

CHAPTER 3

COUNTY ADMINISTRATION

3.01 EMERGENCY MEDICAL SERVICE COUNCIL (Res. #53-78; 7/28/78)

Chapter 3.01, Emergency Medical Service Council is rescinded in its entirety, as determined by the Emergency Services Committee.

3.02 NICOLET FEDERATED LIBRARY SYSTEM

The Door County Board of Supervisors approves an agreement with the Nicolet Federated Library System on file in the office of the County Clerk. (Res. #54-75; 9/18/75) (Res. #19-91; 4/16/91)

3.03 CONSOLIDATED LIBRARY SYSTEM AND BOARD

- A. Creation. The Door County Board of Supervisors establishes a consolidated library system and board as provided by Wisconsin Statutes §43.57(1) and the requirement of the Nicolet Federated Library System.
- B. Powers. The consolidated library board shall have all of those powers conferred upon library boards in Wis. Stats. Chapter 43 and other related statutes.
- C. Membership. The consolidated library board will consist of seven (7) members appointed by the Chairman of the County Board. The initial terms of three (3) members will be for 2 years, that the initial terms for two (2) members will be for 3 years, and that the initial term of two (2) members will be for 4 years. One (1) member will be a school administrator or their designee from Door County, two (2) members will be from the Door County Board, one from Northern Door County and one from Southern Door County, two (2) members will be from Sturgeon Bay City Council, and two (2) members will be at large, one from Northern Door County and one from Southern Door County.
- D. Intergovernmental Agreements. There are seven (7) "branch" libraries which are consolidated with the Sturgeon Bay library. Separate agreements have been entered into between the County of Door and the towns and villages where branch libraries are located, regarding the assumption of expenses for each branch. (Res. 120-90, 12/20/90)
- E. Ownership. It is understood and agreed that the ownership of the Door County Library building in Sturgeon Bay shall be a joint ownership between the City of Sturgeon Bay and the County of Door, and that each municipality owns an undivided one-half in the building and property.
- F. Operation. It is understood that the costs of maintenance, including janitors' expenses, insurance and anything relating to the maintenance of the building and contents shall be divided equally between the municipalities. It is understood that all other expenses of operation, including salaries of the librarians, the purchase of books, and other expenses not related to maintenance shall be borne by Door County alone. (Res. #71-73, 12/18/73 (Res. 30-73, 6/19/73) (Res. 50-73, 8/14/73) (Res. 120-90, 12/20/90).

3.04 DANKOLER MUSEUM AUXILIARY BOARD

The Dankoler Museum Auxiliary Board be and the same is hereby created and organized, comprising three citizens of Door County, to administer the trust funds bequeathed to the Door County Museum by the will of the late Harry E. Dankoler.

The board shall be a perpetual entity, the original personnel of same to be named by Herbert W. Johnson, and in the event of a future vacancy on such board, the remaining two members may fill such vacancy; and in the event of two vacancies, the remaining member and the County Judge for Door County may by appointment fill such vacancies, and in the event of three vacancies, the County Judge for Door County shall appoint the members of such board. (Res. #21.63, 5/13/63)

3.05 DOOR COUNTY NATURAL BEAUTY COUNCIL. (Res. #26.68, 7/16/68)

Chapter 3.05, Door County Natural Beauty Council, is rescinded in its entirety, since the Natural Beauty Council is no longer in existence.

3.06 WATER RESOURCES ADVISORY COMMITTEE (Res. #48-66, 9/20/66)

Chapter 3.06, Water Resources Advisory Committee, is rescinded in its entirety.

