



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 8/4/2026
Agenda Section: Consent
Agenda

Department Police
Origination:

Agenda Item: Approve Joint Powers Agreement between Crow Wing County Sheriff's Office and the Baxter Police Department Regarding Crow Wing County Records Management System

Approval Required: Simple Majority Vote

BACKGROUND

For the past 20 years, the Baxter Police Department along with the eight other police departments in Crow Wing County have shared a Records Management System (RMS,) Computer Aided Dispatching (CAD) System, and Mobile System with the Crow Wing County Sheriff's Office (CWCSO.) The CWCSO is the responsible authority of all the above-mentioned systems. Each agency is billed yearly by CWCSO for the use of the system.

Due to having a shared system, we entered into a Joint Powers Agreement (JPA) which outlines specific terms between the CWCSO and the Baxter Police Department.

The RMS is a software platform that law enforcement agencies use to collect, store, organize, and manage information related to their daily operations. It replaces paper files and fragmented databases with one centralized system.

The CAD system is the software that handles incoming calls for service and coordinates the real-time dispatching of officers and resources.

The Mobile System (often called MDT/MDC mobile software or Mobile RMS/CAD) is the technology that officers use in the field, usually on laptops, tablets, or in-car computers. It connects patrol units to dispatch, records, and other agency resources in real time.

During the life of our existing system, it has been sold at least three times to other corporate businesses. Each buyout has resulted in less commitment to the ongoing support and development of the system.

In late 2022, the future of our existing system came into question when the current owner notified the CWCSO of the possibility of an end-of-life for the software.

In 2023 the CWCSO and local police departments started planning for a transition to a new system and a steering committee was established. During the process, six different vendors

provided demonstrations of their systems. During the first quarter of 2024, a Request for Proposal (RFP) was drafted and published. Four of the six vendors submitted proposals.

The proposals were reviewed and scored by the steering committee and identified 365 Labs as the preferred vendor. The Crow Wing County Board authorized the CWCSO to enter into a contract with 365 Labs.

In the last two years, there has been a lot of work taking place between 365 Labs, the CWCSO, and other government entities. In 2026, we have been having weekly works sessions with 365 Labs, the CWCSO, and other police departments. During these work sessions, we focus on building the system to needs of all agencies that will be sharing the new system. We have identified a “Go-Live” date of December 1, 2026.

With an identified “Go-Live” date, the CWCSO has provided us with a new Joint Powers Agreement for the use of the shared 365 Labs system.

To participate in this countywide RMS, the City of Baxter must enter into a Joint Powers Agreement with the Crow Wing County Sheriff’s Office. The agreement outlines numerous areas such as system access, data governance, cost-sharing responsibilities, support services, and long-term operational expectations.

Our City Attorney has reviewed the JPA and has approved the agreement language.

A copy of the JPA is attached to this RCA.

FINANCIAL IMPLICATIONS

The JPA lists the financial implications on Exhibit A. We have already paid the 2026 invoice which was \$38,170 and included in the approved 2026 budget. We will incorporate the annual Service as a Subscription (SAAS) into the 2027 budget which will be estimated at \$38,170 assuming we do not add new staff. Starting in 2029, there will be a yearly 3% increase to our annual SAAS.

STAFF RECOMMENDATIONS

Staff recommends approving the Joint Powers Agreement with the Crow Wing County Sheriff’s Office.

COUNCIL ACTION REQUESTED

Motion to Approve the Joint Powers Agreement between the Crow Wing County Sheriff’s Office and the Baxter Police Department regarding the new Records Management System, Computer Aided Dispatching System, and Mobile System.