

Minutes from Town of Pleasant Valley Board Meeting

held Tuesday, January 13, 2026 at the Town Hall

Attendance:

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

Darrell Dunn
Tom Brunshidle

Monthly Meeting of Town Board

Call to order at 7:00 pm by Chairman Zwald.

All in attendance cited the Pledge of Allegiance.

Approval of January Meeting Agenda.

Motion by Curtis Dunn, second by Dylan McHenry to approve the January Meeting Agenda as published. Motion carried 3-0.

Approval of December's Meeting Minutes.

Motion by Dylan McHenry, second by Curtis Dunn to approve the previous month's Minutes as corrected. Motion carried 3-0.

Treasurer's Financial Report:

As of December 31, 2025

Checking	\$645,253.24
General CD	\$14,458.50 (maturity date 4-13-2026; current rate 4.10%)
Cemetery CD	\$2,847.41 (maturity date 2-28-2026; current rate 4.25%)
General CD	\$144,578.26 (maturity date 2-22-2026; current rate 4.25%)
TOTAL Investments Accounts	\$161,884.17

Property tax statements were sent out mid-December. Some payments received in December (\$300,000+), some already in January.

Some dog licenses received in December.

Full ledger included in monthly report.

Road budget essentially closed out – 10 days of December billing not yet received. \$32,901.84 left in 2025 Road budget (have one snow plowing at end of December).

Royal CU has Public Entity Fund Accounts (money market accounts that can be used as checking). Any change in financial institution needs to be voted on at Annual Electors meeting in April. Worth looking into other financial institutions.

Discussed January settlement for schools/county based on taxes collected in December.

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

Motion carried 3-0.

Chairman's Report:

Quiet month.

Attended county's LRIP meeting.

Questions from a developer on 100 acre property at T and 94 for sale. Would have to be zoned commercial for desired use, and water/sewer would be needed. Referred developer to Village of Hammond for water/sewer.

Public Comments:

Question on Swoboda's conditional use permit on 162nd St. Clerk to contact the county regarding the status.

Casey's house at 1782 30th Ave appears to have been razed. Clerk will follow up with Tony (inspector).

Authorization for Building Inspector to Issue Building Permit for Jason Engel (119 Co. Rd W). Permit was already issued in 2024 for new 50x80 quonset hut; just confirming that acceptable. Also desire to build new 40x30 pole building (tool shop) and fence around garbage dumpster.

Motion by Dylan McHenry, second by Curtis Dunn to approve the Authorization for all three projects. Motion carried 3-0.

Schiller/Stenerson Driveway (18th Ave). Letter advising of non-compliance was sent.

The Town of Pleasant Valley ATV/UTV Ordinance #2026-01 was reviewed and discussed. This Ordinance removes end date, clarifies which roads (town versus county versus state), and "cleans up" language in previous ATV/UTV Ordinance.

Motion by Curtis Dunn, second by Dylan McHenry to pass new ATV/UTV Ordinance #2026-01. Motion carried 3-0.

Reviewed and discussed slightly revised "Land Division Ordinance- Town Board Checklist" provided by and requested to be used by County for new CSMs.

Motion by Curtis Dunn, second by Dylan McHenry to adopt the new Town Board Checklist provided by County. Motion carried 3-0.

Continuation from last month: Town staff often receives requests from title companies (and others) regarding tax assessment and other information (that is publicly available).

Treasurer reviewed what neighboring municipalities charge, usually \$15-\$30.

Motion by Dylan McHenry, second by Curtis Dunn to add fee of \$30 for searching special assessments. Motion carried 3-0.

Year end tax forms (e.g., 1099's, W-2s) need to be done soon. Scott Heinbuch Accountant Inc. can do these for \$210 for 2025.

Motion by Dylan McHenry, second by Curtis Dunn to use Scott Heinbuch Accountant Inc. for year end tax forms. Motion carried 3-0.

Continuation from last month: Reviewed revised guidelines for (small town) Town Emergency Operations Plan. Emergency Operations Plan and Resolution to use National Incident Management System (NIMS) must be adopted together. Will revisit in February.

Potential items for future discussion:

February – appoint Planning Commission members (nominee Tom Brunshidle); close out or move forward with Building Commission’s report’s recommendations from September 2025; RF EMS/ambulance contract

Bills to pay:

14343	\$428.36	Megan Miller	2025 clerk reimbursement
14344	\$530.00	Catalis	tax software
14345	\$4,505.32	St. Croix Co. Highway	Invoice #8060, #8103
14346	\$165.00	5 Star Restroom	Invoice #15331 for December 2025
14347	\$165.00	5 Star Restroom	Invoice #15179 for November 2025
14348	\$883.50	Loberg Law	2025 (3.1 hours at \$285)
14349	\$3,530.34	United Fire & Rescue	first quarter 2026 assessment, invoice 8228
14350	\$39,433.70	RF School District	partial 2026 school levy settlement
14351	\$18,339.38	B-W School District	partial 2026 school levy settlement
14352	\$141,516.42	SCC School District	partial 2026 school levy settlement
14353	\$3,653.60	CVTC	partial 2026 school levy settlement
14354	\$4,189.65	Northwoods Tech College	partial 2026 school levy settlement
14355	\$1,200.55	Curtis Dunn (supervisor)	payroll
14356	\$1,200.55	Dylan McHenry (supervisor)	payroll
14357	\$5,771.87	Mara DeBoe (clerk)	payroll
14358	\$3,232.25	Sara Swenson (treasurer)	payroll
14359	\$4,155.75	Tom Zwald (chairman)	payroll
14360	\$64,037.73	St. Croix County	January levy settlement

Motion by Dylan McHenry, second by Curtis Dunn to pay the above-listed bills. Motion carried 3-0.

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.

No ambulance/EMS contract to discuss. Will table to next month.

Motion by Curtis Dunn, second by Dylan McHenry to adjourn meeting. Motion carried 3-0. Meeting adjourned at 8:11 pm.

Submitted:
Mara DeBoe, Clerk