



Town Council Meeting Minutes

May 27, 2025, 5:00 PM

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

- 1. Call to Order:** Mayor Zabriskie called the meeting to order at 5:00 p.m.
- 2. Roll Call:** Council Members; Romack and Henderson; Vice Mayor Klovstad; and Mayor Zabriskie.

Absent: Council Member Polivy.

Staff Present: Rosie Johnson, Program Analyst II; Cindy Peterson, Finance Manager; Kelly Carpenter, Town Clerk; Chris Hardy, Chief Information Security and Technology Officer; Erin Brewster, Sustainability Program Manager; Jenna Gatto, Town Planner; Scott Mathot, Senior Civil Engineer; Danny Renfrow, Chief of Police; Denyelle Nishimori, Community Development Director; Sarah Ring, Deputy Town Clerk; Dan Wilkins, Public Works Director/Town Engineer; Nicole Casey, Administrative Services Director; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager; Melanie Grebitus, Program Analyst II; Carmen Lopez, Program Analyst I; Becky Bucar, Assistant Public Works Director; Alfred Knotts, Transportation Program Manager; Jessica Thompson, Senior Engineer; Carissa Binkley, Economic Vitality Analyst; James Blattler, Emergency Services Manager; and Danielle McHugh, Transportation Program Analyst.

- 3. Pledge of Allegiance:** Recited in unison.

- 4. Public Comment:**

Written comment received from:

Alison Bermant	Emilie Kashtan (3)	Sidney Scott
Allison McGuirk	Jack Kashtan	Truckee Downtown Merchants Association
Angie Reagan	Kathryn Hawkins	
Doug Fagel	Patrick Koltz	

Verbal comment received from:

Edward Vento	Emilie Kashtan	Katie Hawkins
Mercy Galvin	Lynn Redner	Jack Kashtan
Mike Cook	Paul Crawford	

- 5. Presentations**

- 5.1 Mayor Zabriskie presented the Small Business Big Applause award to Doug Croney of Tahoe Moving & Storage.**
- 5.2 Mayor Zabriskie presented the Truckee Day Proclamation to Maureen Garvey, Lana Sue Bell, and Annalise Miller.**

- 5.3 Mayor Zabriskie presented the Truckee Day Hall of Fame Proclamation to Annaliese Miller. Erin Brewster, Sustainability Program Manager, recognized Melanie Grebitus, Program Analyst II.
- 5.4 Mayor Zabriskie presented the Bike Month Proclamation to Matt Chappell of Truckee Dirt Union.
- 5.5 Mayor Zabriskie presented the Mental Health Awareness Month Proclamation to Shannon Decker, and Lily Ryerson, Brooklyn (Brooke) Johnston, Natas Garcia, and Alani Darias, member of Alder Creek Middle School Hope Squad.
- 5.6 Jen Callaway, Town Manager, presented the Town Manager Report.

6. Consent Calendar

It was moved by Vice Mayor Klovstad, and seconded by Council Member Henderson to approve the Consent Calendar Items as follows:

- 6.1 Approved the Minutes of the May 13, 2025, Regular Meeting.
- 6.2 Approved the Minutes of the April 29, 2025, Joint County/Cities/Town Jurisdictional Special Meeting.
- 6.3 Authorized the Town Manager to offer a settlement to George Hills Company A/S/O the Tahoe Truckee Unified School District for \$33,469.55 for a damage claim filed against the Town.
- 6.4 (1) Authorized Town sponsorship and expenditure up to \$16,512 to cover Town-led mitigation efforts, including shuttle service for expanded public information, and placement of portable restrooms and dumpsters at the Shuttle Park and Ride location; and (2) Identified that funding and coordination of all other aspects of the event will be the responsibility of Truckee Donner Recreation and Park District.

Written comment received by: Gerald Anderson.

