

## Board of Trustees Regular Meeting Agenda

**November 18, 2025~ 6:30 pm**

Remote Meeting using the Zoom Platform Meeting ID: 870 8030 9816 Passcode: 292144

<https://us02web.zoom.us/j/87080309816?pwd=bG5tUGR1MU94a3JkUW9NTl0xb2lhZz09>

*If you would like to address the Board of Trustees at this meeting, please place your name on the sign-up sheet for Public Comment or indicate that through the chat function on the online Meeting Platform. Please do not use the Direct Message function. You will be recognized to speak during the “Public Comment” portion of the agenda. We will have public comment on one additional agenda item. Please sign that public comment sheet so your comments on agenda item 9 occur at the appropriate time.*

*Discussion is limited to 3 minutes; please state your name and address and direct your comments to the Board. Also, please silence your phones and do not use them during the meeting out of consideration for your Board Members and Staff who are presenting information during the meeting. Thank you for your cooperation.*

- 1. Call Meeting to Order**
- 2. Roll Call** – The Empire Board of Trustees requires a simple majority of three trustees present at the meeting for a quorum.
- 3. Approval of Agenda** – November 18, 2025 Regular Meeting Agenda
- 4. Announcement:** Because of recent staff shortages and additional budget workload, this meeting will only have financial reports. All other reports will resume in December.  
Also, all past minutes will be presented in December.
- 5. Discussion: Rent request from Joy’s Kitchen**
- 6. Public Hearing for the Presentation of the 2026 Budget**
  - a. Overview of Budget Process and Timeline
  - b. Goals and Priorities
  - c. Multi-Year Projects and Grant Projects
  - d. Explanation of Budget Codes and Classes
  - e. Presentation of Proposed Budget
  - f. Board of Trustees Discussion
  - g. Public Hearing: Questions/Discussion from the Public
  - h. Board of Trustees Final Discussion
- 7. Resolutions for Consideration:**
  - a. **Resolution 25-9: Summarizing Expenditures and Revenues and Adopting the Budget**
    - i. Board of Trustees Discussion
    - ii. Public Discussion
    - iii. Vote to Approve Resolution
  - b. **Resolution 25-10: To Appropriate Sums of Money**
    - i. Board of Trustees Discussion
    - ii. Public Discussion
    - iii. Vote to Approve Resolution
- 8. Reports:**
  - a. Financial Reports
    - i. Audit Update
    - ii. Grant Update
  - b. Planning Commission
    - i. All Planning Commission meetings are in-person with remote access.
    - ii. The next Regular Planning Commission Meeting will be held on Wednesday, December 17, 2025, at 6:30 pm.
- 9. Board of Trustees Goal for the 2024 - 2026 Term: Ongoing**  
*The Town of Empire will increase revenue within this Board of Trustee term by supporting the*

*economic needs of current and future businesses by capitalizing on our unique location and the traffic it provides, without compromising the non-monetizable assets that gives Empire its ' unique charm.*

**10. Public Comment:** Public Comment is limited to 3 minutes per person. The Board does not respond to questions during this time. For operational questions, please email the clerk.

**11. New Business from Board of Trustee Members**

**12. Board of Trustees Upcoming Meetings and Topics**

- a. Upcoming Topics from Administrative Overview
  - i. Updated Ordinance and Resolution Language for Fees on December 11<sup>th</sup> 2025 & January 20<sup>th</sup> 2026.
- b. The Next Board of Trustees Work Session will be Tuesday, December 2, 2025, at 6:30 pm. In person with remote access. We will be presenting the first draft of the Budget.
- c. The Next Board of Trustees Regular Meeting will be Thursday, December 11, 2025, at 6:30 pm. In person with remote access.

**13. Moment of Appreciation**

**14. Adjourn Meeting**

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(Mayor Wendy Koch)

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(Town Administrator Jeannette Piel)