



Town Council Meeting Minutes

October 25, 2022, 5:00 PM

Town Hall – Administrative Center | 10183 Truckee Airport Road, Truckee, CA and 401 Main Street, Half Moon Bay, California

1. **Call to Order:** Vice Mayor Romack called the meeting to order at 5:00 p.m.
2. **Roll Call:** Council Members: Zabriskie, Polivy, Klovstad, Vice Mayor Romack, and Mayor Henderson. Mayor Henderson participated virtually via Zoom from Half Moon Bay.

Staff Present: Hilary Hobbs, Assistant to the Town Manager; Dan Wilkins, Town Engineer/Public Works Director; Jenna Gatto, Planning Manager; Denyelle Nishimori, Community Development Director; Danny Renfrow, Acting Chief of Police; Chris Hardy, Chief Information Security and Technology Officer; Robert Womack, Emergency Operations Manager; Melanie Conti, Administrative Technician; Bonnie Thomson-Hardin, Human Resources Administrator; 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**

Verbal comment received from:

Todd Babarovich Clarence asa Oddbody aka Jesse Griffin

Written comment received from:

Alvora Trujillo Clarence asa Oddbody

5. **Presentations**

- 5.1 Vice Mayor Romack, on behalf of Mayor Henderson, proclaimed Military Appreciation Week.
- 5.2 Vice Mayor Romack, on behalf of Mayor Henderson, proclaimed Extra Mile Day November 1, 2022.
- 5.3 Greg Williams presented Sierra Buttes Trail update.
- 5.4 Katey Ford presented Sierra Business Council (SBC) Green Business Certification Program. Hilary Hobbs introduced Katey Ford.
- 5.5 Chief Renfrow presented Pink Patch Program for Breast Cancer Awareness Month.
- 5.6 Chris Hardy, Chief Information Security and Technology Officer, presented Cyber Security Awareness Month.

- 5.7 Jen Callaway, Town Manager, presented the Town Manager's Report and requested Judy Price, Town Clerk, to speak on campaign signs.

Vice Mayor Romack opened the presentation items to public comment.

Verbal comment received from Kristen York.

Written comment received from:

Michael Murphy Todd Wold

Vice Mayor Romack closed public comment.

6. Consent Calendar

Vice Mayor Romack pulled Item 6.6 for further discussion.

It was moved by Council Member Polivy, and seconded by Council Member Zabriskie, to approve the Consent Calendar Item 6.1, 6.2 6.3, 6.4 and 6.5 as follows:

- 6.1 Approve the Minutes of September 13, 2022, Regular Town Council Meeting; September 27, 2022, Joint Council Planning Commission Meeting; and October 11, 2022, Joint Council Planning Commission Meeting.
- 6.2 Approve Side Letter with the Truckee General Employees Membership Association and Mid-Management Employees Group Approving a Temporary 3% Base Wage Increase through January 7, 2023, While Engaged in Negotiations; approve Resolution 2022-63 amending the fiscal year 2022-2023 wage matrix; and approve a budget amendment in the amount of \$60,000 funded via the Budget Stabilization Designation.
- 6.3 Approve Side Letter with the Truckee Police Officer's Association for Part-time Police Officers.
- 6.4 Approve Resolution 2022-67 authorizing the Local Partnership Program Competitive Grant Funding Application – Railyard Transit Center.
- 6.5 Authorize the Mayor and Town Manager to Co-Sign a Letter of Support for the Sierra Buttes Trail Stewardship Connected Communities Trails Master Plan.

The Consent Calendar carried with the following vote:

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

- 6.6 Authorize the Mayor and Town Manager to Co-Sign a Letter of Support for the Truckee Trails Foundation Sawtooth Sustainable Trails Project, Phase 2.

Written comment received from:

John Manocchio Todd Wold

Vice Mayor Romack recused herself from Item 6.6.

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

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

Noes: none.

Absent: none.
Abstained: Vice Mayor Romack
The motion passed 4-0.

7. Discussion Items

7.1 Extension of temporary moratorium on the processing of applications for prohibited land uses.

Recommended Action: Conduct a public hearing to introduce, waive oral reading and adopt Urgency Ordinance 2022-10 extending until November 4, 2023, the moratorium imposed in existing Ordinance 2022-08 related to the approval of applications for land uses prohibited under the Draft 2040 General Plan.

Jenna Gatto, Planning Director, presented from the Staff Report (presentation on file with the Town Clerk).

Council Discussion:

- The language of the General Plan would need to be changed if there was a change in the net gain of gas stations.
- There is no direct research to confirm the assumed correlation of reducing the number of gas stations would reduce the number of greenhouse gases. Implementation of a ban on new gas stations is still new.
- The community has all the gas stations needed.
- Council can revisit this issue.
- The future is going to be electric vehicles and it is incumbent on council to move forward.
- Council's role is to govern land use, not tenancy.
 - Mini-storages are underutilized.
 - Council is trying to enhance densities and create opportunities for necessities.

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

Written and verbal comment received from Alison Smith, Stoel Rives LLP.

