



## Town Council Meeting Minutes

October 22, 2024, 5:00 PM

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

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**1. Call to Order:** Mayor Polivy called the meeting to order at 5:02 p.m.

**2. Roll Call:** Council Members; Romack, Klovstad, Henderson, Vice Mayor Zabriskie, and Mayor Polivy.

**Staff Present:** Andrea Fernandez Landa, Diversity, Equity, and Inclusion Program Analyst II; Lisa Madden, Police Lieutenant; Becky Bucar, Assistant Public Works Director; Jenna Gatto, Town Planner; Conor Drewes, IT System Analyst; Brett Clark, IT Specialist; Lillian Schnick, IT Intern; Chris Hardy, Chief Information Security and Technology Officer; Laurel Burlingame, CivicSpark Fellow; Steve Conway, Interim Administrative Services Director; Kelly Carpenter, Town Clerk; Hilary Hobbs, Assistant to the Town Manager; Danny Renfrow, Chief of Police; Denyelle Nishimori, Community Development Director; Andy Morris, Town Attorney; Dan Wilkins, Town Engineer; and Jen Callaway, Town Manager.

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

**4. Public Comment:**

Mayor Polivy opened public comment.

Seeing none, Mayor Polivy closed public comment.

**5. Presentations**

**5.1 Mayor Polivy presented the Proclamation for Veterans Day to Jessica Launier, Veterans Services Specialist, Nevada County Veterans Services Office.**

**5.2 Mayor Polivy presented the Proclamation for Recognition of Truckee Donner Public Utility District Employee Joe Aguera.**

**5.3 Mayor Polivy presented the Proclamation for Extra Mile Day to Members of the River Revitalization Steering Committee.**

**5.4 Mayor Polivy presented the Proclamation for Cyber Security Month to Conor Drewes, Brett Clark, Lillian Schnick and Chris Hardy of the Town's Information Technology Division.**

**5.5 Becky Bucar, Assistant Public Works Director, and Lisa Madden, Police Lieutenant, presented the Update regarding Etiquette and Safety on Multi-Use Trails.**

**5.6 Jen Callaway, Town Manager, provided the Town Manager Report.**

Mayor Polivy opened the Presentation Items for public comment.

Seeing none, Mayor Polivy closed public comment.

## **6. Consent Calendar**

It was moved by Council Member Henderson, and seconded by Vice Mayor Zabriskie, to approve the Consent Calendar Items 6.1 through 6.5 as follows:

- 6.1 Approved the minutes of October 8, 2024, regular Town Council meeting.
- 6.2 Adopted Resolution 2024-63 appointing the Town's representatives to serve as Director and Alternate Director to the Truckee Tahoe Workforce Housing Agency.
- 6.3 Authorized the Town Manager to execute an agreement with the Truckee River Watershed Council to reimburse a portion of the design and permitting work for the Donner Lake Bank Restoration Project.
- 6.4 Adopted Resolution 2024-60 and Resolution 2024-61 authorizing applications for the Local Partnership Program (LPP) Formulaic and Competitive Grants for the Reimagine Bridge Street Project, and authorize the Town Manager, or designee, to execute all documents necessary for submitting the grant application.
- 6.5 Directed staff to submit a comment letter to the Placer County Board of Supervisors on the Village at Palisades Tahoe (formerly, Squaw Village) Specific Plan and Final Environmental Impact Report (FEIR) and authorize the Mayor and Town Manager to sign the final letter on behalf of the Council.

Written comment received from: Jack Kashtan.

The Consent Calendar carried with the following vote:

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

## **7. Discussion Items**

### **7.1 Environmental Justice Assessment and Update Regarding Inclusion, Diversity, Equity and Accessibility (IDEA) Action Plan.**

**Recommended Action:** That Council accept the Truckee Environmental Justice Analysis report and receive an update regarding the progress and the next steps with the Inclusion, Diversity, Equity and Accessibility (IDEA) Work Plan.

