



City Council Meeting Minutes

Monday, July 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

Roll Call

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

Mayor Gunselman called the meeting to order at 6:00 p.m. A quorum was established.

2. Pledge of Allegiance to the Flag

Mayor Gunselman led the Pledge of Allegiance.

3. Presentations

- A. Proclamation recognizing Ms. Lisa Klosowski and her work on behalf of the City of Sutter Creek and the Sutter Creek Visitor Center.

Vice Mayor Sierk presented a proclamation recognizing Lisa Klosowski for her service to the City of Sutter Creek and the Sutter Creek Visitor Center.

4. Public Forum

Mayor Gunselman opened the public comment period.

A representative of Green Gold, Ron Hauck, Suzanne Hauck, and Josh Lewis, representing Embarc, addressed the City Council regarding cannabis retail businesses in the City.

Mayor Gunselman closed the public comment period.

5. City Manager's Report

City Manager DuBois provided updates regarding wastewater operations, code enforcement, capital projects, economic development activities, community events, and upcoming agenda items.

The City Council received the report. No action was taken.

6. Approval of Minutes

- A. City Council Minutes of July 6, 2026

Recommendation: By motion approve minutes as presented.

Motion by Councilmember Riordan, seconded by Vice Mayor Sierk, to approve the City Council Meeting Minutes of July 6, 2026, with the modifications identified by the City Council.

AYES: Mayor Gunselman, Vice Mayor Sierk, Councilmembers Feist, Riordan, and Swift

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED 5-0.

7. Consent Agenda

- A. Agreement for Mitigation Payments in Gold Rush Ranch Specific Plan Area

Recommendation: Adopt a resolution approving a per-unit fee for the Prospect Drive Transportation Mitigation.

The City Council discussed the proposed agreement and the City's mitigation and reimbursement responsibilities. Councilmember Swift expressed concern that the proposed improvements primarily benefited the commercial property rather than the potential residential development within the Gold Rush Ranch Specific Plan Area. City Attorney Derek Cole explained that the agreement had been under development for approximately one year and that the Environmental Impact Report identified responsibility for reimbursement of the mitigation costs.

Motion by Councilmember Riordan, seconded by Vice Mayor Sierk, to approve the agreement and adopt the associated Resolution 26-27-02.

AYES: Mayor Gunselman, Vice Mayor Sierk, Councilmembers Feist and Riordan

NOES: Councilmember Swift

ABSTAIN: None

ABSENT: None

MOTION CARRIED 4-1.

8. Ordinances and Public Hearing

None.

9. Administrative Agenda

- A. Sewer System Management Plan (SSMP) Update

Recommendation: Adopt a resolution approving the updated City of Sutter Creek Sewer System Management Plan (SSMP) dated July 20, 2026 and authorizing the Public Works Director, acting as the Legally Responsible Official (LRO) , to electronically certify and submit the final document to the State Water Resources Control Board's CIWQS database.

The City Council reviewed the Sewer System Management Plan and requested the following corrections or clarifications:

- Update the grease-trap list on page 36, including information concerning Chocolate, and clarify the applicable inspection frequency.
- Clarify the City's process for maintaining grease-trap inspection records and the responsibilities assigned to staff.
- Add the word "million" to the \$2.5 million amount identified on page 28.
- Clarify the information on page 152 concerning minimum pipeline sizes for schools, including the reference to pipelines measuring six inches or larger.

Motion by Councilmember Riordan, seconded by Councilmember Swift, to adopt Resolution 26-27-03 approving the Sewer System Management Plan, subject to the corrections and clarifications identified by the City Council.

AYES: Mayor Gunselman, Vice Mayor Sierk, Councilmembers Feist, Riordan, and Swift

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED 5-0.

B. Update on Wastewater Plant Design Build Project

The City Council received an update regarding the Wastewater Treatment Plant Design-Build Project. The discussion included the seriousness of the issues involving Rammco and the City's plan for addressing those issues.

No action was taken.

C. City Manager Recruitment Process

The City Council discussed beginning the City Manager recruitment process internally by preparing recruitment materials and subsequently determining whether to retain an outside recruiter. The Council also discussed the proposed salary range, recruitment timeline, and the potential need for an interim City Manager.

Councilmember Swift recommended appointing the same ad hoc committee used during the prior recruitment process, consisting of Mayor Gunselman and Councilmember Riordan.

Motion by Councilmember Swift, seconded by Councilmember Feist, to appoint Mayor Gunselman and Councilmember Riordan to a City Manager Recruitment Ad Hoc Committee and direct the committee to

return to the City Council on August 3, 2026, with a proposed recruitment plan and timeline, including interim City Manager options if needed.

AYES: Mayor Gunselman, Vice Mayor Sierk, Councilmembers Feist, Riordan, and Swift

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED 5-0.

10. Mayor and Council Member Reports

Councilmembers provided reports regarding their respective activities.

11. City Attorney's Report

No reports were noted.

12. Information and Correspondence

The City Council received and filed the following reports and correspondence:

- A. City Clerk - June 2026 Monthly Report
- B. Engineering - June 2026 Monthly Report
- C. Marketing Monthly Report - June 2026
- D. Public Works - June 2026 Monthly Report
- E. Planning - June 2026 Monthly Report
- F. Police Monthly Report - June 2026
- G. City Treasurer - June 2026 Monthly Report
- H. Finance Monthly Report - June 2026
- I. Correspondence Received from the Public

13. Closed Session

None.

14. Report from Closed Session

None.

15. Adjournment

Mayor Gunselman adjourned the meeting at 8:27 p.m.

Alejandra Zambrano, Interim City Clerk