

Town of Empire
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Empire Board of Trustees/Planning Commission Chairpersons Training Minutes
April 09, 2025 ~ 6:30 pm

Training sessions are for Staff and Officials only, Town business will not be discussed, and no action items will be voted on. In-person meeting only.

1. Call to Order – Chairperson Kim Hubert called the meeting to order at 6:33 PM. The meeting was held in person and through Zoom.

2. Roll Call – Current and future chairpersons of the Board of Trustees and Planning Commission have been invited to participate.

Present: Board of Trustee Members Mayor Wendy Koch, Jacob Belcher, and Randy Horning. Planning Commission Member Kim Hubert and Eileen Wheelock. Also in attendance were Town Administrator Jeannette Piel and Deputy Town Clerk Lisa Kunze.

A quorum was present.

3. Approval of Agenda

MAYOR KOCH MOTIONED TO APPROVE THE APRIL 9, 2025 JOINT BOT/PC WORK SESSION MEETING AGENDA, TRUSTEE BELCHER SECONDED THE MOTION, CLERK KUNZE CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The March 4, 2025 Agenda was approved.

4. The Role of the Chairperson Training for Elected and Appointed Officials

Deputy Town Clerk Kunze led participants through an activity where they learned about the role of the Chairperson, defined Decorum for the Town of Empire's public meetings and practiced playing the Chairperson in 5 role play scenarios.

5. Upcoming Meetings

- a. **The Next Regular Meeting of the Board of Trustees is April 15, 2025, at 6:30 pm. In person with remote access.**
- b. **The Next Regular Meeting of the Empire Planning Commission is April 30, 2025, at 6:30 pm. In person with remote access.**
- c. **The Next Joint Work Session with the Board and PC to discuss our Vision for Housing and Land Use has been scheduled for Wednesday, April 23, 2025 at 6:30 pm.**
- d. **The Next Work Session of the Board of Trustees is May 6, 2025, at 6:30 pm. In person with remote access.**
- e. **The Next Training of the Empire Planning Commission is May 14, 2025, at 6:30 pm. In person with remote access.**

6. Adjourn Meeting

MAYOR KOCH MOTIONED TO ADJOURN, TRUSTEE JAKE BELCHER SECONDED THE MOTION, CLERK KUNZE CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The meeting was adjourned at 9:13 PM.

(Mayor Wendy Koch)

(Deputy Town Clerk Lisa Kunze)