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**TO:** Darcy Mulvihill, Finance Director  
**FROM:** Colette Baumgardner, Community Development Director  
**SUBJECT:** Special Assessment for 23462 University Ave Ext NW  
**DATE:** 11-1-2023 for 11-6-2023 meeting

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### **OVERVIEW**

In June 2023, significant code violations were reported to code enforcement at 23462 University Ave Ext NW. Staff has since issued citations against the property and has made multiple attempts to contact the property owner. The property owner has not responded to these requests. Staff presented these code violations to City Council on October 16, 2023 and is preparing next steps for abatement.

The property was sent a special assessment for the total of all citations to date. This assessment will be used to help pay for the upfront cost of the abatement.

The appeal received via mail indicates that the property owner is not familiar with citations and previous contact methods. Staff has reached out to the property owner at the updated contact information in the letter via phone and via mail and has not yet heard back.

It is important to the general welfare of the community for the property to be cleaned up. In order to reduce the assessment to the property, it is critical for the property owner to make a reasonable plan to clean up the property for it to align with City Code. To date, staff has not received a plan. If no plan is presented, the assessed amount will be necessary to cover some of the initial costs of abatement.

A summary of attempted contacts is below.

- 6/27/2023 – mailed notice to owner address and property
- 8/1/2023 – site visit to property, knocked on door and taped notice to front door
- 8/1/2023 – called number posted on property and left a voicemail
- 8/3/2023 – mailed citation #1 to owner address and property
- 8/15/2023 – mailed citation #2 to owner address and property
- 8/22/2023 – called number posted on property and left a voicemail
- 9/5/2023 – mailed citation #3 via certified mail to owner address and received confirmation of receipt
- 9/14/2023 – called number posted on property and left a voicemail
- 9/14/2023 – mailed citation #4 via certified mail to owner address and received confirmation of receipt
- 11/1/2023 – called number on appeal for assessment and left a voicemail
- 11/1/2023 – mailed a letter explaining the assessment

## **ACTION TO BE CONSIDERED**

Determine the assessment amount for the property.

## **ATTACHMENTS**

1. Appeal Request from October 27, 2023
2. Administrative Issue Notice 6/27/23
3. Administrative Citation #1 Dated 8/4/23
4. Administrative Citation #2 Dated 8/15/23
5. Administrative Citation #3 Dated 9/5/23
6. Administrative Citation #4 Dated 9/14/23
7. Select photos of conditions of property



RECEIVED

OCT 30 2023

City of St. Francis

10/27/2023

To whom this may concern:

In regards to a letter that was mailed to me at 23402 University Ave Ext NW  
Bethel, MN 55005

I'd like to file an appeal for the following reasons:

I'm not sure if this is a mix-up of some kind or some kind of joke. In the letter it is stated as some kind of special assessment. I would like to know what special assessment is this? What authorizes the city to just give someone a \$9,000.00 special assessment without any explanation or any details behind it? This is completely illogical and quite absurd. I'm just going to assume this was a mistake or mix-up and you can further discuss this matter with me, at your earliest convenience. I can be reach by phone (612-201-3617) ← Trenton's cell number, or stop by for an in-person conversation. Thank you for your time and I look forward to hearing from you soon!

  
Trenton Trovik

10.27.23

homeowner

date

23402 University Ave Ext ~~NW~~ NW  
Bethel, MN 55033

Address



## ADMINISTRATIVE NOTICE

OPEN IMMEDIATELY  
TROVIK, TRENTON  
17863 POTASSIUM ST NW  
RAMSEY, MN 55303

Issue Date: 6/27/2023

Regarding Address: 23462 UNIVERSITY AVE NW  
ST FRANCIS, MN 55070

This is an **Administrative Notice** issued under St. Francis City Code Chapter 2-11. If you correct the conditions leading to this **Notice** before the compliance date, there will be no further action. If the conditions are not corrected as of the compliance date, an **Administrative Citation** may be issued.

On 4/5/2022 and again on 6/27/2023, the following violations of St. Francis City Code were documented:

### **Violation: Parking on Unapproved Surface**

**City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.**

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:
  1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
  2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

**Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.**

**Compliance Date: 7/18/2023**

**Potential Initial Fine: \$100.00**

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**Violation: Refuse and Junk**

**City Code/ Summary: 8-2-1. Refuse, junk and nuisances**

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation or serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds

or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** mean any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all

costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

**Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.**

**Compliance Date: 7/18/2023**  
**Potential Initial Fine: \$100.00**

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**Violation: Failure to Register Rental Property**

**City Code/ Summary: 4-6-2: Rental housing licensing**

Every non-owner-occupied rental dwelling unit or owner-occupied dwelling with individual rooms or units being rented to a non-family member, and its premises used whole or in part as a home or residence, for a family or person, shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

**Action Required: Secure Rental Housing License as stipulated by city code. (Rental application is enclosed.)**

**Compliance Date: 7/18/2023**  
**Potential Initial Fine: \$100.00**

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**Violation: Using RV as Living Quarters**

