

# CITY OF GAASTRA MINUTES

MINUTES OF MEETING: October 2, 2025

Page 1 of 3

The meeting was called to order by Mayor Richard Holm at 4:30 pm.

**COMMISSIONERS PRESENT:** Chris Cain, Tony Holm, Mari Kay McNamara, Randy Clements

**COMMISSIONERS ABSENT:** none

**ALSO PRESENT:** Debbie Tusa, Manager/Clerk; Ethan Amerson, Public Works; Lisa Coates, Polich Tousignant Law Office

## **MEETING MINUTES:**

The minutes of the Regular Meeting of September 11, 2025 and Recreation Meeting of September 11, 2025 was reviewed. Moved by Clements to accept the Regular & Recreation Meeting minutes with support by T Holm. **Passed Unanimously**

## **ACKNOWLEDGE THE PUBLIC:**

There was no public comment.

## **CASH BALANCE REPORT:**

Moved by T Holm and supported by Clements to accept the Cash Balance Report. **Roll call: 5 ayes, 0 nays. Motion Passed.**

## **ACCOUNTS PAYABLE:**

Moved by Cain and supported by Clements to pay the accounts payables due & accept the bills paid. **Roll call: 5 ayes, 0 nays. Motion Passed.**

## **MANAGERS REPORT:**

- The Deficit Elimination Plan is being worked on and will be submitted to the State next week.
- I have a couple scheduled training sessions for the on-line bill paying with our software company. I am hoping later in October to be set up.
- There were two water turn offs in September for nonpayment.
- The annual workman comp audit was completed and submitted
- I have several election webinars and had a training class for the upcoming Election in November.
- Absentee Ballots are being mailed out.
- The drop box for AB and requirements is done
- Gaastra will be holding their Public Accuracy Testing on October 27<sup>th</sup>. Mari Kay is my deputy and will be doing the testing with me.
- November Precinct boxes were delivered by the County Clerk
- The Blight Committee met in September. Polich Law Office is working on step 2 of the blight issues from letters being sent out.
- Additional Blight Letters were issued, 2 for grass and 1 for an unsafe structure.
- One of the biggest problems I have with the software being on the Cloud is internet service. If my service goes out, or BS&A's service, my software freezes up until the internet is restored.
- Quarterly bond payments were processed.

# CITY OF GAASTRA MINUTES

MINUTES OF MEETING: October 2, 2025

Page 2 of 3

Ethan went over the Public Works report:

He has started tracking the pumping of the lift station and the Wellhouse.

Ethan is reviewing the water and sewer ordinances.

PRV, we got with the water tank grant was hooked up and tested. It will be ready if needed.

The galvanized line replacement work on Elmwood will be done next week.

The booster station heater is back up and running.

Hydrant Flushing will be done next week.

Some shop work was done in September-Welding different items on the truck.

McNamara asked when the Backhoe will be delivered. Ethan stated the date given is in January.

Motioned by McNamara to accept the manager's report and supported by Cain.

**Passed Unanimously.**

## **ASSESSOR'S REPORT:**

Moved by R Holm to pay the assessor's bill and supported by Clements. **Roll call: 5 ayes, 0 nays. Motion Passed.**

## **GEI:**

Robb Andersen submitted a paper outlining Gaastra's project updates.

Lift Station-Work complete

TMF-Work is completed for the 2025 season. This grant end date is September 15, 2026

Backhoe- First payment was made and submitted to the State.

Water Tank-Ryan's excavating did grading work around the tank.

This grant expired September 30, 2025. All work has been submitted to the state.

DWSRF Water Project-The first draft was not recommended for funding but could change before finalized.

DNR Recreation Plan-This will be discussed at the Planning & Recreation meeting following the regular meeting.

Fiber Optic-There has not been any update on this project.

## **OLD BUSINESS:**

Lisa Coates discussed the trailer on the Nowicki Road Permit. Joe Holm, Zoning Administrator will need to review it and bring it to the board for final approval.

The Lead Service Replacement agreement was prepared by a template Ethan received at the Water School he attended.

R. Holm motioned to adopt the Lead Line Agreement with support from McNamara. **Roll call: 5 ayes, 0 nays. Motion Passed.**

## **NEW BUSINESS:**

A request by Tusa has been made to increase the Zoning Administrators quarterly payment from \$25.00 to \$100.00. Motioned by Clements to increase the Zoning Administrators quarterly payment to \$100.00 with support from McNamara. **Roll call: 3 ayes (McNamara, Cain, Clements) 2 Abstain (R Holm, T Holm) 0 nays. Motion Passed.**

The County is requesting support for Public Act 12 of 2024 to opt out of the requirement to appoint a designated Assessor. Holm motioned support the County for Public Act 12 of 2024 with support from T Holm. **Roll call: 4 ayes, 0 nays. Motion Passed.**

# CITY OF GAASTRA MINUTES

MINUTES OF MEETING: October 2, 2025

Page 3 of 3

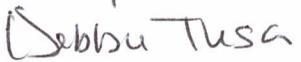
## **LEGAL REPORT**

Lisa Coates had the paperwork prepared on the two complaint misdemeanors for missing the 14-day blight letters issued. Tusa will sign the paperwork, Polich's office will file with the court and receive a court date.

## **ADJOURNMENT**

With no further business, it was motioned by T Holm with support from Cain to adjourn at 4:55pm. **Passed Unanimously.**

  
Richard Holm, Mayor

  
Debbie Tusa, Clerk