



Town Council Meeting Minutes

January 10, 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 5:00 p.m.
- 2.** **Roll Call:** Council Members; Zabriskie, Klovstad, Henderson, Vice Mayor Polivy, and Mayor Romack.

Staff Present: Jen Callaway, Town Manager; Danny Renfrow, Chief of Police; Hilary Hobbs, Assistant Town Manager; Dan Wilkins, Public Works Director/Town Engineer; Denyelle Nishimori, Community Development Director; Jenna Gatto, Planning Manager; Laura Dabe, Associate Planner; Nicole Casey, Administrative Services Director; Erin Brewster, Sustainability Program Manager; Lynn Baumgartner, Administrative Technician; Sara Sherburne, Program Analyst, II; Chris Hardy, Chief Information Security and Technology Officer; Kimberly English, IT Systems Analyst; Carissa Binkley, Economic Development Program Analyst II; Jessica Thompson, Associate Engineer; Becky Bucar, Engineering Manager; Andy Morris, Town Attorney; Judy Price, Communications Director Town Clerk; and Kelly Carpenter, Deputy Town Clerk.

- 3.** **Pledge of Allegiance** – led in unison.

- 4.** **Public Comment**

Written comment received from:

Philip Fay Tullin Valdez.

- 5.** **Presentations**

- 5.1** Police Chief Danny Renfrow presented the Chief's Advisory Commission Update.
- 5.2** Sara Sherburne, Program Analyst II Sustainability, presented NZero Municipal Green House Gas Emissions Tracking Dashboard. April Sorensen, Isabelle Wilhelm, Amanda Safford from NZero appeared virtually.
- 5.3** Hilary Hobbs, Assistant to the Town Manager, introduced New Employee Carissa Binkley, Economic Development Program Analyst II, and Erin Brewster, Sustainability Program Manager.
- 5.4** Judy Price, Town Clerk, Communications Director, presented Council Chambers Audio Visual Upgrade.
- 5.5** Jen Callaway presented the Town Manager Report.

Mayor Romack opened the presentation items to public comment.

Seeing none, Mayor Romack closed public comment.

6. Consent Calendar

Council Member Polivy pulled Item 6.3 for further discussion.

It was moved by Council Member Polivy, and seconded by Council Member Henderson, to approve the Consent Calendar Items 6.1 and 6.2:

- 6.1 Authorize the Public Works Director/Town Engineer to file a Notice of Completion with the Nevada County Recorder for the 2022 Paving and Drainage Project, C2202.
- 6.2 1) Approve the attached Memorandum of Understanding (MOU) (with attachments) between the Town of Truckee and the Mid-Management Employee's Group (MM) for the period January 8, 2023, to June 30, 2024; 2) Approve the attached Memorandum of Understanding (MOU) (with attachments) between the Town of Truckee and the Truckee General Employee Membership Association (TGEMA) for the period January 8, 2023, to June 30, 2024; 3) Authorize a budget amendment in the amount of \$460,000 to cover the additional personnel expenses incurred under these MOUs and changes to unrepresented employees' contracts allocated to the Town's five main operating funds as detailed in the staff report; 4) Approve Resolution 2023-01 providing a 5% COLA adjustment to the Town Manager, Jennifer Callaway, resulting in an annual pay amount of \$210,567.36 and to the Town Attorney, Andy Morris, resulting in an annual pay amount of \$212,604.21, effective the first full pay period in January 2023. (This item must be read aloud at the meeting); and 5) Approve Resolution 2023-02 adopting the updated Town of Truckee Job Classification list, with additional position classifications, effective January 8, 2023, pursuant to the requirements of the California Code of Regulations, Title 2, Section 570.5.

Written public comment received from Mid Managers Employees Group.

The Consent Calendar carried with the following vote:

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

- 6.3 **Contract Amendment for Integrated Design 360 Reach Code Services Scope of Work.**
Recommended Action: Authorize the Town Manager to execute a contract amendment with Integrated Design 360 (ID360) in the amount of \$29,878 for a total amended contract amount of \$83,344, for the purpose of holding an additional stakeholder meeting and community meeting, additional progress meetings, and expanding the custom cost-effectiveness study to support reach code development.

Council Discussion:

- The Reach Code is one part of the Town's long-term efforts to minimize greenhouse gas emissions. This amendment is looking at existing buildings and determining cost effective methods for reducing green house gases. Truckee cannot rely on the State to give it the attention it deserves because it has different conditions than the rest of California.

Mayor Romack opened Public Comment:

Written comment was received from:

Jack Kashtan

Dan Cockrum

David Carmen.

Mayor Romack closed public comment.

The staff recommendation was moved by Council Member Klovstad, seconded by Council Member Polivy, 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 Short-Term Rental Workforce Housing Token Pilot Program. Recommended Action: Direct staff to develop program guidelines and a request for proposal (RFP) process based on the draft Short-Term Rental (STR) Workforce Housing Token Pilot Program framework.

Lynn Baumgartner, Hosing Program Analyst II, presented from the staff report (on file with the Town Clerk). Ms. Baumgartner introduced Aaron Nousaine of BAE Urban Economics.

