

CASS COUNTY BUILDING COMMITTEE AGENDA
JUNE 3, 2024
Commission Room, Cass County Courthouse
2:00 PM

- 1. CALL TO ORDER**
 - Roll call of members
 - Approve minutes of previous meeting—April 1, 2024
- 2. COURTROOM UPDATE FROM FOSS ARCHITECTURE AND INTERIORS**
- 3. POTENTIAL TEMPORARY IT SPACE**
- 4. SOUND MASKING PURCHASE REQUEST FOR TAX EQUALIZATION**
- 5. UPDATE ON CURRENT BUILDING PROJECTS**
 - a. Law Enforcement Storage Building
 - b. Jail Addition
 - c. Robert D. Johnson Building
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

CASS COUNTY BUILDING COMMITTEE
APRIL 1, 2024— 2:00 PM

1. MEETING TO ORDER

A meeting of the Cass County Building Committee was held at 2:00 PM on Tuesday, April 1, 2024, with the following members present County Commissioner Jim Kapitan, County Commissioner Chad Peterson, County Chief Deputy Dean Holland for County Sheriff Jesse Jahner, County Finance Director Brandy Madrigga, and District Court Judge Wade Webb in person, and County Administrator Robert Wilson via Microsoft Teams. Also present was Assistant County Administrator Tracy Peters, County Commissioner Tony Grindberg, Information Technology Director Bob Henderson, and Buildings and Grounds Supervisor Gene Gartner.

2. MINUTES APPROVED

MOTION, passed

Ms. Kapitan moved and Mr. Webb seconded that the minutes of the previous meeting held on January 2, 2024, be approved as written. Motion carried.

3. SPACE NEEDS DISCUSSION

Mr. Wilson said the County Commission approved a motion on January 2, 2024, to engage TL Stroh to identify relocation options for the IT Department including a cost estimate, a report for conceptual options for the State's Attorney's Office to locate in the Annex, employee headcounts and public access for the Human Service Zone operations in the Annex, and upon identification of an alternate location for IT, to engage Foss Architects to develop construction plans for a secure courtroom in the exiting IT office location. Mr. Wilson said to date, TL Stroh Architect Derek Diers has toured the Courthouse and Annex and provided an initial assessment that IT could be relocated to the previous juvenile detention area on the first floor of the Annex. He said Foss Architect provided and the Commission approved an agreement to provide schematic designs through bidding and construction administration of the new courtroom at a cost of \$100,000. He said design work is underway, however will not proceed until the space is vacated. Mr. Wilson said he is proposing two options for the Building Committee to consider to move forward; option one, demo current juvenile detention area on the first floor of the Annex, when the space is complete move IT, and renovate current IT space into a secure courtroom, or option two develop a 10-15 year county facility master plan built around current space needs and then proceed with construction of secure courtroom.

Mr. Peterson said his biggest concern is finding a spot for IT to relocate to allow for the construction of an additional secure courtroom. He said the new courtroom is essential for when the additional Jail pod is complete next spring. Mr. Peterson said in the long term the County can look at space planning and reconfiguring the State's Attorney's Office and Human Service Zone.

Ms. Madrigga asked if there is an estimated cost for option one, a timeline for renovation of the juvenile detention area, and any other spots that would fit IT that would be adequate long term. Mr. Wilson said discussions with Stroh have not yet gotten to the cost of renovation he said it was waiting for policy direction from the Building Committee and Commission to proceed. Mr. Peterson said the cost will likely be between \$100 to \$120 per square foot to renovate. He said to renovate and move IT will likely cost approximately \$1 million regardless of where it is relocated. He said his biggest concern is finding space to relocate IT without a large impact to other departments. Ms. Madrigga said her concern is moving IT to a temporary solution for a high cost rather than a long-term suitable solution. Mr. Webb said funds were allocated in 2024 for relocating IT as the relocation and creation of a secure courtroom

have been discussed for over a year. Ms. Madrigga said \$100,000 was budgeted for the relocation of IT as a cost was not known last year when the 2024 budget was planned.

Mr. Grindberg said the relocation of IT and creation of a courtroom is a work in progress and is not a 15-year plan as listed in option two. He said it should not take that long to create a master plan. He said the Human Service Zone space in the Annex is under utilized and inefficient. He said he believes a spot for IT, looking at where to relocate the State's Attorney's Office, and utilization of the Human Service Zone can all happen at once. Mr. Grindberg said the County has the building fund levy as a resource to fund the project. He said the resources should be utilized efficiently to do right and not spend \$1 million on an inefficient model. He said perhaps there is an affordable temporary solution that could be adopted for IT office space while their permanent office is constructed and the secure courtroom is constructed. Ms. Madrigga said if the immediate need is the Courtroom and the first floor of the Annex is not an ideal solution, possibly there is an affordable temporary solution for IT.

