

Village of Belgium

Located in Ozaukee County, Wisconsin, U.S.A.



December 29, 2009

TO: Village Board
Committees of the Village Board
Plan Commission
Staff
Professionals serving the Village of Belgium

Effective immediately information for Village Board Committees and the Plan Commission will be electronically transmitted. If you desire a hard copy in lieu of the electronic version, please contact Lila M. Mueller, CMC, Village Clerk. If you have requested a hard copy, you will be either telephoned or emailed to pick your packet up at the Village Hall during normal office hours (8 a.m. – 4:30 p.m. Monday – Friday).

Village Board packets for regular Village Board Meetings will be assembled and available for pick up by the Village Trustees. Special Village Board packets may be sent electronically dependant upon the amount of materials needed to support the agenda. No deliveries of Village Board materials will take place.

In order to have adequate time to assemble and distribute agenda packet information, I am asking that **everyone firmly adheres** to the following deadlines:

- Village Board – 12 noon the Wednesday before the first Monday month
- Special Village Board - 48 hours PRIOR to a meeting that has a written request or Village Board request.
- Plan Commission – 12 noon the Monday a week prior to the fourth Tuesday of the month
- Village Board Committees – 12 noon the Wednesday prior to the meetings. Committee Meetings will be held on Mondays.

Please mark these deadlines in your calendar and plan accordingly. Thank you for your cooperation with this change.

Sincerely,

VILLAGE OF BELGIUM

Kevin P. Kowalkowski
Village President