



## City Council Meeting Minutes **(Draft)**

Monday, March 02, 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](http://www.cityofsuttercreek.org)

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The City of Sutter Creek City Council Meeting will be available in person and LIVE on YouTube at

<https://www.youtube.com/@CityofSutterCreek>.

You can also watch the meeting on Zoom (please note Zoom participation is only available for viewing.

<https://us02web.zoom.us/j/81391466458?pwd=4jXmBm1AP5bEbiID3iDwuxk4GpreRY.1>

Or Dial by phone: 301 715 8592 Webinar ID: 816 8589 0182 Passcode: 186036

*Unless stated otherwise on the agenda, every item on the agenda is exempt from review under the California Environmental Quality Act ("CEQA") per CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.*

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

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

**Absent:** Council Member Susan Feist and Council Member Dan Riordan

**City Treasurer:** Victoria Runquist

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

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

### 2. Pledge of Allegiance to the Flag

Mayor Gunselman led the Pledge of Allegiance.

### **3. Public Forum**

Seven (7) public comments were received.

1. Cindy Edwards - expressed concern regarding the safety of the pavements, especially for wheelchair users.
2. Kenny New (ACTC consultant) - shared that the ACTC recently purchased a new paving machine, which would mean that efforts on fixing the roads throughout the County will start very soon.
3. Valerie Spake (representing the office of California Senator Marie Alvarado-Gil) - provided an update regarding Senate Bill 1084 (Firesafe Home Tax Credit Act), Senate Bill 1118 (Generator / Back-Up power Tax Credit Act), and an upcoming mobile office hour at the City of Jackson on March 24, 2026 from 12:00 PM to 2:00 PM.
4. Pete Jensen - spoke regarding two topics: (1) high-pressure water leak between Main Street on Nickerson and Elm would cause more erosion on the road if not fixed as soon as possible, and (2) in favor of having a cannabis dispensary in the City.
5. Laura Hardcastle - spoke repairs done on a road nearby her home had already eroded, which is the same road mentioned by Mr. Jensen.
6. Charlotte Griswold - spoke regarding two topics: (1) potholes that need fixing, especially since such potholes have caused problems for motorists, and (2) inquired as to when would the cannabis dispensary be opening in Sutter Creek, and if there is already a determined location for them.
7. Pam Mitzy - shared her concern regarding three topics: (1) Robert Schell's place at Sutter Hill and its condition, (2) Section 8 homeless facility at Sutter Hill, and (3) no to cannabis dispensaries in Sutter Creek.

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

City Manager DuBois provided his report to the City Council. Aside from responding to inquiries and requests for clarification from City Council, City Manager DuBois also provided a reply to public comments pertaining to pavements and road repairs, the high-pressure water leak between Main Street on Nickerson and Elm, and a cannabis dispensary in Sutter Creek.

City Manager DuBois' report (slide presentation) can be accessed through this link:

<https://www.cityofsuttercreek.org/media/10246>

### **5. Presentations**

Jeni de Walt, Director of Child Development for the Amador Child Care Council (ACCC) provided a presentation regarding ACCC's mission and services.

Director de Walt's report (slide presentation) can be accessed through this link:

<https://www.cityofsuttercreek.org/media/10241>

**6. Approval of Minutes**

**A. City Council Minutes of Feb 2, 2026**

*Recommendation: By motion approve minutes as presented.*

The following modifications will be made to the draft minutes:

In Agenda Item No. xx - Cannabis, Vice Mayor Sierk requested to remove the word “narrow” from the draft minutes, although this was what was said, meaning not a lot of changes (not importance).

For Agenda Item No. xx - (page 8), Mayor Gunselman requested correction on the number reported under “Motion Carried.”

