



# VILLAGE OF KIMBERLY

515 W. Kimberly Avenue

Kimberly, WI 54136

Danielle L. Block

ADMINISTRATOR

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MARCH 19, 2020

## RE: Village Offices Closure Notice – COVID-19 Response

Dear Residents,

The Village of Kimberly is taking proactive steps to protect the health of our community by making recommendations and closures that are meant to slow the spread of the novel coronavirus (COVID-19) in our community and reduce the number of people infected.

We understand these actions will have a tremendous impact on the lives of people in our community. The Village is making these recommendations and closure decisions based on guidance from the Centers for Disease Control and Prevention (CDC) and the Wisconsin Department of Health Services (DHS) to protect the public's health. This is a critical moment for all of us in the growing outbreak of COVID-19 and the Village holds the community's health and the health of our employees' paramount.

The Village kindly requests your understanding and cooperation during this important and fluid time. Taking these steps will allow our staff to continue providing the essential services required for our residents. On Monday, March 16, 2020 President Kuen enacted a Proclamation of State of Emergency within the Village of Kimberly. This proclamation has allowed Village staff to develop solutions and accommodations based on the latest CDC and DHS guidelines. ***The Village Board and staff is committed to finding unique solutions and accommodations to continue the delivery of essential services.***

The following changes are in effect beginning at 12 noon on Thursday, March 19, 2020 and remain in effect until further notice:

### **Village Municipal Complex – 515 W. Kimberly Avenue**

Closed for Routine Business. For business that might normally be conducted at Village Hall please visit our website ([www.vokimberly.org](http://www.vokimberly.org)), email [reception@vokimberly.org](mailto:reception@vokimberly.org) or call 920-788-7500 rather than stopping in person. Village Hall will reopen during the dates and times listed later in this notice.

## Street Department – 426 W. Kimberly Avenue

Closed for Routine Business. For business that might normally be conducted at the Street Department please visit our website ([www.vokimberly.org](http://www.vokimberly.org)), email [streets@vokimberly.org](mailto:streets@vokimberly.org) or call 920-788-7507.

## Payments

There are many options available for bill payment, fee and fine payment, and purchasing of permits and collection stickers. There is a payment drop box available next to the book return at the Village Municipal Complex. This drop box is open 24 hours a day, 7 days a week, 365 days a year. Residents can send payment by mail to the Village of Kimberly, 515 W. Kimberly Avenue, Kimberly, WI 54136. Other options that allow you to stay in your home are:

- Water Billing:
  - Residents can pay utility bills directly online at:  
<https://www.paymentservicenetwork.com/Login.aspx?acc=RT23408>
  - Resident can set up auto pay online at:  
<http://www.vokimberly.org/media/1389/auto-pay.pdf>
- Municipal Court Payments
  - Residents can pay court fees directly online at:  
<https://www.paymentservicenetwork.com/PaymentPage.aspx?accid=RT23410>
- Recreation Programs
  - Residents can sign up and pay for recreation programs online at:  
<https://kimberly.recdesk.com/Community/Home>

## Municipal Services

Most municipal services can be accomplished online, over the phone or by mail. Here is a summary of services and the best way to complete the task remotely:

- Water Services Account Change Request
  - Call 920-788-7500
  - Email [jmicke@vokimberly.org](mailto:jmicke@vokimberly.org)
  - Visit: <http://www.vokimberly.org/media/2359/customer-change-form-for-water-utility-2019-update.pdf>
- Municipal Court Forms
  - Call 920-788-7500, ext. 104
  - Email [kimberlycourt@vokimberly.org](mailto:kimberlycourt@vokimberly.org)
  - Visit: <http://www.vokimberly.org/departments/municipal-court/>
- Building Forms and Fees
  - Call 920-788-7507
  - Email [streets@vokimberly.org](mailto:streets@vokimberly.org)
  - Visit: <http://www.vokimberly.org/departments/building-inspections/>

- Operators License
  - Call 920-788-7500
  - Email [jmicke@vokimberly.org](mailto:jmicke@vokimberly.org)
  - Visit: <http://www.vokimberly.org/resources/licenses-and-forms/>
- Dog License
  - Call 920-788-7500
  - Email [reception@vokimberly.org](mailto:reception@vokimberly.org)
  - Visit: [www.vokimberly.org/media/2763/spring-coupon-for-dog-licensing.pdf](http://www.vokimberly.org/media/2763/spring-coupon-for-dog-licensing.pdf)

### **Election and Absentee Voting**

For voting in the Spring Election and Presidential Preference Primary on April 7, 2020:

**All voters are strongly encouraged to vote absentee by mail**

For the traditional voter who enjoys the excitement of Election Day, polls will be open from 7:00 am to 8:00 pm at the Village of Kimberly Municipal Complex in the Evergreen Room located at 515 W Kimberly Ave, Kimberly. Our election workers will be happy to assist you, keeping the election facility as clean and safe as possible. For voter's convenience, hand sanitizer and tissues will be available.

Not up for Election Day? Request an absentee ballot online at [www.myvote.wi.gov](http://www.myvote.wi.gov) as soon as possible but no later than April 2nd, and a ballot will be mailed to you. Voters may also request a mailed ballot in writing or by calling the Village at [jmicke@vokimberly.org](mailto:jmicke@vokimberly.org) or 920-788-7500; but be sure to include a copy of your photo ID with your request.

### **In Office Absentee and Late Registration**

Voters can also complete late registration or vote in-person via absentee ballot at the Village Hall, 515 W. Kimberly Avenue, Kimberly during the following dates and times:

- March 25, 2020 from 1:00 p.m. to 3:00 p.m.
- March 27, 2020 from 8:00 a.m. to 11:00 a.m.
- April 2, 2020 from 1:00 p.m. to 3:00 p.m.
- April 3, 2020 from 2:00 p.m. to 5:00 p.m.

If you have questions or need assistance with any of your voting options, please contact Deputy Clerk Janine Micke at the Village of Kimberly, 920-788-7500 or [jmicke@vokimberly.org](mailto:jmicke@vokimberly.org)

### **Open Meetings**

Village Board meetings will proceed as scheduled at the Village Municipal Complex, Rick J. Hermus Council Chambers, 515 W. Kimberly Avenue, Kimberly. The Village will be offering virtual connection and teleconference services for all members of the public and officials. A video conference link and teleconference phone number/access code will be included on all future agenda notifications. This information will allow residents to call in, submit public

comment and listen to all meetings remotely. **Residents are ALWAYS encouraged 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.vokimberly.org/government/village-board-of-trustees/>. Feedback can also be submitted to the Village Administrator Danielle Block at 920-788-7500 or [dblock@vokimberly.org](mailto:dblock@vokimberly.org).

The Village truly appreciates your understanding and patience as the community, State and Country implement changes necessary to protect the health and wellbeing of our community members. We are ALL in this effort together; we welcome your feedback and know that we are all doing our part to “flatten the curve,” preserve precious medical resources and recover as a strong unified community.

Sincerely,



**Danielle L. Block**

ADMINISTRATOR