

Ordinance No 10-18
 Ordinance Establishing Cut-Off Times for
 Filing and Recording Documents in the Register of Deeds Office

TO THE HONORABLE BOARD OF SUPERVISORS OF THE COUNTY OF POLK, WISCONSIN:
 Ladies and Gentlemen:

The Board of Supervisors of Polk County does ordain as follows:

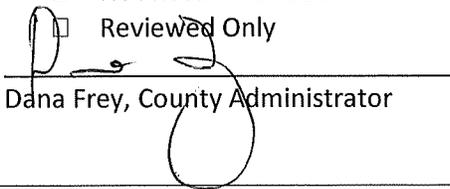
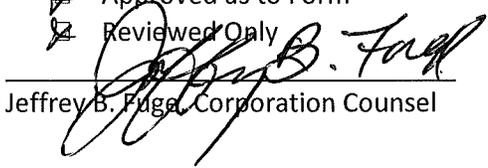
SECTION I - AUTHORITY. This ordinance is adopted pursuant to the authority of Wisconsin Statutes Sec. 59.20(3).

SECTION II – PURPOSE. The purpose of this ordinance is to provide the Register of Deeds office sufficient time in which to complete the processing of documents filed for recording on the same day they are received by setting cut off times for receipt of documents. Documents shall be accepted up to the end of the business day, but may be processed the next business day if received after the cut-off time.

SECTION III – TIMES FOR FILING AND RECORDING DOCUMENTS. In order to assure the complete processing of documents on the same day they are received, the Register of Deeds must receive a document no later than 3:00 pm. Additional cut-off times are 2:30 pm on the last working day of the month, and 1:00 pm on the last working day of the year. Documents received after the cut-off times may be processed on the next official business day. For all other purposes, the office shall remain open to the public until 4:30 pm on all official business days.

SECTION IV – REPEAL OF CONFLICTING ORDINANCES. Prior ordinances and resolutions are repealed to the extent that they conflict with this ordinance.

SECTION V – EFFECTIVE DATE. This ordinance is effective the day after passage and publication as provided by law.

Funding Source/ Funding Amount:	None/Not Applicable
Effective Date:	Upon Passage and Publication
Dated Submitted To County Board	First Reading: February 20, 2018
Submitted on Recommendation By:	_____
Review By County Administrator: <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only  Dana Frey, County Administrator	Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input checked="" type="checkbox"/> Reviewed Only  Jeffrey B. Fuga, Corporation Counsel
Acknowledgement of County Board Action	

At its regular business meeting on the 20 of March, 2018, the Polk County Board of Supervisors enacted Ordinance No. 10-18: Ordinance Establishing Cut-Off Times for Filing and Recording Documents in the Register of Deeds Office, as follows:

- Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Enacted by unanimous vote.

SIGNED BY:

Dean Johansen

Dean Johansen, County Board Chairperson

Attest: Sharon E. Jorgenson

Sharon Jorgenson, County Clerk

Certification of Publication

Ordinance No. 10-18: Ordinance Establishing Cut-Off Times for Filing and Recording Documents in the Register of Deeds Office was published in the Inter-County Leader on the 21st day of April, 2018.

Sharon Jorgenson Dated: 3-23-18

Sharon Jorgenson, County Clerk

CERTIFIED COPY OF POLK COUNTY ORDINANCE

STATE OF WISCONSIN

COUNTY OF POLK

I, Sharon E. Jorgenson, Polk County Clerk due hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of the Polk County Ordinance No. 10-18: Ordinance Establishing Cut-off Times for Filing and Recording Documents in the Register of Deeds Office, as adopted by the Polk County Board of Supervisors on the 20 day of March, 2018.

A handwritten signature in cursive script that reads "Sharon E. Jorgenson" followed by the date "3/20/18".

Sharon E. Jorgenson, Polk County Clerk

Date