Verbal comment received from Ben Dhaliwal.

Vice Mayor Romack closed public comment.

Dissenting Opinion: Banning gas stations is symbolic, can potentially create a monopoly for existing gas stations, and does not reduce greenhouse gases. The pollution risk is overblown as it only relates to older gas stations, not new gas stations. The community has not spoken up on moratoriums, and this is a distraction from the task.

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

Ayes: Council Member Polivy, Council Member Klovstad, Mayor Henderson and Vice Mayor Romack.
Noes: Council Member Zabriskie.
Absent: none.
Abstained: none.
The motion passed 4-1.

Vice Mayor Romack adjourned for a brief recess at 6:59 p.m.
Vice Mayor Romack reconvened at 7:11 p.m.

7.2 **Single-Use Foodware Reduction Ordinance First Reading.**

Recommended Action: Introduce and waive the first reading of Ordinance 2022-09 adopting Chapter 6.04 of the Town of Truckee Municipal Code regarding Foodware and Food Packaging; find the adoption of the ordinance exempt from CEQA pursuant to CEQA guidelines sections 15061(b)(3), 15307 and 15308; and approve Resolution 2022-64 authorizing Nevada County Environmental Health as the local enforcement agency to enforce the requirements of AB 1276 (Single-use Foodware Accessories and Standard Condiments).

Melanie Conti, Administrative Technician, presented from the Staff Report (presentation on file with the Town Clerk).

Council Discussion:

- An edit has been made to include prepackaged food.
- There is a desire to eliminate food waste so leftover containers from in-house dining would not be charged.
- Grocery stores were invited to participate in the committee but there was no response to be involved.
- California Grocers Association responded to the surveys and indicated there was no hardship.

Vice Mayor Romack opened the item for public comment.

Written comment received from Tim James, California Grocers Association.

Vice Mayor Romack closed public comment.

Council Direction:

- **Staff is directed to look into an amendment to include banning plastic water bottles that are less than one gallon as the City of South Lake Tahoe is implementing.**
- **Council intends to adopt the ordinance without edits.**

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7.3 **October 2022 Emergency Operations Plan and AFN Update.**

Recommended Action: Provide direction to staff regarding the proposed review by Cal-OES Access and Functional Needs (AFN) section of the Emergency Operation Plan (EOP) as well as a review and coordination by the Town's Diversity, Equity and Inclusion Manager.

Robert Womack, Emergency Operations Manager, presented from the Staff Report (presentation on file with the Town Clerk).

Council Discussion:

- It would be beneficial to go through Cal-OES's checklist and include the Town's Diversity, Equity and Inclusion Program Manager for assistance.

- Cal-OES's checklist is more stringent and will require more time and more work but it is better to go through Cal-OES's checklist now and do it right, rather than later as an amendment to the Plan.

Vice Mayor Romack opened the item for public comment.

Seeing none, Vice Mayor Romack closed public comment.

Council Direction:

- **Council is supportive of going through Cal-OES's checklist and to get more outreach with the Town's Diversity, Equity and Inclusion Program Manager.**

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

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

Noes: none.

Absent: none

Abstained: none.

The motion passed unanimously.

7.4 Truckee Library joint power authority process and polling for revenue measure.

Recommended Action: Accept the Points of Agreement, Outstanding Issues, and Next Steps related to Development of the New Truckee Library memo completed by Consero Solutions and direct staff to work with Nevada County and Friends of the Truckee Library to address the outlined outstanding issue and next steps; and authorize the Town Manager to execute a contract with TBWBH Props & Measures to complete a scope of work to study electoral feasibility of a revenue measure to support library development in an amount not to exceed \$55,000 funded through CIP C2110.

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

Council Discussion:

- The Board of Supervisors provided unanimous support.
- The \$15,000 gap in funding would come out of the \$300,000 budget with the option of grant match funding.
- Polling would be timed for early 2023 with an anticipated ballot measure in June of 2025.
- Polling will take two parts. The Town is considering options for the cost of the second round of polling.

Vice Mayor Romack opened the item for public comment.

Written comment received from:

Louise Zabriskie and Kathleen Eagan, Friends of the Truckee Library and Kat Kilian

Verbal comment received from April Cole, Friends of the Truckee Library

Vice Mayor Romack closed public comment.

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

Ayes: Council Member Polivy, Council Member Zabriskie, Council Member Klovstad, Mayor Henderson and Vice Mayor Romack.
Noes: none.
Absent: none.
Abstained: none.
The motion passed unanimously.

7.5 Townwide Trail Maintenance and Snow Removal Equipment Purchase (C1811).

Recommended Action: Accept all paved trails into the Town trail maintenance network to provide consistent snow removal and a higher level of trail maintenance; fund all trail maintenance with Measure R and Measure U funds; and amend the Fleet Equipment Purchases CIP Budget (C1811) for Fiscal Year 22/23 to add \$380,000 in Measure R funds to purchase two additional trail snow blower units.

Dan Wilkins, Engineering Director, presented from the Staff Report (presentation on file with the Town Clerk).

