



Town Council Meeting Minutes

November 08, 2022, 5:00 PM

Town Hall – Administrative Center | 10183 Truckee Airport Road, Truckee, CA

- 1. Call to Order** - Mayor Henderson called the meeting to order at 5:03 p.m.
- 2. Roll Call**: Council Members: Zabriskie, Klovstad, Vice Mayor Romack, and Mayor Henderson. Council Member Polivy is absent.

Staff Present: Hilary Hobbs, Assistant to the Town Manager; Dan Wilkins, Town Engineer/Public Works Director; Jessica Thompson, Senior Engineer; Denyelle Nishimori, Community Development Director; Danny Renfrow, Chief of Police; Chris Hardy, Chief Information Security and Technology Officer; Robert Womack, Emergency Operations Manager; Melanie Conti, Administrative Technician; Alfred Knotts, Transit Program Manager; Conor Drewes, IT Technician; Andy Morris, Town Attorney; Jen Callaway, Town Manager; Judy Price, Town Clerk; and Kelly Carpenter, Deputy Town Clerk.

- 3. Pledge of Allegiance** – recited in unison.

- 4. Public Comment**

Written comment received from:
Randy Kramer William “Bill” Churchman

Public comment received from JD Hoss.

- 5. Presentations**

- 5.1 Veterans' recognition and Nevada County Veterans Services presentation by David West II (David West and Rachel Pena participated via Zoom.)**

- 5.2 Recognition of Gratitude Month.**

Council member Klovstad presented a gratitude award to SWEP.
Council member Zabriskie presented a gratitude award to the Sierra Community House.
Vice Mayor Romack presented a gratitude award to Kidzone Museum.
Mayor Henderson presented a gratitude award to Clean Tahoe.
Mayor Henderson presented Council Member Polivy's gratitude award to Sierra Business Council.

Mayor Henderson adjourned for a brief recess to celebrate the veterans and award recipients at 5:49 p.m.

Council Member Polivy appeared at 5:58 p.m.

Mayor Henderson reconvened at 6:02 p.m.

- 5.3 Presentation Regarding Legislative Advocacy by Emanuels Jones and Associates was continued to the December 13, 2022 council meeting without consideration.**
- 5.4 Employee Incentive Awards presented by Town Manager Jen Callaway.**
- 5.5 Town Manager Report presented by Town Manager Jen Callaway and requested Denyelle Nishimori, Community Development Director, to present an update on the General Plan, and requested Dan Wilkins, Town Engineer, to present an update on snow removal efforts.**

Mayor Henderson opened the presentation items to public comment.

Public Comment received from JD Hoss.

Mayor Henderson closed public comment.

6. Consent Calendar

It was moved by Romack and seconded by Klovstad, to approve the Consent Calendar Items 6.1 through 6.8 as follows:

- 6.1 Approve the Minutes of October 25, 2022, Regular Town Council Meeting.**
- 6.2 Waive the Second Reading of the Single-Use Foodware Reduction, Ordinance 2022-09, adopting Chapter 6.04 of the Town of Truckee Municipal Code regarding Foodware and Food Packaging; and find the adoption of the ordinance exempt from CEQA pursuant to CEQA guidelines sections 15061(b)(3), 15307 and 15308.**

Written comment received from Tim James, California Grocers Association.
- 6.3 Approve Resolution 2022-69 authorizing an application for the Local Partnership Program Formulaic Grant funding application as outlined in this staff report and authorizing the Town Manager, or designee, to execute all documents necessary for submitting the grant application.**

