

The below email it was Mayor Keny sent to the Commissioners a few minutes ago.

3-17-2020

Commissioners:

I am emailing you today to inform you that starting Wednesday, March 18, 2020 and continuing through at least March 31, 2020 many of our county offices will be closed to the general public, closed entirely, or have very limited access.

The Courthouse Annex will be closed to the general public. However all offices in the Annex will be OPEN and will continue to conduct the business of our citizens to the best of our ability. We will be utilizing the drive-up window and drop box outside the County Clerk's office as well as stationing a couple of employees outside the back entrance to help facilitate transactions throughout the building. In addition, on-line services can be utilized and we will be encouraging people to telephone ahead for assistance.

This will certainly present some challenges for all involved and it certainly isn't optimal. However in an effort to keep county services available while exercising an abundance of caution for our citizens as well as our employees, I feel this action is necessary.

We will still be tweaking some things today and as we put this in motion over the next few days, we may find we need to make some adjustments to address issues that might arise.

Other county operations and several others have also been affected. Here is the update as of this morning:

1. Marshall County Memorial Library—Closed until April 6th
2. ^{Marshall} County Highway Department—Closed on administrative leave but every employee on call until April 6th
3. Solid Waste—Solid Waste Office closed to the public. Facility remains open Convenience Centers will remain open with social distancing practiced.
4. Court Clerks Offices—Open
5. Veterans Office—Closed to the public; office remains open
6. Administrator of Elections Office—Open
7. Senior Citizens—Closed
8. UT Extension—Open for one on one meetings. Educational events and group meetings are suspended until April 30th.
9. Sheriff's Office—All volunteer services, visitation, programs and outside work details have been stopped at this time until further notice.

10. EMA—Practicing social distancing guidelines at office, office remains open but encouraging limited walk-in traffic
11. EMS—Lobby is locked down to the public
12. Marshall County Board of Public Utility—Office is open but closed to the public. Drive-up window is OPEN.

I think this is everybody. If I have left something out, I will update later.

We continue to be updated by the Health Department and EMA.
As of our latest update we have NO confirmed cases in Marshall County.
I will let you know that we learned yesterday that on top of everything else, the status of the flu is elevated.

I had Lynn email this to you earlier this morning but I will state it again.

Once again, using an abundance of caution for everyone and following recommendations to limit the size of group gatherings, the Benefits Committee scheduled for tonight, the Budget Committee scheduled for tomorrow morning and the County Commission meeting scheduled for Monday, March 23, 2020 have all been postponed. Also, the Solid Waste Committee meeting for March 31st is postponed and we are working on having the Regional Solid Waste meeting for that same day postponed as well.

As we go forward I will do my best to update you on new developments.
Again, feel free to reach out with any questions. I apologize for not always being to answer immediately but I will do my best of getting back to you as quick as I can. If you need immediate assistance please feel free to reach out to Lynn.

I also ask again that if you are being asked questions please refer those asking to the Health Department, EMA or my office. The county website also has information as well as the number to call statewide.

-Mike

Thanks,

Lynn Kouba

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