
Cass County

Population Forecast and Design Options for the Jail

Project #211100

Fargo, ND

Forecast and Design Report

July 8, 2022



KLEIN
MCCARTHY

ARCHITECTS

Table of Contents

	<u>Page</u>
Table of Contents	1
Executive Summary	2
Project Background	6
Facility Analysis	11
Options	13
Financial Information	20
Schedule Information	23
Appendix	24

Concept Options 1 - 4 – prepared by Klein McCarthy Architects

Cost Estimate – Construction Cost – prepared by Construction Engineers Inc.

Cost Estimate – Project Cost – prepared by Klein McCarthy Architects

Inmate Population Trends and Projections for Cass County, ND – prepared by Bill Garnos Jail Consultant

Klein McCarthy Architects Meeting Minutes #1 - 5



KLEIN MCCARTHY ARCHITECTS' SCOPE OF WORK

Cass County, North Dakota, issued a Request for Qualifications for the *Cass County, ND Population and Design Options for the Jail* services to which Klein McCarthy Architects (KMA) responded with qualifications, and was selected to perform the Masterplan. The County believes that a professional consultant, with experience in architecture for custodial facilities, was needed to provide an objective assessment of the current inmate population assessment and projections, and to provide recommendations for possible expansion options of the physical plant to accommodate the County's future needs.

The scope of services to be performed by KMA were to include inmate population trends and projections which were provided by Bill Garnos – Jail Consultant. With those projections, the Committee determined the number of years to design to, which set the number of beds needed at that date. With that understanding, KMA then determined the extent of expansion recommended and provided concept design floor plans depicting concept layouts. KMA relied on the facility existing drawings provided by the County to provide the layouts.

KMA conducted five study meetings with the Committee. During the meeting discussions of the jail and its operations, a basis of needs were determined, and these needs were utilized when developing the concept floor plans. After reviewing the various options to determine which best met the County's needs, KMA finalized the two recommended concept floor plans and included it in this report in the Appendix.

Engineering assumptions for the cost analysis was based on discussions with Gene Gartner the Facility Director as documented in the Meeting Minutes.

INMATE POPULATION PROJECTIONS

The inmate forecasts were done in five year increments out to year 2040.

- Forecast in 10 years for Year 2031, is at 355 ADP of which there are 285 inmates for just Cass County.
 - Spikes for capacity requirements.
- Forecasted 2 different ways to get out 20 years to Year 2041.
 - Midpoint projection is at 419 inmates which is the net need without peaking or classification needs.
 - Total beds needed includes for 8% peaking + 10% Management/Classification Factor = 498 beds.
 - Total beds needed at 80% rule = 524 beds.
- Current jail capacity allowed is at 348 which includes dormitory beds.
 - 20% of the jail capacity is in the dormitory.
 - Types of beds is a large issue and not just bed quantity.
- Projections – see Page 65 of Bill Garnos Report (excerpt below)
 - Year 2031 is anticipating 422 – 444 beds needed.
 - Year 2036 is anticipating 459 – 483 beds needed.
 - Year 2041 is anticipating 498 – 524 beds needed.

**Inmate Population Trends and Projections
for Cass County, North Dakota**

Forecast of Jail Capacity Requirements

Includes Cass County, Federal, Municipal, State, and Other Counties' inmates

Forecast Year	Year	MIDPOINT ADP Projections	Total Beds Needed 8% Peaking + 10% Mgmt./Class. Factor	Total Beds Needed 80% Rule
1	2022	295	351	369
2	2023	302	359	378
3	2024	309	367	386
4	2025	316	375	395
5	2026	323	383	403
6	2027	329	391	412
7	2028	336	399	420
8	2029	342	407	428
9	2030	349	415	436
10	2031	355	422	444
11	2032	361	429	452
12	2033	368	437	460
13	2034	374	444	468
14	2035	380	452	475
15	2036	386	459	483
16	2037	392	466	491
17	2038	399	473	498
18	2039	405	481	506
19	2040	411	488	513
20	2041	419	498	524



Current Jail = 358 Beds
Housing Expansion 96 Beds = 444 Beds
Housing Expansion Double Bunked 48 Beds = 492 Beds



COMMITTEE RECOMENDATIONS

Based on the Bill Garnos inmate population projections, the Committee recommended that KMA develop Housing options for the 10 year future to year 2031 and provide internal expansion options to years 2036 and 2041. KMA was to develop concepts for 96 single occupancy cells to meet the Year 2031 needs (444 beds) with half of these cells (upper tier) to be double bunked in the future to gain 48 beds additional beds to the meet the 2041 needs (492 beds).

FACILITY ANALYSIS

Many of the core functions (mechanical, electrical, food service, laundry and receiving) will continue to meet the Jails needs with the exception that indoor mechanical space will be needed for air handlers. Additional space will be needed for Property, Medical, and inmate programs.

CONCEPT OPTIONS

Four concept options were developed and included in the study report. Of the four options, Options 2 and 4 were deemed to have merit and were developed further to allow a more complete cost estimate to be developed.

Option #1

This option arranges the housing in 2 pods similar to the original jai with a front mechanical chase, with each housing unit containing 48 cells, 24 per tier.

- **Committee eliminates this option.**

Option #2

This option arranges the housing in one pod in a similar configuration to the original jail with a front mechanical chase, with the housing unit containing 96 cells, 48 per tier.

- **More efficient staffing when all cells are in one unit. This saves one post or 5.1 – 5.7 total staff.**

Option #3

This option arranges the housing in two pods in a configuration with a rear mechanical chase, with each housing unit containing 48 cells, 24 per tier.

- **The Committee eliminates this option.**

Option #4

This option arranges the housing in one housing unit in a configuration with a rear mechanical chase, with the housing unit containing 96 cells, 48 per tier.

- **More efficient staffing when all cells are in one unit. This saves one post or 5.1 – 5.7 total staff.**

FINANCIAL DATA

- Concept Option #2
 - Construction costs: \$ 33,120,057
 - Soft costs: \$ 2,671,404
 - Project cost: \$ 35,791,461

- Concept Option #4
 - Construction costs: \$ 36,078,631
 - Soft costs: \$ 2,878,504
 - Project cost: \$ 38,957,135

STAFFING – OPERATIONAL COSTS

The staffing quantities are expecting to require 2 added posts. Typically, indirect supervision is a 1:40 ratio of staff to inmates. **By locating the 96 cells in one unit it will allow for 2 staff posts when opening and is expected to need 3 staff/shift once the unit has over 80 inmates.**

SCHEDULE INFORMATION

The overall schedule may vary based on the option selected.

Study Report complete:	July 8, 2022
Site Acquisition:	None required
Project Funding:	August/September 2022
Designer Selection and Award:	October/November 2022
Design:	December 2022 – May 2023
Bidding:	June 2023
Award Negotiation:	July 2023
Construction:	July 2023 – June 2025
Mid-point of Construction:	July 2024
Close-Out:	July 2025
Occupancy:	August 2025

Note: It would be advantageous for the County to accelerate the financing of the project and the designer selection and award process in order to save as much as 3 months on the overall schedule above. This would allow the project to issue for bidding in February 2023 with a construction start in April or May 2023. Bidding during the winter months after the holidays, has historically resulted in a better bidding climate as contractors are setting up work for the upcoming year.

KLEIN MCCARTHY ARCHITECTS' SCOPE OF WORK

Cass County, North Dakota, issued a Request for Qualifications for the *Cass County, ND Population and Design Options for the Jail* services to which Klein McCarthy Architects (KMA) responded with qualifications, and was selected to perform the Masterplan. The County believes that a professional consultant, with experience in architecture for custodial facilities, was needed to provide an objective assessment of the current inmate population assessment and projections, and to provide recommendations for possible expansion options of the physical plant to accommodate the County's future needs.

The scope of services to be performed by KMA were to include inmate population trends and projections which were provided by Bill Garnos – Jail Consultant. With those projections, the Committee determined the number of years to design to, which set the number of beds needed at that date. With that understanding, KMA then determined the extent of expansion recommended and provided concept design floor plans depicting concept layouts. KMA relied on the facility existing drawings provided by the County to provide the layouts.

KMA conducted five study meetings with the Committee. During the meeting discussions of the jail and its operations, a basis of needs was determined, and these needs were utilized when developing the concept floor plans. After reviewing the various options to determine which best met the County's needs, KMA finalized the two recommended concept floor plans and included it in this report in the Appendix.

Engineering assumptions for the cost analysis was based on discussions with Gene Gartner the Facility Director as documented in the Meeting Minutes.

HISTORICAL BACKGROUND

The Cass County Jail is located at 450 34th Street South, Fargo, North Dakota and was built in 2002, and opened with 248 inmate beds. The facility was expanded by 100 beds in 2008 and is currently a 348-bed jail holding adult male and female inmates.

The facility is designed to the standards published by the American Correctional Association (ACA) and the North Dakota Correctional Facility Rules prepared by the North Dakota Department of Corrections and Rehabilitation (ND DOCR). The facility is a "Grade One" facility, meaning a correctional facility for confining inmates not more than one year.

INMATE POPULATION TRENDS

The full report for the inmate population trends and projections prepared by Bill Garnos – Jail Consultant are included in the Appendix. Excerpts are included in this section of the report in summary form.

INMATE POPULATION TRENDS

The inmate trends were based on:

- Jail admissions
- Average Daily Population (ADP)
- High/low inmate population range
- ADP by jurisdiction

Bill Garnos ran four different models for the projections and used the midpoint as a baseline for projections for planning purposes. For the COVID projection years, the data was skipped, and the trend lines were shifted two years. Trends have rebounded even with intakes being down due to ALOS – Average Length of Stay, which is up. Bill thinks the system will get back closer to normal with higher intakes and lower ALOS.

The inmate population trends include the following data:

- Dips in monthly jail admissions is due to seasonal changes.
- Last 2 years has stabilized from low points due to COVID restrictions of not accepting bookings.
- 2018 increase was due to detox holds.
- 2020 drop was COVID closures.
- Federal inmates have remained steady at about 40 beds.
 - Majority are charged with a state crime with federal charges, so they are listed as Federal inmates.
 - The majority of these inmates are from Cass County and surrounding counties and not from national locations outside of Minnesota.
 - Cass County has a contract to hold up to 40 inmates.
 - Feds would take more beds if they were available.
 - Federal inmates must be housed in cells and not dormitories.
- Municipal numbers are way down due to COVID since municipal arrestees were mostly turned away due to COVID procedures.
 - City has adjusted their charges to tack on charges so that the County pays and not the city.
- State inmate numbers jumped a lot with the prison shutting down for COVID.
- Other Counties is very low at 1 – 3 inmates. Many counties used the Cass County jail but that did not involve many inmates.

The overall summary of the analysis is that the County population projection is expecting steady growth which will impact the jail.

INMATE POULATION PROJECTIONS

The inmate population projections were based on:

- County population projections
- Inmate population projections
 - Rate of incarceration (ROI)
 - ADP by jurisdiction
 - Average Length of Stay (ALOS)
 - Average Daily Population (ADP)
- Forecast of jail capacity requirements

The inmate forecasts were done in five year increments out to year 2040.

- Forecast in 10 years for Year 2031, is at 355 ADP of which there are 285 inmates for just Cass County.
 - Spikes for capacity requirements.
- Forecasted 2 different ways to get out 20 years to Year 2041.
 - Midpoint projection is at 419 inmates which is the net need without peaking or classification needs.
 - Total beds needed includes for 8% peaking + 10% Management/Classification Factor = 498 beds.
 - Total beds needed at 80% rule = 524 beds.

- Current jail capacity allowed is at 348 which includes dormitory beds.
 - 20% of the jail capacity is in the dormitory.
 - Types of beds is a large issue and not just bed quantity.
- Projections – see Page 65 of Bill Garnos Report (excerpt below)
 - Year 2031 is anticipating 422 – 444 beds needed.
 - Year 2036 is anticipating 459 – 483 beds needed.
 - Year 2041 is anticipating 498 – 524 beds needed.

Inmate Population Trends and Projections for Cass County, North Dakota

Page 65

Forecast of Jail Capacity Requirements

Includes Cass County, Federal, Municipal, State, and Other Counties' inmates

Forecast Year	Year	MIDPOINT ADP Projections	Total Beds Needed 8% Peaking + 10% Mgmt./Class. Factor	Total Beds Needed 80% Rule
1	2022	295	351	369
2	2023	302	359	378
3	2024	309	367	386
4	2025	316	375	395
5	2026	323	383	403
6	2027	329	391	412
7	2028	336	399	420
8	2029	342	407	428
9	2030	349	415	436
10	2031	355	422	444
11	2032	361	429	452
12	2033	368	437	460
13	2034	374	444	468
14	2035	380	452	475
15	2036	386	459	483
16	2037	392	466	491
17	2038	399	473	498
18	2039	405	481	506
19	2040	411	488	513
20	2041	419	498	524

↑
Inmates

↑
Beds

↑
Beds

Current Jail = 358 Beds

Housing Expansion 96 Beds = 444 Beds

Housing Expansion Double Bunked 48 Beds = 492 Beds

COMMITTEE RECOMMENDATIONS

The Committee recommended that KMA develop Housing options for the 10-year future to year 2031 and provide internal expansion options for years 2036 and 2041. KMA was to concepts for 96 single occupancy cells to meet the Year 2031 needs (444 beds) with half of these cells (upper tier) to be double bunked in the future to gain 48 beds to the meet the 2041 needs (492 beds).

Housing unit and cell features to be included:

- Flexibility is the most important.
- Prefer single level housing versus tiers.
- Tiered construction is ok but providing two separate levels allows more flexibility and sound control.
- Tiered construction would need the tier enclosed due to inmates jumping and the need to avoid that liability.
- Size of housing units recommended to be between 8 and 16 beds at the largest with tiered construction (open Dayrooms).
 - A variety of sizes gives the facility more options and flexibility.
- Mental health unit
 - Currently has the softer mental health cells, wood doors and vitreous china fixtures so the facility has enough of this softer housing.
 - Units E, G and H all have softer finishes.
 - Due to the high ADP, many inmates are in the softer housing when they should be in more secure housing. Building more secure housing will open of the softer beds for the appropriate inmates.
 - What is needed is the more durable and secure setting for those that act out and who are destructive.
- Cells to be single bunked with flexibility to double bunk the upper tiers.
- Treatment program spaces, counseling spaces and large classrooms should be included at the new units.
- Additional recreation to be included at the units.
- Prefer single showers outside of the cells.
- Cells with windows are preferred for mental health purposes.
- Dayrooms
 - Provide floor drains in the dayrooms.
 - ACA Rule 4-4149 states, "Each Dayroom provides a minimum of 12 square feet of transparent glazing with a view to the outside, plus two additional square feet of glazing per inmate whose room/cell does not contain an opening or window with a view to the outside. (New Construction Only)"
 - Skylights will not work with the complete hosing floors in place. Skylight cannot be outside the Dayroom and borrow light since we need the Dayroom glazing to be reflective to stop sight from unit to unit as part of the sight and sound females and males.
 - Staircases should be enclosed or located outside of the housing units.
 - Stairs are always problematic and should be designed to see through the risers.
- No carpeting planned in the housing areas.
- Plan for sealed concrete throughout.
- Control Station to be raised about 4'-8" so that the station officer can see enough of the upper cells and Dayrooms.
- Catwalks
 - Provide width of 6'-6" for easier inmate movement.
- Recreation
 - 100+ inmates require a minimum of 1,000 sf.

- Since the unit will have a capacity of 144 inmates, we will plan for one 1,000sf minimum recreation space.
- Adding more remote inmates (other counties, state and federal) would increase the need for more individual courts proceeding rooms.
- Inmate housing to expand horizontally to the east and then planned to the south. Vertical expansion is not planned for as the county has enough property for many years to come.

Due to the increase in the inmate beds, the facility will need additional inmate support including two Multi-Purpose programming rooms and an increase in the medical area for additional staff support offices. Since the medical area cannot be expanded in its current location, it was determined that a new medical unit should be designed and included with the new housing expansion. The existing medical unit to be utilized as is until a final use is determined but will most likely include staff support and Video Conferencing Rooms.

CONCEPT OPTIONS

Four (4) concept options were developed and included in the study report. Of the four options, Options #2 and #4 were deemed to have merit and were developed further to allow a more complete cost estimate to be developed and for the facility to review the staffing quantities that would be needed.

Options #2 and #4 are included in Section 5 – Options and enlarged images of the site plans, floor plans and building sections provided in the Appendix.

FINANCIAL ANALYSIS

The cost estimates were developed for Options 2 and 4 and provided by Construction Engineers Inc. (CEI). Construction Engineers is a Construction Manager located in Fargo, ND which gives them insight into the local bidding conditions, and they are familiar with the Klein McCarthy Architects jail designs including Clay County in Moorhead, MN.

Cost estimates are included in the Appendix with an overall summary in Section 6 – Financial Information.

FACILITY ANALYSIS

Klein McCarthy Architects was not hired to analyze the existing facility as it was built in 2002 and expanded in 2008. The facility is in very good condition and warrants retaining the building and expanding it. For general reference, we have included a standard list of building components and the age in years that they are expected to last given proper care and maintenance.

	<u>Age (In Years)</u>
Foundation walls & footings	75
Superstructure (Columns/Beams/Floor systems)	75
Waterproofing /underdrainage / Slab on grade	50
Exterior Walls	50
Exterior Doors and Windows	30
Roofs, Elevators/Conveyance Systems, Fire alarm, Security System	20
HVAC Controls and Equipment	30
Air Conditioning Units	20
Air Handling Units	30
Boiler & Furnace	35
Heating, Cooling and Sprinkler Piping	50
Compressed air & gas systems, Sanitary and Interior Storm Drains	50
Communication and data	15
Power Distribution System	35

MECHANICAL SYSTEMS

Based on meeting discussions with Gene Gartner the Facility Director, the mechanical system features:

- Boilers should have some capacity remaining.
- Chiller could handle some additional capacity.
- Heating would be the most limited for expansion.
 - Plan a mechanical space for mechanical equipment to be located at each housing expansion.

ELECTRICAL SYSTEMS

Based on meeting discussions with Gene Gartner the Facility Director, the mechanical system features:

- Emergency generator can handle the addition.

FACILITY SPACES

Based on the Committee meetings, the following core and support spaces/areas were discussed:

- Food service
 - Was planned to operate up to 600 beds so it will handle the expansion.
- Laundry

- May need expansion or could run more shifts or more bedding and clothing could be bought so laundry would not need to occur as often.
- Medical
 - Will need more space for staff offices and support functions.
 - No capacity available for any additional beds added to the facility.
 - Look to expand medical or relocate since no adjacent space can be used to expand.
 - Add office space and light clinical at the housing units.
- Medical – existing
 - This will be vacated and used as is for staff offices and possibly Video Conferencing.
- Programs
 - Need more program space for the added expansion.
- Second Level Visitation
 - Add replacement exit stair to the floor plan to allow public to exit.
 - No public visitation on the second floor of the new expansion as it will be done via video visitation.
 - This would allow Counseling rooms on the Second Floor (stacked with the rooms below).
- Public Visitation / Non-Contact Visitation
 - Future housing to use non-contact visitation versus moving the public in the second-floor corridor.
 - Current video visitation area at the Lobby will be sufficient for the public visitation needs. Currently 4 public terminals and most people visit online away from the facility.
 - This has the same user rate charges, so most people do not come to the facility.
- Maintenance
 - Could move to a different location if their space had a higher need but better to keep this in its current location.
 - Would like to remain connected to the jail.
 - Equipment Storage/Garage
 - Add about 1,200 SF (about 26' wide x 46' deep) space behind the new Multi-Purpose Room for equipment storage/garage space for maintenance.
 - Add overhead door and man door on the west wall for access.
 - Include a floor drain since a vehicle could occasionally be stored.
 - Building height to be below the Dayroom windows on the south facade.
- Property
 - Need more area but do not use the vacated medical area. Design for an expansion area about the same size as the exiting Property Storage room.
 - Add an exterior addition south of the property room corridor where the Vehicle Sallyport drive had been.
 - Just add a Property Storage room to be the same size as the current Property Storage room.

OPTIONS

The scope of the Study was to provide high-level concept layouts to test the site and determine the overall space needs in order to provide a more accurate cost estimate. Cost estimates to be all inclusive for costs including escalation factors, contingencies, and similar soft costs. The four (4) project scope options include:

Floor Plans

Option #1

This option arranges the housing in 2 pods similar to the original jail with a front mechanical chase, with each housing unit containing 48 cells, 24 per tier.

- Original design had 5 classifications and by splitting the unit with complete floors, we can get 8 classifications which totals to 18 classifications versus 10 for both units.
- This layout is more staff intensive than Option 2 with all cells in one unit.
- Separating the units will require 2 staff in each = 4 total versus being able to manage the one large unit with 3 staff.
- **Committee eliminates this option.**

Option #2

This option arranges the housing in one pod in a similar configuration to the original jail with a front mechanical chase, with the housing unit containing 96 cells, 48 per tier.

- **More efficient staffing when all cells are in one unit.**

Option #3

This option arranges the housing in two pods in a configuration with a rear mechanical chase, with each housing unit containing 48 cells, 24 per tier.

- Same comments as Option 1.
- **The Committee eliminates this option.**

Option #4

This option arranges the housing in one housing unit in a configuration with a rear mechanical chase, with the housing unit containing 96 cells, 48 per tier.

- **More efficient staffing when all cells are in one unit.**

STAFFING – OPTIONS 2 AND 4

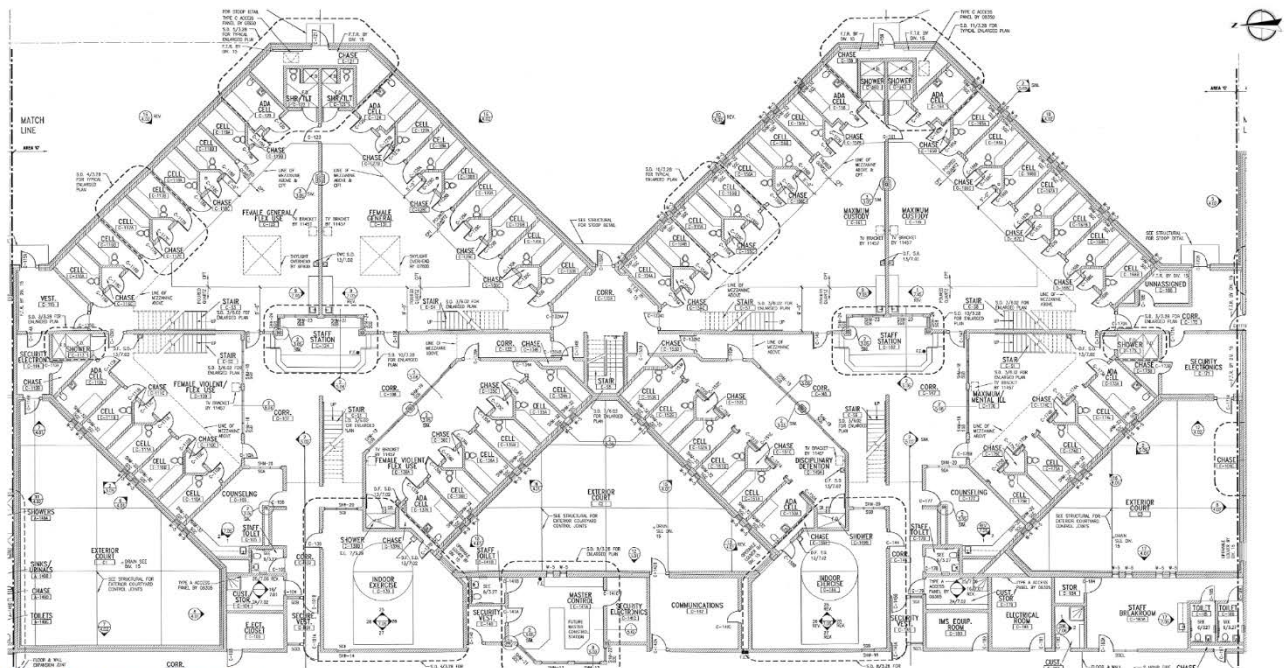
Typically, indirect supervision is a 1:40 ratio of staff to inmates. **By locating the 96 cells in one unit it will allow for 2 staff posts when opening and is expected to need 3 staff/shift once the unit has over 80 inmates.**

The current jail is about 300 ADP and has 15 – 17 staff/shift.

DRAWINGS ATTACHED

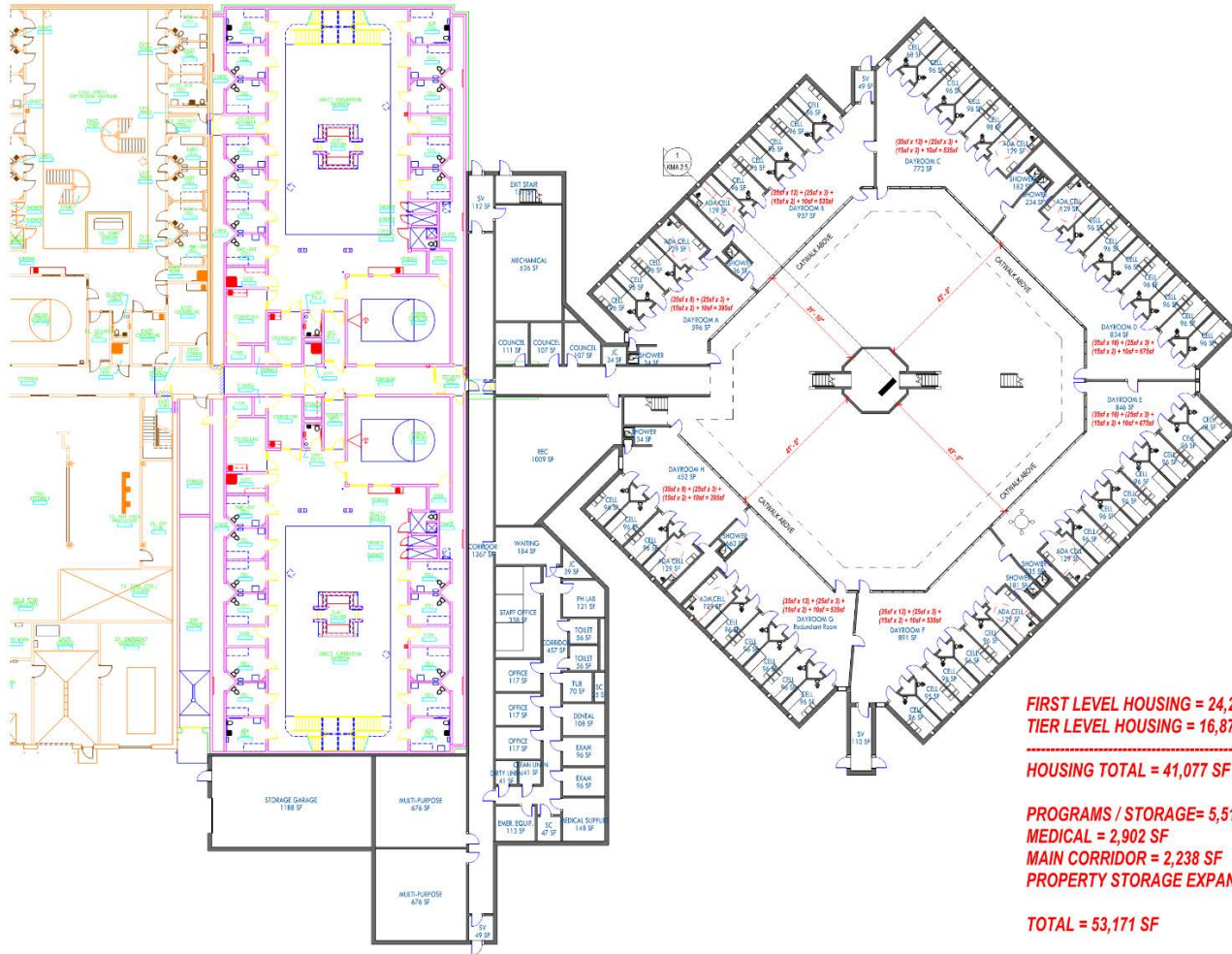
The Options are shown graphically with the attached floor plans depicting the areas of new construction and remodeling. Larger scaled images are also available in the Appendix.

Option 1:



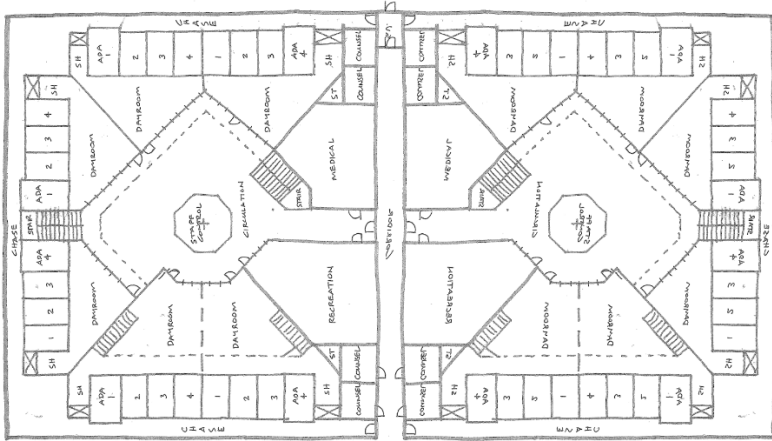
Note: Replicate existing housing units.

Option 2:

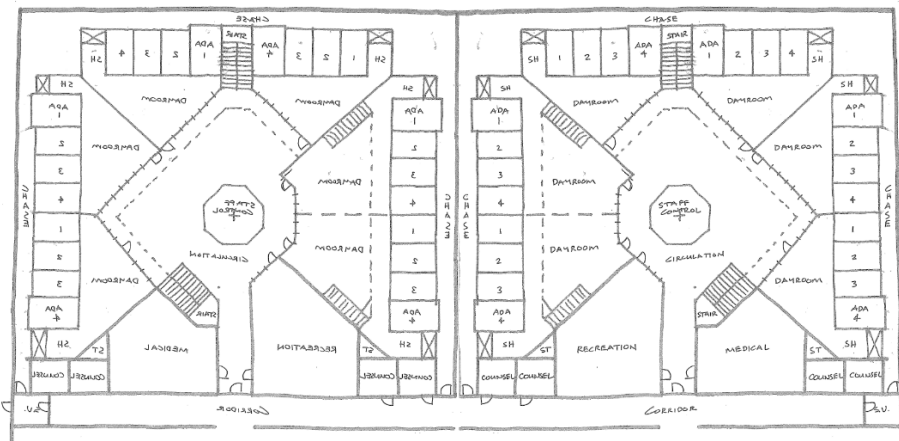


NOTE:
 1. SQUARE FOOTAGE DOES NOT INCLUDE 2 STORY VOLUMES
 2. TIERED LEVEL TO ALL OF HOUSING ACCOUNTED FOR IN SQUARE FOOTAGE.

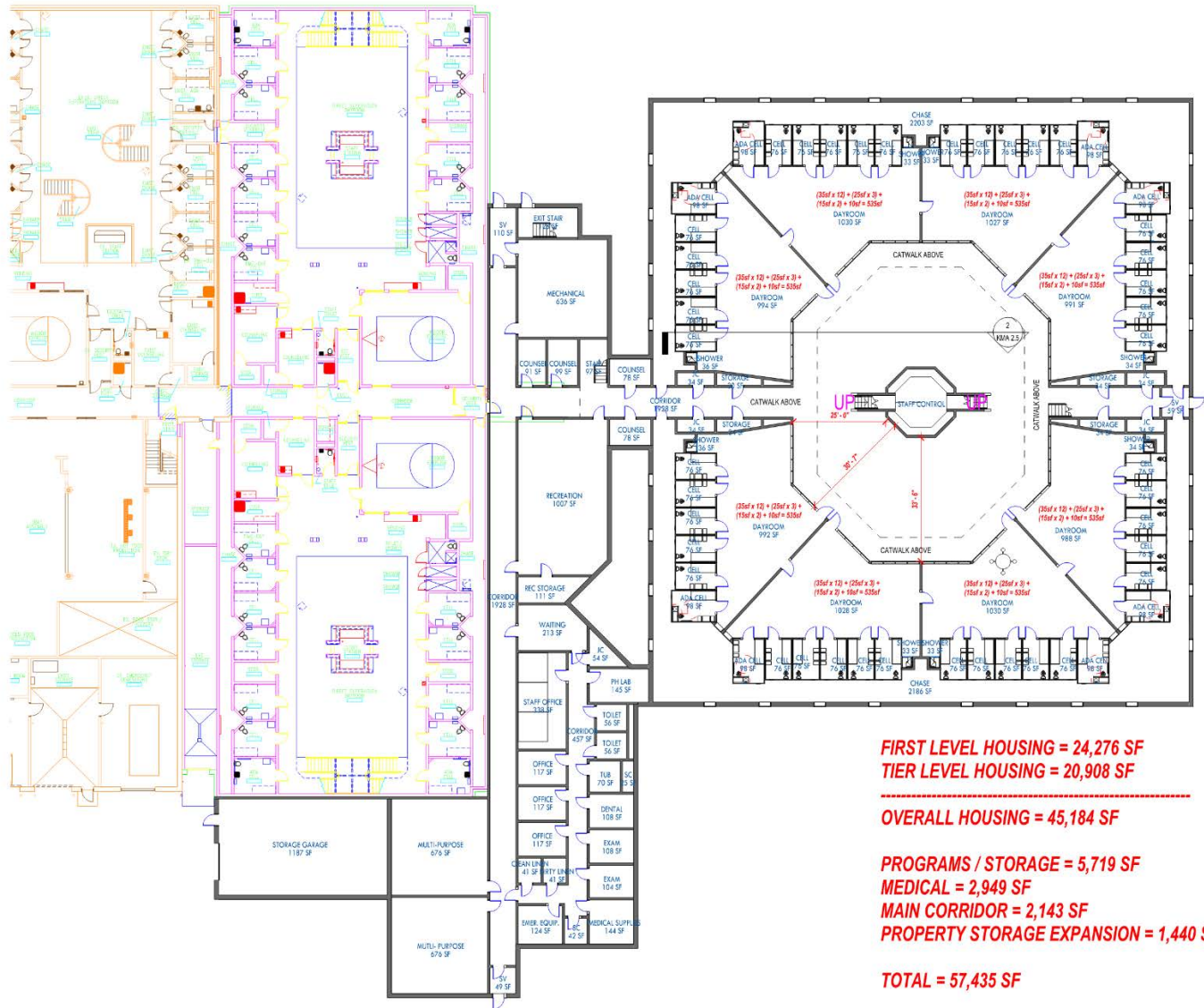
Option 3A:



Option 3A:



Option 4:



FIRST LEVEL HOUSING = 24,276 SF
TIER LEVEL HOUSING = 20,908 SF

OVERALL HOUSING = 45,184 SF

PROGRAMS / STORAGE = 5,719 SF
MEDICAL = 2,949 SF
MAIN CORRIDOR = 2,143 SF
PROPERTY STORAGE EXPANSION = 1,440 SF

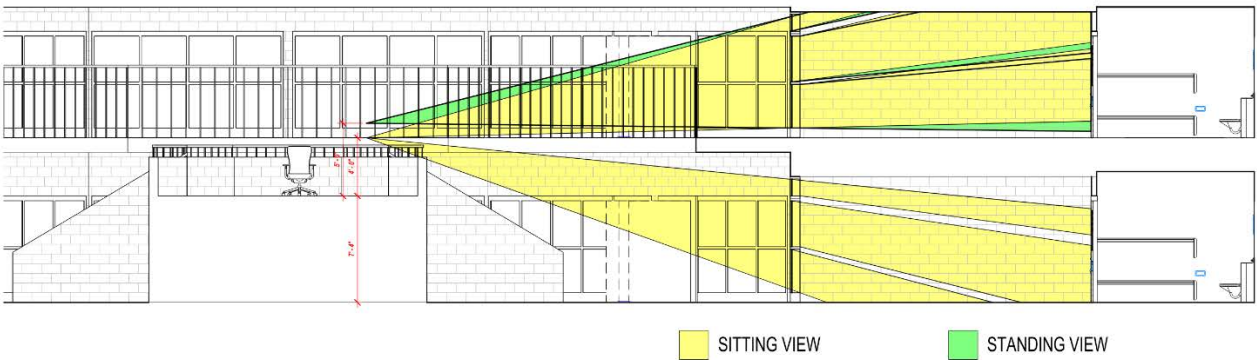
TOTAL = 57,435 SF

NOTE:
 1. SQUARE FOOTAGE DOES NOT INCLUDE 2-STORY VOLUMES.
 2. TIERED LEVEL TO ALL OF HOUSING ACCOUNTED FOR IN SQUARE FOOTAGE.

Building Sections – Options 2 and 4

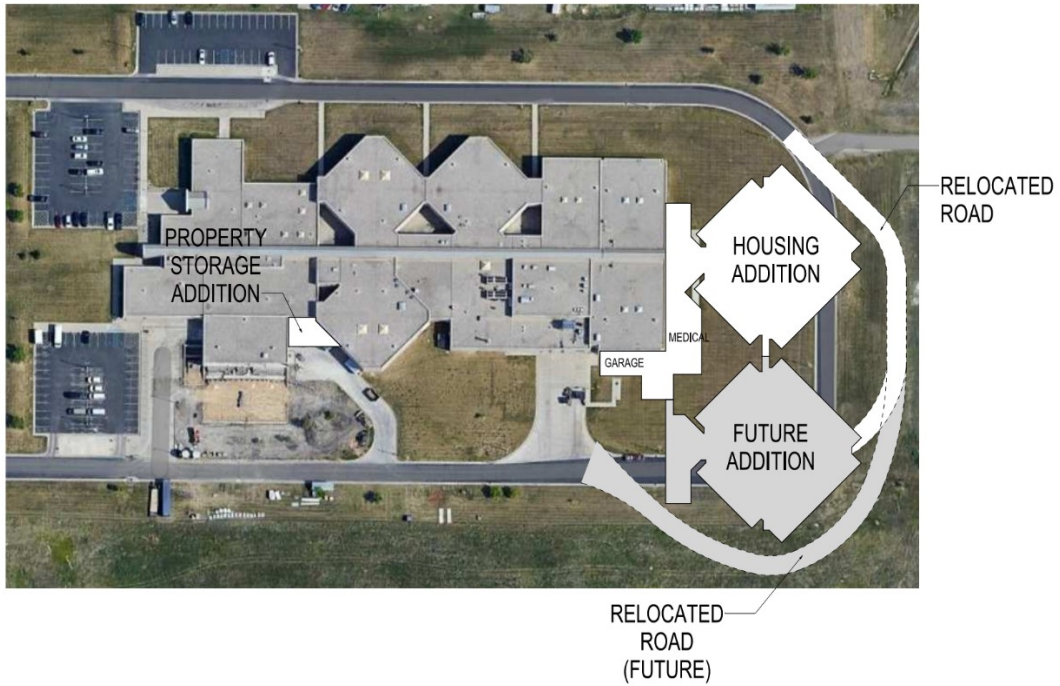


1 BUILDING SECTION @ OPTION 2 - VISIBILITY OF CELLS FROM CONTROL STATION - FLOOR RAISED 7'-4"
SCALE: 1/4" = 1'-0"

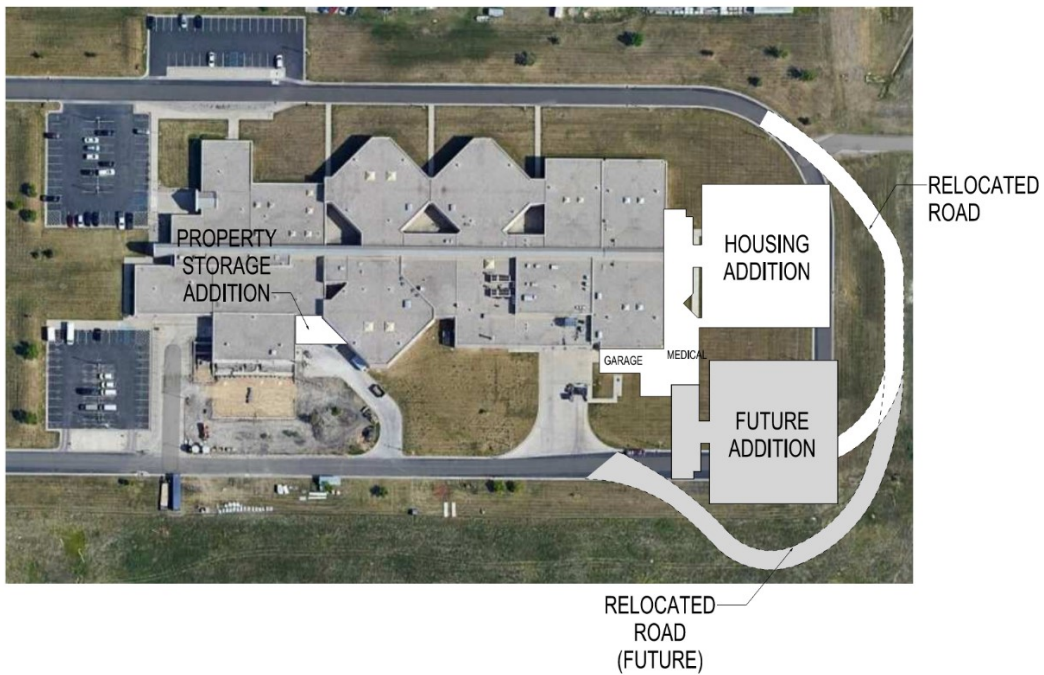


2 BUILDING SECTION @ OPTION 4 - VISIBILITY OF CELLS FROM CONTROL STATION - FLOOR RAISED 7'-4"
SCALE: 1/4" = 1'-0"

Site Plans – Option 2



Site Plans – Option 4



FINANCIAL INFORMATION

The following cost estimates were prepared by Construction Engineers, Inc. (CEI) are attached below and enlarged in the Appendix.

Items included in the construction costs:

- New building expansion includes:
 - Inmate Housing – 96 cells with support functions
 - Medical
 - Multi-Purpose programming rooms
 - Property
 - Equipment/Storage Garage
- Remodeling
 - As required for the new building expansion.

Summary of costs:

- Concept Option #2
 - Construction costs: \$ 33,120,057
 - Soft costs: \$ 2,671,404
 - Project cost: \$ 35,791,461

- Concept Option #4
 - Construction costs: \$ 36,078,631
 - Soft costs: \$ 2,878,504
 - Project cost: \$ 38,957,135

Project: Cass County Jail Expansion
 Location: Fargo, ND
 Date: 6/28/2022



Description	Option 2 OoC Estimate - 06/28/22			Option 4 OoC Estimate - 06/28/22			Remarks
	SF/Mo	Unit Cost	Total	SF/Mo	Unit Cost	Total	
Building Construction Costs							
Housing and Support	48,829	\$575	\$28,054,726	54,404	\$564	\$30,704,691	
Medical New	2,949	\$359	\$1,057,918	2,902	\$359	\$1,041,072	
Property Storage Expansion	1,440	\$253	\$364,213	1,440	\$253	\$364,218	
Building Construction Totals	53,218	\$554	\$29,476,857	58,746	\$547	\$32,109,981	
Permits, Bonds, Insurance, & Fee							
Insurance & Bonds	-	-		-	-		
Subcontractor Risk Insurance	-	-	Included Above	-	-	Included Above	
Building Permits	-	-		-	-		
CM Preconstruction	-	-		-	-		
CM Fee	-	-		-	-		
Escalation	-	3.00%	\$993,600	-	3.00%	\$1,082,359	Assume construction start of spring 23
Design Contingency	-	5.00%	\$1,656,000	-	5.00%	\$1,803,932	
Construction Contingency	-	3.00%	\$993,600	-	3.00%	\$1,082,359	
Total Permits, Bonds, Insurance, & Fee	-	-	\$3,643,200	-	-	\$3,968,650	
Accepted VE & Alternate Items - See Details Below			\$0			\$0	Includes all Permits, Bonds, Insurance, & Fee
Total Construction Budget	54,843	\$604	\$33,120,057	60,371	\$598	\$36,078,631	

PROJECT COSTS

The following soft costs have been included in addition to the items within the Construction Engineers estimate:

- Professional design and consulting fees
- Hazardous materials remediation (not required)
- Third party building commissioning costs (not included)
- Special testing and inspections
- Owner furnished and installed furniture, fixtures, and equipment
- Topographic (ALTA) Survey of the site selected
- Geotechnical Investigation of the site selected



**Cass County Jail
Project No. 211100**

**SOFT COSTS BREAKDOWN - ESTIMATED TOTAL PROJECT COSTS
July 8, 2022**

ITEM	BASIS	OPTION 2 COST	OPTION 4 COST
1	Guaranteed Maximum Price (GMP)	GMP by Construction Engineers	\$ 33,120,057 \$ 36,078,631
3	Total Guaranteed Maximum Price	Construction Engineers Estimate	\$ 33,120,057 \$ 36,078,631
5	A/E Fees	7% of Total GMP	\$ 2,346,404 \$ 2,553,504
6	A/E Reimbursable Expenses	Lump Sum - estimated	\$ 80,000 \$ 80,000
			\$ - \$ -
8	Surveys	Estimate	\$ 25,000 \$ 25,000
9	Geotechnical	Estimate	\$ 20,000 \$ 20,000
10	Construction Advertisement	Included in GMP	\$ - \$ -
11	Building Permit & Admin. Costs	Included in GMP	\$ - \$ -
12	Loose Furnishings & Equipment	Lump Sum	\$ 150,000 \$ 150,000
14	Subtotal		\$ 35,741,461 \$ 38,907,135
16	Owner's Builders Risk Insurance	Included in GMP	\$ - \$ -
	Owner's Third Party Special		
17	Inspections	Lump Sum	\$ 50,000 \$ 50,000
18	Owner's Project Contingency	Included in GMP	\$ - \$ -
19	City/County Utility Extension	Not required	\$ - \$ -
21	TOTAL ESTIMATED PROJECT COST	GMP + 8% Soft Cost	\$ 35,791,461 \$ 38,957,135



STAFFING – OPERATIONAL COSTS

The staffing quantities are expecting to require 2 added posts Typically, indirect supervision is a 1:40 ratio of staff to inmates. **By locating the 96 cells in one unit it will allow for 2 staff posts when opening and is expected to need 3 staff/shift once the unit has over 80 inmates.**

UTILITIES – OPERATIONAL COSTS

The utility costs were not included in the study scope of work.

SCHEDULE INFORMATION

The overall schedule may vary based on the option selected.

Study Report complete:	July 8, 2022
Site Acquisition:	None required
Project Funding:	August/September 2022
Designer Selection and Award:	October/November 2022
Design:	December 2022 – May 2023
Bidding:	June 2023
Award Negotiation:	July 2023
Construction:	July 2023 – June 2025
Mid-point of Construction:	July 2024
Close-Out:	July 2025
Occupancy:	August 2025

Note: It would be advantageous for the County to accelerate the financing of the project and the designer selection and award process in order to save as much as 3 months on the overall schedule above. This would allow the project to issue for bidding in February 2023 with a construction start in April or May 2023. Bidding during the winter months after the holidays, has historically resulted in a better bidding climate as contractors are setting up work for the upcoming year.

CONCEPT OPTIONS #1 - #4

The masterplanning provided 4 concept options to test the overall layouts and sizes to get a more accurate square footage for the cost estimate. The layouts also allowed the facility to review staffing quantities for operational analysis and cost savings.

COST ESTIMATE – CONSTRUCTION COST

The cost estimate was prepared by Construction Engineers, Inc. (CEI).

