

Rental Inspection Ad Hoc Committee Meeting
227 E. Lincoln Avenue, Reed City MI
June 23, 2025 @ 11am

City Manager Rich Saladin called the meeting to order @ 11:06am, then led the group in the Pledge of Allegiance.

Present: Rich Saladin, Edward Williams, Jeff Stein, Jodi Graber and Kathy Fiebig

Absent: Chair Matt VanPeeren, Chris Lockhart, Perry Borntreger, and Candy Wolgamott

Approval of Agenda

Motion by Stein to approve the agenda as presented. Support by Graber. Motion passed with all in favor.

Approval of June 9, 2025 Minutes

Motion by Graber to approve the June 9 minutes as presented. Support by Williams. Motion passed with all in favor.

Old Business

A. Discussion and action on information to present to council

Saladin presented the following (document attached) based on the minutes of June 9. Per that meeting, the committee suggests

1. Drafting an ordinance requiring a rental registry for all rental properties within the City of Reed City, excluding apartment complexes
2. Creating a rental registration form
3. Creating a rental inspection checklist to be completed and signed by landlord and tenant(s) at move in, then filed with the City
4. Provide a copy of "A Practical Guide for Tenants and Landlords" to each landlord and tenant as well as a list of local agencies that assist low income renters

New Business

A. Finalize recommendations to council

The committee agrees that education of landlords and tenants is appropriate before implementing a rental inspection program. If landlords do not comply with the safety concerns and are not consistent with prompt repair of their residences, the committee recommends that the City move forward with an inspection ordinance.

Discussion was held on the need for further meetings. It was agreed to send these minutes out to all members, and if anyone that wasn't present today objects to this plan of action, the committee will reconvene for further discussion.

Saladin will ask Chair VanPeeren to present this report to city council. If he is unavailable, Fiebig will present.

City Manager suggestions, report and thoughts

Saladin supports the committee's conclusions and will work on creating the necessary forms.

There being no further business, the meeting was adjourned at 11:23am.

Respectfully submitted,

Kathy Fiebig
Recording Secretary

Reed City Rental Committee Recommendation

Create an ordinance for all residential rental properties to be registered with the city (not including apartment complexes).

Ordinance should include the following requirements: Rental registration form and checklist submitted for each rental, set compliance date, set fee schedule (if needed), set schedule of fines for non-compliance

Rental Registration Form and Checklist

Rental Registration Form (Updated at change in tenant)

Name of adult tenant and number of people residing

Contact information of all adult tenants

Designated name of person paying utilities (water)

Signed Checklist

Rental Checklist

Renter has received a copy of "A Practical Guide for Tenants and Landlords"

All smoke alarms and carbon monoxide detectors are working

All windows and doorways unbroken and allow for egress

Items are in proper working condition (faucets, furnace, water heater, plumbing, lights, outlets)

Landlord contact information