



Special Town Council Meeting Minutes

November 24, 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, Henderson, Vice Mayor Klovstad, and Mayor Zabriskie.

Absent: Council Member Polivy.

Staff present: Jen Callaway, Town Manager; Denyelle Nishimori, Community Development Director; Hilary Hobbs, Director of Neighborhood Services and Sustainability; Andy Morris, Town Attorney; Sarah Ring, Deputy Town Clerk; Becky Bucar, Public Works Director/Town Engineer; Danny Renfrow, Chief of Police; Nicole Casey, Administrative Services Director; Kelly Carpenter, Town Clerk; Jenna Gatto, Town Planner; Chris Hardy, Chief Information Security and Technology Officer; Erin Brewster, Sustainability Program Manager; Scott Mathot, Engineering Manager; and James Blattler, Emergency Services Manager.

- 3. Pledge of Allegiance:** Led by Truckee Boy Scout Troop 267.

Danny Renfrow, Chief of Police, expressed a few words about the passing of Brenda Lee and her memorial service.

Mayor Zabriskie called for a moment of silence to honor the passing of Brenda Lee, retired Support Services Supervisor.

- 4. Public Comment:**

Verbal comment received by: Bill Kenny.

- 5. Presentations**

- 5.1 Mayor Zabriskie presented a Proclamation to CAL FIRE Nevada Yuba Placer Unit Chief Brian Estes in recognition of his Retirement.**

- 5.2 Hilary Hobbs, Director of Neighborhood Services and Sustainability, presented the Dark Skies Program Update.**

Written comment received from: Rolf Godon.

- 5.3 Jen Callaway, Town Manager, presented the Employee Incentive Awards.**

- 5.4 Jen Callaway, Town Manager, presented the Town Manager Report.**

**Mayor Zabriskie opened the presentation items to public comment.
Verbal comment received by:** David Diamond.

Mayor Zabriskie closed public comment.

Mayor Zabriskie adjourned for a recess at 5:51 p.m.

Mayor Zabriskie resumed the meeting at 6:00 p.m.

6. Consent Calendar

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

- 6.1 Approved the Minutes for the November 10, 2025, Special Meeting.
- 6.2 Authorized the Town Manager to execute a contract amendment with CivicPlus, LLC for \$17,749.03 for website design and hosting services for a total annual cost of \$64,715.69.
- 6.3 Adopted Resolution 2025-66 implementing the updated Town of Truckee Public Improvement and Engineering Standards.

Written comment received from: Edward Vento, Contractor's Association of Truckee Tahoe.

- 6.4 (1) Adopted Resolution 2025-70 amending the 2025 California Fire Code, as adopted by the Truckee Fire Protection District (TFPD) by ordinance, including recommended revisions to Section D103.2 (Grade), and (2) Authorized the TFPD Fire Chief or designee to enforce the district's ordinance.
- 6.5 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the 2025 Roadway Vegetation Management Project, C2614.
- 6.6 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the Riverview Sports Park Trail Connection Project, C2318.
- 6.7 (1) Adopted Resolution 2025-68, requesting \$135,000 in State Transit Assistance funds for purchasing two light-duty, mid-sized cutaway buses and \$500,000 for construction of the Railyard Mobility Hub Phase 2B (C2508); (2) Approved the purchase of two Allstar Starcraft 22-foot buses through the California Association of Coordinated Transit- Morongo Basin Transit Authority (CalACT-MBTA) Vehicle Purchasing Cooperative (Agreement 20-01) for up to \$375,000; and (3) Adopted the amended Fiscal Year 2025/26 Transit Budget.
- 6.8 (1) Authorized staff to purchase the sign shop equipment from Centerline Supply, Inc. for the amount of \$79,137.27, and (2) Amended the Fiscal Year 2025/26 Roads and Snow Capital Outlay Machinery & Equipment budget to increase the amount by \$80,000 to fund the cost of this purchase.
- 6.9 (1) Authorized the Town Manager to sign an agreement with Ameritas through the Redlands Empire Municipal Insurance Fund Joint Powers Authority (REMIF JPA) for dental insurance; (2) Authorized the Town Manager to sign side letters with the Truckee Mid-Management Association (TMMA), Truckee Police Officer's Association (TPOA), and the Truckee General Employees Membership Association (TGEMA), to adjust the 2026 dental fixed rates; and (3) Authorized the Town Manager to sign side letters with TGEMA and TMMA to amend the Safety Shoe Reimbursement language for new employees.
- 6.10 Accepted the Treasurer's Report for the quarter ended June 30, 2025.
- 6.11 Accepted the Treasurer's Report for the quarter ended September 30, 2025.

