

**CITY OF MARSHALL**  
**RENTAL CODE ORDINANCE COMMITTEE**  
**MINUTES**  
**Tuesday, August 8, 2023**

MEMBERS PRESENT: John Decramer, Mark Klaith, Zachary Gilman, James Carr & Brad Meulebroeck  
MEMBERS ABSENT: Shawn Butler  
COUNCIL LIASIONS: Craig Schafer and James Lozinski  
STAFF PRESENT: Sharon Hanson, City Administrator; Jason Anderson, Director of Public Works/ City Engineer; Pamela Whitmore, City Attorney; Quentin Brunsvold, Fire Chief; and Steven Anderson, City Clerk.  
OTHER: Angela Larson from United Community Action.

At 12:02 PM Co-Chair Decramer called the meeting to order.

**Approval of the Minutes**

Motion made by Member Schafer, seconded by Lozinski to approve the minutes as presented. All voted in favor.

**Draft Rental Ordinance**

Decramer asked section by section if any members had comments. Under Section 18-140 (d) members discussed the wording of Minnesota Department of Health licensed facilities. It was initially agreed upon to remove the list of DOH facilities and add wording about facilities licensed by the state. Under Section 18-141 members renewed talk about the renewal period that had been agreed upon from the previous meeting. After deliberation the group came to a consensus that registration would be done bi-annually and that landowners would perform an annual self-checklist and keep until it was time to renew. Landowners requested that the renewal form be auto-fill from the previous registration or to include a “no changes” acknowledgment button. The self-checklist that is required at the time of renewal would be made available to renters upon request. Attorney Whitmore clarified for registration posting that the “up to date” language was added from the last meeting to reduce the need to post a new certificate if no changes were made. Jason Anderson requested that Section 18-146 (b) be removed as the city ordinance already addressed that point and is less restrictive than what is written in the current rental code draft. Members discussed various houses and situations where the need for parking requirements might be needed. Members generally agreed to loosen the parking restriction but to have something in place when parking becomes problematic for neighbors.

Under Section 18-147 the committee talked about who can issue a complaint and to possibly restrict complaints to tenants only. Whitmore voiced against making it tenants only because under data practices law the identity of complainants is considered private data and restricting only tenants to make a complaint would be in violation. Anderson stated that complaints would be vetted by the city if they sound legitimate before an inspection/investigation is done. The dialog pivoted to short-term rentals under Section 18-149. The talks focused on fencing for animals, what can be defined as a fence and how many occupants are allowed in a short-term rental. Consensus was that if a short-term rental allowed pets that there must be a designated area that will keep pets on the short-term rental property. Section 18-141 was revisited, and a new subdivision would be added specific for short-term rentals that would require registration and an inspection by city staff, not a self-inspection checklist that is under long-term rentals. The group also decided that a two (2) person limit per bedroom in a short-term rental was deemed appropriate. Section 18-151 Interim Housing was debated but no conclusion was reached as the allotted time for the meeting was exceeded. Staff would investigate the interim housing section further and come back to the group with information.

**Adjourn**

At 1:41 PM Co-Chair Decramer adjourned the meeting.

Respectfully Submitted,  
Steven Anderson  
City Clerk