COST ESTIMATE – PROJECT COST

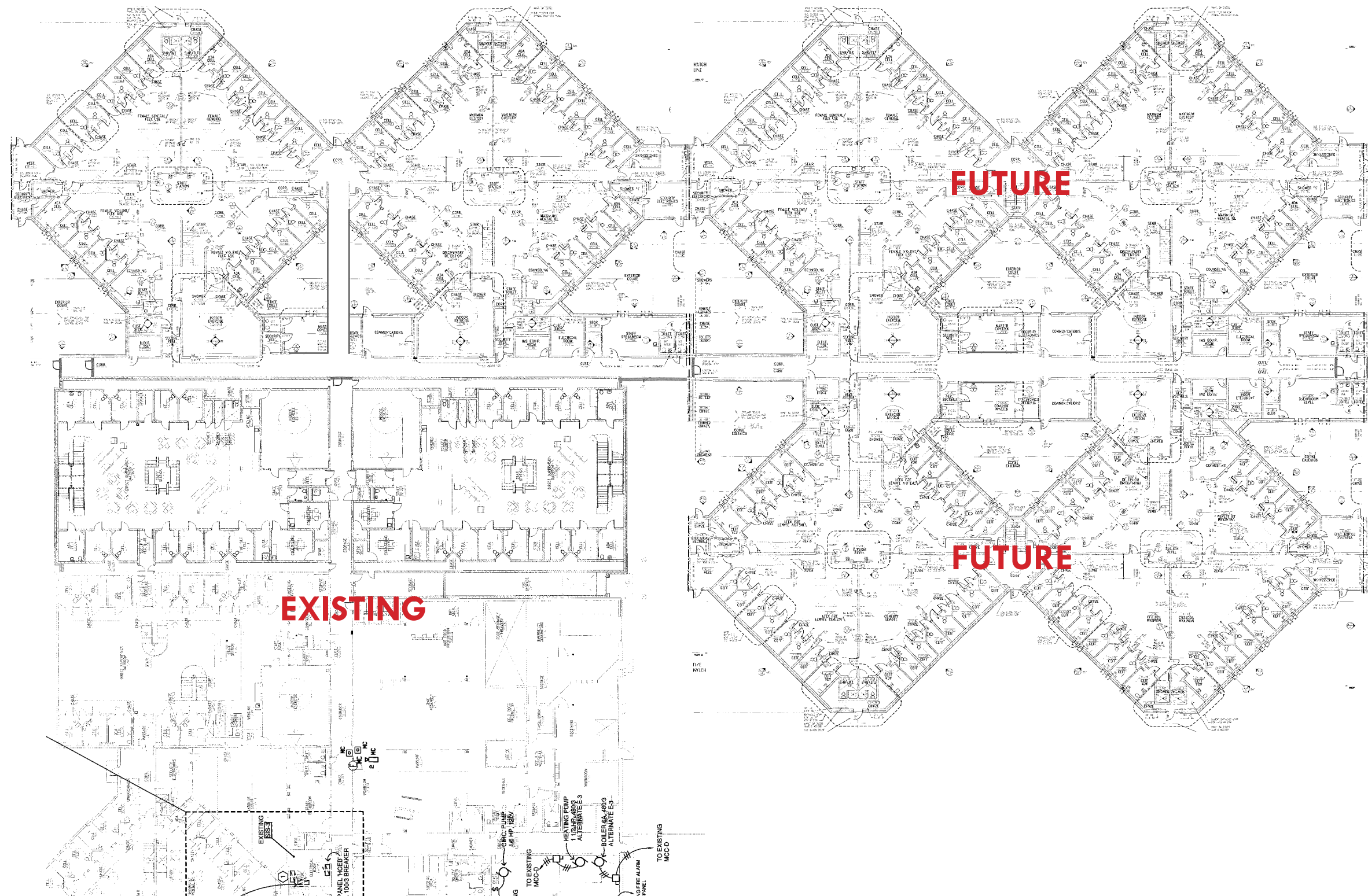
Klein McCarthy Architects has estimated the soft costs/County's costs that are to be added to the Construction Cost to get to a total Project Cost for financing consideration.

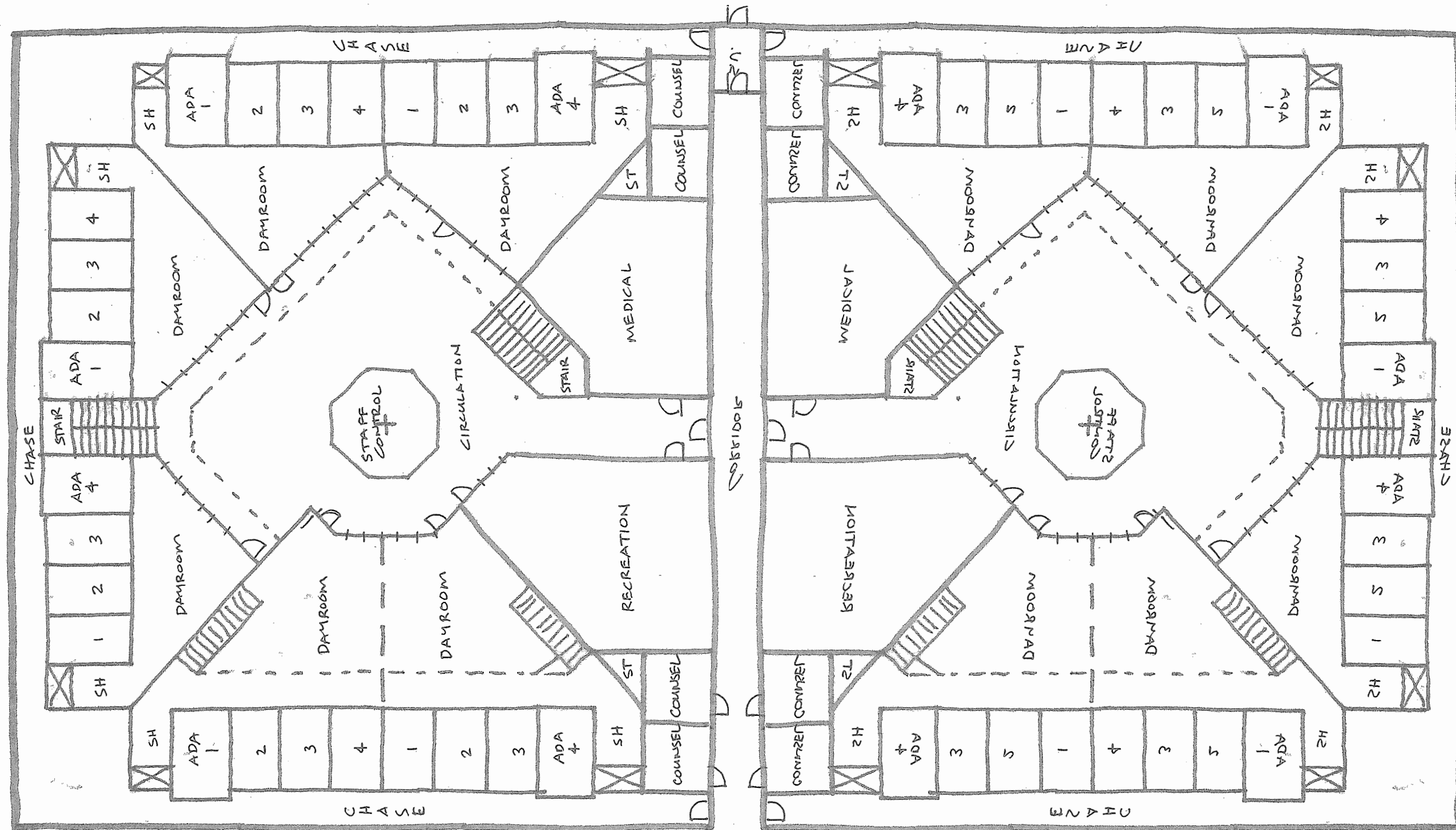
INMATE POPULATION TRENDS AND PROJECTIONS

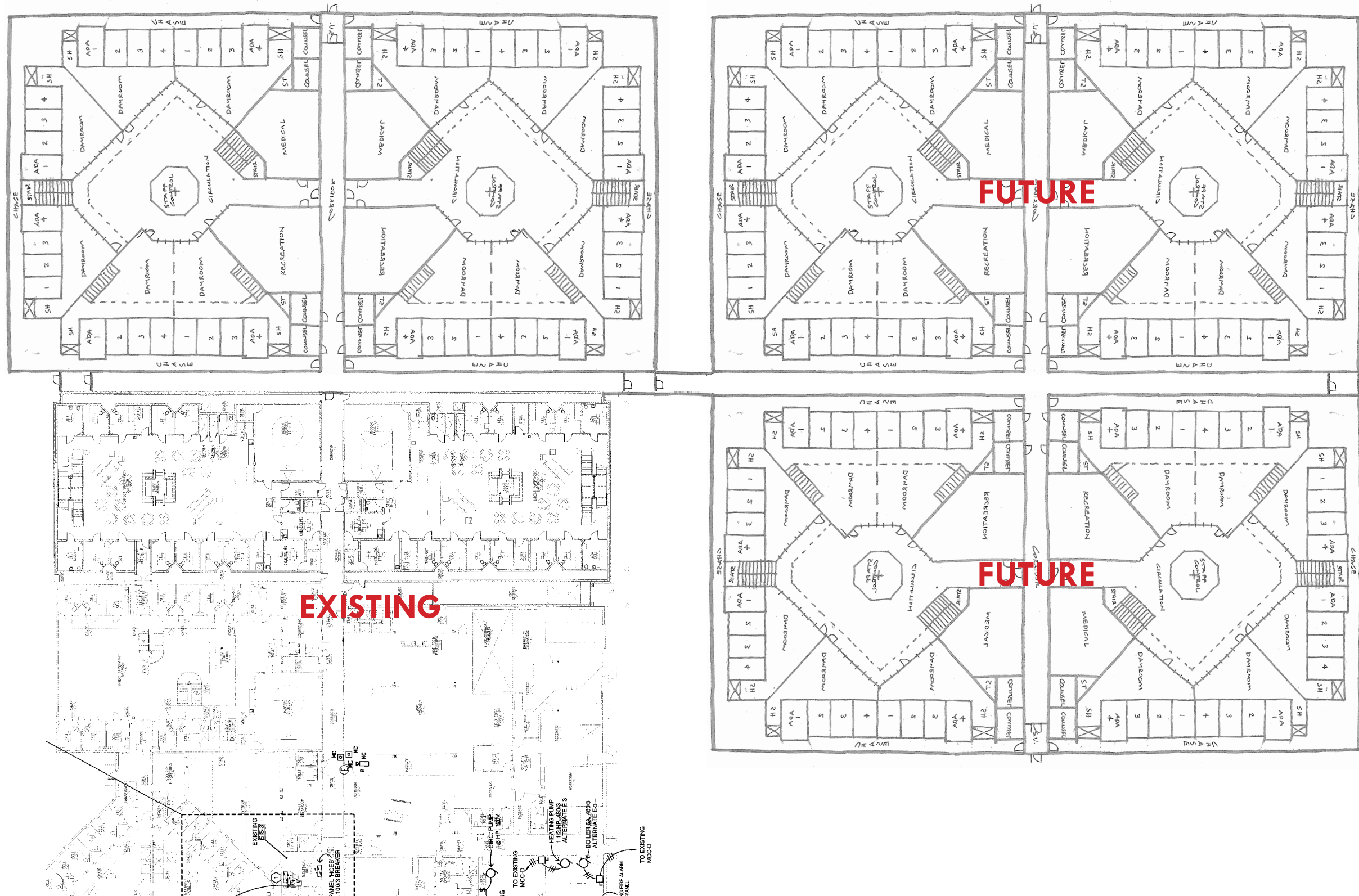
Inmate Population Trends and Projections for Cass County, ND prepared by Bill Garnos Jail Consultant and attached in its entirety. Excerpts have been include in the Report.

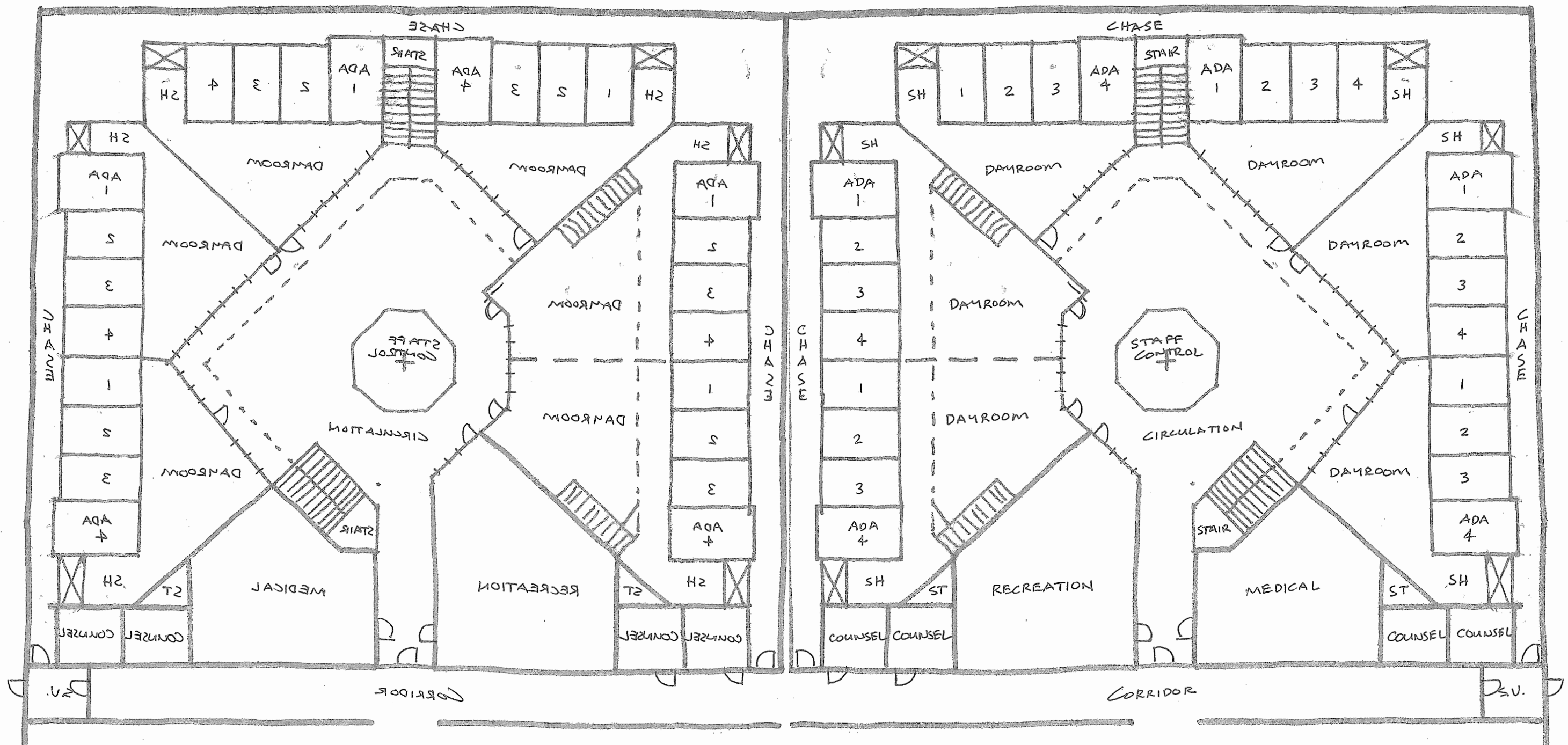
KLEIN MCCARTHY MEETING MINUTES #1 - #5

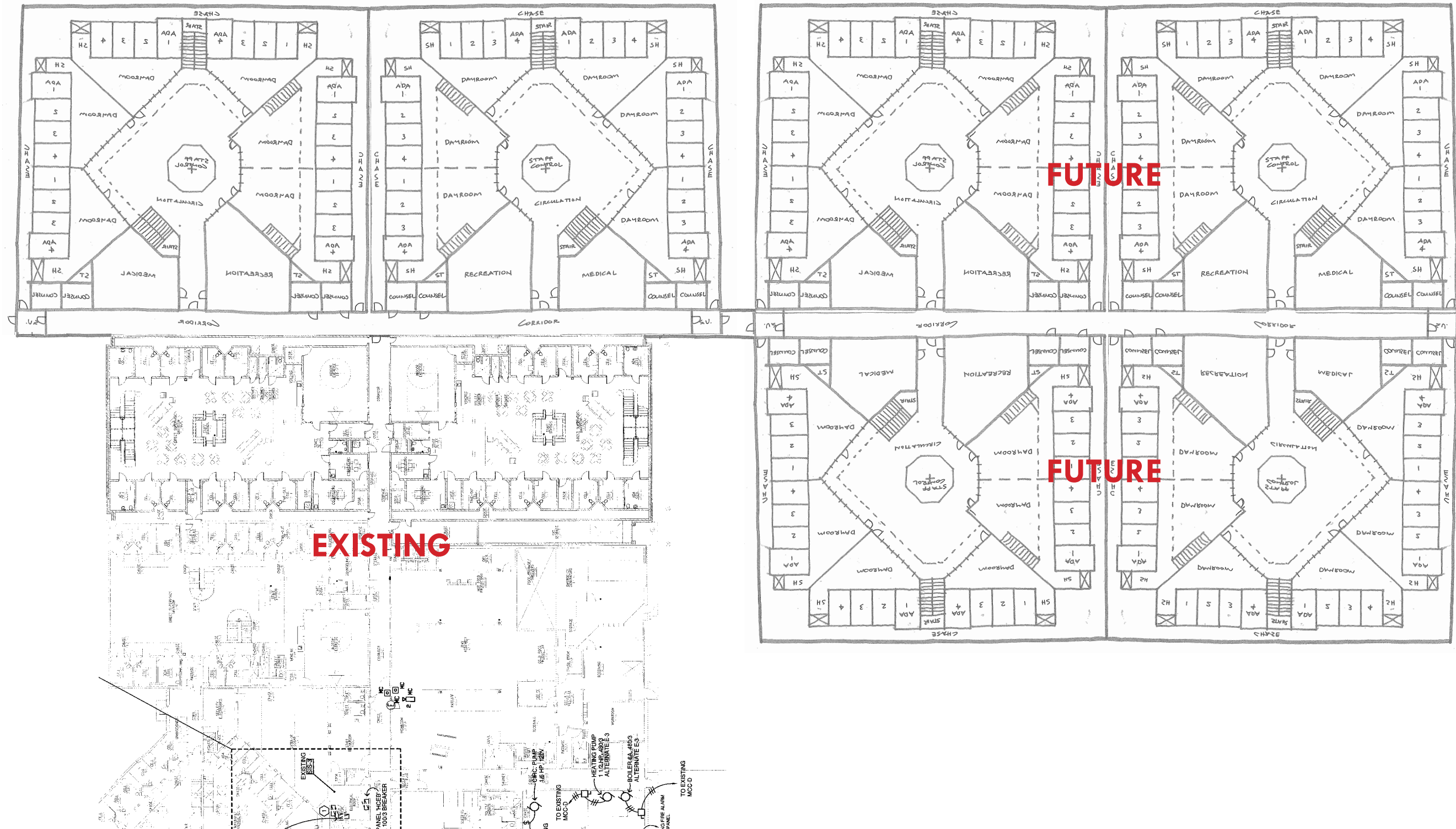
Klein McCarthy Architects documented all Committee meeting with minutes which are attached for reference and to gain a better understanding of the Masterplanning process with the Committee and its level of completeness.















Project: Cass County Jail Expansion

Location: Fargo, ND

Date: 6/28/2022



Description	Option 2 OoC Estimate - 06/28/22			Option 4 OoC Estimate - 06/28/22			Remarks
	SF/Mo	Unit Cost	Total	SF/Mo	Unit Cost	Total	
Building Construction Costs							
Housing and Support	48,829	\$575	\$28,054,726	54,404	\$564	\$30,704,691	
Medical New	2,949	\$359	\$1,057,918	2,902	\$359	\$1,041,072	
Property Storage Expansion	1,440	\$253	\$364,213	1,440	\$253	\$364,218	
Building Construction Totals	53,218	\$554	\$29,476,857	58,746	\$547	\$32,109,981	
Permits, Bonds, Insurance, & Fee							
Insurance & Bonds	-	-	Included Above	-	-	Included Above	
Subcontractor Risk Insurance	-	-		-	-		
Building Permits	-	-		-	-		
CM Preconstruction	-	-		-	-		
CM Fee	-	-		-	-		
Escalation	-	3.00%	\$993,600	-	3.00%	\$1,082,359	Assume construction start of spring 23
Design Contingency	-	5.00%	\$1,656,000	-	5.00%	\$1,803,932	
Construction Contingency	-	3.00%	\$993,600	-	3.00%	\$1,082,359	
Total Permits, Bonds, Insurance, & Fee	-	-	\$3,643,200	-	-	\$3,968,650	
Accepted VE & Alternate Items - See Details Below			\$0			\$0	Includes all Permits, Bonds, Insurance, & Fee
Total Construction Budget	54,843	\$604	\$33,120,057	60,371	\$598	\$36,078,631	



Cass County Jail
Project No. 211100
SOFT COSTS BREAKDOWN - ESTIMATED TOTAL PROJECT COSTS
July 8, 2022

ITEM	BASIS	OPTION 2 COST	OPTION 4 COST	
1	Guaranteed Maximum Price (GMP)	GMP by Construction Engineers	\$ 33,120,057	\$ 36,078,631
3	Total Guaranteed Maximum Price	Construction Engineers Estimate	\$ 33,120,057	\$ 36,078,631
5	A/E Fees	7% of Total GMP	\$ 2,346,404	\$ 2,553,504
6	A/E Reimbursable Expenses	Lump Sum - estimated	\$ 80,000	\$ 80,000
			\$ -	\$ -
8	Surveys	Estimate	\$ 25,000	\$ 25,000
9	Geotechnical	Estimate	\$ 20,000	\$ 20,000
10	Construction Advertisement	Included in GMP	\$ -	\$ -
11	Building Permit & Admin. Costs	Included in GMP	\$ -	\$ -
12	Loose Furnishings & Equipment	Lump Sum	\$ 150,000	\$ 150,000
14	Subtotal		\$ 35,741,461	\$ 38,907,135
16	Owner's Builders Risk Insurance	Included in GMP	\$ -	\$ -
	Owner's Third Party Special			
17	Inspections	Lump Sum	\$ 50,000	\$ 50,000
18	Owner's Project Contingency	Included in GMP	\$ -	\$ -
19	City/County Utility Extension	Not required	\$ -	\$ -
21	TOTAL ESTIMATED PROJECT COST	GMP + 8% Soft Cost	\$ 35,791,461	\$ 38,957,135

**Inmate Population
Trends and Projections
for
Cass County
North Dakota**

**Bill Garnos
Jail Consultant**

May 2022

Table of Contents

1. Executive Summary 5

2. Jail Administrator’s Housing Report 16

3. Inmate Population Trends 24

A. Jail Admissions 24

B. Average Daily Population (ADP) 34

C. High / Low Inmate Population Range 39

D. ADP by Jurisdiction 42

4. Inmate Population Projections 51

A. County Population Projections 52

B. Inmate Population Projections 54

C. Forecast of Jail Capacity Requirements 63

Graphs & Tables

3. Inmate Population Trends

A. Jail Admissions (2012 – 2021)

- Annual Jail Admissions 26
- Monthly Jail Admissions 27
- Monthly Jail Admissions — Males 29
- Monthly Jail Admissions — Females 31
- Monthly Jail Admissions — Past Four Years 33

B. Average Daily Population (ADP) (2012 – 2021)

- Annual Average Daily Population 35
- Monthly Average Daily Population 36
- Average Daily Population — Past Four Years 38

C. High / Low Inmate Population Range (2012 – 2021)

- Annual High / Low Inmate Population Range 40
- Monthly High / Low Inmate Population Range 41

D. ADP by Jurisdiction (2016 – 2021)

- Annual ADP by Jurisdiction 42
- Cass County Inmates 46
- Federal Inmates 47
- Municipal Inmates 48
- State Inmates 49
- Other Counties' Inmates 50

4. Inmate Population Projections

A. County Population Projections

- **Historical and Projected Population of Cass County 53**

B. Inmate Population Projections

- **Inmate Population Projections for All Inmates (Total ADP) 56, 57**
- **Inmate Population Projections for Cass County Inmates 60**
- **ADP Projections (and Allowance) by Jurisdiction 61**

C. Forecast of Jail Capacity Requirements

- **Forecast of Jail Capacity Requirements 65**

1. Executive Summary

In November 2021, Klein McCarthy Architects contacted Bill Garnos, a nationally recognized jail consultant, to assess the inmate population trends and develop inmate population projections for Cass County, North Dakota to assist with facility planning.

The Consultant — Bill has directed or assisted with jail planning projects for more than 100 cities and counties in 27 states, and assisted with three state correctional master plans. His work has been specialized in the development of jail needs assessment studies, regional jail feasibility studies, inmate population trends and projections, facility evaluations, alternatives to incarceration, operational cost studies, space programming, jail staffing plans, standards compliance, and the activation of new jail facilities and offender programs.

Bill is self-employed and works as an independent jail consultant. He has served as an expert witness in federal court on jail conditions, inmate violence, and overcrowding. Bill has also completed the *Planning of New Institutions* (PONI) program at the National Institute of Corrections (NIC), and NIC training on *Objective Jail Classification*

This Project — This project was conducted as part of a request for proposals from Cass County to provide a Population Forecast and Design Options for Expanded Inmate Capacity at the Cass County Jail. According to the County's specifications, the project involves "developing an inmate population forecast at the Cass County Jail over the next 10-15 years and concept level design options and budget estimate required to provide the needed capacity." The County's bid package stated as follows:

The intent of this specification is to describe the current needs at the Cass County Jail. Staff and administrators at the 348-bed facility located in Fargo, North Dakota are challenged to meet the inmate housing needs in a fast-growing community that has not added inmate beds since 2007. Increasingly the current jail capacity is not adequate to meet the intake needs of local law enforcement agencies and the warrant needs of the Cass County Sheriff's Office and the detention needs of the local court system.

The purpose of this document is to (1) provide an objective and independent assessment of Cass County's current inmate population trends; (2) provide transparency and documentation; and (3) provide a data-driven means for assessing the County's current and future demand for jail beds, to assist with facility planning.

This document is not intended to provide all the answers to Cass County's on-going need for additional jail capacity. It is hoped, however, that the information presented in

this study will help to facilitate the development of more “data-driven” solutions to address and resolve the County’s current and future jail needs.

The extensive data, trends, and issues included in the report also present several opportunities for further analysis — in terms of Cass County’s on-going facility needs, for addressing the underlying factors driving those needs, and for identifying other emerging issues in the criminal justice system which could ultimately impact the County’s need for jail beds.

Report Organization

This report includes a **Table of Contents**, and separate page listings for the **Graphs & Tables** — for ease of reference.

1. Executive Summary — Section 1 provides a project background, an overview of how the report is organized, and a summary of the key findings. (*Pages 5 – 15.*)

2. Jail Administrator’s Housing Report — Section 2 includes a report by the Cass County Jail Administrator, Captain Andrew Frobig, on the jail’s additional housing needs. (*Pages 16 – 23.*)

3. Inmate Population Trends — Section 3 examines four key metrics for measuring Cass County’s inmate population trends, including:

- The number of jail admissions; (*Pages 24 – 33.*)
- The average daily population; (ADP) (*Pages 34 – 38.*)
- The high and low inmate population range; and (*Pages 39 – 41.*)
- The ADP by jurisdiction. (*Pages 42– 50.*)

Detailed graphs and data tables are provided to document and illustrate current trends, and to provide a baseline for future planning.

4. Inmate Population Projections — Section 4 includes:

- The historical and projected population of Cass County; (*Pages 52 – 53.*)
- Inmate population projections for the next 20 years, based on current trends; and (*Pages 54 – 62.*)
- A forecast of jail capacity requirements (total jail beds needed), based on the inmate population projections. (*Pages 63 – 67.*)

Key Findings

Jail Admissions — As part of this study, jail admissions were examined over the past ten years (2012 – 2021). Separate breakdowns are provided of the monthly jail admissions for males and for females, and the total jail admissions over the past four years to focus on the period before and since the pandemic.

Annual Jail Admissions — The Cass County Jail had a total of:

- 7,852 admissions in 2012;
- 7,758 admissions in 2013;
- 7,639 admissions in 2014;
- 7,860 admissions in 2015;
- 8,495 admissions in 2016;
- 9,305 admissions in 2017;
- 9,681 admissions in 2018;
- 9,105 admissions in 2019;
- 6,938 admissions in 2020; and
- 5,258 admissions in 2021.

From 2012 to 2019, the Cass County Jail showed a steady increase in the number of admissions each year. Over the past two years (2020 and 2021), admissions to the Cass County Jail have plummeted due to the Covid pandemic, dropping by more than 42 percent from 2019 to 2021.

Monthly Admissions — Over the past ten years, the number of admissions to the Cass County Jail each month ranged from a high of 908 admissions in August 2018, to a low of 278 admissions in April 2020 (at the start of the pandemic). Before the start of the pandemic in 2020, the previous low was 521 admissions in November 2014.

Jail Admissions Over the Past Four Years — From January 2018 to February 2020, the Cass County Jail had an average of 784 admissions each month. From March to December 2020, the number of jail admissions plummeted, rebounded, and plummeted again, before stabilizing somewhat in 2021. In 2021, the Cass County Jail had an average of 438 admissions each month. This represents a decrease of 44 percent from the preceding pre-pandemic period.

Average Daily Population (ADP) — The Average Daily Population (ADP) is a calculation used to establish the *average* inmate population over a period of time, since the jail population is constantly in a state of flux, with admissions and releases occurring on a daily basis.

As part of this study, the ADP at the Cass County Jail was examined over the past ten years (2012 – 2021). Separate breakdowns are provided of the annual ADP and the monthly ADP, and the ADP over the past four years to focus on the period before and since the pandemic.

Annual ADP — Over the past ten years, the Cass County Jail had an ADP of:

- 197 inmates in 2012;
- 208 inmates in 2013;
- 249 inmates in 2014;
- 274 inmates in 2015;
- 301 inmates in 2016;
- 276 inmates in 2017;
- 252 inmates in 2018;
- 275 inmates in 2019;
- 247 inmates in 2020; and
- 275 inmates in 2021.

From 2012 to 2019, the Cass County Jail showed a steady increase in the ADP each year. Over the past two years (2020 and 2021), the ADP at the Cass County Jail has dropped due to the Covid pandemic.

Monthly ADP — Over the past ten years, the ADP at the Cass County Jail each month ranged from a high of 317 inmates in April 2017, to a low of 155 inmates in April 2020. Before the start of the pandemic in 2020, the previous low was 174 inmates in May 2012.

ADP Over the Past Four Years — From January 2018 to February 2020, the Cass County Jail had an ADP of 265 inmates. From March to July 2020, the ADP plummeted and then rebounded, before stabilizing somewhat from August 2020 through the end of 2021. During this period (from August 2020 through 2021), the Cass County Jail had an ADP of 276 inmates. This represents an increase of 4 percent from the preceding pre-pandemic period.

High / Low Inmate Population Range — While the ADP is used for measuring inmate population growth over time, it is important to recognize that, in reality, the actual inmate population at the Cass County Jail fluctuates up and down — above and below the *average* — based on the number of inmate admissions and releases, which occur on a daily basis. Therefore, data was also examined on the highest (peak) and lowest inmate population range each month over the past ten years to examine the extent to which the inmate population fluctuates.

Annual High / Low Range — Over the past ten years, the total number of inmates at the Cass County Jail each day ranged from:

- 231 to 162 inmates in 2012;
- 235 to 170 inmates in 2013;
- 298 to 179 inmates in 2014;
- 315 to 234 inmates in 2015;
- 337 to 265 inmates in 2016;
- 344 to 220 inmates in 2017;
- 302 to 215 inmates in 2018;
- 323 to 225 inmates in 2019;
- 319 to 139 inmates in 2020; and
- 311 to 232 inmates in 2021.

Monthly High / Low Range — The highest inmate population at the Cass County Jail was 344 inmates, which occurred in January 2017. The lowest inmate population was 139 inmates in April 2020 (at the start of the pandemic).

From January 2012 through February 2020 (before the pandemic), the highest (peak) population each month exceeded the ADP for that month by an average of 8 percent.

ADP by Jurisdiction — Separate breakdowns of the ADP are provided for five components of the inmate population:

- *Cass County* inmates (held for the Cass County Sheriff's Office);
- *Federal* inmates (held for the U.S. Marshals Service or the Federal Bureau of Prisons);
- *Municipal* inmates (held for the Fargo or West Fargo Police Departments);
- *State* inmates (held for the North Dakota State Parole Office or State Penitentiary); and
- *Other Counties'* inmates (held for the Sheriff's Office in 16 other counties).

The analysis showed that of the total bed days (or total "prisoner-days") recorded over the past six years, approximately:

- 78 percent were *Cass County* inmates;
- 14 percent were *Federal* inmates;
- 7 percent were *Municipal* inmates;
- 1.4 percent were *State* inmates; and
- 0.1 percent were *Other Counties'* inmates.

Cass County Inmates — Over the past six years, approximately 78 percent of the total bed days at the Cass County Jail were used for Cass County inmates. The ADP of Cass County inmates each month ranged from a high of 273 Cass County inmates in July 2019, to a low of 135 Cass County inmates in April 2020 (at the start of the pandemic).

From January 2016 to February 2020, the jail had an ADP of 223 Cass County inmates each month. From March 2020 through the end of 2020, the ADP of Cass County inmates plummeted, rebounded, and dropped again, before stabilizing somewhat at an ADP of 232 Cass County inmates in 2021. This represents an increase of 4 percent over the preceding pre-pandemic period.

Federal Inmates — Over the past six years, the Cass County Jail held an ADP of 40 federal inmates. The ADP of federal inmates each month ranged from a high of 47 federal inmates in February 2016, to a low of 30 federal inmates in June 2019.

Municipal Inmates — The ADP of municipal inmates each month ranged from a high of 34 municipal inmates in April 2017, to a low of 5 municipal inmates in April 2020 (at the start of the pandemic). From January 2016 to February 2020, the jail had an ADP of 24 municipal inmates. From March 2020 forward, the ADP of municipal inmates dropped significantly. Although the ADP of municipal inmates started to rebound in 2021, the number of municipal inmates is still less than half of what it was before the pandemic.

State Inmates — The ADP of state inmates each month ranged from a high of 26 state inmates in May 2021, to a low of 0 state inmates in November 2019 and April 2020 (at the start of the pandemic). From January 2016 to February 2020, the jail had an ADP of 1.4 state inmates, typically being held for the State Parole Office. From July 2020 through June 2021, the ADP of state inmates increased significantly due to the temporary housing of inmates from the State Penitentiary during the pandemic.

Other Counties' Inmates — Over the past six years, the Cass County Jail has held an ADP of 0.4 inmates for other counties. These include inmates held for the Sheriff's Office in 16 other counties. Approximately 0.1 percent of the total bed days at the Cass County Jail were used for other counties' inmates. The highest monthly ADP was 2.8 inmates from other counties in February 2021. Several months each year report no inmates held for other counties.

County Population — County-level population projections were developed by the North Dakota Department of Commerce – Census Office in 2016. According to those projections, the total population of Cass County would increase from:

- 149,778 people in 2010; to
- 171,588 people in 2015; to
- 188,810 people in 2020.

The 2020 Census for Cass County showed a population of 184,525 people. Although this is less than the 2016 projections had estimated, it still represents an increase of more than 23 percent to Cass County's total population over the past decade (2010 to 2020).

The 2016 projections estimated that Cass County's population will continue to grow significantly over the next 20 years, to:

- 203,784 people in 2025; to
- 214,719 people in 2030; to

- 222,826 people in 2035; to
- 228,895 people in 2040.

The projections represent a 21 percent increase to Cass County's total population over the next two decades (2020 – 2040).

Inmate Population Projections — As part of this study, a number of different commonly-used forecasting methodologies were applied to Cass County's inmate population trends in order to estimate the County's future jail population. Inmate population projections were developed using models based on:

- *Rate of Incarceration (ROI)* — Projections based on the correlation between the number of inmates and the County's population, applied to the County's population projections.
- *ADP by Jurisdiction* — Projections based on Cass County inmate trends, with an allowance for federal, municipal, state, and other counties' inmates based on their historical usage.
- *Average Length of Stay (ALOS)* — Projections based on the ALOS from 2012 – 2019, applied to the trend in admissions from that period.
- *Average Daily Population (ADP)* — Projections based on the ADP trend from 2012 – 2019.

The projection models provided a range of results, all increasing, but at different rates of growth. Using the midpoint of these four models as the baseline for planning purposes, it is estimated that Cass County will have an ADP of:

- 323 inmates in five years (by 2026);
- 355 inmates in ten years (by 2031);
- 386 inmates in 15 years (by 2036); and
- 419 inmates in 20 years (by 2041).

These projections provide for reasonable growth for Cass County and the other jurisdictions that house inmates at the Cass County Jail, given their historical usage trends and projected county population growth.

Projections by Jurisdiction — One of the projection models was based on the inmate population trends of Cass County inmates (only), and then added an allowance for federal, municipal, state, and other counties' inmates based on their historical usage at the Cass County Jail.

- *Cass County Inmates* — The results of two different projection models were used to estimate a total annual ADP of 256 Cass County inmates in five years; 276 Cass County inmates in ten years; 294 Cass County inmates in 15 years; and 311 Cass County inmates in 20 years.
- *Federal Inmates* — Over the past six years, the Cass County Jail held an ADP of 40 federal inmates. Therefore, for planning purposes, an allowance was made for an ADP of 40 federal inmates.
- *Municipal Inmates* — For planning purposes, an allowance was made for an ADP of 24 municipal inmates, based on the actual ADP of municipal inmates from January 2016 to February 2020.
- *State Inmates* — An allowance was made for an ADP of 1.4 state inmates, based on the actual ADP of state inmates from January 2016 to February 2020, typically being held for the State Parole Office.
- *Other Counties' Inmates* — An allowance was made for an ADP of 0.4 inmates from other counties, based on the actual ADP of other counties' inmates over the past six years.
- *Combined* — The Cass County inmate projections plus the allowances for inmates from other jurisdictions estimated that the Cass County Jail would need to accommodate a total annual ADP of 321 inmates in five years; 341 inmates in ten years; 359 inmates in 15 years; and 376 inmates in 20 years.

Considerations Regarding Inmate Population Projections — Population projections are not the same as capacity requirements. A jail facility needs more beds than the average projected inmate population in order to accommodate routine fluctuations (peaks) in the facility's population, and for inmate classification and management purposes (to separate and segregate different types of inmates).

Population projection trendlines should not be viewed as hard, straight, and unwavering lines. They are simply a graphic illustration of where the inmate population is heading, given current trends, for facility planning purposes. There are a variety of forces that are pushing the baseline ADP projections up (or pushing up the rate of growth), and at the same time, there are forces pushing down on the baseline (or holding down the rate of growth).

A note of caution must be made when using historical data to predict the future. Many counties have underestimated their true jail needs by relying on past inmate population trends. Arrest decisions, prosecution policies, and sentencing practices all have an impact on the size of the County's inmate population. As new and additional jail beds become available, these policies and practices can change, resulting in even greater demands for jail capacity.

It is important to view inmate population projections within an appropriate context. The projections are based on the jail's actual inmate population trends over the past ten years. At any given time during this period, the jail's actual inmate population has been the result of a unique combination of factors within the local criminal justice system that affect (1) jail admissions, (2) jail releases, and (3) the length of stay in jail — all of which have been impacted, to some extent, by the combined efforts of law enforcement, prosecution, and the courts.

Inmate population projections are not an exact science. There are a multitude of ever-changing variables, both tangible and intangible, that can directly impact the size of Cass County's jail population. The County's growing and changing population, public attitudes toward crime, changes in criminal penalties, law enforcement practices, sentencing policies, and crime rates will all have a direct impact on the County's future jail population and its need for additional jail capacity.

Nonetheless, it is believed that the inmate population projections presented here provide reasonable parameters for facility planning purposes.

Forecast of Jail Capacity Requirements — The average daily population (ADP) is just that — an average. In reality, the jail's actual inmate population fluctuates above and below that average. Therefore, the next step in the facility planning process involves estimating the total number of beds (or "capacity") that would be needed to support the projected inmate population.

There are two frequently used techniques for estimating the amount of capacity needed to support the ADP projections. One is known as the "80 percent rule," and the other involves adding a peaking factor and a classification/management factor.

- ***"80 Percent Rule"*** — For facility planning purposes, many consultants and Departments of Corrections across the country recommend using the "80 percent rule." (ADP should not exceed 80 percent of capacity.) This formula typically allows for sufficient additional capacity to accommodate routine peaks in the population, and to provide for the separation of males and females, and to allow for further separation as needed.
- ***Peaking Factor + Classification/Management Factor*** — Another technique for estimating the amount of capacity (beds) needed involves adding a peaking factor and a classification/management factor to the ADP projections.

The purpose of the peaking factor is to accommodate routine fluctuations (peaks) that typically occur to the facility population each month.

The classification (or management) factor is to provide sufficient additional capacity to allow for the separation of males and females, to separate inmates

by their security or behavior classification, and to allow further separation for administrative or disciplinary purposes.

As part of this study, the highest (peak) population each month was compared to the ADP for that month, to estimate the amount that the jail's population routinely fluctuates within. From January 2012 through February 2020 (before the pandemic), the peak population at the Cass County Jail each month exceeded the ADP for that month by an average of 8 percent. Therefore, an 8 percent peaking factor and a (typically used) 10 percent classification and management factor were added to the baseline ADP projections to estimate the total bed needs.

Total Capacity Requirements — The results of these two methods suggest that Cass County will need a total of:

- 383 – 403 beds in five years (2026), to support an ADP of 323 inmates;
- 422 – 444 beds in ten years (2031), to support an ADP of 355 inmates;
- 459 – 483 beds in 15 years (2036), to support an ADP of 386 inmates; and
- 498 – 524 beds in 20 years (2041), to support an ADP of 419 inmates.

Type of Jail Beds Needed — In the forecast of jail capacity requirements, consideration also has to be given to the changing profile of Cass County's inmate population, which has significant implications for the number — and more importantly, the *type* — of jail beds needed by the County.

In the past, most jails have attempted to provide some sort of balance between minimum, medium, and maximum security housing — typically through some combination of dormitory-style housing, double (two-person) cells, and single cells. Today, inmate housing issues are more complicated. County jails have to accommodate:

- More high-risk offenders, with greater security requirements;
- More inmates with long lengths of stay;
- More inmates with medical and mental health issues; and
- More inmates with special needs, or who require special management.

Jail housing is further complicated by the growing need to keep certain inmates (or groups of inmates) separate.

This is a particular problem for many existing and older jails, where a significant portion of their jail capacity consists of open dormitory housing. With the growing use of alternative programs — designed to divert low-risk offenders from incarceration — the remaining jail population consists of fewer inmates who are suitable or appropriate for dormitory-style housing.

The type of jail beds that a county has in its jail has a significant impact on that facility's ability to house inmates in an appropriate housing unit, consistent with their custody level and security requirements. Therefore, in addition to the *number* of jail beds that Cass County needs in the future, it will be just as important to make good decisions regarding the *type* of jail beds — and the distribution between single cells, double cells, and dormitory housing — to be included in any new facility or jail expansion.

Conclusion — As a County's population grows, the demands on its criminal justice system — and its jail system — also grow. The jail population projections presented in this report provide reasonable parameters for facility planning purposes, and are based on an objective assessment of the County's actual jail population trends over the past ten years.

It is important that Cass County continue to try to identify, quantify, and address the factors that are driving the County's jail population growth. Further investigation of these and other issues — and their potential impact on the jail population — may help the County in its efforts to manage and control its future facility needs.

Cass County is currently in the process of making some important, multi-million dollar, facility planning decisions. The goal of this study was to establish some reasonable jail capacity estimates for facility master planning purposes. Ultimately, the County will need to decide how large any jail expansion or new jail facility should be — given all the historical data, emerging issues, and current projections. Hopefully, the graphs, data, trend analysis, and other information in this report will aid the County in its efforts to make good decisions about how to address the County's growing jail population, and the appropriate size for any jail expansion or new jail facility.

2. Jail Administrator's Housing Report

In June 2021, the Cass County Jail Administrator, Captain Andrew Frobig, wrote an extensive report on the jail's additional housing needs. Captain Frobig's report provided valuable background and insights into the County's current jail situation. This section provides material from that report.

Synopsis

Several converging factors in recent years have led to a situation which the current capacity of the Cass County Jail is no longer sufficient to adequately service the needs of the local community and various law enforcement agencies. The COVID pandemic has added additional pressure to this situation, has forced us to ration space beyond what local leaders are comfortable with, and has forced us to reconsider our growth needs in terms of design and capability of any planned expansion. The scope and circumstances of the COVID pandemic are significant enough to dramatically alter the approach to expansion design, and are sufficient to justify the use of available federal COVID funds as a means of financing the necessary expansion.

Background

The Cass County Jail was originally constructed and opened in 2002. The facility was designed with future expansion in mind, with available land space and architectural design intentionally planned for the ability to eventually add on up to 4 additional housing units of 49 beds each. The original design team estimated expansion would be necessary approximately every 10 years.

The population of Cass County, at the time the jail opened in 2002, was approximately 126,349, according to US Census Bureau Data.

By 2006, the population in Cass County had grown to nearly 136,000. By that time, the jail was already underway in planning and construction two additional housing pods, based on actual inmate population growth. When the initial expansion planning began, there was a justified need to build one housing unit. Based on the design of the building and the funding formula at that time, a decision was made to build two units at the same time. This was in part because the first expansion was necessary earlier than anticipated, and in part to address expected population growth estimates with one single construction project.

When construction was completed on both housing units, a practice was implemented of using only one of the two new units at a time, and inmates were occasionally moved back and forth so that normal wear from use would be similar. Within a year, it became necessary to start using both pods simultaneously, although each was used at a reduced capacity.

In the fall of 2011, a serious assault against juvenile detention staff, which was prelude to an attempted escape by a juvenile murder suspect, led to a determination that the existing Cass County Juvenile Jail was no longer viable to house the juvenile population. At that time, inmates within the Cass County Jail were consolidated to make room for designating one housing pod (E-Main Pod) as a temporary juvenile facility. This lasted until mid-2014, when jail population was again accelerating and the need to find an alternative location for juveniles was realized. By fall 2014, we had developed and signed a contract with Clay County, MN to hold Cass County Juvenile Offenders. This contract is still in effect today. The E Main pod was then reallocated for adult inmates. At that time, all housing units were in use consistent with the original estimated growth planning.

Current Situation and Historical Context

The Cass County Jail is currently 19 years old and has not been expanded since new pods opened in 2007. The current county population has grown to 185,000 people. The capacity of the original building was 250, and the 2007 expansion elevated our operational capacity to 348 beds. In 2014, when juveniles were moved out of the jail facility and all housing pods became [operational], the average daily count was 251 inmates per day. In 2021 YTD, the average daily count is 271 and we have had a high count of 306.*

**At this point it is worth noting that our average for 2021 is artificially deflated due to our current COVID restrictions which are forcing us to ration space and deny access to the jail for many misdemeanor and non-violent warrant arrests.*

*The total number of intakes in 2014 was 7639. In 2019, the total number of intakes was 9105, and the average daily population was 276 with a highest ever headcount of 323**

**Two points are worth noting here – 1) in 2019 we averaged 22 new arrivals per day. It is an almost universally accepted practice to consider a jail facility “full” when it reaches 85% of capacity, due to the need to have space available for new arrests and still maintain adequate classification of inmates. 2) at the time the jail was at 323, we were also holding some inmates in another*

jurisdiction, and paying to rent beds temporarily, in order to maintain space available for new arrivals.

The total stats for 2019 were included here because 2020 numbers are not a viable metric due to a community wide COVID shutdown of all but essential services and businesses. Nothing was open and courts were not operating for nearly 3 months, and arrests were artificially deflated as a result. The 2020 arrest numbers do not reflect the reality of regular demand for jail space. During [t]he last quarter of 2020, once nearly everything was reopened in at least some capacity, we returned to a more normalized experience with an average population of 274, and a high headcount of 307.

It is important to keep in mind that those numbers for the 4Q2020, as well as 1Q2021, reflect only felony arrests and public safety related misdemeanors. The jail has not been accepting persons on non-violent warrants or misdemeanors due to limited space available to isolate new arrivals as part of our COVID prevention protocols.

Assessment of Current and Future Needs

While the jail has not expanded since 2007, it is important to note that every single agency that feeds prisoners into the jail has added additional law enforcement officers annually. The cities of Fargo and West Fargo have both experienced tremendous population growth in the past decade. Both of these cities have a dedicated police force, as well as a municipal court system that feed prisoners into the jail at an increasing rate each year. Cass County Sheriff's Office has added patrol deputies, dedicated additional deputies to various task forces with Street Crimes, Drug Task Force, US Marshals Fugitive Task Force, and ATF.

All of these contribute to an increased number of arrests, and are a response to increased number of serious and violent crimes occurring [in] the local communities.

