



City Council Meeting Minutes

Monday, April 21, 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

The City of Sutter Creek City Council Meeting was available via Zoom and in person.

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

Call to order at 6:00pm by Mayor Gunselman.

Council Members present: Claire Gunselman, Dan Riordan, Julia Sierk, Jim Swift, Susan Feist

Council Members absent: none

City Treasurer: Vicky Runquist

Staff present: City Manager – Tom DuBois, Contract City Attorney – Derek Cole, City Clerk – Aaron Wolcott, Public Works Director – Dan Lafontaine, Finance Supervisor – Mason Peters

2. Pledge of Allegiance to the Flag

The pledge of allegiance was led by Mayor Gunselman.

3. Public Forum

A resident thanked the City for the recent work to improve sidewalks and parks.

4. City Manager's Report

City Manager, Tom DuBois gave a brief report ([linked here](#)). Work continues to clarify funding for the Bowers Prospect Drive realignment. Conditions of approval will be sent to ACTC for review and response. The draft budget for the upcoming fiscal year is in progress. The City Manager and Council Member Sierk will attend a conference in Sacramento on Wednesday to lobby for wastewater plant funding. The City is still awaiting final approval of the individual water balance from the Water Board (due May 1st). An extension has been formally requested by all three parties (City, CDCR, Ione) due to Water Board staff turnover. Staff are working on a reduced scope for the recently obtained economic development grant due to less funds that hoped. HCD sent a letter regarding new ADU (Accessory Dwelling Unit) laws, requiring the City to update its ordinances for compliance. The City is currently working on these updates. Meetings are now being live-streamed on YouTube. The next City Council meeting is May 19th. The audit is expected to be completed by then, and a draft budget will be available for review. The first Budget Review Ad Hoc meeting is scheduled for May 22nd.

5. Presentations

6. Approval of Minutes

A. [City Council Minutes of April 7, 2025](#)

Motion to approve the Minutes from April 7, 2025 as presented by Council Member Swift, second by Council Member Riordan.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

7. Consent Agenda

A. Capital Improvement Plan - [Source of Funds correction](#)

Revision to funding source for Community Center Solar Project to align with Nexus Study

B. [Weed Abatement Ordinance](#)

Waive Second Reading of Ordinance Enacting Chapter 10.40 of the Sutter Creek Municipal Code Regarding the Abatement of Weeds and Rubbish.

C. [A Resolution of the City Council of the City of Sutter Creek](#)

Approving Parcel Map No. 2928 for Troy Mobley and Peter Rossi

D. [Upcoming Delinquent Sewer Customers Public Hearing](#)

Information Item

E. [Resolution Appointing new Planning Commissioners](#)

Adopt Resolution 24-25-27 Appointing Laura Damiani and Robert Trudgen to the Planning Commission

Item 7A was pulled from the Consent Agenda by Council Member Sierk.

Motion to approve the Consent Agenda items B-E by Council Member Swift, second by Council Member Sierk.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

8. Ordinances and Public Hearing

9. Administrative Agenda

7A. Capital Improvement Plan - Source of Funds correction

Council Member Sierk sought additional clarification for why the Capital Improvement Plan fund allocation for the Community Center Solar Project was being moved to park fees from impact fees. City Manager, DuBois explained that the change came out of the Nexus study and was suggested by the consultant overseeing the study. The change does not change the prioritization of projects as determined by the Council. Council Member Sierk motioned to pull the agenda item and continue it at a later date to allow more time to review the various fees. There was no second of the motion and Mayor Gunselman and Council Member Riordan expressed their willingness to proceed with the changes given that the changes keep Council CIP priorities in place.

Motion to approve item 7A on the Consent Agenda by Council Member Swift, second by Council Member Riordan.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

A. Budget Amendments for FY25

[The draft resolution for budget amendments.](#)

Finance Supervisor, Mason Peters, gave a brief overview of the budget amendments presented for approval. The budget amendments presented reallocate funds between various expense categories due to differences between the original budget and actual expenditures. A key area of transfer is for funds moved to the wastewater enterprise reserve, fulfilling the intent of the recent rate increase to build capital reserves for a future treatment plant. These amendments also include moving the general fund balance to the wastewater reserve fund. Specific adjustments were detailed for wastewater treatment plant improvement line items, with funds being reallocated to cover engineering costs and collections work.

