



Town Council Meeting Minutes

May 13, 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 5:02 p.m.
2. **Roll Call**: Council Members Romack, Henderson, and Polivy; Vice Mayor Klovstad; and Mayor Zabriskie.

Staff Present: Jen Callaway, Town Manager; Denyelle Nishimori, Community Development Director; Andy Morris, Town Attorney; Hilary Hobbs, Assistant to the Town Manager; Nicole Casey, Administrative Services Director; Danny Renfrow, Chief of Police; Jenna Gatto, Town Planner; Becky Bucar, Assistant Public Works Director; Kelly Carpenter, Town Clerk; Brett Clark, IT Specialist; Laura Dabe, Senior Planner; Riley Powers, Assistant Engineer; Alfred Knotts, Transportation Program Manager; Scott Mathot, Senior Engineer; Carissa Binkley, Economic Vitality Program Analyst; James Blattler, Emergency Services Manager; Bron Roberts, Public Information Officer; Mike Ross, Chief Building Official; Lynn Baumgartner, Housing Program Analyst; Andrea Fernandez-Landa, Diversity, Equity & Inclusion Program Analyst; Kerri Taber, Code Compliance Officer; and Caitlin Safford, Code Compliance Officer.

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

4. **Public Comment**:

Written comment received from: Dave Rea, Aparna Reddy and Emilie Kashtan.

5. **Presentations**

- 5.1 Laura Dabe, Senior Planner, presented the Annual Historic Preservation Advisory Commission Award to Tom Watson for the Flying A project.
- 5.2 Mayor Zabriskie presented the Proclamation for Building Safety Month to Mike Ross, Chief Building Official.
- 5.3 Riley Powers, Assistant Engineer, presented an update on 2025 Summer Roadwork Construction (presentation on file with Town Clerk).
- 5.4 Mayor Zabriskie presented the award for Small Business, Big Applause to Nobility Works Construction.
- 5.5 Jen Callaway, Town Manager, presented the Town Manager Report.

Mayor Zabriskie opened public comment.

Verbal comment received from: Ed Vento

Mayor Zabriskie closed public comment.

6. Consent Calendar

It was moved by Council Member Henderson, and seconded by Vice Mayor Klovstad, to approve the Consent Calendar Items 6.1 through 6.12 as follows:

- 6.1 Approved the minutes of the April 22, 2025, Budget Workshop and Regular Meeting.
- 6.2 Adopted Ordinance 2025-04 adopting the state-recommended Fire Hazard Severity Zone Map and amending Chapter 15.03 of Truckee Municipal Code regarding Fire Hazard Severity Zone Classifications.
- 6.3 (1) Authorized the Town Manager to execute a reimbursement agreement with Tahoe Donner Association for roadside vegetation maintenance for an amount up to \$250,000 of the Truckee Special Services Area 1 (TSSA-1) Fund; and (2) Authorized the Town Manager and Town Attorney to approve minor changes to the proposed scope of work within the reimbursement agreement, if consistent with current Council-approved TSSA-1 Fund uses.
- 6.4 Re-adopted Ordinance 2025-03 adopting a military equipment use policy pursuant to Government Code Section 7071 (Assembly Bill 481).
- 6.5 Re-adopted Ordinance 2025-02 adopting amendments to the Development Code, Zoning Map, and Zoning District Names and Abbreviations.
- 6.6 Assigned the naming rights for the newly constructed pedestrian bridge across the Truckee River, as well as naming rights for the South River Street trailhead and parking lot, to the Truckee Donner Land Trust.
- 6.7 Accepted the Treasurer's report for quarter ending March 31, 2025.
- 6.8 Retroactively authorized the addition of two temporary internship positions as of April 30, 2025, one for Housing and one for Sustainability, following the termination of the CivicSpark AmeriCorps Fellowship Program.
- 6.9 Adopted Resolution 2025-26 accepting the Town of Truckee Statement of Investment Policy for the 2025-2026 fiscal year.
- 6.10 Approved the Fiscal Year (FY) 2025/26 through FY 2026/27 Council Strategic Focus Areas following the February 11, 2025, Council retreat.
- 6.11 Adopted Resolution 2025-36 approving abandonment of a portion of the drainage easement located within Assessor's Parcel Number 019-421-026 at 11010 Church Street, Truckee Railyard Phase 2 Final Map (Final Map 2019-00000114), Nevada County Recorded Document No. 2020-0012178).
- 6.12 (1) Awarded the 2025 Paving and Drainage Construction Contract in the amount of \$7,567,007 to Sierra Nevada Construction, Inc., which includes the 2025 Paving and Drainage Project (C2502), 2025 Trail Pavement Maintenance Project (C2506), and 2025 Recessed Striping Project (C2203), and authorize a contingency amount of \$756,701, for a total authorized contract amount of \$8,323,708; (2) Awarded the Inspection Services Contract to DOWL in the amount of \$420,760, and authorize a contingency amount of \$42,076, for a total project expenditure amount of \$462,836; (3) Authorized the Town Engineer to approve contract change orders or changes to unit quantities within the approved contingency amounts; and (4) Amended the fiscal year 2025/2026 budgets for CIPs C2502, C2506, and C2203.

