



# CITY OF OTTAWA

301 W. Madison Street, Ottawa, Illinois 61350

815-433-0161

[www.cityofottawa.org](http://www.cityofottawa.org)

## VOLUNTEER APPLICATION

*(Please Print Clearly)*

Thank you for your interest in serving the City of Ottawa as a volunteer. Many of the services and programs the city offers and the innovations and changes we seek to implement can only be accomplished through the gift of time and talent of volunteers.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Please check your area of interests:

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Fire and Police Commissioners | <input type="checkbox"/> Plan Commission                 |
| <input type="checkbox"/> Civil Service Commission               | <input type="checkbox"/> Playground and Recreation Board |
| <input type="checkbox"/> Electrical Commission                  | <input type="checkbox"/> Police Pension Board            |
| <input type="checkbox"/> Fire Pension Board                     | <input type="checkbox"/> Special Events Committee        |
| <input type="checkbox"/> Flood Plain Commission                 | <input type="checkbox"/> Tree Board                      |
| <input type="checkbox"/> Historic Preservation Commission       | <input type="checkbox"/> Zoning Board of Appeals         |
| <input type="checkbox"/> Industrial Development Commission      | <input type="checkbox"/> Beautification in downtown      |
| <input type="checkbox"/> Ottawa is Blooming                     | <input type="checkbox"/> Beautification in parks         |
| <input type="checkbox"/> Ottawa Visitors Center                 | <input type="checkbox"/> Events                          |

Any comments regarding your experience and background that will help you in serving the citizens of Ottawa:

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Please return completed application to:

Tami Koppen  
City of Ottawa  
301 West Madison Street  
Ottawa, Illinois 61350  
815-433-0161 ext. 240  
[tkoppen@cityofottawa.org](mailto:tkoppen@cityofottawa.org)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## **DESCRIPTION AND DUTIES OF EACH BOARD/COMMISSION IS LISTED BELOW:**

\*\*Additional information can be found on the website: <https://cityofottawa.org/boards-commissions/> and Municipal Code: [https://library.municode.com/il/ottawa/codes/code\\_of\\_ordinances](https://library.municode.com/il/ottawa/codes/code_of_ordinances)

### **Board of Fire and Police Commissioner**

The rule-making authority of the board of fire and police commissioners of the city shall include the power to make rules pertaining to the following subjects:

1. The conduct of examinations for the original appointment of police officers and firefighters.
2. The conduct of examinations for promotions.
3. The conduct of hearings on charges brought against members of the fire and police departments.
4. The operation of the fire and police departments.
5. Any other aspect of the operations of the board or the fire and police departments authority by statute.

### **Civil Service Commission**

The Civil Service Commission shall elect the necessary officers and make the rules to carry out the purpose of the statutes and for appointments and removals in accordance with its provisions and shall have and exercise all the powers and perform all the duties and obligations conferred or imposed on the commission by statute.

### **Electrical Commission**

The electrical commission shall recommend

1. Safe and practical standards and specifications for the installation and use of electrical equipment designed to meet the necessities and conditions that prevail in the city.
2. Reasonable rules and regulations governing the issuance of permits by the electrical inspection department.
3. Reasonable fees to be paid for the inspection by the inspection department of all electrical equipment installed or altered within the city.
4. Applicants for licensing who have satisfactorily demonstrated by written examination adequate knowledge and experience to perform electrical work.
5. The questions to be used in the electrical exam and established rules governing the conduct of the examination process.

### **Fire Pension Board**

Fire Pension Board is created and maintained pursuant to State of Illinois statute 40 ILCS 5/Art

### **Flood Commission**

The purpose of the flood plain management commission shall be to recommend mitigation measures and develop a flood response plan to coordinate emergency measures for predicted floods and actual flood events. The flood plain management commission shall implement guidelines from Federal Emergency Management Agency, Illinois Department of Natural Resources, and the Illinois Office of Water Resources, so that the City of Ottawa will receive a more favorable rating from the community rating system and thereby reduce flood insurance premiums for all citizens of Ottawa.

