

## IMPORTANT NOTICE REGARDING COUNTY GOVERNMENT AND THE COVID-19 VIRUS:

Today, I have followed the Governor's recommendation and have made the decision to close all government offices to in-person contact, effective at close of business, Tuesday, March 17, 2020. County employees will still come to work and offices will remain open; however, the courthouse, animal shelter, recycling center and county road department will close to the public for the duration of this event. The Transfer Station will remain open at this time. We have made this decision based on the Governor's lead, and due to the importance of preventing the spread of infection not only to our employees, but to help limit the spread of infection into the community from county resources. These are difficult actions to take and will be a major inconvenience for everyone. We have some challenging times ahead and, for the majority of us, the threat is extremely minor. However, we have an older and more vulnerable population here and we must pull together as a community and make a team effort to help take care of our neighbors. Moreover, the more aggressive we are in following these directives, the less impact we will see from this virus.

Here is a breakdown of the respective offices, important contact information and further updates:

### Animal Control (859-734-5154 Shelter, 859-613-1083 Control Officer)

- All in-takes/surrenders at the Animal Shelter have been suspended. Please contact the Shelter if an emergency situation exists.
- The Office and Kennels are closed for public visitation at this time.
- Adoptions applications have been temporarily suspended. A new process will be announced soon.
- Stray animals should not be brought directly to the shelter. Please call and an officer will be dispatched to pick up any stray animals.
- No face to face interaction between the public and staff at the Shelter unless by appointment.

### Building Inspection (859-613-8185 [bdurham@mercerky.com](mailto:bdurham@mercerky.com)) and Planning & Zoning (859-734-6066 [smoore@mercerky.com](mailto:smoore@mercerky.com))

- All permit applications shall be by appointment only.
- Call for inspection appointment. Inspectors will observe social distancing during inspections.
- No face to face interaction between the public and staff unless by appointment.

### Emergency Management (859-613-3256)

- No Face to face interaction between the public and staff unless by appointment.

### Finance and Occupational License (859-734-6302)

- All license requests must be submitted via e-mail ([jnoel@mercerky.com](mailto:jnoel@mercerky.com)), fax (859-734-6345) or mail.
- All payments must be submitted via mail or drop box located at 207 W Lexington St.
- No face to face interaction between the public and staff unless by appointment.

### Judge/ Executive (859-734-6300)

- Questions and inquiries must be made via e-mail or phone.
- No face to face interaction between the public and staff unless by appointment.

### County Road Department (859-734-6340)

- Questions and inquiries must be made via e-mail or phone.
- No face to face interaction between the public and staff unless by appointment.

### Solid Waste/Recycling (859-734-4754)

- Questions and inquiries must be made via e-mail or phone.
- No face to face interaction between the public and staff.
- Business recycling pick up will continue as usual.
- Recycling drop off locations are closed indefinitely.

### Transfer Station (859-734-6395)

- We will still be accepting trash at our Transfer Station on Moberly Road at this time.

## OTHER GOVERNMENTAL OFFICE INFORMATION

### County Attorney/ Child Support (859 734-6320)

- Child Support will continue to be open and that we will continue to respond to criminal matters. However, we will not be open for person-to-person contact unless an emergency occurs.
- In an emergency, the public can reach the county attorney directly at [teddean@bellsouth.net](mailto:teddean@bellsouth.net) or by fax at (859-734-6321).

### County Clerk (859-734-6310, 6311, 6312, 6313)

- Office closed and restricted to no face to face contact for all services until further notices in the courthouse.

You have several ways to renew your vehicle:

- Call the office and renew over the phone (859-734-6310, 6311, 6312, 6313) or place in drop box at 207 W Lexington St.
- Renew online at [www.drive.ky.gov](http://www.drive.ky.gov), follow instructions given. (2019 Vehicle Ad-Valorem Tax paid can be found here as well).
- Mail in to PO Box 426 Harrodsburg, KY 40330. Mail in renewals need to include prior year registration or reminder card, proof of insurance and payment.

Marriage License applications are by appointment only. Please contact our office at the above numbers.

Land records and real estate recording will continue to be recorded and can be submitted by mail. Online searches can be conducted at [www.ecclix.com](http://www.ecclix.com) with the following User Name and Passwords:

MercerPublic1/Public001

MercerPublic2/Public002

MercerPublic3/Public003

MercerPublic4/Public004

MercerPublic5/Public005

Each login is case sensitive. If assistance is needed you can contact [cs@smlc.us](mailto:cs@smlc.us)

- All business can be conducted on-line or via phone with the exception of the following: 1) Marriage License. These services will be by appointment only.
- Citizens encouraged to conduct all business on-line or via phone. .
- Staff are available to assist via e-mail ([Chris.Horn@ky.gov](mailto:Chris.Horn@ky.gov)) and phone.
- Title abstractors will have free access to our online database of land records for title examination purposes.
- Registration renewals on vehicles, boats, or campers can be done over the phone.

### Property Valuation Administrator (859-734-6330)

- Suspended public visits until further notice.
- Citizens encouraged to conduct all business on-line.
- Staff are available via e-mail ([jessica.elliott@ky.gov](mailto:jessica.elliott@ky.gov)) , fax (859-734-6331) and phone.
- The PVA has made limited access to <http://www.mercercountypva.com/> free during this event

### Mercer County Sheriff's Office (859-734-4221) Available 24/7

- Suspended public visits until further notice.
- Staff are available via e-mail at [office@mercercosheriff.com](mailto:office@mercercosheriff.com) and phone for reports, etc.
- Tax payments can be placed in the drop box located at 207 W Lexington Street
- Calls can also be received through the Dispatch office at (859-734-3311)