**City Code/Summary: 10-41-04. Dwelling unit restriction**

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

**Action Required: Discontinue living in RV as this is prohibited by City Code.**

**Compliance Date: 7/18/2023**

**Potential Initial Fine: \$100.00**

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**Violation: Business Use of Property**

**City Code/Summary: 10-68-10 Home Occupations**

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

**Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.**

**Compliance Date: 7/18/2023**

**Potential Initial Fine: \$100.00**

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary. You can view the full city code online at [stfrancismn.org/city-code/](http://stfrancismn.org/city-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that if your property is not brought into compliance by the date listed above, the City may issue an **Administrative Citation** and/or access your property to abate or remedy the situation. If the city abates the violation, the penalty and all additional costs are immediately due. If unpaid, the penalty and abatement costs will be charged to your property taxes in the form of a Special Assessment.

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000

5th Offense and Beyond: \$2,000

Please reach out to discuss your property as soon as possible.  
Contact Jodie with the Community Development Department with questions. 763-235-2309.



## ADMINISTRATIVE CITATION

Citation #23-4

OPEN IMMEDIATELY  
TROVIK, TRENTON  
17863 POTASSIUM ST NW  
RAMSEY, MN 55303

Issue Date: 8/4/2023

Regarding Address: 23462 UNIVERSITY AVE NW  
ST FRANCIS, MN 55070

This is an Administrative Citation issued under St. Francis City Code Chapter 2-11. On 6/27/2023, you were issued an Administrative Notice due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the Administrative Notice.

On 8/1/2023 the following violation(s) of St. Francis City Code was documented to continue to exist:

**Violation: Parking on unapproved surface**

**City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.**

A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.

B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:

1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).

2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.



**Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.**

**Compliance Date: 8/10/2023**

**Fine Due: \$100.00**

**Violation: Refuse and junk**

**City Code/ Summary: 8-2-1. Refuse, junk ad nuisances**

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation of serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

**Action Required: Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.**

**Compliance Date: 8/10/2023**

**Fine Due: \$100.00**

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**Violation: Failure to Register Rental Property**

**City Code/ Summary: 4-6-2:**

Every non-owner-occupied rental dwelling unit shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. Non-owner occupied is residential structures in which the owner does not occupy units contained in the structure.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

**Action Required: Secure Rental Housing License as stipulated by city code.**

**Compliance Date: 8/10/2023**

**Fine Due: \$100.00**

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**Violation: Using RV as Living Quarters**

**City Code/Summary: 10-41-04. Dwelling unit restriction**

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

**Action Required: Discontinue living in RV as this is prohibited by City Code.**

**Compliance Date: 8/10/2023**

**Fine Due: \$100.00**

**Violation: Business Use of Property**

**City Code/Summary: 10-68-10 Home Occupations**

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

**Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.**

**Compliance Date: 8/10/2023**

**Fine Due: \$100.00**

<p><b>Total Fines Due: \$500.00</b> <b>Payment Due: 8/10/2023</b> <b>Payable to: City of St. Francis</b></p>
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Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary.

You can view the full code online

[https://library.municode.com/mn/st.\\_francis/codes/code\\_of\\_ordinances](https://library.municode.com/mn/st._francis/codes/code_of_ordinances)

or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions. 763-753-2630



## ADMINISTRATIVE CITATION

2nd Citation #23-5

OPEN IMMEDIATELY  
TROVIK, TRENTON  
17863 POTASSIUM ST NW  
RAMSEY, MN 55303

Issue Date: 8/15/2023

Regarding Address: 23462 UNIVERSITY AVE NW  
ST FRANCIS, MN 55070

This is an Administrative Citation issued under St. Francis City Code Chapter 2-11. On 6/27/2023, you were issued an Administrative Notice due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the Administrative Notice.

On 8/14/2023 the following violation(s) of St. Francis City Code was documented to continue to exist:

**Violation: Parking on unapproved surface**

**City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.**

A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.

B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:

1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).

2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

**Action Required: Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.**

**Compliance Date: 8/22/2023**

**Fine Due: \$200.00**

**Violation: Refuse and junk**

**City Code/ Summary: 8-2-1. Refuse, junk ad nuisances**

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation of serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

**Action Required: Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.**

**Compliance Date: 8/22/23**

**Fine Due: \$200.00**

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**Violation: Failure to Register Rental Property**

**City Code/ Summary: 4-6-2:**

Every non-owner-occupied rental dwelling unit shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. Non-owner occupied is residential structures in which the owner does not occupy units contained in the structure.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

**Action Required: Secure Rental Housing License as stipulated by city code.**

**Compliance Date: 8/22/2023**

**Fine Due: \$200.00**

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**Violation: Using RV as Living Quarters**

**City Code/Summary: 10-41-04. Dwelling unit restriction**

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.