**Motion made by Commissioner Swift, seconded by Vice Mayor Sierk to approve the City Council Meeting Minutes of February 2, 2026 with the modifications noted above.**

**AYES:** Mayor Gunselman, Vice Mayor Sierk, and Council Member Swift

**ABSENT:** Council Member Feist and Council Member Riordan

**ABSTAIN:** None

**NOES:** None

**MOTION CARRIED 3-0**

**7. Consent Agenda**

**A. Amador County Recreational Agency (ACRA) Dissolution**

*Recommendation: Motion to approve the Termination and Dissolution Agreement for the Amador County Recreation Agency (ACRA) Joint Powers Authority (JPA).*

**Motion made by Vice Mayor Sierk, seconded by Council Member Swift to approve all Consent Agenda items.**

**AYES:** Mayor Gunselman, Vice Mayor Sierk, and Council Member Swift

**ABSENT:** Council Member Feist and Council Member Riordan

**ABSTAIN:** None

**NOES:** None

**MOTION CARRIED 3-0**

**8. Ordinances and Public Hearing**

**A. Short-Term Rental (STR) Moratorium Extension**

*Recommendation: Consider extending, for 10 months and 15 days, a moratorium on the review, processing, or approval of new short-term rentals (STRs) to give the City sufficient time to formulate a permanent ordinance regulating such rentals.*

**City Attorney Cole provided a brief presentation and recommended pulling this Item from the agenda since four-fifths of the City Council was not present, and continuing the discussion at the next regular meeting of the City Council. City Attorney Cole added due to timing, the City must restart the process.**

**B. Uniform Building Code Adoption**

*Recommendation:* Waive the first reading by substitution of the title and introduce **Ordinance No. xxx**, thereby adopting by reference the 2025 Edition of the California Building Standards Code and other Uniform Codes with local amendments and thus amending Sections 15.04.010 and 15.04.030 of the Sutter Creek Municipal Code.

City Attorney Cole provided the report and responded to inquiries and requests for clarification from the City Council. City Attorney Cole explained the “adoption by reference” process as well as the local amendments based on Sutter Creek’s unique geography.

**Motion made by Vice Mayor Sierk, seconded by Council Member Swift to waive the first reading by substitution of the title and introduce Ordinance No. xxxx, which if adopted would “adopt by reference” the 2025 Edition of the California Building Standards Code and other Uniform Codes with local amendments and thus amend Sections 15.04.010 and 15.04.030 of the Sutter Creek Municipal Code.**

**AYES:** Mayor Gunselman, Vice Mayor Sierk, and Council Member Swift

**ABSENT:** Council Member Feist and Council Member Riordan

**ABSTAIN:** None

**NOES:** None

**MOTION CARRIED 3-0**

**9. Administrative Agenda**

**A. Continuation from February 2, 2026 City Council Discussion on Parameters of a Short Term Rental Ordinance**

*Recommendation:* Resume review, discussion, and consideration regarding the parameters of a Short-Term Rental (STR) Ordinance; and provide direction regarding said Ordinance. Supplement provided as well as the original materials from February 2, 2026 regular meeting of the City Council.

Contract City Planner Erin Ventura provided a brief presentation. Contract City Planner Ventura and City Manager DuBois responded to questions and requests for clarification from the City Council.

Contract City Planner Ventura led the discussion regarding the “decision points” or options that were brought up during the February 2, 2026 regular meeting. Since two members of the City Council were not present, the quorum kept the discussion brief.

Mayor Gunselman opened the floor for public comment. Eight (8) public comments were received:

1. Brian Comnes - spoke about having “caps” on STR, “no” to Air B&Bs on certain residential zoning, and how fines on non-compliance could be viewed as a cost of doing an STR/Air B&B business.
2. Kenny New - spoke about how the City should do its best to protect the pride and image of Sutter Creek, and to be cautious as the City considers its treatment on STRs and Air B&Bs.
3. Pete Jensen - expressed his concerns on how many violations occur on STR properties and thereby disrupting the neighbors.

4. Charlotte Griswold - inquired regarding the conditional use permit (CUP) process on STR properties. City Attorney Cole and Contract City Planner Ventura replied that the permits are non-transferrable.
5. Laura Ha - spoke regarding the following: (1) noise issues due to STRs, (2) “no” to turning the STR permitting process into an administrative one, (3) the Planning Commission and the City Council would be the right legislative bodies making these decisions pertaining to STR permitting.
6. Barbara Comnes - spoke regarding vacancy rates of hotels and other similar establishments in commercial zones, and to use that information as part of considering policies regarding STRs.
7. Barry Damiani - spoke against having the STR permit process become an administrative one.
8. Jason Carpenter - spoke regarding vacancy rates of hotels and similar establishments, and the justification of making room for more STR and Air B&B businesses.

