



CITY OF WHITEHALL

**CITY COUNCIL WORK SESSION
405 E. COLBY STREET, WHITEHALL, MI
GARDEN ROOM
February 12, 2019
5:00 p.m.**

AGENDA

1. Meeting Called to Order

2. Discussion Items
 - Rental Inspections (staff)
 - Recreational Marihuana

3. Informational Items

4. Public Comment *

5. Meeting Adjourned

City of Whitehall, 405 E. Colby Street, Whitehall, MI 49461; 231-894-4048

* PUBLIC COMMENT: Citizens wishing to speak on any subject matter or with regard to items on the agenda should use this opportunity. As a courtesy to the council, come to the podium, state your name, and direct your comments to the board. Please limit comments to three minutes.

**Whitehall City Council
Work Session Information Report
February 2019**

Rental Inspections (staff)

To date we have 11 registered rental properties out of 106 notices mailed out. May 7 is the deadline to register. At the last work session, Council agreed to adopt the IPMC and was asked to review it to provide questions or comments. Based upon the comments received, an amended IPMC is submitted for review. Most everything in the IPMC is covered by current city ordinances on a reactionary basis - we respond to complaints. A rental inspection ordinance will allow us to be proactive, every three years but does not limit responding to complaints in between. I would retain any provisions that duplicate city ordinances to maintain the proactive approach.

Recreational Marihuana (staff)

The Planning Commission has considered the basics of zoning to allow for recreational marijuana facilities and has asked that Council decide as a policy matter if they are going to allow them prior to spending more time on developing the details of an ordinance. There is some confusion as to what action Council wanted Planning to take. Was Planning to decide or perhaps recommend "yes" or "no" on allowing recreational marijuana facilities, develop zoning regulations on a "what if" basis, or something else? This will need to be clarified Tuesday night. It will take a vote of five out of seven Council Members to opt out of recreational marijuana facilities.

A survey in the City newsletter revealed that 66% of the 135 respondents opposed marijuana facilities. When considering just residents, 71% are opposed while 73% of the business owners support. Of the three citizens that spoke at the Planning Commission meeting - two supported marijuana facilities while one opposed.

CHAPTER 1

SCOPE AND ADMINISTRATION

PART 1 — SCOPE AND APPLICATION

SECTION 101 GENERAL

[A] 101.1 Title. These regulations shall be known as the *International Property Maintenance Code* of **THE CITY OF WHITEHALL**, hereinafter referred to as "this code."

[A] 101.2 Scope. The provisions of this code shall apply to all existing residential **RENTAL** 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.

[A] 101.3 Intent. This code shall be construed to secure its expressed intent, which is to ensure public health, safety and 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 minimum level of health and safety 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.

[A] 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.

No *owner*, owner's authorized agent, *operator* or *occupant* shall 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 and 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.

[A] 102.6 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] 102.7 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 102.7.1 and 102.7.2.

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] 102.7.1 Conflicts. Where conflicts occur between provisions of this code and the referenced standards, the provisions of this code shall apply.

[A] 102.7.2 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] 102.8 Requirements not covered by code. Requirements necessary for the strength, stability or proper operation of an existing fixture, structure or equipment, or for the pub-

LIMITS
SCOPE

SCOPE AND ADMINISTRATION

lic safety, health and general welfare, not specifically covered by this code, shall be determined by the *code official*.

[A] **102.9 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] **102.10 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 DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION

[A] **103.1 General.** The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the *code official*.

[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(s). Such employees shall have powers as delegated by the *code official*.

[A] **103.4 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 civilly or criminally liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties.

[A] **103.4.1 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 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] **103.5 Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.

ADOPTED BY THE WHITEHALL CITY
COUNCIL

SECTION 104 DUTIES AND POWERS OF THE CODE OFFICIAL

[A] **104.1 General.** The *code official* is hereby authorized and directed to enforce the provisions of this code. The *code official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to

clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

[A] **104.2 Inspections.** The *code official* shall make all of the required 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* is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

[A] **104.3 Right of entry.** Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the *code official* has reasonable cause to believe that there exists in a *structure* or upon a *premises* a condition in violation of this code, the *code official* is authorized to enter the *structure* or *premises* at reasonable times to inspect or perform the duties imposed by this code, provided that 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 the remedies provided by law to secure entry.

[A] **104.4 Identification.** The *code official* shall carry proper identification when inspecting *structures* or *premises* in the performance of duties under this code.

[A] **104.5 Notices and orders.** The *code official* shall issue all necessary notices or orders to ensure compliance with this code.

[A] **104.6 Department records.** The *code official* shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records.

SECTION 105 APPROVAL

[A] **105.1 Modifications.** Whenever 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 upon application of the *owner* or *owner's* authorized agent, provided the *code official* shall first find that special individual reason makes the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the department files.

[A] **105.2 Alternative materials, methods and equipment.** The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided

that any such alternative has been *approved*. An alternative material or method of construction shall be *approved* where the *code official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. 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] 105.3 Required testing. Whenever there is insufficient evidence of compliance with the provisions of this code or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *code official* shall have the authority to require tests to be made as evidence of compliance at no expense to the jurisdiction.

[A] 105.3.1 Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *code official* shall be permitted to approve appropriate testing procedures performed by an *approved* agency.

[A] 105.3.2 Test reports. Reports of tests shall be retained by the *code official* for the period required for retention of public records.

[A] 105.4 Used material and equipment. The use of used materials that meet the requirements of this code for new materials is permitted. Materials, equipment and devices shall not be reused unless such elements are in good repair or have been reconditioned and tested where necessary, placed in good and proper working condition and *approved* by the *code official*.

[A] 105.5 Approved materials and equipment. Materials, equipment and devices *approved* by the *code official* shall be constructed and installed in accordance with such approval.

[A] 105.6 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

SECTION 106 VIOLATIONS

[A] 106.1 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] 106.2 Notice of violation. The *code official* shall serve a notice of violation or order in accordance with Section 107.

[A] 106.3 Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 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] 106.4 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] 106.5 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*.

SECTION 107 NOTICES AND ORDERS

[A] 107.1 Notice to person responsible. 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 107.2 and 107.3 to the person responsible for the violation as specified in this code. Notices for condemnation procedures shall also comply with Section 108.3.

[A] 107.2 Form. Such notice prescribed in Section 107.1 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 106.3.

[A] 107.3 Method of service. Such notice shall be deemed to be properly served if a copy thereof is:

1. Delivered personally;
2. Sent by certified or first-class mail addressed to the last known address; or
3. If the notice 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.

[A] 107.4 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*.

[A] 107.5 Penalties. Penalties for noncompliance with orders and notices shall be as set forth in Section 106.4.

[A] 107.6 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 accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

SECTION 108 UNSAFE STRUCTURES AND EQUIPMENT

[A] 108.1 General. 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.

[A] 108.1.1 Unsafe structures. An unsafe structure is one that is found to be dangerous 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 so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

[A] 108.1.2 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 which 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.

[A] 108.1.3 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.

[A] 108.1.4 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.

[A] 108.1.5 Dangerous structure or premises. For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

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 portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.
7. 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.
8. 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.

9. 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.
10. 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.
11. 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.

[A] 108.2 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.

[A] 108.2.1 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 102.7 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.

[A] 108.3 Notice. Whenever the *code official* has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the *owner*, owner's authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2.

[A] 108.4 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.

[A] 108.4.1 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.

[A] 108.5 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*, owner's authorized agent or person responsible for the *premises* who shall let anyone occupy a placarded *premises* or operate placarded equipment shall be liable for the penalties provided by this code.

[A] 108.6 Abatement methods. The *owner*, owner's authorized agent, *operator* or *occupant* of a building, *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.

[A] 108.7 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.

SECTION 109 EMERGENCY MEASURES

[A] 109.1 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.

[A] 109.2 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.

[A] 109.3 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.

[A] 109.4 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.

[A] 109.5 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.

[A] 109.6 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.

**SECTION 110
DEMOLITION**

[A] 110.1 General. The *code official* shall order the *owner* or owner's authorized agent of any *premises* upon which is located any structure, which in the *code official's* or owner's authorized agent judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the *owner's* option; or where there has been a cessation of normal construction of any structure for a period of more than two years, the *code official* shall order the *owner* or owner's authorized agent to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond one year, unless *approved* by the building official.

[A] 110.2 Notices and orders. Notices and orders shall comply with Section 107.

[A] 110.3 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.

[A] 110.4 Salvage materials. When 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.

**SECTION 111
MEANS OF APPEAL**

[A] 111.1 Application for appeal. Any person directly affected by a decision of the *code official* or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. 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 the requirements of this code are adequately satisfied by other means.

[A] 111.2 Membership of board. The board of appeals shall consist of not less than ~~three~~ ^{FIVE} members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The *code official* shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms.

