

MINUTES
Regular Meeting
January 9th, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter and Larson, Wohlenhaus and Rikimoto. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson and attorney Franzese. Mayor Zimmer called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Lanter, seconded by Rikimoto and unanimously carried, council approved the minutes of the regular council meeting of December 23rd, 2019 and the claims of January 9th, 2020 as presented.

Resolution 2020-1
Authorizing the
Transfer of Funds
Into Existing Money
Market Account

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the council approved Resolution 2020-01, the annual organizational resolution.

Resolution
2020-02
Annual
Organizational
Resolution

Upon motion from Rikimoto seconded by Wohlenhaus and unanimously carried, the council approved Resolution 2020-02, the annual organizational resolution.

Resolution 2020-03
Setting Annual Fees
and Charges

Upon motion from Larson, seconded by Lanter and unanimously carried, the council approved Resolution 2020-03 establishing annual fees and charges for the City for 2020.

Resolution 2020-04
Accepting
Donations

Upon motion from Larson, seconded by Lanter and unanimously carried, the council approved Resolution 2020-04, accepting a \$973.21 donation from the Gopher Theater to be deposited in the Gopher Theater fund.

Reappointment of
EDA Board Member

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the council approved the reappointment of Steven Lundquist to the EDA Board.

Traverse Care
Center Gala

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved donating a family pool pass to the Traverse Care Center's Gala.

Lakes Country
Service Cooperative

Upon motion from Larson, seconded by Lanter and unanimously carried, the council approved the 2020 Membership Agreement with Lakes Country Service Cooperative.

Land Use Permits

None

Letters/Minutes

The board reviewed the following letters/minutes:

- West Central Initiative; Upon discussion from the council, it was tabled until next meeting. Olson will check with other communities to see if/how much they donate.
-

Legal Update

Franzese said he spoke with Traverse County Coordinator Lisa Zahl about the City's new rental ordinance regarding Prairie View Place. Franzese proposed amending the ordinance with specific verbiage regarding government properties.

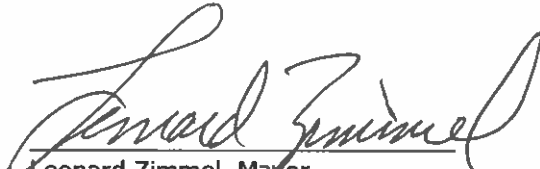
Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the council approved the 2020 service agreement for legal services with Matthew Franzese.

Administrator Update

Olson provided the council with the December 2019 Cash and CIP Update. Olson updated the council the rink has been very busy. The Park & Rec board have not met since September. Olson notified the council that board member Laura Cronen has stepped down from the board. Olson will look for more members.

Meeting was adjourned at 5:45 CST

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmer, Mayor

MINUTES
Regular Meeting
January 23rd, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Wohlenhaus and Larson. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmer called the meeting to order at 5:00 pm.

**David Coudron-
Advantenon
Internet Service**

David Coudron from Advantenon Internet Services would like to bring fiber optic internet to the City of Wheaton. Coudron discussed the different options, but most likely would be cable trenched in. Advantenon is hoping to get started in the spring.

**Police Chief Jim
Minion**

Police Chief Jim Minion presented the council with the Annual City of Wheaton Police Report. Overall, calls for the department increased to 1002 from 913 in 2018. Total arrests and citations resulting from these calls rose to 79 for 2019, from 78 reported in 2018.

Minutes & Claims

Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the board approved the minutes from regular council meeting of January 9, 2020 and the claims of January 23rd as presented.

**Old business/New
Business**

None

Eide Bailly

Upon motion from Lanter, seconded by Larson and unanimously carried, the council approved the engagement letter with EideBailly to perform the 2019 city financial audit for \$18,300.00

Letters/Minutes

The council reviewed the Library Board Minutes from January 6th, 2020.

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the board approved the 2019 Annual Membership for the Wheaton Area Chamber of Commerce.

Legal Update

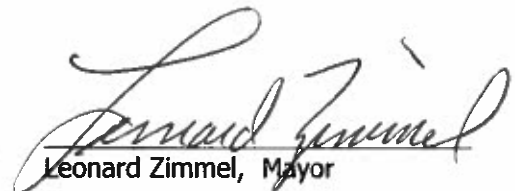
Matt Franzese discussed amending the Rental Ordinance to exempt government owned properties. Franzese will make the changes and bring to next council meeting for review.

**Administrator
Update**

Olson discussed with the council about doing a LED Light conversion at City Hall/Fire Dept. and at the airport. Olson had estimates including the Ottertail Power Co. rebates, which were not final amounts yet. Olson will get some final numbers and bring back to the council for approval.

Meeting was adjourned at 6:03 pm CDT

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmer, Mayor

MINUTES
Regular Meeting
February 13th, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Larson, Wohlenhaus and Rikimoto. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson, and attorney Franzese. Mayor Zimmer called the meeting to order at 5:00 pm.

- Minutes & Claims** Upon motion from Rikimoto, seconded by Larson and unanimously carried, the council approved the minutes of the regular council meeting of January 23rd, 2020 and the claims of February 13th, 2020 as presented.
- EDA Board Member** Upon motion from Larson, seconded by Rikimoto, and unanimously carried the board approved Dale Hanson as a new member of the EDA Board.
- Resolution 2020-5** Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the council approved Resolution 2020-5- A Resolution of Adoption of Election Judges for 2020.
- Letters/Minutes** The council reviewed the following letters/minutes:
- Office of County Assessor – official notice for Board of Equalization Meeting
 - Library Board minutes from February 3rd, 2020.
- Land Use Permit** Upon motion from Wohlenhaus, seconded by Lanter and unanimously carried, the board approved the Land Use Permit for 702 1st Ave S for a 8'x8' deck.
- Administrator Update** Olson provided the council with January's cash and capital improvement. Olson provided the council with a letter from Dover Firefighter's Relief Assn. showing the payment amount from their charitable gambling.
- Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved the Usage and Maintenance Agreement with Independent School District No. 803 as presented.
- Olson told the council the fridge in the Wheaton Community Library Meeting Room broke. Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the board approved the purchase of a new fridge up to \$700.00 with half of the cost coming from the Library fund, and the other half from the General Fund.

Meeting was adjourned at 5:434 CST

ATTEST: _____
Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
February 27th, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Larson, Wohlenhaus and Rikimoto. Absent: None Also present: Administrator Olson, and attorney Franzese. Mayor Zimmer called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the council approved the minutes of the regular council meeting of February 13th, 2020 and the claims of February 27th, 2020 as presented.

Water Supply Plan

Upon motion from Rikimoto, seconded by Wohlenhaus, and unanimously carried the board approved and adopted the City of Wheaton's Water Supply Plan.

Resolution 2020-6

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the council approved Resolution 2020-6- A Resolution Authorizing the Transfer of Funds Into Existing Money Market Account.

Subordination Agreement

Upon motion from Larson, seconded by Lanter and unanimously carried, the council approved the Subordination Agreement with Central Minnesota Credit Union, placing the City of Wheaton as third to the mortgage.

LED Light Conversion

The City is in the process of converting most City buildings to LED lighting. The council reviewed the estimates from Rapid Electric and the rebates from Ottertail Power Co. Upon motion from Lanter, seconded by Wohlenhaus and unanimously carried, the board approved "Option B" for the City Hall/Fire Dept. to install the bypass bulbs for \$3,955.45. Upon motion from Larson, seconded by Rikimoto and unanimously carried, the board approved the estimate for the Airport conversion for \$2985.75.

2020 Work Comp Renewal

Upon motion from Lanter, seconded by Wohlenhaus and unanimously carried, the board approved the Work Comp Renewal for \$27, 264.

Legal Update

Upon motion from Rikimoto, seconded by Larson and unanimously carried the board approved the Amendment for Ordinance 560, Section 2 (a), excluding any property upon which is located, that is owned by a municipal entity.