Andrea Fernandez Landa, Diversity, Equity, and Inclusion Program Analyst II, and Hilary Hobbs, Assistant to the Town Manager, presented from the staff report (presentation on file with Town Clerk).

#### **Council Discussion:**

- Staff will update Council on the task items to the IDEA Action Plan as part of IDEA Work Plan update either at the end of this year or beginning of next year.
  - Task items include meeting internally with the steering committee and department heads, and externally with stakeholders.
  - More community outreach, including workshops, surveys, meetings with seniors and youth, and school functions, will take place to gain additional feedback before staff brings this item back to Council.
- Consider changing categorization of "disadvantaged" to "communities of focus."
  - "Low income" language should be used cautiously as well.

**Mayor Polivy opened the item for public comment.**

**Written comment received from:** Sophia Heidrich.

**Verbal comment received from:** Erica Mertens and David Diamond.

Mayor Polivy closed public comment.

**Council Direction:**

- **Approve the acronym change from DEI to IDEA.**
- **Accept the Truckee Environmental Justice Analysis report but staff should include more data when bringing back the IDEA Work Plan.**

**Mayor Polivy adjourned for a recess at 6:38 p.m.**

Mayor Polivy reconvened the meeting at 6:48 p.m.

- 7.2 Quarterly Fiscal Year 2023/2024 through Fiscal Year 2024/2025 Strategic Workplan Update.**  
**Recommended Action:** That Council receive the first quarterly update on the Fiscal Year 2023-2025 Strategic Workplan progress through September 30, 2024, and provide direction to staff on proposed new workplan items.

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

**Council Discussion:**

- Railyard Master Plan Amendment to the Truckee Tahoe Community Foundation (TTCF) to use the Artist Loft's retail space:
  - Staff estimates it would take approximately six months to amend the Railyard Master Plan if no substantial environmental review is required.
- This item is not being treated as part of the regular entitlement process because TTCF is under time constraints to find a new office space.
  - Changing the master plan is a legislative act that requires certain steps to be met as part of the process.
  - This is a Council decision, not a Planning Commission decision, because it requires a change to the Municipal Code.
  - TTCF's current lease ends in October 2025.
- To amend the Railyard Master Plan, staff's work on the Town's Housing Density program and Development Code amendments would need to be paused.
  - Because there are state-mandated deadlines tied to the Development Code amendments, staff will still prioritize this task to maintain compliance.

**Mayor Polivy opened the item for public comment.**

**Verbal comment received from:** Kristina Kind, Kelley Carroll, Stacey Caldwell, and Alex Mourelatos.

Mayor Polivy closed public comment.

**Council Direction:**

**Support moving forward with Railyard Master Plan amendment to allow TTCF to occupy the space as it aligns with Council priorities, but staff should keep the amendment narrow to limit the potential of future asks from private developers.**

## **8. Council Reports**

### **Vice Mayor Zabriskie**

- Attended Good Morning Truckee.
- Attended Homeless Advisory Committee meeting.
- Attended a Rotary meeting.

### **Mayor Polivy**

- Attended Visit Truckee- Tahoe board meeting.
- Participated in a sixth-grade event in Council Chambers.

### **Council Member Klovstad**

- Attended a CivicWell board meeting.
- Attended Southwest Gas franchise agreement meeting with staff.
- Attended Climate Transformation Alliance quarterly meeting.

### **Council Member Romack**

- Attended League of California Cities conference.
- Attended Big Truck Day.
- Attended Tahoe Donner Fall Fest.
- Attended Sierra Community House's fundraiser.
- Attended Truckee River Day.
- Attended neighborhood event on voting.

### **Council Member Henderson**

- Nothing to report.

## **9. Closed Session**

**Mayor Polivy opened the item for public comment.**

Seeing none, Mayor Polivy closed public comment.

### **9.1 Public Employee Performance Evaluation - Town Manager, Government Code section 54957. Reportable Action: None taken.**

## **10. Adjournment: 8:58 p.m.**

To the regular meeting of the Truckee Town Council November 12, 2024, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Kelly Carpenter, Town Clerk

Dave Polivy, Mayor