~~**[A] 111.2.1 Alternate members.** The chief appointing authority shall appoint not less than two alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.~~

[A] 111.2.2 Chairman. The board shall ~~annually~~ select one of its members to serve as chairman.

[A] 111.2.3 Disqualification of member. A member shall not hear an appeal in which that member has a personal, professional or financial interest.

[A] 111.2.4 Secretary. The chief administrative officer shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.

[A] 111.2.5 Compensation of members. Compensation of members shall be determined by law.

[A] 111.3 Notice of meeting. The board shall meet upon notice from the ~~chairman~~, within 20 days of the filing of an appeal, or at stated periodic meetings.

[A] 111.4 Open hearing. Hearings before the board shall be open to the public. The appellant, the appellant's representa-

FIVE
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CREATED CONFUSION
SECRETARY

tive, the *code official* and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of a ~~minimum of two-thirds~~ of the board membership.

MAJORITY

[A] 111.4.1 **Procedure.** The board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.

~~[A] 111.5 **Postponed hearing.** When the full board is 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.~~

[A] 111.6 **Board decision.** The board shall modify or reverse the decision of the *code official* only by a concurring vote of a majority of the total number of appointed board members.

[A] 111.6.1 **Records and copies.** The decision of the board shall be recorded. Copies shall be furnished to the appellant and to the *code official*.

[A] 111.6.2 **Administration.** The *code official* shall take immediate action in accordance with the decision of the board.

[A] 111.7 **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.

[A] 111.8 **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 appeals board.

SECTION 112 STOP WORK ORDER

[A] 112.1 **Authority.** Whenever the *code official* finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the *code official* is authorized to issue a stop work order.

[A] 112.2 **Issuance.** A 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 doing 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] 112.3 **Emergencies.** Where an emergency exists, the *code official* shall not be required to give a written notice prior to stopping the work.

[A] 112.4 **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 liable to a fine of not less than [AMOUNT] dollars or more than [AMOUNT] dollars.

AS ADOPTED BY THE
WHITEHALL CITY COUNCIL

CHAPTER 2 DEFINITIONS

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*.

BASEMENT. That portion of a building which 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.

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.

[BG] 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.

[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 a said lot or lots.

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*.

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.

DEFINITIONS

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 which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

IMMINENT DANGER. A condition which 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, rats, vermin or other pests.

INOPERABLE MOTOR VEHICLE. A vehicle which 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, inspection 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* which 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.

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.

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

[A] PUBLIC WAY. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

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.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

RUBBISH. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, *yard* trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

[BG] SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a *dwelling unit* are not *sleeping units*.

STRICT LIABILITY OFFENSE. An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited, or failed to do an act which the defendant was legally required to do.

[A] STRUCTURE. That which is built or constructed or a portion thereof.

TENANT. A person, corporation, partnership or group, whether or not the legal *owner* of record, occupying a building or portion thereof as a unit.

TOILET ROOM. A room containing a water closet or urinal but not a bathtub or shower.

ULTIMATE DEFORMATION. The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to 80 percent or less of the maximum strength.

[M] VENTILATION. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

WORKMANLIKE. Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

[Z] YARD. An open space on the same lot with a structure.

CHAPTER 3 GENERAL REQUIREMENTS

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, except as otherwise provided for in this 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* which 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 .

SIX (6) INCHES 1. 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 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of viola-

tion, 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 upon 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, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall 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. No person shall 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 not less than 54 inches (1372 mm) above the bottom of the

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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. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

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 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
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 water tight;
5. Structural members that have evidence of *deterioration* or that are not capable of safely supporting all nominal loads and load effects;
6. 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;
7. 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;
8. 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;

9. 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;
10. 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;
11. 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;
12. 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; or
13. 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).

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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 weather tight.

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 MAY 1 to NOVEMBER 1, 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.

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 a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a deadbolt lock 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

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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 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members are incapable of supporting nominal loads and load effects;
5. 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;
6. 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 when *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 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 determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

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;
 - 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; or
 - 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; or
 - 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; or
 - 3.7. *Detached*, dislodged or failing connections.

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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; or
 - 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; or
 - 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; or
 - 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 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762 mm) above the floor or grade below shall have *guards*. 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. *Guards* shall be not less than 30 inches (762 mm) in height above the

floor of the landing, balcony, porch, deck, or ramp or other walking surface.

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

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

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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.

CHAPTER 4

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

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, but a minimum of 25 square feet (2.33 m²). 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 m²) 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, means of egress, including 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. All 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 m²). 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.

REMOVAL
REQUESTED

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 a maximum of 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. 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.

404.4 Bedroom and living room requirements. Every *bedroom* and living room shall comply with the requirements of Sections 404.4.1 through 404.4.5.

404.4.1 Room area. Every living room shall contain not less than 120 square feet (11.2 m²) and every bedroom shall contain not less than 70 square feet (6.5 m²) ~~and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m²) 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 require-

ments 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 ^{a, b}	120	120	150
Dining room ^{a, b}	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

For SI: 1 square foot = 0.0929 m².

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.

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 not more than one occupant shall have a minimum clear floor area of 120 square feet (11.2 m²). A unit occupied by not more than two *occupants* shall have a minimum clear floor area of 220 square feet (20.4 m²). A unit occupied by three *occupants* shall have a minimum clear floor area of 320 square feet (29.7 m²). These required areas shall be exclusive of the areas required by Items 2 and 3.
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. All 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.

REMOVAL REQUESTED

CHAPTER 5

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

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.

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

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

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.

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.

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 minimum temperature of 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.

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.

TYPICALLY ONLY
REQUIRED IN RESTAURANTS

CHAPTER 6

MECHANICAL AND ELECTRICAL REQUIREMENTS

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.

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 *Oct 1* to *May 1* 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 *Oct 1* to *May 1* 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 appliances. Mechanical 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. *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*.

Exception: 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 a maximum of 600 volts or less;
2. Busway, rated a maximum of 600 volts;
3. Panelboards, rated a maximum of 600 volts;
4. Switchboards, rated a maximum of 600 volts;
5. Fire pump controllers, rated a maximum of 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 dumb-

waiter, 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.

SECTION 607 DUCT SYSTEMS

607.1 General. Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

CHAPTER 7

FIRE SAFETY REQUIREMENTS

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

[F] 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 *International Fire Code*.

[F] 702.2 Aisles. The required width of aisles in accordance with the *International Fire Code* shall be unobstructed.

[F] 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*.

[F] 702.4 Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and 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

[F] 703.1 Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

[F] 703.2 Opening protectives. Required opening protectives shall be maintained in an operative condition. Fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

SECTION 704 FIRE PROTECTION SYSTEMS

[F] 704.1 General. Systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the *International Fire Code*.

[F] 704.1.1 Automatic sprinkler systems. Inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

[F] 704.1.2 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] 704.2 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 704.2.1 through 704.2.3.

[F] 704.2.1 Where required. Existing Group I-1 and R occupancies shall be provided with single-station smoke alarms in accordance with Sections 704.2.1.1 through 704.2.1.4. Interconnection and power sources shall be in accordance with Sections 704.2.2 and 704.2.3.

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] 704.2.1.1 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] 704.2.1.2 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 *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] 704.2.1.3 Installation near cooking appliances. Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required by Section 704.2.1.1 or 704.2.1.2.

1. Ionization smoke alarms shall not be installed less than 20 feet (6096 mm) horizontally from a permanently installed cooking appliance.
2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking appliance.
3. Photoelectric smoke alarms shall not be installed less than 6 feet (1829 mm) horizontally from a permanently installed cooking appliance.

[F] 704.2.1.4 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 704.2.1.1 or 704.2.1.2.

[F] 704.2.2 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] 704.2.3 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 no construction is 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] 704.2.4 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 907.6.5 of the *International Fire Code*.



CITY OF WHITEHALL

CITY COUNCIL MEETING
405 E. COLBY STREET, WHITEHALL, MI
COUNCIL CHAMBERS
February 12, 2019
6:00 p.m.

AGENDA

1. Meeting called to Order
 - A. Pledge of Allegiance
2. Approval of Agenda
3. Approval of the January 22 Council Meeting Minutes
4. Approval of Accounts Payable
5. Communications: Quarterly Financial Report, Planning Minutes
6. Public Comment *
7. Messages from the Mayor, Council, and City Manager
8. Unfinished Business
9. New Business
 - A. Resolution 19-06 Board of Review
 - B. Backup Generator
10. Public Comment *
11. Closed Session to Discuss the Acquisition of Real Property
12. Adjournment

City of Whitehall, 405 E. Colby Street, Whitehall, MI 49461; 231-894-4048

* PUBLIC COMMENT: Citizens wishing to speak on any subject matter or with regard to items on the agenda should use this opportunity. As a courtesy to the council, come to the podium, state your name, and direct your comments to the board. Please limit comments to three minutes.