### **Historic Preservation Commission**

The duties of the commission shall be as follows:

1. To collect and organize information suitable for use in planning, review, decision-making and public information programs.
2. To recommend to the city council the adoption of ordinances designating areas, places, buildings, structures, or other objects, including city-owned property, having significant historical, architectural, or aesthetic features as city historic districts or landmarks, if they qualify as defined.
3. To involve departments of city government and interested members of the community as much as possible in its work, and to encourage complementary activity with other agencies and organizations.

4. To carry out a public information program, including the preparation of appropriate exhibits and publications.
5. To recommend to the city council any additional measures to protect those portions of the city that have significant historical, architectural, or aesthetic features.
6. To hold a public hearing in designating any area, building, or structure, or any other object, as a city historic district or landmark.
7. To develop specific design guidelines for the alteration, construction, or removal of landmarks or property and structures within historic districts.
8. To retain, upon approval by the city council, such specialists as may be required from time to time.
9. To provide technical assistance to the owners of designated landmarks or structures within historic districts.
10. To recommend the city's acquisition by donation, purchase or eminent domain of a fee or lesser interest in designated landmarks and structures within historical districts, including, but not limited to, easements, covenants, and leasehold interests; and to reconstruct, maintain, operate, or transfer such property so acquired.
11. To obtain a certified local government status for the city pursuant to the department of interior's standards so as to take advantage of financial and other assistance which may become available through the department and other sources.

### **Industrial Development Commission**

The commission may exercise the following powers under this section; provided, however, that in no event shall the commission encumber city funds or incur city debt or liability without prior city council approval; or take any final action under the provisions of the following subsections without approval of the city council:

1. To construct, acquire by gift, lease, or purchase, reconstruct, improve, better, or extend, or to finance the construction, acquisition, reconstruction, improvement, betterment, or extension of any industrial project within or without the city or partially within or partially without the city, but in no event further than ten miles from the territorial boundaries of such city, and to acquire by gift, lease or purchase lands or rights in land in connection therewith.
2. To rent, lease, sell or otherwise dispose of such industrial project.
3. To enter into agreements or contracts with any individual, association, foundation, developer, private corporation, governmental agencies, or any form of joint ownership or venture or any type of real estate agreement containing covenants, restrictions and conditions regarding the use of such property for industrial and commercial and related purposes, in accordance with the planned project and such other covenants, restrictions and conditions as the commission may deem necessary to effectuate the purposes of this article.
4. To make any of the covenants, restrictions on conditions of the foregoing contracts, covenants running with the land, and to provide appropriate remedies for any breach of any such covenants or conditions, including the right in the commission to terminate such contracts and any interest in the property created pursuant thereto.
5. To apply for and accept advances, grants, contributions, and any other form of financial assistance from the federal government, the state, county, city, or other public body or from any sources, public or private, for the purposes of this law, and to enter into and carry out contracts in connection therewith.
6. The commission, notwithstanding the provisions of any other provision of this Code or ordinance, may include in any contract for financial assistance with the federal government for a project such conditions imposed pursuant to federal law as the commission may deem reasonable and appropriate and which are not inconsistent with the purpose of this article.
7. To propose and to assist in the preparation of, designation of, or plans for economic development projects and to assist in the undertaking and carrying out of projects for economic development.
8. To sell and convey such industrial project, including, without limitation, the sale and conveyance thereof subject to a mortgage or security interest as provided in 65 ILCS 5/11-74-1 et seq., for such price and at such time as the governing body of the municipality may determine. However, no sale or

conveyance of such industrial project shall ever be made in such manner as to impair the rights or interests of the holder or holders of any bonds issued for the construction, purchase, improvement, or extension of any such industrial project.

9. To do all acts and things necessary or convenient for the promotion of its businesses and the general welfare of the commission; to carry out the powers granted to it by this section or any other provision of this Code or ordinance.
10. In subsections (1)— (9) of this section, the departments and instrumentalities of the city are directed to cooperate with the commission consistent with their responsibilities under law, the general public interest, and the purposes of this article.

