



**City Manager**  
Elaine Leven  
**City Clerk**  
August Gitschlag

# City of Fraser

## Centennial Community

**Fraser City Council Agenda**  
**City Council Chambers**  
**33000 Garfield, Fraser, MI 48026**  
**Thursday, February 12, 2026 - 6:30 PM**

**Mayor**  
Michael Lesich  
**Mayor Pro-Tem**  
Patrick O'Dell  
**Council**  
Amy Baranski  
Crystal Fletcher  
George-Michael Higgins  
Kenny Perry Jr.  
Patrice Schornak

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- 1. Call to Order**
  - 2. Pledge of Allegiance**
  - 3. Roll Call of Council Members**
  - 4. Approval of Agenda**
  - 5. Citizen Participation on Agenda Items**
  - 6. Consent Agenda**
    - a. Approve January 8, 2026 Regular City Council
    - b. Approve January 14, 2026 City Council Work Session Minutes
    - c. Receive Board/Commission Meeting Minutes
    - d. Receive Check Disbursements
    - e. Receive Revenue and Expenditure Report
    - f. Approve Resolution Adopting Macomb County Emergency Management Hazard Mitigation Plan
    - g. Record and File Annual Report from Planning and Zoning for 2025
  - 7. Closed Session**
    - a. Strategy discussion with legal counsel regarding negotiations related to a collective bargaining agreement
  - 8. New Business**
    - a. Residential Corner Lot Fences – Fence Ordinance Text Amendment
    - b. OPEB Actuarial Services Proposal
    - c. Water Meter Replacement Program
    - d. 2025-2026 Watermain Replacement
    - e. Clarification Regarding Council Rule 7.12 Electronic and Telephone Communication During Session
    - f. Adoption of 2024 International Property Maintenance Code
    - g. City Representative For Planning & Zoning Meetings
    - h. FY 2026-2027 Budget Schedule
  - 9. Returning Business**
    - a. Library Subcommittee Report
  - 10. Report of City Administration**

**11. Report of Mayor and City Council**

**12. Citizen Participation**

**13. Adjournment**

The City of Fraser will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon 4 days notice to August Gitschlag, City Clerk, at (586) 293-3100. It is the policy of the City of Fraser that no person, on the basis of race, creed, color, religion, national origin, or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation, denied the benefits of, or otherwise subjected to discrimination in any program or activity for which it is responsible.



# City of Fraser

CENTENNIAL COMMUNITY

**CITY MANAGER**  
Elaine Leven  
**CITY CLERK**  
August Gitschlag

**MAYOR**  
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**FRASER CITY COUNCIL MINUTES**  
**CITY COUNCIL CHAMBERS**  
**33000 GARFIELD, FRASER, MI 48026**  
**THURSDAY, JANUARY 8, 2026 - 6:30 P.M**  
**DRAFT**

**1. CALL TO ORDER**

Mayor Lesich called the meeting to order at 6:30pm

**2. PLEDGE OF ALLEGIANCE**

Mayor Lesich led the room in the Pledge of Allegiance

**3. ROLL CALL OF COUNCIL MEMBERS**

Present: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak  
Absent: O'Dell

**Motion by Lesich, supported by Baranski to excuse Mayor ProTem O'Dell**

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak  
Nays:  
Absent: O'Dell

**Motion Passes**

**4. APPROVAL OF AGENDA**

**Motion by Baranski, supported by Fletcher to remove item 8d Authorization to fill a  
DPS Council Vacancy**

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak  
Nays:  
Absent: O'Dell

**Motion Passes**

**Motion by Baranski, supported by Fletcher to add RFP for Steffens Park improvements  
to the agenda as item New Business 8f**

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak  
Nays:  
Absent: O'Dell

**Motion Passes**

**Motion by Baranski, supported by Higgins to approve the agenda as amended**

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak  
Nays:  
Absent: O'Dell

**Motion Passes**

**5. CITIZEN PARTICIPATION ON AGENDA ITEMS**

None

**6. CONSENT AGENDA**

- a. Approve City Council Regular Meeting Minutes December 11, 2025
- b. Receive Board/Commission Meeting Minutes
- c. Receive Historical Commission Newsletter
- d. Receive Check Disbursements
- e. Receive Revenue and Expenditure Report

**Motion by Fletcher, supported by Higgins to approve consent agenda as presented**

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O’Dell

**Motion Passes**

**7. CLOSED SESSION**

- a. Strategy discussion with legal counsel regarding negotiations related to a collective Bargaining Agreement – Clerical and Captains

**Motion by Lesich, supported by Baranski to enter into closed session for the purpose of a strategy discussion with legal counsel regarding negotiations related to a collective Bargaining Agreement – Clerical and Captains**

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O’Dell

**Motion Passes**

**Council entered closed session at 6:36pm**

**Council exits closed session at 7:32pm**

**Mayor Lesich called the meeting back to order at 7:32pm**

**Motion by Lesich, supported by Schornak to approve the agreement between the City of Fraser and the TPOAM clerical union**

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O’Dell

**Motion Passes**

**8. NEW BUSINESS**

- a. Public Hearing 2026 CDBG Nonprofit Allocation  
Presentations were given by representatives of:  
**Turning Point**  
**Care House**  
**Interfaith Volunteer Caregivers**  
**Hearts for Homes**

**Motion by Schornak, supported by Baranski to allocate the City of Fraser CDBG public service funds as follows:**

<b>Turning Point</b>	<b>\$2500</b>
<b>Care House</b>	<b>\$2000</b>
<b>Interfaith Volunteer Caregivers</b>	<b>\$2250</b>
<b>Hearts for Homes</b>	<b>\$1000</b>

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O'Dell

**Motion Passes**

- b. 2026 Poverty Exemption Policy

**Motion by Fletcher, supported by Higgins to approve** the 2026 Poverty Exemption Policy as presented.

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O'Dell

**Motion Passes**

- c. Promote to Fill DPW Working Foremen Position

*Public Works Superintendent Barrett and Deputy Superintendent Gregroy presented*  
**Motion by Fletcher, supported by Higgins to approve** the 2026 Poverty Exemption Policy as presented.

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O'Dell

**Motion Passes**

~~D. Authorization to fill a DPS Captain Vacancy~~

- d. Amend the Council Regular Meeting Dates – May 7 to May 14

**Motion by Higgins, supported by Baranski** to amend the City Council Regular Meeting Schedule to reflect a May 14th meeting date instead of May 7th

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O'Dell

**Motion Passes**

- e. Election Commission Appointment of a Council Member

**Motion by Lesich, supported by Baranski** to appoint Councilwoman Crystal Fletcher to the Election Commission

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O'Dell

**Motion Passes**

- f. RFP for Steffens Park Improvements

*Council asked Superintendent Barrett what could be done, and for a list of improvements that we could make short of a full overhaul.*

*No council action was taken, but DPW will attend to a list that will be presented at the January 14<sup>th</sup> Council Strategic Planning Session.*

**9. RETURNING BUSINESS**

a. Library Subcommittee Report

*Jim Sutherland spoke on behalf of the Fraser Public Library. Bond meeting is coming up in the next two weeks. Library will come to the Building Department for their permit.*

**10. REPORT OF CITY ADMINISTRATION**

*City Manager Levin met with the new Comcast representative, and otherwise busy with general inquiries.*

**11. REPORT OF MAYOR AND CITY COUNCIL**

*Each member of Council wished everyone a Happy New Year*

**Baranski** – nothing more

**Fletcher** – nothing more

**O'Dell** – absent

**Schornak** – Parks & Rec has a family fun night on Feb 14<sup>th</sup>. Fraser Goodfellows Meat Raffle is coming up March 7<sup>th</sup>, thanks all the service organizations that presented and we should all look out for our neighbors.

**Perry** – nothing more

**Lesich** – don't get sick

**Higgins** – met with CARE of SE Michigan and their herbal substance awareness program concerned with kratom and 7OH. City should institute age requirements. Councilman Higgins addressed the December 7<sup>th</sup> traffic stop and deportation incident, the current political divide and killing in Minnesota.

**12. CITIZEN PARTICIPATION**

Omar – advocate for December 7<sup>th</sup> subject Santiago Perez, read a letter from Santiago to the Fraser Court. Described details of Santiago's case and alleged abuse of process. Local officers should not be doing immigration enforcement.

Kristin Schutte – teacher of December 7<sup>th</sup> subject Santiago Perez, described his personality.

Luxio Onyx – black and brown people do not feel safe, city needs to cut ties with ICE, ICE is bad.

Dwayne Foster – nonpartisan Councilmembers should not be discussing federal enforcement issues. Discussed the Dec 7<sup>th</sup> incident.

Laura Lesich – Beautification Club meets Jan 12<sup>th</sup>, Fraser 1<sup>st</sup> Booster Club Jan 21<sup>st</sup>, Blue Jean Ball is February 7<sup>th</sup>,

**13. ADJOURNMENT**

**Motion by Schornak, supported by Higgins** to adjourn the meeting at 8:55pm

Ayes: Baranski, Fletcher, Higgins, Lesich, Perry, Schornak

Nays:

Absent: O'Dell

**Motion Passes**



**CITY MANAGER**  
Elaine Leven  
**CITY CLERK**  
August Gitschlag

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Patrice M. Schornak

**Fraser City Council Minutes**  
**Work Session**  
**City Council Chambers 33000 Garfield, Fraser, MI 48026**  
**Wednesday, January 14, 2026 - 6:30 PM**  
**DRAFT**

1. Call to Order

Mayor Lesich called the meeting to order at 6:32pm

2. Pledge of Allegiance

Mayor Lesich led the room in the Pledge of Allegiance

3. Roll Call of Council Members

Present: Fletcher, Higgins, Lesich, O'Dell

Absent: Baranski, Perry, Schornak

4. Approval of Agenda

**Motion by Higgins, supported by Lesich** to approve the agenda as submitted

Ayes: Fletcher, Higgins, Lesich, O'Dell

Nays: none

Absent: Baranski, Perry, Schornak

**Motion Passes**

5. New Business

a. Strategic/Budget Preplanning

1) General Government and HR

*City Manager Leven and HR Director Jennifer Gigliotti presented*

**Schornak enters at 6:37pm**

**Perry enters at 6:51pm**

2) Finance Department

*Finance Director Anjlee Bansai presented*

**Baranski enters at 7:11pm**

3) Department of Public Safety

*Public Safety Director Samantha Kretzchmar presented*

4) Department of Public Works

*Public Safety Superintendent Rob Barrett and Deputy Superintendent Joe Gregory presented*

5) Recreation Department

*Recreation Director Chris Delmege presented*

6) Building Department

*Building Department Manager Bob Logan presented*

7) Clerks Department

*City Clerk August Gitschlag presented*

6. Adjournment

**Motion by Schornak, supported by Fletcher** to adjourn the meeting at 10:05pm

Ayes: Baranski, Fletcher, Higgins, Lesich, O'Dell, Perry, Schornak

Nays: none

Absent: none

**Motion Passes**

**Meeting adjourned at 10:05pm**



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**Fraser Planning Commission Agenda**  
**City Council Chambers**  
**33000 Garfield, Fraser, MI 48026**  
**Wednesday, December 3, 2025 @ 7:00 p.m.**

**1. Call Meeting to Order / Pledge of Allegiance**

Chairman Warunek called the meeting to order at 7:01 pm.

**2. Roll Call**

Present: Barr, Czarnecki, Farina, Keil, Meyer, Tuller, Warunek  
Absent: None

Others present: City Planner Lauren Sayre, City Attorney Alyssa Erickson, Deputy City Clerk Jennifer Heider

**3. Approval of Agenda – December 3, 2025**

**Motion by Farina, supported by Keil,** to approve the agenda as presented.

Ayes: Barr, Czarnecki, Farina, Keil, Meyer, Tuller, Warunek  
Nays: None

**Motion Passes**

**4. Chairperson’s Opening Remarks**

Chairman Warunek delivered the Chair’s opening remarks.

**5. Approval of Minutes – November 5, 2025**

**Motion by Keil, supported by Czarnecki** to approve the minutes of the November 5, 2025 Planning Commission Meeting with the typos corrected.

Ayes: Barr, Czarnecki, Farina, Keil, Meyer, Tuller, Warunek  
Nays: None

**Motion Passes**

**6. New Business**

- a. Public Hearing – Code of Ordinances Amendment – Corner Lot Fences on Residential Property

Public Hearing opened at 7:33pm

Public Hearing Closed at 7:44pm

**Motion by Warunek, supported by Meyer** to recommend forwarding the following ordinance amendment to City Council:

Replace Section 9-3(c) with the following:

Privacy Fences on residentially zoned or used corner lots are permitted, provided they do not extend beyond the front building line of the property in which they are placed and are located within one (1) foot inside the side street lot line,

*Planning Commission also added the following changes:*

- The addition of driveway corner clearance provisions
- The allowance of 4-foot, non-sight obscuring fences as well as privacy fences
- Increasing the location requirement from 1 foot to 1.5 feet inside the side street lot line.

Ayes: Barr, Czarnecki, Farina, Keil, Meyer, Warunek  
Nays: Tuller

**Motion Passes**

b. 2026 Meeting Dates

**Motion by Czarnecki, seconded by Barr** to approve the proposed dates for the regularly scheduled meeting for the calendar year 2026 as amended:

01/07/2026	02/04/2026	03/04/2026
04/01/2026	05/06/2026	06/03/2026
07/01/2026	08/05/2026	09/02/2026
10/07/2026	11/04/2026	12/02/2026

Planning Commission Meetings are held the 1<sup>st</sup> Wednesday of the Month. The alternate date being the 3<sup>rd</sup> Monday.

Ayes: Barr, Czarnecki, Farina, Keil, Meyer, Tuller, Warunek  
Nays: None

**Motion Passes**

**7. Unfinished Business**

a. Zoning Ordinance Discussion (Articles III, IV, V, VI)

Items in discussion included the following articles:

- Article III: Zoning Districts and Maps
- Article IV: Residential Zoning Districts
- Article V: Commercial Zoning Districts
- Article VI: Industrial Zoning Districts

City Planner will update the changes Planning Commission recommended to the sections reviewed rather than the entire ordinance. Changes included sections of zoning districts on map, typos and corrections to footnotes and clarification to descriptions of dimensional standards.

It was agreed that Use Standards would be discussed during the January Planning Commission Meeting.

**8. Public Communication on Non-Agenda Items**

None heard

**9. Monthly Report – November 2025**

**10. Zoning Board of Appeals Member Liaison Report**

Commissioner Farina announced that the December ZBA meeting had been canceled.

**11. Commissioners’ Comments and Items of Interest/Concern**

**12. Adjournment**

**Motion by Farina, seconded by Tuller** to adjourn the meeting at 8:43 pm.

Ayes: Barr, Czarnecki, Farina, Keil, Meyer, Tuller, Warunek

Nays: None

**Motion Passes**

**Meeting Adjourned at 8:43pm**

Respectfully submitted:

\_\_\_\_\_  
Jennifer Heider  
Fraser Deputy City Clerk

This Date: \_\_\_\_\_



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Amy Baranski  
Kenny Perry Jr.  
Patrice M. Schornak  
Sherry Stein

**CITY OF FRASER ZONING BOARD OF APPEALS  
MEETING MINUTES  
CITY COUNCIL CHAMBERS  
33000 GARFIELD, FRASER, MI 48026  
Thursday, November 6, 2025 @ 7:00 P.M.  
As Approved January 15, 2026**

**1. Call Meeting to Order**

Chairman Farina called the meeting to order at 7:00pm

**2. Pledge of Allegiance**

**3. Roll Call**

Present: Burley, Chimenti, Farina, Green, Menendez, Stasek, Wahl  
Absent: None

**4. Approval of Agenda – November 6, 2025**

**Motion by Farina, supported by Burley to approve the November 6, 2025 ZBA agenda moving item 10a Monthly Report to item 8**

Ayes: Burley, Chimenti, Farina, Green, Menendez, Stasek, Wahl  
Nays: None  
Absent: None

**Motion Passes**

**5. Approval of Minutes – October 2, 2025**

**Motion by Farina, supported by Burley to approve the November 6, 2025 ZBA agenda**

Ayes: Burley, Chimenti, Farina, Green, Menendez, Stasek, Wahl  
Nays: None

Absent: None

**Motion Passes**

**CITY OF FRASER ZONING BOARD OF APPEALS  
MEETING MINUTES  
Thursday, November 6, 2025 @ 7:00 P.M.**

**6. Formal Statement by Chair**

Chair Farina read the statement

**7. Old Business (Postponed Cases)**

**None**

**8. a. Monthly Report**

All agreements that Hockeyland was required to record have been recorded with the Register of Deeds. Planning Commission should see a plan for the Hayes Rd condo development that was conditionally rezoned, and a site plan for the auto shop on Kelly was approved. Mr. Car Wash is still finalizing some administrative details for their lot split.

**9. New Business of the Board**

**a. Public Hearing** - ZBA 25-03: Utica Road and Woodlane Road (34400 Utica), Fraser Hockeyland Properties, LLC

**Variances from:**

- Section 32-94(2)e: to allow for striping only when the parking lot is in use, where striping of parking lots is required;
- Section 32-94(10) to allow for parking lot lighting in compliance with section 32-86 only when the parking lot is in use, where parking lot lighting is required;
- Section 32-94(15) to remove the requirement for a paved ingress and egress, where paving is required;
- Section 32-94(16) to remove the requirement for curbs to be installed, where the installation of curbs is required;
- Section 32-94(18) to allow a 4-foot, wood fence instead of the required protective wall or greenbelt.

*Bud Kowalski, GM of Hockeyland presented*

**CITY OF FRASER ZONING BOARD OF APPEALS  
MEETING MINUTES  
Thursday, November 6, 2025 @ 7:00 P.M.**

Public Hearing opened by Chairman Farina at 7:46pm

Public Hearing closed at 7:47pm

**Motion by Farina, supported by Chimenti** to deny the requested variances

Ayes: Chimenti, Farina, Menendez,

Nays: Burley, Green, Stasek, Wahl

Absent: None

**Motion Fails**

**Motion by Burley, supported by Green** to approve the following variances:

- Section 32-94(2)e: to allow for striping only when the parking lot is in use, where striping of parking lots is required;
- Section 32-94(10) to allow for parking lot lighting in compliance with section 32-86 only when the parking lot is in use, where parking lot lighting is required;
- Section 32-94(15) to remove the requirement for a paved ingress and egress, where paving is required;
- Section 32-94(16) to remove the requirement for curbs to be installed, where the installation of curbs is required;
- Section 32-94(18) to allow a 4-foot, wood fence instead of the required protective wall or greenbelt.

With the following conditions:

1. The variances are to be recorded against the property
2. A hold harmless agreement is to be provided to the City, approved by the City Attorney's office and thereafter recorded against the property
3. The variances remain valid and in force so long as the information presented are found to be correct and that the conditions upon which the motions are based, are forever maintained.

Ayes: Burley, Green, Stasek, Wahl

Nays: Chimenti, Farina, Menendez

Absent: None

**Motion Passes**

**10. Unfinished Business of the Board**

None

**CITY OF FRASER ZONING BOARD OF APPEALS  
MEETING MINUTES  
Thursday, November 6, 2025 @ 7:00 P.M.**

**11. Monthly Report**

- i ~~October Monthly Report~~
- ii Action items Update – none

**12. Planning Commission Liaison**

Frank Farina discussed the Planning Commission’s discussion of the new

**13. Public to be Heard**

None

**14. Adjournment.**

**Motion by Menendez, supported by Wahl to adjourn the meeting at 8:11pm**

Ayes: Burley, Chimenti, Farina, Green, Menendez, Stasek, Wahl

Nays: None

Absent: None

**Motion Passes**

**Meeting Adjourned at 8:11pm**

Respectfully Submitted:

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August Gitschlag, City Clerk  
City of Fraser

# Fraser Historical Commission

Meeting Minutes – November 3, 2025 @ 7:00pm

Depot Visitor Center

## Present:

Commissioners: Marilynn Wright, Tom Iwanicki , Karen Hodges, Nancy Ehrke, Jim Chamberlin, Marti VanEenenaam-Iwanicki, Mackenzie Lenk

Members-at-Large: Curtis Rice, Kathy Pirtle,

Liaison: Patrice Schornak

Absent: Dori Guoin

1. **Call to order:** 7:00 pm by Chair Marilynn Wright
2. **Pledge of Allegiance**
3. **Approve Agenda:** Motion by Karen, Second by Tom. All in favor. Motion carried.
4. **Approve September 8, 2025 and October 6, 2025 Minutes:** Motion by Nancy, seconded by Tom to approve.  
All in favor. Motion carried.
5. **City Liaison Report:**  
Patrice reported that Rob is aware of the problem with the beam in the barn and will coordinate with Marti to look at it.

DPW has a hi-lo that can lift things up/down from the loft. We should coordinate with them for insurance purposes when we need to get things up/down for storage.

## Current Commission concerns/requests:

- Porch lights and parking lot lights – timers need to be changed due to change from Daylight Savings Time.
- Sink in bathroom is peeling away from wall
- Upper cabinet in bathroom is also peeling away from wall.

## 6. Unfinished Business

### a. Open House November 2, 2025

\$479.75 in sales in the Depot  
\$ 25.00 in donations in Depot  
\$ 200.00 donation from V. Apps  
\$ 105 gift shop sales  
\$ 15 donations in museum

Marilynn deposited \$704.75 (museum donations were turned in at this meeting).

Feedback regarding military exhibition and Hometown Heroes History and Display and Civil War re-enactors was again positive. Re-enactors would like to come back at some time.

## Unfinished Business (continued)

### **b. Price Quotes on Signs**

Karen talked to Signs by Tomorrow – they need details to provide a quote. Discussion followed with all agreeing a sign that says “Depot” would work. All were asked to come back to December meeting with ideas that Karen will take for quotes.

### **c. Change October Open House date**

All agreed to change October Open House date to the second Sunday of October to avoid competing with the annual Fire Fighter’s Open House on the first Sunday.

## 7. New Business

### **a. Humidifier Schedule**

Tom will fill humidifier on Tuesdays and Jim will fill on Fridays

### **b. Hometown Heroes stipend**

Motion by Marti, second by Jim to give Hometown Heroes History and Displays \$200 to thank them for their time and exhibits. All in favor. Motion carried. Marti will follow up with check request from our restricted account and thank you letter.

## 8. Commissioner Reports

- **Marilynn Wright**-Received a phone call from Chad from Arcadia Publishing regarding our licensing agreement for the History of Fraser books. Since the Society purchased the books originally, Marti will follow up on behalf of the Society.
  - Depot porch bench needs to be covered for winter. Karen will follow up on this.
- **Tom Iwanicki** – Santa will be here on December 7.
  - Looking at a train station sign to post on brick by porch bench where we can display Open House dates. Will have more information next meeting.
  - Delivered the Fraser High School yearbooks (given to us by Alumni Club) to the Library of Michigan. They will be available for reference and possibly circulation. We are unable to digitize and don’t have the storage space for them.
  - Discussed possible temporary exhibits for 2026, including tying them into America 250 celebration. Marti pointed out that museum visits have more than doubled this year (even without 150<sup>th</sup> celebration) quite possibly due to the temporary displays we have done. There was a question whether an America 250 event would be the city’s responsibility. Patrice indicated the city was not planning anything. Since we are the city’s historical commission, the city would probably look to us if anything was to be planned.
  - Has been in contact with a resident that is looking for information on his family that were early Fraser residents. He has donated photos for our collection as well. Tom will work with him on his research.
  - Got an email from Anna Rollison who is interested in volunteering. She and her mom visited the November Open House. Anna has museum experience with archiving, etc.
  - Received the property deed from the Hemme-Hewins property that dates to the early 1800’s when the property was purchased from the US government. Met with Eric Hewins and his wife who enjoyed looking at the barn. A handwritten letter from James Hewins to Diane Lang indicates that he was the one who donated the barn to the Commission, not the developers. While the family would like a sign indicating that gift, Marilynn pointed out that was not a good idea because we would have to do it for all items in our collection. Marti will write a “setting the record straight” article for the newsletter.

- **Karen Hodges-** Still following up with her friend regarding jewelry display racks. Volunteered to help Jim decorate the front porch for Christmas.
- **Marti VanEenenaam-Iwanicki-** Tom and Marti participated in the Rams Horn Trunk or Treat on October 25. Passed out 150<sup>th</sup> stickers and about \$43 in candy. Smaller group than 2024.
  - The Goodfellows have offered us a free ¼ page ad in their Christmas newspaper to advertise our 2026 dates. Marti has a list of suggested dates. Marilyn will review. Marti will create ad for the paper and provide it to them.
  - Discovered lots of mold and damaged boxes and shelves in basement when preparing military exhibit. Fraser Historical Society has voted to spend up to \$350 for plastic storage bins, moisture absorbers, archival grade tissue paper, etc.
  - Society will be pursuing a grant from America250MI to focus on preservation items as well as community engagement. This could include museum type signs around property telling the history of the house, barn and depot.
  - Asked for volunteers to help decorate the museum on Saturday Nov 15 at 10:30am. Will be asking for high school volunteers as well.
- **Jim Chamberlin-** Reported that Robert Brannon had the idea to move the Depot refrigerator into the storeroom to make more room. There is an outlet in the storeroom. Commission decided to take it under consideration at this time.
- **Mackenzie Lenk –** Received the three engraved bricks from Triple S. Engraving. Has completed check request that Marilyn will take to City Hall. They did honor the \$20 per brick that was quoted to us last year.
- **Nancy Ehrke-** Sent out 507 November newsletters, with 7 returned as undeliverable.
- **Dori Guoin-** Absent
- **Kathy Pirtle –** No report
- **Curtis Rice –** Mrs. Santa is ready for December 7 Open House.
- **Patrice Schornak – City Council Liaison-** no further report

**9. Adjournment:** Motion by Karen, Seconded by Tom to adjourn. All in favor.  
Meeting adjourned at 7:59pm

**Announcements:**

- **Next Meeting** **Monday December 1, 7pm in the Depot\*\*\*\***
- **Christmas Open House with Santa & Mrs. Claus** **Sunday December 7, 1-4pm**

**\*\*\*\*NOTE – meeting is BEFORE the Open House!**

Respectfully Submitted –  
Marti VanEenenaam-Iwanicki, Recording Secretary

# Fraser Historical Commission

Meeting Minutes – December 1, 2025 @ 7:00pm

Depot Visitor Center

## **Present:**

**Commissioners:** Marilynn Wright, Tom Iwanicki, Karen Hodges, Nancy Ehrke, Jim Chamberlin, Marti VanEenenaam-Iwanicki, Mackenzie Lenk

**Members-at-Large:** Curtis Rice, Kathy Pirtle

**Liaison:** Patrice Schornak

**Absent:** Dori Guoin

1. **Call to order:** 7:01 pm by Chair Marilynn Wright
2. **Pledge of Allegiance**
3. **Approve Agenda:** Motion by Tom, Second by Jim. All in favor. Motion carried.
4. **Approve November 3, 2025 Minutes:** Motion by Tom, seconded by Mackenzie to approve.  
All in favor. Motion carried.
5. **City Liaison Report:**  
Patrice reported DPW will look at cupboards and sink in bathroom (peeling away from wall)  
Hot patch will not be applied to front porch gap until weather is warmer  
Per City Manager:
  - Need to get group's approval for purchases
  - Commission encouraged to donate the time you are available and if someone wants to do extra, encourage that. Commission should agree as a group to special projects.
  - If timing is critical, a special meeting can be called to decide
  - City Manager supports the Commission and appreciates all we do
  - Any group that is not directly associated with the city that wants to use the grounds for an event or solicitation must get permission from the City Manager. She will let us know if the event is approved or not.
6. **Unfinished Business**
  - a. **Air purifier**  
Still researching. Could be a grant item.
  - b. **Sign in front of Depot**  
Karen presented ideas from Signs by Tomorrow that would match current sign on the gate. Motion by Tom, seconded by Jim to get quotes on a two-sided sign reading "Depot" that would hang from the soffit. All in favor. Motion carried.
  - c. **Train Station Sign**  
Tom presented idea for a chalkboard sign that resembles a train station departures/arrivals sign. We would be able to add information about Open House events. He will research vendors and prices.

## 7. New Business

### a. 2026 temporary exhibits

Commissioners discussed ideas to be considered:

- March – Baumgartner House/Family History (same that was up for 150<sup>th</sup> celebration)
- Crafts/Needlework/etc.
- Hobbies (needlework, fishing lures/fly-tying, collections e.g. Raggedy Ann, Dolls, Teddy Bears)
- Aprons (hanging on clothesline)
- 250<sup>th</sup> theme/patriotic/flags

### b. America 250MI Grant

Fraser Historical Society is working on grant for \$2500 to \$5000 with no matching requirement. Grant would be used to pay for preservation type items (humidity/temp monitors, humidifier, basement storage shelves and containers, as well as external interpretive signage). The Society also approved up to \$350 to start preservation project. This will pay for plastic bins, archival tissue and moisture absorbing packets to replace damaged/moldy containers in basement. If grant awarded, commission would have final say on signage, etc. Grant application is due January 15. Grant awards will be announced in March.

Commission was asked for additional wish list items. Curtains in the Depot were mentioned, but would not fall under the qualifying requirements for this grant.

## 8. Commissioner Reports

- **Marilynn Wright**- Received a congratulations card from Anthony Forlini on the 150<sup>th</sup> anniversary.
  - Needs a volunteer to purchase hot chocolate for Dec 7 Open House – Tom will handle
  - Tom will also see if Rising Stars Academy can provide cookies. (4-5 dozen)
- **Tom Iwanicki** – Santa will be here on December 7.
  - He has been working on digitizing photos, will move onto Accession records from there.
- **Karen Hodges**- No report
- **Marti VanEenenaam-Iwanicki**- Community Donation ornaments will be available in the exhibit room during December Open Houses. They will be hung on the “Sutton” catalpa tree.
- **Jim Chamberlin**- Candles have been placed in the front windows of the house
- **Mackenzie Lenk** – No report
- **Nancy Ehrke**- Continuing to add more names to the newsletter
- **Dori Guoin**- Absent
- **Kathy Pirtle** – No report
- **Curtis Rice** – Has some items to sell – a Galaxy cell phone and Apple phone covers
- **Patrice Schornak – City Council Liaison**- Wishes everyone a Merry Christmas!

**9. Adjournment:** Motion by Tom, Seconded by Marti to adjourn. All in favor.  
Meeting adjourned at 7:59pm

### Announcements:

- **NO January Meeting**
- **Next Meeting** **Monday February 2, 2026 7pm in the Depot**
- **NO January or February Open House**

Respectfully Submitted –  
Marti VanEenenaam-Iwanicki, Recording Secretary



**City of Fraser**  
**Check Disbursement Report**  
February 12, 2026

EXPENDITURES FOR APPROVAL

101 GENERAL FUND	\$	202,699.40
202 MAJOR STREET FUND	\$	60,097.38
203 LOCAL STREET FUND	\$	3,422.34
210 AMBULANCE FUND	\$	97,894.99
213 INDUSTRIAL PARK ROADS SAD	\$	22,060.38
226 RUBBISH COLLECTION FUND	\$	100,073.76
536 SENIOR HOUSING FUND	\$	64,295.67
592 WATER AND SEWER FUND	\$	412,232.89
661 MOTOR POOL FUND	\$	13,258.35
703 CURRENT TAX COLLECTION FUND	\$	5,977.91
<b>VENDOR EXPENDITURES</b>	<b>\$</b>	<b>982,013.07</b>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/09/2026	PNC	144944#	AEW	ESCROW LEGAL FEES	280.000	000	11,895.64
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	703	1,018.84
				CHECK PNC 144944 TOTAL FOR FUND 101:			<u>12,914.48</u>
01/09/2026	PNC	144945	ANJLEE BANSAL	MEMBERSHIPS	956.000	212	66.00
				PROFESSIONAL DEVELOPMENT	957.000	212	71.75
				CHECK PNC 144945 TOTAL FOR FUND 101:			<u>137.75</u>
01/09/2026	PNC	144946	MAYSSA ATTIA	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	286	1,125.00
01/09/2026	PNC	144947	BASHA I&C MAGICAL TOUCH INC.	OPERATING SUPPLIES	742.000	703	12.00
01/09/2026	PNC	144948	BOBS SANITATION SERVICE, INC	REPAIRS AND MAINTENANCE	930.000	770	150.00
				REPAIRS AND MAINTENANCE	930.000	770	150.00
				CHECK PNC 144948 TOTAL FOR FUND 101:			<u>300.00</u>
01/09/2026	PNC	144949	BRIGHTER CLEANING SERVICES LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00
				CHECK PNC 144949 TOTAL FOR FUND 101:			<u>530.00</u>
01/09/2026	PNC	144950	C.M.P. DISTRIBUTORS, INC	CAPITAL OUTLAY	972.000	301	9,651.50
01/09/2026	PNC	144951	CINTAS CORPORATION #354	REPAIRS AND MAINTENANCE	930.000	265	119.60
				REPAIRS AND MAINTENANCE	930.000	265	104.36
				CHECK PNC 144951 TOTAL FOR FUND 101:			<u>223.96</u>
01/09/2026	PNC	144953	CORELOGIC	RECEIPTS REFUNDABLE	276.000	000	0.90
				RECEIPTS REFUNDABLE	276.000	000	0.90
				RECEIPTS REFUNDABLE	276.000	000	0.90
				RECEIPTS REFUNDABLE	276.000	000	0.90
				RECEIPTS REFUNDABLE	276.000	000	0.90
				CHECK PNC 144953 TOTAL FOR FUND 101:			<u>4.50</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/09/2026	PNC	144954	CRYSTAL FLETCHER	CONFERENCES	955.000	101	225.52
01/09/2026	PNC	144955	DEVON TITLE AGENCY	RECEIPTS REFUNDABLE	276.000	000	0.90
01/09/2026	PNC	144956	ELITE TRAUMA CLEAN-UP, INC	OPERATING SUPPLIES	742.000	301	350.00
01/09/2026	PNC	144958	FIDELITY NATIONAL TITLE COMPANY	RECEIPTS REFUNDABLE	276.000	000	0.90
01/09/2026	PNC	144960	GRAINGER	REPAIRS AND MAINTENANCE	930.000	441	64.37
01/09/2026	PNC	144962	H.D. EDWARDS & CO. INC.	REPAIRS AND MAINTENANCE	930.000	441	117.28
01/09/2026	PNC	144963	HALLAHAN & ASSOCIATES, P.C.	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	257	63.00
01/09/2026	PNC	144964	HUNT SIGN COMPANY	OPERATING SUPPLIES	742.000	770	459.00
01/09/2026	PNC	144965	INGERSOLL MECHANICAL, INC.	REPAIRS AND MAINTENANCE	930.000	265	1,005.37
01/09/2026	PNC	144969	MACOMB COUNTY HERITAGE ALLIANCE	OPERATING SUPPLIES	742.000	803	30.00
01/09/2026	PNC	144970	MACOMB WHOLESALE SUPPLY	OPERATING SUPPLIES	742.000	265	77.96
				OPERATING SUPPLIES	742.000	265	749.17
				CHECK PNC 144970 TOTAL FOR FUND 101:			<u>827.13</u>
01/09/2026	PNC	144971	SCOTT MATTHEW	PROFESSIONAL DEVELOPMENT	957.000	301	84.91
01/09/2026	PNC	144973	MI MUNICIPAL TREASURERS ASSOC.	PROFESSIONAL DEVELOPMENT	957.000	212	99.00
01/09/2026	PNC	144974	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYEMENT COMPENSATION	715.000	212	32.07
01/09/2026	PNC	144975	MIDSTATES RECREATION	REPAIRS AND MAINTENANCE	930.000	770	985.09
01/09/2026	PNC	144978	OTIS ELEVATOR COMPANY	REPAIRS AND MAINTENANCE	930.000	265	7,835.04
01/09/2026	PNC	144980	PAMAR ENTERPRISES INC	ESCROW - HYDRANT PERMIT FEE	280.000	000	1,500.00
01/09/2026	PNC	144981*#	PITNEY BOWES RESERVE ACCOUNT	MAIL OR POSTAGE	851.000	172	93.24
				MAIL OR POSTAGE	851.000	212	611.37
				MAIL OR POSTAGE	851.000	215	476.25
				MAIL OR POSTAGE	851.000	257	5.02
				MAIL OR POSTAGE	851.000	301	349.66
				MAIL OR POSTAGE	851.000	441	151.70

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				MAIL OR POSTAGE	851.000	703	407.82
				MAIL OR POSTAGE	851.000	751	1.03
				CHECK PNC 144981 TOTAL FOR FUND 101:			<u>2,096.09</u>
01/09/2026	PNC	144983	PROFESSIONAL BENEFITS SERVICES,	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	270	68.20
01/09/2026	PNC	144984	RANDAZZO HEATING & COOLING	Final Inspection	280.000	000	35.00
				Furnace	280.000	000	40.00
				AC Res., with circuit	280.000	000	30.00
				Furnace, Res. up to 500,000btu	280.000	000	40.00
				Final Inspection	280.000	000	35.00
				A/c Residential	280.000	000	30.00
				CHECK PNC 144984 TOTAL FOR FUND 101:			<u>210.00</u>
01/09/2026	PNC	144985	READY DIG EXCAVATION	Escrow Fee	280.000	000	1,000.00
01/09/2026	PNC	144990	TRUNET COMMUNICATIONS	Escrow Fee	280.000	000	2,500.00
01/09/2026	PNC	144991	UNITED STATES POSTAL SERVICE	MAIL OR POSTAGE	851.000	215	370.00
01/09/2026	PNC	144992*#	VERIZON	PS TECHNOLOGY FUNDS	214.101	000	41.14
				COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	301	329.79
				CHECK PNC 144992 TOTAL FOR FUND 101:			<u>370.93</u>
01/09/2026	PNC	144993	WEINGARTZ	REPAIRS AND MAINTENANCE	930.000	770	748.61
				REPAIRS AND MAINTENANCE	930.000	770	934.07
				CHECK PNC 144993 TOTAL FOR FUND 101:			<u>1,682.68</u>
01/09/2026	PNC	144994	MARILYNN WRIGHT	OPERATING SUPPLIES	742.000	803	16.65
01/16/2026	PNC	144995*#	AEW	CAPITAL OUTLAY	972.000	265	1,046.66
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	2,999.41
				CAPITAL OUTLAY	972.000	441	2,740.49
				CAPITAL OUTLAY	972.000	441	2,872.40
				CHECK PNC 144995 TOTAL FOR FUND 101:			<u>9,658.96</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/16/2026	PNC	144999#	AMERICA'S FINEST	PRINTING AND PUBLISHING	900.000	101	114.67
				OPERATING SUPPLIES	742.000	212	57.33
				OPERATING SUPPLIES	742.000	441	94.00
				CHECK PNC 144999 TOTAL FOR FUND 101:			<u>266.00</u>
01/16/2026	PNC	145000*	BANK'S VACUUM - SHELBY TWP	OPERATING SUPPLIES	742.000	265	462.97
01/16/2026	PNC	145002	BRIGHTER CLEANING SERVICES LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00
				CHECK PNC 145002 TOTAL FOR FUND 101:			<u>670.00</u>
01/16/2026	PNC	145003	BUILDERS FIRSTSOURCE	REPAIRS AND MAINTENANCE	930.000	770	70.18
01/16/2026	PNC	145004	CHRISTINA LYNN BURG	PROGRAMMING	881.000	672	429.00
01/16/2026	PNC	145005	CINTAS CORPORATION #354	OPERATING SUPPLIES	742.000	265	23.96
				OPERATING SUPPLIES	742.000	265	396.61
				OPERATING SUPPLIES	742.000	265	119.60
				CHECK PNC 145005 TOTAL FOR FUND 101:			<u>540.17</u>
01/16/2026	PNC	145006	CLINTON RIVER WATERSHED COUNCIL	MEMBERSHIPS	956.000	101	1,354.00
01/16/2026	PNC	145007	COMCAST BUSINESS	COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	228	1,614.39
01/16/2026	PNC	145008*	CONSUMERS ENERGY	NATURAL GAS	921.000	265	3,333.01
				NATURAL GAS	921.000	265	1,585.03
				NATURAL GAS	921.000	265	497.25
				NATURAL GAS	921.000	265	2,393.77
				CHECK PNC 145008 TOTAL FOR FUND 101:			<u>7,809.06</u>
01/16/2026	PNC	145013	FIDELITY NATIONAL TITLE COMPANY	RECEIPTS REFUNDABLE	276.000	000	9.90
01/16/2026	PNC	145014	CITY OF FRASER	REPAIRS AND MAINTENANCE	930.000	265	4,469.90

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/16/2026	PNC	145017	J&J METAL PRODUCTS CO.	REPAIRS AND MAINTENANCE	930.000	265	18.58
01/16/2026	PNC	145019	KENT COMMUNICATIONS, INC.	PRINTING AND PUBLISHING	900.000	257	335.84
01/16/2026	PNC	145020	KIRK, HUTH, LANGE & BADALAMENTI	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	266	600.00
01/16/2026	PNC	145022*#	MACOMB COUNTY FINANCE DEPARTMENT	OPERATING SUPPLIES	742.000	172	94.71
				OPERATING SUPPLIES	742.000	212	252.56
				OPERATING SUPPLIES	742.000	286	315.70
				OPERATING SUPPLIES	742.000	301	252.00
				OPERATING SUPPLIES	742.000	301	142.07
				OPERATING SUPPLIES	742.000	441	63.14
				OPERATING SUPPLIES	742.000	672	142.07
				CHECK PNC 145022 TOTAL FOR FUND 101:			<u>1,262.25</u>
01/16/2026	PNC	145024#	MACOMB WHOLESALE SUPPLY	OPERATING SUPPLIES	742.000	265	42.98
				OPERATING SUPPLIES	742.000	441	90.96
				CHECK PNC 145024 TOTAL FOR FUND 101:			<u>133.94</u>
01/16/2026	PNC	145025	21ST CENTURY MEDIA - MICHIGAN	SUBSCRIPTIONS AND PUBLICATIONS	791.000	215	463.54
01/16/2026	PNC	145026#	O'REILLY RANCILIO PC	ESCROW RENEWABLE ESCROW	280.000	000	895.50
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	266	63.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	266	54.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	266	14,532.48
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	266	54.00
				CHECK PNC 145026 TOTAL FOR FUND 101:			<u>15,598.98</u>
01/16/2026	PNC	145027#	OFFICE DEPOT	OPERATING SUPPLIES	742.000	215	65.47
				OPERATING SUPPLIES	742.000	703	10.91
				CHECK PNC 145027 TOTAL FOR FUND 101:			<u>76.38</u>
01/16/2026	PNC	145028	PRIMARY TITLE AGENCY, LLC	RECEIPTS REFUNDABLE	276.000	000	0.90
01/16/2026	PNC	145029	PRINTING SYSTEMS, INC	OPERATING SUPPLIES	742.000	215	153.88

