

**CITY OF MARSHALL**  
**RENTAL CODE ORDINANCE COMMITTEE**  
**M I N U T E S**  
**Tuesday, June 13, 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; Pam Whitmore, City Attorney; Quentin Brunsvold, Fire Chief; and Steven Anderson, City Clerk.  
**OTHER:** Jessica Bentley 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 introductions of all members present. Decramer reviewed the purpose of the committee and reviewed the rules and general housekeeping items for committee members and the public that are in attendance.

**Draft Rental Ordinance**

City Attorney Whitmore gave background information on why this committee was formed and the basis of the creation of the Rental Code Ordinance. Schafer added that when this topic was first broached several years ago life safety concerns were at the forefront. Clarification was asked on the registration fee and Jason Anderson clarified that there would be two different fees. One fee is strictly for the registration under this ordinance and the other fee would fall under an inspection fee if building/fire codes were not met. It was brought up that the city currently has a process for weed/snow removal and why rental cleanup can't follow the same process. Attorney Whitmore pointed out that weed/snow removal fall under state statute and cities are given authority to abate issues. There was no such authority given for rental properties by statute, therefore cities need to have an ordinance in place if they wish to have any regulatory power. The discussion moved to educating renters on the do's and don't of living in a building owned by someone else.

Meulebroeck brought up concerns with city employees entering properties and not alerting the property owner or turning a complaint about the outside of the house as grounds to enter the inside of the property. It was clarified that a good faith effort of notice would be given to property owners, which is why the registration program is important to know who owns the property, and that the property owner could be present during the inspection. Attorney Whitmore added that if an inspection takes place outside the home the city has no authority or right to enter the home. Fire Chief Brunsvold mentioned that he favored the ordinance and wished it was stricter that it currently is. The life/safety aspect of the ordinance was very important for the Fire Department to ensure that smoke alarms, extinguishers and other such items were included. Jessica Bently from SMSU gave examples of how notices and complaints were handled with dorm residents.

Some suggestions to be added to the registration included a self-inspection checklist for landlord and safety information from the Fire Department. Attorney Whitmore pointed out that the pool section of the ordinance would be removed as the city does not currently require a permit/license for residential pools. The last bit of discussion was on the registration fee and if it would be per unit or per building. Staff would review the fee structure and bring forth something at the next meeting.

**Next Steps**

The committee decided to meet once a month on the second Tuesday from Noon to 1:30 PM.

**Adjourn**

At 1:20 PM Co-Chair Decramer adjourned the meeting.

Respectfully Submitted,  
Steven Anderson  
City Clerk