

## CITY OF GAASTRA MINUTES

MINUTES OF MEETING: December 11, 2025

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

**COMMISSIONERS PRESENT:** Chris Cain, Mari Kay McNamara

**COMMISSIONERS ABSENT:** Randy Clements, Tony Holm

**ALSO PRESENT:** Debbie Tusa, Manager/Clerk; Ethan Amerson, Public Works; Brian, GEI, Steve Polich, Polich Tousignant Law Office

### **MEETING MINUTES:**

The minutes of the Regular Meeting of November 6, 2025 was reviewed. Moved by McNamara to accept the Regular & Special Meeting minutes with support by Cain. **Passed Unanimously**

### **ACKNOWLEDGE THE PUBLIC:**

Zach Hautala, Director of the Economic Chamber Alliance, discussed the successful Holiday Shopping Initiative with Ladies Night Out. Twenty-eight businesses participated in the Shop Small Saturday. The 2<sup>nd</sup> round of the Fast Track grant is being evaluated and wrapping up. Business after hours is back on schedule. The 2026 Visitor Guide is being completed and plan to have ready in January. Mayor Holm thanked Bumps Burgers for cooking the Thanksgiving meal that served 450 people. First Baptist church will be sponsoring the Christmas meals. Bumps Burgers offered to prepare the meal. First Baptist will supply the food, manpower and delivery people. Any and all donations will be appreciated to the church.

### **CASH BALANCE REPORT:**

Moved by Cain and supported by McNamara to accept the Cash Balance Report. **Roll call: 3 ayes, 0 nays. Motion Passed.**

### **ACCOUNTS PAYABLE:**

Moved by Holm and supported by McNamara to pay the accounts payables due & accept the bills paid. **Roll call: 3 ayes, 0 nays. Motion Passed.**

### **GEI REPORT:**

Brian discussed the FDCVT grants for 2026. Holm motioned for GEI to do the engineering work in the amount of \$2500.00 with support from McNamara. **Roll call: 3 ayes, 0 nays. Motion Passed.**

-The TMF grant still has additional money available for the digging of water lines.

### **MANAGERS REPORT:**

-The November election went well; there were 49 ballots tabulated.

-The winter property taxes were prepared and submitted to the Iron County Equalization Department.

-Tammy, Gaastra's assessor was in to review the paperwork & sign the warrant for me to begin collecting taxes on December 1<sup>st</sup>.

-The On-Line bill payment for Utility & Property Taxes is being utilized and going well.

-Sensus, our water reading software, will be updating the software to the cloud version in early 2026.

-The State has some issues with the audit that Barry Gaudette completed. Since Barry retired, he gave up his license. If the State will not wait until a new auditor comes in and reviews the FYE 6/30/25 audit I will make a request to the State asking for Scott Kenney to do the update required.

-Tammy, our assessor, is reviewing & taking pictures of all the properties in the City of Gaastra. This will be conducted through next Spring.

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-The 424 Water Line repair work has been paid through the RRI bonding account in the amount of \$28,089.14.

-Aarpa money has been used for water line repairs. There is a balance of \$8,214.09 in that fund.

-Fast-Air is having server problems with Hotmail & Outlook emails. I am able to receive the email, but when I respond they have been coming back undeliverable. Fast-Air is working on this issue.

Ethan went over the Public Works report:

There is a water leak with a galvanized line on Elmwood that will be replaced.

The top of the water tower light has been changed.

He is working on his annual requirement of complying a list of the galvanized lines and homeowners will be sent a letter.

A freeze alarm has been installed at the booster station at the Berkshire Location. It will be illuminated red if the temperature falls below a designated temperature. He climbed the tower part way to install another light so he can monitor it from the road

The wellhouse heater was inspected by Westphal's.

The drain structure on Nowicki was discussed.

Culverts on Valley Street was discussed, along with 2<sup>nd</sup> Street.

Next summer he will be using gravel from the pit to put on roads that need it.

