



City Council Meeting Minutes

Monday, April 20, 2026 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

The Agenda can be found on the City's Website: www.cityofsuttercreek.org

1. Call to Order and Establish a Quorum for Regular Meeting

Mayor Gunselman called the meeting to order at 6:00 PM.

Present: Mayor Claire Gunselman, Vice Mayor Sierk, Council Members Susan Feist (arrived 6:05 PM), and Dan Riordan.

Absent: Councilmember Jim Swift

City Treasurer: Victoria Runquist (absent)

Staff: Tom DuBois - City Manager, Derek Cole - City Attorney, Dan LaFontaine - Public Works Director, Mason Peters - Finance Supervisor, Erin Ventura - Contract City Planner, and Pam Caronongan - City Clerk

2. Pledge of Allegiance to the Flag

Mayor Gunselman led the Pledge of Allegiance.

3. Public Forum

1. Frank Cunha - Spoke regarding the history of Miner's Bend Park and the Sutter Creek Foundation, and the much-needed maintenance for Miner's Bend Park. In addition, he spoke regarding Knight Foundry
2. Mr. Ryan - spoke against having a dispensary in Sutter Creek, and shared data highlighting the dangers of cannabis use.
3. Mark Fryan, D.O. - spoke against having a dispensary in Sutter Creek, and shared data refuting data previously shared by Embarc via Correspondence.

4. City Manager's Report

City Manager DuBois provided his report to the City Council. City Manager DuBois and City Attorney also provided responses to inquiries and requests for clarification from the City Council.

City Manager DuBois' presentation can be reviewed via this link: <https://www.cityofsuttercreek.org/city-council/meeting/city-council-meeting-149>

5. **Presentations**

None.

6. **Approval of Minutes**

A. **City Council Minutes of April 6, 2026**

Recommendation: By motion approve minutes as presented.

Vice Mayor Sierk provided clarification for Section 10 of the draft meeting minutes regarding her report during April 6, 2026. In her comments regarding the Air Quality Board discussions, she stated that she was referring to having a “voluntary fee” reflected on the bills / correspondence that are sent by the City to the residents or having a dropbox where residents can voluntarily contribute funds to help offset the costs.

Motion made by Council Member Riordan, seconded by Vice Mayor Sierk to approve the City Council Meeting Minutes of April 6, 2026 with modifications as requested by City Council.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, and Riordan

ABSENT: Council Member Swift

ABSTAIN: None

NOES: None

MOTION CARRIED 4-0

7. **Consent Agenda**

A. **Accept List of Projects for Fiscal Year (FY) 2026-27 Funded by Senate Bill (SB) 1 - the Road Repair and Accountability Act of 2017**

Recommendation: Adopt Resolution No. 25-26-xx, approving the project list for the Road Repair and Accountability Act of 2017 for FY 2026-27 (also known as SB 1), and authorizing submittal of reports and list to the California Transportation Commission.

Motion made by Vice Mayor Sierk, seconded by Council Member Riordan to approve all items listed in the Consent Agenda.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, and Riordan

ABSENT: Council Member Swift

ABSTAIN: None

NOES: None

MOTION CARRIED 4-0

8. **Ordinances and Public Hearing**

A. **Extended Moratorium on Temporary Residential Uses**

Recommendations:

1. Consider extending, for 10 months and 15 days, a moratorium on the review, processing, or approval of new temporary residential uses to give the City sufficient time to formulate a permanent ordinance regulating such uses.

2. Waive the first and second readings by substitution of the title, and introduce and adopt **Ordinance No. 25-26-xx** - An Urgency Ordinance of the City Council of the City of Sutter Creek Extending a Moratorium on the Permitting of Temporary Residential Uses within City Limits.

After the City Council's brief discussion, City Attorney Cole advised the City Council that a minimum of four "aye" votes are needed for the urgency ordinance to be introduced and adopted.

Mayor Gunselman opened the public hearing at 6:34 PM and welcomed public comments. Zero (0) public comments were received.

Mayor Gunselman closed the public hearing at 6:35 PM.

Motion made by Council Member Riordan, seconded by Vice Mayor Sierk to waive the first and second readings by substitution of the title, and introduce and adopt Ordinance No. 25-26-xx.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, and Riordan

ABSENT: Council Member Swift

ABSTAIN: None

NOES: None

MOTION CARRIED 4-0

9. Administrative Agenda

A. Consideration of Moving to an Appointed Treasurer

Staff recommends that Council

1. Discuss and provide direction to staff regarding the placement of a measure on the November 2026 General Election ballot to make the office of City Treasurer appointive.

2. Direct staff to prepare the necessary resolutions to, upon voter approval, assign the statutory duties and title of "City Treasurer" to the Finance Supervisor.

City Manager DuBois presented the report before the City Council. City Manager DuBois then introduced Ryan Domino, Assurance Partner at LSL CPAs (the City's external audit firm), with the latter providing responses and clarification regarding the differences between an appointed versus an elected City Treasurer.

Finance Supervisor Peters concurred with Mr. Domino's statements and responded to inquiries and requests for clarification from the City Council. Finance Supervisor Peters explained his current role in furnishing information for the City Treasurer's monthly reporting process.

Mr. Domino explained that the systems of controls and the independent oversight, although handled differently, would not be compromised by switching from an elected City Treasurer to an appointed City Treasurer workflow model.

One (1) public comment was received from Cathy Castillo, who spoke against moving the City Treasurer position from an elected to an appointed post.

Vice Mayor Sierk asked regarding a job description for the City Treasurer position. City Manager DuBois replied that the City's Municipal Code currently provides a high-level, general description of the City Treasurer's duties and responsibilities.

