



## City Council Meeting Minutes

Monday, February 02, 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](http://www.cityofsuttercreek.org)

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

Vice Mayor Sierk called the Regular Meeting to order at 6:00 PM.

**Present:** Vice Mayor Julia Sierk, and Council Members Dan Riordan and James Swift

**City Treasurer:** Victoria Runquist

**Absent:** Mayor Claire Gunselman and Council Member Susan Feist

**Staff:** Tom DuBois - City Manager, Derek Cole - City Attorney, and Pam Caronongan - City Clerk

### 2. Pledge of Allegiance to the Flag

Vice Mayor Sierk led the Pledge of Allegiance.

### 3. Public Forum

One (1) public comment was received.

### 4. City Manager's Report

City Manager Dubois presented his report before the City Council, providing information and/or update on the following:

### 5. Presentations

#### A. The Resource Connection of Amador and Calaveras Counties, Inc.

*Recommendation: Receive presentation from Mia Huss, Child Care Resource and Referral Specialist from The Resource Connection.*

Ms. Sheri Noble, Program Director and Ms. Huss jointly provided an informational presentation and responded to questions and requests for clarification from the City Council.

## 6. Approval of Minutes

- A. City Council Regular Meeting Minutes of January 20, 2026  
City Council Special Meeting Minutes of January 24, 2026

*Recommendation: By motion approve the above-mentioned meeting minutes as presented.*

In regards to the draft Regular Meeting Minutes of January 20, 2026, the minutes need to be amended to reflect the following:

- Contract City Planner Erin Ventura was absent during said meeting.
- Vote occurring during the first Closed Session item needs to be reflected, per City Attorney recommendation.

In regards to the draft Special Meeting Minutes of January 24, 2026, the minutes need to be amended for the following:

- Council Member Riordan was absent during said meeting.
- There were four priorities identified by the City Council.

**Motion made by Council Member Riordan, seconded by Council Member Swift to approve the Minutes from January 20, 2026 and January 24, 2026 with the amendments noted above.**

**AYES:** Vice Mayor Sierk, and Council Members Riordan and Swift

**ABSENT:** Mayor Gunselman and Council Member Feist

**NOES:** None

**MOTION CARRIED 3-0**

## 7. Consent Agenda

- A. Resolution authorizing the City Manager to Sign and File a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board for the City's Wastewater Treatment Plant

*Recommend that the City Council adopt the attached resolution authorizing the City Manager to sign and file a Financial Assistance Application with the State Water Resources Control Board.*

The Agenda Item was pulled for discussion. Vice Mayor Sierk and Council Member Riordan respectively recommended changes to the draft resolution, which were not substantive changes that would change the intent of the resolution.

**Motion made by Council Member Riordan, seconded by Council Member Swift to all Consent Agenda items.**

**AYES:** Vice Mayor Sierk, and Council Members Riordan and Swift

**ABSENT:** Mayor Gunselman and Council Member Feist

**NOES:** None

**MOTION CARRIED 3-0**

## 8. Ordinances and Public Hearing

- A. None.

## 9. Administrative Agenda

### A. Nexus Study and Presentation of Draft Impact Fees

*It is recommended that the City Council:*

1. Receive the presentation on the 2026 Capital Facilities Fee Nexus Study;
2. Determine the appropriate level of updated impact fees,
3. Direct staff to notice a public hearing and bring back a resolution to approve the Nexus study and establish updated impact fees.

City Manager Dubois introduced Ms. Cindy Yan, Principal, from Goodwin Consulting Group (GCP), the latter providing the presentation regarding the 2026 Capital Facilities Fee Nexus Study. Ms. Yan and City Manager Dubois respectively responded to inquiries and requests for clarification from the City Council.

**Motion made by Council Member Riordan, seconded by Council Member Swift directing staff to notice a Public Hearing and bring back a resolution to approve the Nexus Study and establish updated impact fees.**

**AYES:** Vice Mayor Sierk, and Council Members Riordan and Swift

**ABSENT:** Mayor Gunselman and Council Member Feist

**NOES:** None

**MOTION CARRIED 3-0**

### B. Short-Term Rental (STR) Proposed Ordinance Discussion

*Recommendation:* Motion to direct staff to draft an ordinance, including factors of interest to the Council.

Contract City Planner Ventura led the presentation regarding STR and the proposed ordinance, with Finance Supervisor Mason Peters providing a presentation regarding the finance component of STR activities Citywide.

Contract City Planner Ventura and City Manager Dubois facilitated the City Council discussion in order to identify factors of interest to the Council, and responded to inquiries and requests for clarification from the City Council.

The City Council reached consensus on the following:

1. To have different regulations for owner-occupied and non-owner occupied STRs.
2. To have “no caps” for owner-occupied STRs (STRs where the owner also has said STR as the primary residence).
3. To develop a reporting system to have better tracking of STR activities.
4. For all types of STRs to go through the process to be defined by the City, with the process being implemented administratively.

The City Council decided to have a continuation of this Agenda Item, in order to have the entire City Council present and further discuss the matter.

**Motion made by Council Member Riordan, seconded by Council Member Swift to continue the discussion on STRs at a later City Council meeting date.**

**AYES:** Vice Mayor Sierk, and Council Members Riordan and Swift

**ABSENT:** Mayor Gunselman and Council Member Feist

**NOES:** None

**MOTION CARRIED 3-0**

**C. Amendment to City Manager Employment Agreement**

*Recommendation for the City Council to adopt the resolution approving the amendment.*

City Attorney Cole provided the presentation regarding the amendment to the City Manager's employment agreement. City Attorney Cole responded to inquiries and requests for clarification from the City Council.

**Motion made by Council Member Riordan, seconded by Council Member Swift to adopt the resolution approving the amendment to the City Manager's Employment Agreement.**

**AYES:** Vice Mayor Sierk, and Council Members Riordan and Swift

**ABSENT:** Mayor Gunselman and Council Member Feist

**NOES:** None

**MOTION CARRIED 3-0**

**10. Mayor and Council Member Reports**

Vice Mayor Sierk and Council Member Swift provided their respective reports. Council Member Riordan stated that he had nothing to report.

**11. City Attorney's Report**

None.

**12. Information and Correspondence**

None.

**13. Closed Session**

None.

**14. Report from Closed Session**

None.

**15. Adjournment**

The next regularly scheduled meeting is Tuesday, February 17, 2026. The meeting has been moved from its normal date of Monday, February 16, 2026 in commemoration and celebration of President's Day.

Vice Mayor Sierk adjourned the meeting at 8:54 PM.