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

**Passed Unanimously.**

**ASSESSOR'S REPORT:**

Moved by Holm to pay the assessor's bill and supported by McNamara. **Roll call: 3 ayes, 0 nays.**

**Motion Passed.**

**OLD BUSINESS:**

The Recreation Plan was discussed. Holm motioned to adopt the resolution for the 2026 recreation plan with support from Cain. **Roll call: 3 ayes, 0 nays. Motion Passed.**

**NEW BUSINESS:**

McNamara motioned to donate \$150.00 to the Caspian Gaastra Fire Department Christmas activities with support from Cain. **Roll call: 3 ayes, 0 nays. Motion Passed.**

**LEGAL REPORT**

Attorney Polich had nothing to report.

**INFORMATIONAL:**

Amerson discussed additional grant ideas for the FDCVT grant: Lead Line Services, Truck, 2<sup>nd</sup> well, Water Main upgrades, tractor with brush hog, Cold Patch hot box, Valve turning box

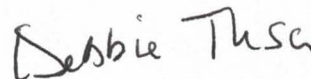
**ADJOURNMENT**

With no further business, it was motioned by Cain with support from Holm to adjourn at 5:10 pm.

**Passed Unanimously.**



Richard Holm, Mayor



Debbie Tusa, Clerk

# CITY OF GAASTRA MINUTES

MINUTES OF MEETING: November 6, 2025

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

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

**COMMISSIONERS ABSENT:** Randy Clements

**ALSO PRESENT:** Debbie Tusa, Manager/Clerk; Ethan Amerson, Public Works; Robb Anderson, GEI

## **MEETING MINUTES:**

The minutes of the Regular Meeting of October 2, 2025 and Special Meetings of October 2, 2025 & October 22, 2025 was reviewed. Moved by McNamara to accept the Regular & Special Meeting minutes with support by T Holm. **Passed Unanimously**

## **ACKNOWLEDGE THE PUBLIC:**

Brett, Economic Chamber Alliance, distributed the ICECA October update to the board. The Shop Small Business will be held November 29<sup>th</sup>. Business After Hours will be held December 2<sup>nd</sup> at the Iron County Museum. The 2<sup>nd</sup> round of the Fast Track grant is currently open and accepting applications until the end of the month. The 2026 visitor guide is currently being worked on.

Eric Ballinger introduced himself as a resident of Gaastra and congratulated the Mayor & Commissioners who won the seats from the election.

## **CASH BALANCE REPORT:**

Moved by T Holm and supported by R Holm to accept the Cash Balance Report. **Roll call: 4 ayes, 0 nays. Motion Passed.**

## **ACCOUNTS PAYABLE:**

Moved by McNamara and supported by T Holm to pay the accounts payables due & accept the bills paid. **Roll call: 4 ayes, 0 nays. Motion Passed.**

## **GEI REPORT:**

The recreation plan is available for a 30 day public comment period. The December meeting will review comments that have been submitted. After board approval, the plan will be submitted.

An amendment request has been made for the Lift Station project to use the remaining approximately \$54, 000 to be used for a back up generator.

The DWSRF Intent to Apply has been submitted.

## **MANAGERS REPORT:**

-The Deficit Elimination Plan was emailed Jeff Schwartz and approved.

-Quarterly reports were submitted

-Scott was in the office reviewing the 1<sup>st</sup> quarter fy financials. All is in good order.

-There have been webinars and classes I participated in for the November election.

-Robb dropped off copies of the Recreation Plan Draft. I have copies at the Hall for review, and it was posted on the website.

-The emailing of the Water Bills went out for the first time this last billing cycle.

-Mari Kay & I performed the Public Accuracy Testing on the Election Equipment

-Election requirements were completed

-Aarpa money was used for a water line project. There is a balance of \$9,302.53.

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Ethan went over the Public Works report:

The sewer lines were flushed in town. Pat assisted with him.

Gravel was put down at the lift station. He needs to do work on the road

The hydrants were flushed. Pat helped with rebuilding some hydrants.

The annual letters will be going out stating who has galvanized lines.

The park bathrooms were winterized and closed.

The Wellhouse has been winterized.

The drain structure on Nowicki Road was cleaned out. Additional work will need to be completed.

