



Welcome to Wheaton!

On behalf of the City of Wheaton, we would like to welcome you to our city. The City of Wheaton is dedicated to providing efficient quality service by working in partnership with individuals, neighborhoods, organizations and businesses, to enhance the quality of life and to create a healthy, vibrant community in which to live, work and visit.

The City Hall, Clerk/Administrator's Office and
EDA (Economic Development Authority) are located at:
104 9th Street North
Wheaton MN 56296

You may contact City Hall at the telephone or fax numbers listed below.
We may also be reached at our e-mail address: cityhall@cityofwheaton.com,
or our website: <http://www.cityofwheaton.com>.

Our staff is eager to provide you with information, aid you in questions, and guide you in your moving transition. The following information should provide you with a brief summary of services available, together with city regulations.
We welcome you to Midwestern Living!

Important Phone Numbers

| | | | |
|----------------|---------------------------|----------------------|----------------|
| City Hall: | (320) 563-4110 | Ottertail Power: | (800) 257-4044 |
| City Hall Fax: | (320) 563-4823 | Frontier Telephone: | (877) 372-4526 |
| Police Dept.: | (320) 422-7700 | Mediacom: | (800) 332-0245 |
| City Library: | (320) 563-8487 | Wheaton High School: | (320) 563-8282 |
| Public Works: | (320) 563-4460 | Pearson Elementary: | (320) 563-8121 |
| City Pool: | (320) 563-0649 (seasonal) | Runestone: | (320) 9862013 |
| Falk Park: | (320) 563-8174(ice rink) | | |

Utility Bills: From the City of Wheaton, include charges for water, sewer and garbage. Extra charges for demolition, reconnection fees or deposit may also be included on your bill. Bills are sent out monthly at the beginning of the month for services rendered previously. Payments are due on the 20th of the month or penalties will be applied.

Utility Deposit: A \$100.00 deposit is due upon renting or owning a new home in Wheaton. If resident has good past credit with the City of Wheaton, the deposit may be waived. All deposits and interest will be refunded after one year of good credit. The deposit will be credited to your account unless our office has been instructed otherwise.

Minnesota State Water Testing Fee: Applied yearly to your water bill. This is a state mandated fee that is applied during July of each year.

Refuse: Garbage pick up for the City of Wheaton & Dumont is every Wednesday. Please have your refuse on the boulevard by 7:00am with the lid completely closed. If you have 2 cans please keep them 6 feet apart. Although the truck may not come by until afternoon, there is occasion where it may come by earlier. If garbage pickup lands on a holiday, garbage service will resume the following day, unless otherwise announced.

Recycling: The Wheaton Recycling Center is owned and operated by Traverse County. It is available on a 24-7 basis. The center is located in NW Wheaton to the east of Highway 75. Please respect the assigned bins. There is also a senior citizen recyclable pickup from the boulevard on the 1st Saturday of each month.

Demolition Site: Traverse County and the City of Wheaton own and operate the Wheaton Landfill. Seasonal hours apply. Please call the City Hall for hours of operation. Cash payment is appreciated but charges can be made to your city utility bill. A \$15 surcharge is applicable if dump is to be opened for services outside of the assigned hours.

Compost/Leaves/Sticks: Three bunkers are located outside the gates of the demolition site for compost, leaves, wood and garden rubbish. Please respect the coded signs. Bags from the leaves must be removed and taken with you. These bunkers are free of charge and use is unlimited 24 hours a day.

Dogs and Cats: No licensing within the City of Wheaton is required. A rabies clinic is held annually. Animals are not to roam unleashed. Lost animals are temporarily held at Wheaton Pound & Boarding, 563-8438. Please respect the property of others when walking your dogs.

Land Use Permits: Necessary for all outside structural changes including any cement work. Please contact City Hall before you begin any project to see if a permit is required. All structures are required to be 3' feet from the lot line. The City Council must approve all permits before projects begin. Permit forms are also available on the city website.

Sump Pumps: In accordance with state law, all sump pumps shall have a discharge pipe and drained into the street. Fines may be applied if not.

Summer Watering: Due to restrictions of water use, even numbered homes may water lawns and gardens on even numbered days and odd numbered homes on odd numbered days.

