

M E M O

SEP 2 2020



County
Administrator

Robert W. Wilson
701-241-5770
wilsonro@casscountynnd.gov

TO: County Commissioners
FROM: Robert W. Wilson
DATE: September 2, 2020
SUBJECT: COVID-19 Update

At the meeting on August 17th the Commission directed staff to refine the County CARES Act funding revenue and expense estimates. The spending plan, based on current estimates, is attached.

Funding:

Work continues to refine revenue and cost estimates related to distributions received from the State of North Dakota. March – July law enforcement payroll expense reimbursements, totaling \$4,313,420.08, were received in late August. Cass County is scheduled to receive an additional payment in October – a reimbursement for law enforcement payroll expenses in August & September. We are optimistic we will receive 100% cost reimbursement. However, to date the state has received reimbursement requests that are slightly higher than expected, so there is some question what the final distributed amount will be.

Law Enforcement & School Resource Officer Costs:

A portion of County law enforcement payroll costs relate to contracts with the Cities of Horace, Casselton, Kindred & Mapleton and the Central Cass, Northern Cass, Maple Valley, Kindred & Mapleton School Districts. Cass County will bill these organizations \$358,634.33 for services provided during the March – September CARES Act reimbursement period. Cass County is not required to pass on CARES Act reimbursements to partner agencies. However, one agency has inquiry if the County plans to pass on proportional reimbursements. The Board may wish to provide guidance. A table of all eligible expenses is provided.

Information Technology Needs:

Director Terry Schmaltz and I continue coordinating to manage IT needs related to COVID-19, CARES Act and remote working. Human Services is the lone office with a significant percentage of employees still working remotely. Current IT needs include \$150,000 already in the CARES Act spending plan. This is for equipment and infrastructure needed to support remote working and connectivity.

The State's Attorney's Office will utilize \$25,000 in Asset Forfeiture Funds to provide Legal Secretaries with Surfaces and scanners so they can work from home more effectively.

Additional technology (cameras & sound bars) will be needed in Human Services to further enhance employees' ability to socially distance in the workplace. A cost estimate is still being developed.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynnd.gov

County Mask Policy:

A copy of the County's mask policy is attached for review. The policy has been in effect since May. This office has received questions about enforcement of point #4. Deputies at the front desk offer and encourage visitors to wear a mask. If visitors decline or refuse a mask, we understand that to be an indication the individual is unable to wear a mask.

SUGGESTED MOTION:

Move to authorize the County Administrator to complete the following projects listed in the 'Cass County CARES Act Funds' spreadsheet: IT Equipment & Infrastructure for \$150,000, Negative Airflow Cells for \$54,100, Courtroom 303/304 Combo for \$339,000 and ITV Equipment at the Jail for \$6,292.54.

SUGGESTED MOTION:

Move to authorize the Finance Director to provide reimbursement for CARES Act law enforcement payroll expenses proportionally to all contracted agencies.

Cass County CARES Act Funds

Total Amount Expected: (March - July Received)	\$	4,313,420.08
Total Amount Estimated: (August - Sept.)	\$	1,680,000.00
Total Estimated Funds Received:	\$	5,993,420.08

Expenses Incurred to Date:	\$	313,383.27
Estimated Total Funds Remaining:	\$	5,680,036.81

<u>Proposed Projects:</u>	<u>Estimated Cost:</u>
Jail Intake Expansion Project	\$ 6,338,671.00
IT Equipment & Infrastructure	\$ 150,000.00
Negative Airflow Cells	\$ 54,100.00
Courtroom Social Distancing	\$ 25,000.00
ITV Courtroom 201	\$ 32,753.93
Courtroom 202/Jury Room Combo	\$ 341,000.00
Courtroom 303/304 Combo	\$ 339,000.00
ITV Equipment @ Jail	\$ 6,292.54
Current Estimated Total:	\$ 7,254,063.54

Net Total Remaining: \$ (1,574,026.73)

