



## **City Council Meeting Minutes**

**Monday, October 05, 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**

The meeting was called to order at 6:00 p.m.

**PRESENT:** Mayor Claire Gunselman; Vice Mayor Julia Sierk; and Councilmembers Susan Feist, Dan Riordan, and James Swift.

**STAFF PRESENT:** City Manager Tom DuBois; City Attorney Derek Cole; and Finance Supervisor Mason Peters.

### **2. Pledge of Allegiance to the Flag**

Mayor Gunselman led the Pledge of Allegiance.

### **3. Public Forum**

Mayor Gunselman opened the public comment period for items not listed on the agenda.

Veronica spoke on behalf of Joshua Gillian regarding a potential partnership with the City and plans to develop complementary businesses at 11821 Sweet Pea Way, including a heavy-duty truck repair facility and a trailer business.

Mayor Gunselman closed the public comment period.

### **4. City Manager's Report**

City Manager DuBois presented his report.

### **5. Presentations**

None.

## **6. Approval of Minutes**

### **A. City Council Minutes of September 21, 2026**

Mayla Burgess requested corrections to names in two places in the minutes.

Councilmember Swift requested that the minutes use the term “recused” to describe his participation status during the second reading of the ordinances.

**Motion:** Vice Mayor Sierk moved to approve the September 21, 2026, minutes as corrected. Councilmember Riordan seconded the motion.

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION CARRIED (5-0-0)**

## **7. Consent Agenda**

### **A. Sutter Hill Road Asphalt Overlay Project Completion**

Councilmember Swift commended Campbell Construction for its work on the project, stating that the company exceeded expectations.

**Motion:** Councilmember Riordan moved to adopt Resolution No. 26-27-05, accepting the work on the Sutter Hill Road Asphalt Concrete Overlay Project and authorizing the City Manager to execute the Notice of Completion and cause it to be filed with the Amador County Recorder. Vice Mayor Sierk seconded the motion.

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION CARRIED (5-0-0)**

## **8. Ordinances and Public Hearing**

### **A. Fiscal Year 2025–26 Annual Impact Fee Report**

Finance Supervisor Peters presented the annual report and explained the State reporting requirement and the use of impact fees.

Vice Mayor Sierk asked whether development at Bryson and Valley View would increase public transportation needs and calls for police services. She suggested monitoring these potential impacts.

Councilmember Feist discussed the park acreage standard, including a reduction from eight acres to four acres per 1,000 residents. She also raised questions concerning approximately 150 homes and the implications of Erickson Ranch being outside City limits, including the loss of approximately 40 acres.

There were no public comments.

**Motion:** Councilmember Riordan moved to accept the Fiscal Year 2025–26 Annual Impact Fee Report. Vice Mayor Sierk seconded the motion.

**AYES:** Gunselman, Sierk, Riordan, Swift

**NOES:** None

**ABSTAIN:** Feist

**ABSENT:** None

**MOTION CARRIED (4-0-1)**

## **9. Administrative Agenda**

### **A. Purchase Card / Credit Card Policy**

Finance Supervisor Peters explained that the City did not have an existing purchasing card/credit card policy and discussed the need to establish procedures for card issuance, use, and reimbursement.

Councilmember Riordan suggested wording revisions. Vice Mayor Sierk discussed provisions on page 25 of the agenda packet and requested that the missing-receipt threshold be reduced from five to three per fiscal year per individual.

There were no public comments.

**Motion:** Vice Mayor Sierk moved to adopt the Purchasing Card/Credit Card Policy as amended, including reducing the missing-receipt threshold from five to three per fiscal year per individual. Councilmember Riordan seconded the motion.

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION CARRIED (5-0-0)**

## **10. Mayor and Council Member Reports**

Mayor Gunselman discussed the nonprofit open house and raised questions regarding possible changes to the venue and time.

### **11. City Attorney's Report**

City Attorney Cole had no report.

### **12. Information and Correspondence**

None.

### **13. Closed Session**

None.

### **14. Report from Closed Session**

None.

### **15. Adjournment**

The meeting adjourned at 7:00 p.m.

A handwritten signature in black ink, appearing to read 'JZ', is positioned above a horizontal line.

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**Alejandra Zambrano, Interim City Clerk**