Administrator Update

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved the quote from Thein Well to inspect Well 4 for the estimated cost of \$3,000.00 to \$3,500.00 range.

Public Hearing

Mayor Zimmer opened the meeting for Public Comment on Ordinance 350-Tobacco and Electronic Delivery Devices: Retail Sale. Upon motion from Lanter, seconded by Larson, and unanimously carried, the board approved to Rescind the Existing Ordinance 350. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved the motion to adopt the Amendment to Ordinance 350. Upon motion from Lanter, seconded by Rikimoto and unanimously carried, the board approved the Summary to Ordinance 350 for publication.

Meeting was adjourned at 5:50 CST

ATTEST: _____
Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
March 13th , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Larson, Wohlenhaus and Rikimoto. Absent: None Also present: Administrator Olson, Billing Clerk Olson and attorney Franzese. Mayor Zimmer called the meeting to order at 5:00 pm.

- Minutes & Claims** Upon motion from Rikimoto, seconded by Larson and unanimously carried, the council approved the minutes of the regular council meeting of February 27th , 2020 and the claims of March 13th , 2020 as presented.
- Old Business/New Business** Mayor Zimmer told the council that MN-DOT will be moving out to their new building around the first of April. The City will then take possession of the old building. Olson informed the council the LED bulb conversion is almost complete at the airport and at City Hall.
- American Legion Abatement Review** Upon motion from Wohlenhaus, seconded by Lanter and unanimously carried, the council approved the Tax Abatement to the American Legion in the amount of \$4,200.00 as per Resolution 2008-04.
- Land Use Permits** Upon motion from Larson, seconded by Rikimoto and unanimously carried, the council approved the Land Use Permit for 1615 1st Ave N for a fence. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the council approved the Land Use Permit for 19 16th St S. for a garage addition.
- Legal Update** None
- Administrator Update** Olson informed the council that the City's outgoing email service is still not operational. Olson provided the council with the February Cash and Capital Improvement information. Olson requested a wage increase for Demo Site Operator Tim Everding. Everding has not had a pay increase for two years. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved raising Everding's wage to \$15 per hour.

Meeting was adjourned at 5:31 CST

ATTEST: _____
Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
March 26th , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmel, Lanter, Larson, Wohlenhaus and Rikimoto. Absent: None Also present: Administrator Olson, Billing Clerk Olson and attorney Franzese. Mayor Zimmel called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the council approved the minutes of the regular council meeting of March 13th, 2020 and the claims of March 26th , 2020 as presented.

Airport Land Lease

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the council approved the Airport Land Lease with Carlson Production Services with amendments.

**Waiver of Utility
Payment Penalties
and Disconnects**

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the council approved the waiver of all Utility Payment Penalties and no disconnects through May 31st. All residents will be notified to complete a payment plan if needed, or disconnect will take place on June 1st if no payment plan is in place for past due accounts.

**Emergency
Executive Order 20-
20**

The council reviewed the Emergency Executive Order 20-20 from Governor Tim Walz directing Minnesotans to stay at home. The Order States that all persons currently living within the State of Minnesota are ordered to stay at home or in their place of residence except to engage in the Activities and Critical Sector work. The Order remains in effect from Friday, March 27, 2020 at 11:59 pm through Friday, April 10, 2020 at 5:00 pm. Olson asked the council if Library Director Jacquie Peebles can continue to work with the Library shut down. After much discussion and clarification from attorney Franzese, the council agreed to have Peebles continue working as she is deemed an essential employee.

Legal Update

None

**Administrator
Update**

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the board approved moving the meeting time for April 9th to 4:30pm to directly follow the Board of Equalization Meeting which starts at 4 Pm. Diane Reinart and Judie Larson will appear by telephone conference. Due to COVID-19, all appeals must be sent by letter, email or phone call preferably prior to the meeting.

Olson informed the council the amount of LGA designated for the City for 2020 is \$603,699.00.

Olson stated that now with the new hangars being open, there has been some interest in renting out the new ones. Olson will check with surrounding airports and see what the current rental rates are per square foot so the rates can be set.

Meeting was adjourned at 5:44 CST

ATTEST: _____

Amy Olson, City Administrator

Leonard Zimmel, Mayor

MINUTES
Special Meeting
April 9th, 2020

A special council meeting of the City of Wheaton, MN was held in the community room of the Wheaton Community Library with the following members present: Larson, Lanter, Zimmer and Wohlenhaus. Absent: Rikimoto. Mayor Zimmer called the meeting to order at 4:00 pm.

The special meeting was called to serve as the Board of Appeal and Equalization for the City of Wheaton to answer questions about assessed property values.

Dianne Reinart was available by telephone conference and Don Metz was present to answer questions about assessed property values.

Darlene Woods had contacted Don Metz in advance to assess two of her properties. Don recommended the property at 11 3rd St N total valuation changed to \$8,000 due to the condition of the building on the lot. Don recommended the property at 1501 3rd Ave N to remain the same at \$4,700. Upon motion from Lanter, and seconded by Wohlenhaus and unanimously carried, the board approved Don Metz recommendations of values.

The Appeal & Equalization hearing was adjourned at 4:30 pm CDT.

ATTEST: _____
Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
March 26th , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmel, Lanter, Larson, Wohlenhaus and Rikimoto. Absent: None Also present: Administrator Olson, Billing Clerk Olson and attorney Franzese. Mayor Zimmel called the meeting to order at 4:30 pm.

Minutes & Claims

Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the council approved the minutes of the regular council meeting of March 26th, 2020 and the claims of April 15th , 2020 as presented.

Old Business/New Business

Due to the COVID-19 Pandemic, the City has closed down the playgrounds at the parks. After some discussion, the council requested the Basketball hoops at City Park be roped off or removed and at Falk Park to lock the gates to the courts. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the council approved June 16th as Clean-up day for the City of Wheaton.

Administrator Update

Due to the Stay at Home Executive Order 20-33 by Governor Tim Walz, the board discussed whether or not to open the Wheaton Swimming Pool. According to the order, people must practice social distancing of six feet apart. Only essential businesses are to remain open. The order is set to be released on May 4th, hopefully. Olson has contacted numerous surrounding cities to see what their plans are. The board decided to table it until next meeting to make a decision. Jody Olson brought to the council about placing banners on the street lights with pictures of the Senior Class. J. Olson will check with Dean Lampe if the City already has the brackets or get an estimate on purchasing new ones.

Meeting was adjourned at 5:44 CST

Mayor Zimmel re-opened the meeting at 5:30 pm.

Olson stated she has had numerous complaints about some properties around town and the amount of trash and debris in the yards. Per City Ordinance 450, the resident has ten days after date of notice to remove the debris. If after ten days it remains, the City will act on it. Upon motion from Wohlenhaus, seconded by Lanter and unanimously carried, the board approved for the City of Wheaton to commence legal proceedings to enforce the ordinance.

Meeting was adjourned at 5:35pm CST

ATTEST: _____

Amy Olson, City Administrator

Leonard Zimmel, Mayor

MINUTES
Regular Meeting
April 23rd, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmel, Lanter, Larson, Wohlenhaus and Rikimoto. Absent: None Also present: Administrator Olson, Billing Clerk Olson and attorney Franzese. Mayor Zimmel called the meeting to order at 5:00 pm.

Fire Dept. Pumper Truck

Fire Chief Jed Olson spoke with the council about needing a new pumper truck in the near future. The current pumper truck is over 40 years old and functioning the best. Olson provided the council with three different estimates ranging \$213,208.00 to \$290,000.00. The council discussed the possible options to purchase one by either a bond or lease. Olson will get some detailed quotes and meet back up with the Fire Dept. Committee and discuss the options.

