



Town Council Meeting Minutes

December 12, 2023, 5:00 PM

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

- 1. Call to Order:** Mayor Romack called the meeting to order at 5:02 p.m.
- 2. Roll Call:** Council Members; Zabriskie, Klovstad, Henderson, Vice Mayor Polivy, and Mayor Romack.

Council Member Henderson arrived at 5:15 p.m.

Staff Present: Jenna Gatto, Town Planner; Alfred Knotts, Transit Program Manager; Lynn Baumgartner, Administrative Analyst II, Dan Wilkins, Public Works Director/Town Engineer; Nicole Casey, Administrative Services Director; Kelly Carpenter, Town Clerk; Danny Renfrow, Chief of Police; Andy Morris, Town Attorney; Denyelle Nishimori, Community Development Director; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager; Becky Bucar, Assistant Public Works Director; Scott Mathot, Senior Civil Engineer; Caitlin Safford, Code Compliance Officer; Kerry Taber, Code Compliance Officer; Aldana Fernandez, Office Assistant, Robert Womack, Emergency Services Coordinator.

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

- 4. Public Comment:** None received.

- 5. Presentations**

- 5.1 Alfred Knotts, Transportation Program Manager, and Brian Conger of BCycle (appeared via Zoom) presented the BCycle update (presentation on file with the Town Clerk).**

Mayor Romack requested comments from Council Members on presentation item 5.1.

- Changes to the program for next season may include adding stations along the Trout Creek trail and Martis Valley trail and adding more stations along Donner Pass Road at Roundhouse and Jibboom Street at the Truckee Way roundabout. Some stations, such as the downtown location of Drink Coffee Do Stuff and the location by Meadow Park, may shrink due to other stations in proximity and underuse.
- Riders are allowed to cross over into Placer County, however all BCycle bikes are required to be returned to a docking station.
- End-of-season user survey will include demographics of riders and trip purpose.

Mayor Romack opened presentation item 5.1 to public comment.

Seeing none, Mayor Romack closed public comment.

- 5.2 Jenna Gatto, Town Planner, presented the Code Compliance update (presentation on file with the Town Clerk).**

5.3 Jen Callaway, Town Manager, presented the Town Manager Report.

Mayor Romack requested comments from Council Members on presentation items 5.2 and 5.3.

- 28% of code compliance cases are solely attributable to illegal Accessory Dwelling Units.
- Early in the real estate process, lenders may become aware of any code violations that have been recorded against the property which may affect the selling process.

Mayor Romack opened the presentation items 5.2 and 5.3 to public comment.

Seeing none, 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 6.1 through 6.6 as follows:

- 6.1 Approved the Minutes of November 28, 2023, Regular Town Council Meeting.**
- 6.2 Approved a budget amendment for the Truckee Home Access Program (C2014) for Fiscal Year 23/24 to increase the budget by \$500,000 to a total of \$2,249,250.**
- 6.3 Approved Resolution 2023-67 awarding a 6.0% increase in base pay to the Town Manager, Jennifer Callaway, resulting in an annual pay amount of \$233,245.22 effective October 26, 2023.**
- 6.4 Adopted Resolution 2023-68 approving the abandonment of a portion of a public utility easement along the shared property line between 11585 Snowpeak Way and 16363 Skislope Way (APNs 046-250-009-000, 046-250-007-000, 046-250-005-000, and 046-260-003; Parcel J and Parcel R of the Tahoe Donner Unit 3 Subdivision); and Authorized the Town Manager to sign the Indemnification Agreement between the Town of Truckee and Tahoe Donner Association regarding APNs 046-250-009-000, 046-250-007-000, 046-250-005-000, and 046-260-003-000.**
- 6.5 Approved a new Capital Improvement Project and budget adjustment of \$75,000 for continuation of the Dark Skies Awareness Campaign in Spring 2024 to include a Dark Sky compliant and energy efficiency lighting rebate/grant program administered by Sierra Business Council and the Climate Transformation Alliance.**
- 6.6 Adopted Resolution 2023-66 waiving notice of Nevada County's operation of the Emergency Warming Center from December 2023 through March 2024 at the Joseph Government Center property located at 10075 Levon Avenue; and Authorized the Town Manager to enter into an agreement with Nevada County to fund Emergency Warming Center Operations from December 2023 through March 2024 for a one-time contribution of \$25,000.**

The Consent Calendar carried with the following vote:

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7. Council Reorganization

7.1 Council Reorganization

- **Selection of Mayor.**

Council Member Henderson nominated Vice Mayor Polivy. The motion was seconded by Council Member Klovstad.

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

Noes: Council Member Zabriskie.

Absent: None.

Abstained: None.

The motion passed 4-1.

- **Selection of Vice Mayor.**

Council Member Romack nominated Council Member Zabriskie. The motion was seconded by Council Member Henderson.

Ayes: Council Member Zabriskie, Council Member Romack, and Council Member Henderson.

Noes: None.

Absent: None.

Abstained: Mayor Polivy and Council Member Klovstad.

The motion passed 3-0, with 2 abstentions votes.

- Comments from outgoing Mayor.
- Presentation from Mayor to outgoing Mayor.
- Council Member comment.

Mayor Polivy adjourned for a recess at 6:19 p.m.

Mayor Polivy reconvened at 6:35 p.m.

8. Discussion Items

8.1 Special Events Policy Updates.

Recommended Action: That Council receive presentation and provide direction to staff regarding Special Event Policy updates.

