



Town Council Meeting Minutes

April 23, 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: Scott Mathot, Senior Civil Engineer; Melissa Atchison, Senior Accountant; Cindy Peterson, Finance Manager; Chris Hardy, Chief Information Security and Technology Officer; Denyelle Nishimori, Community Development Director; James Blattler, Emergency Services Coordinator; Robert Womack, Emergency Services Manager; Danny Renfrow, Chief of Police; Dan Wilkins, Director of Public Works/Town Engineer; Sarah Ring, Deputy Town Clerk; Andy Morris, Town Attorney; Nicole Casey, Administrative Services Director; Yumie Dahn, Senior Planner; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager, Bron Roberts, Communications Program Manager; Becky Bucar, Assistant Public Works Director; Jeremie Elliot, Police Officer; Ricky Barone, Police Officer; Kenneth Myers, Police Officer; Julie Del Vecchio, Parking Technician; Jennifer Jackson, Part-time Parking Technician; Robert Ellis, Facilities Supervisor; Tom Dwyer, Fleet Maintenance Supervisor; John Hood, Senior Equipment Mechanic; Riley Morrison, Street Maintenance Manager; Michael Jenkins, Street Maintenance/Equipment Operator II; Jessica Thompson, Senior Engineer; Riley Powers, Assistant Engineer; Alfred Knotts, Transportation Program Manager; Danielle LaPointe, Transportation Program Analyst; Jenna Gatto, Town Planner; Deverie Acuff, Support Services Manager; and Erin Brewster Sustainability Program Manager.

3. Pledge of Allegiance: recited in unison.

4. Public Comment -

Written comment received from: Peter Lacey.

Verbal comment received from: Jim Adler.

5. Presentations

5.1 Mayor Polivy presented the Building Safety Month Proclamation.

The proclamation was received by Mike Ross, Chief Building Official.

5.2 Recognition of the Retirement of Mike Vaughan, Senior Engineer.

Jen Callaway, Town Manager; Dan Wilkins, Public Works Director/Town Engineer; Becky Bucar, Assistant Public Works Director; and Mayor Polivy provided comment.

Mayor Polivy opened public comment on Presentation Items 5.1 and 5.2.

Verbal comment received from: Riley Morrison.

5.3 Introduction of New Employees and Town Promotions.

- Danny Renfrow, Police Chief, introduced Jeremie Elliott, Police Officer; Ricky Barone, Police Officer; Kenneth Myers, Police Officer; Julie Del Vecchio, Parking Technician; and Jennifer Jackson, part-time Parking Technician;
- Dan Wilkins, Director of Public Works/Town Engineer, introduced Robert Ellis, Facilities Supervisor, and John Hood, Senior Equipment Mechanic; and announced the promotion of Tom Dwyer, Fleet Maintenance Supervisor;
- Riley Morrison, Street Maintenance Manager, introduced Michael Jenkins, Street Maintenance/Equipment Operator II;
- Jessica Thompson, Senior Engineer, announced the promotion of Riley Powers, Assistant Engineer;
- Sarah Ring, Deputy Town Clerk, announced the promotion of Aldana Fernandez, Administrative Technician; and
- Alfred Knotts, Transportation Program Manager, announced the promotion of Danielle LaPointe, Transportation Program Analyst.

5.4 Website Presentation.

Bron Roberts, Communications Program Manager, presented from the staff report (presentation on file with Town Clerk).

5.5 Town Manager Report.

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

Mayor Polivy opened public comment on Presentation Items 5.3 through 5.5.

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 as follows:

- 6.1 Approved the Minutes of April 9, 2024, Regular Town Council Meeting.
- 6.2 Authorized the Town Manager to award and execute the West River Street Park contract with Ruppert, Inc. in the amount of \$2,697,353, which includes the base bid plus the additive alternate (restroom), and authorize a contingency amount of \$404,603 (15%) for a total authorized expenditure amount of \$3,101,956; Authorize the Town Engineer to approve contract change orders or changes to unit quantities within the approved contingency amount; Authorize the Town Manager to execute a contract with Construction Materials Engineers, Inc. for construction support services for West River Street Park for \$260,280 and authorize a 10% contingency amount of \$26,028 for a total authorized expenditure amount of \$286,308; and select “dewbeyúmuwe? park” as the official park name, as provided by the Washoe Tribe.
- 6.3 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the 2023 Paving and Drainage Project, C2302, and the 2023 Trail Pavement Maintenance Project, C2317.
- 6.4 Awarded the 2024 Paving and Drainage Project to Sierra Nevada Construction, Inc. in the amount of \$4,598,007.00. Authorize a project construction contingency amount of \$459,800.70 (10%) for a total authorized contract expenditure amount of \$5,057,807.70. Authorize the Town Engineer to approve contract change orders or changes to unit quantities within the approved contingency amount. Amend the FY 24/25 budget for CIP C2402 as outlined in Table 2 of this staff report. Approve the creation of a new Capital Improvement Project, 2024 Trail Pavement Maintenance Project, C2418.
- 6.5 Authorized the Town Manager to execute a contract amendment in the amount of \$19,945 with Lumos & Associates to complete the Legacy Trail Phase 4 construction observation for a total not-to-exceed contract amount of \$1,030,672; Authorize an additional

contingency budget of \$10,000 for a total contingency of \$12,509 and a total authorized expenditure of \$1,043,181.

- 6.6 Authorized the Town Manager to execute a contract amendment in the amount of \$178,462.08 with Eastern Sierra Engineering to complete the Reimagine Bridge Street Design for a total not-to-exceed contract amount of \$1,009,565.08.
- 6.7 Adopted Ordinance 2024-05, Truckee Policy Department Policy 709 – Military Equipment Funding, Acquisition and Use Policy.
- 6.8 Authorized the Town Manager to execute a contract amendment with the Truckee Chamber of Commerce to modify Welcome Center operating hours.

