



Welcome to the Crystal City Code Reference Guide

This guide is intended to provide easy reference to the sometimes complicated City Code. By making this guide available on the City's website, the City hopes to raise awareness of the ordinances in effect and decrease the number of violations in our neighborhoods.

The Crystal City Council supports efforts to enforce ordinances that protect and enhance the city's resident's health, safety and quality of life. City staff respond to citizen reports of violations and also take proactive enforcement measures. Once you have read this guide, we hope you will take some time to look at your home and yard to ensure that your property is being maintained in accordance with the Code and has a positive influence on the neighborhood.

The City encourages you to print this guide and refer to it often. If you need more information, please use the resource list at the end of the guide or view the complete City Code online at www.ci.crystal.mn.us. City staff is also available to help answer questions and provide assistance. Your efforts to keep Crystal a great place to live are appreciated!

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Please keep in mind that ordinances are periodically amended and that this is not meant to be a complete account of each ordinance. For convenience, each category in this guide is referenced with the section number of City Code from which it was taken. For clarification or for more information, please contact City Hall at (763) 531-1000 between 8:00 am and 4:30 pm, Monday through Friday.

ANIMALS AND PETS

Licensing (910)

All dogs over 6 months of age must be licensed and have a valid rabies vaccination. Dog licenses expire when vaccinations expire and need to be renewed. The Police Department assists with the licensing of your pet.

A private kennel license is required for residential properties that have any combination of 3 or more dogs, cats, ferrets and/or rabbits. A residence with a private kennel license can have no more than 5 dogs, cats or similar household pets. A commercial kennel license is required if you raise, sell, breed, show or groom any animal for profit. All kennel licenses must be applied for annually and are available at City Hall.

General (910)

All pets must be kept in a clean and sanitary environment where no odor can be detected off the owner's property and no excessive noise disturbs the neighborhood.

All pets are required, except in designated off-leash exercise areas, to be on a leash of less than 6 feet in length when off the owner's property. Animal waste must be removed, bagged and disposed of according to the guidelines of garbage and refuse collection, both on public and private property (see Garbage, Refuse and Recycling, page 4).

CONSTRUCTION

Fences (515.13)

Fences must be located within the property lines and abide by the following guidelines:

| | Front Yard | Side Yard | Rear Yard |
|-----------------------|-------------------|------------------|------------------|
| Maximum Height | Up to 4 feet * | Up to 6 feet | Up to 6 feet |

- If you have a corner lot, contact City Hall to find out which yard is considered the front yard by the Zoning Ordinance. (It may not be the yard you think). Fences may not be erected within the 25 foot sight triangle at intersections or the 10 foot sight triangle where a driveway crosses a street, path or sidewalk.

Regulations and Permits (400)

New construction and changes to existing structures must meet required codes. It is best to check with City staff about required permits prior to beginning any project. Informational handouts are available to help answer questions about garages, decks, porches, driveways and curb cuts, egress windows, roofs, storage sheds, fences and interior remodeling.

Permits are required for the following:

- All new construction and any remodeling, altering, converting, or moving of existing structures, including re-roofing, re-siding and window replacement.

- Replacement of water heaters, gas ranges, furnaces, air conditioners, gas fireplaces and vents.
- All mechanical, electrical, plumbing, water and sewer work.

All contractors must be insured and licensed in the State of Minnesota. Plumbing and mechanical contractors must be licensed by the City. A final inspection is required when work is complete. You may wish to check with the contractor to be sure this inspection is scheduled. Upon final inspection, the permit applicant is responsible to correct any work that does not meet building code requirements.

For projects that generate debris and waste, a roll-off dumpster is required. Construction debris shall not be kept outside of a refuse container or dumpster at any time.

Accessory Structures (515.33)

Accessory structures are allowed only in rear or side yards not closer to an abutting street than the principal structure. They must be at least 3 feet from all lot lines in the rear yard and 5 feet from the lot lines in the side yard. Accessory structures shall not be located on any easements and may not exceed 15 feet in height. Permits are required for all construction that exceeds 120 square feet.

The total square footage of all accessory structures, such as detached garages and sheds, shall not exceed the footprint of the principal residential structure. In the rear yard, building and structure coverage is limited and varies with the size of the rear yard. Contact City Hall for specifications.