Organization	Annual Amount	20-21 School Yr	March	April	May	June	July	August	September		
City of Casselton	167,575.00		13,964.58	13,964.58	13,964.58	13,964.58	13,964.58	13,964.58	13,964.58		
City of Horace	167,575.00		13,964.58	13,964.58	13,964.58	13,964.58	13,964.58	13,964.58	13,964.58		
City of Kindred	41,894.00		3,491.17	3,491.17	3,491.17	3,491.17	3,491.17	3,491.17	3,491.17		
City of Mapleton	22,456.00		1,871.33	1,871.33	1,871.33	1,871.33	1,871.33	1,871.33	1,871.33		
Central Cass School	58,630.00	60,799.00	6,514.44	6,514.44	6,514.44	0	0	6755.44	6755.44		
Kindred School	29,315.00	30,339.00	3,257.22	3,257.22	3,257.22	0	0	3371.00	3371.00		
Mapleton School	17,589.00	18,240.00	1,954.33	1,954.33	1,954.33	0	0	2026.67	2026.67		
Northern Cass School	58,630.00	60,799.00	6,514.44	6,514.44	6,514.44	0	0	6755.44	6755.44		
Maple Valley School	58,630.00	60,799.00	6,514.44	6,514.44	6,514.44	0	0	6755.44	6755.44		
			<u>58,046.56</u>	<u>58,046.56</u>	<u>58,046.56</u>	<u>33,291.67</u>	<u>33,291.67</u>	<u>240,723.00</u>	<u>58,955.67</u>	<u>58,955.67</u>	<u>117,911.33</u>
								TOTAL	<u>358,634.33</u>		

Mission Mechanical Inc.
1816 4th Ave. NW Unit A
West Fargo, ND 58078
(701) 478-3820



Mission Mechanical Inc.
2736 Latoka Ln. SW
Alexandria, MN 56308
(320) 762-1001

PROPOSAL - CC Jail Covid 19 Cell Block Exhaust & Negative Air

Date: August 25th, 2020

Gene Gartner
Maintenance Supervisor
Cass County Government
211 9th street south
Fargo, ND 58103

RE: Increase Exhaust & Negative Air in Cell Blocks Charlie #1 and Sigma #4
Cass County Jail - Fargo ND

Mr. Gartner,

The following proposal provides for changing the air pressure in cell blocks Charlie #1 and Sigma #4 to negative. When completed the air flow will be "into" the individual cells. Air will migrate from the adjacent spaces into the cell blocks. The air will be exhausted out through the exhaust air grilles located on the sides of the beds and out through the exhaust air system.

We have reviewed the manufacturers literature on the existing exhaust grilles located on the sides of the cell beds. At this time, based on reviewing the manufacturers air flow and sound tables, the existing exhaust grilles should be able to accommodate higher air flow without causing objectionable air flow noise. If this turns out to be an issue the existing grilles can be replaced with new larger grilles. The work to do this will be substantial because the beds are made out of concrete and at this time installing and securing new grilles in the side of each bed will be difficult. The cost to do this is provided as an alternate.

This proposal Includes:

1. Engineering evaluation of existing exhaust fans and exhaust systems to determine feasibility of increasing exhaust capacity. (Completed)
2. Evaluation of existing exhaust grilles on the side of the beds to determine the effect that increasing exhaust will have. Reference the original grill manufacturers capacity tables. (Completed)

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3. Eliminate return air to the Air Handling Unit from the return air grill in the holding area right outside the cells. This requires capping of the return air in the mechanical room above.
4. Replace the existing exhaust air fans (for both cell blocks) on the roof with new exhaust air fans.
5. Test exhaust air flow rates in each drop to the cell blocks with the existing exhaust fans operating and re-test once the new exhaust fans are in place and operational.
6. Adjust air dampers as required to balance new air flows within the cells as accurately as possible.
7. Replace existing exhaust ductwork with lined ductwork as required to control sound from new exhaust fans.
8. Coordination with Temperature Controls to ensure the new exhaust fan is monitored at the existing Building Automation System.
9. Provide Electrical wiring required for the new fans.
10. Lifts
11. Start-up.

Alternate No. 1:

1. Provide new exhaust air grilles on the sides of the cell beds to allow an airflow increase without objectionable noise.

