



Notice of Public Meeting

AGENDA

Committee:	Human Resources Committee
Date:	Wednesday, March 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/25330975682180?p=WFPAbpc3FjJqjAy6IR

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	Updated Highway Commissioner Job Description
6.	Review/Discussion/Action	A Resolution to Establish the Total Annual Compensation for Certain Elected Officials of Buffalo County for the 2027 through the 2030 Terms of Office
7.	Review/Discussion/Action	Human Resources Manager Report
8.	Review/Discussion/Action	Committee Chair Report
9.	Review/Discussion/Action	County Administrator Report
10.	Review/Discussion/Action	Public Comments Unrelated to Agenda Items
11.	Review/Discussion/Action	Next Meeting Date and Time: April 15, 2026, at 9:00 a.m.
12.	Review/Discussion/Action	Adjournment

Date: March 13, 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 4:00 p.m. Monday – Thursday and after 12:00 p.m. on Fridays.

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:

Wednesday, February 18, 2026

Mr. Steve Nelson called the meeting to order at 9:00 a.m.

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

Other Present for All or Part of the Meeting: Mr. Lee Engfer, Ms. Ana Rolbiecki, Sheriff Osmond, and Ms. Lisa Schmitt. Ms. Tina Anibas, Ms. Leslie Sendelbach, 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. Nathan Nelson. Carried.

Review/Discussion Regarding Establishing Elected Official Wages for Sheriff, Clerk of Court, and Coroner: Mr. Engfer explained that the same 20 counties used for the wage study for all employee groups were used for these elected officials to assure consistency and fairness. He explained the standards that were used to establish the proposed wages. The numbers being presented at this meeting are for review and discussion and approval will take place at the March meeting. The proposed amounts were based off 2026 wages and information is still coming in from other counties for 2027 to use for comparisons. Sheriff Osmond and Ms. Vollmer, Clerk of Court, both spoke to the committee regarding their positions and proposed wages. The proposals presented today would be an increase of 22.36% for the Sheriff and 15.8% for the Clerk of Court. The coroner wage was also discussed. They will all have an opportunity to speak at the next meeting as well.

Review/Discussion/Action Regarding a Resolution to Honor the Retirement of Rick Helwig: Mr. Helwig will be retiring next week. He has been with the Highway Department for 27 years. Mr. Nathan Nelson made a motion to approve the resolution recognizing Mr. Helwig's retirement, seconded by Ms. McDonough. Carried.

Review/Discussion Regarding Highway Commissioner Vacancy: The vacancy was posted yesterday, and the job description is being reviewed to make sure it is updated and accurate. There has already been one application received. A retired Pepin County Highway Commissioner is under contract on a part-time basis to assist with grants and a few other things.

Human Resources Management Report: Ms. Rolbiecki reported on staffing updates. We are short one deputy sheriff and there are also three EDDO vacancies in the Sheriff's Office. She informed the committee about advertising on Indeed and the associated costs. Other ideas to fill these vacancies were discussed. A new Economic Support Specialist will be starting in late April. A benefit advisory group is being set up with 'rank and file' employees currently on

one of the health insurance plans to review our health insurance and options for 2027. Our health insurance broker will be educating employees on insurance as well.

Committee Chair Report: At the Committee of the Board meeting, it was agreed to combine HR and Finance. Mr. Nelson explained that some of the decisions currently made by the committee can now be made by the County Administrator or Human Resources Manager and can be handled in a timely manner.

County Administrator Report: Mr. Engfer reported that Committee of the Board has met to review proposed changes to the Rules of Government. A proposal will come before County Board in March to combine HR and Finance into one committee. The wages proposed for the elected officials discussed earlier would place them in line with the same wage percentile as other employees even though the proposed percentages of increases for Sheriff and Clerk of Court are different amounts.

Public Comments Unrelated to Agenda Items: None.

Next Meeting Date and Time: The next regular meeting is scheduled for March 18, 2026, at 9:00 a.m.

Review/Discussion/Action Regarding the Committee May Go into Closed Session to Address Buffalo County Voluntary PSLB/PTO Transfer of Hours Request: Ms. McDonough made a motion to go into closed session at 9:54 a.m., seconded by Mr. Nathan Nelson. Roll call vote – Mr. Nathan Nelson – yes, Ms. McDonough – yes, Ms. McMillan Urell – yes, Mr. Steve Nelson – yes. Carried.