After receiving public comment, the City Council briefly resumed discussions with staff.

**Via consensus, the City Council decided to continue this Agenda Item for discussion at the next regular meeting of the City Council once all members are in attendance.**

**B. Discussion regarding the Elected Office of the City Treasurer**

*Staff recommend that the City Council:*

*1. Discuss and provide direction regarding a November 3, 2026 ballot measure to make the office of the City Treasurer appointive; and*

*2. Direct staff to prepare the necessary resolution(s) to, upon voter approval, assign the statutory duties and title of "City Treasurer" to the Finance Supervisor.*

City Manager DuBois provided the report regarding this agenda item. City Manager DuBois informed the City Council that he had spoken with City Treasurer Runquist, with the latter sharing with him that she does not intend to run for re-election in the upcoming November 3, 2026 municipal election.

City Manager DuBois discussed the “pros and cons” of converting the City Treasurer from an elected to an appointed office.

City Treasurer Runquist shared her opinion stating that the City Treasurer position should remain an elected one due to the oversight provided. Mayor Gunselman asked City Treasurer Runquist regarding the City Treasurer duties and responsibilities.

Guest speaker Cathy Castillo (former Sutter Creek City Treasurer) shared her insights regarding staff’s recommendation. Former City Treasurer Castillo spoke against converting the City Treasurer into an appointed position, citing the loss of oversight and accountability.

Mayor Gunselman posed questions to City Treasurer Runquist and City Manager DuBois regarding the reporting and day-to-day duties of the City Treasurer and the financial-related duties of City staff. City Treasurer Runquist and City Manager DuBois provided their respective responses to inquiries and requests for clarification.

One (1) public comment was received:

1. Carolyn - agreed with former City Treasurer Castillo, and spoke against converting the City Treasurer into an appointed position.

**No motion was made to direct staff to prepare a resolution which would convert the City Treasurer position from an elected position to an appointed position.**

**The motion did not pass.**

**C. Bryson Park Improvements**

*Recommendation: Review, consider, and provide direction regarding proposed improvements to Bryson Park; and if supportive, approve applications for grant funding.*

Public Works Director Dan Lafontaine and Executive Director Bradley Booker from the Amador Trail Stewardship (ATS) presented before the City Council regarding a grant opportunity from the Amador Community Fund (ACF). If awarded, the ACF grant would be appended with in-kind donations for the layout/design work from the Amador Trail Stewardship as well as soil import and equipment rental from Campbell's Construction towards the construction of a pump track at a 700-foot section of Bryson Park.

The site amenity would include a pump track, strider track, and bicycle optimized features to enhance Bryson Park.

Public Works Director Lafontaine, ATS Executive Director Booker, and City Manager DuBois responded to questions and requests for clarification from the City Council. Questions regarding lighting at the site, hours of site availability, noise, features and amenities to be built as part of the project, and notification of the neighboring residents before construction begins were raised.

The City Council expressed features that they wish to see in the park. Executive Director Booker and staff noted the feedback from the City Council.

Zero (0) public comment was received.

**Motion made by Council Member Swift, seconded by Vice Mayor Sierk directing staff to apply for the \$10,000 ACF grant.**

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

**ABSENT:** None

**ABSTAIN:** None

**NOES:** None

**MOTION CARRIED 3-0**

**D. Surveillance Technology Policy**

*Recommendation: Discuss and Consider an Ordinance on surveillance technology*

**Via consensus, the City Council decided to continue this Agenda Item for discussion at the next regular meeting of the City Council once all members are in attendance.**

**10. Mayor and Council Member Reports**

None.

**11. City Attorney's Report**

City Attorney Cole stated that he had nothing to report.

**12. Information and Correspondence**

**A. Council Correspondence**

The City Council received all correspondence. No comment or feedback was made.

**13. Closed Session**

None.

**14. Report from Closed Session**

None.

**15. Adjournment**

**The next regularly scheduled meeting is March 16, 2026.**

Mayor Gunselman adjourned the meeting at 8:43 PM