

Meeting Schedules and Agendas

Village Board meetings normally take place on the second and fourth Mondays of each month at 6 p.m. and are held in the second floor Board Room at the Union Grove Municipal Center. Special Village Board meetings may be scheduled, as needed. Plan Commission meetings are normally held on the first Monday of each month at 6 p.m. For a full list of other boards, committees and commissions and their normal meeting schedules, see the Village Resident Guidebook.

A calendar of upcoming Village meetings can be found on the Village website at uniongrove.net (click on “Village Meetings” near the top). Please note that meeting schedules are subject to change.

Village staff prepares and publishes meeting agendas in compliance with Wisconsin Open Meeting Laws. Agendas are published at least 24 hours prior to the meeting date and time. A copy of the agenda is published on the Village’s website, posted on the bulletin board outside the Municipal Center and distributed to local media. Agendas may be amended up to 24 hours before the meeting time.

For any questions on Village meetings or other Village operations, please contact Village Board or staff members. General contact information can be found below, and individual contact information can be found on the Village website and in the Village Officials Directory brochure.

Thank you for taking an interest in Village government!

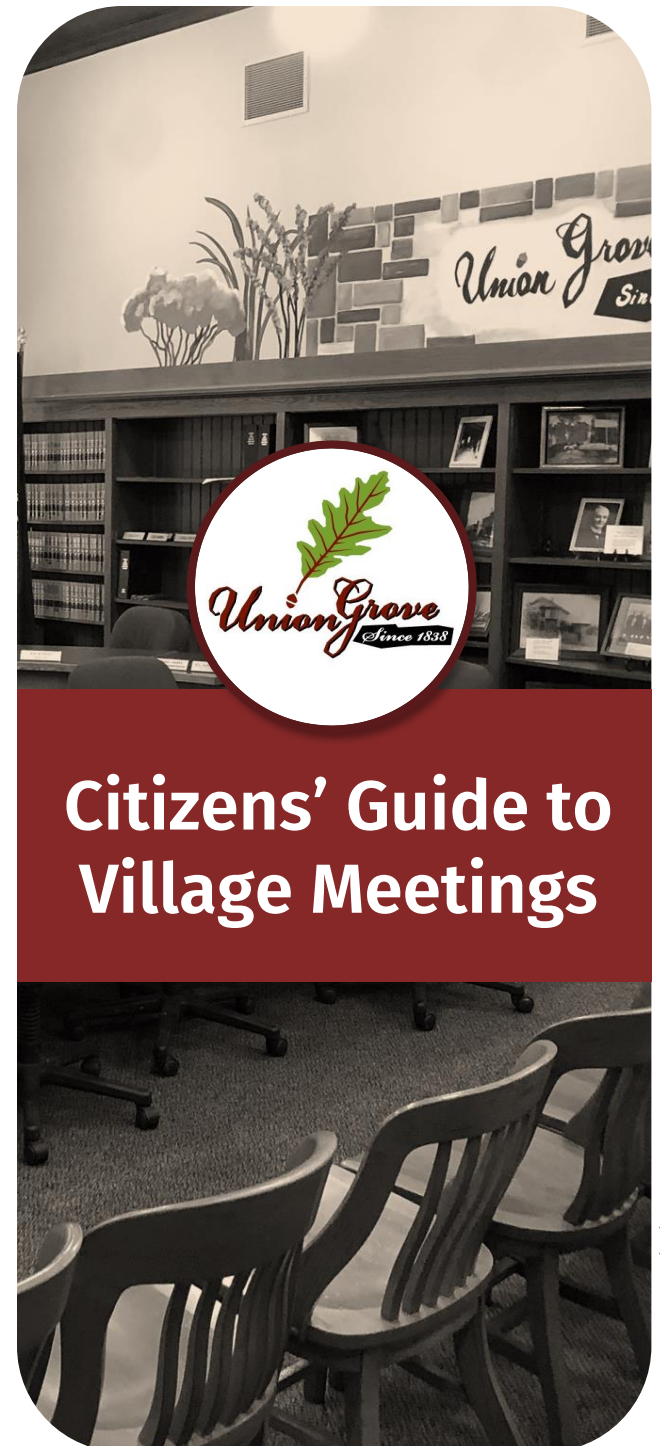


Village of Union Grove Offices at the Municipal Center

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uniongrove.net

Office Hours:
Monday-Friday
8 a.m. to 4:30 p.m.

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Addressing the Village Board

There are up to three places on the Village Board agenda where members of the public can address the Board:

1. There is a section near the beginning of the agenda for “Pre-Registered Citizens” to address the Board on items for which they have previously registered. To register, contact the Village Clerk prior to the meeting or fill out the sign-in sheet when you arrive at the meeting.

**Please remember that the Village Board will not be able to take action upon any matters that are not already on the meeting agenda. However, the Board may refer a matter to a future agenda or to another Board, Committee or Commission for further review.*

2. Public hearings, if there are any on the agenda (see the section about Public Hearings for more information).
3. At the end of the Village Board agendas there is a second opportunity for citizens to address the Board, but only on specific items that are listed on the meeting agenda.

Addressing Other Board, Committee and Commissions

There is not typically a specific agenda item for public comments at meetings of other Boards, Committees and Commissions (except for “Public Hearings” – see below). However, the meeting chairperson may allow for public comments during a particular agenda item. Attendees should raise their hand to request to be recognized by the chairperson. The chairperson may limit public comments in order to proceed with the business on the meeting agenda.

Public Hearings

By law, certain matters may require a formal “public hearing.” Any member of the public is allowed to speak or ask questions during the hearing. Supporters of a particular proposal can explain why the action is necessary and persons opposed to the proposal can testify against the action. As a result of comments received at a public hearing, the body may modify or even reject a proposed or requested action. Thus, public hearings serve a dual function of informing the public about a proposed Village action and allowing the public to comment on the impact of a proposed action, which in turn educates the Village about the ramifications of the action.

Public Comments Procedure

For pre-registered citizens commenting at a Village Board meeting, please wait for your name to be called. For other public comments, raise your hand and please wait to be recognized by the chairperson. State your name and address clearly for the official record. Make your comments; if you have supporting paperwork or documentation, please submit it to the Village Clerk. By ordinance, comments should be limited to three-minute addresses.

Please remain respectful and refrain from making derogatory and/or inflammatory statements during public comments. When others are speaking, please refrain from making comments or other noise that may disrupt the meeting.

Closed Sessions

Although most Village business is discussed in open session, certain matters may be held in closed session as allowed under Sec. 19.85(1) of the Wisconsin Statutes. Examples of these matters include personnel issues, contract negotiations and conferring with legal counsel regarding current or likely litigation. Members of the public will be excused from the room when the body has approved entering into closed session.