Motion made by Council Member Riordan, seconded by Council Member Feist directing staff to prepare the necessary resolutions to, upon voter approval, convert the “City Treasurer” position from elected to appointed.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, and Riordan

ABSENT: Council Member Swift

ABSTAIN: None

NOES: None

MOTION CARRIED 4-0

B. Potential Short Term Rental Ordinance Discussion

Recommendation: Provide feedback on report and direction on next steps to either an ad-hoc committee or the planning commission.

Contract City Planner Ventura presented the report before the City Council. Contract City Planner Ventura and City Manager DuBois responded to inquiries and requests for clarification from the City Council.

The City Council inquired and requested more information from staff regarding the following:

1. Limiting the number of cars based on parameters, including but not limited to the number of bedrooms.
2. Defining “caps” based on percentages rather than a “hard number,” contingent on the current situation of the City’s short-term rental market.
3. Applying different percentages depending on the area, such as the Historic District.
4. How the City would handle the “wait list.”

In reviewing the draft ordinance presented by staff, the City Council discussed the following items per staff’s request for feedback and direction:

1. What is the total number of allowed STR within the City?
2. How is that number divided up within the City?
3. Since the City will be putting a cap on the number of STR permits issued, the City Council should determine how to handle a waitlist, if the cap is met.
4. Feedback regarding the stipulation added to the draft ordinance: “Waiting List. STR permit applications shall be reviewed on a first-come, first-serve basis with a waiting list for new STR permits once all authorized STR permits are issued.”

Based on the report and accompanying data presented by staff, the City Council had consensus on the following:

1. There is no need to form an “ad hoc” committee, and
2. Staff would start with the Planning Commission, with the latter recommending a draft ordinance for City Council discussion, approval, and adoption.

One (1) public comment was received. Mr. Byron Damiani shared his opinion and suggestion on matters to additionally consider regarding the “permanent” ordinance regarding STRs.

Motion made by Council Member Riordan, seconded by Vice Mayor Sierk directing staff to develop this agenda item for presentation before the Planning Commission, so that the Commission can review the City Council's direction, conduct its independent study, and provide its recommendation(s) to support the City Council's direction.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, and Riordan

ABSENT: Council Member Swift

ABSTAIN: None

NOES: None

MOTION CARRIED 4-0

C. Tree Ordinance Discussion

Recommendation: Discuss Staff report and example ordinance, provide feedback and direction on a Sutter Creek Ordinance

Contract City Planner Ventura provided the report before the City Council, and City Manager DuBois facilitated the City Council discussion regarding this agenda item.

Staff requested the City Council to provide feedback on the following:

1. Does the majority of the City Council want a tree protection ordinance?
2. Species and sizes that are protected?
3. Any species over a certain size diameter?
4. Tree types for replacement
5. Permit process
6. Replacement policy
7. Enforcement
8. Fines and replacement costs
9. Defer first to the Planning Commission or form an ad-hoc committee?

The City Council consensus indicated the following:

1. There should be a tree protection ordinance.
2. Defer this item first to the Planning Commission, and for the Commission to take the lead in developing the ordinance.
3. Penalties should be higher than currently proposed by staff.
4. Different diameter / separate line items for blue oak because this type of tree slowly grows.
5. There should be a permitting process.

Zero (0) public comment was received.

Motion made by Vice Mayor Sierk, seconded by Council Member Feist directing staff to develop this agenda item for presentation before the Planning Commission, so that the Commission can review the City Council's direction, conduct its independent study, and provide its recommendation(s) to support the City Council's direction.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, and Riordan

ABSENT: Council Member Swift

ABSTAIN: None

NOES: None

MOTION CARRIED 4-0

D. Long Range Financial Forecast (LRFF) from 2025 to 2030

Recommendation: Review and comment on the forecast and scenarios to inform the budget planning process.

City Manager DuBois and Finance Supervisor Peters presented the report before the City Council and responded to inquiries and requests for clarification from City Council.

The City Council inquired with staff regarding the following:

1. The continually-rising City cost due to County-related expenses/fees passed on to incorporated cities.
2. Conservative dispensary revenue presented by staff.
3. Additional revenue sources due to economic development such as additional housing / more residents, new developments, additional TOT, and new businesses.

Zero (0) public comment was received.

No motion or action made regarding this agenda item.

10. Mayor and Council Member Reports

The following members of the City Council provided reports:

1. Mayor Gunselman - With the City, the Visitor's Center, and the Native Daughters working together, banners were ordered to temporarily beautify the area around the Palace.

11. City Attorney's Report

City Attorney Cole stated that he had no items to report.

12. Information and Correspondence

- A. Cover Memo for March 2026 City Staff Monthly Reports
- B. March 2026 Monthly Report - City Clerk
- C. March 2026 Monthly Report - City Treasurer
- D. March 2026 Monthly Report - Engineering
- E. March 2026 Monthly Report - Finance
- F. March 2026 Monthly Report - Marketing / Social Media
- G. March 2026 Monthly Report - Planning
- H. March 2026 Monthly Report - Police
- I. March 2026 Monthly Report - Public Works
- J. Correspondence Received from Public

The City Council received all correspondence.

13. Closed Session

None.

14. Report from Closed Session

None.

15. Adjournment

Mayor Gunselman adjourned the meeting at 8:35 PM. **The next regularly scheduled meeting is May 4, 2026.**

Minutes Approved: May 4, 2026

A handwritten signature in blue ink that reads "Pam Caronongan". The signature is fluid and cursive, with the first name "Pam" being more prominent than the last name "Caronongan".

Pam Caronongan, MMC, City Clerk