



Town Council Meeting Minutes

May 12, 2026, 5:00 PM

Town Hall | Council Chambers | 10183 Truckee Airport Road, Truckee, CA

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

Staff Present: Jen Callaway, Town Manager; Hilary Hobbs, Assistant Town Manager; Nicole Casey, Administrative Services Director; Denyelle Nishimori, Community Development Director; Becky Bucar, Public Works Director/Town Engineer; Danny Renfrow, Chief of Police; Kelly Carpenter, Town Clerk; Andy Morris, Town Attorney; Chris Hardy, Chief Information Security and Technology Officer; Andrea Fernandez Landa, Inclusion, Diversity, Equity and Accessibility Program Analyst II; James Blattler, Emergency Services Manager; Laura Dabe, Senior Planner; Erin Brewster, Sustainability Program Manager; and Carmen Lopez, Program Analyst I.

3. **Pledge of Allegiance:** Recited in unison.
4. **Public Comment:** None received.
5. **Presentations**
 - 5.1 Mayor Klovstad presented the Proclamation for Child Abuse Prevention Month and Dia del Nino to staff members of The Family Room of Sierra Community House.
 - 5.2 Mayor Klovstad presented the Proclamation for Mental Health Awareness Month to Yvette Bell of Access Tahoe and Jordan Brandt of Crow's Nest Ranch.
 - 5.3 Mayor Klovstad presented the Annual Historic Preservation Advisory Commission Award to David Vaille of the Star Hotel.
 - 5.4 Jen Callaway, Town Manager, presented the Town Manager Report.

Mayor Klovstad opened public comment.

Verbal comment received from: Al Farrantine.

Mayor Klovstad closed public comment.

6. **Consent Calendar**

Council Member Zabriskie pulled Item 6.5 for further discussion.

It was moved by Vice Mayor Henderson, and seconded by Council Member Zabriskie, to approve the Consent Calendar Items 6.1 through 6.4, 6.6 and 6.7 as follows:

- 6.1 Approved the minutes of the April 28, 2026, regular meeting.
- 6.2 (1) Adopted Resolution 2026-20 authorizing the Town Manager to execute jointly with the Truckee Fire Protection District the Wildland Protection Agreement with CAL FIRE for Fiscal Year (FY) 2026-2027 to provide wildland firefighting resources within the Town of Truckee in the amount up to \$939,528.37; and (2) Authorized the Town Manager to execute a Notice of Intent for Continuation of Services with CAL FIRE beyond FY 2026-2027.

Written comment received from: Barney Dewey.

- 6.3 Appointed Greg Zirbel to the Historic Preservation Advisory Commission for the remainder of a four-year term ending November 2027.
- 6.4 Accepted the Treasurer's Report for the quarter ended March 31, 2026.
- 6.6 (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 2026-14 to set the Special Tax assessments for the Brickelltown Maintenance District (Community Facilities District 2013-1); (3) Adopted Resolution 2026-15 to set the Special Tax assessments for the Railyard Transit and Maintenance District (Community Facilities District 2017-2); (4) Adopted Resolution 2026-16 to set the special assessments for the Envision DPR Landscaping and Lighting Assessment District No. 1; (5) Adopted Resolution 2026-17 to set the Special Tax assessments for the Joerger Ranch Trail Maintenance and Transit District (Community Facilities District 2015-1); (6) Adopted Resolution 2026-18 to set the Special Tax assessments for Coldstream Transit and Trail Maintenance District (Community Facilities District 2019-1); and (7) Adopted Resolution 2026-19 to set the Special Tax assessments for West River Street Landscaping and Lighting Assessment District No. 1.

Written comment received from: Mitzie Hodges.

- 6.7 Authorized the Town Manager to execute a five-year contract with Sun Ridge Systems, Inc. in an amount not to exceed \$464,889 for a new Police Records Management System and support for five years.

Mayor Klovstad opened public comment.

Seeing none, Mayor Klovstad closed public comment.

The Consent Calendar carried with the following vote:

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

- 6.5 Authorized the Town Manager to execute a contract with Broadbent & Associates, Inc. in an amount not to exceed \$99,900 to amend the Downtown Truckee Plan Historic Design Guidelines and update the Town of Truckee Historic Resources and Architectural Inventory.

Council Discussion:

- There will be seven upcoming public meetings and workshops that will give the public opportunities to provide comment.
 - The kickoff meeting is with the consultant and staff only.
 - The consultant's scope of work does not include one-on-one meetings with property owners.
- There are 354 properties in the Historic District.
- Staff mails postcards to property owners as part of their outreach process.
 - The Town also utilizes social media, publishes advertisements in the newspaper, and publishes information on the website for communication with the community.

Mayor Klovstad opened public comment.

Written comment received from: Yvette Durant.

Mayor Klovstad closed public comment.

Council Direction:

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7. Discussion Items

7.1 2026 Legislative Platform Update.

Recommended Action: That Council adopt updates to the 2026 Legislative Platform or provide direction to staff regarding amendments to the platform.

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

Council Discussion:

- Council discussed combining a general public lands statement with another platform, such as the Roadless Roads statement.
- In addition to the legislative letters sent from the Mayor and Vice Mayor, the Town's lobbyist is also advocating for the Town's legislative platform.
 - Additionally, the new Assistant Town Manager position will provide opportunity for further advocacy.
- Having a detailed and expanded legislative platform gives staff and the Town's lobbyist a roadmap to respond quickly to issues with clarity and specificity.
- Council would like to include the following addition under the Recreation and Community Services chapter:
 - Oppose: Any actions that diminish, threaten or challenge the value, continuity, funding or research of and for public lands at the regional, state or federal level, other than actions that enhance our local community's infrastructure that have council support.