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/16/2026	PNC	145031*#	REINDEL TRUE VALUE	OPERATING SUPPLIES	742.000	265	41.88
				REPAIRS AND MAINTENANCE	930.000	265	73.88
				OPERATING SUPPLIES	742.000	441	39.06
				REPAIRS AND MAINTENANCE	930.000	770	13.48
				CHECK PNC 145031 TOTAL FOR FUND 101:			<u>168.30</u>
01/16/2026	PNC	145032	SIGN FABRICATORS	Final Inspection	280.000	000	40.00
				Sign	280.000	000	50.00
				SIGN \$1001 +	280.000	000	10.00
				SIGN \$1001 +	280.000	000	40.00
				FINAL INSPECTION	280.000	000	10.00
				FINAL INSPECTION	280.000	000	30.00
				SIGN \$1001 +	280.000	000	30.00
				SIGN \$1001 +	280.000	000	30.00
				CHECK PNC 145032 TOTAL FOR FUND 101:			<u>240.00</u>
01/16/2026	PNC	145034	SUPPLY DEN	REPAIRS AND MAINTENANCE	930.000	265	56.98
01/16/2026	PNC	145036*#	VERIZON	COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	212	38.12
				OPERATING SUPPLIES	742.000	286	38.12
				COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	441	536.63
				COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	703	114.36
				CHECK PNC 145036 TOTAL FOR FUND 101:			<u>727.23</u>
01/16/2026	PNC	145037	WEINGARTZ	OPERATING SUPPLIES	742.000	770	100.99
				REPAIRS AND MAINTENANCE	930.000	770	1,026.62
				REPAIRS AND MAINTENANCE	930.000	770	832.36
				CHECK PNC 145037 TOTAL FOR FUND 101:			<u>1,959.97</u>
01/16/2026	PNC	145040	WOLVERINE POWER SYSTEMS	REPAIRS AND MAINTENANCE	930.000	265	1,313.21
01/16/2026	PNC	145041	YEO & YEO PC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	212	6,750.00
01/22/2026	PNC	145044	BREWER, LARRY	DUCT/DIST. RESIDENTIAL	280.000	000	40.00
				Final Inspection	280.000	000	40.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK PNC 145044 TOTAL FOR FUND 101:			80.00
01/22/2026	PNC	145045	BRIGHTER CLEANING SERVICES LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				REPAIRS AND MAINTENANCE	930.000	265	140.00
				CHECK PNC 145045 TOTAL FOR FUND 101:			<u>390.00</u>
01/22/2026	PNC	145046#	CHRIS DELMEGE	PROGRAMMING	881.000	672	63.25
				PROGRAMMING	881.000	751	521.53
				CHECK PNC 145046 TOTAL FOR FUND 101:			<u>584.78</u>
01/22/2026	PNC	145047	CINTAS CORPORATION #354	OPERATING SUPPLIES	742.000	265	104.36
				OPERATING SUPPLIES	742.000	265	119.60
				OPERATING SUPPLIES	742.000	265	396.61
				CHECK PNC 145047 TOTAL FOR FUND 101:			<u>620.57</u>
01/22/2026	PNC	145048	CORELOGIC	RECEIPTS REFUNDABLE	276.000	000	0.90
01/22/2026	PNC	145049	DETROIT ENERGY STREET LIGHTS	ELECTRIC (STREET LIGHTING)	920.500	448	22,400.06
01/22/2026	PNC	145050	ED DRESLINSKI CONSULTING, INC.	PROFESSIONAL DEVELOPMENT	957.000	301	450.00
01/22/2026	PNC	145052	EDWARD R. HORN	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	1,800.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	1,600.00
				CHECK PNC 145052 TOTAL FOR FUND 101:			<u>3,400.00</u>
01/22/2026	PNC	145053	FIRE EXTINGUISHER SALES & SERVICE	OPERATING SUPPLIES	742.000	301	45.70
01/22/2026	PNC	145054*#	CITY OF FRASER	WATER	922.000	265	149.21
				WATER	922.000	265	644.29
				WATER	922.000	265	200.19
				WATER	922.000	265	48.18
				WATER	922.000	770	36.54
				CHECK PNC 145054 TOTAL FOR FUND 101:			<u>1,078.41</u>
01/22/2026	PNC	145057	MACOMB COUNTY ASSOCIATION OF	MEMBERSHIPS	956.000	301	50.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/22/2026	PNC	145058	MACOMB MECHANICAL, INC	REPAIRS AND MAINTENANCE	930.000	441	615.00
01/22/2026	PNC	145060	MI MUNICIPAL TREASURERS ASSOC.	MEMBERSHIPS	956.000	212	99.00
01/22/2026	PNC	145061	MICHIGAN MUNICIPAL LEAGUE	CONFERENCES	955.000	101	145.00
01/22/2026	PNC	145062	OAKLAND COUNTY	COMPUTER SERVICES (CLEMIS)	801.000	301	3,062.00
				COMPUTER SERVICES (CLEMIS)	801.000	301	1,521.00
				CHECK PNC 145062 TOTAL FOR FUND 101:			<u>4,583.00</u>
01/22/2026	PNC	145064	PARKS TITLE DIVISION	RECEIPTS REFUNDABLE	276.000	000	0.90
01/22/2026	PNC	145065	R&R FIRE TRUCK REPAIR, INC	REPAIRS AND MAINTENANCE	930.000	301	365.10
01/22/2026	PNC	145066	RANDAZZO HEATING & COOLING	Final Inspection	280.000	000	35.00
				AC Res., with circuit	280.000	000	30.00
				Furnace	280.000	000	40.00
				Humidifiers	280.000	000	15.00
				Final Inspection	280.000	000	35.00
				Chimney Liners	280.000	000	15.00
				Furnace, Res. up to 500,000btu	280.000	000	40.00
				A/c Residential	280.000	000	30.00
				CHECK PNC 145066 TOTAL FOR FUND 101:			<u>240.00</u>
01/22/2026	PNC	145067	ROLLINS, INC.	REPAIRS AND MAINTENANCE	930.000	265	71.58
01/22/2026	PNC	145068	SAINT MARY & POPE KYRILLOS	Escrow Fee	280.000	000	1,000.00
01/22/2026	PNC	145069	SE MI ASSOC. OF CHIEFS OF POLICE	MEMBERSHIPS	956.000	301	150.00
01/22/2026	PNC	145070	SHERYL DIOTTE	REC/SENIOR USE/ADMISSION FEES	651.000	000	12.50
01/22/2026	PNC	145071	SHREDCORP	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	301	63.00
01/22/2026	PNC	145074	THOMSON REUTERS - WEST	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	301	383.04
01/22/2026	PNC	145075*#	VERIZON	PS TECHNOLOGY FUNDS	214.101	000	41.14
				COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	301	300.10
				CHECK PNC 145075 TOTAL FOR FUND 101:			<u>341.24</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/22/2026	PNC	145076	WOW INTERNET-CABLE-PHONE	COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	228	170.03
01/30/2026	PNC	145077	AMERICA'S FINEST	OPERATING SUPPLIES	742.000	212	382.00
01/30/2026	PNC	145078	APPLICANTPRO HOLDINGS, LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	270	471.00
01/30/2026	PNC	145080	BRIGHTER CLEANING SERVICES LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	265	125.00
				CHECK PNC 145080 TOTAL FOR FUND 101:			375.00
01/30/2026	PNC	145081	BS&A SOFTWARE	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	7,594.00
01/30/2026	PNC	145082	CINTAS CORPORATION #354	OPERATING SUPPLIES	742.000	265	26.33
01/30/2026	PNC	145083	COMCAST	COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	228	182.74
				COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	228	3,296.17
				CHECK PNC 145083 TOTAL FOR FUND 101:			3,478.91
01/30/2026	PNC	145084*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	3,550.08
				ELECTRIC	920.000	265	1,596.68
				ELECTRIC	920.000	265	183.84
				ELECTRIC	920.000	265	95.62
				ELECTRIC	920.000	448	141.15
				CHECK PNC 145084 TOTAL FOR FUND 101:			5,567.37
01/30/2026	PNC	145085	ELAINE LEVEN	TRANSPORTATION	860.000	172	374.10
01/30/2026	PNC	145087	FIDELITY NATIONAL TITLE COMPANY	RECEIPTS REFUNDABLE	276.000	000	0.90
01/30/2026	PNC	145088	HENRY FORD HEALTH SYSTEM	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	270	2,086.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	270	1,550.00
				CHECK PNC 145088 TOTAL FOR FUND 101:			3,636.00
01/30/2026	PNC	145089	INSTALL PARTNERS LLC	FINAL INSPECTION	280.000	000	35.00
				RESIDENTIAL, COMMERCIAL, & INDUSTRIAL	280.000	000	50.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				Permit Renewal	280.000	000	25.00
				CHECK PNC 145089 TOTAL FOR FUND 101:			<u>110.00</u>
01/30/2026	PNC	145090	LERMA	MEMBERSHIPS	956.000	301	150.00
01/30/2026	PNC	145091	MACOMB COUNTY FINANCE DEPARTMENT	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	301	260.00
01/30/2026	PNC	145094#	MCKENNA ASSOCIATES	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	701	5,590.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	701	3,785.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	703	14,255.25
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	703	2,300.00
				CHECK PNC 145094 TOTAL FOR FUND 101:			<u>25,930.25</u>
01/30/2026	PNC	145095	MICHIGAN STATE POLICE	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	301	1,500.00
01/30/2026	PNC	145096	MPELRA	MEMBERSHIPS	956.000	270	50.00
01/30/2026	PNC	145097	OAKLAND COUNTY	COMPUTER SERVICES (CLEMIS)	801.000	301	6,383.00
01/30/2026	PNC	145098	CITY OF ROSEVILLE	OPERATING SUPPLIES	742.000	286	3,324.02
01/30/2026	PNC	145099#	ROYAL OAK NAME PLATE CO.	OPERATING SUPPLIES	742.000	172	8.10
				OPERATING SUPPLIES	742.000	215	8.10
				OPERATING SUPPLIES	742.000	751	8.10
				CHECK PNC 145099 TOTAL FOR FUND 101:			<u>24.30</u>
01/30/2026	PNC	145101	VC3, INC.	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	243.08
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	639.30
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	208.20
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	228	524.00
				CHECK PNC 145101 TOTAL FOR FUND 101:			<u>1,614.58</u>
				Total for fund 101 GENERAL FUND			202,699.40

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
01/09/2026	PNC	144968	MACOMB COUNTY DEPARTMENT OF ROADS	REPAIRS - TRAFFIC SERVICES MAINTENANCE	930.300	441	6,115.19
01/09/2026	PNC	144987	STATE OF MICHIGAN	CAPITAL OUTLAY	972.000	441	40,829.46
01/16/2026	PNC	144995*#	AEW	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	129.00
				CAPITAL OUTLAY	972.000	441	10,449.04
				CAPITAL OUTLAY	972.000	441	1,360.86
				CHECK PNC 144995 TOTAL FOR FUND 202:			<u>11,938.90</u>
01/16/2026	PNC	144997*	AJAX MATERIALS CORPORATION	REPAIRS - STREETS MAINTENANCE	930.200	441	295.39
				REPAIRS - STREETS MAINTENANCE	930.200	441	97.44
				CHECK PNC 144997 TOTAL FOR FUND 202:			<u>392.83</u>
01/22/2026	PNC	145051	DORNBOS SIGN, INC.	REPAIRS AND MAINTENANCE	930.000	441	821.00
				Total for fund 202 MAJOR STREET FUND			60,097.38

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
01/16/2026	PNC	144995*#	AEW	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	745.32
				CAPITAL OUTLAY	972.000	441	985.45
				CHECK PNC 144995 TOTAL FOR FUND 203:			<u>1,730.77</u>
01/16/2026	PNC	144997*	AJAX MATERIALS CORPORATION	REPAIRS - STREETS MAINTENANCE	930.200	441	1,271.96
				REPAIRS - STREETS MAINTENANCE	930.200	441	419.61
				CHECK PNC 144997 TOTAL FOR FUND 203:			<u>1,691.57</u>
				Total for fund 203 LOCAL STREET FUND			3,422.34

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 210 AMBULANCE FUND							
01/09/2026	PNC	144952	CONWAY SHIELD	OPERATING SUPPLIES	742.000	301	71.50
01/09/2026	PNC	144967	LINDE GAS & EQUIPMENT, INC.	OPERATING SUPPLIES	742.000	301	832.12
01/09/2026	PNC	144972	MI DEPT. OF HEALTH & HUMAN	OPERATING SUPPLIES	742.000	301	877.98
01/09/2026	PNC	144986	RICHMOND LENOX EMS	PROFESSIONAL DEVELOPMENT	957.000	301	187.50
01/09/2026	PNC	144988	STRYKER SALES, LLC	OPERATING SUPPLIES	742.000	301	28.86
				CAPITAL OUTLAY	972.000	301	20,980.80
				CAPITAL OUTLAY	972.000	301	36,001.46
				CAPITAL OUTLAY	972.000	301	39,024.79
				CAPITAL OUTLAY	972.000	301	(6,500.00)
				CHECK PNC 144988 TOTAL FOR FUND 210:			<u>89,535.91</u>
01/09/2026	PNC	144992*#	VERIZON	COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	301	200.05
01/22/2026	PNC	145043	BOUND TREE MEDICAL	OPERATING SUPPLIES	742.000	301	495.65
				OPERATING SUPPLIES	742.000	301	488.14
				OPERATING SUPPLIES	742.000	301	441.99
				OPERATING SUPPLIES	742.000	301	228.12
				CHECK PNC 145043 TOTAL FOR FUND 210:			<u>1,653.90</u>
01/22/2026	PNC	145056	LINDE GAS & EQUIPMENT, INC.	OPERATING SUPPLIES	742.000	301	564.79
01/22/2026	PNC	145059	MACQUEEN	OPERATING SUPPLIES	742.000	301	80.00
01/22/2026	PNC	145072	STRYKER SALES, LLC	CAPITAL OUTLAY	972.000	301	880.62
01/22/2026	PNC	145073	SUPPLY DEN	OPERATING SUPPLIES	742.000	301	43.08
				OPERATING SUPPLIES	742.000	301	144.11
				CHECK PNC 145073 TOTAL FOR FUND 210:			<u>187.19</u>
01/22/2026	PNC	145075*#	VERIZON	COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	301	200.05
01/30/2026	PNC	145079	BOUND TREE MEDICAL	OPERATING SUPPLIES	742.000	301	29.59
01/30/2026	PNC	145086	EMS MANAGEMENT & CONSULTANTS, INC.	PROFESSIONAL SERVICES - ACCUMED	801.000	301	2,593.79

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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER  
CHECK DATE FROM 01/01/2026 - 01/30/2026

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 210 AMBULANCE FUND							
Total for fund 210 AMBULANCE FUND							97,894.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 213 INDUSTRIAL PARK ROADS SAD							
01/16/2026	PNC	144995*#	AEW	CAPITAL OUTLAY	972.000	441	21,060.38
01/16/2026	PNC	145001	BENDZINSKI & CO.	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	441	1,000.00
Total for fund 213 INDUSTRIAL PARK ROADS SAD							22,060.38

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 226 RUBBISH COLLECTION FUND							
01/09/2026	PNC	144982	PRIORITY WASTE LLC	WASTE AND RUBBISH DISPOSAL	801.400	528	1,032.41
				WASTE AND RUBBISH DISPOSAL	801.400	528	71,900.00
				RECYCLING	801.500	528	12,090.00
				COMPOSTING	801.600	528	9,875.00
				CHECK PNC 144982 TOTAL FOR FUND 226:			<u>94,897.41</u>
01/16/2026	PNC	145030	PRIORITY WASTE LLC	WASTE AND RUBBISH DISPOSAL	801.400	528	2,431.35
				COMPOSTING	801.600	528	2,745.00
				CHECK PNC 145030 TOTAL FOR FUND 226:			<u>5,176.35</u>
				Total for fund 226 RUBBISH COLLECTION FUND			100,073.76

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 536 SENIOR HOUSING FUND							
01/16/2026	PNC	145000*	BANK'S VACUUM - SHELBY TWP	REPAIRS AND MAINTENANCE	930.000	265	207.92
01/16/2026	PNC	145008*	CONSUMERS ENERGY	NATURAL GAS	921.000	265	1,053.61
01/16/2026	PNC	145016	INGERSOLL MECHANICAL, INC.	CAPITAL OUTLAY	972.000	265	50,333.24
				CAPITAL OUTLAY	972.000	265	5,980.07
				CHECK PNC 145016 TOTAL FOR FUND 536:			<u>56,313.31</u>
01/16/2026	PNC	145022*#	MACOMB COUNTY FINANCE DEPARTMENT	OPERATING SUPPLIES	742.000	265	32.37
01/16/2026	PNC	145031*#	REINDEL TRUE VALUE	REPAIRS AND MAINTENANCE	930.000	265	26.35
01/16/2026	PNC	145033	SPEED CLEAN SERVICE	REPAIRS AND MAINTENANCE	930.000	265	658.65
01/16/2026	PNC	145036*#	VERIZON	COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	265	37.51
01/22/2026	PNC	145054*#	CITY OF FRASER	WATER	922.000	265	2,944.75
01/22/2026	PNC	145063	OTIS ELEVATOR COMPANY	REPAIRS AND MAINTENANCE	930.000	265	1,716.54
01/30/2026	PNC	145084*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	1,304.66
				Total for fund 536 SENIOR HOUSING FUND			64,295.67

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
01/09/2026	PNC	144957	FERGUSON WATERWORKS	REPAIRS AND MAINTENANCE	930.000	536	154.16
01/09/2026	PNC	144961#	GREAT LAKES WATER AUTHORITY	WATER (GREAT LAKES WATER AUTHORITY)	922.500	536	118,888.46
				SEWAGE	923.000	537	5,428.46
				CHECK PNC 144961 TOTAL FOR FUND 592:			<u>124,316.92</u>
01/09/2026	PNC	144976	MISS DIG SYSTEM, INC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	2,699.11
01/09/2026	PNC	144977	NELSON PROPERTY MANAGEMENT	IRRIGATION CREDIT-S	642.300	000	133.20
01/09/2026	PNC	144981*#	PITNEY BOWES RESERVE ACCOUNT	MAIL OR POSTAGE	851.000	536	401.82
01/16/2026	PNC	144995*#	AEW	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	200.04
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	497.41
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	2,472.09
				CAPITAL OUTLAY	972.000	536	357.26
				CAPITAL OUTLAY	972.000	536	244.03
				CAPITAL OUTLAY	972.000	536	2,571.50
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	537	50.01
				CHECK PNC 144995 TOTAL FOR FUND 592:			<u>6,392.34</u>
01/16/2026	PNC	144998	ALLEGIANCE STAFFING	WATER COMMODITY	642.100	000	29.62
				WATER READY TO SERVE	642.200	000	72.30
				SEWER COMMODITY	642.300	000	40.21
				SEWER READY TO SERVE	642.400	000	55.50
				METER REPLACEMENT	642.500	000	4.19
				CHECK PNC 144998 TOTAL FOR FUND 592:			<u>201.82</u>
01/16/2026	PNC	145011	DALE'S LANDSCAPING SUPPLY, INC.	REPAIRS AND MAINTENANCE	930.000	536	200.00
				REPAIRS AND MAINTENANCE	930.000	536	3,040.00
				CHECK PNC 145011 TOTAL FOR FUND 592:			<u>3,240.00</u>
01/16/2026	PNC	145015	HYDROCORP, LLC	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	3,330.00
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	3,384.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
				CHECK PNC 145015 TOTAL FOR FUND 592:			6,714.00
01/16/2026	PNC	145023	MACOMB COUNTY PUBLIC WORKS COMM	SEWAGE	923.000	537	262,423.00
01/16/2026	PNC	145031*#	REINDEL TRUE VALUE	REPAIRS AND MAINTENANCE	930.000	536	145.54
01/16/2026	PNC	145036*#	VERIZON	COMMUNICATIONS (PHONE/CELL/INTERNET)	850.000	536	154.22
01/16/2026	PNC	145038#	WHITLOCK BUSINESS SYSTEMS	PROFESSIONAL/CONTRACTUAL SERVICES	801.000	536	673.32
				MAIL OR POSTAGE	851.000	536	1,484.63
				PROFESSIONAL/CONTRACTUAL SERVICES	801.000	537	673.33
				MAIL OR POSTAGE	851.000	537	1,484.63
				CHECK PNC 145038 TOTAL FOR FUND 592:			4,315.91
01/30/2026	PNC	145084*#	DTE ENERGY COMPANY	ELECTRIC	920.000	537	705.47
01/30/2026	PNC	145092	MACOMB WHOLESALE SUPPLY CORP	WATER READY TO SERVE	642.200	000	117.48
				SEWER READY TO SERVE	642.400	000	90.14
				METER REPLACEMENT	642.500	000	5.84
				CHECK PNC 145092 TOTAL FOR FUND 592:			213.46
01/30/2026	PNC	145093	MAGNOLI, MICHAEL ANGELO	IRRIGATION	642.100	000	21.92
				Total for fund 592 WATER AND SEWER FUND			412,232.89

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL FUND							
01/09/2026	PNC	144959	FISHER AUTO PARTS, INC	OPERATING SUPPLIES	742.000	596	34.28
				REPAIRS AND MAINTENANCE	930.000	596	29.89
				REPAIRS AND MAINTENANCE	930.000	596	94.68
				REPAIRS AND MAINTENANCE	930.000	596	104.77
				REPAIRS AND MAINTENANCE	930.000	596	(18.00)
				CHECK PNC 144959 TOTAL FOR FUND 661:			<u>245.62</u>
01/09/2026	PNC	144966	JEFFERSON AUTO SERVICE	REPAIRS AND MAINTENANCE	930.000	596	804.68
01/09/2026	PNC	144979	PALCO CAMPER	EQUIPMENT REPAIRS	930.000	596	19.52
01/09/2026	PNC	144989	TRUCK & TRAILER SPECIALTIES, INC.	REPAIRS AND MAINTENANCE	930.000	596	216.18
01/16/2026	PNC	144996	INTERSTATE BILLING SERVICES INC.	VEHICLE REPAIRS AND MAINTENANCE	930.000	596	2,230.73
01/16/2026	PNC	145012	DEPATIE FLUID POWER COMPANY	REPAIRS AND MAINTENANCE	930.000	596	299.65
01/16/2026	PNC	145018	JEFFERSON AUTO SERVICE	REPAIRS AND MAINTENANCE	930.000	596	1,280.01
				REPAIRS AND MAINTENANCE	930.000	596	1,153.26
				REPAIRS AND MAINTENANCE	930.000	596	3,338.33
				CHECK PNC 145018 TOTAL FOR FUND 661:			<u>5,771.60</u>
01/16/2026	PNC	145021	LESLIE TIRE SERVICE, INC.	EQUIPMENT REPAIRS	930.000	596	784.00
01/16/2026	PNC	145031*#	REINDEL TRUE VALUE	REPAIRS AND MAINTENANCE	930.000	596	9.99
01/16/2026	PNC	145035	TRACTION-GENUINE PARTS CO	OPERATING SUPPLIES	742.000	596	190.00
01/16/2026	PNC	145039	WOLVERINE FREIGHTLINER EASTSIDE	REPAIRS AND MAINTENANCE	930.000	596	430.61
				REPAIRS AND MAINTENANCE	930.000	596	34.94
				CHECK PNC 145039 TOTAL FOR FUND 661:			<u>465.55</u>
01/22/2026	PNC	145042	BASHA I&C MAGICAL TOUCH INC.	REPAIRS AND MAINTENANCE	930.000	596	102.00
01/22/2026	PNC	145055	JEFFERSON AUTO SERVICE	REPAIRS AND MAINTENANCE	930.000	596	1,141.10
				REPAIRS AND MAINTENANCE	930.000	596	280.00
				CHECK PNC 145055 TOTAL FOR FUND 661:			<u>1,421.10</u>

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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER  
CHECK DATE FROM 01/01/2026 - 01/30/2026

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL FUND							
01/30/2026	PNC	145100	TRACTION-GENUINE PARTS CO	EQUIPMENT REPAIRS	930.000	596	230.00
				EQUIPMENT REPAIRS	930.000	596	467.73
				CHECK PNC 145100 TOTAL FOR FUND 661:			<u>697.73</u>
				Total for fund 661 MOTOR POOL FUND			13,258.35

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 CURRENT TAX COLLECTION FUND							
01/16/2026	PNC	145009	CORELOGIC CENTRALIZED REFUNDS	ART - IFT	274.000	000	5,699.32
01/16/2026	PNC	145010	CORELOGIC CENTRALIZED REFUNDS	ART - IFT	274.000	000	278.59
					Total for fund 703 CURRENT TAX COLLECTION FUND		5,977.91
TOTAL - ALL FUNDS							982,013.07

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 (NORM (ABNORM))	MONTH 01/31/26 INCR (DECR)	NORM BALANCE (ABNORM)		
Fund 101 - GENERAL FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
101-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	10,275,430.00	10,275,430.00	9,640,363.79	46,315.89	635,066.21		93.82
101-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	519,044.00	519,044.00	478,354.40	479.07	40,689.60		92.16
101-000-411.000	TAXES - DELINQUENT REAL PROPERTY TAXES	5,000.00	5,000.00	87.29	0.00	4,912.71		1.75
101-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	5,000.00	5,000.00	15,350.29	0.00	(10,350.29)		307.01
101-000-412.033	TAXES - DELINQUENT PERSONAL PROPERTYPA33	0.00	0.00	140.87	0.00	(140.87)		100.00
101-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(5,000.00)	(5,000.00)	(2,913.79)	0.00	(2,086.21)		58.28
101-000-427.000	TAXES - COMMUNITYWIDE SPECIAL ASSESSMENT	825,747.00	825,747.00	680,772.98	215,805.18	144,974.02		82.44
101-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	22,000.00	22,000.00	0.00	0.00	22,000.00		0.00
101-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	50,000.00	50,000.00	68,929.69	0.00	(18,929.69)		137.86
101-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	15,000.00	15,000.00	12,363.17	1,326.08	2,636.83		82.42
101-000-447.000	TAXES - PROPERTY TAX ADMINISTRATION FEE	275,000.00	275,000.00	308,877.66	5,777.70	(33,877.66)		112.32
101-000-477.100	CABLE TV FRANCHISE FEES - WOW	40,000.00	40,000.00	0.00	0.00	40,000.00		0.00
101-000-477.200	CABLE TV FRANCHISE FEES - COMCAST	130,000.00	130,000.00	31,129.33	0.00	98,870.67		23.95
101-000-477.300	CABLE TV FRANCHISE FEES - DTV	12,000.00	12,000.00	5,298.39	0.00	6,701.61		44.15
101-000-478.000	CELL TOWER LICENSES AND PERMITS	90,000.00	90,000.00	63,620.54	6,536.00	26,379.46		70.69
101-000-504.000	FEDERAL GRANTS - SEMCOG	0.00	0.00	25,782.75	0.00	(25,782.75)		100.00
101-000-522.000	FEDERAL GRANTS - CDBG	150,000.00	150,000.00	115,424.44	115,424.44	34,575.56		76.95
101-000-540.000	STATE GRANT - PA302 LED	0.00	0.00	6,078.40	0.00	(6,078.40)		100.00
101-000-541.000	STATE GRANT - PA302 CPED-LED	0.00	0.00	29,000.00	0.00	(29,000.00)		100.00
101-000-543.000	STATE GRANTS	65,000.00	65,000.00	11,872.07	0.00	53,127.93		18.26
101-000-544.000	STATE GRANTS - DRUNK DRIVING CASE FLOW	2,800.00	2,800.00	0.00	0.00	2,800.00		0.00
101-000-547.000	STATE GRANTS - COURT EQUITY	30,000.00	30,000.00	14,093.22	0.00	15,906.78		46.98
101-000-569.000	STATE GRANTS - OTHER	0.00	0.00	27,201.25	0.00	(27,201.25)		100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	900,000.00	900,000.00	794,619.61	0.00	105,380.39		88.29
101-000-574.000	STATE REVENUE SHARING	1,823,216.00	1,823,216.00	629,951.00	0.00	1,193,265.00		34.55
101-000-580.000	LOCAL GRANTS	0.00	0.00	3,617.54	0.00	(3,617.54)		100.00
101-000-621.000	PROBATION OVERSIGHT FEE	11,300.00	11,300.00	6,025.33	0.00	5,274.67		53.32
101-000-627.000	BUILDING INSPECTION FEES	220,000.00	300,000.00	226,152.85	30,452.75	73,847.15		75.38
101-000-628.000	PLANNING COMMISSION FEES	7,000.00	7,000.00	3,550.00	1,850.00	3,450.00		50.71
101-000-629.000	ZONING BOARD OF APPEALS FEES	4,500.00	4,500.00	1,200.00	0.00	3,300.00		26.67
101-000-645.000	SALES - PRINTED MATERIALS/PROPERTY	12,000.00	12,000.00	651.85	374.00	11,348.15		5.43
101-000-646.000	PUBLIC SAFETY FEES/FINES	200,000.00	200,000.00	119,230.13	11,557.33	80,769.87		59.62
101-000-651.000	REC/SENIOR USE/ADMISSION FEES	32,500.00	32,500.00	17,470.17	1,221.17	17,729.83		45.45
101-000-656.000	DISTRICT COURT FEES	450,000.00	450,000.00	210,569.49	0.00	239,430.51		46.79
101-000-657.000	ORDINANCE FINES AND COSTS	6,000.00	6,000.00	5,242.00	0.00	758.00		87.37
101-000-665.000	INTEREST INCOME	600,000.00	600,000.00	197,188.18	0.00	402,811.82		32.86
101-000-673.000	GAIN/LOSS ON SALE OF ASSETS	5,000.00	5,000.00	23,273.81	0.00	(18,273.81)		465.48
101-000-675.000	OTHER REVENUE	80,000.00	80,000.00	120,477.54	1,497.89	(40,477.54)		150.60
101-000-676.000	REIMBURSEMENTS	20,000.00	20,000.00	12,988.55	0.00	7,011.45		64.94
101-000-681.000	RETIREE HEALTH INSURANCE CONTRIBUTION	50,000.00	50,000.00	27,417.35	3,461.57	22,582.65		54.83
101-000-685.000	OPIOID SETTLEMENT REVENUE	27,000.00	27,000.00	27,332.43	0.00	(332.43)		101.23
101-000-687.000	REFUNDS OR REBATES	500.00	500.00	151.86	0.00	348.14		30.37
101-000-689.000	CASH OVER OR SHORT	100.00	100.00	(0.01)	0.00	100.01		(0.01)
101-000-691.096	SBITA INSURANCE OTHER FINANCING SOURCES	155,000.00	155,000.00	0.00	0.00	155,000.00		0.00
Total Revenue:		17,111,137.00	17,191,137.00	13,956,236.42	442,079.07	3,234,900.58		81.18
Account Type: Transfers-In								
101-000-699.100	INTERFUND TRANSFER IN - ADMIN CHARGES	542,604.00	542,604.00	0.00	0.00	542,604.00		0.00
Total Transfers-In:		542,604.00	542,604.00	0.00	0.00	542,604.00		0.00
Total Dept 000 - BALANCE SHEET		17,653,741.00	17,733,741.00	13,956,236.42	442,079.07	3,777,504.58		78.70
TOTAL REVENUES		17,653,741.00	17,733,741.00	13,956,236.42	442,079.07	3,777,504.58		78.70

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND								
Expenditures								
Dept 101 - CITY COUNCIL								
Account Type: Expenditure								
101-101-702.000	ELECTED/APPOINTED OFFICIALS PAY	35,000.00	35,000.00	22,216.56	3,716.65	12,783.44		63.48
101-101-713.000	FICA	2,170.00	2,170.00	1,377.44	230.45	792.56		63.48
101-101-714.000	MEDICARE	508.00	508.00	322.13	53.87	185.87		63.41
101-101-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	130.00	130.00	0.00	0.00	130.00		0.00
101-101-742.000	OPERATING SUPPLIES	500.00	500.00	309.99	0.00	190.01		62.00
101-101-900.000	PRINTING AND PUBLISHING	5,000.00	5,000.00	114.67	0.00	4,885.33		2.29
101-101-955.000	CONFERENCES	5,000.00	5,000.00	1,540.52	0.00	3,459.48		30.81
101-101-956.000	MEMBERSHIPS	8,000.00	8,000.00	5,769.00	0.00	2,231.00		72.11
Total Expenditure:		56,308.00	56,308.00	31,650.31	4,000.97	24,657.69		56.21
Total Dept 101 - CITY COUNCIL		56,308.00	56,308.00	31,650.31	4,000.97	24,657.69		56.21
Dept 172 - CITY MANAGER								
Account Type: Expenditure								
101-172-703.000	SALARIES	113,000.00	113,000.00	62,203.57	6,587.43	50,796.43		55.05
101-172-704.000	WAGES - FULL TIME EMPLOYEES	45,067.00	45,067.00	25,243.26	3,088.76	19,823.74		56.01
101-172-710.000	VACATION	16,621.00	16,621.00	7,717.76	1,594.30	8,903.24		46.43
101-172-711.000	HOLIDAY	8,453.00	8,453.00	5,899.69	2,817.62	2,553.31		69.79
101-172-713.000	FICA	11,690.00	11,690.00	6,537.23	877.31	5,152.77		55.92
101-172-714.000	MEDICARE	2,734.00	2,734.00	1,528.86	205.18	1,205.14		55.92
101-172-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	848.00	848.00	0.00	0.00	848.00		0.00
101-172-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	5,400.00	5,400.00	3,150.00	450.00	2,250.00		58.33
101-172-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	7,464.00	7,464.00	1,878.16	470.76	5,585.84		25.16
101-172-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	14,651.00	14,651.00	8,415.85	1,127.04	6,235.15		57.44
101-172-742.000	OPERATING SUPPLIES	2,000.00	2,000.00	1,255.14	102.81	744.86		62.76
101-172-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	2,000.00	2,000.00	491.17	0.00	1,508.83		24.56
101-172-851.000	MAIL OR POSTAGE	250.00	250.00	98.00	0.00	152.00		39.20
101-172-860.000	TRANSPORTATION	700.00	700.00	396.60	374.10	303.40		56.66
101-172-955.000	CONFERENCES	1,500.00	1,500.00	1,418.65	0.00	81.35		94.58
101-172-956.000	MEMBERSHIPS	500.00	500.00	425.00	0.00	75.00		85.00
101-172-957.000	PROFESSIONAL DEVELOPMENT	2,500.00	2,500.00	50.00	0.00	2,450.00		2.00
Total Expenditure:		235,378.00	235,378.00	126,708.94	17,695.31	108,669.06		53.83
Total Dept 172 - CITY MANAGER		235,378.00	235,378.00	126,708.94	17,695.31	108,669.06		53.83
Dept 212 - FINANCE								
Account Type: Expenditure								
101-212-703.000	SALARIES	98,861.00	98,861.00	55,536.99	6,646.16	43,324.01		56.18
101-212-704.000	WAGES - FULL TIME EMPLOYEES	124,990.00	124,990.00	67,498.61	7,566.96	57,491.39		54.00
101-212-710.000	VACATION	12,287.00	12,287.00	5,245.80	976.54	7,041.20		42.69
101-212-711.000	HOLIDAY	11,794.00	11,794.00	7,879.23	3,756.11	3,914.77		66.81
101-212-712.000	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-212-713.000	FICA	15,506.00	15,506.00	8,359.14	1,203.46	7,146.86		53.91
101-212-714.000	MEDICARE	3,626.00	3,626.00	1,954.97	281.46	1,671.03		53.92
101-212-715.000	UNEMPLOYMENT COMPENSATION	1,000.00	1,000.00	59.60	0.00	940.40		5.96
101-212-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	1,125.00	1,125.00	0.00	0.00	1,125.00		0.00
101-212-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	5,400.00	5,400.00	3,600.00	900.00	1,800.00		66.67
101-212-718.000	LONGEVITY PAY	1,000.00	1,000.00	1,000.00	0.00	0.00		100.00
101-212-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	46,707.00	46,707.00	26,360.80	2,805.21	20,346.20		56.44
101-212-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	3,750.00	3,750.00	2,163.60	288.48	1,586.40		57.70
101-212-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	8,640.00	8,640.00	4,984.65	664.62	3,655.35		57.69

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND								
Expenditures								
101-212-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	2,734.00	2,734.00	1,917.66	266.43	816.34	70.14	
101-212-742.000	OPERATING SUPPLIES	10,000.00	10,000.00	5,063.94	634.56	4,936.06	50.64	
101-212-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	110,000.00	110,000.00	78,400.21	0.00	31,599.79	71.27	
101-212-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	500.00	500.00	237.71	0.00	262.29	47.54	
101-212-851.000	MAIL OR POSTAGE	10,000.00	10,000.00	4,291.88	0.00	5,708.12	42.92	
101-212-955.000	CONFERENCES	1,000.00	1,000.00	400.00	0.00	600.00	40.00	
101-212-956.000	MEMBERSHIPS	400.00	400.00	330.00	66.00	70.00	82.50	
101-212-957.000	PROFESSIONAL DEVELOPMENT	3,500.00	3,500.00	1,072.98	71.75	2,427.02	30.66	
101-212-965.000	BANK SERVICE CHARGES	60,000.00	60,000.00	31,219.19	0.00	28,780.81	52.03	
Total Expenditure:		533,820.00	533,820.00	307,576.96	26,127.74	226,243.04	57.62	
Total Dept 212 - FINANCE		533,820.00	533,820.00	307,576.96	26,127.74	226,243.04	57.62	
Dept 215 - CLERK								
Account Type: Expenditure								
101-215-703.000	SALARIES	78,864.00	78,864.00	38,603.22	4,970.43	40,260.78	48.95	
101-215-705.000	WAGES - PART TIME EMPLOYEES	93,180.00	93,180.00	14,344.49	2,257.50	78,835.51	15.39	
101-215-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	30,000.00	30,000.00	9,110.00	0.00	20,890.00	30.37	
101-215-710.000	VACATION	3,314.00	3,314.00	6,318.83	331.36	(3,004.83)	190.67	
101-215-711.000	HOLIDAY	3,976.00	3,976.00	2,783.43	1,325.45	1,192.57	70.01	
101-215-712.000	OVERTIME	0.00	0.00	975.72	0.00	(975.72)	100.00	
101-215-713.000	FICA	11,119.00	11,119.00	4,009.27	537.80	7,109.73	36.06	
101-215-714.000	MEDICARE	2,600.00	2,600.00	937.64	125.77	1,662.36	36.06	
101-215-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	807.00	807.00	0.00	0.00	807.00	0.00	
101-215-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	11,000.00	11,000.00	6,630.63	961.50	4,369.37	60.28	
101-215-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	100.00	100.00	0.00	0.00	100.00	0.00	
101-215-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	6,892.00	6,892.00	3,974.22	530.18	2,917.78	57.66	
101-215-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	100.00	100.00	0.00	0.00	100.00	0.00	
101-215-742.000	OPERATING SUPPLIES	20,000.00	20,000.00	6,397.55	8.10	13,602.45	31.99	
101-215-791.000	SUBSCRIPTIONS AND PUBLICATIONS	60,000.00	60,000.00	4,141.02	0.00	55,858.98	6.90	
101-215-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	5,000.00	5,000.00	91.76	0.00	4,908.24	1.84	
101-215-851.000	MAIL OR POSTAGE	10,000.00	10,000.00	2,953.49	0.00	7,046.51	29.53	
101-215-955.000	CONFERENCES	3,000.00	3,000.00	368.13	0.00	2,631.87	12.27	
101-215-956.000	MEMBERSHIPS	500.00	500.00	275.00	0.00	225.00	55.00	
101-215-957.000	PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	500.00	0.00	
Total Expenditure:		340,952.00	340,952.00	101,914.40	11,048.09	239,037.60	29.89	
Total Dept 215 - CLERK		340,952.00	340,952.00	101,914.40	11,048.09	239,037.60	29.89	
Dept 228 - INFORMATION TECHNOLOGY								
Account Type: Expenditure								
101-228-705.000	WAGES - PART TIME EMPLOYEES	0.00	0.00	20,867.49	2,875.00	(20,867.49)	100.00	
101-228-713.000	FICA	0.00	0.00	1,347.72	178.25	(1,347.72)	100.00	
101-228-714.000	MEDICARE	0.00	0.00	315.20	41.69	(315.20)	100.00	
101-228-742.000	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00	
101-228-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	200,000.00	200,000.00	144,022.20	9,208.58	55,977.80	72.01	
101-228-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	60,000.00	60,000.00	32,156.32	1,784.42	27,843.68	53.59	
101-228-901.096	SBITA CAPITAL OUTLAYS	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00	
101-228-941.000	LEASED ASSETS	15,000.00	15,000.00	1,741.14	0.00	13,258.86	11.61	
101-228-957.000	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
101-228-960.000	MISCELLANEOUS	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	
101-228-991.096	PRINCIPAL - SBITA	37,000.00	37,000.00	0.00	0.00	37,000.00	0.00	
101-228-993.096	INTEREST - SBITA	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND								
Expenditures								
Total Expenditure:		513,500.00	513,500.00	200,450.07	14,087.94	313,049.93		39.04
Total Dept 228 - INFORMATION TECHNOLOGY		513,500.00	513,500.00	200,450.07	14,087.94	313,049.93		39.04
Dept 257 - ASSESSING								
Account Type: Expenditure								
101-257-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,800.00	1,800.00	90.00	0.00	1,710.00		5.00
101-257-713.000	FICA	150.00	150.00	5.58	0.00	144.42		3.72
101-257-714.000	MEDICARE	50.00	50.00	1.30	0.00	48.70		2.60
101-257-742.000	OPERATING SUPPLIES	3,000.00	3,000.00	70.97	0.00	2,929.03		2.37
101-257-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	150,000.00	150,000.00	67,923.20	0.00	82,076.80		45.28
101-257-851.000	MAIL OR POSTAGE	3,500.00	3,500.00	3,457.88	0.00	42.12		98.80
101-257-900.000	PRINTING AND PUBLISHING	2,500.00	2,500.00	335.84	0.00	2,164.16		13.43
101-257-957.000	PROFESSIONAL DEVELOPMENT	150.00	150.00	0.00	0.00	150.00		0.00
Total Expenditure:		161,150.00	161,150.00	71,884.77	0.00	89,265.23		44.61
Total Dept 257 - ASSESSING		161,150.00	161,150.00	71,884.77	0.00	89,265.23		44.61
Dept 265 - BUILDINGS AND GROUNDS								
Account Type: Expenditure								
101-265-703.000	SALARIES	25,887.00	25,887.00	13,776.23	1,556.40	12,110.77		53.22
101-265-704.000	WAGES - FULL TIME EMPLOYEES	63,313.00	63,313.00	28,164.15	2,853.85	35,148.85		44.48
101-265-705.000	WAGES - PART TIME EMPLOYEES	42,408.00	42,408.00	25,067.47	3,054.55	17,340.53		59.11
101-265-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	6,300.00	6,300.00	0.00	0.00	6,300.00		0.00
101-265-710.000	VACATION	8,594.00	8,594.00	0.00	0.00	8,594.00		0.00
101-265-711.000	HOLIDAY	5,028.00	5,028.00	0.00	0.00	5,028.00		0.00
101-265-713.000	FICA	9,395.00	9,395.00	4,263.46	459.46	5,131.54		45.38
101-265-714.000	MEDICARE	2,197.00	2,197.00	997.06	107.44	1,199.94		45.38
101-265-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	682.00	682.00	0.00	0.00	682.00		0.00
101-265-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	18,181.00	18,181.00	3,502.53	229.98	14,678.47		19.26
101-265-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	938.00	938.00	350.44	40.29	587.56		37.36
101-265-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	2,362.00	2,362.00	1,361.13	181.66	1,000.87		57.63
101-265-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	2,088.00	2,088.00	1,123.56	132.74	964.44		53.81
101-265-742.000	OPERATING SUPPLIES	25,000.00	25,000.00	15,326.59	1,085.18	9,673.41		61.31
101-265-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	20,000.00	20,000.00	9,495.00	1,000.00	10,505.00		47.48
101-265-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	12,000.00	12,000.00	5,800.44	0.00	6,199.56		48.34
101-265-920.000	ELECTRIC	95,000.00	95,000.00	49,369.33	5,426.22	45,630.67		51.97
101-265-921.000	NATURAL GAS	40,000.00	40,000.00	23,530.00	7,809.06	16,470.00		58.83
101-265-922.000	WATER	15,000.00	15,000.00	6,308.48	0.00	8,691.52		42.06
101-265-930.000	REPAIRS AND MAINTENANCE	200,000.00	200,000.00	56,278.43	567.14	143,721.57		28.14
101-265-972.000	CAPITAL OUTLAY	85,000.00	349,000.00	243,020.33	1,046.66	105,979.67		69.63
Total Expenditure:		679,373.00	943,373.00	487,734.63	25,550.63	455,638.37		51.70
Total Dept 265 - BUILDINGS AND GROUNDS		679,373.00	943,373.00	487,734.63	25,550.63	455,638.37		51.70
Dept 266 - LEGAL								
Account Type: Expenditure								
101-266-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	175,000.00	175,000.00	98,794.19	0.00	76,205.81		56.45
Total Expenditure:		175,000.00	175,000.00	98,794.19	0.00	76,205.81		56.45
Total Dept 266 - LEGAL		175,000.00	175,000.00	98,794.19	0.00	76,205.81		56.45

