

# Minutes from Town of Pleasant Valley Board Meeting

held Tuesday, June 10, 2025, 7:00 pm at the Town Hall

## Attendance:

Tom Zwald (Chairman)  
Dylan McHenry (Supervisor)  
Curtis Dunn (Supervisor)  
Mara DeBoe (Clerk)  
Sara Swenson (Treasurer)

Darrell Dunn  
Jeff & Amber Rixmann  
Tony Feuerhelm  
others

## **Board of Review Meeting**

Chairman Zwald called the Board of Review meeting to order at 7:00 pm.  
Confirmed that this meeting and the subsequent meeting were properly noticed.  
Motion by Curtis Dunn, second by Dylan McHenry to adjourn the Board of Review to Thursday, June 12, 2025 at 6:00 at Town Hall. Motion carried 4-0.

## **Monthly Meeting of Town Board**

Call to order at 7:01 pm by Chairman Zwald.  
All in attendance cited the Pledge of Allegiance.

Approval of Meeting Agenda. Motion by Curtis Dunn, second by Dylan McHenry to approve the June Meeting Agenda. Motion carried 3-0.

Approval of May's Meeting Minutes. Motion by Curtis Dunn, second by Dylan McHenry to approve the previous month's Minutes. Motion carried 3-0.

Financial Report by Treasurer Swenson.

As of May 31, 2025:

Checking	\$292,297.18
General CD	\$14,142.64 (maturity date 10-13-2025)
Cemetery CD	\$2,787.86 (maturity date 8-28-2025)
General CD	\$141,554.50 (maturity date 8-22-2025)
TOTAL	\$158,485.00

Two of the CDs have upcoming renewal dates. Renewal of these will be discussed at the July meeting.

Both fire bills (submitted to the Town) have been paid by the respective responsible party.

Murtha Sanitation had their 3% annual increase effective June.

Motion by Curtis Dunn, second by Dylan McHenry to accept the Treasurer's Report.

Motion carried 3-0.

#### Chairman's Report

A resident on 170th Street inquired about having a commercial dog kennel. He was referred to the county, as will have to rezone the parcel.

On 170th street: A commercial landscaper repeatedly dumped rocks on the road. A warning by Chairman Zwald did not remedy the situation. Sheriff was informed.

Espinozas on 35th Ave had fence in right-of-way - fence was temporary and has now been removed.

New owners of parcel 024-1033-20-100 on 18th Ave are still driving through the ditch to access their lot (no building activity has commenced). Clerk will send a letter to owners referencing the driveway ordinance and enclosing a driveway permit.

#### Discussion with Building inspector - Tony Feuerhelm

Discussed permit process and Town's responsibilities

Permits are required for new construction (homes, barns, sheds, garages, etc.), additions to existing building (including room, deck, porch), alterations to existing building, repair of existing building, razing existing building, moving existing building, fences, signs, and solar installations.

The Town received \$270.60 for the two permits pulled in May 2025

Discussed building units and how allotted

If see a violation (e.g., work or building without a permit, building or other not up to standards, etc.) contact Tony and he will issue stop work order or otherwise address.

The current Town's Municipal Code ordinance is unclear regarding the fees; this should be updated.

#### Driveway permit for O'Kanes on 165th St.

Motion by Curtis Dunn, second by Dylan McHenry to approve revised driveway permit as presented. Motion carried 3-0.

#### Road expenditures - discussed possible timing on future paving and sealing

No decision made until bills come in for sealing done in May/June on 18th Ave and 158th St.

Liquor license - Firefly Barn was the only applicant; published in Baldwin Bulletin on May 28, 2025 for one week. Proof of publication was presented.

Firefly is requesting Class "B" beer and "Class C" liquor (wine only).

Motion by Curtis Dunn, second by Dylan McHenry to issue both liquor licenses. Motion carried 3-0.

### Town Hall Repairs

Received one bid (out of four requested) for repairs for ADA compliance of building. From Kyle Witmer to extend ramp, raise handrail, replace door threshold, including raising current concrete steps - \$2200.

(Building Commission met Monday, June 9; next meeting Wednesday, July 9).

Motion by Dylan McHenry, second by Curtis Dunn second to table the discussion regarding the bid to next month. Motion carried 3-0.

New electronic tax payer system - The Town can now accept property tax payments via CC, Venmo, ACH with the new system. There is a fee for these electronic payments. Can still pay by check.

### Town Website

Clerk DeBoe investigating the process and cost of updating the Town website. Have received proposal from Town Web to create and maintain a new website. Although the Town Web platform looks nicer and appears easier to update/manage, at this time the amount (\$2020 to create site, and \$1220 annually) is not within the Town budget. Clerk will continue to learn how to use/update the current website.

Chairman Zwald has beginning stages of email server list for Town. Clerk will take responsibility.

### Records Retention Policy

Discussed need for official record retention policy.

Clerk DeBoe will present draft ordinance regarding record retention at next month's meeting; will follow the Wisconsin Municipal Records Schedule (WMRS). Will discuss, and possibly act on, at next meeting.

The policy will allow destruction of documents after set period, but not require destruction.

Motion by Curtis Dunn, second by Dylan McHenry to pay the following orders. Motion carried 3-0.

14291	\$145.00	5 Star Restroom Rentals	invoice 13615
14292	\$58.50	Baldwin Bulletin	Ad # 834252 (\$32.50) and Ad # 834496 (\$26)
14293	\$500.00	Catalis	2025 tax collection software
14294	\$826.40	River Falls Rural Fire Association	Invoice 1149 for Incident #2400254
14295	\$2,220.93	St. Croix Co Highway	Invoice #7216 for 4/27/25-5/10/25; Invoice #7275 for 5/11/25-5/24/25; Invoice #7276 for 5/11/25-5/24/25
14296	\$400.00	Mark DeBoe	May lawn mowing

Unless an urgent nature, bills/invoices must be received by the Friday immediately prior to the monthly Board meeting in order to be approved for payment at that Board meeting.

Potential items for discussion at July Meeting:

- Update Municipal Code Ordinance

- Record Retention Policy

- Animal Control (DACS) contractual relationship

- Ambulance service

Motion by Dylan McHenry, second by Curtis Dunn to adjourn the meeting. Motion carried 3-0.

Meeting adjourned at 8:52.

Submitted:

Mara DeBoe, Clerk