



Town Council Meeting Minutes

June 10, 2025, 5:00 PM

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

1. **Call to Order**: Mayor Zabriskie called the meeting to order at 5:01 p.m.
2. **Roll Call**: Council Members Romack, Polivy; Vice Mayor Klovstad; and Mayor Zabriskie.

Absent: Council Member Henderson.

Staff Present: Rosie Johnson, Program Analyst II; Kelly Carpenter, Town Clerk; Chris Hardy, Chief Information Security and Technology Officer; Erin Brewster, Sustainability Program Manager; Jenna Gatto, Town Planner; Danny Renfrow, Chief of Police; Denyelle Nishimori, Community Development Director; Dan Wilkins, Public Works Director/Town Engineer; Nicole Casey, Administrative Services Director; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager; Melanie Grebitus, Program Analyst II; Becky Bucar, Assistant Public Works Director; Alfred Knotts, Transportation Program Manager; James Blattler, Emergency Services Manager; Aldana Fernandez, Administrative Technician; Laura Dabe, Senior Planner; Lynn Baumgartner, Program Analyst; Robert Ellis, Facilities Supervisor; Andrea Fernandez-Landa, Diversity, Equity and Inclusion Program Manager; Chris Leung, Facilities Maintenance Worker II; Bron Roberts, Communications Program Manager.

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

4. **Public Comment**:

Written comment received from: Cole Dickison and Chris Malone.

Verbal comment received from: Cory Caldwell.

5. **Presentations**

- 5.1 **Mayor Zabriskie presented the proclamation for Pride Month to David Mack of Truckee Tahoe Pride Foundation.**

- 5.2 **New Employee Introductions.**

Robert Ellis, Facilities Supervisor, introduced Chis Leung, Facilities Maintenance Worker II.

- 5.3 **Danny Renfrow, Chief of Police, provided the Chief's Advisory Committee Update.**

- 5.4 **Kelly Carpenter, Town Clerk, presented the New Public Records Request Software.**

- 5.5 **Jen Callaway, Town Manager, presented the Town Manager Report.**

Mayor Zabriskie opened public comment.

Seeing none, Mayor Zabriskie closed public comment.

6. Consent Calendar

It was moved by Council Member Romack, and seconded by Vice Mayor Klovstad, to approve the Consent Calendar as follows:

- 6.1 Approved the minutes of the May 27, 2025, Regular Meeting and Budget Workshop.**
- 6.2 Adopted Resolution 2025-40 to identify both the 2025 Paving and Drainage Project and the Reimagine Bridge Street Project to receive RMRA funding.**
- 6.3 Reappointed Kellie Cutler to the Arts Advocate position of the Public Art Commission of Truckee to fill the vacancy and complete the term left by David Mason.**
- 6.4 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the West River Streetscape Project (C1703).**
- 6.5 Approved Resolution 2025-42 to adopt the Town of Truckee Fiscal Year (FY) 2025/26 Operating and Capital Improvement Plan Budget, including proposed personnel changes, and adopt the estimated actuals for FY 2024/25 Capital Improvement Projects as amended budget amounts.**

Written Comment received from: Courtney Henderson.

- 6.6 Authorized the Town Manager to execute an amendment to the Reimbursement Agreement for Preliminary Engineering Services with the Union Pacific Railroad for up to an additional \$50,000 for review and design services for the Reimagine Bridge Street project, for a total not-to-exceed amount of \$185,000.**
- 6.7 (1) Increased the Maximum Special Tax and maximum parcel assessments by the Engineering News Record Construction Cost Index or Consumer Price Index for the Town of Truckee Community Facilities Districts and Assessment Districts; (2) Adopted Resolution 2025-29 to set the Special Tax assessments for the Brickelltown Maintenance District (Community Facilities District 2013-1); (3) Adopted Resolution 2025-30 to set the Special Tax assessments for the Railyard Transit and Maintenance District (Community Facilities District 2017-2); (4) Adopted Resolution 2025-31 to set the special assessments for the Envision DPR Landscaping and Lighting Assessment District No. 1 (Envision DPR District No. 1); (5) Adopted Resolution 2025-32 to set the Special Tax assessments for the Joerger Ranch Trail Maintenance and Transit District (Community Facilities District 2015-1); (6) Adopted Resolution 2025-33 to set the Special Tax assessments for Coldstream Transit and Trail Maintenance District (Community Facilities District 2019-1); and (7) Adopted Resolution 2025-34 to set the Special Tax assessments for West River Street Landscaping and Lighting Assessment District No. 1.**
- 6.8 Authorized the Town Manager to sign a right of way offer of dedication for a strip of land on the northern edge of the old Nevada County Corp Yard parcel.**
- 6.9 (1) Received the THAP update; (2) Approved the proposed changes to the THAP Guidelines, and (3) Authorized the Town Manager to execute a contract amendment with HousingINC in the amount of \$87,000, for a total amended contract amount of \$331,147.50 to provide program administration for THAP, and extend the contract term through June 30, 2026, pending approval of the Fiscal Year 25/26 budget.**
- 6.10 Approved the use of the lobby TV at Town Hall and the Town's website calendar to display meetings related to Council, Council-directed meeting bodies or regional committees upon which Council members serve that occur at Town Hall only.**
 - Staff clarified that for agencies hosting events at Town Hall in which Council may participate but are not open to the public, the Town would only display their events on the lobby TV at the agency's request.

