



March 16, 2020

Dear Village of Lemont Community:

The health, safety and well-being of our residents and business owners are among our highest priority for the Village of Lemont. As concerns over the spread of the COVID-19 grow, we are taking precautionary measures to help reduce the risk of the spreading of the Coronavirus as we receive orders and guidance from the Federal Government and the State of Illinois.

Effective immediately, we are making some modifications to the services that we provide at the Village Hall, Lemont Police Department and Public Works Department by taking the following measures to minimize health risks to our employees and visitors.

Meetings

- All meetings from outside vendors, residents, contractors and guests are being handled via conference call.
- In conjunction with guidance being given by the State of Illinois, the Village Board meeting process is being evaluated and will be communicated at a later date.

Village Hall

- During regular hours, M-F, 8:30 a.m. – 5:00 p.m., the front door to the inside vestibule will be open.
- The entrance into our main lobby is closed to the public.
- We will have a bin available for residents to place water bill payments, applications, building prints, etc., in our inside vestibule.
- Staff will continually monitor these bins and retrieve items.
- CHECKS ONLY will be accepted for any type of payment.
- Online payments can be done on our website with a credit card at <http://il-lemont2.civicplus.com/617/Online-Payments>.
- After hours drop-off can be done at 416 Main Street in the mounted deposit box in the vestibule. CHECKS ONLY.
- Vehicle Stickers - the form and payment can be dropped off or mailed to Village Hall, 418 Main Street. The application form is online at, <http://lemont.il.us/DocumentCenter/View/3724/Vehicle-Sticker-Form>.

Building Department

- Building permits, contractor licenses, and new business license applications can be dropped off in the vestibule bin or mailed to the Village Hall, 418 Main Street.
- Building permit applications, contractor licenses, and new business license applications that are fewer than 5 pages can be faxed to the Building Department at 630-257-1598.
- For larger projects that involve full-size building plans, please call the Building Department at 630-257-1580 to schedule a time to submit the application and plans.
- Appointments for building permit pickup will be scheduled when the Village contacts you regarding when a permit is ready to be issued.

Police Department

Payments

- During regular hours, M-F, 8:30 a.m. – 5:00 p.m., the front door to the inside vestibule will be open.
- The entrance into our main lobby is closed to the public.
- We will have a bin for payments of water bills or tickets in the inside vestibule.
- Staff will continually monitor these bins and retrieve items.
- CHECKS ONLY will be accepted for any type of payment.
- Online payments can be done on our website with a credit card at <http://il-lemont2.civicplus.com/617/Online-Payments>.

Police Response

- The Police Department will only be responding to **HIGH PRIORITY** emergency calls:
 - Violent crimes or crimes against persons. (This includes domestic situations where the offender is still on the scene.)
 - In progress calls where the offender is on the scene.
 - Traffic crashes.
 - Property crimes where evidence may exist, and the scene needs to be processed.
 - The on-duty supervisor can also determine if a response is warranted or the call can be handled telephonically.
 - Note: If calls do require a response to your residence and you are able, meet the officer outside.
- The Police Department will handle LOW PRIORITY calls by telephone:
 - Calls such as delayed incidents, information for police, ordinance violations, etc., will be handled via telephone. Call 911 or our non-emergency number, 630-257-2226. If an officer is not immediately available, leave a valid phone number and an officer will call you back as soon as possible.
- The Police Department will also be temporarily suspending all in-person service functions such as fingerprinting services, building tours, etc.

Public Works

- Please call the Public Works Department at 630-257-2532 if you need assistance or have questions.

Please do not enter any Village facility if:

- Your report can be taken over the telephone.
- You have a fever or have had a fever within the last 24 hours.
- Traveled outside of the United States within the last 14 days.
- If you are experiencing flu like symptoms, a cough, sore throat, or shortness of breath.

Please remember we are committed to serving our community, and in order to do so on a continual basis, we must make sure our employees remain healthy. As we take these steps to minimize health risks to our employees and our community, especially those most vulnerable to the coronavirus, we appreciate your understanding.



George Schafer
Village Administrator