- 6.5 Authorized the Mayor to sign the Clean California Community Pledge and direct staff to finalize documentation for the Town’s Clean California Community designation.
- 6.6 Amended the adopted Miscellaneous Curb and Gutter Replacement Project (C1508) budget to increase the total Fiscal Year 2024/2025 project budget from \$25,000 to \$35,000.
- 6.7 Authorized the Town Manager to execute a contract with DKS Associates to develop a Municipal Electric Vehicle Infrastructure Master Plan with a total contract amount of \$149,925.
- 6.8 Authorized the Town Manager to execute a contract amendment with Psomas for miscellaneous land surveying consulting services in the amount of \$100,000.
- 6.9 (1) Accepted the financial update for the period ended April 30, 2025; and (2) Authorized spending with CDW Government up to \$300,000 for fiscal years 2024/2025, 2025/2026, and 2026/2027.

Mayor Zabriskie opened the presentation items to public comment.

Seeing none, Mayor Zabriskie closed public comment.

The Consent Calendar carried with the following roll-call vote:

Ayes: Council Member Romack, Council Member Henderson, Vice Mayor Klovstad, and Mayor Zabriskie.
Noes: None.

Absent: Council Member Polivy.

Abstained: None.

The motion passed 4-0.

7. Discussion Items

7.1 Consideration of Resolution 2025-38 Renewing the Truckee Tourism Business Improvement District (TTBID).

Recommended Action: That Council: (1) Hold a public hearing for the TTBID renewal and declare results of a majority protest proceeding; and (2) Adopt Resolution 2025-38, renewing the TTBID.

Carissa Binkley, Economic Vitality Analyst, presented from the staff report (presentation on file with Town Clerk).

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

Seeing none, Mayor Zabriskie closed public comment.

Written comment received from:

Allison Griffin	Allison Griffin	Naveen Agarwal
Amanda Mackay	Eugene Sakai	Patricia Malberg
Andy Carey	Fairway Cabin	Rich and Shawn McKay
Anthony Cupaiuolo	Flavio Scarra (3)	Russell Rice
Bill Burns	Hardy Bullock	Samantha Westein
Blake Armstrong	Ingrid Yen	Scott Alcaide (2)
Bridget Legnavsky	Jamie Clark	Scott Darling
Bruce Hendry	Jenna Maioriello	Scott Garrison
Carol Lim	Jennifer Edwards	Sharie Lewis
Cary Rosenzweig	Jeremy Lin	Simon Haskell
Charles Aunger	Jessica Penman	Skye Allsop
Chong Wang	Joan Reuveni	Solene and Michal Hadd
Chris Canty	Jonathan King	Spring Untalan
Chris Hornick	Joyce Risi	Stefan Moore
Christine Romo	Keith Torluemke	Stephanie Murray
Dale Middcaeswari	Kevin Starr	Tahoe Cohost Collective
Dana Moraru	Kurt Van de Bosch	TDMA Board of Directors
David Medara	Kyle Overacker	Tina Pacheco
Dinny Evans	Lina Campopiano	Tony Owings
Elizabeth Creger	Marie Cohn (2)	Wrenn Cavallo
Eric Haraga	Matt Schmucker	

Council Direction:

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

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

Noes: None.

Absent: Council Member Polivy.

Abstained: None.

The motion passed 4-0.

7.2 Consideration of Potential Hosted Rental Requirement Modifications.

Recommended Action: That Council provide direction to staff regarding modifications to Municipal Code chapter 5.02 regarding hosted rental requirements.

Rosie Johnson, Program Analyst II, presented from the staff report (presentation on file with Town Clerk).

Mayor Zabriskie opened for public comment.

Verbal comment received from: Sharie Lewis.

Mayor Zabriskie closed public comment.

Council Direction:

Staff to bring a draft ordinance to Council for consideration at a future meeting.

7.3 Purchase and Sale Agreement with TRTR, LLC for a Portion of the Old Nevada County Corp Yard Property on West River Street (APN 019-130-004).

Recommended Action: That Council authorize the Town Manager to execute a Purchase Option Agreement with TRTR, LLC, for the purpose of selling a portion of the Old County Corporation Yard Property.

Dan Wilkins, Town Engineer, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- It was determined through the 2010/2011 community process that the property should be used for public access to the river in combination with private development to spur activity in the area of West River.

Mayor Zabriskie opened for public comment.

Written comment received from: Curtis Cook.

Verbal comment received from: Michael Cowen, Sharie Lewis, Andy Barr and Eric Sutton.

Mayor Zabriskie closed public comment.

