



## Town Council Meeting Minutes

October 24, 2023, 5:00 PM

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

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

**Staff Present:** Drew Jack, GIS Analyst; Erica Mertens, Diversity Equity and Inclusion Program Manager; Alfred Knotts, Transportation Program Manager; Becky Bucar, Engineering Manager; Rosie Johnson, Short Term Rental Administrative Analyst II; Katie McCartney, Code Compliance Officer; Jenna Gatto, Town Planner; Kelly Carpenter, Town Clerk, Chief Information Security and Technology Officer; Danny Renfrow, Chief of Police; Nicole Casey, Administrative Services Director; Andy Morris, Town Attorney; Dan Wilkins, Public Works Director/Town Engineer; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager; and Sarah Ring, Deputy Town Clerk.

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

Mayor Romack called for a moment of silence.

4. **Public Comment:**

**Mayor Romack opened public comment.**

**Verbal Comment received from:**

Heidi Mayerhofer, District Representative to Senator Alvarado-Gil.

**Mayor Romack closed public comment.**

5. **Presentations**

- 5.1 **Mayor Romack proclaimed Extra Mile Day, November 1, 2023.**

Sharon Romack, Executive Director Sierra Senior Services, and volunteer team, accepted the proclamation.

- 5.2 **Mayor Romack proclaimed recognition of November 11, 2023, as Veterans Day.**

David West II, Nevada County Veterans Service Officer, participated via Zoom to receive the proclamation.

**Mayor Romack opened public comment on Items 5.1 and 5.2.**

Seeing none, Mayor Romack closed public comment on Items 5.1 and 5.2.

- 5.3 Hilary Hobbs, Assistant to the Town Manager, and Kiera Ross and David Jones of Emanuels Jones & Associates presented the Legislative Update (presentation on file with Town Clerk).

Mayor Romack opened public comment on Item 5.3.

Seeing none, Mayor Romack closed public comment on Item 5.3.

- 5.4 Erica Mertens, Diversity, Equity, and Inclusion Program Manager, presented the Diversity, Equity, and Inclusion Presentation (presentation on file with Town Clerk).
- 5.5 Jen Callaway, Town Manager, presented the Dark Skies Presentation (presentation on file with Town Clerk).
- 5.6 Becky Bucar, Engineering Manager and Drew Jack, GIS Analyst, presented the Open Space and Biological Resource Mapping Presentation (presentation on file with Town Clerk).
- 5.7 Jen Callaway presented the Town Manager Report.

Mayor Romack opened public comment on Items 5.4 through 5.7.

**Written Public Comment received from:**

Jennifer Bloomfield (2) and Rolf Godon.

**Verbal Public Comment received from:**

Richard Anderson

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 October 10, 2023, Regular Meeting.
- 6.2 Approved a contract with Spare Lab, Inc. (Spare) for a not to exceed amount of two hundred twenty-three thousand five hundred dollars (\$223,500) for Software-as-a-Service (SaaS) on-demand transit ride-booking technology in a form as to approved by the Town Attorney.
- 6.3 Authorized the purchase of one hydraulic pump and motor from SRM Kodiak for a total of \$71,099.79, using funds identified in the FY2023/24 Public Works Road and Snow Capital account.
- 6.4 Accepted Cavern Way, Lamplighter Way, and Passage Place into the Town maintained road system.
- 6.5 Accepted a Special Event Permit Application in advance of the six (6) month submittal window to assist staff as well as the applicant with advanced planning for a live music event proposed at Riverview Sports Park.
- 6.6 Authorized the Town Manager to execute a grant agreement from the University of California Davis in the amount of \$10,000.
- 6.7 Authorized the Town Manager to Release a Request for Proposal for Professional Consulting Services to Complete an Organizational Assessment of Operations and Service Delivery.

Written Public Comment received from Barney Dewey.

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. Discussion Items**

### **7.1 Appeal of Notice of Determination at 15223 Donner Pass Road.**

**Recommended Action:** Town Council conduct a public hearing and make a finding of non-compliance with the Town of Truckee Municipal Code and uphold the Notice of Determination and Judgment amount of \$1,000. Alternatively, if the Council determines that the findings to approve the appeal can be made, the Council may take action to grant the appeal and overturn the Notice of Determination.

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

#### **Council Discussion:**

- Supports the addition of clarifying language regarding potential violation, clarifying 60-minute response documentation.

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

Written comment received from Max Bailey.

Mayor Romack closed public comment.

#### **Council Direction:**

**Uphold staff's recommendation to uphold the determination and judgement in an amount of \$1,000.**

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

**Ayes:** Council Member Klovstad, Mayor Romack, and Council Member Henderson.  
**Noes:** Vice Mayor Polivy and Council Member Zabriskie.  
**Absent:** none.  
**Abstained:** none.  
The motion passed 3 – 2.

### **7.2 Historic Preservation Advisory Commission (HPAC) Appointments.**

**Recommended Action:** That the Town Council re-appoint Chaun Mortier and Bill Kenny and appoint Kelly Gove to the Historic Preservation Advisory Commission for four-year terms.

Laura Dabe, Associate Planner, 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 Vice Mayor Polivy, seconded by Council Member Klovstad, and adopted 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.

## **8. Council Reports**

### **Vice Mayor Polivy**

- Attended Visit Truckee Tahoe Board meeting.

### **Mayor Romack**

- Attended the meeting on the sales tax increase with Charles Heath.
- Attended the Donner Lake Jumping Fish art unveiling.
- Attended Good Morning Truckee with Council member Zabriskie.
- Attended the Climate Transformation Alliance quarterly meeting on behalf of Council member Henderson.
- Participated in the last Truckee Litter Corps of the season.
- Attended the Mayor Manager Breakfast.
- Participated in Truckee River Day.
- Attended Big Truck Day.
- Participated in a ride along with Truckee Police Department.
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### **Council Member Klovstad**

- Attended the Climate Transformation Alliance Partners Meeting.
- Attended the Civic Well Board Meeting.
- Attended the Donner Lake Jumping Fish art unveiling.
- Watched the Good Morning Truckee meeting recording.

### **Council Member Zabriskie**

- Attended the Fire Wise Community Meeting of Prosser Lakeview and Prosser Woods.
- Attended the Donner Lake Jumping Fish art unveiling.
- Met with Heidi Mayerhofer.
- Met with Dave Jones and Keira Ross.
- Attended the meeting on the sales tax increase with Charles Heath.

### **Council Member Henderson**

- Attended the Truckee Downtown Merchants Association bingo event.
- Attended the Donner Lake Jumping Fish art unveiling.
- Participated in the Truckee Elementary walk-a-thon.

Mayor Romack's adjourned the regular meeting at 8:05 to closed session.

## **9. Closed Session**

### **9.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – 2 cases, Government Code Section 54956.9.**

**Recommended Action:** No reportable action.

## **10. Adjournment – 8:45 p.m.**

Respectfully submitted by:

Approved:

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Sarah Ring, Deputy Town Clerk  
on behalf of Kelly Carpenter, Town Clerk

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Lindsay Romack,  
Mayor