



## CITY OF OBERLIN BOARDS, COMMISSIONS, COMMITTEES APPLICATION PACKET

Board/Commission/Committee	Mission	Meeting Schedule
Charter Review Committee	Undertakes a Comprehensive Review of the Oberlin City Charter, and makes recommendations to the Oberlin City Council for amendments and/or revisions to the Charter.	Meets on an as-needed basis
City Records Commission	Provides rules for retention and disposal of records of the City Corporation and to review applications for one-time disposal and schedules of records retention and disposition.	Meets on a bi-annual basis, in Conference Room 1, located at 85 S. Main Street, Oberlin, Ohio
Civil Service Commission	Conducts practical and impartial examinations, provide a list of eligible employees and arrange for promotions to positions within the Classified Service, and hears appeals on disciplinary matters involving Oberlin municipal employees.	Meets the first Thursday of every other month at 5:30 p.m. in Conference Room 1, located at 85 S. Main Street, Oberlin, Ohio
Fire Code Board of Appeals (The members of the Housing Renewal Commission make up the FCBA)	Hears and decides appeals of orders, decisions rendered by the Fire Chief of Municipal Fire Safety Inspector pertaining to the City of Oberlin Fire Prevention Codes. The board shall consist of members that comprise the Housing Renewal Commission.	Meets on an as-needed basis
Firefighters' Dependents Board	Authorized to make all necessary rules and regulations for the handling and processing of claims which may be submitted to it due to a volunteer firefighter's death or becoming totally and permanently disabled while discharging his/her duty. The board shall perform all such other duties as may be necessary to carry out the provisions of Ohio Revised Code Chapter 146.	Meets on an as-needed basis

<b>Board/Commission/Committee</b>	<b>Mission</b>	<b>Meeting Schedule</b>
Firefighters' Dependents Board	Authorized to make all necessary rules and regulations for the handling and processing of claims which may be submitted to it due to a volunteer firefighter's death or becoming totally and permanently disabled while discharging his/her duty. The board shall perform all such other duties as may be necessary to carry out the provisions of Ohio Revised Code Chapter 146.	Meets on an as-needed basis
Historic Preservation Commission	Protects and promotes the historic character of the City and oversees the appearance of construction and renovation projects, as well as make recommendations to City Council regarding the designation of landmarks and historic districts	Meets the third Tuesday of every other month at 4:00 p.m., in the 2 <sup>nd</sup> Floor Conference Room, located at 69 S. Main Street, Oberlin, Ohio
Housing Renewal Commission	Hears and decides appeals resulting from any decisions made by a city administrative office in enforcing housing ordinances. The commission may also authorize, variances, provided they do not conflict with the public interest. The board also fulfills the charge of the Fire Code Board of Appeals.	Meets on an as-needed basis
Human Relations Commission	Works toward a wholesome attitude of mutual respect and understanding among all people and organizations within the City. The commission may enter into any alleged disputes, disagreements, misunderstandings or acts which involve the unlawful or unfair infringement upon basic human rights or freedoms guaranteed by law and investigate them, presenting reports, facts, findings and recommendations to Council, and serves in an advisory and consultative capacity to the City and to the City administration.	Meets the first Tuesday of the month, at 5:15 p.m., in Conference Room 1, located at 85 S. Main Street, Oberlin, Ohio
Income Tax Board of Review	Hears appeals made by any person dissatisfied with any ruling or decision of the Income Tax Administrator.	Meets on an as-needed basis

<b>Board/Commission/Committee</b>	<b>Mission</b>	<b>Meeting Schedule</b>
Library Board of Trustees	Establishes the mission and vision for the Oberlin Public Library, determining the policies that are implemented to govern the library, hiring and evaluating the director of the library, and overseeing the general management of the library to ensure that the local community is represented well and the public is informed regarding their local library.	Meets the second Thursday of every month at 5 p.m. at the Oberlin Public Library
Lorain County General Health District	Responsible for preventing disease and promoting health.	Meets the second Wednesday @ 7:30 p.m. at 9880 S. Murray Ridge Road Elyria, Ohio 44035
Oberlin Community Improvement Corporation (OCIC) Board	A non-profit corporation formed under Chapters 1702 and 1724 of the Ohio Revised Code “for the sole purpose of advancing, encouraging, and promoting industrial, economic, commercial and civic development within the City of Oberlin.	Meets the second Wednesday of every other month, at 8:00 a.m. in Conference Room 1, located at 85 S. Main Street, Oberlin, Ohio
Open Space and Visual Environment Commission	Serves as an advisory body to City Council and shall cooperate with all other City, County and State agencies which are active in the area of open space development and preservation.	Meets the fourth Tuesday of the month, at 5:00 p.m., in Conference Room 2, located at 85 S. Main Street, Oberlin, Ohio
Planning Commission	Holds public hearings pertaining to the plan, design, location, removal, relocation, widening, extension, and vacation of streets, parkways, playgrounds and other public places; the approval of plats for subdivision of land; and the zoning of the City for any lawful purpose.	Meets the first Wednesday of the month, 4:30 p.m., in Conference Room 2, located at 85 S. Main Street, Oberlin, Ohio
Public Utilities Commission	Serves as an advisory body to the City Council on any and all questions concerning the maintenance, operation and improvement of the public utilities serving the City, both privately and municipally owned.	Meets the second Tuesday of the month, at 4:30 p.m. in Conference Room 1, located at 85 S. Main Street, Oberlin, Ohio

