

## Secord Township Monthly Meeting

November 20, 2024 10:00 am

Meeting was called to order by Supervisor Joel Vernier at 10:00 am with everyone standing reciting the Pledge of Allegiance

Roll Call:

Supervisor Joel Vernier Absent  
Treasurer Cheryl Stiehl Present  
Clerk Karen Gawron Present  
Trustee Maria Alward Present  
Trustee Martin Holmes Present

16 registered interested residents in attendance

Minutes of October 16, 2024 and meeting minutes were reviewed.

**Motion** to accept October 16, 2024 meeting minutes Alward / Holmes All Ayes M/C

Consent Agenda/Changes to Agenda: None

**Motion** to accept Agenda Vernier /Alward All ayes M/C

**Public Comment:** Mike Visnaw/County Commissioner reported on County business.

**Guest:** None

### Treasurer's Report:

General Fund	\$433,315.83
12 Mo. CD #S50	55,413.65
12 Mo. CD #S51	55,147.12
Fire Fund	171,801.14
Garbage Fund	252,168.68
Weed Control Fund	801,019.49
Mosquito Fund	100,064.79
Road Fund	<u>478,546.20</u>
Total Funds	\$2,236,916.13

**Motion** to Receive and File Treasurers Report Holmes/Alward All Ayes M/C

**Bills To Be Paid:** Clerk Karen Gawron presented Bills: General Fund \$ 57,209.53

Fire \$ 4,857.55 Payroll: \$15,624.23

**Motion** to pay bills as presented Gawron/Alward All Ayes M/C

### Correspondence Received:

Fire Board and Planning & Zoning October Meeting Minutes, GAFT Sponsorship request, B.O.R December 10, 2024 12:30, Charter channel addition, SLA donation of \$1,000.00, Seal coat estimate bid.

**Reports:**

*Planning Commission:* P. Sawka Reported. Public Hearing November 13, 2024 9:00 am & Regular Meeting 10:00 am Presented Short-Term Rental Ordinance 9.25, Application and Fees to be approved by the Township Board.

*Fire Board:* Martin Holmes reported 19 runs; 13 Medical, 6 Fire [one revisit]

Welcome New Fire Board Member Peter Doyle.

**Motion** to Appoint Peter Doyle as a Member of the Fire Board Holmes/Gawron All Ayes M/C

ID Marker needed for the Fire Department.

**Motion** to purchase ID Marker at a cost of \$2,699.00, amount to be received from the ARPA Fund.

Next meeting December 9, 2024 10:00 am

*Fire Chief:* Fire Chief Fred Shavers reported trails need to be widened for Fire Truck passage. Fire Department is working with the DNR on the Project.

*Constable:* All is well

Road Committee: Ken Douglas absent/ no report due to projects completed.

*Zoning Administrator:* Absent/Excused

*Blight Officer:* 4 tasks in progress

*Well and Septic:* M. Alward had 2 inspections; 1 passed, 1 septic passed/well needs to be retested/sample.

**Other Business:**

ARPA: To upgrade current Tax program from .net to the cloud; The Treasurer's and Clerk's office can share information, there are four modules.

**Motion** to upgrade current Tax program at a cost of \$15,485.00 to be funded through the ARPA Fund.

Stiehl/Alward

Roll Call:

Supervisor Joel Vernier Aye

Clerk Karen Gawron Nay

Treasure Cheryl Steihl Aye

Trustee Maria Alward Aye

Trustee Martin Holmes Aye

Ayes 4 Nays 1 M/C

PLM 2024 Weed Treatment: 3.5 % Discount Check Date; January 18, 2024 Check Number; #25847

Check Amount; \$96,500.00. This check was written after the regular meeting and therefore was not included in the total bills for February 2024.

