



**Town Council Meeting Minutes  
December 10, 2024, 5:00 PM**

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

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

**Staff Present:** Danielle McHugh, Transportation Program Analyst; Bret Albert, Fleet, Facilities and Trails Manager; Slater Stewart, Associate Engineer; Melanie Grebitus, Program Analyst II; Becky Bucar, Assistant Public Works Director; Jenna Gatto, Town Planner; Carissa Binkley, Economic Development Program Analyst II; Alfred Knotts, Transportation Program Manager; Erin Brewster, Sustainability Program Manager; James Blattler, Emergency Services Manager; Brett Clark, IT Specialist; Terry Tkachenko, Equipment Mechanic II; David Vazquez-Martinez, Equipment Mechanic II; Grant Gray, Street Maintenance Worker II; Greg Ingle, Equipment Mechanic II; John Hood, Equipment Mechanic II; Tom Dyer, Fleet Maintenance Supervisor; Kelly Carpenter, Town Clerk; Hilary Hobbs, Assistants to the Town Manager; Danny Renfrow, Chief of Police; Denyelle Nishimori, Community Development Director; Andy Morris, Town Attorney; Dan Wilkins, Town Engineer; and Jen Callaway, Town Manager.

- 3. Pledge of Allegiance:** Led by Terry Tkachenko.

- 4. Public Comment**

**Written comment received from:** Tony Alarcon and Dillon Sheedy

**Verbal comment received from:** Joe Smith.

- 5. Presentations**

- 5.1 Mayor Polivy presented the Proclamation for Recognition of Truckee River Watershed Council Executive Director Lisa Wallace.**

- 5.2 Mayor Polivy recognized the retirement of Terry Tkachenko.**

Dan Wilkins, Public Works Director/Town Engineer, Bret Albert, Fleet and Facilities Manager; Tom Dyer, Fleet Maintenance Supervisor; John Hood; Greg Ingle; David Vazquez-Martinez, Equipment Mechanic II; Grant Gray, Street Maintenance Worker II; and Jen Callaway, Town Manager, provided comment.

**Mayor Polivy opened Presentation Items 5.1 and 5.2 for public comment.**

**Verbal comment received from:** Sarah Green

Mayor Polivy closed public comment.

**Mayor Polivy requested comment from Council Members on Presentation Items 5.1 and 5.2.**

5.3 James Blattler, Emergency Services Manager, presented the Winter Weather Readiness Presentation.

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

Mayor Polivy requested comment from Council Members on Presentation Items 5.3 and 5.4.

Mayor Polivy opened Presentation Items 5.3 and 5.4 to public comment.

Seeing none, Mayor Polivy closed public comment.

## **6. Consent Calendar**

It was moved by Council Member Romack, and seconded by Council Member Klovstad, to approve the Consent Calendar Items 6.1 through 6.19 as follows:

- 6.1 Approved the minutes of the November 12, 2024, regular meeting.
- 6.2 Adopted Ordinance 2024-08 amending Chapters 3.24 (Transient Occupancy Tax) and 5.02 (Transient Rentals of Residential Units) of the Truckee Municipal Code with recommended changes for Section 5.02.020 hosted rental, hosted rental contact person, and operator, and Section 5.02.040.B.2 hosted rental contact person.
- 6.3 Adopted Ordinance 2024-09 approving amendments to the Zoning Map and the Lot Line Adjustment for Truckee Zoning Map, Sheet 21.
- 6.4 Reappointed Reid Cox and Barney Dewey to the Truckee Tax Measure Citizens Oversight Board (TTMCOB), a Council-appointed committee, both for a four-year term ending in 2028; Appointed Amy Kaufman to the TTMCOB for a four-year term ending in 2028; and Adopted Resolution 2024-80 to include Measure E in TTMCOB's annual audit and expenditure review.
- 6.5 Accepted the Treasurer's Report for the quarter ended September 30, 2024.
- 6.6 Adopted Ordinance 2024-06 prohibiting stopping, standing, or parking within five feet of a marked or unmarked crosswalk where curb extensions are present.
- 6.7 Authorized the Town Manager to enter into a three-year agreement, not to exceed the Town Manager's signing authority of \$50,000 per fiscal year, for a total estimated contract amount of \$150,000 over three years with Tahoe Truckee Unified School District to continue providing Public Educational Governmental Television Services.
- 6.8 Authorized the Town Manager to execute a contract with JKAE in the amount of \$314,000 including a 15% contingency amount for a total authorization amount of \$361,100 to complete final design of Phase 2B of the Railyard Mobility Hub (C2508).
- 6.9 Accepted staff's status update on the Downtown Railroad Pedestrian Crossing Feasibility Study Community Review Committee's formation, roles and responsibilities.
- 6.10 Adopted Resolution 2024-72 approving the Non-Town Maintained Road Snow Removal Reimbursement Policy; and Authorized a Fiscal Year 2024/2025 budget amendment in the amount of \$124,000 with funding sources of \$62,000 from State Gas Tax snow removal revenues and \$62,000 from General Fund available funding sources.

