

# ORDINANCE

Ordinance No. 004-2019-108

## AN ORDINANCE ESTABLISHING CUT-OFF TIME FOR FILING AND RECORDING DOCUMENTS IN THE REGISTER OF DEEDS OFFICE

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

### SECTION I – AUTHORITY

This ordinance is adopted pursuant to the authority of Wisconsin Statutes Sec. 59.20(3)(c).

### SECTION II – PURPOSE

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

### SECTION III – CUT-OFF TIME 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 office must receive a document no later than 3:30 p.m. Documents received after the cut-off time shall be processed on the next official business day. For all other purposes, the office shall remain open to the public during general business hours.

### 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Prior ordinances and resolutions are repealed to the extent that they conflict with this ordinance.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.

Dated the City of Ashland, Wisconsin this 18<sup>th</sup> day of April, 2019.

Signed:

Rob Brun

Kathy S. Schutte

Richard Pupall

Bill Williams

Mark

Ella Terzgul

Chris

Danya

William K. Metzger

Clarence Campbell

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Carl

Rick Hoyer

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This Document is a full, true and correct copy of the original on file and of record in my office and has been compared by me.

Attest May 2, 2019  
Sharron Schutte

Publication Date: May 1, 2019