

CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING
Council Chambers, 294 North 3rd Street
May 17, 2021

MN Stat. 13D.021 - Meeting by telephone or other electronic means: Conditions - MN stat. 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency. At its meeting on March 16, 2020, the Bayport City Council declared a local emergency due to the COVID-19 pandemic. As a part of this action, until further notice, all City Council and committee meetings may be held by telephone, through other electronic means, or with social distancing measures in place. All public meetings will continue to follow the requirements of the Minnesota Open Meeting Law. It is strongly recommended that interested individuals access the meeting in real-time or by using the web-viewing information below. If the dial-in option is used, the line will be muted, so no outside comments or noise will be recorded.

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Meeting ID: 892 6648 0899

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SPECIAL MEETING

4:30 P.M.

CALL TO ORDER

ROLL CALL (St. Ores, Carlson, Dahl, Hanson, and Gilmore)

CONSENT AGENDA

Consider a resolution adopting items 1 through 2

1. Special event application from Minnesota National Guard for a picnic at Lakeside Park on June 6, 2021
2. Hiring of Ryan Jones as a part-time police officer and PERA declaration (*Resolution 21-__A*)

SWEARING IN OF POLICE OFFICER RYAN JONES

DISCUSSION ITEMS

1. Discuss the role of the City Council as a body and as individual members in communicating directives to city staff
2. Discuss and establish City Council directed goals for 2021

ADJOURNMENT

RESOLUTION NO. 21-_____

**EXTRACT OF THE CITY COUNCIL SPECIAL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD MAY 17, 2021**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on May 17, 2021 at 6:00 p.m.

Members Present:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-2 FROM THE
MAY 17, 2021 CITY COUNCIL AGENDA**

1. Special event application from Minnesota National Guard for a picnic at Lakeside Park on June 6, 2021
2. Hiring of Ryan Jones as a part-time police officer and PERA declaration (*Resolution 21-__ A*)

The motion for adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores -
John Dahl -

Connie Carlson-
Michele Hanson -

Ethan Gilmore -

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 17th day of May, 2021.

ATTEST:

Adam Bell, City Administrator

Susan St. Ores, Mayor



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 office@ci.bayport.mn.us
 Phone 651-275-4404
 www.ci.bayport.mn.us

**2021
 SPECIAL EVENT APPLICATION**

Applicant Information	
<input type="checkbox"/> Bayport resident or taxpayer/Non-profit organization	<input checked="" type="checkbox"/> Non-resident
Name: Robyn Thomas	
Address: 350 Maryknoll Dr N, Stillwater, MN 55082	
Phone Number: 480-760-3748	Alternate Phone Number:
Email: robyn.thomas03@gmail.com	
Business or Organization Name (if applicable): HHC, 334 BEB, Minnesota Army National Guard	

Property Information	
<input checked="" type="checkbox"/> Private; invite only	Private property description/address:
<input type="checkbox"/> Public; community festival	
City property: <input checked="" type="checkbox"/> Lakeside Park <input type="checkbox"/> Barker's Alps Park <input type="checkbox"/> Perro Park <input type="checkbox"/> Village Green Park	
<input type="checkbox"/> Street, alley, or other city property description, addresses, and/or route:	

Event Information	
Name or title (if applicable): Family Readiness Event	
Start date: 6 June 2021	Time: 12:00pm
End date: 6 June 2021	Time: 4:00 pm
Estimated attendance: 150	
Type:	
<input type="checkbox"/> Birthday/retirement party <input type="checkbox"/> Bridal/baby shower <input type="checkbox"/> Family/class reunion <input type="checkbox"/> Rehearsal dinner/banquet <input type="checkbox"/> Graduation party <input checked="" type="checkbox"/> Company/business gathering <input type="checkbox"/> Fundraiser <input type="checkbox"/> Wedding ceremony/reception <input type="checkbox"/> Recreation race/walk/run <input type="checkbox"/> Youth/Scout activity <input type="checkbox"/> Concert/live entertainment <input type="checkbox"/> Game/tournament <input type="checkbox"/> Art/craft show <input type="checkbox"/> Auto/boat show <input type="checkbox"/> Carnival/festival <input type="checkbox"/> Parade <input type="checkbox"/> Farmers market <input type="checkbox"/> Religion/worship <input type="checkbox"/> If not listed, describe:	
Traffic / parking:	
Will the event impact traffic or require road closures? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Will additional offsite parking be required? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Services / equipment provided by applicant or hired vendor (check all that apply):

- Generator Tables/chairs Inflatable device/bouncy house Arbor/trellis Music/AV system
 Tent Stage/podium Amusement rides/games Vendor booths/vehicles Animals/livestock
 Satellite toilet(s) Security guards Traffic control Barricades/cones Dumpster/bulk container
 Fireworks* Food sale/service* Charitable gambling* Alcohol sale/service* Signage/advertising*
 If not listed, describe:

* Indicates a separate license or permit is required.

