



City Council Meeting Minutes

Monday, May 19, 2025 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

www.cityofsuttercreek.org

The City of Sutter Creek City Council Meeting was available in person and LIVE on YouTube.

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

Mayor Claire Gunselman called the meeting to order. All Council Members were present.

2. Pledge of Allegiance to the Flag

Mayor Gunselman led the pledge of allegiance to the flag.

3. Public Forum

Mayor Gunselman opened the public forum. No members of the public came forward to speak.

4. City Manager's Report

City Manager Tom DuBois provided an update on a number of City items ([link here](#)):

1. **Water Board Issue:** DuBois informed the Council about a recent decision by the Water Board prohibiting the city of Ione from disposing of treated wastewater on their golf course. This decision impacts Sutter Creek, because the City relies on Ione for wastewater disposal. DuBois expressed concern about potential overflow of reservoirs by next spring if the issue is not resolved. He encouraged Council Members and the public to contact the Water Board about this pressing matter.
2. **Henderson Reservoir Repair:** DuBois mentioned the possibility of receiving an \$800,000 grant for the Henderson Reservoir repair next year. However, any work done this year would not be eligible for the grant. He sought the council's opinion on whether to proceed with the repair this year or wait for the potential grant.
3. **Community Events:** DuBois reported on the success of recent events including the duck race and the installation of a new sign at the end of Main Street for businesses not located on Main Street.
4. **Upcoming Agenda Items:** DuBois informed the Council that June's meetings would be busy with discussions on the audit, budget, and MOUs for the two employee unions.
5. **Pool Operations:** DuBois assured the Council that the pool would operate this summer.

Council members asked questions about the water disposal issue, potential solutions, and the timeline for resolving the matter.

5. Presentations

A. Sutter Creek Visitor Center Presentation

Lisa Klusowski from the Sutter Creek Visitor Center [gave a presentation](#) on 2024 activities and achievements:

1. Visitor Numbers: The center has had 9,524 visitors since opening, with 5,467 in 2024 alone.
2. Volunteer Base: The Visitor Center has 31 active volunteers.
3. Marketing Materials: The Visitor Center has designed and printed a full-color brochure and the City is featured in the California State Visitors Guide.
4. New Initiatives: They have created a weekly event update and a guide to local businesses selling Sutter Creek merchandise.

Klusowski requested the same budget allocation (\$5,500) as last year to support their ongoing efforts. Council members expressed appreciation for the center's work and its positive impact on the community.

6. Approval of Minutes

A. City Council Minutes of April 21, 2025

Corrections provided: Include names of residents when provided. Correct the date for Ad Hoc. Change to "ACTC" on Item 10.

Motion to approve the Minutes from April 21, 2025 as corrected by Council Member Sierk, second by Council Member Feist.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

7. Consent Agenda

A. Contracts Renewal - Hauge Brueck Associates, LLC and Cole Huber LLP

B. SB-1 Project List FY 25-26

Council Member Riordan inquired about a new person listed in the planning contract and a change in the compensation component language. Council Member Sierk sought clarification on the SB-1 project list and the use of the word "both" in reference to proposed projects. Correction was provided.

Motion to approve the Consent Agenda with correction to SB-1 project list description by Council Member Riordan, second by Council Member Feist.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

8. Ordinances and Public Hearing

A. Public Hearing on Current Job Vacancies, Recruitment Efforts, and Retention Strategies

Overview of current job vacancies, recruitment efforts, and retention strategies as required by California Assembly Bill 2561.

City Clerk Aaron Wolcott presented an overview of the city's current employment status, vacancies, and recruitment efforts as required by California Assembly Bill 2561. Key points included:

1. Current Staff: 19 employees (15 full-time, 4 part-time) and 1 vacancy in the police department.
2. Staff Breakdown: 3 Administrative, 6 Public Works, 4 Police, and 6 Management (un-represented) staff.
3. Retention Rate: 88% over the last year, with 2 retirements and 2 resignations.
4. Recruitment Times: Varied from 1 month to 5 months for different positions.

Council Members asked clarifying questions about staff categorization and management positions. Mayor Gunselman opened the public hearing. No bargaining group representatives or members of the public commented during the public hearing. Council Member Swift stated that he does not appreciate yet another State-mandated reporting requirement for local agencies.

B. Public Hearing to Hear and Consider Objections and Protests, if any, to the Contents of the Written Report on Delinquent Sewer Charges

Mayor Gunselman opened the public hearing. No members of the public came forward to comment. The council closed the public hearing and proceeded to vote.

