

# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

To: Derek Kalish, Richland County Clerk

Subject: MOU of Extra Duties — Response to Resolution No. 21-57

7-May-21

Clerk Kalish,

This Memorandum of Understanding (MOU) is in response to Resolution No.21-57 adopted by the Richland County Board in the April 20<sup>th</sup>, 2021 meeting.

**Scope and Term** — The term of this employment is intended to meet the following objectives and criteria:

1. Under RESOLUTION NO. 21 – 57 the additional salaries associated with the Richland County Clerk position were intended with the historic assignment of Administrative Coordinator additional duties. Because these duties were displaced with the change to the Administrator model of government, it has been proposed and adopted by the County Board to have these additional compensations removed from the Clerk position entering the 2025-2028 term.
2. With these additional compensations in place for the 2021-2024 term, the Richland County Board has proposed additional duties, both statutory and non-statutory, be established with a memorandum of understanding developed between the Administrator and incoming Clerk. Details of the extra duties assigned to the Clerk for the remainder of the 2021- 24 term are to be approved by the County Board with first review by the Finance & Personnel Committee.

**Duties, Authorities and Goals** — This memorandum of understanding establishes the following extra duties and authorities of the Clerk position for the remainder of the 2021-24 term.

3. The duties, responsibilities and authorities defined by the Financial Officer Job Description [Attached]
4. Assistance with Strategic Goals of Resolution No. 21-107:
  - III. Make resolutions and ordinance available and organized on the internet
  - VII. Develop finance and purchasing policy (increase admin authority on purchasing)
5. Begin preliminary assessment and planning for possible next generation finance and payroll system.

# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

**Legal Recognition** — This memorandum of understanding is an agreement containing additional duties, responsibilities and authorities which may not be statutory by Wisconsin Statute 59.23(2)(c). These extensions of duties beyond statutory are performed at the discretion of Clerk Derek Kalish and with his consent. If performance concerns arise as related to these extra duties which extend the beyond the scope of Wisconsin Statute 59.23(2)(c) it is recognized that they may not constitute “for cause” as defined through Wisconsin Statutes 17.001 and 17.09(1).

---

## Acknowledgement and Consent:

Derek Kalish: \_\_\_\_\_  
(Clerk)

Date \_\_\_\_\_

Marty Brewer: \_\_\_\_\_  
(Board Chair)

Date \_\_\_\_\_

Clinton Langreck: \_\_\_\_\_  
(Administrator)

Date \_\_\_\_\_

### Attachments:

1. Res. No 21-57 (Below)
2. Financial Officer – Job Description (Attached)

Clinton Langreck  
Richland County — Administrator

Cc: Marty Brewer, Richland County Board — Chair  
Shaun Murphey-Lopez, Finance and Personnel — Chair  
P-file

## **RESOLUTION NO. 21 - 57**

A Resolution Reducing the County Clerk Salary for the 2025-28 Term.

WHEREAS the County Board passed Resolution 20-44 in March of 2020 adopting the following salaries for the 2021-24 term:

### **County Clerk**

1. \$78,952.62 for 2021, that being a 2.5% increase over the 2020 salary of \$77,026.95;
2. \$80,926.44 for 2022, that being a 2.5% increase over the 2021 salary of \$78,952.62;
3. \$82,126.44 for 2023, that being a \$1,200 increase over the 2022 salary;
4. \$83,326.44 for 2024, that being a \$1,200 increase over the 2023 salary.

### **County Treasurer and Register of Deeds**

1. \$63,885.80 for 2021, that being a 2.5% increase over the 2020 salary of \$62,327.61;
2. \$65,482.95 for 2022, that being a 2.5% increase over the 2021 salary of \$63,885.80;
3. \$66,682.95 for 2023, that being a \$1,200 increase over the 2022 salary;
4. \$67,882.95 for 2024, that being a \$1,200 increase over the 2023 salary.

WHEREAS Wisconsin Statute 59.22 does not allow increases or decreases in salary for elective offices during a term but allows changes in later terms, and

WHEREAS a review of County Clerk salaries in 13 similar counties (with a population of 15,000 to 24,000 and/or neighbors) found that the average County Clerk salary for 2021 is \$64,246, with a range of \$54,621 - \$73,502, and

WHEREAS the decrease is appropriate because the County Clerk no longer carries out duties of the Administrative Coordinator, and

WHEREAS the additional ~\$15,000 in annual County Clerk salary for the remainder of the 2021-24 term may be allocated toward non-statutory duties and to fulfill certain strategic plan and administrative priorities adopted through Resolution 20-107,

NOW THEREFORE BE IT RESOLVED when elected official salaries are set for the 2025-28 term, the salary of the County Clerk shall be reduced to equal the salary of the Register of Deeds and Treasurer, and

BE IT FURTHER RESOLVED this reduction should not be interpreted as a reflection of the performance of the person holding the office of County Clerk, and

BE IT FURTHER RESOLVED that a memorandum of understanding be developed between the Administrator and incoming Clerk to detail the extra duties assigned to the Clerk for the remainder of the 2021- 24 term, and

BE IT FURTHER RESOLVED that this memorandum of understanding be approved by the County Board with first review by the Finance & Personnel Committee, and

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage and publication.