Written comment received from: Jack Kashtan

- 6.11 Authorized the Town Manager to execute a contract with Motorola Solutions for \$765,430.05 for the purchase of 27 portable mobile vehicle radios and 50 handheld radios manufactured by Motorola; and Authorized a 1% fee to be paid to the State of California Statewide Technology Procurement (STP) team for use of their Leverage Procurement Agreement with Motorola Solutions which results in a 34% discount off the Manufacturer's Suggested Retail Price (MSRP).

- 6.12 Authorized the Town Manager to provide a letter of support for Nevada County Behavior Health Bond Funding to establish a mental health treatment facility in western Nevada County.
- 6.13 Adopted Resolution 2024-76 approving abandonment of the Snow Storage Easement (SSE) located within Parcel 11 of the Railyard Phase 2 Final Map No. 2019-00000114/FM; Assessor's Parcel Number (APN) 019-421-026, located at 11010 Church Street.
- 6.14 Approved updates to the program guidelines for the Forgivable Loan for New Accessory Dwelling Unit (ADU) Creation Program and for the Forgivable Loan for Existing, Unpermitted ADU Program.
- 6.15 Approved a budget amendment adding \$3,500 to the Fiscal Year 2024-2025 budget for Sustainability Administrative Software Supplies for trash compactor monitoring software for downtown public litter containers.
- 6.16 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the Mobility Hub Phase 2A Project (C2406).
- 6.17 Adopted Resolution 2024-71 approving the abandonment of drainage easements as described on the Coldstream Phase 3 Final Map located on 12848 and 12833 Deerfield Drive (APNs 018-850-018/019-000); Lots 18 and 19 of Coldstream Phase 3; and Authorized the Town Manager to sign the Indemnification Agreement between the Town of Truckee and PC-1 Investments regarding APNs 018-850-018/019-000.
- 6.18 Accepted \$113,086.00 in grant funds awarded from the California Division of Boating and Waterways; Authorized the purchase of a new patrol boat and trailer from Bouton Boats, as specified in the grant application, for an amount not to exceed \$168,885; and Authorized a budget amendment in the amount of \$55,799 in COPs (Community Oriented Policing services) funding for the remaining balance of funds needed to purchase the new patrol boat and trailer.
- 6.19 Adopted Resolution 2024-78 authorizing the Town Manager to execute the Preparatory Agreement and the Administrative Agreement; Adopted Resolution 2024-79 for examination of confidential records; Authorized the Town Manager to execute a new contract or contract amendment with HDL Companies to provide sales tax audit services for Measure E; and Authorized the Town Manager to execute any additional documents or agreements necessary to implement and initiate the collection of Measure E sales tax for California Department of Tax and Fee Administration to collect the voter-approved tax pursuant Measure E by April 1, 2025.

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. Election Program

### 7.1 Certification of Election Results.

**Recommended Action:** That Council adopt Resolution 2024-77 certifying the results of the Municipal General Election held on November 5, 2024.

Kelly Carpenter, Town Clerk, presented from the staff report (on file with Town Clerk).

**Mayor Polivy opened the item for public comment.**

Seeing none, Mayor Polivy closed public comment.

**Council Direction:**

**The staff recommendation was moved by Vice Mayor Zabriskie, seconded by Council Member Henderson, and adopted 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.**

## **7.2 Council Reorganization.**

- **Selection of Mayor.**

Council Member Romack nominated Vice Mayor Zabriskie to serve as Mayor. The motion was seconded by Mayor Polivy.

**The nomination 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.**

- **Selection of Vice Mayor.**

Council Member Polivy nominated Council Member Klovstad to serve as Vice-Mayor. The motion was seconded by Council Member Romack.