GARBAGE, REFUSE AND RECYCLING

Garbage and Recycling Collection (605)

Weekly garbage collection by a licensed hauler is required for all properties. A list of licensed haulers is available at City Hall and on the City's website. Special arrangements must be made with your garbage hauler for pick-up of additional materials that do not fit into the standard garbage container, including grass clippings and leaves, furniture and appliances. Recycling containers are provided by Hennepin County Recycling Group and are emptied on a bi-weekly basis.

Garbage and recycling containers shall be stored either inside a building or outside not more than 3 feet from a building. Containers shall not be placed closer to an abutting street than any wall of the principal building directly facing the adjacent street. Containers shall only be placed at the curb or street edge the night before and day of scheduled collection. Containers must be removed from their collection location and stored properly no later than 12 hours after collection.

Litter (635)

Property owners and occupants must contain litter in an appropriate garbage container or inside a building. Litter includes, but is not limited to:

- Garbage, debris, animal waste, household appliances and furniture.
- Wood, branches, leaves and grass clippings
- Deteriorated or wrecked property in unusable condition or left unprotected from the elements

- Inoperable, unlicensed, dismantled or abandoned motor vehicles, trailers, boats or machinery

Litter must be disposed of regularly to avoid unnecessary accumulation. Many materials that are not accepted by licensed haulers can be taken to drop-off centers for disposal (see Additional Resources, page 14).

Outdoor Storage

Recreational vehicles and equipment may be stored outside, with restrictions (see Motor and Recreational Vehicles and Equipment, page 6). Landscaping and construction materials for a current project on the property may also be stored outdoors, but only for the duration of the project. All other outdoor storage is not permitted. This includes bagged leaves, old lumber, household appliances, furniture and inoperable or unlicensed vehicles.

Roll-off Dumpsters (605.03)

Roll-off dumpsters are permitted in residential areas for the temporary storage of construction and demolition debris, prior to disposal. They may be kept on private property for up to 3 consecutive months per year and it is recommended that they be placed on the driveway or other hard surface. Roll-off dumpsters are not permitted to be placed on any public street unless an Obstruction Permit has been issued by the Public Works Department.

LAWN CARE AND MAINTENANCE

Composting (605.13)

Composting is encouraged in Crystal as an ecological way to recycle organic material. Composting not only reduces waste, but it provides a humus-rich soil to use in gardens, potted plants and landscaping.

Compost may only consist of the following materials:

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Grass clippings | <input type="checkbox"/> Small twigs | <input type="checkbox"/> Sawdust |
| <input type="checkbox"/> Weeds | <input type="checkbox"/> Garden debris | <input type="checkbox"/> Leaves |
| <input type="checkbox"/> Wood chips | <input type="checkbox"/> Fruit/vegetable scraps | |

All compost piles must be located in the rear yard, at least 5 feet away from all property lines and contained in an appropriate manner. Compost bins may be commercially fabricated or constructed of wood and/or wire materials. Bins must be maintained to prevent insect and rodent infestation and undesirable odors. Mixing compost often helps ensure that it receives the air necessary for rapid decomposition.

Wood Piles (605.15)

The storage of cut firewood is permitted in residential areas provided the firewood is used on the premises where it is being stored. No more than 4 separate woodpiles are allowed per residential lot. All woodpiles must abide by the following regulations.

- Located in rear yards.
- Placed either directly on a decay resistant surface or elevated at least 4 inches off the ground.
- Cannot exceed 5 feet in height, 4 feet in width and 10 feet in length.

- Screened with a wall or fence if within 5 feet of a property line.
- Cannot consist of elm wood if bark is attached.
- Cannot consist of oak wood if pile is uncovered or bark is attached.

Grass, Leaves and Brush (640)

Grass and weeds must be kept shorter than 8 inches. Noxious weeds, including purple loosestrife, leafy spurge, perennial sowthistle and Canada thistle are hazardous and must be removed from all properties.

It is important to remember that leaves, brush and other yard waste are considered refuse and are treated as such according to disposal and storage regulations (see Garbage, Refuse and Recycling, page 4). All streets and sidewalks must be kept clear of all yard waste. Contact your garbage hauler for information on the special pick-up of these materials or Hennepin County Recycling Group for drop-off sites near you.

