

1 **251-032018**

2

3 **ORDINANCE: Adopt Section 3.16 of the General Code of Winnebago County: Establish a One -**
4 **Hour Cutoff Time Period Prior to the End of Each Business Day for Filing and**
5 **Recording Real Estate Documents in the Register of Deeds Office**

6

7 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8

9 **WHEREAS**, after real estate documents are submitted to the Register of Deeds Office for Recording or filing,
10 a number of preparation and auditing steps must be completed before the documents can be recorded or filed in their
11 final form; and

12

13 **WHEREAS**, these preparation/auditing steps must be completed prior to the end of the business day on
14 which the documents were filed; and

15

16 **WHEREAS**, during a normal day, completing these steps may take as long as an hour to perform; and

17

18 **WHEREAS**, these steps are somewhat similar to steps banks must complete by the end of the day for the
19 preparation of balance sheets; and

20

21 **WHEREAS**, § 59.20(2)(c), Wis Stats, allows the county board of a supervisors of a county to establish
22 regular business hours for completing various activities; and

23

24 **WHEREAS**, it is the recommendation of the Winnebago County Register of Deeds and the Judiciary and
25 Public Safety Committee of the Winnebago County Board that County Board of Supervisors should establish a cutoff
26 time of 3:30 p.m. for accepting real estate documents for recording or filing on each business day; and

27

28 **WHEREAS**, the Register of Deeds Office would continue to remain open until 4:30 p.m. on each business
29 day, but would not accept any real estate documents for filing ore recording after 3:30 p.m. pursuant to such
30 recommendation.

31

32 **NOW, THEREFORE, BE IT ORDAINED** by the Winnebago County Board of Supervisors as follows: Adopt
33 Section 3.16 of the General Code of Winnebago County to read as follows:

34

35 **3.16 ESTABLISH A TIME PERIOD FOR ACCEPTING LEGAL DOCUMENTS IN THE REGISTER OF**
36 **DEEDS OFFICE**

37

38 (1) This Ordinance is created pursuant to that authority provided under § 59.20(3), Wis Stats.

39 (2) During normal business day hours (8:00 a.m. – 4:30 p.m.), the Winnebago County Register of Deeds

40 Office shall accept real estate documents for recording and filing between the hours of 8:00 a.m. and 3:30 p.m. No

41 real estate documents shall be accepted for recording and/or filing after 3:30 p.m. on each normal business day. The

42 Register of Deeds Office shall remain open until 4:30 p.m. on each normal business day for other purposes.

43 (3) This Ordinance shall become effective April 15, 2018.

44

Respectfully submitted by:

JUDICIARY AND PUBLIC SAFETY COMMITTEE

Committee Vote: **5-0**

Vote Required for Passage: **Majority of Those Present**

Approved by the Winnebago County Executive this _____ day of _____, 2018.

Mark L Harris
Winnebago County Executive