**Motion** to record PLM Payment for Audit Purpose Check Date; January 18, 2024 Check Number; #25847

Check Amount; \$96,500.00 Stiehl/Alward

Roll Call:

Supervisor Joel Vernier Aye

Clerk Karen Gawron Aye

Treasure Cheryl Steihl Aye

Trustee Maria Alward Aye

Trustee Martin Holmes Aye

All Ayes M/C

**Election Report**

Board of Review December Session: December 10, 2024 12:30 pm

## Large Cutting on Smallwood

**Motion** to approve Large Cutting on Smallwood at cost that will exceed \$20,000.00 [Amount: \$2,915.00] previously approved by the Secord Township Board. Vernier/Alward All ayes M/C

## Short-Term Rental:

### Resolution 11-20-24-1: Short-Term Rental 9.25

TOWNSHIP OF SECORD  
GLADWIN COUNTY, MICHIGAN  
Resolution 11-20-24-1  
Short-Term Rental 9.25

WHEREAS, The Township Board of Secord find that the Short-Term Rentals (STR) of Single- Family Dwellings within Secord Township is a matter closely connected with the public health, safety, and welfare of the community.

WHEREAS, The Township Board of Secord has concerns surrounding issues of traffic, parking, congestion, litter, noise, and other similar issues. Meanwhile issues related to fire safety and life safety codes must be considered to maximize the safety and well-being of all in the community.

WHEREAS, The Township Board of Secord affirms the commitment to enforce compliance with established Ordinances.

BE IT RESOLVED THAT, that the Township Board of Secord Township Adopts the Short-Term Rental Ordinance 9.25, effective 30 days upon publication summary.

Motion to Adopt Resolution 11-20-24-3 on this day during the Regular Township Board Meeting November 20, 2024

Motion by Vernier Second by Alward

Roll Call:

Supervisor Joel Vernier Aye

Clerk Karen Gawron Aye

Treasure Cheryl Steihl aye

Trustee Maria Alward Aye

Trustee Martin Holmes Aye Aye 5 Nays 0

The Secord Township Supervisor declares Resolution 11-20-24-3

Short-Term Rental Ordinance 9.25 passed.

**SECORD TOWNSHIP GLADWIN COUNTY  
SHORT TERM RENTAL ORDINANCE  
ORDINANCE NUMBER 9.25**

**AN ORDINANCE TO ADOPT SHORT TERM RENTAL REGULATIONS IN SECORD TOWNSHIP, GLADWIN MICHIGN**

Secord Township ordained as follows:

#### **Section 01.01. Purpose.**

The Planning Zoning Board and the Township Board find that the Short-Term Rentals (STR) of Single- Family Dwellings within Secord Township is a matter closely connected with the public health, safety, and welfare of the community. The Secord Planning Zoning Board and the Township Board has enacted this Ordinance to strike and appropriate balance between the interest of community residents, community business owners, visitors to the community, and real property owners wishing to engage in Short-Term Rentals (STR) of Single-Family Dwellings.

While visitors to the community who rent Single-Family Dwellings on a Short-Term Rentals (STR) on a short-term basis bring many benefits to the community they can simultaneously create concerns surrounding issues of traffic, parking, congestion, litter, noise, and other similar issues. Meanwhile issues related to fire safety and life safety codes must be considered to maximize the safety and well-being of all in the community. This ordinance is intended to strike a balance between competing interests.

The Planning Zoning Board and the Township Board finds that the areas of the Township with predominantly Single-Family Dwellings are especially susceptible to the negative effects of Short-Term Rentals (STR) since these areas are the least intensively developed residential areas in the Township. Thus, this Ordinance will regulate short term rentals of only Single-Family Dwellings.

The Planning Zoning Board and the Township finds that there is decreased sensitivity to the effects of Short-Term Rentals (STR) in other various areas within the Township, and the Township will regulate Short-Term Rentals (STR) accordingly.

