CHAPTER 56
COUNTY OPERATIONS

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56.01 ADMINISTRATION BUILDING AND COURTHOUSE REGULAR OFFICE HOURS. The offices located in the Administration Building and the Courthouse and its Annex shall be open for business to the general public from 8:00 a.m. to 5:00 p.m. Monday through Friday except on those legal holidays recognized by the County through its applicable labor agreements. Notwithstanding the foregoing, pursuant to Wis. Stat. § 59.20(3), the cut-off reception time for the filing and recording of documents in the Office of the Register of Deeds shall be 4:30 p.m. in order to complete the processing, recording, and indexing to conform to the day of reception. For all other purposes, the Register of Deeds' Office shall remain open to the public until 5:00 p.m.

56.02 OFFICE HOURS FOR OTHER COUNTY OFFICES. All County offices which are not located in the Administration Building and the Courthouse or its Annex shall continue to be open during the hours that are presently in effect, subject however to the other provisions of this Chapter. Notice of such hours shall be posted on the entryway doors of the facility in which such offices are located and shall be published to the public from time to time in such manner as the involved Liaison Committee deems appropriate to give adequate notice to the general public.

56.03 VARIANCE FROM SET HOURS. Any office that desires to vary its office hours from those set forth above shall first obtain the consent of its Liaison Committee and then the approval of the Executive Committee, and any such variance shall be reported to the County Board and posted at the office's entrance and shall periodically be published to inform the public.

56.04 IMPLEMENTATION. All elected officials and Department Heads shall staff their offices so that members of the public may obtain the full services of the office during its regular office hours to the extent that such implementation can be practically and equitably carried out, giving consideration to the operational needs of the governmental services being provided.

56.05 EMERGENCY CONDITIONS. In the event of unusual conditions, Acts of God, lack of staff, or other emergencies beyond the control of the person in charge which result in the office being closed during scheduled office hours, the involved Department Head or elected official shall make alternate arrangements to provide the services of the office. Notice of such action shall be given to the general public and to the Chairperson of the Liaison Committee for such Department as soon as it is reasonably practical to do so.

56.06 COPIES OF PUBLIC RECORDS. When an officer or employee of a Sheboygan County Department is requested to make photocopies by another such Sheboygan County officer or employee and such copies are for carrying out the duties of the County officer or employee, such copies shall be made without charge, except that the above direction shall not include copying services where the copying requires a substantial number of copies for which there will be more than nominal labor costs involved.

56.07 *Reserved.*

56.08 LOCATION OF COUNTY OFFICES. The County Administrator is charged with and directed to arrange that the real property listing staff and functions be relocated to the Office of the County Treasurer; that the Land and Water Conservation Department offices be co located with the Planning Department offices in the County Administration Building and that the Health and

Human Services staff and functions currently operating out of rented space in the former Baxter Building be relocated to the County Agricultural Office Building.

56.09 USE OF PARCEL IDENTIFICATION.

(1) A parcel identification number system shall be developed and used in the tax roll for taxes based on the value of property and shall be assigned to each parcel in Sheboygan County.

(2) Pursuant to the authority granted by Wis. Stat. § 59.43(7)(6), for administrative purposes only, any conveyance as defined in Wis. Stat. § 706.01(4) of any interest in real estate located in Sheboygan County shall contain reference to the eleven- (11-) digit parcel identification number of the parcel affected.

(3) If the conveyance is of a newly-created parcel for which a parcel identification number has not yet been assigned, reference shall be made to the parcel identification number of the parcel from which the new parcel was created.

(4) The Register of Deeds shall not accept for recording any conveyance of any interest in real estate which does not contain the parcel identification number.

56.10 TAX LISTING DUTIES. As authorized by Wis. Stat. § 59.03, the County Treasurer's Office shall be responsible for undertaking the real property lister duties as set forth in Wis. Stat. § 70.09.

56.11 USE OF COUNTY BUILDINGS AND PROPERTY. County buildings and property are intended for use by County government. No County official or employee shall use or permit the use of County buildings or property for personal convenience or profit or by third parties except to the extent such third party use is determined to be ancillary in purpose to County government and approved by the Property Committee or the County Administrator.

History: Ord. 10 (2008/09); Ord. 14 (2010/11); Ord. 10 (2011/12); Ord. 4 (2013/14); Ord 9 (2014/15)