



**Town Council Meeting Minutes
October 08, 2024, 5:00 PM**

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

1. Call to Order: Mayor Polivy called the meeting to order at 5:00 p.m.

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

Staff Present: Carissa Binkley, Program Analyst II; Jenna Gatto, Town Planner; Chris Hardy, Chief Information Security and Technology Officer; Denyelle Nishimori, Community Development Director; Dan Wilkins, Public Works Director/Town Engineer; Sarah Ring, Deputy Town Clerk; Andy Morris, Town Attorney; Danny Renfrow, Chief of Police; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager; Lynn Baumgartner, Administrative Analyst II; Laurel Burlingame, CivicSpark Fellow; Melanie Grebitus, Program Analyst II; Belen de Schutter, CivicSpark Fellow; Kerry Taber, Code Compliance Officer; Alison Herzog, Animal Shelter Manager.

3. Pledge of Allegiance: Led in Unison.

4. Public Comment:

Verbal comment received from: Tony Alarcon.

Written comment received from: Stefani Barton and Tom Mooers.

5. Presentations

5.1 Mayor Polivy presented the Small Business, Big Applause award to Jan Holen for Lift Workspace.

5.2 Mayor Polivy presented the Breast Cancer Awareness Proclamation to Dr. Jim Schlund and Sadie Voigtlander, Tahoe Forest Hospital District.

5.3 Mayor Polivy presented the Truckee River Day Proclamation to Eben Swain, Truckee River Watershed Council.

5.4 Introduction of CivicSpark Fellows.

Melanie Grebitus, Sustainability Program Analyst II, introduced Belen de Schutter, CivicSpark Fellow.

Lynn Baumgartner, Program Analyst II, introduced Laurel Burlingame, CivicSpark Fellow.

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

6. Consent Calendar

Jen Callaway, Town Manager, pulled Item 6.11 for further discussion.

It was moved by Council Member Henderson, and seconded by Vice Mayor Zabriskie, to approve the Consent Calendar Items 6.1 through 6.10 and Item 6.12, as follows:

6.1 Approved the Minutes of September 24, 2024, Regular Town Council Meeting.

- 6.2 Accepted Allenby Way and Tudor Lane into the Town maintained road system.
- 6.3 Rejected the claim for damages against the Town of Truckee.
- 6.4 Rejected the claim for damages against the Town of Truckee.
- 6.5 Authorized the Town Manager to execute one Mills Act Historic Preservation contract, for 10266 High Street (APN 019-080-006).
- 6.6 Authorized the Fleet, Facilities & Trails Manager to purchase two (2) Chevrolet Silverado AWD EVs for the Public Works Facilities Division and two (2) Chevrolet Blazer AWD EVs for Building, Engineering and Town pool from Michael Hohl GMC.
- 6.7 Authorized expenditures up to \$90,000 for Mesa Emcor projects, annual service and emergency on-call services.
- 6.8 Approved Resolution 2024-59, authorizing the Town Manager, or designee, to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements and any amendments thereto with the California Department of Transportation for state and/or federally funded transportation projects.
- 6.9 Authorized the installation of an additional series of art pieces donated by the Truckee Donner Land Trust in the new DEWBAYUMUWE? PARK (formerly West River Street Park).
- 6.10 Adopted Ordinance 2024-09, approving amendments to the Zoning Map and Lot Line Adjustment, amending the Truckee Zoning Map, Sheet 21; Corliss, Liston, Wurst, Franklin Lot Line Adjustment and Zoning Code Amendment; 11434, 11392, 11384 & 11330 Rocky Lane (APNs: 018-590-006, 007, 008 & 010-000).
- 6.12 Adopted Resolution 2024-62 amending the Joint Powers Agreement for a New Library Facility in the Truckee Area.

Mayor Polivy opened public comment.

Seeing none, Mayor Polivy closed public comment.

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.

- 6.11 Pioneer Commerce Center Building K-4, Boat Storage Building Appeal - Notice to Abate Time Extension (Planning Application 2024-00000078); APN 019-700-025 (10730 Pioneer Trail).
Recommended Action: That Council (1) amend dates in Section 5 of Council Resolution 2024-43, in Findings 7 & 8 in Exhibit A, modifying the compliance date from October 14, 2024, to June 30, 2025; (2) authorize the Town Manager to execute an amended Tolling Agreement, extending the agreement to June 30, 2025.

- Staff identified a typo in the draft resolution attached to the staff report.
- Staff will make the necessary revision to the second reference of the extension date to June 30, 2025, in Section 5 of the resolution replacing the original compliance date of October 14, 2024.

7. Discussion Items

- 7.1 **Animal Sheltering Agreement with Humane Society of Truckee-Tahoe (HSTT).**
Recommended Action: The Council authorizes the Town Manager to amend the current contract for immediate operational needs and direct staff to continue work with HSTT to finalize and execute the new Animal Shelter contract by June 30th, 2025.

