



Town Council Meeting Minutes

September 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 5:04 p.m.
2. **Roll Call**: Council Members; Zabriskie, Klovstad, Henderson, Vice Mayor Polivy, and Mayor Romack.

Staff Present: Nicole Casey, Administrative Services Director; Erin Brewster, Sustainability Program Manager; Jen Callaway, Town Manager; Denyelle Nishimori, Community Development Director; Lynn Baumgartner, Administrative Analyst II, Housing; Hilary Hobbs, Assistant to the Town Manager; Lisa Madden, Police Lieutenant; Andy Morris, Town Attorney; Dan Wilkins, Public Works Director/Town Engineer; Danny Renfrow, Chief of Police; Carissa Binkley, Program Analyst II; Chief Information Security and Technology Officer; Becky Bucar, Engineering Manager; and Sarah Ring, Administrative Technician.

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

4. **Public Comment** – none.

5. **Presentations**

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

Mayor Romack opened the presentation items for public comment.

Seeing none, Mayor Romack closed public comment.

6. **Consent Calendar**

It was moved by Council Member Henderson, and seconded by Vice Mayor Polivy, to approve the Consent Calendar Item 6.1.

- 6.1 Minutes from August 22, 2023, Regular Meeting.

Recommended Action: Approve the minutes.

Item 6.1 carried with the following vote:

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

Noes: None.

Absent: None.

Abstained: Council Member Zabriskie.

The motion passed 4-0.

It was moved by Vice Mayor Polivy and seconded by Council Member Zabriskie to approve Consent Calendar Items 6.2 – 6.7.

- 6.2 Authorized the Town Manager to execute a contract amendment with Advanced Asphalt for the 2023 Paving and Drainage Project in the amount of \$775,000 for total contract amount of \$5,869,842.28, retaining the previously authorized project contingency amount of \$509,484.23 for a total authorized contract expenditure amount of \$6,379,326.51; Amend the existing 2023 Paving and Drainage Project, C2302, budget to increase the Fiscal Year 23/24 budget by \$560,000 for a total CIP budget of \$5,825,000; Amend the existing 2023 Trail Pavement Maintenance Project, C2317, budget to increase the Fiscal Year 23/24 budget by \$215,000 for a total project budget of \$660,000; and Authorize the Town Engineer to approve contract change orders, changes to unit quantities, and alternative means-and-methods within the proposed contract and contingency amounts.
- 6.3 Council awarded the 2023 Truckee Depot Curb and Gutter Replacement Project to GLA Morris Construction in the amount of \$49,011.17; Authorize a project contingency amount of \$9,802.23 (20%) for a total authorized contract expenditure amount of \$58,813.40 using funds from the Depot facilities CIP C0503; and Authorize the Town Engineer to approve contract change orders or changes to unit quantities within the approved contingency.
- 6.4 Authorized the Town Manager to execute an amendment to the Reimbursement Agreement - Preliminary Engineering Services with the Union Pacific Railroad for up to and additional \$35,000 for review and design services for the Reimagine Bridge Street project.
- 6.5 Council adopted Ordinance 2023-10, amending the Truckee Municipal Code, Title 18 Development Code for Objective Design Standards; and 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.
- 6.6 Authorized the Mayor to sign the attached letter response to the May 16, 2023, Nevada County Grand Jury Report regarding Donner Lake.

Written comment received from: Jack Kashtan and Richard Harper.

- 6.7 Authorized the Town Manager to execute an updated Memorandum of Understanding between the Tahoe Truckee Unified School District and the Town for School Resource Officer services.

Consent Items 6.2 – 6.7 carried 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. Discussion Items

7.1 Municipal Code Update Chapter 10.21 Vehicles on Trails.

Recommended Action: Introduce Ordinance 2023-13, amending the Truckee Municipal Code, Chapter 10.21 with recommended changes for alternative transportation devices on multi-use trails.

Lisa Madden Police Lieutenant, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Industry standard is 15 miles per hour.
- Citations will remain in the code as they previously existed to be used as a tool for enforcement.
- Staff's main goal is education to influence behavior change with speed.

