



## **City Council Meeting Minutes**

**Tuesday, September 02, 2025 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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### **1. Call to Order and Establish a Quorum for Regular Meeting**

The meeting was called to order at 6:00 PM.

**Present:** Mayor Claire Gunselman, Council Member Riordan, Council Member Swift, Council Member Feist

**Absent:** Council Member Sierk

**City Treasurer:** Victoria Runquist

**Staff Present:** City Manager Tom DuBois, City Clerk Aaron Wolcott, Project Manager Will Watson, City Attorney Derek Cole, Finance Supervisor Mason Peters

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

The pledge of allegiance was led by Mayor Gunselman

### **3. Public Forum**

There were no public comments on items not on the agenda.

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

City Manager Tom DuBois provided updates on several items:

**Old Highway 49 Sewer Repairs:** The project, originally scheduled for one week, has taken five weeks due to challenges including the proximity of PG&E lines, concrete-encased pipes, contractor equipment issues, and a recent asphalt shortage. The road is expected to reopen by the end of the week

**Local Sales Tax (Measure P):** Revenue for April-June came in at \$145,000, exceeding the forecast of \$118,000. If this trend continues, the City could see a surplus of approximately \$120,000 for the fiscal year.

**Henderson Reservoir:** Work is progressing. The drainpipe was found to be encased in concrete, causing delays. The City is delivering water to affected ranchers and is working with the Department of Dam Safety to switch to a more efficient cured-in-place pipe lining method. The project is expected to remain on budget.

**Economic Development:** Sutter Creek was selected to participate in an economic development competition with the University of Southern California, which will provide graduate students to assist with developing an economic strategy for the city.

76 Main Street: Opaque screening has been added to the fence, and the City is coordinating with the Visitors Center to display historical photos of the former building. The property owner has indicated plans to rebuild a similar structure.

General Updates: The annual weed abatement program has concluded with good compliance. The pool season, managed by ACRA, was successful. Upcoming events include the Summer Concert in the Park, an iron pour at the Knight Foundry, the Scarecrow Festival, Big Crush, the Car Show, and the Witches Walk.

## **5. Presentations**

### **A. Sutter Creek Business Association**

Greg McLeod, President of the SCBA, gave a presentation. Membership has grown from 32 to 56 members. He highlighted upcoming events including the Scarecrow Festival, the Annual Car Show, and the Witches Walk. Mr. McLeod shared feedback from members, who appreciate the City's social media promotion and Public Works' assistance with events. He also raised concerns regarding the need for stricter enforcement of parking time limits, street cleanliness, flexibility on permit fees for events, and improved landscaping in key areas like City Hall and near the bridge.

## **6. Approval of Minutes**

### **A. City Council Minutes of August 18, 2025**

**Motion to approve the Minutes from August 18, 2025 with edits provided by Treasurer Runquist by Council member Riordan, second by Council member Feist.**

**AYES:** Council members Gunselman, Swift, Feist, Riordan

**ABSENT:** Sierk

**NOES:**

**MOTION CARRIED 4-0**

## **7. Consent Agenda**

### **A. Weed Abatement 2025 Update**

**Motion to approve the Consent Agenda by Council member Swift, second by Council member Feist.**

**AYES:** Council members Gunselman, Swift, Feist, Riordan

**ABSENT:** Sierk

**NOES:**

**MOTION CARRIED 4-0**

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

## **9. Administrative Agenda**

### **A. Record Retention Schedule**

City Clerk Aaron Wolcott presented a new Record Retention Schedule. The schedule is required by law and will help the city manage records and respond to Public Records Act requests more efficiently.

**Motion to approve the Resolution approving the updated Record Retention Schedule by Council member Riordan, second by Council member Swift.**

**AYES:** Council members Gunselman, Swift, Feist, Riordan

**ABSENT:** Sierk

**NOES:**

## **MOTION CARRIED 4-0**

### **B. Update to General Fund Reserve Policies**

City Manager Tom DuBois introduced the item, noting that the city's reserves are healthier than previously understood. The Council discussed the Government Finance Officers Association (GFOA) recommendation to maintain a reserve equivalent to 2-3 months of operating expenses. Council Member Riordan expressed concern that the proposed 20% minimum was too low and sought a more conservative figure. Council Member Feist suggested changing language in the policy from "should be used" to "may be used" to give the Council more discretion over the funds. The Council coalesced around these suggestions to create a more robust policy.

**Motion to adopt the General Fund Operating Reserve Policy with the following amendments: 1) Increase the minimum operating reserve from 20% to 25% of annual expenses. 2) Change the wording in the "Use and Replenishment" section from "should be used" to "may be used." 3) Require a four-fifths (4/5) Council vote to approve any use of funds that would draw the reserve below the 25% minimum by Council member Swift, second by Council member Riordan.**

**AYES:** Council members Gunselman, Swift, Feist, Riordan

**ABSENT:** Sierk

**NOES:**

**MOTION CARRIED 4-0**

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

**Council member Swift:** Reported that the Sutter Creek Fire District board expressed its appreciation for the Public Works department's cleanup efforts.

**Council member Riordan:** Thanked the organizers of the recent Fireman's Ball for their hard work, with a special mention for Mayor Gunselman.

**Mayor Gunselman:** Announced a non-profit and volunteer open house scheduled for October 8th at the Grammar School to connect residents with local organizations.

**Council member Feist:** Had nothing to report.

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

None

## **12. Future Agenda Items**

Council member Feist requested that staff investigate a "dark sky initiative" to address light pollution. Staff will review the City's current ordinances.

Council member Swift also suggested streamlining the agenda by consolidating future agenda item requests into the reports section, rather than having it appear in two separate places.

## **13. Information and Correspondence**

The City received a letter from the organizers of the Ragtime Festival offering to donate and help raise funds to install air conditioning in the City Auditorium. Staff will investigate the costs and potential for this project.

## **14. Closed Session**

None

**15. Report from Closed Session**

**16. Adjournment**

The meeting was adjourned at 7:05pm

**The next regularly scheduled meeting is September 15, 2025.**