Written comment received from Jennifer Bloomfield (2)
- 6.4 Authorize the Town Manager to execute one Mills Act Historic Preservation contract for 10236 Donner Pass Road (APN 019-080-025-000).**
- 6.5 Appoint Molly Moore and Carole Sesko to the Public Art Commission of Truckee for the corrected end term date of August 31, 2026; and appoint Patricia Eagan to the vacant Arts Advocate seat on the Public Art Commission of Truckee for a four-year term ending August 31, 2026.**
- 6.6 Adopt Resolution 2022-70 requesting an allocation from the Nevada County Transportation Commission of Transportation Development Act Funds for Fiscal Year (FY) 2022/2023 for State Transit Assistance Capital funds to provide funding for the purchase of the North Balloon Parcel to serve as the future location of the Railyard Transit Center and corresponding FY 2022/2023 Budget Amendment in the amount of \$279,000.**
- 6.7 Authorize the purchase of a Codan Envoy High Frequency Base Station Radio and all necessary parts to install the radio in an amount not to exceed \$37,500.00 and authorize a budget amendment to C1208 Police Department Communications and Safety Equipment capital project and amending project revenue to reflect a grant reimbursement for the full amount.**

Written comment received from Barney Dewey.
- 6.8 Approve the Side Letter with the Truckee General Employees Membership Association Providing a Base Wage Increase for Qualifying Street Maintenance/Equipment Operator II's.**

The Consent Calendar carried with the following vote:

Ayes: Council Member Polivy, Council Member Zabriskie, Council Member Klovstad, Vice Mayor Romack and Mayor Henderson.

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7. Discussion Items

7.1 West River Street Landscaping and Lighting Assessment District No. 1 Public Hearing, Property Ballot Tabulation, and Resolution 2022-68.

Recommended Action: Conduct a public hearing to accept comments on the formation on the West River Landscaping and Lighting Assessment District No.1, tallying assessment district ballots, and adopt Resolution 2022-68 forming, confirming boundary map and assessment, and ordering maintenance and operations of the aforementioned assessment district.

Jessica Thompson, Senior Engineer, presented from the staff report (presentation on file with the Town Clerk).

Council Discussion:

- The sidewalk bump-out in front of Garden Folly is a safety feature.
- Payment by property owners is consistent with other LLD projects.
- Garden Folly would not have any use for the bump out/sidewalk as part of its business.

Mayor Henderson opened the public hearing asking for anyone wishing to speak in support or opposition to the action stated above.

Written comment received from:

Doug Gadow	JB Benna
Joe McGinity	Reed and Xinyi McKinny.

Verbal comment received from:

Joe McGinnity	Xinyi McKinny and provided paper copies of "LLD Area and Assessment Allocation" to all council members
Travis Pribble	JD Hoss

Mayor Henderson closed the public hearing.

Dan Wilkins, Town Engineer, provided responses to public questions.

- Communication provided to businesses on West River Street by flyers. Public meetings and council meetings have included discussion of this project. Assessment is the maximum and is not open-ended.
- Mill Street sidewalk and parking lot are special benefits not general benefits. At this time, Mill Street parking is not in plans to be constructed but is for future need. It is included for maximum assessment calculation. Mill Street parking is not for Legacy Trail parking but for customers to access businesses. Currently there is free parking.
- The buildings use may change over time.
- Any additional phases would require a vote.
- Achievement of maximum assessment would be dependent on timing of Mill Street parking lot completion. Assessment would not begin until the first year of improvements completion.
- Sidewalk maintenance would be accessed after construction.

Mayor Henderson directed the Town Clerk to tally the vote.

- Vote tally with Town of Truckee vote: Yes (82.54%) / No (17.46%)
- Vote tally without Town of Truckee vote: Yes (63.56%) / No (36.44%)
- District Pass in Favor of Resolution

Courtney Henderson opened Item 7.2 while the vote was tallied.

The staff recommendation was moved by Council Member Zabriskie, seconded by Council Member Romack, and adopted with the following vote:

Ayes: Council Member Polivy, Council Member Zabriskie, Council Member Klovstad, Vice Mayor Romack and Mayor Henderson.

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7.2 Consideration of an Ordinance amending Title 15 of the Municipal Code for the purpose of adopting the updated California Building Code of Regulations.

Recommended Action: Introduce and waive the first reading of Ordinance 2022-07 and set a Public Hearing for December 13, 2022, to consider the second reading and adoption of the ordinance; and direct the Town Clerk to publish the necessary public notices.

