



## **City Council Meeting Minutes**

**Monday, June 02, 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 was available in person and LIVE on YouTube.**

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

The meeting was called to order by Mayor Gunselman. All Council members were present.

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

The pledge of allegiance was led by Mayor Gunselman

### **3. Public Forum**

Mayor Gunselman opened the public forum. No members of the public came forward to speak on items not on the agenda. The public forum was closed.

The Council attended to item 5 on the agenda before item 4.

### **5. Presentations**

#### **A. Oversight Committee Introduction**

Martin Ryan introduced the members of the Transactions and Use Tax Oversight Committee for Measure P. He thanked the Council for establishing the committee to ensure public confidence in the Measure. The members of the committee are Richard Murphy, Sandra Spelliscy, Wendy Mathis, Alan Bierce, and Martin Ryan.

Ryan summarized the committee meeting from earlier on June 2nd, stating that the committee discussed prioritization of funding, matching funds, the flow of incoming money (expected to trickle in initially), and focusing on hard infrastructure like roads, as expected by the community.

#### **B. ACRA Presentation**

Amy Clingan, Director of Recreation at Amador County Recreation Agency (ACRA), introduced herself and ACRA's work. She explained that ACRA operates as a Joint Powers Authority (JPA), overseen by a board representing the County and member cities (Amador City, Jackson, Plymouth, Sutter Creek). In Sutter Creek, ACRA hosts a popular monthly cooking class, manages the Sutter Creek pool (with over 100 kids signed up for summer swim lessons), and has offered watercolor painting, sign language, and a basketball league. They also run an after-school program at Sutter Creek Elementary.

Clingan stated that ACRA has not raised membership fees in 10 years and is requesting continued support at the same cost. ACRA is committed to improving its reputation by offering more programs meeting community needs, including youth and teen programs. Programs draw participants from all over the county, fostering community. Future plans include focusing on financial stability with County help, transparency, continuing to provide parks and programs, and a major marketing push to increase awareness.

Council expressed appreciation for ACRA's efforts during tough times. City Manager Tom DuBois urged the development of a letter of commitment among cities, and Council member Feist reiterated the importance of the pool's functionality. Council member Swift encouraged Clingan to distribute the monthly ACRA calendar more widely and Mayor Gunselman stated that she hopes ACRA can eventually bring Ione back into ACRA.

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

Tom DuBois, City Manager, provided updates on key activities and issues facing the City:

- DuBois provided an update on the wastewater disposal situation. A letter was sent to the Water Board on April 25th citing public health concerns regarding the risk of overflowing reservoirs. Ione submitted their Title 22 report on May 19th. The Regional Water Board has not committed to a timeline, stating they need to ensure Ione's application is complete. Multiple letters have been sent by various parties, including Council member Feist and Amador County Supervisors, with little response from the Water Board. The City plans to send additional letters this week to the Water Board and the Department of Dam Safety. Attorneys for the City and Ione are crafting a joint letter highlighting the emergency nature of the situation. Land application of wastewater has begun to lower reservoir levels. The Henderson dam repair is at risk; disposal needed to start by June 1st. The ability to perform repairs next year depends on whether the golf course opens for water disposal this summer. Ione City Manager George Lee is in daily contact and motivated to resolve the issue. County Board Supervisor, Dan Eperson, has also been helpful.
- Mason Peters, Finance Supervisor, is in the process of rolling out the new financial system (ERP). Peters reported that the new financial system is currently launching, with ongoing validation and testing. The system is looking promising and is expected to streamline processes for staff and offer a more user-friendly experience for the public regarding utility billing (e.g., autopay, online bill access). Reporting capabilities are significantly enhanced. Payroll migration is delayed slightly to ensure core financials are solid first.
- Progress is being made on the Nexus study, with complexities around using fees for existing infrastructure versus new construction.
- The Public Works team has been getting the pool ready, replacing parts.
- The major miscellaneous sewer collection project is getting ready to start.
- Due to health reasons, a member of the Design Review Committee has resigned his role and a new committee member is needed. A candidate with architecture, historic preservation, or construction background is desirable. Council Member Swift suggested Rich Murphy.
- Upcoming Events: Community Pool Party with a Children's Parade on the Fourth of July (organized with Amy Clingan). The event will be free.

#### **6. Approval of Minutes**

A. City Council Minutes of May 19, 2025

**Motion to approve the Minutes as presented by Council Member Swift, second by Council Member Sierk.**

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

**NOES:** none

**MOTION CARRIED 5-0**

## **7. Ordinances and Public Hearing**

None.

