

**Electrical Commission Agenda**  
**May 23, 2023**  
**3:30 p.m.**

Ottawa City Hall  
Lincoln Conference Room  
301 W Madison Street  
Ottawa, Illinois 61350

Agenda

1. Public Comment
2. Roll Call
3. Approval of minutes (March 9, 2023)
4. Exams since last meeting (No Exams Given)
5. Electrical Licenses Update
6. Electrical License Requirements/Discussion
7. Chapter 22 Revisions/2023 NEC Adoption Discussion
8. Electrical Inspector Position
9. Electrical Testing Status/Future Dates
10. Electrical Commission Members/Appointments
11. Next Meeting Date
12. Adjourn

Electrical Exam History

Exam Date	# Registered	# Paid	# took exam	Masters	P/F	Residential	P/F	Commercial	P/F
*October 6, 2022	10	4	4	0	0/0	4	0/4	0	0
*December 9, 2022	21	22	20	8	6/2	11	4/7	2	0/2

Electrical Commission Minutes

March 9, 2023

3:30 p.m.

Present: Tom Duttlinger  
Don Ganiere  
Dan Klein  
Ryan Hughes

Absent: Brian Bressner  
Electrical Inspector (Vacant)  
Guests: Mat Stafford

Meeting called to order at 3:33 p.m.

**Public Comment.** None.

**Approval of Minutes.** Moved by Dan Klein, second by Don Ganiere, to approve the July 6, 2022 minutes as written. All ayes. Motion passed.

**Electrical License Update.** Mathew Stafford advised the commission that 447 current electrical licenses have been issued as of the date of the meeting.

**Exams Since Last Meeting.** Mathew Stafford referenced the following table that was on the agenda updating Committee members of exams that have been given by the City since the last electrical commission.

Electrical Exam Update

Exam Date	# Registered	# Paid	# took exam	Masters	P/F	Residential	P/F	Commercial	P/F
October 2, 2022	10	4	4	0	0/0	4	0/4	0	0/0
December 9, 2022	21	22	20	8	6/2	11	4/7	2	0/2

**Electrical License Requirements/Discussion.** Committee discussed the current process for the issuance of City licenses. It was discussed that many communities are no longer offering exams and are now accepting the passage of exams from the International Code Council and other testing agencies. Mat indicated that the ICC T-16 and G-16 seem to be common exams that are accepted by other communities. The commission requested staff to investigate other municipal/county licensing programs and requirements and report back at the next meeting. Commission will consider accepting alternatives but would like to review and investigate current City Code language. Code language may have to be modified.

Commission also discussed the possibility of streamlining the contractor registration process and the electrical licensing process. Commission agreed that streamlining the two process to make it easier administratively and publicly would be fine, but an electrical license should remain separate from contractor registration. These processes and requirements would also have to be reviewed through current code requirements.

**Chapter 22 Updates.** Committee discussed the last update to the Electrical section of the City's Code (Chapter 22) done in the Summer of 2022. No new potential modifications presented during the meeting. It was discussed that code review and updates may be required for licensing procedures.

Electrical Commission Minutes

March 9, 2023

3:30 p.m.

**Electrical Inspector Position.** It was discussed that the City still does not have an electrical inspector since November of 2022. The current inspection duties are being handled by Halm Electric. Mathew Stafford advised that this position needs to be filled as soon as possible. Two applications were received from the job posting for the position. Hiring for the position will be delayed until after the election.

**Electrical Testing Status-Electrical Exam Dates.** Mr. Stafford referred to the exams that have been offered since the last meeting. In the absence of a City Electrical Inspector and administrative personnel that assisted with the exam, the City is unable to offer any electrical exams until staffing needs are restored.

**Exam Review.** Mr. Stafford reminded the Commission that exams were in the process of being updated for the 2020 Code prior to the Electrical Inspector vacancy, but the updates to the exams were not quite completed. Mr. Ganier concurred and added that the City traditionally updates to the new version of the National Electric Code every three years. This is usually done in July of the code cycle year. The City should consider adopting the new 2023 NEC Code in the near future. Mr. Stafford added that the City will also have to consider adopting new Building Codes, to stay in compliance with the Floodplain CRS Class 2 rankings. This will have to be done prior to the next CRS Cycle verification. He believes this will be done in 2024. City currently has adopted the 2018 ICC Building Codes.

**Electrical Commission Members/Appointments.** Halm Electric was recently appointed to the Electrical Commission. They serve as the Electrical Contractor position on the Commission.

**Next Meeting.** May 23, 2023. 3:30 p.m.

**Adjournment.** Moved by Don Ganier, second by Dan Klein. All in favor. 4:30 p.m.

Respectfully submitted,

Mathew Stafford, Building Official