



Town Council Meeting Minutes

June 27, 2023, 4:00 PM

Town Hall – Administrative Center | 10183 Truckee Airport Road, Truckee, CA and 172 Elliott Way, Cannon Beach, Oregon, 97110

1. **Call to Order** - Mayor Romack called the meeting to order at 4:04 p.m.
2. **Roll Call**: Council Members; Zabriskie, Klovstad, Henderson, Vice Mayor Polivy, and Mayor Romack.

Staff Present: Jen Callaway, Town Manager; Nicole Casey, Administrative Services Director; Hilary Hobbs, Assistant to the Town Manager; Andy Morris, Town Attorney; Sarah Ring, Administrative Technician; Judy Price, Town Clerk; Danny Renfrow, Chief of Police; Dan Wilkins, Public Works Director/Town Engineer; Denyelle Nishimori, Community Development Director; Erin Brewster, Sustainability Program Manager; Lucy Daugherty, Law and Policy Intern; Laura Dabe, Associate Planner; Jenna Gatto, Town Planner; Chief Information Security and Technology Officer; Alfred Knotts, Transit Program Manager;

3. **Pledge of Allegiance** – Recited in unison.

4. **Public Comment** – none.

Written Public Comment received from: Tahoe Expedition Academy.

5. **Presentations**

- 5.1 Jen Callaway, Town Manager, presented the Town Manager Report.

Mayor Romack opened the presentation items to public comment.

Verbal comment received from: Charles Willett, Tahoe Honey Company.

Mayor Romack closed public comment.

6. **Consent Calendar**

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

- 6.1 Approved the minutes from the June 13, 2023, Regular Meeting.
- 6.2 Council approved Resolution 2023-47, authorizing an amendment to the Gann Appropriations Limit for the 2023-2024 fiscal year to \$25,084,991.
- 6.3 Council approved the submittal of the Energy Efficiency and Conservation Block Grant Program application for the FY 2023/24 grant cycle and authorizes the Town Manager to execute documents associated with the EECBG program grant.
- 6.4 Awarded the Truckee Railyard Mobility Hub Phase 1 Project, C1820, to Burdick Excavating in the amount of \$2,638,550.50. Authorizes a project contingency amount of \$263,855

(10%) for a total authorized contract expenditure amount of \$2,902,405.50. Authorizes the Town Engineer to approve contract change orders or changes to unit quantities within the approved contingency amount.

- 6.5 Approved the recommended changes to the Town of Truckee's Sustainable Purchasing and Practices Policy.
- 6.6 Adopted Resolutions 2023-44, 2023-45 & 2023-46 documenting support for Truckee Tahoe Airport District Agency Partnership grant applications from Friends of the Truckee Library, the Truckee Downtown Merchants Association, and the Truckee Chamber of Commerce.
- 6.7 Adopted Resolution 2023-23 establishing Teleconference Policies and Procedures for Brown Act Council, Boards, and Commissions.
- 6.8 Adopted Resolutions 2023-35 and 2023-36 requesting the Nevada County Transportation Commission allocate Transportation Development Act (TDA) Funds for FY 2023/24 for the Truckee Tahoe Area Regional Transit operations.
- 6.9 Appointed Kellie Cutler to the vacant Lay Member seat and Court Leve to the vacant Performing Arts seat on the Public Art Commission of Truckee to carry out the remaining terms ending August 31, 2024.
- 6.10 Authorized expenditures in the amount not to exceed \$150,000 for fiscal year 2022-2023 to be provided by Best, Best, and Krieger, LLP.
- 6.11 Approved purchase of 10 side-by-side solar-powered compacting trash and recycling containers from Bay Area Trash Compactors for a total cost of \$75,035.75.

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

The Consent Calendar carried with the following vote:

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

The motion passed unanimously.

7. Discussion Items

- Jen Callaway, Town Manager made a recommendation to Mayor Romack to move to Item 7.4 in order to not open the public hearings until 5:00 p.m.

Item 7.4 was heard out of order.

7.4 Contract for Economic Vitality, Workforce Development, Community Connection and Visitor & Transportation Services with the Truckee Chamber of Commerce.

Recommended Action: Authorize the Town Manager to execute a three- year contract with the Truckee Chamber of Commerce, for a total contract amount of \$1,718,272, for Economic Vitality, Workforce Development, Community Connection, and Visitor & Transportation Services.

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

Jessica Penman, Executive Director Truckee Chamber of Commerce, presented from the same presentation for Council to give a brief overview and scope highlights.

Council Discussion:

- Staff weighed the pros and cons of requiring business licenses.

- Con: Financial/ administrative burden on businesses as an added cost.
- Pro: By requiring an annual registration, Town would have more complete data on who/ what businesses are operating.
- Town is not currently staffed to implement a business license program.
- As a part of the scope of work to be provided by the chamber, the Business Landscape Study would provide this information without undue burden on the businesses.

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.1 Public Hearing for Adoption of Residential and Commercial Solid Waste Collection Service Rates.