#### **Section 01-02 Definitions.**

- (A) *Dwelling*. Shall have the same definition as in the Secord Township Zoning Ordinance.
- (B) *Owner*. A person holding legal or equitable title to a Single-Family Dwelling. An owner may designate an agent to perform duties or receive notice under this ordinance
- (C) *Agent*. During each short-term rental term, the local agent shall reside within 45 miles, be available 24 hours per day, seven days per week for the purpose of responding within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guest.
- (D) *Rent or Rental*. The permission, provision, or offering of possession or occupancy of a Single-Family Dwelling with some type of remuneration paid to the owner for a period to a person who is not the owner pursuant to a written or verbal agreement

- (E) *Short-Term Rental (STR)*. Renting or subletting of a Single-Family Dwelling for compensation for a term of at least two (2) days but not more than one-month (rentals for less than two (2) nights are not allowed as Short-Term Rentals). However, the rental of the following shall not be considered Short-Term Rentals (STR): bed and breakfast establishments, motels, resorts, campgrounds, transitional houses operated by a charitable organization, group homes such as nursing homes and adult foster care homes, substance abuse rehabilitation, clinics, mental health facilities, other similar health care related facilities, and the Rental of a Single-Family Dwellings in the Agricultural District.
- (1) *Short-Term Rental (STR) term*. The duration of a rental contract (includes any sublease) with a renter or group of renters. A rental term is deemed to end when there is a complete turnover in occupancy in the dwelling unit or when the individual on the renter contract vacates the dwelling unit.
- (F) *Single-Family dwelling*. Shall have the same definition as in the Second Township Zoning Ordinance.

### **Section 01-03. Applicability.**

- (A) *Annual Registration*. The Township will place a Cap on the number of Applications issued annually and will be determined by the Second Township Board by motion or resolution.
- (B) *Annual Registration Required*. All Short-Term Rentals (STR) must be registered with the Township. No Single-Family dwelling may be used as or advertised for a Short-Term Rental (STR) unless registered in accordance with this ordinance.
  - (1) A Short-Term Rental Application and Permit required yearly.
- (C) *Application*. To register for a Short-Term Rental (STR) the owner shall satisfy the following requirements.
  - (1) The owner shall provide and certify as true the following on a form provided by the Township.
    - a) Name, address, and telephone number of the Owner of the Single-family Dwelling to be used as a Short-Term Rental (if the owner does not reside within 45 miles of a single-family dwelling, the Owner shall name a local agent); the Owner, a local agent, or the designee of either shall be on site within one hour of being contacted by the Township or law enforcement concerning an issue regarding the Short-Term Rental (STR).
    - b) The address of a Single-Family Dwelling to be used as a Short-Term Rental (STR) (plus additional identification as necessary if there is more than one single family dwelling at the same address).
    - c) The number of bedrooms in a Single-Family Dwelling to be used as a Short-Term Rental (STR);
    - d) The number of parking spaces provided for the Single-Family Dwelling to be used as a Short-Term Rental (STR) (this information must also be included in the rental agreement and any online or other advertising for the Single-Family Dwelling).
    - e) The maximum number of occupants for the Single-Family Dwelling to be used as a Short-Term Rental (STR) subject to any applicable local, state, or federal laws, regulations or ordinances (this information must also be included in the rental agreement and any online or other advertising for the Single-Family Dwelling).
    - f) The number of days at a time the Owner intends to rent the Single-Family Dwelling as a Short-Term Rental (STR) and the months of the year during which owner intends to do so.
    - g) The rental agreement for the Single-Family Dwelling to be used as a Short-Term Rental (STR).
    - h) At years end, the owner will provide an account of all Short-term rental agreements [total rentals and total occupants.
    - i) The Single-Family Dwelling to be used as a Short-Term Rental (STR) compliance with all requirements of this ordinance; and
    - j) Such other informal information as the Township Board deems appropriate.
  - (2) An Owner who wishes to rent or advertise a Single-Family Dwelling as a Short-Term Rental (STR) must register the Single-Family Dwelling for each calendar year during which the rental or advertisement shall occur. The Owner shall pay an annual administrative fee and a permit fee the amount of which shall be established by motion or resolution of the Township Board. (a) Any owner who rents or advertises a Single-Family Dwelling as a Short-Term Rental (STR) after January 2, 2025, without having registered in pursuant to this ordinance shall pay an increased fee, the amount of which is also to be set by motion or resolution of the Township Board.
  - (3) A STR Permit is issued after an application is approved.
  - (4) A STR permit is required for each Year.
  - (5) The Short-Term Rental License is issued to the Owner only and is not Assignable.