## **8. Consent Agenda**

### **A. FEMA Disaster Grants Status**

*Information Report on Awarded Projects*

**Motion to approve the Consent Agenda by Council Member Riordan, second by Council Member Swift.**

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

**NOES:** none

**MOTION CARRIED 5-0**

## **9. Administrative Agenda**

### **A. Audit Reports for Fiscal Year 2023-2024**

*Recommendation: Accept the FY23-24 financial audit report.*

David Alvey from Maze & Associates presented the financial audit report for the City. The audit resulted in an unmodified "clean" opinion, the highest level of assurance. Key financial highlights from the report included an unrestricted fund balance of \$1.4 million, a \$101,000 decrease due to transfers out, and tax revenues of \$2 million, an increase of \$187,000. Revenues were over budget by \$142,000, and expenditure was over budget by \$41,000. Alvey explained that pension liability is subject to market fluctuations and CalPERS' projections. The current statements reflect a period where the target rate of return was not met, reversing previous gains. Capital assets increased by \$568,000 (Bryson Park upgrades, Old Strike port, Eureka Road repairs). ARSA JPA debt of \$450,000 was forgiven.

In the management letter Alvey stated that there were no material weaknesses. One deficiency comment was regarding the number of post-closing adjustments due to the ERP system implementation.

Council member Riordan asked about the \$4.7 million net pension liability and the City's ability to afford it. Mr. Alvey explained it represents the amount needed if all benefits were paid out on June 30th and fluctuates based on market returns and demographics

Council member Feist inquired about the increase in gross capital assets, which was attributed mainly to streets and roads.

**Motion to approve the accept the audit report by Council Member Sierk, second by Council Member Feist.**

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

**NOES:** none

**MOTION CARRIED 5-0**

### **B. Draft Budget for FY 2025-2026**

*Review and Feedback from Council*

City Manager, Tom DuBois, presented an initial overview of the draft budget, emphasizing a conservative approach due to economic uncertainty. DuBois noted the figures were representative of requests that will be in the budget and will be refined based on Council feedback to achieve a balanced budget. Areas discussed included salary and benefits, marketing, dispatch costs, weed abatement and Grammar School improvements.

Council discussed the cost-effectiveness and importance of reliable equipment for the police department. A cost-benefit analysis of purchase vs. lease was suggested with regard to body cameras. Regarding hiring part-time

administrative staff for the Police Department, Mayor Gunselman expressed opposition to increased staffing at this point, citing uncertain forecasts for California cities and the need for fiscal caution. Council member Sierk agreed, suggesting a near hiring freeze. Council member Feist suggested sworn officers could continue handling reporting

Council member Feist suggested that if sales tax declines, more might be considered for marketing to attract visitors.

With regard to Measure P funds, DuBois explained that the Oversight Committee prefers to focus the funds on streets, storm drains, and potentially energy-saving ROI projects, rather than general CIP items or matching grants for other purposes at this early stage. Council member Swift cautioned that the City should not "get ahead of our skis" with spending the funds until actual revenue was clearer.

Council member Swift suggested looking into local IT services to reduce costs.

Mayor Gunselman suggested that some projects should be dependent on other funding sources, including Bryson Park improvements, Sutter Hill walking trail to town, Grammar School AC, and Monteverde repairs.

Council requested a link to last year's budget for comparison before the next meeting.

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

Council member Riordan: Regional Traffic Mitigation Fee (RTMF) meeting is next week and will be attending by Zoom.

Council member Sierk: Nothing to report

Council member Gunselman: Announced a meeting on June 3rd to discuss the funds raised at the Duck Race and how those funds would be used. Primary focus will be the pool. Also announced that the Sutter Creek Community Benefit Foundation will be contributing toward the refurbishment of the high school gym floor.

Council member Swift: Thanked City Staff, especially Holly, for assistance with the Italian Society's parade permit process, and the police department and volunteers for their work on the parade. The parade had 70 entrants this year, up from the mid-50s, with efforts to grow it further.

Council member Feist: Nothing to report

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

The City Attorney is working with the City Manager on labor negotiations.

## **12. Future Agenda Items**

No items mentioned.

## **13. Information and Correspondence**

- A. Board of Supervisors Letter to Water Board

The regular meeting was adjourned to closed session at 8:03PM.

## **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

The closed session was adjourned at: 9:35PM.

**15. Report from Closed Session**

Mayor Gunselman reported no reportable action from the Closed Session.

**16. Adjournment**

Adjourned at 9:35

**The next regularly scheduled meeting is June 16, 2025**