



## City Council Meeting Minutes

Monday, October 20, 2025 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

The Agenda can be found on the City's Website: [www.cityofsuttercreek.org](http://www.cityofsuttercreek.org)

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The City of Sutter Creek City Council Meeting is available on YouTube at

<https://www.youtube.com/@CityofSutterCreek>.

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

**Present:** Council members Riordan, Sierk, Gunselman, Swift, Feist

**Absent:** None

**City Treasurer:** Victoria Runquist

**Staff:** Tom DuBois - City Manager, Jim O'Connell - Chief of Police, Will Watson - Project Manager, Derek Cole - City Attorney, Mason Peters - Finance Supervisor

### 2. Pledge of Allegiance to the Flag

### 3. Public Forum

Steve Christensen - here on behalf of Jaren Branton - running for democratic State Representative, he would like to meet with COSC city council members to discuss shared issues regarding rural county challenges. He is on the board of supervisors for Tuolumne County. Examples of discussions: roads, affordable housing, preserving health care/protecting rural hospitals, education, fire protection

### 4. City Manager's Report

City Manager Tom DuBois provided updates on some key City activities. The first economic development event at the grammar school is scheduled to take place on Wednesday October 22. A meeting with Outdoor Recreation representatives and Julia Sierk will be held in the front conference room. The car show feedback from mainstreet businesses was positive. Henderson Project - The construction entity will attempt to dislodge the obstruction to allow work to continue as planned. WWTP - Tom is reaching out to several financial advisors to discuss potential funding options. Cal

Cities provided good networking opportunities, allowing participants to connect with key industry leaders and exchange valuable insights. The city currently has open positions for both a city clerk and a police officer position. Auditorium Ownership - Although the township was dissolved in the 1960s, the city now has sufficient information to proceed with the title change. The upcoming November meeting will focus on public safety initiatives and related community concerns.

**5. Presentations**

- A. Tri County Wildlife Care
- B. Presentation - Did not occur

**6. Approval of Minutes**

- A. City Council Minutes of October 6, 2025  
Recommendation: By motion approve minutes as presented.
- B. Addendum to Minutes from September 15, 2025

**Motion to approve the Minutes from September 15, 2025 by Susan Feist, second by Council member Riordan.**

**AYES:** Council members Sierk, Gunselman, Swift, Feist, Riordan  
**ABSENT:** 0  
**NOES:** 0  
**MOTION CARRIED 5-0**

**7. Consent Agenda**

Items listed on the consent agenda are considered routine and shall be enacted in one motion. Any item may be removed for discussion at the request of Council or the Public.

Amador City to Sutter Creek Multimodel Improvements Resolution to accept, plan and implement Sutter Creek Portions.

**Motion to approve the Amador City to Sutter Creek Bicycle and Pedestrian Project by Julia Sierk, second by Council member Riordan.**

**AYES:** Council members Feist, Gunselman, Swift, Sierk, Riordan  
**ABSENT:** 0  
**NOES:** 0  
**MOTION CARRIED 5-0**

**8. Ordinances and Public Hearing**

**9. Mayor and Council Member Reports**

**Council Member Riordan** - loading zone on main street and Eureka question- 36ft - to remove 16 feet, concern regarding spanish street visibility. Also, there are concerns regarding the 2 parking spots proposed for Spanish street. Loading zone and red zone are merged currently. Furthermore, there isn't parking enforcement.

**Dan Lafontaine** - Zones need to be striped before PD can enforce. Additionally, making the proposed parking spots on Spanish be changed to a red zone would mitigate safety concerns.

**Council Member Sierk** - The intersection at Gopher Flat and Broad doesn't have yellow indicator striping (stop bar). Trees were cut back to assist with visibility issues.

**Mayor Gunselman** - We would like to see parallel striping - photos requested.

**Public** - Barbara Holmes California Drive - Hanford and gopher flat crosswalk requested a 4 way crosswalk discussion for Handford and Gopher Flat.

**Public** - Brian Holmes California Drive - Stated that the intersection at Hanford and gopher flat is dangerous. Requesting more striping, considered the most dangerous intersection in the city.

#### B. Update to Improvement Standards for Roadway Excavation

By motion to approve Resolution 25-26-\*\* authorizing Public Works Director to execute additional provisions to the City's improvement standards

**Dan Lafontaine** - 5 year lifespan with asphalt, 3 years for chip seal.

**Council Member Riordan** - Stated he would like to see a list of collaborative entity efforts. As well as adding information to standards.

**Motion to approve the Amador City to Update Improvement Standards for Roadway Excavation by Dan Riordan, second by Council Member Julia Sierk,**

**AYES:** Council members Feist, Gunselman, Swift, Sierk, Riordan

**ABSENT:** 0

**NOES:** 0

**MOTION CARRIED 5-0.**

#### C. Discussion about City Tree Ordinance Update

Direction from Council on updating Ordinance Chapter 13.24

**Council Member Swift** - Insurance stipulation should included

**Council Member Riordan** - Tree removal should be looked at closely, not done unpermitted, or fines should be imposed. Currently \$500, but should be revisited, and rather increased.

**Mayor Gunselman** - Ordinance should have increased fines, smaller/mature trees should be included. An ordinance should be in place for enforcement, replacement, permitted, certain species of trees should be included. Arborists should be contracted to determine tree removal that is in question (regarding the health of a tree).

**Council Member Feist** - Are there ordinances for undeveloped parcels?

**Tom DuBois** - Yes, but not for developed parcels. Reconfirming direction from council

#### D. FY25-26 Q1 Financial Update

For information and discussion

**Mason Peters** - Sewage rates - Late Fees - Charges will commence in November, grace period given to customers. PD and PW overtime has increased.

**Council Riordan** - Data gathered regarding variables should be included into the budget to be able to capture unexpected expenses.

**Tom DuBois** - We are doing a good job, using 3 months of data, and should have an accurate quarterly budget update.

**Mayor Gunselman** - Sales tax data - are businesses all charging sales tax, is being funneled correctly to the city of Sutter Creek?

**Mason Peters** - Research/investigation being conducted.

**Council Member Riordan** - suggests a work session regarding the reports to better understand everything that encompasses the reporting feature.

**10. City Attorney's Report**

Nothing to report.

**11. Information and Correspondence**

- A. September 2025 - Public Works Report
- B. October 2025 - Expense Report
- C. October 2025 - Polled Cash Report
- D. October - 2025 Treasurer's Report
- E. Marketing Monthly Report - September 2025

**12. Closed Session** - the meeting was adjourned into closed session at 8:32PM

- A. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Negotiator: Tom DuBois, City Manager  
Employee Organizations: Sutter Creek SEIU

**13. Report from Closed Session**

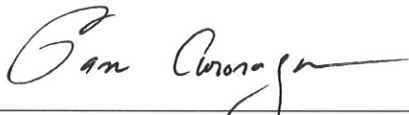
Nothing to Report

**14. Adjournment**

The meeting was adjourned at 8:32PM.

**The next regularly scheduled meeting is November 3, 2025**

**Meeting Minutes Approved on November 20, 2025**



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**Pam Caronongan, City Clerk**