

Electrical Commission Agenda
Meeting Agenda
Tuesday-January 28, 2025
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 Agenda
4. Approval of Minutes (October 15, 2024)
5. Electrical Inspector Report
 - a. Number of Electrical Licenses Renewed for 2024
 1. October 2024 (2)
 2. November 2024 (1)
 3. December 2024 (4)
 - b. Number of New Licenses Issued
 1. October 2024 (3)
 2. November 2024 (1)
 3. December 2024 (210)
 - c. Current Number of Active Licenses (439 - 2024)
 - d. Tests Administered
 1. October 2024 (7 Pass - 3 Fail)
 2. November 2024 (1 Pass - 2 Fail)
 3. December 2024 (4 Pass - 1 Fail)
 - e. Next Scheduled Exam (February 7, 2025)
 - f. Total Electrical Inspections
 1. October 2024 (48)
 2. November 2024 (35)
 3. December 2024 (50)

6. Old Business

The language to be introduced and approved for Section 22-168-270 (A) (1) of the Municipal Code is as follows:

- a. The electrical service disconnects for one- and two-family dwellings shall be installed in a readily accessible location on the outside of the dwelling/s.
- b. The electrical service disconnect for all other occupancies shall be installed at a readily accessible location on the outside of the building or structure, at a readily accessible location inside the building or structure within 3.0 M (10 feet) of the point of entrance of the service conductors.

7. New Business

- a. The City Council has approved the hiring of a third Electrical Inspector, Brian Benavides of Ottawa.
- b. Community Development Legal has determined that there shall be no refunds for fees that have been paid for Electrical Permits. However, if a project or job has been cancelled, that fee can be applied to another job.
- c. Discussions on Site Requirements for E.V. Chargers.

8. Next Meeting Date: April 15, 2025

9. Adjournment of Meeting

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 MEETING Tuesday, October 15, 2024

PRESENT:
Chuck Schafer
Aaron Jeras
Don Ganiere
Ryan Hughes
Daniel Klein

ABSENT:
Tom Duttlinger
Keith Conrad
Brian Bressner

GUESTS:
None

1. ROLL CALL
2. OPPORTUNITY FOR PUBLIC INPUT: No public input.
3. APPROVAL OF AGENDA: Motion by Ganiere/seconded by Hughes. Motion carried.
4. APPROVAL OF MINUTES OF FEBRUARY 28, 2024: Motion to approve by Bressner/seconded by Ganiere. Motion carried.
APPROVAL OF MINUTES OF JULY 16, 2024: Motion to approve by Hughes, seconded by Ganiere. Motion carried.
5. ELECTRICAL INSPECTOR'S REPORT:
 - A. Number of licenses renewed:
 - July 2024 - 2
 - August 2024 - 1
 - September 2024 - 2
 - B. Number of new licenses issued:
 - July 2024 - 3
 - August 2024 - 0
 - September 2024 - 1
 - C. Electrical Exams administered:
 - July 24, 2024 – 8 exams (3 passed, 5 failed)
 - August 2024 – No exam offered this month
 - September 13, 2024 – 10 exams (4 passed, 6 failed)
 - D. Next scheduled Electrical Exams:
 - Friday, October 18, 2024 (first test on 2023 NEC Code Book)
 - E. Total Electrical Inspections:
 - July – 41
 - August – 24
 - September - 17

6. OLD BUSINESS:

The Residential Exam for the 2023 National Electrical Code was reviewed. It was determined that some of the questions need to be changed or reworded. The Electrical Inspectors shall update the exam with the changes.

7. NEW BUSINESS:

The Commission was presented with a situation in which the Electrical Inspectors believe needs to be corrected. A City Ordinance regarding service disconnects on electrical services conflicts with the requirements with Ameren Illinois Power Company. After a discussion, it was determined that the City Code (Section 22-168-270(A)(1)) needs to be rewritten so there is no confusion for contractors when installing new electrical services. The City Code shall be rewritten and presented at the next regular meeting.

8. NEXT MEETING DATES:

The meeting dates set forth for the year 2025 are:

January 21

April 15

July 15

October 21

9. ADJOURNMENT OF MEETING.:

Motion made by Klein/seconded by Ganiere. Motion carried.