### **Section 01-05 SHORT-TERM RENTAL REGULATIONS.**

Single-family Dwellings used as a Short-Term Rental (STR) are subject to the following requirements and performance standards.

- (A) *Short-Term Rental Unit*. A zoning use consists of a residential dwelling unit that may be rented for term(s) of at least two (2) days but not more than one-month per term (rentals for less than two (2) nights or more than one-month are not allowed as Short-Term Rentals).
- (B) The Owner/Agent will provide notice of the Short-term rental dwelling unit and phone number(s) of the Owner/Agent, who is the 24-hour contact, to all properties within three hundred feet (300') of the boundaries of the licensed premises. Proof of notice shall be required as part of the original permit application and all renewals
  - (1) Local Agent availability. During each short-term rental term, the local agent shall be available 24 hours per day, seven days per week for the purpose of responding within 30 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guest.

- (2) Timely and effective response. The local agent shall, upon notification that any occupant or guest of the short-term rental unit has created unreasonable noise or disturbances, engaged in disorderly conduct, parked vehicles in violation of this ordinance, or committed any other violations of applicable laws, rule or regulation pertaining to the use and occupancy of the short-term rental unit, respond in a timely and appropriate manner to halt and prevent a recurrence of such violations.
- (C) An Owner/Agent shall post the standard [good visitor guidelines] set forth herein in a prominent place within the licensed premises and shall include them as part of any rental agreement.
- (D) The use of outdoor yard areas, open decks, pools and the like shall not result in producing adverse off-site noises, odors, other external disturbances, or nuisances as regulated by Secord Township or State Law.
- (E) *Street address posted within the Single-Family Dwelling.* The street address of the property shall be posted in at least two (2) prominent locations within the Single-Family Dwelling to assist occupants in directing emergency service personnel in the event of an emergency. The address should be posted near the kitchen and near any telephone or pool.
- (F) *Maximum occupancy.* Beginning January 2, 2025, the maximum occupancy of any single- family dwelling used as a Short-Term Rental (STR) shall be as follows
- (1) Maximum occupancy in a Single-Family Dwelling used as a Short-Term Rental (STR) shall not exceed the lesser of: (i) fourteen (14) total occupants or (ii) two (2) occupants per bedroom plus two (2) additional occupants per finished story, which means the applicable egress requirements for occupancy in the Michigan Construction Code, subject to any other local, state, or federal requirements.
  - (2) In addition to the maximum occupancy specified in subsection (1) above, a Single- Family Dwelling used as a Short-Term Rental (STR) may have a total number of people on site, including occupants and daytime guest (allowed to be present at most from sunrise to sunset) up to 1.5 times the maximum number of occupants allowed by subsection (1). A fractional number of shall be rounded up to the nearest whole number.
- (G) *Smoke detectors and carbon monoxide devices.* Single-Family Dwellings used as a Short-Term Rental (STR) must possess:
- (1) One optional operational smoke detector in each bedroom, which must be tested at least every ninety (90) days to ensure they are they are properly functioning: and
  - (2) At least one operational and approved carbon monoxide device of the type described in MCL 125.1504 on each floor, which must be tested at least every ninety (90) days to ensure proper functioning.
- (H) *Zoning Compliance.* Short-Term Rental (STR) are also regulated in the Secord Township Zoning Ordinance, and nothing in this ordinance shall be constructed as excusing compliance with Zoning requirements.
- (I) *Attics and basements.* No attic or basement can be counted for the purpose of determining the maximum number of occupants in a Single-Family Dwelling used as a Short-Term Rental (STR), unless the Owner has given the Township, in writing, consent for the Township to inspect the premises to verify whether that attic or basement meets the applicable egress requirements for occupancy in the Michigan Construction Code, the Michigan Residential Code and the applicable fire codes.
- (J) *Inspection.* The Owner must consent to inspections of the Single-Family Dwelling used as a Short-Term Rental (STR) by Secord Township area emergency services upon request once a year. In any area in which public water and public sanitary sewer are not available, the Owner must also consent to and pay for septic inspection by the Gladwin County Health Department and must obtain a certificate indicating the Single-Family Dwelling used as a Short-Term Rentals (STR) has adequate septic pumping, which shall be renewed every three years.
- (K) *SHAES Street Number.* The Single-Family Dwelling used as a Short-Term Rental (STR) must have a street number marker installed.
- (L) *Insurance.* Single-Family Dwellings used as Short-Term Rentals (STR) must be insured by a comprehensive rental dwelling insurance policy with a coverage of at least One Million (\$1,000,000). The owner shall provide to the Township confirmation of the existence of the insurance with a copy of proof, each time the Short-Term Rental (STR) is registered with the Township.
- (M) *Notice of Township Rules and Policies.* Renters of a Single-Family Dwellings used as Short-Term Rentals (STR) must provide copies of or information regarding the following on site:
- (1) This Short-Term Rental Ordinance 9.25.
  - (2) Information regarding trash receptacle pick-up property, boundaries, on-site parking, limitation on daytime visitors and common areas which are available for the renters' use; and
  - (3) Noise during quite hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 10:00 PM and 8:00 AM.
  - (4) Cultural events, special events, outdoor events, lawn parties, weddings or similar activities are not allowed on the licensed premises for more than the number of permitted occupants.
  - (5) Water safety information
  - (6) The Township Secord Golf Cart Ordinance, Ordinance Number 3:43, and information regarding the restriction of golf carts from operating anywhere not explicitly permitted by ordinance or law, including the fact that golf carts are not permitted on county roads within the Township.
- (N) *Notice of emergency numbers and addresses.* The street address and phone number of the nearest hospital must be made available in the Short-Term Rental (STR) and in an easily accessible location. The owner must notify Renters, upon or prior to their arrival of the location of the information.