Danny Renfrow, Chief of Police, presented from the staff report (presentation on file with Town Clerk).

Stephanie Nistler of the Humane Society of Truckee Tahoe provided comment.

Mayor Polivy opened the item for public comment.

Seeing none, Mayor Polivy closed public comment.

Council Direction:

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

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.2 Non-Town Maintained Road Snow Removal Reimbursement Policy.

Recommended Action: That Council direct staff to develop a Non-Town Maintained Road Snow Removal Reimbursement Policy as outlined in this Staff Report.

Dan Wilkins, Town Engineer, presented from the staff report (presentation on file with Town Clerk).

Mayor Polivy opened the item for public comment.

Written comment received from:

Emilie Kashtan	Jack Kashtan	Greg Henderson
Emilie Kashtan (2)	Greg Henderson (2)	Michael Ingegno
Jack Kashtan	Mark Vernon	Mike Cooke
Patrick Taylor	Maureen Bolen	Emilie Kashtan (3)

Verbal comment received from: Mark Vernon, Jack Kashtan, and Sheila Mullins.

Mayor Polivy closed public comment.

Council Direction:

- **Include, in the policy, the years going back to 1994.**
- **Set up the new policy to calculate a five-year average.**
- **Draft the policy to allow this winter to be eligible for reimbursement if possible, but not required.**
- **Provide Council an annual report as a consent item.**

7.3 River Revitalization Steering Committee (R2SC) Update and Catalyst Project Request for Interest (RFI).

Recommended Action: That Council receive an update from staff and River Revitalization Steering Committee regarding the progress of the River Revitalization project and direct staff to proceed with developing a Request for Interest (RFI) to solicit property owner interest in participating in catalyst projects within the River Revitalization project area.

Carissa Binkley, Economic Vitality Program Analyst II, with Joan Jones (River Revitalization Steering Committee (R2SC) Chair), and Jeff Menasco (R2SC Community Economic Vitality Action Team Chair) presented from the staff report (presentation on file with Town Clerk).

Mayor Polivy opened the item for public comment.

Verbal comment received from: Jason Toops.

Mayor Polivy closed public comment.

Council Direction:

- **Council received the update and directed staff to proceed with developing a Request for Interest (RFI) to solicit property owner interest in participating in catalyst projects within the River Revitalization project area.**

Mayor Polivy adjourned for a recess at 7:12 p.m.

Mayor Polivy reconvened the meeting at 7:24 p.m.

7.4 Bed & Breakfast (Hosted Rental) Policy Discussion.

Recommended Action: That Council provide direction to staff regarding Bed & Breakfast (B&B) or Hosted Rental policy and regulation.

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

- Town does not currently have a tool implemented to provide online certification, but the training idea is a good recommendation.

Mayor Polivy opened the item for public comment.

Written comment received from:

Barbara Wilkinson	Julie Morcaldi	Molly & Tariq Dawoud
Christine Hinkel	Larry Jones	Paco Lindsay
Eric Bacon	Lauralee Hyde	Sharie Lewis
John Kelly	Melanie Meharchand	Valerie Brinker

Verbal comment received from: Christine Hinkel and Paul Combs.

Mayor Polivy closed public comment.

Council Direction:

- Council provided direction to staff regarding Hosted Rentals including clarification on certain proposed policy rules:
 - Program name to change to Hosted Rentals.
 - Allow grandfathering in wet bars/ sinks for existing Hosted Rentals pre-2022.
 - Leave kitchen access to the host's discretion.
 - Adjust the fine structure to warning where appropriate: 1st violation \$500, 2nd \$1,000, and 3rd \$1,500 for subsequent violations.
 - Implement a registration fee of \$100 every three to five years.
 - Allow Hosted Rentals in a multi-family residence.
 - Move this program under the Short-term Rental Division from Community Development Department.
 - Staff will present a draft ordinance to Council at a future meeting.

8. Council Reports

Vice Mayor Zabriskie

- Attended the Truckee River Basin Watershed Group.
- Attended the Local Area Formation Commission Local Area Formation Commission meeting.
- Attended the River Revitalization Steering Committee meeting.
- Met with David Mercer, owner of Crosscheck Services and Alpenglow Timber.

Mayor Polivy

- Participated in the Truckee Tourism and Envisioning Session.
- Met with a couple of developers interested in participating with certain housing programs.

Council Member Klovstad

- Attended the candidate forums.
- Enjoyed the Truckee Wine Walk & Shop.

Council Member Romack

- Attended the River Revitalization Steering Committee meeting.
- Attended the Truckee North Tahoe Transportation Management Association meeting.
- Attended the Unmet Transit Needs workshop.

Council Member Henderson

- Attended the second night of the candidate forums; watched the first night.

9. Adjournment – 8:30 p.m.

To the regular meeting of the Truckee Town Council October 22, 2024, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Sarah Ring, Deputy Town Clerk

Dave Polivy, Mayor