We also receive prisoners who have been arrested by the ND Highway Patrol, NDSU Police, and more recently the Fargo VA police. We contract to hold for the US Marshals Service and BOP, in order to facilitate custody of those facing trial on Federal Charges or who have violated parole thru the Federal prison system.

The nature and severity of offenses committed by those who are held at the jail has significantly changed. During 2020, at one point we held 12 different inmates in custody at the same time on a Murder charge, and 4

more on Attempted Murder. Between 2004 and 2007, my first three years working for this agency, we held a total of 1 murder suspect.

In prior years, we held inmates on a wide range of offenses, from the lowest misdemeanors such as No Insurance or Minor in Possession of Alcohol, all the way up to violent felonies including murder. During the last three consecutive legislative sessions, various laws have been enacted to reduce several offenses. For example, small amounts of marijuana are now an infraction, small amounts of narcotic drugs like cocaine or meth are now a misdemeanor, drug paraphernalia is a misdemeanor. In 2019, the legislature enacted a “presumptive probation” standard for sentencing of non-violent C Felony arrests, and the theft statutes were modified to increase the value thresholds to qualify as A misdemeanor and C felony charges. These changes are highlighted to reflect that the totality of those changes has only served to stall or reduce the pace of jail utilization growth.

During the 2021 legislative session, a bill was debated and ultimately failed which would have effectively eliminated incarceration and bail requirements for all but 4 misdemeanor offenses. While that bill failed to become law, we have in reality been operating very similar to that bill due to COVID intake restrictions since March of 2020. Capacity issues and the need to isolate new arrivals until COVID infection status can be tested and verified has required a “cite and release” practice to be implemented for all non-violent misdemeanors. Still our headcount has remained steady, and is in fact higher today than it was before the COVID pandemic began.

An extremely concerning outcome of that practice, which should serve as a model for any future considerations of such legislation, is that while local law enforcement agencies have been practicing “cite and release” on many misdemeanors, the number of warrants being issued on a monthly basis for Failure to Appear in Court has almost tripled since the courts reopened in June of 2020. There is a huge backlog of warrants that will ultimately need to be processed, and most of them will ultimately be processed thru the jail. This is especially concerning when we consider that additional options for making a “Court Appearance” have been provided during this pandemic. Persons who have been “Cite and Released” have had the option to appear in person, via video conferencing, and even via telephone, yet the number of failure to appear warrants nearly tripled on a monthly basis when comparing such numbers from 2019 and earlier to those in 2020 and 2021.

Another factor which is part of our reality is the significant increase in inmates with serious behavioral health concerns. There has been significant research and discussion over the past several years, and at least the past three legislative sessions, regarding increases in overdoses, drug and alcohol

addiction, lack of addiction treatment, and lack of sufficient psychiatric care. Some efforts have been enacted to reduce stigma, increase funding for treatment, provide access to peer support and medication assisted treatment, and even transportation for participants. The reality, though, is that demand has outpaced supply of all those efforts, and the growth of these problems has outpaced the increase in supportive measures.

The number of acute cases of significant mental illness has increased, significantly, as well. Fewer inmates are qualifying for our Mental Health Diversion Program due to severity of charges. The number of inmates who are in need of psychiatric care, mediations, and hospitalization has increased annually for the past several years. Legislatively, no action to increase access for acute mental health care has materialized, and in fact access to State Hospital resources has been reduced, as efforts to treat people “in place” and in their local communities have been the priority.

A final consideration is the projected growth in population for the next 20 years. This is likely the last expansion we will have space for on site, so it should be built in the same context of community planning for city annexation, roads, freeway interchanges, and services. At some point in the future, whatever we do build will again be insufficient, and that will likely be the time when we need to add a second separate facility. The Cass County Comprehensive Plan from 2018 considered most of these elements, and would be a good reference to use. That document projected the population will increase to 221,000 by 2030. Any planning that begins now would likely not result in final completion until about 2024 at the earliest, so the 2030 population would be a minimal target to use when considering how big an expansion is necessary.

Ultimately, our current situation can best be summarized as this:

While our average headcounts seem to have stabilized recently, they have only done so at the cost of rationing access and denying acceptance. The population of incarcerated persons may be similar over the past three years, but those held in jail have more severe and significant offenses, have tended to have more significant physical and behavioral health conditions which are worsening and not being adequately addressed in the community, and these factors coincide with a[n] increasing population that outpaces growth of supportive services. The idea of not processing misdemeanor defendants thru the jail has been rejected, and crime rates for other offenses are increasing at the same time. We must expect and plan for the need to incarcerate a significantly larger number of persons, well beyond our current capacity.

COVID pandemic precautions have added in an additional factor of needing to screen, isolate, test, and then provide whatever protective measures we are able to prevent cross contagion. During the pandemic we have identified and held over 100 persons who were positive for COVID. The local public health officers ordered approximately 20 persons to be held in custody, so far, due to failure to follow quarantine orders.

The COVID pandemic has also led us to reconsider the type of additional housing, in terms of design, that is needed to help us adequately cope with our current situation as well as the projected population growth in Cass County.

Proposed Expansion – Design and Capacity Needs

The original expansion plan for the Cass County Jail called for 4 additional pods to be eventually constructed. Each of these projected pods would follow the “Main Housing” design, which was constructed for double bunking and single officer supervision, with a pod holding 48 inmates, and one single bunk cell to be used occasionally for temporary higher security holding of a prisoner within the pod. The first expansion followed this plan, which consisted of a total of 98 beds being made available in a double bunked design where all inmates had access and physical proximity to each other for any activities when not locked in their cell. They eat, recreate, and participate in programming together due to no physical barriers existing.

While the square footage of space available on the eastern end of the jail facility is sufficient to build two more pods of that same design, the reality is that we need more housing of a drastically different design.

The jail is currently allocated housing in the following quantities

- 1 pod (Delta) with 40 single cells. This is primarily used for intake. This pod also houses 4 negative airflow cells.*
- 1 pod (Charlie) with 48 single cells, which are separated physically in groups of 16, 16, 10, and 6.*
- 1 pod (Sigma) with 48 single cells, which are separated physically in groups of 16, 16, 10, and 6.*
- 1 pod with dormitory style bunks, separated in groups of 32, 8, and 8.*
- 1 unstaffed pod with dormitory bunks holding 16.*
- 3 pods, each holding 48+1, with double bunked cells and no physical separation other than the cells.*

There are several reasons why additional double bunked housing with no physical separation would be an inadvisable way to expand the jail. What is needed is more single cells, in smaller groups of 8 or maybe 10, which can be used more flexibly to house and separate inmates for a variety of necessary reasons. This is absolutely a more expensive way to build, but it provides far greater security, safety, and ability to manage, control, and meet the needs of an inmate population that is more dangerous and more afflicted with higher maintenance needs.

Focusing an expansion plan with cells that are constructed for single bunking, in physically separated groups of 8 to 12 inmates each. Groups of 12 cells maximum in physically separated areas is based on ND Facility Standards which require immediate access to a shower at a ratio no higher than 1 per 12 inmates.

Designing an expansion in this manner would enable our jail to adequately address the following problems that multiple occupancy housing would not:

- A) Flexibility to transition groups of cells based on gender. A big problem during the COVID pandemic, and even in general, is that our female population has been volatile, sometimes as few as 12, and as high as 70. With housing pods designed to hold 48 inmates, whenever we exceed that number, we must dedicate another entire housing pod for additional female housing. Smaller groups of cells, if designed properly with line of sight considerations, can be used in a far more flexible and efficient manner.*
- B) Flexibility to transition groups of cells based on classification level. Smaller groups of cells can be designated for specific classification uses based on variable needs, while also conforming to ND Facility Standards for separation, close observation, and management of inmates with special needs.*
- C) Flexibility to separate co-defendants, witnesses, and victim from perpetrators. A huge problem we have faced recently[.]*
- D) Flexibility to separate, discipline, and manage violent offenders.*
- E) Flexibility to better conform to federal PREA requirements, to more effectively separate sexual perpetrators [from] sexual victims, and those screened as elevated or high risk to offend from those screened as elevated or high risk to be victimized.*
- F) Flexibility to [manage] keep separate requirements between inmates, especially those of the same gender.*

- G) Flexibility to manage inmates with special needs, significant mental health issues, suicidal inmates, those with special restrictions.*
- H) Flexibility to establish specialized programming, such as detoxification, drug or alcohol treatment, or mental health treatment, and the ability to cohort inmates by similar need without the influence or presence of others who would seek to take advantage of, or may be disturbed or impacted by related behaviors.*
- I) Ability to more effectively separate and isolate inmates for health-related reasons.*

The final reason listed, health-related separation, is perhaps the most important factor to consider in the design of an expansion. This may have been our first experienced pandemic, but it likely won't be our last. Because of the number of violent offenders and serious behavioral/conduct issues of some inmates, the jail has only been able to dedicate 64 single cells for use of initial isolation of new arrivals. If we had 100 more single cells during this COVID pandemic, we never would have had to restrict any arrests, and we would have had adequate capacity to fully screen, isolate, and quarantine according to all recommended CDC guidance. Single cells provide all the benefits listed above, all of which we are significantly lacking under our current circumstances, but COVID related intakes and initial housing is perhaps the most significant newly identified need, and a fully justified reason to dedicate Federal COVID funds to an expansion project.

A special thanks to Captain Frobig for his valuable background and insights. The inmate population trends and projections in the subsequent sections of this report should be viewed within the context of these observations.

3. Inmate Population Trends

Past inmate population trends provide the best information with regard to Cass County's utilization of jail beds. While crime trends, arrests trends, criminal case filing trends, and the County's general population trends all have an impact, to some extent, on Cass County's demand for jail services, it is clear that the number of bookings and the jail's average daily population (ADP) provide the most direct information regarding trends in the County's actual utilization of jail beds.

This section examines four key metrics for measuring Cass County's inmate population trends, including:

- The number of jail admissions;
- The average daily population (ADP);
- The high and low inmate population range; and
- The ADP by jurisdiction.

Detailed graphs and data tables are provided to document and illustrate current trends, and to provide a baseline for future planning.

A. Jail Admissions

The number of bookings is an important indicator of the quantity and frequency of people being processed into (and subsequently out of) the jail system. Admissions and releases also have an impact on the size of the overall jail population, and provide an insight into the demands placed on the facility's intake and release area, and the staff involved with the processing of inmates into (and out of) the facility.

As part of this study, jail admissions were examined over the past ten years (2012 – 2021). Separate breakdowns are provided of the monthly jail admissions for males and for females, and the total jail admissions over the past four years to focus on the period before and since the pandemic.

Annual Jail Admissions — Over the past ten years, the Cass County Jail had a total of:

- 7,852 admissions in 2012;
- 7,758 admissions in 2013;
- 7,639 admissions in 2014;
- 7,860 admissions in 2015;

- 8,495 admissions in 2016;
- 9,305 admissions in 2017;
- 9,681 admissions in 2018;
- 9,105 admissions in 2019;
- 6,938 admissions in 2020; and
- 5,258 admissions in 2021.

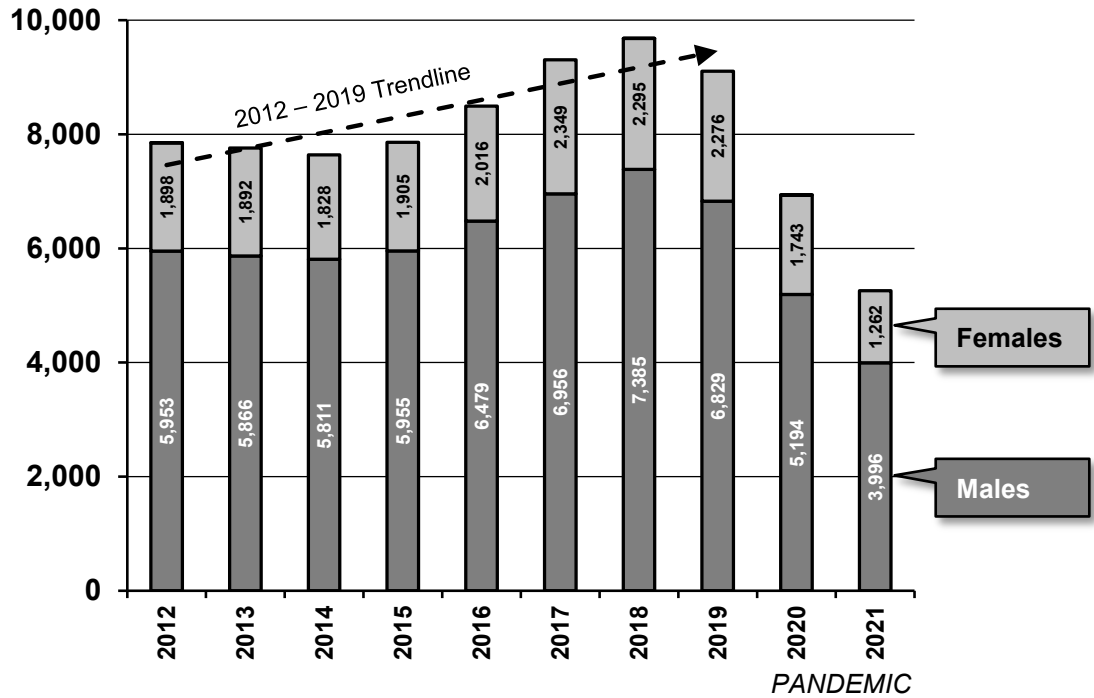
From 2012 to 2019, the Cass County Jail showed a steady increase in the number of admissions each year. Over the past two years (2020 and 2021), admissions to the Cass County Jail plummeted due to the Covid pandemic, dropping by more than 42 percent from 2019 to 2021.

The graph and table on the following page show the number of annual admissions at the Cass County Jail for each year from 2012 through 2021, including the number of annual admissions for males and for females.

Monthly Admissions — Over the past ten years, the number of admissions to the Cass County Jail each month ranged from a high of 908 admissions in August 2018, to a low of 278 admissions in April 2020 (at the start of the pandemic). Before the start of the pandemic in 2020, the previous low was 521 admissions in November 2014.

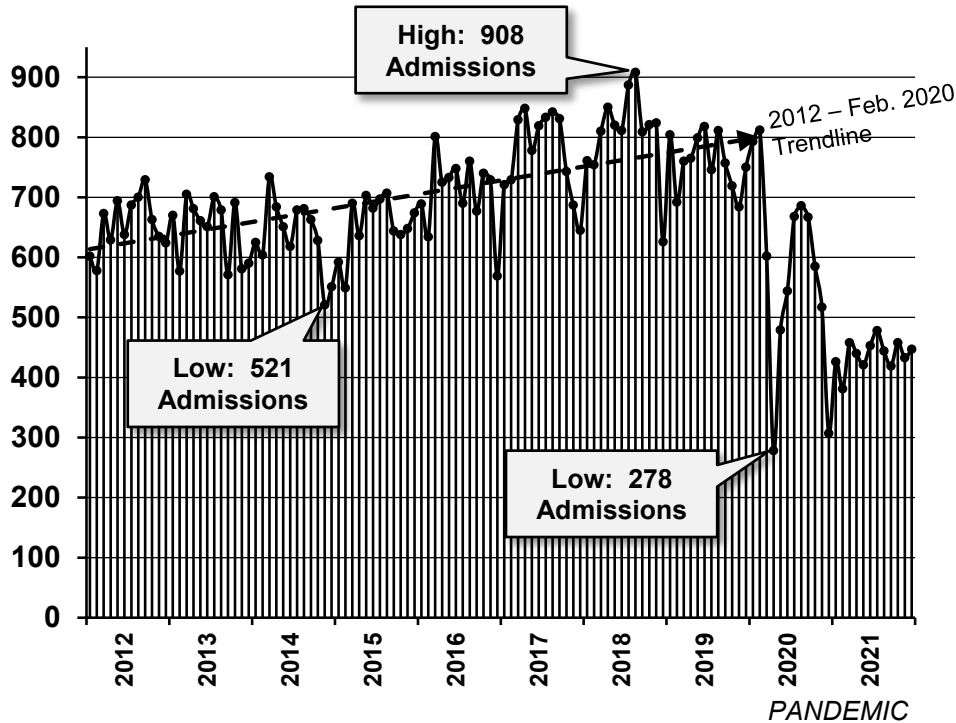
The graph and table on Page 27 show the total number of admissions at the Cass County Jail for each month from 2012 through 2021.

Annual Jail Admissions (2012 – 2021)



Gender	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Males	5,953	5,866	5,811	5,955	6,479	6,956	7,385	6,829	5,194	3,996
Females	1,898	1,892	1,828	1,905	2,016	2,349	2,295	2,276	1,743	1,262
Unknown/ Not Coded	1						1		1	
Annual Admissions	7,852	7,758	7,639	7,860	8,495	9,305	9,681	9,105	6,938	5,258

Monthly Jail Admissions (2012 – 2021)



Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	602	670	625	592	689	721	761	804	793	426
February	578	577	604	549	634	729	754	692	812	381
March	673	705	734	690	801	829	810	760	602	458
April	629	681	684	636	725	848	850	765	278	440
May	694	661	651	703	733	778	820	799	479	421
June	638	651	618	682	748	819	811	818	544	453
July	687	701	679	697	690	833	887	746	668	478
August	700	679	681	707	760	842	908	811	686	444
September	729	571	663	644	677	831	809	757	667	419
October	663	691	628	638	740	743	821	719	585	458
November	635	581	521	648	729	687	824	684	517	433
December	624	590	551	674	569	645	626	750	307	447
Annual Admissions	7,852	7,758	7,639	7,860	8,495	9,305	9,681	9,105	6,938	5,258

Male Jail Admissions — Over the past ten years, the Cass County Jail had a total of:

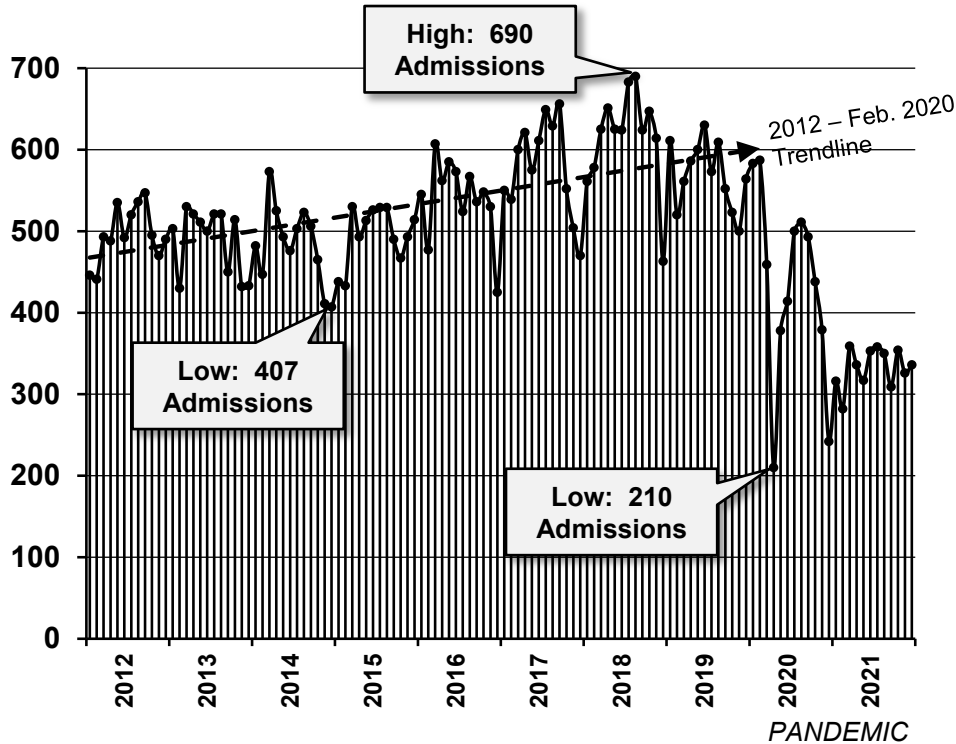
- 5,953 male admissions in 2012;
- 5,866 male admissions in 2013;
- 5,811 male admissions in 2014;
- 5,955 male admissions in 2015;
- 6,479 male admissions in 2016;
- 6,956 male admissions in 2017;
- 7,385 male admissions in 2018;
- 6,829 male admissions in 2019;
- 5,194 male admissions in 2020; and
- 3,996 male admissions in 2021.

From 2012 to 2019, the Cass County Jail showed a steady increase in the number of male admissions each year. Over the past two years (2020 and 2021), male admissions to the Cass County Jail plummeted due to the Covid pandemic, dropping by more than 41 percent from 2019 to 2021.

Over the past ten years, the number of male admissions to the Cass County Jail each month ranged from a high of 690 male admissions in August 2018, to a low of 210 male admissions in April 2020. Before the start of the pandemic in 2020, the previous low was 407 male admissions in December 2014.

The graph and table on the following page show the number of male admissions at the Cass County Jail for each month over the past ten years.

Monthly Jail Admissions — Males (2012 – 2021)



Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	446	503	482	438	545	550	561	611	583	316
February	441	430	447	433	477	539	578	520	587	282
March	493	530	573	530	607	600	625	561	459	359
April	488	521	525	493	562	621	651	586	210	336
May	535	511	493	513	585	575	625	600	378	317
June	492	500	476	526	573	611	624	630	414	353
July	520	521	503	529	524	649	683	573	500	358
August	536	521	523	529	567	629	690	609	511	350
September	547	450	506	490	536	656	624	552	493	309
October	495	514	465	467	548	552	647	523	438	354
November	470	432	411	493	530	504	614	500	379	326
December	490	433	407	514	425	470	463	564	242	336
Annual Admissions	5,953	5,866	5,811	5,955	6,479	6,956	7,385	6,829	5,194	3,996

Female Jail Admissions — Over the past ten years, the Cass County Jail had a total of:

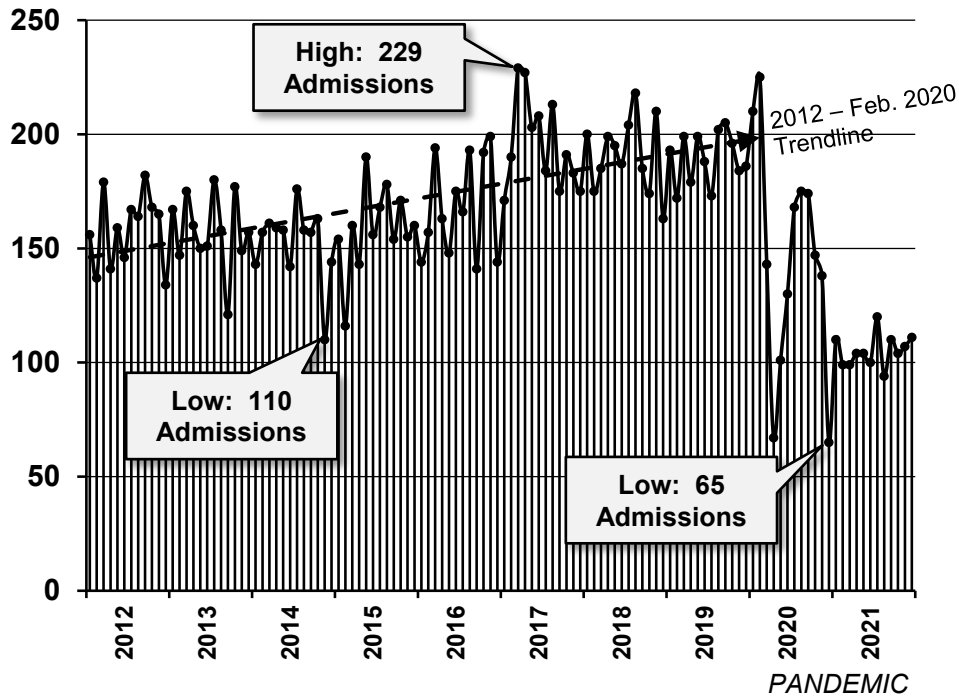
- 1,898 female admissions in 2012;
- 1,892 female admissions in 2013;
- 1,828 female admissions in 2014;
- 1,905 female admissions in 2015;
- 2,016 female admissions in 2016;
- 2,349 female admissions in 2017;
- 2,295 female admissions in 2018;
- 2,276 female admissions in 2019;
- 1,743 female admissions in 2020; and
- 1,262 female admissions in 2021.

From 2012 to 2019, the Cass County Jail showed a steady increase in the number of female admissions each year. Over the past two years (2020 and 2021), female admissions to the Cass County Jail plummeted due to the Covid pandemic, dropping by 45 percent from 2019 to 2021.

Over the past ten years, the number of female admissions to the Cass County Jail each month ranged from a high of 229 female admissions in March 2017, to a low of 65 female admissions in December 2020, (and to 67 female admissions in April 2020 at the start of the pandemic). Before then, the previous low was 110 female admissions in November 2014.

The graph and table on the following page show the number of female admissions at the Cass County Jail for each month over the past ten years.

Monthly Jail Admissions — Females (2012 – 2021)

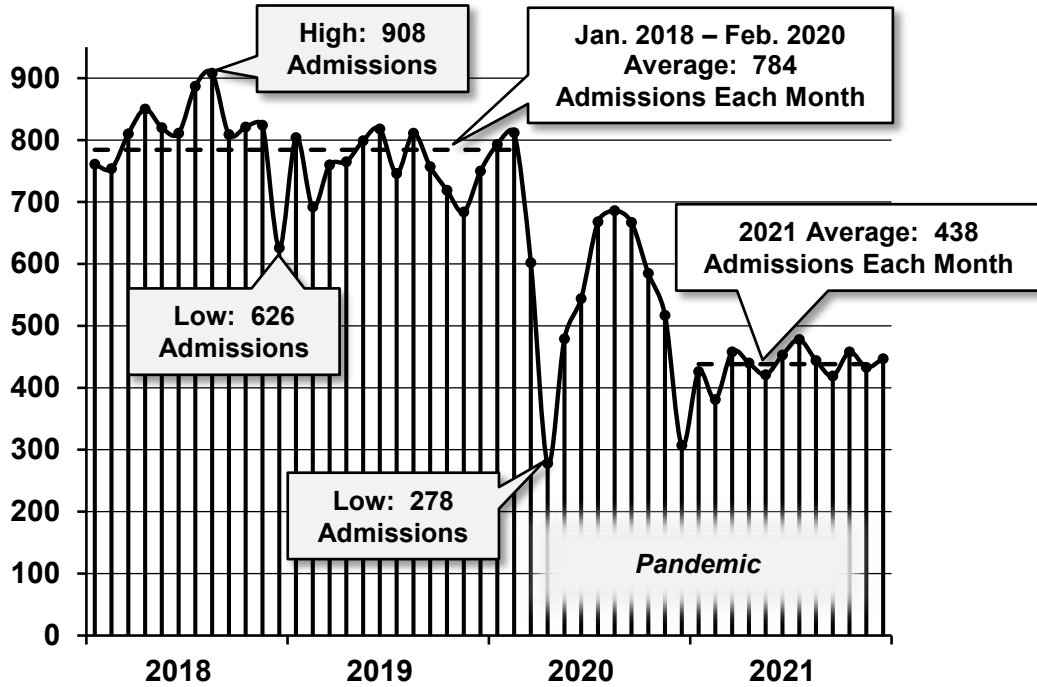


Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	156	167	143	154	144	171	200	193	210	110
February	137	147	157	116	157	190	175	172	225	99
March	179	175	161	160	194	229	185	199	143	99
April	141	160	159	143	163	227	199	179	67	104
May	159	150	158	190	148	203	195	199	101	104
June	146	151	142	156	175	208	187	188	130	100
July	167	180	176	168	166	184	204	173	168	120
August	164	158	158	178	193	213	218	202	175	94
September	182	121	157	154	141	175	185	205	174	110
October	168	177	163	171	192	191	174	196	147	104
November	165	149	110	155	199	183	210	184	138	107
December	134	157	144	160	144	175	163	186	65	111
Annual Admissions	1,898	1,892	1,828	1,905	2,016	2,349	2,295	2,276	1,743	1,262

Jail Admissions Over the Past Four Years — From January 2018 to February 2020, the Cass County Jail had an average of 784 admissions each month. From March to December 2020, the number of jail admissions plummeted, rebounded, and plummeted again, before stabilizing somewhat in 2021. In 2021, the Cass County Jail had an average of 438 admissions each month. This represents a decrease of 44 percent from the preceding pre-pandemic period.

The graph and table on the following page show the total number of admissions at the Cass County Jail for each month over the past four years.

Monthly Jail Admissions — Past Four Years (2018 – 2021)



Month	2018	2019	2020	2021
January	761	804	793	426
February	754	692	812	381
March	810	760	602	458
April	850	765	278	440
May	820	799	479	421
June	811	818	544	453
July	887	746	668	478
August	908	811	686	444
September	809	757	667	419
October	821	719	585	458
November	824	684	517	433
December	626	750	307	447
Annual Admissions	9,681	9,105	6,938	5,258

B. Average Daily Population (ADP)

The Average Daily Population (ADP) is one of the single most important statistical indicators in assessing the need for jail beds. The ADP is a calculation used to establish the *average* inmate population over a period of time, since the jail population is constantly in a state of flux, with admissions and releases occurring on a daily basis.

$$\begin{array}{|c|} \hline \text{Total Prisoner} \\ \text{Days (TPD)} \\ \hline \text{in the Month} \\ \hline \end{array} \div \begin{array}{|c|} \hline \text{Number} \\ \text{of Days in} \\ \hline \text{the Month} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Average Daily} \\ \text{Population} \\ \hline \text{(ADP)} \\ \hline \end{array}$$

As part of this study, the ADP at the Cass County Jail was examined over the past ten years (2012 – 2021). Separate breakdowns are provided of the annual ADP and the monthly ADP, and the ADP over the past four years to focus on the period before and since the pandemic.

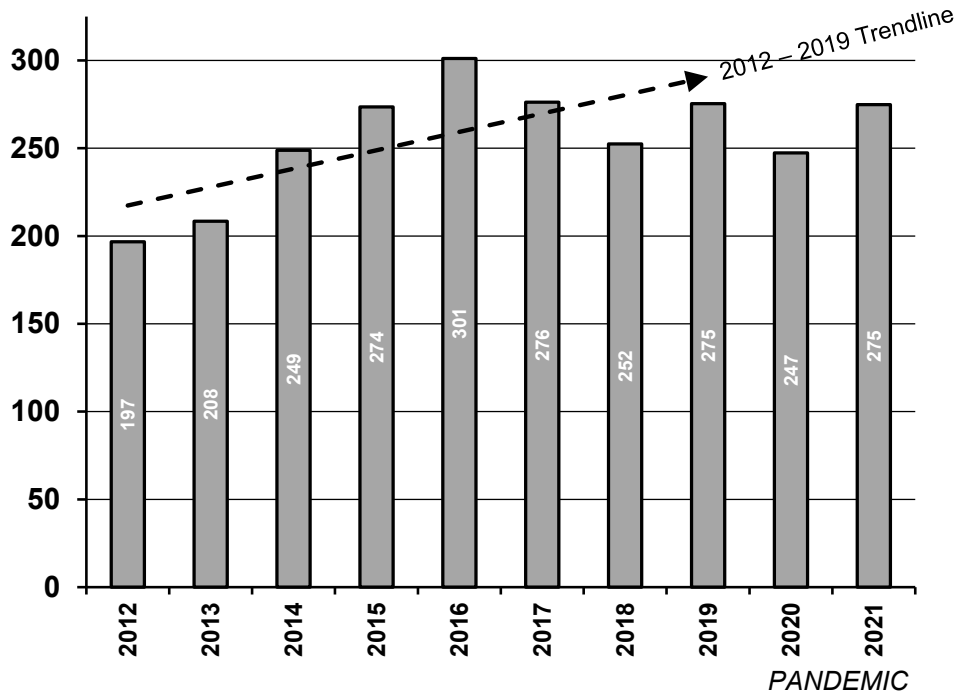
Annual ADP — Over the past ten years, the Cass County Jail had an ADP of:

- 197 inmates in 2012;
- 208 inmates in 2013;
- 249 inmates in 2014;
- 274 inmates in 2015;
- 301 inmates in 2016;
- 276 inmates in 2017;
- 252 inmates in 2018;
- 275 inmates in 2019;
- 247 inmates in 2020; and
- 275 inmates in 2021.

From 2012 to 2019, the Cass County Jail showed a steady increase in the ADP each year. Over the past two years (2020 and 2021), the ADP at the Cass County Jail has dropped due to the Covid pandemic.

The graph on the following page shows the annual ADP at the Cass County Jail for each year from 2012 through 2021.

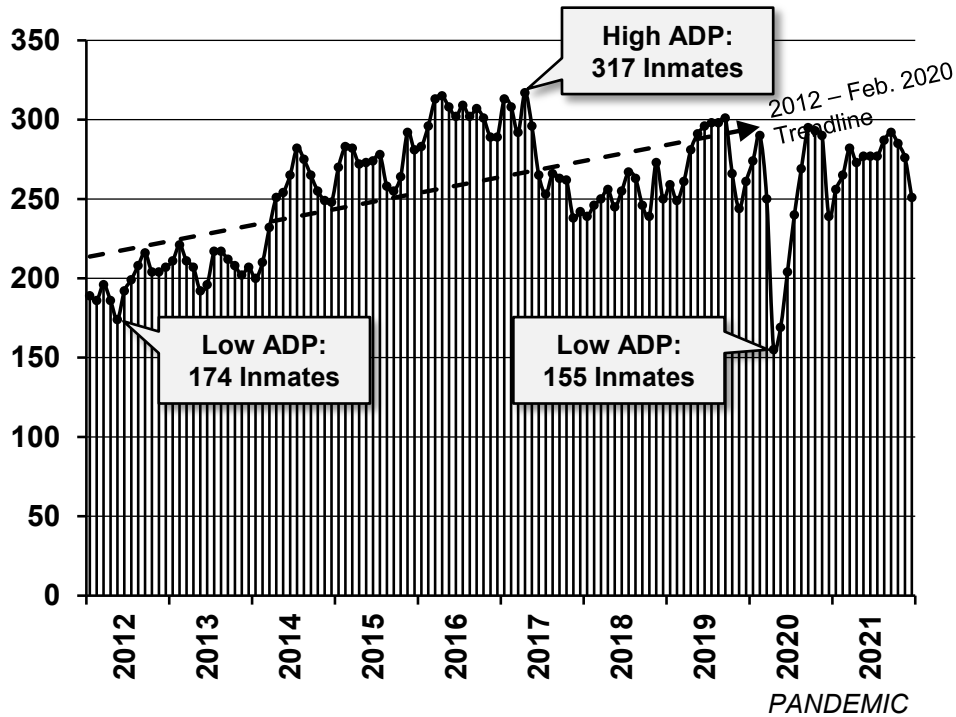
Annual Average Daily Population (ADP) (2012 – 2021)



Monthly ADP — Over the past ten years, the ADP at the Cass County Jail each month ranged from a high of 317 inmates in April 2017, to a low of 155 inmates in April 2020. Before the start of the pandemic in 2020, the previous low was 174 inmates in May 2012.

The graph and table on the following page show the ADP at the Cass County Jail for each month from 2012 through 2021.

Monthly Average Daily Population (ADP) (2012 – 2021)

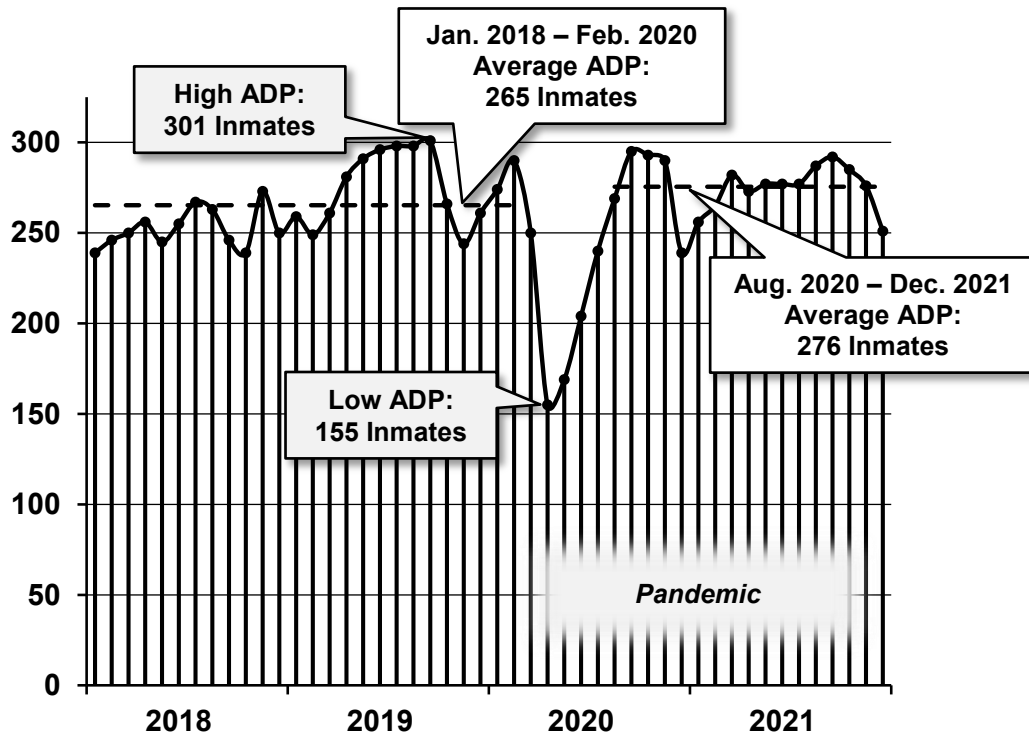


Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	189	211	200	270	283	313	239	259	274	256
February	186	221	210	283	296	308	246	249	290	265
March	196	211	232	282	313	292	250	261	250	282
April	186	207	251	272	315	317	256	281	155	273
May	174	192	254	273	308	296	245	291	169	277
June	192	196	265	274	302	265	255	296	204	277
July	199	217	282	278	309	253	267	298	240	277
August	208	217	275	258	302	266	263	298	269	287
September	216	212	265	255	307	263	246	301	295	292
October	204	208	255	264	301	262	239	266	293	285
November	204	202	249	292	289	238	273	244	290	276
December	207	207	248	281	289	242	250	261	239	251
Annual ADP	197	208	249	274	301	276	252	275	247	275

ADP Over the Past Four Years — From January 2018 to February 2020, the Cass County Jail had an ADP of 265 inmates. From March to July 2020, the ADP plummeted and then rebounded, before stabilizing somewhat from August 2020 through the end of 2021. During this period (from August 2020 through 2021), the Cass County Jail had an ADP of 276 inmates. This represents an increase of 4 percent from the preceding pre-pandemic period.

The graph and table on the following page show the ADP at the Cass County Jail for each month over the past four years.

Average Daily Population (ADP) — Past Four Years (2018 – 2021)



Month	2018	2019	2020	2021
January	239	259	274	256
February	246	249	290	265
March	250	261	250	282
April	256	281	155	273
May	245	291	169	277
June	255	296	204	277
July	267	298	240	277
August	263	298	269	287
September	246	301	295	292
October	239	266	293	285
November	273	244	290	276
December	250	261	239	251
Annual ADP	252	275	247	275

C. High / Low Inmate Population Range

While the ADP is used for measuring inmate population growth over time, it is important to recognize that, in reality, the actual inmate population at the Cass County Jail fluctuates up and down — above and below the *average* — based on the number of inmate admissions and releases, which occur on a daily basis. Therefore, data was also examined on the highest (peak) and lowest inmate population range each month over the past ten years to examine the extent to which the inmate population fluctuates.

Annual High / Low Range — Over the past ten years, the total number of inmates at the Cass County Jail each day ranged from:

- 231 to 162 inmates in 2012;
- 235 to 170 inmates in 2013;
- 298 to 179 inmates in 2014;
- 315 to 234 inmates in 2015;
- 337 to 265 inmates in 2016;
- 344 to 220 inmates in 2017;
- 302 to 215 inmates in 2018;
- 323 to 225 inmates in 2019;
- 319 to 139 inmates in 2020; and
- 311 to 232 inmates in 2021.

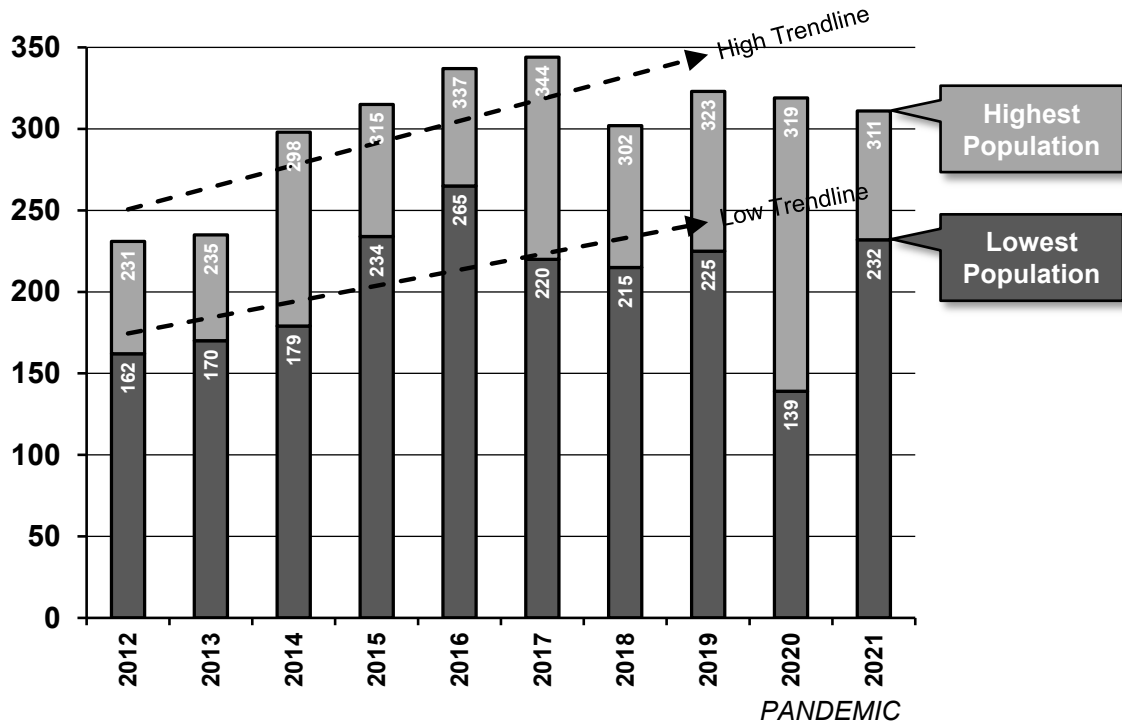
The graph and table on the following page show the Cass County Jail's highest and lowest inmate population for each of the past ten years.

Monthly High / Low Range — The highest inmate population at the Cass County Jail was 344 inmates, which occurred in January 2017. The lowest inmate population was 139 inmates in April 2020 (at the start of the pandemic).

From January 2012 through February 2020 (before the pandemic), the highest (peak) population each month exceeded the ADP for that month by an average of 8 percent.

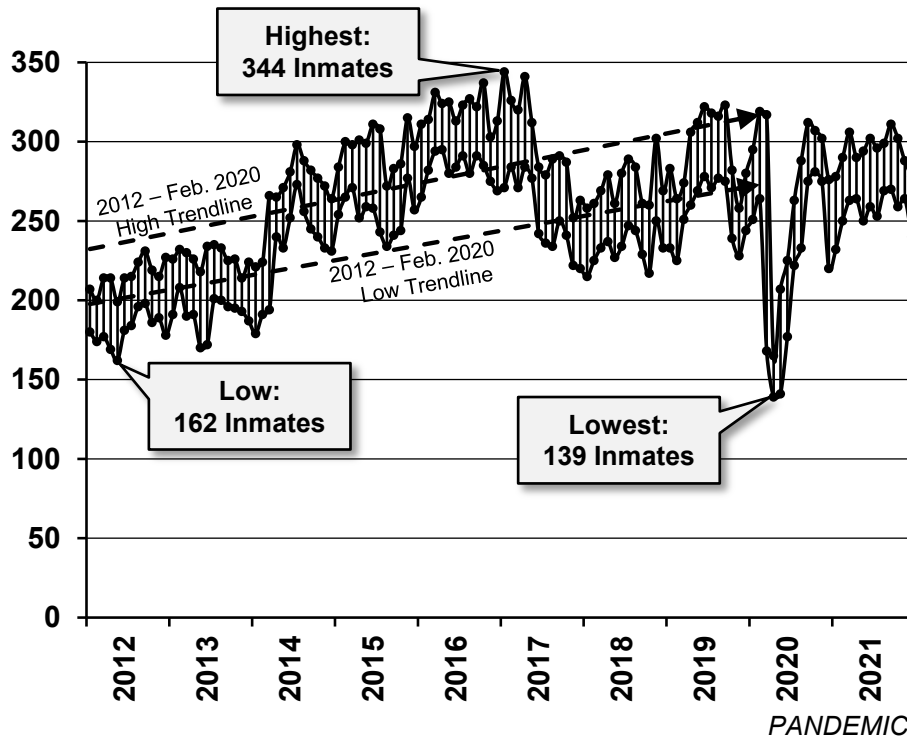
The graph and table on Page 41 show the Cass County Jail's highest and lowest inmate population for each month over the past ten years.

Annual High / Low Inmate Population Range (2012 – 2021)



Range	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Lowest Population	162	170	179	234	265	220	215	225	139	232
Highest Population	231	235	298	315	337	344	302	323	319	311

Monthly High / Low Inmate Population Range (2012 – 2021)



Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	207–180	226–191	221–179	284–254	311–265	344–271	258–215	283–233	295–251	278–232
February	200–174	232–208	224–191	300–265	314–282	326–284	261–225	264–225	319–264	290–250
March	214–177	230–190	266–194	298–271	331–294	320–271	269–233	274–251	317–168	306–263
April	214–169	226–191	265–240	301–252	324–295	341–284	279–237	306–260	165–139	290–264
May	199–162	218–170	271–233	299–259	325–280	312–277	261–227	312–269	207–141	294–250
June	214–181	234–172	281–252	311–258	313–284	284–242	280–234	322–278	225–177	302–259
July	215–184	235–201	298–273	308–243	323–291	279–236	289–247	318–271	263–222	296–253
August	224–196	233–200	288–256	272–234	327–280	289–234	284–244	316–277	288–233	299–269
September	231–198	225–196	282–245	283–241	322–291	291–250	261–229	323–275	312–275	311–270
October	219–186	226–195	277–240	286–244	337–285	287–241	260–217	282–239	307–281	302–259
November	215–189	214–193	272–233	315–277	303–275	252–222	302–250	258–228	302–275	288–264
December	227–178	224–187	264–231	297–257	313–269	263–220	269–233	280–244	276–220	278–240
High / Low Range	231–162	235–170	298–179	315–234	337–265	344–220	302–215	323–225	319–139	311–232

D. ADP by Jurisdiction

Monthly billing reports were reviewed over the past six years to provide separate breakdowns of the ADP for five components of the inmate population:

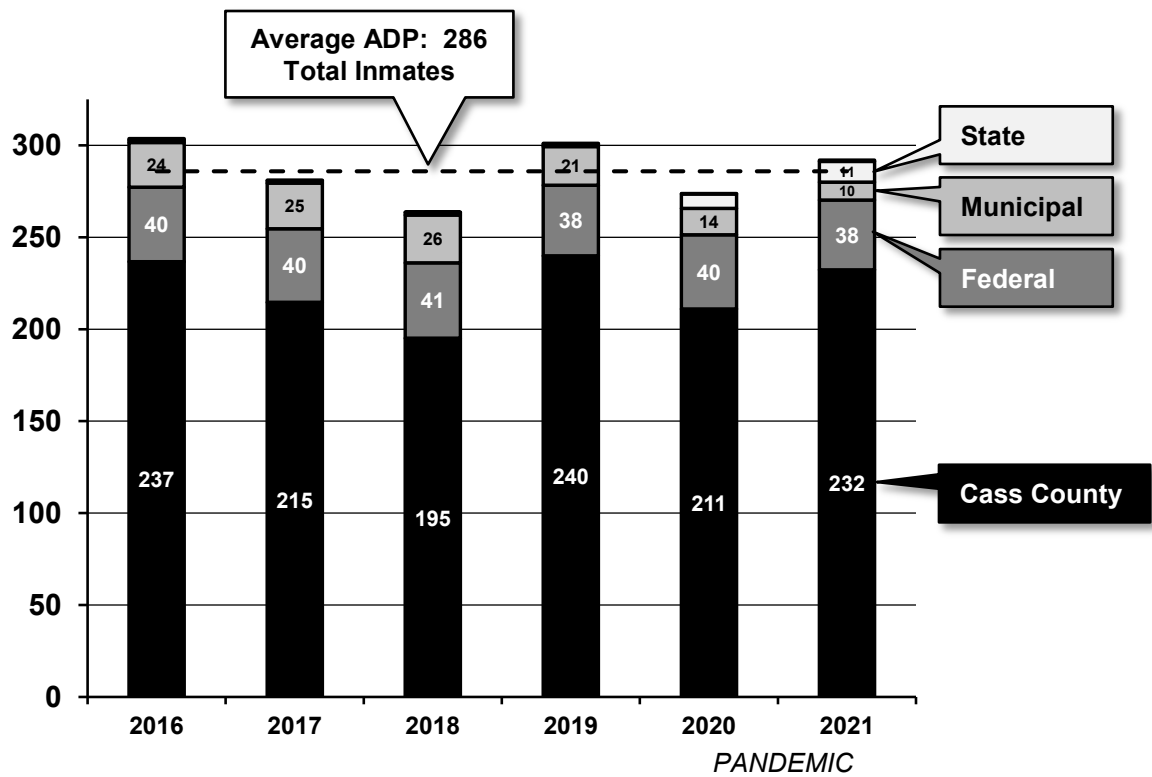
- *Cass County* inmates (held for the Cass County Sheriff's Office);
- *Federal* inmates (held for the U.S. Marshals Service or the Federal Bureau of Prisons);
- *Municipal* inmates (held for the Fargo or West Fargo Police Departments);
- *State* inmates (held for the North Dakota State Parole Office or State Penitentiary); and
- *Other Counties'* inmates (held for the Sheriff's Office in 16 other counties).