CITY OF WHITEHALL
COUNCIL MEETING MINUTES
January 22, 2019

PRESENT: Virginia DeMumbrum, Ellie Dennis, Jen Hain, Debi Hillebrand, Norm Kittleson, Kevin Spencer, and Steve Salter

ABSENT: Kevin Spencer, Student Representative Alison Hiner

ALSO PRESENT: City Attorney Sweeting, City Manager Huebler, City Clerk Bourdon, Chief Squiers, Student Representative Jackie Jacobs

Mayor Hillebrand called the meeting to order at 6:00 p.m. in the Council Chambers.

APPROVAL OF THE AGENDA

Motion by Kittleson, seconded by DeMumbrum, CARRIED, to approve the agenda. All yeses.

APPROVAL OF COUNCIL MINUTES

Motion by Dennis, seconded by Hain, CARRIED, to approve the January 8 work session and council meeting minutes. All yeses.

APPROVAL OF THE ACCOUNTS PAYABLE

Motion by Hain, seconded by Dennis, CARRIED, to approve the account payables in the amount of \$342,993.69 and checks to be drawn in their several amounts.

Roll Call Vote: Yes – Hain, Dennis, Kittleson, DeMumbrum, Salter, and Hillebrand; No – None; Absent – Spencer

COMMUNICATIONS

BLT Annual Report, BLT Minutes, Business Group, Central Dispatch Minutes, Crystal Morgan Letter, Planning Commission Minutes, Whitehall Twp Water Consumption Report, Wastewater Monthly Report, Wastewater Minutes, WLFA Annual Report

Motion by Dennis, seconded by Kittleson, CARRIED, to approve the communications and place them on file. All yeses.

PUBLIC COMMENT

Frank Hollister encouraged council to continue to make the downtown more accessible.

Crystal Morgan spoke for her client Sandra Gibbs requesting a waiver of FOIA fees.

Diane Fleser of Disability Network introduced herself.

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

Huebler updated Council on the sign placement at the Playhouse explaining that there is not enough structural support to place them in the front and provided an update on Central Dispatch and wastewater PFOs. He also announced that DPW Director Armstrong was able to secure \$375K for Mears Ave improvements in 2022.

Salter updated council on WMSRDC meeting: improvement to ramp at White Lake Drive

Student Rep Jacobs informed council on the White Lake Assisted Living "Senior" Prom in February.

Dennis, DeMumbrum and Kittleson are interested in doing what we can to improve accessibility in our downtown.

Hillebrand reported on the ceremonial check she was presented with at the Playhouse from Consumers.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Tag Day Requests

Motion by Salter, seconded by Kittleson, CARRIED, to approve the Tag Day requests from Knights of Columbus for September 21 and Child Abuse Council for June 1. All yeses.

B. METRO Application

Motion by Kittleson, seconded by DeMumbrum, CARRIED, to authorize the City Clerk to execute the Advanced Communication & Data METRO application as submitted. All yeses.

C. Resolution 19-03 Granting & Removing Real Property Exemptions

Motion by DeMumbrum, seconded by Dennis, CARRIED, to authorize the adoption of procedures recommended by the Michigan State Tax Commission in Bulletin 26 of 2017 for granting & removing real property exemptions as presented.

Roll Call Vote: Yes – DeMumbrum, Dennis, Hain, Kittleson, Salter, and Hillebrand; No – None; Absent – Spencer

D. Resolutions 19-04 & 19-05 Contract Change Removal/Installation of Light Fixture

Motion by Kittleson, seconded by DeMumbrum, CARRIED, to approve amending the Consumers Energy Street lighting contract to remove and install an LED street lights on Misco Drive.

Roll Call Vote: Yes – Kittleson, DeMumbrum, Dennis, Hain, Salter, and Hillebrand; No – None; Absent – Spencer

PUBLIC COMMENT

None

ADJOURNMENT

Motion by Hain, supported by Dennis, CARRIED, that the Council meeting be adjourned at 6:34 p.m. All yeses.

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
ACCOUNTS PAYABLE
February 12, 2019

February 2019 Prepays

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$46,405.93	Transfer
IRS	Payroll	\$14,624.68	EFT
Alerus Financial	Payroll	\$5,045.53	7073
MISDU	Payroll	\$90.34	7074
FOP-CD Hammond #99	Payroll	\$69.39	7075
Teamsters Local 214	Payroll	\$349.00	7076
	<u>Total Prepays:</u>	\$66,584.87	

TOTAL ACCOUNTS PAYABLE

\$209,889.96

Vendor Code	Vendor Name	Description	Amount
BOBS	BOB'S ROOFING CO INC 66114	MECHANICS BAY LEAK AT DPW	137.18
TOTAL FOR: BOB'S ROOFING CO INC			137.18
SCHILLER	BROOK SCHILLER OPTICAL	OPTICAL - K. KELLEY	25.49
TOTAL FOR: BROOK SCHILLER			25.49
CHART	CHARTER COMMUNICATIONS 0031219012219	INTERNET	109.98
TOTAL FOR: CHARTER COMMUNICATIONS			109.98
HALLC	CHRIS HALL JAN-2019	BUILDING PERMITS - JAN-2019	1,688.02
TOTAL FOR: CHRIS HALL			1,688.02
CONSU	CONSUMER'S ENERGY 9314615216	STREETLIGHTS - QTY 3 - MISCO DR	2,730.00
	STATEMENT	UTILITIES	9,195.98
	STATEMENT	UTILITIES	7,893.98
TOTAL FOR: CONSUMER'S ENERGY			19,819.96
CORR	CORRPRO COMPANIES, INC 538917	INSPECTIONS/WATER TOWER #5, #6	2,635.00
TOTAL FOR: CORRPRO COMPANIES, INC			2,635.00
DTE	DTE ENERGY STATEMENT	UTILITIES	2,829.06
TOTAL FOR: DTE ENERGY			2,829.06
EDW	EDWARDS JANITORIAL SERVICE LLC CH 2019-02/WHDP CITY HALL & DPW OFFICE CLEANING		506.41
TOTAL FOR: EDWARDS JANITORIAL SERVICE LLC			506.41
FAST	FASTENAL MIMUS264226-264	PARTS	104.85
TOTAL FOR: FASTENAL			104.85
FRONT	FRONTIER STATEMENT	TELEPHONE	48.15
	STATEMENT	TELEPHONE	220.70
TOTAL FOR: FRONTIER			268.85
GORDO	GORDON FOOD SERVICE 828407583	VINYL GLOVES	9.98
TOTAL FOR: GORDON FOOD SERVICE			9.98
TAYLO	H.O. TAYLOR ENT. 336912	SHOP SUPPLIES	76.40
TOTAL FOR: H.O. TAYLOR ENT.			76.40

Vendor Code	Vendor Name	Description	Amount
HOME	HOME SERVICES OF WHITE LAKE	UPS CHARGES	14.24
	STATEMENT		
TOTAL FOR: HOME SERVICES OF WHITE LAKE			14.24
HUNTS	HUNT'S DO-IT CENTER	PARTS/SUPPLIES	84.14
	STATEMENT		
TOTAL FOR: HUNT'S DO-IT CENTER			84.14
JJ'S ELEC	JJ'S ELECTRIC LLC	ELECTRICAL PERMITS - JAN-2019	2,173.90
	JAN-2019		
TOTAL FOR: JJ'S ELECTRIC LLC			2,173.90
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS	DIGITAL SUPPORT SERVICE/COPIER	12.00
	256412596		
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			12.00
MEEKH	MEEKHOF TIRE OF MUSKEGON INC	TIRE SERVICE - #47-01	235.00
	666624-81		
TOTAL FOR: MEEKHOF TIRE OF MUSKEGON INC			235.00
MODEL	MODEL COVERALL SERVICE INC	UNIFORMS - JAN-2019	251.90
	JAN-2019		
TOTAL FOR: MODEL COVERALL SERVICE INC			251.90
MUCTR	MUSKEGON CENTRAL DISPATCH	SERVER	320.51
	STATEMENT		
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			320.51
UBMISC	MUSKEGON CO HABITAT FOR HUMANITY	UB refund for account: 002-00295-00	16.08
	02/05/2019		
TOTAL FOR: MUSKEGON CO HABITAT FOR HUMANITY			16.08
MUCRD	MUSKEGON COUNTY ROAD COMMISSIO	SALT & SAND	942.90
	5911		
TOTAL FOR: MUSKEGON COUNTY ROAD COMMISSIO			942.90
MUTRE	MUSKEGON COUNTY TREASURER'S	WASTEWATER, BONDS & ELECTION REIMBURSE	62,159.50
	STATEMENT		
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			62,159.50
THRONE	NOLAN THRONE	OUTERWEAR - THRONE	95.38
	STATEMENT		
TOTAL FOR: NOLAN THRONE			95.38
OCEAN	OCEANA GLASS & PAINT CO INC	PAINT	125.18
	39186-39187		
TOTAL FOR: OCEANA GLASS & PAINT CO INC			125.18
PREIN	PREIN & NEWHOF, PC	ENGINEERING FEES	3,519.75
	48132		
TOTAL FOR: PREIN & NEWHOF, PC			3,519.75

