



STATE OF EMERGENCY REGARDING COVID-19 – March 18th, 2020

Dear Village of Little Chute Residents,

Like our neighbors throughout the Fox Valley and across the State of Wisconsin, the Village of Little Chute has taken critical steps to protect the health and wellbeing of our employees, residents, and visitors in the face of the expanding Coronavirus (COVID-19) pandemic.

Effective March 18, 2020, the Village of Little Chute Board of Trustees has declared a state of emergency in the Village of Little Chute for the purpose of addressing the "imminent COVID-19 pandemic." This declaration will be limited to the time during which the emergency conditions exist or are likely to exist. It will enable the Village of Little Chute to take those actions necessary to ensure the health, safety, welfare, and good order during this emergency.

We recognize the steps we are implementing will have a disruptive impact on community members, but they are being taken in consultation with public health experts, the Wisconsin Department of Health Services, and the Centers for Disease Control and Prevention. They have been identified as a proven strategy that can play a pivotal role in slowing an outbreak of Coronavirus in Outagamie County. As such, we are seeking your understanding and cooperation during this important time.

Most importantly, the steps we are taking will allow our team to continue providing the essential services required for our community. In addition, the team at the Village of Little Chute vows to be flexible, creative, and innovative in order continue the delivery of services.

Until further notice, Village Hall will be closed for routine business. For business that might normally be conducted at Village Hall, we ask that people visit our website or call the appropriate departmental office, rather than stopping in person. Contact information for each Village department can be found with our staff directory (www.littlechutewi.org/directory.aspx) or our Department pages (www.littlechutewi.org/56/Departments). Village Hall will reopen for limited hours to allow for in-person, absentee voting as described later in this notice.

Residents wishing to pay utility bills can go to our website (www.littlechutewi.org/423/Utility-Billing), drop off payment in our drop box located at the Grand Avenue entrance (we also have envelopes there for your convenience), or mail them to the Village of Little Chute, 108 W. Main Street, Little Chute, WI 54140.

If you need a dog license, please use our website (www.littlechutewi.org/426/Permits-Licenses). Please complete the application and mail it or drop it in the dropbox with the rabies vaccination certificate, proof of sterilization (spayed or neutered), check or money order made out to the Village of Little Chute, along with a self-addressed, stamped envelope. Once the application is processed, the license and documentation will be returned to you.

For contractors, we are still processing all permits, forms, and documents at this time. We ask that you conduct business with staff by phone or email. Please check the directory above. All permits and applications can be submitted by downloading and completing the appropriate form, then emailing the information to us or sending it by mail. Forms can be found on the Village website at: <http://www.littlechutewi.org/426/Permits-Licenses> . For specific questions, please contact our Community Development Director at (920)423-3870.

Village Engineering staff are investigating the use of virtual bid letting (vBid™) for our projects that are currently in the bid process. This would allow bid participants to view and witness the proceedings online or at least by phone. Village staff will do our best to have this capability in place prior to the March 26, 2020 bid opening deadline.

For questions regarding licenses issued by the Village Clerk; e.g., bartender, liquor, hotel, etc., please call (920)423-3852. We will advise you over the phone whether you should mail the application or drop it off in person.

For voting in the Spring Election and Presidential Preference Primary on April 7, 2020, we encourage people to request an absentee ballot to vote by mail. A ballot can be requested from the State at www.myvote.wi.gov or requests can be sent to elections@littlechutewi.org with a copy of your photo ID. For those without internet access, you can contact the Village Clerk's office at 920-423-3852 for assistance. For those wishing to vote in person or register to vote, election staff will be available at Village Hall on March 25th from 1:00 p.m. to 3:00 p.m., March 27th from 8:00 a.m. to 11:00 a.m., April 2nd from 1:00 p.m. to 3:00 p.m., and April 3rd from 2:00 p.m. to 5:00 p.m. At present time, polling locations will still be open and operating normally for anyone who prefers to vote in person on Election Day.

Village Board meetings will proceed as scheduled, though we will be offering virtual connection opportunities for all residents. This means that on future agenda notifications, we will be including call in information to allow all residents to call in and listen to all meetings. **We always encourage residents to share feedback with the Board of Trustees via email or phone.** Contact information for the Board of Trustees and Village President can be found at <http://www.littlechutewi.org/59/Meet-the-Village-Board>. In addition, feedback can be provided by phone or email to Village Administrator James Fenlon. My email address is james@littlechutewi.org. For those without access to email, the general phone number for the Village of Little Chute is (920)788-7380.

Please understand this is a rapidly evolving situation that will likely change daily. We will continue to share the latest information with you as it becomes available, which can be found on our website (<http://www.littlechutewi.org/>) and Facebook (<https://www.facebook.com/villageoflittlechute>).

Sincerely,
James Fenlon
Village Administrator
Village of Little Chute
james@littlechutewi.org