Mayor Romack opened the item for public comment.

Written comment received from: Jan Holan, Lisa Holan, Paco Lindsay, Paul Schectman, and Quinn Holan.

Verbal comment received from: Allison Pedley, Truckee Trails Foundation.

Mayor Romack closed public comment.

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.2 Introduction of Ordinance Amending Solid Waste and Recycling Requirements.

Recommended Action: Introduce Ordinance 2023-09 amending Chapter 6.01 of the Truckee Municipal Code Regarding Solid Waste and Recycling Management. Find the adoption of the Ordinance exempt from CEQA pursuant to CEQA guidelines sections 15061(b)(3), 15307 and 15308.

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 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.

7.3 Accessory Dwelling Unit (ADU) Incentives Program Status Report and Proposed Incentive Program Changes.

Recommended Action: 1) Receive Accessory Dwelling Unit (ADU) incentive program status report; 2) Extend the Unpermitted ADU Mini-Grant Program through the end of FY 24/25, and 3) provide feedback on changes to ADU incentives and direct staff to create program guidelines for the proposed new incentives.

Lynn Baumgartner, Program Analyst II, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Generally, the cost is less for an unpermitted ADU to be converted versus a newly constructed ADU.
- Newly constructed ADUs typically cost more.
- Town's goal is to incentivize homeowners to construct an ADU correctly the first time.

Mayor Romack opened the item for public comment.

Verbal comment received from: Jan Holan

Mayor Romack closed public comment.

Council Direction: Staff to come back to Council with revised language with how Town can increase the amount for unpermitted ADU's constructed prior to 2023, and if Town can offer \$25k on each of the options presented. Council also encourages staff to push public outreach on this topic.

7.4 Short-term Rental Workforce Housing Token Pilot Program (Token Program) Application Review and Token Allotment.

Recommended Action: 1) Approve the allotment of three (3) Short-term Rental Workforce Housing Tokens to applicants of the Short-term Rental Workforce Housing Token Pilot Program; and 2) Update the Token Pilot Program Guidelines to modify the application process to an open application period through the end of FY 23/24.

Lynn Baumgartner, Program Analyst II, 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.

Council Direction: Move these items under consent in the future; and add the ADU incentive question as to the intended use for the Short-Term Rental Workforce Housing token as an informational piece.

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

8. Council Reports

Vice Mayor Polivy

- Attended the ribbon cutting for Glenshire Drive roundabout and Brockway Road Wall Art, Path.
- Attended the retirement party for Judy Price, retired Town Clerk.

Mayor Romack

- Attended the ribbon cutting for Glenshire Drive roundabout and Brockway Road Wall Art, Path.
- Attended the River Revitalization Steering Committee Meetings.
- Requested a presentation from staff on the Truckee Area Median Income in a future meeting this fall.

Council Member Klovstad

- Attended the Climate Transformation Alliance governing partners meeting.
- Attended meetings with different groups regarding the trail's ordinance update.
- Walked West Reed Avenue and the adjacent areas.

Council Member Zabriskie

- Attended the Truckee River Legacy Foundation Meeting.
- Met with Supervisor, Hardy Bullock, Cindy Basso, and Shanna Doherty.
- Attended a Truckee North Tahoe Transportation Management Association Meeting.

Council Member Henderson

- Attended the ribbon cutting for Glenshire Drive roundabout and Brockway Road Wall Art, Path.
- Attended one-on-one listening sessions with constituents.
- Met with Jessica Penman, Truckee Chamber of Commerce.
- Met with Nevada County Board of Supervisors, Hardy Bullock.
- Met with staff from the hospital.
- Met with Kathleen Eagan and April Cole, Friends of the Library.
- Attended a Truckee Chamber Board Meeting.

9. Closed Session

- 9.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –** One case, Government Code Section 54956.9.
Reportable Action: None.

10. Adjournment – 7:52 p.m.

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

Sarah Ring, Administrative Technician
on behalf of Kelly Carpenter, Town Clerk

Lindsay Romack, Mayor