



RE: Updates on Village Operations in response to the COVID-19 Health Emergency

It goes without saying that we find ourselves in uncertain times. As of 8:00 AM yesterday morning (March 25th) Governor Ever's [Emergency Order #12, also known as the "Stay Safer At Home" order](#), officially went into effect limiting nonessential business and travel. This emergency order as well as efforts to address the COVID-19 public health emergency have altered the way the Village has had to conduct its business of providing service to our residents.

Please be assured that our Police and Fire/EMS Departments remain staffed and operating as usual to address emergency situations as they arise.

While all Village offices have been closed to the public, in-person absentee voting is still being held from 8:00 AM – 4:00 PM, Monday - Friday. Please watch the Villages' website and social media as times may be subject to change. Currently the April 7th Election is still scheduled to be held but **PLEASE STRONGLY CONSIDER VOTING ABSENTEE BY MAIL**. [Online application forms are available here](#). When you receive your ballot in the mail it is imperative that you read the VOTER INSTRUCTIONS sheet included with your ballot and voting materials.

Looking ahead to April 7th the Village of Grafton needs your help! We are calling on residents of Grafton willing to serve as **election inspectors** for the April 7 election to replace poll workers who are unable to serve due to age or health concerns from the Coronavirus COVID-19 pandemic. If you or someone you know is looking for temporary work, we really need your help. Please click this [LINK for more information](#) and contact Village Clerk, Kaity Olsen at kolsen@village.grafton.wi.us if you are able to help. Thank you in advance for your consideration!

Excluding Election-related staffing as well as the Police and Fire Departments, all other Village Departments will be operating with bare **minimum staffing to carry out only the essential functions** for the duration of the Governor's emergency order. Please call or Email any non-emergency inquiries to the appropriate department using these [contacts](#). The Village of Grafton is committed to delivering service in as timely a manner as possible. We will respond to all inquiries but delays may be experienced. We apologize for any delays or inconvenience during this time.

To facilitate **building permit** processing and absentee voting, the Village Hall front entrance vestibule is open for dropping off building permit applications and to obtain absentee ballot applications. These doors are open from 8:00 am to 4:30 PM, Monday through Friday.

Village Parks remain open to allow opportunities for residents to enjoy some fresh air. However **playgrounds, basketball courts, and restroom facilities have been closed**. Signage has been posted to encourage social distancing and caution against the use of equipment and courts.

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The Village would also like to take a moment to address inquiries that have been received about certain license and payment due dates. The Federal Government has adjusted their filing dates for income taxes, but unfortunately by Wisconsin State Statutes the Village may not change its **PROPERTY TAX** collection dates. Therefore, the second installment due date of March 31st remains in effect. And the final installment will still be due on May 31st. We appreciate your understanding that this is out of the Village's control.

Another item that is somewhat outside of the Village's control are **UTILITY BILL** payments. The Village is bound by State law to collect Utility bill payments. However, in the event a resident is unable to make their regular payment due to extenuating circumstances, we are here to work with you on establishing a payment plan that is affordable for you. If a resident is unable to make a payment please contact the Utility at (262) 375-5331 set up a payment plan. Furthermore the Village will not be charge any late fees/penalties applied to your account.

To encourage social distancing, Residents are asked to mail their payments, utilize the [Village's website for online payments](#), or to simply drop them off in the secure drop box located at Village Hall.

Last but certainly not least [DOG LICENSES](#) must be renewed on or before March 31st, however late fees will be waived until June 30th. Residents can either mail or drop off payment and proof of their pet's rabies vaccination. Online payment for dog licenses is not available at this time. Upon receiving your information, Village staff will mail you a receipt and new tag for your pet.

On behalf of Village staff, I will close with a word of **THANKS** to all residents for their patience and understanding during this very trying time. Grafton is a great Village with wonderful people and together we as a community will get through this. Please visit the Village's [website](#) and our various departmental [Facebook](#) pages for up to date information. It is with great hope that life will resume as normal much sooner than later. Please take care of one another and be well. Thank you.