### **Ottawa is Blooming Committee**

Ottawa is Blooming Committee is charged with overseeing and implementing efforts to enter the American in Bloom competition.

American in Bloom promotes nationwide beautification through education and community involvement by encouraging the use of flowers, plants, trees, and other environmental and lifestyle enhancements. We envision communities across the country as welcoming and vibrant places to live, work, and play – benefiting from colorful plants and trees; enjoying clean environments; celebrating heritage; and planting pride through volunteerism.

### **Ottawa Visitor Center**

The Visitor Center Board operates a Visitor Center to serve the traveling public with information on lodging, attractions, events. And tourism amenities; to market Ottawa in partnership with the regional tourism bureau, Illinois Bureau of Tourism, and other organizations with emphasis on generating overnight stays; to assist the development of hospitality training and the delivery of professional tourism services by the business community; to increase the level of public understanding that tourism is an important industry to Ottawa and helps building the economy and quality of life.

### **Plan Commission**

In order that adequate provisions, be made for the preparation and change from time to time of a comprehensive city plan for the guidance, direction and control of the growth and development of the city, a plan commission, which shall be a department of the city government, is created under authority of the Illinois Municipal Code, 65 ILCS 5/1-1-1 et seq.

The plan commission shall have the following powers and duties:

1. To prepare and recommend to the council a comprehensive plan of public improvements, looking to the present and future developments and growth of the city. Such a plan, after its adoption by the council, shall be known as the official plan of the city. Such plan shall include reasonable requirements in reference to streets and alleys, and public grounds within the corporate limits and in contiguous territory outside of and distant not more than one and one-half miles from such limits, and not included in any municipality, such requirements to be effective whenever such lands shall be subdivided after the adoption of such plan.
2. To prepare and recommend to the council, from time to time, such changes in the plan or any part thereof as may be deemed necessary by the council or plan commission.
3. To prepare and recommend to the council, from time to time, plans and/or recommendations for specific improvements in pursuance to such official plan.
4. To give aid to officials of the city charged with the direction of projects for improvements embraced within the official plan, to further the making of such improvements, and generally to promote the realization of the official plan.
5. To prepare and recommend to the corporate authorities schemes for regulating or forbidding structures or activities which may hinder access to solar energy necessary for the proper functioning of solar

energy systems, as defined in section 1.2 of the Comprehensive Solar Energy Act of 1977, or to recommend changes in such schemes.

6. To arrange and conduct any form of publicity relative to its activities from the general purpose of public understanding.
7. To cooperate with municipal or regional plan commissions and other agencies or groups to further the local planning program and to ensure harmonious and integrated planning for the area.
8. To exercise such other powers germane to the powers granted under authority of the Illinois Municipal Code, as may be conferred by the council.

### **Playground and Recreation Board**

There is established a playground and recreation board, which board shall possess all of the powers and be subject to all of the responsibilities under the provisions of 65 ILCS 5/11-95-1 et seq., specifically including the power to provide, maintain, equip and operate Riordan Swimming Pool as a part of the recreation system of the City of Ottawa.

### **Police Pension Board**

The Police Pension Board is created and maintained pursuant to State of Illinois statute 40 ILCS 5/3-128.

### **Special Events Committee**

The Special Events Committee will assist and coordinate of special events in the community throughout the year and work in conjunction with the Ottawa Visitor Center to promote those events.

### **Tree Board**

The board is charged with the duty of administering a comprehensive tree planting and management program within the City of Ottawa. Through the continued efforts of the Tree Board, the City of Ottawa has maintained Tree City USA status since 1999.

### **Zoning Board of Appeals**

The Zoning Board of Appeals is vested with the following duties and responsibilities:

- To hear and decide appeals from any order, requirement, decision, or determination made by the Zoning Enforcement Officer under this ordinance in the manner prescribed by, and subject to, the standards established herein.
- To hear applications for variations from the terms provided in this Zoning ordinance in the manner prescribed by, and Subject to, the standards established herein, and report is finding and recommendations to the City Council.
- To advise the City Council on all matters referred to it or upon which it is required to review under this ordinance.