The analysis showed that of the total bed days (or total "prisoner-days") recorded over the past six years, approximately:

- 78 percent were *Cass County* inmates;
- 14 percent were *Federal* inmates;
- 7 percent were *Municipal* inmates;
- 1.4 percent were *State* inmates; and
- 0.1 percent were *Other Counties'* inmates.

The graph and table on the following page shows the breakdown of the annual ADP for each of these inmate groups for the past six years.

Annual ADP by Jurisdiction (2016 – 2021)



Jurisdiction	2016	2017	2018	2019	2020	2021
Cass County	237	215	195	240	211	232
Federal	40	40	41	38	40	38
Municipal	24	25	26	21	14	10
State	1.4	1.3	1.5	1.5	7.9	11.2
Other Counties	0.7	0.3	0.1	0.4	0.2	0.8
Total Annual ADP	304	281	264	301	274	292

Cass County — Includes inmates held for the Cass County Sheriff’s Office.

Federal — Includes inmates held for the U.S. Marshals Service or the Federal Bureau of Prisons.

Municipal — Includes inmates held for the Fargo or West Fargo Police Departments.

State — Includes inmates held for the North Dakota State Parole Office or State Penitentiary.

Other Counties — Includes inmates held for the Sheriff’s Office in 16 other counties.

1. Cass County Inmates — Over the past six years, approximately 78 percent of the total bed days at the Cass County Jail were used for Cass County inmates. The ADP of Cass County inmates each month ranged from a high of 273 Cass County inmates in July 2019, to a low of 135 Cass County inmates in April 2020 (at the start of the pandemic).

From January 2016 to February 2020, the jail had an ADP of 223 Cass County inmates each month. From March 2020 through the end of 2020, the ADP of Cass County inmates plummeted, rebounded, and dropped again, before stabilizing somewhat at an ADP of 232 Cass County inmates in 2021. This represents an increase of 4 percent over the preceding pre-pandemic period.

The graph and table on Page 46 show the ADP of Cass County inmates for each month from 2016 through 2021.

2. Federal Inmates — Over the past six years, the Cass County Jail held an ADP of 40 federal inmates. These include inmates held for the U.S. Marshals Service or the Federal Bureau of Prisons. Approximately 14 percent of the total bed days at the Cass County Jail were used for federal inmates. The ADP of federal inmates each month ranged from a high of 47 federal inmates in February 2016, to a low of 30 federal inmates in June 2019.

The graph and table on Page 47 show the ADP for federal inmates for each month from 2016 through 2021.

3. Municipal Inmates — Over the past six years, approximately 7 percent of the total bed days at the Cass County Jail were used for municipal inmates. These include inmates held for the Fargo or West Fargo Police Departments. The ADP of municipal inmates each month ranged from a high of 34 municipal inmates in April 2017, to a low of 5 municipal inmates in April 2020 (at the start of the pandemic).

From January 2016 to February 2020, the jail had an ADP of 24 municipal inmates. From March 2020 forward, the ADP of municipal inmates dropped significantly. Although the ADP of municipal inmates started to rebound in 2021, the number of municipal inmates is still less than half of what it was before the pandemic.

The graph and table on Page 48 show the ADP of municipal inmates for each month from 2016 through 2021.

4. State Inmates — Over the past six years, approximately 1.4 percent of the total bed days at the Cass County Jail were used for state inmates. These include inmates held for the North Dakota State Parole Office or State Penitentiary. The ADP of state inmates

each month ranged from a high of 26 state inmates in May 2021, to a low of 0 state inmates in November 2019 and April 2020.

From January 2016 to February 2020, the jail had an ADP of 1.4 state inmates, typically being held for the State Parole Office. From July 2020 through June 2021, the ADP of State inmates increased significantly due to the temporary housing of inmates from the State Penitentiary during the pandemic.

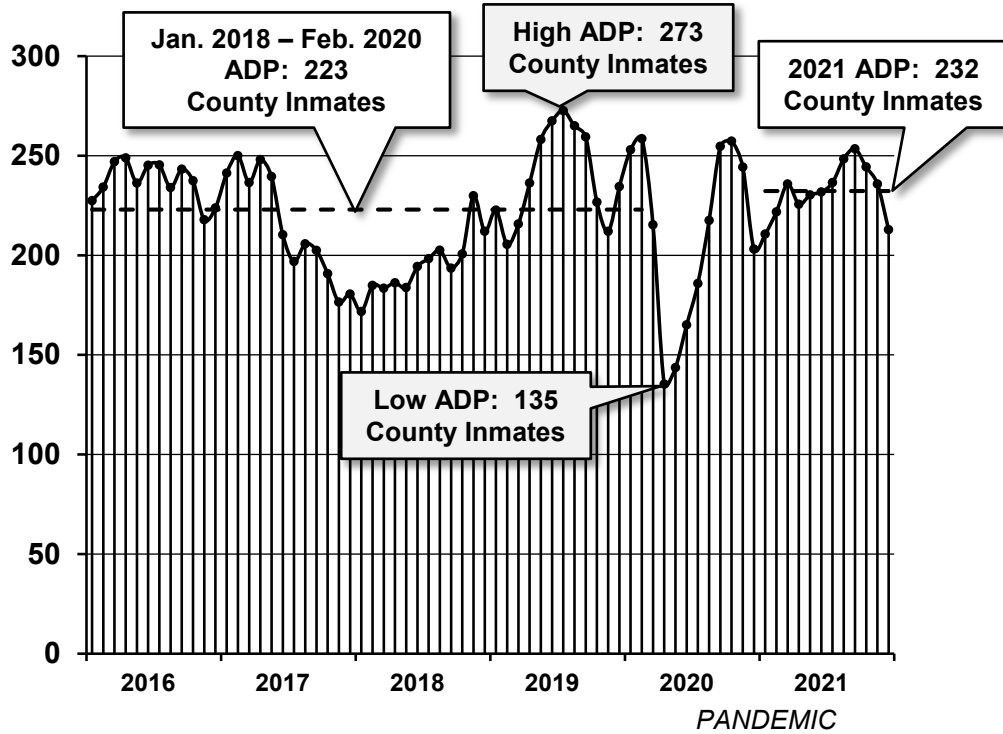
The graph and table on Page 49 show the ADP of state inmates for each month from 2016 through 2021.

5. Other Counties' Inmates — Over the past six years, the Cass County Jail has held an ADP of 0.4 inmates for other counties. These include inmates held for the Sheriff's Office in 16 other counties. Approximately 0.1 percent of the total bed days at the Cass County Jail were used for other counties' inmates. The highest monthly ADP was 2.8 inmates from other counties in February 2021. Several months each year report no inmates held for other counties.

The graph and table on Page 50 show the ADP of other counties' inmates for each month from 2016 through 2021.

Average Daily Population — Cass County Inmates (2016 – 2021)

Includes inmates held for the Cass County Sheriff's Office

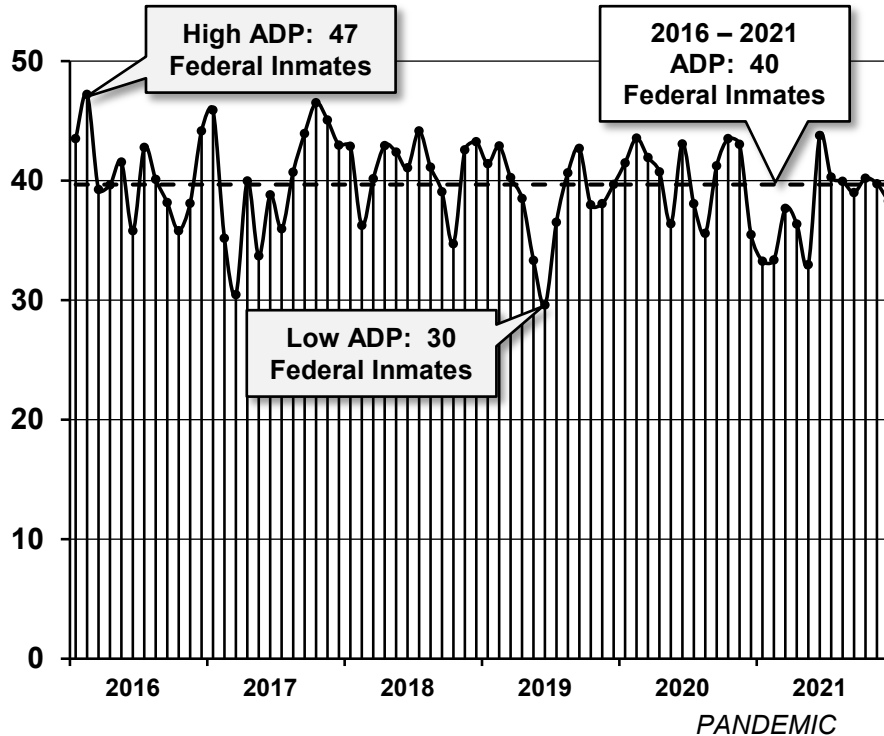


Month	2016	2017	2018	2019	2020	2021
January	227	241	172	223	253	211
February	234	250	185	206	259	222
March	247	236	184	216	215	236
April	249	248	186	236	135	226
May	236	240	184	258	144	230
June	245	210	194	267	165	232
July	245	197	198	273	186	237
August	234	206	203	265	218	248
September	243	202	194	259	255	253
October	237	191	201	227	257	244
November	218	177	230	212	244	236
December	224	181	212	234	203	213
Annual ADP	237	215	195	240	211	232

Source: Monthly Billing Reports.

Average Daily Population — Federal Inmates (2016 – 2021)

Includes inmates held for the U.S. Marshals Service and the Federal Bureau of Prisons

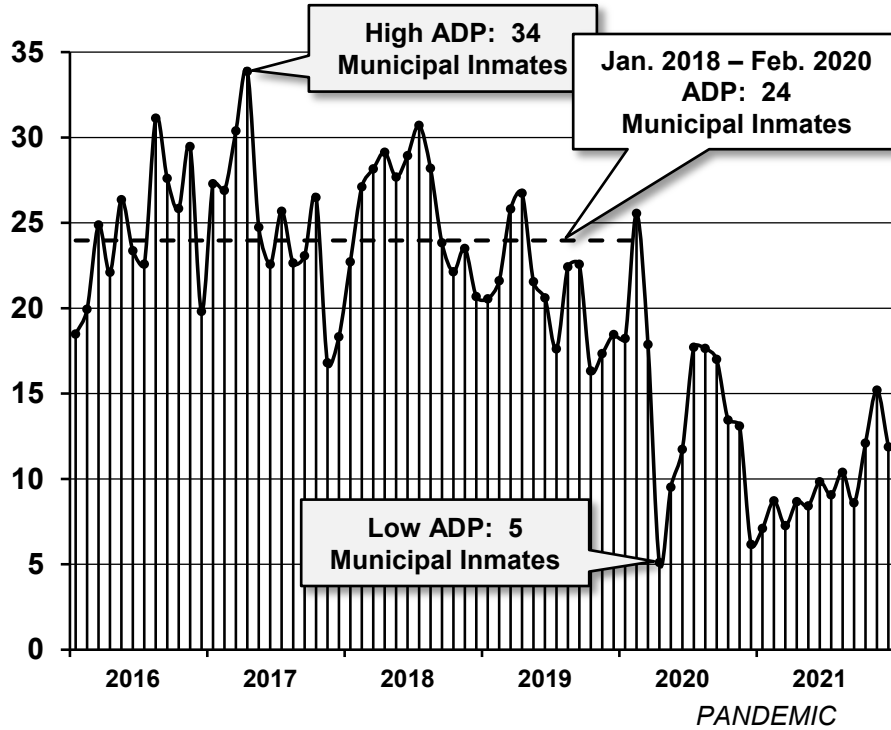


Month	2016	2017	2018	2019	2020	2021
January	44	46	43	41	41	33
February	47	35	36	43	44	33
March	39	30	40	40	42	38
April	40	40	43	39	41	36
May	42	34	42	33	36	33
June	36	39	41	30	43	44
July	43	36	44	37	38	40
August	40	41	41	41	36	40
September	38	44	39	43	41	39
October	36	47	35	38	44	40
November	38	45	43	38	43	40
December	44	43	43	40	35	38
Annual ADP	40	40	41	38	40	38

Source: Monthly Billing Reports.

Average Daily Population — Municipal Inmates (2016 – 2021)

Includes inmates held for the Fargo Police Department and the West Fargo Police Department

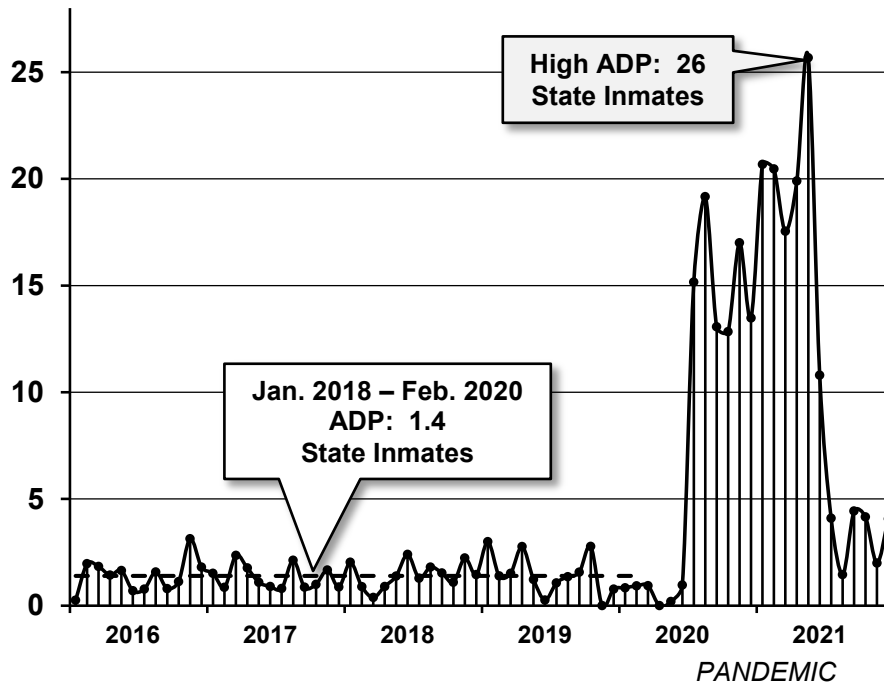


Month	2016	2017	2018	2019	2020	2021
January	18	27	23	21	18	7
February	20	27	27	22	26	9
March	25	30	28	26	18	7
April	22	34	29	27	5	9
May	26	25	28	22	10	8
June	23	23	29	21	12	10
July	23	26	31	18	18	9
August	31	23	28	22	18	10
September	28	23	24	23	17	9
October	26	26	22	16	13	12
November	29	17	24	17	13	15
December	20	18	21	18	6	12
Annual ADP	24	25	26	21	14	10

Source: Monthly Billing Reports.

Average Daily Population — State Inmates (2016 – 2021)

Includes inmates held for the North Dakota State Parole Office and State Penitentiary

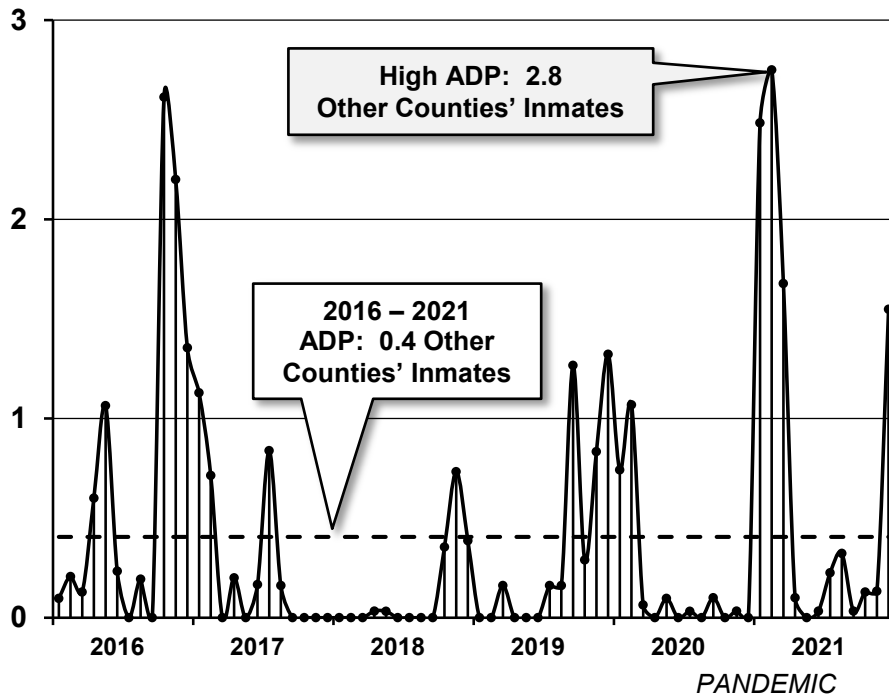


Month	2016	2017	2018	2019	2020	2021
January	0.3	1.5	2.0	3.0	0.8	20.7
February	2.0	0.9	0.9	1.4	0.9	20.5
March	1.8	2.4	0.4	1.5	0.9	17.5
April	1.4	1.8	0.9	2.8	0.0	19.9
May	1.6	1.1	1.4	1.2	0.2	25.7
June	0.7	0.9	2.4	0.3	1.0	10.8
July	0.8	0.8	1.3	1.1	15.2	4.1
August	1.6	2.1	1.8	1.4	19.2	1.5
September	0.8	0.9	1.5	1.6	13.1	4.4
October	1.1	1.0	1.1	2.8	12.8	4.2
November	3.1	1.7	2.2	0.0	17.0	2.0
December	1.8	0.9	1.5	0.8	13.5	4.1
Annual ADP	1.4	1.3	1.5	1.5	7.9	11.2

Source: Monthly Billing Reports.

Average Daily Population — Other Counties’ Inmates (2016 – 2021)

Includes inmates held for the Sheriff’s Office in 16 other counties



Month	2016	2017	2018	2019	2020	2021
January	0.1	1.1	0.0	0.0	0.7	2.5
February	0.2	0.7	0.0	0.0	1.1	2.8
March	0.1	0.0	0.0	0.2	0.1	1.7
April	0.6	0.2	0.0	0.0	0.0	0.1
May	1.1	0.0	0.0	0.0	0.1	0.0
June	0.2	0.2	0.0	0.0	0.0	0.0
July	0.0	0.8	0.0	0.2	0.0	0.2
August	0.2	0.2	0.0	0.2	0.0	0.3
September	0.0	0.0	0.0	1.3	0.1	0.0
October	2.6	0.0	0.4	0.3	0.0	0.1
November	2.2	0.0	0.7	0.8	0.0	0.1
December	1.4	0.0	0.4	1.3	0.0	1.5
Annual ADP	0.7	0.3	0.1	0.4	0.2	0.8

Source: Monthly Billing Reports.

4. Inmate Population Projections

This section provides inmate population projections and a forecast of Cass County's future jail capacity requirements, for facility planning purposes. The section includes:

- The historical and projected population of Cass County;
- Inmate population projections for the next 20 years, based on current trends; and
- A forecast of jail capacity requirements (total jail beds needed), based on the inmate population projections.

There is no commonly accepted methodology for making inmate population projections. The National Institute of Corrections (NIC), the National Sheriffs' Association (NSA), the American Correctional Association (ACA), and the American Jail Association (AJA) do not recommend or endorse any particular forecasting methodology. Models that work well in one jurisdiction may or may not produce a reliable forecast in another jurisdiction. Counties designing new or expanded jails have to determine for themselves which trends and which mathematical models will provide them with reasonable growth estimates for facility planning purposes.

There are numerous different forecasting models. Some can be very complex, and some are fairly simple. The statistically complex models do not necessarily produce more accurate projections, and the methodology is often difficult for citizens and elected officials to understand or explain (or accept).

Inmate population projections should meet two tests — (1) they should be *reasonable*, and (2) they should be *rationaly derived*. In other words, the projections should be reasonable, given the County's recent history and current trends. And they should be developed using some sort of a mathematical model or methodology that yields the results, and which is replicable.

It should also be noted that projections degrade over time — meaning, the further out the projections are made, the less reliable the estimate becomes. Projections for the next ten years should be used to help facilitate decision-making about the County's current jail capacity requirements. Long-range inmate population projections (for ten to 20 years into the future) should only be used for long-term master planning and site planning purposes. It should also be kept in mind that facility planning decisions, including jail capacity, can often be driven as much or more by other factors — such as building geometry, site restrictions, or what the County can afford.

A. County Population

County-level population projections were developed by the North Dakota Department of Commerce – Census Office in 2016. According to those projections, the total population of Cass County would increase from:

- 149,778 people in 2010; to
- 171,588 people in 2015; to
- 188,810 people in 2020.

The 2020 Census for Cass County showed a population of 184,525 people. Although this is less than the 2016 projections had estimated, it still represents an increase of more than 23 percent to Cass County's total population over the past decade (2010 to 2020).

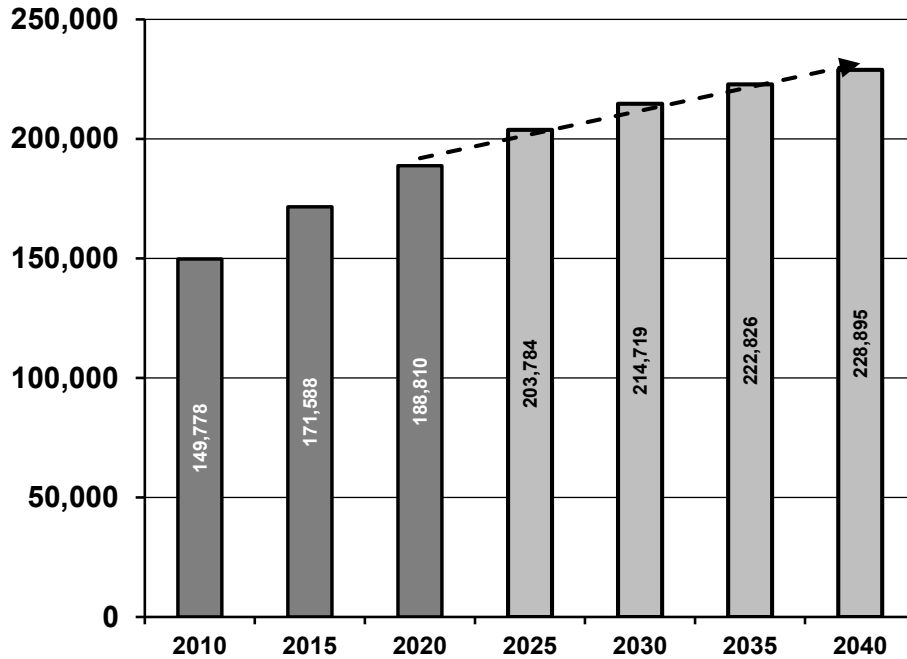
The 2016 projections estimated that Cass County's population will continue to grow significantly over the next 20 years, to:

- 203,784 people in 2025; to
- 214,719 people in 2030; to
- 222,826 people in 2035; to
- 228,895 people in 2040.

The projections represent a 21 percent increase to Cass County's total population over the next two decades (2020 – 2040).

The graph and table on the following page show the historical and projected population of Cass County in five-year increments from 2010 through 2040

Historical and Projected Population of Cass County



Year	Cass County Population
2010	149,778
2015	171,588
2020	188,810
2025	203,784
2030	214,719
2035	222,826
2040	228,895

Source: North Dakota Census Office Population Projections of the State, Regions and Counties 2016, North Dakota Department of Commerce – Census Office.

B. Inmate Population Projections

As part of this study, a number of different commonly-used forecasting methodologies were applied to Cass County's inmate population trends in order to estimate the County's future jail population.

Inmate population projections were developed using models based on:

- *Rate of Incarceration (ROI)* — Projections based on the correlation between the number of inmates and the County's population, applied to the County's population projections.
- *ADP by Jurisdiction* — Projections based on Cass County inmate trends, with an allowance for federal, municipal, state, and other counties' inmates based on their historical usage.
- *Average Length of Stay (ALOS)* — Projections based on the ALOS from 2012 – 2019, applied to the trend in admissions from that period.
- *Average Daily Population (ADP)* — Projections based on the ADP trend from 2012 – 2019.

The projection models provided a range of results, all increasing, but at different rates of growth. The models estimated that Cass County will have a total annual ADP ranging from:

- 298 – 343 inmates in five years (by 2026);
- 313 – 396 inmates in ten years (by 2031);
- 325 – 448 inmates in 15 years (by 2036); and
- 343 – 500 inmates in 20 years (by 2041).

Using the midpoint of these four models as the baseline for planning purposes, it is estimated that Cass County will have an ADP of:

- 323 inmates in five years (by 2026);
- 355 inmates in ten years (by 2031);
- 386 inmates in 15 years (by 2036); and
- 419 inmates in 20 years (by 2041).

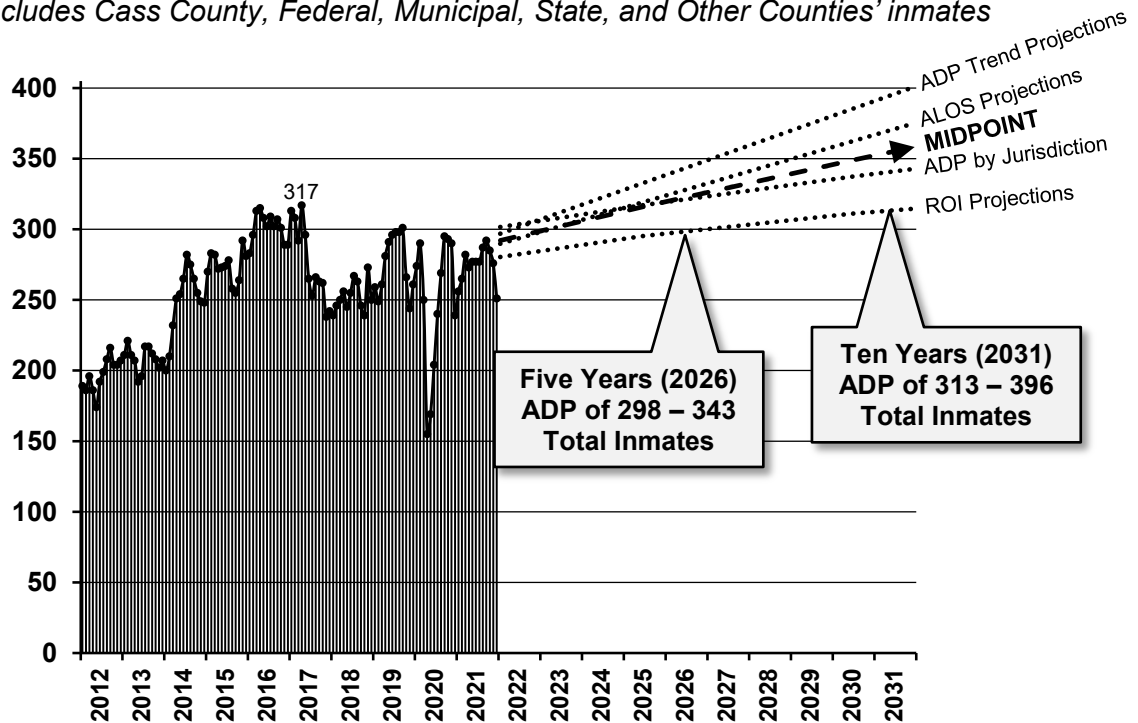
These projections provide for reasonable growth for Cass County and the other jurisdictions that house inmates at the Cass County Jail, given their historical usage trends and projected county population growth.

The graph and table on the following page show the Cass County Jail's actual inmate population over the past ten years (2012 – 2021), and the inmate population projections for the next ten years (2022 – 2031).

The table Page 57 shows the results of all four projection models and their midpoint for each of the next 20 years (2022 – 2041).

Inmate Population Projections for All Inmates (Total ADP)

Includes Cass County, Federal, Municipal, State, and Other Counties' inmates



Forecast Year	Year	ROI Projections	ADP by Jurisdiction	MIDPOINT	ALOS Projections	ADP Trend Projections
1	2022	282	304	295	293	301
2	2023	287	308	302	302	312
3	2024	291	313	309	311	322
4	2025	295	317	316	319	333
5	2026	298	321	323	328	343
6	2027	302	325	329	336	354
7	2028	305	329	336	345	364
8	2029	308	333	342	354	375
9	2030	311	337	349	362	385
10	2031	313	341	355	371	396

Rate of Incarceration (ROI) — Projections based on the correlation between the number of inmates and the County’s population, applied to the County’s population projections. Uses the 2012 – 2021 average ROI.

ADP by Jurisdiction — Projections based on the midpoint of two models for Cass County inmates, with an allowance for federal, municipal, state, and other counties’ inmates based on their historical usage.

Average Length of Stay (ALOS) — Projections based on the ALOS from 2012 – 2019, applied to the trend in admissions from that period, shifted forward to 2022 and onward.

Average Daily Population (ADP) — Projections based on the ADP trend from 2012 – 2019, applied from 2022 onward.

Inmate Population Projections for All Inmates (Total ADP)

Includes Cass County, Federal, Municipal, State, and Other Counties' inmates

Forecast Year	Year	ROI Projections	ADP by Jurisdiction	MIDPOINT	ALOS Projections	ADP Trend Projections
1	2022	282	304	295	293	301
2	2023	287	308	302	302	312
3	2024	291	313	309	311	322
4	2025	295	317	316	319	333
5	2026	298	321	323	328	343
6	2027	302	325	329	336	354
7	2028	305	329	336	345	364
8	2029	308	333	342	354	375
9	2030	311	337	349	362	385
10	2031	313	341	355	371	396
11	2032	316	345	361	379	406
12	2033	318	348	368	388	417
13	2034	320	352	374	397	427
14	2035	323	356	380	405	438
15	2036	325	359	386	414	448
16	2037	326	363	392	422	459
17	2038	328	366	399	431	469
18	2039	330	369	405	440	479
19	2040	332	373	411	448	490
20	2041	343	376	419	457	500

Rate of Incarceration (ROI) — Projections based on the correlation between the number of inmates and the County’s population, applied to the County’s population projections. Uses the 2012 – 2021 average ROI.

ADP by Jurisdiction — Projections based on the midpoint of two models for Cass County inmates, with an allowance for federal, municipal, state, and other counties’ inmates based on their historical usage.

Average Length of Stay (ALOS) — Projections based on the ALOS from 2012 – 2019, applied to the trend in admissions from that period, shifted forward to 2022 and onward.

Average Daily Population (ADP) — Projections based on the ADP trend from 2012 – 2019, applied from 2022 onward.

Projections by Jurisdiction

One of the projection models was based on the inmate population trends of Cass County inmates (only), and then added an allowance for federal, municipal, state, and other counties' inmates based on their historical usage at the Cass County Jail. This section shows how those trends and allowances were estimated.

Cass County Inmates — The results of two different projection models on the ADP of Cass County inmates over the past six years (2016 – 2021) provided similar results, so their midpoint was used to estimate a total annual ADP of:

- 256 Cass County inmates in five years (by 2026);
- 276 Cass County inmates in ten years (by 2031);
- 294 Cass County inmates in 15 years (by 2036); and
- 311 Cass County inmates in 20 years (by 2041).

The graph and table on Page 60 show the Cass County inmate population over the past six years (2016 – 2021), and the inmate population projections for Cass County inmates for the next ten years (2022 – 2031).

Federal Inmates — Over the past six years, the Cass County Jail held an ADP of 40 federal inmates. For planning purposes, an allowance was made for an ADP of 40 federal inmates.

Municipal Inmates — From January 2016 to February 2020, the jail had an ADP of 24 municipal inmates. For planning purposes, an allowance was made for an ADP of 24 municipal inmates.

State Inmates — From January 2016 to February 2020, the jail had an ADP of 1.4 state inmates, typically being held for the State Parole Office. For planning purposes, an allowance was made for an ADP of 1.4 state inmates.

Other Counties' Inmates — Over the past six years, the Cass County Jail held an ADP of 0.4 inmates for other counties. For planning purposes, an allowance was made for an ADP of 0.4 inmates from other counties.

Combined — The Cass County inmate projections plus the allowances for inmates from other jurisdictions estimated that the Cass County Jail would need to accommodate a total annual ADP of:

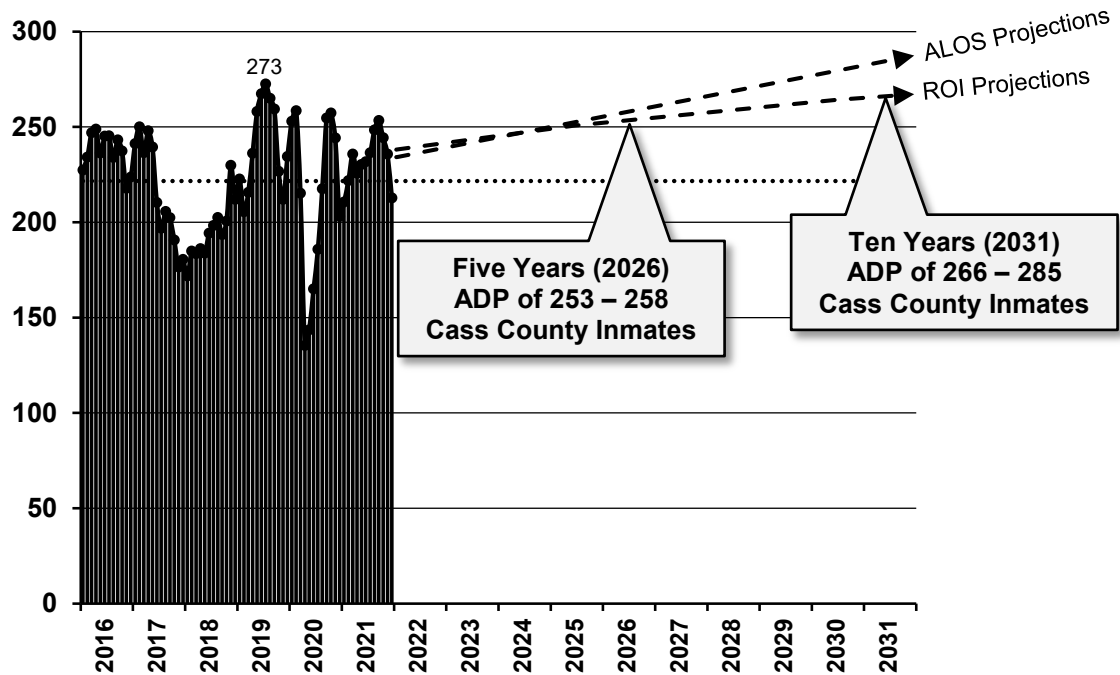
- 321 inmates in five years (by 2026);

- 341 inmates in ten years (by 2031);
- 359 inmates in 15 years (by 2036); and
- 376 inmates in 20 years (by 2041).

The table Page 61 shows the results of the projections for Cass County inmates and the allowances for federal inmates, municipal inmates, state inmates, and other counties' inmates for each of the next 20 years (2022 – 2041).

Inmate Population Projections for Cass County Inmates

Does not include Federal, Municipal, State, or Other Counties' inmates



Forecast Year	Year	ROI Projections	MIDPOINT	ALOS Projections
1	2022	240	238	236
2	2023	243	243	242
3	2024	247	247	247
4	2025	251	252	253
5	2026	253	256	258
6	2027	256	260	263
7	2028	259	264	269
8	2029	262	268	274
9	2030	264	272	279
10	2031	266	276	285

ADP Projections (and Allowance) by Jurisdiction

Forecast Year	Year	Cass County Inmates	Federal Inmates	Municipal	State	Other Counties	Total ADP
1	2022	238	40	24	1.4	0.4	304
2	2023	243	40	24	1.4	0.4	308
3	2024	247	40	24	1.4	0.4	313
4	2025	252	40	24	1.4	0.4	317
5	2026	256	40	24	1.4	0.4	321
6	2027	260	40	24	1.4	0.4	325
7	2028	264	40	24	1.4	0.4	329
8	2029	268	40	24	1.4	0.4	333
9	2030	272	40	24	1.4	0.4	337
10	2031	276	40	24	1.4	0.4	341
11	2032	279	40	24	1.4	0.4	345
12	2033	283	40	24	1.4	0.4	348
13	2034	287	40	24	1.4	0.4	352
14	2035	290	40	24	1.4	0.4	356
15	2036	294	40	24	1.4	0.4	359
16	2037	297	40	24	1.4	0.4	363
17	2038	301	40	24	1.4	0.4	366
18	2039	304	40	24	1.4	0.4	369
19	2040	307	40	24	1.4	0.4	373
20	2041	311	40	24	1.4	0.4	376

A number of important points must be kept in mind regarding these projections.

First, population projections are not the same as capacity requirements. As is discussed in the following section, a jail facility needs more beds than the average projected inmate population in order to accommodate routine fluctuations (peaks) in the facility's population, and for inmate classification and management purposes (to separate and segregate different types of inmates).

Second, the population projection trendlines in the preceding graphs should not be viewed as hard, straight, and unwavering lines. They are simply a graphic illustration of where the inmate population is heading, given Cass County's current trends, for facility planning purposes. Therefore, the focus should be on where the current trends are leading over time, in five to ten years.

It should also be recognized that there are a variety of forces that are pushing the baseline ADP projections *up* (or pushing up the rate of growth), and at the same time, there are forces pushing *down* on the baseline (or holding down the rate of growth). Any significant change in this balance will have an impact on the future jail bed needs.

Third, a note of caution must be made when using historical data to predict the future. Many counties have underestimated their true jail needs by relying on past inmate population trends. Arrest decisions, prosecution policies, and sentencing practices all have an impact on the size of the County's inmate population. As new and additional jail beds become available, these policies and practices can change, resulting in even greater demands for jail capacity.

Finally, it is important to view inmate population projections within an appropriate context. The projections are based on the jail's actual inmate population trends over the past ten years. At any given time during this period, the jail's actual inmate population has been the result of a unique combination of factors within the local criminal justice system that affect (1) jail admissions, (2) jail releases, and (3) the length of stay in jail — all of which have been impacted, to some extent, by the combined efforts of law enforcement, prosecution, and the courts.

Obviously, inmate population projections are not an exact science. There are a multitude of ever-changing variables, both tangible and intangible, that can directly impact the size of Cass County's jail population. The County's growing and changing population, public attitudes toward crime, changes in criminal penalties, law enforcement practices, sentencing policies, and crime rates will all have a direct impact on the County's future jail population and its need for additional jail capacity. Nonetheless, it is believed that the inmate population projections presented here provide reasonable parameters for facility planning purposes.

C. Forecast of Jail Capacity Requirements

The average daily population (ADP) is just that — an *average*. In reality, the jail’s actual inmate population fluctuates above and below that average. Therefore, the next step in the facility planning process involves estimating the total number of beds (or “capacity”) that would be needed to support the projected inmate population.

While it is clear that a jail facility needs more beds than its ADP, there is no commonly accepted methodology for estimating the amount of capacity needed to support the population projections. There are, however, two frequently used techniques for estimating the amount of capacity needed to support the ADP projections. One is known as the “80 percent rule,” and the other involves adding a peaking factor and a classification (or management) factor.

“80 Percent Rule”

For facility planning purposes, many consultants and Departments of Corrections across the country recommend using the “80 percent rule” — that is, a jail should be considered “full” when 80 percent of its beds are occupied. This formula typically allows for sufficient additional capacity to accommodate routine peaks in the population, and to provide for the separation of males and females, and to allow for further separation as needed. When a facility’s occupancy level exceeds 80 percent of capacity, it becomes progressively more difficult to accommodate the routine peaks in the population, and to properly place inmates into an appropriate housing area based on their specific security needs and behavior.

Though widely used, it should be kept in mind that the “80 percent rule” is really more of a “rule of thumb” for facility planning and assessment purposes. It is not a jail “standard” or “requirement.”

Applying the “80 percent rule” to the combined baseline ADP projections, it is estimated that Cass County will need a total of:

- 403 beds in five years (2026), to support an ADP of 323 inmates;
- 444 beds in ten years (2031), to support an ADP of 355 inmates;
- 483 beds in 15 years (2036), to support an ADP of 386 inmates; and
- 524 beds in 20 years (2041), to support an ADP of 419 inmates.

Peaking Factor + Classification/Management Factor

Another technique for estimating the amount of capacity (beds) needed involves adding a *peaking factor* and a *classification/management* factor to the ADP projections. This methodology for estimating capacity requirements is similar to the rationale behind the

“80 percent rule,” but is based more on the jail’s actual experience with its own inmate population, and the range of fluctuations that typically occur.

- *Peaking Factor* — The purpose of the peaking factor is to accommodate routine fluctuations (peaks) that typically occur to the facility population each month.
- *Classification/Management Factor* — The classification (or management) factor is to provide sufficient additional capacity to allow for the separation of males and females, to separate inmates by their security or behavior classification, and to allow further separation for administrative or disciplinary purposes.

The size of the jail’s population will fluctuate over the course of a month. As part of this study, the highest (peak) population each month was compared to the ADP for that month, to estimate the amount that the jail’s population routinely fluctuates within.

From January 2012 through February 2020 (before the pandemic), the peak population at the Cass County Jail each month exceeded the ADP for that month by an average of 8 percent.

Applying an 8 percent peaking factor and a (typically used) 10 percent classification and management factor to the baseline ADP projections, it is estimated that Cass County will need a total of:

- 383 beds in five years (2026), to support an ADP of 323 inmates;
- 422 beds in ten years (2031), to support an ADP of 355 inmates;
- 459 beds in 15 years (2036), to support an ADP of 386 inmates; and
- 498 beds in 20 years (2041), to support an ADP of 419 inmates.

Total Capacity Requirements

The results of these two methods suggest that Cass County will need a total of:

- 383 – 403 beds in five years (2026), to support an ADP of 323 inmates;
- 422 – 444 beds in ten years (2031), to support an ADP of 355 inmates;
- 459 – 483 beds in 15 years (2036), to support an ADP of 386 inmates; and
- 498 – 524 beds in 20 years (2041), to support an ADP of 419 inmates.

The table on the following page shows the baseline inmate population projections and estimated jail capacity requirements for each of the next 20 years (2022 – 2041).

Forecast of Jail Capacity Requirements

Includes Cass County, Federal, Municipal, State, and Other Counties' inmates

Forecast Year	Year	MIDPOINT ADP Projections	Total Beds Needed 8% Peaking + 10% Mgmt./Class. Factor	Total Beds Needed 80% Rule
1	2022	295	351	369
2	2023	302	359	378
3	2024	309	367	386
4	2025	316	375	395
5	2026	323	383	403
6	2027	329	391	412
7	2028	336	399	420
8	2029	342	407	428
9	2030	349	415	436
10	2031	355	422	444
11	2032	361	429	452
12	2033	368	437	460
13	2034	374	444	468
14	2035	380	452	475
15	2036	386	459	483
16	2037	392	466	491
17	2038	399	473	498
18	2039	405	481	506
19	2040	411	488	513
20	2041	419	498	524


Inmates


Beds


Beds

Type of Jail Beds Needed

In the forecast of jail capacity requirements, consideration also has to be given to the changing profile of Cass County's inmate population, which has significant implications for the number — and more importantly, the *type* — of jail beds needed by the County.

In the past, most jails have attempted to provide some sort of balance between minimum, medium, and maximum security housing — typically through some combination of dormitory-style housing, double (two-person) cells, and single cells. Today, inmate housing issues are more complicated. County jails have to accommodate:

- More high-risk offenders, with greater security requirements;
- More inmates with long lengths of stay;
- More inmates with medical and mental health issues; and
- More inmates with special needs, or who require special management.

Jail housing is further complicated by the growing need to keep certain inmates (or groups of inmates) separate.

This is a particular problem for many existing and older jails, where a significant portion of their jail capacity consists of open dormitory housing. With the growing use of alternative programs — designed to divert low-risk offenders from incarceration — the remaining jail population consists of fewer inmates who are suitable or appropriate for dormitory-style housing.

The type of jail beds that a county has in its jail has a significant impact on that facility's ability to house inmates in an appropriate housing unit, consistent with their custody level and security requirements. Therefore, in addition to the *number* of jail beds that Cass County needs in the future, it will be just as important to make good decisions regarding the *type* of jail beds — and the distribution between single cells, double cells, and dormitory housing — to be included in any new facility or jail expansion.

Conclusion

As a County's population grows, the demands on its criminal justice system — and its jail system — also grow. The jail population projections presented in this report provide reasonable parameters for facility planning purposes, and are based on an objective assessment of the County's actual jail population trends over the past ten years. However, for the County's jail population to increase to these levels, there will have to be a commensurate increase in law enforcement, prosecution, and judicial resources in Cass County, beyond their current levels, to support and sustain a jail population of that size.

It is important that Cass County continue to try to identify, quantify, and address the factors that are driving the County's jail population growth. Further investigation of these and other issues — and their potential impact on the jail population — may help the County in its efforts to manage and control its future facility needs.

Cass County is currently in the process of making some important, multi-million dollar, facility planning decisions. The goal of this study was to establish some reasonable jail capacity estimates for facility master planning purposes. Ultimately, the County will need to decide how large any jail expansion or new jail facility should be — given all the historical data, emerging issues, and current projections. Hopefully, the graphs, data, trend analysis, and other information in this report will aid the County in its efforts to make good decisions about how to address the County's growing jail population, and the appropriate size for any jail expansion or new jail facility.



MEMO TO: Cass County
BY: Scott Fettig
DATE: February 2, 2022
SUBJECT: Kickoff Meeting #1
PRESENT: Listed below
COPY TO: All in attendance
ATTACHMENTS: Agenda
 Inmate Data Request

<u>Present</u>	<u>Name</u>	<u>Organization</u>	<u>Phone</u>	<u>Email</u>
X	Chad Peterson	Cass County	(701) 241-5609	PetersonC@casscountynd.gov
X	Jim Kapitan	Cass County	(701) 241-5609	KapitanJ@casscountynd.gov
X	Robert Wilson	Cass County	(701) 241-5770	WilsonRo@casscountynd.gov
X	Jesse Jahner	Organization	(701) 241-5800	JahnerJ@casscountynd.gov
X	Andy Frobig	Organization	(701) 271-2955	FrobigA@casscountynd.gov
X	Gene Gartner	Organization	(701) 241-5708	GartnerG@casscountynd.gov
X	Scott Fettig	Klein McCarthy	(952) 908-9995	scott.fettig@kleinmccarthy.com
X	Bill Garnos	Jail Consulting	(816) 468-8445	bgarnos@gmail.com
X	James Hand	Construction Engineers	(701) 738-4605	JamesH@ConstructionEngineers.com

NOTE: The following notes represent Klein McCarthy Architects' understanding of this meeting. If you have any questions, comments or additions please forward them to us so we can make the changes as requested.