Vendor Code	Vendor Name	Description	Amount
PSI	PRINTING SYSTEMS INC		
	204035	ELECTION FORMS/SUPPLIES (50 PER PAD) X 100	26.63
TOTAL FOR: PRINTING SYSTEMS INC			26.63
RESE	RESENDES DESIGN GROUP		
	14914	PROFESSIONAL ADDTL SVCS - PLAYHOUSE	28,500.00
TOTAL FOR: RESENDES DESIGN GROUP			28,500.00
SWEET	RODGER I. SWEETING, ATTORNEY LLP		
	19264	ATTORNEY FEES	3,363.50
TOTAL FOR: RODGER I. SWEETING, ATTORNEY LLP			3,363.50
SAMS	SAM'S CLUB/GECF		
	STATEMENT	SUPPLIES	6.98
TOTAL FOR: SAM'S CLUB/GECF			6.98
HUEBL	SCOTT HUEBLER		
	JAN-2019	CAR ALLOWANCE - JAN-2019	300.00
TOTAL FOR: SCOTT HUEBLER			300.00
SHO	SHORELINE INSPECTION SERVICE LLC		
	JAN-2019	MECHANICAL & PLUMBING PERMITS - JAN-2019	1,693.62
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC			1,693.62
STAPL	STAPLES CREDIT PLAN		
	STATEMENT	OFFICE SUPPLIES - FILES, BINDERS, CLIPS, NOTE	305.02
TOTAL FOR: STAPLES CREDIT PLAN			305.02
MISC	STOPSTICK, LTD.		
	0013820-IN	CORD REEL	41.00
TOTAL FOR: STOPSTICK, LTD.			41.00
ACWL	THE ARTS COUNCIL OF WHITE LAKE		
	STATEMENT	SUMMER CONCERT PROMOTION	500.00
TOTAL FOR: THE ARTS COUNCIL OF WHITE LAKE			500.00
BEREA	THE BEREAN GROUP, LLC		
	JAN-2019	STAFF & OPERATIONAL STUDY/PLAYHOUSE	740.00
TOTAL FOR: THE BEREAN GROUP, LLC			740.00
STANI	THE STANDARD INSURANCE		
	FEB-2019	PREMIUM - FEB-2019	1,045.89
	FEB-2019	DENTAL - FEB-2019	2,144.01
TOTAL FOR: THE STANDARD INSURANCE			3,189.90
TWINC	TWIN CITY SERVICE INC		
	112035-112061	CRUISER MAINTENANCE	745.67
TOTAL FOR: TWIN CITY SERVICE INC			745.67
UNI	UNITED GROUP PROGRAMS, INC.		
	FEB-2019	WRAP PLAN - FEB-2019	4,737.77
TOTAL FOR: UNITED GROUP PROGRAMS, INC.			4,737.77

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF WHITEHALL
EXP CHECK RUN DATES 02/08/2019 - 02/08/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
CITY OF WHITEHALL ACCOUNTS PAYABLE
COUNCIL MEETING OF FEBRUARY 12, 2019

Vendor Code	Vendor Name Invoice	Description	Amount
USABL	USA BLUE BOOK 780306	TEST STRIBS, TUBING, INJECTION CHK VALVE, HAC	211.25
TOTAL FOR: USA BLUE BOOK			<u>211.25</u>
VERIZ	VERIZON WIRELESS 9823169192	ON CALL PAGER	4.30
TOTAL FOR: VERIZON WIRELESS			<u>4.30</u>
WLAUT	WHITE LAKE AUTOMOTIVE STATEMENT	SUPPLIES & PARTS	283.69
TOTAL FOR: WHITE LAKE AUTOMOTIVE			<u>283.69</u>
WLFIR	WHITE LAKE FIRE AUTHORITY JAN-2019	FIRE SUPPRESSION PERMITS - JAN-2019	456.00
TOTAL FOR: WHITE LAKE FIRE AUTHORITY			<u>456.00</u>
WINDEM	WINDEMULLER 193378	HPS LAMPS (2)	38.10
TOTAL FOR: WINDEMULLER			<u>38.10</u>
TOTAL - ALL VENDORS			143,305.09

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 02/08/2019 - 02/08/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF FEBRUARY 12, 2019

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 648	DUE FROM OTHER SOURCES	CONSUMER'S ENERGY	01/07/19	9314615216	2,730.00
101-000-082.000		Total For Dept 000 648			2,730.00
Dept 111 CITY CLERK	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/19	STATEMENT	4.99
101-111-727.000		Total For Dept 111 CITY CLERK			4.99
Dept 136 DISTRICT COURT	ATTORNEY FEES	RODGER I. SWEETING, ATTO	02/01/19	19264	1,503.50
101-136-826.000		Total For Dept 136 DISTRICT COURT			1,503.50
Dept 172 ADMINISTRATION	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/19	STATEMENT	251.68
101-172-727.000	TELEPHONE	FRONTIER	01/20/19	STATEMENT	32.62
101-172-850.000	TELEPHONE	MUSKEGON CENTRAL DISPATC	02/01/19	STATEMENT	320.51
101-172-850.000	COPIER MAINTENANCE	KONICA MINOLTA BUSINESS	01/16/19	256412596	12.00
101-172-935.000		Total For Dept 172 ADMINISTRATION			616.81
Dept 195 ELECTIONS	OFFICE SUPPLIES	PRINTING SYSTEMS INC	08/15/19	204035	26.63
101-195-727.000	ELECTION - NOV-6	MUSKEGON COUNTY TREASURE	01/15/19	STATEMENT	579.17
101-195-818.000		Total For Dept 195 ELECTIONS			605.80
Dept 203 ATTORNEY	ATTORNEY FEES	RODGER I. SWEETING, ATTO	02/01/19	19264	1,860.00
101-203-826.000		Total For Dept 203 ATTORNEY			1,860.00
Dept 265 CITY HALL BLDG & GROUNDS	OPERATING SUPPLIES	GORDON FOOD SERVICE	02/04/19	828407583	9.98
101-265-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	01/25/19	STATEMENT	2.62
101-265-757.000	OPERATING SUPPLIES	SAM'S CLUB/GEFC	02/03/19	STATEMENT	6.98
101-265-818.700	CONTRACTUAL SERVICES-CLEANERS	EDWARDS JANITORIAL SERVI	02/01/19	CH 2019-02/WHDPW 201	269.23
101-265-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/31/19	STATEMENT	1,205.25
101-265-920.000	PUBLIC UTILITIES	DTE ENERGY	02/01/19	STATEMENT	834.14
101-265-920.000		Total For Dept 265 CITY HALL BLDG & GROUNDS			2,328.20
Dept 276 CEMETERY	PUBLIC UTILITIES	CONSUMER'S ENERGY	02/01/19	STATEMENT	84.46
101-276-920.000	PUBLIC UTILITIES	DTE ENERGY	02/01/19	STATEMENT	42.31
101-276-931.000	PAINT/OFF WHITE - 2 GAL	OCEANA GLASS & PAINT CO	01/31/19	39186-39187	50.40
101-276-933.000	EQUIPMENT MAINTENANCE	HUNT'S DO-IT CENTER	01/25/19	STATEMENT	38.63
101-276-933.000		Total For Dept 276 CEMETERY			215.80
Dept 301 POLICE	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/19	STATEMENT	32.18
101-301-727.000	OPERATING SUPPLIES	STOPSTICK, LTD.	01/29/19	0013820-IN	41.00
101-301-757.000	OPERATING SUPPLIES	WHITE LAKE AUTOMOTIVE	01/31/19	STATEMENT	3.39
101-301-757.000	TELEPHONE	FRONTIER	01/20/19	STATEMENT	32.61
101-301-850.000	UTILITIES-EMERGENCY SIRENS	CONSUMER'S ENERGY	01/31/19	STATEMENT	19.18
101-301-920.000	EQUIPMENT MAINTENANCE	HUNT'S DO-IT CENTER	01/25/19	STATEMENT	(35.09)
101-301-933.000	EQUIPMENT MAINTENANCE	TWIN CITY SERVICE INC	01/31/19	112035-112061	745.67
101-301-933.000	EQUIPMENT MAINTENANCE	WHITE LAKE AUTOMOTIVE	01/31/19	STATEMENT	18.99

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 02/08/2019 - 02/08/2019
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 COUNCIL MEETING OF FEBRUARY 12, 2019

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 301 POLICE					
Dept 448 STREET LIGHTING		Total For Dept 301 POLICE			857.93
101-448-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	02/01/19	STATEMENT	20.06
101-448-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/31/19	STATEMENT	6,023.00
		Total For Dept 448 STREET LIGHTING			6,043.06
Dept 751 PARKS DEPARTMENT					
101-751-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	02/01/19	STATEMENT	202.45
101-751-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/31/19	STATEMENT	36.39
		Total For Dept 751 PARKS DEPARTMENT			238.84
Dept 777 119 S BALDWIN ST					
101-777-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	02/01/19	STATEMENT	170.70
101-777-920.000	PUBLIC UTILITIES	DTE ENERGY	02/01/19	STATEMENT	39.93
		Total For Dept 777 119 S BALDWIN ST			210.63
Dept 851 FRINGE BENEFITS					
101-851-719.450	FRINGE-UNIFORMS	MODEL COVERALL SERVICE I	01/31/19	JAN-2019	223.20
101-851-719.450	FRINGE-UNIFORMS	NOLAN THRONE	01/26/19	STATEMENT	95.38
101-851-719.500	FRINGE-ADMIN CAR ALLOW	SCOTT HUEBLER	01/31/19	JAN-2019	300.00
101-851-719.603	FRINGE-HEALTH INS WRAP	UNITED GROUP PROGRAMS, I	02/01/19	FEB-2019	4,737.77
101-851-719.605	DENTAL INSURANCE	THE STANDARD INSURANCE	01/15/19	FEB-2019	2,144.01
101-851-719.650	FRINGE-OPTICAL	BROOK SCHILLER	01/18/19	OPTICAL	25.49
101-851-719.680	FRINGE-LIFE INS	THE STANDARD INSURANCE	01/15/19	FEB-2019	209.34
101-851-719.690	FRINGE-DISABILITY INS	THE STANDARD INSURANCE	01/15/19	FEB-2019	836.55
		Total For Dept 851 FRINGE BENEFITS			8,571.74
Dept 896 OTHER EXPENSES					
101-896-880.000	COMMUNITY PROMOTION	THE ARTS COUNCIL OF WHIT	02/01/19	STATEMENT	500.00
		Total For Dept 896 OTHER EXPENSES			500.00
Fund 202 MAJOR STREET FUND					
Dept 478 WINTER MAINT					
202-478-757.000	OPERATING SUPPLIES	MUSKEGON COUNTY ROAD COM	01/16/19	5911	707.18
		Total For Dept 478 WINTER MAINT			707.18
Fund 203 LOCAL STREET FUND					
Dept 478 WINTER MAINT					
203-478-757.000	OPERATING SUPPLIES	MUSKEGON COUNTY ROAD COM	01/16/19	5911	707.18
		Total For Fund 202 MAJOR STREET FUND			707.18
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3					
Dept 300 DOWNTOWN STRETSCAPE					
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	02/01/19	STATEMENT	301.30
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	01/31/19	STATEMENT	97.76
		Total For Fund 203 LOCAL STREET FUND			235.72
		Total For Dept 478 WINTER MAINT			235.72
		Total For Fund 202 MAJOR STREET FUND			235.72
		Total For Fund 203 LOCAL STREET FUND			235.72

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3 Dept 300 DOWNTOWN STREETSCAPE					
		Total For Dept 300 DOWNTOWN STREETSCAPE			399.06
Fund 248 LOCAL DEVELOPMENT FINANCE AUTHORITY Dept 000 648 248-000-818.100	PUBLIC UTILITIES	CONSUMER'S ENERGY	02/01/19	STATEMENT	53.32
		Total For Dept 000 648			53.32
Fund 249 BUILDING INSPECTION DEPARTMENT Dept 000 648 249-000-818.000 249-000-818.000 249-000-818.000 249-000-818.000	CONTRACTUAL SERVICES CONTRACTUAL SERVICES CONTRACTUAL SERVICES CONTRACTUAL SERVICES	CHRIS HALL JJ'S ELECTRIC LLC SHORELINE INSPECTION SER WHITE LAKE FIRE AUTHORIT	01/31/19 01/31/19 01/31/19 01/31/19	JAN-2019 JAN-2019 JAN-2019 JAN-2019	1,688.02 2,173.90 1,693.62 456.00
		Total For Dept 000 648			6,011.54
Fund 402 CAPITAL PROJECT FUND Dept 000 648 402-000-820.000	ENGINEERING FEES	PREIN & NEWHOF, PC	01/16/19	48132	3,519.75
		Total For Dept 000 648			3,519.75
Fund 580 PLAYHOUSE Dept 000 648 580-000-727.000 580-000-818.100 580-000-850.000 580-000-920.000 580-000-920.000 580-000-975.100	OFFICE SUPPLIES C/S- FREY FOUNDATION GRANT TELEPHONE PUBLIC UTILITIES PUBLIC UTILITIES BUILDING- ARCHITECT	STAPLES CREDIT PLAN THE BEREAN GROUP, LLC FRONTIER CONSUMER'S ENERGY DTE ENERGY RESENDES DESIGN GROUP	01/28/19 02/01/19 01/28/19 01/31/19 02/01/19 12/15/18	STATEMENT JAN-2019 STATEMENT STATEMENT STATEMENT 14914	8.18 740.00 48.15 150.36 1,087.42 28,500.00
		Total For Dept 000 648			30,534.11
Fund 590 SEWER FUND Dept 562 SEWER CUSTOMER ACCOUNTS 590-562-850.000	TELEPHONE	CHARTER COMMUNICATIONS	01/22/19	0031219012219	54.99
		Total For Dept 562 SEWER CUSTOMER ACCOUNTS			54.99
Dept 564 SEWER PUMPING 590-564-920.000 590-564-920.000 590-564-920.000 590-564-920.000	PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES	CONSUMER'S ENERGY CONSUMER'S ENERGY DTE ENERGY FRONTIER	02/01/19 01/31/19 02/01/19 01/20/19	STATEMENT STATEMENT STATEMENT STATEMENT	1,280.05 34.53 36.65 74.72
Dept 566 WASTEWATER SYSTEM-GALLONAGE		Total For Dept 564 SEWER PUMPING			1,425.95

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Fund 590 SEWER FUND					
Dept 566 WASTEWATER SYSTEM-GALLONAGE	WASTEWATER SYS-GALLONAGE - BOND	MUSKEGON COUNTY TREASURE	01/15/19	STATEMENT	61,580.33
590-566-951.100			Total For Dept 566	WASTEWATER SYSTEM-GALLONAGE	61,580.33
Dept 568 SEWER T & D			01/28/19	9823169192	2.15
590-568-850.000	TELEPHONE	VERIZON WIRELESS	Total For Dept 568	SEWER T & D	2.15
Fund 591 WATER FUND					
Dept 000 648	Water		02/05/19	02/05/2019	16.08
591-000-215.000			Total For Dept 000	648	16.08
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-850.000	TELEPHONE	CHARTER COMMUNICATIONS	01/22/19	0031219012219	54.99
Dept 546 WATER SOURCE PLANT					
591-546-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	01/25/19	STATEMENT	51.97
591-546-775.000	PAINT/DIXIE GRAY - 2 GAL	OCEANA GLASS & PAINT CO	01/31/19	39186-39187	74.78
591-546-775.000	REPAIRS & MAINT SUPPLIES	USA BLUE BOOK	01/09/19	780306	118.71
591-546-775.000	REPAIRS & MAINT SUPPLIES	WINDEMULLER	01/31/19	193378	38.10
591-546-801.000	PROFESSIONAL SERVICES	HOME SERVICES OF WHITE L	01/31/19	STATEMENT	14.24
591-546-818.100	CONTRACTUAL SERVICES	CORPERO COMPANIES, INC	01/22/19	538917	2,635.00
591-546-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	02/01/19	STATEMENT	6,421.81
591-546-920.000	PUBLIC UTILITIES	DTE ENERGY	02/01/19	STATEMENT	32.81
591-546-920.000	PUBLIC UTILITIES	FRONTIER	01/20/19	STATEMENT	36.54
Dept 548 WATER T & D					
591-548-775.000	REPAIRS & MAINT SUPPLIES	USA BLUE BOOK	01/09/19	780306	92.54
591-548-850.000	TELEPHONE	VERIZON WIRELESS	01/28/19	9823169192	2.15
Fund 594 MARINA FUND					
Dept 000 648					
594-000-850.000	TELEPHONE	FRONTIER	01/20/19	STATEMENT	44.21
594-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/31/19	STATEMENT	327.51
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/19	STATEMENT	7.99
661-000-757.000	OPERATING SUPPLIES	H.O. TAYLOR ENT.	02/01/19	336912	76.40
661-000-757.000	OPERATING SUPPLIES	WHITE LAKE AUTOMOTIVE	01/31/19	STATEMENT	34.38
661-000-781.000	REPAIR PARTS AND SUPPLIES	FASTENAL	01/31/19	MIMUS264226-264194	104.85
661-000-781.000	REPAIR PARTS AND SUPPLIES	HUNT'S DO-IT CENTER	01/25/19	STATEMENT	26.01
Total For Fund 590					94.69
Total For Fund 591					9,589.72
Total For Fund 594					371.72