3.07 CORPORATION COUNSEL

There is hereby established a full time position of Corporation Counsel and a full time assistant Corporation Counsel. (Ord. #56-87; 10/27/87) (Res. #62-93; 9/28/93) (Res. 95-02; 9/30/02)

3.08 FAMILY COURT COMMISSIONER

The position of Family Court Commissioner for Door County is hereby established as a separate and distinct position from that of District Attorney. (Res. #68-74; 12/19/74)

3.09 SURVEYOR ABOLISHED

The elective office Surveyor of Door County is abolished, pursuant to Wisconsin Statutes, Section 59.12. (Res. #14-70; 5/19/70)

3.10 INDUSTRIAL DEVELOPMENT AGENCY

The Door County Board of Supervisors hereby creates the Door County Industrial Development Agency, such agency to be composed of the members of the County Board's Resource Planning Committee and two citizen members appointed by the Chairman of the Board with confirmation by the Board of Supervisors.

The Door County Industrial Development Agency is authorized to do those things necessary to help develop the resources of the county and of its component towns and municipalities. (Res. #175; 1961)

3.11 COUNTY LANDS, CORRECTING DESCRIPTIONS

The Committee on County Lands is authorized to institute or start legal proceedings in the name of Door County to clear or quiet title, or correct errors in tax descriptions in any or all county lands where such action is deemed necessary by the Property Committee on real estate now owned or acquired in the future by the County of Door. The costs of such proceedings shall be charged to and paid out of the assessment account of Door County. (Res. #52)

3.12 SALE OF TAX DELINQUENT REAL ESTATE

- (1) Applicable Statutes. The County shall comply with the provisions of Wis. Stats. §§ 75.35, 75.36 and 75.69 in the disposition of tax-deeded lands.
- (2) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except when the context clearly indicates a different meaning:
 - (a) **Beneficiary** shall have the meaning ascribed to such term in Wis. Stat. § 851.03.
 - (b) **Heir** means any person, including the surviving spouse, who is entitled under the statutes of intestate succession to an interest in property of a decedent. [See Wis. Stat. § 851.09].
 - (c) **Owner-Occupied, Single-Family Residence** means any single-family residential unit used by one family which owns the property as their permanent and primary residence and, upon request, is able to provide the County Treasurer with evidence establishing the satisfaction of these terms (e.g., a utility bill.) Nothing in the section shall modify the definition(s) of “single family”, “residence” or “owner-occupied” in any other section of the Door County Code.
 - (d) **Tax-deeded lands** shall have the meaning ascribed to such term in Wis. Stat. § 75.35(1).
- (3) Administration and Management of Tax-Deeded Lands.
 - (a) Pursuant to Wis. Stat. § 75.35(2)(d), the County Board of Supervisors hereby delegates to the County Treasurer the power to acquire, manage and sell tax-deeded lands including the power to determine which properties to acquire.
 - (b) The County Board of Supervisors recognizes that there may be properties where it is undesirable for the County to acquire the property through the process set forth in Wis. Stats. Chap. 75, and hereby delegates to the Treasurer the authority to make such determination. In October of each year, the Treasurer shall provide a report to the Finance Committee listing all properties the Treasurer has refused to foreclose upon with a reason for such refusal. If a property is not acquired for any reason that likely substantially affects the value of the property, the Treasurer may notify the appropriate assessor and request that the value of such property be reduced.
 - (c) Within 30 days of the County’s acquisition of a tax-deeded land, the Treasurer shall notify the former owner, by registered mail or certified mail sent to the former owner’s mailing address as found on the most recent tax bill, that the former owner may be entitled to a share of the proceeds of a future sale of the tax-deeded land.
 - (d) Within 150 days of the County’s acquisition of a tax-deeded land, the Treasurer shall determine the appraised value of the tax-deeded land. The appraisal may

be made by the Finance Committee or a certified appraiser as defined in Wis. Stat. § 458.01(7).