Tax Forfeiture Property

Traverse County Auditor Kit Johnson is looking for a recommendation from the City of Wheaton on the property located at 1306 3rd Ave S. A resident is looking to purchase the property. The property is up for tax forfeiture because of all the delinquent taxes assessed to the property. The buildings on this property are dilapidated except for one storage building. Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved the recommendation to Traverse County to allow the resident to reclaim the property, pay all the delinquent taxes, and to tear down all structures on the property within six months with the exception of the one storage building that is structurally sound.

Minutes & Claims

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the council approved the minutes of the regular council meeting of April 9th, 2020, special meeting of April 9th, 2020 and the claims of April 23rd, 2020 as presented.

Old Business/New Business

Due to the COVID-19 Pandemic, the City discussed whether or not to open the Wheaton Swimming Pool or not. The council discussed if it would be possible to open and still maintain the social distancing and following the mandated shelter in place ordered by Governor Tim Walz. Park Board member Jim Smoger provided some examples to make it work. Smoger will talk with Horizon Public Health to have them check the pool and see if they have any input for compliance. The council tabled the discussion until May 4th, the date the Shelter in Place is set to be lifted.

The council discussed paving some city streets. Olson spoke with Mike Doll from Traverse County Highway Dept. to see what they had planned for this year. The City would like to team up with the County. Olson will check with some companies and get some bids to bring to the next meeting.

Due to the COVID-19 Pandemic, Wheaton Area Schools are shut down and kids are now distance learning. Due to that fact, the Senior Class of 2020 would like to put up street banners with all the graduating class members with their picture and name on them. Utility Billing Clerk Jody Olson provided the council with a quote for the brackets for the banners that would attach to the Street Lights on Broadway. Upon motion from Larson, seconded by Rikimoto and unanimously carried, the council approved to purchase 20 brackets for the Street Light Banners at \$56.00 each. Lanter had discussed with the Wheaton Dumont Community Fund about donating some funds towards this, no decision was made. The City will apply when they open up for applications.

Land Use Permit

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved the land use permit for a 38'x24' building at 102 5th St N.

Letters/Minutes

The council reviewed the Library Board Minutes from April 20th, 2020, and Lanter noted the motion made by Larson should be changed to Johnson. Olson will notify the Library Board to have this amended at the next meeting.

Administrator
Update

Upon motion from Wohlenhaus, seconded by Lanter and unanimously carried, the council approved the LED Light conversion for the Wheaton Community Library as per the quote from Rapid Electric for \$6900.00 with an estimated Ottertail Power Company Rebate of \$3500.00.

Olson told the council the new multi bay hangar at the airport is currently empty. The City has not rented out the hangars separately so a rental price will need to be determined. Olson checked with surrounding cities and most range from \$200.00 to \$350.00. Upon motion from Lanter, seconded by Larson and unanimously carried, the board approved the rental rate for Multi Bay Hangar at \$250.00 per unit per month.

Meeting was adjourned at 6:30 CST

ATTEST: _____
Amy Olson, City Administrator

Leonard Zimmer, Mayor

**MINUTES
Regular Meeting
May 14th, 2020**

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Larson, Rikimoto, Wohlenhaus and Lanter. Absent: None also present: Administrator Olson, Utility Billing Clerk Olson and City Attorney Matt Franzese. Mayor Zimmer called the meeting to order at 5:00 pm.

**Opening of
Wheaton Swimming
Pool**

Due to the COVID-19 Pandemic, the council discussed at the April 23rd meeting whether or not to open the Swimming Pool. The council at that time decided to table the discussion until further guidance from Governor Tim Walz and discuss at the May 14th meeting. Walz's Executive Order to Shelter in Place is still in effect and set to expire on June 1st, 2020. Wheaton residents Jenna Gahlon and Chelsie Rikimoto expressed their requests to the council to open the pool. Olson and Franzese reiterated to the council and public the legalities and impossibilities of opening the pool at this time. As per Executive Orders 20-04 and 20-56, Governor Walz has ordered swimming pools to remain closed until the order is lifted. The council will address this topic at the next council meeting on May 28th, 2020.

**Jim Smoger-Frisbee
Disc Golf**

Park Board Member and Boy Scouts Leader Jim Smoger, along with Tate Freeberg, presented the council with a plan to install Frisbee Disc Golf at four locations in Wheaton. The cost will be entirely covered by donations, with a tentative budget of \$2,500 for the project. The council agreed this was a great idea and to move forward with the plan. Smoger and Freeberg will bring this to the Park Board for further planning.

Golf Cart Permit

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the council approved the Golf Cart Permit for Judie Larson. Larson abstained from voting.

**Minutes Claims &
Letters**

Upon motion from Rikimoto, seconded by Lanter and carried unanimously, council approved the minutes of the Regular Council Meeting of April 23rd, 2020 and the claims of May 14th, 2020 as presented.

Land Use Permits

Upon motion from Rikimoto, seconded by Wohlenhaus and carried unanimously, council approved the following Land Use Permit:
804 4th Ave N-Demolish House

Upon motion from Rikimoto, seconded by Lanter and carried unanimously, council approved the following Land Use Permits:

1305 4th Ave N-30x48 Shed
1510 3rd Ave N- Deck
501 13th St N-Cement Pads
402 11th St N-Fence
903/905 1st Ave N-Cement patio and sidewalk
504 11th St N- Porch and patio
1406 3rd Ave s- Fence

Letters/Minutes

The council reviewed the minutes from the Wheaton Community Library Meeting from 05/04/20.

**Administrator
Update**

Administrator Olson provided the council with the April 2020 CIP for the council to review. Olson requested to change the business hours at City Hall to Monday-Thursday from 7:00 am to 4:30 pm and Fridays from 7:00 am to 11:00 am from Memorial day through Labor day. Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the council approved the changes to the business hours as presented.

Meeting was adjourned at 6:12 pm CDT.

ATTEST: _____
Amy Olson, City Administrator

Leonard Zimmer, Mayor



MINUTES
Regular Meeting
May 28th, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmel, Rikimoto, Wohlenhaus and Lanter. Absent: Larson also present: Administrator Olson, Utility Billing Clerk Olson and City Attorney Matt Franzese. Mayor Zimmel called the meeting to order at 5:00 pm.

Dean Lampe-Public Works Update

Lampe said the dept. has been working on mowing and cleaning the airport up. He stated the gophers are thick out there. Olson will make contact with someone to have them removed. Lampe said a new weedeater would be needed out there, the council granted Lampe to purchase a new one to keep at the airport. Lampe informed the council the sewer line that runs in the alley from 15th street to 16th street on the north side of Broadway was plugged with tree roots. Johnson Jet-Line came and jetted the line and then sent in the camera. The line has multiple cracks throughout and still tree roots that cannot be removed. This line was not replaced during the last sewer rehab. Whaley Excavating provided an estimate to replace the line for \$11,800.00. Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously approved, the council approved the hiring of Whaley Excavating to replace the line for \$11,800.00.

Olson provided the council with the annual revenue and expenses for both residential and commercial garbage. At this time, the commercial garbage annual profit is \$7,952.04. The City has had numerous requests from rural residents for garbage service. Currently the garbage truck is at max capacity with the current accounts. The service requires a lot of time and manpower. After much discussion, the council recommended for Lampe, Olson and Wohlenhaus to attend the next Traverse County Board meeting and present the idea to them about having the County take over the service for rural customers. The garbage truck is in need of repairs and will need replacement soon.

Hangar Lease

Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the council approved the hangar leases for Carlson Ag Aviation, Brink Farms, and West Central Ag-Air Inc.

Ground Lease

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the council approved the ground lease for West Central Ag-Air.

Golf Cart Permit

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the council approved the golf cart permit for Janet Koch, Dan Vipond and Henrietta Johanson.

Opening of Wheaton Swimming Pool

Due to the COVID-19 Pandemic, the council discussed at the April 23rd and May 14th meeting whether or not to open the Swimming Pool. The council at both times decided to table the discussion until further guidance from Governor Tim Walz and discuss at the May 28th meeting. Walz's Executive Order to Shelter in Place is still in effect and set to expire on June 1st, 2020. The council again tabled the discussion until the June 11th meeting and see if there is any more updates from Governor Walz. The opening of the parks will be discussed then also.