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 270 - HUMAN RESOURCES								
Account Type: Expenditure								
101-270-705.000	WAGES - PART TIME EMPLOYEES	43,045.00	43,045.00	20,735.01	2,414.30	22,309.99		48.17
101-270-713.000	FICA	2,669.00	2,669.00	1,342.31	149.69	1,326.69		50.29
101-270-714.000	MEDICARE	624.00	624.00	313.93	35.01	310.07		50.31
101-270-715.000	UNEMPLOYEMENT COMPENSATION	315.00	315.00	0.00	0.00	315.00		0.00
101-270-742.000	OPERATING SUPPLIES	500.00	500.00	285.41	0.00	214.59		57.08
101-270-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	15,000.00	15,000.00	10,831.58	2,625.20	4,168.42		72.21
101-270-843.000	MEDICAL PROVIDER SERVICES	15,000.00	15,000.00	0.00	0.00	15,000.00		0.00
101-270-851.000	MAIL OR POSTAGE	500.00	500.00	0.00	0.00	500.00		0.00
101-270-955.000	CONFERENCES	500.00	500.00	0.00	0.00	500.00		0.00
101-270-956.000	MEMBERSHIPS	500.00	500.00	50.00	50.00	450.00		10.00
101-270-960.000	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00		0.00
Total Expenditure:		79,153.00	79,153.00	33,558.24	5,274.20	45,594.76		42.40
Total Dept 270 - HUMAN RESOURCES		79,153.00	79,153.00	33,558.24	5,274.20	45,594.76		42.40
Dept 286 - DISTRICT COURT								
Account Type: Expenditure								
101-286-703.000	SALARIES	27,500.00	27,500.00	27,501.75	4,086.21	(1.75)		100.01
101-286-704.000	WAGES - FULL TIME EMPLOYEES	153,218.00	153,218.00	95,452.94	11,749.26	57,765.06		62.30
101-286-705.000	WAGES - PART TIME EMPLOYEES	16,513.00	16,513.00	11,322.81	1,622.70	5,190.19		68.57
101-286-710.000	VACATION	9,779.00	9,779.00	11,135.68	1,856.18	(1,356.68)		113.87
101-286-711.000	HOLIDAY	9,276.00	9,276.00	5,221.93	2,709.57	4,054.07		56.30
101-286-712.000	OVERTIME	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
101-286-713.000	FICA	12,498.00	12,498.00	9,008.90	1,239.86	3,489.10		72.08
101-286-714.000	MEDICARE	2,923.00	2,923.00	2,106.92	289.96	816.08		72.08
101-286-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	907.00	907.00	0.00	0.00	907.00		0.00
101-286-718.000	LONGEVITY PAY	4,995.00	4,995.00	2,100.00	0.00	2,895.00		42.04
101-286-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	62,255.00	62,255.00	41,231.29	7,076.65	21,023.71		66.23
101-286-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,250.00	1,250.00	721.20	96.16	528.80		57.70
101-286-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	3,201.00	3,201.00	2,655.93	372.54	545.07		82.97
101-286-742.000	OPERATING SUPPLIES	17,000.00	17,000.00	6,376.60	3,639.72	10,623.40		37.51
101-286-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	75,000.00	75,000.00	22,515.61	416.67	52,484.39		30.02
101-286-851.000	MAIL OR POSTAGE	12,000.00	12,000.00	6,188.78	0.00	5,811.22		51.57
101-286-860.000	TRANSPORTATION	500.00	500.00	0.00	0.00	500.00		0.00
101-286-940.000	RENTALS	300,000.00	300,000.00	149,577.50	0.00	150,422.50		49.86
101-286-957.000	PROFESSIONAL DEVELOPMENT	3,500.00	3,500.00	0.00	0.00	3,500.00		0.00
Total Expenditure:		714,315.00	714,315.00	393,117.84	35,155.48	321,197.16		55.03
Total Dept 286 - DISTRICT COURT		714,315.00	714,315.00	393,117.84	35,155.48	321,197.16		55.03
Dept 301 - PUBLIC SAFETY								
Account Type: Expenditure								
101-301-703.000	SALARIES	110,000.00	110,000.00	55,012.23	8,625.72	54,987.77		50.01
101-301-704.000	WAGES - FULL TIME EMPLOYEES	2,400,000.00	2,400,000.00	1,164,986.86	143,873.56	1,235,013.14		48.54
101-301-705.000	WAGES - PART TIME EMPLOYEES	80,000.00	80,000.00	38,902.77	5,059.70	41,097.23		48.63
101-301-709.000	PAYOUTS INCLUDING COMP, SHIFT DIFF, PERS	475,000.00	475,000.00	102,166.93	13,269.20	372,833.07		21.51
101-301-710.000	VACATION	414,000.00	414,000.00	230,927.20	46,360.08	183,072.80		55.78
101-301-711.000	HOLIDAY	137,000.00	137,000.00	51,713.40	4,719.48	85,286.60		37.75
101-301-712.000	OVERTIME	350,000.00	350,000.00	223,700.55	52,200.10	126,299.45		63.91
101-301-713.000	FICA	255,000.00	255,000.00	118,884.51	17,154.01	136,115.49		46.62
101-301-714.000	MEDICARE	60,000.00	60,000.00	27,803.64	4,011.83	32,196.36		46.34

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	NORM BALANCE	(ABNORM)	
Fund 101 - GENERAL FUND								
Expenditures								
101-301-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	35,000.00	35,000.00	0.00	0.00	35,000.00		0.00
101-301-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	43,600.00	43,600.00	25,300.00	3,550.00	18,300.00		58.03
101-301-718.000	LONGEVITY PAY	37,000.00	37,000.00	15,807.74	4,173.75	21,192.26		42.72
101-301-720.000	EDUCATION ALLOWANCE	24,004.00	24,004.00	11,031.87	1,422.28	12,972.13		45.96
101-301-721.000	CLOTHING ALLOWANCE	43,200.00	43,200.00	(3,262.50)	(675.00)	46,462.50		(7.55)
101-301-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	500,000.00	500,000.00	286,412.74	51,877.15	213,587.26		57.28
101-301-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	30,000.00	30,000.00	13,761.95	1,827.04	16,238.05		45.87
101-301-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	107,063.00	107,063.00	29,618.89	15,889.92	77,444.11		27.66
101-301-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	125,000.00	125,000.00	68,348.72	9,503.10	56,651.28		54.68
101-301-725.500	MERS DIVISION 20 POLC	1,291,296.00	1,291,296.00	645,648.00	0.00	645,648.00		50.00
101-301-725.600	MERS DIVISION 21 POAM - VOLUNTARY	815,676.00	815,676.00	407,838.00	0.00	407,838.00		50.00
101-301-742.000	OPERATING SUPPLIES	100,000.00	100,000.00	28,016.69	439.77	71,983.31		28.02
101-301-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	90,000.00	90,000.00	23,594.04	2,206.04	66,405.96		26.22
101-301-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	14,000.00	14,000.00	3,189.83	300.10	10,810.17		22.78
101-301-851.000	MAIL OR POSTAGE	1,800.00	1,800.00	804.52	0.00	995.48		44.70
101-301-930.000	REPAIRS AND MAINTENANCE	5,000.00	5,000.00	365.10	0.00	4,634.90		7.30
101-301-956.000	MEMBERSHIPS	2,000.00	2,000.00	1,616.20	200.00	383.80		80.81
101-301-957.000	PROFESSIONAL DEVELOPMENT	45,000.00	45,000.00	12,459.37	450.00	32,540.63		27.69
101-301-957.100	PROFESSIONAL DEVELOPMENT - 302 FUNDS	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
101-301-972.000	CAPITAL OUTLAY	130,000.00	130,000.00	18,133.35	0.00	111,866.65		13.95
Total Expenditure:		7,730,639.00	7,730,639.00	3,602,782.60	386,437.83	4,127,856.40		46.60
Total Dept 301 - PUBLIC SAFETY		7,730,639.00	7,730,639.00	3,602,782.60	386,437.83	4,127,856.40		46.60
Dept 325 - COMMUNICATIONS/DISPATCH								
Account Type: Expenditure								
101-325-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	440,000.00	440,374.00	220,187.00	0.00	220,187.00		50.00
Total Expenditure:		440,000.00	440,374.00	220,187.00	0.00	220,187.00		50.00
Total Dept 325 - COMMUNICATIONS/DISPATCH		440,000.00	440,374.00	220,187.00	0.00	220,187.00		50.00
Dept 441 - DEPARTMENT OF PUBLIC WORKS								
Account Type: Expenditure								
101-441-703.000	SALARIES	25,887.00	25,887.00	22,197.57	3,283.14	3,689.43		85.75
101-441-704.000	WAGES - FULL TIME EMPLOYEES	52,142.00	52,142.00	56,315.77	7,022.66	(4,173.77)		108.00
101-441-705.000	WAGES - PART TIME EMPLOYEES	12,844.00	12,844.00	10,727.98	872.63	2,116.02		83.53
101-441-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	10,500.00	10,500.00	1,450.09	930.09	9,049.91		13.81
101-441-710.000	VACATION	7,640.00	7,640.00	34,142.02	2,752.02	(26,502.02)		446.89
101-441-711.000	HOLIDAY	4,389.00	4,389.00	15,850.05	7,428.89	(11,461.05)		361.13
101-441-712.000	OVERTIME	13,000.00	13,000.00	13,963.19	1,816.47	(963.19)		107.41
101-441-713.000	FICA	8,978.00	8,978.00	11,216.87	1,544.95	(2,238.87)		124.94
101-441-714.000	MEDICARE	2,100.00	2,100.00	2,623.35	361.31	(523.35)		124.92
101-441-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	652.00	652.00	0.00	0.00	652.00		0.00
101-441-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	9,600.00	9,600.00	8,050.00	1,150.00	1,550.00		83.85
101-441-718.000	LONGEVITY PAY	8,800.00	8,800.00	3,000.00	0.00	5,800.00		34.09
101-441-721.000	CLOTHING ALLOWANCE	14,400.00	14,400.00	10,800.00	0.00	3,600.00		75.00
101-441-722.000	UNIFORMS	0.00	0.00	513.12	0.00	(513.12)		100.00
101-441-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	14,859.00	14,859.00	18,535.44	4,258.72	(3,676.44)		124.74
101-441-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	750.00	750.00	1,425.77	251.06	(675.77)		190.10
101-441-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	2,362.00	2,362.00	1,361.27	181.68	1,000.73		57.63
101-441-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	1,669.00	1,669.00	4,295.81	739.01	(2,626.81)		257.39
101-441-725.700	MERS DIVISION 23 DPW	278,808.00	278,808.00	139,404.00	0.00	139,404.00		50.00
101-441-742.000	OPERATING SUPPLIES	12,000.00	12,000.00	8,535.81	154.10	3,464.19		71.13

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			NORM	(ABNORM)	
Fund 101 - GENERAL FUND								
Expenditures								
101-441-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	70,000.00	70,000.00	57,193.20	2,999.41	12,806.80		81.70
101-441-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	7,500.00	7,500.00	3,144.99	0.00	4,355.01		41.93
101-441-851.000	MAIL OR POSTAGE	500.00	500.00	190.92	0.00	309.08		38.18
101-441-930.000	REPAIRS AND MAINTENANCE	10,000.00	10,000.00	7,758.61	615.00	2,241.39		77.59
101-441-930.100	REPAIRS - STORM DRAINS MAINTENANCE	900,000.00	900,000.00	0.00	0.00	900,000.00		0.00
101-441-955.000	CONFERENCES	7,000.00	7,000.00	30.00	0.00	6,970.00		0.43
101-441-956.000	MEMBERSHIPS	600.00	600.00	200.00	0.00	400.00		33.33
101-441-957.000	PROFESSIONAL DEVELOPMENT	10,000.00	10,000.00	4,525.80	0.00	5,474.20		45.26
101-441-972.000	CAPITAL OUTLAY	1,099,000.00	1,099,000.00	712,525.44	5,612.89	386,474.56		64.83
Total Expenditure:		2,585,980.00	2,585,980.00	1,149,977.07	41,974.03	1,436,002.93		44.47
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		2,585,980.00	2,585,980.00	1,149,977.07	41,974.03	1,436,002.93		44.47
Dept 448 - STREET LIGHTING								
Account Type: Expenditure								
101-448-920.000	ELECTRIC	2,000.00	2,000.00	1,062.27	141.15	937.73		53.11
101-448-920.500	ELECTRIC (STREET LIGHTING)	285,000.00	285,000.00	122,938.28	0.00	162,061.72		43.14
Total Expenditure:		287,000.00	287,000.00	124,000.55	141.15	162,999.45		43.21
Total Dept 448 - STREET LIGHTING		287,000.00	287,000.00	124,000.55	141.15	162,999.45		43.21
Dept 672 - SENIOR ACTIVITY CENTER								
Account Type: Expenditure								
101-672-704.000	WAGES - FULL TIME EMPLOYEES	0.00	0.00	932.30	0.00	(932.30)		100.00
101-672-705.000	WAGES - PART TIME EMPLOYEES	70,000.00	70,000.00	35,844.84	4,391.08	34,155.16		51.21
101-672-710.000	VACATION	0.00	0.00	374.90	55.30	(374.90)		100.00
101-672-711.000	HOLIDAY	0.00	0.00	2,089.39	634.00	(2,089.39)		100.00
101-672-713.000	FICA	4,200.00	4,200.00	2,530.56	314.99	1,669.44		60.25
101-672-714.000	MEDICARE	1,000.00	1,000.00	591.84	73.66	408.16		59.18
101-672-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	300.00	300.00	0.00	0.00	300.00		0.00
101-672-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	0.00	0.00	124.16	0.00	(124.16)		100.00
101-672-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	0.00	0.00	21.09	0.00	(21.09)		100.00
101-672-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	0.00	0.00	52.99	0.00	(52.99)		100.00
101-672-742.000	OPERATING SUPPLIES	5,000.00	5,000.00	1,210.24	142.07	3,789.76		24.20
101-672-881.000	PROGRAMMING	10,000.00	10,000.00	5,105.09	492.25	4,894.91		51.05
Total Expenditure:		90,500.00	90,500.00	48,877.40	6,103.35	41,622.60		54.01
Total Dept 672 - SENIOR ACTIVITY CENTER		90,500.00	90,500.00	48,877.40	6,103.35	41,622.60		54.01
Dept 701 - PLANNING								
Account Type: Expenditure								
101-701-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,600.00	1,600.00	3,500.00	700.00	(1,900.00)		218.75
101-701-713.000	FICA	100.00	100.00	217.00	43.40	(117.00)		217.00
101-701-714.000	MEDICARE	25.00	25.00	50.75	10.15	(25.75)		203.00
101-701-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	100,000.00	100,000.00	26,671.50	0.00	73,328.50		26.67
Total Expenditure:		101,725.00	101,725.00	30,439.25	753.55	71,285.75		29.92
Total Dept 701 - PLANNING		101,725.00	101,725.00	30,439.25	753.55	71,285.75		29.92
Dept 702 - ZONING								

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND								
Expenditures								
Account Type: Expenditure								
101-702-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,300.00	1,300.00	2,500.00	700.00	(1,200.00)		192.31
101-702-713.000	FICA	100.00	100.00	155.00	43.40	(55.00)		155.00
101-702-714.000	MEDICARE	25.00	25.00	36.25	10.15	(11.25)		145.00
Total Expenditure:		1,425.00	1,425.00	2,691.25	753.55	(1,266.25)		188.86
Total Dept 702 - ZONING		1,425.00	1,425.00	2,691.25	753.55	(1,266.25)		188.86
Dept 703 - BUILDING DEPARTMENT								
Account Type: Expenditure								
101-703-704.000	WAGES - FULL TIME EMPLOYEES	87,536.00	87,536.00	48,637.94	5,853.92	38,898.06		55.56
101-703-705.000	WAGES - PART TIME EMPLOYEES	79,433.00	79,433.00	33,377.70	5,343.15	46,055.30		42.02
101-703-710.000	VACATION	4,709.00	4,709.00	2,176.40	144.10	2,532.60		46.22
101-703-711.000	HOLIDAY	4,634.00	4,634.00	3,829.51	1,958.94	804.49		82.64
101-703-713.000	FICA	12,674.00	12,674.00	5,507.07	804.39	7,166.93		43.45
101-703-714.000	MEDICARE	2,964.00	2,964.00	1,287.94	188.12	1,676.06		43.45
101-703-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	920.00	920.00	0.00	0.00	920.00		0.00
101-703-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	17,600.00	17,600.00	10,422.47	1,865.55	7,177.53		59.22
101-703-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,250.00	1,250.00	721.20	96.16	528.80		57.70
101-703-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	4,360.00	4,360.00	2,512.72	335.36	1,847.28		57.63
101-703-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	1,348.00	1,348.00	949.64	128.77	398.36		70.45
101-703-742.000	OPERATING SUPPLIES	7,500.00	7,500.00	1,329.96	12.00	6,170.04		17.73
101-703-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	230,000.00	265,000.00	141,892.77	1,018.84	123,107.23		53.54
101-703-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	1,500.00	1,500.00	713.13	0.00	786.87		47.54
101-703-851.000	MAIL OR POSTAGE	3,000.00	3,000.00	504.93	0.00	2,495.07		16.83
101-703-955.000	CONFERENCES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-703-956.000	MEMBERSHIPS	200.00	200.00	0.00	0.00	200.00		0.00
101-703-957.000	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	75.00	0.00	925.00		7.50
Total Expenditure:		461,628.00	496,628.00	253,938.38	17,749.30	242,689.62		51.13
Total Dept 703 - BUILDING DEPARTMENT		461,628.00	496,628.00	253,938.38	17,749.30	242,689.62		51.13
Dept 751 - RECREATION								
Account Type: Expenditure								
101-751-702.000	ELECTED/APPOINTED OFFICIALS PAY	0.00	0.00	209.98	60.00	(209.98)		100.00
101-751-704.000	WAGES - FULL TIME EMPLOYEES	49,000.00	49,000.00	23,444.57	2,724.80	25,555.43		47.85
101-751-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
101-751-710.000	VACATION	3,100.00	3,100.00	4,964.90	628.80	(1,864.90)		160.16
101-751-711.000	HOLIDAY	2,500.00	2,500.00	1,760.64	838.40	739.36		70.43
101-751-713.000	FICA	3,300.00	3,300.00	1,916.68	257.42	1,383.32		58.08
101-751-714.000	MEDICARE	800.00	800.00	448.26	60.21	351.74		56.03
101-751-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	200.00	200.00	0.00	0.00	200.00		0.00
101-751-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	9,000.00	9,000.00	5,338.91	954.47	3,661.09		59.32
101-751-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	4,300.00	4,300.00	2,512.74	335.36	1,787.26		58.44
101-751-742.000	OPERATING SUPPLIES	1,500.00	1,500.00	230.09	8.10	1,269.91		15.34
101-751-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-751-851.000	MAIL OR POSTAGE	500.00	500.00	3.10	0.00	496.90		0.62
101-751-880.000	COMMUNITY PROMOTION	25,000.00	25,000.00	25,000.00	0.00	0.00		100.00
101-751-881.000	PROGRAMMING	30,000.00	30,000.00	15,627.22	521.53	14,372.78		52.09
101-751-955.000	CONFERENCES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-751-956.000	MEMBERSHIPS	600.00	600.00	0.00	0.00	600.00		0.00
Total Expenditure:		136,800.00	136,800.00	81,457.09	6,389.09	55,342.91		59.54

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 751 - RECREATION		136,800.00	136,800.00	81,457.09	6,389.09	55,342.91		59.54
Dept 770 - PARK MAINTENANCE								
Account Type: Expenditure								
101-770-703.000	SALARIES	8,629.00	8,629.00	4,592.02	518.80	4,036.98		53.22
101-770-704.000	WAGES - FULL TIME EMPLOYEES	77,531.00	77,531.00	36,701.36	4,263.92	40,829.64		47.34
101-770-705.000	WAGES - PART TIME EMPLOYEES	108,933.00	108,933.00	79,790.03	6,636.39	29,142.97		73.25
101-770-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	84,000.00	84,000.00	0.00	0.00	84,000.00		0.00
101-770-710.000	VACATION	7,813.00	7,813.00	0.00	0.00	7,813.00		0.00
101-770-711.000	HOLIDAY	4,906.00	4,906.00	0.00	0.00	4,906.00		0.00
101-770-713.000	FICA	18,092.00	18,092.00	7,727.53	703.17	10,364.47		42.71
101-770-714.000	MEDICARE	4,231.00	4,231.00	1,807.17	164.45	2,423.83		42.71
101-770-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	1,313.00	1,313.00	0.00	0.00	1,313.00		0.00
101-770-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	19,707.00	19,707.00	3,194.78	332.37	16,512.22		16.21
101-770-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,188.00	1,188.00	501.52	56.26	686.48		42.22
101-770-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	787.00	787.00	453.75	60.56	333.25		57.66
101-770-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	2,941.00	2,941.00	1,713.29	196.77	1,227.71		58.26
101-770-742.000	OPERATING SUPPLIES	20,000.00	20,000.00	2,842.32	100.99	17,157.68		14.21
101-770-922.000	WATER	700.00	700.00	1,186.10	0.00	(486.10)		169.44
101-770-930.000	REPAIRS AND MAINTENANCE	100,000.00	100,000.00	35,913.70	1,858.98	64,086.30		35.91
101-770-972.000	CAPITAL OUTLAY	200,000.00	200,000.00	1,035.61	0.00	198,964.39		0.52
Total Expenditure:		660,771.00	660,771.00	177,459.18	14,892.66	483,311.82		26.86
Total Dept 770 - PARK MAINTENANCE		660,771.00	660,771.00	177,459.18	14,892.66	483,311.82		26.86
Dept 803 - HISTORICAL COMMISSION								
Account Type: Expenditure								
101-803-742.000	OPERATING SUPPLIES	2,500.00	2,500.00	4,591.26	46.65	(2,091.26)		183.65
Total Expenditure:		2,500.00	2,500.00	4,591.26	46.65	(2,091.26)		183.65
Total Dept 803 - HISTORICAL COMMISSION		2,500.00	2,500.00	4,591.26	46.65	(2,091.26)		183.65
Dept 951 - INSURANCE								
Account Type: Expenditure								
101-951-801.100	PROPERTY/VEHICLE LIABILITY INSURANCE	725,000.00	530,000.00	528,837.00	0.00	1,163.00		99.78
Total Expenditure:		725,000.00	530,000.00	528,837.00	0.00	1,163.00		99.78
Total Dept 951 - INSURANCE		725,000.00	530,000.00	528,837.00	0.00	1,163.00		99.78
Dept 961 - RETIREE								
Account Type: Expenditure								
101-961-713.000	FICA	4,000.00	4,000.00	3,016.30	1,453.90	983.70		75.41
101-961-714.000	MEDICARE	900.00	900.00	705.49	340.09	194.51		78.39
101-961-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	50,000.00	50,000.00	29,400.00	4,200.00	20,600.00		58.80
101-961-724.300	RETIREE HEALTH CARE - OPEB	1,500,000.00	1,500,000.00	1,003,589.35	430,379.28	496,410.65		66.91
101-961-725.300	MERS DIVISION 10 SUPERVISOR	655,980.00	655,980.00	327,984.00	0.00	327,996.00		50.00
101-961-725.400	MERS DIVISION 11 CLERICAL	43,092.00	43,092.00	21,546.00	0.00	21,546.00		50.00
101-961-840.000	INSURANCE PREMIUM (LIFE)	2,000.00	2,000.00	1,746.61	290.02	253.39		87.33
Total Expenditure:		2,255,972.00	2,255,972.00	1,387,987.75	436,663.29	867,984.25		61.53

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	NORM	(ABNORM)	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 961 - RETIREE		2,255,972.00	2,255,972.00	1,387,987.75	436,663.29	867,984.25		61.53
Dept 966 - TRANSFERS OUT								
Account Type: Expenditure								
101-966-995.000	INTERFUND TRANSFER OUT - FUND 213	401,006.00	401,006.00	0.00	0.00	401,006.00		0.00
101-966-995.200	INTERFUND TRANSFER OUT - MOTOR POOL	163,698.00	163,698.00	0.00	0.00	163,698.00		0.00
101-966-995.300	INTERFUND TRANSFER OUT - SELF INSURANCE	256,500.00	256,500.00	0.00	0.00	256,500.00		0.00
Total Expenditure:		821,204.00	821,204.00	0.00	0.00	821,204.00		0.00
Total Dept 966 - TRANSFERS OUT		821,204.00	821,204.00	0.00	0.00	821,204.00		0.00
TOTAL EXPENDITURES		19,790,093.00	19,894,467.00	9,466,616.13	1,050,844.81	10,427,850.87		47.58
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		17,653,741.00	17,733,741.00	13,956,236.42	442,079.07	3,777,504.58		78.70
TOTAL EXPENDITURES		19,790,093.00	19,894,467.00	9,466,616.13	1,050,844.81	10,427,850.87		47.58
NET OF REVENUES & EXPENDITURES		(2,136,352.00)	(2,160,726.00)	4,489,620.29	(608,765.74)	(6,650,346.29)		207.78

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 202 - MAJOR STREET FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
202-000-543.000	STATE GRANTS	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00	
202-000-546.000	STATE GRANTS - HIGHWAY AND STREETS	1,149,363.00	1,149,363.00	382,497.02	0.00	766,865.98	33.28	
202-000-665.000	INTEREST INCOME	80,000.00	80,000.00	27,621.81	0.00	52,378.19	34.53	
Total Revenue:		1,238,363.00	1,238,363.00	410,118.83	0.00	828,244.17	33.12	
Total Dept 000 - BALANCE SHEET		1,238,363.00	1,238,363.00	410,118.83	0.00	828,244.17	33.12	
TOTAL REVENUES		1,238,363.00	1,238,363.00	410,118.83	0.00	828,244.17	33.12	
Expenditures								
Dept 441 - DEPARTMENT OF PUBLIC WORKS								
Account Type: Expenditure								
202-441-703.000	SALARIES	17,258.00	17,258.00	9,184.28	1,037.60	8,073.72	53.22	
202-441-704.000	WAGES - FULL TIME EMPLOYEES	65,926.00	65,926.00	32,856.40	3,953.69	33,069.60	49.84	
202-441-705.000	WAGES - PART TIME EMPLOYEES	2,569.00	2,569.00	1,885.03	158.53	683.97	73.38	
202-441-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	2,100.00	2,100.00	0.00	0.00	2,100.00	0.00	
202-441-710.000	VACATION	7,830.00	7,830.00	2,394.32	0.00	5,435.68	30.58	
202-441-711.000	HOLIDAY	4,711.00	4,711.00	2,066.06	992.00	2,644.94	43.86	
202-441-712.000	OVERTIME	8,000.00	8,000.00	5,002.91	744.00	2,997.09	62.54	
202-441-713.000	FICA	6,224.00	6,224.00	3,376.11	418.21	2,847.89	54.24	
202-441-714.000	MEDICARE	1,456.00	1,456.00	789.49	97.78	666.51	54.22	
202-441-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	452.00	452.00	0.00	0.00	452.00	0.00	
202-441-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	17,499.00	17,499.00	3,834.50	646.57	13,664.50	21.91	
202-441-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,000.00	1,000.00	619.52	79.88	380.48	61.95	
202-441-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	1,574.00	1,574.00	907.37	121.10	666.63	57.65	
202-441-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	2,345.00	2,345.00	2,000.29	267.57	344.71	85.30	
202-441-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	25,000.00	25,000.00	280.69	129.00	24,719.31	1.12	
202-441-930.000	REPAIRS AND MAINTENANCE	20,000.00	20,000.00	4,854.04	0.00	15,145.96	24.27	
202-441-930.200	REPAIRS - STREETS MAINTENANCE	150,000.00	150,000.00	658.20	392.83	149,341.80	0.44	
202-441-930.300	REPAIRS - TRAFFIC SERVICES MAINTENANCE	65,000.00	65,000.00	10,950.99	0.00	54,049.01	16.85	
202-441-930.400	REPAIRS - WINTER STREET MAINTENANCE	16,500.00	16,500.00	5,510.01	0.00	10,989.99	33.39	
202-441-972.000	CAPITAL OUTLAY	580,000.00	580,000.00	204,183.15	11,809.90	375,816.85	35.20	
202-441-995.200	INTERFUND TRANSFER OUT - MOTOR POOL	37,777.00	37,777.00	0.00	0.00	37,777.00	0.00	
Total Expenditure:		1,033,221.00	1,033,221.00	291,353.36	20,848.66	741,867.64	28.20	
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		1,033,221.00	1,033,221.00	291,353.36	20,848.66	741,867.64	28.20	
TOTAL EXPENDITURES		1,033,221.00	1,033,221.00	291,353.36	20,848.66	741,867.64	28.20	
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		1,238,363.00	1,238,363.00	410,118.83	0.00	828,244.17	33.12	
TOTAL EXPENDITURES		1,033,221.00	1,033,221.00	291,353.36	20,848.66	741,867.64	28.20	
NET OF REVENUES & EXPENDITURES		205,142.00	205,142.00	118,765.47	(20,848.66)	86,376.53	57.89	

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 203 - LOCAL STREET FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
203-000-543.000	STATE GRANTS	40,000.00	40,000.00	0.00	0.00	40,000.00		0.00
203-000-546.000	STATE GRANTS - HIGHWAY AND STREETS	495,275.00	495,275.00	164,873.63	0.00	330,401.37		33.29
203-000-665.000	INTEREST INCOME	50,000.00	50,000.00	34,193.70	0.00	15,806.30		68.39
Total Revenue:		585,275.00	585,275.00	199,067.33	0.00	386,207.67		34.01
Total Dept 000 - BALANCE SHEET		585,275.00	585,275.00	199,067.33	0.00	386,207.67		34.01
TOTAL REVENUES		585,275.00	585,275.00	199,067.33	0.00	386,207.67		34.01
Expenditures								
Dept 441 - DEPARTMENT OF PUBLIC WORKS								
Account Type: Expenditure								
203-441-703.000	SALARIES	8,629.00	8,629.00	4,592.18	518.82	4,036.82		53.22
203-441-704.000	WAGES - FULL TIME EMPLOYEES	63,747.00	63,747.00	27,925.94	3,205.32	35,821.06		43.81
203-441-705.000	WAGES - PART TIME EMPLOYEES	2,569.00	2,569.00	1,884.99	158.52	684.01		73.37
203-441-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	2,100.00	2,100.00	0.00	0.00	2,100.00		0.00
203-441-710.000	VACATION	6,867.00	6,867.00	14,229.68	7,650.00	(7,362.68)		207.22
203-441-711.000	HOLIDAY	4,131.00	4,131.00	1,521.78	480.00	2,609.22		36.84
203-441-712.000	OVERTIME	8,000.00	8,000.00	0.00	0.00	8,000.00		0.00
203-441-713.000	FICA	5,459.00	5,459.00	3,452.31	784.51	2,006.69		63.24
203-441-714.000	MEDICARE	1,277.00	1,277.00	807.35	183.48	469.65		63.22
203-441-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	396.00	396.00	0.00	0.00	396.00		0.00
203-441-718.000	LONGEVITY PAY	0.00	0.00	3,399.99	699.99	(3,399.99)		100.00
203-441-721.000	CLOTHING ALLOWANCE	0.00	0.00	1,200.00	0.00	(1,200.00)		100.00
203-441-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	16,536.00	16,536.00	4,403.62	910.38	12,132.38		26.63
203-441-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	938.00	938.00	372.45	41.52	565.55		39.71
203-441-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	787.00	787.00	453.75	60.56	333.25		57.66
203-441-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	2,266.00	2,266.00	1,251.31	143.10	1,014.69		55.22
203-441-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	30,000.00	30,000.00	71,208.00	745.32	(41,208.00)		237.36
203-441-930.000	REPAIRS AND MAINTENANCE	5,000.00	11,000.00	9,715.38	0.00	1,284.62		88.32
203-441-930.200	REPAIRS - STREETS MAINTENANCE	120,000.00	120,000.00	5,580.73	1,691.57	114,419.27		4.65
203-441-930.300	REPAIRS - TRAFFIC SERVICES MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
203-441-930.400	REPAIRS - WINTER STREET MAINTENANCE	42,000.00	42,000.00	23,726.50	0.00	18,273.50		56.49
203-441-972.000	CAPITAL OUTLAY	974,800.00	974,800.00	47,153.25	985.45	927,646.75		4.84
203-441-995.200	INTERFUND TRANSFER OUT - MOTOR POOL	62,961.00	62,961.00	0.00	0.00	62,961.00		0.00
203-441-995.300	INTERFUND TRANSFER OUT - SELF INSURANCE	5,700.00	5,700.00	0.00	0.00	5,700.00		0.00
Total Expenditure:		1,367,163.00	1,373,163.00	222,879.21	18,258.54	1,150,283.79		16.23
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		1,367,163.00	1,373,163.00	222,879.21	18,258.54	1,150,283.79		16.23
TOTAL EXPENDITURES		1,367,163.00	1,373,163.00	222,879.21	18,258.54	1,150,283.79		16.23
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		585,275.00	585,275.00	199,067.33	0.00	386,207.67		34.01
TOTAL EXPENDITURES		1,367,163.00	1,373,163.00	222,879.21	18,258.54	1,150,283.79		16.23
NET OF REVENUES & EXPENDITURES		(781,888.00)	(787,888.00)	(23,811.88)	(18,258.54)	(764,076.12)		3.02

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 210 - AMBULANCE FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
210-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	546,167.00	546,167.00	512,336.96	2,461.43	33,830.04		93.81
210-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	27,589.00	27,589.00	25,422.98	25.45	2,166.02		92.15
210-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	1,000.00	1,000.00	810.10	0.00	189.90		81.01
210-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	3,000.00	3,000.00	3,663.08	0.00	(663.08)		122.10
210-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	750.00	750.00	523.53	67.62	226.47		69.80
210-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	50,000.00	50,000.00	49,001.30	0.00	998.70		98.00
210-000-638.000	AMBULANCE TRANSPORT FEES	500,000.00	500,000.00	275,298.77	7,265.60	224,701.23		55.06
210-000-665.000	INTEREST INCOME	90,000.00	90,000.00	49,951.54	0.00	40,048.46		55.50
Total Revenue:		1,218,506.00	1,218,506.00	917,008.26	9,820.10	301,497.74		75.26
Total Dept 000 - BALANCE SHEET		1,218,506.00	1,218,506.00	917,008.26	9,820.10	301,497.74		75.26
TOTAL REVENUES		1,218,506.00	1,218,506.00	917,008.26	9,820.10	301,497.74		75.26
Expenditures								
Dept 301 - PUBLIC SAFETY								
Account Type: Expenditure								
210-301-704.000	WAGES - FULL TIME EMPLOYEES	455,000.00	455,000.00	221,700.27	29,358.92	233,299.73		48.73
210-301-705.000	WAGES - PART TIME EMPLOYEES	30,000.00	30,000.00	7,103.46	161.50	22,896.54		23.68
210-301-709.000	PAYOUTS INCLUDING COMP, SHIFT DIFF, PERS	31,000.00	31,000.00	7,800.42	0.00	23,199.58		25.16
210-301-710.000	VACATION	20,000.00	20,000.00	18,265.26	159.23	1,734.74		91.33
210-301-711.000	HOLIDAY	25,000.00	25,000.00	8,265.71	350.19	16,734.29		33.06
210-301-712.000	OVERTIME	25,000.00	25,000.00	12,429.32	9,141.81	12,570.68		49.72
210-301-713.000	FICA	39,000.00	39,000.00	17,288.19	2,358.32	21,711.81		44.33
210-301-714.000	MEDICARE	9,000.00	9,000.00	4,043.21	551.52	4,956.79		44.92
210-301-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	2,738.00	2,738.00	0.00	0.00	2,738.00		0.00
210-301-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	18,000.00	18,000.00	1,400.00	0.00	16,600.00		7.78
210-301-718.000	LONGEVITY PAY	1,575.00	1,575.00	0.00	0.00	1,575.00		0.00
210-301-719.000	FOOD ALLOWANCE	6,750.00	6,750.00	8,750.00	0.00	(2,000.00)		129.63
210-301-720.000	EDUCATION ALLOWANCE	1,000.00	1,000.00	553.82	76.92	446.18		55.38
210-301-721.000	CLOTHING ALLOWANCE	10,800.00	10,800.00	(2,542.50)	0.00	13,342.50		(23.54)
210-301-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	75,000.00	75,000.00	43,625.85	8,090.41	31,374.15		58.17
210-301-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	10,000.00	10,000.00	5,133.49	673.12	4,866.51		51.33
210-301-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	20,000.00	20,000.00	3,809.39	2,428.99	16,190.61		19.05
210-301-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	35,000.00	35,000.00	18,174.40	2,542.63	16,825.60		51.93
210-301-742.000	OPERATING SUPPLIES	60,000.00	60,000.00	14,362.19	1,845.36	45,637.81		23.94
210-301-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	30,000.00	30,000.00	15,922.62	0.00	14,077.38		53.08
210-301-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	2,500.00	2,500.00	3,700.30	200.05	(1,200.30)		148.01
210-301-930.000	REPAIRS AND MAINTENANCE	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
210-301-957.000	PROFESSIONAL DEVELOPMENT	10,000.00	10,000.00	450.42	0.00	9,549.58		4.50
210-301-972.000	CAPITAL OUTLAY	450,000.00	455,780.00	127,558.15	880.62	328,221.85		27.99
210-301-995.100	INTERFUND TRANSFER OUT - ADMIN CHARGES	182,690.00	182,690.00	0.00	0.00	182,690.00		0.00
210-301-995.300	INTERFUND TRANSFER OUT - SELF INSURANCE	5,700.00	5,700.00	0.00	0.00	5,700.00		0.00
Total Expenditure:		1,560,753.00	1,566,533.00	537,793.97	58,819.59	1,028,739.03		34.33
Total Dept 301 - PUBLIC SAFETY		1,560,753.00	1,566,533.00	537,793.97	58,819.59	1,028,739.03		34.33
TOTAL EXPENDITURES		1,560,753.00	1,566,533.00	537,793.97	58,819.59	1,028,739.03		34.33

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM	01/31/2026 (ABNORM)	MONTH 01/31/26 INCR	01/31/26 (DECR)	NORM BALANCE	(ABNORM)	
Fund 210 - AMBULANCE FUND										
Fund 210 - AMBULANCE FUND:										
TOTAL REVENUES		1,218,506.00	1,218,506.00	917,008.26		9,820.10		301,497.74		75.26
TOTAL EXPENDITURES		1,560,753.00	1,566,533.00	537,793.97		58,819.59		1,028,739.03		34.33
NET OF REVENUES & EXPENDITURES		(342,247.00)	(348,027.00)	379,214.29		(48,999.49)		(727,241.29)		108.96