**Action Required: Discontinue living in RV as this is prohibited by City Code.**

**Compliance Date: 8/22/2023**

**Fine Due: \$200.00**

**Violation: Business Use of Property**

**City Code/Summary: 10-68-10 Home Occupations**

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

**Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.**

**Compliance Date: 8/22/2023**

**Fine Due: \$200.00**

<p><b>Total Fines Due: \$1000.00</b> <b>Payment Due: 8/23/2023</b> <b>Payable to: City of St. Francis</b></p>
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Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary.

You can view the full code online

[https://library.municode.com/mn/st.\\_francis/codes/code\\_of\\_ordinances](https://library.municode.com/mn/st._francis/codes/code_of_ordinances)

or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions. 763-753-2630



## ADMINISTRATIVE CITATION

3rd Citation #23-6

OPEN IMMEDIATELY  
TROVIK, TRENTON  
17863 POTASSIUM ST NW  
RAMSEY, MN 55303

Issue Date: 9/5/2023

Regarding Address: 23462 UNIVERSITY AVE NW  
ST FRANCIS, MN 55070

This is an Administrative Citation issued under St. Francis City Code Chapter 2-11. On 6/27/2023, you were issued an Administrative Notice due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the Administrative Notice.

The following violation(s) of St. Francis City Code was documented to continue to exist:

**Violation: Parking on unapproved surface**

**City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.**

A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.

B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:

1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).

2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

**Action Required: Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.**

**Compliance Date: 9/11/2023**

**Fine Due: \$500.00**

**Violation: Refuse and junk**

**City Code/ Summary: 8-2-1. Refuse, junk ad nuisances**

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation of serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

**Action Required: Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.**

**Compliance Date: 9/11/2023**

**Fine Due: \$500.00**

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**Violation: Failure to Register Rental Property**

**City Code/ Summary: 4-6-2:**

Every non-owner-occupied rental dwelling unit shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. Non-owner occupied is residential structures in which the owner does not occupy units contained in the structure.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

**Action Required: Secure Rental Housing License as stipulated by city code.**

**Compliance Date: 9/11/2023**

**Fine Due: \$500.00**

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**Violation: Using RV as Living Quarters**

**City Code/Summary: 10-41-04. Dwelling unit restriction**

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

**Action Required: Discontinue living in RV as this is prohibited by City Code.**

**Compliance Date: 9/11/2023**

**Fine Due: \$500.00**

**Violation: Business Use of Property**

**City Code/Summary: 10-68-10 Home Occupations**

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

**Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.**

**Compliance Date: 9/11/2023**

**Fine Due: \$500.00**

<p><b>Total Fines Due: \$2500.00</b> <b>Payment Due: 9/11/2023</b> <b>Payable to: City of St. Francis</b></p>
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Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary.

You can view the full code online

[https://library.municode.com/mn/st.\\_francis/codes/code\\_of\\_ordinances](https://library.municode.com/mn/st._francis/codes/code_of_ordinances)

or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions. 763-753-2630



## ADMINISTRATIVE CITATION

4th Citation #23-7

OPEN IMMEDIATELY  
TROVIK, TRENTON  
17863 POTASSIUM ST NW  
RAMSEY, MN 55303

Issue Date: 9/14/2023

Regarding Address: 23462 UNIVERSITY AVE NW  
ST FRANCIS, MN 55070

This is an Administrative Citation issued under St. Francis City Code Chapter 2-11. On 6/27/2023, you were issued an Administrative Notice due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the Administrative Notice.

The following violation(s) of St. Francis City Code was documented to continue to exist:

**Violation: Parking on unapproved surface**

**City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.**

A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.

B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:

1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).

2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

**Action Required: Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.**

**Compliance Date: 9/21/2023**

**Fine Due: \$1000.00**

**Violation: Refuse and junk**

**City Code/ Summary: 8-2-1. Refuse, junk ad nuisances**

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation of serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;



(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

**Action Required: Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.**

**Compliance Date: 9/21/2023**

**Fine Due: \$1000.00**

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**Violation: Failure to Register Rental Property**

**City Code/ Summary: 4-6-2:**

Every non-owner-occupied rental dwelling unit shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. Non-owner occupied is residential structures in which the owner does not occupy units contained in the structure.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

**Action Required: Secure Rental Housing License as stipulated by city code.**

**Compliance Date: 9/21/2023**

**Fine Due: \$1000.00**

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**Violation: Using RV as Living Quarters**

**City Code/Summary: 10-41-04. Dwelling unit restriction**

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

**Action Required: Discontinue living in RV as this is prohibited by City Code.**

**Compliance Date: 9/21/2023**

**Fine Due: \$1000.00**

**Violation: Business Use of Property**

**City Code/Summary: 10-68-10 Home Occupations**

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

**Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.**

**Compliance Date: 9/21/2023**

**Fine Due: \$1000.00**

<p><b>Total Fines Due: \$5000.00</b> <b>Payment Due: 9/21/2023</b> <b>Payable to: City of St. Francis</b></p>
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or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

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Contact the Community Development Department with questions. 763-753-2630





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NOT For Payment!

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