



## Town Council Meeting Amended Minutes

June 24, 2025, 5:00 PM

Town Hall – Administrative Center | 10183 Truckee Airport Road, Truckee, CA and  
4644 Montebello Pl, Whistler, British Columbia, Canada

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1. **Call to Order:** Mayor Zabriskie called the meeting to order at 5:01 p.m.
2. **Roll Call:** Council Members; Romack, Henderson (via Zoom), Polivy, Vice Mayor Klovstad, and Mayor Zabriskie.

**Staff Present:** Kelly Carpenter, Town Clerk; Bron Roberts, Communications Program Manager; Andrea Fernandez Landa, Inclusion, Diversity, Equity & Accessibility Program Analyst II; Carissa Binkley, Economic Vitality Analyst; Kyle Vickers, Police Captain; Denyelle Nishimori, Community Development Director; Sarah Ring, Deputy Town Clerk; Andy Morris, Town Attorney; Nicole Casey, Administrative Services Director; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager; Slater Stewart, Assistant Engineer; Becky Bucar, Assistant Public Works Director; Alfred Knotts, Transportation Program Manager; Yumie Dahn, Principal Planner; Danielle McHugh, Transportation Program Analyst; Jason Litchie, Police Officer; and Jenna Gatto, Town Planner.

3. **Pledge of Allegiance:** Recited in unison.
4. **Public Comment:** None.
5. **Presentations**
  - 5.1 **Proclamation in Recognition of Barbara Czerwinski's Retirement.**
  - 5.2 **Native Bees Presentation by Colleen Carr and student of Tahoe Expeditionary Academy.**

Written comment received from: Tahoe Expeditionary Academy.
  - 5.3 **Slater Stewart, Assistant Engineer, presented an update on the Public Improvement and Engineering Standards.**
  - 5.4 **Jen Callaway, Town Manager, presented the Town Manager Report.**

Mayor Zabriskie opened public comment.

Verbal comment received from: Edward Vento.

Mayor Zabriskie closed public comment.

Mayor Zabriskie adjourned for a recess at 5:34 p.m.

Mayor Zabriskie resumed the meeting at 5:38 p.m.

6. **Consent Calendar**

Council Member Polivy pulled Item 6.17 for further discussion.

It was moved by Council Member Polivy, and seconded by Vice Mayor Klovstad, to approve the Consent Calendar Items 6.1 – 6.16 and 6.18 as follows:

- 6.1 Approved the Minutes for June 10, 2025, Regular Meeting.
- 6.2 Adopted Ordinance 2025-05, amending Chapter 5.02 (Transient Rental of Residential Units) of the Truckee Municipal Code.
- 6.3 Accepted the Financial Statements and Independent Auditors Report for the Town of Truckee Transit Fund, the Schedules of Public Transportation, Modernization, Improvement and Enhancement Account (PTMISEA), State of Good Report (SGR), and Low Carbon Transit Operations Program (LCTOP) for year ended June 30, 2024.
- 6.4 Approved Resolution 2025-27, authorizing an amendment to the Gann Appropriations Limit for the 2025-2026 fiscal year to \$34,369,156.
- 6.5 Approved Resolution 2025-48 adopting the Town of Truckee Job Classification list effective for fiscal year 2025-2026 pursuant to the requirements of the California Code of Regulations, Title 2, Section 570.5.
- 6.6 Rejected the claim for damages against the Town of Truckee.
- 6.7 (1) Awarded the Riverview Sports Park Trail Connection Project (C2318) construction contract to Ruppert Inc. for \$732,060, with a 10% contingency of \$73,206, for a total authorized amount of \$805,266, and authorize the Town Engineer to approve change orders and quantity adjustments within the approved contingency; (2) Awarded the Inspection and Construction Management Services contract to Construction Materials Engineers, Inc. for \$73,305, with a 10% contingency of \$7,330.50, for a total authorized amount of \$80,635.50; (3) Awarded the Materials Testing Services contract to NV5 for \$23,941.44, with a 10% contingency of \$2,394.14, for a total authorized amount of \$26,335.58; and (4) Amended the FY 2025/26 budget for CIP C2318.
- 6.8 (1) Increased FY 25/26 C1817 West River Street Park budget by \$76,430 to a total of \$4,527,430; (2) Authorized the Town Engineer to execute a change order with Ruppert Inc. for \$383,169 for slope stabilization work between DEWBÉYÚMUWE? Park and the Truckee River, for a new contract total of \$3,147,185; (3) Authorized the Town Engineer to amend the contract with Construction Materials Engineers, Inc. for \$43,730 for construction management services related to slope stabilization, for a new total of \$330,038; (4) Authorized the Town Engineer to approve contract change orders, unit quantity changes, and alternative means-and-methods up to \$40,000.
- 6.9 Approved a contract with Truckee Downtowner, LLC, for the continuation of the TART Connect Microtransit Service for Fiscal Year (FY) 2025/26 in the amount of Two Million Six Hundred Thousand Dollars (\$2,600,000).
- 6.10 Authorized expenditures up to \$350,000 with Titan Electrical Contracting for streetlight parts and replacement services; \$150,000 for FY2025/26 and \$100,000 per year for FY2026/27 and FY2027/28.
- 6.11 Adopted Resolution 2025-45 declaring a 0.32-acre vacant parcel of Town-owned property located on Edmunds Drive as exempt surplus land.
- 6.12 Authorize the Town Manager to execute a contract with Ascent Environmental for professional services to complete the 7th Cycle Housing Element for the 2027-2035 planning period, for an authorized amount of \$255,720, and a 9.5% contingency of \$25,280.
- 6.13 Adopted Resolutions 2025-46 and 2025-47 requesting the Nevada County Transportation Commission allocate Transportation Development Act (TDA) Funds for FY 2025/26 for the Truckee Tahoe Area Regional Transit operations; and Amend FY2025/26 Transit Budget.
- 6.14 Adopted Fiscal Year (FY) 2025/26 through FY 2026/27 Council Priorities Workplan.
- 6.15 Authorized the Town Manager and Administrative Services Director to transfer \$150,000 from CIP C2110 to the Truckee Library JPA.
- 6.16 Authorized the Town Manager to execute the grant agreement from the Department of California Highway Patrol in the amount of \$222,656.53.
- 6.18 Authorized the Town Manager to execute a contract with Court Leve Productions to provide on-call videography services and produce a series of videos related to Town services and

projects.

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

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

**Noes:** None.

**Absent:** None.

**Abstained:** None.

The motion passed unanimously.

**6.17 Consulting Services with AirDiamond Creative Consulting for Process Implementation and Associated Projects.**

**Recommended Action:** That Council authorize the Town Manager to execute an agreement with AirDiamond Creative Consulting in an amount not to exceed \$160,000 for implementation of operational assessment recommendations, including permitting software selection, implementation and program development.

- The Council would like to see more detail in the scope of work and deliverables.
- With the proposed scope of work, the milestones would be developed during interaction with staff and stakeholders.
- The consultant can provide a monthly or quarterly update – whichever is preferred by Council.

Mayor Zabriskie opened the item for public comment.

Verbal comment received from: Edward Vento.

Council Direction:

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

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

**Noes:** Council Member Polivy.

**Absent:** None.

**Abstained:** None.

The motion passed 4-1.

**7. Discussion Items**

**7.1 10236 Donner Pass Road Historic Inventory Category Redesignation and Nonrenewal of Mills Act Contract; 10236 Donner Pass Road; APN 019-080-025).**

**Recommended Action:** That Town Council: (1) Adopt Resolution 2025-44, authorizing the historic resource inventory redesignation of 10236 Donner Pass Road (APN 019-080-025), currently a Category “B” (Contributing) historic resource, to a Category “D” (Nonessential) historic resource; and (2) Direct staff to serve written Notice of Nonrenewal of the Mills Act contract to the property owners of 10236 Donner Pass Road (APN 019-080-025), and file the notice of nonrenewal with the Nevada County Recorder.

Yumie Dahn, Principal Planner; presented from the staff report (presentation on file with Town Clerk).

**Council Discussion:**

- Council voiced concern about setting a precedent.
- Council voiced concern about creating an impression of not incentivizing property owners to improve historic resources.
- Council is interested in prioritizing an Adaptive Re-Use Policy.

**Mayor Zabriskie opened the item for public comment.**

**Verbal comment received from:** Carl Tharp.

Mayor Zabriskie closed public comment.