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. Workshop Items

7.1 Budget Workshop - Fiscal Year 24/25 Operating & CIP Budget.

Jen Callaway, Town Manager; Becky Bucar, Assistant to the Town Manager; Alfred Knotts, Transportation Program Manager; Deverie Acuff, Support Services Manager; Hilary Hobbs, Assistant to the Town Manager; Erin Brewster, Sustainability Program Manager; and Erica Mertens, Diversity Equity and Inclusion Program Manager; presented from the staff report (presentation on file with the Town Clerk).

Mayor Polivy opened the item for public comment.

Seeing none, Mayor Polivy closed public comment.

- Nevada County was awarded funds for vegetation management.
- They may utilize some of those funds in Truckee; the County is still developing what that plan will look like.
- Town will investigate efficiencies to tag on to the County's work potentially planned in 2026.

Discussion Items:

Becky Bucar, Assistant Public Works Director and Alfred Knotts, Transportation Program Manager presented the Infrastructure portion of the workshop.

- Jibboom Street is a safety concern and requires more conversation than initially anticipated.
- The collision rate on Jibboom Street is low, but it is a challenging road due to its narrowness.
- Work a funding strategy for maintenance of the Public Art into the scope of what the consultant is working on for the Public Art Commission of Truckee.
 - Support continued funding of public art in the out-years.
- Permanent versus temporary street board signs.
 - Moving to permanent signs would require a more robust discussion regarding the Development Code which doesn't currently have these types of signs included.
 - Keep the current mobile signboards, remove permanent signs from budget talks.

- Delay Riverview Park Trail connector project if funding allows.
- Transition to a single parking zone instead of two and update the fee schedule to \$1.50 for parking.
- Pause West River Street Parking and frontage improvements and focus on:
 - Jibboom Street
 - Bridge Street
 - Bridge/Church Streetscape
 - Parking
 - Street Park Frontage
 - Active Transportation Plan
- Evaluate Jibboom, Bridge Street and Active Transportation Plan, and how they fit into the budget in lieu of the two West River Street Projects; streetscape and frontage.
- Establish deadlines for the West River Street Parking project so the commitment of staff time can be allocated effectively.

Mayor Polivy called for a recess at 7:57 p.m.

Mayor Polivy reconvened the meeting at 8:10 p.m.

Robert Womack, Emergency Services Manager, and Deverie Acuff, Support Services Manager presented the Emergency Preparedness portion of the workshop.

- Funding for items on the objectives list is generally dependent on grant funding and not general funds.
- Specific details are to be provided with the upcoming budget meetings.

Hilary Hobbs, Assistant to the Town Manager, presented the Housing portion of the workshop.

- Staff has added items into the workplan to support the efforts of the unhoused advisory commission.
- Emergency preparedness \$25,000 appropriation has been added if no resolution is determined.
 - This funding allotment matches Town's contribution this past winter.
- Council supports increasing funding for the Truckee Home Access Program Developer fund to prevent having to come back for a budget amendment.

Mayor Polivy opened public comment.

Verbal comment received from: Jennifer Jennings.

Mayor Polivy closed public comment.

Erin Brewster, Sustainability Program Manager, presented the Environmental Sustainability and Greenhouse Gas Reduction portion of the workshop.

- Add funding to continue efforts toward community awareness for the Dark Skies program.
- Council supports staff working with partner agencies to push public outreach for rebate programs.
- Add building decarbonization back into the budget.
- Staff to inquire whether Sierra Business Council (SBC) has capacity for a technical assistance program.
- Add a small CIP budget to activate Workplan Item 8.2.

Hilary Hobbs, Assistant to the Town Manager, presented the Economic Development portion of the presentation.

- Complete the building decarbonization roadmap.
- Branding efforts expected to cost a little over \$100,000 over the next two years.
- Wood stove rebate programs are funded from fees that developers pay to offset costs of woodstoves.
 - Town is required to use those funds for wood stove rebates.
 - Once the funds are expensed, other programs can be discussed.

Mayor Polivy opened the item for public comment.

Written comment received from: Annie Rosenfeld, General Manager of Tahoe Donner Association, and Barney Dewey.

Mayor Polivy closed public comment.

Council Direction:

- Evaluate Jibboom Street, Bridge Street and Active Transportation Plan, and how they fit into the budget in lieu of the two West River Street projects, streetscape and frontage.
- Revisit Disaster Preparedness budget numbers.
- Confirm if SBC has capacity to assist with the biomass site development efforts and increase budget for that item if SBC has capacity for technical assistance program for environmental sustainability.
- Follow-up on the net zero dashboard update.
- Inquire with Truckee River Watershed Council if Town needs to be thinking about financial support for the erosion control project at Donner Lake near the public piers.

Mayor Polivy opened public comment.

Seeing none, Mayor Polivy closed public comment.

8. Council Reports: Continued to the May 14, 2024 Council Meeting.

9. Closed Session

Mayor Polivy opened public comment.

Written comment was received from: Anonymous.

Mayor Polivy closed public comment.

9.1 Conference with Labor Negotiators – Nicole Casey, Administrative Services Director; Hilary Hobbs, Assistant to the Town Manager, Jen Callaway, Town Manager; Andy Morris, Town Attorney; and Jack Hughes, Partner-Liebert Cassidy Whitmore, LLP. Government Code Section 54957.

Reportable Action: None taken.

10. Adjournment – 10:05 p.m.

To the regular meeting of the Truckee Town Council May 14, 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