**The nomination carried with the following vote:**

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

**Noes: None.**

**Absent: None.**

**Abstained: None.**

**The motion passed unanimously.**

- Mayor Zabriskie presented Council Member Polivy with a plaque in recognition of his service as mayor.
- Council Member Polivy provided comment.
- Council Member Romack, Council Member Henderson and Vice Mayor Klovstad provided comment.

**Mayor Zabriskie opened public comment.**

**Verbal comment received from:** Ed Vento, Colleen Dalton and Tony Alarcon.

Mayor Zabriskie closed public comment.

**Mayor Zabriskie adjourned for a recess at 6:06 p.m.**

Mayor Zabriskie reconvened the meeting at 6:22 p.m.

## **8. Discussion Items**

**8.1 Truckee Tourism Business Improvement District Annual Report.**

**Recommended Action:** That Council approve the Truckee Tourism Business Improvement District 2024-2025 Annual Report.

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

Jackie Calvert, Visit Truckee-Tahoe (VTT), also presented (presentation on file with the Town Clerk).

**Council Discussion:**

- To date, VTT has invested \$828,000 in Truckee initiatives including the Johnson Canyon trailhead and TART Connect.

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

**Noes:** None.

**Absent:** None.

**Abstained:** None.

**The motion passed unanimously.**

**8.2 Building Energy and Electric Vehicle (EV) Charging Reach Codes.**

**Recommended Action:** That Council: (1) Receive a summary of the analysis, stakeholder committee engagement, and community feedback processes to explore options for building energy and EV reach codes; (2) Direct staff not to pursue development of a building energy or EV charging reach code for new construction (3) Direct staff to engage a consultant to: (a) develop a residential heat pump air conditioning incentive program, (b) analyze potential policy options for a heat pump air conditioning requirement for single-family homes in Truckee and present recommendations to the Town Council for consideration, and (c) integrate heat pump air conditioning training into contractor education programs.

Erin Brewster, Sustainability Program Manager, presented from the staff report (on file with Town Clerk).

**Council Discussion:**

- Staff plans to bring this back to Council in late winter 2025. The exact timing is dependent on the contract execution with the consultant.
- The Town has spent approximately \$80,000 thus far on consultant fees for this analysis.
  - An additional \$80,000 is requested by staff which would include costs for development of incentive program and contractor education program.
    - This additional funding would be covered by the grant.
- Contractor training is important with the partners who are already developing programs.
  - The Town does not need to develop a training program but should be helping to expand programs already in existence with its partners.

**Mayor Zabriskie opened the item for public comment.**

**Written comment received from:** Barney Dewey and Edward C. Vento on behalf of Contractor's Association of Truckee Tahoe.

**Verbal comment received from:** John Faulk, Mitch Clarin, Edward Vento and Blake Hersheft

Mayor Zabriskie closed public comment.

**Council Direction:**

- **Amend Recommended Action (3)(c): Direct staff to consult with Sierra Business Council and Contractors Association of Truckee Tahoe to enhance and increase the reach of heat pump air conditioning training into contractor education programs.**
- **Amend Recommended Action (3)(a): Develop options for residential heat pump air conditioning incentives and financing for contractors and consumers.**
- **Staff to begin considering the funding that will be needed to implement a successful program for the next budget update.**

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

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

**Noes:** None.

**Absent:** None.

**Abstained:** None.

The motion passed unanimously.

**Mayor Zabriskie adjourned for a recess at 8:51 p.m.**

Mayor Zabriskie reconvened the meeting at 9:01 p.m.

**8.3 Fiscal Year (FY) 2023/2024 Assembly Bill (AB) 1600 Traffic and Facility Impact Fee Public Hearing and Fee Adjustments.**

**Recommended Action:** That Council: (1) Conduct a Public Hearing on FY 2023/2024 AB 1600 fee revenues and expenditures; (2) Adopt Resolution 2024-75 making findings to retain AB 1600 fees collected in excess of five years ago, which remain unspent; and (3) Approve the annual AB 1600 program fee adjustments.

Slater Stewart, Assistant Engineer, presented from the staff report (on file with Town Clerk).

**Council Discussion:**

- Regarding SR267 Brockway Road to Placer County, previous discussions to widen this segment to four lanes was left open for future analysis and for any opportunity to provide transit lanes in the future.