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 661	MOTOR POOL FUND				
Dept 000	648				
661-000-781.000	REPAIR PARTS AND SUPPLIES	MEEKHOF TIRE OF MUSKEGON	01/30/19	666624-81	235.00
661-000-781.000	REPAIR PARTS AND SUPPLIES	WHITE LAKE AUTOMOTIVE	01/31/19	STATEMENT	226.93
661-000-818.000	CONTRACTUAL SERVICES	MODEL COVERALL SERVICE I	01/31/19	JAN-2019	28.70
661-000-818.700	CONTRACTUAL SERVICES-CLEANERS	EDWARDS JANITORIAL SERVI	02/01/19	CH 2019-02/WHDPW 201	237.18
661-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	02/01/19	STATEMENT	661.83
661-000-920.000	PUBLIC UTILITIES	DTE ENERGY	02/01/19	STATEMENT	755.80
661-000-931.000	BUILDING MAINTENANCE	BOB'S ROOFING CO INC	01/15/19	66114	137.18
		Total For Dept 000 648			2,532.25
		Total For Fund 661 MOTOR POOL FUND			2,532.25

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
	Fund Totals:				
		Fund 101	GENERAL OPERATING FUND		26,287.30
		Fund 202	MAJOR STREET FUND		707.18
		Fund 203	LOCAL STREET FUND		235.72
		Fund 245	TAX INCREMENT FINANCE		399.06
		Fund 248	LOCAL DEVELOPMENT FINA		53.32
		Fund 249	BUILDING INSPECTION DE		6,011.54
		Fund 402	CAPITAL PROJECT FUND		3,519.75
		Fund 580	PLAYHOUSE		30,534.11
		Fund 590	SEWER FUND		63,063.42
		Fund 591	WATER FUND		9,589.72
		Fund 594	MARINA FUND		371.72
		Fund 661	MOTOR POOL FUND		2,532.25
		Total For All Funds:			143,305.09

CITY OF WHITEHALL
Quarterly Financial Report
101 GENERAL FUND

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMENDED BUDGET 2018/2019</u>	<u>Activity December 2018</u>
	REVENUES		
	PROPERTY TAXES	\$1,381,700	\$1,333,036.99
	LOCAL COMMUNITY STABILIZATION	\$20,000	\$0.00
	PERMITS/ FEES	\$48,000	\$15,370.01
	POLICE TRAINING/PROGRAMS	\$18,800	\$2,719.85
	STATE SHARED REVENUE	\$287,200	\$104,977.45
	GRANT	\$0	\$900.00
	FINES	\$10,700	\$4,878.13
	SERVICES	\$63,721	\$7,888.23
	INTEREST	\$10,500	\$8,339.71
	CONTRIBUTIONS-TIFA/LDFA	\$350,580	\$0.00
	LEASE-FIRE	\$12,545	\$6,272.52
	TRANSFER FROM CEMETERY TRUST	\$0	\$0.00
	OTHER	\$0	\$2,613.77
	TOTAL REVENUES	\$2,203,746	\$1,486,996.66
	EXPENDITURES		
101	CITY COUNCIL	\$30,500	\$14,500.23
111	CITY CLERK	\$71,325	\$30,673.27
136	DISTRICT COURT	\$24,000	\$8,265.00
172	ADMINISTRATION	\$226,180	\$64,275.83
195	ELECTION DEPARTMENT	\$24,085	\$12,272.58
203	ATTORNEY FEES	\$23,000	\$7,135.00
209	ASSESSOR	\$33,350	\$15,250.00
247	BOARD OF REVIEW	\$2,590	\$576.82
253	TREASURER	\$67,010	\$32,631.08
265	CITY HALL AND GROUNDS	\$77,245	\$19,502.22
276	CEMETERY	\$108,770	\$61,774.98
301	POLICE	\$1,053,760	\$526,190.93
400	PLANNING	\$29,135	\$13,214.06
442	SIDEWALKS	\$7,500	\$306.12
446	STREETS AND HIGHWAYS	\$4,450	\$2,102.00
448	STREETLIGHTING	\$68,000	\$29,235.53
525	SANITATION	\$12,500	\$586.36
526	LEAF DISPOSAL	\$64,225	\$43,850.00
751	PARKS AND RECREATION	\$211,625	\$121,028.38
752	PATHWAY MAINTENANCE	\$10,345	\$3,575.34
777	119 BALDWIN ST	\$3,750	\$1,347.53
851	FRINGE BENEFITS	\$0	\$39,341.32
896	OTHER EXPENSES	\$8,000	\$5,935.00
966	TRANSFER TO OTHER FUND	\$300,859	\$0.00
	TOTAL EXPENDITURES	\$2,462,204	\$1,053,569.58
	NET INCOME	(\$258,458)	\$433,427.08
	FUND BALANCE-JULY 1	\$1,155,954	
	FUND BALANCE-JUNE 30	\$897,496	

202 Major Street

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
REVENUES			
	STATE SHARED REVENUES	277,800.00	102,566.31
	TRUNKLINE MAINTENANCE	5,000.00	0.00
	INTEREST	500.00	692.59
	OTHER	0.00	0.00
	TRANSFERS	0.00	0.00
	TOTAL REVENUES	<u>283,300.00</u>	<u>103,258.90</u>
EXPENDITURES			
	ROUTINE MAINTENANCE	51,255.00	21,425.56
	TRAFFIC SERVICES	15,655.00	8,930.06
	WINTER MAINTENANCE	69,005.00	4,263.10
	ADMINISTRATION	50,995.00	19,873.29
	TRUNKLINE MAINTENANCE	5,000.00	0.00
	TRANSFERS OUT	337,000.00	0.00
	TOTAL EXPENDITURES	<u>528,910.00</u>	<u>54,492.01</u>
	NET INCOME	(\$245,610)	\$48,766.89
	FUND BALANCE-JULY 1	\$372,935	
	FUND BALANCE-JUNE 30	<u>\$127,325</u>	

203 Local Street

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
REVENUES			
	STATE SHARED REVENUES	99,955.00	35,036.87
	OTHER GRANTS NON ACT 51	0.00	23,536.17
	METRO REVENUE	13,000.00	0.00
	INTEREST	0.00	359.87
	OTHER	0.00	0.00
	TRANSFERS	38,000.00	0.00
	TOTAL REVENUES	<u>150,955.00</u>	<u>58,932.91</u>
EXPENDITURES			
	ROUTINE MAINTENANCE	70,400.00	40,185.55
	TRAFFIC SERVICES	5,295.00	714.53
	WINTER MAINTENANCE	65,630.00	4,232.21
	ADMINISTRATION	48,390.00	19,873.32
	TRANSFERS OUT	0.00	0.00
	TOTAL EXPENDITURES	<u>189,715.00</u>	<u>65,005.61</u>
	NET INCOME	(\$38,760)	(\$6,072.70)
	FUND BALANCE-JULY 1	\$206,188	
	FUND BALANCE-JUNE 30	<u>\$167,428</u>	

243 Brownfield Redevelopment Authority

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	PROPERTY TAXES	134,000.00	67,792.64
	INTEREST	0.00	190.27
	TOTAL REVENUES	<u>134,000.00</u>	<u>67,982.91</u>
	EXPENDITURES		
	TOTAL EXPENDITURES	<u>35,886.00</u>	<u>13,505.63</u>
	NET INCOME	\$98,114	\$54,477.28
	FUND BALANCE-JULY 1	<u>\$54,812</u>	
	FUND BALANCE-JUNE 30	<u>\$152,926</u>	

245 Tax Increment Finance Authority

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	PROPERTY TAXES	312,200.00	248,407.37
	LOCAL COMMUNITY STABILIZATION	500,000.00	784,945.56
	INTEREST	1,000.00	1,864.71
	TOTAL REVENUES	<u>813,200.00</u>	<u>1,035,217.64</u>
	EXPENDITURES		
	ADMINISTRATION	167,142.00	48,279.30
	TRANSFER TO CAPITAL PROJECT	324,746.00	0.00
	PASS THROUGH	400,000.00	0.00
	DOWNTOWN	73,510.00	29,435.29
	TOTAL EXPENDITURES	<u>965,398.00</u>	<u>77,714.59</u>
	NET INCOME	(\$152,198)	\$957,503.05
	FUND BALANCE-JULY 1	<u>\$453,670</u>	
	FUND BALANCE-JUNE 30	<u>\$301,472</u>	

