

**CITY OF EAGLE LAKE
JUNE 30, 2023
SPECIAL CITY COUNCIL MEETING
7:30 A.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. 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

PLEDGE OF ALLEGIANCE

ROLL CALL

_____ Norton _____ White _____ Steinberg _____ Rohrich _____ Whittington

NEW BUSINESS

1. Resolution Accepting Resignation of Dustin Jensen as Full-Time Police Officer
2. Recommendation to Hire Joel Jandt as a Full-Time Police Officer

OTHER

ANNOUNCEMENT

ADJOURNMENT




June 30, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Resignation of Dustin Jensen

Attached is Resolution No. 2023-30, a resolution accepting the resignation of Dustin Jensen as a full-time police officer with the Eagle Lake Police Department. The resignation takes effect July 7, 2023.

Mr. Jensen began working for the Eagle Lake Police Department in November of 2014 as a part-time officer and was promoted to full-time officer in March of 2018.

A motion is necessary to adopt Resolution No. 2023-30, a copy of which is attached.


Jennifer J. Bromeland
City Administrator

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-30**

**A Resolution Accepting the Resignation of Dustin Jensen from the
City of Eagle Lake, Minnesota**

WHEREAS, Dustin Jensen has resigned from the City of Eagle Lake as Police Officer, effective July 7, 2023; and

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

NOW BE IT RESOLVED, the City accepts the resignation of Dustin Jensen from the City of Eagle Lake, effective July 7, 2023.

Adopted by the City Council of Eagle Lake, Minnesota, this 30th day of June 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)



June 30, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Hiring of Full-Time Police Officer

The hiring committee, comprised of a representative from the Minnesota Valley Council of Governments (MVCOG), Police Chief John Kopp, and me interviewed Joel Jandt for the position of full-time police officer. The committee recommends that Mr. Jandt be hired as a full-time police officer.


A conditional offer of employment was extended to Mr. Jandt to start at Step 5 (\$25.20 per hour), Grade 8. Following the completion of six months of service and achieving a satisfactory performance evaluation, the employee will be eligible to advance another step on the pay scale.

The offer is contingent upon being approved by the City Council at its Special City Council meeting this morning and the successful completion of a background and reference check, drug and alcohol testing, and the ability to meet the department's physical and psychological standards.

Following approval this morning and the satisfactory completion of all required conditions for employment, Mr. Jandt will be eligible to begin working.

For reference purposes, attached is a copy of the 2023 pay scale and a copy of the position description.

A motion is necessary to adopt Resolution No. 2023-31, a copy of which is also attached.


Jennifer J. Bromeland
City Administrator

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-31**

A Resolution Hiring Joel Jandt as a Full-Time Police Officer

WHEREAS, the City has advertised for a Full-Time Police Officer; and

WHEREAS, Chief Kopp, Administrator Bromeland and a representative from MN Valley Council of Governments interviewed the candidate; and

WHEREAS, the City feels it is in the best interest of the community to have Joel Jandt as a Full-Time Police Officer with a starting wage of \$25.20 per hour.

NOW THEREFORE BE IT RESOLVED, the City Council agrees to hire Joel Jandt as a Full-Time Police Officer with a starting wage of \$25.20 per hour, contingent upon the successful completion of a background and reference check, drug and alcohol testing, and the ability to meet the department's physical and psychological standards.

Adopted by the City Council of Eagle Lake, Minnesota this 30th day of June 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)

**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