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM	(ABNORM)	MONTH 01/31/26 INCR	(DECR)	NORM BALANCE	(ABNORM)	
Fund 211 - DISTRICT COURT OPERATIONS FUND										
Revenues										
Dept 000 - BALANCE SHEET										
Account Type: Revenue										
211-000-607.000	FEEES	120,000.00	120,000.00	0.00		0.00		120,000.00		0.00
211-000-665.000	INTEREST INCOME	30,000.00	30,000.00	22,850.30		0.00		7,149.70		76.17
Total Revenue:		150,000.00	150,000.00	22,850.30		0.00		127,149.70		15.23
Total Dept 000 - BALANCE SHEET		150,000.00	150,000.00	22,850.30		0.00		127,149.70		15.23
TOTAL REVENUES		150,000.00	150,000.00	22,850.30		0.00		127,149.70		15.23
Expenditures										
Dept 286 - DISTRICT COURT										
Account Type: Expenditure										
211-286-965.000	BANK SERVICE CHARGES	0.00	0.00	42.00		0.00		(42.00)		100.00
Total Expenditure:		0.00	0.00	42.00		0.00		(42.00)		100.00
Total Dept 286 - DISTRICT COURT		0.00	0.00	42.00		0.00		(42.00)		100.00
TOTAL EXPENDITURES		0.00	0.00	42.00		0.00		(42.00)		100.00
Fund 211 - DISTRICT COURT OPERATIONS FUND:										
TOTAL REVENUES		150,000.00	150,000.00	22,850.30		0.00		127,149.70		15.23
TOTAL EXPENDITURES		0.00	0.00	42.00		0.00		(42.00)		100.00
NET OF REVENUES & EXPENDITURES		150,000.00	150,000.00	22,808.30		0.00		127,191.70		15.21

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	NORM BALANCE	(ABNORM)	
Fund 213 - INDUSTRIAL PARK ROADS SAD								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
213-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	353,311.00	353,311.00	0.00	0.00	353,311.00		0.00
213-000-452.006	SAD 116 INDUSTRIAL PARK DEBT RETIREMENT	270,000.00	270,000.00	21,295.42	126.35	248,704.58		7.89
213-000-543.000	STATE GRANTS	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00		0.00
213-000-665.000	INTEREST INCOME	400,000.00	400,000.00	88,767.46	0.00	311,232.54		22.19
213-000-665.006	SAD INDUSTRIAL PARK INTEREST	0.00	0.00	5,466.22	0.00	(5,466.22)		100.00
213-000-665.116	INTEREST - CONSTRUCTION FUND	0.00	0.00	0.05	0.00	(0.05)		100.00
213-000-696.000	PROCEEDS FROM SALE OF BONDS OR NOTES	9,000,000.00	9,000,000.00	0.00	0.00	9,000,000.00		0.00
213-000-696.116	PROCEEDS FROM SALE OF BONDS OR NOTES	0.00	0.00	5,325,890.15	0.00	(5,325,890.15)		100.00
213-000-699.000	INTERFUND TRANSFERS IN	401,006.00	401,006.00	0.00	0.00	401,006.00		0.00
Total Revenue:		12,424,317.00	12,424,317.00	5,441,419.30	126.35	6,982,897.70		43.80
Total Dept 000 - BALANCE SHEET		12,424,317.00	12,424,317.00	5,441,419.30	126.35	6,982,897.70		43.80
TOTAL REVENUES		12,424,317.00	12,424,317.00	5,441,419.30	126.35	6,982,897.70		43.80
Expenditures								
Dept 441 - DEPARTMENT OF PUBLIC WORKS								
Account Type: Expenditure								
213-441-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	0.00	0.00	1,500.00	1,000.00	(1,500.00)		100.00
213-441-801.116	PROFESSIONAL/CONTRACTUAL SERVICES	0.00	0.00	41,205.00	0.00	(41,205.00)		100.00
213-441-965.006	BANK SERVICE CHARGES - SAD	0.00	0.00	1,435.81	0.00	(1,435.81)		100.00
213-441-972.000	CAPITAL OUTLAY	8,000,000.00	8,000,000.00	21,060.38	21,060.38	7,978,939.62		0.26
213-441-972.116	CAPITAL OUTLAY	0.00	0.00	1,417,544.74	0.00	(1,417,544.74)		100.00
Total Expenditure:		8,000,000.00	8,000,000.00	1,482,745.93	22,060.38	6,517,254.07		18.53
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		8,000,000.00	8,000,000.00	1,482,745.93	22,060.38	6,517,254.07		18.53
Dept 905 - DEBT								
Account Type: Expenditure								
213-905-991.000	PRINCIPAL	460,000.00	460,000.00	0.00	0.00	460,000.00		0.00
213-905-993.000	INTEREST EXPENSE	294,317.00	294,317.00	0.00	0.00	294,317.00		0.00
213-905-993.006	BOND INTEREST - SAD 116	0.00	0.00	41,066.39	0.00	(41,066.39)		100.00
Total Expenditure:		754,317.00	754,317.00	41,066.39	0.00	713,250.61		5.44
Total Dept 905 - DEBT		754,317.00	754,317.00	41,066.39	0.00	713,250.61		5.44
TOTAL EXPENDITURES		8,754,317.00	8,754,317.00	1,523,812.32	22,060.38	7,230,504.68		17.41
Fund 213 - INDUSTRIAL PARK ROADS SAD:								
TOTAL REVENUES		12,424,317.00	12,424,317.00	5,441,419.30	126.35	6,982,897.70		43.80
TOTAL EXPENDITURES		8,754,317.00	8,754,317.00	1,523,812.32	22,060.38	7,230,504.68		17.41
NET OF REVENUES & EXPENDITURES		3,670,000.00	3,670,000.00	3,917,606.98	(21,934.03)	(247,606.98)		106.75

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	NORM BALANCE	(ABNORM)	
Fund 226 - RUBBISH COLLECTION FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
226-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	825,747.00	825,747.00	774,691.04	3,721.85	51,055.96		93.82
226-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	41,711.00	41,711.00	38,441.26	38.50	3,269.74		92.16
226-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	1,500.00	1,500.00	1,199.44	0.00	300.56		79.96
226-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	5,000.00	5,000.00	5,539.29	0.00	(539.29)		110.79
226-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	1,000.00	1,000.00	791.69	102.21	208.31		79.17
226-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	65,000.00	65,000.00	53,762.39	0.00	11,237.61		82.71
226-000-607.000	FEES	100,000.00	100,000.00	63,125.52	9,029.86	36,874.48		63.13
226-000-665.000	INTEREST INCOME	35,000.00	35,000.00	21,402.15	0.00	13,597.85		61.15
Total Revenue:		1,074,958.00	1,074,958.00	958,952.78	12,892.42	116,005.22		89.21
Total Dept 000 - BALANCE SHEET		1,074,958.00	1,074,958.00	958,952.78	12,892.42	116,005.22		89.21
TOTAL REVENUES		1,074,958.00	1,074,958.00	958,952.78	12,892.42	116,005.22		89.21
Expenditures								
Dept 528 - RUBBISH COLLECTION/DISPOSAL								
Account Type: Expenditure								
226-528-801.400	WASTE AND RUBBISH DISPOSAL	900,000.00	900,000.00	399,470.02	0.00	500,529.98		44.39
226-528-801.500	RECYCLING	135,000.00	135,000.00	64,647.65	0.00	70,352.35		47.89
226-528-801.600	COMPOSTING	135,000.00	135,000.00	79,891.00	0.00	55,109.00		59.18
226-528-972.000	CAPITAL OUTLAY	310,000.00	310,000.00	125,784.91	0.00	184,215.09		40.58
226-528-995.100	INTERFUND TRANSFER OUT - ADMIN CHARGES	27,687.00	27,687.00	0.00	0.00	27,687.00		0.00
226-528-995.200	INTERFUND TRANSFER OUT - MOTOR POOL	18,888.00	18,888.00	0.00	0.00	18,888.00		0.00
Total Expenditure:		1,526,575.00	1,526,575.00	669,793.58	0.00	856,781.42		43.88
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		1,526,575.00	1,526,575.00	669,793.58	0.00	856,781.42		43.88
TOTAL EXPENDITURES		1,526,575.00	1,526,575.00	669,793.58	0.00	856,781.42		43.88
Fund 226 - RUBBISH COLLECTION FUND:								
TOTAL REVENUES		1,074,958.00	1,074,958.00	958,952.78	12,892.42	116,005.22		89.21
TOTAL EXPENDITURES		1,526,575.00	1,526,575.00	669,793.58	0.00	856,781.42		43.88
NET OF REVENUES & EXPENDITURES		(451,617.00)	(451,617.00)	289,159.20	12,892.42	(740,776.20)		64.03

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	NORM BALANCE	(ABNORM)	
Fund 265 - DRUG FORFEITURE FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
265-000-657.000	ORDINANCE FINES AND COSTS	2,000.00	2,000.00	3,314.00	0.00	(1,314.00)		165.70
265-000-665.000	INTEREST INCOME	15,000.00	15,000.00	3,683.97	0.00	11,316.03		24.56
Total Revenue:		17,000.00	17,000.00	6,997.97	0.00	10,002.03		41.16
Total Dept 000 - BALANCE SHEET		17,000.00	17,000.00	6,997.97	0.00	10,002.03		41.16
TOTAL REVENUES		17,000.00	17,000.00	6,997.97	0.00	10,002.03		41.16
Expenditures								
Dept 311 - DRUG FORFEITURE								
Account Type: Expenditure								
265-311-742.000	OPERATING SUPPLIES	0.00	0.00	1,585.00	0.00	(1,585.00)		100.00
Total Expenditure:		0.00	0.00	1,585.00	0.00	(1,585.00)		100.00
Total Dept 311 - DRUG FORFEITURE		0.00	0.00	1,585.00	0.00	(1,585.00)		100.00
TOTAL EXPENDITURES		0.00	0.00	1,585.00	0.00	(1,585.00)		100.00
Fund 265 - DRUG FORFEITURE FUND:								
TOTAL REVENUES		17,000.00	17,000.00	6,997.97	0.00	10,002.03		41.16
TOTAL EXPENDITURES		0.00	0.00	1,585.00	0.00	(1,585.00)		100.00
NET OF REVENUES & EXPENDITURES		17,000.00	17,000.00	5,412.97	0.00	11,587.03		31.84

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	NORM	(ABNORM)	
Fund 266 - GAMBLING FORFEITURE FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
266-000-665.000	INTEREST INCOME	25,000.00	25,000.00	16,967.19	0.00	8,032.81		67.87
Total Revenue:		25,000.00	25,000.00	16,967.19	0.00	8,032.81		67.87
Total Dept 000 - BALANCE SHEET		25,000.00	25,000.00	16,967.19	0.00	8,032.81		67.87
TOTAL REVENUES		25,000.00	25,000.00	16,967.19	0.00	8,032.81		67.87
Fund 266 - GAMBLING FORFEITURE FUND:								
TOTAL REVENUES		25,000.00	25,000.00	16,967.19	0.00	8,032.81		67.87
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		25,000.00	25,000.00	16,967.19	0.00	8,032.81		67.87

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 536 - SENIOR HOUSING FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
536-000-657.000	ORDINANCE FINES AND COSTS	0.00	0.00	132.00	0.00	(132.00)	100.00	
536-000-665.000	INTEREST INCOME	10,000.00	10,000.00	720.75	0.00	9,279.25	7.21	
536-000-667.000	RENT	590,000.00	590,000.00	347,540.00	49,620.00	242,460.00	58.91	
Total Revenue:		600,000.00	600,000.00	348,392.75	49,620.00	251,607.25	58.07	
Total Dept 000 - BALANCE SHEET		600,000.00	600,000.00	348,392.75	49,620.00	251,607.25	58.07	
TOTAL REVENUES		600,000.00	600,000.00	348,392.75	49,620.00	251,607.25	58.07	
Expenditures								
Dept 265 - BUILDINGS AND GROUNDS								
Account Type: Expenditure								
536-265-703.000	SALARIES	17,258.00	17,258.00	9,184.33	1,037.62	8,073.67	53.22	
536-265-704.000	WAGES - FULL TIME EMPLOYEES	58,266.00	58,266.00	41,599.60	2,035.37	16,666.40	71.40	
536-265-705.000	WAGES - PART TIME EMPLOYEES	37,870.00	37,870.00	11,406.37	589.35	26,463.63	30.12	
536-265-710.000	VACATION	9,277.00	9,277.00	0.00	0.00	9,277.00	0.00	
536-265-711.000	HOLIDAY	4,383.00	4,383.00	0.00	0.00	4,383.00	0.00	
536-265-712.000	OVERTIME	7,000.00	7,000.00	265.54	0.00	6,734.46	3.79	
536-265-713.000	FICA	7,877.00	7,877.00	3,627.36	225.46	4,249.64	46.05	
536-265-714.000	MEDICARE	1,842.00	1,842.00	848.30	52.71	993.70	46.05	
536-265-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	572.00	572.00	0.00	0.00	572.00	0.00	
536-265-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	20,710.00	20,710.00	9,023.60	1,015.43	11,686.40	43.57	
536-265-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	375.00	375.00	188.23	21.14	186.77	50.19	
536-265-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	1,574.00	1,574.00	907.37	121.10	666.63	57.65	
536-265-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	836.00	836.00	554.94	63.70	281.06	66.38	
536-265-742.000	OPERATING SUPPLIES	7,500.00	7,500.00	5,338.69	32.37	2,161.31	71.18	
536-265-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	30,000.00	30,000.00	119,004.08	0.00	(89,004.08)	396.68	
536-265-801.100	PROPERTY/VEHICLE LIABILITY INSURANCE	110,000.00	119,000.00	0.00	0.00	119,000.00	0.00	
536-265-801.400	WASTE AND RUBBISH DISPOSAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
536-265-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	6,000.00	6,000.00	2,419.11	0.00	3,580.89	40.32	
536-265-852.000	MISC COMMUNICATIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
536-265-920.000	ELECTRIC	14,000.00	14,000.00	8,575.01	1,304.66	5,424.99	61.25	
536-265-921.000	NATURAL GAS	7,000.00	7,000.00	2,395.08	1,053.61	4,604.92	34.22	
536-265-922.000	WATER	40,000.00	40,000.00	19,392.75	0.00	20,607.25	48.48	
536-265-930.000	REPAIRS AND MAINTENANCE	100,000.00	100,000.00	27,744.94	1,924.46	72,255.06	27.74	
536-265-972.000	CAPITAL OUTLAY	586,500.00	586,500.00	96,988.63	0.00	489,511.37	16.54	
536-265-995.100	INTERFUND TRANSFER OUT - ADMIN CHARGES	32,822.00	32,822.00	0.00	0.00	32,822.00	0.00	
536-265-995.200	INTERFUND TRANSFER OUT - MOTOR POOL	94,441.00	94,441.00	0.00	0.00	94,441.00	0.00	
536-265-995.300	INTERFUND TRANSFER OUT - SELF INSURANCE	5,700.00	5,700.00	0.00	0.00	5,700.00	0.00	
Total Expenditure:		1,205,803.00	1,214,803.00	359,463.93	9,476.98	855,339.07	29.59	
Total Dept 265 - BUILDINGS AND GROUNDS		1,205,803.00	1,214,803.00	359,463.93	9,476.98	855,339.07	29.59	
TOTAL EXPENDITURES		1,205,803.00	1,214,803.00	359,463.93	9,476.98	855,339.07	29.59	
Fund 536 - SENIOR HOUSING FUND:								
TOTAL REVENUES		600,000.00	600,000.00	348,392.75	49,620.00	251,607.25	58.07	
TOTAL EXPENDITURES		1,205,803.00	1,214,803.00	359,463.93	9,476.98	855,339.07	29.59	

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2026 NORM (ABNORM)		MONTH 01/31/26 INCR (DECR)	NORM (ABNORM)		
Fund 536 - SENIOR HOUSING FUND									
NET OF REVENUES & EXPENDITURES		(605,803.00)	(614,803.00)	(11,071.18)		40,143.02	(603,731.82)		1.80

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 592 - WATER AND SEWER FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
592-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	42,000.00	42,000.00	22,511.12	0.00	19,488.88		53.60
592-000-569.000	STATE GRANTS - OTHER	0.00	0.00	52,147.56	0.00	(52,147.56)		100.00
592-000-642.100	SALES - WATER COMMODITY	3,455,000.00	3,455,000.00	2,165,797.87	248,362.03	1,289,202.13		62.69
592-000-642.200	SALES - WATER RTS	1,350,000.00	1,350,000.00	802,562.30	114,534.28	547,437.70		59.45
592-000-642.300	SALES - SEWER COMMODITY	4,000,000.00	4,000,000.00	2,395,933.71	321,384.00	1,604,066.29		59.90
592-000-642.400	SALES - SEWER RTS	1,000,000.00	1,000,000.00	601,052.19	85,979.76	398,947.81		60.11
592-000-642.500	SALES - METER REPLACEMENT FEE	60,000.00	60,000.00	37,844.00	5,411.00	22,156.00		63.07
592-000-642.600	SALES - WATER TAP FEES	0.00	0.00	13,500.00	0.00	(13,500.00)		100.00
592-000-642.700	SALES - SEWER TAP FEES	0.00	0.00	27,000.00	0.00	(27,000.00)		100.00
592-000-657.000	ORDINANCE FINES AND COSTS	35,000.00	35,000.00	60,062.07	8,096.46	(25,062.07)		171.61
592-000-665.000	INTEREST INCOME	350,000.00	350,000.00	121,573.55	0.00	228,426.45		34.74
592-000-675.000	OTHER REVENUE	20,000.00	20,000.00	(2,155.61)	(16.67)	22,155.61		(10.78)
Total Revenue:		10,312,000.00	10,312,000.00	6,297,828.76	783,750.86	4,014,171.24		61.07
Total Dept 000 - BALANCE SHEET		10,312,000.00	10,312,000.00	6,297,828.76	783,750.86	4,014,171.24		61.07
TOTAL REVENUES		10,312,000.00	10,312,000.00	6,297,828.76	783,750.86	4,014,171.24		61.07
Expenditures								
Dept 536 - WATER								
Account Type: Expenditure								
592-536-703.000	SALARIES	34,516.00	34,516.00	18,368.51	2,075.23	16,147.49		53.22
592-536-704.000	WAGES - FULL TIME EMPLOYEES	254,958.00	254,958.00	124,067.22	14,087.98	130,890.78		48.66
592-536-710.000	VACATION	31,001.00	31,001.00	14,481.05	931.74	16,519.95		46.71
592-536-711.000	HOLIDAY	16,708.00	16,708.00	7,648.00	3,552.58	9,060.00		45.77
592-536-712.000	OVERTIME	30,000.00	30,000.00	4,743.63	525.00	25,256.37		15.81
592-536-713.000	FICA	20,998.00	20,998.00	10,872.41	1,285.22	10,125.59		51.78
592-536-714.000	MEDICARE	4,911.00	4,911.00	2,542.84	300.59	2,368.16		51.78
592-536-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	1,524.00	1,524.00	0.00	0.00	1,524.00		0.00
592-536-718.000	LONGEVITY PAY	1,500.00	1,500.00	2,000.00	0.00	(500.00)		133.33
592-536-721.000	CLOTHING ALLOWANCE	0.00	0.00	1,200.00	0.00	(1,200.00)		100.00
592-536-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	81,286.00	81,286.00	31,620.93	5,246.47	49,665.07		38.90
592-536-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	4,250.00	4,250.00	1,286.22	150.37	2,963.78		30.26
592-536-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	3,149.00	3,149.00	1,814.88	242.22	1,334.12		57.63
592-536-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	7,034.00	7,034.00	4,988.15	613.30	2,045.85		70.91
592-536-742.000	OPERATING SUPPLIES	110,000.00	110,000.00	39,389.20	0.00	70,610.80		35.81
592-536-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	225,000.00	225,000.00	91,817.67	5,868.65	133,182.33		40.81
592-536-850.000	COMMUNICATIONS (PHONE/CELL/INTERNET)	2,500.00	2,500.00	934.41	0.00	1,565.59		37.38
592-536-851.000	MAIL OR POSTAGE	17,000.00	17,000.00	7,988.62	0.00	9,011.38		46.99
592-536-922.500	WATER (GREAT LAKES WATER AUTHORITY)	1,575,000.00	1,575,000.00	662,270.19	0.00	912,729.81		42.05
592-536-930.000	REPAIRS AND MAINTENANCE	50,000.00	50,000.00	58,674.72	3,240.00	(8,674.72)		117.35
592-536-956.000	MEMBERSHIPS	1,000.00	1,000.00	970.00	0.00	30.00		97.00
592-536-957.000	PROFESSIONAL DEVELOPMENT	8,500.00	8,500.00	70.00	0.00	8,430.00		0.82
592-536-972.000	CAPITAL OUTLAY	2,000,000.00	2,000,000.00	1,912,692.35	3,172.79	87,307.65		95.63
592-536-991.000	PRINCIPAL	200,000.00	200,000.00	29,841.59	0.00	170,158.41		14.92
592-536-993.000	INTEREST EXPENSE	55,000.00	55,000.00	0.00	0.00	55,000.00		0.00
592-536-995.100	INTERFUND TRANSFER OUT - ADMIN CHARGES	163,048.00	163,048.00	0.00	0.00	163,048.00		0.00
592-536-995.200	INTERFUND TRANSFER OUT - MOTOR POOL	125,922.00	125,922.00	0.00	0.00	125,922.00		0.00
592-536-995.300	INTERFUND TRANSFER OUT - SELF INSURANCE	5,700.00	5,700.00	0.00	0.00	5,700.00		0.00
Total Expenditure:		5,030,505.00	5,030,505.00	3,030,282.59	41,292.14	2,000,222.41		60.24

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 592 - WATER AND SEWER FUND								
Expenditures								
Total Dept 536 - WATER		5,030,505.00	5,030,505.00	3,030,282.59	41,292.14	2,000,222.41		60.24
Dept 537 - SEWER								
Account Type: Expenditure								
592-537-703.000	SALARIES	25,887.00	25,887.00	13,776.41	1,556.45	12,110.59		53.22
592-537-704.000	WAGES - FULL TIME EMPLOYEES	98,889.00	98,889.00	64,491.53	7,977.05	34,397.47		65.22
592-537-710.000	VACATION	11,744.00	11,744.00	0.00	0.00	11,744.00		0.00
592-537-711.000	HOLIDAY	7,066.00	7,066.00	0.00	0.00	7,066.00		0.00
592-537-712.000	OVERTIME	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
592-537-713.000	FICA	8,902.00	8,902.00	4,968.02	580.97	3,933.98		55.81
592-537-714.000	MEDICARE	2,082.00	2,082.00	1,161.93	135.90	920.07		55.81
592-537-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	646.00	646.00	0.00	0.00	646.00		0.00
592-537-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	26,248.00	26,248.00	7,188.59	908.50	19,059.41		27.39
592-537-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,500.00	1,500.00	845.65	110.82	654.35		56.38
592-537-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	2,362.00	2,362.00	1,360.97	181.64	1,001.03		57.62
592-537-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	3,518.00	3,518.00	2,903.01	373.06	614.99		82.52
592-537-742.000	OPERATING SUPPLIES	8,000.00	8,000.00	0.00	0.00	8,000.00		0.00
592-537-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	100,000.00	100,000.00	3,264.38	50.01	96,735.62		3.26
592-537-851.000	MAIL OR POSTAGE	17,000.00	17,000.00	7,471.82	0.00	9,528.18		43.95
592-537-920.000	ELECTRIC	8,000.00	8,000.00	4,269.94	705.47	3,730.06		53.37
592-537-923.000	SEWAGE (FIXED)	3,800,000.00	3,800,000.00	1,601,680.30	0.00	2,198,319.70		42.15
592-537-930.000	REPAIRS AND MAINTENANCE	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
592-537-930.050	REPAIRS AND MAINTENANCE - BOND PREPAY	15,500.00	15,500.00	0.00	0.00	15,500.00		0.00
592-537-972.000	CAPITAL OUTLAY	525,000.00	525,000.00	67,890.20	0.00	457,109.80		12.93
592-537-991.000	PRINCIPAL	1,166,000.00	1,166,000.00	120,653.33	0.00	1,045,346.67		10.35
592-537-993.000	INTEREST EXPENSE	405,000.00	405,000.00	251,813.50	0.00	153,186.50		62.18
592-537-994.000	PAYING AGENT FEES	200.00	200.00	70.43	0.00	129.57		35.22
592-537-995.100	INTERFUND TRANSFER OUT - ADMIN CHARGES	136,357.00	136,357.00	0.00	0.00	136,357.00		0.00
592-537-995.200	INTERFUND TRANSFER OUT - MOTOR POOL	125,922.00	125,922.00	0.00	0.00	125,922.00		0.00
592-537-995.300	INTERFUND TRANSFER OUT - SELF INSURANCE	5,700.00	5,700.00	0.00	0.00	5,700.00		0.00
Total Expenditure:		6,513,523.00	6,513,523.00	2,153,810.01	12,579.87	4,359,712.99		33.07
Total Dept 537 - SEWER		6,513,523.00	6,513,523.00	2,153,810.01	12,579.87	4,359,712.99		33.07
TOTAL EXPENDITURES		11,544,028.00	11,544,028.00	5,184,092.60	53,872.01	6,359,935.40		44.91
Fund 592 - WATER AND SEWER FUND:								
TOTAL REVENUES		10,312,000.00	10,312,000.00	6,297,828.76	783,750.86	4,014,171.24		61.07
TOTAL EXPENDITURES		11,544,028.00	11,544,028.00	5,184,092.60	53,872.01	6,359,935.40		44.91
NET OF REVENUES & EXPENDITURES		(1,232,028.00)	(1,232,028.00)	1,113,736.16	729,878.85	(2,345,764.16)		90.40

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 01/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/26 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 661 - MOTOR POOL FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
661-000-665.000	INTEREST INCOME	0.00	0.00	2,189.44	0.00	(2,189.44)	100.00	
661-000-699.000	INTERFUND TRANSFERS IN	629,609.00	629,609.00	0.00	0.00	629,609.00	0.00	
Total Revenue:		629,609.00	629,609.00	2,189.44	0.00	627,419.56	0.35	
Total Dept 000 - BALANCE SHEET		629,609.00	629,609.00	2,189.44	0.00	627,419.56	0.35	
TOTAL REVENUES		629,609.00	629,609.00	2,189.44	0.00	627,419.56	0.35	
Expenditures								
Dept 596 - MOTOR POOL								
Account Type: Expenditure								
661-596-703.000	SALARIES	8,629.00	8,629.00	4,592.26	518.84	4,036.74	53.22	
661-596-704.000	WAGES - FULL TIME EMPLOYEES	15,962.00	15,962.00	9,873.99	1,187.09	6,088.01	61.86	
661-596-705.000	WAGES - PART TIME EMPLOYEES	15,457.00	15,457.00	9,561.48	738.01	5,895.52	61.86	
661-596-710.000	VACATION	1,909.00	1,909.00	0.00	0.00	1,909.00	0.00	
661-596-711.000	HOLIDAY	1,355.00	1,355.00	0.00	0.00	1,355.00	0.00	
661-596-713.000	FICA	2,685.00	2,685.00	1,539.55	150.17	1,145.45	57.34	
661-596-714.000	MEDICARE	628.00	628.00	360.11	35.12	267.89	57.34	
661-596-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	195.00	195.00	0.00	0.00	195.00	0.00	
661-596-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	4,133.00	4,133.00	470.71	63.21	3,662.29	11.39	
661-596-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	313.00	313.00	158.71	17.94	154.29	50.71	
661-596-725.100	DEFINED CONTRIBUTION PENSION (401A-457B)	787.00	787.00	453.75	60.56	333.25	57.66	
661-596-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	756.00	756.00	508.52	58.68	247.48	67.26	
661-596-742.000	OPERATING SUPPLIES	1,800.00	1,800.00	2,464.96	190.00	(664.96)	136.94	
661-596-758.000	DIESEL FUEL	40,000.00	40,000.00	15,801.41	0.00	24,198.59	39.50	
661-596-759.000	GASOLINE	80,000.00	80,000.00	31,520.54	0.00	48,479.46	39.40	
661-596-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	20,000.00	20,000.00	825.00	0.00	19,175.00	4.13	
661-596-930.000	REPAIRS AND MAINTENANCE	220,000.00	220,000.00	114,588.56	7,496.42	105,411.44	52.09	
661-596-965.000	BANK SERVICE CHARGES	0.00	0.00	42.00	0.00	(42.00)	100.00	
661-596-981.000	CAPITAL OUTLAY (VEHICLES)	215,000.00	215,000.00	199,616.00	0.00	15,384.00	92.84	
Total Expenditure:		629,609.00	629,609.00	392,377.55	10,516.04	237,231.45	62.32	
Total Dept 596 - MOTOR POOL		629,609.00	629,609.00	392,377.55	10,516.04	237,231.45	62.32	
TOTAL EXPENDITURES		629,609.00	629,609.00	392,377.55	10,516.04	237,231.45	62.32	
Fund 661 - MOTOR POOL FUND:								
TOTAL REVENUES		629,609.00	629,609.00	2,189.44	0.00	627,419.56	0.35	
TOTAL EXPENDITURES		629,609.00	629,609.00	392,377.55	10,516.04	237,231.45	62.32	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(390,188.11)	(10,516.04)	390,188.11	100.00	

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	NORM BALANCE	(ABNORM)	
Fund 677 - SELF INSURANCE FUND								
Revenues								
Dept 000 - BALANCE SHEET								
Account Type: Revenue								
677-000-665.000	INTEREST INCOME	15,000.00	15,000.00	17,261.85	0.00	(2,261.85)		115.08
677-000-680.000	HCARE ISF CHARGES FOR SERVICES	700,000.00	700,000.00	413,419.44	55,400.81	286,580.56		59.06
Total Revenue:		715,000.00	715,000.00	430,681.29	55,400.81	284,318.71		60.24
Account Type: Transfers-In								
677-000-699.300	INTERFUND TRANSFER IN - SELF INSURANCE	285,000.00	285,000.00	0.00	0.00	285,000.00		0.00
Total Transfers-In:		285,000.00	285,000.00	0.00	0.00	285,000.00		0.00
Total Dept 000 - BALANCE SHEET		1,000,000.00	1,000,000.00	430,681.29	55,400.81	569,318.71		43.07
TOTAL REVENUES		1,000,000.00	1,000,000.00	430,681.29	55,400.81	569,318.71		43.07
Expenditures								
Dept 999 - SELF INSURANCE								
Account Type: Expenditure								
677-999-837.000	HEALTH INSURANCE CLAIMS	1,000,000.00	1,000,000.00	533,864.87	119,940.33	466,135.13		53.39
Total Expenditure:		1,000,000.00	1,000,000.00	533,864.87	119,940.33	466,135.13		53.39
Total Dept 999 - SELF INSURANCE		1,000,000.00	1,000,000.00	533,864.87	119,940.33	466,135.13		53.39
TOTAL EXPENDITURES		1,000,000.00	1,000,000.00	533,864.87	119,940.33	466,135.13		53.39
Fund 677 - SELF INSURANCE FUND:								
TOTAL REVENUES		1,000,000.00	1,000,000.00	430,681.29	55,400.81	569,318.71		43.07
TOTAL EXPENDITURES		1,000,000.00	1,000,000.00	533,864.87	119,940.33	466,135.13		53.39
NET OF REVENUES & EXPENDITURES		0.00	0.00	(103,183.58)	(64,539.52)	103,183.58		100.00
TOTAL REVENUES - ALL FUNDS								
		46,928,769.00	47,008,769.00	29,008,710.62	1,353,689.61	18,000,058.38		61.71
TOTAL EXPENDITURES - ALL FUNDS								
		48,411,562.00	48,536,716.00	19,183,674.52	1,364,637.34	29,353,041.48		39.52
NET OF REVENUES & EXPENDITURES		(1,482,793.00)	(1,527,947.00)	9,825,036.10	(10,947.73)	(11,352,983.10)		643.02



**FEMA**

September 30, 2025

Mr. Matt Schnepf  
State Hazard Mitigation Officer  
Michigan State Police  
Emergency Management and Homeland Security Division  
P.O. Box 30634  
Lansing, MI 48909

Reference: Adoption Needed to Finish Local Hazard Mitigation Plan Process

Dear Mr. Schnepf:

The Risk Analysis Branch of FEMA Region 5 Mitigation Division has determined the local mitigation plan meets all applicable FEMA mitigation planning requirements except its adoption by the participating jurisdictions of the Macomb County 2025 Hazard Mitigation Plan.

Mitigation plans may include additional content to meet Element H: Additional State Requirements or content the local government included beyond applicable FEMA mitigation planning requirements. Determination that the plan is Approvable Pending Adoption does not include the review or approval of content that exceeds these applicable FEMA mitigation planning requirements.

An approved local mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants from the following programs:

- Hazard Mitigation Grant Program (HMGP)
- HMGP Post-Fire
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Safeguarding Tomorrow Revolving Loan Fund

Participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

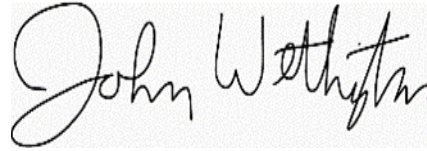
- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make necessary updates before submitting the adoption resolution to FEMA.

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Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and National Dam Safety Program Act, as amended; 44 CFR Part 201, Mitigation Planning; and Local Mitigation Planning Policy Guide (FP-206-21-0002)

We look forward to receiving the adoption resolution(s) and discussing options for implementing this mitigation plan. If there are any questions from either you or the communities, please contact Cindy Thomack at (606) 202-1879 or [cindy.thomack@fema.dhs.gov](mailto:cindy.thomack@fema.dhs.gov) .

Sincerely,

A handwritten signature in black ink on a light gray background. The signature reads "John Wethington" in a cursive, slightly slanted script.

John Wethington  
Chief, Risk Analysis Branch  
Mitigation Division

Enclosures: Plan Participants Status List and Local Plan Review Tool



# City of Fraser

CENTENNIAL COMMUNITY

**CITY MANAGER**  
Elaine Leven  
**CITY CLERK**  
August Gitschlag

**MAYOR**  
Michael Lesich  
**MAYOR PRO-TEM**  
Patrick O'Dell  
**COUNCIL**  
Amy Baranski  
Crystal Fletcher  
George-Michael Higgins  
Kenny Perry Jr.  
Patrice M. Schornak

## RESOLUTION NO. 2026-002

### ADOPTING THE MACOMB COUNTY 2025-2030 HAZARD MITIGATION PLAN

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires municipalities to have a mitigation plan in place in order to be eligible for grant funding; and

WHEREAS, the City of Fraser has experienced risks that may damage commercial, residential and public properties, displace citizens and businesses, close streets and impair infrastructure, and present general public health and safety concerns; and

WHEREAS, Macomb County, in cooperation with all of its municipalities has prepared a Hazard Mitigation Plan (the "Plan") that outlines the County's and community's options to reduce damages and impacts from natural and technological hazards; and

WHEREAS, the Plan identifies the natural, technological and man-made hazards that could impact Macomb County and its municipalities, as well as potential mitigation strategies to reduce the impact of these hazards; and

WHEREAS, this Plan has been reviewed by community residents, business owners, and federal, state and local agencies, and has been revised where appropriate to reflect their concerns, and was reviewed and approved by the Federal Emergency Management Agency (FEMA) and the Michigan State Police Emergency Management and Homeland Security Division (EMHSD); and

WHEREAS, the Plan is to be used as a planning tool to better prepare the county and its residents for emergencies and disasters and provides a mechanism for certain federal disaster and mitigation grants that may be available to county and local governments; and

NOW THEREFORE BE IT RESOLVED that the Macomb County Hazard Mitigation Plan 2025-2030 is hereby adopted as an official plan of for the City of Fraser.

Ayes:  
Nays:  
Absent:

#### RESOLUTION DECLARED ADOPTED

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August R Gitschlag, Clerk  
City of Fraser

---

Michael Lesich, Mayor  
City of Fraser

# Planning Commission and Zoning Board of Appeals

## 2025 Annual Planning and Zoning Report to City Council

City of Fraser, MI

### INTRODUCTION AND PURPOSE OF THE ANNUAL PLANNING REPORT

As required per the Michigan Planning Enabling Act (MPEA) Act 33 of 2008, as amended, the Planning Commission shall submit a report of its 2025 activities to the Fraser City Council:

*“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”*

In addition to fulfilling this requirement, the Annual Report increases information-sharing between staff, boards, commissions, and the governing body and assists with these entities with anticipating, preparing, and budgeting for upcoming priorities.

### PLANNING COMMISSION MEMBERSHIP

The following citizens dedicated their time to serving the City of Fraser as Planning Commissioners in 2025:

- Frank Farina, ZBA Liaison
- Joanne Barr
- John Keil
- Kathy Czarnecki
- Randy Warunek, Chairperson
- Renee Meyer, Vice Chairperson
- Trevor Tuller, Secretary

### PLANNING COMMISSION MEETINGS

The Fraser Planning Commission met nine times in 2025. This meets and exceeds the requirements of the MPEA, which requires a minimum of four meetings annually.

1. Monday, January 13, 2025
2. Wednesday, February 5, 2025
3. Wednesday, March 5, 2025
4. Wednesday, April 2, 2025
5. Wednesday, May 7, 2025
6. Monday, July 21, 2025
7. Wednesday, September 3, 2025
8. Wednesday, November 5, 2025
9. Wednesday, December 3, 2025

### ZONING BOARD OF APPEALS MEMBERSHIP

The following citizens dedicated their time to serving the City of Fraser as Zoning Board Members 2025:

- Emma Stasek
- Frank Farina, Chairperson, PC Liaison
- Joseph Chimenti
- Mark Burley, Vice Chairperson
- Patrick Green
- Rosanne Menendez, Secretary
- Scott Wahl

### ZONING BOARD OF APPEALS MEETINGS

The Fraser Zoning Board of Appeals met six times in 2025.

1. Thursday, January 16, 2025
2. Thursday, March 6, 2025
3. Thursday, June 5, 2025
4. Thursday, July 17, 2025
5. Thursday, October 2, 2025
6. Thursday, November 6, 2025



# 2025 in Review

The following tables outline the various development reviews (site plan, special land use, etc.) considered by the Planning Commission and variances that were considered by the Zoning Board of Appeals in 2025. Variances are reported to reflect on potential challenges or obsolete regulations within the existing Zoning Ordinance, and to possibly inform future direction for the Planning Commission.