- (e) The following provisions in this subsection (e) relate to tax-deeded lands that are owner-occupied, single-family residences. This subsection (e) may, in the sole discretion of the Finance Committee, be applied to tax-deeded lands that are not owner-occupied, single-family residences.
 - i. Within 30 days of the County's acquisition of a tax-deeded land, the Treasurer shall provide notice to the former owner of the former owner's, the former owner's heirs or the former owner's beneficiaries right to repurchase the tax-deeded land. Such notice shall be mailed to the former owner's last known address as found on the most recent tax bill unless the former owner has provided an updated address to the Treasurer's Office.
 - ii. If a former owner of tax-deeded land, or such former owner's heir or beneficiary, notifies the Treasurer of an intent to repurchase the tax-deeded land within 90 days of the date the County acquired the tax-deeded land, the Treasurer shall order a title report from a title insurance company showing all liens of record against the tax-deeded land in existence on the day prior to the judgment of foreclosure in favor of the County, the cost of which shall be paid in advance by the person notifying the Treasurer of the intent to repurchase the tax-deeded land. If such notice of intent to repurchase the tax-deeded land is made by the former owner's heir or beneficiary, such heir or beneficiary shall also provide documentation establishing their qualification as an heir or beneficiary of the former owner at the time the notice of intent to repurchase the tax deeded land is given.
 - iii. If the former owner, or such former owner's heir or beneficiary, provides proof of satisfaction of all liens of record as established in the title report under subsection (e)(ii) within 30 days of the date of the title report, the County Clerk, on behalf of the County of Door, shall convey the tax-deeded land to the former owner, or such former owner's heir or beneficiary, by quit-claim deed provided the former owner, or such former owner's heir or beneficiary, has provided the County with funds necessary to satisfy all costs and expenses due the County as provided in Wis. Stat. § 75.35(3).
- (f) Unless a tax-deeded land is repurchased under subsection (e), within 240 days of the County's acquisition of a tax-deeded land (180 days for tax-deeded lands acquired on or after January 1, 2026) the Treasurer shall publish on the County's website and either (i) publish a class 1 notice or (ii) advertise on a multiple listing service the availability of a tax-deeded land for purchase and the appraised value of the tax-deeded land, as determined in subsection (d). The publications shall include information regarding the method of sale to be utilized.
- (g) The Treasurer is authorized to sell tax-deeded lands by open or closed bid or engage a licensed real estate broker or salesperson to assist in selling any tax-deeded land.
- (h) The Finance Committee may accept the bid most advantageous to the County, but at the first attempt to sell a tax-deeded land, every bid less than the appraised value of the tax-deeded land shall be rejected. Tax-deeded land previously advertised for sale may be sold for any amount determined by the

Finance Committee, but only after advertising the sale of such tax-deeded land by publication of a class 1 notice, under Wis. Stat. Chap. 985. No tax-deeded land may be sold for an amount that is less than the tax-deeded land's appraised value determined under subsection (d) unless the Finance Committee has reviewed and approved such a sale and no tax-deeded land may be sold for an amount that is less than the amount of the highest bid unless the Finance Committee prepares a written statement, available for public inspection, that explains the reasons for accepting a bid that is less than the highest bid. The Treasurer shall notify, by mail, the clerk of the municipality in which a tax-deeded land is located of the sale of a tax-deeded land at least three weeks prior to the time of the sale.

- (i) The Treasurer shall send to the former owner, or the former owner's heir or beneficiary, an IRS Form W-9 which former owner, heir, or beneficiary shall complete and return to the Treasurer. The Treasurer shall send to the former owner any proceeds to which the former owner is entitled under Wis. Stat. § 75.36(2m)(a) by certified mail to the former owner's last known address. If the payment to the former owner is returned to the County or otherwise not claimed by the former owner within one year following the date the proceeds were mailed, the payment shall be considered unclaimed funds and disposed of pursuant to Wis. Stat. § 59.66(2). Neither the former owner nor any person making a claim for any funds under this subsection (i) is entitled to interest on sums owed by the County hereunder.
- (j) Subsection (f), (g), (h) and (i) do not apply to the withdrawal and sale of county forest lands, nor to the sale or exchange of lands to or between the County and a municipality or the state.