The Consent Calendar carried with the following vote:

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

7. Discussion Items

- 7.1 2025 Parcel Charges for Town Special Service Areas and Permanent Road Divisions.**
Recommended Action: That Council conduct a public hearing on Town Special Service Areas (TSSAs) and Permanent Road Divisions (PRDs) and adopt Resolution 2025-35 setting assessments for the 2025/2026 fiscal year.

Scott Mathot, Senior Engineer, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Staff removed transit as an eligible use for Tahoe Donner because the microtransit level of service was determined to be sufficient for their need.
 - Tahoe Donner did not see the need for an enhanced use for transit service and requested that Town remove it as an eligible use.

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

Verbal comment received from: Benjamin Levine and Annie Rosenfeld, Tahoe Donner Association.

Mayor Zabriskie closed public comment.

Council Direction:

In consideration of Tahoe Donner's clarification made during public comment wherein they indicated they would like to keep all eligible uses the same as previously provided, Council directed staff to maintain the existing eligible uses, so that use of the TSSA-1 funds includes enhanced transit serves as an eligible use.

The staff recommendation, with Council's additional direction, was moved by Council Member Henderson, seconded by Council Member Polivy, and adopted with the following vote:

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

- 7.2 Truckee Tourism Business Improvement District (TTBID) Renewal Public Meeting.**
Recommended Action: That Council hold a public meeting to provide interested parties an opportunity to testify regarding the renewal of the TTBID and collection of the proposed assessment.

Carissa Binkley, Economic Vitality Program Analyst, presented from the staff report (presentation on file with the Town Clerk).

Mayor Zabriskie opened the public meeting asking for anyone wishing to speak in support or opposition to the action stated above.

Written comment received from:

Amanda Mackay

Andy Carey

Anthony Cupaiuolo

Bill Burns

Blake Armstrong

Bridget Legnavsky

Bruce Hendry	Cary Rosenzweig	Charles Aunger
Chong Wang	Chris Canty	Dale Middcaeswari
Dana Moraru	Dinny Evans	Eric Haraga
Eugene Sakai	Faiway Cabin	Flavio Scarra (x2)
Hardy Bullock	Ingrid Yen	Jaime Clark
Jenna Maioriello	Jeremy Lin	Jessica Penman
Kevin Starr	Kyle Overacker	Lina Campopiano
Naveen Agarwal	Patricia Malberg	Rich and Shawn Mackay
Samatha Westein	Scott Darling	Scott Garrison
Simon Haskall	Skyle Allsop	Spring Untalan
Stefan Moore	Tahoe Cohost Collective	TDMA Board of Directors
Tina Pacheco	Tony Owings	Wrenn Cavallo
Zohar Hirshfeld		

Mayor Zabriskie closed public comment.

No further action required from Council.

7.3 Acceptance of the Annual Comprehensive Financial Report and Audit Reports for Fiscal Year 2023/2024.

Recommended Action: That Council accept the Town of Truckee Annual Comprehensive Financial Report, Audit Report, Single Audit, and review of the Appropriations Limit for the year ended June 30, 2024.

Nicole Casey, Administrative Services Director, presented from the staff report (presentation on file with the Town Clerk).

Justin Williams, MUN CPA's, LLP, also participated in the presentation (virtually via Zoom) (presentation on file with the Town Clerk).

Mayor Zabriskie opened the item for public comment.

Seeing none, Mayor Zabriskie closed public comment.

Council Direction:

Council accepted the Town of Truckee Annual Comprehensive Financial Report, Audit Report, Single Audit, and review of the Appropriations Limit for the year ended June 30, 2024.

7.4 2025 Community Opinion Survey.

Recommended Action: That Council accept the Community Opinion Survey 2025 Summary Report.

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

Timothy McLarney, True North Research, also participated in the presentation (virtually via Zoom) (presentation on file with the Town Clerk).

Council Discussion:

- Depending on how Town plans to use the data, it would be appropriate to conduct additional surveys every three to five years.
- The survey asked about the Town's sustainability efforts in a general way, but since this a council priority, the question should be asked in a more specific way in future surveys.
- The consultant has conducted surveys of this type with approximately 500 other municipalities over the last 20 years.
 - Many of the municipalities receive results of 70-80% satisfaction.
- The consultant collaborated with some of Town staff to select the questions for the survey.

