



Town Council Meeting Minutes

May 10, 2022, 5:00 PM

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

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

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

Staff Present: Danny Renfrow, Interim Chief of Police; Robert Womack, Emergency Services Coordinator; Jen Callaway, Town Manager; Alfred Knotts, Transit Manager; Jenna Gatto, Planning Manager; Regina Wise, Finance Manager; Nicole Casey, Administrative Services Director; Dan Wilkins, Public Works Director/Town Engineer; Hilary Hobbs, Assistant to the Town Manager; Andy Morris, Town Attorney; Judy Price, Communications Director Town Clerk.

3. Pledge of Allegiance – recited in unison.

4. Public Comment

Verbal comment received from Alex Close.

5. Presentations

5.1 Mayor Henderson Proclaimed May 15, 2022, as Peace Officer Memorial Day, and May 11-17, 2022, as National Police Week.

Received by Danny Renfrow, Acting Chief of Police.

5.2 Mayor Henderson Proclaimed May as Asian American and Pacific Islander Month.

5.3 Robert Womack, Emergency Services Coordinator; presented the Biomass Air Curtain Burner Pilot Project Update.

5.4 Jen Callaway, Town Manager, Town Manager Report.

Mayor Henderson opened the presentation items to public comment.

Seeing none, Mayor Henderson closed public comment.

6. Consent Calendar

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

6.1 Approve the Minutes from April 18 and 26, 2022.

6.2 Adopt Resolution 2022-20 adopting the Town of Truckee Statement of Investment Policy for the 2022-2023 fiscal year.

- 6.3 **Waive the second reading and adopt Ordinance 2022-03, increasing the Council and Planning Commission members stipends, effective December 2022.**
- 6.4 **Waive the second reading and adopt Ordinance 2022-04 adopting Truckee Police Department Policy 709 - Military Equipment Funding, Acquisition and Use Policy.**

The Consent Calendar carried with the following vote:

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7. Discussion Items

7.1 Truckee River Legacy Trail Phase 4A C0702—Contract Award.

Recommended Action: 1) Authorize the Town Manager to award and execute the Truckee River Legacy Trail Phase 4A contract to Mercer-Fraser Company in the amount of \$12,395,287.32 and authorize a contingency amount of \$1,239,528 (10%) for a total not to exceed amount of \$13,634,815.32; 2) Reject Walsh Construction Company bid protest and waive minor defects and inconsistencies in the Mercer-Fraser Company bid; 3) Authorize staff to explore alternative bridge designs for the Truckee Springs Bridge; 4) Authorize the Town Manager to execute an amendment to the Truckee Springs Cost Share Agreement with the Truckee Donner Land Trust as outlined in this staff report; 5) Authorize the Town Manager to execute a task order with NV5 for material inspection and testing in the amount of \$114,030.98; and 6) Amend the budget for C0702 as outlined in the Fiscal Impact section of this staff report.

Staff requested the item be continued to the May 24, 2022, Council Meeting.

Council directed staff to continue this item to the May 24, 2022, Council meeting.

Written comment received from James Cleeves.

7.2 Approval of Contract with Downtowner Inc. and Fiscal Year 21/22 Budget Amendment to Support Summer 2022 Microtransit Pilot.

Recommended Action: Approve a contract with Downtowner, Inc. for a not to exceed amount of \$460,977 to operate a Summer 2022 micro transit pilot program and approve a Fiscal Year (FY) 21/22 budget amendment as outlined in the staff report for purposes of funding the program.

Alfred Knotts, Transit Manager, presented from the staff report (on file with the Town Clerk).

Council Discussion:

- Consider a budget item for a micro transit winter shuttle.
- Additional opportunities exist to utilize the current bus system.

Mayor Henderson opened the item for public comment.

Verbal and written comment received from Barney Dewey.

Mayor Henderson closed public comment.

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7.3 Public Hearing to Consider 2022 Development Code Update: Ordinance 2022-05 (Clean-Up Amendments).

Recommended Action: 1) Conduct a public hearing, introduce Ordinance 2022-05 and waive the first reading, amending the Truckee Municipal Code, Title 18 Development Code for Clean-Up Amendments; and 2) Determine the project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

Laura Dabe, Associate Planner, presented from the staff report (on file with the Town Clerk).

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

Verbal comment received from Mike Rogers.

