

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, October 7, 2025  
Howard Male Conference Room

The Personnel Committee met on Tuesday, October 7, 2025, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Todd Britton  
John Kozlowski

OTHERS PRESENT: Jesse Osmer, County Administrator  
Commissioner Dan Ludlow  
Keri Bertrand, County Clerk  
Cindy Cebula, County Treasurer  
Jennifer Mathis, Human Resources Specialist  
Ryan Brege, Alpena County Road Commission Manager  
Kim Elkie, Emergency Management and E911 Director

CALL TO ORDER

Chair Fournier called the meeting to order at 12:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Moved by Commissioner Kozlowski and supported by Commissioner Britton to adopt the agenda as presented. Motion carried.

PUBLIC COMMENT

None.

AIRPORT SECRETARIAL POSITION

Airport Manager Mick Higgins is requesting a position change at the airport. Currently, there is a position for an Assistant Airport Manager, and he would like not to fill that position, but fill a secretarial position instead. This would allow for someone other than himself to come to the courthouse and handle money, invoices, process county documents, and handle financing. There is no need for an Assistant Manager at this time and it would be more beneficial to the airport to have the secretarial position. This would be full time at 40 hours per week with reduced wages over the Assistant Manager. The current secretarial position is contracted with Alpena Grounds Service, but they are not a county hire, so they can't handle any county transactions. Alpena Grounds Service would fill the vacancy with a maintenance person which would be more beneficial to the airfield. County Administrator Jesse Osmer reported the assistant position was in the budget beforehand and would only require changing assistant to the secretarial line. The salary budgeted for the position in 2026 is \$37,500 which is less than the Assistant Manager position.

Moved by Commissioner Britton and supported by Commissioner Fournier to approve the airport secretarial position as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.



**ACTION ITEM #1: The Committee recommends approval of the Airport Manager's request to not fill the Assistant Airport Manager position but fill a full-time secretarial position instead at 40 hours per work week with a base salary of \$35,000 as presented.**

#### ROAD COMMISSION PAY

Administrator Osmer presented discussion on the Road Commission members' pay and mileage. The Road Commission's expenses will go up slightly with the mileage by adding two members. With the addition of the two members directive was previously given by the board to take the existing amount of pay and divide it between five instead of three. For meetings members get \$300 per meeting which would go down to \$180 per meeting. The base salary for the three-member board is \$4,500, or \$375 a month. That would change to \$2,700 a year, or \$225 per month. Per diems would change slightly from \$30 to \$18 for a meeting less than three hours and from \$60 to \$36 for a meeting lasting longer than three hours. Discussion was made to keep the per diems at \$30 and \$60. Administrator Osmer will prepare a memo to submit to the full board for review and approval.

#### SICK TIME/PTO

Administrator Osmer reported earned sick time will return to the way it was in the past. Due to the lack of time the state gave to comply and come up with a policy our attorney said the new policy it was the best route to go, but after learning more, accrual can return to the normal way of earned sick time. The only changes will be tracking by payroll and HR, and that part-time employees would qualify to accrue sick time. Administrator Osmer will put together a memo for the full board.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to approve reverting back to the previous way of accruing earned sick time and include part-time employees to also qualify to accrue earned sick time as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to revert to the previous way of accruing earned sick time and include part-time employees to also qualify to accrue earned sick time as presented.**

#### BOARD MEMBER VACANCIES

In compliance with the new policy the board passed declaring anyone who misses at least three consecutive meetings without notice is considered to have vacated their seat there are three openings. Commissioner LaHaie will need to find a candidate for the Older Persons Committee and the Opioid Remediation Fund Steering Committee and Planning Commission vacancies have been noticed for applications and will come before the Personnel Committee in the future.

#### PAYROLL ADJUSTMENTS

Administrator Osmer presented a final memo on payroll adjustments.

Moved by Commissioner Britton and supported by Commissioner Kozlowski to recommend approval of the payroll adjustments as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.



**ACTION ITEM #3: The Committee recommends approval of the payroll adjustments as presented.**

**EMERGENCY MANAGEMENT CONTRACT**

Commissioner Kozlowski reported Presque Isle County has a board meeting on Thursday and we should know whether they approved the contract by our next full board meeting which is on Tuesday.

**EMPLOYEE SEPARATIONS**

Human Resources Specialist Jennifer Mathis reported the following employee separations:

1. Prosecutor's Office – Part time Victim Advocate

**CLOSED SESSION**

The Personnel Committee went into closed session at 12:19 p.m. for discussion on personnel matters and opened session at 12:49 p.m. All committee members present.

**ADJOURNMENT**

The meeting adjourned at 12:49 p.m.

  
Brenda Fournier, Chair

kvm