The Consent Calendar carried 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. Discussion Items

7.1 2040 General Plan Implementation Ordinance 2025-10, Development Code General Plan Amendments (Business Innovation Zoning District, Highway Commercial Zoning District and Clean-Up Amendments), Zoning Map Amendments, and Development Code Clean-Up Amendments; and Resolution 2025-69, General Plan Land Use Map Clean-Up Amendments. Recommended Action: That Council conduct a public hearing and: (1) Introduce Ordinance 2025-10 approving Development Code amendments and corresponding Zoning Map amendments to implement the 2040 General Plan; (2) Adopt Resolution 2025-69 approving clean-up amendments to the General Plan Land Use Diagram (Figure LU-2); and (3) Determine the amendments to be exempt from CEQA under Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the State CEQA Guidelines

Laura Dabe, Senior Planner, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Public comments were addressed directly by staff.
- Council incorporated Planning Commission recommendations regarding brewery permitting and removal of commercial vehicle storage from BI zoning.

Mayor Zabriskie opened the item for public comment.

Written comment received from: James Lloyd.

Mayor Zabriskie closed public comment.

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 Permit Tracking Software Selection: Cloudpermit Contract Authorization.

Recommended Action: That Council authorize the Town Manager to execute a three-year contract with Cloudpermit for permit-tracking software in the amount of \$158,475, plus a 15% contingency, for a total not-to-exceed amount of \$182,246.

Jen Callaway, Town Manager, introduced David Diamond of AirDiamond, who presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Support mobile accessibility.
- Support Spanish-language support.
- Council encouraged Contractor engagement.
- Strive to meet the implementation timeline for a go-live date in May 2026 for a building module.

Mayor Zabriskie opened the item for public comment.

Verbal comment received from: Edward Vento, Contractor's Association of Truckee Tahoe.

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, Council Member Henderson, Vice Mayor Klovstad, and Mayor Zabriskie.

Noes: None.

Absent: Council Member Polivy.

Abstained: None.

The motion passed 4 – 0.

7.3 Adoption of Ordinance Amending Title 15 of the Truckee Municipal Code to Adopt the Updated California Building Standards Code of Regulations.

Recommended Action: That Council conduct a public hearing and adopt Ordinance 2025-09, Amending Title 15 of the Truckee Municipal Code, to Adopt by Reference the 2025 Edition of the California Building Standards Code, with Certain Additions, Insertions, Deletions and Changes Thereto.

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

- After publication of the agenda for this Council meeting, staff became aware of reference to an exhibit in the draft ordinance.
 - Staff recommends removing reference to “Exhibit A” in the draft ordinance.

Mayor Zabriskie opened the item for public comment.

Seeing none, Mayor Zabriskie closed public comment.

Council Direction:

- Remove reference to “Exhibit A” in the draft ordinance.

The staff recommendation, with additional Council direction above, was moved by Council Member Henderson, seconded by Council Member Romack, and adopted with revision, by 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 Fiscal Year 2025/26 through Fiscal Year 2026/27 Council Priorities Workplan, Quarterly Update for the Quarter Ended September 30, 2025.

Recommended Action: That Council: (1) Accept the Fiscal Year (FY) 2025/26 through FY 2026/27 Council Priorities Workplan update for the quarter ending September 30, 2025; (2) Receive a special update regarding the Downtown Railroad Pedestrian Crossing Feasibility

Study, the MuniEV Plan, the Managed Access and Floodplain Restoration Plan grant opportunity, and additional work to support the Truckee Tahoe Homeless Action Coalition; and (3) Provide direction and feedback on the workplan update and the items presented.