Mayor Klovstad opened the item for public comment.

Seeing none, Mayor Klovstad closed public comment.

Council Direction:

- **Accept the additional edits from staff's presentation.**
- **Include the addition to the Recreation and Community Services chapter.**

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.2 Adopt Resolution 2026-21 and Introduce Ordinance 2026-08 Regarding Town's Financial Policies.

Recommended Action: That Council conduct a public hearing and: (1) adopt Resolution 2026-21 approving the Town's Financial Policies; (2) introduce Ordinance 2026-08 Amending Truckee Municipal Code, Title 3, Revenue and Finances in support of the Financial Policies; and (3) direct staff to apply these policies prospectively with no retroactive impacts.

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

Council Discussion:

- **Cost of Services Policy:**
 - Reword Bullet #3 to state that Council shall not be required to have a relationship to the cost of services.
- As identified in the Town's Operational Assessment, financial policies have not been updated since 2007 and did not include a specifically adopted internal control policy.
- Staff will bring back for discussion a policy for approving grants that have a short submission deadline.

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

Seeing none, Mayor Klovstad closed public comment.

Council Direction:

- **Reword Bullet #3 the Cost of Services Policy to state that Council shall not be required to have a relationship to the cost of services.**

The staff recommendation with the additional Council direction above, was moved by Council Member Zabriskie, seconded by Council Member Romack, and adopted with the following vote:

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.3 Fiscal Year 2025/26 through Fiscal Year 2026/27 Council Priorities Workplan Quarterly Update for Quarter Ended March 31, 2026.

Recommended Action: That Council: (1) accept the Fiscal Year (FY) 2025/26 through FY 2026/27 Council Priorities Workplan update for the quarter ending March 31, 2026; (2) receive a special update regarding effectiveness of single-use bottle ordinance and supporting programs; and (3) provide direction and feedback on Workplan update and request for Bee City designation addition to the workplan.

Jen Callaway, Town Manager; Erin Brewster, Sustainability Program Manager; and Carmen Lopez, Program Analyst I, presented from the staff report (presentation on file with Town Clerk).

Mayor Klovstad adjourned for a recess at 6:58 p.m.

Mayor Klovstad resumed the meeting at 7:07 p.m.

Council Discussion:

- There is nothing in the Bike Rack or the Workplan regarding food truck permits.
- Staff is not aware of any data regarding the amount of litter reduced since the water bottle ordinance went into effect.
- The Keep Truckee Green website will be integrated into the Town’s website platform.
 - The consultant advised staff that the Sustainability Dashboard cannot be migrated to the new platform and will need to be rebuilt.
- Council is interested in creating opportunities to collaborate and broadly engage with partner agencies, such as the Housing Hub, regarding tiny homes on wheels.

Mayor Klovstad opened the item for public comment:

Verbal comment received by: Erin Casey and Sarah Hockensmith.

Mayor Klovstad closed public comment.

Council Direction:

- Council is supportive of adding tiny homes on wheels to the Bike Rack.
- Council is supportive of adding food truck permits back into the Bike Rack.
- Council is supportive of adding senior housing into the Workplan.
- Council is supportive adding the Bee City designation to the Workplan.
 - Council Zabriskie agreed to serve on the committee.
- Council would like staff to include a “no change” comment in the Workplan on items that have not progressed since the last update.
- Council would like staff to come back with options that indicate the measurable outcome to be achieved for each item in the Workplan.
- Council would like the Community Development Department to provide additional data regarding processing time of permits as part of its Annual Report.

8. Council Reports

Council Member Zabriskie

- Attended the George Ticknor plaque dedication.
- Met with representatives of the Hualapai Tribe.
- Attended the Truckee/North Tahoe Transportation Management Association meeting.

- Attended the Prosser Firewise Community meeting.

Council Member Polivy

- Attended a Housing Revenue meeting.

Council Member Romack

- Attended the George Ticknor plaque dedication.
- Participated in the Truckee Chamber of Commerce’s workshop, “How to Run for Office.”
- Attended the Dia de Los Ninos event at the Community Art Center.
- Met with representatives of the Hualapai Tribe.
- Attended the Tahoe Economic Summit.

Vice Mayor Henderson

- Attended a Housing Revenue meeting.
- Attended a conference in Denver and shared a presentation from the conference (presentation on file with Town Clerk).

Mayor Klovstad

- Met with representatives of the Hualapai Tribe.
- Spoke at the Tech Teens graduation.
- Presented to a local community group regarding Measure K.
- Attended a gathering with representatives of the California State Parks Division of Boating and Waterways.

9. Closed Session

Mayor Klovstad opened public comment.

Seeing none, Mayor Klovstad closed public comment.

9.1 Conference with Real Property Negotiators: APN 019-441-004-000; Agency negotiators: Jen Callaway, Town Manager; Hilary Hobbs, Assistant Town Manager; Becky Bucar, Public Works Director; and Andy Morris, Town Attorney. Under Negotiation: Price and terms of payment; Government Code Section 54956.8.
Reportable Action: None taken.

9.2 Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9. Number of potential cases: One (1) case, Government Code Section 54956.9.
Reportable Action: None taken.

10. Adjournment: 9:30 p.m.

To the regular meeting of the Truckee Town Council, May 26, 2026, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Kelly Carpenter, Town Clerk

Anna Klovstad, Mayor