Review/Discussion/Action regarding the Committee Returning to Open Session: Ms. McMillan Urell made a motion to return to open session at 9:58 a.m., seconded by Mr. Nathan Nelson. Roll call vote – Mr. Steve Nelson – yes, Ms. McDonough – yes, Mr. Nathan Nelson – yes, Ms. McMillan Urell – yes. Carried.

Adjournment: Meeting adjourned at 10:02 a.m.

Respectfully Submitted,

Lisa Schmitt
County Clerk



POSITION DESCRIPTION

Position:	Highway Commissioner	Department:	Highway
Pay Grade:	20	FLSA Status:	Exempt
Direct Supervisor:	County Administrator	Publish Date:	February 2026

Purpose of Position:

The County Highway Commissioner is responsible for the overall leadership, administration, and operation of the Buffalo County Highway Department. This position plans, directs, and oversees County transportation systems and infrastructure; ensures compliance with applicable laws and regulations; manages financial and personnel resources; and represents the County's transportation interests while working collaboratively with the Highway Committee, County Board of Supervisors, municipalities, and external agencies.

This position is established pursuant to Wisconsin Statutes § 83.01 and serves as the administrative head of the County Highway Department.

Essential Duties and Responsibilities:

The following duties are typical for this position. To perform this job successfully, an individual must be able to perform each duty satisfactorily and in a timely manner. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Provides executive leadership and direction for all Highway Department operations, including construction, maintenance, engineering, and administrative functions.
- Directly supervises and evaluates senior management staff; establishes performance expectations; and ensures continuity of operations through succession planning and cross-training.
- Inspects and evaluates the County Highway system; identifies infrastructure needs; and develops, implements, and monitors short- and long-term transportation and capital improvement plans.
- Prepares, recommends, and administers the annual Highway Department budget; oversees fiscal management; monitors expenditures; and ensures compliance with County financial policies and accounting standards.
- Maintains current knowledge of federal, state, and local laws, regulations, and funding requirements related to transportation; ensures departmental compliance and implements changes as necessary.
- Serves as the primary liaison for transportation matters with the Highway Committee, County Board, municipalities, State and federal agencies, contractors, and the public.
- Responds to public inquiries and complaints; prepares reports and presentations; and provides technical expertise and guidance on transportation-related issues.
- Oversees recruitment, selection, training, evaluation, discipline, and termination of Highway Department employees in accordance with County policies and labor agreements.
- Develops and oversees employee safety programs, risk management practices, and training initiatives in coordination with the County Risk Manager.
- Prepares and administers requests for proposals (RFPs) and contracts for professional services; participates in interviews and selection processes.
- Serves as the County's authorized representative for transportation-related contracts, construction projects, and right-of-way and utility easement negotiations.
- Reviews and approves specifications, bids, and purchases for equipment, materials, and services.
- Administers access control ordinances, utility permits, and inventory and asset management programs, including PASER, WISHLR, Federal Aid Bridge, GASB 34, signage, and related systems.
- Coordinates bridge inspection, replacement, and improvement programs for the County and Town highway systems.

- Prepares resolutions, ordinances, and policy recommendations for Highway Committee and County Board consideration and presents information as requested.
- Attends and participates in meetings of County committees, municipal boards, professional associations, and intergovernmental organizations.
- Performs the duties of the Patrol Superintendent and General Foreman in their absence to ensure uninterrupted operations.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Duties:

- A High School Diploma or equivalent and a bachelor's degree preferably in Civil Engineering, Construction Management, Business Administration, or a closely related field is required. An equivalent combination of education, training, and/or experience that provides the necessary skills to successfully perform the position will be considered.
- Previous supervisory or management experience in transportation, public works, or construction operations is preferred.
- Valid Wisconsin driver's license is required and a Wisconsin Class B CDL or the ability to obtain within six (6) months of appointment is preferred.
- Advanced computer skills.
- Ability to provide first-line supervision; lead, train, counsel, and mediate staff; interpret and apply policies and procedures; and communicate effectively with internal staff, contractors, government officials, utility and railroad personnel, law enforcement, and the public.
- Ability to utilize and interpret a wide range of laws, regulations, reports, plans, manuals, and technical documents; analyze and classify data; and perform mathematical calculations including percentages, fractions, decimals, volumes, ratios, present values, spatial relationships, and basic descriptive statistics to support informed decision making.