Mike Ross, Chief Building Official, presented from the staff report (presentation on file with the Town Clerk).

Council Discussion:

- Changes to the various sections are only administrative in scope to simplify and clarify.

Mayor Henderson opened the item for public comment.

Seeing none, Mayor Henderson closed public comment.

The staff recommendation was moved by Zabriskie, seconded by Klovstad, and adopted with the following vote:

Ayes: Council Member Polivy, Council Member Zabriskie, Council Member Klovstad, Vice Mayor Romack and Mayor Henderson.

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7.3 Town Council Priorities and Work Plan Quarterly Update for the Period Ending September 30, 2022.

Recommended Action: Receive the quarterly update on the Town Priorities and work plan progress from July 1, 2022, through September 30, 2022.

Jen Callaway, Town Manager, presented from the Staff Report (presentation on file with the Town Clerk).

Council Discussion:

- West River Street site development is the West River Street Park project. Project completion is anticipated in 2024.
- Town wants to address bicycle safety by communicating with the public to improve safety as a first step. As an infrastructure option, buffered bike lanes are a first step. Also address the safety issue educationally through Take Care plan.
- Plastic bottle ban is a bigger effort than first anticipated. The bottle ban concept could include single-use in town facilities, at permitted events, sale of and or vending at retail/restaurants in town. Single use foodware does not affect special events.
- Bike and trail safety is an addition to work plan.
- Wait to ban plastic water bottle at special events and businesses until late 2023.
- Two staff positions needing to be filled. Second interview of sustainability program applicants. CivicSparks Fellow will not be filled this year as there have not been any acceptable candidates. There is a possibility of hiring a consultant since the sustainability budget allows for it.
- Short term plan of trails and bike ways should be wrapped into one project.
- Support of bike rack addition for the duplicity of special district overlays and having a conversation with Parks and Rec.
- Plastic water bottle ban has taken a lot of attention. Focus on priorities now and come back to this process. Leaving it in the bike rack until after retreat.
- Add staffing to bike rack addition until after retreat.
- Add clarification to the single use foodware ordinance to the work plan so there's no confusion as to what is considered for the \$.25 tax.
- Keep going with plastic water bottle ban but dial back on other sustainability projects.
- Support adding to the bike rack the conversation with parks and rec, and bike and trail safety. Move forward with investigation of single use foodware plastic water bottle ban.

8. Council Reports

Council Member Polivy

- Engaged in conversations and meetings.

Vice Mayor Romack

- Attended Downtown trick or treating.
- Attended Kidzone luncheon.
- Attended Sierra Community House chocolate and wine.

Council Member Klovstad

- Attended Reach code meeting.
- Engaged in conversations with community members on reach code.
- Attended opening ceremony of Truckee downtown park.
- Attended a tour of the future Kidzone property.
- Picked up campaign signs.

Council Member Zabriskie

- Attended Reach Code meeting.
- Attended meeting re housing and railyard.
- Attended events with non-profits.

Mayor Henderson

- Attended community meetings.
- Kidzone community event.
- Downtown trick or treating.

- Meeting with legislative advocates.

9. Closed Session

9.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION –Truckee Town Manager, Government Code Section 54957.

Reportable Action taken: none.

9.2 EMPLOYEE NEGOTIATIONS WITH MID-MANAGERS ASSOCIATION AND TRUCKEE GENERAL EMPLOYEES MEMBERSHIP ASSOCIATION – Agency designated representatives: Nicole Casey, Administrative Services Director, Hilary Hobbs, Assistant to the Town Manager, Employee Organization: Mid-Managers Association, and Truckee General Employees Membership Association, Government Code Section 54957.

Reportable Action taken: none.

10. Adjournment 9:04 p.m.

To the Truckee Town Council Meeting, December 13, 2022, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, California.

Kelly Carpenter, Deputy Town Clerk,
on behalf of Judy Price, MMC, Town Clerk

Courtney Henderson, Mayor