Phosphorous Fertilizers

Fertilizers that contain any amount of phosphorous may not be applied to a lawn or garden by any person, including homeowners, renters or commercial applicators, without approval from the City. When notified a minimum of 24 hours in advance, the City does allow phosphorous fertilizers to be applied only to turf grass in its first growing season or to soil which tests confirm is below established phosphorous levels. Anyone in the business applying fertilizer for hire must obtain a license from the City. A list of licensed applicators is available at City Hall.

Natural fertilizers such as yard waste often contain some phosphorous. The use of composted yard waste to top dress or mulch planting areas is encouraged; however, because decomposing yard waste is a source of phosphorous, care must be taken to keep these materials out of streets, storm sewers and other areas that may drain directly into water resources.

Shade Tree Disease (2020)

To control and prevent the spread of shade tree diseases, such as Dutch Elm and Oak Wilt, the City Forester may inspect any premise for diseased elm trees and bark-intact elm wood. When the City Forester finds disease and there is an imminent danger or further infestation, the property owner will be notified to remove the disease source.

Tree Trimming (830 and 1165)

Property owners may trim trees on their own property. A person operating a tree trimming or tree removal business in Crystal is required to be licensed by the City. Tree removal from public land, including boulevards, is not permitted without prior written approval from the City.

**MOTOR VEHICLES AND
RECREATIONAL VEHICLES/EQUIPMENT**

Overnight On-Street Parking is Prohibited in Crystal

Parking on public streets, alleys, or City owned lots is prohibited between 2:00 am and 5:00 am. However, on-street parking permits are available from the Police Department, but for a limited

purpose and duration only, on public streets during these hours from April 1 to November 30 and on days surrounding legal holidays.

Motor Vehicles and Recreational Vehicles and Equipment (1330)

Motor vehicles include, but are not limited to: passenger cars, trucks and vans, motorcycles, motor scooters and golf carts. Recreational Vehicles and Equipment include, but are not limited to: camper trailers, chassis-mounted campers, utility trailers, motor homes, tent trailers, slip-in campers, converted buses or vans considered motor homes, boats, boat trailers, snowmobiles, snowmobile trailers, all-terrain vehicles and all-terrain vehicle trailers and go-carts.

Operable and licensed motor vehicles shall only be parked on a hard-surfaced driveway or lawful auxiliary space, but not within the boulevard portion of the driveway. Inoperable or unlicensed motor vehicles shall not be located outside on any portion of a lot. Recreational vehicles and equipment shall only be parked or stored on a hard-surfaced driveway if in the front yard. If in the side or rear yard, recreational vehicles and equipment shall not be located closer than 5 feet to the lot line in the side yard or 3 feet to the lot line if in the rear yard. Recreational vehicles and equipment may not be located closer to a principal structure on an abutting lot than to the owner's principal building. In no case shall recreational vehicles and equipment be placed within 10 feet of the living quarters of the principal structure on an adjacent lot.

The total number of motor vehicles and recreational vehicles and equipment parked or stored on a lawful driveway or auxiliary space shall not exceed four (4) for each single-family dwelling.

Not more than one (1) commercial vehicle, not exceeding 8 feet in height, 22 feet in length and 12,000 pounds shall be parked on a residential lot.

Recreational vehicles and equipment exceeding 32 feet in length may be parked in a front or side street yard on a hard-surfaced driveway if it complies with the front and side street building setbacks.

Outdoor parking or storage of the following vehicles and equipment is prohibited in residential use districts:

- Farm tractors and equipment
- Oversized military vehicles, including but not limited to, half-tracks, troop transports and tankers.
- Semi tractors or trailers
- Any vehicle, not defined as a recreational vehicle, with a gross weight of greater than 12,000 pounds.

PARKS (815)

Unless posted otherwise, all city parks are open from sunrise until 10:00 pm, except Becker Park which closes at 11:00 pm. Licensed motor vehicles are permitted only in designated parking areas during park hours, with the exception of authorized City vehicles and vehicles bearing a permit issued by the Recreation Department. Overnight parking of any vehicle is prohibited. Recreational vehicles, including snowmobiles, are prohibited from all parks. A permit is required from the Recreation Department to reserve athletic facilities and picnic areas.