Utility Shut-Offs and delinquents

J. Olson told the council the delinquent shut-offs will go into effect on June 1st, 2020. As per council approval at the March 26th meeting, the penalties and shut-offs were waived until May 31st due to COVID-19.

Minutes Claims & Letters

Upon motion from Rikimoto, seconded by Wohlenhaus and carried unanimously, council approved the minutes of the Regular Council Meeting of May 14th, 2020 and the claims of May 28th, 2020 as presented.

Land Use Permits

Upon motion from Rikimoto, seconded by Lanter and carried unanimously, council approved the following Land Use Permits:

610 2nd Ave N- Patio and Deck

1106 1st Ave N- Concrete Slab

15 13th St N- Cement Slab

805 5th Ave S- Concrete Slab

Administrator Update

Administrator Olson told the council that June 1st, 2020, City Hall will be opening the front door but have a table set up in the hallway for customers. Due to COVID 19 the doors have been locked since March.

The council discussed the upcoming City Wide Clean up day, and Olson will add to the notice that due to COVID-19, residents will have to unload all materials themselves. Public Works will not be able to help.

Meeting was adjourned at 6:24 pm CDT.

ATTEST:

Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
June 11th , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmel, Larson, Rikimoto, Wohlenhaus and Lanter. Absent: None also present: Administrator Olson, Utility Billing Clerk Olson and City Attorney Matt Franzese. Mayor Zimmel called the meeting to order at 5:00 pm.

**Myron Morth-
Chicken Permit**

Myron Morth asked the council if they would change the ordinance for the limit of chickens a property owner can possess from eight to fifteen. Upon motion from Larson, seconded by Rikimoto and unanimously carried, the board approved raising the limit of possession of hens for Roderick Morth up to fifteen. Upon motion from Lanter, seconded by Larson and unanimously carried, the council approved raising the limit of possession of hens for all property owners from eight to fifteen with an approved permit.

Moore Engineering

Tyson Hajcek from Moore Engineering told the council about the broken pipe at the Water Treatment Plant. Eagle Construction had come and made the proper repairs, however there is some discussion on if this was caused due to the chemical feed line being relocated. Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved Hajcek reviewing the invoice and figuring an amount that it would have been if this would have been completed while Eagle Construction was on seen and up to \$2,000.00.

Resolution 2020-07

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the board approved Resolution 2020-07, a Resolution Establishing the Rates for Water, Sewer, Garbage and Other Various Services in the City of Wheaton, MN.

Poultry Permits

Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the board approved the Poultry Permits for up to fifteen hens for the following:

- Joe Gahlon
- Nathan Koch
- Roderick Morth
- Carol Nelson
- Annie Veldhouse
- Emily Shay

**Minutes Claims &
Letters**

Upon motion from Rikimoto, seconded by Lanter and carried unanimously, council approved the minutes of the Regular Council Meeting of May 28th , 2020 and the claims of June 11th , 2020 as presented.

**Opening of
Wheaton
Community Pool**

Due to the COVID-19 Pandemic, the council has discussed at the last five meetings whether or not to open the Swimming Pool. The council at that time decided to table the discussion until further guidance from Governor Tim Walz and discuss at the June 11th meeting. Walz's Executive Order to Shelter in Place has allowed the pool to open at 50% capacity. The order comes with a long list of guidelines and restrictions upon and during opening. After a lengthy discussion, a motion was made by Rikimoto, seconded by Lanter to open the pool as per regulations of Governor Walz and upon the hiring of a Pool Manager and Lifeguards. Mayor Zimmel called for a roll call vote as follows:

Land Use Permit

- Zimmel- Aye
- Larson- Nay
- Wohlenhaus- Nay
- Rikimoto- Aye
- Lanter- Aye

**Opening of City
Parks**

Upon discussion, a motion was made by Rikimoto, seconded by Wohlenhaus and unanimously carried to re-open the City Parks as per Governor Walz's regulations and guidelines.

Land Use Permits

Upon motion from Larson, seconded by Lanter and carried unanimously, council approved the following Land Use Permits:

1002 8th Ave N-Fence and Cement Sidewalk
506 12th St N- Deck
1408 3rd Ave N-Driveway addition
810 1st Ave S- Deck

**Administrator
Update**

The council reviewed the minutes from the Wheaton Community Library Meeting from 06/01/20. The council reviewed the letter from the State of MN Demographic Center.

Administrator Olson provided the council with the May 2020 CIP for the council to review. Olson reminded the council that the City Clean Up Day will be June 16th, 2020.

Mayor Zimmer and Vice Mayor Rikimoto stated they will not be present at the meeting on June 25th, 2020. Upon motion from Larson, seconded by Lanter and unanimously carried, the board approved placing council member Doug Wohlenhaus to be acting mayor for that meeting.

Meeting was adjourned at 6:45 pm CDT.

ATTEST: _____

Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Special Meeting
June 24th, 2020

A special council meeting of the City of Wheaton, MN was held in the community room of the Wheaton Community Library with the following members present: Larson, Lanter, Zimmer, Rikimoto and Wohlenhaus. Absent: None. Also present: Administrator Olson. Mayor Zimmer called the meeting to order at 4:30 pm.

The purpose of the meeting was to discuss the acceptance of an application for pool manager from a relative of a council member, pursuant to Section 3(d) of City of Wheaton Employee Policy Manual. This meeting will be closed pursuant to M.S.A. 13.43, Subd. 3.

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the board approved issuing the waiver and accept the application. Lanter abstained from voting. Roll call vote as follows:

Rikimoto: Aye
Larson: Aye
Wohlenhaus: Aye
Zimmer: Aye

The meeting was adjourned at 4:40 pm CDT.

ATTEST: _____
Amy Olson, City Administrator

Edward Rikimoto, Vice-Mayor

MINUTES
Regular Meeting
June 25th , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Rikimoto, Wohlenhaus and Lanter. Absent: Larson also present: Administrator Olson, Utility Billing Clerk Olson and City Attorney Matt Franzese. Mayor Zimmer called the meeting to order at 5:00 pm.

**James Paul-
Ballfields**

James Paul presented the council with an action plan to update the baseball fields in town. Paul recently had hired Diamond Doctor, Inc. to rebuild the pitcher's mound and lift home base among a few other updates. The next step is to cut back the sod and weeds along the baselines to get them back to the original width. Other items on the plan include incorporating some clay into the infield dirt and aerating the infield turf. Paul is looking to get some financial assistance from the City of Wheaton, and other local units who also utilize the field. The estimate on the repairs is about \$3,201.00. Paul will get quotes on other donations and bring to the council meeting on July 9th, 2020 to discuss further action.

**Greg Cheney-
Ordinance
Discussion**

Greg Cheney requested the council to allow him to have a pollinator garden at his residence at 908 3rd Ave N. Cheney had recently received a violation notice of Ordinance 650- Weeds, Grass, Brush, Etc. for not maintaining the tall grass and weeds on the property. According to the Ordinance, it is unlawful for an occupant to allow grass or other rank vegetation to grow greater than a height of four inches. It is also unlawful to allow any poison ivy, ragweed, or other poisonous plants, or harmful weeds to grow on any such lot. Cheney stated that they are not weeds, but a pollinator garden he uses medicinally. Scott Christians is the property owner and is responsible for the upkeep of the property. After much discussion, the council told Administrator Olson to contact Christians and let him know he will need to come to the council and ask for a variance to allow Cheney to grow his plants such as nettles, thistles and sunflowers. A decision will be made at the July 9th meeting.

