

Shelby City Hall

43 W. Main St. • Shelby, Ohio 44875
419-347-5131 • FAX 419-347-1193



STEVEN L. SCHAG, Mayor
GORDON M. EYSTER, Director of Law
BRIAN A. CRUM, Director of Finance

PROCLAMATION OF THE MAYOR EMERGENCY DECLARATION

WHEREAS, President Trump has declared a National State of Emergency to limit the spread of the COVID-19 virus; and

WHEREAS, Governor DeWine has also declared a State of Emergency for the State of Ohio to limit the spread of the COVID-19 virus,

Be it therefore proclaimed and declared by Mayor Steven L. Schag, pursuant to Shelby Codified Ordinance 230.02, that a State of Emergency exists within the City of Shelby. Furthermore, in light of this State of Emergency, I, as Mayor of the City of Shelby in order to protect the health, safety and the residents of the city, do hereby issue the following orders:


1. All Citizens are requested to obey and comply with any orders of the Governor of the State of Ohio; The Federal, Ohio, and Richland County Emergency Management Agencies; the State of Ohio and City of Shelby Departments of Health, and the emergency orders contained herein.
2. The City of Shelby Police Department remains open, fully staffed and will continue to respond to emergencies. Should you need to speak with a police officer or make a report that cannot be completed over the phone, please call 419-347-2242 to schedule an appointment. You may appear at the window located in the front entrance of the Justice Center. Visitation from the general public to jail inmates shall be done by video only. Attorneys and clergy should contact the police department if they need to speak to an inmate using an alternate method of contact.
3. The Shelby Fire Department is closed to the general public. Only full-time fire personnel are permitted in the station. In case of an emergency, call 911. Should you need any other assistance, please call 419-342-3166.
4. Access to clean water, sanitary sewer, and electrical service is critical to our fundamental strategies to protect public health during this crisis. Therefore, effective immediately, the City of Shelby shall no longer shut off water and electrical services as a result of payment delinquency. Citizens shall continue to make their payments either online, through the Utility Office drive-through window, or in the drop box. Effective Thursday, March 19, 2020, the Utility Office lobby will be closed to the general public.
5. City Hall will remain open. However, citizens should refrain from coming to City Hall unless absolutely necessary. Citizens are encouraged to conduct business via mail, email or phone.
6. The Shelby City Income Tax Department will remain open at this time. Residents are encouraged to mail their required forms to the Shelby Income Tax Department at 43 West

Main Street, Shelby, OH 44875. Federal guidelines will be followed concerning filing deadline. Please call 419-342-5885 if you have any questions.

7. Unless an emergency, all out of town City employee work-related travel shall be suspended indefinitely, unless approved by the Mayor or by court order.
8. All City employees shall suspend any non-essential purchases.
9. City parks shall remain open to the public. However, citizens are urged to follow the Governor's guidelines on large group gatherings. All park bathrooms are to remain closed.
10. The Monday, March 23, 2020, Shelby City Council meeting will be open to the public. However, the audience will be limited to 10 people. All future Shelby City Council meetings will be closed to the public. Citizens will have access to the meeting via live stream on the City of Shelby website, www.shelbycity.oh.gov. Citizens are encouraged to submit any public comment via phone, email, or delivered to Shelby City Hall by 3:00 P.M. the day of the meeting.
11. Unless declared an emergency, all council committees and city commission meetings are suspended. Any emergency meetings will be closed to the public. Emergency meetings will be live-streamed on the city's website. Citizens are encouraged to submit any public comment via phone, email, or delivered to Shelby City Hall.
12. The Shelby Taxi Service is suspended.

All orders of this Declaration of Emergency shall remain in full and effect until terminated or otherwise modified.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Seal of the City of Shelby to be affixed on this 19th day of March, 2020.



Steven L. Schag

Steven L. Schag
Mayor of the City of Shelby, Ohio