Not Included:

1. Cleaning the holes in the Existing Exhaust Grilles in the side of the cell beds.

Base Project	\$30,100.00
Alternate No. 1: Add Grilles Below Beds	\$24,000.00

NOTICE TO PROCEED

I do hereby award the work as described above, at the above-mentioned project, to be completed by Mission Mechanical Inc. of West Fargo, ND & Alexandria, MN.

Please Sign

Date

Please Print Name

Work/Purchase Order Number

August 10, 2020

Mr. Robert Wilson
Cass County Administrator
211 9th Street S
Fargo, ND 58103

Re: Architectural and Engineering Services
Courtroom Interior Remodel
Fargo, ND

Dear Mr. Wilson,

We appreciate the opportunity to submit a fee proposal for A/E services, refined cost estimate and potential project timeline proposal for the Courtroom Interior Remodeling for the Cass County Courthouse.

Our understanding is that work would be divided into two possible areas of work. One would be combining courtrooms 1 & 2 into a single larger space and the other would be revising courtroom 5 and adjacent space into a flexible configuration that could be used for a single large courtroom.

The scope of services associated with the design work listed above would include but not be limited to the following:

1. Site visit to determine the conditions of the existing facility.
2. Design the architectural, structural, plumbing, mechanical and electrical systems required for the remodel.
3. Prepare full design documents and technical specifications for all systems for the contractors to use as a basis for bidding and building.
4. Assist in soliciting bids, answering questions and issuing addendums during the bidding phase.

Courtroom 1&2 - Reconfigure judge bench to east wall, include jury box, new finishes (Ceiling, floor and walls), revise ventilation, new lighting/integration of AV systems. Does not include furniture or relocating gallery benches, major mechanical equipment, A/V equipment.

Construction Estimate - **\$320,000**

A/E fee through bidding - **\$19,000**

Project Timeline – Design (3-4 weeks), bidding (2 weeks), construction (16-20 weeks) – Total 21-26 weeks.

Courtroom #5 and Jury room – Reconfigure judge bench to north wall, include jury box, new finishes (Ceiling, floor and walls), revise ventilation, structural modifications, new lighting/integration of AV systems, double sound resistant movable wall system (up to STC 70). Does not include furniture or relocating gallery benches, major mechanical equipment, A/V equipment.

Construction Estimate - **\$320,000**

A/E fee through bidding - **\$21,000**

Project Timeline – Design (3-4 weeks), bidding (2 weeks), construction (16-20 weeks) – Total 21-26 weeks.

Estimates are based as if projects are stand alone – some efficiencies may be found if combined.

Not included in the above fees: Any services post bidding such as shop drawing review, contract writing, construction administration, etc. We anticipate this to be better handle on an hourly basis.

Sincerely,



Steve Skoblik, AIA
Project Manager/Principal-in-Charge
Foss Architecture & Interiors
CC: File

Cass County Policy for Facemasks in Courthouse and Annex Buildings
Effective May 5, 2020

(Building/Department specific policies are already in effect for Highway/Law Enforcement Center/Jail)

Facemasks:

1. Cloth and disposable paper masks are acceptable for limiting the spread of COVID-19.
2. Types of cloth masks: Cass County will provide cloth masks to employees (available through the Administration Office). Employees may also wear their own purchased or home-made cloth mask. As per the CDC, cloth masks should: fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; be able to be laundered and machine dried without damage or change to shape.
3. Disposable masks will be provided to all County visitors at the Security Desks at the entrances to the Courthouse and Annex Building.
4. **Visitors shall wear the masks provided throughout their stay in the Courthouse/Annex buildings (unless they indicate they are unable to wear a mask).***
5. **Employees shall wear masks in the Courthouse and Annex Building in the following situations:**
 - a. **Anytime they are meeting with a member of the public.**
 - b. **Anytime they are within six feet of another individual for 15 minutes or more.**
6. This policy will remain in place until rescinded or amended.

***This policy has been reviewed by Fargo Cass Public Health. Please use your judgement in enforcement based on the following feedback: "(Cass County) may have to consider if someone cannot wear a mask due to various reasons. FCPH would not support denying service based on mask use if physical distancing is able to be maintained. Reminder again, that casual contact is not the issue, it is close contact of less than 6 feet for greater than 15 minutes, and would only require a mask in those instances"**