**Wheaton
Community Pool
Preparedness Plan**

Council Rep for the Park and Rec Board Marty Lanter constructed the required COVID-19 Preparedness Plan for the Wheaton Community Pool with the guidance of the MN Dept of Health, the CDC, MN Dept of Employment and Economic Development, and the Dept of Labor and Industry. Upon motion from Lanter, seconded by Larson, and unanimously carried, the board approved the Wheaton Community Pool Preparedness Plan.

Pledged Securities

Upon motion from Lanter, seconded by Larson and unanimously carried, the board approved the Pledged securities with Star Bank.

**Hiring of Lifeguards
and Pool Manager**

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the board approved the hiring of the following lifeguards for 2020=

Hannah Olsen
Jadyn Kremer
Amanda Lanter
Asia Schmidt
Elissa Rinke
Jakob Coffman
Ayianna Chanku
Ava Klindworth

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried with Lanter abstaining, the board approved the hiring of Tressa Lanter for pool manager. T. Lanter was the only applicant for the position.

Minutes & Claims

Upon motion from Larson, seconded by Lanter and carried unanimously, council approved the minutes of the Regular Council Meeting of June 11th , 2020 and the claims of June 25th , 2020 as presented.

Administrator Update

Olson explained to the council of a sewer line that needed to be replace on 2nd Ave S. The line runs into another service line. The replacement would include another clean out and will run straight to the manhole as required. Upon motion from Larson, seconded by Lanter and unanimously carried, the board approved the estimate from Whaley Excavating for \$8,585.00 to replace the sewer main.

Meeting was adjourned at 5:50 pm CDT.

ATTEST: _____
Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
July 9th, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Rikimoto, Wohlenhaus and Larson. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmer called the meeting to order at 5:00 pm.

Moore Engineering

Jon Pauna from Moore Engineering presented the council with the final paperwork from Gustafson and Goudge on the Liftstation project. Pauna said there is an overabundance of weeds and trimming to be taken care of, so Pauna suggested to withhold \$1,000 from the final payment. Upon motion from Lanter, seconded by Larson and unanimously carried, the board approved the final closeout payment to Gustafson and Goudge, Inc. for \$44,379.37.

Off Premise Liquor License

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved the application from The Rusty Anchor for an Off Premise Liquor License.

Temporary Liquor License

Upon motion from Lanter, seconded by Rikimoto and unanimously carried, the board approved the Temporary Liquor License for the Wheaton Fire Relief Association to sell beer at the Street Dance on August 1st.

Minutes & Claims

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved the minutes from regular council meeting of June 25th, 2020 and the claims of July 9th, 2020 as presented.

Old business/New Business

Council Member Doug Wohlenhaus discussed with the council the traffic issues on 6th Ave N heading East. Wohlenhaus said there has been some concerns about traffic going through the lot of Kibble Equipment. It was discussed to block off the dead end street. Council Member Ed Rikimoto said he has seen quite a few diseased trees around town. Olson explained that Public Works Employee Darrell Herrmann has gone around and marked the dead Elm trees and letters will be sent out next week. Mayor Zimmer brought to the council's attention that the Public Works Dept. will be in need of a full time employee soon. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved to advertise for a Full Time Public Works Maintenance Position.

Administrator Update

Olson provided the council with the June CIP. Olson discussed the Coronavirus Relief Fund program with the council. Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the board approved the Coronavirus Relief Fund Certification.

Meeting was adjourned at 5:53 pm CDT

ATTEST: _____

Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
July 23rd , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Rikimoto, Wohlenhaus and Larson. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmer called the meeting to order at 5:00 pm.

Runestone Telecom

Kent Hedstrom spoke to the council about bringing in fiber optic cable to town for high speed internet. Hedstrom said they are in the beginning stages and installation most likely won't begin for another year.

Minutes & Claims

Upon motion from Larson, seconded by Lanter and unanimously carried, the board approved the minutes from regular council meeting of July 9th , 2020 and the claims of July 23rd , 2020 as presented. Wohlenhaus requested to change the wording in the July 9th minutes from stating "complaints" to "concerns". Olson will revise and bring to next meeting.

Golf Cart Permit

Upon motion from Lanter, seconded by Wohlenhaus and unanimously carried, the board approved the Golf Cart Permit for Jon Mathias.

Land Use Permit

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the board approved the Land Use Permit for Lance Lundquist for a 44'x124' storage building.

**Administrator
Update**

Olson notified the council of the notice of filing for election. Zimmer, Larson and Lanter's terms are up this year.

Meeting was adjourned at 5:50 pm CDT

ATTEST: _____

Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Special Meeting
July 29th , 2020

A special council meeting of the City of Wheaton, MN was held in the community room of the Wheaton Community Library with the following members present: Larson, Lanter, Zimmer, Rikimoto and Wohlenhaus. Absent: Rikimoto. Also present: Administrator Olson and Public Works Supervisor Dean Lampe. Mayor Zimmer called the meeting to order at 5:00 pm.

The purpose of the meeting was to discuss the acceptance of two applications for Public Works Maintenance Position from a relative of an employee, pursuant to Section 3(d) of City of Wheaton Employee Policy Manual. This meeting will be closed pursuant to M.S.A. 13.43, Subd. 3.

Upon motion from Wohlenhaus, seconded by Lanter and unanimously carried, Mayor Zimmer closed the meeting at 5:02 pm.

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the board approved issuing the waiver and to accept the applications.

The council reviewed all the applications for the Public Works Maintenance position and chose three to set for interviews. Interviews will be held on August 4th, 2020.

The meeting was adjourned at 5:40 pm CDT.

ATTEST: _____
Amy Olson, City Administrator

Leonard Zimmer, Mayor

**MINUTES
Special Meeting
August 4th, 2020**

A special council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Rikimoto, Wohlenhaus, Larson and Lanter. Absent: None also present: Administrator Olson and Public Works Supervisor Dean Lampe. Mayor Zimmer called the meeting to order at 6:00 pm.

**Interviews for
Public Works
Maintenance
Position**

Council interviewed three potential candidates for the Wheaton Public Works Maintenance position. They interviewed Mr. Everett Peebles from Wheaton, Mr. Sean Witte from Wheaton, and Mr. Robert Hoernemann from Wheaton.

Upon motion from Rikimoto, seconded by Wohlenhaus and carried unanimously, the council approved offering the position of Public Works Maintenance Worker to Mr. Sean Witte, pending completion of a successful background check.

Meeting was adjourned at 8:13 pm CDT.

ATTEST: _____

Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
August 13th , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Rikimoto, Wohlenhaus. Absent: Larson Also present: Administrator Olson. Mayor Zimmer called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the board approved the minutes from regular council meeting of July 23rd , 2020 revised minutes of July 9th, 2020, Special meeting of June 24th, 2020, Special Meeting of July 29th, 2020, Special Meeting of August 4th, 2020, and the claims of August 13th , 2020 as presented. .

Pledged Securities

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved the pledged securities with Star Bank.

Golf Cart Permit

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved the Golf Cart Permit for David and Kathy Meech.

Land Use Permit

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved the Land Use Permit for Lance Lundquist to demo a building and for Zinda Rende to build a deck.

Legal Update

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved the resolution authorizing the City of Wheaton to acquire by purchase tax forfeited lands located within the City of Wheaton, Minnesota.

Administrator Update

Olson provided the council with the July CIP.
The council discussed the Community Ed Summer Recreation 2020 Expenses Budget and the request for \$16,466.03 from the City. Due to COVID-19, most of the Summer Sports were either cancelled or played with restrictions. The council tabled the decision until the next meeting and to get the final numbers to review.
Olson updated the council on the Paving Project for 2020. The proposal has been delayed due to Olson trying to retrieve multiple quotes from various companies. Olson, after trying numerous times, never received any correspondence from the companies.

Meeting was adjourned at 5:44 pm CDT

ATTEST: _____

Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
August 27th , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Rikimoto, Larson, Wohlenhaus. Absent: Lanter Also present: Administrator Olson and Utility Billing Clerk Olson. Mayor Zimmer called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the board approved the minutes from regular council meeting of August 13th, 2020 and the claims of August 27th , 2020 as presented. .