- Staff does not believe the appraisal is out of date and there is no legal requirement to update the appraisal prior to the sale of the property.
- The \$300,000 contribution for parking was the outcome of contract negotiations.
- The Town purchased an easement from Union Pacific Railroad for the future construction of the parking lot across the street from the Barr property and is intended to be an extension of the downtown parking district.

Council Direction:

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

Ayes: Council Member Henderson, Council Member Romack, Vice Mayor Klovstad, and Mayor Zabriskie.
Noes: None.
Absent: Council Member Polivy.

Abstained: None.
The motion passed 4-0.

7.4 River Revitalization Steering Committee (R2SC) Catalyst Project Memorandum of Understanding (MOU) & Consultant Contract Amendment.

Recommended Action: That Council: (1) Authorize the Town Manager to execute a Catalyst Project MOU with Truckee River Partners, LLC, memorializing the Town's and property owner's collaborative effort to advance river- corridor redevelopment at 10331 West River Street; and (2) Authorize the Town Manager to execute a contract amendment with Design Workshop in the amount of \$143,600, to continue work on the R2SC Catalyst Project, and complete the Action Plan (R3 Playbook).

Carissa Binkley, Economic Vitality Analyst, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- As a member of the Community Economic Vitality Action Team, Mayor Zabriskie did not attend any meetings during the selection, interviews, or the catalyst projects where this topic was being discussed.
- Council Member Romack announced she was not involved with either the CEVAT or the catalyst site selection process.

Mayor Zabriskie opened for public comment.

Written comment received from: Curtis Cook.

Verbal comment received from: Stephanie Olivieri, and Alicia Barr.

Mayor Zabriskie closed public comment.

Council Direction:

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

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

Noes: None.

Absent: Council Member Polivy.

Abstained: None.

The motion passed 4-0.

Mayor Zabriskie adjourned for a recess at 7:01 p.m.

Mayor Zabriskie reconvened the meeting at 7:13 p.m.

8. Budget Workshop

8.1 Fiscal Year (FY) 2025/2026 Annual Operating Budget and Five-Year Capital Improvement Project Budget Workshop.

Recommended Action: That Council conduct a workshop to discuss the draft FY 2025/2026 Annual Operating Budget and Five-Year Capital Improvement Project Budget.

Nicole Casey, Administrative Services Director, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- The current Assistant to the Town Manger position will be renamed and reclassified.
 - The new Assistant Town Manager position will be researched and placed in the wage matrix with recommendations by Town’s consultant.
- Downtown Assessment District Consolidation.
 - The Downtown consolidation would be a Maintenance District Consolidation (MDC), which is different from a Community Facilities District (CFD).
 - The vote for approval of an MDC requires 50% plus one.
 - Keep the current design and timeline of the West River Street public parking lot to align with anticipated opening of Old Trestle.
 - Recommendation made to work with Truckee Downtown Merchants Association, to gather a supporting petition—especially from Commercial Row owners—before staff invests in consultant work.
- Create a new Wildfire-Prevention & Resilience reserve fund with 5% of General Fund revenues.
- Reprioritize funding for Donner Lake Interagency Partnership for Stewardship (DIPS) from a Capital Improvement Project with an increase in funding in year five of the proposed budget.

Mayor Zabriskie opened for public comment.

Written comment received from: Erik Premack.

Verbal comment received from: Stephanie Olivieri.

Mayor Zabriskie closed public comment.

Council Direction:

- **Staff received Council Direction as noted in the Discussion above.**

9. Council Reports

Mayor Zabriskie

- Attended the Mayor’s Managers Breakfast.
- Attended the Tech Teens graduation ceremony.
- Attended a meeting with David Diamond.
- Attended a meeting with Council Member Polivy.
- Attended Good Morning Truckee.
- Attended a Nevada County Transportation Commission meeting.

Vice Mayor Klovstad

- Participated in conversations with constituents.
- Attended the Super Achievers lunch with Town staff.

Council Member Romack

- Participated in conversations.

Council Member Henderson

- Nothing to report.

10. Adjournment: 9:21 p.m.

Respectfully submitted by:

Approved:

Sarah Ring, Deputy Town Clerk

Jan Zabriskie, Mayor