Council Discussion:

- It is not known if the interest from the stakeholders is serious.
- Sustainability, as part of the selection criteria, will be more specifically defined as part of the next steps, for example, regarding net energy and emissions.
- Unit size will be an evaluation criteria in terms of ration; the program will not always evaluate in terms of what is bigger.
- The Town wants to create flexibility on how to use tokens and the availability of the tokens.
 - Tokens are maintained for 15 years, but they do not have to be utilized. After 15 years, the token would end but there could be an option to renew depending on the success of the program.
 - The tokens can be used for another property and should not become unusable.
 - Further discussion regarding allocating more tokens either under or above the cap. Inventory will be reconciled quarterly.
- Individual homeowners may have a harder time with this particular program, but there are other programs offered by the Town that may be better suited for them. The Town wants help with this program whether it comes from a small management group versus large management group.
- The conversation regarding Placer County's interest is preliminary. It is not known if they have plans to develop a similar program.
- The fiscal impact on staff resources is not yet known. One Request for Proposal is possible with current resources with an option to take a further look at resources if program is successful. Currently, all work would be done in-house.
- Currently there are 180 on the STR waitlist. 30 licenses were made available midyear and 100 applicants did not renew.

Mayor Romack opened the item for public comment.

Written comment received from Jim Winterberger.

Verbal comment received from Robert Raber.

Mayor Romack closed public comment.

Council Direction:

- Willing to try it as a pilot program but need to be cognizant of staff time and work plan.
- With an RFP, we have 90 days to decide what moving forward looks like.
- Stay within the allotted cap. Make RFP simple, clear and concise, and limited marketing.

Mayor Romack adjourned for a brief recess at 6:54 p.m.

Mayor Romack reconvened at 7:06 p.m.

7.2 Town Council Direction on Potential Joerger Ranch Specific Plan Amendments.

Recommended Action: That Town Council review an update on projects within the Joerger Ranch Specific Plan Area and provide direction to staff on a potential next phase of Specific Plan amendments.

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

Council Discussion:

- The “Biz” parcel was not identified to come back for discussion. It is a mixed-use requirement.
- Pursuant to the last planning commission meeting on this issue, it was discussed to prohibit stand-alone housing in the “Biz” parcel.
- Would like to decrease the commercial requirement of 50% of land use to 1/3% land use.

Mayor Romack opened the item for public comment.

Verbal comment received from Brian Griggs.

Mayor Romack closed public comment.

Council Direction:

- **Supportive of Topics 1, 3 and 4, with Topics 3 and 4 being the priority. Topic 4 needs to be re-evaluated for a specific plan. Topic 2 can be put off for now.**

7.3 West River Streetscape Improvements C1703 Contract Award.

Recommended Action: Town Council authorize the Town Manager to award and execute the West River Street Streetscape Improvements contract to Ruppert, Inc in the amount of \$5,844,662.50; authorize the payment of an early completion incentive of up to \$304,500; authorize a contingency amount of \$584,466 (10%); and authorize the Town Engineer to approve contract change orders or changes to unit quantities within the approved contingency amount.

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

Council Discussion:

- Mitigation of impact of construction on West River businesses will include the potential for shutdowns of the street from 10:00p.m. to 6:00a.m. at some point during construction; one-way traffic maintained during the rest of the time; backup alarms will be muted during overnight work; and business/residential access will be available either through West River or South River.
- The Town has contracted with Ruppert, Inc. previously and they are familiar with public

contract code.

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 Council Member Zabriskie, and adopted with the following vote:

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.4 Council Committee Designations.

Recommended Action: Review the committee and liaison designations and provide direction regarding the Council committee appointments.

Judy Price, Communications Director Town Clerk, presented from the staff report (on file with the Town Clerk).

Council Discussion:

- Continuity is important.
- It is also important to mix things up and broaden the outreach.
- Staff will reach out to Economic Resource Council, as they do hold meetings but no one on Council holds a seat. Board of Supervisors indicated a council member should be involved.
- There are no options for an alternate with Lafco.
- Other options for new committees are dependent on Council's workplan and priorities.

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

Council Direction:

- **Council Members will maintain current designations with the exception of**
 - **Council Member Henderson will designate to Sierra Camp's quarterly meetings.**

8. Council Reports

Council Member Henderson

- Attended one-and-one meetings with different constituents.

Council Member Zabriskie

- Attended a meeting with the Local Agency Formation Commission.
- Attended the North Tahoe Truckee transit management meeting.
- Attended a presentation with seniors the Truckee Donner Recreation and Parks District.

Council Member Klovstad

- Attended the Chamber of Commerce holiday party.

- Attended the Truckee Donner Public Utility District holiday party.
- Attended the Tahoe Basin biomass meeting.
- Attended a meeting with Kidzone.
- Attended the Climate Transformation Alliance Governing Partners meeting.

Vice Mayor Polivy

- Attended a Visit Truckee-Tahoe meeting.
- Attended a meeting with the Truckee Chamber of Commerce.

Mayor Romack

- Attended a North Tahoe Truckee transit management meeting.
- Attended the Mayor-Manager meeting.

9. Adjournment – 8:20 p.m.

To the regular meeting of the Truckee Town Council on January 24, 2023, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

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

Lindsay Romack, Mayor