Old Business/New Business/Committee Reports

The board discussed the Baseball field project that James Paul presented the council on June 25th. Paul is asking the City for financial assistance in the amount of \$2,000. Other local business are also donating some funds for the project. The Wheaton Park and Rec board met and agreed to help with the cost. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved helping the cost of the project up to \$2,000.

Land Use Permit

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the board approved the Land Use Permit for Jordan Roos to put up a fence and for Devin Hanson to move in two storage buildings.

Budget Discussions

Fire Chief Jed Olson stated again the necessity to purchase a new pumper truck. Chief Olson and Administrator Olson will check with a variety of entities about grant money. More discussion will be had at the next budget review.

Administrator Update

Police Chief Jim Minion discussed budgetary items with the council. Chief Minion presented the council with some price quotes on a new squad. Chief Minion asked the council to meet with the dealership to gain more knowledge on the different options. Chief Minion will bring the information to the next council meeting. Chief Minion also requested to budget for new police radios.

The council discussed the Community Ed Summer Recreation 2020 Expenses Budget and the request for \$16,466.03 from the City at the prior meeting and wanted the actual final numbers. Community Ed advisory board member and Council Member Marty Lanter stated he talked with Janet Koch and the numbers presented were the final actual amounts. Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the board approved the payment request to Wheaton Community Education for \$16,466.03.

Olson stated the roof on City Hall and the Fire Hall is in need of replacement. Olson has received one quote and will try to get another.

Olson provided them with a draft version of the 2021 budget. This budget was drafted with participation from all department heads. She asked that the council review the plans and let her know if there are any additions and/or deletions that they would like to see for the next council meeting. The preliminary budget has to be approved by September 15th. Once the preliminary budget is set, the final budget can be lowered, but it cannot be raised.

Meeting was adjourned at 5:50 pm CDT

ATTEST: _____

Amy Olson, City Administrator

Leonard Zimmer, Mayor

MINUTES
Regular Meeting
September 10th , 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmel, Lanter, Rikimoto, Wohlenhaus and Larson. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmel called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the board approved the minutes from regular council meeting of August 27th , 2020 and the claims of September 10th, 2020 as presented.

Fire Chief Jed Olson

Chief Olson presented the council with an application from Brayden Lampe for a firefighter trainee. Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved the application pending a background check.
Chief Olson presented the council with the final numbers and specs on a new pumper truck. The council said to reserve one at the price quoted of \$257,460.00. Chief Olson and Administrator Olson are looking into different finance options.
Chief Olson had a list of PPE items to purchase for the department to help combat the Corona Virus Pandemic. Upon motion from Larson, seconded by Wohlenhaus, and unanimously carried, the board approved Chief Olson to purchase said items for \$30,041 to come out of the Cares Act Grant the City received.

Police Chief Jim Minion

Chief Minion provided the council with the final quote on a 2020 Ford F-150 police squad. Upon motion from Rikimoto, seconded by Larson and unanimously carried the board approved the purchase of the truck from Nelson Ford in the amount of \$42,271.43 including installation.

Coalition of Greater MN Cities

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved the dues for the Coalition of Greater MN Cities for \$3,371.00.

League of MN Cities

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the board approved the dues for the League of Mn Cities for \$1,591.00.

Pledged Securities

Upon motion from Lanter, seconded by Wohlenhaus and unanimously carried, the board approved the Pledged Securities with Star Bank.

Land Use Permit

Upon motion from Larson, seconded by Lanter and unanimously carried, the board approved the following Land Use Permits:
404 1st Ave S- 30x80 garage
602 5th Ave N- Demolish Shed, 16x20 Addition and 16x30 Patio
403 5th St N- Demolish Building

Truth in Taxation Meeting Date

Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved setting the date for the Truth in Taxation meeting for December 10th, 2020, Changing the date for the November 26th , 2020 meeting to November 23rd , 2020 due to the Thanksgiving holiday and setting a Special Budget Review meeting for December 3rd, 2020.

Legal Update

Attorney Matt Franzese provided the council with the Asset Purchase Agreement between the City of Wheaton and Tri State Waste Solution, LLC for the purchase of the 2003 Sterling garbage truck and thirteen dumpsters totaling \$19,000.00. Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved the agreement as well as allowing Franzese to make any necessary typographical changes.
Upon motion from Larson, seconded by Rikimoto and unanimously carried, the council gave a General Standing Approval to allow the City Attorney to hire outside legal counsel for investigation for employee issues after consulting with the City Administrator.

Legal Update

From prior discussion, the property at 1306 3rd Ave S is up for tax forfeiture. Angela Knowles would like to repurchase the property and then sell it. Upon motion from Lanter, seconded by Wohlenhaus and unanimously carried, the board approved to re-sell the property to Angela Knowles with the provisions all the assessments are paid in full and the dilapidated structures be removed within six months.

Franzese asked the council for a salary increase from \$1050.00 per month to \$1075.00 per month. Upon motion from Larson, seconded by Lanter and unanimously carried, the council approved the request.

Administrator Update

Olson presented the council with the August CIP.

Olson and Olson requested to keep the summer hours at City Hall until the week of November 1st, 2020, and start back up the week of April 1st, 2021 The council agreed and we can revisit the discussion in November.

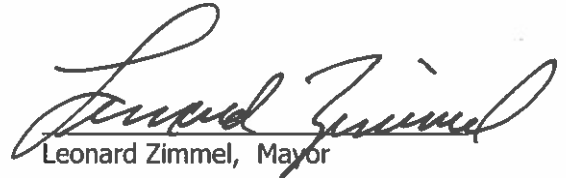
Olson provide the council with quote to repair the roof on City Hall/Fire Hall. Olson has it in the budget for 2021 to cover the expense. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approved the repair of the roof in 2021.

Resolution 2020-09
Certifying the
Preliminary Tax
Levy

Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the council approved Resolution 2020-09, setting the preliminary levy for the City of Wheaton at \$795,160.00. This represents a 5.79% increase from the previous year's levy. The preliminary levy can be reduced by the final levy amount set in December, but it cannot be raised. As a result, the preliminary levy is typically set at a higher amount than what the final levy is ultimately determined to be.

Meeting was adjourned at 6:43 pm CDT

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmel, Mayor

MINUTES
Regular Meeting
September 24th, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Lanter, Rikimoto, Wohlenhaus and Larson. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmer called the meeting to order at 5:00 pm.

Snow Removal Bids

Upon motion from Lanter, seconded by Wohlenhaus and unanimously carried, the board approved the snow removal bid from Whaley Excavating, Inc for the 2020-2021 season.

Minutes & Claims

Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the board approved the minutes from regular council meeting of September 10th, 2020 and the claims of September 24th, 2020 as presented.

**Committee Reports
from Councilors**

Library Board Council Rep Larson stated at the last Library Board meeting they decided to open the Library daily from 11am-5pm and still include curbside service. Community Ed Council Rep Lanter told the council this year's Halloween Carnival will have some changes this year. Instead of holding it inside the High School as past years, it will consist of a drive up in the parking lot. Children can dress up in their costumes and come and pick up their treats. Also lanter stated the Craft Fair scheduled for November has been cancelled due to COVID-19 restrictions.

Land Use Permit

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the board approved the following Land Use Permits:

607 4th Ave N- Patio and Slab
606 Hwy 75 N- Garage
1104 2nd Ave N- Sidewalks

**Administrator
Update**

Olson discussed with the council about getting some COVID-19 PPE supplies under the Cares Funding Act. Items for City Hall, Swimming Pool and the Library include but are not limited to the following:

- Automatic Flush Toilets
- Automatic Light Switches
- Plexiglass Barriers
- Automatic Soap Dispenser, Towel dispensers and Faucets

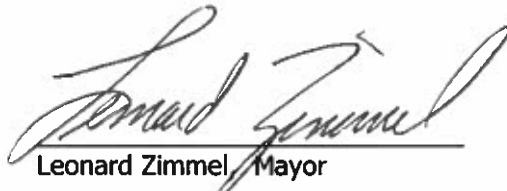
The council said to order what is necessary.