<b>Board/Commission/Committee</b>	<b>Mission</b>	<b>Meeting Schedule</b>
Recreation Commission	Serves as an advisory body to the Council on any and all questions concerning the operation and improvement of City recreation programs.	Meets the third Tuesday on a bi-monthly basis (excluding summer months), at 7:00 p.m. in Conference Room 2, located at 85 S. Main Street, Oberlin, Ohio
Resource Conservation and Recovery Commission	Reviews proposed rules and advises City Council regarding the City's refuse, recyclable materials and yard waste collection program.	Meets the fourth Tuesday of every other month, at 6:30 p.m. in Conference Room 2, located at 85 S. Main Street, Oberlin, Ohio
Underground Railroad Center Implementation Team	Serves as the primary advisory body to the City Council during the design, fundraising, construction, and implementation phases of the Underground Railroad Center Project.	Meets the second Wednesday of the month, at 3:00 p.m. in Conference Room 1, located at 85 S. Main Street, Oberlin, Ohio.
Zoning Board of Appeals	Hears and decides appeals resulting from any order or decision made by a city administrative officer in enforcing zoning ordinances. The board may also authorize zoning variances, provided they do not conflict with the public interest.	Meets on an as-needed basis

Central Lorain County Ambulance District, and Ohio Municipal Electric Association are not listed on this form.



**OBERLIN CITY COUNCIL**

**City boards, committees and commissions application**

Applications will be held for up to one year and will be reviewed as vacancies arise

**Please note that interviews are held at the discretion of the City boards and commissions Nominating Committee which is appointed by City Council in September of every year.**

Full Name: \_\_\_\_\_

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

County of Residence: \_\_\_\_\_ Length of Residence in Oberlin: \_\_\_\_\_

Phone Numbers (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Business): \_\_\_\_\_

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

Current Business/ Employer: \_\_\_\_\_

Business Address: (City) \_\_\_\_\_ (State): \_\_\_\_\_ (Zip Code): \_\_\_\_\_

Can you be contacted at work? :  Yes  No

Please specify the board, commission or committee that interests you: \_\_\_\_\_

**BOARD, COMMISSION, and COMMITTEE PREFERENCE(S)**

If interested in more than one, please indicate order of preferences (i.e., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.)

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|---|--|--|
| <input type="checkbox"/> Charter Review Committee                                   | <input type="checkbox"/> Human Relations Commission  | <input type="checkbox"/> Planning Commission         |
| <input type="checkbox"/> City Records Commission                                    | <input type="checkbox"/> Income Tax Board of Review  | <input type="checkbox"/> Public Utilities Commission |
| <input type="checkbox"/> Civil Service Commission                                   | <input type="checkbox"/> Library Board of Trustees   | <input type="checkbox"/> Recreation Commission       |
| <input type="checkbox"/> Firefighters' Dependents Fund Board                        | <input type="checkbox"/> LC- General Health District | <input type="checkbox"/> Resource Conservation       |
| <input type="checkbox"/> Historic Preservation Commission                           | <input type="checkbox"/> OCIC                        | <input type="checkbox"/> URCIT                       |
| <input type="checkbox"/> Housing Renewal Commission,<br>Fire Code Board of Appeals* | <input type="checkbox"/> Open Space Commission       | <input type="checkbox"/> Zoning Board of Appeals     |

\* Members appointed to the Housing Renewal Commission are automatically appointed to the Fire Code Board of Appeals as well.

Please state briefly why you are interested in serving on a City Board, Commission or Committee:

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**Personal & Professional Information**

Are you a registered voter?  Yes  No County of Registration: \_\_\_\_\_

On what date would you be available to serve? \_\_\_\_\_

Background and special interests: \_\_\_\_\_

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Do you have any training, experience, education or skill that would enhance your ability to serve on this Board? If yes, please explain:

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**Conflict of Interest**

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect.

In accordance with this definition, do you have, or have you had, any personal, financial or business interest or dealings that might present a conflict of interest with your proposed board appointment? If yes, identify:

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**SIGNATURE:** \_\_\_\_\_

*Please mail completed applications and all attachments, resume and certificates to: Belinda Anderson, Clerk of Council; 85 S. Main Street Oberlin, Ohio 44074*