



Notice of Public Meeting

AGENDA

Committee:	Human Resources Committee
Date:	Wednesday, February 18, 2026
Time:	9:00 A.M.
Location:	3 rd Floor County Board Room, 407 S. 2 nd Street, Alma, WI 54610
Remote Access:	https://teams.microsoft.com/meet/26743996125187?p=gCvVLxQWVzXSDrZG0U

This meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be reviewed, discussed and acted upon at this meeting, but deviations from the order shown may occur:

1.	Review/Discussion/Action	Call to Order
2.	Review/Discussion/Action	Roll Call of Members
3.	Review/Discussion/Action	Public Comments Regarding Posted Agenda Items
4.	Review/Discussion/Action	Previous Meeting Minutes
5.	Review/Discussion/Action	A Resolution to Honor the Retirement of Rick Helwig
6.	Review/Discussion	Establish Elected Official Wages for Sheriff, Clerk of Court, and Coroner
7.	Review/Discussion	Highway Commissioner Vacancy
8.	Review/Discussion/Action	The Committee May Go into Closed Session to Address Buffalo County Voluntary PSLB/PTO Transfer of Hours Request. <i>The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(c) for the purpose of discussing employee PSLB/PTO compensation which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.</i>
9.	Review/Discussion/Action	The Committee May Enter into Open Session
10.	Review/Discussion/Action	Human Resources Manager Report
11.	Review/Discussion/Action	Committee Chair Report
12.	Review/Discussion/Action	County Administrator Report
13.	Review/Discussion/Action	Public Comments Unrelated to Agenda Items
14.	Review/Discussion/Action	Next Meeting Date and Time: March 18, 2026 @ 9:00 A.M.
15.	Review/Discussion/Action	Adjournment

Date: February 12, 2026

Steve Nelson, Chair

By: Lisa Schmitt, County Clerk

Board Members: If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodation for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodation to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, December 15, 2025

Mr. Steve Nelson called the meeting to order at 5:46 p.m.

Committee Members Present: Mr. Steve Nelson, Mr. Nathan Nelson, Ms. Carol McDonough, Ms. Mary Anne McMillan Urell and Mr. Michael Taylor.

Other Present for All or Part of the Meeting: Mr. Lee Engfer, Ms. Ana Rolbiecki, and Ms. Lisa Schmitt. Ms. Tina Anibas and Ms. Julie Vollmer attended virtually.

Public Comments Regarding Posted Agenda Items: None.

Previous Meeting Minutes: Ms. McMillan Urell made a motion to approve the previous meeting minutes, seconded by Mr. Taylor. Carried.

Review/Discussion/Action Regarding a Resolution to Honor the Retirement of Mary Hildebrand: Ms. Hildebrand has been with the Department of Health and Human Services for ten years and she is retiring at the end of December. Ms. McMillan Urell made a motion to approve the resolution recognizing Ms. Hildebrand's retirement, seconded by Ms. McDonough. Carried.

Review/Discussion/Action Regarding a Resolution to Honor the Retirement of Colin Severson: Mr. Severson will be retiring on January 9, 2026. He has a combined 34 years of part-time and full-time service with the Sheriff's Office. Ms. McDonough made a motion to approve the resolution recognizing Mr. Severson's retirement, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action Regarding a Resolution to Honor the Retirement of Denise Sylvester: Ms. Sylvester has been with Buffalo County for six years working as a Deputy in the Register in Probate/Judicial Office and the Clerk of Court Office. She will be retiring at the end of December. Ms. McMillan Urell made a motion to approve the resolution recognizing Ms. Sylvester's retirement, seconded by Mr. Taylor. Carried.

Review/Discussion/Action Regarding a Resolution to Increase the Buffalo County Per Call Rate for the Coroner and Deputy Coroners: Mr. Engfer explained that the per call rate has been at \$150 plus mileage for several years, and it is requested to raise this to \$175 per call, plus mileage. This increase was included in the 2026 budget and will be effective the first paycheck in January. Mr. Taylor made a motion to approve this resolution to increase the per call rate for the Coroner and Deputy Coroners, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action Regarding a Resolution to Ratify the Buffalo County Law Enforcement Officers' WPPA/LEER Bargaining Agreement: Mr. Engfer reported that there will be a side letter added to this agreement which will cover the situation of a Detective who may also have canine duties. This is being addressed before the Detective position becomes

available. Both sides agree with this and will be signing soon. Mr. Taylor made a motion to approve the Resolution to Ratify the Buffalo County Law Enforcement Officers' Bargaining Agreement, seconded by Ms. McDonough. Mr. Engfer added that the Sheriff is also in agreement with the side letter and explained the purpose of the side letter in more detail in response to a question presented for discussion. Motion carried.

Review/Discussion/Action Regarding Updates to the Child Support Specialist Job

Description: Ms. Rolbiecki explained that this is to revise and bring the job description current. It has been reviewed by Ms. Renchin and the main Child Support employee the County has a contract with. It also was approved by the DHHS Committee at their last meeting. Ms. McMillan Urell made a motion to approve the updated Child Support Specialist job description as presented, seconded by Mr. Taylor. Carried.

Review/Discussion/Action Regarding the 2026 Human Resources Committee Meeting

Dates: Tentative 2026 meeting dates were presented for review and approval. After the April election, and new committee members are appointed, the dates may be revised. Ms. McMillan Urell made a motion to accept the meeting dates as proposed, subject to any changes to be made after the April election, seconded by Ms. McDonough. Carried.

Human Resources Management Report: Ms. Rolbiecki reported that interviews are being held for the Deputy Register in Probate/Deputy Clerk of Court position and Child Support Specialist position. The GIS position is being recruited for again. There are two open Highway positions, as well as Emergency Dispatcher/Detention Officer positions to be filled.

Committee Chair Report: None.

County Administrator Report: Mr. Engfer will report to full County Board later this evening.

Public Comments Unrelated to Agenda Items: None.

Next Meeting Date and Time: The next regular meeting is scheduled for January 21, 2026, at 9 a.m.

Adjournment: Meeting adjourned at 6:02 p.m.

Respectfully Submitted,

Lisa Schmitt
County Clerk



Buffalo County Resolution

Drafted By:

Ana Rolbiecki

Presented Month/Year:

February 2026

County Department:

Administration

Involved Committees:

Human Resources

RESOLUTION # _____

A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF RICK HELWIG

WHEREAS, Mr. Rick Helwig will retire from his employment with Buffalo County on February 26th, 2026, and;

WHEREAS, Mr. Helwig has faithfully served the residents of Buffalo County as a full-time employee since February 1999, serving as a Heavy Equipment Operator with the Buffalo County Highway Department, and;

WHEREAS, the members of this Body wish to recognize and honor Mr. Helwig for his 27 years of service and extend best wishes in his retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thanks and commend Mr. Helwig for his service to the residents of Buffalo County and honors him with this well-deserved recognition.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2026.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

<u>Legal- Fiscal- Administrative Approvals:</u>
<u>Legal Note:</u> None
<u>Fiscal Impact:</u> None
Thomas Bilski, Corporation Counsel Date
Dennis Bork, Finance Comm. Chair Date
Lee Engfer, Administrative Coordinator Date