- (O) *Adequate trash receptacles.* A Single- Family Dwelling used as Short-Term Rentals (STR) must have a minimum of one large container of at least ninety (90) gallons for every four (4) occupants.
- (P) *Reflective address signs.* The owner must post a reflective address sign adjacent to the driveway its services for the Short-Term Rental (STR) property. The sign must meet all the following requirements:
  - (1) The street numbers must be reflective white numbers at least three inches in height.
  - (2) The sign must be plainly visible from either direction of approach to the driveway.

**Section 01-06 Violations; revocation of registration.**

- (A) *Violations as municipal civil infractions.* Any violation of a provision of this Ordinance shall be a municipal civil infraction. Each day that a violation continues constitutes a separate violation. Notwithstanding any other Township Ordinances, violations of this Ordinance are subject to the following fines:
  - (1) *Short term rental of unregistered and unpermitted dwellings.* The operation of an unregistered and/or unpermitted Short-Term Rental (STR) is seven hundred and fifty dollars (\$750.00) for the first violation and one thousand (\$1000.00) for each subsequent violation; and
  - (2) *Maximum occupancy.* The fine for exceeding the maximum occupancy permitted for a Short-Term Rental (STR) is five hundred dollars (\$500.00) for the first offense and one thousand-five hundred dollars (\$1500.00) for each subsequent offense; and
  - (3) *Other provisions.* Fines for other violations of this ordinance are one hundred dollars (\$100.00) for the first offense, five hundred dollars (\$500.00) for a second offense and one thousand five hundred dollars (\$1500.00) for each subsequent offense.
- (B) *Unpaid Violation Fees.* Violation Fee(s) will be paid at the time of each infraction. Unpaid Fee(s) will be attached to the Current Year Winter Property Taxes to be paid to Secord Township.
- (C) *Revocation of registration.*
  - (1) *Offenses warranting revocation.* The Township may revoke the rental registration of any Single- Family Dwelling used as a Short-Term Rental (STR) which is the site of at least three separate incidents, occurring on three separate days, within a calendar year resulting in a plea of responsibility (with or without an explanation), a plea of guilty, a plea of no contest, or guilt by the Owner or any renter for a violation of one or more of the following:
    - (a) Any provisions of this Ordinance.
    - (b) Any provision of any other Township Ordinance, Controlled substance and offenses against any other Township Ordinance, section of the Zoning Ordinance, or permit or approval process; or
    - (c) Any violation of any other local state or federal law regulation.
- (D) *Revocation procedure.* Upon a determination by the Administrator that the Short-Term Rental (STR) registration is subject to revocation. The Administrator shall issue a notice to the Owner that the Township attends to revoke the rental registration. The notice shall inform the Owner of their right to a hearing to show cause as to why the registration should not be revoked, if a hearing requested within fourteen (14) days of the service of the notice. If a hearing is requested, the Township shall schedule the hearing before the Township Board and notify the Owner in writing of a time and place for that hearing. At the hearing, the Owner may present evidence that the requirements for revocation provided in subsection (C) (1) are not satisfied, or that the Owner should not be held responsible for one or more of the three requisite violations due to extenuating circumstances. Extenuating circumstances may include circumstances such as: (i) the violation was committed by a non-renter and the renter(s) attempt to prevent or halt the violation; (ii) the violation resulted from an act of God; or (iii) other circumstances that the owner could not reasonably anticipate and prevent or could not reasonably control.
- (E) *Revocation period and effect.* Upon revocation of registration a Dwelling cannot be re-registered as a Short-Term Rental (STR) for a period of one (1) year and cannot be used for Short-Term Rental (STR) until re-registered.