Physical Demands:

The physical demands described herein are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties.

This position requires the ability to perform both office work and field inspections, including walking, standing, bending, climbing, and operating motor vehicles and standard office and communication equipment. Light to moderate physical effort may be required. The position requires near and far visual acuity for driving vehicles, inspecting road conditions, reading instructions, and completing records. Verbal communication and hearing ability are required to communicate effectively with staff and to recognize hazards in the work environment.

Work Environment:

Work is performed both indoors and outdoors in all types of weather, including rain, snow, extreme cold, and heat. The position may involve exposure to dust, odors, noise, vibrations, mechanical hazards, traffic, and potentially toxic agents. These conditions may cause discomfort and present a risk of injury. Appropriate personal protective equipment (PPE) is required and must be used as directed. Occasional travel within or outside the county may be required for meetings, trainings, or conferences.

Nothing in this position description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Employee Acknowledgement:

I have received, reviewed, and fully understand this position description. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document superseded all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my position description, from time to time. I understand that this does not constitute an employment agreement.

Employee Printed Name

Employee Signature

Date

Approved by Home Committee: 2/2026

Human Resources Committee: 2/2026



Buffalo County Resolution

Drafted By:
Lee Engfer

County Department:
Administration

Presented Month/Year:
March 2026

Involved Committees:
Human Resources, Finance

RESOLUTION # _____

A RESOLUTION TO ESTABLISH THE TOTAL ANNUAL COMPENSATION FOR CERTAIN ELECTED OFFICIALS OF BUFFALO COUNTY FOR THE 2027 THROUGH 2030 TERMS OF OFFICE

WHEREAS, pursuant to Wisconsin Statute §59.22(1)(a), the County Board must establish the total annual compensation for elected county officials before the earliest time for filing nomination papers for said offices;

WHEREAS, the Human Resources Committee and the Buffalo County Board of Supervisors desire to set the total annual compensation for county elected officials, separate and distinct from fringe benefits, which may be increased or decreased during an officer's term in accordance with applicable law; and,

WHEREAS, as part of Buffalo County's fringe benefit program, elected officials shall participate in the Wisconsin Retirement System (WRS) in accordance with Wisconsin law; and,

WHEREAS, county elected officials may elect to participate in the Buffalo County health insurance program under the same terms and conditions as those applied to non-represented managerial employees who are not law enforcement managerial employees or employees described under Wis. Stat. §111.70(1)(mm)2; and,

NOW, THEREFORE, BE IT RESOLVED that the Buffalo County Board of Supervisors hereby establishes the following total annual compensation for the listed elected county officials, effective on the first day of each term of office beginning after adoption of this resolution and applicable for the 2027–2030 terms, as required by Wis. Stat. §59.22(1):

	2027	2028	2029	2030
Clerk of Court	\$74,961.75	\$75,871.27	\$78,337.00	\$80,883.00
Coroner	\$6,600.00	\$6,815.00	\$7,036.00	\$7,265.00
Sheriff	\$101,271.00	\$104,562.00	\$107,960.00	\$111,469.00

BE IT FURTHER RESOLVED, that the officials listed herein shall participate in the Wisconsin Retirement System (WRS) in accordance with state law, and that Buffalo County shall pay only



Buffalo County Resolution

the employer share of required WRS contributions, acknowledging that contribution rates may change as mandated under Wisconsin law; and,

BE IT FURTHER RESOLVED, that the aforementioned elected officials may participate in the county health insurance program subject to the same terms, conditions, and future modifications applicable to non-represented managerial employees who are not law enforcement managerial employees or those described in Wis. Stat. §111.70(1)(mm)2.

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

Lisa Schmitt
County Clerk

ATTEST:

Dennis Bork
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Steven Nelson, Chair

Carol McDounough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

Finance Committee

Dennis Bork, Chair

William Bruegger

Brian Michaels

Steven Nelson

Max Weiss