The following park regulations must be observed at all times:

- Glass containers are prohibited
- Picnic fires are allowed only in designated areas
- Inline skates and skateboards are prohibited on the tennis courts, playground equipment and Becker Park stage
- Beer and liquor are allowed only by special permit issued by the City Council (contact city clerk)
- Pets must be leashed at all times (except in designated off-leash exercise areas) and waste disposed of properly
- All persons should be respectful of animal wildlife
- Defacing or tampering with park property or plant life is prohibited
- Feeding wildlife is prohibited

RESIDENCES

Garage Sales (515.33)

Properties may have no more than 4 garage sales annually. Sales may last up to 3 days at a time and operate between 8:00 am and 9:00 pm. Garage sale signs identifying the location and time of the sale may be placed on the property where the sale is located and on the private property of others with their consent. Signs may not exceed 4 square feet in area and cannot be placed on public property, including boulevards, or attached to any utility pole or other public sign. Sale signs must be removed within 24 hours after the garage sale has ended.

Home Occupations (515.33)

Some types of home occupations are permitted in residential areas provided the use is clearly a customary, incidental and secondary use of a dwelling. Licensed daycare is permitted if serving 12 or fewer persons. Unlawful home occupations include retail and manufacturing businesses or repair shops. Standards applicable to home occupations include, but are not limited to, the following:

- No home occupation shall be permitted which results in or generates more traffic than one car at any one given point in time.
- Only persons residing on the premises shall be employed.
- Equipment not customarily found in a home may not be used.
- No outdoor storage of materials is allowed.
- The home occupation shall be conducted entirely within the residential portion of the home. No more than 25% or 400 square feet, whichever is less, may be devoted to the occupation.
- One sign is permitted which may not exceed 4 square feet and shall only contain the business name, owner and address.

House Numbers (400.17)

To aid emergency responders, house or building numbers are required on all homes and commercial buildings. The numbers should contrast with the building and be at least 4 inches in height to ensure they are visible from the street.

Property Maintenance (425)

It is the policy of the City to enhance the supply of safe, sanitary and adequate housing for its citizens and to prevent the deterioration of property in the city, including buildings, other structures, site improvements and landscaping. Deterioration of property, roofs, siding, windows, sheds, fences, garages, or similar structures is not acceptable under City Code.

Sale of Property; Certificate of Compliance (425.13)

An inspection by the City and a City-issued Certificate of Compliance are required for all one and two-family homes prior to closing on the sale of the property. Contact City Hall to request an application.

Rental Licensing (425.17)

It is unlawful to operate a rental dwelling without first having obtained a license. Rental dwellings must be inspected and licensed annually. A rental dwelling is any apartment or housing unit occupied by someone other than the owner of record regardless of familial relationship or whether rent or other compensation is paid to the owner. The purpose of rental inspections and licenses is to ensure a safe and healthy environment for all occupants. All rental units must have a valid rental license prior to occupancy. Contact City Hall to request an application form and schedule an inspection.

Vacant Building Registration (435)

The City Council has determined that if not properly monitored and maintained, vacant buildings can become nuisances and impose a blighting influence on neighborhoods. Issues posed by vacant buildings require an on-going code enforcement response at significant cost to the City. The Vacant Building Registration Ordinance requires annual registration of all vacant buildings in the city. The ordinance requires payment of a \$500 annual registration fee and submittal of a property management plan. Registration and property plan forms are available at the front counter of City Hall and on the City's website on the Community Development page.

Signs (405)

Placement of any signs on any public property, streets, boulevards, utility poles, fences or trees is prohibited.

There are many different regulations regarding signs placed on private property. In general, the following regulations are the ones most often asked about by the public:

- No sign may be located within the 25 foot sight triangle at an intersection. The triangle is defined by measuring back 25 feet along each lot line from the corner of the property.
- Political campaign signs during state general elections (even-numbered years) may be posted beginning August 1 and must be removed within 10 days after the election. Political campaign signs related to other elections may be posted beginning 45 days before the election and must be removed within 5 days after the election. Political campaign signs do not require a permit.
- Garage sale signs do not require a permit, may be placed on the property where the sale will occur or on other private property with the owner's consent. The sign must include the date(s) of the sale, and the sign must be removed within 24 hours of the conclusion of the sale.