Winter Parking: In order to facilitate snow removal from public streets from November 1st thru' April 30th, no vehicles shall be parked on 9th, 10th, 11th & Front Streets; between 1st Avenue No. and 1st Avenue So. between 2am and 6am.

Snow Emergency:

A snow alert may be called by the Mayor or the Mayor's designee, or the Chief of Police or Street Supervisor in conjunction with any member of the City Council. When a snow alert is to be declared, notice will be given to the residents by the media. Notice will be given 12 hours prior to declaring the snow alert. The snow alert shall remain in effect until the event has ended and the streets have been cleared of snow from curb to curb by city plows, or until notification is otherwise of its ending is given through the media. A snow alert may be also extended for additional time by giving notice to the media.

Snow Removal: Snow from resident's lots, driveways and sidewalks is not to be placed or blown into streets or public sidewalks. Snow from sidewalks should be removed within a timely manner. Snow should be removed by property owner to provide access to their mailbox for post office deliveries.

Snowmobile Route: Maps are available at City Hall. Those not abiding in the approved routes may receive citations.

Grass Clippings, Leaf Removal and Snow Blowing: Shall not be blown into the street, curbs or gutters or lots of others, but to be removed appropriately by the owner.

Weeds & Grass Length: All yards with unkempt noxious weeds and/or yards that require mowing upon the discretion of the City are subject to notice of removal or mowing. If notice is ignored, the City of Wheaton will take action and bill accordingly.

Roller blading, Roller-skating, Skateboarding: Are not permitted on Broadway Avenue.

Solicitors: It is unlawful for any person without a city license to go door-to-door attempting to sell goods. Please contact the Wheaton Police Department if a solicitor comes to your door without a license. If you are unsure of a license status, please call the Department.

Other Important Information

City Council: Meets on the 2nd and 4th Monday of the month at 4:30 pm at the Wheaton Community Library Community Room.

Wheaton Community Library: Hours are Monday & Friday 10 am-5 pm, Tuesday – Thursday 10 am- 6pm and Saturday's 9 am-noon. Book, magazine, DVD, large print and CD rental are available. Copier availability at minimal cost. Computer and internet access. Located at 105 10th St. North.

Public Access Channel 8: Aired on local cable television. Current advertisements, activities and weather related announcements for non-profit organizations in the community and school related materials are published on Channel 8.

Falk Lodge: Location of the local ice rink is owned and operated by the Wheaton City Council and the Wheaton Park and Recreation Board. Call City Hall to rent the lodge facility for your entertainment needs. Seating for 66 and basic kitchen items available.

Wheaton Swimming Pool: Along with outdoor summer swimming daily and evening, also provides summer lessons for infant up to Community Water Safety. Water Aerobic Lessons available.

Traverse County Fair: Held annually from Thursday to Sunday, the last weekend of August.

Community Education: Sponsored in half by the City of Wheaton and School District #803, provides additional opportunities, classes and field trips for youth to elderly. Contact 563-8282, ext. 110 to register.

Sanford Wheaton Medical Center: A 15 bed Critical Access facility providing comprehensive healthcare services for all ages to meet the community's healthcare needs. Providing emergency care, surgery, Swingbed services, In-patient care, Physical, Occupational and Speech Therapy, Home Health and Out-patient services. Sanford Wheaton Clinic hours are M-F from 9-5 and appointments can be made at 320-563-8226.

Water & Sewer Utilities

The City of Wheaton provides water, sewer, and garbage services to approximately 800 commercial and residential customers. The Wheaton Utility Billing and Public Works staff are typically available from 7:00 am – 4:30 pm Monday-Thursday, and 7:00- 11:00 am on Friday, and Public Works 7:00 am – 3:00 pm, respectively.

Utility bills are sent at the end of the month, and (per City Ordinance) due the 20th. Although utility bills may be mailed to a renter, payment of utility bills are the ultimate responsibility of the property owner, and unpaid charges will be assessed to a parcel's property taxes. Property owners who sell their property "contract for deed" will receive a copy of the utility bill until the purchaser has fulfilled the requirements of the contract, and the final transfer of property has been recorded by the Traverse County Recorder's Office.

