377-7200

**ILLINOIS STATE SENATOR**

31st Senatorial District  
**Melinda Willen-Bush**  
10 N. Lake St., Suite 112  
Grayslake, IL 60030  
Office (847) 548-5631

M 120 State Capitol Building  
Springfield, IL 62706  
Office (217) 782-7353  
Fax: (217) 782-2115

**ILLINOIS STATE REPRESENTATIVE**

District 62 Representative  
**Sam Yingling**  
20 W. North Street  
Hainesville, IL 60030  
847-231-6262  
Fax: (847) 231-6102

258-W. Stratton Office Bldg.  
Springfield, IL. 62706  
217-782-7320

**UNITED STATES SENATORS**

**Richard J. Durbin**  
230 S. Dearborn  
Kluczynski Building, Suite 3892  
Chicago, IL 60604  
312-353-4952 Fax: 312-353-0150

711 Hart Senate Bldg.  
Washington, D.C. 20510  
202-224-2152 Fax: 202-228-0400  
E-mail [dick@durbin.senate.gov](mailto:dick@durbin.senate.gov)  
Web site: <http://durbin.senate.gov>

**Tammy Duckworth**  
230 South Dearborn St STE 3900  
Chicago, IL 60604  
312-886-3506

524 Hart Senate Building  
Washington D.C. 20510  
202-224-2854 Fax: 202-228-3333

**REPRESENTATIVE IN CONGRESS**

8th Congressional District  
☒  
1701 E. Woodfield Road, Suite 900  
Schaumburg IL 60173  
☒

104 Cannon House Office Building  
Washington, DC 20515  
Phone: (202) 225-3711