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

Alfred Knotts, Assistant Public Works Director, also presented.

Council Discussion:

Downtown Railroad Pedestrian Crossing Feasibility Study:

- Alternatives evaluated: overcrossing and undercrossing are viable options, but at-grade option is not feasible.
 - Overcrossing with elevators scored highest
- Three potential locations preferred.
- Visualizations and cost ranges were presented.
- Staff will return to Council in January with final report.

MuniEV Plan - Municipal Fleet Electrification:

- Plan will exceed the bare minimum requirements for state vehicle electrification.
- Constraints include heavy equipment technology gaps and charging infrastructure needs.
- A phased implementation is recommended.
- Staff should push the envelope on the transition wherever possible.

Mayor Zabriskie opened the item for public comment.

Written comment received from: Nancy Costello and Truckee River Legacy Foundation.

Verbal comment received from: Jan Holan and Teresa Garrison of Truckee River Legacy Foundation.

Mayor Zabriskie closed public comment.

Council Direction:

Council accepted the quarterly update and expressed interest in placing Workplan Updates earlier on future agendas for public visibility.

Support Grant for Managed Access & Floodplain Restoration Plan:

- Authorize staff support up to approximately 15–20 hours for preparing the initial grant application.
 - if a grant is awarded and scope becomes clearer, staff will return to Council to discuss additional commitments.
- Council supports the alignment with the R3 Playbook and strong partner expertise.

Truckee Tahoe Homeless Action Coalition Support:

- Council acknowledged significant and unpredictable staff time but emphasized the importance of supporting the multi-agency effort.
- Council would like ongoing updates on staff workload and impacts.
- Establish clear role boundaries between Town staff and partner agencies.
- Bring back any concerns about sustained capacity or need for adjustments.

- Desire for more public-friendly performance metrics, particularly on housing outcomes and environmental data.

8. Council Reports

Mayor Zabriskie

- Emceed the Town's Veterans Day Ceremony and attended the luncheon at Veteran's Hall.
- Attended the Nevada County Transportation Commission meeting.
- Attended a Tahoe Truckee Homeless Action Coalition meeting.
- Presented at the Rotary's Senior Gratitude luncheon.
- Participated in an interview on 101.5 Truckee Tahoe Radio with Council Member Romack.
- Attended the Nevada County Community Leadership panel.
- Announced the Truckee Community Cares program.

Vice Mayor Klovstad

- Attended the Boards, Commissions and Committees Soiree.

Council Member Romack

- Attended the Downtown Tree Lighting ceremony.
- Participated in an interview on 101.5 Truckee Tahoe Radio with Mayor Zabriskie.
- Attended the Boards, Commissions and Committees Soiree.
- Attended the Town's Veterans Day Ceremony.
- Presented at a College and Career Readiness class at Truckee High School.

Council Member Henderson

- Attended a Local Agency Formation Commission meeting.
- Attended the first meeting of the Abundance Network Elected Fellowship program.
- Announced additional need with Holidays Not Forgotten program.
- Attended the Downtown Tree Lighting ceremony.

Mayor Zabriskie adjourned to closed session.

Mayor Zabriskie opened public comment for Closed Session.

Seeing none, Mayor Zabriskie closed public comment for Closed Session.

9. Closed Session

9.1 Conference with Real Property Negotiators: 10262 West River St; 019-120-011-000; Agency Negotiators: Jen Callaway, Town Manager; Andy Morris, Town Attorney; and Becky Bucar, Public Works Director/ Town Engineer, Negotiating terms; Government Code section 54956.8.
Reportable Action: None.

9.2 Conference with Real Property Negotiators: 019-440-068-000; Agency Negotiators: Jen Callaway, Town Manager; Andy Morris, Town Attorney; and Danny Renfrow, Police Chief, Negotiating price and terms; Government Code section 54956.8.
Reportable Action: None.

10. Adjournment: 9:20 p.m.

To the Joint Workshop of the Town Council and Planning Commission, December 9, 2025, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Sarah Ring, Deputy Town Clerk

Jan Zabriskie, Mayor