Motion to approve the resolution ordering delinquent surcharges to be placed on the tax rolls by Council Member Swift, second by Council Member Sierk.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

9. Administrative Agenda

A. Wastewater Treatment Plant Request for Proposals

City Manager Tom DuBois and Public Works Director Dan Lafontaine presented the Request for Proposals (RFP) for the wastewater treatment plant project. They explained that the procurement method selected uses the ESCO (energy savings) part of the state code, which allows for a progressive design-build approach. The project will be done in three phases, including an initial phase to address open issues around regulation, FEMA, and site planning. DuBois and Lafontaine suggested that the deadline for submission of proposals be extended two weeks due to holidays that fall within the submission period.

Council Members expressed appreciation for the thorough RFP. Council Member Sierk asked about the language around keeping the design, which Lafontaine explained means that the City could opt to only pay for the design if the rest of the project is too expensive for the City to complete. Council Member Riordan queried the liability amount which was explained as standard language for such projects. Mayor Gunselman questioned the plan for communication with the City of Ione and Lafontaine explained that they are keeping communication open with Ione. Council Member Swift stated that he had no objection to the two-week extension for proposal submission.

Motion to approve the Request for Proposals (RFP) with additional two-week response time by Council Member Riordan, second by Council Member Sierk.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

B. Sewer Collection System Repair Projects

Public Works Director Dan Lafontaine presented information on bids received for sewer collection system repair projects. Soracco, Inc. was the winning bidder with a cost of \$658,918. Lafontaine noted that they have enough budget for all the repairs.

Motion to approve the resolution awarding the construction contract for miscellaneous sewer main replacement projects to Soracco, Inc. by Council Member Swift, second by Council Member Feist.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

C. Agreement to Accept Impact Fees From The County For Bryson Park

City Manager Tom DuBois explained that the agreement was necessary to receive old ACRA impact funds from the County for a new ADA-compliant bathroom at Bryson Park. The Council was pleased to see this proceeding. Council Members discussed potential additional security features for the bathrooms, including automatic locking doors. Public Works Director, Dan Lafontaine said they were looking into options for better security including lighting and various lock options.

Motion to approve the agreement to accept impact fees from the County for Bryson Park by Council Member Sierk, second by Mayor Gunselman.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

10. Mayor and Council Member Reports

Council Member Feist: Nothing to report.

Council Member Swift: Nothing to report.

Council Member Riordan reported that ACTC meeting is coming up. Riordan also noted that County Supervisor, Pat Crew, was going to be away from his duties for a while due to health concerns and expressed good wishes to him.

Council Member Sierk gave a detailed report on recent developments at ACRA, including the resignation of the General Manager and ongoing efforts to ensure financial stability and program continuity. She expressed optimism that ACRA programming will continue as before.

Mayor Gunselman asked that Council receive more information from ACRA on what programming is being done in Sutter Creek.

City Manager Tom DuBois reported that the Local Tax Oversight Committee met for the first time and will meet again before the next council meeting on June 2nd.

11. City Attorney's Report

Nothing to report.

12. Future Agenda Items

None

13. Information and Correspondence

- A. [April 2025 Treasurer's Report](#)
- B. [April 2025 Finance Department Report](#)
- C. [April 2025 Cash Flow Report](#)
- D. [April 2025 Revenue Report](#)
- E. [April 2025 Expense Report](#)
- F. [April 2025 Police Report](#)
- G. [April 2025 Public Works Report](#)
- H. [April 2025 Planning Department Report](#)
- I. [April 2025 City Clerk Report](#)
- J. [April 2025 City Engineering Report](#)

Council Member Swift would like to see permit fees reported as "fees received" instead of "revenue".

Council Member Riordan expressed concern, based on the Engineering Report, that Council was only receiving limited information regarding the status of the Navarro property (300 Hanford Street). Council Member Swift agreed that a code enforcement update would be appreciated.

Mayor Gunselman noted from the Police Report that of the 162 traffic stops, 155 didn't receive any tickets. She also asked for clarification on sewer repairs being done by Public Works.

The meeting was adjourned to Closed Session at 7:23 PM

14. Closed Session

A. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Tom DuBois, City Manager

Employee Organizations: Sutter Creek POA and SEIU

15. Report from Closed Session

Closed Session was adjourned at 8:31 PM. Mayor Gunselman reported no reportable action.

16. Adjournment

The meeting was adjourned at 8:32 PM

The next regularly scheduled meeting is June 2, 2025 at 6 PM

Minutes Approved: June 2, 2025