Council Discussion:

- Option for electric snowplows is not viable due to the anticipated amount of snow required to be removed from trails.
- Trail network will continue to expand, so maintenance cost will continue to grow, along with materials, labor and equipment.
- Initially developers of privately owned trails agreed to maintain their own trails but there was no definition of what maintenance meant. It was later defined but maintenance did not include snow removal

Vice Mayor Romack opened the item for public comment.

Written comment received from:
Suzie Tarney Allison Pedley

Verbal comment received from Paco Lindsay, Truckee Trails Foundation.

Vice Mayor Romack closed public comment.

Council Direction:

- **Council wants the recognition to go to the community, not the developers, such as a sign that states: “Brought to you by Measure U and Measure R.”**

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

Ayes: Council Member Polivy, Council Member Zabriskie, Council Member Klovstad, Mayor Henderson and Vice Mayor Romack.
Noes: none.
Absent: none.
Abstained: none.
The motion passed unanimously.

Vice Mayor Romack adjourned for a brief recess at 9:00 p.m.
Vice Mayor Romack reconvened at 9:06 p.m.

7.6 Public Hearing amending Community Development Block Grant (CDBG) agreement and discussion of CDBG Program Income application.

Recommended Action: Open public hearing and accept comments regarding amendment of

CDBG Standard Agreement CDBG-CV-2-3, approve Resolution 2022-66 and accept comment regarding CDBG Program Income application.

Denyelle Nishimori, Community Development Director, presented from the Staff Report (presentation on file with the Town Clerk).

Council Discussion:

- \$52,000 is from a fund relating to COVID is able to be used for CDBG. The scope of the grant includes public facilities, low income and transit shelter. The application is for Pacific Crest Commons Project.

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

Seeing none, Vice Mayor Romack closed public comment.

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7.7 Classification and Compensation Final Report and Adoption of Revised Classifications into Wage Matrix.

Recommended Action: Council accept the Classification and Compensation Final Reports by Koff & Associates dated October 2022 and approve Resolution 2022-65 adopting revised job classifications into the fiscal year 2022-2023 wage matrix pursuant to the requirements of the California Code of Regulations, Title 2, Section 570.5.

Bonnie Thompson-Hardin, Human Resources Administrator, presented from the Staff Report (presentation on file with the Town Clerk).

Council Discussion:

- Fill challenging positions by offering certification pay for those with licenses and promote within to keep long term employment.
- The fact that the Town offers PPI is unique. Promote generous benefit package to make employment with the Town more lucrative.

Vice Mayor Romack opened the item for public comment.

Written comment received from Riley Morrison.

Vice Mayor Romack closed public comment.

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

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

Noes: none.
Absent: none.
Abstained: none.
The motion passed unanimously.

8. Council Reports

Mayor Henderson

- Attended coffee chat
- Made a radio appearance with Supervisor Bullock
- Attended the Climate Transformation Alliance Meeting
- Attended the Mayors and Managers Meeting
- Appeared at the Nevada County Sustainability Summit
- Appeared at Big Truck Day
- Attended the Rotary's Cadillac Ball
- Met with Steven Rose and Jeff Thorsby at Nevada County

Council Member Polivy

- Met with owners of the Jibboom Street project
- Met with Mr. Dhaliwal
- Met with Friends of the Truckee Waldorf school and the Little Gems preschool
- Met with the Tahoe Backcountry Alliance
- Met with Mountain Area Preservation
- Attended coffee talk
- Attended the Visit Truckee Tahoe Board Meeting
- Met with senior citizens at the senior apartments

Council Member Klovstad

- Attended Nevada County's Sustainability Summit
- Met with the Contractors' Association
- Attended Truckee's historical haunted tour
- Attended the Climate Transformation Alliance Meeting
- Attended Truckee River Day
- Attended a Lake Tahoe lunch and learn
- Attended the ribbon cutting at the Coldstream roundabout
- Appeared for a chamber mixer at Piper Gallery
- Attended the Rotary's Cadillac ball
- Attended Big Truck Day
- Attended the Climate Transformation Alliance Governing Partners Meeting

Council Member Zabriskie

- Attended Truckee River Day
- Met with the Board of the Glenshire Homeowners Association
- Met with Mountain Area Preservation

Vice Mayor Romack

- Attended the ribbon cutting at the Coldstream roundabout
- Attended Big Truck Day
- Met with Mountain Area Preservation
- Attended a public engagement training with the Institute for Local Government

9. Closed Session

- 9.1 CONFERENCE WITH LABOR NEGOTIATORS** – Agency designated representatives: Bonnie Thompson-Hardin, Human Resources Administrator, 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.

- 9.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – Truckee Town Manager, Government Code Section 54957.

Reportable Action Taken: This item was continued to the November 8, 2022 Council meeting without consideration.

10. Adjournment 10:30 p.m.

To the Truckee Town Council Meeting, November 8, 2022, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, California.

Respectfully submitted by:

Approved:

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

Courtney Henderson, Mayor