- Signs for home occupations do not require a permit, may not exceed four square feet in area, may not be illuminated, and must be set back at least 10 feet from any lot line.
- Temporary signs for commercial businesses and institutional uses (schools, churches, etc.) require a permit, must be set back at least 10 feet from any lot line, and are limited to six weeks per property per year.

Please note that these are just the sign regulations most commonly asked about by residents. Depending on the type of sign, specific property characteristics and other factors, additional regulations may apply. If you have questions pertaining to signs on private property, contact City Hall for more information regarding sign regulations and permit requirements.

SAFETY AND WELFARE

911 isn't just for emergencies anymore

There are many occasions when it's best to dial 911 even if it's not a life-threatening situation. If you witness a violation or suspicious activity, please call 911 immediately so an officer can be dispatched to the problem area. Please know that your local police officers are dispatched through Hennepin County. The dispatcher will ask you if you have an emergency or non-emergency and will assist you appropriately.

Noise (645)

Excessive noise that disturbs the welfare or safety of others is prohibited in the City of Crystal. Please be respectful when operating musical instruments, stereo systems and similar devices. State law requires proper mufflers on vehicles and other motorized equipment. Operating power equipment or machinery, including lawn mowers, is allowed from 7:00 am to 10:00 pm on weekdays and 9:00 am to 9:00 pm on weekends and holidays.

Recreational Burning (905)

Recreational burning is allowed without a permit when the following guidelines and the Fire Prevention Code are observed:

- A responsible adult is in constant attendance during all burning
- Fire is kept 15 feet away from all structures
- Burning is done when winds are less than 7 miles per hour
- An operable water hose or fire extinguisher is within 15 feet
- Fire is not used to burn yard waste, construction debris or garbage
- Fire is kept within a 3 foot by 3 foot by 3 foot area
- Fire is extinguished by 11:00 pm
- All burning bans in Hennepin County are observed

Curfews (921)

The City of Crystal enforces curfews for all youths. The following is a list of curfew hours. Please contact the Police Department with any questions.

| Age | Sunday-Thursday | Friday-Saturday |
|------------|------------------------|------------------------|
| Under 12 | 9:00 p.m. | 10:00 p.m. |
| 12-14 | 10:00 p.m. | 11:00 p.m. |
| 15-17 | 11:00 p.m. | 12:00 a.m. |

Conduct on Licensed Premises (Apartment Complexes/Rental Properties) (425)

It is the responsibility of the licensee (property owner/landlord) to see that persons occupying the licensed premises (tenants) conduct themselves in such a manner as not to cause the premises to be disorderly. Failure to maintain an orderly and crime-free rental property may result in suspension or revocation of a rental license.

STREETS, ALLEYS, SIDEWALKS AND BOULEVARDS

Blooming Boulevards (800.20)

No permit is required for flowers, ornamental grasses, forbs and bushes planted on any boulevard as long as they meet height requirements and comply with other portions of City Code, such as sight triangle restrictions, noxious weeds, and obtaining clearance for utilities before digging pursuant to Minnesota Statutes. Trees and shrubs may not be erected within the 25 foot sight triangle at intersections. Height requirements within the boulevard are as follows:

- From the curb inward for five feet, only grass or groundcover may be planted.
- From five feet inward to ten feet inward from the curb, a maximum plant height of 18 inches shall be maintained.
- From ten feet inward from the curb to the property line, no plant height restrictions shall apply.

Right-Of-Way and Boulevard Tree Planting (800.21)

A permit may be issued to plant trees within the boulevards subject to requirements and regulations established by the City. The City will provide a list of acceptable trees for such planting. It is a misdemeanor to plant a tree on a boulevard without a permit.

Maintenance (800.11)

All public and private land shall be kept free of garbage, litter and debris. It is the responsibility of property owners and/or occupants to keep sidewalks and boulevards along their property free of yard debris, grass clippings, refuse, snow, dirt and ice.

Snow Emergency Parking (1310.05)

Parking on city streets and alleys is prohibited after a snowfall of 1½ inches or more until the street has been plowed from curb to curb. Remember, regardless of the weather, on-street parking is prohibited between 2:00 am and 5:00 am.