**Section 01-07 Review after implementation public hearing required before amendment or repeal.**

- (A) *Review after implementation.* No later than June 1, 2025, the Township Planning & Zoning Board shall begin a review of this Ordinance to determine whether its implementation has achieved its intent; to determine whether the fees received by the Township for the registration of Short-Term Rental (STR) approximately equal the cost of enforcement incurred by the Township pursuant to this Ordinance; and to determine what, if any amendments should be made to this ordinance.
- (B) *Public hearing required.* The Township Planning & Zoning Board shall hold a public hearing before amending or repealing any provisions of this Ordinance, public notice publishing notice in a newspaper of general circulation in the Township and posting notice in the Township Hall at least 15 days prior to such meeting.

**Section 01-08. Effective date.**

This ordinance was approved and adopted by the Township Board of Secord, Gladwin County, Michigan on November 13, 2024. This Ordinance this ordinance shall be effective 30 days after published dictation of its contents or summary of its contents in a local newspaper of general circulation in the township.

**Section.01-09 Severability.**

The provision of this ordinance is severable. If any portion of this Ordinance is declared void or unenforceable for any reason by a court of competent jurisdiction, the remainder of the Ordinance will remain in full force and effect.

**Section. 01-10. Repealed.**

All ordinance or parts of ordinance in conflict with this ordinance are repealed

**Motion** to adopt Short-Term Rental Ordinance 9.25 Vernier/ Alward

Roll Call:

Supervisor Joel Vernier Aye

Clerk Karen Gawron Aye

Treasure Cheryl Steihl Aye

Trustee Maria Alward Aye

Trustee Martin Holmes Aye                      Ayes 5   Nays 0   M/C

Short-Term Rental Application

**Motion** to adopt Short-Term Application    Vernier/Holmes All Ayes M/C

Short-Term Rental Fees

**Motion** to adopt Short-Term Rental Fees    Vernier/Holmes All Ayes M/C

Christmas Luncheon December 18, 2024, Bring a dish to pass

Farewell to Martin Holmes

Oath of Office: Newly Elected Board Members have taken to Oath of Office

**Supervisor Joel Vernier**

**Clerk Kristne Panetta**

**Treasure Cheryl Stiehl**

**Trustee Maria Alward**

**Constable Maxine Larson**

**Have been Subscribed and sworn on the 20<sup>th</sup> day of November in the year of 2024 by Outgoing Secord Township Clerk Karen Gawron**

**Public Comment:** None

**Motion** to Adjourn by Vernier / Holmes @ 10:30 am

E-Mail for Supervisor: [supervisor@secordtwp.com](mailto:supervisor@secordtwp.com)