(Ord. 2025-01; 5/27/25)

3.13 RENT SUBSIDY PROGRAM

The Door County Housing Authority is empowered to set up a rent subsidy program under Section 8 of the Housing and Community Development Act of 1974, and the Authority is empowered to make application through the Department of Housing and Urban Development of the federal government for federal funds with which to administer said program. (Res. #12-76; 4/22/76)

3.14 RECEIPTS AND DEPOSITS OF MONEY.

Every county officer and employee and every board, commission or other body that collects or receives monies on behalf of the County of Door shall pay all such monies into the County Treasury by Friday noon of the week within which such monies are received and in any event by noon of the last work day of the month, provided however, that any sum of \$500.00 or more shall be deposited by noon on the same day that it is received.

The Finance Committee is authorized to determine when Ordinance #27-85 is not applicable in a department and the Finance Committee shall have the authority to modify the requirements as stated in Ordinance #27-85, when it is deemed to be in the best interest of Door County. The Finance Committee shall set forth such authorization in writing. (Ord. #27-85; 9/26/85)

3.15 ABOLITION OF THE OFFICE OF CORONER AND ESTABLISHMENT OF A MEDICAL EXAMINER SYSTEM IN DOOR COUNTY.

The Door County Board of Supervisors, pursuant to Statute 59.34 (1) and Article VI (2) of the Wisconsin Constitution, does hereby ordain as follows:

Section 1: Abolition of office of Coroner and establishment of Medical Examiner system. The office of County Coroner is hereby abolished and the Medical Examiner System is hereby created for the County of Door.

Section 2:

- a) A Medical Examiner shall be appointed by Chairman of the County Board, in consultation with the District Attorney and Corporation Counsel, in December of each even numbered year and confirmed by a majority vote of the County Board, prior to taking office the first Monday in January of the year following.
- b) The Medical Examiner may appoint such number of assistants as he or she determines from time to time, subject to the approval of the Executive and Personnel Committee. Such assistants shall operate under the direction of the Medical Examiner and in his or her absence shall have the powers as set forth in Section 4 (a) following.

Section 3: Term of Office.

- a) The term of office of the Medical Examiner shall be two years and until a successor is appointed and qualified.

Section 4: Duties and Powers of the Medical Examiner.

- a) The Medical Examiner shall have the duties, powers and responsibilities as are set forth in section 59.34 (1), section 979.13, section 979.15, section 979.16, section 979.17, section 979.18, section 979.19, and section 979.20 of the Wisconsin Statutes and shall have the power to contract for professional services with Pathologists and other forensic experts.

Section 5: Qualifications of Medical Examiner.

- a) Any Medical Examiner appointed pursuant to this ordinance shall have a medical degree and shall be licensed to practice medicine in the State of Wisconsin.

Section 6: Compensation of Medical Examiner and Assistants

- a) Medical Examiner and his assistants shall be compensated for the performance of their official duties in a manner and in an amount fixed by the Door County Board of Supervisors, which shall be in lieu of any other compensation. The Medical Examiner and his assistants shall be reimbursed for any reasonable and out of pocket expenses incurred in discharge of their duties subject to such review of expenses by the Administrative Committee and approval by the Door County Board of Supervisors.

Section 7: Removal of Medical Examiner.

- a) The Medical Examiner may be removed from office for cause upon a 2/3 majority vote of the members-elect of the County Board.

Section 8: Vacancy In Office Of Medical Examiner.

- a) Whenever there is a vacancy in the office of medical examiner in the case of serious illness, death, resignation, or any other reason, a temporary medical examiner shall be appointed by the Chairman of the County Board to serve in the interim until a permanent medical examiner can be appointed, which appointment shall be approved at the next Door County Board of Supervisor's meeting.
- b) The temporary medical examiner shall be subject to all the provisions of this ordinance, as would the permanent medical examiner, except that the temporary medical examiner position may be held by a licensed doctor, physician's assistant, nurse, paramedic, or law enforcement officer.

Section 9: Effective Date.

- a) This ordinance shall be in full force and effect from and after its passage and publication. (Ord. #14-83; 5/19/83) (Ord. 1-97; 1/28/97)

3.16 ENFORCEMENT OF COLLECTION OF TAX LIENS.

From and after the 1st day of September, 1986 the County Board of Supervisors of the County of Door elects to adopt the provisions of Section 75.521, Wis. Stats, for the purpose of enforcing tax liens in the County of Door in the cases where the procedure by such section is applicable.