**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 Council Member Henderson, and adopted with the following vote:

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

**8.4 Urgency Ordinance Adopting Development Code Amendments for Urban Lot Splits/Two-Unit Projects (Senate Bill 9, Chapter 18.95) and Accessory Dwelling Units (Section 18.58.025).**

**Recommended Action:** That Council conduct a Public Hearing to introduce, waive oral reading and adopt Urgency Ordinance 2024-10, determining the Senate Bill 9 ordinance amendments statutorily exempt from CEQA, the Senate Bill 450 and Senate Bill 1211 amendments exempt pursuant to CEQA Sections 15060(c)(2), 15060(c)(3) and 15061(b)(3), and the Senate Bill 1211 ADU amendments statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.17, approving Development Code amendments to the Town's Urban Lot Splits/Two-Unit Projects (Senate Bill 9) ordinance (Chapter 18.95) and Accessory Dwelling Units (Section 18.58.025).

Jenna Gatto, Town Planner, and Jaime LaChance, Senior Planner, presented from the staff report (on file with 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 Vice Mayor Klovstad, seconded by Council Member Henderson, and adopted with the following vote:**

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

**8.5 Approval of Permanent Local Housing Allocation (PLHA) Plan and Five-Year Plan Amendment for PLHA Formula Component Grant Funds.**

**Recommended Action:** That Council conduct a Public Hearing and: (1) Adopt Resolution 2024-74 approving the updated Permanent Local Housing Allocation (PLHA) Plan; and (2) Authorize the Town Manager to submit an application for PLHA five-year plan amendment to the California Department of Housing and Community Development.

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

Shellan Rodriguez of SMR Development, presented via Zoom for questions.

**Council Discussion:**

- At the end of the deed restriction on the accessory dwelling unit (ADU) program, there would be no restriction on who would occupy it, and it could not be short-term rented.
- Staff time for developing two ADU program guidelines would be minor as staff is already in possession of the program guidelines and would only need to spend time to amend the

guidelines and submit for approval to California Department of Housing and Community Development.

- If this project did not move forward, the funds could be reallocated to another affordable housing project.
- Council wants to be cautious about setting precedent for trades with developers every time a need for funding arises.

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

**Written comment received from:** Shellan Rodriguez

Mayor Zabriskie closed public comment.

**Council Direction:**

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

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

**Noes:** None.

**Absent:** None.

**Abstained:** None.

**The motion passed unanimously.**

#### **8.6 Updates to the Town Fee Schedule for Road Acceptance and Snow Removal Reimbursement Fees.**

**Recommended Action:** That Council conduct a Public Hearing and adopt Resolution 2024-73 approving changes to the Town Wide Fee Schedule.

Becky Bucar, Assistant Public Works Director, presented from the staff report (on file with Town Clerk).

**Council Discussion:**

- The cost of snow removal is approximately 50 percent of all road assessment/maintenance.
- The calculation is intended to reflect the amount of time required to review and process the application.
- The calculation is the best estimate of staff's anticipated time.

**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 Vice Mayor Klovstad, seconded by Council Member Polivy, and adopted with the following vote:**

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

**Noes:** None.

**Absent:** None.

**Abstained:** None.

**The motion passed unanimously.**



**9. Council Reports**

**Mayor Zabriskie**

- Attended a Nevada County Transportation Commission meeting.
- Attended a reach code committee meeting
- Attended a Truckee River Watershed Basin Group meeting.
- Attended a Truckee River Legacy Foundation meeting.
- Attended a Local Agency Formation Commission meeting.

**Council Member Polivy**

- Attended a Visit Truckee-Tahoe board meeting

**Vice Mayor Klovstad**

- Attended a library design development meeting.
- Attended a Climate Transformation Alliance Governing Partners meeting.
- Attended a Biomass Taskforce meeting.

**Council Member Romack**

- Attended a River Revitalization Steering Committee meeting.
- Attended a Convene, Champion, and Catalyze meeting.
- Attended a focus group meeting on Placer County's TART plan update.

**Council Member Henderson**

- Participated in informal meetings with community members.
- Attended the downtown tree lighting ceremony.
- Requested Council support to agendize a future item to discuss extending healthcare benefits to Council Members.
  - Vice Mayor Klovstad and Council Member Polivy agreed to agendize this item for a workshop on December 12, 2024 at 2:00 p.m. in Council Chambers at Truckee Town Hall, 10183 Truckee Airport Road, Truckee, CA.

**10. Adjournment: 10:00 p.m.**

To a workshop on December 12, 2024, at 2:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

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Kelly Carpenter, Town Clerk

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Jan Zabriskie, Mayor