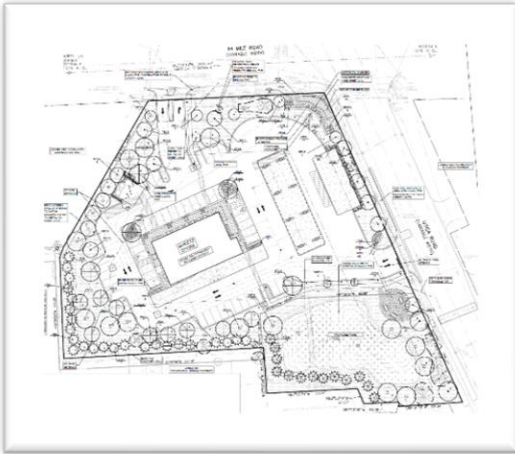
## DEVELOPMENT REVIEWS

City ID	Project Type	Location	Description	Status	Date
RZ 23-03	Conditional Rezoning – Site Plan	32971 & 32875 Utica Road – Sheetz	Final site plan approval for gas station. <i>Obtained a variance for their lighting under the fuel pump canopy to allow a maximum illumination of 30fc at the City Council meeting on May 8, 2025.</i>	Approved	July 21, 2025
RZ 25-01	Rezoning	Hayes Road near 14 Mile Road	Rezoning from RL to RM to develop site condominiums.	Recommendation of Approval	May 7, 2025 (Council approved June 12, 2025)
SP 24-04	Site Plan Review Amendment	34625 Utica Road, Mr. Carwash	Request to amend car wash site plan to change south, side lot boundary to eliminate the need for a cross-access agreement.	Approved, with conditions	January 13, 2025
SP 24-07	Site Plan Review	33420 Utica Road, Duplex Condominiums	Request for site plan approval for multiplex development.	Approved, with conditions	March 5, 2025
SP 24-08	Site Plan Review	17689 Masonic Blvd - Strip Mall	Request for site plan approval for commercial strip mall.	Approved, with conditions	March 5, 2025
SP 25-01	Site Plan Review	16945 Masonic Boulevard, De-Cal Mechanical	Request for new commercial driveway.	Approved, with conditions	February 5, 2025
SP 25-02	Nonconforming Class A		Class A Non-Conforming use for parcel in the CN, Commercial Neighborhood district	Approved, with conditions	May 7, 2025
SLU 25-01	Special Land Use	32314 Utica Road – Fraser Tire	Request to operate an auto repair and service center, which requires SLU approval in the CG.	Approved, with conditions	March 5, 2025
SLU 25-02	Special Land Use	33341 Kelly Road - Complete Car Care	Request to allow an automobile heavy repair garage in an “IR-Industrial Restricted” zoning district.	Approved, with conditions	July 21, 2025

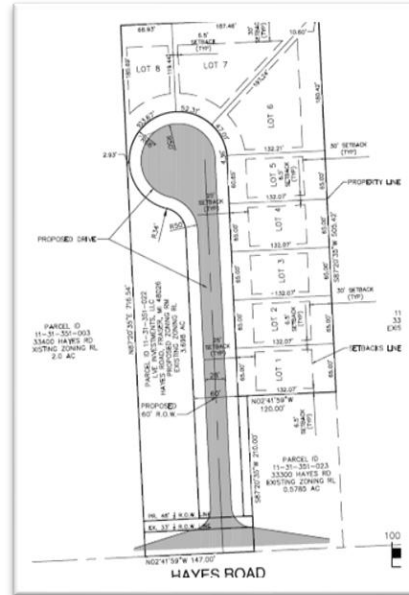


**APPROVED DEVELOPMENTS**

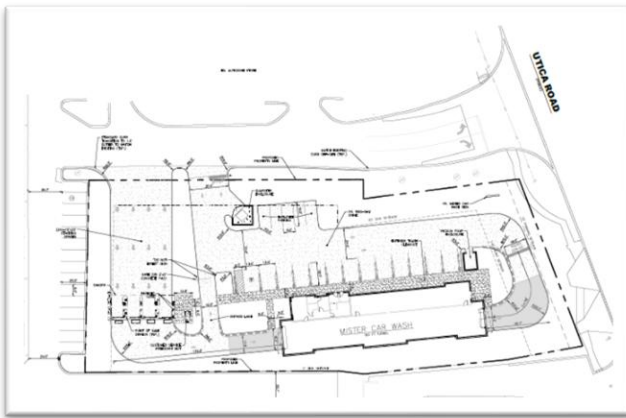
Below, please find a brief photo library of developments approved by the Fraser Planning Commission in 2025:



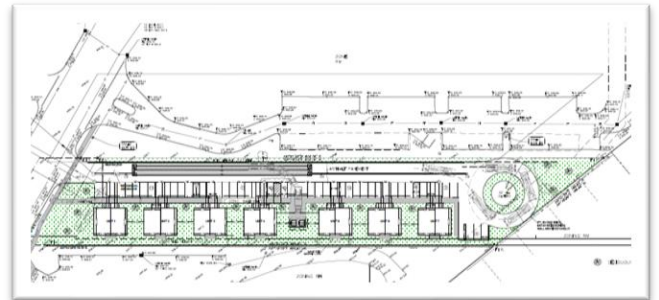
*Conditional Rezoning – Site Plan: Sheetz (RZ 23-03)*



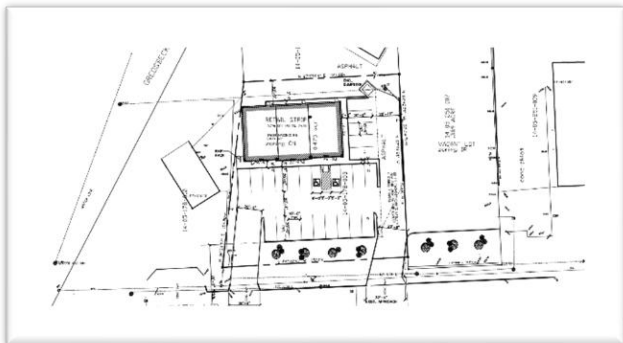
*Rezoning: Site Condominiums (RZ 25-01)*



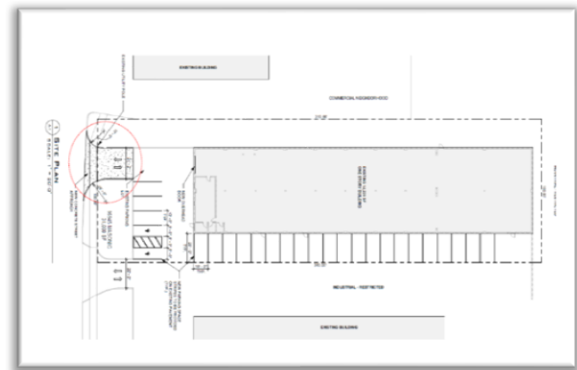
*Site Plan Review: Mr. Carwash (SP 24-04)*



*Site Plan Review: Duplex Condos (SP 24-07)*

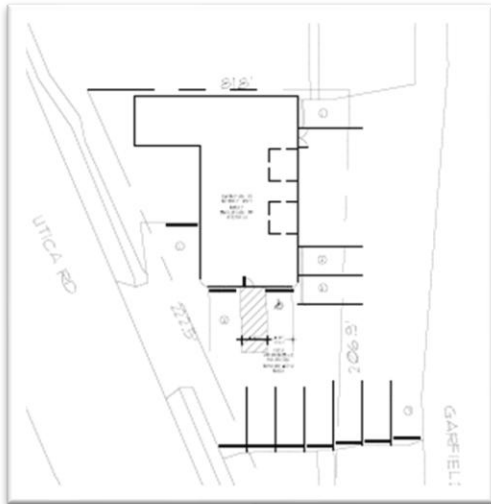


*Site Plan Review: Masonic Blvd Strip Mall (SP 24-08)*

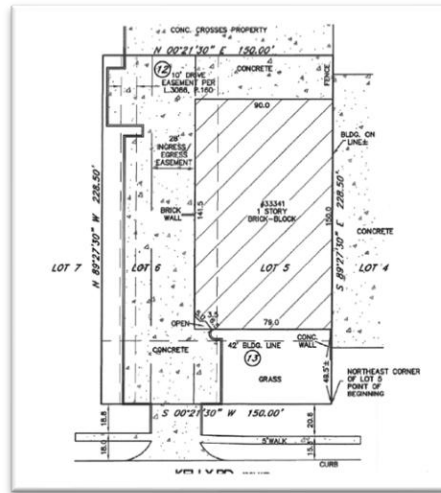


*Site Plan Review: De-Cal (SP 25-01)/  
Class-A Nonconforming Use (SP 25-02)*





Special Land Use: Fraser Tire (SLU 25-01)



Special Land Use: Complete Car Care (SLU 25-02)

## ZONING APPEALS

City ID	Project Type	Location	Description	Status	Date
ZBA 24-07	Non-Use Variance	34625 and 34835 Utica Road, Mister Car Wash	Variance to exceed the maximum allowed footcandle illumination measurement in a commercial use.	Approved	January 16, 2025
ZBA 24-08	Non-Use Variance	18377 East 14 Mile Road – Power Solutions	Variance to allow exterior façade materials of aluminum plank system with wood finish and aluminum composite material.	Approved	January 16, 2025
ZBA 25-01	Non-Use Variance	16945 Masonic Blvd De-Cal Mechanical	Request for parking reduction variance and driveway width reduction variance	Approved (parking reduction)	March 6, 2025
				Denied (driveway width)	
ZBA 25-02	Non-Use Variance	31471 Grove	Request a variance to construct a 6 ft tall sight-obscuring fence on a corner lot, parallel to a side street.	Approved	July 17, 2025
ZBA 25-03	Non-Use Variance	34400 Utica Hockeyland Outlot	Request of multiple variances; parking lot striping, parking lot lighting, unpaved ingress/egress, omission of curbs, wood fence.	Approved, with conditions	November 6, 2025



**APPROVED VARIANCES**

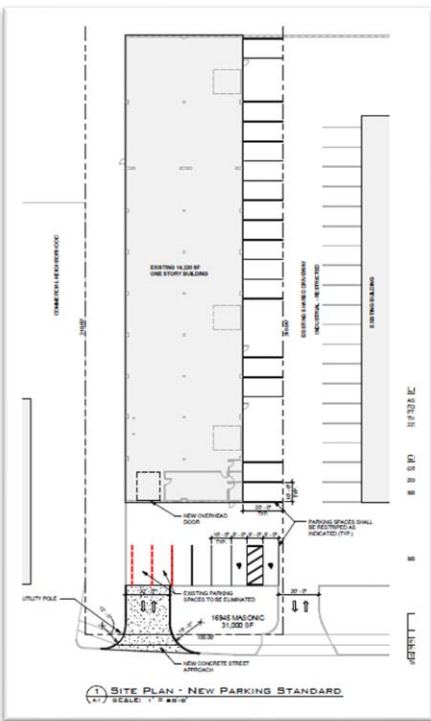
Below, please find a brief photo library of variances approved by the Fraser Zoning Board of Appeals in 2025:



*Non-Use Variance: Lighting Intensity, Mister Car Wash (ZBA 24-07)*



*Non-Use Variance: Building Façade Materials, Power Solutions (ZBA 24-08)*



*Non-Use Variance: Parking Reduction, De-Cal Mechanical (ZBA 25-01)*



*Non-Use Variance: Residential Fence (ZBA 25-02)*



*Non-Use Variance: multiple variances, Hockeyland (ZBA 25-03)*



## ZONING ORDINANCE UPDATES

Ordinance Section	Overview	Status
<b>Sec. 32-3</b> <b>Sec. 32-92(10)</b> <b>Sec. 32-122(4)</b>	To add a definition for driveways in Section 32-3, replace the residential parking provision in Section 32-92(10), and add impervious surface maximum limitations in RM and RL districts in Section 32-122(4).	Approved April 2, 2025, by PC. Passed May 8, 2025, by City Council.
<b>Sec. 32-86(6)</b> <b>Sec. 32-3</b>	Adding the definitions for gasoline self service station canopy and gasoline service station canopy. Establish Gas Station Canopy Lighting maximum illumination level of 20 footcandles.	Approved November 5, 2025, by PC.

## ZONING ADMINISTRATION

The following section provides a high-level overview of the daily zoning administration activities. Below is a table of permits issued in 2025, which includes building, mechanical, plumbing, etc. as well as zoning related permits.

### 2025 Permits

Permit Type	Permits Issued
Fence	53
Patio / Concrete	66
Deck	9
Garage	6
Generator	25
Pool/Spa	14
Porch	3
Shed	7
Other	1,230
<b>Total</b>	<b>1,413</b>

In 2025, there were a total of **1,197** enforcements issued. Frequent enforcements were due to grass and weeds, work without permit, and property maintenance.



# LOOKING AHEAD: 2026 WORK PLAN

By preserving what Fraser already has, and enhancing those elements that can be improved, the city can continue to afford residents and visitors with a high-quality place to live, work and play.

In the coming year, the following are additional projects the Planning Commission may undertake:

## MASTER PLAN UPDATE

The current 2021 Master Plan reflects 5-year planning goals and priorities, through 2026. Therefore, the adoption of the 2025 Master Plan will be pertinent in 2026.

## 2021 MASTER PLAN IMPLEMENTATION

Some of the high priority implementation projects as outlined in the 2021 Master Plan include:

- **Establishment of a Downtown Development Authority (DDA) or Corridor Improvement Authority (CIA).**
- **Business attraction and retention efforts.** The Planning Commission will support business retention and attraction in whatever ways most feasible in 2026. This includes exploring enrollment in the Redevelopment Ready Communities program run by the Michigan Economic Development Corporation.

## 2025 SIDEWALK MASTER PLAN

The adoption of the City of Fraser's 2025 Sidewalk Master Plan should be used to continue to develop and maintain the City's sidewalk network.

## FULL ZONING ORDINANCE UPDATE

In 2026, one of the Planning Commission's work program priorities will include the adoption of the Zoning Ordinance rewrite, which will include necessary Ordinance updates to address current issues and begin to modernize the Zoning Ordinance. Current issues that will be addressed include:

- **Maximum Illumination Standards.** Review maximum illumination standards against modern best practices and clarify vague language in existing ordinance.
- **Exterior Building Materials.** Review permitted exterior building materials for commercial and industrial districts and uses to modernize permitted building materials.
- **Parking Minimums.** Assess the proliferation of parking minimums throughout the Zoning Ordinance and identify opportunities to reduce or remove them.
- **Driveways and lot coverage.** Clarify driveway expansion regulations and exploring permeable material allowed for parking and driving areas.
- **Automatic Car Wash Standards.** On November 13, 2025, City Council approved the continuation of a moratorium on new car wash development so that Planning and Legal could review best practices and recommend ordinance amendments to address the modernization of these intensive uses.
- **Transparency Requirements.** Update building transparency requirements. The Planning Commission conducted research in 2022 regarding building transparency requirements in surrounding communities. These findings should be used to update the building transparency requirements in the Zoning Ordinance.





## Fraser City Council Agenda Item

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**Subject Title:** Residential Corner Lot Fences – Fence Ordinance Text Amendment

**Prepared By:** Lauren Sayre, Planner

**Date Submitted:** January 27, 2026

### Subject of Request:

We have received an increasing number of applications for 6-foot, sight-obscuring privacy screens on corner lots. The current ordinance, located in Chapter 9 of the Code of Ordinances, prohibits fences on the side yard of a corner lot unless they are non-sight-obscuring and no taller than 4 feet, and it references a Fence Review Committee that no longer exists. While the ordinance is intended to protect intersection visibility, it currently restricts all privacy screens on corner lot side yards regardless of location. We believe visibility can be maintained while allowing privacy screens along side street lot lines. We have provided a memo outlining Planning Staff and Planning Commission's recommendation for amending Chapter 9. Proposed ordinance amendments were reviewed with the Planning Commission in December 2025 as part of the ongoing Zoning Ordinance update. While this ordinance is not within the Planning Commission's statutory purview, a recommendation was provided and is included in the attached memo.

### Budget Impact:

Amount:

Account Number(s):

Required Budget Amendment Amount:

Required Recurring Charges Amount:

Required Travel Expenses Amount:

Offset by Grant Funding Amount:

Additional Information:

### Attachments:

1. Ch 9 Corner Lot Fences Text Ammendment Memo

**Recommended Motion(s):**

MOTION to approve the Zoning Ordinance Text Amendments as submitted.

\*If sole source, include an additional recommended motion to waive competitive bidding.



# Memorandum

**TO:** Fraser City Council  
**FROM:** Lauren Sayre, AICP  
**SUBJECT:** Residential Corner Lot Fences  
**DATE:** January 9, 2026

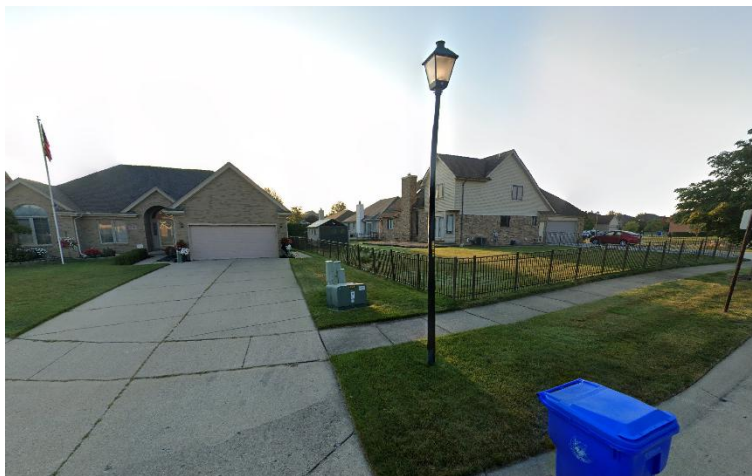
We have received increasing applications for privacy screens (sight obscuring, 6 feet) on corner lots. Our current ordinance prohibits any fence on the side of a corner lot unless it is 4 feet and non-sight obscuring. The current ordinance also references the “fence review committee” which is no longer in effect.

The main concerns are that the current ordinance restricts all privacy screens on the side of corner lots regardless of the location. The ordinance was intended to protect visibility at intersections, and we believe this can be accomplished while allowing residents to install privacy screens on the side street lot line.

We reviewed the following proposed ordinance amendments with Planning Commission in December 2025, as we are currently working together on the Zoning Ordinance update, and fence regulations are closely related to those efforts. This ordinance is not within Planning Commission’s statutory purview; however, we do have a recommendation from Planning Commission, which is included below.

## CURRENT ORDINANCE

**9-3(c) Side yard fences on residential corner lots.** Upon approval by the fence review committee, a non-sight obscuring fence not more than four (4) feet in height may be erected parallel to the side street lot line of a corner lot provided it is located at least one (1) foot inside the side street lot line and does not extend beyond the front building line into the front yard, except as provided in section 9-5.5.



*Compliant fences in Fraser*



**9-5(b)** On corner lots, no privacy screen shall be permitted to be located in the side yard abutting a side street. Non-sight obscuring fences approved by the fence review committee in accordance with section 9-3(c) may be permitted to be located in the side yard abutting a side street.

**CORNER CLEARANCE (32-40)**

The current corner clearance provisions are as follows.

*No fence, wall, shrubbery, sign or other obstruction to vision above a height of two (2) feet from the established street grades shall be permitted within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between such right-of-way lines at a distance along each line of twenty-five (25) feet from their point of intersection, except landscape treatments may be permitted as provided in the city fence chapter (section 9-5.5 of this Code) and otherwise in the sign regulation (section 32-85).*

The corner clearance will have to be maintained, but our observations show that this would not impact the proposed amendments, as we are maintaining the restriction on fences in the front yard. We have provided some examples below. This also helps demonstrate that corner lot fences along the side streets would not be impeding corner visibility.

Red triangle = corner clearance area where no fence is permitted.



**PLANNING COMMISSION SUMMARY**

The purpose of this summary is to add context to the recommendation from Planning Staff and Planning Commission.

In discussion, Planning Commission had concerns regarding corner clearance for driveways, and the potential conflict if a fence was allowed directly next to an intersection between a driveway and sidewalk. As a result, corner clearance requirements were added to the proposed text change.

Planning Commission also discussed increasing the existing and proposed setback distance to 1.5 feet to reduce potential conflicts again further between vehicles and pedestrians. This also allows for more clearance for strollers, wheelchairs, etc if the fence is installed along a sidewalk.

The majority of Planning Commission discussion centered around two approaches to allowing privacy screens on residential corner lots. These approaches are summarized on the following page.



<p><b>Option #1:</b> Allowed for privacy screens, so long as they did not extend beyond the front building line of the parcel in which it was situated.</p>	<p><b>Option #2:</b> Allowed for privacy screens, so long as they did not extend beyond the front building line of the parcel in which it was situated AND did not extend beyond the front building line of adjacent parcels.</p>
<ul style="list-style-type: none"> <li>• Allows larger area of lot to be enclosed in privacy fence.</li> <li>• May not maintain continuous front yard along blocks.</li> <li>• Maintains clear vision, as fences will not extend beyond the property's front building line.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduces the area of the lot that can be enclosed by a privacy fence.</li> <li>• Maintains continuous front yard along blocks.</li> <li>• Maintains clear vision, as fences will not extend beyond the property's front building line.</li> </ul>



Option 1



Option 2

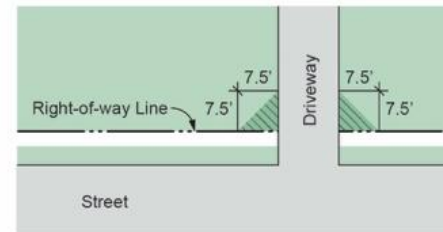




### RECOMMENDED CHANGES TO SECTION 9-3(C)

*We recommend replacing Section 9-3(c) with the following text. This allows for residents to place privacy screens (up to 6 ft and sight obscuring) as well as the currently permitted non-sight obscuring (up to 4 ft) fences. Planning Commission also recommended adding a clear vision area (corner clearance) for driveways to promote pedestrian safety.*

“Privacy screens on residentially zoned or used corner lots are permitted, provided they do not extend beyond the front building line of the property in which they are placed and are located within one and a half (1.5) feet inside the side street lot line. A non-sight obscuring fence not more than four (4) feet in height is also permitted, provided they do not extend beyond the front building line of the property in which they are placed and are located within one and a half (1.5) feet inside the side street lot line. No fence may be installed within the area at the intersection of a driveway and the right-of-way, measured seven and a half (7.5) feet on both the driveway and street along the lot line.”



### RECOMMENDED CHANGES TO SECTION 9-5(B)

We recommend removing this section to ensure consistency with the changes to Section 9-3(C).

~~“On corner lots, no privacy screen shall be permitted to be located in the side yard abutting a side street. Non-sight obscuring fences approved by the fence review committee in accordance with section 9-3(c) may be permitted to be located in the side yard abutting a side street.”~~



## Fraser City Council Agenda Item

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**Subject Title:** OPEB Actuarial Services Proposal

**Prepared By:** Anjlee Bansal, Finance Director

**Date Submitted:** February 2, 2026

### Subject of Request:

GRS (Garbriel, Roeder, Smith & Company) will complete the actuarial funding valuation (6/30/2025) and provide reports for City of Fraser Retiree Health Care in compliance with the Governmental Accounting Standards Board (GASB) Statement Nos. 74 and 75 for 6/30/2026 and 6/30/2027.

### Budget Impact:

Not Applicable

Amount:	\$42,000
Account Number(s):	101-212-801.000
Required Budget Amendment Amount:	No
Required Recurring Charges Amount:	NA
Required Travel Expenses Amount:	NA
Offset by Grant Funding Amount:	NA

Additional Information:

### Attachments:

1. OPEB Actuarial Services Proposal

### Recommended Motion(s):

Motion to approve a proposal from GRS to perform actuarial valuation ; and prepare GASB Statement Nos. 74 & 75 Reports for he periods ending June 30, 2026, and June 30, 2027 at a total cost of \$31,800 to be paid in fiscal year 2026–27, with the remaining \$10,200 to be paid in fiscal year 2027–28.

\*If sole source, include an additional recommended motion to waive competitive bidding.



January 13, 2026

By: Gabriel, Roeder, Smith & Company



# City of Fraser

Proposed Fees for OPEB Actuarial Services

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## GRS' Background in Health Care Consulting

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GRS specializes in retiree health care plan consulting for the public sector. Governments are seeking ways to provide benefits that are economically sustainable and affordable while also providing meaningful value to their retirees. We help governments manage and optimize their OPEB benefits strategy by advising on benefit levels and financing structure. GRS has helped more than 600 OPEB clients by providing valuations to enable compliance with financial reporting requirements and the development of funding options to help pay plan obligations. We also provide services that help plan sponsors manage the underlying retiree health care program. This includes Medicare Part D attestations, consulting on Employee Group Waiver Programs (EGWP), and benefit strategy.



## Scope of Services

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### Actuarial Funding Valuation

In order to help facilitate the funding of the Plan, we will prepare an actuarial funding valuation of the retiree health care benefits for the City of Fraser Retiree Health Care Plan as of 6/30/2025. The actuarial funding valuation will encompass the phases indicated below:

#### Determination of:

- Actuarial present value of projected benefits;
- Actuarial accrued liability;
- Actuarial value of assets;
- Unfunded actuarial accrued liability;
- Normal cost; and
- Actuarially Determined Contribution for the fiscal years ending 6/30/2028 and 6/30/2029.

#### The Retiree Health Care Funding Valuation will Include the Following:

- One contribution rate with assets;
- Up to two sets of initial per capita costs based on up to six distinct retiree medical plans, one for current retirees and one for future retirees based on health care plans available at retirement;
- The retiree medical, prescription drug, dental and vision plans are self-insured pre-65 and are a fully-insured Medicare Advantage Plan post-65. The City also has a program which funds the pre-65 retiree deductible in a retiree Health Savings Account; and
- We will prepare our calculations using one interest rate assumption which is consistent with the investment policy of the Plan. For purposes of the 6/30/2023 OPEB funding valuation report, an investment return assumption of 6.50% was used.

*Our fees do not include any meetings, additional studies for changes in benefits, or any other items not detailed in this letter. If the City of Fraser would like to meet to discuss the results of the funding valuation, GRS will charge for the meeting(s) based on time and expense. The standard hourly rate for this would range from \$250-\$420 per hour.*



## Governmental Accounting Standards Board (GASB) Accounting Report

In order to prepare the necessary information for the fiscal years ending 6/30/2026 and 6/30/2027 for GASB Statement Nos. 74 & 75, we will prepare additional accounting reports of the retiree health care benefits for the City of Fraser Retiree Health Care Plan. The accounting reports will be provided following the availability of the necessary information and the end of the applicable fiscal year. Each GASB Statement Nos. 74 & 75 report will include, but is not limited to, the following information:

### GASB Statement Nos. 74 & 75 Reporting

- Determination of the Single Discount Rate;
- Statement of Changes in the Net OPEB Liability and Related Ratios, using the Single Discount Rate as determined above;
- Schedule of Net OPEB Liability;
- Schedule of Actuarially Determined Contributions (and notes);
- Statement of Fiduciary Net Position and Changes in Fiduciary Net Position;
- A sensitivity analysis providing the Net OPEB Liability based on a 1% higher and 1% lower discount rate and a 1% higher and 1% lower health care trend assumption;
- A description of the types of benefits provided by the plan;
- The number and classes of employees covered by the benefit terms;
- OPEB Expense calculation which separately tracks annual gains and losses due to demographic experience, asset experience, assumption changes, and plan changes; and
- Deferred Outflows and Inflows of Resources related to OPEBs.

Note that there is still other information not listed above that will be required in the Plan's financial statements and/or the Annual Comprehensive Financial Report to fully comply with GASB Statement Nos. 74 & 75. This additional information will need to be provided by the Plan's investment consultant and its accountants or other financial statement preparers. This other information includes the annual money-weighted rate of return on OPEB plan investments. If the Plan's investment consultant and its accountant are unable to provide this calculation, GRS can provide it for an additional fee. Please let us know if you require GRS to perform the calculation.

In addition, each GASB Statement Nos. 74 & 75 report will include a supplemental section which can be used to assist the City of Fraser with the completion of Form 5572 (Retirement System Annual Report) for purposes of compliance with Michigan Public Act 202 (PA 202) of 2017. The additional cost for including the supplemental section for PA 202 purposes is encompassed in the consulting fees listed on page 6.



## Claims and Premium Rate Analysis

### ***Calculate per Capita Retiree Claim Costs for Medical & Prescription Drugs***

For the self-insured portion of the plan (pre-65), calculations of current per capita retiree claim costs for a large group are usually based entirely on the group's own experience. Data is obtained from the vendor, including claim, premium, enrollment data, and administrative expenses. The data is separated for each subgroup for which rates are required. We review the data for completeness and reasonableness. Claim completion factors are determined and applied and incurred monthly claim costs per member or per risk unit are determined. Appropriate trend rates are applied to trend the claim costs to the appropriate time period. Administrative expenses are added and any other adjustments are made as appropriate.

### ***Adjusted Blended Fully-Insured Premium Rate***

For the portion of the plan that is fully-insured (post-65), actives and non-Medicare retirees are often assigned the same rate. Since health risk and utilization of medical services increases with age, this practice produces an implied subsidy to the retiree population. The GASB and the Society of Actuaries' Actuarial Standards of Practice require the use of "true" retiree cost in retiree health care valuations. GRS will develop the retiree premiums associated with each individual age by adjusting the blended fully-insured rates with the ratio of the expected cost at that age and the expected cost at the average age of the blended active and non-Medicare eligible population.

### ***Calculate per Capita Retiree Claim Costs for Medical & Prescription Drugs***

For the self-insured portion of the plan (pre-65), calculations of current per capita retiree claim costs for a large group are usually based entirely on the group's own experience. Data is obtained from the vendor, including claim, premium, enrollment data, and administrative expenses. The data is separated for each subgroup for which rates are required. We review the data for completeness and reasonableness. Claim completion factors are determined and applied and incurred monthly claim costs per member or per risk unit are determined. Appropriate trend rates are applied to trend the claim costs to the appropriate time period. Administrative expenses are added and any other adjustments are made as appropriate.



## Professional Consulting Staff

The GRS team assigned to the actuarial funding valuation of the retiree health care benefits for the City of Fraser have extensive experience and expertise in retirement plans, health care benefits, and their associated costs. The team will include members with the following credentials listed below:

- A qualified health actuary who is either an Associate of the Society of Actuaries (ASA), or a Fellow of the Society of Actuaries (FSA). This individual will be responsible for analyzing your premiums and/or claims experience, determining a per person health care cost appropriate for your Plan, and determining the appropriate health inflation assumption to be used in your actuarial funding valuation.
- A qualified OPEB actuary who is either an Associate of the Society of Actuaries (ASA), a Fellow of the Society of Actuaries (FSA), or an Enrolled Actuary (EA). This individual will be responsible for calculating the liabilities and the Actuarially Determined Contribution.

The Actuarial Standards require that any actuary providing a Statement of Actuarial Opinion (SAO) be qualified to do so. The actuaries certifying the City of Fraser's actuarial funding valuation must be qualified to provide the SAO. The GRS actuaries assigned to the project satisfy the above requirements.



## Consulting Fees

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Gabriel, Roeder, Smith & Company’s professional consulting fees are based on the time spent by our associates in performing these services for you. The table below shows our proposed fees broken down by Valuation Project:

Valuation Project	Fees <sup>1</sup>
1. Actuarial Funding Valuation as of 6/30/2025	\$21,600
2. GASB Statement Nos. 74 & 75 Report, Measurement date: 6/30/2026 <sup>2</sup> based on 6/30/2025 actuarial funding valuation including PA 202 Calculations and Exhibit	\$10,200
3. GASB Statement Nos. 74 & 75 Report, Measurement date: 6/30/2027 <sup>2</sup> based on 6/30/2025 actuarial funding valuation including PA 202 Calculations and Exhibit	\$10,200
Timing: Projected delivery is 12-16 weeks after receiving clean and complete data for Item 1 and 4-6 weeks for Items 2 and 3.	

<sup>1</sup> The fees above will be charged following the completion of each project listed.

<sup>2</sup> Additional fees may apply if there have been significant changes to the Plan since the actuarial funding valuation was completed or there are component units.

The Retiree Health Care Plan recognizes that GRS’ liability in connection with this work is limited by available insurance coverage.

The fees provided above are based on a biennial valuation cycle where roll-forward techniques will be applied to the 6/30/2025 funding valuation for the purpose of preparing the information for GASB Statement Nos. 74 & 75 for the fiscal years ending 6/30/2026 and 6/30/2027.

A high-quality valuation must be based on accurate member data, benefit cost data and plan design information. We base all of our calculations on this information which is supplied by the Plan Sponsor and their designees. If, after commencement of the valuation, it is determined that some of the information is inaccurate or incomplete, requiring re-work on our part, we will increase our fees based on actual time spent on the additional work.



## Project Timing and Communication

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We are prepared to initiate the 6/30/2025 actuarial funding valuation upon receipt of the data and following your approval of this proposal. We project that an actuarial funding valuation will be delivered 12 to 16 weeks after receipt of clean and complete data.

Work for each GASB Statement Nos. 74 & 75 report will be initiated after the completion of the applicable fiscal year and upon our receipt of the necessary data. We project that each GASB Statement Nos. 74 & 75 report will be delivered four to six weeks after receipt of clean and complete data.

The consulting fees included in this proposal are guaranteed for one year.

Please do not hesitate to contact us at 1-248-799-9000, ext. 1167, should you need additional information or clarification. We look forward to continuing to assist the City of Fraser Retiree Health Care Plan in the preparation of an actuarial funding valuation and GASB reporting of its retiree health care benefits.

Respectfully submitted,  
Gabriel, Roeder, Smith & Company



Laura Frankowiak, ASA, FCA, MAAA

LF:rmn



# Acceptance of Proposal

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The undersigned hereby authorizes Gabriel, Roeder, Smith & Company to commence work on the selected items below as outlined in the proposal dated January 13, 2026.

Acceptance for: City of Fraser Retiree Health Care Plan	
By:	
Printed Name:	
Title:	
Date:	

Please indicate which services the City of Fraser Retiree Health Care Plan would like to approve.

- 6/30/2025 Actuarial Funding Valuation
- 6/30/2026 GASB Statement Nos. 74 & 75 Report (including PA 202 Calculations and Exhibit)
- 6/30/2027 GASB Statement Nos. 74 & 75 Report (including PA 202 Calculations and Exhibit)



## Report Distribution List

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We plan to mail hard copies of the reports to the following recipient. Please indicate how many copies of each report you would like sent to the following recipient and if you would like an electronic copy of the report in the following chart:

Anjlee Bansal  
 Finance Director  
 City of Fraser  
 Retiree Health Care Plan  
 33000 Garfield Road  
 Fraser, Michigan 48026

Report Type	Number of Requested Hard Copies	If Electronic Copies are Desired, Please Supply an E-mail Address for Receipt
6/30/2025 Actuarial Funding Valuation		
6/30/2026 GASB Statement Nos. 74 & 75 Report		
6/30/2027 GASB Statement Nos. 74 & 75 Report		

Please indicate the following information, if you wish to have a copy of any of the reports mailed to a different recipient:

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Report Type	Number of Requested Hard Copies	If Electronic Copies are Desired, Please Supply an E-mail Address for Receipt
6/30/2025 Actuarial Funding Valuation		
6/30/2026 GASB Statement Nos. 74 & 75 Report		
6/30/2027 GASB Statement Nos. 74 & 75 Report		



# City of Fraser

## Retiree Health Care Plan

### Data Request

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Upon acceptance of the Letter of Engagement, the elements included on the following pages are necessary in order to complete the actuarial funding valuation.

For security purposes, we request that all file transfers occur via the secure file transfer portion of the GRS Advantage™ Website. Information related to using GRS Advantage™ is provided below. Please follow the instructions below to register or access the GRS Advantage™ Website. The reference guide mentioned below details how to download and upload files to the site.

#### **GRS Advantage™ Website**

Access or activate your personalized account on the GRS Advantage™ Website

- I. Go to <https://advantage.gabrielroeder.com>
  - a. Register or Login as a Plan Sponsor
- II. Download and open the GRS Advantage user reference guide (<https://advantage.gabrielroeder.com/Documents/Help/GRSAdvantageUserReferenceGuide.pdf>)
  - a. Follow along with the “GRS Advantage Website - Requesting Access to the Website” help topic to activate your account and personalize your password.
  - b. Read over the “GRS Advantage Website - Using the GRS Advantage™ Website” help topic, specifically item “2.” which describes the navigation bar.
  - c. Read over the “Secure File Transfer” section, which describes how to send and retrieve file transfers.

#### **Demographic Data Requirements**

In order to complete the funding valuation, a listing will be needed containing the necessary member census information (active, deferred vested (if applicable), and retired). Following approval of our proposal, we will provide an Excel spreadsheet requesting the necessary information. The data will be collected via the GRS Advantage™ Website.

#### **Plan Provisions**

Upon approval of the project, we will confirm no subsequent changes to the Summary of Benefits since the 6/30/2025 GASB Statement Nos. 74 & 75 report process.

#### **Asset Information and Pay-As-You-Go Cost**

For purposes of the June 30, 2025 funding valuation, we intend to use the asset and pay-as-you-go information provided by the City of Fraser in connection with the June 30, 2025 GASB Statement Nos. 74 & 75 report. Please let us know if this differs from your expectations.



# City of Fraser Retiree Health Care Plan Data Request

## OPEB Initial Per-Capita Cost Information

Please provide all data electronically, where available.

1. Please explain which groups/divisions are available for current and future retirees. If more than one group/division is still available, please explain what would cause a retiree to choose one group/division over another. We believe the easiest way to present this information is to provide a table similar to the table below. The information in the table is an example.

OPEB Group: **Sample**

Retiree Group/Division	Offered to Pre-65 and Post-65 Retirees?	Applicable Group	Anticipated Plan Design Changes?	Eligible Active Division(s)/Plan(s)*	Comments**
0001	Pre-65 only	Retired before 01/01/2006	None	Closed to future retirees	
0002	Pre-65 only	Retired on or after 12/31/1995	07/01/2008 - will change Rx Copay to \$10/\$40	0001, 0002 & 0003	
0015	Post-65 only	Retired any time	None	Open to all current/future retirees	

\* Please list which active division(s)/plan(s) are eligible to retire into each corresponding retiree division. Note that multiple retiree divisions/plans may be available to each active division/plan.

\*\* Enter any additional information which you feel may be relevant.

2. Please explain any major changes to the Retiree Health Plan (i.e., changes in copays, deductibles, change from fully-insured to self-insured, introduction to high deductible health plans, etc.) in the past three years.
3. Please provide a summary of Health Care Coverage Plan Provisions for each health care option. For example, please list copays, and deductibles for the PPO, HMO, etc. If a summary is not available, a member booklet should suffice.
4. Please provide us with the 2026 illustrative monthly active and retiree premium rates for one-person and two-person coverage. For the retirees, we would like both pre-65 (regular premium rates) and post-65 (complementary premium rates). If available, it would be helpful to have the premium rate broken down by coverage component (i.e., medical, prescription drug, dental, and/or vision).

Please provide the annual Rate Sheet for each group/division from your provider. For all Rate Sheets submitted, please indicate the full period these rates are effective. Billing statements do not contain the information needed; therefore, they are not necessary to send.



# City of Fraser Retiree Health Care Plan Data Request

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## OPEB Initial Per-Capita Cost Information (Concluded)

For self-funded groups/suffixes, please provide the following:

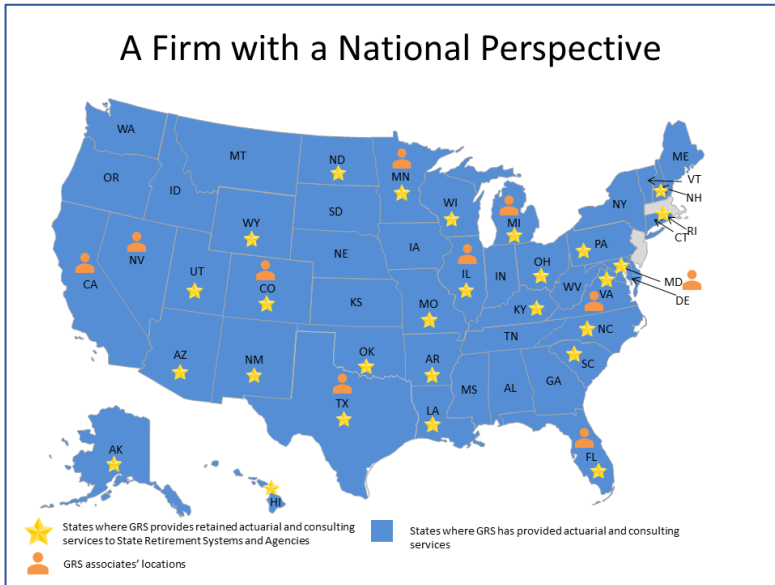
5. All active and retiree suffixes:
  - a. Monthly claims experience by group/division, separately for prescription drug and all other lines of coverage combined (i.e., facility, professional, master medical, vision and hearing) for the following periods:
    - i. Incurred 1/1/2022 to 12/31/2022 and paid through 12/31/2025
    - ii. Incurred 1/1/2023 to 12/31/2023 and paid through 12/31/2025
    - iii. Incurred 1/1/2024 to 12/31/2024 and paid through 12/31/2025

Please note that separate claim reports for regular and comprehensive members should be provided.
  - b. Monthly exposure data by group/division for the periods corresponding to the above claim experience periods.
6. A listing of all stop-loss reimbursements by group/division for the periods corresponding to the above claims experience periods. Please indicate whether the large claims are for active employees or retirees.
7. Monthly stop-loss premium per contract for the period of January 1, 2026 to December 31, 2026. Please indicate the specific stop-loss attachment point and whether the stop-loss coverage is for pre-Medicare retirees only or for both pre-Medicare and post-Medicare retirees.
8. Please provide detail regarding what the stop-loss coverage covers (i.e., pre-65 medical, post-65 medical, pre-65 prescription drug, post-65 prescription drug, etc.). For the Stop Loss rate provided, what population lines of business does it cover?
9. Monthly administrative fee per contract for the period of January 1, 2026 to December 31, 2026.
10. Are prescription drug claims reported net of rebates?
  - a. If no, please provide prescription drug rebate data corresponding to the experience periods requested.
  - b. If rebates are provided for pre 65 and post 65 segments, please provide the rebates split.
  - c. If rebates are provided in aggregate (i.e., for active, pre 65 and post 65 segments), please provide the detail you receive and the corresponding prescription drug claims by segment.



# About Gabriel, Roeder, Smith & Company

## GRS Client Base



1,000+ clients in nearly 50 states

42 State or Statewide Retirement Systems covering a total of over 7 million participants and over \$1 trillion in assets.

28 Statewide Retirement Systems with 50,000 or more participants.

## Our History

Founded in 1938, Gabriel, Roeder, Smith & Company (GRS) is a national actuarial and benefits consulting firm. GRS is dedicated to bringing clients innovative, sustainable solutions that the firm helps put into action. The firm supports the long-term success of pension, OPEB, and health and welfare benefit plans. Associates deliver high-quality services that reflect GRS' core values, which include professionalism and ethics in all aspects of business. The firm attracts the best talent in the industry by providing a collaborative work environment that respects the diversity and professional aspirations of our associate.



# About Gabriel, Roeder, Smith & Company



## OUR MISSION

To be a trusted advisor to the public sector community; to chart a course through the risks and opportunities in retirement plan design, considering the needs of all stakeholders.

## OUR VALUES

### Professionalism

We exhibit professionalism and ethics in all aspects of our business.

### Commitment

We commit to providing the best possible service and advice to our clients.

### Education

We engage in life-long learning for ourselves, our clients, and other stakeholders.

### Respect

We respect the diversity, talents, and professional aspirations of our associates.



# About Gabriel, Roeder, Smith & Company

## Our Services

Pension and OPEB Services	
Actuarial Services	Best Practice Benefit Design
Valuations	Defined Benefit
Audits	DB/DC Hybrid
Risk Management	Cash Balance
Funding Policy	Adjustable Pension Plan
Experience Studies	Benefit Adequacy Studies
Asset/Liability Studies	Benefit Policy Development
Legislative & Regulatory	Client Software
Cost Impact Studies	MagVal™ Suite: Projection Software
GASB Standards Consulting	GRS Advantage™: Client Services Website
Research & Surveys	GRS Foresight™
	Exclusion Ratio Calculator
	415 Screening Tool

**Compliance:** While GRS does not practice law, our relationship with the Groom Law Group supports GRS consultants' and clients' understanding of compliance issues.

In addition to the above, GRS also provides a wide range of Health and Welfare Consulting Services.



# About Gabriel, Roeder, Smith & Company

## Quality Control at GRS

GRS serves plans ranging from the smallest – those with 100 or fewer participants to those with 500,000 or more participants. We are very aware that the services we provide directly affect the future financial well-being of large numbers of people, and that inaccurate calculations can directly affect their lives. Consequently, we have an extensive quality control program. We refer to this program as the “Peer Review Process,” but it is actually much more than that.

Under the Peer Review process, at least four team members are involved in the preparation of every actuarial valuation report.

One team member develops the plan costs and another verifies each value. The supervising actuary will review everything as the valuation process continues to ensure that results not only look correct, but look reasonable. The supervising or primary actuary will review all work completed by the other team members as a final check. At this stage our actuarial valuation report is reviewed by another actuary as a final peer review to assure that the main results and underlying causes are accurate and well communicated. We document peer review guidelines for each member of a GRS client team.

These guidelines were developed by our Professionalism Committee and are reviewed and revised as appropriate. GRS uses its Peer Review process on all services that we provide to our clients.

In completing any client assignment, it is the goal of each employee of GRS to produce the highest quality work. This practice has been an integral component of our corporate culture throughout the entire history of GRS.

The following aspects of our Peer Review process attest to the strength of the quality controls we have built for providing actuarial services.

