

Rental Inspection Ad Hoc Committee Meeting
227 E. Lincoln Avenue, Reed city MI
June 9, 2025 @ 11am

City Manager Rich Saladin called the meeting to order at 11:02am, then led the group in the Pledge of Allegiance.

Present: Rich Saladin, Edward Williams, Perry Borntreger, Jodi Graber, Chris Lockhart, and Kathy Fiebig. Jeff Stein arrived at 11:30am.

Absent: Chair Matt VanPeeren, Candy Wolgamott

Approval of Agenda

Motion by Fiebig to approve the agenda as presented. Support by Lockhart. Motion passed with all in favor.

Approval of May 27, 2025 Minutes

Garber noted that on page 3, the record reflects that Section 8 properties are inspected biannually, when they are actually only inspected annually.

Motion by Lockhart to approve the minutes as presented with the above correction. Support by Graber. Motion passed with all in favor.

Old Business

A. Discussion and action on need for an ordinance

Saladin gave an overview of the committee's previous discussions: the consensus has been that the committee believes that this issue should first be addressed through education of both landlords and tenants before mandating inspections. Fiebig noted that while the document provided by Graber, "A Practical Guide for Landlords and Tenants" is an excellent resource, it is lengthy. She suggested providing a condensed checklist of safety concerns with the book.

B. Discussion and action of information to present to council

Ordinance for Registry of Rental Properties

- Develop time frame for compliance, fee schedule (if needed) and schedule of fines for non-compliance
- Develop registration form, to include contact information for all tenants as well as who is responsible for paying utilities.
- Develop information packet for landlords and tenants to include: "A Practical Guide for Landlords and Tenants", a condensed list of safety concerns, and a list of local agencies that can assist with home repairs.

Discussion followed on the rental inspection ordinance drafted in 2019 but never passed. Fiebig felt the document was well written and with a few tweaks, could be used if council believes an inspection ordinance is needed. She hopes the committee

will continue to meet in order to have an ordinance ready if the education program proves to be ineffective rather than having to reconvene at a later date.

New Business

A. Rental Property Registry and Tenant Package

Lockhart summarized this as follows:

All rentals must be registered with the city.

Landlords must provide contact information for all tenants, and keep the information up to date.

The City will provide an information packet as discussed above, and the landlord and tenant must sign off that the packet was delivered.

Landlords will use the expedited checklist to determine what issues are of concern to the City. Landlords and tenants must sign off that all items on this checklist are in place and working when the tenant takes occupancy.

Tenants will be asked to contact their landlord first to address any safety or maintenance issues, but will know where to turn for assistance if the landlord does not respond.

Educate first, and go to a formal inspection ordinance if landlords are not complying with needed repairs.

There being no further business, the meeting was adjourned at 11:52am.

Respectfully submitted,

Kathy Fiebig
Recording Secretary