This ordinance shall be incorporated into and become Section 3.16 of the Door County Code.

This ordinance shall be in full force and effect from and after its passage and publication. (Ord. #50-86; 9/9/86)

3.17 ELECTING TO PROCEED UNDER SECTION 75.521, WIS. STATS., IN RELATION TO THE ENFORCEMENT OF COLLECTION OF TAX LIENS.

A. The Door County Treasurer may foreclose by In Rem action on tax delinquent properties within the County of Door. The Door County Treasurer may acquire, maintain, insure, manage, and sell such lands as may have come into Door County's possession by such In Rem Actions.

The Door County Treasurer is authorized to advertise by publication of a class 3 notice the sale of real estate acquired, for delinquent taxes, by Door County and may thereafter advertise in such manner as it seem proper. This action is authorized by Wisconsin Statutes, Sec. 75.35(2)(d).

B. The Finance Committee of the Door County Board of Supervisors is authorized to retain an appraiser to set values on real estates it will sell for delinquent taxes as well as engaging a licensed real estate broker(s) and salespeople to assist it in selling such lands and pay a commission for such service. The Finance Committee may accept bids most advantageous to Door County and for an amount equal to or above the appraised value of the property.

C. The sale of real estate acquired by Door County for delinquent taxes may be sold by the County Treasurer by land contract, quit claim deed, warranty deed or warranty deed with mortgage from vendee. This action is authorized by WI Stats. 75.35(2).

D. The Door County Treasurer may give preference to purchase, real estate obtained for delinquent taxes, to the former owner or to his/her heirs, who has lost his/her title through the delinquent tax collection enforcement procedure. This action is authorized by Wis. Stats. Sec. 75.35(2)(c) and 75.35 (3).

E. If the Door County Finance Committee agrees to sell to the former owner, all provisions of Wisconsin Statutes, §75.69 will not apply, except if the property has been dedicated to a public use or has been improved by the County subsequent to its acquisition. [The sale to the former owner must be sufficient to pay, out of the net proceeds as determined by Wisconsin Statutes §75.36(3), all special assessments and special charges to which the property is subject, including interest imposed under §74.47, or if the County settles in full with the taxing jurisdiction for special assessments, as defined in §75.36(1), to which the property is subject.]

The section in brackets will apply to delinquent taxes for tax years 1989 and forward along with the unbracketed language. The unbracketed language applies only to delinquent taxes for tax years 1988 and backward. (Ord. 5-93; 3/23/93)

This ordinance shall be in full force and effect from and after its passage and publication. (Ord. 18-89; 4/18/89) (Ord. 5-93; 3/23/93)

3.20 ADMINISTRATIVE COORDINATOR

Section 3.20 of the Door County Code titled "Administrative Coordinator" is hereby repealed. (Ord. #24-98; 8/25/98)

Previous Ordinances and Resolutions: (Ord. #41-86; 6/24/86) (Ord. #18-87; 4/21/87) (Ord. #33-88; 11/15/88) (Ord. #49-90; 12/20/90) (Ord. #36-92; 12/22/92) (Ord. #27-94; 12/27/94) (Ord. 35-96; 12/17/96) (Res. #102-88; 11/15/88) (Res. #112-90; 12/20/90) (Res. #106-92; 12/22/92) (Res. #84-94; 12/27/94) (Res. #89-96; 12/17/96)

3.21 COUNTY RESIDENCE OF EMPLOYEES

Section 1 - County Residency

Door County does not require its employees to reside within the boundaries of the County. However, employees are expected to be available as necessary to perform the required duties of his/her position. Failure to be available as needed to carry out the responsibilities of the position, will result in disciplinary action, which could result in suspension and/or termination.

Employees of various departments may be subject to statutory regulations and/or departmental work rules, which require availability on short notice or for emergency situations. Employees working in these positions may be required to be available within a certain length of time as a condition of employment.