Mr. Henderson said he is concerned a temporary solution would turn into a permanent solution and would negatively impact IT staff. He said the agreement since these conversations started was that IT was the number one concern to find a suitable relocation and that has not been the case thus far. He said IT is willing to work with everyone to find a solution and be flexible, he is concerned why IT has not been involved in discussions with the architect to date on where the department will be moved and what their space requirements are. Mr. Peterson said Mr. Henderson and IT should be in all the discussions with the architect regarding where IT could potentially be located. The Committee agreed Mr. Henderson and Mr. Webb need to be involved in relocation conversations and need immediately to keep the project moving forward.

Mr. Webb said the Building Committee has been discussing the need to move IT and create an additional secure courtroom for over a year. He said the Building Committee and Commission have approved moving forward with relocating IT, building the additional courtroom, and then looking at long term planning. Mr. Grindberg said he sees the path forward that relocating IT, looking at the space needs for the State's Attorney's Office and Human Service Zone, and the secure courtroom construction move parallel to one another and happen simultaneously.

4. UPDATE ON CURRENT BUILDING PROJECTS

Law Enforcement Storage Building

Mr. Wilson said bids were opened on Thursday March 28, 2024, for the Law Enforcement Storage Building and two bids were received.

Jail Addition

Mr. Wilson said there are weekly meetings for the Jail Addition project with the contractors and subcontractors. He said the project is moving along efficiently.

Robert D. Johnson Building

Mr. Wilson said the County will sign closing documents and make final payment for the Robert. D. Johnson Building this week.

Highway Department Addition

Mr. Wilson said the Highway Department addition project is complete and staff have moved into the new space.

Equalization Office Remodel

Mr. Wilson said the Equalization Office remodel is complete and staff have moved into the new space.

State's Attorney's Office

Mr. Gartner said the State's Attorney Office remodel project construction is complete and is waiting on furniture.

Finance Office

Mr. Wilson said the Finance Office remodel project construction is complete and is waiting on furniture.

5. OTHER BUSINESS

There was no other business.

6. UPCOMING BUILDING COMMITTEE SCHEDULE

The Building Committee's next meeting will be held on June 3, 2024.

7. ADJOURNMENT

MOTION, passed

On motion by Mr. Kapitan and seconded by Mr. Webb and all in-favor, the meeting was adjourned at 3:05 PM.

Minutes prepared by Taylor Kaushagen, Commission Assistant



Tax Equalization

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Fax: 701-241-5728

fracassip@casscountynd.gov

MEMO

TO: Cass County Building Committee

FROM: Paul Fracassi

Date: 05-13-2014

Subject: Sound Masking

When our office was remodeled, it was important to retain some of the historical aesthetics from the original courthouse. This led to some unforeseen circumstances, as the original wood walls that were moved toward the hallway lack the insulation and sound protection that is present in newer construction. We have substantial outside noise that spills into our office with surprising clarity, and everyday tasks within the office are heard by all. This led me to research various sound masking options that are utilized in office spaces. After my research, I reached out to our IT Director, and he was familiar with a local company named Tricorne as they recently completed work at the Highway Department. They met, reviewed our office, and presented us with the bid you see today.

While outside noise will be tough to completely remove, the sound masking system provided in the quote should accommodate our internal office needs.

SUGGESTED MOTION: Recommend the commission approve the purchase of a sound masking system for the Tax Equalization Office.

Tricorne Audio, Inc.201 27th Street North
Fargo, ND 58102**QUOTATION**

Quote Number: M6257

Quote Date: Apr 29, 2024

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Voice: 701-239-4623

Fax: 701-239-0115

Quoted To:CASS COUNTY GOVERNMENT
211 9TH ST S
FARGO, ND 58103

Customer ID	Good Thru	Payment Terms	Sales Rep
CASSCOUNTYGOVERNMENT	5/29/24	Net 30 Days	Nelson, Philip

Quantity	Item	Description
		SALE AND INSTALLATION OF SOUND MASKING SYSTEM FOR TAX EQUALIZATION OFFICES AS PER INCLUDED LAYOUT.

1.00	CAMBRIDGSM QT X 300	3 ZONE CONTROLLER W/2 AUX IN
4.75	CAMBRIDGE E-A-W-16-4	EMITTER, WH, 16' CBL, 4-PACK
8.00	CAMBRIDGE QT-RC3	IN ROOM VOLUME CONTROL
150.00	WP 254246YE1000	CAT6PLEN 4PR 23G SLD
1.00	LABOR INSTALL	

Subtotal	7,531.25
Sales Tax	
Freight	60.00
TOTAL	7,591.25