Utility Rates

General Information

Water, Sewer, and Garbage services are bundled as a group. If no water is used the minimal residential service base fees will be \$40.66 per month. Commercial users are charged the same rates, but tax is charged on water service at a rate of 6.875% and tax on garbage is paid at a rate of 17%.

- Water Service : \$10.00 base fee + \$0.065 cents per cubic foot
- Garden Water Service (if metered separately): \$0.065 cents per cubic foot
- Sanitary Sewer Service: \$9.00 base fee + \$0.08 cents per cubic foot (after 2000 cubic feet, \$0.05 cents per cubic foot)
- Garbage Removal Service: 35 Gal Garbage \$17.00 base fee
 65 Gal Garbage \$20.00 base fee
 95 Gal Garbage \$23.00 base fee
 2/65 Gal Garbage \$26.00 base fee
- Stormwater Service: No Charge
- Minnesota State Water Testing Fee: \$9.72 per year (billed in July)

Due to recent sewer improvement projects, all properties will be charged the \$9.00 sewer base fee per month, whether utility service is turned-on/active or turned-off/inactive. Contact City Hall if the property's sewer service line is capped or removed – if the Public Works Department can verify that no buildings are attached to the sanitary sewer system, the sewer base fee will no longer be charged for the parcel.

Other Charges

- Turn-Off Water: Monday – Friday, 8 am – 3 pm; No Charge
- Turn-Off Outside Regular Hours: \$50.00
- Turn-On Water*: \$50.00 (Unless Turn-On/Turn-Off required for repair work, then no charge)
- Hydrants: \$10.00 in the Spring & \$10.00 in the Fall (to verify meter was installed and uninstalled)
- Utility Deposit \$100.00; Interest rate set by the Minnesota Department of Commerce

Maintenance of Service, Equipment & Infrastructure

General Information

The City will maintain all residential water meters and outside readers after original installation, unless the equipment is tampered with, damaged by the property owner, or damaged due to

owner negligence (in these three cases, the owner will be responsible for all repair or replacement costs).

- If a meter cannot be repaired or maintained, the City will furnish a replacement meter and/or reader.
- If a meter or reader is tampered with, damaged, or removed, the City may estimate water loss and bill the owner based on past meter history.
- Owner must provide access to the meter and reader for maintenance and/or replacement.

Water Leaks

The City of Wheaton encourages all residents to address water leaks as soon as possible. Excess water can cause a great amount of damage and cost. Repairs may be necessary on the mainline, the water service line (that runs under the street/alley to the building), within the building before the meter, and within the building after the meter. Residents are encouraged to call City Hall at 320/563-4110 if an out-of-place, growing puddle of water is spotted – especially during winter or dry months.

Repairs to the water system must be made immediately, and Public Works staff may help in determining the leak's location. Repairs to the mainline are the financial responsibility of the City. Leaks to water service lines and building plumbing are the responsibility of the property owner.

Why is a property owner responsible for a leak in the street on the water service line? Per City Ordinance 405.10, the water service line from the mainline to the house is owned by the property owner. This is considered to be a private line from the city's water mainline to the house. It is the homeowner's responsibility to maintain the water line and keep it in good repair.

The homeowner is also responsible for the curb stop. The curb stop must be maintained and kept in good condition, and be accessible for operation by the Public Works Department. The Public Works Department may install new covers and replace broken bolts when the work does not require the excavation of cement or blacktop. The charge for this service is for the cost of materials-only and will be billed to the property owner. If more extensive repair is needed, the property owner will be notified and billed.

Turning-On Water Service

The Public Works Department requests that an appointment be made to have water service turned-on. A property owner, tenant, or authorized representative must be present in order for the water to be turned-on, in case leaks are detected and a meter read will be taken. Please call 320/563-4110 to schedule an appointment. The City of Wheaton requires that the property owner (or a representative) be present when turning-on the water.

Turning-Off Water Service

Property owners request for water service to be shut-off for a variety of reasons – if a building will be vacant for an extended period of time, or vacant during the winter months without heat,

the City recommends that water be turned off to prevent freezing or potential flooding. Each building should have two shut-off's:

- Interior Shut-Off's – Inside each building, there should be a water shut-off valve that turns-off the water to the whole house. This valve is located on the water pipe that comes up from the floor or through the wall in the front part of the basement (closest to the street).

