

**Electrical Commission Agenda**  
**Meeting Agenda**  
**Tuesday-April 16, 2024**  
**3:30 p.m.**

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

**Electrical Commission**

Chuck Shafer	Electrical Inspector
Aaron Jeras	Electrical Inspector
Brian Bressner	Fire Chief
Don Ganiere	Licensed Electrician
Ryan Hughes	Electrical Contractor Representative
Daniel Klein	Electrical Power Company Representative
Tom Duttlinger	City Engineer
Keith Conrad	License Electrician Business Owner

**Agenda**

1. Roll Call
2. Opportunity For Public Comment
3. Approval of minutes (January 16, 2024 and Special Meeting February 28, 2024)
4. Electrical Inspector Report
  - a. Number of Electrical Licenses Renewed for 2024
    1. January 2024 (93)
    2. February 2024 (71)
    3. March 2024 (57)
  - b. Number of New License Issued
    1. January 2024 (1)
    2. February 2024 (4)
    3. March 2024 (4)
  - c. Current Number of Active Licenses (422)
  - d. Tests Administered
    1. February 2, 2024 (8 took exam-4 Passed)
    2. February 23, 2024 (6 took exam-3 passed)
    3. March 22, 2024 (12 took exam-3 passed)
  - e. Next Exam – April 19, 2024
5. Old Business
6. New Business
  - a. Rewriting of Exams for 2023 new NEC code cycle
  - b. Discussion on when an Old Service needs to be replaced
7. Next Meeting Date(s)
8. Adjournment of Meeting

OTTAWA ELECTRICAL COMMISSION MEETING  
January 16, 2024

PRESENT:  
Chuck Schafer  
Aaron Jeras  
Brian Bressner  
Don Ganiere  
Ryan Hughes

ABSENT:  
Daniel Klein  
Tom Duttlinger  
Keith Conrad

GUESTS:  
Steve Burns  
Kevin Kalish

1. ROLL CALL
2. OPPORTUNITY FOR PUBLIC INPUT: No comments.
3. APPROVAL OF AGENDA: Motion by Klein/seconded by Duttlinger. Motion carried.
4. APPROVAL OF MINUTES OF OCTOBER 24, 2023: Motion to approve by Bressner/seconded by Ganiere. Motion carried.
5. ELECTRICAL INSPECTOR'S REPORT:
  - A. Number of licenses renewed:
    - October 2023 – 3
    - November 2023 – 1
    - December 2023 – 186
  - B. Number of new licenses issued:
    - October 2024 – 3
    - November 2023 – 1
    - December 2023 - 8
  - C. Electrical Exams administered:
    - October 13, 2023 – 2 administered – 2 pass
    - November 3, 2023 – 6 administered -
    - December 1, 2023 – 13 administered – 6 pass/7 fail
  - D. Next scheduled Electrical Exams:
    - Friday, February 2 – rescheduled from January 12 test cancellation
    - Friday, February 23
6. OLD BUSINESS:
  - A. Electrical exam information update was discussed as to conformity for the 2020 edition from the 2017 NEC code. The Electrical Inspectors will confirm that the questions comply.
  - B. Ordinance rewrite is in the process of being completed in addition to any new codes.

- C. Audio/visual language for fire alarm devices for front and back of buildings and in commercial spaces will be completed in the near future.

7. NEW BUSINESS:

- A. Adoption of the 2023 National Electrical Code was tabled until Electrical City Ordinances were finished.
- B. EV parking spaces for newly constructed homes was discussed pertaining to new state mandate.
- C. License renewal for reinstatement renewal was discussed and approved. Motion by Ganiere, seconded by Bressner. Motion carried.
- D. Determined that solar project electricians must be present for inspections.
- E. Electrical permits fees for solar installation permits was increased to \$250.00. Motion by Ganiere, seconded by Bressner. Motion carried.
- F. Electrical Commissioner reappointment of Daniel Klein to the City's Electrical Commission was approved. Motion by Bressner, seconded by Ganiere. Motion was approved.

8. NEXT MEETING DATE:

Tuesday, April 16, 2024, unless a special meeting is called.

9. ADJOURNMENT OF MEETING:

Motion made by Bressner, seconded by Ganiere. Motion carried.

City Commissioners

Wayne A. Eichelkraut, Jr.  
Accounts & Finance

Brent Barron  
Public Property

# CITY OF OTTAWA

ROBERT HASTY  
MAYOR

City Commissioners

Marla K. Pearson  
Streets & Public Improvements

Thomas G. Ganiere  
Public Health & Safety



## OTTAWA ELECTRICAL COMMISSION SPECIAL MEETING February 28, 2024

**PRESENT:**

Chuck Schafer  
Aaron Jeras  
Brian Bressner  
Don Ganiere  
Ryan Hughes

**ABSENT:**

Daniel Klein  
Tom Duttlinger  
Keith Conrad

**GUESTS:**

None

1. ROLL CALL
2. OPPORTUNITY FOR PUBLIC INPUT:  
No public input.
3. DISCUSSION: Review of proposed changes to Electrical Ordinances for City of Ottawa. After discussion and review of the proposed changes the Committee agreed to the new changes.
  - A. Adoption of the 2023 National Electrical Code. Motion made by Bressner, seconded by Ganiere. Motion carried.
  - B. Adoption of the proposed changes to the Chapter 22 City of Ottawa Municipal Code. Motion made by Bressner, seconded by Ganiere. Motion carried.
4. ADJOURNMENT OF MEETING:  
Motion made by Bressner, seconded by Ganiere. Motion carried.