

A MESSAGE FROM YOUR COUNTY MAYOR

First, we are all in this together. Our county has been simply amazing in its response to the tornado, and we will be no less amazing in our response to this virus and the changes ahead. We are all somewhat anxious. As humans our biggest fear is the unknown, and we just don't know what is going to happen from day to day. We all need to be patient, but we also have to be flexible and ready to change.

We continue to monitor the situation and make contingency plans. The safety and well-being of all our employees and citizens is our number one priority. I encourage you not to panic and remain calm as we work through this illness, like we have all other challenges in the past.

The people of our county and our state demonstrated tremendous resilience in the face of the tragic storms a few weeks ago. I am confident that our area will respond to the current health threat, the spread of COVID-19, in the same manner.

I ask that everyone follow the measures suggested by medical professionals for prevention, which are: If you are sick, don't go to work; Make sure you wash your hands regularly and for at least 20 seconds; Avoid touching your face; and Disinfect frequently used items and surfaces as much as possible.

According to Health Department Officials, random routine testing is not being done at this time, but could be in the future. Currently testing is being done for people exhibiting symptoms based on CDC criteria and your doctor's judgement.

As developments progress, we will continue to communicate with you as needed. We hope and pray that you and your families will move through this troubled time as smoothly as possible.

We have always functioned as a strong county during tough times. I am equally confident that we will come through this latest challenge as a strong county.

All our county elected officials are working together to deal with the Coronavirus. We felt it best to put out an update on how each office is handling issues related to COVID-19. Those elected officials are County Mayor Randy Porter, Sheriff Eddie Farris, Road Supervisor Randy Jones, Assessor of Property Steve Pierce, Circuit Court Clerk Jennifer Wilkerson, County Clerk Wayne Nabors, Clerk and Master Linda Reeder, Register of Deeds Harold Burris and Election Commission Administrator Debbie Steidl.

The courthouse will be open but only open to the public by appointment only. We urge you to call us or email us instead of visiting the office when possible.

Mayor's Office: I have ask all departments to limit travel to only essential meetings and to do conference calls instead. Our maintenance department has added additional cleaning measures and disinfecting to all county offices. We encourage everyone to call or email rather than visiting the office if possible.

931-526-2161

rporter@putnamcountytn.gov

Assessor of Property - We encourage all property owners or anyone with questions or comments regarding their property or property values to contact the Putnam County Assessor of Property in any of the following ways rather than walk-in:

Mailing Address:

Putnam County Assessor of Property

300 East Spring Street, Room 1

Cookeville, TN 38501

Phone: [931-528-8428](tel:931-528-8428)

Email: steve.pierce@putnamcountytn.gov

If you need to drop off Personal Property schedules or any other documents, please send them by mail to our office address. We also encourage all Greenbelt applications to be mailed, completed, signed and accompanied with a \$12.00 check made out to the Putnam County Register of Deeds for the recording fee.

Circuit Court Clerk – Due to the order of the Tennessee Supreme Court, IN PERSON COURT PROCEEDINGS AND HEARINGS have been temporarily suspended (with some exceptions) through March 31, 2020. If you have a case scheduled to be heard during this time, please contact your attorney for a new court date. Customers who need to pay tickets / fees on a case, credit or debit card payments can be made at www.putnamcountytn.gov/circuit-court-clerk or by calling 1-866-658-0845. Passport applications will not be accepted or processed until after March 31, 2020. Please call or email us with any questions you have.

Phone: [931-528-1508](tel:931-528-1508)

Email: jennifer.wilkerson@putnamcountytn.gov

Clerk and Master - Court has been canceled through March 31st per order of the Supreme Court. If you need to pay delinquent property taxes, court costs, etc. you may pay them over the phone with a credit card. If you need a rescheduled court date please call the office and we will contact the Chancellor about rescheduling.

Phone: [931-526-6321](tel:931-526-6321)

Email: linda.reeder@tncourts.gov

County Clerk – Building is open by appointment only. The drive-thru is open until 4 pm Monday-Thursday and until 5:30 on Friday. On-line renewals will continue as always to be available as well as the ability for motorists to mail their renewals in for processing. All dealer transactions and financial institution transactions will be coordinated by telephone.

Phone: [931-526-7106](tel:931-526-7106)

Election Commission Office – Building doors are locked. Please call us or ring the doorbell for assistance. Registration for voting can be done on line at govotetn.com

Phone: [931-526-2566](tel:931-526-2566)

911 Center: will not be accepting visitors, if you need a new address, please call 931-646-4357

Parks and Recreation: Sports complexes and Community Centers are closed to further notice. The Cookeville Community Center which houses our distribution center for tornado survivors remains open from 9:00am to 6:00pm.

Putnam County Library is closed but staff will be working. Call them if you have needs.

Register of Deeds - We are trying to limit visits to the office at this time. If you need a copy of a document; we can mail, fax or email that document to you. You can also go to www.ustitlesearch.com and search our records. If you need to record a document; we ask if you can, please mail the document to us with a self-addressed envelope along with a check and we will record the document and then return the document in the mail.

Mailing Address:

Register of Deeds

PO BOX 487

Cookeville, TN 38503

Phone: [931-526-7101](tel:931-526-7101)

Fax: [931-526-7120](tel:931-526-7120)

Email: harold.burris@vcourthouse.com

Road Department If you have questions for the Road Department, please call or email instead of visiting their office.

Phone: [931-526-4864](tel:931-526-4864)

Email: pcroadsupt@putnamcountyttn.gov

Sheriff's Office – Based on federal and state guidance, visitation has been suspended and all volunteer programs and other outside facility programs are suspended. Please check the Putnam County - TN - Sheriff's Department Facebook page for regular updates.

Trustee - Tax payments can be made in the drop box outside the Trustees Office, online at <https://secure.tennesseetrustee.org/> or by mail. If you have questions please call our office.

Phone: [931-526-8845](tel:931-526-8845)