- Exterior Shut-Off's/Curb Stop – Outside of each building, on or near the boulevard, close to the ground, there should be a water "curb-stop." Curb stops are important, as they are a back-up for the interior water shut-off and allow the Public Works Department to turn-off water service without entering the property (which could be very important if a leak is found and the property owner can't be reached). Per City Ordinance 405.03, curb stops must be in good repair.

The Public Works Department requests at least 48 hours notice for a water shut-off, though every effort will be made to accommodate customer needs and emergency needs. Please call 320/563-4110 to schedule an appointment. The City of Wheaton requires that the property owner (or a representative) be present when turning-off the water. An interior water meter read will be taken and used for final billing purposes.

Water Service

General Information

The City of Wheaton operates and maintains a water filtration plant, a water tower, water hydrants, and a distribution system.

1. Private wells are prohibited within Wheaton City limits.
2. All water is metered; customers are charged a base fee for the access to water service and a rate (per cubic foot) for usage – see "Rate" section for further information.
3. Residents will have an inside water meter. If you need help finding the meter and/or meter reader, please contact Wheaton City Hall at 320/563-4110.
4. The inside meter is the only device that measures water flow and usage, and therefore, your actual consumption will be billed from the reading on the inside meter, should there be any discrepancies.
5. Bulk water is available for purchase. Please contact City Hall at 320/563-4110 for more information.
6. The City of Wheaton encourages water conservation. A water leak may be obvious (water has filled your basement, or you can hear the sound of water flowing through your plumbing), or the leak may be silent. Depending on the nature of the leak, significant water may pass through your water meter if the leak is not repaired. Unintended water usage (such as a hose that is left on overnight, an unrepaired leaky toilet, or a recharging softener) will be billed to the customer.

Outdoor Water Service & Metering Policy

Owners of single-family, residential properties may apply for water service for irrigation and other outdoor uses at a reduced rate, receiving a waiver for standard sanitary sewer charges. The water may only be used for lawn care and gardening purposes, and must be metered separately. The property owner is responsible for all water meter, external meter reader, and installation costs; the meter equipment must be ordered through City Hall, 320/563-4110.

See Also [Outdoor Water Service & Metering Policy for Privately Owned Hydrants](#)

See Also [Ordinance #405, "Water Service" & Ordinance #406, "Water Meters"](#)

Sanitary Sewer Service

General Information

The City of Wheaton operates and maintains several lift stations, sanitary sewer collection system, and three sanitary sewer ponds. Charges for Sewer Service are dependent upon a property's water metering device; therefore, Items #2 – #5 are identical to those in the aforementioned Water Service Section.

1. Private septic systems are prohibited within Wheaton City limits, unless specifically approved by the City Council.
2. Sewer fees are based on metered water usage; customers are charged a base fee for the access to sewer service and a rate (per cubic foot) for usage – see "Rate" section for further information.
3. Residents will have both an inside water meter. If you need help finding the meter and/or meter reader, please contact Wheaton City Hall at 320/563-4110.
4. The outside meter reader is connected to the inside meter by two wires – occasionally, these wires are broken and the outside meter reader will cease to function. In others cases, the outside meter reader may be affected by weather conditions and will stop moving. You are strongly encouraged to periodically compare the inside and outside readings. If you notice any discrepancies, please contact Wheaton City Hall at 320/563-4110 and we will correct the problem.
5. The inside meter is the only device that measures water usage, and therefore, your actual consumption will be billed from the reading on the inside meter, should there be any discrepancies.
6. Users who use water exclusively for lawn and gardening purposes may receive a waiver of a portion of their sewer charges if such water is metered separately (base fees will not be waived). Customers must request, purchase, and install a separate water meter in order to receive the waiver.

See Also [Ordinance #409, "Sewer Service" and Ordinance #410, "Sewer Use"](#)

Contact us at City Hall, 563-4110 for any additional information on local activities, organization membership connections, church availability, and healthcare in the Wheaton area.