

## MACON COUNTY MAYOR STEVE JONES

### RELEASE OF OFFICIAL INFORMATION AND GUIDANCE

My **number one** priority is to keep our citizens as safe as possible during the COVID-19 pandemic and to provide at the same time the essential governmental services that our community needs. I am in daily contact with the Governor's office, other county mayors, our elected state representatives, and our health department officials obtaining the necessary information to make the best possible decision to keep our citizens healthy and to hopefully prevent the loss of life in our county due to the COVID-19 virus. The Macon County Commissioners have taken action to protect our citizens and have given me emergency powers to act on behalf of the County during the COVID-19 pandemic.

I understand that it is also important to keep essential services open to our citizens and to make sure that they have law enforcement protection, medical emergency services provided and the general county government offices available to them. With the cooperation of the other elected officials, we have developed procedures and policies that will keep these services available but will also help protect the exposure of our county employees and elected officials that provide these services. I am appreciative of the cooperation and dedication of the other elected officials and their staff to work through this crisis.

Some of the changes in how business is conducted may provide some challenges and may create some minor inconveniences. However, the goal is everyone working together to keep all of our citizens safe.

The following information details the itinerary and procedures of the following county offices.

**The Justice Center, the Courthouse on the square, County Election Office, County Highway Garage and Codes Department will NOT be open for public entry, however, the offices therein will continue to be open for business and the procedures that they will follow to serve the public are listed below:**

**TRUSTEE’S OFFICE:**

Payments made through the Trustee’s office may be delivered by US Mail at Macon County Trustee, Kim Parks, 101 County Courthouse, Lafayette, TN 37083 and/or by placing the payment in the night deposit box which is located on the **East** outside wall of the Trustee’s office and courthouse on the square which is clearly marked Trustee’s Deposit Box. The payment should be placed in an envelope with the name of the payor clearly written on the outside. The Trustee will issue a receipt for the payment by US Mail in the normal course of business. All payments to the Trustee’s office are now limited to check, cashier’s check or money order. In the event one is unsure of the amount of payment or has any questions or needs assistance, please call or contact the Trustee’s office:

Phone: 615-666-3624

Fax 615-666-6445

Email: [macontr@nctc.com](mailto:macontr@nctc.com)

Business hours: 8 to 4 Monday thru Friday

**Reminders:**

**Tuesday, March 31, 2020 will be the last day to pay your 2018 Real Property Taxes or your 2019 Personal Property Taxes at the Macon County Trustee’s Office. After this date, these taxes will be turned over to the Clerk and Master’s Office and must be paid there.**

**Monday, April 6, 2020 will be the last day to apply for the 2019 Tax Relief Program.**

**REGISTER OF DEEDS OFFICE:**

Documents that need to be recorded through the Register of Deeds' office may be delivered by US Mail at Macon County Register of Deeds Rm 102 Macon County Courthouse, Lafayette, TN 37083 and/or by placing the document in the night deposit box which is located on the **East** outside wall of the Trustee's office and Courthouse on the square which is clearly marked Trustee's Deposit Box but will act as a depository also for the Register of Deeds office. The document should be placed in a standard business envelope (4 X 9½) with the name of the filer clearly written on the outside. Please include a self-addressed stamped envelope so that the Register may return the original documents to the patron along with the receipt. Payment for the recording or registration of the document shall be included in the envelope with the document. The Register of Deeds will issue a receipt for the recording or registration fee by US Mail in the normal course of business. All payments to the Register of Deeds' office are now limited to check, cashier's check or money order. In the event one is unsure of the amount of payment or has any questions or needs assistance, please call or contact the Register of Deeds' office:

Phone: 615-666-2353

Fax 615-666-2691

Email: [macon@titlesearcher.com](mailto:macon@titlesearcher.com)

Business hours 8-4 Monday thru Friday

In the event any patron needs to search the records of the ROMC they may access same at [titlesearcher.com](http://titlesearcher.com).

## **COUNTY COURT CLERK'S OFFICE:**

Documents that need to be filed, renewed, or issued through the County Court Clerk's office may be delivered by US Mail at County Court Clerk's Office, 104 Macon County Courthouse, Lafayette, TN 37083 and/or by placing the document in the night deposit box which is located on the **East** outside wall of the Courthouse on the square which is clearly marked Trustee's Deposit Box but which will act as a depository also for the County Court Clerk's office. The document should be placed in a standard business envelope (4 X 9½) with the name of the filer clearly written on the outside. Payment for the recording, renewal or issuance of the document shall be included in the envelope with the document.

Patrons of the County Court Clerk's office may go to the [www.tncountyclerk.com](http://www.tncountyclerk.com) website to obtain forms for renewals, marriage counseling forms, marriage applications, hotel/motel tax forms, and title and registration forms. Patrons should go to [www.travel.state.gov](http://www.travel.state.gov) website for information on passports. Patrons may also visit

[www.maconcountyttn.gov](http://www.maconcountyttn.gov) for additional County Court Clerk information. Other forms may be obtained from the Clerk's office by making a request and the document will be sent by the clerk's office to the patron. In the event a document needs to be signed by the patron in the presence of the County Court Clerk then the patron will call the Clerk's office and the Clerk will make arrangements with the patron for an in-person meeting to sign the documents. The County Court Clerk will issue a receipt for the recording or registration fee by US Mail in the normal course of business.