Recommended Action: 1) Conduct a Public Hearing on the proposed residential and commercial solid waste collection service rates for the rate period of July 1, 2023, through June 30, 2024. 2) Adopt Resolution 2023-43 Establishing Residential and Commercial Solid Waste Rates and Authorizing the Nevada County Auditor-Controller to Place Direct Charges on the Secured Tax Roll for Solid Waste Collection Services in CSA 7, Tax Area 3. 3) Authorize the Town Manager to execute a letter agreement with Truckee Tahoe Disposal Co., Inc. to utilize \$350,000.04 from the Solid Waste Fund reserves to offset the rate increase for residential solid waste collection services.

Erin Brewster, Sustainability Program Manager presented from the staff report (presentation on file with Town Clerk).

Present on Zoom to respond to questions: HF&H Consultants representative Dave Hilton.

Present to respond to questions: Tahoe Truckee Sierra Disposal (TTSD) representative, Kelli Hare.

Council Discussion:

- Legal fees are a disallowed cost and are not included in the rates.
- Town committed to the rate increases with the franchise agreement and would be in breach of contract if the fees were not approved.

Mayor Romack opened the public hearing.

Written comment received from:

Mark Jones	Joyce Risi	Tahoe Truckee Sierra Disposal Company
Charles Willett	Mark Resnick	Teresa Cortese
David Carman (2)	Michael Brugh	Virginia Greene
Hilary Hobbs	Reina Markheim	Yunhee Yoo
John Henry Beyer (2)	Robert Huntoon	Rolf Godon

Verbal comment received from: Kellie Hare and Ryan Collins (TTSD).

Mayor Romack closed public comment.

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.2 Delinquent Accounts for Residential Solid Waste Services.

Recommended Action: Conduct a public hearing and approve Resolution 2023-42 establishing delinquent residential solid waste service accounts and authorizing the Nevada County Auditor-Controller to place direct charges on the secured tax roll for collection of delinquent accounts.

Erin Brewster, Sustainability Program Manager, presented from the staff report (presentation on file with Town Clerk).

Present to respond to questions: Tahoe Truckee Sierra Disposal (TTSD) representative, Kelli Hare.

Council Discussion:

- Some customers with disputes communicated with TTSD and those issues have been resolved.
- The main point of the class action lawsuit had to do with transparency and record keeping.
- The homeowners still have ample opportunity to address the delinquency after it gets added to the tax roll.

Mayor Romack opened the public hearing.

Seeing no public comment, Mayor Romack closed the public hearing.

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.3 Parcel Charges for Town Special Service Areas (TSSAs) and Permanent Road Divisions (PRDs).

Recommended Action: The Town Council conduct a public hearing on Truckee Special Service Areas (TSSAs) and Permanent Road Divisions (PRDs) and adopt Resolution 2023-26 setting assessments for the 2023/2024 fiscal year.

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

Mayor Romack opened the public hearing.

Verbal Public Comment received by: Benjamin Levine, Tahoe Donner Board.

Mayor Romack closed public comment.

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.5 Review Pacific Crest Commons Affordable Housing Project Change in Income Level and Decline Request to Reaffirm Town Low Interest Loan for the Project.

Recommended Action: Council review the revised Area Medium Income (AMI) targeting for the Pacific Crest Commons project and decline the Pacific Company's request to provide a \$1,000,000 low interest loan to support the project.

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

Present to respond to questions: The Pacific Companies representative, Shellan M. Rodriguez; Director of Nevada County Health and Human Services representative, Ryan Cruver; and Regional Housing Authority representative, Gustavo Becerra.

Present on Zoom to respond to questions: Department of General Services representative, Jonathan Heim; and California Department of Housing and Community Development (HCD) representative, Michael Coulom.

Mayor Romack opened the item for public comment.

Written comment received from: Cathie Foley

Verbal comment received from: Ryan Cruver, Gustavo Becerra, and Michael Coulom.

Mayor Romack closed public comment.

Council Direction:

- **Council directed staff to allocate the one-million-dollar loan.**
- **Within state law, Council would like to see local preference for Truckee residents on the waitlist for the ten Nevada County-based voucher units before someone outside of the region with the understanding that there will be a tiered system.**

The Staff recommendation was denied by Vice Mayor Polivy, seconded by Council Member Zabriskie; with direction to staff to allocate \$1,000,000 low interest loan to support the project with the following vote:

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

Mayor Romack called for a brief recess at 6:27 p.m.

Mayor Romack resumed the meeting at 7:35 p.m.

7.6 Introduction of Ordinance Amending Single-Use Foodware Reduction Requirements.

Recommended Action: Introduce Ordinance 2023-06 amending Chapter 6.04 of the 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.

Lucy Daugherty, Law and Policy Intern, and Erin Brewster, Sustainability Program Manager presented from the staff report (presentation on file with Town Clerk).