**Council Direction:**

**The staff recommendation was moved by Vice Mayor Klovstad, seconded by Mayor Zabriskie, and adopted with the following roll-call vote:**

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

**Noes:** Council Member Romack and Council Member Polivy.

**Absent:** None.

**Abstained:** None.

**The motion passed 3-2.**

## **7.2 River Revitalization Action Plan: Draft R3 Playbook.**

**Recommended Action:** That Council receive a presentation on the Draft Truckee River Revitalization Action Plan (R3 Playbook) and provide feedback to staff.

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

Joan Jones, Stephanie Grigsby of Design Workshop, Lisa Wallace, and Tim Ruppert, committee members of the River Revitalization Steering Committee (R2SC) also presented.

**Council Discussion:**

- The Playbook should be written with future staff and future Council in mind.
- Continue the public engagement efforts.
- Public access to the river should be considered in the Playbook.
  - Public access will be determined as applications for development are brought forth to Town for approval.

**Mayor Zabriskie opened the item for public comment.**

**Written comment received from:** Jake Hudson, Jan Holan (2), Sophia Heidrich, Tiffanee Hutton, and Twylah Sperka.

**Verbal comment received from:** Tiffanee Hutton, Connie Gallippi, Steve Teshara, and Alexis Ollar.

Mayor Zabriskie closed public comment.

**Council Direction:**

**The Council supports staff's endeavors with this document with a couple minor modifications to be brought back before Council for approval.**

## **7.3 External Actions and Update Regarding the Inclusion, Diversity, Equity and Accessibility (IDEA) Action Plan.**

**Recommended Action:** That Council: (1) Direct staff of begin working on the proposed external actions as part of the 2025–2027 Strategic Priorities Workplan; and (2) Receive an update regarding progress and next steps with the IDEA Action Plan.

Andrea Fernandez Landa, Diversity, Equity, and Inclusion Program Analyst II, presented from the staff report (presentation on file with Town Clerk).

**Council Discussion:**

- With this document, staff will work on institutionalizing efforts within the organization with a goal to establish a framework for consistency.
- Staff is already working in collaboration with other agencies.
- This action plan will provide future documentation by embedding specific recommendations into the Action Plan.

**Mayor Zabriskie opened the item for public comment.**

**Verbal comment received from:** Alexis Ollar.

Mayor Zabriskie closed public comment.

**Council Direction:**

**The Council supports moving staff's recommendations into the Workplan.**

**7.4 2025 Legislative Platform Update.**

**Recommended Action:** That Council adopt updates to the 2025 Legislative Platform attached to this staff report or provide direction to staff regarding amendments to the platform.

Hilary Hobbs, Assistant to the Town Manager, presented from the staff report (presentation on file with Town Clerk).

**Council Discussion:**

- Staff should wordsmith the Disaster Preparedness sections 15 and 16 to replace the word *stymying* with something that reads better.

**Mayor Zabriskie opened the item for public comment.**

**Verbal comment received from:** Alexis Ollar.

Mayor Zabriskie closed public comment.

**Council Direction:**

**The staff recommendation was moved by Council Member Romack, seconded by Council Member Polivy, and adopted with the following roll-call vote:**

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

**Noes:** None.

**Absent:** None.

**Abstained:** None.

**The motion passed unanimously.**

**8. Council Reports**

**Council Member Romack**

- Attended the Truckee Rotary Fishing Derby.

- Attended the Sierra Nevada Ballet performance of the Little Mermaid Performance.
- Participated in a forestry tour hosted by Placer County in her capacity with the County.
- Participated in a Wildfire Town Hall meeting in Kings Beach in her capacity with the County.

**Council Member Henderson**

- Nothing to report.

**Council Member Polivy**

- Attended the Visit Truckee Tahoe board meeting.
- Business travel.

**Vice Mayor Klovstad**

- Attended Good Morning Truckee.
- Participated in work on an upcoming meeting for the Climate Transformation Alliance.

**Mayor Zabriskie**

- Attended a Nevada County meeting on justice, equity, community and inclusion.
- Participated in stream water monitoring under the Truckee River Watershed Council.
- Attended a Truckee Home Access Program meeting.
- Attended the Mayor Manager’s breakfast.
- Met with co-chair, Cindy Basso, on the new Homeless Advisory Commission.
- Attended a Homeless Advisory Executive Committee meeting.

**9. Adjournment: 9:29 p.m.**

To the regular meeting of the Truckee Town Council August 12, 2025, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

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Sarah Ring, Deputy Town Clerk

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Jan Zabriskie, Mayor