## Professionalism Committee

Quality Assurance Procedures at GRS are developed and monitored by a standing Professionalism Committee (the Office of the Chief Actuary serves as an ex-officio member). The GRS Professionalism Committee performs internal audits of the work we do for our clients and monitors compliance with quality forms. The Professionalism Committee reports to the firm’s President. The following paragraphs describe how our quality assurance procedures apply to three specific types of client assignments.



# About Gabriel, Roeder, Smith & Company

## Actuarial Valuations

Each actuarial valuation for a defined benefit pension plan or a post-retirement health care program is supervised by a qualified consulting actuary, from the beginning of the process until the final product is sent to the client. Actuarial valuations are prepared by an actuarial analyst and are initially checked by a more senior associate.

The two associates work very closely with the consulting actuary to resolve any issues that may arise throughout the process. After completion of the initial checking, the valuation is reviewed by the consulting actuary. The actuary reviews the results for reasonableness. Once the results are finalized and a report is prepared, the report is peer reviewed by another qualified actuary. Each step of the process is documented using the quality forms and the documentation is filed with the work papers.

## Special Projects

All other projects other than actuarial valuations also follow our standard quality procedures. Initial calculations are prepared by an analyst, checked by a more senior associate and reviewed and peer reviewed by a qualified actuary. Each step of the process is documented using the quality forms and the documentation is filed with the work papers.

## Client Correspondence

Any substantive client correspondence (letters - hard copy or electronic, reports, presentations, etc.) prepared by one of our actuaries or consultants is peer reviewed by another actuary or consultant. Each step of the process is documented using the quality forms and the documentation is filed with a copy of the correspondence.

## Internal Audit

Our internal audit process ensures that our associates follow our quality procedures and that the services provided to our clients are continuously improving. Please note this is a procedural audit. Through this process, a group of our actuaries and consultants audits the work performed for our clients. The various clients are selected randomly. A member of the Professionalism Committee begins the audit with conversations with the actuary or consultant and other client team members, and then reviews the work papers, the valuation report and other relevant files to see if quality procedures have been followed and documented. After the Committee member has completed these steps, the findings are discussed with the actuary or consultant responsible for that client. The findings are shared with the other members of the Professionalism Committee at its next quarterly meeting, after which it is forwarded to the President.

## External Audit

Our work on behalf of a variety of our clients has also been audited by other actuarial firms and our work has passed their scrutiny. Of course, as serious, committed professionals, we always welcome constructive suggestions of other qualified professionals.



# About Gabriel, Roeder, Smith & Company

## GRS Supports its Clients and its Consultants

GRS provides support through various GRS actuarial and research resources. These resources help our consultants deliver the highest quality services to our clients.

GRS encourages its consultants to participate in activities that support public sector benefit plans. We believe that our professional development support creates an environment for service excellence, which has resulted in GRS' low employee turnover.

A few examples of this support are provided:

- **GRS' Internal Software and Programming Group** supports our internally written and maintained actuarial software and provides ongoing training for all actuarial employees on its use. Our consultants know that the work they produce uses methods that comply with the latest actuarial standards, methods, assumptions and tables required for public sector work. Many of our competitors do not place emphasis on software and training for public sector plans.
- **GRS' Research Group** provides clients and GRS consultants with in-depth analysis of public sector benefit plan issues covering plan design, Internal Revenue Code, and other legislative and regulatory issues. It also provides information on federal and state legislation, accounting rules, and other regulatory issues on topics of interest to employee benefit plans. GRS communicates the results of its research through: 1) GRS Insight, its newsletter on pension and health care related topics; 2) GRS Perspectives, our consultant authored articles; and 3) News Scan, brief news summaries produced by our Research Manager. Our current publications are available on our website at [www.grsconsulting.com](http://www.grsconsulting.com). Clients have access to archived publications through GRS Advantage™, our client services website.
- **GRS Client Education Syllabus** and a wealth of additional information is available at <https://www.grsconsulting.com/education-and-training/>.
- Our consultants remain updated on benefit issues using our **internal company portal** that provides them with GRS Research group publications, benefit related publications from external sources and discussion boards for information sharing.



# About Gabriel, Roeder, Smith & Company

- **GRS supports consultants' activities as speakers, committee members, and as authors of articles** for industry and public sector associations such as the National Association of Retirement Administrators (NASRA), National Council on Teacher Retirement (NCTR), National Conference of Public Employee Retirement System (NCPERS), International Foundation of Employee Benefit Plans (IFEFP), American Academy of Actuaries (AAA), the Society of Actuaries, the Conference of Consulting Actuaries, and the Government Finance Officers Association (GFOA).
- **Professionalism Committee** - Quality assurance procedures at GRS are developed and monitored by a standing Professionalism Committee consisting of six Senior Consultants. The GRS Professionalism Committee performs internal audits of the work we do for our clients.
- **GRS has an Office of the Chief Actuary (OCA).** This regional approach allows for national collaboration on actuarial methodologies and public plan funding issues. The OCA monitors adherence to the qualification standards and the code of professional conduct and they provide oversight and interpretations regarding the actuarial standards of practice as they are applied to public plans. The OCA focuses solely on public pension systems. As a result, our clients are further assured of receiving consulting advice that is defensible

#### **Regional Chief Actuaries**

- Piotr Krekora, ASA, EA, FCA, MAAA, PhD
- Joseph Newton, FSA, EA, FCA, MAAA
- Francois Pieterse, ASA, FCA, MAAA





## Fraser City Council Agenda Item

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**Subject Title:** Water Meter Replacement Program

**Prepared By:** Ashley Carpenter, Engineer

**Date Submitted:** February 4, 2026

### Subject of Request:

Currently, several different types and brands of water meters are in service, with many meters past their useful service life. When a water meter is past its useful service life, the full usage read may not be logged resulting in a loss of payment to the City and the meter has a higher tendency to leak.

Given the age of the current meters throughout the city and technological advances since the last major meter upgrade, the DPW has proposed to undertake a 10-year program to replace all the water meters in the City. The City has budgeted \$300,000 in the current fiscal year to get the project started, and DPW will be requesting a similar amount to be budgeted each year for approximately the next 9 years to complete the water meter replacement program for the entire City.

AEW has assisted other nearby communities with the effort of soliciting qualifications packages and bids, reviewing the bids and preparing contracts.

Request that City Council approve the AEW proposal to prepare a request for qualifications and quotes for the Water Meter Replacement program. Once proposals have been received, a recommendation to award a construction contract will be presented to council for consideration after review of proposals by a committee.

### Budget Impact:

Not Applicable

Amount:	\$6,800
Account Number(s):	592-536-972.000
Required Budget Amendment Amount:	0
Required Recurring Charges Amount:	0
Required Travel Expenses Amount:	0
Offset by Grant Funding Amount:	No
Additional Information:	AEW Proposal is attached.

**Attachments:**

1. Water Meter Replacement Program

**Recommended Motion(s):**

Motion to approve the engineering services for the Water Meter Replacement Program with AEW in the amount of \$6,800.

\*If sole source, include an additional recommended motion to waive competitive bidding.



## **ANDERSON, ECKSTEIN & WESTRICK, INC.**

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia

586.726.1234 | [www.aewinc.com](http://www.aewinc.com)

February 3, 2026

Elaine Leven, City Manager  
City of Fraser  
33000 Garfield Road  
Fraser, MI 48026

**Reference: Proposal for Profession Services**  
Water Meter Replacement Program  
AEW Project No. 0190-0542

Dear Ms. Leven:

We are pleased to submit to you our proposal for engineering services on the above referenced project.

### **Understanding of the Project**

It is our understanding that the City has budgeted to implement a water meter replacement program over a ten-year period. The City of Fraser is requesting professional services to prepare a request for quotes and qualifications for water meter procurement and installation, grading and rating of received proposals and provide a recommendation for award of a supplier/contractor.

### **Proposed Services to be Provided**

Based upon the information provided by the City, we propose to provide the following engineering services:

- Prepare Request for Quotation and Qualifications (RFQ) documents in accordance with City requirements.
- Hold 1 meeting with City staff for review prior to bidding.
- Provide technical review and evaluation of proposals.
- Set up interviews with top candidates to review proposals.
- Assist the City with vendor selection.
- Provide a recommendation for award of a supplier/contractor.

This proposal does not include contract administration or construction administration services.

### **Responsibilities of the Owner**

- Provide existing water meter information.
- Determine interview committee and availability.



Elaine Leven  
February 3, 2026  
Page 2

**Fee for Professional Services**

The fees for our services will be billed lump sum not to exceed \$6,800.00.

Thank you once again for the opportunity to work with you on this project. When you are prepared to authorize us to proceed, **please provide our office with a signed purchase order totaling \$6,800.00.** If you require any further information, please advise. We will await your authorization.

Sincerely,

**Anderson, Eckstein and Westrick, Inc.**

Accepted By

Ashley Carpenter  
Ashley M. Carpenter, PE  
Project Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Date

cc: Rob Barrett, DPW Superintendent  
Mike Vigneron, AEW  
Jacob Fenech, AEW

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## Fraser City Council Agenda Item

---

**Subject Title:** 2025-2026 Watermain Replacement

**Prepared By:** Ashley Carpenter, Engineer

**Date Submitted:** February 4, 2026

### Subject of Request:

The City previously approved design engineering work for water main replacement for the following segments in FY24-25 for construction in FY25-26:

- Summer Lane North
- Summer Lane South
- Vernetta/Schoolcraft
- Elodie

Design engineering was placed on hold due to budget constraints. It is our understanding that the City wishes to consider restarting design services for Vernetta/Schoolcraft and Elodie, in addition to Linden Avenue, and consider televising the storm sewer, storm sewer replacement and perform asphalt resurfacing, along with resurfacing Cyril. At this time, Summer Lane North and South are being considered for a future year.

Request that City Council approve the design engineering services for these segments to allow preliminary engineering work to begin. Design efforts will help to clarify construction phase estimates for consideration in the FY 26-27 budget year. The project will not be publicly bid until the FY 26-27 budget has been adopted and includes the costs for the construction phases of these projects. The project will then be publicly bid and a recommendation to award a construction contract would be brought back to council for consideration. The engineering services proposal is in accordance with the standing agreement between AEW and the City of Fraser.

### Budget Impact:

Not Applicable

Amount: FY25-26 - \$80,000 (design engineering)  
Water: \$21,630.22  
Storm Sewer: \$45,069.58  
Road: \$13,300.20

FY26-27 - \$150,400 (remaining design engineering)+

\$275,000 (const. eng.) + \$2,385,000 (Const. Costs)  
Water: \$40,664.81 + \$74,344.64 + \$644,798.78 =  
\$759,808.23  
Storm Sewer: \$84,730.82 + \$154,941.61 + \$1,343,823.56 =  
\$1,583,495.99  
Road: \$25,004.37 + \$45,713.75 + \$396,377.66 = \$467,095.78

FY27-28 - \$422,490 (const. eng.) + \$2,981,053 (Const. Costs)  
Water: \$114,217.70 + \$805,945.22 = \$920,162.92  
Storm Sewer: \$238,041.02 + \$1,679,668.44 = \$1,917,709.46  
Road: \$70,231.29 + \$495,439.34 = \$565,670.63

Account Number(s):

Water: 592-536-972.000  
Storm Sewer: 101-441-930.100  
Road: 203-441-972.000

Required Budget Amendment Amount:

FY25-26 - \$80,000 (design engineering)  
Water: \$21,630.22  
Storm Sewer: \$ 45,069.58  
Road: \$13,300.20

Required Recurring Charges Amount:

0

Required Travel Expenses Amount:

0

Offset by Grant Funding Amount:

No

Additional Information:

Projected Approximate Capital Outlay required from the City for this Project (\$6,293,943.00 total):

- 25-26 (current year) - \$80,000 (design engineering)
- 26-27 - \$2,810,400 = \$150,400 (remaining design engineering)+ \$275,000 (const. eng.) + \$2,385,000 (Const. Costs) prior to 6/30/27
- 27-28 - \$3,403,543 = \$422,490 (const. eng.) + \$2,981,053 (Const. Costs) after 7/1/27

#### Attachments:

1. 2025-2026 Water Main Replacement

#### Recommended Motion(s):

Motion to approve the design engineering services for the 2025-2026 Water Main Replacement Project with AEW in accordance with the standing agreement between AEW and the City of Fraser.

\*If sole source, include an additional recommended motion to waive competitive bidding.





## **ANDERSON, ECKSTEIN & WESTRICK, INC.**

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia

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February 3, 2026

Elaine Leven, City Manager  
City of Fraser  
33000 Garfield Road  
Fraser, MI 48026

**Reference: Proposal for Professional Services**  
2026 Water Main Replacement

Dear Ms. Leven:

We are pleased to submit to you our proposal to prepare plans, specifications and provide full construction engineering services on the above referenced project.

### **Understanding of the Project**

We understand the City wishes to continue water main replacement efforts to improve system reliability. The City previously approved design engineering work for water main replacement for the following segments in FY24-25 for construction in FY25-26:

- Summer Lane North
- Summer Lane South
- Vernetta/Schoolcraft
- Elodie

Design engineering was placed on hold due to budget constraints. It is our understanding that the City wishes to consider restarting design services for Vernetta/Schoolcraft and Elodie, in addition to Linden Avenue, and consider televising the storm sewer, storm sewer replacement and perform asphalt resurfacing, along with resurfacing Cyril. At this time, Summer Lane North and South are being considered for a future year.

The project would likely consist of replacing the water main by pipe bursting or directional drilling, as this construction technique will help to limit disturbance between affected houses, but open-cut construction would also be considered. Work would include replacing all gate valves and hydrants within the project limits, reconnecting existing water services to the new water main, storm sewer



Elaine Leven  
 February 3, 2026  
 Page 2

replacement, catch basin installation or replacement, road resurfacing and associated restoration.

We have estimated the design engineering, construction engineering, construction cost and total cost of this project below, with each segment and utility being treated as a separate project.

Water Main Replacement					
Street	Limits	Budget Est. Design	Budget Est. Const. Eng.	Budget Const.	Estimated Total Cost
Elodie	13 Mile to Cyril	\$ 45,100.00	\$ 90,300.00	\$ 601,998.00	\$ 737,398.00
Vernetta/Schoolcraft	Cyril to Masonic	\$ 39,400.00	\$ 78,700.00	\$ 524,998.00	\$ 643,098.00
Cyril	Elodie to Masonic	\$ -	\$ -	\$ -	\$ -
Linden	Fraser to Utica	\$ 24,300.00	\$ 48,600.00	\$ 323,748.00	\$ 396,648.00
	<b>Total:</b>	<b>\$ 108,800.00</b>	<b>\$ 217,600.00</b>	<b>\$ 1,450,744.00</b>	<b>\$ 1,777,144.00</b>
Storm Sewer Improvements					
Street	Limits	Budget Est. Design	Budget Est. Const. Eng.	Budget Const.	Estimated Total Cost
Elodie	13 Mile to Cyril	\$ 59,700.00	\$ 119,500.00	\$ 796,498.00	\$ 975,698.00
Vernetta/Schoolcraft	Cyril to Masonic	\$ 53,000.00	\$ 106,000.00	\$ 706,998.00	\$ 865,998.00
Cyril	Elodie to Masonic	\$ 100,400.00	\$ 200,800.00	\$ 1,338,748.00	\$ 1,639,948.00
Linden	Fraser to Utica	\$ 13,600.00	\$ 27,200.00	\$ 181,248.00	\$ 222,048.00
	<b>Total:</b>	<b>\$ 226,700.00</b>	<b>\$ 453,500.00</b>	<b>\$ 3,023,492.00</b>	<b>\$ 3,703,692.00</b>
Road Rehabilitation Program					
Street	Limits	Budget Est. Design	Budget Est. Const. Eng.	Budget Const.	Estimated Total Cost
Elodie	13 Mile to Cyril	\$ 20,900.00	\$ 41,700.00	\$ 278,298.00	\$ 340,898.00
Vernetta/Schoolcraft	Cyril to Masonic	\$ 14,700.00	\$ 29,400.00	\$ 196,073.00	\$ 240,173.00
Cyril	Elodie to Masonic	\$ 22,500.00	\$ 45,100.00	\$ 300,435.50	\$ 368,035.50
Linden	Fraser to Utica	\$ 8,800.00	\$ 17,600.00	\$ 117,010.50	\$ 143,410.50
	<b>Total:</b>	<b>\$ 66,900.00</b>	<b>\$ 133,800.00</b>	<b>\$ 891,817.00</b>	<b>\$ 1,092,517.00</b>
	<b>Grand Total:</b>	<b>\$ 402,400.00</b>	<b>\$ 804,900.00</b>	<b>\$ 5,366,053.00</b>	<b>\$ 6,573,353.00</b>

### Fee for Professional Services

We propose that the engineering fee for this project be in accordance with our basic agreement as follows:

1) Design Engineering

We propose to furnish the topographic survey, design, plans and specifications, obtain bids and provide a recommendation of award for 4.3% of construction costs in accordance with our Agreement with the City of Fraser. The fee for design phase services is estimated at \$230,400 if the



Elaine Leven  
 February 3, 2026  
 Page 3

entire proposed project is approved. It is anticipated that this fee would be incurred over FY25-26 and FY26-27.

- 2) Construction Staking, Contract Administration and Inspection  
 Fee to be on an hourly charge basis for the various personnel as required in accordance with the current hourly rate schedule. It is our understanding that full time construction inspection may be required for this project. For budget purposes, you may estimate construction phase costs at 11.5% of the construction cost or \$617,000.00. It is anticipated that this fee would be incurred over FY26-27 and FY27-28.
  
- 3) Testing and Lab Services  
 Work for density and concrete testing, as required, will be billed at actual cost as invoiced in accordance with our Agreement. Any proposed testing will be discussed with the City prior to our authorizing the work. For budget purposes, you may estimate this cost at 1.5% of the construction cost or \$80,490.00. It is anticipated that this fee would be incurred over FY26-27 and FY27-28.

A summary of the estimated project costs are as follows:

Construction Cost Estimate	\$5,366,053.00
Design Engineering	\$ 230,400.00
Const. Staking, Contract Admin., Inspection	\$ 617,000.00
Testing	\$ 80,490.00
Contingencies (5% of Construction Est.)	<u>\$ 268,302.65</u>
Estimated Total	\$6,562,245.65

Projected Approximate Capital Outlay required from the City for this Project (\$6,293,943.00 total):

- 25-26 (current year) - \$80,000 (design engineering)
  
- 26-27 - \$2,810,400 = \$150,400 (remaining design engineering)+ \$275,000 (const. eng.) + \$2,385,000 (Const. Costs) prior to 6/30/27
  
- 27-28 - \$3,403,543 = \$422,490 (const. eng.) + \$2,981,053 (City share of Const. Costs) after 7/1/27



Elaine Leven  
February 3, 2026  
Page 4

If you have any questions or require any additional information, please advise.  
We will await your authorization.

Sincerely,

**Anderson, Eckstein and Westrick, Inc.**

Accepted By

*Ashley Carpenter*

Ashley M. Carpenter, PE  
Project Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Date

cc: Rob Barrett, DPW Superintendent  
Mike Vigneron, AEW

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## Fraser City Council Agenda Item

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**Subject Title:** Clarification Regarding Council Rule 7.12 Electronic and Telephone Communication During Session

**Prepared By:** Elaine Leven, City Manager

**Date Submitted:** February 2, 2026

### Subject of Request:

City Council Rule 7.12, which prohibits texting and electronic messaging by council members during public meetings, was adopted unanimously in 2016 and states:

*“While Council is in session, Councilpersons shall not send or review electronic communications relating to City business from other Council members, staff, or public at large. While Council is in session, Council members are permitted to receive, review, and respond to electronic communications involving matters other than City business and are emergency in nature.”*

During the COVID emergency, this rule was reportedly “suspended” to allow sharing of Zoom meeting details for closed sessions. However, we have been unable to locate any official motion or vote memorializing this suspension or setting a sunset date. The approved minutes from March 2020 to January 2021 show no reference to such action.

### Budget Impact:

Not Applicable

Amount:

Account Number(s):

Required Budget Amendment Amount:

Required Recurring Charges Amount:

Required Travel Expenses Amount:

Offset by Grant Funding Amount:

Additional Information:

### Attachments:

None

**Recommended Motion(s):**

**MOTION** to reaffirm the City Council Rule 7.12 regarding Electronic and Telephone Communication During Session is in effect

\*If sole source, include an additional recommended motion to waive competitive bidding.



## Fraser City Council Agenda Item

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**Subject Title:** Adoption of 2024 International Property Maintenance Code

**Prepared By:** Bob Logan, Building Dept Manager, Sarah Hebert

**Date Submitted:** February 2, 2026

### Subject of Request:

The Building Department is requesting to adopt the 2024 International Property Maintenance Codes. We are currently on the 2000 International Property Maintenance Codes and would like to update the codes. Sections that have been changed since 2000 are highlighted. Some notes have been added as well.

### Budget Impact:

Not Applicable

Amount:

Account Number(s):

Required Budget Amendment Amount:

Required Recurring Charges Amount:

Required Travel Expenses Amount:

Offset by Grant Funding Amount:

Additional Information:

### Attachments:

1. 2024 IPMC with notes

### Recommended Motion(s):

\*If sole source, include an additional recommended motion to waive competitive bidding.

# 2024 IPMC<sup>®</sup>



**INTERNATIONAL PROPERTY  
MAINTENANCE CODE<sup>®</sup>**

INTERNATIONAL CODE COUNCIL



2024 International Property Maintenance Code®

First Printing: September 2023  
Second Printing: June 2024

ISBN: 978-1-959851-87-5 (soft-cover edition)  
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# NEW DESIGN FOR THE 2024 INTERNATIONAL CODES



The 2024 International Codes® (I-Codes®) have undergone substantial formatting changes as part of the digital transformation strategy of the International Code Council® (ICC®) to improve the user experience. The resulting product better aligns the print and PDF versions of the I-Codes with the ICC's Digital Codes® content.

The changes, promoting a cleaner, more modern look and enhancing readability and sustainability, include:

Streamlined lists

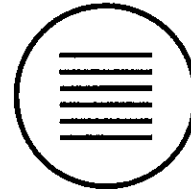


QR codes to identify code changes more accurately  
*(For further details, see Formatting Changes to the 2024 International Codes.)*

Consistent grouping of associated content  
*(e.g., tables immediately follow parent sections)*

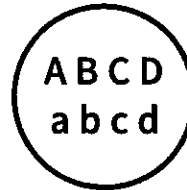


2024



Single-column text

Shading for table headers and notes



Modernized font styles

More information can be found at [icc.afe.org/design-updates](https://icc.afe.org/design-updates).





## Code Development Process

The code development process regularly provides an international forum for building professionals to discuss requirements for building design, construction methods, safety, performance, technological advances and new products. Proposed changes to the I-Codes, submitted by code enforcement officials, industry representatives, design professionals and other interested parties are deliberated through an open code development process in which all interested and affected parties may participate.

Openness, transparency, balance, due process and consensus are the guiding principles of both the ICC Code Development Process and OMB Circular A-119, which governs the federal government's use of private-sector standards. The ICC process is open to anyone without cost. Remote participation is available through *cdpAccess*<sup>®</sup>, the ICC's cloud-based app.

In order to ensure that organizations with a direct and material interest in the codes have a voice in the process, the ICC has developed partnerships with key industry segments that support the ICC's important public safety mission. Some code development committee members were nominated by the following industry partners and approved by the ICC Board:

- American Gas Association (AGA)
- American Institute of Architects (AIA)
- American Society of Plumbing Engineers (ASPE)
- International Association of Fire Chiefs (IAFC)
- National Association of Home Builders (NAHB)
- National Association of State Fire Marshals (NASFM)
- National Council of Structural Engineers Association (NCSEA)
- National Multifamily Housing Council (NMHC)
- Plumbing Heating and Cooling Contractors (PHCC)
- Pool and Hot Tub Alliance (PHTA), formerly The Association of Pool and Spa Professionals (APSP)

Code development committees evaluate and make recommendations regarding proposed changes to the codes. Their recommendations are then subject to public comment and council-wide votes. The ICC's governmental members—public safety officials who have no financial or business interest in the outcome—cast the final votes on proposed changes.

The I-Codes are subject to change through future code development cycles and by any governmental entity that enacts the code into law. For more information regarding the code development process, contact the Codes and Standards Development Department of the ICC at [iccsafe.org/products-and-services/i-codes/code-development/](https://iccsafe.org/products-and-services/i-codes/code-development/).

While the I-Code development procedure is thorough and comprehensive, the ICC, its members and those participating in the development of the codes expressly disclaim any liability resulting from the publication or use of the I-Codes, or from compliance or noncompliance with their provisions. NO WARRANTY OF ANY KIND, IMPLIED, EXPRESSED OR STATUTORY, IS GIVEN WITH RESPECT TO THE I-CODES. The ICC does not have the power or authority to police or enforce compliance with the contents of the I-Codes.

## Code Development Committee Responsibilities (Letter Designations in Front of Section Numbers)

In each cycle, proposed changes are considered by the Code Development Committee assigned to a specific code or subject matter. Committee Action Hearings result in recommendations regarding a proposal to the voting membership. Where changes to a code section are not considered by that code's own committee, the code section is preceded by a bracketed letter designation identifying a different committee. Bracketed letter designations for the I-Code committees are:

- [A] = Administrative Code Development Committee
- [BE] = IBC—Egress Code Development Committee
- [BF] = IBC—Fire Safety Code Development Committee
- [BG] = IBC—General Code Development Committee
- [BS] = IBC—Structural Code Development Committee
- [E] = Developed under the ICC's Standard Development Process
- [EB] = International Existing Building Code Development Committee
- {F} = International Fire Code Development Committee
- [FG] = International Fuel Gas Code Development Committee
- [M] = International Mechanical Code Development Committee
- [P] = International Plumbing Code Development Committee
- [SP] = International Swimming Pool and Spa Code Development Committee

For the development of the 2027 edition of the I-Codes, the ICC Board of Directors approved a standing motion from the Board Committee on the Long-Term Code Development Process to revise the code development cycle to incorporate two committee action hearings for each code group. This change expands the current process from two independent 1-year cycles to a single continuous 3-year cycle. There will be two groups of code development committees and they will meet in separate years. The current groups will be reworked. With the energy provisions of the *International Energy Conservation Code*<sup>®</sup> (IECC<sup>®</sup>) and Chapter 11 of the *International*

*Residential Code*® (IRC®) now moved to the Code Council’s Standards Development Process, the reduced volume of code changes will be distributed between Groups A and B.

Code change proposals submitted for code sections that have a letter designation in front of them will be heard by the respective committee responsible for such code sections. Because different committees hold Committee Action Hearings in different years, proposals for most codes will be heard by committees in both the 2024 (Group A) and the 2025 (Group B) code development cycles. It is very important that anyone submitting code change proposals understands which code development committee is responsible for the section of the code that is the subject of the code change proposal.

Please visit the ICC website at [iccsafe.org/products-and-services/i-codes/code-development/current-code-development-cycle](https://iccsafe.org/products-and-services/i-codes/code-development/current-code-development-cycle) for further information on the Code Development Committee responsibilities as it becomes available.

**Coordination of the I-Codes**

The coordination of technical provisions allows the I-Codes to be used as a complete set of complementary documents. Individual codes can also be used in subsets or as stand-alone documents. Some technical provisions that are relevant to more than one subject area are duplicated in multiple model codes.

**Italicized Terms**

Words and terms defined in Chapter 2, Definitions, are italicized where they appear in code text and the Chapter 2 definitions apply. Although care has been taken to ensure applicable terms are italicized, there may be instances where a defined term has not been italicized or where a term is italicized but the definition found in Chapter 2 is not applicable. For example, Chapter 2 of the *International Building Code*® (IBC®) contains a definition for “*Listed*” that is applicable to equipment, products and services. The term “listed” is also used in that code to refer to a list of items within the code or within a referenced document. For the latter, the Chapter 2 definition would not be applicable.

**Adoption of International Code Council Codes and Standards**

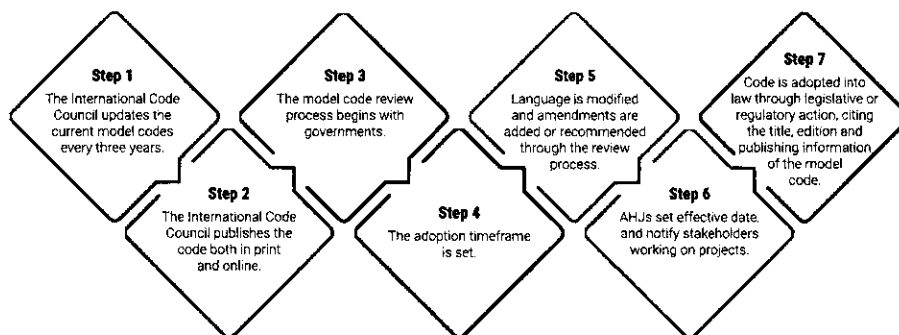
The International Code Council maintains a copyright in all of its codes and standards. Maintaining copyright allows the Code Council to fund its mission through sales of books in both print and digital format. The Code Council welcomes incorporation by reference of its codes and standards by jurisdictions that recognize and acknowledge the Code Council’s copyright in the codes and standards, and further acknowledge the substantial shared value of the public/private partnership for code development between jurisdictions and the Code Council. By making its codes and standards available for incorporation by reference, the Code Council does not waive its copyright in its codes and standards.

The Code Council’s codes and standards may only be adopted by incorporation by reference in an ordinance passed by the governing body of the jurisdiction. “Incorporation by reference” means that in the adopting ordinance, the governing body cites only the title, edition, relevant sections or subsections (where applicable), and publishing information of the model code or standard, and the actual text of the model code or standard is not included in the ordinance (see graphic, “Adoption of International Code Council Codes and Standards”). The Code Council does not consent to the reproduction of the text of its codes or standards in any ordinance. If the governing body enacts any changes, only the text of those changes or amendments may be included in the ordinance.



# ADOPTION OF INTERNATIONAL CODE COUNCIL CODES AND STANDARDS INCORPORATED BY REFERENCE

**What does “incorporate by reference” mean?** If a governmental agency or authority having jurisdiction (AHJ) over code adoption wishes to adopt a model code for legislative or regulatory purposes, it will enact an ordinance, regulation or law to incorporate by reference (IBR) the relevant code. The actual text of the model code is not included in the law, but the enacting law will include the full text of any changes or amendments enacted by the legislative body of the AHJ.



The Code Council also recognizes the need for jurisdictions to make laws accessible to the public. Accordingly, all I-Codes and I-Standards, along with the laws of many jurisdictions, are available to view for free at [codes.iccsafe.org/codes/i-codes](https://codes.iccsafe.org/codes/i-codes). These documents may also be purchased, in both digital and print versions, at [shop.iccsafe.org](https://shop.iccsafe.org).

To facilitate adoption, some I-Code sections contain blanks for fill-in information that needs to be supplied by the adopting jurisdiction as part of the adoption legislation. For example, the IPMC contains:

- Section 101.1. Insert: **[NAME OF JURISDICTION]**
- Section 103.1. Insert: **[NAME OF DEPARTMENT]**
- Section 302.4. Insert: **[JURISDICTION TO INSERT HEIGHT IN INCHES]**
- Section 304.14. Insert: **[DATES IN TWO LOCATIONS]**
- Section 602.3. Insert: **[DATES IN TWO LOCATIONS]**
- Section 602.4. Insert: **[DATES IN TWO LOCATIONS]**

For further information or assistance with adoption, including a sample ordinance, jurisdictions should contact the Code Council at [incorporation@iccsafe.org](mailto:incorporation@iccsafe.org).

For a list of frequently asked questions (FAQs) addressing a range of foundational topics about the adoption of model codes by jurisdictions and to learn more about the Code Council’s code adoption resources, scan the QR code or visit [iccsafe.org/code-adoption-resources](https://iccsafe.org/code-adoption-resources).



### INTRODUCTION TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE

The IPMC establishes minimum requirements for the maintenance of existing buildings through model code regulations that contain clear and specific property maintenance and property improvement provisions. The IPMC is a maintenance document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety. Responsibility is fixed among owners, operators and occupants for code compliance. The IPMC provides for the regulation and safe use of existing structures in the interest of the social and economic welfare of the community.

### ARRANGEMENT AND FORMAT OF THE 2024 IPMC

Before applying the requirements of the IPMC, it is beneficial to understand its arrangement and format. The IPMC, like other codes published by the ICC, is arranged and organized to follow sequential steps that generally occur during a plan review or inspection.

The following table shows how the IPMC is divided. The chapter synopses detail the scope and intent of the provisions of the IPMC.

CHAPTER TOPICS	
CHAPTERS	SUBJECTS
1	Scope and Administration
2	Definitions
3	General Requirements
4	Light, Ventilation and Occupancy Limitations
5	Plumbing Facilities and Fixture Requirements
6	Mechanical and Electrical Requirements
7	Fire Safety Requirements
8	Referenced Standards
Appendix A	Boarding Standard
Appendix B	Board of Appeals

**Chapter 1 Scope and Administration.**

Chapter 1 establishes the limits of applicability of the code and describes how the code is to be applied and enforced. The provisions of Chapter 1 establish the authority and duties of the code official appointed by the authority having jurisdiction and also establish the rights and privileges of the design professional, contractor and property owner.

**Chapter 2 Definitions.**

Chapter 2 is the repository of the definitions of terms used in the body of the code. The user of the code should be familiar with and consult this chapter because the definitions are essential to the correct interpretation of the code and because the user may not be aware that a term is defined.

**Chapter 3 General Requirements.**

Chapter 3 includes a variety of requirements for the exterior property areas as well as the interior and exterior elements of the structure that are intended to maintain a minimum level of safety and sanitation for both the general public and the occupants of a structure. Chapter 3 provides specific criteria for regulating the maintenance of specific building components; vacant structures and land; interior and exterior of structures and all exterior property areas; and accessory structures. This chapter also contains requirements for protective barriers, and gates therein, for swimming pools, spas and hot tubs.

**Chapter 4 Light, Ventilation and Occupancy Limitations.**

Chapter 4 establishes the minimum environment for occupiable and habitable buildings through light and ventilation criteria and occupancy limitations based on room width, area and ceiling height.

**Chapter 5 Plumbing Facilities and Fixture Requirements.**

Chapter 5 establishes requirements for the installation, maintenance and location of plumbing systems and facilities, including the water supply system, water heating appliances, sewage disposal system and related plumbing fixtures. Chapter 5 establishes these minimum criteria to verify that sanitary and clean conditions related to plumbing systems and facilities are maintained throughout the life of a building.

**Chapter 6 Mechanical and Electrical Requirements.**

Chapter 6 establishes minimum criteria for the installation and maintenance of the following components and systems within existing buildings: heating and air-conditioning equipment, appliances and their supporting systems; water heating equipment, appliances and systems; cooking equipment and appliances; ventilation and exhaust equipment; gas and liquid fuel distribution piping and components; fireplaces and solid fuel-burning appliances; chimneys and vents; electrical services; lighting fixtures; electrical receptacle outlets; electrical distribution system equipment, devices and wiring; and elevators, escalators and dumbwaiters.

**Chapter 7 Fire Safety Requirements.**

Chapter 7 addresses fire hazards associated with a building's occupancy and provides minimum requirements for fire safety issues most likely to arise in older buildings. This chapter also contains requirements for means of egress in existing buildings, including path of travel, required egress width, means of egress doors and emergency escape openings.

**Chapter 8 Referenced Standards.**

Chapter 8 lists all of the product and installation standards and codes that are referenced throughout Chapters 1 through 7 and includes identification of the promulgators and the section numbers in which the standards and codes are referenced. As stated in Section 102.8, these standards and codes become an enforceable part of the code (to the prescribed extent of the reference) as if printed in the body of the code.

**Appendix A Boarding Standard.**

The provisions in Appendix A are not mandatory unless specifically referenced in the adopting ordinance. This appendix provides minimum specifications for boarding a structure. This can be utilized by a jurisdiction as a set of minimum requirements in order to result in consistent boarding quality.

**Appendix B Board of Appeals.**

Appendix B contains the provisions for appeal and the establishment of a board of appeals. The provisions include the application for an appeal, the makeup of the board of appeals and the conduct of the appeal process.

**RELOCATION OF TEXT OR TABLES**

The following table indicates relocation of sections and tables in the 2024 edition of the IPMC from the 2021 edition.

RELOCATION	
2024 LOCATION	2021 LOCATION
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105.2.2	106.2
105.2.2.6	106.6
105.2.3	106.1
105.6.4	106.3.2
105.8	106.5
105.8.1	106.4
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## SCOPE AND ADMINISTRATION

## User notes:

**About this chapter:**

Chapter 1 establishes the limits of applicability of the code and describes how the code is to be applied and enforced. Chapter 1 is in two parts: Part 1—Scope and Application (Sections 101 and 102) and Part 2—Administration and Enforcement (Sections 103–111). Section 101 identifies which buildings and structures come under its purview and references other I-Codes as applicable.

This code is intended to be adopted as a legally enforceable document and it cannot be effective without adequate provisions for its administration and enforcement. The provisions of Chapter 1 establish the authority and duties of the code official appointed by the authority having jurisdiction and also establish the rights and privileges of the property owner and building occupants.

Sections 105 and 106 have been extensively reorganized for the 2024 edition. For clarity, the relocation marginal markings have not been included. For complete information, see the Relocations table in the Preface information of this code.

**QR code use:**

A QR code is placed at the beginning of any section that has undergone technical revision. To see those revisions, scan the QR code with a smart device or enter the 7-digit code beneath the QR code at the end of the following URL: [qr.iccsafe.org/](http://qr.iccsafe.org/) (see Formatting Changes to the 2024 International Codes for more information).

## PART 1 — SCOPE AND APPLICATION

## SECTION 101—SCOPE AND GENERAL REQUIREMENTS

**[A] 101.1 Title.** These regulations shall be known as the *Property Maintenance Code* of [NAME OF JURISDICTION], hereinafter referred to as “this code.”

**[A] 101.2 Scope.** The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of owners, an owner’s authorized agent, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

**101.2.1 Appendices.** Provisions in the appendices shall not apply unless specifically adopted.

**[A] 101.3 Purpose.** The purpose of this code is to establish minimum requirements to provide a reasonable level of health, safety, property protection and general welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a reasonable minimum level of health, safety and general welfare as required herein.

**[A] 101.4 Severability.** If a section, subsection, sentence, clause or phrase of this code is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.



## SECTION 102—APPLICABILITY

**[A] 102.1 General.** Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.

**102.2 Maintenance.** Equipment, systems, devices and safeguards required by this code or a previous regulation or code under which the structure or premises was constructed, altered or repaired shall be maintained in good working order. An owner, owner’s authorized agent, operator or occupant shall not cause any service, facility, equipment or utility that is required under this section to be removed from, shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the owner or the owner’s authorized agent shall be responsible for the maintenance of buildings, structures and premises.

**[A] 102.3 Application of other codes.** Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the *International Building Code*, *International Existing Building Code*, *International Energy Conservation Code*, *International Fire Code*, *International Fuel Gas Code*, *International Mechanical Code*, *International Residential Code*, *International Plumbing Code* and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *International Zoning Code*.

**[A] 102.4 Existing remedies.** The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any structure that is dangerous, unsafe or insanitary.



**[A] 102.5 Workmanship.** Repairs, maintenance work, alterations or installations that are caused directly or indirectly by the enforcement of this code shall be executed and installed in a *workmanlike* manner and installed in accordance with the manufacturer's instructions.

**102.6 Structural analysis.** Where structural analysis is used to assess a potentially unsafe structural condition, the analysis shall be permitted to use nominal strengths, nominal loads, load effects, required strengths and limit states in accordance with the requirements under which the *structure* was constructed or in accordance with any subsequent requirement.

**[A] 102.7 Historic buildings.** The provisions of this code shall not be mandatory for existing buildings or *structures* designated as historic buildings where such buildings or *structures* are judged by the *code official* to be safe and in the public interest of health, safety and welfare.

**[A] 102.8 Referenced codes and standards.** The codes and standards referenced in this code shall be those that are listed in Chapter 8 and considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.8.1 and 102.8.2.

**Exception:** Where enforcement of a code provision would violate the conditions of the listing of the equipment or appliance, the conditions of the listing shall apply.

**[A] 102.8.1 Conflicts.** Where conflicts occur between provisions of this code and the referenced standards, the provisions of this code shall apply.

**[A] 102.8.2 Provisions in referenced codes and standards.** Where the extent of the reference to a referenced code or standard includes subject matter that is within the scope of this code, the provisions of this code, as applicable, shall take precedence over the provisions in the referenced code or standard.

**[A] 102.9 Requirements not covered by code.** Requirements necessary for the strength, stability or proper operation of an existing fixture, *structure* or equipment, or for the public safety, health and general welfare, not specifically covered by this code, shall be determined by the *code official*.

**[A] 102.10 Application of references.** References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

**[A] 102.11 Other laws.** The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

**PART 2 — ADMINISTRATION AND ENFORCEMENT**

**SECTION 103—CODE COMPLIANCE AGENCY**

**[A] 103.1 Creation of agency.** The [INSERT NAME OF DEPARTMENT] is hereby created and the official in charge thereof shall be known as the *code official*. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

**[A] 103.2 Appointment.** The *code official* shall be appointed by the chief appointing authority of the jurisdiction.

**[A] 103.3 Deputies.** In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the *code official* shall have the authority to appoint a deputy *code official*, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the *code official*.

**SECTION 104—FEES**

**[A] 104.1 Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as established by the applicable governing authority.

**104.2 Refunds.** The *code official* is authorized to establish a refund policy.

**SECTION 105—DUTIES AND POWERS OF THE CODE OFFICIAL**



**[A] 105.1 General.** The *code official* is hereby authorized and directed to enforce the provisions of this code.

**[A] 105.2 Determination of compliance.** The *code official* shall have the authority to determine compliance with this code, to render interpretations of this code and to adopt policies and procedures in order to clarify the application of this code's provisions. Such interpretations, policies and procedures:

1. Shall be in compliance with the intent and purpose of this code.
2. Shall not have the effect of waiving requirements specifically provided for in this code or other applicable codes and ordinances.

**[A] 105.2.1 Technical assistance.** To determine compliance with this code, the *code official* is authorized to require the owner or owner's authorized agent to provide a technical opinion and report.