248 Local Development Finance Authority

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	PROPERTY TAXES	130,000.00	103,822.17
	LOCAL COMMUNITY STABILIZATION	100,000.00	200,738.98
	INTEREST	500.00	480.95
	TOTAL REVENUES	230,500.00	305,042.10
	EXPENDITURES		
	ADMINISTRATION	46,418.00	22,424.24
	CAPITAL CAMPAIGN	100,000.00	100,000.00
	PASS THROUGH	200,000.00	0.00
	TOTAL EXPENDITURES	346,418.00	122,424.24
	NET INCOME	(\$115,918)	\$182,617.86
	FUND BALANCE-JULY 1	\$180,525	
	FUND BALANCE-JUNE 30	\$64,607	

249 Inspection

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	INSPECTION FEES	58,500.00	213,794.50
	INTEREST	0.00	219.64
	TOTAL REVENUES	58,500.00	214,014.14
	EXPENDITURES		
	ADMINISTRATION	12,730.00	6,464.87
	CONTRACTUAL SERVICES	43,500.00	147,572.74
	TOTAL EXPENDITURES	56,230.00	154,037.61
	NET INCOME	\$2,270	\$59,976.53
	FUND BALANCE-JULY 1	\$58,061	
	FUND BALANCE-JUNE 30	\$60,331	

390 DEBT

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	TRANSFERS	70,660.00	0.00
	TOTAL REVENUES	<u>70,660.00</u>	<u>0.00</u>
	EXPENDITURES		
	PRINCIPAL	67,915.00	0.00
	INTEREST	2,745.00	0.00
	TOTAL EXPENDITURES	<u>70,660.00</u>	<u>0.00</u>
	NET INCOME	\$0	\$0.00
	FUND BALANCE-JULY 1	<u>\$0</u>	
	FUND BALANCE-JUNE 30	<u>\$0</u>	

402 Capital Projects

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	INTEREST	0.00	743.68
	TRANSFERS	1,308,005.00	0.00
	TOTAL REVENUES	<u>1,308,005.00</u>	<u>743.68</u>
	EXPENDITURES		
	CONSTRUCTION	1,226,400.00	15,200.70
	TOTAL EXPENDITURES	<u>1,226,400.00</u>	<u>15,200.70</u>
	NET INCOME	\$81,605	-\$14,457.02
	FUND BALANCE-JULY 1	<u>\$419,705</u>	
	FUND BALANCE-JUNE 30	<u>\$501,310</u>	

580 PLAYHOUSE

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
REVENUES			
	TICKETS/RENTAL/SALES	80,000.00	32,210.84
	SPONSORSHIP	45,500.00	44,783.00
	DONATIONS	10,295.00	6,572.03
	GRANTS	19,500.00	36,030.00
	CAPITAL CAMPAIGN	0.00	1,092,988.00
	INTEREST	10.00	7,708.75
	TOTAL REVENUES	<u>155,305.00</u>	<u>1,220,292.62</u>
EXPENDITURES			
	OPERATING	238,225.00	136,068.16
	CAPITAL	0.00	1,077,964.26
	TOTAL EXPENDITURES	<u>238,225.00</u>	<u>1,214,032.42</u>
	NET INCOME	(\$82,920)	\$6,260.20
	FUND BALANCE-JULY 1	\$85,086	
	FUND BALANCE-JUNE 30	<u>\$2,166</u>	

590 SEWER

	AMENDED BUDGET 2018/2019	Activity December 2018
REVENUES		
	1,108,100.00	344,892.53
	5,355.00	2,725.53
	52,250.00	4,900.00
	500.00	1,575.94
	<u>1,166,205.00</u>	<u>354,094.00</u>
EXPENDITURES		
560 ADMINISTRATION	260,110.00	67,692.61
562 CUSTOMER ACCOUNTS	29,880.00	9,623.46
564 SEWER PUMPING	68,925.00	31,194.22
566 WASTEWATER SYSTEM	675,000.00	265,265.63
568 TRANSPORTATION & DISTRIBUTION	66,675.00	16,536.15
570 CAPITAL OUTLAY & DEBT	281,400.00	0.00
	<u>1,381,990.00</u>	<u>390,312.07</u>
	(215,785.00)	(36,218.07)

591 WATER

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	METERED SALES	575,400.00	228,849.90
	SEVICES	13,800.00	13,015.00
	PENALTIES/FINES	5,255.00	4,720.39
	HYDRANT RENTAL	2,000.00	0.00
	INTEREST	3,500.00	294.89
	OTHER	0.00	306.94
	TRANSFER	10,000.00	0.00
	TOTAL REVENUES	609,955.00	247,187.12
	EXPENDITURES		
540	ADMINISTRATION	321,160.00	73,111.33
542	CUSTOMER ACCOUNTS	18,445.00	9,625.76
544	METER READING	14,340.00	10,912.62
546	WATER SOURCE PLANT	155,440.00	70,927.85
548	TRANSPORTATION & DISTRIBUTION	161,200.00	63,502.69
550	CAPITAL OUTLAY & DEBT	221,000.00	21,503.21
	TOTAL CASH REQUIREMENTS	891,585.00	249,583.46
	Increase(decrease) Cash	(\$281,630)	(\$2,396.34)

594 MARINA

	AMENDED BUDGET 2018/2019	Activity December 2018
REVENUES		
SLIP RENTALS	55,900.00	18,146.00
SALES/SERVICE	81,050.00	65,985.53
INTEREST	0.00	22.77
OTHER	0.00	150.00
TOTAL REVENUES	136,950.00	84,304.30
EXPENDITURES		
OPERATING	175,325.00	99,428.89
CAPITAL OUTLAY & DEBT	0.00	0.00
TOTAL CASH REQUIRMENTS	175,325.00	99,428.89
Increase (decrease) in Cash	(38,375.00)	(15,124.59)

661 MOTOR POOL

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	EQUIPMENT RENTAL	150,825.00	78,531.75
	BUILDING RENTAL	47,000.00	0.00
	SALE OF FIXED ASSETS	0.00	0.00
	INTEREST	1,000.00	1,198.63
	OTHER	500.00	0.00
	TOTAL REVENUES	<u>199,325.00</u>	<u>79,730.38</u>
	EXPENDITURES		
	OPERATING	194,740.00	72,160.74
	CAPITAL OUTLAY & DEBT	120,200.00	57,467.98
	TOTAL CASH REQUIREMENTS	<u>314,940.00</u>	<u>129,628.72</u>
	Increase(decrease) Cash	(\$115,615)	(\$49,898.34)

711 CEMETERY TRUST

<u>CODE</u>	<u>CLASSIFICATION</u>	AMENDED BUDGET 2018/2019	Activity December 2018
	REVENUES		
	CEMETERY LOT SALES	0.00	2,400.00
	INTEREST	0.00	4,912.21
	TOTAL REVENUES	<u>0.00</u>	<u>7,312.21</u>
	EXPENDITURES		
	OPERATING	0.00	0.00
	TRANSFER TO GENERAL FUND	0.00	0.00
	TOTAL CASH REQUIREMENTS	<u>0.00</u>	<u>0.00</u>
	Increase(decrease) Cash	\$0	\$7,312.21

City of Whitehall
Cash and Investment Report
12/31/2018

<u>Interest</u>	<u>Account Name</u>	<u>Balance</u>	<u>Dates</u>		<u>Rate</u>
2897.64	Comerica- Pooled Fund	\$542,584.90			
	Community Shores Bank-CD	\$100,012.68	8/9/2017	8/9/2019	1.00%
	Fifth Third Bank	\$13,720.07			
	Fifth Third Bank-CD	\$61,023.55	2/5/2018	2/5/2019	1.49%
	Fifth Third Bank-CD	\$61,023.55	2/5/2018	2/5/2019	1.49%
	Fifth Third Bank-CD	\$57,500.00	12/14/2018	9/14/2019	2.25%
	Fifth Third Bank-CD	\$57,500.00	12/14/2018	6/14/2020	2.50%
	Harborlight Credit Union	\$5.00			
285.45	Harborlight Credit Union-CD	\$104,751.44	10/20/2017	10/20/2019	1.095%
1613.98	Huntington-AIM	\$314,764.63			
	Huntington-CD	\$200,000.00	3/22/2018	3/22/2019	1.250%
455.00	Huntington-CD	\$100,455.00	8/6/2018	8/6/2019	1.70%
	Muskegon Federal CU-Shares	\$5.00			
2.20	Muskegon Federal CU-Savings	\$2,056.05			
	Muskegon Federal CU-CD	\$97,994.00	10/29/2017	10/29/2018	0.35%
	PNC-Common Cash Checking	\$4,797,903.50			
491.87	PNC-Money Market	\$254,986.33			
4226.76	PNC- Cemetery Trust	\$386,646.88		9/30/2018	\$382,420.12
	PNC-Payroll Checking	\$2,991.30			
	PNC-Tax Checking	\$0.00			
63.89	Shelby State Bank	\$206,759.23			
10036.79	Investments Total	\$2,561,788.31			
	Flagstar Bank	\$250,000.00	12/16/2018	12/16/2019	2.45%
84.08	Muskegon Federal CU-CD	\$44,578.83	1/30/2018	1/30/2019	0.75%
3336.71	Chemical Bank-CD	\$255,243.23	9/28/2018	9/28/2019	2.05%
3420.79	Water Investments Total	\$549,822.06			
2293.05	BOND	\$1,905,432.71			

**Whitehall Planning Commission
Meeting Minutes
February 5, 2019**

Present

B. Armstrong, D. Bedau, T. Cabala, J. Guzman, C. Mahoney, S. Salter

Also Present

Zoning Administrator S. Huebler, City Attorney R. Sweeting, City Clerk B. Bourdon

Absent

D. Bowyer, D. Hillebrand, V. Irby

Call to Order

Chair Bedau called the meeting to order at 6:00 p.m.