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

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

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

7.7 Public Hearing Closing Community Development Block Grant (CDBG) Standard Agreement 20-CDBG-C-V-00096.

Recommended Action: Open public hearing and accept comments regarding CDBG Standard Agreement CDBG-C-V-00096 accepting the Truckee Business Economic Support Program as complete, close the grant agreement and disencumber unexpended grant funds.

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

Mayor Romack opened the public hearing.

Seeing no public comment, Mayor Romack closed the public hearing.

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

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

7.8 Public Hearing to Consider 2023 Development Code Update; Ordinance 2023-05 (Telecommunications Facilities, Bikeshares and Clean-Up Amendments) and Resolution 2023-31 (Wireless Communications Facility Permit Fees).

Recommended Action: Conduct a public hearing, introduce Ordinance 2023-05 and waive the first reading, amending the Truckee Municipal Code, Title 18 Development Code for Telecommunications Facilities (Section 18.58.250), Bikeshares (Section 18.58.072) and Clean-Up Amendments; Determine the amendments to be exempt from the California Environmental Quality Act (CEQA) because the adoption of this ordinance is not a “project” pursuant to Sections 15060(c)(2) and 15060(c)(3) of Title 14 of the California Code of Regulations, and because under Section 15061(b)(3) of the State CEQA Guidelines, the amendments are exempt from the requirements of CEQA because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment; and adopt Resolution 2023-31, amending the Town of Truckee fee schedule to add fees for Wireless Communications Facility Permits.

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

Mayor Romack opened the public hearing.

Seeing no public comment, Mayor Romack closed the public hearing.

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.9 Town of Truckee, Fiscal Year 2023/24 Operating and Capital Improvement Plan Budget.

Recommended Action: Council approve Resolution 2023-48 to adopt the Town of Truckee Fiscal Year 2023/24 Operating and Capital Improvement Plan Budget, including proposed personnel changes, and adopt the estimated actuals for Fiscal Year 2022/23 Capital Improvement Projects as amended budget amounts.

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

Mayor Romack opened the item for public comment.

Written comment received from: Chris Bryant, David Carman, Marcia Growdon, Neil Perrelli (2).

Mayor Romack closed public comment.

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.10 Approval of the FY 2023/24 through FY 2024/25 Strategic Workplan.

Recommended Action: Council adopt the proposed FY 2023/24 – FY 2024/25 Strategic Workplan.

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

Mayor Romack opened the item for public comment.

Written comment received from: Dan Cockrum, Joyce Perrelli (2), Mike Ridenhour, Neil Perrelli.

Mayor Romack closed public comment.

Council Direction:

- **Remove Blue Zone Community Certification with potential to add back in future.**
- **Remove consolidation with Truckee Donner Recreation & Park District (TDRPD).**
- **Add Cannabis, Senior Housing, and Unsheltered Housing.**
- **Staff will add a date next to each item to inform Council on how long it has been on the bike rack.**

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

8. Council Reports

Vice Mayor Polivy

- Met with Tahoe Honey Company.
- Attended the Visit Truckee Tahoe meeting.

Mayor Romack

- Attended and presented at Good Morning Truckee.
- Attended the Mayor Manager Meeting.
- Attended the Sierra Community House Family Room graduation.
- Attended the Sierra Community House fundraiser on the Tahoe Gal.
- Visited the booth for Bike to Work Day at the Depot.
- Had a meeting with David Diamond.
- Attended the Truckee Tahoe Airshow.

Council Member Klovstad

- Attended the Climate Transformation Alliance (CTA) meeting.
- Filmed her Council interview video.
- Attended multiple Artists' Lofts Gallery Tours.

- Attended the Chamber Mixer at the Star Hotel.
- Attended an Art Hike put on by Trails and Vistas.

Council Member Zabriskie

- Attended Local Agency Formation Commission (LAFCo) meeting.
- Attended a survey review of the Pyramid Lake Trail.

Council Member Henderson

- Attended and participated in the National Energy Utility and Affordability Conference.
- Participated with her son's class.
- Had a conversation with David Diamond with Truckee Tahoe Airport.
- Will be filming her Council interview video.
- Attended Truckee Thursdays.

Mayor Romack adjourned the regular meeting at 8:55 p.m.

9. Closed Session -

9.1 Conference With Legal Counsel - Anticipated Litigation – One (1) case, Government Code Section 54956.9.

Reportable Action: No reportable Action taken.

9.2 Conference with Real Property Negotiators – Property APN 019-300-089, Agency negotiator Dan Wilkins, Public Works Director/Town Engineer; Denyelle Nishimori, Community Development Director; Jenna Gatto, Planning Manager; and Andrew Morris, Town Attorney, Government Code Section 54956.8.

Reportable Action: No reportable Action taken.

10. Adjournment – 9:52 p.m.

To the regular meeting of the Truckee Town Council, August 8, 2023, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Sarah Ring, Administrative Technician
on behalf of Judy Price, MMC, Town Clerk

Lindsay Romack, Mayor