The Consent Calendar carried with the following vote:

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

Noes: None.
Absent: Council Member Henderson.
Abstained: None.
The motion passed 4-0.

7. Discussion Items

7.1 Hosted Rental Ordinance Amendments.

Recommended Action: That Council: (1) Introduce Ordinance 2025-05 amending Chapter 5.02 of the Truckee Municipal Code pertaining to Transient Rentals of Residential Units; and (2) Find adoption of the ordinance exempt from CEQA pursuant to CEQA Guidelines sections 15060 (c)(2-3), 15061(b)(3), 15301, and 15378.

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

Council Discussion:

- **Town would require a notarized affidavit of the tenant which could be obtained free of charge by utilizing one of the Town's notaries on staff.**

Mayor Zabriskie opened the item for public comment.

Written comment received from: Melanie Meharchand.

Verbal comment received from: Sharie Lewis.

Mayor Zabriskie closed public comment.

Council Direction:

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

Ayes: Council Member Romack, Council Member Polivy, Vice Mayor Klovstad, and Mayor Zabriskie.
Noes: None.
Absent: Council Member Henderson.
Abstained: None.
The motion passed 4-0.

7.2 Adoption of Residential and Commercial Solid Waste Collection Service Rates for Fiscal Year 2025-2026.

Recommended Action: That Council: (1) Adopt Resolution 2025-41 establishing Residential and Commercial Solid Waste Rates and authorizing the Nevada County Auditor-Controller to place direct charges on the Secured Tax Roll for Solid Waste Collection Services in CSA 7, Tax Area 3; and (2) Direct staff to evaluate a special circumstances rate adjustment for enhanced commercial recycling services and return to the Town Council with a proposal for consideration.

Erin Brewster, Sustainability Program Manager, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Staff would need to evaluate what the cost of adding an option for a second day of commercial recycling per week. Enhanced services be spread throughout the entire commercial rate structure, or apply to parcels that are going to need it? There are options that need to be evaluated.
- There is an option for wildlife resistant carts, but they are more expensive.
- It would be more equitable to make the twice-a-week service available town-wide rather than only to certain geographic areas.
- Multi-family housing falls under commercial service.
- When recycling carts become full before being serviced each week, commercial users stop recycling and instead throw the recycling in the trash.
 - Council would like staff to find a way to offer additional commercial service at a minimal cost to avoid having recycling end up in the trash.

Mayor Zabriskie opened the item for public comment.

Written comment received from: Brian Paddock.

Mayor Zabriskie closed public comment.

Council Direction:

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

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

Noes: None.

Absent: Council Member Henderson.

Abstained: None.

The motion passed 4-0.

7.3 Delinquent Accounts for Residential Solid Waste Services.

Recommended Action: That Council adopt Resolution 2025-39 establishing delinquent residential solid waste service accounts and authorizing the Nevada County Auditor-Controller to place direct charges on the secured tax roll for collection of delinquent accounts.

Melanie Grebitus, Sustainability Program Analyst II, presented from the staff report (presentation on file with Town Clerk).

Mayor Zabriskie opened the item for public comment.

Seeing none, Mayor Zabriskie closed public comment.

Council Direction:

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

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

Noes: None.

Absent: Council Member Henderson.

Abstained: None.

The motion passed 4-0.

7.4 2025-2026 CAL FIRE Wildland Protection Agreement.

Recommended Action: That Council adopt Resolution 2025-43 authorizing the Town Manager to execute jointly with the Truckee Fire Protection District the Wildland Protection Agreement with CAL FIRE for Fiscal Year 2025-2026 to provide wildland firefighting resources within the Town of Truckee in the amount up to \$929,426.52.

James Blattler, Emergency Services Manager, presented from the staff report (presentation on file with Town Clerk).

Brian Estes, CAL FIRE Fire Chief, also participated in the presentation.

Council Discussion:

- For areas not included in the Wildland Protection Agreement, the Town is not limited in it's ability to request state resources.

Mayor Zabriskie opened the item for public comment.

Seeing none, Mayor Zabriskie closed public comment.

Council Direction:

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

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

Noes: None.

Absent: Council Member Henderson.

Abstained: None.

The motion passed 4-0.

Mayor Zabriskie adjourned for a recess at 7:06 p.m.

Mayor Zabriskie resumed the meeting at 7:20 p.m.

