

ORDINANCE NO. 183

**ORDINANCE ESTABLISHING CUTOFF TIME FOR FILING AND RECORDING DOCUMENTS IN THE REGISTER OF DEEDS OFFICE**

PEPIN COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION I. AUTHORITY AND PURPOSE.** The Pepin County Administrative Committee has reviewed at the request of the Register of Deeds, and supports instituting, pursuant to the authority set forth in Wisconsin Statute 59.20(3)(c), a cutoff reception time for the filing and recording of documents with the Office of the Register of Deeds in order to assure the complete processing, recording and indexing of documents to conform to the day of reception.

**SECTION II. CUT-OFF TIME FOR FILING AND RECORDING DOCUMENTS.** This will allow the Register of Deeds Office sufficient time in which to complete processing, recording and indexing of documents on the same day they are received. The Register of Deeds Office must receive a document no later than 3:30 p.m., Monday through Friday, excluding legal holidays. Documents shall be accepted up until the end of the business day but processed the next business day if received after the cutoff time. For all other purposes, the office shall remain open to the public during normal business hours.

**SECTION III. EFFECTIVE DATE.**

This ordinance shall take effect upon passage and publication as provided by law.

Enacted by the Pepin County Board of Supervisors this 15<sup>th</sup> day of August 2018

Enacted on: August 15, 2018

OFFERED BY THE ADMINISTRATIVE COMMITTEE:

Published on: August 23, 2018

/s/ Steven L. Anderson  
Administrative Committee Chair

ATTEST:

/s/ Audrey Bauer  
County Clerk

COUNTERSIGNED:

/s/ Steven L. Anderson  
Pepin County Board of Supervisors Chair