EFFECTIVE DATE: The provisions of this Ordinance shall take effect on January 15, 1991. (Ord. #41-90; 11/12/90 - amending Ord. #28-84)

3.22 COUNTY SALES AND USE TAX

The Door County Board of Supervisors, pursuant to State Statute 77.70, does hereby ordain the imposition of a County Sales and Use Tax for the purpose of directly reducing the Property Tax Levy.

Effective April 1, 1988, a County Sales and Use Tax of one half (1/2) of one percent (1%) is hereby imposed as permitted by State law.

All such revenue from the County Sales and Use Tax shall be applied directly to the property tax bills as a property tax credit. Such credit shall be shown on all property tax bills. (Ord. #23-87; 11/10/87)

~~The County Sales Tax shall expire on December 31, 1992. (Ord. #28-89; 8/22/89)~~
(Ord. #13-91; 9/24/91)

All proceeds of County Sales Tax collections shall be placed in a separate, designated account and shall not be considered as an available resource for operating purposes. (Ord. #13-91; 9/24/91)

3.23 DESIGNATE DOOR COUNTY HUMANE SOCIETY TO PROVIDE A POUND FOR STRAYS RO UNWANTED DOGS

Door County hereby designates the City of Sturgeon Bay Dog Pound as its' dog pound under SS 174.09. The County of Door agrees to use the excess funds available from the dog licensing account for purposes of defraying the cost of using the City of Sturgeon Bay Dog Pound facilities. (Ord. #43-90; 11/12/90)

Section 174.046(1) Wisconsin Statutes empowers a county board to designate a humane society to provide a pound for strays or unwanted dogs in the county; and

The Door County Humane Society has requested such a designation and is willing, ready, and able to assume the associated responsibilities; and

Section 174.046(1) Wisconsin Statutes provides, in pertinent part, that ".a humane society...designated to provide a pound may receive payment from the dog license fund for expenses incurred in the collecting, caring for and disposing of dogs and may receive surplus from the dog license fund as provided in Section 174.09(2) Wisconsin Statutes.

The Door County Humane Society is hereby designated to provide a pound for strays or unwanted dogs in Door County.

The Door County Humane Society may receive payment from the dog license funds for necessary and reasonable expenses incurred in the collecting, caring for and disposing of dogs as provided in section 174.046(1) Wisconsin Statutes.

The Door County Humane Society may receive surplus funds from the dog license fund as set out in Section 174.09(2) Wisconsin Statutes.

This resolution supplants Resolution No. 1-92 and Resolution No. 104-97. (Res. 43-00; 06/29/00)

3.24 PERSONAL LIABILITY FOR DELINQUENT TAXES AND OTHER COSTS

- (1) This ordinance, designated as Section 3.24 of the Door County Code, is enacted under the authority granted by Sections 59.02, and 74.53, Wis. Stats..
- (2) This ordinance shall be applicable to the County of Door, State of Wisconsin.
- (3) From and after January 1, 1998, the County Board abrogates its duty to approve and notice each civil action to be commenced pursuant to Section 74.53 (1), Wis. Stats. to recover the amounts collectible under Section 74.53 (1)(a), Wis. Stats..
- (4) No action may be commenced under Section 74.53 (1) to recover the amounts collectible pursuant to Section 74.53 (1)(a), Wis. Stats. unless it is approved by the County Treasurer in consultation with the Corporation Counsel.
- (5) The provisions of and the procedures provided for in Section 74.53, Wis. Stats, to the extent that such do not conflict with those herein, shall be followed in any action commenced under Section 74.53, Wis. Stats..
- (6) Nothing contained in this ordinance nor any use made of the procedure provided herein shall prevent the use of other procedures provided for in other ordinances or statutes in the collection of taxes, assessments, charges, or costs.

This ordinance shall take effect January 1, 1998. (Ord. 35-97; 12/18/97)

3.25 OFFICE OF REGISTER OF DEEDS – REQUIREMENTS FOR RECORDED DOCUMENTS

(1) AUTHORITY

(a) This ordinance, designated as Section 3.25 of the Door County Code, is enacted under the authority granted by Sections 59.02, 59.03, 59.43 (7)(b), and 59.54 Wisconsin Statutes.

