

**CITY OF MARSHALL**  
**RENTAL CODE ORDINANCE COMMITTEE**  
**M I N U T E S**  
**Tuesday, July 11, 2023**

MEMBERS PRESENT: John Decramer, Mark Klaith, Zachary Gilman, James Carr, Brad Meulebroeck & Shawn Butler  
MEMBERS ABSENT: None  
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: Jessica Bentley (via Zoom) from SMSU and Angela Larson from United Community Action.

At 12:00 PM Co-Chair Decramer called the meeting to order.

Co-Chairs Decramer and Klaith called for re-introductions of all members present.

**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**

Members discussed language regarding mobile homes and if language should be introduced specific for mobile home parks regarding the rented lot instead of the mobile home itself. Attorney Whitmore would add language in the new version of the ordinance to address rented lots in mobile home parks while still including language for rented mobile home units. Members asked about which types of facilities would be excluded from the ordinance and if was clarified that any Minnesota Department of Health inspected facilities are not included for registration through the ordinance.

Language about requiring waste removal company information would be removed from the registration as there is the option to directly take waste to the Lyon County Landfill for a small fee and many leases have the renter acquire their own waste removal services. Consensus was reached to include a mailing address on the registration form and to have the renewal period be yearly with a self-inspection checklist as part of the registration process. Language would be added in the event of a life/safety event that the designee of the City Administrator can act immediately without having to receive prior permission.

The committee debated the effective date and a timeline for registration and decided to bring the topic back at the next meeting. Members talked about placement for required posting of the rental registration and if the registration fee would be per unit or per building. Members agreed to have the fee be per address instead of unit since the purpose of the ordinance was for registration and to have updated information for renters and city personnel. The topic shifted to how quickly issues were to be fixed. Members debated having issues being fixed within 48 hours and it was clarified that the intention was not to have the issue abated within 48 hours but to have the problem acknowledged and communicated with the renter/landlord within that time period.

**Adjourn**

At 1:35 PM Co-Chair Decramer adjourned the meeting.

Respectfully Submitted,  
Steven Anderson  
City Clerk