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the council set the public hearing date for November 23rd, 2020 as the public hearing date for the assessment of unpaid charges for utility and other city services.

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the board approved the Township Fire Service Contracts with and increase of 2%. There has not been any increases since 2015.

Meeting was adjourned at 5:32 pm CDT

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmer, Mayor

MINUTES
Regular Meeting
October 22ND, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmel, Rikimoto, Wohlenhaus, Lanter and Larson. Absent: NONE Also present: Utility Billing Clerk Olson. Mayor Zimmel called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Rikimoto, seconded by Lanter, and unanimously carried, the board approved the minutes from the regular council meeting on 10/08/2020, and the claims of 10/22/2020.

Old Business

Mayor Zimmel updated the council that the Wheaton Dumont Community Fund Grant Application was approved for the Broadway Street light Banner Brackets in the amount of \$1276.00

Land Use Permit

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the board approved the following Land Use Permits:

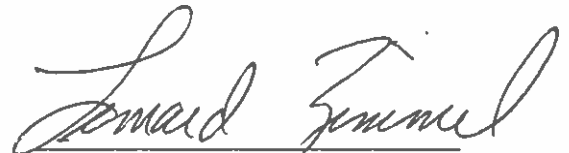
302 7th St S-Demo House
401 1st Ave S – Demo House
12 12th St S – Demo HOuse

**Administrator
Update**

J. Olson Requested that the Council approve the City Hall Hours to stay at Monday – Thursday 7:00am to 4:30pm and Friday 7:00am to 11:00am

Meeting was adjourned at 5:27 pm CDT

ATTEST: _____
Jody Olson, City Administrator



Leonard Zimmel, Mayor

MINUTES
Special Meeting
November 12th, 2020

A special council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Wohlenhaus, Larson, Rikimoto and Lanter. Absent: None also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmer called the meeting to order at 5:00 pm.

Council reviewed the following results from the general election held November 3rd , 2020

**Canvass of the 2020
Elections**

TOTAL NUMBER OF VOTES	
Leonard Zimmer	633
Judie Larson	409
Martin Lanter	444
James Olson	365
Write-ins for Mayor	41
Write-ins for Councilmember	13

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, council approved the voting returns as certified by the election judges. Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the meeting was reopened at 5:05 pm.

Meeting was adjourned at 5:05 pm CST.

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmer, Mayor

**MINUTES
Special Meeting
November 12, 2020**

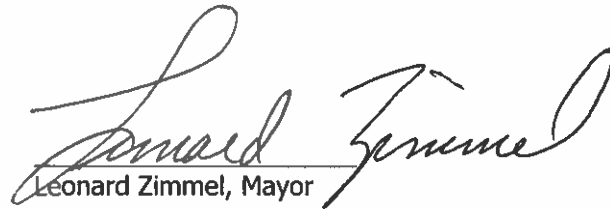
A special council meeting of the City of Wheaton, MN was held in the community room of the Wheaton Community Library with the following members present: Larson, Lanter, Rikimoto, Zimmel and Wohlenhaus. Absent: None. Mayor Zimmel called the meeting to order at 5:00 pm.

The special meeting was called to canvass the election results following the 2020 General Election.

Upon motion by Rikimoto, seconded by Wohlenhaus and carried unanimously, a nomination to elect winning candidates was made and the council approved the Abstract of votes cast in the precincts of the City of Wheaton

Meeting adjourned at 5:05 CST

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmel, Mayor

MINUTES
Regular Meeting
November 12th, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Lanter, Rikimoto, Wohlenhaus, Zimmer, Larson
Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmer called the meeting to order at 5:00 pm.

Special Meeting

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the council recessed the regular meeting.

Mayor Zimmer reconvened the regular meeting of the Wheaton City Council at 5:05

Minutes & Claims

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the council approved the minutes of the regular council meeting of October 22nd, 2020, and the claims of November 12th, 2020 as presented.

**2021-2023 Law
Enforcement Labor
Agreement**

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the council approved the 2021-2023 Contract with the Law Enforcement Labor Union

Wage Scale

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the council approved the proposed wage scale increase of 3% per year for 2021, 2022, and 2023.

Right of Way Permit

Upon motion from Lanter, seconded by Rikimoto and unanimously carried, the council approved the Right of Way Permit for Frontier Communications to replace and install fiber optic cable.

Pledged Securities

Upon motion from Rikimoto, seconded by Lanter and unanimously carried, the council approved the Pledged Securities with Star Bank.

Resolution 2020-11

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the council approved Resolution 2020-11 Resolution Designating Precinct and Polling Place.

Resolution 2020-12

Upon motion from Wohlenhaus, seconded by Rikimoto, and unanimously carried, the council approved Resolution 2020-12, Hearing on Proposed City Services Assessments.

Letters/Minutes

The council reviewed the Library Board Meeting Minutes from 11.9.20. Within that meeting, it states the Library Board approved closing the Library at 2Pm on the day before Christmas Holidays. After some discussion, the council approved the closing of all City Offices at 2:00 pm on Christmas Eve.

Land Use Permits

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the board approved the Land Use Permit for 1002 6th Ave N for a deck.

Legal Update

None

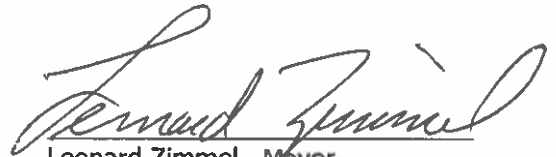
**Administrator
Update**

Olson provided the council the October Cash and Capital Improvement Plan.
Upon motion from Larson, seconded by Rikimoto, and unanimously carried, the council approved the change of the Regular council meeting from December 24th to Dec. 21st from due to Christmas Holiday.

Meeting was adjourned at 5:33 pm CDT

ATTEST: _____

Amy Olson, City Administrator


Leonard Zimmer, Mayor

MINUTES
Regular Meeting
November 23rd, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Lanter, Rikimoto, Wohlenhaus, Zimmel, and Larson. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmel called the meeting to order at 5:00 pm.

Resolution 2020-13

Mayor Zimmel opened the meeting for public comment regarding Resolution 2020-13, a resolution approving special assessments for all unpaid city services for 2019-2020. No members of the public were present. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the council approved Resolution 2020-13.

Minutes & Claims

Upon motion from Larson, seconded by Rikimoto and unanimously carried, the council approved the minutes of the regular council meeting of November 12th, 2020, minutes of the Special Meeting of November 12th, 2020 and the claims of November 23rd, 2020 as presented.

2021 Alcohol & Tobacco Licenses

Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the council approved the following liquor and tobacco licenses for 2021:

Tobacco

- Myrna Olson – Wheaton Liq, Inc
- Casey's General Store
- Dollar General Store

Liquor Licenses

- Renee's Rusty LLC – Rusty Anchor Tavern: On and Off Sale
- Merton Dale Post – American Legion Club #80: On Sale, Off Sale and Sunday Sales
- Myrna Olson – Wheaton Liq, Inc: On and Off Sale

Letters/Minutes

The council reviewed a letter from the Dept. of Health.

Upon motion from Wohlenhaus, seconded by Larson and unanimously carried, the council accepted the resignation from Tim Everding.

Land Use Permits

Upon motion from Rikimoto, seconded by Lanter, and unanimously carried, the board approved the Land Use Permit for 1505 2nd Ave N to install a shed.

Legal Update

None

Administrator Update

Olson gave Zimmel, Larson and Lanter their Certificates of Elections. Olson told the council that after discussing with the Park Board, the skating rinks will be flooded but no rink attendants will be hired due to the COVID-19 restrictions in place. Public Works is working on getting timers on the lights so the rinks will be lit.

