

**City of St. Johns, Michigan
Resolution – June 27, 2022
#12-2022**

A Resolution to Establish the Procedures, Fines, Fees, and Deadlines for the Rental Registration and Certification Program established under Ordinance No. 670.

At a regular meeting of the city commission of the City of St. Johns, held on June 27, 2022 in the City of St. Johns, Clinton County, commencing at 6:00 p.m.:

Present: Eric Hufnagel, Bob Craig, Jean Ruestman, Tammy Kirschenbauer, Brad Gurski

Absent: None

The following resolution was offered by Commissioner Craig and supported by Commissioner Kirschenbauer:

The St. Johns City Commission hereby enacts the following resolution:

SECTION 1. The following procedures, fines, and fees and deadlines shall apply to the Rental Registration and Certification Program established under Ordinance No. 670.

- 1) **Notice to Non-100% PRE Residential Property Owners.** Within 90 days following the adoption of Ordinance No. 670, the City shall inform, in writing, the owners of all residential dwelling units that do not claim a 100% Principal Residence Exemption of the Rental Registration requirement.
- 2) **Application for Registration.** The City shall create a registration form and shall provide it to property owners upon request. The application form shall require the following information.
 - i. Address of the Property
 - ii. Property ID Number
 - iii. Number of Dwelling Units on the Property
 - iv. Address, Phone Number, and Email Address for the Property Owner
 - v. Address, Phone Number, and Email Address for the primary property manager, if different from the owner.
 - vi. Signature of the Owner
- 3) **Inspection and Certification Requirement.** Prior to October 1, 2022, there shall be no inspection or certification requirement to register under Ordinance No. 670. All registration applications prior to that date shall be approved by the City, with the dwelling units listed in the application added to the Rental Registration List described in Ordinance No. 670. After September 30, 2022, all registered rental dwelling units must be in Good Standing under the Rental Inspection and Certification Program described in Ordinance No. 670 in order to house tenants for any period of time.
- 4) **Registration Deadlines and Fee Schedule.**
 - a. Registration shall begin on August 1, 2022.
 - b. From August 1, 2022 to September 30, 2022, there shall be no fee to register a dwelling unit that existed and was rented or leased for financial compensation prior to August 1, 2022.
 - c. After September 30, 2022, there shall be a \$300 fee to register a dwelling unit.

- d. Once a dwelling unit is registered, the owner shall not be required to register again, and shall not be required to pay additional registration fees, provided that the dwelling unit remains in Good Standing under the Rental Inspection and Certification Program described in Ordinance No. 670. Fees for Inspection and Certification shall apply as described in Subsection 8.
- 5) **Rental Inspection and Certification Program Start Date.** Beginning on August 1, 2022, it shall be unlawful for an owner to rent or lease a dwelling for financial compensation unless the dwelling unit is in “Good Standing” under the Rental Inspection and Certification program, as described in Ordinance No. 670.
- 6) **Inspection Schedule.** The owners of all dwelling units listed in the Rental Registration List shall make their dwellings available for inspections by the City once in every third calendar year. After September 30, 2022, the City shall divide the buildings containing dwelling units on the Rental Registration List into three Groups, and shall notify property owners of the Group each building has been assigned to.
 - a. Group 1 shall be inspected in 2022, 2025, 2028, and each subsequent third year, for as long as any dwelling units in the building remain on the Rental Registration List.
 - b. Group 2 shall be inspected in 2023, 2026, 2029, and each subsequent third year, for as long as any dwelling units in the building remain on the Rental Registration List.
 - c. Group 3 shall be inspected in 2024, 2027, 2030, and each subsequent third year, for as long as any dwelling units in the building remain on the Rental Registration List.
 - d. Newly created residential buildings containing dwelling units shall be added to the Group that will be inspected in the third calendar year following the issuance of their Certificate of Occupancy.
 - e. Fully or partially owner-occupied buildings that are converted to rentals shall be subject to the requirements must be inspected and certified prior to any tenants occupying the dwelling unit. Once certified, the buildings shall be added to the Group that was inspected in the calendar year that it was certified, and shall be inspected in each subsequent third year.
- 7) **Failure to Meet Improvement Deadline.** If required improvements are not made by the deadline designated by the inspector, then the owner of the property shall be fined \$1,000, and a new deadline shall be set for completion of the improvements. If that deadline is also missed, the owner of the property shall be fined \$2,000, a new deadline shall be set, and the City Attorney may begin proceedings to remove the tenants. Any further missed deadlines shall result in a fine of \$4,000.
- 8) **Fee Schedule for Inspections and Certifications.** The following fees shall be required at the time of inspection for all buildings. No Rental Certification Certificate shall be issued unless all required fees have been paid.

a. First Inspection: \$175 per dwelling unit inspected.

b. Re-Inspections (as necessary under Ordinance No. 670): \$50 per re-inspection

9) **Fee for Appeals.** The fee for an appeal as described in Ordinance No. 670 shall be \$500.

10) **Revisions.** The provisions of this resolution may be altered by a subsequent resolution of the City Commission.

SECTION 2. Effective Date

This Resolution shall be effective on the same date as Ordinance No. 670.

Eric Hufnagel, Mayor

Mindy Seavey, City Clerk