Mayor Zabriskie opened the item for public comment.

Seeing none, 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 Henderson, Council Member Polivy, Council Member Romack, Vice Mayor Klovstad, and Mayor Zabriskie.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

Mayor Zabriskie adjourned for a recess at 7:02 p.m.

Mayor Zabriskie reconvened the meeting at 7:09 p.m.

7.5 Townwide Operational and Service Delivery Review: Project Report of Observations and Recommendations.

Recommended Action: That Council accept the Townwide Operational and Service Delivery Review: Project Report of Observations and Recommendations completed by Baker Tilly.

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

Pete Gonda and Al Zelinka of Baker Tilly also participated in the presentation.

Council Discussion:

- There are no other comparison peer agencies that exactly matched Truckee as a whole.
 - The consultant was mindful when it compared departments from other peer agency jurisdictions to ensure they similarly matched Truckee.
- As a best practice, the consultant recommends a five-year strategic plan updated on a rolling basis.
 - Long-term strategic plans give the organization space to continue day-to-day operations.
 - Shorter strategic plans can stress the organization with too much change too soon.
- To fund all the additional positions recommended in the report is estimated to cost \$3.8 million.

Mayor Zabriskie opened the item for public comment.

Written comment received from: Contractors Association of Truckee Tahoe.

Verbal comment received from: Barney Dewey, Siobhan Smart, Ed Vento, and Jason Toops.

Mayor Zabriskie closed public comment.

Council Direction:

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.6 Truckee Development Processes – Findings and Recommendations.

Recommended Action: That Council accept the Truckee Development Processes – Findings and Recommendations report completed by AirDiamond Creative Consulting.

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

David Diamond, AirDiamond, also participated in the presentation.

Mayor Zabriskie opened the item for public comment.

Written comment received from: Contractors Association of Truckee Tahoe

Verbal comment received from: Barney Dewey, Amy Becker, Caroline Lee, and Ed Vento.

Mayor Zabriskie closed public comment.

Council Direction:

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

Mayor Zabriskie adjourned for a recess at 9:50 p.m.

Mayor Zabriskie reconvened the meeting at 9:55 p.m.

7.7 Town Workforce Vacancies, Recruitment, and Retention Trends (Assembly Bill 2561).

Recommended Action: That Council: (1) Adopt Resolution 2025-37, adopting an Administrative

Policy for Assembly Bill (AB) 2561 Vacancy Reporting; and (2) Conduct a public hearing regarding Town of Truckee Workforce Vacancies Recruitment, and Retention Trends as required by AB 2561.

Bonnie Thompson-Hardin, Human Resources Manager, presented from the staff report (presentation on file with the Town Clerk).

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

Seeing none, 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 Henderson, Council Member Polivy, Council Member Romack, Vice Mayor Klovstad, and Mayor Zabriskie.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

8. Council Reports

Council Member Romack

- Attended the Chamber of Commerce board meeting.
- Attended the Joint Jurisdictional meeting with Nevada County, Nevada City and Grass Valley.
- Attended the Truckee North Tahoe Transportation Management Association board meeting.

Council Member Henderson

- Participated in a public lands panel.
- Participated as a judge for the Dancing with the Sierra Stars event.
- Attended the Joint Jurisdictional meeting with Nevada County, Nevada City and Grass Valley.
- Interviewed by various reporters, editors and media outlets regarding the Town's resolution opposing cuts to federal funding.
- Visited with the staff at the City of Portola.

Council Member Polivy

- Nothing to report.

Vice Mayor Klovstad

- Requested the Council's support to place a future agenda item considering amendments to the short-term rental ordinance.
 - Council Member Polivy and Council Member Romack supported Vice Mayor Klovstad's request.

Mayor Zabriskie

- Attended a Chamber of Commerce meeting regarding the Towns's budget process.
- Attended the River Revitalization Steering Committee Community Economic Vitality Action Team meeting.

- Attended the Joint Jurisdiction meeting with Nevada County, Nevada City and Grass Valley Attended the Truckee North Tahoe Transportation Management Association board meeting.
- Attended the Nevada County Board of Supervisors meeting.

9. Closed Session

Mayor Zabriskie opened public comment.

Seeing none, Mayor Zabriskie closed public comment.

- 9.1 Conference with Real Property Negotiators:** Property: APN 019-120-011, 10262 West River Street; Agency Negotiators: Jen Callaway, Town Manager; Andy Morris, Town Attorney; Dan Wilkins, Town Engineer/Public Works Director; and Becky Bucar, Assistant Public Works Director; Negotiating terms; Government Code section 54956.8.
Reportable Action: None.

10. Adjournment 10:23 p.m.

To the regular meeting of the Truckee Town Council, May 27, 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