7.5 Town Density Bonus Program Policy Direction.

Recommended Action: That Council provide direction to staff regarding the future Town Density Bonus Program.

Yumie Dahn, Principal Planner, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Staff is proposing consideration of smaller projects as part of this program to provide more flexibility and opportunity to developers.
- One possible way to maximize flexibility and certainty in the planning and entitlement process would be to include plan development with discretionary review by the Planning Commission.
- Implementing a new deed restriction program by way of an ordinance and codification of the Development Code will provide certainty to developers and a pathway for incentives.
- Staff will consider utilizing parking management plans and shared parking reductions for mixed commercial buildings as part of the program.

- The regional workforce housing programs are focusing on using the school district boundary for utilization of their programs.
- In considering the density program, Council will need to consider preserving the Town's prioritizations to adequately house the workforce and fit with the community.

Mayor Zabriskie opened the item for public comment.

Written comment received from: Jason Toups.

Verbal comment received from: Brian Helm and Jason Toups.

Mayor Zabriskie closed public comment.

Council Direction:

- **Council is supportive of staff's recommendation.**
- **Additionally, staff should include:**
 - **For rent and for sale housing.**
 - **Condominiums/attached townhomes/multifamily homes.**
 - **Seniors as eligible participants of the program**
- **Larger projects should go before the Planning Commission.**
 - **Staff will provide feedback on the number of units as a basis to determine when to go before the Planning Commission**
- **Rather than committing to 50% deed restricted housing, staff will look at utilizing a sliding scale that could be based on the number of units.**
- **Staff will look at forming a working group that would include one or two council members.**
 - **Council Member Polivy volunteered his time.**

Mayor Zabriskie adjourned for a recess at 8:39 p.m.

Mayor Zabriskie resumed the meeting at 8:51 p.m.

7.6 Fiscal Year 2025/26 through Fiscal Year 2026/27 Council Priorities

Recommended Action: That Council review and provide direction on the Fiscal Year (FY) 2025/26 through FY 2026/27 Council Priorities workplan prepared following the February 11, 2025, Council Retreat and in Coordination with the FY 2025/26 Operating Budget and Five-Year Capital Improvement Budget.

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

Council Discussion:

- **Regarding the Council Priority for Environmental Sustainability, Goal 2: Reduce Greenhouse Gas Emission from Buildings, staff will look into whether transit and other Scope Two Emissions impacts fit under this goal and will also include other Scope Two Emissions.**
- **Even though Truckee Fire Protection District has a Ready, Set, Go pamphlet, the Town is envisioning its own pamphlet that would be more robust, multi-lingual, and more sustaining to keep on hand.**
- **Hours estimated for core service responsibilities are not included in workplan.**
- **Estimated staff time to be spent on public art projects, including action items in the work plan, is 400 hours.**
- **Scale back the estimated 430 hours of staff time to assess the effectiveness of the single-use plastic water bottle ordinance.**

- Put more time on building decarbonization efforts instead.
- Remove Blue Zone Community Certification from the Bike Rack.
- Remove Senior Housing from the Bike Rack.
 - It is being addressed in the Housing Equity Framework.
 - Update description of Communities of Focus in the Housing Equity Framework to identify each focus group.
- Remove Heat Pump Air Conditioning Reach Code from the Bike Rack.

Mayor Zabriskie opened the item for public comment.

Written comment received from: April Cole, Cory Caldwell and Stefanie Olivieri.

Mayor Zabriskie closed public comment.

Council Direction:

- Staff to bring this item back to the next meeting with updates to the Council Priorities workplan as discussed above.

8. Council Reports

Council Member Romack

- Attended the River Revitalization Steering Committee meeting.
- Attended Truckee Day.
- Attended the Rainbow Rock & Roll event.
- Attended the North Tahoe Leadership Program graduation.
- Attended a ribbon cutting for the Lift Truckee Foundation.

Council Member Polivy

- Attended Truckee Day.
- Attended a meeting with the Contractor's Association of Truckee Tahoe.
- Attended various events to celebrate Pride Month.

Vice Mayor Klovstad

- Attended a meeting with the Contractor's Association of Truckee Tahoe.
- Attended Truckee Day.
- Attended a ribbon cutting for the Lift Truckee Foundation.
- Attended various events to celebrate Pride Month.

Mayor Zabriskie

- Participated in the Park City tour of Truckee.
- Attended a Prosser Firewise Community meeting.
- Participated in the Truckee Donner Public Utility District stakeholder meeting regarding a groundwater management plan.
- Attended a ribbon cutting for One Love Childcare.
- Attended the River Revitalization Steering Committee meeting.
- Attended the Truckee North Tahoe Transportation Management Association board meeting.
- Attended a Latina leadership meeting.

9. Adjournment: 9:50 p.m.

To the regular meeting of the Truckee Town Council, June 24, 2025, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Kelly Carpenter, Town Clerk

Jan Zabriskie, Mayor