Council Member Riordan asked what risks might be associated with moving funds to the reserve account and then potentially needing the funds for operational expenses. Peters explained that the adjustments reflect a strategic prioritization of resources at this time and additional amendments could be sought in the future if needed.

Mayor Gunselman asked about the impact fee account and Peters explained that the account is not part of the adjustments as it depends on fees associated with new sewer hookups.

Motion to adopt Resolution 24-25-XX approving budget amendments for fiscal year 2024-25 by Council Member Sierk, second by Council Member Riordan.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

B. Sewer Rate Increase Notice

[Sewer Rate Increase Notice](#)

City Manager, DuBois let the Council know that the new city sewer rates will be increasing on July 1st per the agreed rate schedule that was approved in June 2024.

This was information only.

C. Resolution Approving Short Term Loan by City of Sutter Creek for the Henderson Under Drain Repair

[Resolution for short term loan from the City of Sutter Creek to ACRA](#)

City Manager, DuBois presented a resolution to approve a short-term loan of up to \$300,000 from the City to the Amador Regional Sanitation Authority (ARSA). The loan is needed to cover a shortfall in ARSA's capital budget to proceed with repairs to the outflow pipe of the Henderson

Reservoir Dam. A favorable bid was received from Campbell Construction, making it an opportune time to complete the work while the reservoir is at a low level. The ARSA board already approved the project contingent on City Council approval.

ARSA will repay the loan to the City through its capital reserve fee. This approach is preferred over ARSA obtaining a market-rate loan or delaying the project, which could lead to increased costs and be subject to rainfall conditions. There was a protest of the bid by Soracco Inc and copy of the response letter was given to Council.

The Council expressed broad support for the loan, recognizing the cost savings and the fact that Sutter Creek is the primary member of ARSA. Mayor Gunselman and Council Member Swift both noted the importance of getting the work done sooner than later. Council Member Riordan asked what impact loaning money to ARSA could have on the City's ability to secure financing for a new wastewater plant and DuBois said that it shouldn't impact that in a major way.

Motion to approve Resolution 24-25-XX funding the shortfall for the Henderson Dam Project by Council Member Riordan, second by Council Member Swift.

AYES: Council Members Riordan, Sierk, Gunselman, Swift, Feist

NOES: none

MOTION CARRIED 5-0

10. Mayor and Council Member Reports

Council Member Riordan: Stated that he would not be able to attend ACTS meetings in May.

Council Member Sierk: Reported that ACRA could not meet due to a lack of quorum, however wanted the Council to be aware of the funding issues at ACRA and potential repercussions for future programming by ACRA. Sierk suggested that the City should begin looking for a plan B for the pool.

Council Member Feist: Informed Council that she recently learned of another city where Short Term Rentals have additional restrictions that it would be good to look into for Sutter Creek.

Council Member Swift: Informed Council that Robin Peters has stepped in to fill the leadership role at the Knight Foundry Alliance due to Wade Worsham having to step down due to health issues.

Mayor Gunselman: Reminded the meeting that the Sutter Creek Duck race will be taking place on Saturday, April 26th. She noted that it has been incredible how many people have been involved to make it happen.

Mayor Gunselman also informed the meeting of a change in leadership at the Sutter Creek Community Benefit Foundation with John Swift as the new Chair, Amy Clingan as Vice-Chair, Nancy Champlin as Secretary, and Claire Gunselman as Treasurer.

11. City Attorney's Report

None

12. Information and Correspondence

- A. [March 2025 Treasurer's Report](#)
- B. [March 2025 Finance Department Report](#)

- C. [February 2025 Cash Flow Report](#)
- D. [March 2025 Revenue Report](#)
- E. [March 2025 Expense Report](#)
- F. [March 2025 Police Report](#)
- G. [Planning Department Report](#)
- H. [March 2025 City Engineering Report](#)
- I. [March 2025 Public Work Report](#)
- J. [March 2025 Planning Department Report](#)
- K. Correspondence to the City
 - [HCD ADU notice](#)
 - [Letter from Hobbs](#)
 - [Letter from Schifsky](#)
 - [Letter from Watts](#)
- L. [Correspondence from the City](#)

13. Future Agenda Items

Council Member Sierk requested that ACRA activity be put on the May 19th agenda.

Council Member Riordan requested an update on May 19th regarding where things are at with potential future development projects.

14. Closed Session

15. Report from Closed Session

16. Adjournment – The meeting was adjourned at 7:04 pm

The next regularly scheduled meeting is May 19, 2025