Written comment received from Naseem Moeel.

Mayor Henderson closed public comment.

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7.4 Receive Fiscal Year 2021-23 Town Council Priorities and Work Plan Quarterly Update for the Period Ending March 31, 2022.

Recommended Action: Receive the quarterly update on the Town Priorities and work plan progress from January 1, 2022, through March 31, 2022.

JenCallaway, Town Manager, presented from the staff report (on file with the Town Clerk).

Council Discussion:

- The bike rack is a holding area for ideas that are not currently on the work plan. This is Council's time to review the requests from the last quarter to keep the item, elevate the item or drop it.
- Items have been placed on and removed from the work plan and items from the bike rack have been moved onto the workplan.
- Staff is looking to launch the climate dashboard this summer.
- Blue zone community certification came to the Town via the Hospital District.
 - Consider adding this to the same timeline for the Visit Truckee Tahoe effort.

- The Riverview Corp yard future use should go onto the bike rack for future discussions.
- Review of the process for placing item on the bike rack and moving them to the work plan.
- How added transit opportunities could be supported by paid parking fees structure.
- The Blue zone process may be taken on by new staff or the Public Information Officer.

Mayor Henderson opened the item for public comment.

Seeing none, Mayor Henderson closed public comment.

Council Direction:

- **Place the Riverview Corp Yard land use discussion onto the bike rack (not at the expense of the library “bank shot”).**

Mayor Henderson adjourned for a brief recess at 7:02 pm.

Mayor Henderson reconvened at 7:12 pm.

7.5 Acceptance of the Quarterly Financial Report for the Quarter Ended March 31, 2022.

Recommended Action: Accept the quarterly financial report for the quarter ended March 31, 2022.

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

Council Discussion:

- **It is unclear what portion of the employee cost is attributable to new staff versus expenses increases on current staff.**

Mayor Henderson opened the item for public comment.

Seeing none, Mayor Henderson closed public comment.

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7.6 Acceptance of the Annual Comprehensive Financial Report and Audit Report for Fiscal Year 2020/21.

Recommended Action: Accept the Town of Truckee Annual Comprehensive Financial Report (ACFR) and Audit Report for the year ended June 30, 2021.

Regina Wise, Finance Manager, presented from the staff report (on file with the Town Clerk). Ms. Wise introduced Justin Williams, Partner, CPA, Mun CPAs.

Council Discussion:

- Questioned the parking fund and the capital investment cost.

Mayor Henderson opened the item for public comment.

Seeing none, Mayor Henderson closed public comment.

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

8. Council Reports

Council Member Polivy

- Performed in the Truckee Follies.
- Attended Grey's Crossing Homeowners Association meeting.

Vice Mayor Romack

- Performed in the Truckee Follies.
- Attended the Microtransit working group meeting.
- Met with Town staff.

Council Member Klovstad

- Attended the Truckee Follies.
- Attended Blume meeting.
- Attended the Truckee Airport Open house.
- Attended Single-Use Foodware Reduction Working Group.
- Attended Climate Transformation Alliance (CTA) meeting.
- Thanked Abigale for letters and photos.
- Tour of the Forest Future Art exhibition.

Council Member Zabriskie

- Met with Deirdre Henderson and Matt Tucker.
- Joined Firewise community meetings with Prosser neighbors.
- Attended Southwest Gas meeting.
- Attended the Micro-Transit meeting.
- Attended Truckee North Tahoe Transit Management Authority (TNT/TMA).
- Met with David Tirman.
- Met with Mountain Housing Council.

Mayor Henderson

- Performed in the Truckee Follies.
- Met with Hardy Bullock, Fifth District Supervisor, Nevada County Board of Supervisors.
- Met with Dr. Kermit Jones.
- Attended Single-Use Foodware Reduction Working Group.
- Attended breakfast with building department and Contractors Association of Truckee

Tahoe.

9. Closed Session

9.1 Conference with Labor Negotiators – Agency designated representatives: Nicole Casey, Administrative Services Director, Employee Organization: Mid-Managers Association, Police Officers Association, and/or General Employees Membership, or unrepresented employee, Government Code Section 54957.

Reportable Action Taken: no reportable action taken.

10. Adjournment – 8:23 p.m.

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

Respectfully submitted by:

Approved:

Judy Price, MMC, Town Clerk

Courtney Henderson, Mayor