All payments to the County Court Clerk's office are now limited to check, cashier's check or money order. In the event one is unsure of the amount of payment or has any questions or needs assistance, please call or contact the County Court Clerk's office:

Phone: 615-666-2333 or 615-666-6515

Fax 615-666-2202

Email: [connie.blackwell@tn.gov](mailto:connie.blackwell@tn.gov)

Business Hours: Monday, Tuesday, Wednesday and Friday 8-4:30  
Thursday 8-12 Closed on Saturday

The County Court Clerk's office will be closed on Saturdays but will be open on Thursdays until noon.

### **TAX ASSESSOR'S OFFICE:**

Documents that need to be delivered to the Tax Assessor's office may be delivered by US Mail at Macon County Tax Assessor's Office Macon County Courthouse, Lafayette, TN 37083 and/or by placing the document in the night deposit box which is located on the **East** outside wall of the Trustee's office and Courthouse on the square which is clearly marked Trustee's Deposit Box but will act as a depository also for the Tax Assessor's office. The document should be placed in a standard business envelope (4 X 9 ½) with the name of the patron clearly written on the outside. If you have any questions or need assistance, please call or contact the Tax Assessor's office:

Phone: 615-666-3688

Fax : 615-666-9115

Email: [rick.shoulders@cot.tn.gov](mailto:rick.shoulders@cot.tn.gov)

Business hours: 8-4 Monday thru Friday

### **MACON COUNTY MAYOR'S OFFICE:**

The Mayor's office will be fully operational with the exception that person-to-person meetings will not be conducted. The Mayor himself will be on a 24-hour schedule during the course of the COVID-19 Pandemic.

Documents that need to be delivered to the Macon County Mayor's office may be delivered by US Mail at Macon County Mayor's Office Macon County Courthouse, Lafayette, TN 37083 and/or by placing the document in the night deposit box which is located on the **East** outside wall of the Trustee's office and Courthouse on the square which is clearly marked Trustee's Deposit Box but will act as a depository also for the Macon County Mayor's office. The document should be placed in a standard business envelope (4 X 9 ½) with the name of the patron clearly written on the outside. If you have any questions or need assistance, please call or contact the Macon County Mayor's office:

Phone: 615-666-2363

Fax : 615-666-5323

Email : [sjonesmayor@macontn.org](mailto:sjonesmayor@macontn.org)

### **ROAD SUPERVISOR:**

The Road Supervisor's office will be fully operational, but the office will not be open for public access. The Road Supervisor himself will be on a 24-hour schedule during the course of the COVID-19 Pandemic. If you have any questions or need assistance, please call or contact the Road Supervisor's office:

Phone: 615-666-3910

Email:mchwydpt@nctc.com

### **CLERK AND MASTER:**

Payments made through the Clerk and Master's office may be delivered by US Mail at Macon County C&M, 906 Hwy 52 Bypass E. Room 107, Lafayette, TN 37083. Payments will be made through the US Mail. The C&M will issue a receipt for the payment by US Mail in the normal course of business. All payments to the C&M's office are now limited to check, cashier's check or money order. In the event a document needs to be filed, it may be fax filed or mailed. The fax filing should be in compliance with the Tennessee Rules of Procedure as setout therein. In the event a document needs to be signed by the patron in the presence of the C&M then the patron will call the C&M's office and the Clerk will make arrangements with the patron for an in-person meeting to sign and file the documents. Specifically, for attorneys probating estates or seeking a small estate affidavit, they shall fax file the petition and Order to the C&M and submit payment via mail. The attorney shall call the C&M's office to schedule a time when the estate can be admitted to probate and the C&M will meet the attorney at the front door of the Justice Center to swear in the personal representative. If you have business in this office that needs immediate attention, please call the office to make arrangements. In the event one is unsure of the amount of payment or has any questions or needs assistance, please call or contact the C&M's office:

Phone: 615-666-2000

Fax 615-666-8943

Email :kristin.reid@tncourts.gov

Business hours: 8 to 4 Monday thru Friday

### **CIRCUIT COURT CLERK:**

Payments made through the Circuit Court Clerk's office may be delivered by US Mail at Macon County Justice Center, 906 Hwy 52 Bypass E., Lafayette, TN 37083 and/or **by placing the payment in the night deposit box which is located on the East outside wall of the Trustee's office and Courthouse on the square which is clearly marked Trustee's Deposit Box but will act as a depository also for the Circuit Court Clerk's office.** The payment should be placed in a standard business envelope (4 X 9½) with the name of the patron clearly written on the outside. The Clerk will issue a receipt for the payment by US Mail in the normal course of business. All payments to the Clerk's office are now limited to check, cashier's check, money order or online at [www.courtfeepay.com](http://www.courtfeepay.com). In the event a document needs to be filed, it may be fax filed or mailed. The fax filing should be in compliance with the Tennessee Rules of Procedure as setout therein. In the event a document needs to be signed by the patron in the presence of the Clerk then the patron will call the Clerk's office and the Clerk will make arrangements with the patron for an in-person meeting to sign and file the documents. If a patron is seeking an Order of Protection they shall call the Clerk's office and schedule an appointment for the Clerk to provide them with the necessary forms and for filing. If you have business in this office that needs immediate attention, please call the office to make arrangements. In the event one is unsure of the amount of payment or has any questions or needs assistance, please call or contact the Circuit Court Clerk's office:

Phone: 615-666-2354

Fax 615-666-3001

Email :rick.gann@tncourts.gov

Business hours: 8 to 4 Monday thru Friday

## **ELECTION COMMISSION:**

Anyone who wishes to register to vote may do so online, by mailing in the application or you may call the office and we will make arrangements. Please do not appear at the election commission without making prior arrangements.

Anyone wishing to register to vote may do so online at [GoVoteTN.com](http://GoVoteTN.com) or call the office at (615) 666-2199 for further instructions on how to register.

The last day to register for the City of Lafayette Municipal Election is April 7, 2020.

Early Voting for that Election will be April 17- May 2. With Election Day being May 7, 2020.

Anyone that needs any information on Elections, should call the office at (615) 666-2199 or email at [maconelect@nctc.com](mailto:maconelect@nctc.com). Information is also available at the County Web site [maconcountyttn.gov](http://maconcountyttn.gov) on the Election Administrator's page.

## **CODES:**

Codes department is temporarily moving to the Courthouse on the square. Patrons who need to either make payments or deliver documents to the Codes department may be delivered by US Mail at 607 Hwy 52 Bypass E. Lafayette, TN 37083 and/or **by placing the payment in the night deposit box which is located on the East outside wall of the Trustee's office**

**and Courthouse on the square which is clearly marked Trustee's Deposit Box but will act as a depository also for the Codes office.** The payment should be placed in a standard business envelope (4 X 9½) with the name of the patron clearly written on the outside. The Codes officer will issue a receipt for the payment by US Mail in the normal course of business. All payments to the Code's office are now limited to check, cashier's check, money order. In the event one is unsure of the amount of payment or has any questions or needs assistance, please call or contact the Circuit Court Clerk's office:

Phone: 615-666-2870

Email :scarver@macontn.org

Business hours: 8 to 4 Monday thru Friday

### **MACON COUNTY HEALTH DEPARTMENT:**

The Macon County Health Department will continue with normal business hours during the COVID-19 pandemic. If you believe that you have COVID-19 symptoms or may have been exposed to someone with COVID-19 you may come to the Macon County Health Department for testing. Tests performed by the Health Department will be without cost. Testing is also available through hospital and your primary physician and instead of contacting the Health Department you may also call your primary physician and provide them with your symptoms in order to determine if you need testing. Do not go to the office of your primary physician or the hospital if you think you have COVID-19 symptoms. Call to be evaluated. The symptoms that you should be aware of are:

A fever greater than 100.4

A dry cough

Shortness of breath or difficulty breathing

If you or anyone in your household has had the symptoms then you should self-quarantine for 14 days in your home.

Business Hours: 8-4:30 Monday-Friday

### **MACON COUNTY LIBRARY :**

The Macon County Library will be closed for regular business. Patrons who have books to return may return those books to the library via the depository.

### **GENERAL INFORMATION--OTHER COUNTY ENTITIES:**

Specific policies and procedures are also being developed for the Macon County Jail and other county entities which will be provided to the public ASAP.

Additional changes or modifications may be made concerning county governmental operations as we find ourselves in a fluid situation. My office will make every effort to guarantee that the citizens are updated immediately as new or modified procedures are implemented.

These procedures and policies will go into effect on **Monday, March 23**. Due to the uncertainty surrounding the timeline of the COVID-19 virus

these procedures will remain in place indefinitely but hopefully only for a short term.

I encourage all of our citizens to observe the rules concerning social distancing and sanitizing. The following information for personal conduct has been issued by the Centers for Disease Control:

Wash your hands often with soap and water for at least 20 seconds. If soap and water aren't available, use a hand sanitizer that contains at least 60% alcohol.

Avoid touching your eyes, nose and mouth with unwashed hands.

Avoid close contact with people who are sick. Put distance between yourself and other people where possible of at least 6 ft.

If you exhibit symptoms of COVID 19 stay home.

Cover your mouth and nose when you sneeze or cough, or use the inside of your elbow.

Do not gather in groups of more than 10 people.

If you are sick, wear a face mask around other people. If you are not sick or caring for someone who is, you do not need a face mask, and they should be saved for caregivers.

Clean and disinfect frequently touched surfaces such as doorknobs, light switches, handles, phones and keyboards daily.

Guidance relative to testing available in Macon County for COVID-19 will be published as soon as those procedures and availability of testing are determined.

I ask all Macon Countians to work together to protect our families, friends, neighbors, and fellow citizens during this difficult and challenging time.

God Bless Macon County.

**STEVE JONES, MACON COUNTY MAYOR**