Agenda

Motion by Cabala, seconded by Guzman, CARRIED, to approve the agenda as submitted. All ayes.

Minutes

Motion by Salter, supported by Cabala CARRIED, to approve the January 15, 2019 minutes as submitted. All ayes.

Communications

City Attorney Sweeting presented a working outline of Recreational Marihuana Facilities to assist the Commission in understanding and communicating back to him what direction they would like to go.

Public Comment

Randy Artibee, Lakewood Road, spoke in favor of medical and recreational facilities that follow state regulations and encouraged the commission to consider safety issues.

Brian Hansen, addressed the safety comment by stating that the state would require testing on the product.

Sweeting commented that medical marihuana regulations are already in place and recreational would likely follow those regulations including safety.

Norm Kittleson asked the numbers from the newsletter survey. Huebler reported of the 135 respondents, 89 were against and 46 were for. Further broken down, 71% of residents opposed retail establishments; however, 73% (15 respondents) of business owners were in favor.

Unfinished Business

A. Recreational Marihuana

Motion by Mahoney, seconded by Guzman, CARRIED, to refer the final disposition of allowing or prohibiting recreational marihuana facilities to the City Council without recommendations. All ayes.

New Business

A. Meeting Schedule

Motion by Salter, seconded by Armstrong, CARRIED, to approve the Planning Commission Meeting Schedule for 2019 as presented. All ayes.

B. Comprehensive Master Plan Update

Huebler explained that as part of being certified for the Redevelopment Ready Communities Program, we are required to perform an annual review of the Comprehensive Master Plan. Presented in the packet was an update on the implementation schedule. No action was required.

Adjournment

Motion by Armstrong, seconded by Guzman, CARRIED, to adjourn at 6:35 p.m. All ayes.

CITY OF WHITEHALL
RESOLUTION 19-06
Board of Review

WHEREAS, the City of Whitehall contracts the assessing function for the City with the Muskegon County Equalization department.

WHEREAS, our assessor David Becker is requesting that the dates for the public session of the board of review be altered in accordance with state law.

WHEREAS, the dates requested would be Wednesday March 13th from 1:00pm to 4:00pm and 6:00pm to 9:00 pm and Thursday March 14th from 9:00am to 12:00pm and 1:00pm to 4:00pm.

BE IT FURTHER RESOLVED, that the 2019 board of review dates are Wednesday March 13th from 1:00pm to 4:00pm and 6:00pm to 9:00pm and Thursday March 14th from 9:00am to 12:00pm and 1:00pm to 4:00pm.

Moved by _____, seconded by _____, and thereafter adopted by the Whitehall City Council at a regular meeting held February 12, 2019 at 6 p.m. (____ yes, ____ no, ____ absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

Whitehall City Council
Agenda Report – Backup Generator

Given the prior estimate to repair the city hall backup generator, the decision was made not to move forward. With the recent record setting weather and power outages, staff has secured a quote from Wolverine which is in line with prior estimates. Wolverine is also the company that has performed the routine maintenance services over the last several years. This will be treated as an emergency purchase under Ordinance 32.05 where the city manager authorizes the purchase and reports the details to Council, but the timing does allow Council's approval as well.

RECOMMENDATION

Motion to authorize repairs to the city hall emergency backup generator for an amount not to exceed \$5,500 per the attached quote from Wolverine Power and to treat such as an emergency purchase under Ordinance 32.05.



Wolverine Power Systems
3229 80th Avenue
Zeeland MI 49464
(800) 485-8068

Quote

Order Number: 0605788
Order Date: 1/29/2019
Salesperson: WPZ
Customer Number: WHI006

Sold To:

WHITEHALL, CITY OF
405 E COLBY STREET
WHITEHALL, MI 49461

Ship To:

WHITEHALL, CITY OF
405 E COLBY STREET
CITY HALL/POLICE DEPT
WHITEHALL, MI 49461

CONFIRM TO: BRIAN ARMSTORNG

Phone: (231) 894-4048 Fax:

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Customer P.O.	Ship VIA	F.O.B.	Terms Due Upon Receipt			
Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
THIS IS A QUOTE TO PERFORM THE FOLLOWING WORK DURING OUR NORMAL BUSINESS HOURS: -REPLACE OIL AND OIL FILTER -REPLACE FUEL FILTER -REPLACE COOLANT AND BLOCK HEATER HOSE -REPLACE GOVERNOR CONTROLLER -REPLACE GOVERNOR ACTUATOR -REPLACE INJECTION PUMP ***PLEASE ALLOW 12-15 BUSINESS DAYS FOR AVAILABILITY OF PARTS						
096701	EACH	1.00	0.00	0.00	12.420	12.42
FILTER OIL						
15W40	GAL	6.00	0.00	0.00	14.250	85.50
15W40 CONOCO EC FLEET SUPREME						
0670570363	EACH	2.00	0.00	0.00	36.880	73.76
FUEL FILTER ELEMENT						
50/50	GAL	8.00	0.00	0.00	10.800	86.40
COOLANT, 1 GAL GREEN 50/50 ANT						
5/8 HEATER HOSE	FT	9.00	0.00	0.00	5.750	51.75
5/8 BLOCK HEATER HOSE (FOOT)						
8270-1058	EACH	1.00	0.00	0.00	1,175.000	1,175.00
WOODWARD (REPL: DYN1-10784-00						
*INJ PUMP	EACH	1.00	0.00	0.00	1,400.000	1,400.00
PUMP, INJECTION						
*ACTUATOR	EACH	1.00	0.00	0.00	525.000	525.00
GOV ACTUATOR						
/MISC	EACH	1.00	0.00	0.00	20.000	20.00
MISCELLANEOUS SHOP SUPPLIES						

Continued



GENERATORS & MOBILE POWER PRODUCTS
SALES · RENTALS · SERVICE & PARTS

24/7
EMERGENCY
SERVICE

1.800.485.8068
WOLVERINEPOWER.COM

Wolverine Power Systems
3229 80th Avenue
Zeeland MI 49464
(800) 485-8068

Quote

Order Number: 0605788
Order Date: 1/29/2019
Salesperson: WPZ
Customer Number: WHI006

Sold To:

WHITEHALL, CITY OF
405 E COLBY STREET
WHITEHALL, MI 49461

Ship To:

WHITEHALL, CITY OF
405 E COLBY STREET
CITY HALL/POLICE DEPT
WHITEHALL, MI 49461

CONFIRM TO: *BRIAN ARMSTORNG*

Phone: (231) 894-4048 Fax:

Page: 2

Customer P.O.	Ship VIA	F.O.B.	Terms Due Upon Receipt			
Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
/NRSLABOR NON RESIDENTIAL LABOR		10.00	0.00	0.00	130.000	1,300.00
/SVCCALL SERVICE CALL - 2 TECHS		1.00	0.00	0.00	240.000	240.00

THIS QUOTE IS VOID AFTER 30 DAYS AND IS SUBJECT TO PARTS AVAILABILITY. THIS QUOTE DOES NOT INCLUDE ADDITIONAL REPAIRS TO UNFORESEEN DAMAGE OR ADDITIONAL LABOR CAUSED BY CIRCUMSTANCES OUTSIDE OF OUR DIRECT CONTROL. CUSTOMER IS RESPONSIBLE FOR ANY AND ALL RESTOCKING FEES, FREIGHT CHARGES, NON-RETURNABLE PARTS AND/OR MATERIALS UPON APPROVING THIS QUOTE AND WILL BE CHARGED ACCORDINGLY IF THIS ORDER IS CANCELLED FOR ANY REASON. WOLVERINE POWER SYSTEMS IS NOT LIABLE FOR LOSSES OR ANY CONTINGENT LIABILITIES ARISING FROM THE OPERATION OF THIS SYSTEM OR THE FAILURE OF THIS SYSTEM TO OPERATE.

APPROVED BY (Please Print): _____

CUSTOMER SIGNATURE: _____

GENERATOR SALES - SERVICE - RENTALS - PARTS

Net Order:	4,969.83
Less Discount:	0.00
Freight:	40.00
Sales Tax:	0.00
Order Total:	5,009.83