**[A] 105.2.1.1 Cost.** A technical opinion and report shall be provided without charge to the jurisdiction.

**[A] 105.2.1.2 Preparer qualifications.** The technical opinion and report shall be prepared by a qualified engineer, specialist, laboratory or specialty organization acceptable to the *code official*. The *code official* is authorized to require design submittals to be prepared by, and bear the stamp of, a registered design professional.

**[A] 105.2.1.3 Content.** The technical opinion and report shall analyze the properties of the design, operation or use of the building or premises and the facilities and appurtenances situated thereon to identify and propose necessary recommendations.

**[A] 105.2.1.4 Test methods.** Where there is insufficient evidence of compliance with the provisions of this code, the code official shall have the authority to require tests as evidence of compliance. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized test standards, the *code official* shall approve the testing procedures. Such tests shall be performed by a party acceptable to the code official.

**[A] 105.2.2 Alternative materials, design and methods of construction and equipment.** The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative is not specifically prohibited by this code and has been *approved*.

**Exception:** Performance-based alternative materials, designs or methods of construction and equipment complying with the *International Code Council Performance Code*.

**[A] 105.2.2.1 Approval authority.** An alternative material, design or method of construction shall be approved where the code official finds that the proposed alternative is satisfactory and complies with Sections 105.2.2 through 105.2.2.7, as applicable.

**[A] 105.2.2.2 Application and disposition.** Where required, a request to use an alternative material, design or method of construction shall be submitted in writing to the code official for approval. Where the alternative material, design or method of construction is not approved, the code official shall respond in writing, stating the reasons the alternative was not approved.

**[A] 105.2.2.3 Compliance with code intent.** An alternative material, design or method of construction shall comply with the intent of the provisions of this code.

**[A] 105.2.2.4 Equivalency criteria.** An alternative material, design or method of construction shall, for the purpose intended, be not less than the equivalent of that prescribed in this code with respect to all of the following, as applicable:

1. Quality.
2. Strength.
3. Effectiveness.
4. Durability.
5. Safety, other than fire safety.
6. Fire safety.

**[A] 105.2.2.5 Tests.** Tests conducted to demonstrate equivalency in support of an alternative material, design or method of construction application shall be of a scale that is sufficient to predict performance of the end use configuration. Tests shall be performed by a party acceptable to the code official.

**[A] 105.2.2.5.1 Fire tests.** Tests conducted to demonstrate equivalent fire safety in support of an alternative material, design or method of construction application shall be of a scale that is sufficient to predict fire safety performance of the end use configuration. Tests shall be performed by a party acceptable to the building official.

**[A] 105.2.2.6 Reports.** Supporting documentation, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall comply with Sections 105.2.2.6.1 and 105.2.2.6.2.

**[A] 105.2.2.6.1 Evaluation reports.** Evaluation reports shall be issued by an approved agency and use of the evaluation report shall require approval by the code official for the installation. The alternate material, design or method of construction and product evaluated shall be within the scope of the code official's recognition of the approved agency. Criteria used for the evaluation shall be identified within the report and, where required, provided to the code official.

**[A] 105.2.2.6.2 Other reports.** Reports not complying with Section 105.2.2.6.1 shall describe criteria, including but not limited to any referenced testing or analysis, used to determine compliance with code intent and justify code equivalence. The report shall be prepared by a qualified engineer, specialist, laboratory or specialty organization acceptable to the building official. The code official is authorized to require design submittals to be prepared by, and bear the stamp of, a registered design professional.

**[A] 105.2.2.7 Peer review.** The code official is authorized to require submittal of a peer review report in conjunction with a request to use an alternative material, design or method of construction, prepared by a peer reviewer that is approved by the code official.

**[A] 105.2.3 Modifications.** Where there are practical difficulties involved in carrying out the provisions of this code, the *code official* shall have the authority to grant modifications for individual cases, provided that the *code official* shall first find that special individual reasons make the strict letter of this code impractical, and that the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, accessibility, life and fire safety or structural requirements. The details of the written request for and action granting modifications shall be recorded and entered in the files of the department of building safety.

**[A] 105.3 Right of entry.** Where it is necessary to make an inspection to enforce the provisions of this code, or where the *code official* has reasonable cause to believe that there exists in a *structure* or on any *premises* a condition that is contrary to or in violation of this code that makes the structure or premises unsafe, dangerous or hazardous, the *code official* is authorized to enter the *structure* or *premises* at all reasonable times to inspect or perform the duties imposed by this code. If such *structure* or *premises* is occupied, the *code*

*official* shall present credentials to the *occupant* and request entry. If such *structure* or *premises* is unoccupied, the *code official* shall first make a reasonable effort to locate the *owner*, *owner's* authorized agent or other *person* having charge or control of the *structure* or *premises* and request entry. If entry is refused, the *code official* shall have recourse to every remedy provided by law to secure entry.

**105.3.1 Warrant.** Where the *code official* has first obtained a proper inspection warrant or other remedy provided by law to secure entry, an owner, the owner's authorized agent, occupant or *person* having charge, care or control of the structure or premises shall not fail or neglect, after proper a request is made as herein provided, to permit entry therein by the *code official* for the purposes of inspection and examination pursuant to this code.

**[A] 105.4 Identification.** The *code official* shall carry proper identification when inspecting *structures* or *premises* in the performance of duties under this code.

**[A] 105.5 Notices and orders.** The *code official* shall issue all necessary notices or orders to ensure compliance with this code, in accordance with Section 107.

**[A] 105.6 Official records.** The *code official* shall keep official records as required by Sections 105.6.1 through 105.6.5. Such official records shall be retained for not less than 5 years or for as long as the building or structure to which such records relate remains in existence, unless otherwise provided by other regulations.

**[A] 105.6.1 Approvals.** A record of approvals shall be maintained by the *code official* and shall be available for public inspection during business hours in accordance with applicable laws.

**[A] 105.6.2 Inspections.** The *code official* shall have the authority to conduct inspections, or shall accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The *code official* shall keep a record of each inspection made, including notices and orders issued, showing the findings and disposition of each.

**[A] 105.6.3 Code alternatives and modifications.** Application for alternative materials, design and methods of construction and equipment in accordance with Section 105.2.2; modifications in accordance with Section 105.2.3; and documentation of the final decision of the *code official* for either shall be in writing and shall be retained in the official records.

**[A] 105.6.4 Tests.** The *code official* shall keep a record of tests conducted to comply with Sections 105.2.1.4 and 105.2.2.5.

**[A] 105.6.5 Fees.** The *code official* shall keep a record of fees collected and refunded in accordance with Section 104.

**[A] 105.7 Liability.** The *code official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from personal liability for any damage accruing to *persons* or property as a result of an act or by reason of any act or omission in the discharge of official duties.

**[A] 105.7.1 Legal defense.** Any suit or criminal complaint instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The *code official* or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

**[A] 105.8 Approved materials and equipment.** Materials, equipment and devices *approved* by the *code official* shall be constructed and installed in accordance with such approval.

**[A] 105.8.1 Materials and equipment reuse.** Materials, equipment and devices shall not be reused unless such elements are in good working condition and approved.

**106—MEANS OF APPEALS**



**106.1 General.** In order to hear and decide appeals of orders, decisions or determinations made by the *code official* relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the *code official*.

**[A] 106.2 Limitations of authority.** An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equivalent or better form of construction is proposed. The board shall not have authority to waive requirements of this code.

**106.3 Qualifications.** The board of appeals shall consist of members who are qualified by experience and training on matters pertaining to the provisions of this code and are not employees of the jurisdiction.

**106.4 Administration.** The *code official* shall take action without delay in accordance with the decision of the board.

**107—VIOLATIONS**

**[A] 107.1 Unlawful acts.** It shall be unlawful for a *person*, firm or corporation to be in conflict with or in violation of any of the provisions of this code.

**[A] 107.2 Notice of violation.** The *code official* shall serve a notice of violation or order in accordance with Section 109.4.

**[A] 107.3 Prosecution of violation.** Any person failing to comply with a notice of violation or order served in accordance with Section 109.4 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality, and the violation shall be deemed a *strict liability offense*. If the notice of violation is not complied with, the *code official* shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

**[A] 107.4 Violation penalties.** Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**[A] 107.5 Abatement of violation.** The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

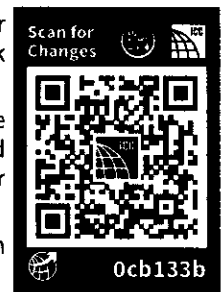
## 108—STOP WORK ORDER

**[A] 108.1 Authority.** Where the *code official* finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in an unsafe manner, the *code official* is authorized to issue a stop work order.

**[A] 108.2 Issuance.** The stop work order shall be in writing and shall be given to the *owner* of the property, to the *owner's* authorized agent, or to the *person* performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

**[A] 108.3 Emergencies.** Where an emergency exists, the *code official* shall not be required to give a written notice prior to stopping the work.

**[A] 108.4 Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the authority having jurisdiction.



## 109—UNSAFE STRUCTURES AND EQUIPMENT

**109.1 Unsafe conditions.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

**109.1.1 Unsafe structures.** An unsafe structure is one that is found to be hazardous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is dangerous.

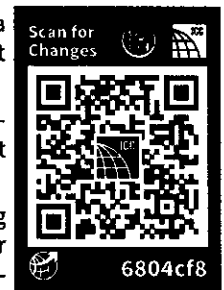
**109.1.2 Unsafe equipment.** Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure that is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

**109.1.3 Structure unfit for human occupancy.** A structure is unfit for human occupancy whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

**109.1.4 Unlawful structure.** An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

**109.1.5 Hazardous structure or premises.** For the purpose of this code, any structure or premises that has any or all of the conditions or defects described as follows shall be considered to be hazardous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any building, structure or portion thereof that is dangerous.
4. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy.
5. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.



6. Any building or *structure* has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or *structure* provided by the *approved* building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
7. A building or *structure*, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
8. Any building or *structure*, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the *code official* to be a threat to life or health.
9. Any portion of a building remains on a site after the demolition or destruction of the building or *structure* or whenever any building or *structure* is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

**109.2 Closing of vacant structures.** If the *structure* is vacant and unfit for human habitation and *occupancy*, and is not in danger of structural collapse, the *code official* is authorized to post a placard of condemnation on the *premises* and order the *structure* closed up so as not to be an attractive nuisance. Upon failure of the *owner* or *owner's* authorized agent to close up the *premises* within the time specified in the order, the *code official* shall cause the *premises* to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the *structure* is located and shall be a lien upon such real estate and shall be collected by any other legal resource.

**109.2.1 Authority to disconnect service utilities.** The *code official* shall have the authority to authorize disconnection of utility service to the building, *structure* or system regulated by this code and the referenced codes and standards set forth in Section 102.8 in case of emergency where necessary to eliminate an immediate hazard to life or property or where such utility connection has been made without approval. The *code official* shall notify the serving utility and, whenever possible, the *owner* or *owner's* authorized agent and *occupant* of the building, *structure* or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the *owner*, *owner's* authorized agent or *occupant* of the building *structure* or service system shall be notified in writing as soon as practical thereafter.

**109.3 Record.** The *code official* shall cause a report to be filed on an unsafe condition. The report shall state the *occupancy* of the *structure* and the nature of the unsafe condition.

**109.4 Notice.** Whenever the *code official* determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 109.4.1 and 109.4.2 to the *owner* or the *owner's* authorized agent, for the violation as specified in this code. Notices for *condemnation* procedures shall comply with this section.

**109.4.1 Form.** Such notice shall be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the *dwelling unit* or *structure* into compliance with the provisions of this code.
5. Inform the property *owner* or *owner's* authorized agent of the right to appeal.
6. Include a statement of the right to file a lien in accordance with Section 107.3.

**109.4.2 Method of service.** Such notice shall be deemed to be properly served where a copy thereof is served in accordance with one of the following methods:

1. A copy is delivered personally.
2. A copy is sent by certified or registered mail addressed to the *owner* at the last known address with the return receipt requested.
3. A copy is delivered in any other manner as prescribed by local law.

If the certified or registered letter is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the *structure* affected by such notice. Service of such notice in the foregoing manner upon the *owner's* agent or upon the *person* responsible for the *structure* shall constitute service of notice upon the *owner*.

**109.5 Unauthorized tampering.** Signs, tags or seals posted or affixed by the *code official* shall not be mutilated, destroyed or tampered with, or removed without authorization from the *code official*.

**109.6 Transfer of ownership.** It shall be unlawful for the *owner* of any *dwelling unit* or *structure* who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such *dwelling unit* or *structure* to another until the provisions of the compliance order or notice of violation have been complied with, or until such *owner* or the *owner's* authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the *code official* and shall furnish to the *code official* a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accept-

ing the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

**109.7 Placarding.** Upon failure of the *owner*, *owner's* authorized agent or *person* responsible to comply with the notice provisions within the time given, the *code official* shall post on the *premises* or on defective equipment a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the *premises*, operating the equipment or removing the placard. Such notice shall be posted in a conspicuous place in or about the *structure* affected by such notice. If the notice pertains to equipment, it shall be placed on the *condemned* equipment.

**109.7.1 Placard removal.** The *code official* shall remove the *condemnation* placard whenever the defect or defects upon which the *condemnation* and placarding action were based have been eliminated. Any *person* who defaces or removes a *condemnation* placard without the approval of the *code official* shall be subject to the penalties provided by this code.

**109.8 Prohibited occupancy.** Any occupied *structure condemned* and placarded by the *code official* shall be vacated as ordered by the *code official*. Any *person* who shall occupy a placarded *premises* or shall operate placarded equipment, and any *owner* or *owner's* authorized agent who shall let anyone occupy a placarded *premises* or operate placarded equipment shall be liable for the penalties provided by this code.

**109.9 Restoration or abatement.** The *structure* or equipment determined to be unsafe by the *code official* is permitted to be restored to a safe condition. The *owner*, *owner's* authorized agent, *operator* or *occupant* of a *structure*, *premises* or equipment deemed unsafe by the *code official* shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other *approved* corrective action. To the extent that repairs, alterations, or additions are made or a change of *occupancy* occurs during the restoration of the *structure*, such repairs, alterations, additions, or change of *occupancy* shall comply with the requirements of the *International Existing Building Code*.

## 110—EMERGENCY MEASURES

**110.1 Imminent danger.** When, in the opinion of the *code official*, there is *imminent danger* of failure or collapse of a building or *structure* that endangers life, or when any *structure* or part of a *structure* has fallen and life is endangered by the occupation of the *structure*, or when there is actual or potential danger to the building *occupants* or those in the proximity of any *structure* because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or *dangerous* equipment, the *code official* is hereby authorized and empowered to order and require the *occupants* to vacate the *premises* forthwith. The *code official* shall cause to be posted at each entrance to such *structure* a notice reading as follows: "This Structure Is Unsafe and Its Occupancy Has Been Prohibited by the Code Official." It shall be unlawful for any *person* to enter such *structure* except for the purpose of securing the *structure*, making the required repairs, removing the hazardous condition or of demolishing the same.

**110.2 Temporary safeguards.** Notwithstanding other provisions of this code, whenever, in the opinion of the *code official*, there is *imminent danger* due to an unsafe condition, the *code official* shall order the necessary work to be done, including the boarding up of openings, to render such *structure* temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the *code official* deems necessary to meet such emergency.

**110.3 Closing streets.** When necessary for public safety, the *code official* shall temporarily close *structures* and close, or order the authority having jurisdiction to close, sidewalks, streets, *public ways* and places adjacent to unsafe structures, and prohibit the same from being utilized.

**110.4 Emergency repairs.** For the purposes of this section, the *code official* shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

**110.5 Costs of emergency repairs.** Costs incurred in the performance of emergency work shall be paid by the jurisdiction. The legal counsel of the jurisdiction shall institute appropriate action against the *owner* of the *premises* or *owner's* authorized agent where the unsafe *structure* is or was located for the recovery of such costs.

**110.6 Hearing.** Any *person* ordered to take emergency measures shall comply with such order forthwith. Any affected *person* shall thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this code.

## 111—DEMOLITION

**111.1 General.** When the *code official* determines any structure is so old, dilapidated or has become so out of repair and is dangerous, unsafe, insanitary and otherwise unfit for human habitation or occupancy the *code official* can order either of the following:

1. The *code official* is permitted to authorize the *owner* or *owner's* authorized agent to make the structure safe by repairs in order to make the structure safe and sanitary. Where there has been a cessation of construction repairs of any structure for a period of more than 2 years the structure will be ordered demolished and removed.
2. The *code official* is permitted to order the *owner* or *owner's* authorized agent to demolish and remove any such structure.

**111.2 Notices and orders.** Notices and orders shall comply with Section 109.4.

**111.3 Failure to comply.** If the *owner* of a *premises* or *owner's* authorized agent fails to comply with a demolition order within the time prescribed, the *code official* shall cause the *structure* to be demolished and removed, either through an available public agency



or by contract or arrangement with private *persons*, and the *cost* of such demolition and removal shall be charged against the real estate upon which the *structure* is located and shall be a lien upon such real estate.

**111.4 Salvage materials.** Where any *structure* has been ordered demolished and removed, the governing body or other designated officer under said contract or arrangement aforesaid shall have the right to sell the salvage and valuable materials. The net proceeds of such sale, after deducting the expenses of such demolition and removal, shall be promptly remitted with a report of such sale or transaction, including the items of expense and the amounts deducted, for the *person* who is entitled thereto, subject to any order of a court. If such a surplus does not remain to be turned over, the report shall so state.

## User notes:

**About this chapter:**

*Codes, by their very nature, are technical documents. Every word, term and punctuation mark can add to or change the meaning of a technical requirement. It is necessary to maintain a consensus on the specific meaning of each term contained in the code. Chapter 2 performs this function by stating clearly what specific terms mean for the purpose of the code.*

## SECTION 201—GENERAL

**201.1 Scope.** Unless otherwise expressly stated, the following terms shall, for the purposes of this code, have the meanings shown in this chapter.

**201.2 Interchangeability.** Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

**201.3 Terms defined in other codes.** Where terms are not defined in this code and are defined in the *International Building Code, International Existing Building Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Residential Code, International Zoning Code* or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.

**201.4 Terms not defined.** Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

**201.5 Parts.** Whenever the words “dwelling unit,” “dwelling,” “premises,” “building,” “rooming house,” “rooming unit,” “housekeeping unit” or “story” are stated in this code, they shall be construed as though they were followed by the words “or any part thereof.”



## SECTION 202—GENERAL DEFINITIONS

**ANCHORED.** Secured in a manner that provides positive connection.

**[A] APPROVED.** Acceptable to the *code official*.

**[A] APPROVED AGENCY.** An established and recognized organization that is regularly engaged in conducting tests, furnishing inspection services or furnishing product evaluation or certification where such organization has been approved by the *code official*.

**BASEMENT.** That portion of a building that is partly or completely below grade.

**BATHROOM.** A room containing plumbing fixtures including a bathtub or shower.

**BEDROOM.** Any room or space used or intended to be used for sleeping purposes in either a dwelling or *sleeping unit*.

**[A] CODE OFFICIAL.** The official who is charged with the administration and enforcement of this code, or any duly authorized representative.

**CONDEMN.** To adjudge unfit for *occupancy*.

**COST OF SUCH DEMOLITION OR EMERGENCY REPAIRS.** The costs shall include the actual costs of the demolition or repair of the *structure* less revenues obtained if salvage was conducted prior to demolition or repair. Costs shall include, but not be limited to, expenses incurred or necessitated related to demolition or emergency repairs, such as asbestos survey and abatement if necessary; costs of inspectors, testing agencies or experts retained relative to the demolition or emergency repairs; costs of testing; surveys for other materials that are controlled or regulated from being dumped in a landfill; title searches; mailing(s); postings; recording; and attorney fees expended for recovering of the cost of emergency repairs or to obtain or enforce an order of demolition made by a *code official*, the governing body or board of appeals.

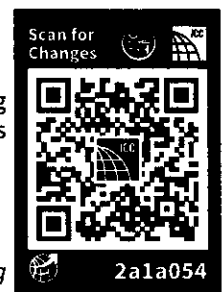
**[BS] DANGEROUS.** Any building, structure or portion thereof that meets any of the conditions described below shall be deemed dangerous:

1. The building or structure has collapsed, has partially collapsed, has moved off its foundation or lacks the necessary support of the ground.
2. There exists a significant risk of collapse, detachment or dislodgment of any portion, member, appurtenance or ornamentation of the building or structure under permanent, routine or frequent loads, or under snow, wind, rain, flood, earthquake or other environmental loads when such loads are imminent.

**DETACHED.** When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

**DETERIORATION.** To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

**[A] DWELLING UNIT.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.



## DEFINITIONS

**[Z] EASEMENT.** That portion of land or property reserved for present or future use by a *person* or agency other than the legal fee owner(s) of the property. The *easement* shall be permitted to be for use under, on or above said lot or lots.

**EMERGENCY ESCAPE AND RESCUE OPENING.** An operable exterior window, door or other similar device that provides for a means of escape and access for rescue in the event of an emergency.

**EQUIPMENT SUPPORT.** Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the *structure*.

**EXTERIOR PROPERTY.** The open space on the *premises* and on adjoining property under the control of *owners* or *operators* of such *premises*.

**GARBAGE.** The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

**[BE] GUARD.** A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

**[BG] HABITABLE SPACE.** Space in a *structure* for living, sleeping, eating or cooking. *Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas* are not considered *habitable spaces*.

**[A] HISTORIC BUILDING.** Any building or *structure* that is one or more of the following:

1. Listed or certified as eligible for listing, by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places, in the National Register of Historic Places.
2. Designated as *historic* under an applicable state or local law.
3. Certified as a contributing resource within a National Register or state or locally designated *historic* district.

**HOUSEKEEPING UNIT.** A room or group of rooms forming a single *habitable space* equipped and intended to be used for living, sleeping, cooking and eating that does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

**IMMINENT DANGER.** A condition that could cause serious or life-threatening injury or death at any time.

**INFESTATION.** The presence, within or contiguous to, a *structure* or *premises* of insects, rodents, vermin or other pests.

**INOPERABLE MOTOR VEHICLE.** A vehicle that cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

**[A] LABELED.** Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, *approved agency* or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

**LET FOR OCCUPANCY or LET.** To permit, provide or offer possession or *occupancy* of a dwelling, *dwelling unit, rooming unit, building, premise* or *structure* by a *person* who is or is not the legal *owner* of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

**NEGLECT.** The lack of proper maintenance for a building or *structure*.

**[A] OCCUPANCY.** The purpose for which a building or portion thereof is utilized or occupied.

**OCCUPANT.** Any individual living or sleeping in a building, or having possession of a space within a building.

**OPENABLE AREA.** That part of a window, skylight or door which is available for unobstructed *ventilation* and which opens directly to the outdoors.

**OPERATOR.** Any *person* who has charge, care or control of a *structure* or *premises* that is *let* or offered for *occupancy*.

**[A] OWNER.** Any *person, agent, operator, firm* or corporation having legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such *person, and the executor or administrator of the estate of such person* if ordered to take possession of real property by a court.

**[A] PEER REVIEW.** An independent and objective technical review conducted by an approved third party.

**[A] PERSON.** An individual, corporation, partnership or any other group acting as a unit.

**PEST ELIMINATION.** The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other *approved pest elimination* methods.

**[SP] POWER SAFETY COVER.** A pool cover that is placed over the water area and is opened and closed with a motorized mechanism activated by a control switch.

**[A] PREMISES.** A lot, plot or parcel of land, *easement* or *public way, including any structures* thereon.

**[A] PUBLIC WAY.** Any street, alley or other parcel of land that: is open to the outside air; leads to a street; has been deeded, dedicated or otherwise permanently appropriated to the public for public use; and has a clear width and height of not less than 10 feet (3048 mm).

**ROOMING HOUSE.** A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.



## GENERAL REQUIREMENTS

## User notes:

**About this chapter:**

*Chapter 3 is broad in scope and includes a variety of requirements for the maintenance of exterior property areas, as well as the interior and exterior elements of the structure, that are intended to maintain a minimum level of safety and sanitation for both the general public and the occupants of a structure, and to maintain a building's structural and weather-resistance performance. Specifically, Chapter 3 contains criteria for the maintenance of building components; vacant structures and land; the safety, sanitation and appearance of the interior and exterior of structures and all exterior property areas; accessory structures; extermination of insects and rodents; access barriers to swimming pools, spas and hot tubs; vehicle storage and owner/occupant responsibilities.*

## SECTION 301—GENERAL



**301.1 Scope.** The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.

**301.2 Responsibility.** The owner of the premises shall maintain the structures and exterior property in compliance with these requirements and the code under which the building was constructed, except as otherwise provided for in this code. The owner or owner's agent shall be responsible to ensure that any repairs, additions or alterations to the building or portion thereof are performed or constructed in accordance with the *International Building Code, International Residential Code or International Existing Building Code*. A person shall not occupy as owner-occupant or permit another person to occupy premises that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises they occupy and control.

**301.3 Vacant structures and land.** Vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

## SECTION 302—EXTERIOR PROPERTY AREAS

**302.1 Sanitation.** Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

**302.2 Grading and drainage.** Premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

**Exception:** Approved retention areas and reservoirs.

**302.3 Sidewalks and driveways.** Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

**302.4 Weeds.** Premises and exterior property shall be maintained free from weeds or plant growth in excess of [JURISDICTION TO INSERT HEIGHT IN INCHES]. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 107.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

**302.5 Rodent harborage.** Structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

**302.6 Exhaust vents.** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly on abutting or adjacent public or private property or that of another tenant.

**302.7 Accessory structures.** Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

**302.8 Motor vehicles.** Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

**Exception:** A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

**302.9 Defacement of property.** A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

### SECTION 303—SWIMMING POOLS, SPAS AND HOT TUBS

**303.1 Swimming pools.** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

**303.2 Enclosures.** Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier not less than 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

#### Exceptions:

1. Spas or hot tubs equipped with a lockable safety cover that complies with ASTM F1346.
2. Private swimming pools equipped with a power safety cover that complies with ASTM F1346 and is in working condition using the control switch.



### SECTION 304—EXTERIOR STRUCTURE

**304.1 General.** The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

**304.1.1 Potentially unsafe conditions.** The following conditions shall be considered to be potentially unsafe, shall be assessed and shall be addressed in compliance with the *International Existing Building Code*, the *International Residential Code* or the *International Building Code*:

1. Structural members have *deterioration* or distress that appears to reduce their load-carrying capacity.
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations has *deterioration* or distress that appears to reduce its load-carrying capacity.
3. Structures or components thereof have *deterioration* or distress that appears to reduce their load-carrying capacity.
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or watertight.
5. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.
6. Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.
7. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of *deterioration*, fatigue or without proper *anchorage* and incapable of supporting all nominal loads and resisting all load effects.
8. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of *deterioration* or fatigue, are not properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects.
9. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects.
10. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects.
11. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including *guards* and handrails, are not structurally sound, not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects.
12. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly *anchored*, or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects.

#### Exceptions:

1. Where substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted where approved by the code official.



**304.2 Protective treatment.** Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

**[F] 304.3 Premises identification.** Buildings shall have *approved* address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

**304.4 Structural members.** Structural members shall be maintained free from *deterioration*, and shall be capable of safely supporting the imposed dead and live loads.

**304.5 Foundation walls.** Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

**304.6 Exterior walls.** Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

**304.7 Roofs and drainage.** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the *structure*. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

**304.8 Decorative features.** Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper *anchorage* and in a safe condition.

**304.9 Overhang extensions.** Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

**304.10 Stairways, decks, porches and balconies.** Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper *anchorage* and capable of supporting the imposed loads.

**304.11 Chimneys and towers.** Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

**304.12 Handrails and guards.** Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

**304.13 Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weathertight.

**304.13.1 Glazing.** Glazing materials shall be maintained free from cracks and holes.

**304.13.2 Openable windows.** Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

**304.14 Insect screens.** During the period from [DATE] to [DATE], every door, window and other outside opening required for *ventilation* of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

**Exception:** Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

**304.15 Doors.** Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to *dwelling units and sleeping units* shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3. *Slight word change*

**304.16 Basement hatchways.** Every *basement* hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

**304.17 Guards for basement windows.** Every *basement* window that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

**304.18 Building security.** Doors, windows or hatchways for *dwelling units*, room units or *housekeeping units* shall be provided with devices designed to provide security for the *occupants* and property within.

**304.18.1 Doors.** Doors providing access to an individual *dwelling unit, rooming unit* or *housekeeping unit* that is rented, leased or *let* where equipped with a deadbolt lock, the deadbolt shall be designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

**304.18.2 Windows.** Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a *dwelling unit, rooming unit* or *housekeeping unit* that is rented, leased or *let* shall be equipped with a window sash locking device.

**304.18.3 Basement hatchways.** *Basement* hatchways that provide access to a *dwelling unit, rooming unit* or *housekeeping unit* that is rented, leased or *let* shall be equipped with devices that secure the units from unauthorized entry.

**304.19 Gates.** Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

## SECTION 305—INTERIOR STRUCTURE

**305.1 General.** The interior of a *structure* and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. *Occupants* shall keep that part of the *structure* that they occupy or control in a clean and sanitary condition. Every *owner* of a *structure* containing a *rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units* or two or more nonresidential *occupancies*, shall maintain, in a clean and sanitary condition, the shared or public areas of the *structure* and *exterior property*.

**305.1.1 Potentially unsafe conditions.** The following conditions shall be considered to be potentially unsafe, shall be assessed and shall be addressed in compliance with the *International Existing Building Code, the International Residential Code* or the *International Building Code*:

1. Structural members have *deterioration* or distress that appears to reduce their load-carrying capacity.
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations has *deterioration* or distress that appears to reduce its load-carrying capacity.
3. *Structures* or components thereof have *deterioration* or distress that appears to reduce their load-carrying capacity.
4. Stairs, landings, balconies and all similar walking surfaces, including *guards* and handrails, are not structurally sound, not properly *anchored* or are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects.
5. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.

### Exceptions:

1. Where substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted where *approved* by the *code official*.

**305.2 Structural members.** Structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

**305.3 Interior surfaces.** Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

**305.4 Stairs and walking surfaces.** Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

**305.5 Handrails and guards.** Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

**305.6 Interior doors.** Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

## SECTION 306—COMPONENT SERVICEABILITY

**306.1 General.** The components of a *structure* and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

**306.1.1 Potentially unsafe conditions.** Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be considered to be unsafe and shall be addressed in compliance with the *International Existing Building Code, the International Residential Code* or the *International Building Code*:

1. Soils that have been subjected to any of the following conditions:
  - 1.1. Collapse of footing or foundation system.
  - 1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion.



## GENERAL REQUIREMENTS

- 1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil.
- 1.4. Inadequate soil as determined by a geotechnical investigation.
- 1.5. Where the allowable bearing capacity of the soil is in doubt.
- 1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.
2. Concrete that has been subjected to any of the following conditions:
  - 2.1. *Deterioration.*
  - 2.2. *Ultimate deformation.*
  - 2.3. Fractures.
  - 2.4. Fissures.
  - 2.5. Spalling.
  - 2.6. Exposed reinforcement.
  - 2.7. *Detached, dislodged or failing connections.*
3. Aluminum that has been subjected to any of the following conditions:
  - 3.1. *Deterioration.*
  - 3.2. Corrosion.
  - 3.3. Elastic deformation.
  - 3.4. *Ultimate deformation.*
  - 3.5. Stress or strain cracks.
  - 3.6. Joint fatigue.
  - 3.7. *Detached, dislodged or failing connections.*
4. Masonry that has been subjected to any of the following conditions:
  - 4.1. *Deterioration.*
  - 4.2. *Ultimate deformation.*
  - 4.3. Fractures in masonry or mortar joints.
  - 4.4. Fissures in masonry or mortar joints.
  - 4.5. Spalling.
  - 4.6. Exposed reinforcement.
  - 4.7. *Detached, dislodged or failing connections.*
5. Steel that has been subjected to any of the following conditions:
  - 5.1. *Deterioration.*
  - 5.2. Elastic deformation.
  - 5.3. *Ultimate deformation.*
  - 5.4. Metal fatigue.
  - 5.5. *Detached, dislodged or failing connections.*
6. Wood that has been subjected to any of the following conditions:
  - 6.1. Ultimate deformation.
  - 6.2. Deterioration.
  - 6.3. Damage from insects, rodents and other vermin.
  - 6.4. Fire damage beyond charring.
  - 6.5. Significant splits and checks.
  - 6.6. Horizontal shear cracks.
  - 6.7. Vertical shear cracks.
  - 6.8. Inadequate support.
  - 6.9. *Detached, dislodged or failing connections.*
  - 6.10. Excessive cutting and notching.

### Exceptions:

1. Where substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted where *approved* by the *code official*.

**SECTION 307—HANDRAILS AND GUARDRAILS**

**307.1 Handrails.** Stairs having more than four risers shall have a handrail on one side of the stair.

**307.1.1 Height.** Handrails shall be not less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces.

**307.2 Guards.** Guards shall be provided along open-sided walking surfaces, including balconies, porches, decks, stairs, ramps and landings, that are more than 30 inches (762 mm) above the floor or grade below.

**Exception:** Guards shall not be required where exempted by the adopted building code.

**307.2.1 Height.** Guards shall be not less than 30 inches (762 mm) high.

**SECTION 308—RUBBISH AND GARBAGE**

**308.1 Accumulation of rubbish or garbage.** Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

**308.2 Disposal of rubbish.** Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

**308.2.1 Rubbish storage facilities.** The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.

**308.2.2 Refrigerators.** Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.

**308.3 Disposal of garbage.** Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.

**308.3.1 Garbage facilities.** The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered, outside garbage container.

**308.3.2 Containers.** The operator of every establishment producing garbage shall provide, and at all times cause to be utilized, approved leakproof containers provided with close-fitting covers for the storage of such materials until removed from the premises for disposal.

**SECTION 309—PEST ELIMINATION**

**309.1 Infestation.** Structures shall be kept free from insect and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

**309.2 Owner.** The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.

**309.3 Single occupant.** The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for pest elimination on the premises.

**309.4 Multiple occupancy.** The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a nonresidential structure shall be responsible for pest elimination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant and owner shall be responsible for pest elimination.

**309.5 Occupant.** The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

**Exception:** Where the infestations are caused by defects in the structure, the owner shall be responsible for pest elimination.

**SECTION 310—ACCESSIBILITY**

**310.1 General.** A facility that is required to be accessible shall be maintained accessible during occupancy.

**310.1.1 Maintenance.** The accessible features of a facility shall be maintained in good repair, in a clean, structurally sound and sanitary condition, and free from impediments to accessibility.

**SECTION 311—STORM SHELTERS**

**311.1 General.** Community storm shelters shall be evaluated, maintained and repaired in accordance with this section and ICC 500.

**311.2 Evaluation.** Community storm shelters shall be evaluated annually and when requested by the authority having jurisdiction in accordance with ICC 500.

**311.3 Maintenance and repairs.** Community storm shelters shall be maintained in an operable condition. All structural and operational elements shall be repaired or replaced in accordance with ICC 500 where damaged or found to be inoperable.



## LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

## User notes:

**About this chapter:**

Chapter 4 sets forth requirements to establish the minimum environment for occupiable and habitable buildings by establishing the minimum criteria for light and ventilation and identifying occupancy limitations including minimum room width and area, minimum ceiling height and restrictions to prevent overcrowding.

## SECTION 401—GENERAL

**401.1 Scope.** The provisions of this chapter shall govern the minimum conditions and standards for light, *ventilation* and space for occupying a *structure*.

**401.2 Responsibility.** The *owner* of the *structure* shall provide and maintain light, *ventilation* and space conditions in compliance with these requirements. A *person* shall not occupy as *owner-occupant*, or permit another *person* to occupy, any *premises* that do not comply with the requirements of this chapter.

**401.3 Alternative devices.** In lieu of the means for natural light and *ventilation* herein prescribed, artificial light or mechanical *ventilation* complying with the *International Building Code* shall be permitted.

## SECTION 402—LIGHT

**402.1 Habitable spaces.** Every *habitable space* shall have not less than one window of *approved* size facing directly to the outdoors or to a court. The minimum total glazed area for every *habitable space* shall be 8 percent of the floor area of such room. Wherever walls or other portions of a *structure* face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

**Exception:** Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, or not less than 25 square feet (2.33 m<sup>2</sup>), whichever is greater. The exterior glazing area shall be based on the total floor area being served.

**402.2 Common halls and stairways.** Every common hall and stairway in residential *occupancies*, other than in one-and two-family dwellings, shall be lighted at all times with not less than a 60-watt standard incandescent light bulb for each 200 square feet (19 m<sup>2</sup>) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential *occupancies*, interior and exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with not less than 1 footcandle (11 lux) at floors, landings and treads.

**402.3 Other spaces.** Other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe *occupancy* of the space and utilization of the appliances, equipment and fixtures.

## SECTION 403—VENTILATION

**403.1 Habitable spaces.** Every *habitable space* shall have not less than one openable window. The total *openable area* of the window in every room shall be equal to not less than 45 percent of the minimum glazed area required in Section 402.1.

**Exception:** Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, but not less than 25 square feet (2.33 m<sup>2</sup>). The *ventilation* openings to the outdoors shall be based on a total floor area being ventilated.

**403.2 Bathrooms and toilet rooms.** Every *bathroom* and *toilet room* shall comply with the *ventilation* requirements for *habitable spaces* as required by Section 403.1, except that a window shall not be required in such spaces equipped with a mechanical *ventilation* system. Air exhausted by a mechanical *ventilation* system from a *bathroom* or *toilet room* shall discharge to the outdoors and shall not be recirculated.

**403.3 Cooking facilities.** Unless *approved* through the certificate of *occupancy*, cooking shall not be permitted in any *rooming unit* or dormitory unit, and a cooking facility or appliance shall not be permitted to be present in the *rooming unit* or dormitory unit.

**Exceptions:**

1. Where specifically *approved* in writing by the *code official*.
2. Devices such as coffee pots and microwave ovens shall not be considered cooking appliances.

**403.4 Process ventilation.** Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust *ventilation* system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.

**403.5 Clothes dryer exhaust.** Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the *structure* in accordance with the manufacturer’s instructions.

**Exception:** Listed and labeled condensing (ductless) clothes dryers.

**SECTION 404—OCCUPANCY LIMITATIONS**

**404.1 Privacy.** Dwelling units, hotel units, housekeeping units, rooming units and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces. *→ addition*

**404.2 Minimum room widths.** A habitable room, other than a kitchen, shall be not less than 7 feet (2134 mm) in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

**404.3 Minimum ceiling heights.** Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a minimum clear ceiling height of 7 feet (2134 mm).

**Exceptions:**

1. In one- and two-family dwellings, beams or girders spaced not less than 4 feet (1219 mm) on center and projecting not greater than 6 inches (152 mm) below the required ceiling height.
2. Basement rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height of 6 feet 8 inches (2033 mm) with a minimum clear height of 6 feet 4 inches (1932 mm) under beams, girders, ducts and similar obstructions.
3. In one- and two-family dwellings, rooms occupied exclusively for bathrooms, toilet rooms and laundry rooms having a minimum ceiling height of 6 feet 8 inches (2033 mm).
4. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of 7 feet (2134 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet (1524 mm) shall be included.

*changed from bedroom*

**404.4 Habitable room requirements.** Every habitable room shall comply with the requirements of Sections 404.4.1 through 404.4.5.

**404.4.1 Room area.** Every habitable room shall contain not less than 70 square feet (6.5 m<sup>2</sup>) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m<sup>2</sup>) of floor area for each occupant thereof.

**404.4.2 Access from bedrooms.** Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.

**Exception:** Units that contain fewer than two bedrooms.

**404.4.3 Water closet accessibility.** Every bedroom shall have access to not less than one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to not less than one water closet and lavatory located in the same story as the bedroom or an adjacent story.

**404.4.4 Prohibited occupancy.** Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

**404.4.5 Other requirements.** Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

**404.5 Overcrowding.** Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.



**TABLE 404.5—MINIMUM AREA REQUIREMENTS**

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room <sup>a, b</sup>	120	120	150
Dining room <sup>a, b</sup>	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

For SI: 1 square foot = 0.0929 m<sup>2</sup>.  
 a. See Section 404.5.2 for combined living room/dining room spaces.  
 b. See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.

*was max*

**404.5.1 Sleeping area.** The minimum occupancy area required by Table 404.5 shall not be included as a sleeping area in determining the minimum occupancy area for sleeping purposes. Sleeping areas shall comply with Section 404.4.

**404.5.2 Combined spaces.** Combined living room and dining room spaces shall comply with the requirements of Table 404.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

**404.6 Efficiency unit.** Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by <sup>added</sup> not more than one occupant shall have a minimum clear floor area of 120 square feet (11.2 m<sup>2</sup>). A unit occupied by not more than two occupants shall have a minimum clear floor area of 190 square feet (17.7 m<sup>2</sup>). A unit occupied by three occupants shall have a minimum clear floor area of 260 square feet (24.2 m<sup>2</sup>). These required areas shall be exclusive of the areas required by Items 2 and 3.   
was 300      ↓ was 220
2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.
3. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.
4. The maximum number of occupants shall be three.

**404.7 Food preparation.** Spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

## PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

## User notes:

**About this chapter:**

Chapter 5 establishes minimum sanitary and clean conditions in occupied buildings by containing requirements for the installation, maintenance and location of plumbing systems and facilities, including the water supply system, water heating appliances, sewage disposal systems and related plumbing fixtures. Chapter 5 includes requirements for providing potable water to a building and the basic fixtures to effectively utilize and dispose of that water.

## SECTION 501—GENERAL

**501.1 Scope.** The provisions of this chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.

**501.2 Responsibility.** The *owner* of the *structure* shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A *person* shall not occupy as *owner-occupant* or permit another *person* to occupy any *structure* or *premises* that does not comply with the requirements of this chapter.

## SECTION 502—REQUIRED FACILITIES

**[P] 502.1 Dwelling units.** Every *dwelling unit* shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.

**[P] 502.2 Rooming houses.** Not less than one water closet, lavatory and bathtub or shower shall be supplied for each four *rooming units*.

**[P] 502.3 Hotels.** Where private water closets, lavatories and baths are not provided, one water closet, one lavatory and one bathtub or shower having access from a public hallway shall be provided for each 10 *occupants*.

**[P] 502.4 Employees' facilities.** Not less than one water closet, one lavatory and one drinking facility shall be available to employees.