Items in *italics* require further action.

- A. Introductions
 - 1. Klein McCarthy Team
 - a. Klein McCarthy Architects – Scott Fettig
 - 1) Team lead and options development.
 - b. Jail Consultant – Bill Garnos
 - 1) Inmate projections.
 - c. Construction Engineers Inc. - James Hand
 - 1) Cost estimating of the options.
 - 2. County Staff and Committee members
 - a. Commissioner - Jim Kapitan
 - b. Commissioner - Chad Peterson
 - c. Robert Wilson – County Administrator

- d. Sheriff - Jesse Jahner
 - e. Jail Administrator - Captain Andy Frobig
 - 1) In the facility since 2004 and administrator the last 8 years.
 - f. Buildings & Grounds Supervisor - Gene Gartner
- B. Review Communication Procedures
- 1. Main Points of Contact
 - a. Send to entire group versus through Robert.
 - 2. Communication Protocols
 - a. Send to entire group versus through Robert.
- C. Document Requests
- 1. Existing Drawings – KMA has these already.
 - 2. Jail Inmate Data (see Garnos handout)
 - a. Andy has sent example reports.
 - 1) Everything Bill needs will be in these reports except one item.
 - a) Not sure if Bill can do a breakdown by jurisdiction?
 - b) County level population data and not sure if 2020 census data is available from the County?
 - (1) Robert does not have anything beyond the most recent census but will double check.
 - b. Send monthly inmate data back 10 years to when the new system was implemented.
 - 1) Excel or pdf is acceptable for Bill.
 - 2) *KMA to set up a cloud based solution for everyone to view and to share documents.*
 - 3) Items to be included
 - a) Total bookings
 - b) Average daily population by gender, jurisdiction and those boarded out.
 - c) High and low population ranges each month.
 - 4) Projections will go back out 20 years into the future.
 - a) Bill can provide yearly summaries of the data.
 - b) Beyond 10 years out the numbers are not as accurate but should be accounted for in the masterplan.
 - c. COVID data
 - 1) Pandemic factors will be considered.
 - a) Review the last 4 years to see what happened the last 2 years of the pandemic.
 - (1) Some facilities have stayed at a new lower level and others have returned completely to pre-pandemic numbers.
 - b) Per the Sheriff
 - (1) Numbers have not rebounded since they are not accepting inmates to full capacity.
 - (2) Highway Patrol has changed their procedure since the jail can't accept everyone brought there.
 - (a) 677 people that the jail did not even know about or see in the inmate bookings.
 - (3) Fargo PD
 - (a) Determine arrests on the street and do not bring them to the jail since they cannot be accepted.
 - Jail is trying to track the number that are denied.
 - (4) University had 24 people not accounted for.
 - (5) Unaccounted people may be in the thousands.
 - (a) Andy is trying to look at citations to get more accurate numbers.
 - c) Per Andy
 - (1) Will gather data for those not accepted.

- (2) People are staying longer than they used to.
- (3) There was a previous County growth plan that had some data on the regions projected growth (2040 plan).
 - (a) Through Metro Cog?
 - (b) Robert to verify if he can locate this.
- (4) Expansion should account for mental health, suicidal issues, COVID, etc. to resolve some current and ongoing issues.
- 2) Bill will also make mention of the factors affecting the numbers.
- 3) Bill looks at the existing number and types of beds and reviews that against the projections to see what is missing.
 - a) Distributions do not apply the way they used to, especially dormitories.
 - (1) Not just a numbers game. Type is especially important.
 - (2) This number has come down due to diversion programs, work release, etc.
 - b) Not just numbers but types are important to account for and address that.
- d. Data to be uploaded by Andy by the end of the month and projections by the end of March.
- e. Options will be reviewed with ND DOCR for input in staffing numbers.
 - a) Can bring them into the Committee meetings or discuss outside of the group meetings.
- f. Story needs to be told of why we recommend what we do, and that no facility changes have been done to the layout since 2007.
 - 1) Report should cover this with good explanations.

D. Project Scope Review

- 1. Provide inmate population forecast.
- 2. Spatial program developed for housing needs.
- 3. Provide concept level design options for inmate housing.
 - a. Will this factor in juveniles?
 - 1) A separate area that is not an overnight stay discussed.
 - 2) Currently detention juveniles are housed in Clay County in Moorhead, MN.
 - 3) Juvenile was not accounted for in the RFP for this scope of work.
 - 4) Youth Works in Fargo to continue based on funding?
 - a) State may kick funding into this to continue its use.
 - b) Sheriff has reviewed the old site to see if that could be opened again.
 - 5) Leave juveniles as a separate entity outside of this study.
- 4. Provide budget estimate of options.
- 5. Final Report.

E. Review Goals and Expectations

- 1. Owner Goals and Expectations for the Project
 - a. Andy will send additional items beyond the requested amount and let Bill sift through things to really help in breaking down the types of inmates since they are some different than 2007 the current jail design planned for.
 - b. Andy can provide a lot of different reports with specific data.
 - 1) Billings will also help break out renters and boarders.
- 2. Remember who we are talking to for the public.
 - a. Remember they may not have jail knowledge.
 - b. Keep state level communication dialog open also as local level changes can affect the state.
- 3. Clay County detox facility being planned.
 - a. Sheriff and Andy can discuss this with them outside of the Committee meetings to see if they would have any resources for Cass County.
 - b. Careful of mission creep for this project.
 - c. Cass is taking on the social detox but not the medical aspect in the jail.
 - d. Cass County needs will not be able to be replaced by Clay.

- 1) No adults with criminal charges could be taken to Minnesota. This has to still be accounted for at Cass County.
- F. Clarify Project Budget Expectations
1. Budget to be determined based on needs and concepts.
 2. Staffing to be considered in the options.
- G. Review Design Schedule
1. Upcoming Meetings
 - a. Review inmate projections
 - b. Review concept plans.
 - c. Review cost estimates.
 - d. Review of Draft Report.
 - e. Board Presentation (if needed)
 2. Milestone Dates
 - a. 4 month proposed schedule which is starting one month later than proposed.
 - b. 2 months for inmate projection work.
- H. Next Steps
1. KMA to issue the meeting minutes to the group.
 2. KMA to set up a cloud based document sharing site and email the link to everyone attending today.
 3. County to provide jail inmate data. Andy to upload.
 4. Garnos to develop a report from the data.
 5. Next Committee Meeting will review the projections from Garnos.
- I. Upcoming Meeting Dates
1. Committee meeting date to be determined based on data report availability.

P:/211100 Cass County, ND Population Forecast and Design Option for the Jail/06_Meetings/22_0202 Cass County - Kickoff Meeting #1/22_0202 Cass County Meeting Minutes #1



Cass County Population Forecast and Design Options
Kickoff Meeting #1 Agenda
February 2, 2022 @ 10:00 AM

- A. Introductions
 - 1. Klein McCarthy Team
 - a. Klein McCarthy Architects – Scott Fetting
 - b. Jail Consultant – Bill Garnos
 - c. Construction Engineers Inc. - James Hand
 - 2. County Staff
 - a. Commissioner - Jim Kapitan
 - b. Commissioner - Chad Peterson
 - c. Robert Wilson – County Administrator
 - d. Sheriff - Jesse Jahner
 - e. Jail Administrator - Captain Andy Frobig
 - f. Buildings & Grounds Supervisor - Gene Gartner
- B. Review Communication Procedures
 - 1. Main Points of Contact
 - 2. Communication Protocols
- C. Document Requests
 - 1. Existing Drawings – KMA has these already
 - 2. Jail Inmate Data (see Garnos handout)
- D. Project Scope Review
 - 1. Provide inmate population forecast.
 - 2. Spatial program developed for housing needs.
 - 3. Provide concept level design options for inmate housing.
 - 4. Provide budget estimate of options.
 - 5. Final Report.
- E. Review Goals and Expectations
 - 1. Owner Goals and Expectations for the Project
- F. Clarify Project Budget Expectations
 - 1. Budget to be determined based on needs and concepts.
- G. Review Design Schedule
 - 1. Upcoming Meetings
 - a. Review inmate projections

- b. Review concept plans.
 - c. Review cost estimates.
 - d. Review of Draft Report.
 - e. Board Presentation (if needed)
- 2. Milestone Dates
 - a. 4 month proposed schedule which is starting one month later than proposed.
 - b. 2 months for inmate projection work.
- H. Next Steps
 - 1. County to provide jail inmate data.
 - 2. Garnos to develop a report from the data.
 - 3. Next Committee Meeting will review the projections from Garnos.
- I. Upcoming Meeting Dates
 - 1. Committee meeting date to be determined based on data report availability.

MEMO

TO: Scott Fettig, Klein McCarthy Architects

FROM: Bill Garnos, Jail Consultant

DATE: January 28, 2022

SUBJECT: **Preliminary Data Requirements for the Cass County,
North Dakota Inmate Population Trends and Projections**

The purpose of this memo is to provide a preliminary list of the jail population data I would like to try to collect for the development of inmate population projections and the forecast of jail capacity requirements.

Most of this jail population data should be readily available, but some may not. I don't know how far Cass County's inmate population data can be broken down (i.e., "disaggregated"), or the extent to which reports can be run to provide this information. Some of the information or breakdowns may simply not be available, but I wanted to start with a "wish list" of the information I'd like to try to collect.

Normally, I like to review inmate population data for each month over the past five to ten years. However, the most important thing is that the data is accurate and reliable. Most times I find that jails have good data, but only going back so far — so that's what I'll use. For example, on a similar project, the county had good data since a new management software package was installed six years ago, so I just used data from that time frame for trend analysis.

This project is going to involve some extensive data collection, so it would be helpful if I could work directly with whoever on the jail staff is most knowledgeable about their population data. I always have a lot of very detailed questions about the data. (Does it include this or that? Can it be broken down? Do we have data available on this? How is the data compiled? Detailed but boring questions like that, which may be easier for me to work on with whoever is most familiar with their records and data.)

1. Jail Population Data — The following is a list of the types of jail population data I would like to try to obtain. Again, I don't expect all of this data to be readily available, but I wanted to start by checking to see what's available and what's not.

- **Total Bookings** — I'd like to see the total number of bookings each month at the Cass County Jail. I would be interested in seeing if it's possible to break out bookings for males and females separately, and whether we can track admissions by jurisdiction (municipal, county, federal, etc.).

- **Average Daily Population** — I need the total average daily population (ADP) each month. If possible, I'd like to provide separate breakdowns of the ADP each month by gender (male/female), by jurisdiction (county inmates, federal inmates, municipal inmates, inmates held for other jurisdictions, etc.), and by facility (Cass County Jail or housed elsewhere).
- **High and Low Inmate Population** — I need the highest (peak) and lowest total inmate population each month (to estimate an appropriate peaking factor).
- **Inmate Population Profile** — I'd like to develop a general profile of the jail's current "typical" inmate population. We may be able to do this by putting together a detailed "snapshot" of the jail population on a certain day, so we can put together breakdowns of the inmate population by gender, by age, by jurisdiction, by charge or offense, by court status (pretrial, sentenced, etc.), number of days in jail, etc.

2. Current Jail Capacity — I would like to see a current breakdown of the jail's inmate housing, including the number and type of jail beds in each housing unit (i.e., dormitory, double cells, single cells, etc.).

3. Past Jail Studies — I would like to see a copy of any past jail studies or reports that have been conducted, particularly any that discuss Cass County's inmate population trends or projections.

4. Cass County Population Projections — I can get historical county population estimates off the internet, but I need to track down the best, current county-level population projections (for running certain inmate projection models). I doubt anything has been done yet that is based on 2020 Census information. I also know from other projects that sometimes better population projections are developed locally or regionally, especially in metropolitan areas.

If you have any questions or if there is anything I can do to assist with the collection of this information, please let me know.



MEMO TO: Cass County, ND Population Forecast and Design Options for the Jail
BY: Scott Fettig
DATE: May 3, 2022
SUBJECT: Meeting #2
PRESENT: Listed below
COPY TO: All in attendance
ATTACHMENTS: Agenda
 Cass County, ND Presentation
 Cass County Graphs & Tables

<u>Present</u>	<u>Name</u>	<u>Organization</u>	<u>Phone</u>	<u>Email</u>
X	Chad Peterson	Cass County	(701) 241-5609	PetersonC@casscountynd.gov
X	Jim Kapitan	Cass County	(701) 241-5609	KapitanJ@casscountynd.gov
X	Robert Wilson	Cass County	(701) 241-5770	WilsonRo@casscountynd.gov
X	Jesse Jahner	Organization	(701) 241-5800	JahnerJ@casscountynd.gov
X	Andy Frobig	Organization	(701) 271-2955	FrobigA@casscountynd.gov
X	Gene Gartner	Organization	(701) 241-5708	GartnerG@casscountynd.gov
X	Scott Fettig	Klein McCarthy	(952) 908-9995	scott.fettig@kleinmccarthy.com
X	Bill Garnos	Jail Consulting	(816) 468-8445	bgarnos@gmail.com
X	James Hand	Construction Engineers	(701) 738-4605	JamesH@ConstructionEngineers.com

NOTE: The following notes represent Klein McCarthy Architects' understanding of this meeting. If you have any questions, comments or additions please forward them to us so we can make the changes as requested.

Items in *italics* require further action.

- A. Review Meeting Minutes #1
 - 1. No changes.
- B. Inmate data review – Bill Garnos with PowerPoint (Cass County, ND Presentation)
 - 1. Inmate population trends
 - a. Dips in monthly jail admissions is due to seasonal changes.
 - b. Last 2 years has stabilized from low points due to COVID restrictions of not accepting bookings.
 - c. 2018 increase was due to detox holds.
 - d. 2020 drop was COVID closures.

- e. Federal inmates have remained steady at about 40 beds.
 - 1) Majority are charged with a state crime with federal charges, so they are listed as Federal inmates.
 - a) The majority of these inmates are from Cass County and surrounding counties and not from national locations outside of Minnesota.
 - 2) Cass County has a contract to hold up to 40 inmates.
 - a) Feds would take more beds if they were available.
 - b) Federal inmates must be housed in cells and not dormitories.
 - f. Municipal numbers are way down due to COVID since municipal arrestees were mostly turned away due to COVID procedures.
 - 1) City has adjusted their charges to tack on charges so that the County pays and not the city.
 - g. State inmate numbers jumped a lot with the prison shutting down for COVID.
 - h. Other Counties is very low at 1 – 3 inmates. Many counties used the Cass County jail but that didn't involve many inmates.
2. Inmate population projections
- a. County population projection
 - 1) Steady growth which will impact the jail.
 - b. Inmate population projection
 - 1) Ran 4 different models for projections.
 - 2) Midpoint used as a baseline for projections for planning purposes.
 - 3) COVID years versus regular years.
 - a) Bill pretty much skipped this data (especially 2020) and shifted the trend lines 2 years.
 - b) Trends have rebounded even with intakes being down due to ALOS – Average Length of Stay, which is up.
 - (1) Bill thinks the system will get back closer to normal with higher intakes and lower ALOS.
 - c) Intakes are artificially suppressed right now.
3. Forecast
- a. Forecast in 10 years for Year 2031, is at 355 ADP of which there are 285 inmates for just Cass County.
 - 1) Spikes for capacity requirements.
 - b. Forecasted 2 different ways to get out 20 years to Year 2041.
 - 1) Midpoint projection is at 419 inmates which is the net need without peaking or classification needs.
 - 2) Total beds needed includes for 8% peaking + 10% Management/Classification Factor = 498 beds.
 - 3) Total beds needed at 80% rule = 524 beds.
 - c. Current jail capacity allowed is at 348 which includes dormitory beds.
 - 1) 20% of the jail capacity is in the dormitory.
 - 2) Types of beds is a large issue and not just bed quantity.
 - d. Year 2031 is anticipating 422 – 444 beds.
 - e. Year 2036 is anticipating 459 – 483 beds.
 - f. Year 2041 is anticipating 498 – 524 beds.
 - g. Bill can do inmate updates down the road as it is relatively easy to do now that the historical data is logged.
- C. Review inmate data for the next step of concept development
- 1. Determine the projected year to masterplan to 10, 15, 20 or years?
 - a. Space program for 10 years to Year 2031 and provide options for increases for Year 2036 and 2041 needs.
 - 2. What does the data mean for the existing jail?

- a. Housing remodeling or only expansion?
 - 1) Mostly need new housing versus remodeling but depending on the masterplan layouts, there may be some shifting of spaces within the jail which could necessitate remodeling.
 - b. Are program areas needed with the added housing?
 - 1) Yes, we should plan on added programs near housing.
 - c. Are core function changes needed with added housing?
 - 1) Food service was planned to operate up to 600 beds so it will handle the expansion.
 - 2) Laundry may need expansion or could run more shifts or more bedding and clothing could be bought so laundry didn't need to occur as often.
 - 3) M&E systems
 - a) Emergency generator can handle the addition.
 - b) Boilers should have some capacity remaining.
 - c) Chiller could handle some additional capacity.
 - d) Heating would be the most limited for expansion.
 - 4) Medical will need more space.
 - a) No capacity available for any additional beds.
 - (1) Look to expand medical.
 - b) Add office space and light clinical at the housing units.
 - 5) Maintenance could move to a different location if their space had a higher need.
 - a) Would like to remain connected to the jail.
3. What type of inmate housing is anticipated in the future?
- a. Housing around the site perimeter is possible with land available.
 - b. Type of housing to plan for, indirect or direct or combination?
 - 1) Facility has enough direct housing and dormitory.
 - 2) Plan for all indirect housing.
 - c. Single versus double occupancy cells?
 - 1) Need more single cells.
 - 2) Review sizing at least some of the cells for double occupancy in the future.
 - a) Start with single bunking and then the next expansion could be an internal expansion by adding bunks to some cells on the second level or upper tier.
 - d. Single or tiered construction?
 - 1) Flexibility is the most important.
 - 2) Tiered construction is ok but providing two separate levels allows more flexibility and sound control.
 - 3) Tiered construction would need the tier enclosed due to inmates jumping and the need to avoid that liability.
 - e. Size of housing units recommended?
 - 1) Keep units between 8 and 16 beds at the largest with tiered construction (open Dayrooms).
 - 2) A variety of sizes gives the facility more options and flexibility.
 - f. Housing unit and cell features
 - 1) Single bunked with flexibility to double some in the future should be reviewed.
 - 2) Treatment program spaces, counseling spaces and large classrooms should be included at the new units.
 - 3) Additional recreation to be included at the units.
 - 4) Staircases should be enclosed or located outside of the housing units.
 - a) Stairs are always problematic.
 - 5) Prefer single level housing versus tiers.
 - a) KMA to review a combination of types for the options.
 - 6) Prefer single showers outside of the cells.
 - 7) Cells with windows are preferred for mental health purposes.
 - 8) Provide floor drains in the dayrooms.
 - 9) No carpeting planned in the housing areas.

- a) Plan for sealed concrete throughout.
- 10) Adding more remote inmates (other counties, state and federal) would increase the need for more individual courts proceeding rooms.

D. Traill and Steele County

- 1. Cass County may want to visit with them and see if it is possible to get money for guaranteed contracts or construction costs.
 - a. Can be a higher daily rental rate or a lower rate if some construction dollars were contributed.
 - b. Could also just rent extra beds until Cass County would have their own need. At that time Cass County would let the contracts expire for the other counties.
- 2. Very small inmate bed needs based on the past data.
- 3. Remote visitation is common but would need more individual courts proceedings.

E. State of North Dakota

- 1. They would like to shift the inmates with less than a year remaining on their sentence, back to the County so they can get local programs and be ready to assimilate back into their community.
- 2. A lot of nuances and rules in partnering with them versus renting them beds.

F. Existing site

- 1. What would fit on the site?
 - a. It appears that the County could mirror the jail to the south and double its capacity with the land that is currently available.
 - b. More housing was masterplanned to the east.
 - c. No need to review vertical expansion in the future due to this availability of land.
- 2. Land is owned south and east of the current south service road.
 - a. County owns down to Westrac 3rd Addition.
 - b. Panhandle is City property that they don't want, and the Street has been vacated.
 - 1) Unfortunately, this area is not very buildable right now.

G. Project Scope Review – next steps

- 1. Spatial program developed for housing needs.
- 2. Provide concept level design options for inmate housing.
- 3. Provide budget estimate of options.
- 4. Final Report.

H. County budget hearings

- 1. Last week of July.
 - a. KMA/CEI budgets will be needed by late June or early July to allow the County to use the data and submit by July 15th or 18th for the budget hearings.

I. Next Meeting

- 1. Committee meeting: May 24th at 10:00 am.

P:/211100 Cass County, ND Population Forecast and Design Option for the Jail/06_Meetings/22_0503 Cass County - Meeting #2/22_0503 Cass County Meeting Minutes #2



Cass County Population Forecast and Design Options
Meeting #2 Agenda
May 3, 2022 @ 2:00 PM

- A. Review Meeting Minutes #1
- B. Inmate data review – Bill Garnos
 - 1. Inmate population trends
 - 2. Inmate population projections
- C. Review inmate data for the next step of concept development
 - 1. Determine the projected year to masterplan to (10, 15, 20 years?)
 - 2. What does the data mean for the existing jail?
 - a. Housing remodeling or only expansion?
 - b. Programs areas needed with added housing?
 - c. Core function changes needed with added housing?
 - 1) Food service, laundry, and M&E systems
 - 3. What type of inmate and housing is anticipated in the future?
 - a. Type of housing to plan for, indirect or direct or combination?
 - b. Single versus double occupancy cells?
 - c. Single or tiered construction?
 - d. Size of housing units recommended?
- D. Project Scope Review – next steps
 - 1. Provide inmate population forecast. Completed today.
 - 2. Spatial program developed for housing needs.
 - 3. Provide concept level design options for inmate housing.
 - 4. Provide budget estimate of options.
 - 5. Final Report.
- E. Next Meeting
 - 1. Committee meeting: TBD

P:/22_0503 Cass County Kickoff Meeting #2 Agenda

**Inmate Population
Trends and Projections
for
Cass County, North Dakota**

April 2022

**Bill Garnos
Jail Consultant**

Inmate Population Trends

Inmate Population Trends

- **Jail Admissions**
- **Average Daily Population (ADP)**
- **High / Low Inmate Population Range**
- **ADP by Jurisdiction**

Jail Admissions (2012 – 2021)

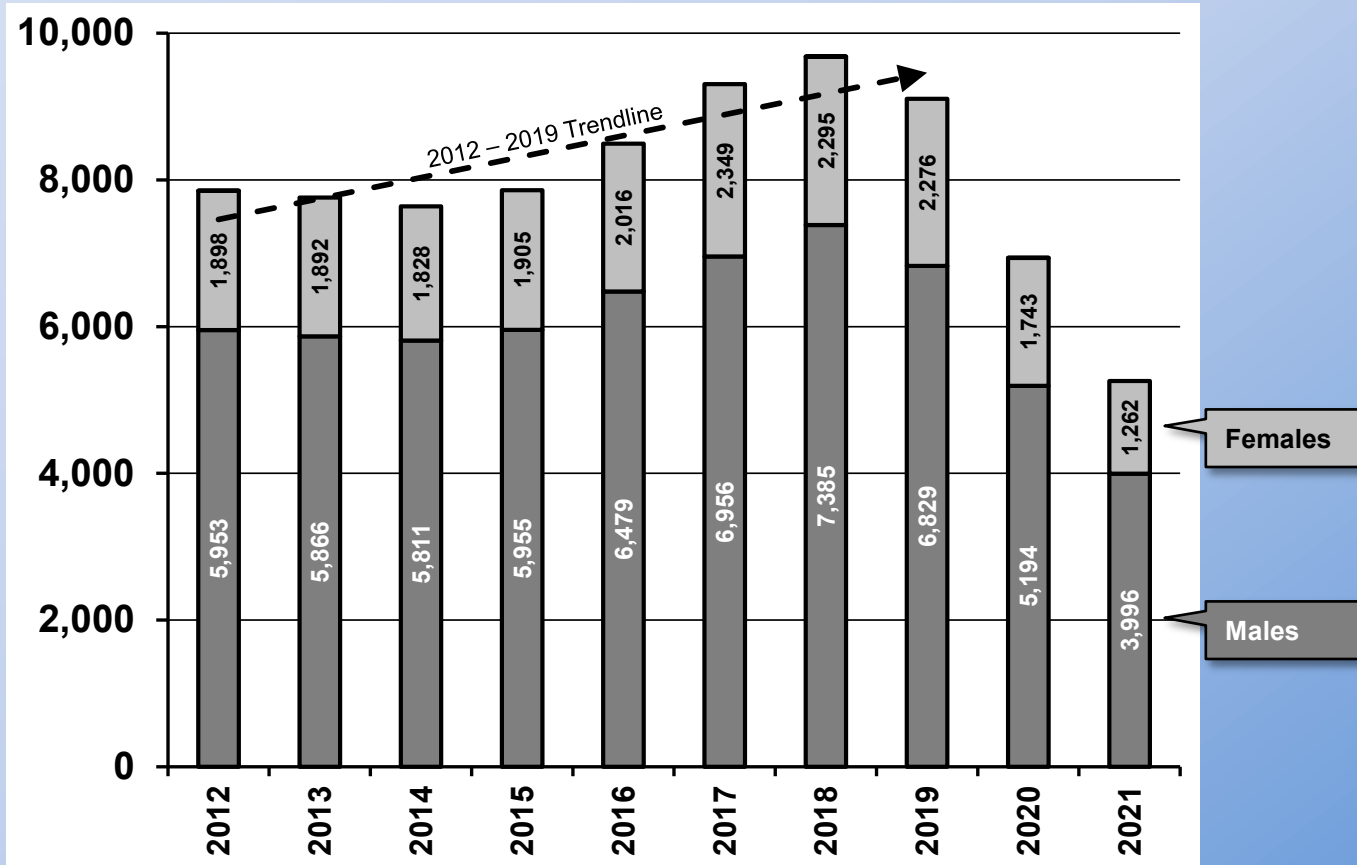
Total Annual Jail Admissions

Total Monthly Jail Admissions

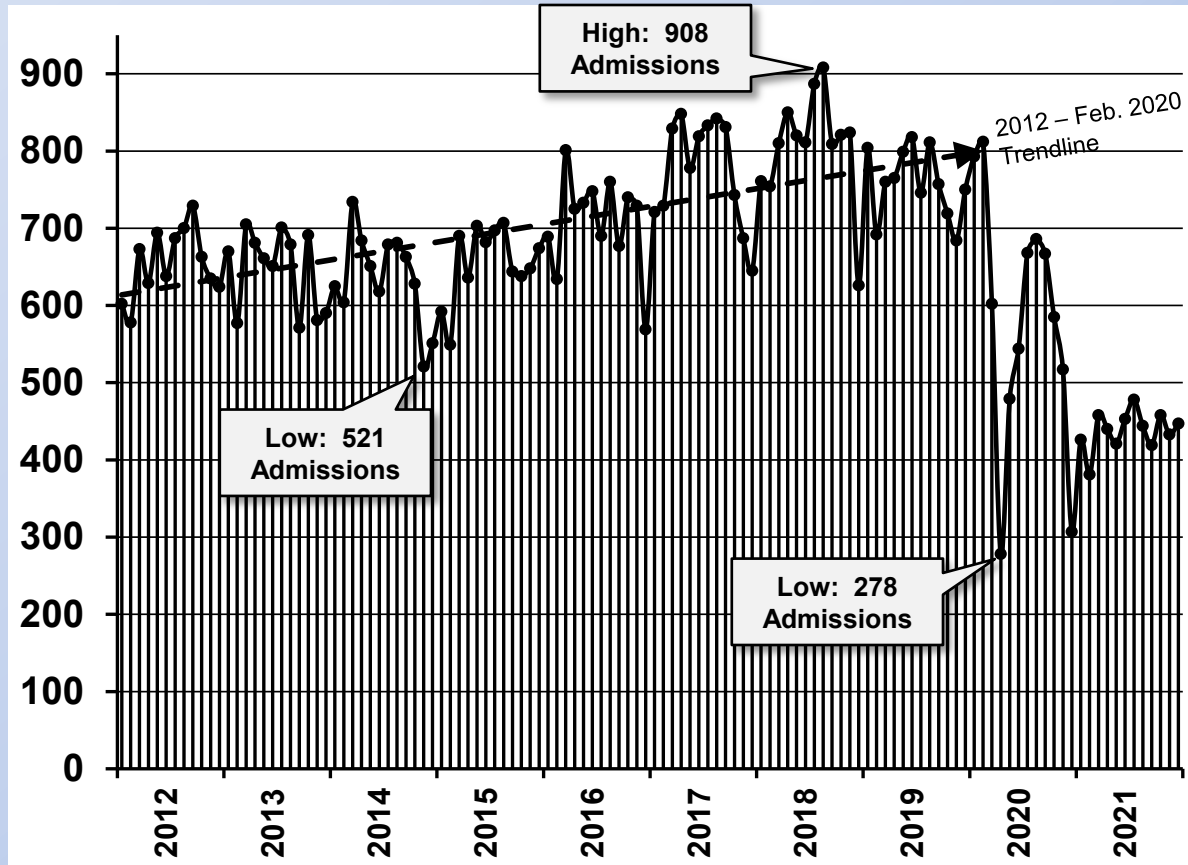
Monthly Jail Admissions:

- **Males**
- **Females**
- **Past Four Years**

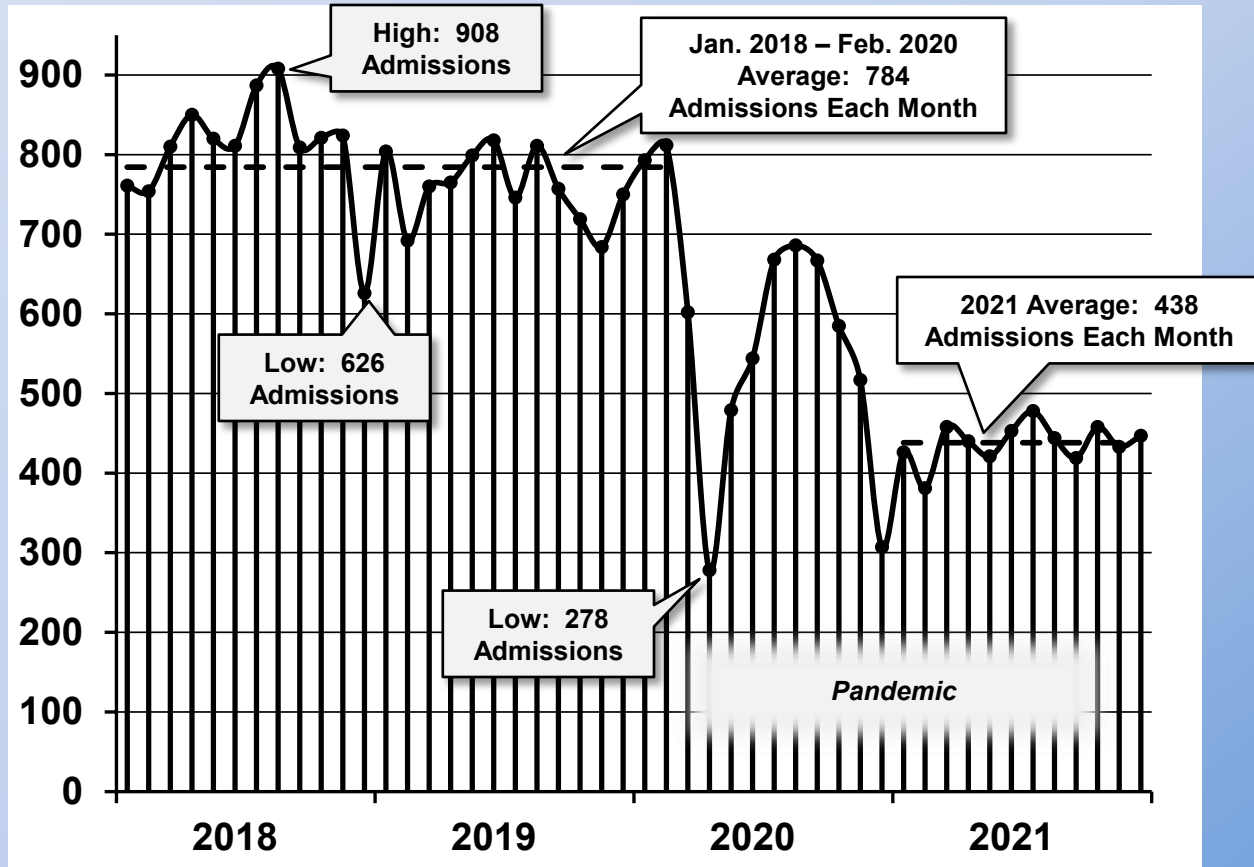
Total Annual Jail Admissions



Total Monthly Jail Admissions



Monthly Jail Admissions — Past 4 Years



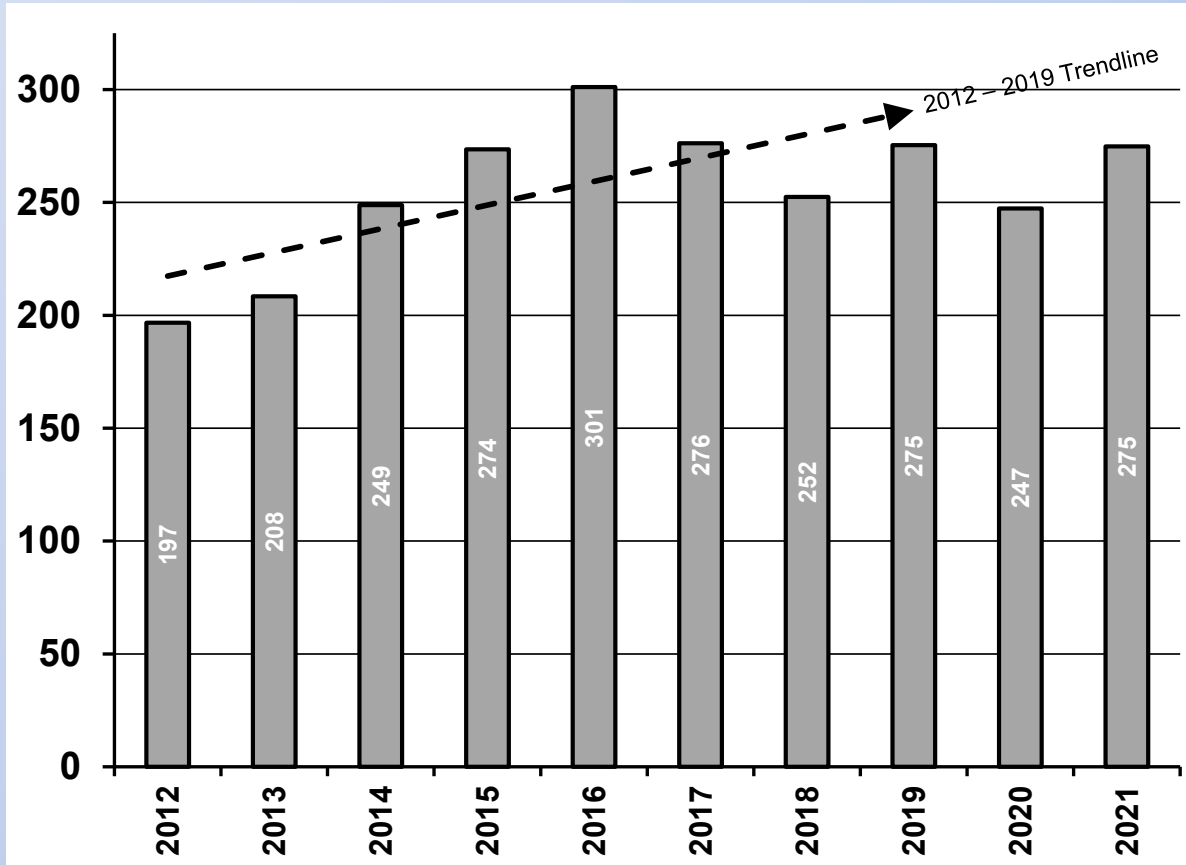
Average Daily Population (2012 – 2021)

Annual Average Daily Population (ADP)

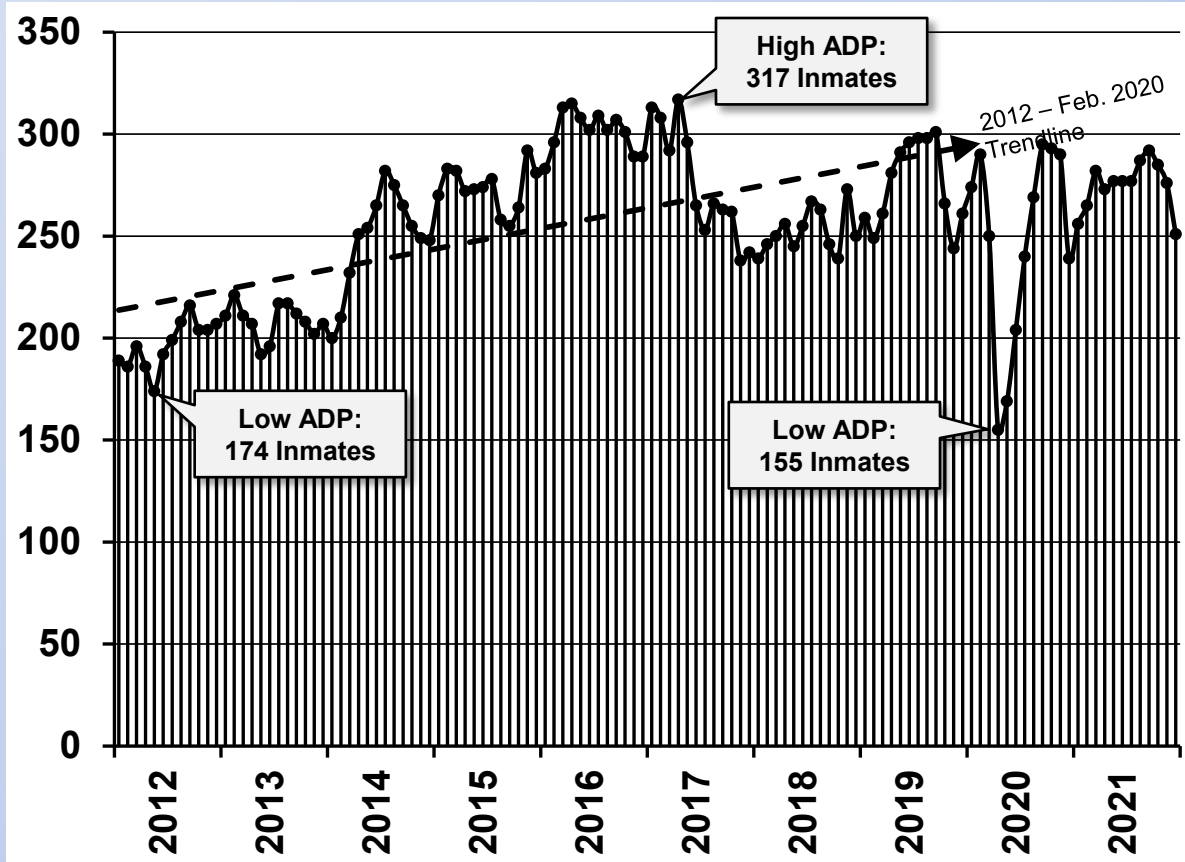
Monthly Average Daily Population

Average Daily Population — Past 4 Years

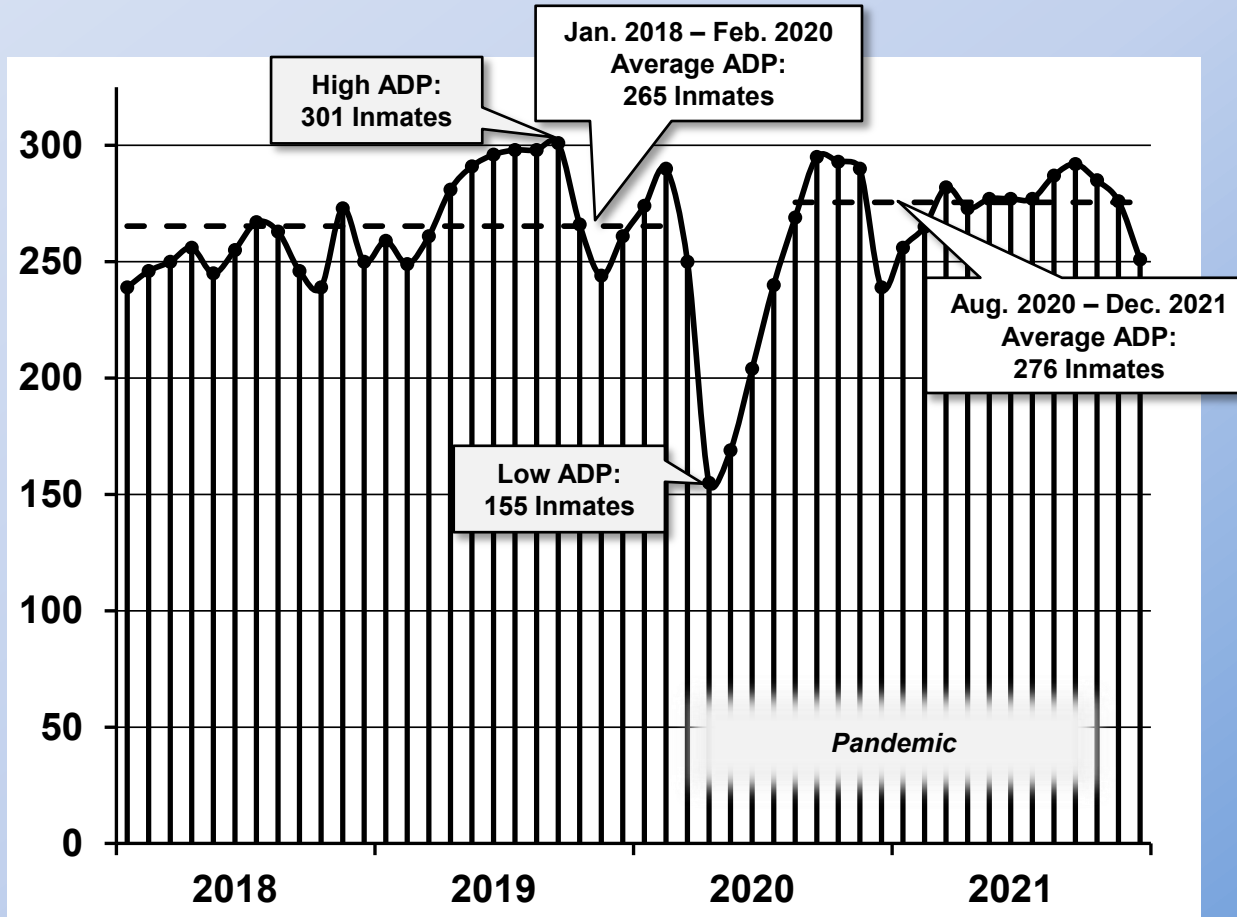
Annual ADP



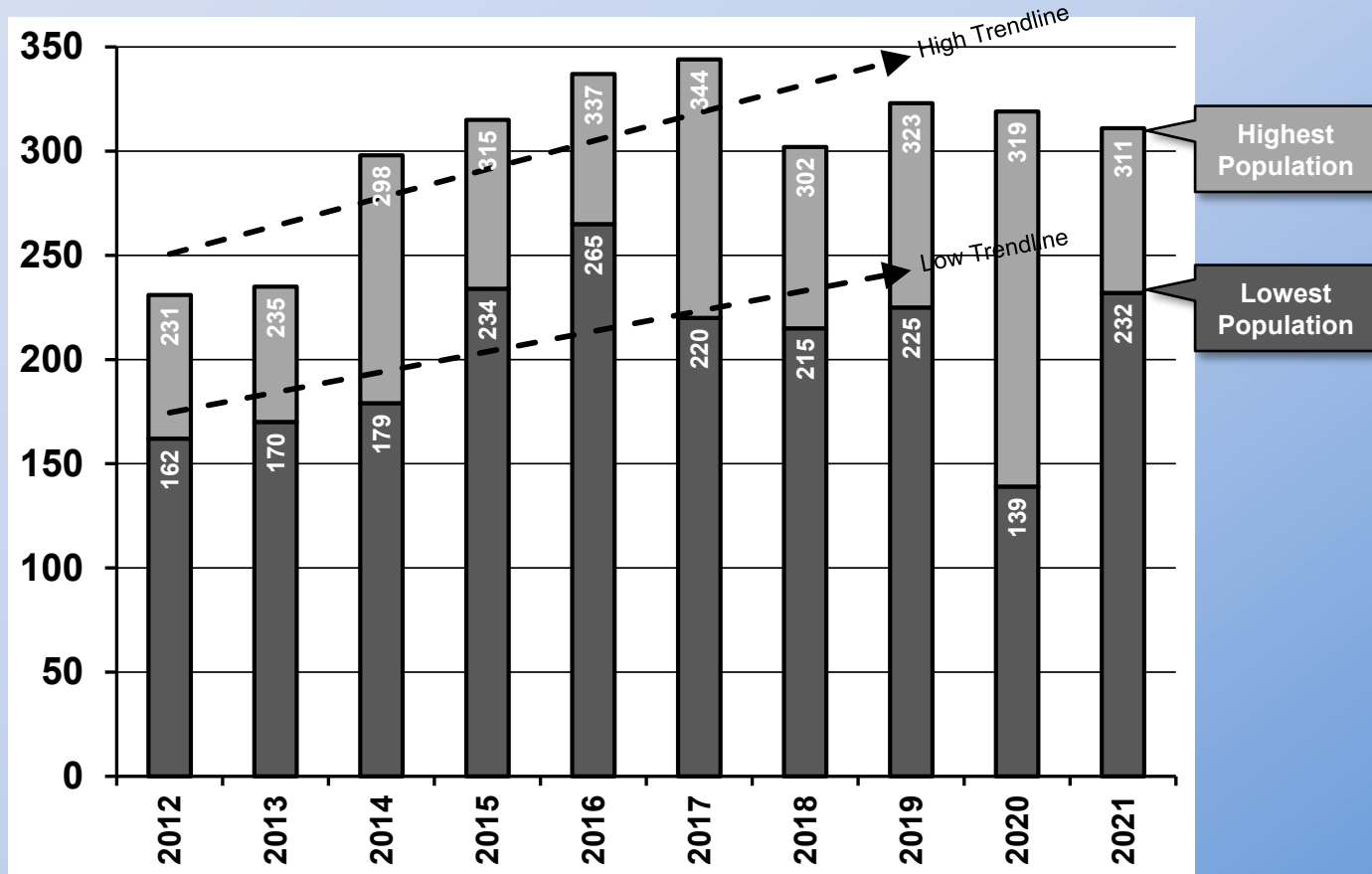
Monthly ADP



ADP — Past 4 Years



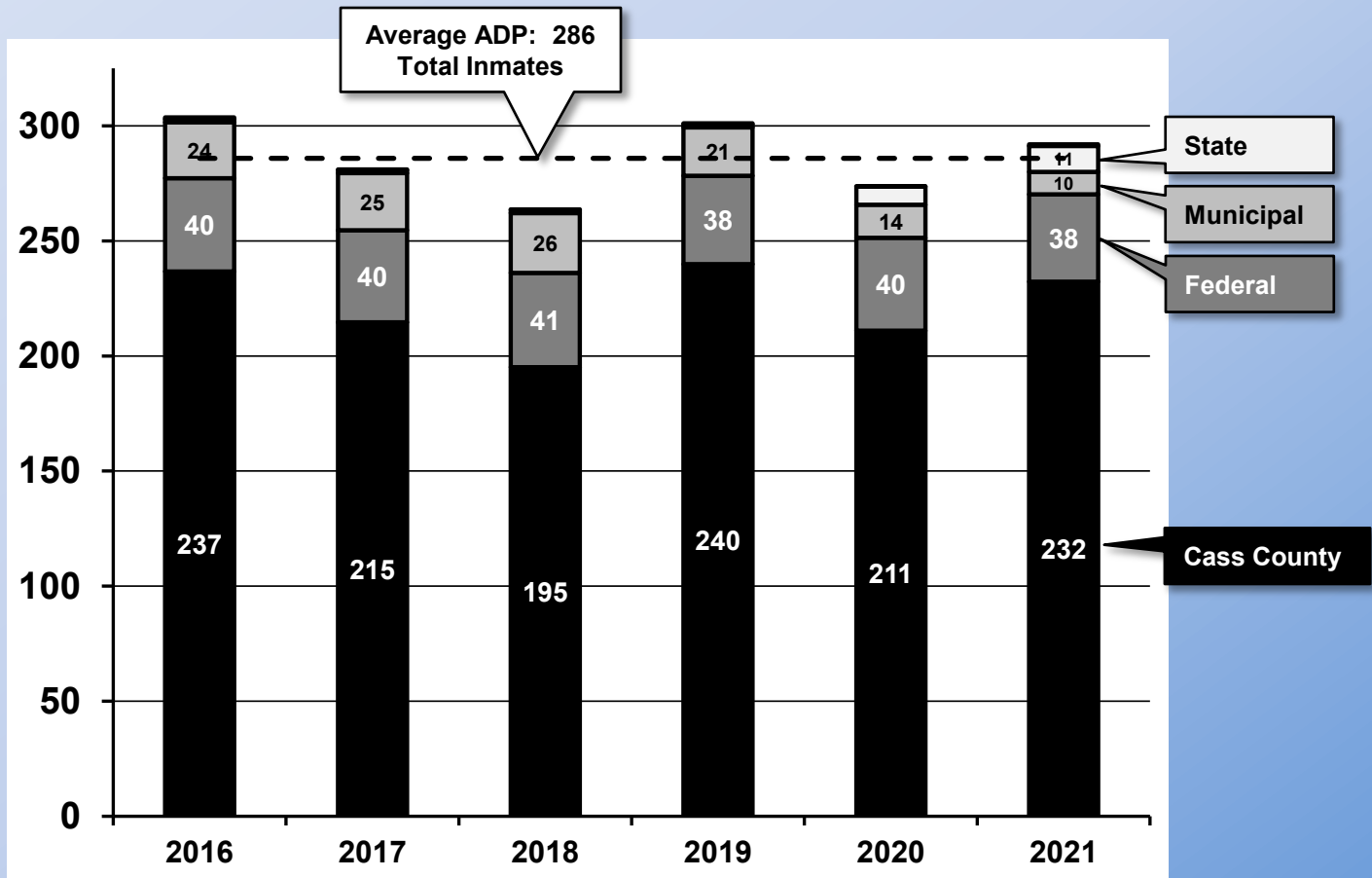
Annual High/Low Inmate Population Range



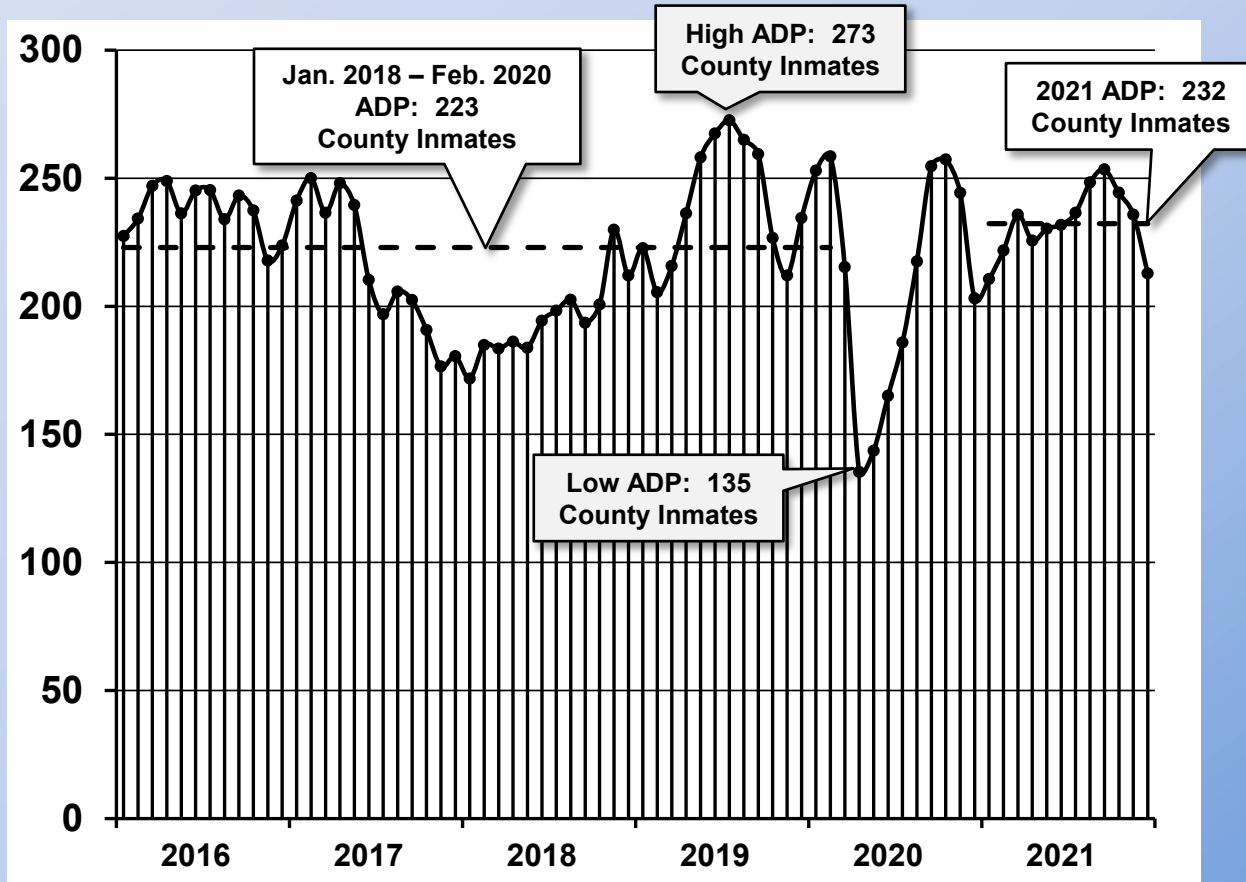
ADP by Jurisdiction (2016 – 2021)