The drain structure near the intersection of 2<sup>nd</sup> Street and 424 will need to be worked on soon.

The UPPCO project at the Ball field will be completed in the Spring.

The dirt piles that have been accumulating for years behind the shop has been cleared away.

Stockpiles of gravel, topsoil, sand and rip rap stone will be stored in designated areas.

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

**Passed Unanimously.**

## **ASSESSOR'S REPORT:**

Moved by McNamara to pay the assessor's bill and supported by R Holm. **Roll call: 4 ayes, 0 nays. Motion Passed.**

## **OLD BUSINESS:**

The 12 Nowicki Road Travel Trailer agreement was approved by Joe Holm, Zoning Administrator. T Holm motioned to proceed with the Agreement with support from Cain. **Passed Unanimously**

## **NEW BUSINESS:**

There was no new business.

## **INFORMATIONAL:**

The DWSRF grant for lines was decided against proceeding due to the bonding cost and other costs associated with it.

McNamara stated the blight house on Oakwood will be taken down by the homeowner.

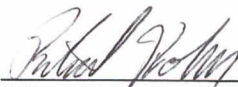
Mayor Holm discussed the process of the Willow Lot procedures with owners purchasing the Lots.

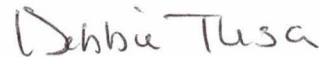
## **LEGAL REPORT**

There was no legal report.

## **ADJOURNMENT**

With no further business, it was motioned by R Holm with support from T Holm to adjourn at 4:58 pm. **Passed Unanimously.**

  
Richard Holm, Mayor

  
Debbie Tusa, Clerk

# CITY OF GAASTRA MINUTES

MINUTES OF MEETING: October 2, 2025

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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.

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MINUTES OF MEETING: October 2, 2025

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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.**

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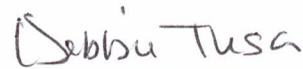
## LEGAL REPORT

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.**

  
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Richard Holm, Mayor

  
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Debbie Tusa, Clerk

# CITY OF GAASTRA MINUTES

MINUTES OF ZONING/PLANNING MEETING: September 11, 2025

The meeting was called to order by Mayor Richard Holm at 4:00 pm.

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

**ALSO PRESENT:** Ethan Amerson, Doug Tomasoski, Debbie Tusa, Joe Holm Zoning Adm (4:20)

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **PUBLIC PRESENT:**

Kelly Tomasoski

Planning/Zoning updates:

Discussion was made concerning Airbnb homes. There are questions regarding zoning and the assessing of properties. Tusa will contact Tammy Hendrickson, Gaastra Assessor for her input.

Tomasoski discussed the access to alleys for power company, etc. Around town he sees a lot of issues of the hedges overgrowing after many years of being there.

Amerson discussed the possibility of purchasing a tractor with a brush hog to assist in the brush removal.

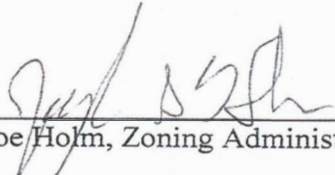
The City will request the equipment through an FDCVT grant.

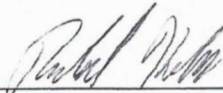
The Industrial Park zoning was discussed. Mayor Holm asked Tomasoski if he was willing to work with Robb Anderson, GEI. We need a class A road straight up the hill with water and sewer. Mayor Holm would like a preliminary plan to treasury. Treasury may not be able to assist with funding to develop the area, but can refer us to other entities that assist in funding.

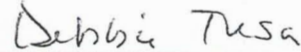
Tomasoski & Anderson will work together and give the board information at a later meeting.

The next zoning/planning committee will meet Thursday, December 11, 2025 at 4:00 pm.

Being no further business, it was moved by Tomasoski to adjourn the meeting, supported by R Holm at 4:28 pm. **Passed Unanimously.**

  
\_\_\_\_\_  
Joe Holm, Zoning Administrator

 12/11/25  
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Richard Holm, Mayor

  
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Debbie Tusa, Clerk