

**SHEBOYGAN COUNTY ORDINANCE NO. 03 (2017/18)**

Re: **Amending County Operational Provisions Relating to Office Hours**

**WHEREAS**, Section 56.01 of the County Code establishes the County policy for when County offices are open to the public, and

**WHEREAS**, one of the provisions relating to holidays is no longer applicable as a consequence of changes to Wisconsin collective bargaining laws, and

**WHEREAS**, it is appropriate to amend the Code to conform to current County practice;

**NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Amending Operational Provisions Relating to Office Hours.**  
Section 56.01 of the Sheboygan County Code of Ordinances is hereby amended as follows (additions indicated by redlining, deletions by strikeouts):

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~~ or as established by the Human Resources Committee and incorporated into the Sheboygan County Human Resources Policy Manual. 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.

Section 2. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 18th day of July, 2017.

**HUMAN RESOURCES COMMITTEE**

Edward J. Procek  
Edward J. Procek, Chairperson

Keith Abler  
Keith Abler, Vice-Chairperson

Charles W. Conrardy  
Charles W. Conrardy, Secretary

Fran Damp  
Fran Damp

Roger Te Stroete  
Roger Te Stroete

Opposed to Introduction:

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