- **Cass County Inmates**
- **Federal Inmates**
- **Municipal Inmates**
- **State Inmates**
- **Other Counties' Inmates**

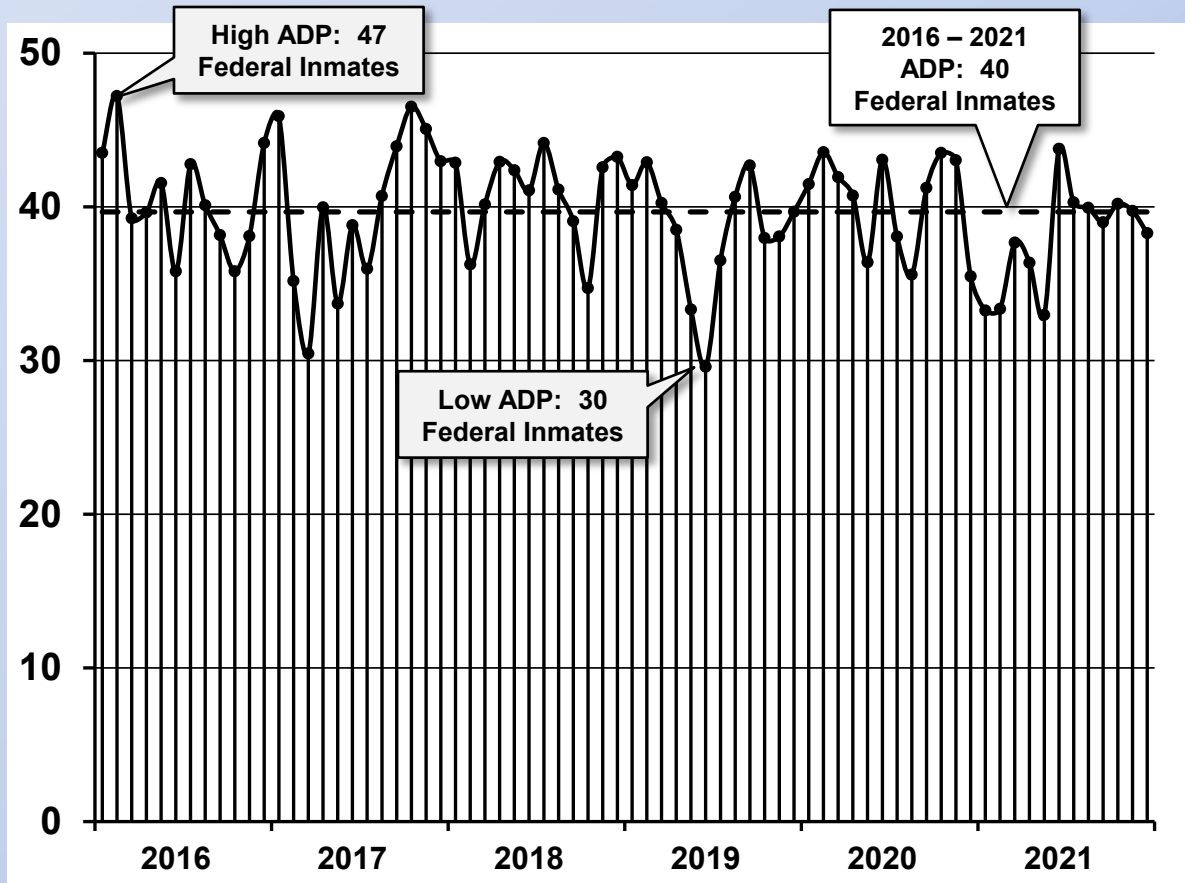
Annual ADP by Jurisdiction



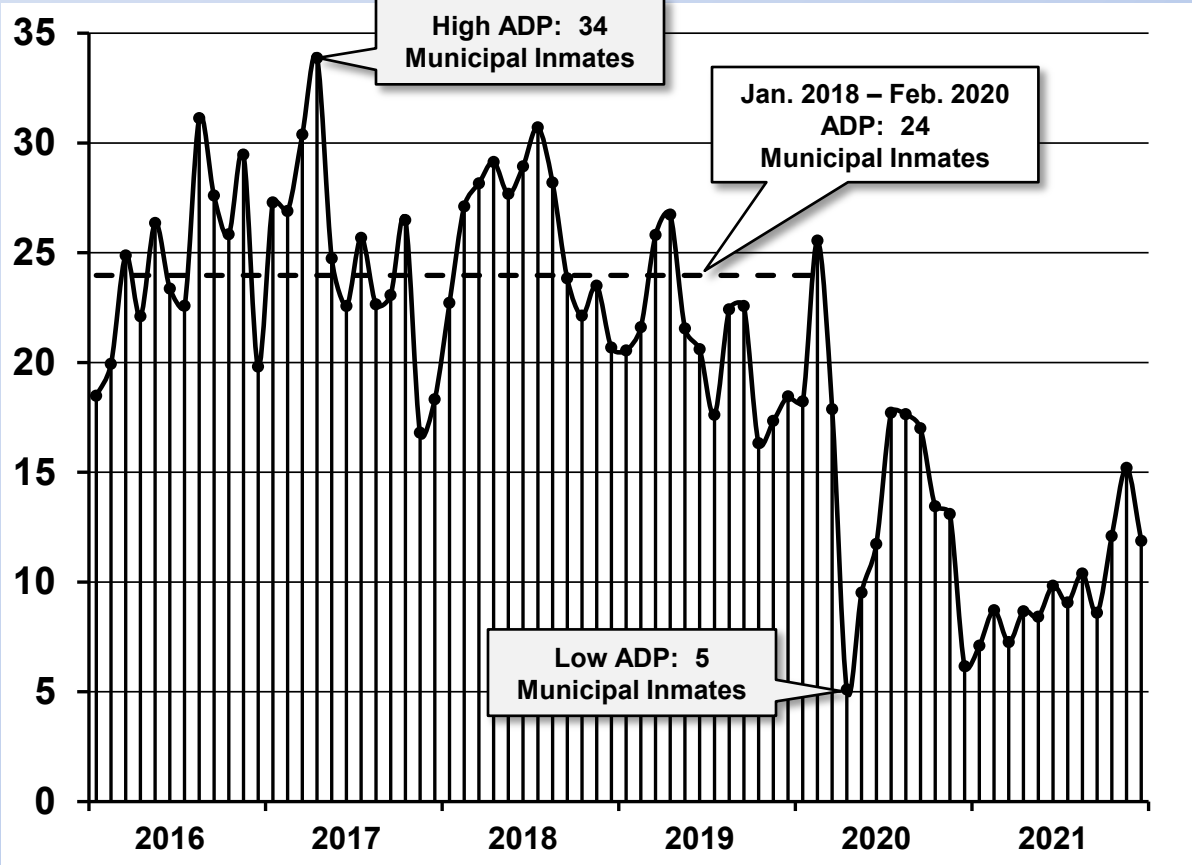
ADP — Cass County Inmates



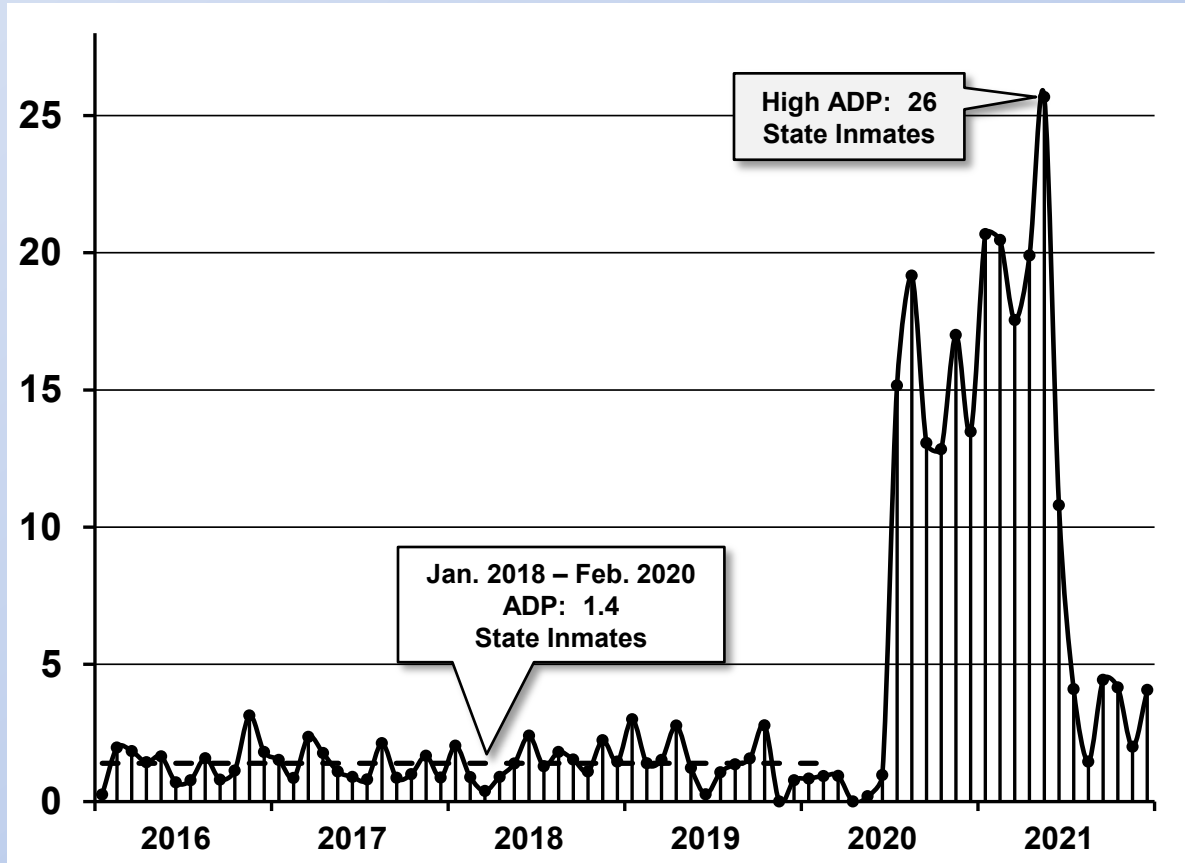
ADP — Federal Inmates



ADP — Municipal Inmates



ADP — State Inmates

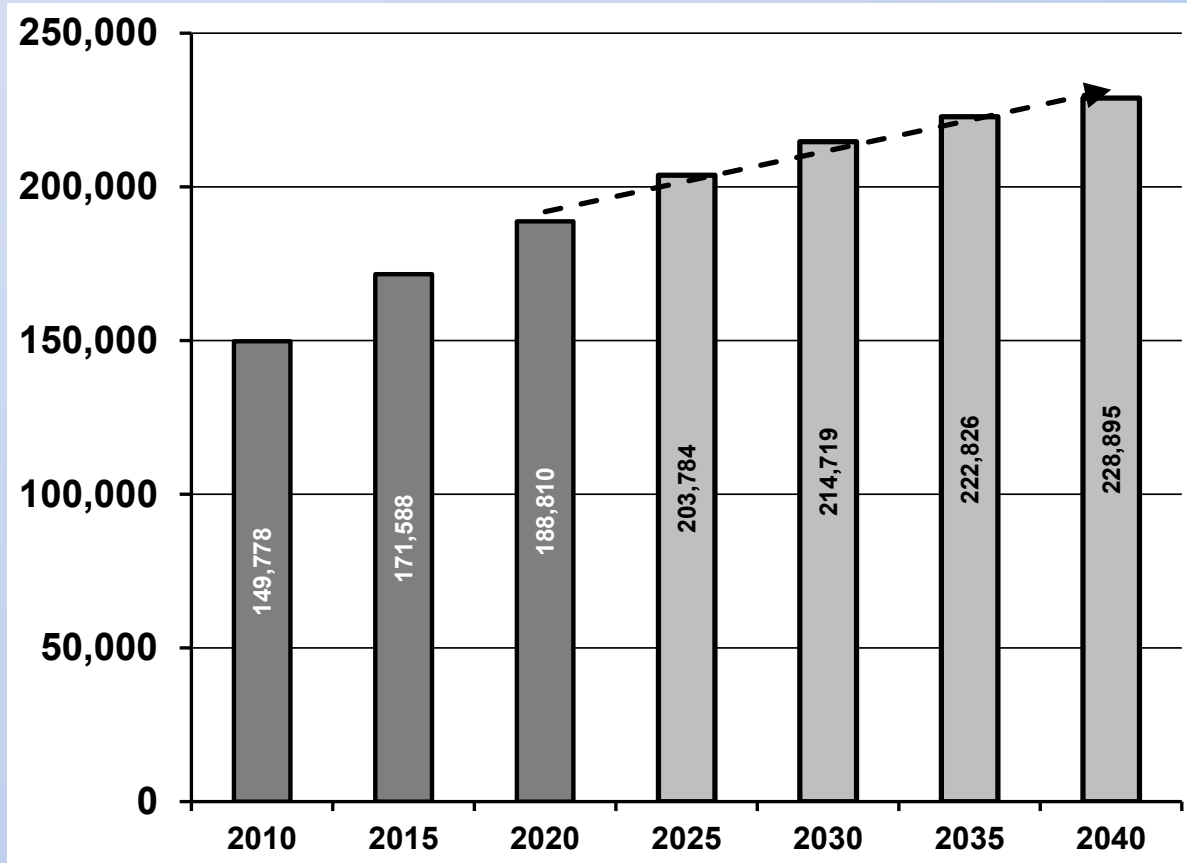


Inmate Population Projections

Inmate Population Projections

- **County Population Projections**
- **Inmate Population Projections**
- **Forecast of Jail Capacity Requirements**

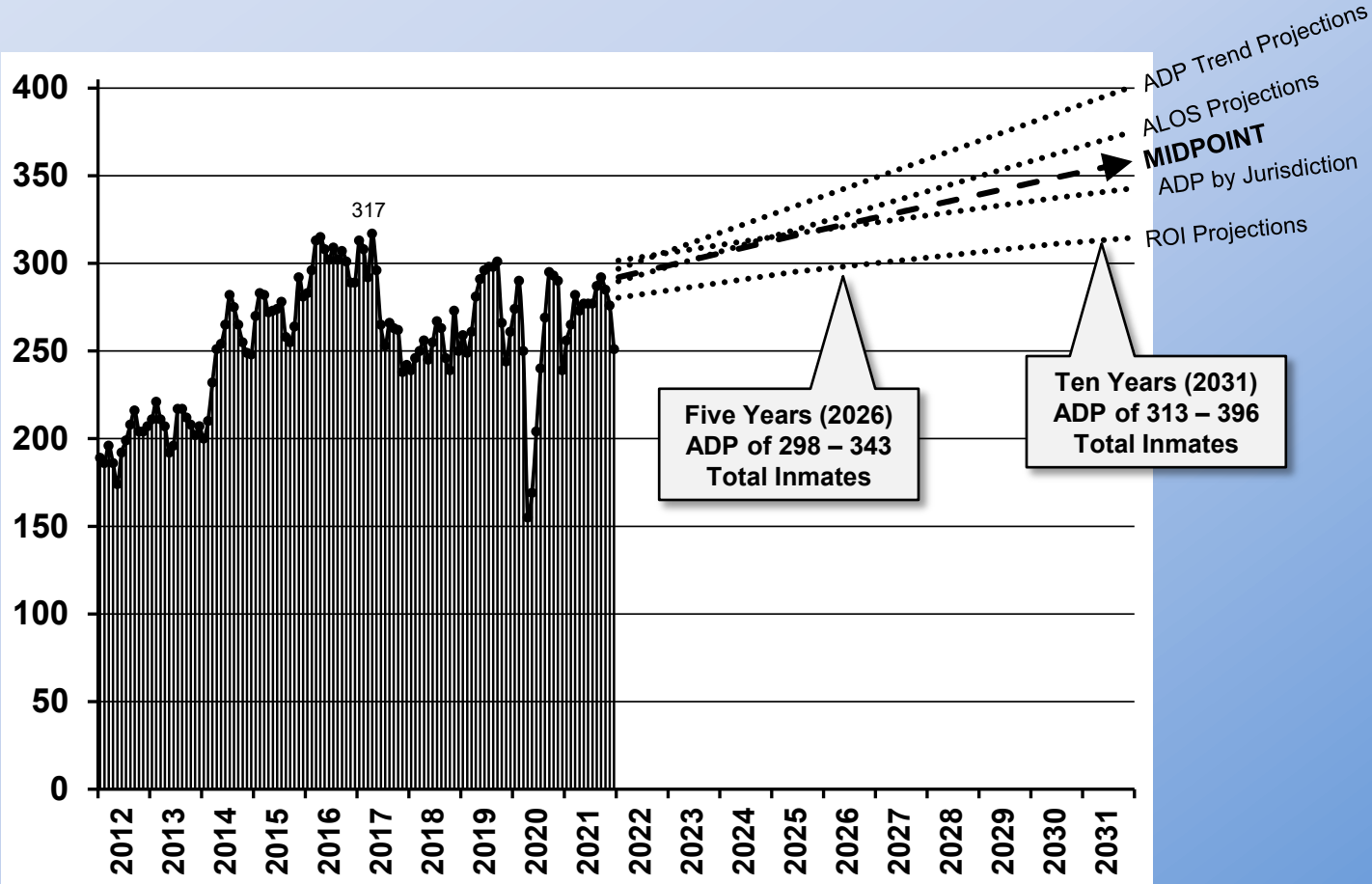
Cass County Population



Inmate Population Projections

- ***Rate of Incarceration (ROI)*** — Projections based on the correlation between the number of inmates and the County's population, applied to the County's population projections.
- ***ADP by Jurisdiction*** — Projections based on two models for Cass County inmates, with an allowance for federal, municipal, state, and other counties' inmates based on their historical usage.
- ***Average Length of Stay (ALOS)*** — Projections based on the ALOS from 2012 – 2019, applied to the trend in total admissions from that period, applied from 2022 onward.
- ***Average Daily Population (ADP)*** — Projections based on the ADP trend from 2012 – 2019, applied from 2022 onward.

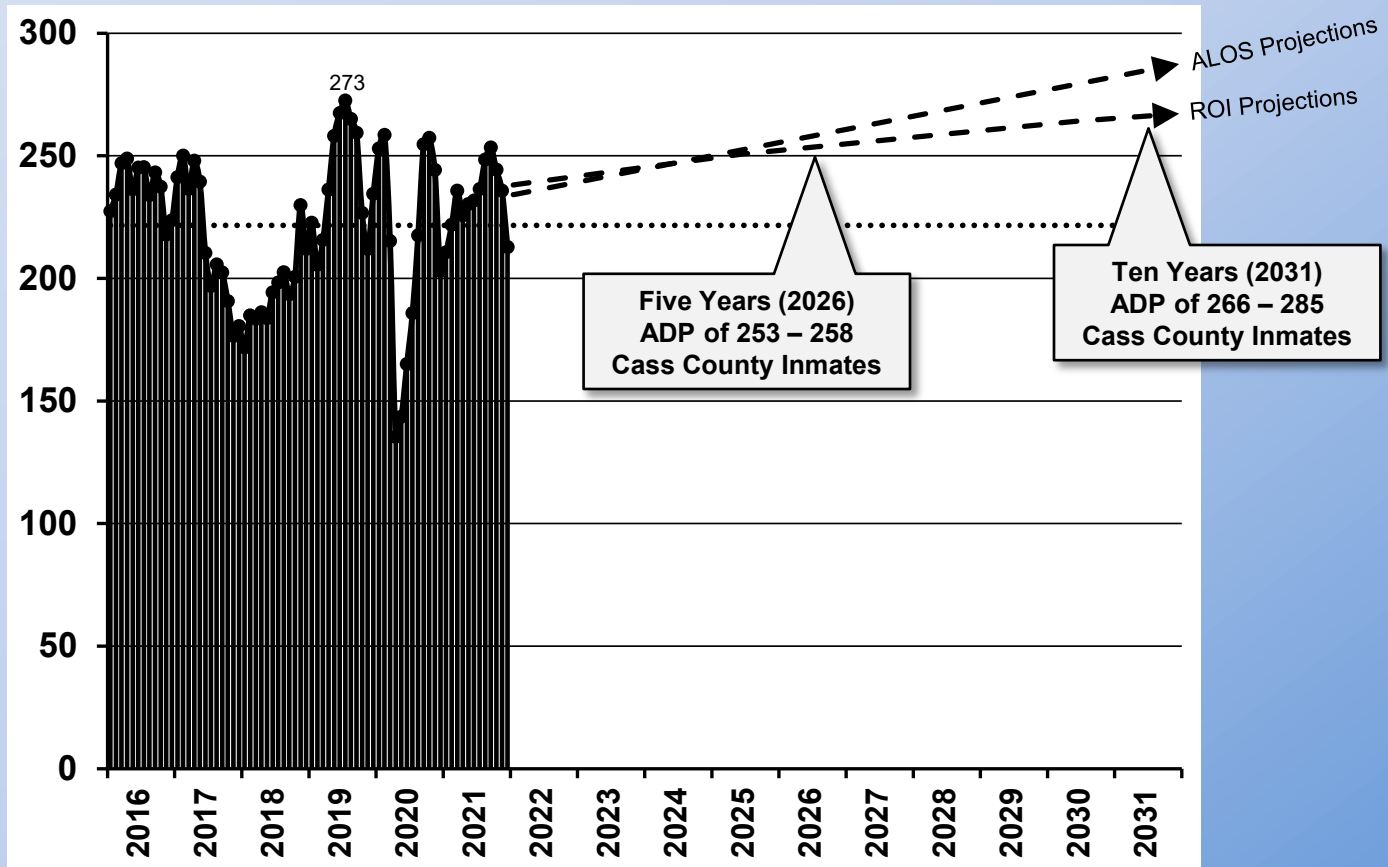
Inmate Population Projections (Total ADP)



Inmate Population Projections (Total ADP)

Forecast Year	Year	ROI Projections	ADP by Jurisdiction	MIDPOINT	ALOS Projections	ADP Trend Projections
1	2022	282	304	295	293	301
2	2023	287	308	302	302	312
3	2024	291	313	309	311	322
4	2025	295	317	316	319	333
5	2026	298	321	323	328	343
6	2027	302	325	329	336	354
7	2028	305	329	336	345	364
8	2029	308	333	342	354	375
9	2030	311	337	349	362	385
10	2031	313	341	355	371	396

Inmate Population Projections for Cass County Inmates



ADP Projections (and Allowances) by Jurisdiction

Forecast Year	Year	Cass County Inmates	Federal Inmates	Municipal	State	Other Counties	Total ADP
1	2022	238	40	24	1.4	0.4	304
2	2023	243	40	24	1.4	0.4	308
3	2024	247	40	24	1.4	0.4	313
4	2025	252	40	24	1.4	0.4	317
5	2026	256	40	24	1.4	0.4	321
6	2027	260	40	24	1.4	0.4	325
7	2028	264	40	24	1.4	0.4	329
8	2029	268	40	24	1.4	0.4	333
9	2030	272	40	24	1.4	0.4	337
10	2031	276	40	24	1.4	0.4	341
11	2032	279	40	24	1.4	0.4	345
12	2033	283	40	24	1.4	0.4	348
13	2034	287	40	24	1.4	0.4	352
14	2035	290	40	24	1.4	0.4	356
15	2036	294	40	24	1.4	0.4	359
16	2037	297	40	24	1.4	0.4	363
17	2038	301	40	24	1.4	0.4	366
18	2039	304	40	24	1.4	0.4	369
19	2040	307	40	24	1.4	0.4	373
20	2041	311	40	24	1.4	0.4	376

Forecast of Jail Capacity Requirements

Forecast Year	Year	MIDPOINT ADP Projections	Total Beds Needed 8% Peaking + 10% Mgmt./Class. Factor	Total Beds Needed 80% Rule
1	2022	295	351	369
2	2023	302	359	378
3	2024	309	367	386
4	2025	316	375	395
5	2026	323	383	403
6	2027	329	391	412
7	2028	336	399	420
8	2029	342	407	428
9	2030	349	415	436
10	2031	355	422	444
11	2032	361	429	452
12	2033	368	437	460
13	2034	374	444	468
14	2035	380	452	475
15	2036	386	459	483
16	2037	392	466	491
17	2038	399	473	498
18	2039	405	481	506
19	2040	411	488	513
20	2041	419	498	524



Inmates



Beds



Beds

Graphs & Tables

Inmate Population Trends

A. Jail Admissions (2012 – 2021)

- Total Annual Jail Admissions 3
- Total Monthly Jail Admissions 4
- Monthly Jail Admissions — Males 5
- Monthly Jail Admissions — Females 6
- Monthly Jail Admissions — Past Four Years 7

B. Average Daily Population (ADP) (2012 – 2021)

- Annual Average Daily Population 8
- Monthly Average Daily Population 9
- Average Daily Population — Past Four Years 10

C. High/Low Inmate Population Range (2012 – 2021)

- Annual High/Low Inmate Population Range 11
- Monthly High/Low Inmate Population Range 12

D. ADP by Jurisdiction (2016 – 2021)

- Annual ADP by Jurisdiction 13
- Cass County Inmates 14
- Federal Inmates 15
- Municipal Inmates 16
- State Inmates 17
- Other Counties' Inmates 18

Inmate Population Projections

A. County Population Projections

- **Historical and Projected Population of Cass County 19**

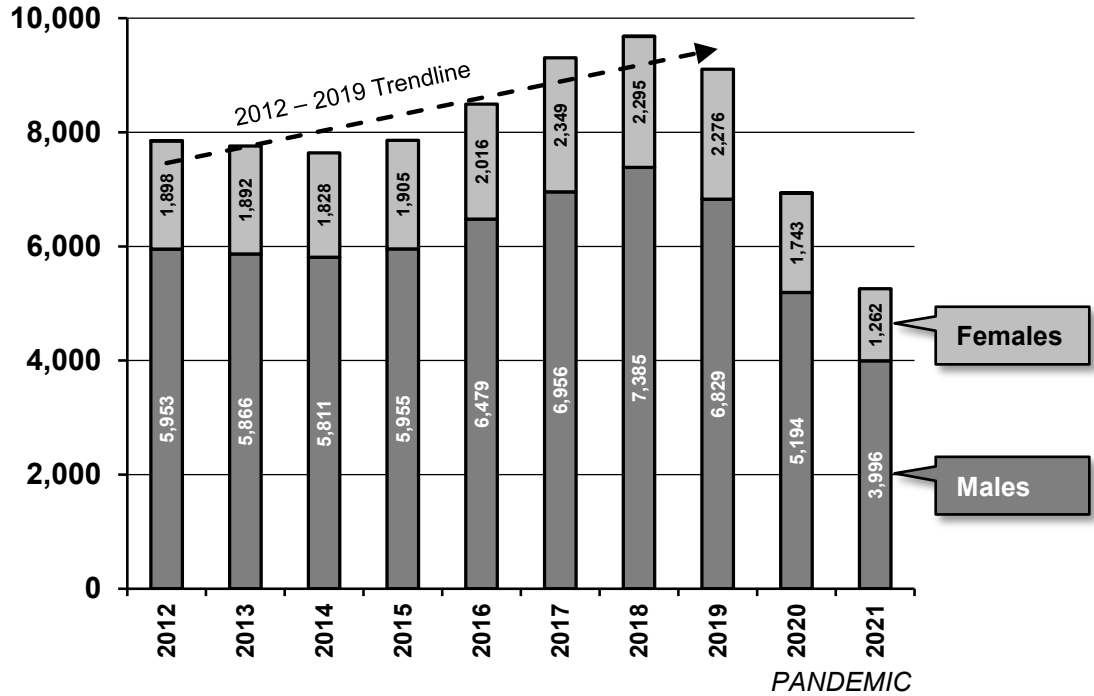
B. Inmate Population Projections

- **Inmate Population Projections for All Inmates (Total ADP) 20, 21**
- **Inmate Population Projections for Cass County Inmates 22**
- **ADP Projections (and Allowance) by Jurisdiction 23**

C. Forecast of Jail Capacity Requirements

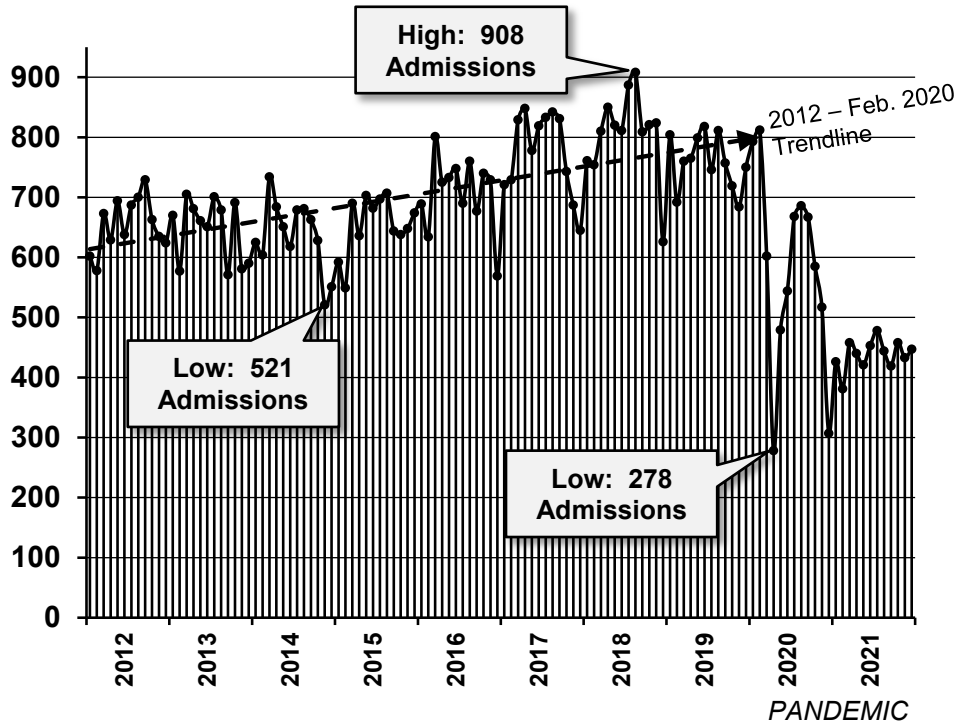
- **Forecast of Jail Capacity Requirements 24**

Total Annual Jail Admissions (2012 – 2021)



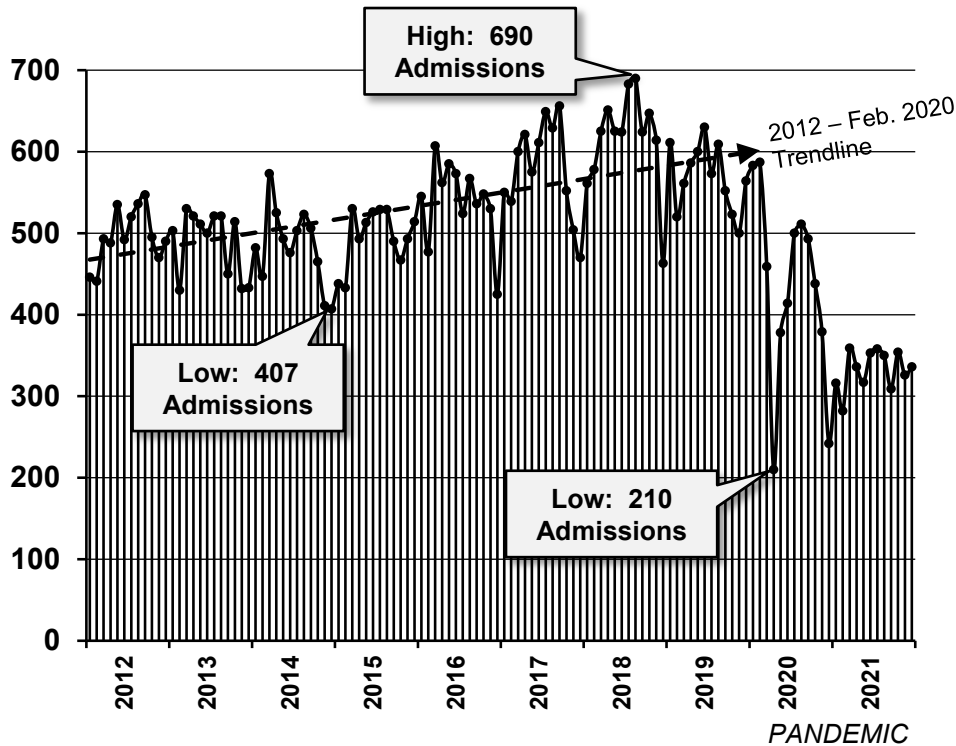
Gender	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Males	5,953	5,866	5,811	5,955	6,479	6,956	7,385	6,829	5,194	3,996
Females	1,898	1,892	1,828	1,905	2,016	2,349	2,295	2,276	1,743	1,262
Unknown/ Not Coded	1						1		1	
Annual Admissions	7,852	7,758	7,639	7,860	8,495	9,305	9,681	9,105	6,938	5,258

Total Monthly Jail Admissions (2012 – 2021)



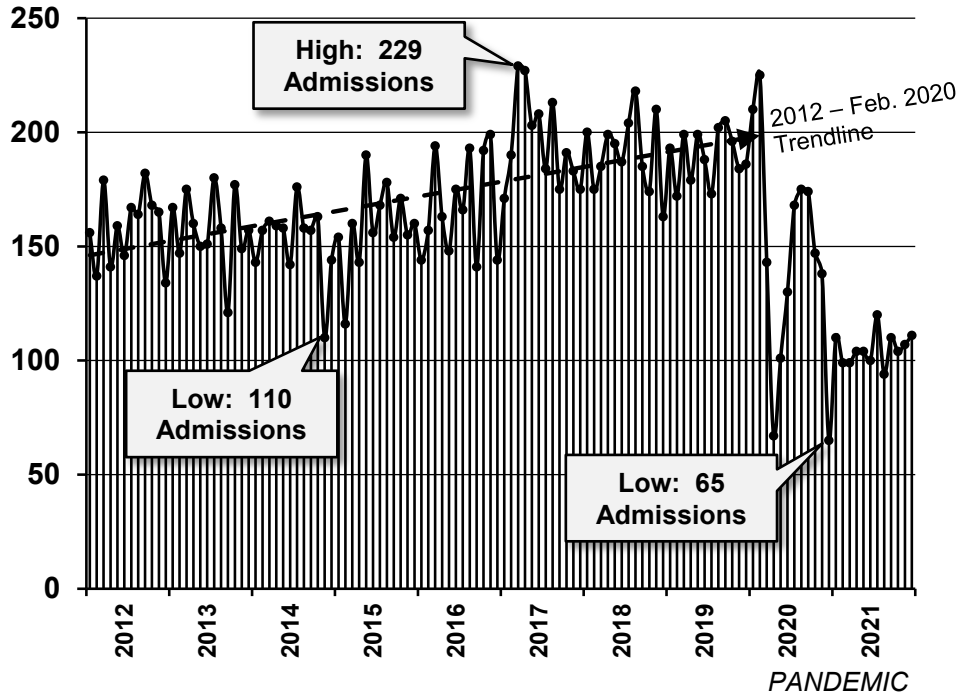
Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	602	670	625	592	689	721	761	804	793	426
February	578	577	604	549	634	729	754	692	812	381
March	673	705	734	690	801	829	810	760	602	458
April	629	681	684	636	725	848	850	765	278	440
May	694	661	651	703	733	778	820	799	479	421
June	638	651	618	682	748	819	811	818	544	453
July	687	701	679	697	690	833	887	746	668	478
August	700	679	681	707	760	842	908	811	686	444
September	729	571	663	644	677	831	809	757	667	419
October	663	691	628	638	740	743	821	719	585	458
November	635	581	521	648	729	687	824	684	517	433
December	624	590	551	674	569	645	626	750	307	447
Annual Admissions	7,852	7,758	7,639	7,860	8,495	9,305	9,681	9,105	6,938	5,258

Monthly Jail Admissions — Males (2012 – 2021)



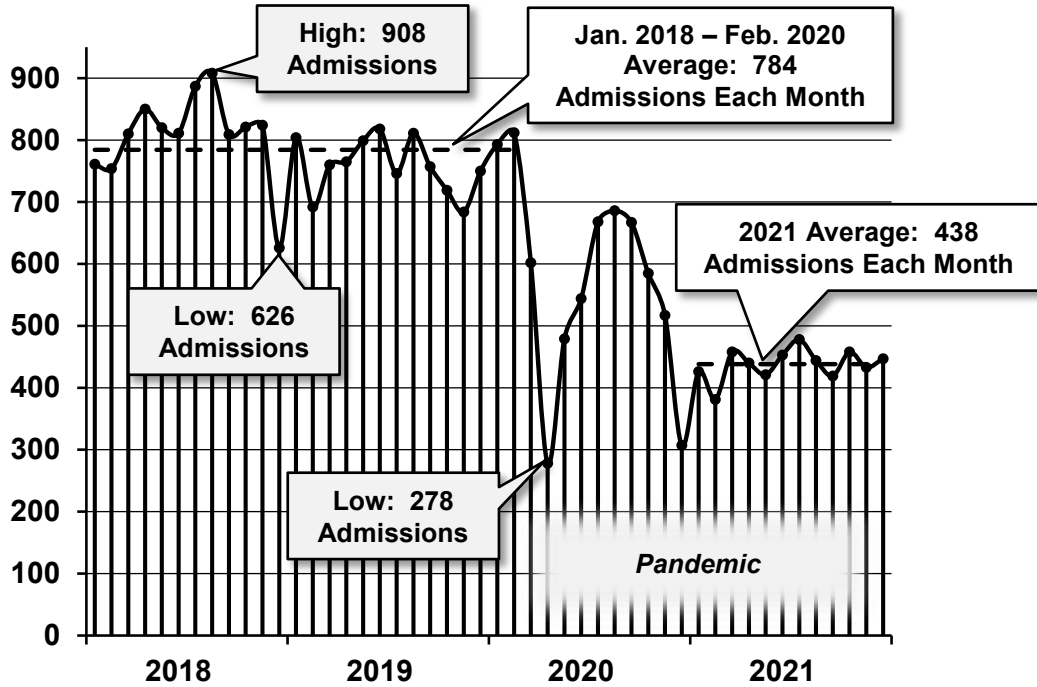
Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	446	503	482	438	545	550	561	611	583	316
February	441	430	447	433	477	539	578	520	587	282
March	493	530	573	530	607	600	625	561	459	359
April	488	521	525	493	562	621	651	586	210	336
May	535	511	493	513	585	575	625	600	378	317
June	492	500	476	526	573	611	624	630	414	353
July	520	521	503	529	524	649	683	573	500	358
August	536	521	523	529	567	629	690	609	511	350
September	547	450	506	490	536	656	624	552	493	309
October	495	514	465	467	548	552	647	523	438	354
November	470	432	411	493	530	504	614	500	379	326
December	490	433	407	514	425	470	463	564	242	336
Annual Admissions	5,953	5,866	5,811	5,955	6,479	6,956	7,385	6,829	5,194	3,996

Monthly Jail Admissions — Females (2012 – 2021)



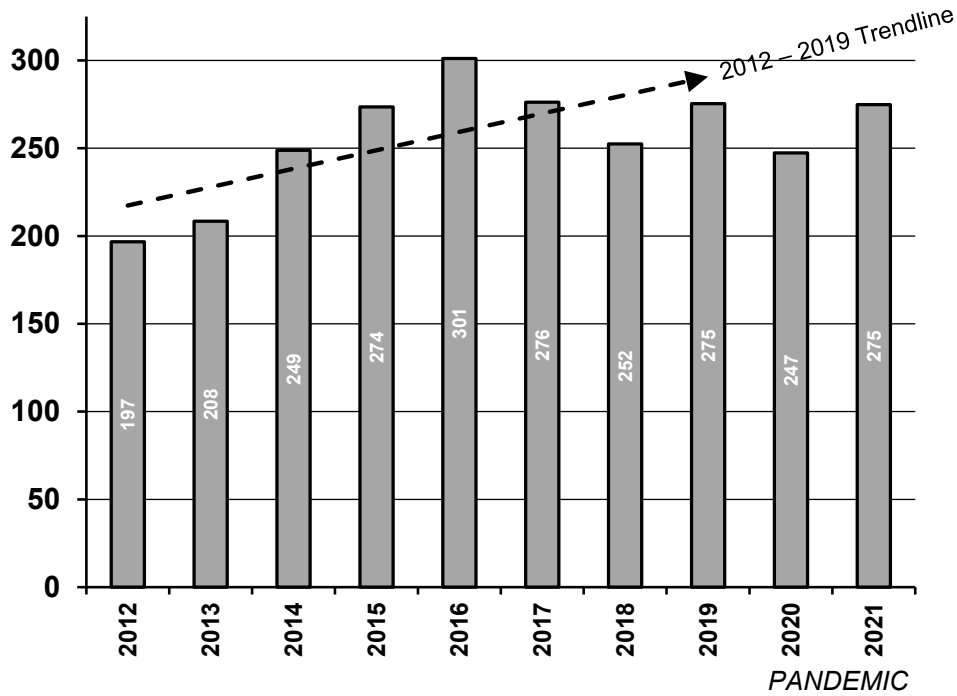
Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	156	167	143	154	144	171	200	193	210	110
February	137	147	157	116	157	190	175	172	225	99
March	179	175	161	160	194	229	185	199	143	99
April	141	160	159	143	163	227	199	179	67	104
May	159	150	158	190	148	203	195	199	101	104
June	146	151	142	156	175	208	187	188	130	100
July	167	180	176	168	166	184	204	173	168	120
August	164	158	158	178	193	213	218	202	175	94
September	182	121	157	154	141	175	185	205	174	110
October	168	177	163	171	192	191	174	196	147	104
November	165	149	110	155	199	183	210	184	138	107
December	134	157	144	160	144	175	163	186	65	111
Annual Admissions	1,898	1,892	1,828	1,905	2,016	2,349	2,295	2,276	1,743	1,262

Monthly Jail Admissions — Past Four Years (2018 – 2021)