**[P] 502.4.1 Drinking facilities.** Drinking facilities shall be a drinking fountain, water cooler, bottled water cooler or disposable cups next to a sink or water dispenser. Drinking facilities shall not be located in *toilet rooms* or *bathrooms*.

**[P] 502.5 Public toilet facilities.** Public toilet facilities shall be maintained in a safe, sanitary and working condition in accordance with the *International Plumbing Code*. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during *occupancy* of the *premises*.

## SECTION 503—TOILET ROOMS

**[P] 503.1 Privacy.** *Toilet rooms* and *bathrooms* shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared *bathrooms* and *toilet rooms* in a multiple dwelling.

**[P] 503.2 Location.** *Toilet rooms* and *bathrooms* serving hotel units, *rooming units* or dormitory units or *housekeeping units*, shall have access by traversing not more than one flight of stairs and shall have access from a common hall or passageway.

**[P] 503.3 Location of employee toilet facilities.** Toilet facilities shall have access from within the employees' working area. The required toilet facilities shall be located not more than one story above or below the employees' working area and the path of travel to such facilities shall not exceed a distance of 500 feet (152 m). Employee facilities shall either be separate facilities or combined employee and public facilities.

**Exception:** Facilities that are required for employees in storage *structures* or kiosks, which are located in adjacent *structures* under the same ownership, lease or control, shall not exceed a travel distance of 500 feet (152 m) from the employees' regular working area to the facilities.

**[P] 503.4 Floor surface.** In other than *dwelling units*, every *toilet room* floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

*Slight word change*

## SECTION 504—PLUMBING SYSTEMS AND FIXTURES

**[P] 504.1 General.** Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

**[P] 504.2 Fixture clearances.** Plumbing fixtures shall have adequate clearances for usage and cleaning.

[P] **504.3 Plumbing system hazards.** Where it is found that a plumbing system in a *structure* constitutes a hazard to the *occupants* or the *structure* by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, *deterioration* or damage or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

### SECTION 505—WATER SYSTEM

**505.1 General.** Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an *approved* private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the *International Plumbing Code*.

[P] **505.2 Contamination.** The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an *approved* atmospheric-type vacuum breaker or an *approved* permanently attached hose connection vacuum breaker.

[P] **505.3 Supply.** The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

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[P] **505.4 Water heating facilities.** Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature not less than 110°F (43°C). A gas-burning water heater shall not be located in any *bathroom, toilet room, bedroom* or other occupied room normally kept closed, unless adequate combustion air is provided. An *approved* combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

[P] **505.5 Nonpotable water reuse systems.** Nonpotable water reuse systems and rainwater collection and conveyance systems shall be maintained in a safe and sanitary condition. Where such systems are not properly maintained, the systems shall be repaired to provide for safe and sanitary conditions, or the system shall be abandoned in accordance with Section 505.5.1.

[P] **505.5.1 Abandonment of systems.** Where a nonpotable water reuse system or a rainwater collection and distribution system is not maintained or the *owner* ceases use of the system, the system shall be abandoned in accordance with Section 1301.10 of the *International Plumbing Code*.

### SECTION 506—SANITARY DRAINAGE SYSTEM

[P] **506.1 General.** Plumbing fixtures shall be properly connected to either a public sewer system or to an *approved* private sewage disposal system.

[P] **506.2 Maintenance.** Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

[P] **506.3 Grease interceptors.** Grease interceptors and automatic grease removal devices shall be maintained in accordance with this code and the manufacturer's installation instructions. Grease interceptors and automatic grease removal devices shall be regularly serviced and cleaned to prevent the discharge of oil, grease, and other substances harmful or hazardous to the building drainage system, the public sewer, the private sewage disposal system or the sewage treatment plant or processes. Records of maintenance, cleaning and repairs shall be available for inspection by the *code official*.

### SECTION 507—STORM DRAINAGE

[P] **507.1 General.** Drainage of roofs and paved areas, *yards* and courts, and other open areas on the *premises* shall not be discharged in a manner that creates a public nuisance.

**User notes:****About this chapter:**

Chapter 6 establishes minimum performance requirements for heating, electrical and mechanical facilities serving existing structures, such as heating and air-conditioning equipment, appliances and their supporting systems; water heating equipment, appliances and systems; cooking equipment and appliances; ventilation and exhaust equipment; gas and liquid fuel distribution piping and components; fireplaces and solid fuel-burning appliances; chimneys and vents; electrical services; lighting fixtures; electrical receptacle outlets; electrical distribution system equipment, devices and wiring; and elevators, escalators and dumbwaiters.

**SECTION 601—GENERAL**

**601.1 Scope.** The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.

**601.2 Responsibility.** The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that does not comply with the requirements of this chapter.

**SECTION 602—HEATING FACILITIES**

**602.1 Facilities required.** Heating facilities shall be provided in structures as required by this section.

**602.2 Residential occupancies.** Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature for the locality indicated in Appendix D of the *International Plumbing Code*. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating. The installation of one or more portable space heaters shall not be used to achieve compliance with this section.

**Exception:** In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

**602.3 Heat supply.** Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from [DATE] to [DATE] to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

**Exceptions:**

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the *International Plumbing Code*.
2. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

**602.4 Occupiable work spaces.** Indoor occupiable work spaces shall be supplied with heat during the period from [DATE] to [DATE] to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

**Exceptions:**

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

**602.5 Room temperature measurement.** The required room temperatures shall be measured 3 feet (914 mm) above the floor near the center of the room and 2 feet (610 mm) inward from the center of each exterior wall.

**SECTION 603—MECHANICAL EQUIPMENT**

**603.1 Mechanical equipment and appliances.** Mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

**603.2 Removal of combustion products.** Fuel-burning equipment and appliances shall be connected to an approved chimney or vent.

**Exception:** Fuel-burning equipment and appliances that are labeled for unvented operation.

**603.3 Clearances.** Required clearances to combustible materials shall be maintained.

**603.4 Safety controls.** Safety controls for fuel-burning equipment shall be maintained in effective operation.

**603.5 Combustion air.** A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.

**603.6 Energy conservation devices.** Devices intended to reduce fuel consumption by attachment to a fuel-burning appliance, to the fuel supply line thereto, or to the vent outlet or vent piping therefrom, shall not be installed unless *labeled* for such purpose and the installation is specifically *approved*.

### SECTION 604—ELECTRICAL FACILITIES

**604.1 Facilities required.** Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605.

**604.2 Service.** The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with **NFPA 70**. *Was ICC Elec. Code* Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes.

**604.3 Electrical system hazards.** Where it is found that the electrical system in a *structure* constitutes a hazard to the *occupants* or the *structure* by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, *deterioration* or damage, or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

**604.3.1 Abatement of electrical hazards associated with water exposure.** The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to water.

**604.3.1.1 Electrical equipment.** Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the *International Building Code*.

**Exceptions:** The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:

1. Enclosed switches, rated not more than 600 volts or less.
2. Busway, rated not more than 600 volts.
3. Panelboards, rated not more than 600 volts.
4. Switchboards, rated not more than 600 volts.
5. Fire pump controllers, rated not more than 600 volts.
6. Manual and magnetic motor controllers.
7. Motor control centers.
8. Alternating current high-voltage circuit breakers.
9. Low-voltage power circuit breakers.
10. Protective relays, meters and current transformers.
11. Low- and medium-voltage switchgear.
12. Liquid-filled transformers.
13. Cast-resin transformers.
14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water.
15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water.
16. Luminaires that are listed as submersible.
17. Motors.
18. Electronic control, signaling and communication equipment.

**604.3.2 Abatement of electrical hazards associated with fire exposure.** The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to fire.

**604.3.2.1 Electrical equipment.** Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the *International Building Code*.

**Exception:** Electrical switches, receptacles and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

### SECTION 605—ELECTRICAL EQUIPMENT

**605.1 Installation.** Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and *approved* manner.

**605.2 Receptacles.** Every *habitable space* in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every

*bathroom* shall contain not less than one receptacle. Any new *bathroom* receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.

**605.3 Luminaires.** Every public hall, interior stairway, *toilet room*, kitchen, *bathroom*, laundry room, boiler room and furnace room shall contain not less than one electric luminaire. Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.

**605.4 Wiring.** Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

### SECTION 606—ELEVATORS, ESCALATORS AND DUMBWAITERS

**606.1 General.** Elevators, dumbwaiters and escalators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location approved by the code official. The inspection and tests shall be performed at not less than the periodic intervals listed in ASME A17.1, Appendix N, except where otherwise specified by the authority having jurisdiction.

**606.2 Elevators.** In buildings equipped with passenger elevators, not less than one elevator shall be maintained in operation at all times when the building is occupied.

**Exception:** Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing.

**606.3 Private residence elevators.** Requirements for private residence elevators shall be in accordance with Sections 606.3.1 through 606.3.3.

**606.3.1 General.** The maintenance of elevators in private residences shall conform to Section 5.3 of ASME A17.1/CSA B44.

**606.3.2 Hoistway enclosures.** Hoistway enclosures shall comply with Section 5.3.1.1 of ASME A17.1/CSA B44.

**606.3.3 Hoistway Opening Protection.** Hoistway landing doors for private residence elevators shall comply with Sections 5.3.1.8.1 through 5.3.1.8.3 of ASME A17.1/CSA B44 or Sections 10.1.4.1 through 10.1.4.3 of ASME A17.3.

### SECTION 607—DUCT SYSTEMS

**607.1 General.** Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

**607.2 Clothes dryer exhaust duct system maintenance.** The lint trap, mechanical and heating components, and the exhaust duct system of a clothes dryer shall undergo periodic removal of accumulations of lint in accordance with the manufacturer's operating instructions to prevent obstruction of exhaust air and products of combustion.



## User notes:

**About this chapter:**

Chapter 7 establishes fire safety requirements for existing structures by providing requirements for means of egress, including path of travel, required egress width, means of egress doors and emergency escape openings, and for the maintenance of fire-resistance-rated assemblies, fire protection systems, and carbon monoxide alarm and detection systems.

## SECTION 701—GENERAL

**701.1 Scope.** The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to *structures* and exterior *premises*, including fire safety facilities and equipment to be provided.

**701.2 Responsibility.** The *owner* of the *premises* shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A *person* shall not occupy as *owner-occupant* or permit another *person* to occupy any *premises* that do not comply with the requirements of this chapter.

## SECTION 702—MEANS OF EGRESS



**[BE] 702.1 General.** A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the *public way*. **Means of egress shall comply with the code under which the building was constructed.**

**[BE] 702.2 Aisles.** The required width of aisles in accordance with the code under which the building was constructed shall be unobstructed. *was fire code*

**[BE] 702.3 Locked doors.** Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *International Building Code*.

**[BE] 702.4 Emergency escape and rescue openings.** Required emergency escape and rescue openings shall be maintained in accordance with the code in effect at the time of construction, and both of the following:

1. Required *emergency escape and rescue openings* shall be operational from the inside of the room without the use of keys or tools.
2. Bars, grilles, grates or similar devices are permitted to be placed over *emergency escape and rescue openings* provided that the minimum net clear opening size complies with the code that was in effect at the time of construction and the unit is equipped with smoke alarms installed in accordance with Section 907.2.11 of the *International Building Code*. Such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

## SECTION 703—FIRE-RESISTANCE RATINGS

**[BF] 703.1 Fire-resistance-rated assemblies.** The provisions of this chapter shall govern maintenance of the materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.

**[BF] 703.2 Unsafe conditions.** Where any components are not maintained and do not function as intended or do not have the fire resistance required by the code under which the building was constructed or altered, such components or portions thereof shall be deemed unsafe conditions in accordance with Section 115.1.1 of the *International Fire Code*. Components or portions thereof determined to be unsafe shall be repaired or replaced to conform to that code under which the building was constructed or altered. Where the condition of components is such that any building, *structure* or portion thereof presents an *imminent danger* to the *occupants* of the building, *structure* or portion thereof, the *fire code official* shall act in accordance with Section 115.2 of the *International Fire Code*.

**[BF] 703.3 Maintenance.** The required fire-resistance rating of fire-resistance-rated construction, including walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and joint systems, shall be maintained. Such elements shall be visually inspected annually by the *owner* and repaired, restored or replaced where damaged, altered, breached or penetrated. Records of inspections and repairs shall be maintained. Where concealed, such elements shall not be required to be visually inspected by the *owner* unless the concealed space is accessible by the removal or movement of a panel, access door, ceiling tile or entry to the space. Openings made therein for the passage of pipes, electrical conduit, wires, ducts, air transfer and any other reason shall be protected with *approved* methods capable of resisting the passage of smoke and fire. Openings through fire-resistance-rated assemblies shall be protected by self- or automatic-closing doors of *approved* construction meeting the fire protection requirements for the assembly.

**[BF] 703.3.1 Fire blocking and draft stopping.** Required fire blocking and draft stopping in combustible concealed spaces shall be maintained to provide continuity and integrity of the construction.

**[BF] 703.3.2 Smoke barriers and smoke partitions.** Required smoke barriers and smoke partitions shall be maintained to prevent the passage of smoke. Openings protected with *approved* smoke barrier doors or smoke dampers shall be maintained in accordance with NFPA 105.

**[BF] 703.3.3 Fire walls, fire barriers, and fire partitions.** Required fire walls, fire barriers and fire partitions shall be maintained to prevent the passage of fire. Openings protected with *approved* doors or fire dampers shall be maintained in accordance with NFPA 80.

**[BF] 703.4 Opening protectives.** Opening protectives shall be maintained in an operative condition in accordance with NFPA 80. The application of field-applied labels associated with the maintenance of opening protectives shall follow the requirements of the *approved* third-party certification organization accredited for listing the opening protective. Fire doors and smoke barrier doors shall not be blocked or obstructed, or otherwise made inoperable. Fusible links shall be replaced whenever fused or damaged. Fire door assemblies shall not be modified.

**[BF] 703.4.1 Signs.** Where required by the *code official*, a sign shall be permanently displayed on or near each fire door in letters not less than 1 inch (25 mm) high to read as follows:

1. For doors designed to be kept normally open: FIRE DOOR – DO NOT BLOCK.
2. For doors designed to be kept normally closed: FIRE DOOR – KEEP CLOSED.

**[BF] 703.4.2 Hold-open devices and closers.** Hold-open devices and automatic door closers shall be maintained. During the period that such a device is out of service for repairs, the door it operates shall remain in the closed position.

**[BF] 703.4.3 Door operation.** Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.

**[BF] 703.5 Ceilings.** The hanging and displaying of salable goods and other decorative materials from acoustical ceiling systems that are part of a fire-resistance-rated horizontal assembly shall be prohibited.

**[BF] 703.6 Testing.** Horizontal and vertical sliding and rolling fire doors shall be inspected and tested annually to confirm operation and full closure. Records of inspections and testing shall be maintained.

**[BF] 703.7 Vertical shafts.** Interior vertical shafts, including stairways, elevator hoistways and service and utility shafts, which connect two or more stories of a building shall be enclosed or protected as required in Chapter 11 of the *International Fire Code*. New floor openings in existing buildings shall comply with the *International Building Code*.

**[BF] 703.8 Opening protective closers.** Where openings are required to be protected, opening protectives shall be maintained self-closing or automatic-closing by smoke detection. Existing fusible-link-type automatic door-closing devices shall be replaced if the fusible link rating exceeds 135°F (57°C).

## SECTION 704—FIRE PROTECTION SYSTEMS

**[F] 704.1 Inspection, testing and maintenance.** Fire protection and life safety systems shall be maintained in accordance with the *International Fire Code* in an operative condition at all times, and shall be replaced or repaired where defective.

**[F] 704.1.1 Fire protection and life safety systems.** Fire protection and life safety systems shall be installed, repaired, operated and maintained in accordance with this code the *International Fire Code* and the *International Building Code*.

**[F] 704.1.2 Required fire protection and life safety systems.** Fire protection and life safety systems required by this code, the *International Fire Code* or the *International Building Code* shall be installed, repaired, operated, tested and maintained in accordance with this code. A fire protection and life safety system for which a design option, exception or reduction to the provisions of this code, the *International Fire Code* or the *International Building Code* has been granted shall be considered to be a required system.

**[F] 704.1.3 Fire protection systems.** Fire protection systems shall be inspected, maintained and tested in accordance with the following *International Fire Code* requirements.

1. Automatic sprinkler systems, see Section 903.5.
2. Automatic fire-extinguishing systems protecting commercial cooking systems, see Section 904.13.5.
3. Automatic water mist extinguishing systems, see Section 904.11.3.
4. Carbon dioxide extinguishing systems, see Section 904.8.
5. Carbon monoxide alarms and carbon monoxide detection systems, see Section 915.6.
6. Clean-agent extinguishing systems, see Section 904.10.
7. Dry-chemical extinguishing systems, see Section 904.6.
8. Fire alarm and fire detection systems, see Section 907.8.
9. Fire department connections, see Sections 912.4 and 912.7.
10. Fire pumps, see Section 913.5.
11. Foam extinguishing systems, see Section 904.7.
12. Halon extinguishing systems, see Section 904.9.
13. Single- and multiple-station smoke alarms, see Section 907.2.9.2.



14. Smoke and heat vents and mechanical smoke removal systems, see Section 910.5.
15. Smoke control systems, see Section 909.22.
16. Wet-chemical extinguishing systems, see Section 904.5.
17. Duct and air transfer openings, see Section 706.1.

**[F] 704.2 Standards.** Fire protection systems shall be inspected, tested and maintained in accordance with the referenced standards listed in Table 704.2 and as required in this section.

<b>SYSTEM</b>	<b>STANDARD</b>
Portable fire extinguishers	NFPA 10
Carbon dioxide fire-extinguishing system	NFPA 12
Halon 1301 fire-extinguishing systems	NFPA 12A
Dry-chemical extinguishing systems	NFPA 17
Wet-chemical extinguishing systems	NFPA 17A
Water-based fire protection systems	NFPA 25
Fire alarm systems	NFPA 72
Fire dampers	NFPA 80
Smoke dampers	NFPA 105
Smoke and heat vents	NFPA 204
Water-mist systems	NFPA 750
Clean-agent extinguishing systems	NFPA 2001

**[F] 704.2.1 Records.** Records shall be maintained of all system inspections, tests and maintenance in accordance with Section 109.3 of the *International Fire Code*.

**[F] 704.2.2 Records information.** Initial records shall include the: name of the installation contractor; type of components installed; manufacturer of the components; location and number of components installed per floor; and manufacturers' operation and maintenance instruction manuals. Such records shall be maintained for the life of the installation.

**[F] 704.3 Systems out of service.** Where a required fire protection system is out of service, the fire department and the fire *code official* shall be notified immediately and, where required by the fire *code official*, either the building shall be evacuated or an *approved* fire watch shall be provided for all *occupants* left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with not less than one *approved* means for notification of the fire department and shall not have duties beyond performing constant patrols of the protected *premises* and keeping watch for fires. Actions shall be taken in accordance with Section 901.7 of the *International Fire Code* to bring the systems back in service.

**Exception:** Facilities with an *approved* notification and impairment management program. The notification and impairment program for water-based fire protection systems shall comply with NFPA 25.

**[F] 704.3.1 Emergency impairments.** Where unplanned impairments of fire protection systems occur, appropriate emergency action shall be taken to minimize potential injury and damage. The impairment coordinator shall implement the steps outlined in Section 901.7.4 of the *International Fire Code*.

**[F] 704.4 Removal of or tampering with equipment.** It shall be unlawful for any *person* to remove, tamper with or otherwise disturb any fire protection or life safety system required by this code except for the purposes of extinguishing fire, training, recharging or making necessary repairs.

**[F] 704.4.1 Removal of or tampering with appurtenances.** Locks, gates, doors, barricades, chains, enclosures, signs, tags and seals that have been installed by or at the direction of the fire *code official* shall not be removed, unlocked, destroyed or tampered with in any manner.

**[F] 704.4.2 Removal of existing occupant-use hose lines.** The fire *code official* is authorized to permit the removal of existing *occupant-use* hose lines where all of the following apply:

1. The installation is not required by the *International Fire Code* or the *International Building Code*.
2. The hose line would not be utilized by trained personnel or the fire department.
3. The remaining outlets are compatible with local fire department fittings.

**[F] 704.4.3 Termination of monitoring service.** For fire alarm systems required to be monitored by the *International Fire Code*, notice shall be made to the fire *code official* whenever alarm monitoring services are terminated. Notice shall be made in writing by the provider of the monitoring service being terminated.

**[F] 704.5 Fire department connection.** Where the fire department connection is not visible to approaching fire apparatus, the fire department connection shall be indicated by an *approved* sign mounted on the street front or on the side of the building. Such sign

shall have the letters “FDC” not less than 6 inches (152 mm) high and words in letters not less than 2 inches (51 mm) high or an arrow to indicate the location. Such signs shall be subject to the approval of the fire *code official*.

**[F] 704.5.1 Fire department connection access.** Ready access to fire department connections shall be maintained at all times and without obstruction by fences, bushes, trees, walls or any other fixed or movable object. Access to fire department connections shall be *approved* by the fire chief.

**Exception:** Fences, where provided with an access gate equipped with a sign complying with the legend requirements of Section 912.5 of the *International Fire Code* and a means of emergency operation. The gate and the means of emergency operation shall be *approved* by the fire chief and maintained operational at all times.

**[F] 704.5.2 Clear space around connections.** A working space of not less than 36 inches (914 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided and maintained in front of and to the sides of wall-mounted fire department connections and around the circumference of free-standing fire department connections.

**[F] 704.6 Single- and multiple-station smoke alarms.** Single- and multiple-station smoke alarms shall be installed in existing Group I-1 and R *occupancies* in accordance with Sections 704.6.1 through 704.6.3.

**[F] 704.6.1 Where required.** Existing Group I-1 and R *occupancies* shall be provided with single-station smoke alarms in accordance with Sections 704.6.1.1 through 704.6.1.4. Interconnection and power sources shall be in accordance with Sections 704.6.2 and 704.6.3.

**Exceptions:**

1. Where the code that was in effect at the time of construction required smoke alarms and smoke alarms complying with those requirements are already provided.
2. Where smoke alarms have been installed in *occupancies* and dwellings that were not required to have them at the time of construction, additional smoke alarms shall not be required provided that the existing smoke alarms comply with requirements that were in effect at the time of installation.
3. Where smoke detectors connected to a fire alarm system have been installed as a substitute for smoke alarms.

**[F] 704.6.1.1 Group R-1.** Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1:

1. In sleeping areas.
2. In every room in the path of the means of egress from the sleeping area to the door leading from the *sleeping unit*.
3. In each story within the *sleeping unit*, including *basements*. For *sleeping units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

**[F] 704.6.1.2 Groups R-2, R-3, R-4 and I-1.** Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of *occupant load* at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of *bedrooms*.
2. In each room used for sleeping purposes.
3. In each story within a *dwelling unit*, including *basements* but not including crawl spaces and uninhabitable attics. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

**[F] 704.6.1.3 Installation near cooking appliances.** Smoke alarms shall be installed a minimum of 10 feet (3.0 m) horizontally from a permanently installed cooking appliance.

**Exception:** Smoke alarms shall be permitted to be installed a minimum of 6 feet (1.8 m) horizontally from a permanently installed cooking appliance where necessary to comply with Section 704.6.1.1 or 704.6.1.2.

**[F] 704.6.1.4 Installation near bathrooms.** Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a *bathroom* that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by Section 704.6.1.1 or 704.6.1.2.

**[F] 704.6.2 Interconnection.** Where more than one smoke alarm is required to be installed within an individual *dwelling* or *sleeping unit*, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all *bedrooms* over background noise levels with all intervening doors closed.

**Exceptions:**

1. Interconnection is not required in buildings that are not undergoing *alterations*, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where *alterations* or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or *basement* available that could provide access for interconnection without the removal of interior finishes.

**[F] 704.6.3 Power source.** Single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms with integral strobes that are not equipped with battery backup shall be connected to an emergency electrical system. Smoke alarms shall emit a

signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for over-current protection.

**Exceptions:**

1. Smoke alarms are permitted to be solely battery operated in existing buildings where construction is not taking place.
2. Smoke alarms are permitted to be solely battery operated in buildings that are not served from a commercial power source.
3. Smoke alarms are permitted to be solely battery operated in existing areas of buildings undergoing *alterations* or repairs that do not result in the removal of interior walls or ceiling finishes exposing the structure, unless there is an attic, crawl space or *basement* available that could provide access for building wiring without the removal of interior finishes.

**[F] 704.6.4 Smoke detection system.** Smoke detectors listed in accordance with UL 268 and provided as part of the building's fire alarm system shall be an acceptable alternative to single- and multiple-station smoke alarms and shall comply with the following:

1. The fire alarm system shall comply with all applicable requirements in Section 907 of the *International Fire Code*.
2. Activation of a smoke detector in a dwelling or *sleeping unit* shall initiate alarm notification in the *dwelling or sleeping unit* in accordance with Section 907.5.2 of the *International Fire Code*.
3. Activation of a smoke detector in a *dwelling or sleeping unit* shall not activate alarm notification appliances outside of the *dwelling or sleeping unit*, provided that a supervisory signal is generated and monitored in accordance with Section 907.6.6 of the *International Fire Code*.

**[F] 704.7 Single- and multiple-station smoke alarms.** Single- and multiple-station smoke alarms shall be tested and maintained in accordance with the manufacturer's instructions and this code.

**[F] 704.7.1 Replacement.** Smoke alarms shall be replaced where any of the following apply:

1. The smoke alarm fails to respond to operability tests.
2. Where the smoke alarm exceeds 10 years from the date of manufacture marked on the unit, unless an earlier replacement is specified in the manufacturer's instructions.
3. The smoke alarm end-of-life signal is sounded.
4. The smoke alarm date of manufacturer cannot be determined.

**SECTION 705—CARBON MONOXIDE ALARMS AND DETECTION**

**[F] 705.1 General.** Carbon monoxide alarms shall be installed in dwellings in accordance with Section 1103.9 of the *International Fire Code*, except that alarms in dwellings covered by the *International Residential Code* shall be installed in accordance with Section R315 of that code.

**[F] 705.2 Carbon monoxide alarms and detectors.** Carbon monoxide alarms and carbon monoxide detection systems shall be maintained in accordance with NFPA 72. Carbon monoxide alarms and carbon monoxide detectors that become inoperable or begin producing end-of-life signals shall be replaced.



## REFERENCED STANDARDS

## User notes:

**About this chapter:**

*This code contains numerous references to standards promulgated by other organizations that are used to provide requirements for materials and methods of construction. Chapter 8 contains a comprehensive list of all standards that are referenced in this code. These standards, in essence, are part of this code to the extent of the reference to the standard.*

*This chapter lists the standards that are referenced in various sections of this document. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title and the section or sections of this document that reference the standard. The application of the referenced standards shall be as specified in Section 102.8.*

**ASME**

American Society of Mechanical Engineers  
Two Park Avenue, New York, NY 10016-5990

**ASME A17.1—2022/CSA B44—2022: Safety Code for Elevators and Escalators**

606.1

**ASME A17.3—2020: Safety Code for Existing Elevators and Escalators**

606.3.3

**ASTM**

ASTM International  
100 Barr Harbor Drive, P.O. Box C700, West Conshohocken, PA 19428-2959

**F1346—1991 (2018): Standard Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs**

303.2

**ICC**

International Code Council  
200 Massachusetts Avenue, NW, Suite 250, Washington, DC 20001

**IBC—24: International Building Code®**

102.3, 201.3, 304.1.1, 305.1.1, 306.1.1, 401.3, 604.3.1.1, 604.3.2.1, 702.3, 704.4.2

**ICC 500—2020: ICC/NSSA Standard for the Design and Construction of Storm Shelters**

202, 311.1, 311.2, 311.3

**IEBC—24: International Existing Building Code®**

102.3, 201.3, 304.1.1, 305.1.1, 306.1.1

**IECC—24: International Energy Conservation Code®**

102.3

**IFC—24: International Fire Code®**

102.3, 201.3, 604.3.1.1, 702.1, 702.2, 704.1, 704.1.2, 704.1.3, 704.3, 704.3.1, 704.4.2, 704.4.3, 704.5.1, 704.6.4, 705.1

**IFGC—24: International Fuel Gas Code®**

102.3, 201.3

**IMC—24: International Mechanical Code®**

102.3, 201.3

**IPC—24: International Plumbing Code®**

102.3, 201.3, 502.5, 505.1, 505.5.1, 602.2, 602.3

**IRC—24: International Residential Code®**

102.3, 201.3

**IZC—24: International Zoning Code®**

102.3, 201.3

**NFPA**

National Fire Protection Association  
1 Batterymarch Park, Quincy, MA 02169-7471

**10—22: Standard for Portable Fire Extinguishers**

Table 704.2

**12—22: Standard on Carbon Dioxide Extinguishing Systems**

Table 704.2

**REFERENCED STANDARDS**

- 12A—22: Standard on Halon 1301 Fire Extinguishing Systems**  
Table 704.2
- 17—2021: Standard for Dry Chemical Extinguishing Systems**  
Table 704.2
- 17A—2021: Standard for Wet Chemical Extinguishing Systems**  
Table 704.2
- 25—23: Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems**  
Table 704.2
- 70—23: National Electrical Code**  
102.3, 201.3, 604.2
- 72—22: National Fire Alarm and Signaling Code**  
Table 704.2
- 80—22: Standard for Fire Doors and Other Opening Protectives**  
703.3.3, 703.4, Table 704.2
- 105—22: Standard for Smoke Door Assemblies and Other Opening Protectives**  
703.3.2, Table 704.2
- 204—21: Standard for Smoke and Heat Venting**  
Table 704.2
- 750—23: Standard on Water Mist Fire Protection Systems**  
Table 704.2
- 2001—22: Standard on Clean Agent Fire Extinguishing Systems**  
Table 704.2

**UL**

Underwriters Laboratories, LLC  
333 Pfingsten Road, Northbrook, IL 60062

- 268—2016: Smoke Detectors for Fire Alarm Systems—with revisions through July 2016**  
704.6.4

## BOARDING STANDARD

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

## User notes:

**About this appendix:** Appendix A provides minimum specifications for boarding a structure. This can be utilized by a jurisdiction as a set of minimum requirements in order to result in consistent boarding quality. These requirements also provide a reasonable means to eliminate having to approve numerous methods or materials for the boarding and securing of a structure. It is important to note that the provisions of Appendix A are not mandatory unless specifically referenced in the adopting ordinance of the authority having jurisdiction.

**Code development reminder:** Code change proposals to sections in this appendix will be considered by the IPMC Code Development Committee during the 2025 (Group B) Code Development Cycle.

## SECTION A101—GENERAL

**A101.1 General.** Windows and doors shall be boarded in an *approved* manner to prevent entry by unauthorized persons and shall be painted to correspond to the color of the existing structure.

## SECTION A102—MATERIALS

**A102.1 Boarding sheet material.** Boarding sheet material shall be minimum  $\frac{1}{2}$ -inch-thick (12.7 mm) wood structural panels complying with the *International Building Code*.

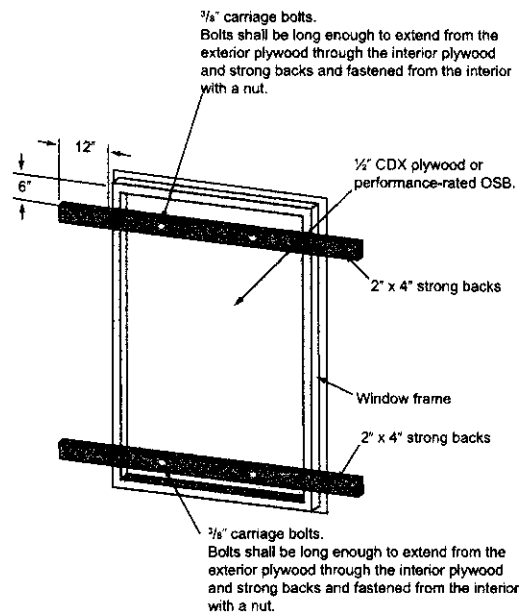
**A102.2 Boarding framing material.** Boarding framing material shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the *International Building Code*.

**A102.3 Boarding fasteners.** Boarding fasteners shall be minimum  $\frac{3}{8}$ -inch-diameter (9.5 mm) carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. Washers and nuts shall comply with the *International Building Code*.

## SECTION A103—INSTALLATION

**A103.1 Boarding installation.** The boarding installation shall be in accordance with Figures A103.1(1) and A103.1(2) and Sections A103.2 through A103.5.

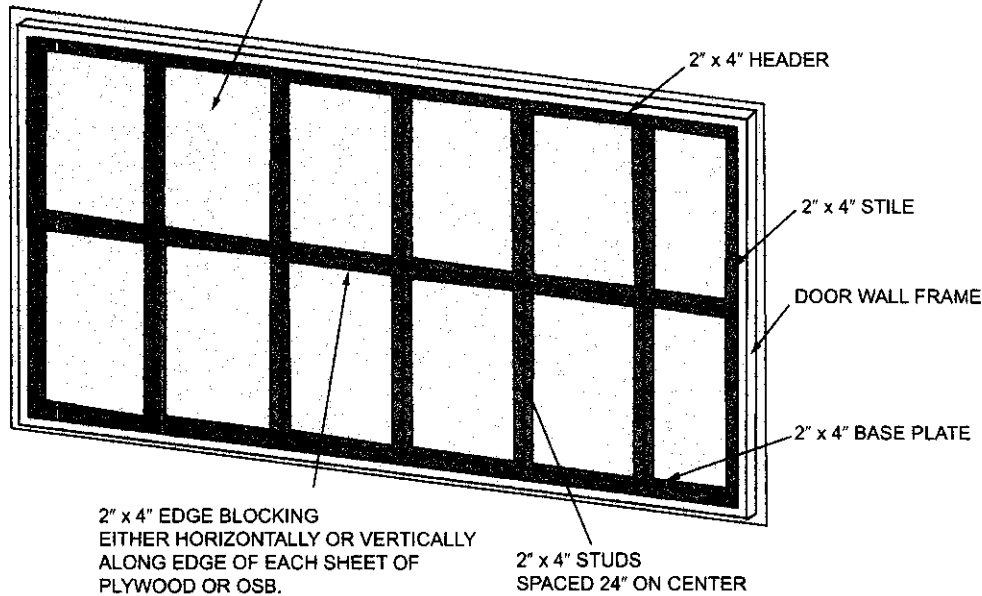
FIGURE A103.1(1)—BOARDING OF DOOR OR WINDOW



For SI: 1 inch = 25.4 mm.

**FIGURE A103.1(2)—BOARDING OF DOOR WALL**

1/2" CDX PLYWOOD OR PERFORMANCE-RATED OSB SHALL BE SECURED TO HEADER, BASE PLATE, STUDS, STILES, AND EDGE BLOCKING USING ALTERNATE SCREWS AND NAILS AT A MAXIMUM OF 6" O.C.



For SI: 1 inch = 25.4 mm.

**A103.2 Boarding sheet material.** The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.

**A103.3 Windows.** The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2-inch by 4-inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches (51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches (152 mm) minimum above the bottom and below the top of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.

**A103.4 Door walls.** The door opening shall be framed with minimum 2-inch by 4-inch (51 mm by 102 mm) framing material secured at the entire perimeter and vertical members at a maximum of 24 inches (610 mm) on center. Blocking shall also be secured at a maximum of 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6 inches (152 mm) on center.

**A103.5 Doors.** Doors shall be secured by the same method as for windows or door openings. One door to the *structure* shall be available for authorized entry and shall be secured and locked in an *approved* manner.

**SECTION A104—REFERENCED STANDARD**

**A104.1 Referenced standards.** Table A104.1 lists the standard that is referenced in various sections of this appendix. The standard is listed herein by the standard identification, the effective date and title and the section or sections of this document that reference the standard. The application of the referenced standards shall be as specified in Section 102.8.

TABLE A104.1—REFERENCED STANDARD		
STANDARD ACRONYM	STANDARD NAME	SECTIONS HEREIN REFERENCED
IBC—24	<i>International Building Code</i>	A102.1, A102.2, A102.3

## BOARD OF APPEALS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

**User notes:**

**About this appendix:** Appendix B provides criteria for Board of Appeals members. Also provided are procedures by which the Board of Appeals should conduct its business.

**Code development reminder:** Code change proposals to this appendix will be considered by the Administrative Code Development Committee during the 2025 (Group B) Code Development Cycle.

**SECTION B101—GENERAL**

**B101.1 Scope.** A board of appeals shall be established within the jurisdiction for the purpose of hearing applications for modification of the requirements of this code pursuant to the provisions of Section 106 (Means of Appeals). The board shall be established and operated in accordance with this section, and shall be authorized to hear evidence from appellants and the *code official* pertaining to the application and intent of this code for the purpose of issuing orders pursuant to these provisions.

**B101.2 Application for appeal.** Any person shall have the right to appeal a decision of the *code official* to the board. An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the *code official* within 20 days after the notice was served.

**B101.2.1 Limitation of authority.** The board shall not have authority to waive requirements of this code or interpret the administration of this code.

**B101.2.2 Stays of enforcement.** Appeals of notice and orders, other than *Imminent Danger* notices, shall stay the enforcement of the notice and order until the appeal is heard by the board.

**B101.3 Membership of the board.** The board shall consist of five voting members appointed by the chief appointing authority of the jurisdiction. Each member shall serve for [INSERT NUMBER OF YEARS] years or until a successor has been appointed. The board member's terms shall be staggered at intervals, so as to provide continuity. The *code official* shall be an ex officio member of said board but shall not vote on any matter before the board.

**B101.3.1 Qualifications.** The board shall consist of five individuals, who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

**B101.3.2 Alternate members.** The chief appointing authority is authorized to appoint two alternate members who shall be called by the board chairperson to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership, and shall be appointed for the same term or until a successor has been appointed.

**B101.3.3 Vacancies.** Vacancies shall be filled for an unexpired term in the same manner in which original appointments are required to be made.

**B101.3.4 Chairperson.** The board shall annually select one of its members to serve as chairperson.

**B101.3.5 Secretary.** The chief appointing authority shall designate a qualified clerk to serve as secretary to the board. The secretary shall file a detailed record of all proceedings which shall set forth the reasons for the board's decision, the vote of each member, the absence of a member and any failure of a member to vote.

**B101.3.6 Conflict of interest.** A member with any personal, professional or financial interest in a matter before the board shall declare such interest and refrain from participating in discussions, deliberations and voting on such matters.

**B101.3.7 Compensation of members.** Compensation of members shall be determined by law.

**B101.3.8 Removal from the board.** A member shall be removed from the board prior to the end of their terms only for cause. Any member with continued absence from regular meeting of the board may be removed at the discretion of the chief appointing authority.

**B101.4 Rules and procedures.** The board shall establish policies and procedures necessary to carry out its duties consistent with the provisions of this code and applicable state law. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be presented.

**B101.5 Notice of meeting.** The board shall meet upon notice from the chairperson, within 10 days of the filing of an appeal or at stated periodic intervals.

**B101.5.1 Open hearing.** All hearings before the board shall be open to the public. The appellant, the appellant's representative, the *code official* and any person whose interests are affected shall be given an opportunity to be heard.



**B101.5.2 Quorum.** Three members of the board shall constitute a quorum.

**B101.5.3 Postponed hearing.** When five members are not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

**B101.6 Legal counsel.** The jurisdiction shall furnish legal counsel to the board to provide members with general legal advice concerning matters before them for consideration. Members shall be represented by legal counsel at the jurisdiction's expense in all matters arising from service within the scope of their duties.

**B101.7 Board decision.** The board shall only modify or reverse the decision of the *code official* by a concurring vote of three or more members.

**B101.7.1 Resolution.** The decision of the board shall be by resolution. Every decision shall be promptly filed in writing in the office of the *code official* within three days and shall be open to the public for inspection. A certified copy shall be furnished to the appellant or the appellant's representative and to the *code official*.

**B101.7.2 Administration.** The *code official* shall take immediate action in accordance with the decision of the board.

**B101.8 Court review.** Any *person*, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

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## Fraser City Council Agenda Item

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**Subject Title:** City Representative For Planning & Zoning Meetings

**Prepared By:** Bob Logan, Building Dept Manager

**Date Submitted:** February 2, 2026

### Subject of Request:

Planning and Zoning would like to have a spokesperson attend their monthly meetings. McKenna's spokesperson (Building Official) would be \$100/hr & has a minimum of four (4) hours. The City of Fraser spokesperson (Bob Logan) would cost his hourly rate (\$26.20), and likely at overtime pay.

### Budget Impact:

Obtained Quotes

Amount:

Account Number(s):

Required Budget Amendment Amount:

Required Recurring Charges Amount:

Required Travel Expenses Amount:

Offset by Grant Funding Amount:

Additional Information:

### Attachments:

None

### Recommended Motion(s):

\*If sole source, include an additional recommended motion to waive competitive bidding.



## Fraser City Council Agenda Item

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**Subject Title:** FY 2026-2027 Budget Schedule

**Prepared By:** Elaine Leven, City Manager

**Date Submitted:** February 2, 2026

### Subject of Request:

As part of the budget process City Council will need to adopt a schedule to facilitate the budget process for FY 2026-2027. Per the Charter, it is the responsibility of the City Manager to prepare and submit an annual budget, including planned capital expenditures, to the City Council. Department Budgets are due to the City Manager by March 15<sup>th</sup>. I then spend the following couple of weeks meeting with Department Heads discussing the budget and I develop my recommended budget for Council consideration. I present my proposed budget to City Council and we hold a public hearing to receive comments. City Council then has an opportunity to refine the budget based on the feedback received at the public hearing. Finally, City Council will consider the budget for approval, which is required to be completed by the 3<sup>rd</sup> Monday in May. City Council is also required to set a date for the Public Hearing. Following are the dates I am recommending City Council approve for this process:

- April 9, 2026: Budget Presentation followed by Public Hearing
- April 16, 2026: Budget Workshop
- May 14, 2026: Consideration of FY 2026-2027 Budget
- May 18, 2026: Budget Approval Deadline per City Charter

### Budget Impact:

Not Applicable

Amount:

Account Number(s):

Required Budget Amendment Amount:

Required Recurring Charges Amount:

Required Travel Expenses Amount:

Offset by Grant Funding Amount:

Additional Information:

**Attachments:**

None

**Recommended Motion(s):**

**MOTION** to approve the FY 2026-2027 Budget Schedule as recommended

\*If sole source, include an additional recommended motion to waive competitive bidding.