



## **City Council Meeting Minutes**

**Monday, June 16, 2025 at 6:00 PM**

**33 Church Street, Sutter Creek, CA 95685**

**The Agenda from the meeting 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 on Zoom.**

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

Call to order at 6:00pm by Mayor Gunselman.

Present: Council members, Dan Riordan, Jim Swift, Claire Gunselman, Susan Feist

Present via Zoom: Council member Julia Sierk

City Treasurer: Vicky Runquist

Staff present: City Manager – Tom DuBois, Contract City Attorney – David Ritchie, City Clerk – Aaron Wolcott,  
Public Work Director – Dan Lafontaine

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

The pledge of allegiance to the flag was led by Mayor Gunselman

### **3. Public Forum**

Police Chief Jim O'Connell announced that Officer Daniel Rego will receive an award from Mothers Against Drunk Driving in July for his significant efforts in removing drunk drivers from the city's streets. Council members congratulated Officer Rego and praised his work in Sutter Creek.

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

[City Manager Tom DuBois provided updates on several items:](#)

**ARSA Meeting:** The ARSA meeting on Thursday, June 19<sup>th</sup>, will include an update on the Henderson under-drain repair. The project was delayed by a month but can likely be completed this year. A decision on proceeding this year or next will be made after the ARSA meeting, pending grant information and approval from CDCR.

**New Wastewater Plant:** Confidential meetings are scheduled this week with companies interested in the RFP for the new wastewater plant.

**Weed Abatement:** A contract for weed abatement has been signed with the same company Jackson uses. The timeline for enforcement is likely late summer.

**Financial System:** The new financial system has been launched, with utility billing expected to go live in July.

**Upcoming Events:** A July 4th party is planned with a steel drum DJ and food trucks.

**Future Meetings:** The City Manager recommended a special meeting on June 30th and canceling the first meetings in July and August.

## **5. Presentations**

None

## **6. Approval of Minutes**

A. City Council Minutes of June 2, 2025

**Motion to approve the minutes from June 2, 2025 as presented, by Council member Riordan, second by Council member Seirk.**

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

**NOES:** none

**MOTION CARRIED 5-0**

## **7. Consent Agenda**

None.

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

None.

## **9. Administrative Agenda**

### **A. Fiscal Year 25-26 Budget Approval**

The Council reviewed the draft budget for the fiscal year 2025-26. City Manager, Tom DuBois, noted the budget primarily contains necessary items, including costs for the Bryson bathrooms, paid for by a grant, and the lease for six police cameras for the Police Department.

Council members raised concerns about the budget's assumptions and presentation. Mayor Gunselman questioned the projected sales tax revenue of 2.5%, considering a previous forecast suggesting revenues might only reach 85% of the budgeted amount in fiscal year 2024-25.

There was discussion about the use of reserves and the accounting and presentation of Measure P funds. Council members Riordan and Swift expressed concern that reserves were being used to fund ongoing expenses to make the budget appear balanced, which they felt was not sustainable.

Council member Riordan requested a clearer presentation of the budget, asking for a format that allows for easier year-to-year comparisons of actual spending versus proposed budgets for each department.

Specific questions were raised about increases in personnel costs, the cost of services and supplies for the police department, the total annual cost for the Civic Plus website services, and the costs associated with the grant writer.

Council Member Sierk left the meeting at 7:20 PM.

Due to the number of unanswered questions and the need for clarification, the Council provided direction to staff and decided to revisit the budget at a special meeting on June 30th.

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

Council member Seirk – nothing to report (left the meeting at 7:20 PM)

Council member Fiest – nothing to report.

Council member Riordan – Reported that ACTC is in flux and will provide a more comprehensive report at a later meeting.

Council member Swift – nothing to report.

Mayor Gunselman – nothing to report.

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

Nothing to report.

## **12. Future Agenda Items**

No new items were suggested for future meetings.

## **13. Information and Correspondence**

### **A. [May 2025 Treasurer's Report](#)**

B. May 2025 Finance Report

*No reports due to ERP transition. May and June will be presented in the July report.*

C. [May 2025 Police Report](#)

D. [May 2025 Public Works Report](#)

E. [May 2025 Planning Department Report](#)

F. [Project Status Update](#)

G. [May 2025 City Clerk Report](#)

H. [April-May 2025 Marketing Report](#)

Mayor Gunselman requested clarification regarding effluent reports that were mentioned in the Public Works Report. Council member Riordan noted that the Planning Department report should stop referring to the “Gold Rush” project.

#### **14. Closed Session**

The council adjourned to a closed session at 7:59 PM.

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**

At 9:32 PM, the Mayor Gunselman reported nothing to report from the closed session.

#### **16. Adjournment**

The meeting was adjourned at 9:32 PM until June 30 at 6pm.