



City Council Meeting Minutes

Monday, December 1, 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

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

Present: Mayor Claire Gunselman, and Council Members Dan Riordan, and James Swift

Absent: Vice Mayor Julia Sierk and Council Member Susan Feist

City Treasurer: Victoria Runquist

Staff: Tom DuBois - City Manager, Jim O'Connell - Chief of Police, Dan Lafontaine - Public Works Director, Will Watson - Project Manager, Pam Caronongan - City Clerk, and Derek Cole - City Attorney

2. Pledge of Allegiance to the Flag

Mayor Gunselman led the Pledge of Allegiance.

3. Public Forum

One (1) public comment was received.

4. City Manager's Report

City Manager Dubois provided his City Manager's Report before City Council, with his report providing updates on:

- Staff accomplishments: City Council Priority - Improve Roadways
- Staff accomplishments: City Council Priority - Sustainable Budget
- Staff accomplishments: City Council Priority - Economic Development
- Staff accomplishments: City Council Priority - Wastewater Improvements
- Staff accomplishments: City Council Priority - Day-to-Day / Community Engagement
- Community Events
- Upcoming Agenda Items from December 2025 to March 2026

City Manager Dubois responded to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

5. Presentations

A. Commendation for Officer Daniel Rego

Mayor Gunselman, in behalf of the City Council, read the proclamation; and City Council presented the proclamation certificate to Officer Daniel Rego commending him for his contributions, heroism, and service to the City of Sutter Creek as well as for being recently honored as 2025 Amador County Peace Officer of the Year by the Amador County Peace Officers Association.

B. Introduce New City Clerk, Pam Caronongan.

City Manager Dubois introduced new City Clerk Caronongan.

6. Approval of Minutes

A. City Council Minutes of November 3, 2025

Recommendation: By motion approve minutes as presented.

Motion made by Council Member Riordan, seconded by Council Member Swift to approve the Minutes from November 3, 2025.

AYES: Mayor Gunselman, and Council Members Riordan and Swift

ABSENT: Vice Mayor Sierk and Council Member Feist

NOES: None

MOTION CARRIED 3-0

7. Consent Agenda

A. Amador City to Sutter Creek Multimodal Improvements

Amend Resolution supporting Bicycle/Pedestrian Plan between Sutter Creek and Amador City.

Motion made by Council Member Riordan, seconded by Council Member Swift to approve the Minutes from November 3, 2025.

AYES: Mayor Gunselman, and Council Members Riordan and Swift

ABSENT: Vice Mayor Sierk and Council Member Feist

NOES: None

MOTION CARRIED 3-0

B. Audit Contract with LSL

Adopt Resolution approving LSL as the City's auditor for next three years with option for two more, and approve the first year engagement letter.

Motion made by Council Member Riordan, seconded by Council Member Swift to approve the Minutes from November 3, 2025.

AYES: Mayor Gunselman, and Council Members Riordan and Swift

ABSENT: Vice Mayor Sierk and Council Member Feist

NOES: None

MOTION CARRIED 3-0

8. Ordinances and Public Hearing

None

9. Administrative Agenda

A. 2025 Year in Review

Receive Presentation by City Manager Highlighting accomplishments of City Council and City Staff in 2025.

City Manager Dubois presented his report, and responded to inquiries and requests for clarification from the City Council. City Manager Dubois complimented staff on their respective contributions towards accomplishing the following City Council Priorities during 2025:

- Improve Roadways
- Sustainable Budget
- Economic Development
- Wastewater Improvements
- Day-to-Day / Community Engagement

B. Urgency Ordinance Imposing Moratorium on Approval or Processing of Short-Term Rental Applications

Staff recommend the following:

1. *Discuss and consider the matter regarding Short-Term Rental Applications.*
2. *Introduce and waive the first and final readings by substitution of the title, and adopt **Ordinance No. 25-26-XX** - an Urgency Ordinance of the City Council of the City of Sutter Creek Imposing a Moratorium on the Permitting of Short-Term Rentals Within City Limits Pending the Development of a Permanent Ordinance Regulating Such Rentals.*

This item was continued to the next meeting wherein the required number of City Council Members would be present to consider and vote on this item.

10. Mayor and Council Member Reports

Nothing to report

11. City Attorney's Report

Nothing to report

12. Future Agenda Items

13. Information and Correspondence

- A. Treasurer - October 2025 Monthly Report
- B. Finance - October 2025 Monthly Report
- C. Planning - October 2025 Monthly Report
- D. Public Works - October 2025 Monthly Report
- E. Police - October 2025 Monthly Report
- F. Engineering - October 2025 Monthly Report

The City Council reviewed and accepted the reports mentioned above "as is," and with no questions asked.

14. Closed Session

A. Public Employee Performance Evaluation pursuant to Government Code Section §54957. Position: City Manager

The City Council reconvened for Closed Session at 7:00 PM.

15. Report from Closed Session

Nothing to report

16. Adjournment

Mayor Gunselman adjourned at 7:25 PM. The next regularly scheduled meeting is January 20, 2026.

Meeting Minutes Pending Approval on January 20, 2026

Pam Caronongan, City Clerk