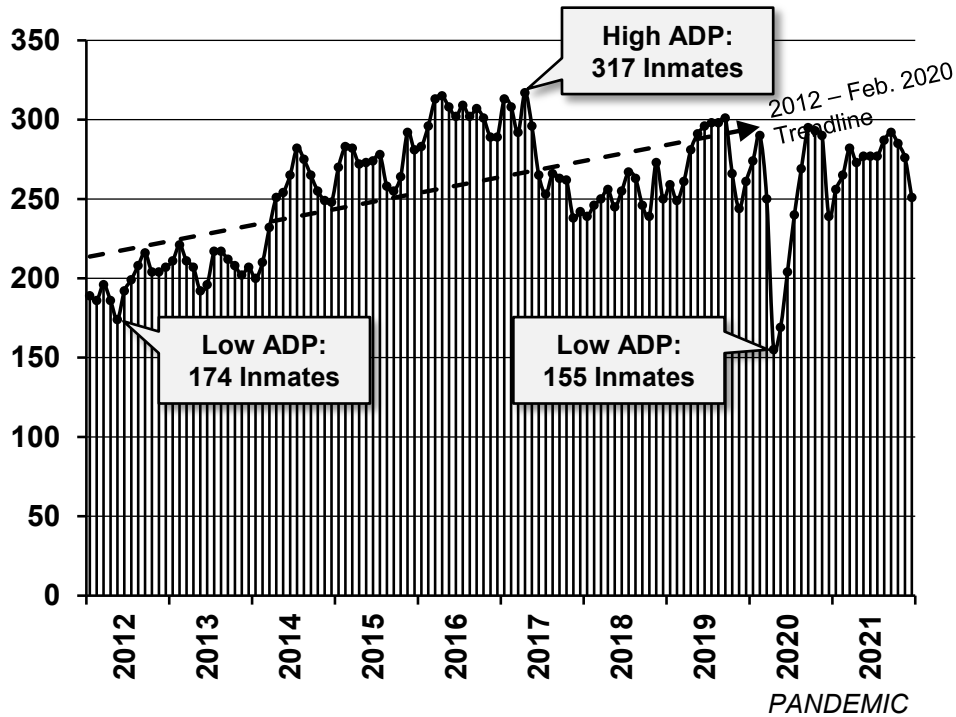
Month	2018	2019	2020	2021
January	761	804	793	426
February	754	692	812	381
March	810	760	602	458
April	850	765	278	440
May	820	799	479	421
June	811	818	544	453
July	887	746	668	478
August	908	811	686	444
September	809	757	667	419
October	821	719	585	458
November	824	684	517	433
December	626	750	307	447
Annual Admissions	9,681	9,105	6,938	5,258

Annual Average Daily Population (ADP) (2012 – 2021)



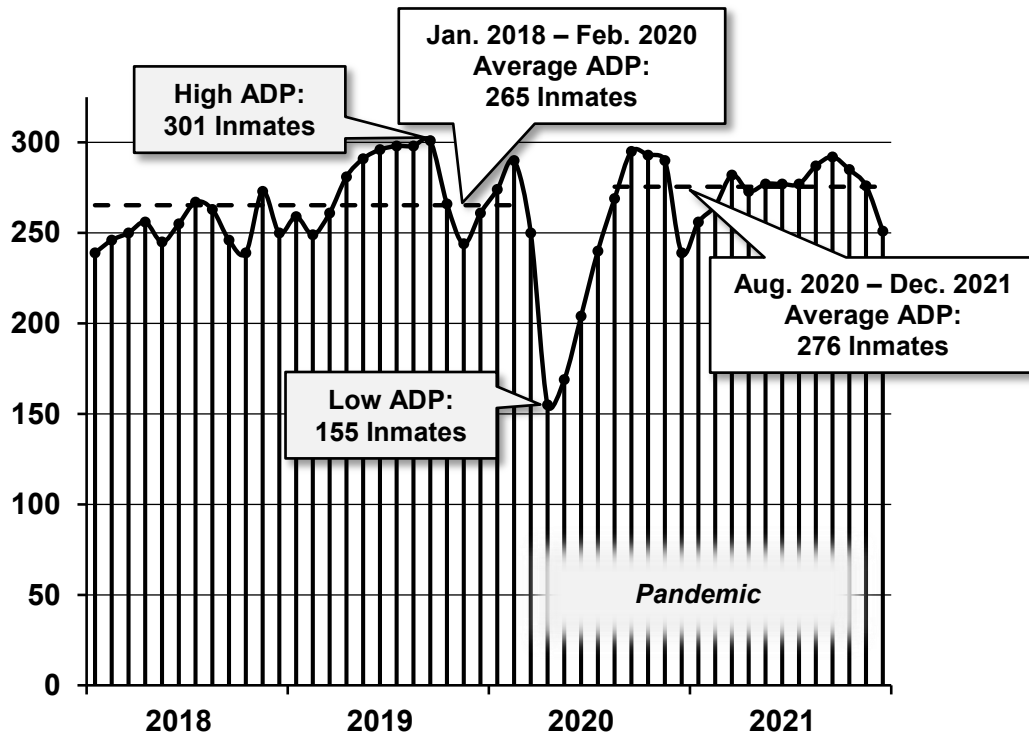
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Annual ADP	197	208	249	274	301	276	252	275	247	275
	Inmates	Inmates	Inmates	Inmates	Inmates	Inmates	Inmates	Inmates	Inmates	Inmates

Monthly Average Daily Population (ADP) (2012 – 2021)



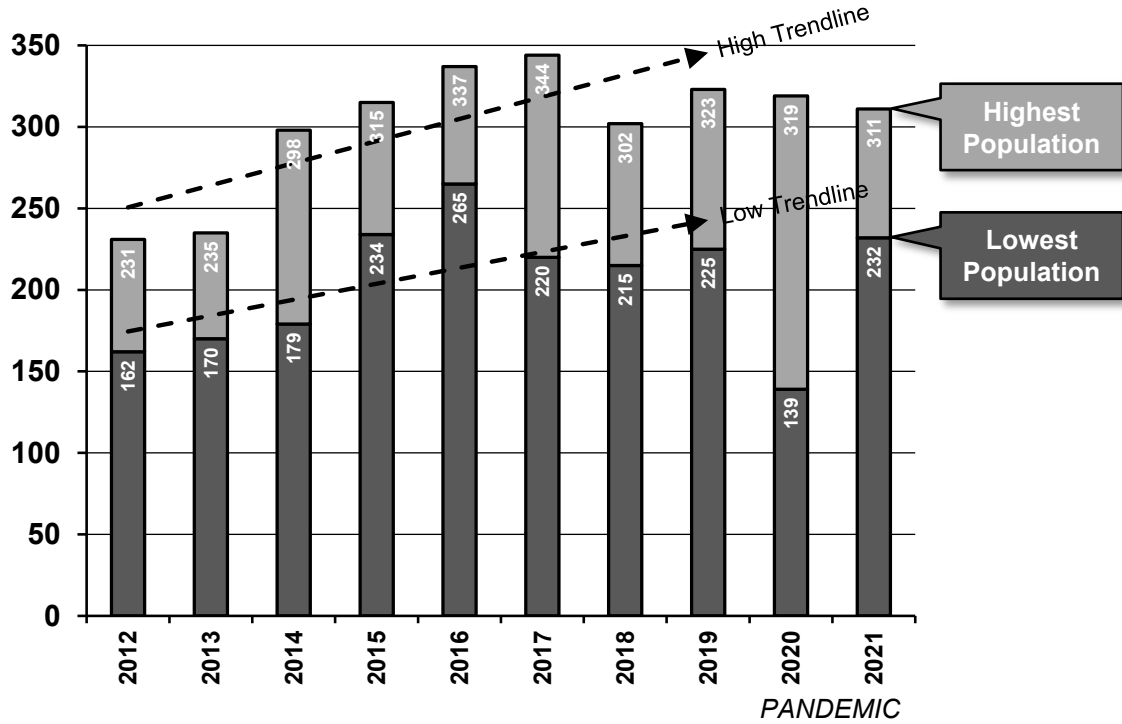
Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	189	211	200	270	283	313	239	259	274	256
February	186	221	210	283	296	308	246	249	290	265
March	196	211	232	282	313	292	250	261	250	282
April	186	207	251	272	315	317	256	281	155	273
May	174	192	254	273	308	296	245	291	169	277
June	192	196	265	274	302	265	255	296	204	277
July	199	217	282	278	309	253	267	298	240	277
August	208	217	275	258	302	266	263	298	269	287
September	216	212	265	255	307	263	246	301	295	292
October	204	208	255	264	301	262	239	266	293	285
November	204	202	249	292	289	238	273	244	290	276
December	207	207	248	281	289	242	250	261	239	251
Annual ADP	197	208	249	274	301	276	252	275	247	275

Average Daily Population (ADP) — Past Four Years (2018 – 2021)



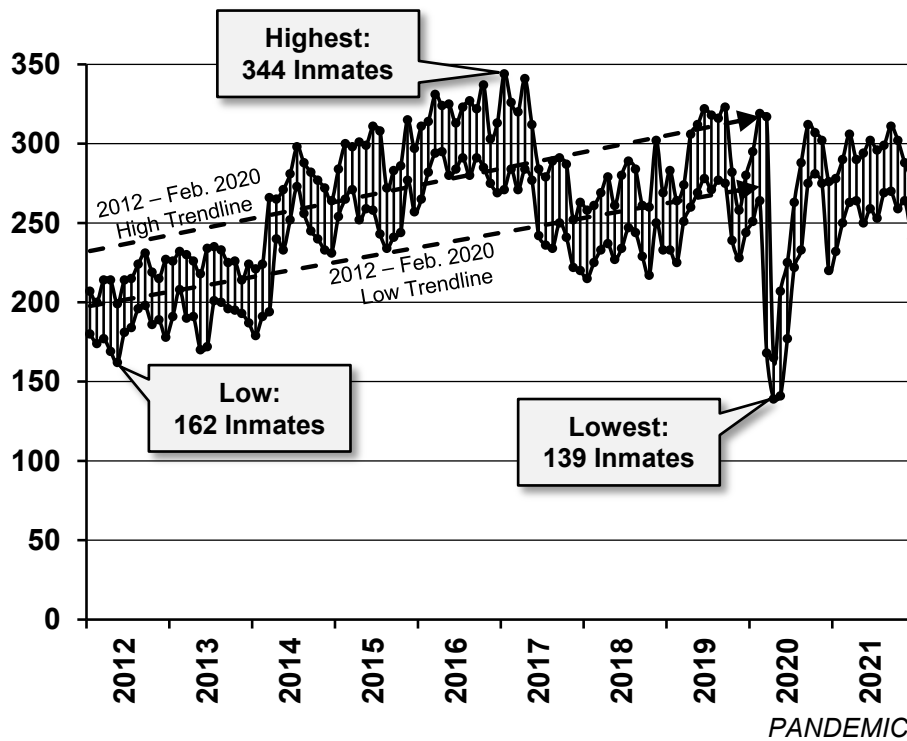
Month	2018	2019	2020	2021
January	239	259	274	256
February	246	249	290	265
March	250	261	250	282
April	256	281	155	273
May	245	291	169	277
June	255	296	204	277
July	267	298	240	277
August	263	298	269	287
September	246	301	295	292
October	239	266	293	285
November	273	244	290	276
December	250	261	239	251
Annual ADP	252	275	247	275

Annual High/Low Inmate Population Range (2012 – 2021)



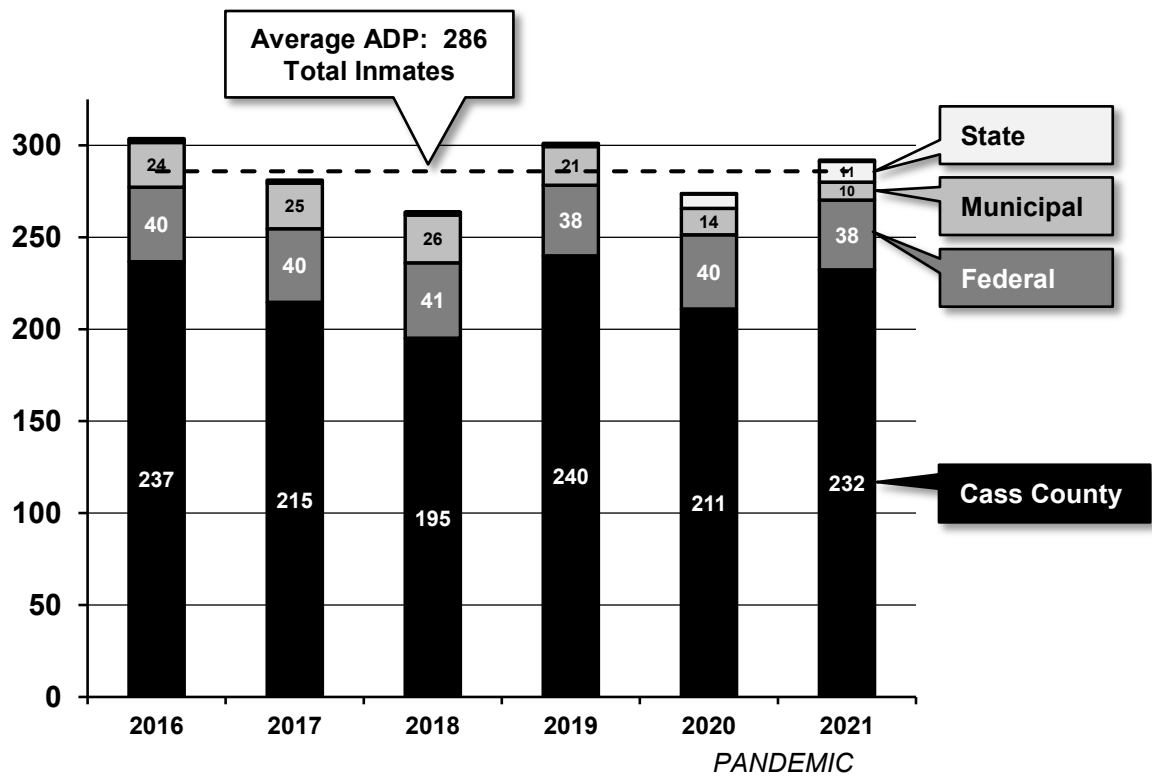
Range	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Lowest Population	162	170	179	234	265	220	215	225	139	232
Highest Population	231	235	298	315	337	344	302	323	319	311

Monthly High/Low Inmate Population Range (2012 – 2021)



Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	207–180	226–191	221–179	284–254	311–265	344–271	258–215	283–233	295–251	278–232
February	200–174	232–208	224–191	300–265	314–282	326–284	261–225	264–225	319–264	290–250
March	214–177	230–190	266–194	298–271	331–294	320–271	269–233	274–251	317–168	306–263
April	214–169	226–191	265–240	301–252	324–295	341–284	279–237	306–260	165–139	290–264
May	199–162	218–170	271–233	299–259	325–280	312–277	261–227	312–269	207–141	294–250
June	214–181	234–172	281–252	311–258	313–284	284–242	280–234	322–278	225–177	302–259
July	215–184	235–201	298–273	308–243	323–291	279–236	289–247	318–271	263–222	296–253
August	224–196	233–200	288–256	272–234	327–280	289–234	284–244	316–277	288–233	299–269
September	231–198	225–196	282–245	283–241	322–291	291–250	261–229	323–275	312–275	311–270
October	219–186	226–195	277–240	286–244	337–285	287–241	260–217	282–239	307–281	302–259
November	215–189	214–193	272–233	315–277	303–275	252–222	302–250	258–228	302–275	288–264
December	227–178	224–187	264–231	297–257	313–269	263–220	269–233	280–244	276–220	278–240
High/Low Range	231–162	235–170	298–179	315–234	337–265	344–220	302–215	323–225	319–139	311–232

Annual ADP by Jurisdiction (2016 – 2021)



Jurisdiction	2016	2017	2018	2019	2020	2021
Cass County	237	215	195	240	211	232
Federal	40	40	41	38	40	38
Municipal	24	25	26	21	14	10
State	1.4	1.3	1.5	1.5	7.9	11.2
Other Counties	0.7	0.3	0.1	0.4	0.2	0.8
Total Annual ADP	304	281	264	301	274	292

Cass County — Includes inmates held for the Cass County Sheriff’s Office.

Federal — Includes inmates held for the U.S. Marshals Service and the Federal Bureau of Prisons.

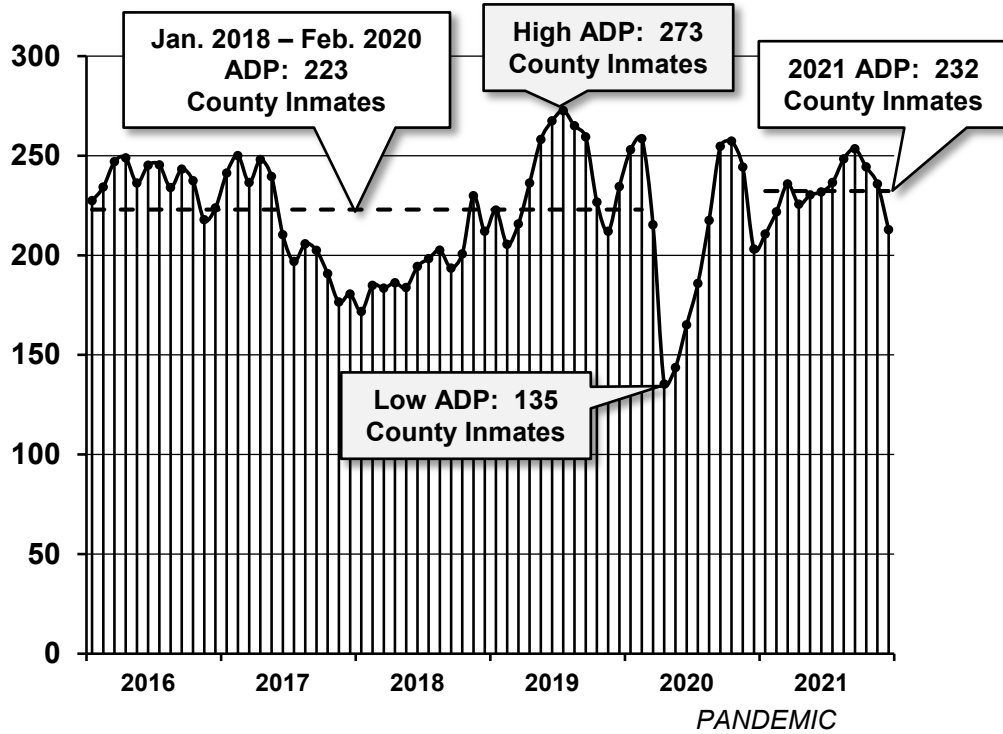
Municipal — Includes inmates held for the Fargo and the West Fargo Police Departments.

State — Includes inmates held for the North Dakota State Parole Office and State Penitentiary.

Other Counties — Includes inmates held for the Sheriff’s Office in 16 other counties.

Average Daily Population — Cass County Inmates (2016 – 2021)

Includes inmates held for the Cass County Sheriff's Office

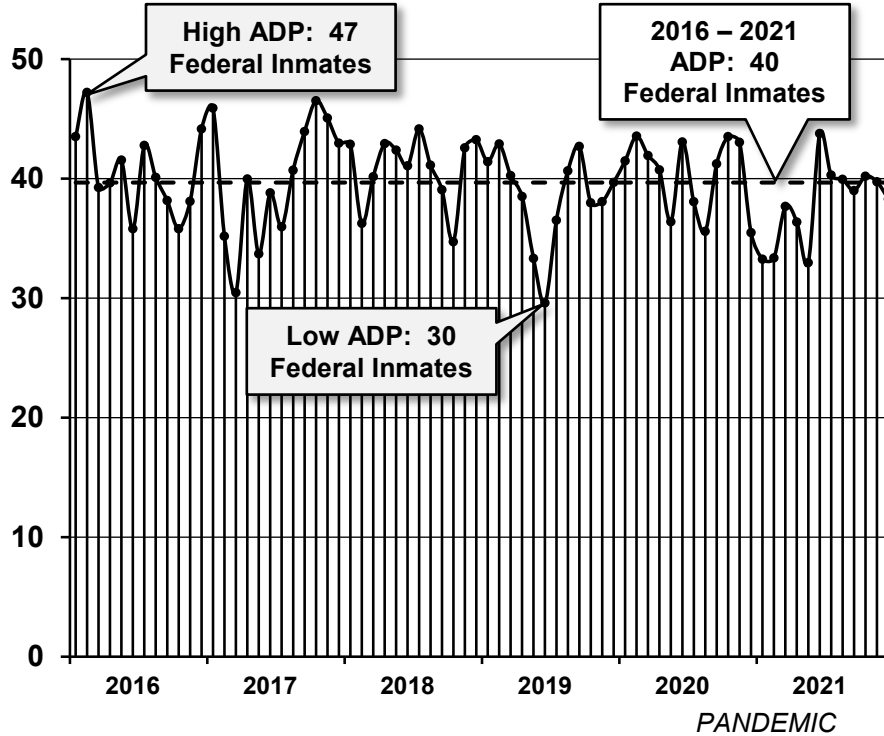


Month	2016	2017	2018	2019	2020	2021
January	227	241	172	223	253	211
February	234	250	185	206	259	222
March	247	236	184	216	215	236
April	249	248	186	236	135	226
May	236	240	184	258	144	230
June	245	210	194	267	165	232
July	245	197	198	273	186	237
August	234	206	203	265	218	248
September	243	202	194	259	255	253
October	237	191	201	227	257	244
November	218	177	230	212	244	236
December	224	181	212	234	203	213
Annual ADP	237	215	195	240	211	232

Source: Monthly Billing Reports.

Average Daily Population — Federal Inmates (2016 – 2021)

Includes inmates held for the U.S. Marshals Service and the Federal Bureau of Prisons

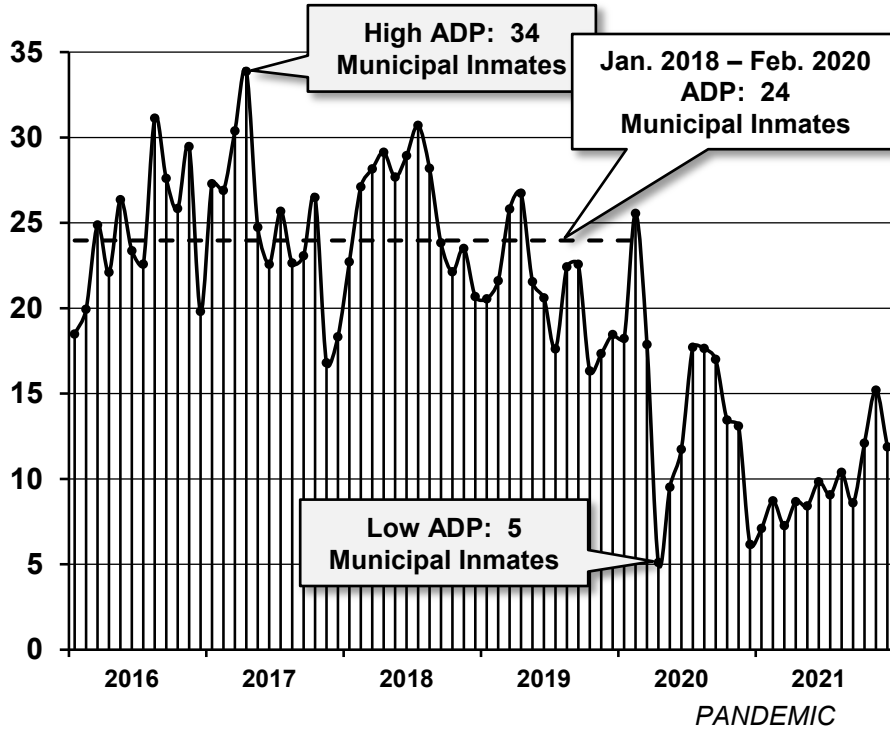


Month	2016	2017	2018	2019	2020	2021
January	44	46	43	41	41	33
February	47	35	36	43	44	33
March	39	30	40	40	42	38
April	40	40	43	39	41	36
May	42	34	42	33	36	33
June	36	39	41	30	43	44
July	43	36	44	37	38	40
August	40	41	41	41	36	40
September	38	44	39	43	41	39
October	36	47	35	38	44	40
November	38	45	43	38	43	40
December	44	43	43	40	35	38
Annual ADP	40	40	41	38	40	38

Source: Monthly Billing Reports.

Average Daily Population — Municipal Inmates (2016 – 2021)

Includes inmates held for the Fargo Police Department and the West Fargo Police Department

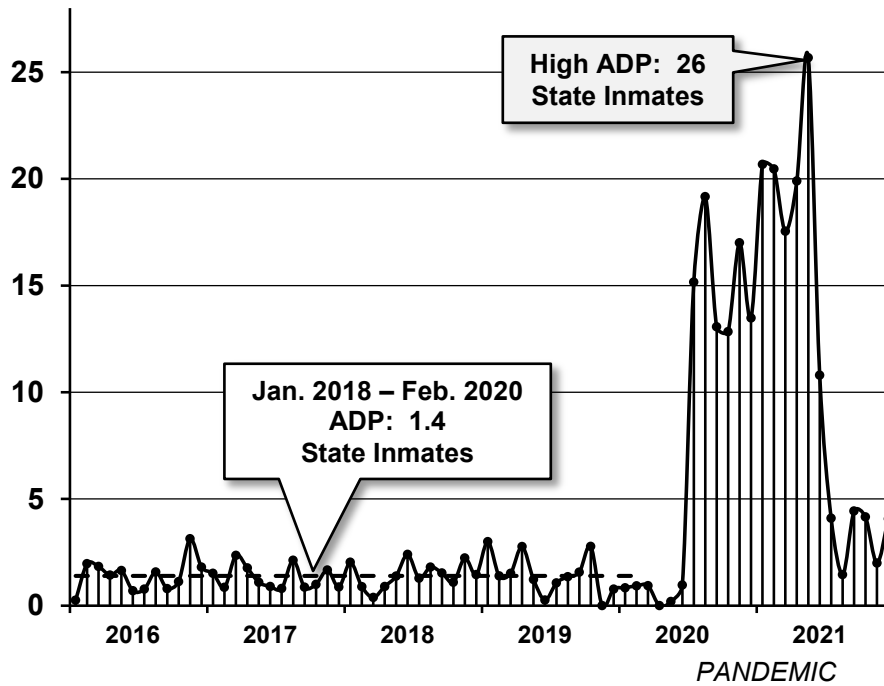


Month	2016	2017	2018	2019	2020	2021
January	18	27	23	21	18	7
February	20	27	27	22	26	9
March	25	30	28	26	18	7
April	22	34	29	27	5	9
May	26	25	28	22	10	8
June	23	23	29	21	12	10
July	23	26	31	18	18	9
August	31	23	28	22	18	10
September	28	23	24	23	17	9
October	26	26	22	16	13	12
November	29	17	24	17	13	15
December	20	18	21	18	6	12
Annual ADP	24	25	26	21	14	10

Source: Monthly Billing Reports.

Average Daily Population — State Inmates (2016 – 2021)

Includes inmates held for the North Dakota State Parole Office and State Penitentiary

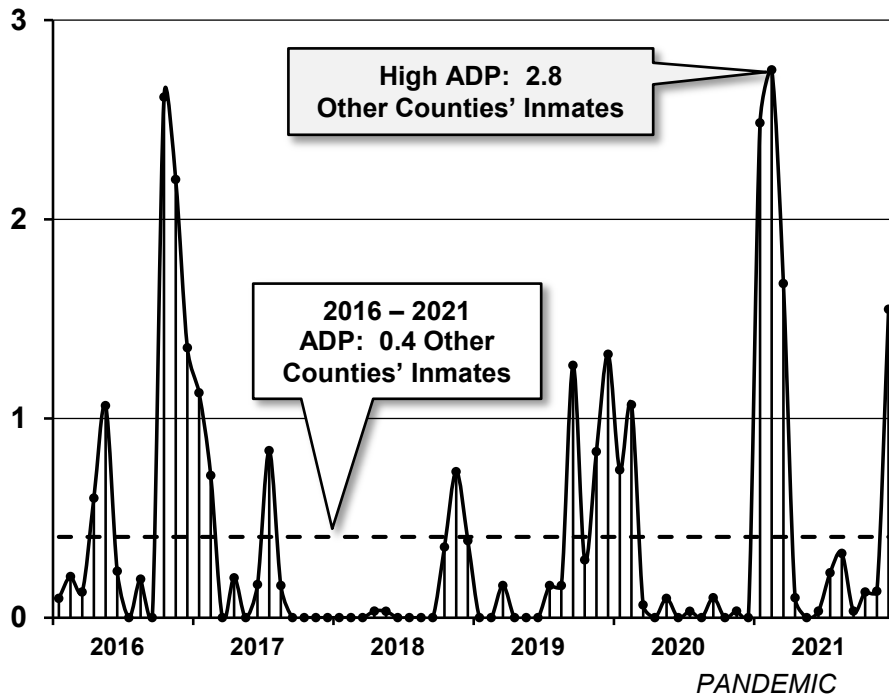


Month	2016	2017	2018	2019	2020	2021
January	0.3	1.5	2.0	3.0	0.8	20.7
February	2.0	0.9	0.9	1.4	0.9	20.5
March	1.8	2.4	0.4	1.5	0.9	17.5
April	1.4	1.8	0.9	2.8	0.0	19.9
May	1.6	1.1	1.4	1.2	0.2	25.7
June	0.7	0.9	2.4	0.3	1.0	10.8
July	0.8	0.8	1.3	1.1	15.2	4.1
August	1.6	2.1	1.8	1.4	19.2	1.5
September	0.8	0.9	1.5	1.6	13.1	4.4
October	1.1	1.0	1.1	2.8	12.8	4.2
November	3.1	1.7	2.2	0.0	17.0	2.0
December	1.8	0.9	1.5	0.8	13.5	4.1
Annual ADP	1.4	1.3	1.5	1.5	7.9	11.2

Source: Monthly Billing Reports.

Average Daily Population — Other Counties’ Inmates (2016 – 2021)

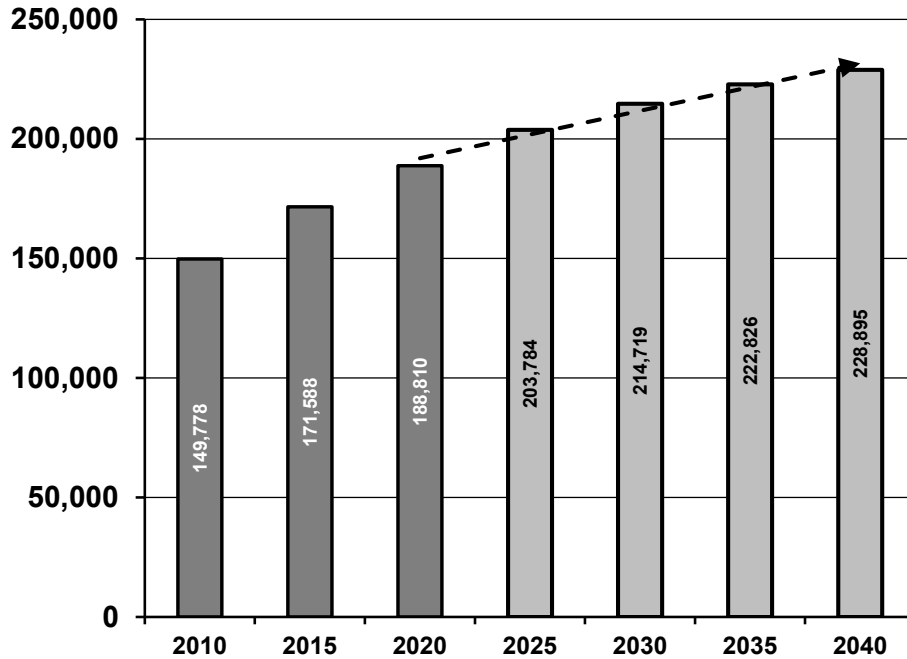
Includes inmates held for the Sheriff’s Office in 16 other counties



Month	2016	2017	2018	2019	2020	2021
January	0.1	1.1	0.0	0.0	0.7	2.5
February	0.2	0.7	0.0	0.0	1.1	2.8
March	0.1	0.0	0.0	0.2	0.1	1.7
April	0.6	0.2	0.0	0.0	0.0	0.1
May	1.1	0.0	0.0	0.0	0.1	0.0
June	0.2	0.2	0.0	0.0	0.0	0.0
July	0.0	0.8	0.0	0.2	0.0	0.2
August	0.2	0.2	0.0	0.2	0.0	0.3
September	0.0	0.0	0.0	1.3	0.1	0.0
October	2.6	0.0	0.4	0.3	0.0	0.1
November	2.2	0.0	0.7	0.8	0.0	0.1
December	1.4	0.0	0.4	1.3	0.0	1.5
Annual ADP	0.7	0.3	0.1	0.4	0.2	0.8

Source: Monthly Billing Reports.

Historical and Projected Population of Cass County

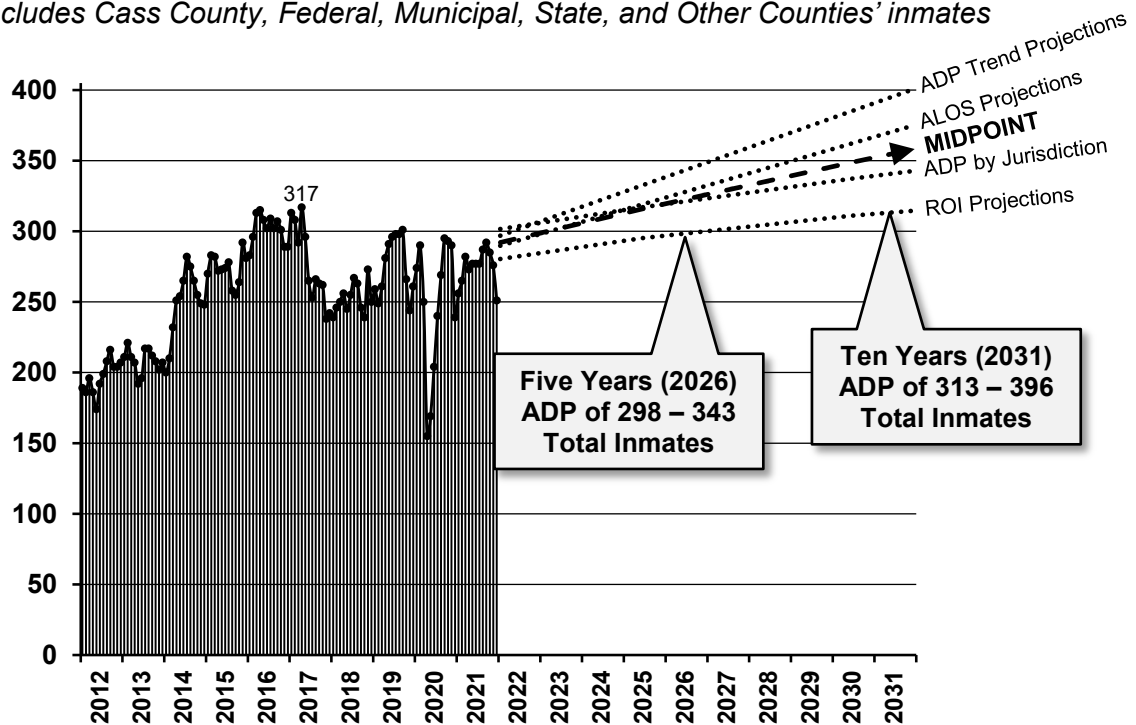


Year	Cass County Population
2010	149,778
2015	171,588
2020	188,810
2025	203,784
2030	214,719
2035	222,826
2040	228,895

Source: North Dakota Census Office Population Projections of the State, Regions and Counties 2016, North Dakota Department of Commerce – Census Office.

Inmate Population Projections for All Inmates (Total ADP)

Includes Cass County, Federal, Municipal, State, and Other Counties' inmates



Forecast Year	Year	ROI Projections	ADP by Jurisdiction	MIDPOINT	ALOS Projections	ADP Trend Projections
1	2022	282	304	295	293	301
2	2023	287	308	302	302	312
3	2024	291	313	309	311	322
4	2025	295	317	316	319	333
5	2026	298	321	323	328	343
6	2027	302	325	329	336	354
7	2028	305	329	336	345	364
8	2029	308	333	342	354	375
9	2030	311	337	349	362	385
10	2031	313	341	355	371	396

Rate of Incarceration (ROI) — Projections based on the correlation between the number of inmates and the County’s population, applied to the County’s population projections. Uses the 2012 – 2021 average ROI.

ADP by Jurisdiction — Projections based on the midpoint of two models for Cass County inmates, with an allowance for federal, municipal, state, and other counties’ inmates based on their historical usage.

Average Length of Stay (ALOS) — Projections based on the ALOS from 2012 – 2019, applied to the trend in total admissions from that period, applied from 2022 onward.

Average Daily Population (ADP) — Projections based on the ADP trend from 2012 – 2019, applied from 2022 onward.

Inmate Population Projections for All Inmates (Total ADP)

Includes Cass County, Federal, Municipal, State, and Other Counties' inmates

Forecast Year	Year	ROI Projections	ADP by Jurisdiction	MIDPOINT	ALOS Projections	ADP Trend Projections
1	2022	282	304	295	293	301
2	2023	287	308	302	302	312
3	2024	291	313	309	311	322
4	2025	295	317	316	319	333
5	2026	298	321	323	328	343
6	2027	302	325	329	336	354
7	2028	305	329	336	345	364
8	2029	308	333	342	354	375
9	2030	311	337	349	362	385
10	2031	313	341	355	371	396
11	2032	316	345	361	379	406
12	2033	318	348	368	388	417
13	2034	320	352	374	397	427
14	2035	323	356	380	405	438
15	2036	325	359	386	414	448
16	2037	326	363	392	422	459
17	2038	328	366	399	431	469
18	2039	330	369	405	440	479
19	2040	332	373	411	448	490
20	2041	343	376	419	457	500

Rate of Incarceration (ROI) — Projections based on the correlation between the number of inmates and the County’s population, applied to the County’s population projections. Uses the 2012 – 2021 average ROI.

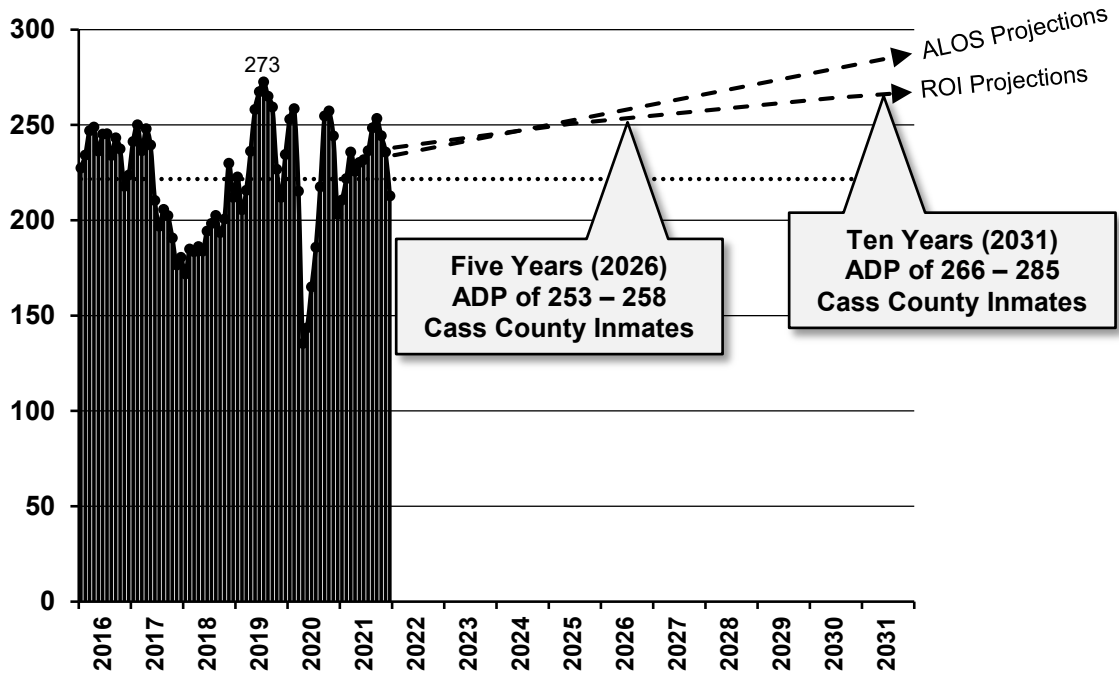
ADP by Jurisdiction — Projections based on the midpoint of two models for Cass County inmates, with an allowance for federal, municipal, state, and other counties’ inmates based on their historical usage.

Average Length of Stay (ALOS) — Projections based on the ALOS from 2012 – 2019, applied to the trend in total admissions from that period, shifted forward to 2022 and onward.

Average Daily Population (ADP) — Projections based on the ADP trend from 2012 – 2019, applied from 2022 onward.

Inmate Population Projections for Cass County Inmates

Does not include Federal, Municipal, State, or Other Counties' inmates



Forecast Year	Year	ROI Projections	MIDPOINT	ALOS Projections
1	2022	240	238	236
2	2023	243	243	242
3	2024	247	247	247
4	2025	251	252	253
5	2026	253	256	258
6	2027	256	260	263
7	2028	259	264	269
8	2029	262	268	274
9	2030	264	272	279
10	2031	266	276	285

ADP Projections (and Allowance) by Jurisdiction

Forecast Year	Year	Cass County Inmates	Federal Inmates	Municipal	State	Other Counties	Total ADP
1	2022	238	40	24	1.4	0.4	304
2	2023	243	40	24	1.4	0.4	308
3	2024	247	40	24	1.4	0.4	313
4	2025	252	40	24	1.4	0.4	317
5	2026	256	40	24	1.4	0.4	321
6	2027	260	40	24	1.4	0.4	325
7	2028	264	40	24	1.4	0.4	329
8	2029	268	40	24	1.4	0.4	333
9	2030	272	40	24	1.4	0.4	337
10	2031	276	40	24	1.4	0.4	341
11	2032	279	40	24	1.4	0.4	345
12	2033	283	40	24	1.4	0.4	348
13	2034	287	40	24	1.4	0.4	352
14	2035	290	40	24	1.4	0.4	356
15	2036	294	40	24	1.4	0.4	359
16	2037	297	40	24	1.4	0.4	363
17	2038	301	40	24	1.4	0.4	366
18	2039	304	40	24	1.4	0.4	369
19	2040	307	40	24	1.4	0.4	373
20	2041	311	40	24	1.4	0.4	376

Forecast of Jail Capacity Requirements

Includes Cass County, Federal, Municipal, State, and Other Counties' inmates

Forecast Year	Year	MIDPOINT ADP Projections	Total Beds Needed 8% Peaking + 10% Mgmt./Class. Factor	Total Beds Needed 80% Rule
1	2022	295	351	369
2	2023	302	359	378
3	2024	309	367	386
4	2025	316	375	395
5	2026	323	383	403
6	2027	329	391	412
7	2028	336	399	420
8	2029	342	407	428
9	2030	349	415	436
10	2031	355	422	444
11	2032	361	429	452
12	2033	368	437	460
13	2034	374	444	468
14	2035	380	452	475
15	2036	386	459	483
16	2037	392	466	491
17	2038	399	473	498
18	2039	405	481	506
19	2040	411	488	513
20	2041	419	498	524


Inmates


Beds


Beds



MEMO TO: Cass County, ND Population Forecast and Design Options for the Jail
BY: Scott Fettig
DATE: May 21, 2022
SUBJECT: Meeting #3
PRESENT: Listed below
COPY TO: All in attendance
ATTACHMENTS: Agenda
 Floor Plan Options
 Site Plan Options

<u>Present</u>	<u>Name</u>	<u>Organization</u>	<u>Phone</u>	<u>Email</u>
X	Chad Peterson	Cass County	(701) 241-5609	PetersonC@casscountynd.gov
X	Jim Kapitan	Cass County	(701) 241-5609	KapitanJ@casscountynd.gov
X	Robert Wilson	Cass County	(701) 241-5770	WilsonRo@casscountynd.gov
X	Jesse Jahner	Organization	(701) 241-5800	JahnerJ@casscountynd.gov
X	Andy Frobig	Organization	(701) 271-2955	FrobigA@casscountynd.gov
X	Gene Gartner	Organization	(701) 241-5708	GartnerG@casscountynd.gov
X	Scott Fettig	Klein McCarthy	(952) 908-9995	scott.fettig@kleinmccarthy.com
X	Bill Garnos	Jail Consulting	(816) 468-8445	bgarnos@gmail.com
X	James Hand	Construction Engineers	(701) 738-4605	JamesH@ConstructionEngineers.com
X	Nick Fiecke	Construction Engineers	(701) 364-9681	NickF@ConstructionEngineers.com

NOTE: The following notes represent Klein McCarthy Architects' understanding of this meeting. If you have any questions, comments or additions please forward them to us so we can make the changes as requested.

Items in *italics* require further action.

- A. Review Meeting Minutes #2
 - 1. No changes to the minutes.
 - 2. Key decisions:
 - a. Provide all indirect housing layouts.
 - 1) Units to be between 8 and 16 beds.
 - 2) Single level housing is preferred.
 - a) Tiered construction is ok for some units but will need to have an enclosed mezzanine.
 - 3) Showers located outside of the cells.
 - b. Cells to have windows where possible for mental health needs.
 - c. Design to Year 2031 projection needs of 74 – 96 beds.
 - 1) Design for 96 cells single bunked = 96 beds.
 - a) Design for 1/2 of new housing to have the capacity to double bunk = 144 beds.
 - (1) This would get to Year 2036/2037 based on projections.

- d. Current jail capacity is 348 beds.
 - 1) Next expansion $348 + 96 \text{ beds} = 444 \text{ beds}$.
 - 2) Double bunking the expansion housing $444 + 48 \text{ beds} = 492 \text{ beds}$.
 - e. County to continue renting out Federal inmates at 40 beds.
- B. Existing facility
- 1. Currently 70 female inmates – highest capacity ever.
 - a. The existing facility was designed for 48 females.
 - 2. Mental health unit
 - a. Currently has the softer mental health cells, wood doors and vitreous china fixtures so the facility has enough of this softer housing.
 - 1) Units E, G and H all have softer finishes.
 - a) Due to the high ADP, many inmates are in the softer housing when they should be in more secure housing. Building more secure housing will open up the softer beds for the appropriate inmates.
 - 2) What is needed is the more durable and secure setting for those that act out and who are destructive.
- C. Design questions to be reviewed
- 1. Cells to have natural light.
 - a. Prefer windows in the cells versus borrowed through the chase.
 - b. Current cells have vertical windows with the lower portion opaque and the top is clear.
 - 1) Future to be the same for visibility out but limited visibility in.
 - 2. Courtyard areas like original jail design?
 - a. The courtyard areas work well to allow all cells to have windows.
 - b. The courtyard access works well as there really is no maintenance that needs to occur in them.
 - c. Currently the courtyards are used for evacuation areas since they are secure.
 - 3. Rear chase or front chase for the cells?
 - a. Maintenance staff prefers the rear chase for better access without going into the housing units.
 - b. Andy prefers the front chase so correctional staff can access them and turn off the valves when needed.
 - 1) Maintenance staff is ok with the front chase if that is the ultimate decision.
 - 4. ADA access elevator to Second Level? No.
 - a. ADA inmates will remain on the first level.
 - b. Currently the facility does use the second floor for circulation to move the public from the Lobby to the housing units for non-contact visitation.
 - 5. Normalized cells
 - a. KMA to provide data on these types of cells? Not necessary since the current facility has enough of these and needs the harder cells.
 - 6. Cell sizes
 - a. Single cells to be 70sf minimum with 35 sf unencumbered.
 - b. Double occupancy cells to be 70sf unencumbered.
 - c. 3sf light/cell.
 - 7. Non-Contact Visitation
 - a. Future housing to use non-contact visitation versus moving the public in the second floor corridor.
 - b. Current video visitation area at the Lobby will be sufficient for the public visitation needs. Currently 4 public terminals and most people visit online away from the facility.
 - 1) This has the same user rate charges, so most people do not come to the facility.
 - 8. Dayrooms
 - a. Require 35sf/inmate.
 - 1) All units will have the overall size due to the layout in one housing unit so they can all be double bunked.