Olson informed the council of the letter received from Progressive Insurance regarding the fire at 204 11th St N which totaled the house. The City of Wheaton participates in the MN Fire Insurance Withholding Program which entitles the City to 25% of the cash value of the property. As per the policy with Progressive, the City will receive \$39,681.40 to place in an escrow account to demolish the house and clean up the property.

Olson showed the council the balance from the Cares Act funds. The City originally received \$102,915.00 to use towards PPE and expenditures for actions taken to respond to the public health emergency. The City spent \$50,566.62 to make changes to ensure the safety and protection of all City Employees and the residents of the city. As per the regulations of the ACT, any remaining funds get forwarded to the County. Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the board approved the Cares Act Grant funds transfer to Traverse County in the amount of \$52,348.38.

Meeting was adjourned at 5:29 pm CDT

ATTEST: _____
Amy Olson, City Administrator



Leonard Zimmer, Mayor

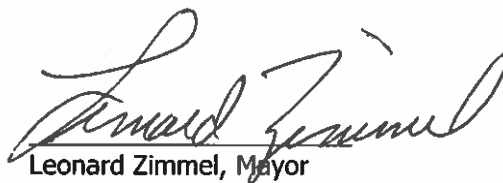
MINUTES
Special Meeting
December 3RD , 2020

A special council meeting of the City of Wheaton, MN was held at the Wheaton Community Library with the following members present: Larson, Lanter, Wohlenhaus, Rikimoto and Zimmer (via telephone). Absent: None. Mayor Zimmer called the meeting to order at 5:00 pm and turned it over to Vice-Mayor Rikimoto.

The special meeting was called to review the 2021 budget and tax levy. The council reviewed all portions of the budget.

Meeting was adjourned at 6:21 pm.

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmer, Mayor

Truth in Taxation Special Meeting
MINUTES
December 10th, 2020

A special Truth in Taxation meeting of the City Council of City of Wheaton, MN was held in the community room of the Wheaton Community Library with the following members present: Larson, Lanter, Rikimoto Zimmel and Wohlenhaus. Absent: None. Mayor Zimmel called the meeting to order at 6:00 pm.

Mayor Zimmel opened the meeting to public comment. There were no comments from the public.

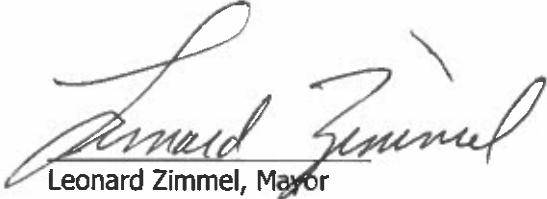
Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried the council approved the 2021 budget as presented.

Upon motion from Larson, seconded by Lanter and unanimously carried, the council approved resolution 2020-14 certifying the 2021 Levy at \$790,160.00 with a break-down as follows:

General Fund	\$623,300
Library Fund	131,560
Economic Development Fund	14,850
Bond & Interest	7,950
Fire Relief Association	12,500

Meeting was adjourned at 6:12 pm.

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmel, Mayor

MINUTES
Regular Meeting
December 10th, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Lanter, Rikimoto, Wohlenhaus, Zimmel, and Larson. Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson. Mayor Zimmel called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Larson, seconded by Wohlenhaus and unanimously carried, the council approved the minutes of the regular council meeting of November 23rd, 2020, minutes of the Special Meeting of December 3rd, 2020 and the claims of December 10th, 2020 as presented.

Committee Reports

Library Board Council Rep Judie Larson told the council that Library Board Member Lynette Schwagerl has resigned. Larson stated that Doris Crane would like to fulfill the vacant position on the board. Larson made a motion to approve Doris Crane as a new Library Board Member. Larson rescinded her motion. Upon motion from Larson, seconded by Lanter and unanimously carried, the council accepted the resignation of Lynette Schwagerl and approved Doris Crane as a new Library Board member effective January 1st, 2021.

Wheaton Fire Dept.

The Wheaton Fire Dept. is requesting an increase in pay for calls and special training. Currently the rate is \$15 and they are asking to go to \$18 per hour. In addition, they would like an increase for the department's secretary and treasurer annual salary from \$750 to \$1,000. Upon motion from Lanter, seconded by Wohlenhaus and unanimously carried, the board approved both increases.

Letters/Minutes

The council reviewed a letter from Mediacom showing rate increases to their services. The council also reviewed the Library Board Minutes from the December 7th meeting.

Land Use Permits

Upon motion from Wohlenhaus, seconded by Rikimoto, and unanimously carried, the board approved the Land Use Permit for 204 11th St N to demo the house. Upon motion from Rikimoto, seconded by Wohlenhaus and unanimously carried, the board approve the Land Use Permit for 1311 Elm Ave for a shed.

Legal Update

Upon motion from Lanter, seconded by Larson and unanimously carried, the council approved the Purchase of Services Agreement with Attorney Matthew Franzese as presented.

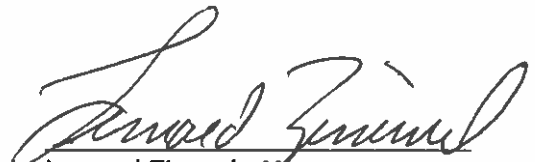
Administrator Update

Olson provide the council with the November Cash and Capital Improvement Report.

Meeting was adjourned at 5:29 pm CDT

ATTEST: _____

Amy Olson, City Administrator


Leonard Zimmel, Mayor

MINUTES
Regular Meeting
December 21st, 2020

A regular council meeting of the City of Wheaton, MN was held in the Wheaton Community Library with the following members present: Zimmer, Larson, Wohlenhaus, Lanter and Rikimoto (via telephone) Absent: None Also present: Administrator Olson, Utility Billing Clerk Olson, Attorney Franzese Mayor Zimmer called the meeting to order at 5:00 pm.

Minutes & Claims

Upon motion from Rikimoto, seconded by Larson and unanimously carried, the council approved the minutes from the regular meeting of 12/10/20, the special meeting of 12/10/20, and the claims of 12/21/20 as presented.

**Old Business/New
Business/Committee
Reports**

Old Business- Olson provided the estimate for the new timers out at the skating rink. Timers will be used for the rink lights this year due to the COVID-19 pandemic. The City is not hiring any attendants this year and the warming house will be closed due to the restrictions in place by Governor Tim Walz. After some discussion, the council decided to have the lights on until ten pm. daily.

Letter/Minutes

The council reviewed the following letters/ minutes:

- Tax Forfeited Properties
- Estimate from Greeley Plumbing

The New City Shop has a three burner heating system and one burner is not functioning. Greeley Plumbing is the only local business with the capability of repairing or replacing the unit. The quote received from Greeley Plumbing has two options: #1 includes material and labor to replace igniter, ignition control and burner head for existing burner. #2 includes materials and labor to install new Greeley supplied 028006 NG burner. After some discussion from the council and recommendation from Public Works Supervisor Dean Lampe, the council decided to go with option #1.

**Professional Service
Agreements- FD**

Upon motion from Larson, seconded by Lanter and unanimously carried, the council approved the 2021 professional agreement with the following Fire Department officer:

**Administrator
Update**

- Jed Olson – Fire Chief
- 2. Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the council approved the 2021 professional agreement with the following Fire Department officer:
 - Joe Gahlon – Secretary
 - Rick Davis- Treasure

Olson provided the council with the current Committee Assignments to review. Olson provided the council with the current Rates and Fees for review. Olson stated she has had some interest in the property at 904 3rd Ave N about purchasing the property. Upon motion from Wohlenhaus, seconded by Rikimoto and unanimously carried, the board approved to sell the property for \$1,000 to any interested party.

Meeting was adjourned at 5:39 pm CDT

ATTEST: _____
Amy Olson, City Administrator


Leonard Zimmer, Mayor