Snow Removal (810)

Sidewalks should be cleared of snow as soon as possible (and always within 12 hours) after a snowfall. If packed snow or ice accumulates, sidewalks should be treated with salt and/or sand to restore a safe walking surface. Please be respectful of neighbors when plowing or blowing snow. It is unlawful to plow, blow, shovel or push snow from a property onto any street, sidewalk or other public property (800.11).

Sanitary Sewer Discharge (730)

No water from any roof, surface, groundwater sump pump, footing tile, swimming pool or natural precipitation may be discharged into the sanitary sewer system. Buildings that require a sump pump discharge system must have a permanently installed, year-round discharge line,

either to outside the building, to the city storm sewer system or through the curb and gutter to the street. Discharge systems must consist of a rigid discharge line without quick connections.

MOST FREQUENTLY REQUESTED CITY CONTACTS

| | |
|---|----------------|
| Emergency and Police/Fire Dispatch | 911 |
| City Hall general number (8:00 am – 4:30 pm) M-F | (763) 531-1000 |
| Animal Control | (763) 531-5161 |
| Assessing | (763) 531-1118 |
| Building Official | (763) 531-1141 |
| City Clerk | (763) 531-1145 |
| Code Enforcement and Zoning | (763) 531-1143 |
| Fire Inspections (West Metro Fire Rescue District) | (763) 230-7000 |
| Forester (incl. weed/long grass reports) | (763) 531-1162 |
| Housing code compliance process prior to sale | (763) 531-1000 |
| Inspection scheduling (building, plumbing, mechanical, housing) | (763) 531-1000 |
| Park Maintenance | (763) 531-1158 |
| Permit questions (building, plumbing, mechanical) | (763) 531-1000 |
| Police Department general number (8:00 am – 4:30 pm) M-F | (763) 531-1013 |
| Recreation / Crystal Community Center | (763) 531-0052 |
| Redevelopment (Economic Development Authority) | (763) 531-1142 |
| Rental Licensing | (763) 531-1144 |
| Streets | (763) 531-1164 |
| Utilities (water and sewer) | (763) 531-1166 |
| Utility Billing | (763) 531-1114 |

A list of City-licensed garbage haulers, tree trimmers, plumbing and mechanical contractors, and other informational pamphlets are available upon request at City Hall. All of the information in this guide, including the complete City Code, may also be accessed on the City's website at www.ci.crystal.mn.us.

ADDITIONAL RESOURCES

- Gopher State One Call** (651) 454-0002
www.gopherstateonecall.org
(marking underground utility lines - call before you dig)
- Hennepin County Citizen Drop-Off Center** (612) 348-3777
www.co.hennepin.mn.us
(household hazardous waste, appliances, batteries, electronics, tires and general household junk)
- Hennepin County Environmental Health** (612) 543-5200
www.co.hennepin.mn.us
(inspections, licensing, and reports/complaints regarding food service establishments, lodging establishments, and public swimming pools)
- Hennepin County Service Center** (612) 348-8240
www.co.hennepin.mn.us
(vehicle tabs, plates, driver's licensing, passports, title transfers, marriage licenses)
- Hennepin Recycling Group** (763) 493-8007
www.hrg-recycling.com
(general recycling information, missed pick-up, replacement recycling containers)
- Maple Grove Yard Waste Disposal Site** (763) 420-4886
www.mgyardwaste.com
(leaves, grass clippings, brush, tree limbs up to 10 inches in diameter)
- Minnesota Department of Agriculture** (651) 429-8598
www.mda.state.mn.us
(inspection licensing, and reports/complaints regarding grocery stores, convenience stores, and vending/pre-packaged food operations)
- Minnesota Department of Labor & Industry - Electricity** (651) 284-5064
www.dli.mn.gov/CCLD/Electrical.asp
(electrical permits and inspections; electrician licenses)
- NW HousingResource Center** (612) 588-3033
www.housingresourcecenter.org
(financial and technical assistance for home improvements)
- NW Hennepin Human Services Council** (763) 493-2802
www.nwhhsc.com
(human services information and referral, senior citizen and family services)
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