Alfred Knotts, Transportation Program Manager, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Staff's recommendation to adjust the service charge for police staffing does not apply to the time that Town staff spends preparing the After-Action report. The After-Action Report is more informative for Town purposes.
- The \$50,000 fee waiver does not get charged to a specific budget line item. It would go toward the Town's operating budget, which does not always get recouped.
- The special events permit is not triggered by the number of attendees but by the impact on the right of way or the need for police presence.
- There is not a big draw for events during Martin Luther King weekend or other Town holidays in the winter such that would require an extension to the dates that fall under the winter peak season.

- Visit Truckee-Tahoe has a different peak season than the Town, which starts on the fourth Friday of June. The Town's peak season starts the third Friday of June. Visit Truckee-Tahoe's peak season ends the second weekend of August whereas the Town ends its peak season after Labor Day.
- The single-use foodware ordinance does not apply to food trucks or special events. The Styrofoam ban does apply to special events permit.

Mayor Polivy opened the item for public comment.

Seeing none, Mayor Polivy closed public comment.

Council Direction:

- **Agree to cap Donner Lake events to a maximum of three per year.**
- **Agree to increase service charge for police staffing at events to proposed new rate.**
- **Agree to increase fee waiver to \$6,120.**
- **Agree to sustainability and public safety measures changes.**
- **Agree to review the Special Events Policy within three years of adoption.**
- **Staff to come back for a further discussion on aligning the Town's peak season calendar with Visit Truckee-Tahoe's peak season calendar.**
- **The time staff spends preparing the After-Action Report should be tracked to determine the Town's contribution, and it should not apply to the fee waiver.**

8.2 Pioneer Trail and Bridge Street Extension (C1503) - Project Update.

Recommended Action: That Council: (1) Accept the studies completed to-date as presented in the staff report and attachments; and (2) Direct staff to suspend work on the Pioneer Trail and Bridge Street Extension (PTBSE) project until community and staff capacity exist to conduct community opinion polling related to a local tax measure to fund this specific project.

Scott Mathot, Senior Civil Engineer, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- There are certain variables that would trigger reinitiation of the project, including changing Council priorities, the availability of more funding, or an increase in development activity in the area. If one of these variables existed, staff would bring the project back to Council for discussion.
- The total amount spent to date on the project is approximately \$200,000.
- The current traffic model does not include data on Level of Service (LOS) and Vehicle-Miles Traveled (VMT), but this data could be included in the future if it is determined that the quality of that information is commensurate to the cost of developing the information.
- The build-out data is based on the development potential of the Town, not the year that the build-out occurs. The data on greenhouse gases (GHG) is based on the information available to date.

Mayor Polivy opened the item for public comment.

Written comment received from Laura Lindgren, Paul Gradeff and Tahoe Donner Association.

Mayor Polivy closed public comment.

Council Direction:

- **Staff to include more data on GHGs, LOS and VMT when project is brought back for discussion.**

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

9. Council Reports

Mayor Polivy

- Attended a meeting with hospital representatives.
- Attended a Convene, Champion, and Catalyze meeting.
- Attended a Visit Truckee-Tahoe board meeting.

Council Member Romack

- Met with Eliza Tudor and Kellie Cutler of Nevada County Arts Council and Truckee Arts Alliance.
- Had lunch with the Mayor and Town Manager of Nevada City.
- Attended a River Revitalization Steering Committee meeting.
- Attended the Town holiday party.
- Met with Supervisor Hardy Bullock and staff with Nevada County

Council Member Klovstad

- Delivered holiday gifts to the Senior Center and Senior Apartments.
- Worked with CivicWell policymakers to develop a conference schedule.
- Worked on presentations for the next Climate Transformation Alliance quarterly meeting.
- Worked with Diversion Divas in executing a plan to create alternative digesting process with the Town.
- Attended the Town holiday party.

Vice Mayor Zabriskie

- Attended a subcommittee meeting for the River Revitalization Steering Committee.
- Attended a meeting with hospital representatives.
- Attended a Zoom meeting with Jazmin Breaux of Nevada County regarding homeless services.
- Attended a meeting with Alfred Knotts regarding public outreach on the Town's transportation program.
- Attended a River Revitalization Steering Committee meeting.
- Attended a Convene, Champion, and Catalyze meeting.
- Attended a Truckee North Tahoe Transportation Management Association meeting.
- Attended a Mountain Area Preservation land use study meeting.

Council Member Henderson

- Participated in two different webinars.
- Participated in several one-on-one conversations.

10. Closed Session

10.1 Conference with Legal Counsel - Anticipated Litigation - One (1) Case, Government Code section 54956.9.

Action Taken: No reportable action.

10.2 Conference with Real Property Negotiators - Property: 019-130-004-000; Agency Negotiators: Jen Callaway, Town Manager, and Dan Wilkins, Public Works Director/Town Engineer; Under Negotiation: Price and Term of Payment; Government Code 54956.8.

Action Taken: No reportable action.

10.3 Conference with Real Property Negotiators - Property: 018-580-052-000; Agency Negotiators: Jen Callaway, Town Manager, Dan Wilkins, Public Works Director/Town Engineer, Andy Morris, Town Attorney, and Denyelle Nishimori, Community Development Director; Under Negotiation: Price and Terms of Payment; Government Code section 54956.8.

Action Taken: No reportable action.

10.4 Public Employee Performance Evaluation - Town Attorney, Government Code section 54957.

Action Taken: No reportable action.

11. Adjournment – 9:33 p.m.

To the regular meeting of the Truckee Town Council, December 26, 2023, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Kelly Carpenter, Town Clerk

David Polivy, Mayor