

MINUTES OF A WORKSHOP HELD ON MONDAY, MARCH 02, 2022, AT 5:00 P.M. IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Council members Brennan Dunlap, Vicki Gabelson, and Phyllis McWhorter.

TOWN EMPLOYEES PRESENT: Town Clerk Ashley Masselink, Assistant Treasurer Izabela Tysver, Maintenance employees Roger Chizek and John Laux, Police Officers Lanette Rosacker and Jeff Sanders.

Mayor Leif Johansson called the workshop to order at 5:03 p.m. to discuss the Town of Sinclair Guidelines for Employees and scheduling system.

At first, Mayor Johansson started with going through Chapter 3, Section 3.3 – “Paid Vacation and Annual Leave”, through Section 3.4 – “Paid Funeral Leave”, Section 3.5 – “Paid Civic Duty Leave”, Section 3.6 – “Paid Holiday Leave”, Section 3.7 – “Leave of Absence Other Than For Family Medical Leave”, Section 3.8 – “Leave of Absence Without Pay”, Section 3.8 – “Retirement Plan”, Section 3.9 – “Health Insurance”, Section 3.10 – “Worker’s Compensation”, Section 3.11 – “Unemployment Compensation”, Section 3.12 – “Lunch Hour and Rest Periods”, Section 3.13 – “Travel and Other Official Expenses”, as well as the Chapter 4, Section 4.5 – “Overtime Pay”.

The next part of the workshop was going over the scheduling system for Police Department.

Workshop adjourned at 7:14 p.m.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER