

CITY OF EAGLE LAKE
JUNE 1, 2021
SPECIAL CITY COUNCIL MEETING
12:00 P.M. CITY HALL, 705 PARKWAY AVENUE
AGENDA

City Council meetings are held the first Monday of every month at 6 p.m. All meetings are open to the public. If you wish to address the City Council in person, please contact City Hall at 507-257-3218 or email krausch@eaglelakemn.com or jbromeland@eaglelakemn.com. Written comments or questions for the City Council can be submitted via USPS, email, or dropped off at City Hall to be read at the meeting. City Council meetings are now live streamed to the City of Eagle Lake's official YouTube Channel. If you are unable to attend a meeting, you can view meetings by visiting the City of Eagle Lake website at eaglelakemn.com and click on the "City of Eagle Lake MN City Council Meetings" icon on the home page of the website.

CALL TO ORDER

OATH OF OFFICE (John Whittington)

PLEDGE OF ALLEGIANCE

ROLL CALL

___ Auringer ___ White ___ Steinberg ___ Rohrich ___ Whittington

AGENDA

1. Accept Notice of Resignation from Full-Time Police Officer Logan Peterka
2. Authorize Commencement of Hiring Process for Full-Time Police Officer
3. Recommendation to Hire Luke Longoria as a Seasonal Public Works Employee

ADJOURNMENT

OATH

State of Minnesota

SS:

County of _____

I, _____
do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of _____ in the County of _____, the State of Minnesota, to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this _____ day of _____ 20__.

Signature of Notary Public

Date Commission Expires

Printed Name of Notary Public

County of Residence



705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

June 1, 2021

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: June 1st Special City Council Meeting

1. Accept Notice of Resignation from Full-Time Police Officer Logan Peterka. Logan Peterka, full-time police officer with the Eagle Lake Police Department, submitted his notice of resignation on May 26, 2021. Officer Peterka began working for the City in May of 2019 as a part-time officer and was promoted to a full-time officer in February of 2020. Attached is a resolution documenting the acceptance of the resignation and including the last day of employment (June 8, 2021) for PERA purposes. **A motion is needed to accept the resignation of Logan Peterka, effective May 26, 2021.**
2. Authorize Commencement of Hiring Process for Full-Time Police Officer. Authorization is being sought to post the vacancy for the full-time police officer position internally. Typically, the City posts for openings but in this situation, there appears to be strong, qualified candidates within the organization that may wish to apply for the vacancy. The purpose of posting internally allows for the opportunity to promote a great employee from within the organization. Attached is a copy of the job description for the position and internal posting. **A motion is necessary to authorize an internal recruitment process for the vacant full-time police officer position.**
3. Recommendation to Hire Luke Longoria as a Seasonal Public Works Employee. Public Works Director Brian Goettl and I interviewed Luke Longoria for the position of seasonal public works worker. We recommend that Mr. Longoria be hired as a seasonal public works worker and hired at step 1 on the pay scale for a seasonal public works worker. The position will mostly be responsible for mowing and weed trimming in public spaces including parks. **A motion is necessary to hire Luke Longoria as a seasonal public works worker contingent upon the completion of a successful background check.**

A handwritten signature in black ink that reads "Jennifer J. Bromeland".

Jennifer J. Bromeland
City Administrator

#1

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2021-23**

**A Resolution Accepting the Resignation of Logan Peterka from the
City of Eagle Lake, Minnesota**

WHEREAS, Logan Peterka has resigned from the City of Eagle Lake as Police Officer, effective June 8, 2021; and

WHEREAS, the City Council recognizes and appreciates the service from Logan Peterka in the role of Police Officer; and

NOW BE IT RESOLVED, the City accepts the resignation of Logan Peterka from the City of Eagle Lake, effective June 8, 2021.

Adopted by the City Council of Eagle Lake, Minnesota, this 1st day of June 2021.

Tim Auringer, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)

#2



INTERNAL POSTING
FULL-TIME POLICE OFFICER

Minimum Qualifications: Associates of Arts or Associates of Science Degree in Law Enforcement. Licensed or eligible to be licensed by the MN POST Board. Must possess and maintain, or be able to obtain by time of hire, a valid Class D MN driver's license, certification in First Aid or as a First Responder and ability to meet the department's physical and psychological standards.

Conditions of Employment: Must comply with organizational and departmental policies.

Salary Range: \$20.93-\$25.01.

Application Process: Interested candidates should submit an updated cover letter. Interviews will be scheduled upon receipt of application materials.

Contact: A complete copy of the job description is available at City Hall. Please contact City Administrator Jennifer J. Bromeland with any questions. Cover letters should be delivered to the City Administrator's Office.

Posted: June 1, 2021

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

POSITION: Police Officer (Full-Time)

DEPARTMENT: Police

POSITION SUMMARY

Performs general duty work within the Police Department. The primary objective is to protect the citizens of Eagle Lake through prevention and detection of crime by patrolling either on foot, bicycle or in a vehicle.

POSITION AUTHORITY

Works under the general and administrative direction of the Police Chief or Sergeant in the absence of the Police Chief.

RELATIONSHIPS

IMMEDIATE SUPERVISOR

Police Chief

SUPERVISES

Part-Time Officers when directed by the Police Chief.

EMPLOYEE CONTACTS

Works closely with Police Chief and other department employees. Works with City staff as needed.

OUTSIDE CONTACTS

Federal, State, County law enforcement personnel and related agencies; court and legal personnel and related agencies; media representatives and the general public.

RESPONSIBILITIES

- Assist in all public safety functions which include the Police Department and Civil Defense activities.
- When directed by the Police Chief supervise and assist part-time officers.

- Deter and detect unlawful activities by effective patrol of assigned areas. Seek abnormal conditions, inspect premises, check suspicious persons or vehicles and provide a visible law enforcement presence. Maintain lookout for wanted persons and property and maintain surveillance in problem areas.
- Respond to and handle calls and complaints. Summon medical help and provide first aid when necessary. Apprehend violators. Perform initial criminal investigation work including identifying evidence, questioning victims, and witnesses. Arrest and process suspects. Prepare evidence for court presentation and testify in court. Serve subpoenas as directed.
- Monitor and ensure proper flow of automobile traffic. Direct traffic as needed, report hazardous conditions, give warnings and issue citations. Enforce parking ordinances, report abandoned or damaged vehicles and assist stranded motorists.
- Investigate and prepare reports on traffic accidents. Gather evidence from driver, witnesses, and vehicle inspection. Prepare scale diagrams of the scene and prepare reports for police records, insurance investigations, court cases and coroners inquests.
- Maintain effective public relations, including answering questions, providing directions, providing prompt assistance when needed and participating in police public relation activities as directed.
- Perform required records and report work. Maintain log of activities, prepare case reports, record impounded property and prepare reports on traffic problems.
- Improve and maintain individual police skills, including participation in training, conferences and programs, learn effective use of equipment and investigative aids, and maintain skills with firearms.
- Participate in Towards Zero Death and other initiatives the department participates in.
- Report streetlight outages to administrative staff.
- Perform other related duties as directed.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

- Minimum: Associate of Arts or Associate of Science Degree in law enforcement; licensed or eligible to be licensed by the Minnesota P.O.S.T. Board

- Must possess and maintain, or be able to obtain by time of hire, a valid Class D Minnesota driver's license, certification in First Aid or as a First Responder and ability to meet department's physical and psychological standards.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable ability to deal with people with tact, patience and courtesy as well as with the necessary degree of firmness.
- Considerable knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Considerable knowledge of applicable state and federal laws, city ordinances and department rules and regulations.
- Considerable ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to perform work requiring good physical condition.
- Ability to communicate both effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Considerable skill in operating a police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, Breathalyzer, pager, first aid equipment, personal computer, and FAX machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is frequently required to sit,

talk, see and listen. The employee is occasionally required to stand, walk, run, use hands to finger, handle, or feel objects, controls or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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 job 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 job change.

Revised 01-10-2018

Updated: March 26, 2021

**NOW ACCEPTING APPLICATIONS FOR THE POSITION OF
SEASONAL PUBLIC WORKS WORKER - \$11.54/Hour**

POSITION SUMMARY

Performs mowing and weed trimming in public spaces including parks.

EMPLOYEE CONTACTS: Public Works Department and other City employees

SUPERVISOR: Public Works Supervisor

WORKING HOURS

Monday through Friday as needed between the hours of 7:30 a.m. and 4:00 p.m.

EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS AND EXPERIENCE:

Must possess a valid Minnesota Class D driver's license with a good driving record. Minimum age of 18 years. Experience with related equipment operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Includes but is not limited to operating riding and push mowers and weed trimmer.
- Proper and safe use and maintenance of any assigned City vehicle, equipment, property, etc.

PHYSICAL DEMANDS

Requires the ability to be physically capable of moving about on public grounds and under adverse field conditions.

Requires the ability to spend extended periods of time sitting on equipment, standing and/or walking, stooping, kneeling, reaching above shoulder level, and frequently carrying up to fifty pounds.

Requires the ability of hand-eye coordination to operate various pieces of equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Requires the ability to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

ENVIRONMENT ADAPTABILITY

Work will be outdoors, exposure to dust, noise, fumes and engine exhaust, exposure to temperature extremes.

JUDGMENT AND SITUATIONAL REASONING ABILITY

Requires the ability to use logical thinking to accomplish tasks, identify problems and determine when supervisor intervention is required.

NOTE: The job 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 job change.

The City of Eagle Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.