



City Council Meeting Minutes

Tuesday, January 20, 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

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

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

Present: Mayor Claire Gunselman, Vice Mayor Julia Sierk, and Council Members Susan Feist, Dan Riordan, and James Swift

City Treasurer: Victoria Runquist

Absent: None

Staff: Tom DuBois - City Manager, Derek Cole - City Attorney, Dan Lafontaine - Public Works Director, Mason Peters - Finance Supervisor, Erin Ventura - Contract City Planner, and Pam Caronongan - City Clerk

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

Mayor Gunselman led the Pledge of Allegiance.

3. **Public Forum**

Zero (0) public comment was received.

4. **City Manager's Report**

City Manager DuBois provided his report to the City Council.

5. **Presentations**

There were no presentation items.

6. **Approval of Minutes**

A. City Council Minutes of December 1, 2025

Recommendation: By motion, approve minutes as presented.

Motion made by Council Member Swift, seconded by Vice Mayor Sierk to approve the Minutes from December 1, 2025.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, Riordan and Swift

ABSENT: None

NOES: None

MOTION CARRIED 5-0

7. Consent Agenda

Items listed on the consent agenda are considered routine and shall be enacted in one motion. Any item may be removed for discussion at the request of Council or the Public.

A. Bryson Cottages Public Utility Easements (PUEs)

Recommendation: Accept easements offered by property owner needed for utilities by passing the attached resolution.

B. Resolution Announcing Intent to Align California Employees Public Retirement System (CalPERS) Contributions of Unrepresented Employees with Service Employees International Union (SEIU)

Recommendation: Adopt **Resolution No. 25-26-xx** thereby Announcing Intent to Align CalPERS Contributions of Unrepresented Employees with SEIU for Approval.

C. Notice of Completion - Miscellaneous Sewer Main Replacement Projects

Staff recommends the following:

1) Accept the completed public improvements.

2) Authorize the City Manager to accept the project as complete.

D. 2026 Schedule of City Council Meetings

Recommendation: Approve draft 2026 Schedule of City Council Meetings.

Motion made by Council Member Riordan, seconded by Council Member Swift to approve the Consent Agenda.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, Riordan and Swift

ABSENT: None

NOES: None

MOTION CARRIED 5-0

8. Ordinances and Public Hearing

A. 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.

City Attorney Cole presented the agenda item before the City Council and responded to questions and requests for clarification from the City Council. City Attorney Cole recommended for City Council to consider forming a subcommittee to work with City Manager DuBois, City Attorney Cole, and Contract City Planner Ventura regarding the permanent STR Ordinance.

Mayor Gunselman opened the public hearing at 6:36 PM. One (1) public comment was received.

Mayor Gunselman closed the public hearing at 6:40 PM.

After City Council discussion, direction was given to staff to continue the work towards a permanent STR Ordinance with the item to be presented first before the Planning Commission. Once the Planning Commission makes a recommendation, the draft ordinance would then be presented to the City Council for consideration.

Motion made by Vice Mayor Sierk, seconded by Council Member Riordan to adopt the Urgency Ordinance.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, Riordan and Swift

ABSENT: None

NOES: None

MOTION CARRIED 5-0

9. Administrative Agenda

A. City Council Reorganization - Election of Mayor and Vice Mayor

Recommendation: Conduct annual process of electing Mayor and Vice Mayor for the City of Sutter Creek.

1. Elect a Mayor for the next 12 months.
2. Elect a Vice Mayor for the next 12 months.

Council Member Riordan complimented Mayor Gunselman and Vice Mayor Sierk regarding their tenure as Mayor and Vice Mayor. Council Member Swift and Council Member Feist agreed with Council Member Riordan's complement, with Council Member Swift expressing the importance of continuity.

Motion made by Vice Mayor Sierk, seconded by Council Member Swift to approve the nomination of Council Member Gunselman as Mayor.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, Riordan and Swift
ABSENT: None
NOES: None
MOTION CARRIED 5-0

Motion made by Council Member Swift, seconded by Council Member Feist to approve the nomination of Council Member Sierk as Vice Mayor.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, Riordan and Swift
ABSENT: None
NOES: None
MOTION CARRIED 5-0

B. City Council Reorganization - 2026 City Committee Assignments

Recommendation: Review, consider, and approve 2026 City Committee Assignments.

The City Council discussed the assignments for 2026.

One (1) public comment was received.

Motion made by Council Member Riordan, seconded by Council Member Feist to approve the 2026 City Committee Assignments - with the modification of the assignment for the Visitor's Center from Council Member Riordan to Vice Mayor Sierk.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, Riordan and Swift
ABSENT: None
NOES: None
MOTION CARRIED 5-0

C. Public Safety Budget Sustainability and Authority to Negotiate with Amador City

Recommendation: Authorize the City Manager to negotiate with Amador City to provide police services.

City Manager DuBois presented the report before the City Council and responded to questions and requests for clarification from the City Council.

Motion made by Council Member Riordan, seconded by Vice Mayor Sierk to authorize the City Manager to negotiate with Amador City to provide police services.

AYES: Mayor Gunselman, Vice Mayor Sierk, and Council Members Feist, Riordan and Swift
ABSENT: None
NOES: None
MOTION CARRIED 5-0

10. Mayor and Council Member Reports

Each member of the City Council provided a report.

11. City Attorney's Report

None.

12. Information and Correspondence

- A. City Clerk - November 2025 Monthly Report
- B. City Clerk - December 2025 Monthly Report
- C. Engineering - November 2025 Monthly Report
- D. Engineering - December 2025 Monthly Report
- E. Finance - November 2025 Monthly Report
- F. Finance - December 2025 Monthly Report
- G. Marketing / Social Media - November 2025 Monthly Report
- H. Marketing / Social Media - December 2025 Monthly Report
- I. Planning - November 2025 Monthly Report
- J. Planning - December 2025 Monthly Report
- K. Police - November 2025 Monthly Report
- L. Police - December 2025 Monthly Report
- M. Public Works - November 2025 Monthly Report
- N. Public Works - December 2025 Monthly Report
- O. Treasurer - November 2025 Monthly Report
- P. Treasurer - December 2025 Monthly Report

The City Council accepted the above-mentioned reports.

13. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956:
(Government Claim of Joshua Benedict dated December 23, 2025)

- B. CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representative: Mayor
Unrepresented employee: City Manager

The City Council went into Closed Session at 7:46 PM.

14. Report from Closed Session

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956:
(Government Claim of Joshua Benedict dated December 23, 2025)

B. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Mayor

Unrepresented employee: City Manager

There was nothing to report from the Closed Session. The City Council provided staff with direction regarding the Closed Session items noted above.

15. Adjournment

Mayor Gunselman adjourned the meeting at 8:05 PM.

There will be a special meeting on Saturday, January 24, 2026 at 8:00 AM.

The next regularly scheduled meeting is on Monday, February 2, 2026 at 6:00 PM.