



Special City Council Meeting Minutes

Saturday, January 24, 2026 at 8:00 AM

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 Special Meeting to order at 8:02 AM.

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

Absent: None

Staff: Tom DuBois - City Manager, Jim O'Connell - Chief of Police, Dan Lafontaine - Public Works Director, Mason Peters - Finance Supervisor, Erin Ventura - Contract City Planner, George Allen - Public Works Superintendent, 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. Administrative Agenda

A. Council Annual Priorities

Recommendation: Review existing priorities and discuss changing/editing/adding for 2026

Late Report

City Manager DuBois facilitated the discussion. City Manager DuBois recommended for "Roads" and "Budget" to be dropped from the Priority List, further noting that much progress has been made in 2025 and that staff would focus on continued execution and efforts to maintain progress on these two areas.

City Manager DuBois recommended keeping the “Waste Water Treatment Plant (WWTP)” and “Economic Development” in the top five (5) City Council Priority List for 2026. Additional priorities were placed before the City Council for discussion, namely:

- Beautification
- High Performing City Team
- Housing and / or Commercial Development
- Code Enforcement
- Safety Improvement
- Other priorities that the City Council might wish to discuss and consider.

City Manager DuBois along with staff responded to inquiries and requests for clarification from the City Council.

During discussion, the City Council expressed agreement to keep the “Waste Water Treatment Plant (WWTP)” and “Economic Development” in the top five (5) City Council Priority List for 2026.

City Council also expressed consensus on adding “High Performing City Team” as part of the Priority List. City Manager DuBois along with Police Chief O’Connell and Public Works Director Lafontaine responded to questions given by the City Council.

One (1) public comment was received.

After discussion, the City Council agreed to the following top five (5) Priorities for 2026:

- Waste Water Treatment Plant (WWTP) with a focus on funding
- Economic Development supporting tourism and new job creation
- Improve the City Team performance through training, ownership and metrics
- Code Enforcement for existing issues and catching new ones early

B. Operations and Performance Management Discussion, Focus on Public Works

Recommendation: Review and discuss operational challenges and performance metrics as presented by staff.

Late Packet

City Manager DuBois facilitated the discussion, with him taking the lead to inform the City Council regarding operations and objectives for the Legal and Engineering Departments. Contract City Planner Ventura led the discussion regarding the Planning Department’s operations and goals for 2026. Finance Supervisor Mason Peters discussed the operations and 2026 objectives for the Finance Department. Chief O’Connell discussed the operations and 2026 goals for the Police Department. Public Works Director Lafontaine spoke regarding the operations and objectives of the Public Works Department. Together, staff replied to questions and requests for clarification from the City Council.

One (1) public comment was received.

After a five-minute recess at 9:38 AM, the Special Meeting resumed with Public Works Director Lafontaine further discussing the operations and performance metrics of the Public Works Department. City Manager DuBois and Public Works Director Lafontaine responded to inquiries and requests for clarification from the City Council.

C. Planning Commission and DRC Appointments and Terms

Recommendation: Receive Informational Item on Council Members' Planning Commission and Design Review Committee (DRC) appointments and terms

The City Council briefly discussed the Planning Commission and Design Review Committee (DRC) appointments for 2026. One replacement on the Planning Commission was noted - Council Member Feist is appointing a new person for 2026. City Manager DuBois led the discussion regarding the appointment process for DRC.

City Manager DuBois and Contract City Planner Ventura responded to questions and requests for clarification from the City Council.

D. Review of Council Procedures and Protocols

Recommend motion to approve or motion for staff to make changes and bring it back for adoption at a later date.

The City Council briefly discussed the City Council Procedures and Protocols. There was consensus that the current procedures and protocols are working well, and that no changes are needed.

5. **Adjournment**

Mayor Gunselman adjourned the meeting at 10:54 AM.

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