Requested City Services/Equipment

Requests for special city services and/or equipment may be accommodated for Special Events, as personnel and availability permit, with applicable fees. Please keep in mind that based on proposed activities, the city also has the discretion to require certain services and/or equipment to accommodate a Special Event.

Please check all that apply:

- Trash receptacle(s) - \$10.00 Quantity: _____ Recycling container(s) - \$10.00 Quantity: _____
 Picnic table(s) - \$25.00 Quantity: _____ Barricade(s) - \$10.00 Quantity: _____
 Satellite toilet(s) - \$100.00 Quantity: _____
 Presence of elected official or city staff (specify name(s), department, date, time, location, and purpose):

Supplemental Materials / Attachments

- Event narrative

Please attach a narrative, which elaborates on the event type, activities, services, and equipment listed within this application. If the Special Event is proposed for multiple days, please provide a timeline of activities for each day.

- Diagram of event premises

Please attach a detailed map or diagram delineating the location of the Special Event and related activities. If the event includes a moving route, indicate the direction of travel and all streets or property impacted and any road closures. The diagram MUST include the location of all services and equipment associated with the event, including those to be provided by the applicant or hired vendor and requested from the city.

- Event fee

\$15.00 Bayport resident or taxpayer (must present valid identification)

\$15.00 Non-profit organization (must attach 501(c)(3) tax designation)

\$50.00 Non-resident

Applicant Acknowledgement and Signature

The undersigned hereby acknowledges they have read and understand the special event application process. The undersigned applies for a special event as stated in this application, declares that the information and materials submitted are complete to the best of their knowledge, and agrees to assume responsibility for all fees associated with the event. The undersigned understands that this application will be processed in accordance with city review procedures at such time as it is deemed complete. Failure to supply accurate and necessary information as requested by the city may be cause for denial of the application.

Name: Robyn Thomas

Signature:  - text here Date: 5 May 2021

On 6 June 2020 from 1200 to 4:00pm, I would like to hold a Family Readiness Event at Lakeside Park in Bayport, MN. This event will be for my Minnesota Army National Guard unit, (HHC, 334 BEB) and their family and friends. I estimate the number of people to be around 150 including children.

We will have food available, such as sub sandwiches, hamburgers and hotdogs (utilizing the stationary grills at the park) chips, deserts, and non-alcoholic beverages starting around 12:30.

For activities, we will have games such as corn hole (bean bag toss), Frisbee, horse shoe. There will be a table set up for kids to color or do a small project. We may also have tug-a-war, 3 legged race, and other similar games.

At the end of the Family Readiness Event, we will pick up all our trash and take off the park. We will do a final walk around to make sure nothing is left and all the trash is picked up.



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: May 12, 2021

To: Mayor and City Council
Adam Bell, City Administrator

From: Laura Eastman, Chief of Police

Subject: Hiring of Ryan Jones as a part-time police officer and PERA declaration (*Resolution 21-__A*)

BACKGROUND

The Bayport Police Department is expected to have a vacant part-time officer position very soon, and I would appreciate the approval to hire Mr. Ryan Jones as a licensed part-time officer to fill this position. Mr. Jones is currently employed as a Reserve Officer with South St. Paul and has completed an internship with Carver County Sheriff's Office. His commanders gave him an exceptional review.

As you may know, Mr. Jones participated in the Bayport Police Department officer interview process for a part-time peace officer position in April of 2021. Additionally, he has passed all of the required background investigations, physical fitness, medical, and psychological tests. Upon approval, I believe Mr. Jones will be a great asset to our department with his prior law enforcement and community policing experience. The public appointment/oath of office will take place at the SPECIAL City Council meeting on May 17, 2021.

RECOMMENDATION

Staff recommends the City Council adopt a motion to hire Ryan Jones to a part-time peace officer with a starting pay rate of \$25.00 per hour, with an effective start date of May 17, 2021 and to approve his participation in the Public Employees Retirement Association (PERA).

RESOLUTION NO. 21-__A

**EXTRACT OF THE CITY COUNCIL SPWCIAL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD MAY 17, 2021**

Pursuant to due call and notice therefor, a special meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on May 17, 2021.

Members Present:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PART-TIME POLICE OFFICER RYAN JONES DECLARATION AS
REQUIRED BY THE PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire Plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Bayport City Council hereby declares that the position titled Part-Time Police Officer, currently held by Ryan Jones meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota Peace Officer Standards and Training Board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

NOW, THEREFORE BE IT RESOLVED that City Administrator Adam Bell is hereby authorized to execute such agreements as are necessary to implement the membership on behalf of the City of Bayport.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores –
Ethan Gilmore –

Connie Carlson –
John Dahl –

Michele Hanson -

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 17th day of May 2021.

ATTEST:

Adam Bell, City Administrator

Susan St. Ores, Mayor