

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
December 7, 2021

Pursuant to due call and notice thereof, a special meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Tuesday, December 7, 2021 at 6:00pm.

The meeting was called to order by Mayor Offerdahl with the following members present: Bosselman, Dufault, and Mulry. Absent: Anderson. Others in attendance were: Cassie Heide, Sarah Manecke, Dustin Manecke, Alex Bodensteiner, David Larson, Stephen Larson, Curt Nelson, Mike Murray, Ed Lavelle, Kim Bodensteiner and Ron Bodensteiner.

Mayor Offerdahl stated the purpose of the meeting was to consider approval of various City of Fosston Police Department items.

Council considered approval of patrol officer hires. Manecke reported that they have had several applicants for the two patrol officer positions. Alex Bodensteiner was interviewed by Administrator Heide, Chief of Police Manecke, Mayor Offerdahl, Vice Mayor Dufault and Mike Murray. Bodensteiner was given a conditional job offer pursuant upon completion of his background. All checks came back satisfactorily. Bodensteiner started employment with the City of Fosston on December 6, 2021. Manecke stated he will be a great asset to the police department with his hard-working attitude and vast knowledge of the City of Fosston. Manecke also noted that a conditional job offer was recently given to Andrew Hanson pursuant upon completion of his background.

Motion was made by Mulry, seconded by Dufault to approve Alex Bodensteiner as patrol officer for the City of Fosston. Motion carried by unanimous vote.

Council considered adopting the City of Fosston Police Department policies and procedures. In addition to the employee handbook policies, law enforcement staff will be required to adhere to these adopted set of policies and procedures as well. Manecke noted that 12 of these policies are mandatory by the State of Minnesota and some of them will need to be updated as the law changes. Heide noted that these policies and procedures have been reviewed by our attorney and necessary revisions have been made.

Motion was made by Dufault, seconded by Mulry to adopt the City of Fosston Police Department policies and procedures as presented. Motion carried by unanimous vote.

Member Bosselman introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS  
AGREEMENTS WITH THE CITY OF FOSSTON ON BEHALF OF ITS CITY  
ATTORNEY AND POLICE DEPARTMENT  
RESOLUTION NO 21-38**

WHEREAS, the City of Fosston on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Fosston, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Fosston on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Chief of Police, Dustin Manecke, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the city attorney, Stephen Larson or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That James Offerdahl, the Mayor for the City of Fosston, and Cassie Heide the City Clerk/City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

The motion for the foregoing resolution was duly seconded by member Mulry and upon vote being taken thereon the following voted in favor thereof: Bosselmen, Dufault, Mulry and Offerdahl.

And the following voted against same: None.

Passed and Adopted by the Council on this 7<sup>th</sup> day of December 2021.

CITY OF FOSSTON

\_\_\_\_\_  
By: James Offerdahl  
Its Mayor

ATTEST: \_\_\_\_\_  
By: Cassie Heide

Its City Clerk/City Administrator

Council considered approval of Court Data Services Subscriber Amendment to CJDN Subscriber Agreement. This Subscriber Amendment modifies and supplements the agreement between the BCA and the City of Fosston Police Department for use of BCA systems and tools. Certain BCA systems and tools that include access to or submission of court records may only be utilized upon completion of this Subscriber Amendment.

Motion was made by Bosselmen, seconded by Mulry to approve the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement. Motion carried by unanimous vote.

Council considered approval of Holder of Record Agreement between the Polk County Sheriff's Office and City of Fosston Police Department. Manecke stated this agreement is to access certain CJDN and NCIC data from the Sheriff's Office through dispatch such as wanted persons, missing persons, and stolen property records.

Motion was made by Mulry, seconded by Bosselman to approve the Holder of Record Agreement between the Polk County Sheriff's Office and City of Fosston Police Department. Motion carried by unanimous vote.

Council considered approval of a Mutual Aid Agreement with the Polk County Sheriff's Office for law enforcement services. Manecke stated this agreement will allow the Fosston Police Department and the Polk County Sheriff's Office to assist one another, as necessary. As noted in the agreement, each party will be responsible for their own equipment damage.

Motion was made by Dufault, seconded by Bosselman to approve the Mutual Aid Agreement with the Polk County Sheriff's Office for law enforcement services. Motion carried by unanimous vote.

Council considered approval of Assistance Waiver/Agreement for door unlocks. Manecke noted this waiver/agreement waives any and all claims against the Fosston Police Department in the event damage is caused to the requesters motor vehicle during the unlock.

Motion was made by Mulry, seconded by Bosselman to approve the Assistance Waiver/Agreement for door unlocks. Motion carried by unanimous vote.

Mayor Offerdahl conducted the swearing in of the Chief of Police, Dustin Manecke. Manecke recited the City of Fosston Police Department Oath of Office.

Chief of Police Manecke conducted the swearing in of patrol officer, Alex Bodensteiner. Bodensteiner recited the City of Fosston Police Department Oath of Office.

There being no further business to come before the council, motion was made by Mulry, seconded by Bosselman to adjourn. Motion carried by unanimous vote.

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Cassandra Heide, City Administrator