(2) DEFINITIONS

(a) "Document" means any written instrument (including but not limited to any deed, mortgage, map, plat or survey) pertaining to real estate.

(b) "Conveyance" means a transaction by which any interest in real estate is created, aliened, mortgaged, assigned or may be otherwise affected in law or in equity.

(c) "Recording" means the filing of an authentic official copy of a document with the Register of Deeds.

(3) JURISDICTION

(a) This ordinance shall be applicable to the County of Door, State of Wisconsin.

(4) FORMAL REQUISITES

(a) Any document involving the conveyance of real estate located in Door County that is submitted for recording to the Register of Deeds shall have the parcel identification number affected, or parcel identification numbers if multiple parcels are affected, plainly printed thereon.

(b) The Register of Deeds shall not accept for recording any such document that does not contain reference to the parcel identification number(s) affected.

(5) PURPOSE

(a) The parcel identification number is required for the recording of a conveyance for administrative purposes.

(b) The dominant aim is to ensure that the validity and effect of any document in the office of Register of Deeds is not lessened or impaired by the omission of any parcel identification number(s).

This Ordinance shall take effect on the day following the date of publication. (Ord. 17-98; 6/23/98)

(6) CUTOFF RECEPTION TIME FOR THE FILING AND RECORDING OF DOCUMENTS

(a) The Door County Board of Supervisors, pursuant to Section 59.20(3)(c) Wisconsin Statutes, hereby provides that the cutoff reception time for the filing and recording of documents be advanced by one hour (e.g., from 4:30 p.m. to 3:30 p.m.) in any official business day during which time the Register of Deeds Office is open to the public in order to complete the processing, recording and indexing to conform to the day of reception

(b) This Ordinance shall be in full force and effect from and after its enactment and publication by the Door County Board of Supervisors.

(Ord. 2005-30; 12/20/05)

3.26 CHARGES FOR WORTHLESS PAYMENT AND RETENTION OF OVERPAYMENTS OR WAIVER OF UNDERPAYMENTS

(1) AUTHORITY AND PURPOSE:

This ordinance is enacted pursuant to Sections 59.54 (24) & 20.905 Wisconsin Statutes (or as hereafter amended or revised). The purpose is to impose on and collect charges from any person who issues a worthless payment to a county office or agency and to permit a county office or agency to retain certain overpayments and waive certain underpayments.

(2) WORTHLESS PAYMENTS

- (a) If a personal check tendered to make any payment to Door County ("County") is not paid by the bank on which it is drawn, the person by whom the check has been tendered remains liable for the payment of the amount the check was tendered, all legal penalties, additions and a \$25.00 service charge.
- (b) If a demand for payment under a credit or debit card transaction is not paid, the person entering into the credit or debit card transaction shall remain liable for the amount agreed to be paid by credit or debit card, all legal penalties, additions and a \$25.00 service charge.
- (c) County offices or agencies are hereby authorized to refuse to accept a check, credit card, or debit card from any person who has an outstanding obligation to pay a service charge under this section.
- (d) If any license or permit has been granted upon any such check or any such credit or debit card transaction, the license or permit is subject to cancellation for the nonpayment of the check or failure to honor the demand for payment authorized by debit or credit card.
- (e) Imposition and collection of a charge hereunder from a person shall not preclude that person from being subject to any other civil or criminal proceeding or penalty authorized by law.

(3) OVERPAYMENT AND UNDERPAYMENT.

Unless otherwise provided by law, County offices or agencies may retain overpayments of fees, licenses and similar charges when the overpayment is two dollars (\$2.00) or less, unless such refund is requested in writing by the person who submitted the overpayment within fourteen (14) days of the date of payment. Underpayments of not more than two dollars (\$2.00) may be waived when the administrative cost of collection would exceed the amount of the underpayment.

This ordinance shall be effective upon enactment and publication.

(Ord. 2005-05; 02/22/05)