- b. Require 12sf of natural light in each dayroom so windows to be added adjacent to the shower area at the ends of the housing units.
 - 1) Skylights will not work with the complete hosing floors in place. Skylight can't be outside the Dayroom and borrow light since we need the Dayroom glazing to be reflective to stop sight from unit to unit as part of the sight and sound females and males.
 - c. Control Station
 - 1) Raised about 4' but will be reviewed to verify that the station officer can see enough of the upper cells and Dayrooms.
 - 9. Recreation
 - a. 100+ inmates requires a minimum of 1,000 sf.
 - b. Since the unit will have a capacity of 144 inmates, we will plan for one 1,000sf minimum recreation space.
- D. Review design options
- 1. Option 1 - Housing in 2 pods similar to the original jail
 - a. Original design had 5 classifications and by splitting the unit with complete floors, we can get 8 classifications which totals to 18 classifications versus 10 for both units.
 - b. This layout is more staff intensive than Option 2 with all cells in one unit.
 - 1) Separating the units will require 2 staff in each = 4 total versus being able to manage the one large unit with 3 staff.
 - c. Committee eliminates this option.
 - 2. Option 2 - Housing in 1 pod per original jail
 - a. Andy would like all cells to have windows which they do as shown.
 - b. Showers are 1:12 ratio so a couple of units will need another shower added.
 - c. Show ADA cells adjacent to the Showers. Need one ADA cell per housing unit to allow for the most flexibility. (None to be on the Second Floor.)
 - d. Add a Storage Room, Staff Toilet and Janitor Closet to the unit.
 - e. One Recreation room is sufficient due to the limited use based on this inmate classification.
 - f. Add more Counseling Rooms and Storage.
 - g. More efficient staffing when all cells are in one unit.
 - 3. Option 3 - Housing in 2 pods
 - a. Same comments as Option 1.
 - b. The Committee eliminates this option.
 - 4. Option 4 - Housing in 1 pod
 - a. Same comments as Option 2.
 - b. Not as preferred as Option 2 due to:
 - 1) Several pods do not have natural light in the cells.
 - 2) Felt like the overall site layout has more courtyard areas overall.
 - c. KMA to revise for the next meeting.
- E. Staffing
- 1. Typically, indirect supervision is 1:40 ratio of staff to inmates.
 - 2. Current jail is about 300 ADP and has 15 – 17 staff/shift.
 - 3. The new unit is expected to need 3 staff/shift once the unit has over 80 inmates.
- F. Review future expansion needs
- 1. Housing expansion direction east, north, or south?
 - a. East is planned for first then expand to the south.
 - b. Avoid blocking the current receiving area.
 - 2. Food service – designed for 600 inmates
 - a. No changes planned.
 - 3. Mechanical – expand in current location or second location?
 - a. Plan for space at the new unit.

4. Medical - move and expand or provide remote medical closer to new housing?
 - a. Move and expand medical south of the new housing unit.
 - b. Current medical area can be repurposed and remodeled into staff offices.
 5. Programs – continue centralized or decentralized?
 - a. Continue centralized but add several Multi-Purpose rooms across from the new medical area so the corridor is double loaded.
 - 1) This will allow programming near the new housing and future housing.
 - 2) New housing unit will not be using a lot of larger program rooms so plan for smaller spaces.
 6. Receiving
 - a. Avoid relocating this or blocking it with any future housing.
 7. Property
 - a. Need more area but do not use the vacated medical area. Design for an expansion area about the same size as the exiting Property Storage room.
 - b. Add an exterior addition south of the property room corridor where the Vehicle Sallyport drive had been.
 - 1) Just add a Property Storage room to be the same size as the current Property Storage room.
- G. Site plans
1. Option 1 - Housing in 2 pods per original jail
 - a. Option deleted.
 2. Option 2 - Housing in 1 pod per original jail
 - a. Committee felt that this option was working the best especially near the receiving area.
 3. Option 3 - Housing in 2 pods
 - a. Option deleted.
 4. Option 4 - Housing in 1 pod
 - a. Develop the option for the next meeting.
- H. Project Scope Review – next steps
1. Revise concept level design options for inmate housing
 2. Provide budget estimate of options
 3. Final Report
- I. Design and Construction schedule
1. Board approval in July or August.
 2. Designer selection in August/September.
 3. Design: October 2022 – March 2023 (6 months).
 4. Construction: May 2023 - TBD
- J. Next Meeting
1. Committee meetings:
 - a. June 15th at 10:30 am – noon (KMA virtual).
 - b. June 28th at 10:00 am. – noon.
 - 1) Sheriff will be at the National Sheriffs Association but will pass along his comments through Andy.
- K. Report Finalized – July 6 - 8
1. KMA to issue the report with the Garnos report, options, and pricing by Construction Engineers.

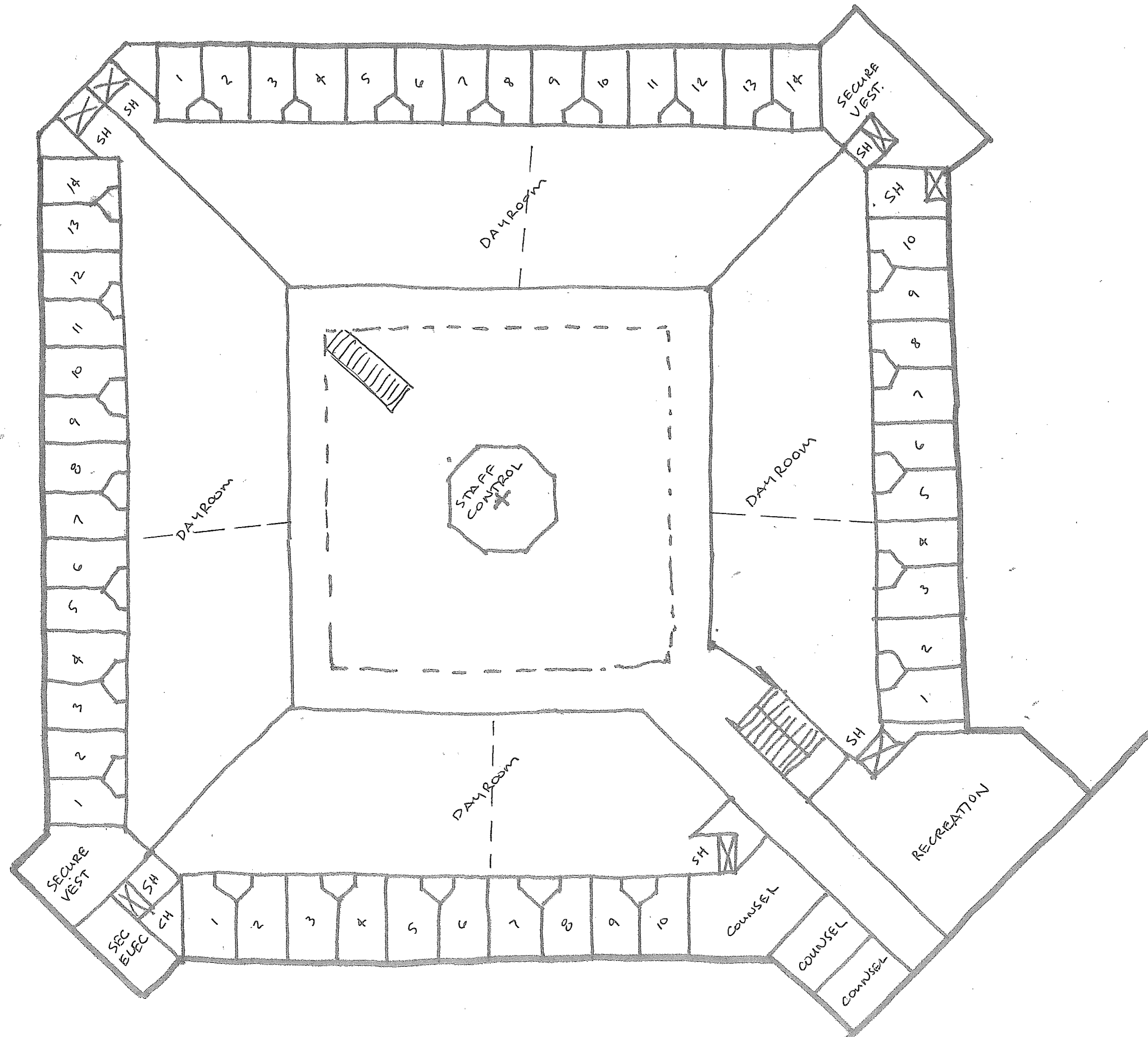
P:/211100 Cass County, ND Population Forecast and Design Option for the Jail/06_Meetings/22_0521 Cass County - Meeting #3/22_0521 Cass County Meeting Minutes #3

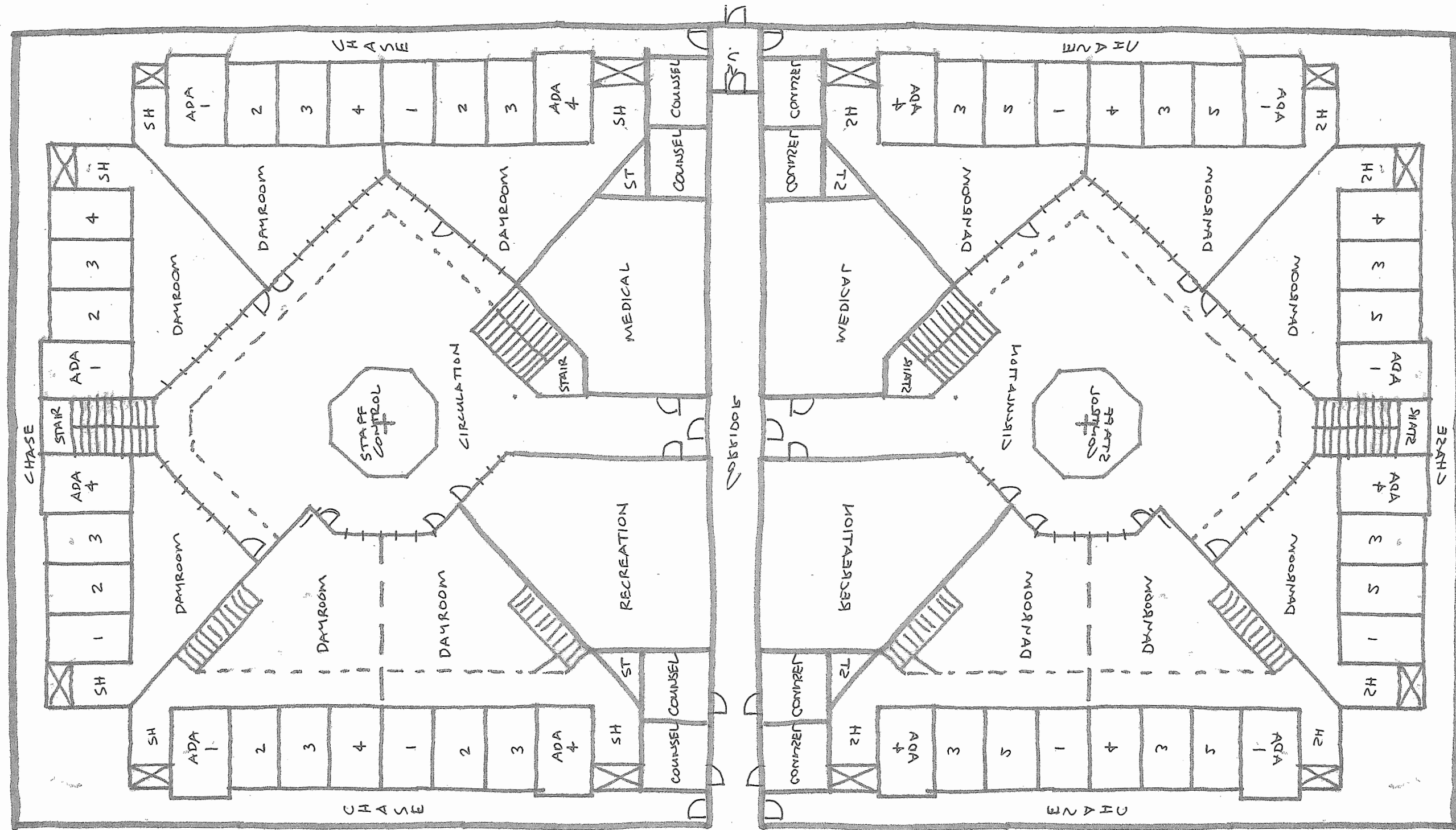


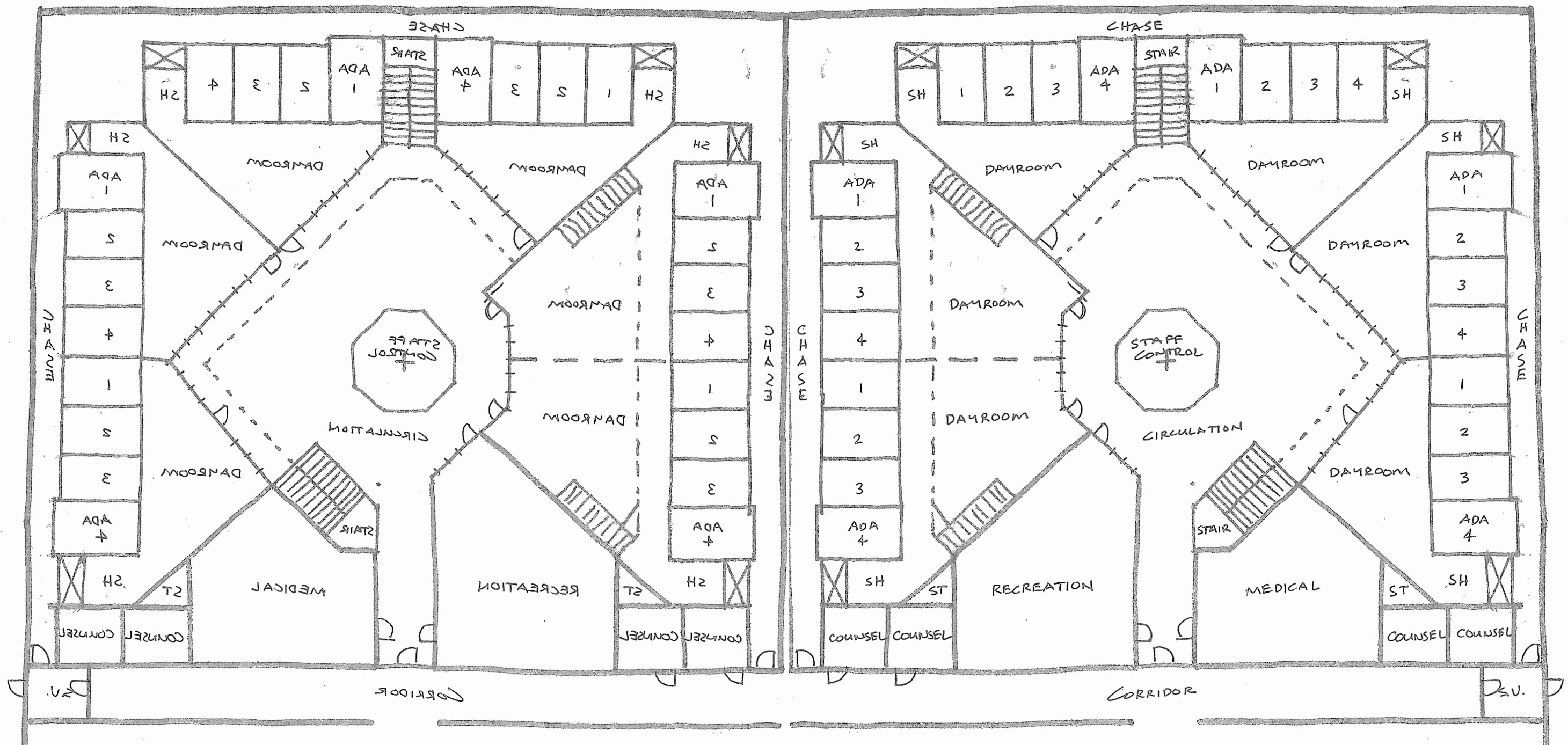
Cass County Population Forecast and Design Options
Meeting #3 Agenda
May 24, 2022 @ 10:00 AM

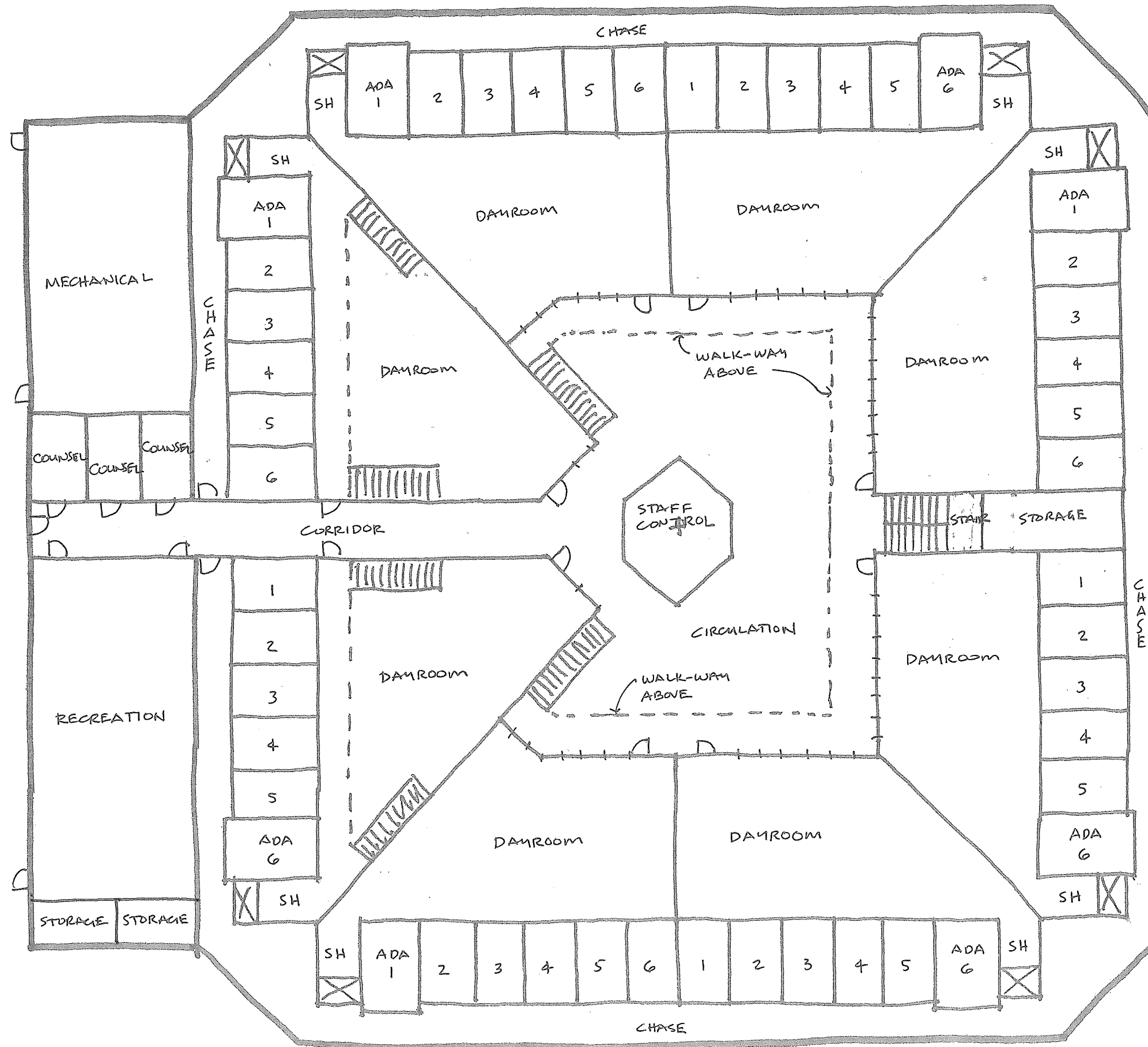
- A. Review Meeting Minutes #2
 - 1. Changes
 - 2. Key decisions
 - a. Provide all indirect housing layouts
 - 1) Units to be between 8 and 16 beds
 - 2) Single level housing is preferred
 - a) Tiered construction is ok for some units but will need to have an enclosed mezzanine
 - 3) Showers located outside of the cells
 - b. Cells to have windows where possible for mental health needs
 - c. Design to Year 2031 projection needs of 74 – 96 beds
 - 1) Design for 96 cells single bunked = 96 beds
 - a) Design for ½ of new housing to have the capacity to double bunk = 144 beds
 - (1) This would get to Year 2036/2037 based on projections
 - d. Current jail capacity is 348 beds
 - 1) Next expansion 348 + 96 beds = 444 beds
 - 2) Double bunking the expansion housing 444 + 48 beds = 492 beds
 - e. County to continue renting out Federal inmates at 40 beds
- B. Design questions to be reviewed
 - 1. Cells to have natural light – borrowed through chase or direct?
 - 2. Courtyard areas like original jail design?
 - 3. Rear chase or front chase?
 - a. Maintenance dimensions
 - 4. ADA access elevator to Second Level?
- C. Review design options
 - 1. Option 1 - Housing in 2 pods per original jail
 - 2. Option 2 - Housing in 1 pod per original jail
 - 3. Option 3 - Housing in 2 pods
 - 4. Option 4 - Housing in 1 pod
- D. Review future expansion needs
 - 1. Housing expansion direction east, north, or south?
 - 2. Food service – designed for 600 inmates
 - 3. Mechanical – expand in current location or second location?
 - 4. Electrical – expand in current location or second location?

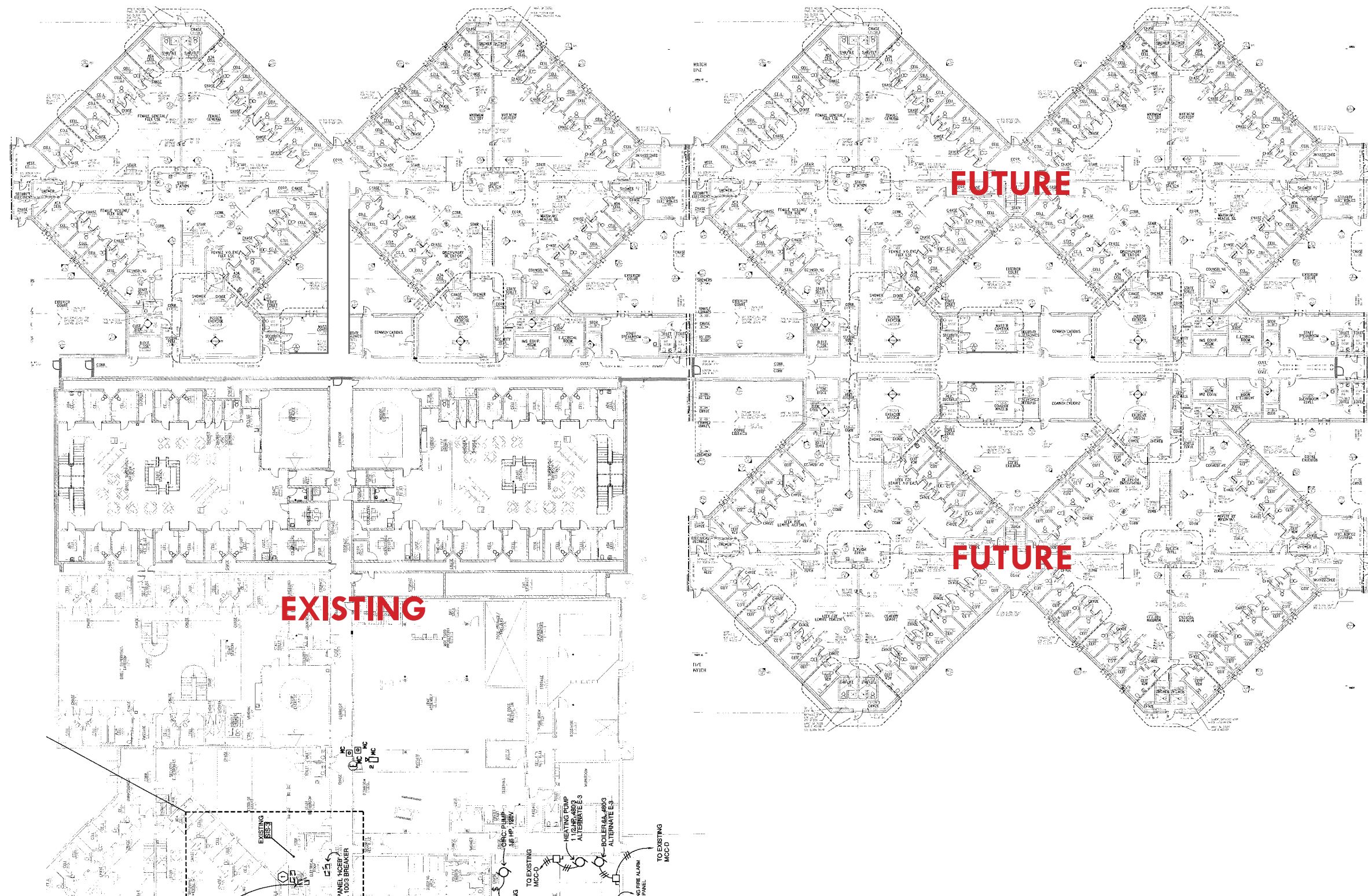
5. Medical
 - a. Move and expand or provide remote medical closer to new housing?
 - b. Relocated option may include Work Release area which would need a new area to the north to make space
 6. Programs – continue centralized or decentralized?
 7. Receiving
- E. Site plans
1. Option 1 - Housing in 2 pods per original jail
 2. Option 2 - Housing in 1 pod per original jail
 3. Option 3 - Housing in 2 pods
 4. Option 4 - Housing in 1 pod
- F. Project Scope Review – next steps
1. Revise concept level design options for inmate housing
 2. Provide budget estimate of options
 3. Final Report
- G. Next Meeting
1. Committee meeting: TBD

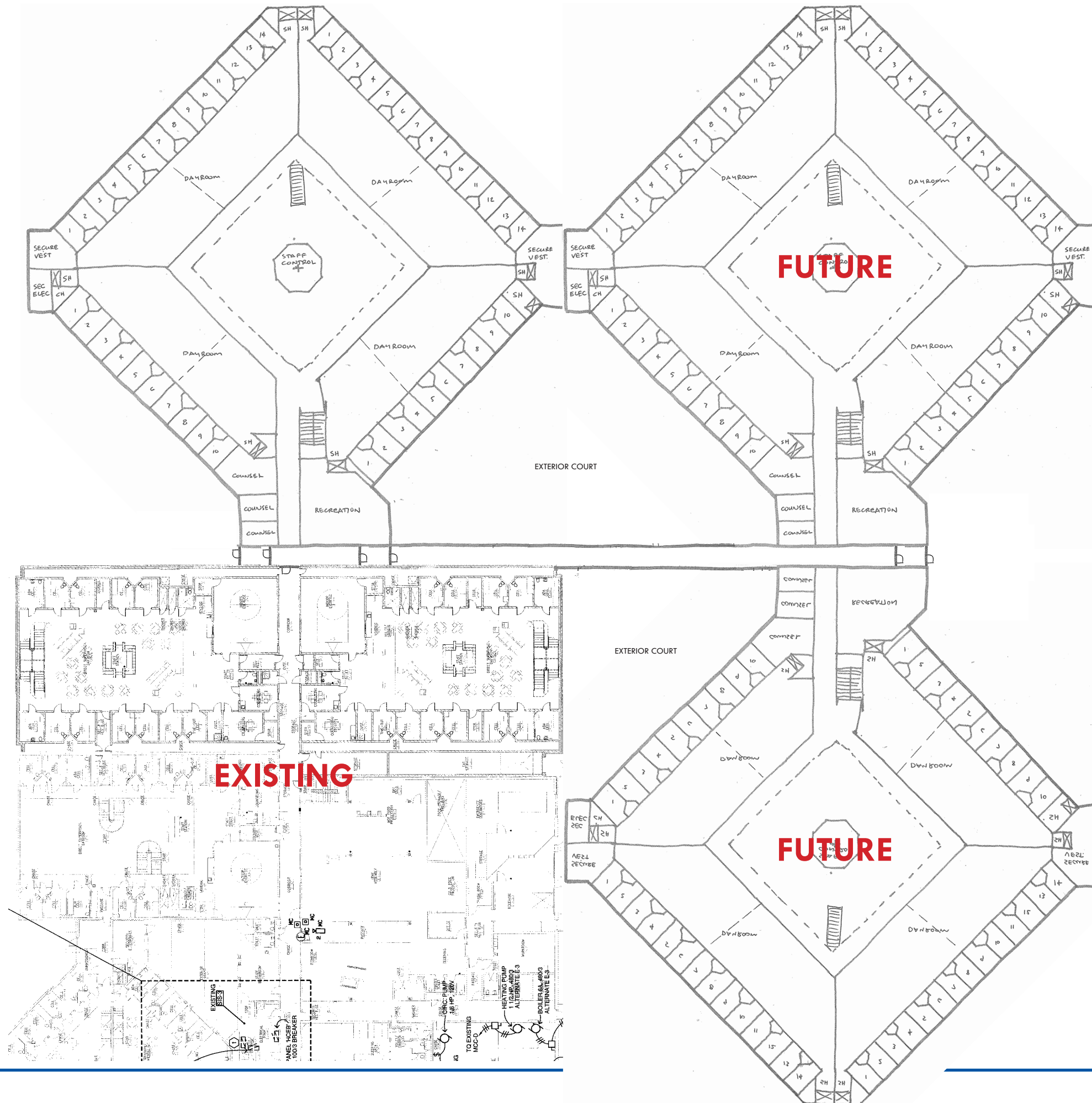


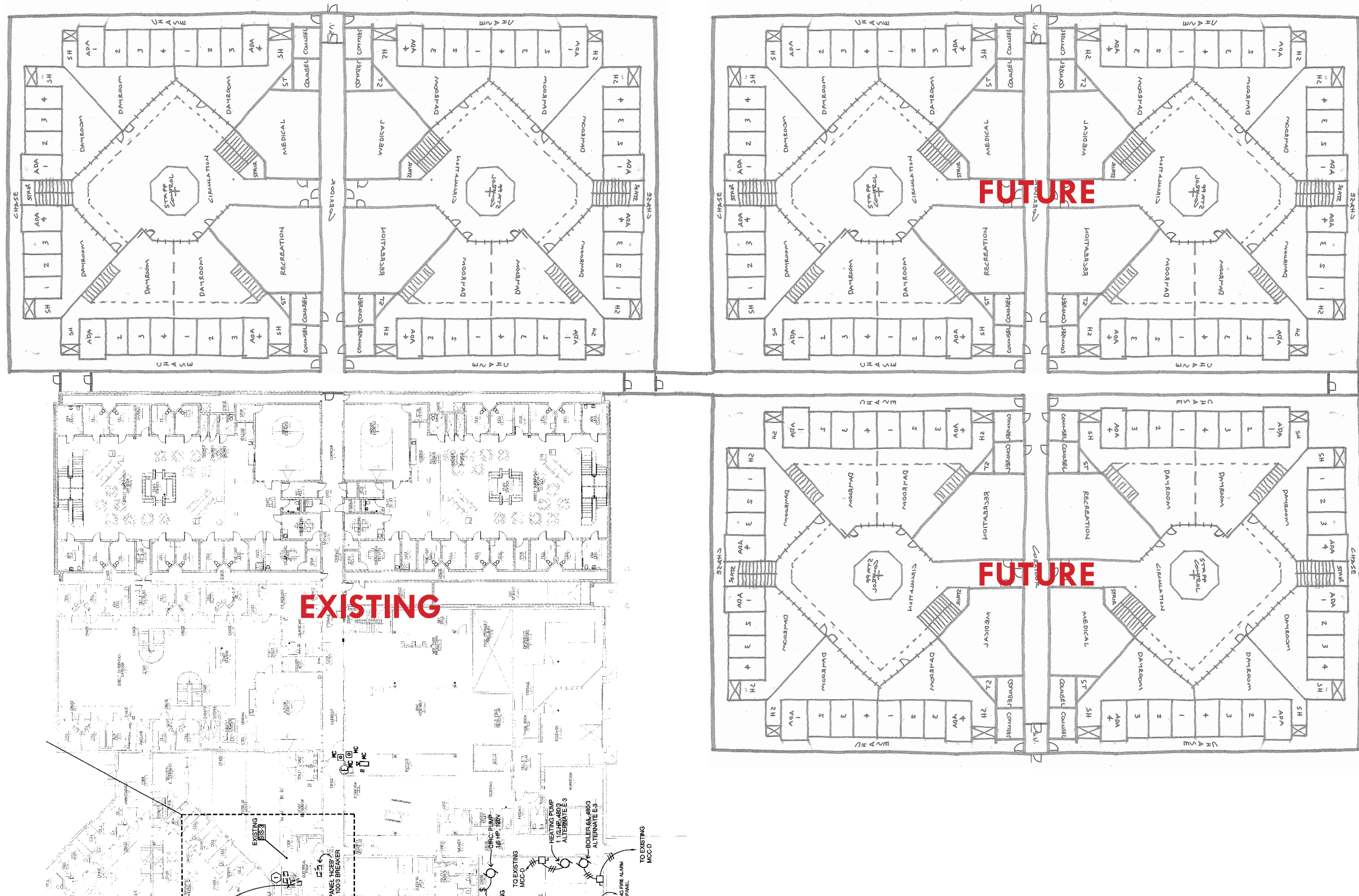


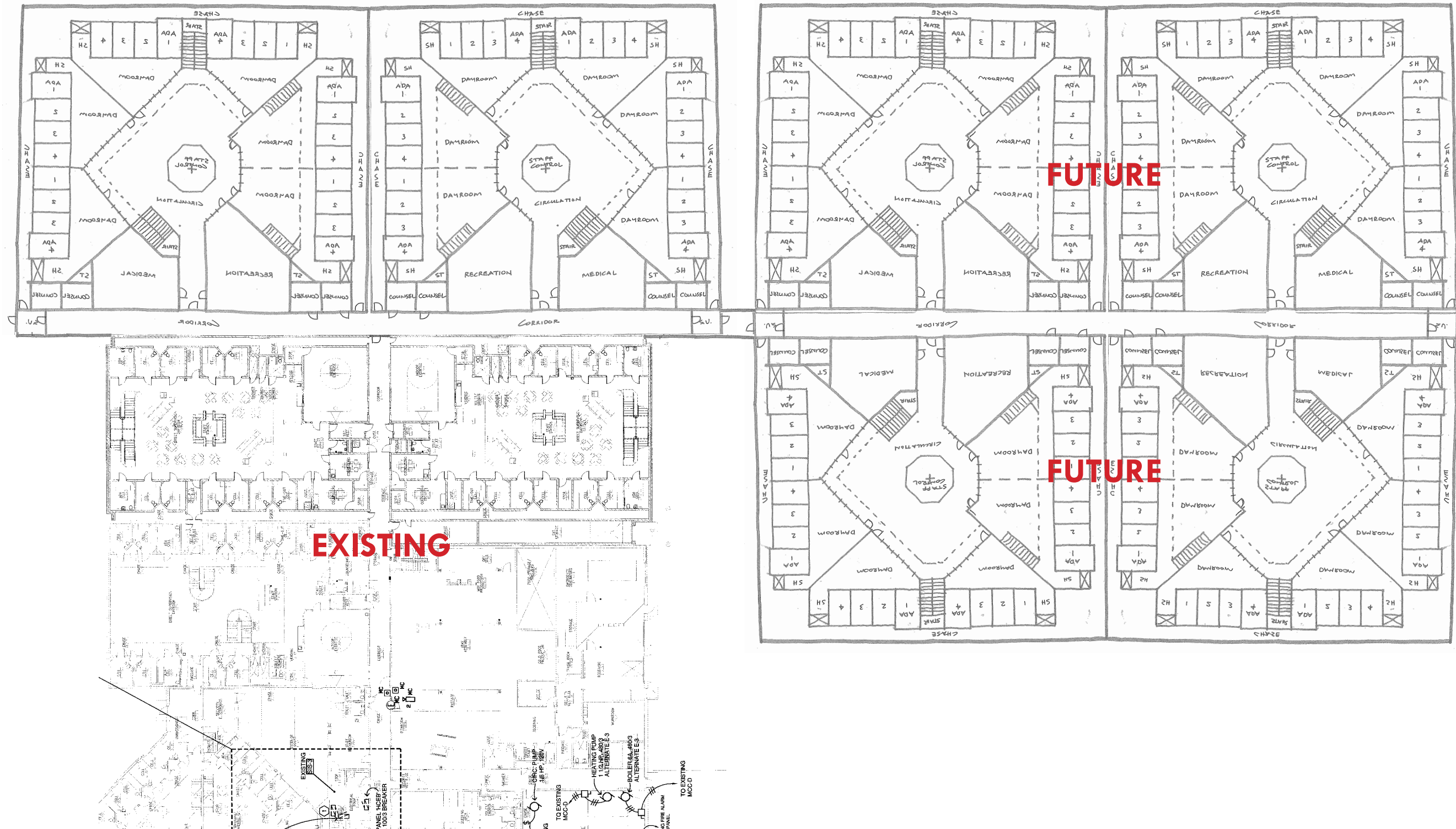


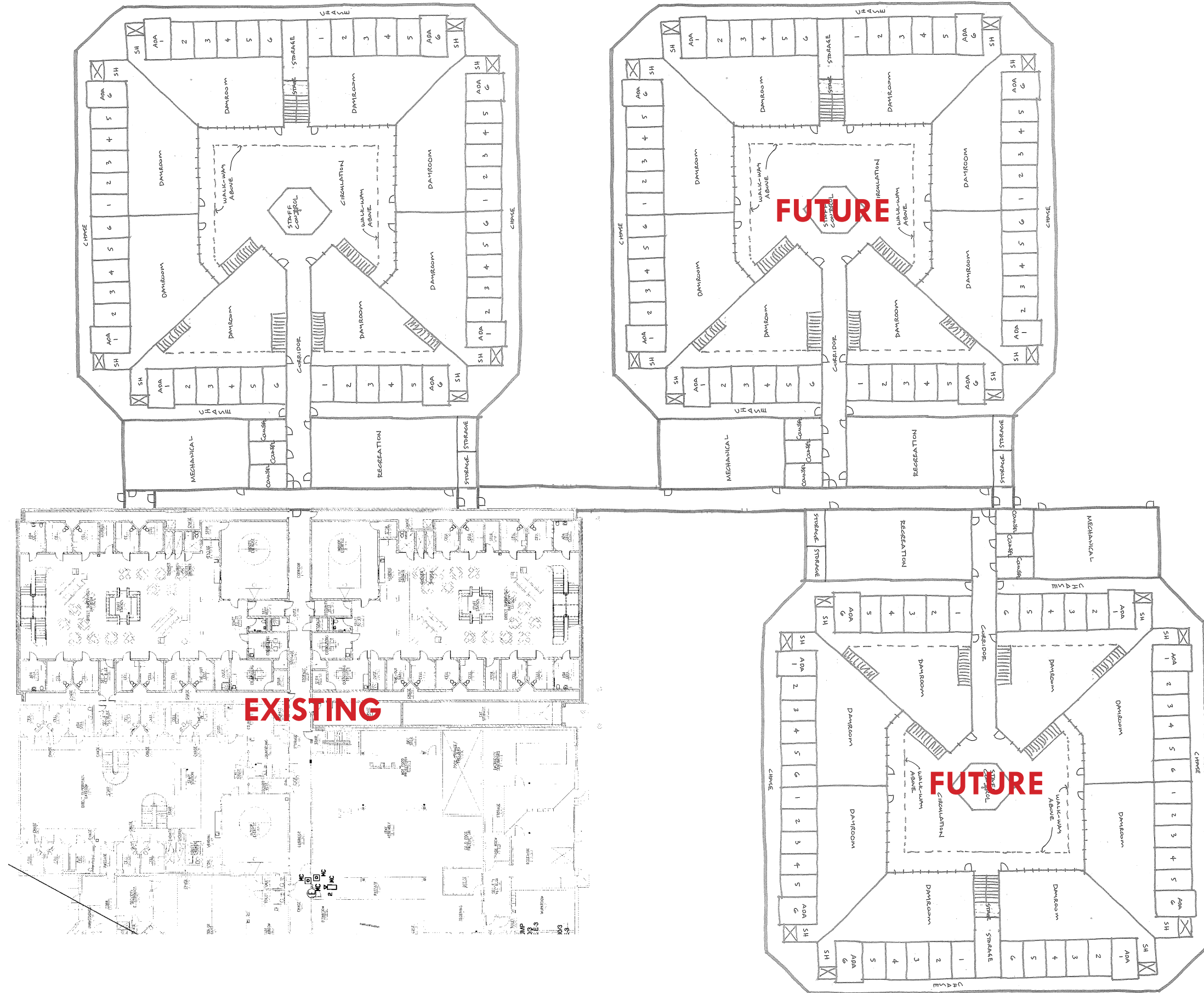














MEMO TO: Cass County, ND Population Forecast and Design Options for the Jail
BY: Scott Fettig
DATE: June 15, 2022
SUBJECT: Meeting #4
PRESENT: Listed below
COPY TO: All in attendance
ATTACHMENTS: Agenda
 Floor Plan Options
 Site Plan Options
 Control Station Section

<u>Present</u>	<u>Name</u>	<u>Organization</u>	<u>Phone</u>	<u>Email</u>
X	Chad Peterson	Cass County	(701) 241-5609	PetersonC@casscountynd.gov
X	Jim Kapitan	Cass County	(701) 241-5609	KapitanJ@casscountynd.gov
X	Robert Wilson	Cass County	(701) 241-5770	WilsonRo@casscountynd.gov
X	Jesse Jahner	Organization	(701) 241-5800	JahnerJ@casscountynd.gov
X	Andy Frobig	Organization	(701) 271-2955	FrobigA@casscountynd.gov
X	Gene Gartner	Organization	(701) 241-5708	GartnerG@casscountynd.gov
X	Scott Fettig	Klein McCarthy	(952) 908-9995	scott.fettig@kleinmccarthy.com
X	Austin Rudin	Klein McCarthy	(952) 955-9394	austin.rudin@kleinmccarthy.com
	Bill Garnos	Jail Consulting	(816) 468-8445	bgarnos@gmail.com
X	James Hand	Construction Engineers	(701) 738-4605	JamesH@ConstructionEngineers.com
	Nick Fiecke	Construction Engineers	(701) 364-9681	NickF@ConstructionEngineers.com

NOTE: The following notes represent Klein McCarthy Architects' understanding of this meeting. If you have any questions, comments or additions please forward them to us so we can make the changes as requested.

Items in *italics* require further action.

- A. Review Meeting Minutes #3
 - 1. No changes.
- B. Review revised floor plan design options
 - 1. Option 2 - Housing
 - a. Housing in 1 pod per original jail
 - b. Future housing adjacent for exiting and for staff circulation but not planned as regular movement since staff would have to move through Dayrooms.

2. Option 4 - Housing
 - a. Housing in 1 pod
 - b. Bump out the housing corners to allow internal access to all the chases versus accessing from the exterior on an individual basis.
 - 1) Add windows to borrow light through the corners/chase and into the Dayrooms.
3. Housing changes in both options
 - a. Dayroom sizes large enough to double bunk everything if desired.
 - b. Dayroom sizes are good as shown and don't need to be bigger.
 - 1) Larger Dayrooms would be a higher cost to build the upper floors bigger.
 - c. Dayroom access
 - 1) Add doors between all Dayrooms to allow for a second staff entrance point in emergencies.
 - d. Dayroom windows
 - 1) ACA Rule 4-4149 states, "Each Dayroom provides a minimum of 12 square feet of transparent glazing with a view to the outside, plus two additional square feet of glazing per inmate whose room/cell does not contain an opening or window with a view to the outside. (New Construction Only)"
 - a) All Dayrooms are shown with a minimum of 12sf of glazing.
 - b) Skylights will not work with the separate floors, and we can't add skylights in the Control Station area as it would negatively affect the Dayroom window reflectance (mirroring).
 - e. Showers
 - 1) Concern of blind spots at the Showers.
 - a) Can add cameras but would rather have the showers in the center of the building and not at the corners where they are difficult to see into.
 - f. Viewing in sections – sight lines
 - 1) Control Station recommended to be at least at 4'-8" floor height with 8'-8" seated eye height.
 - a) Splits the difference in viewing the lower and upper tier.
 - b) Sheriff requests to raise the floor to at least 6'-0" height with a 10'-0" eye height (level with the Dayroom First Floor ceiling).
 - 1) KMA to review raising it more to gain better viewing of the Second Floor. Want to be able to see the top of the cell doors on First Floor.
 - 2) Dayroom wall to have glazing full height from floor to Dayroom ceiling to maximize views.
 - g. Counseling Rooms, Staff Toilet, and Janitor Closets
 - 1) Ok as shown and all are in the appropriate quantities.
 - h. Catwalks
 - 1) Increase width to 6'-6" in lieu of 5' as shown. Easier to move inmates with the extra space and this won't affect the sight lines.
 - i. Second Level Visitation
 - 1) Added replacement exit stair to the floor plan to allow public to exit.
 - 2) No public visitation on the second floor of the new expansion as it will be done via video visitation.
 - a) This would allow Counseling rooms on the Second Floor (stacked with the rooms below).
 - j. Courtyard areas
 - 1) Concrete for ease of maintenance in the tight areas of the exterior as the existing courtyards are. Can be grass where maintenance can mow and access them.
 - 2) Fence recommended at building perimeter to avoid public going into courtyards or at least camera them.
 - k. Staff Control Station

- 1) Provided an area larger than the direct supervision housing units since the station could have multiple staff using it at one time.
 - a) Currently shown at about 14'x14' clear inside of the walls.
 4. Medical Area – new addition
 - a. Won't need 5 Exam spaces as shown since there will only be one doctor on call at a given time and most of the medical is done at the housing units.
 - 1) Keep 1 Dental Room and 2 Exam Rooms.
 - 2) Convert 3 Exam Rooms to Offices.
 - b. Linen rooms across from the Medical Supply and not toilets as shown.
 - c. Square off the southeast corner since the future housing unit will not be within 10' of the corner.
 5. Programs
 - a. Multi-Purpose Room sizes and quantities are good as shown.
 6. Equipment Storage/Garage
 - a. Add about 1,200 SF (about 26' wide x 46' deep) space behind the new Multi-Purpose Room for equipment storage/garage space for maintenance.
 - 1) Add overhead door and man door on the west wall for access.
 - 2) Include a floor drain since a vehicle could occasionally be stored.
 - 3) Building height to be below the Dayroom windows on the south facade.
 7. Medical Area – existing
 - a. Remodel for offices and Staff Break Area?
 - 1) *Andy to review this area to determine final need such as additional Video Conferencing.*
 8. Property Expansion
 - a. Enlarge to square off the corner for easier snow removal since the cells don't have windows in that area.
 - 1) Used as warehouse space and won't need any technology or counter space.
- C. Reviewed Site plans
1. Option 2 - Housing in 1 pod per original jail
 2. Option 4 - Housing in 1 pod
 3. Road relocation
 - a. The road will need to be relocated in both housing options.
 - b. Relocate only the part we need to now and any future expansion would resolve any issues caused by the new expansion.
- D. Project Scope Review – next steps
1. Revise concept level design options
 2. Provide budget estimate of options
 3. Final Report – July 6 – 8
- E. ND Department of Corrections
1. *Andy to review the plans with them in regard to Dayroom windows and borrowing light. Verify Dayroom windows needed at all locations since the existing Jail has some without windows as long as they have them in the cells. Basically, borrowing through the cell to get light to the Dayroom.*
- F. Next Meeting
1. Committee meetings:
 - a. June 28th at 10:00 am. – noon.
 - 1) Sheriff will be at the National Sheriffs Association but will pass along his comments through Andy.
 - 2) Revise concept level design options
 - 3) Provide budget estimate for both options

- a) Break out each area; housing/support, medical new and remodeling, and property expansion.
- b) KMA to estimate soft costs (typically 15 – 20% of construction costs) to arrive at a total Project Cost.

G. Report Finalized – July 6 - 8

1. KMA to issue the Study report with the Garnos report, design options, and budget pricing by Construction Engineers.
2. Recommend Andy provides staffing analysis between the two options and include those associated costs.

P:/211100 Cass County, ND Population Forecast and Design Option for the Jail/06_Meetings/22_0615 Cass County - Meeting #4/22_0615 Cass County Meeting Minutes #4



Cass County Population Forecast and Design Options
Meeting #4 Agenda
June 15, 2022 @ 10:30 AM

- A. Review Meeting Minutes #3

- B. Review revised floor plan design options
 - 1. Option 2 - Housing in 1 pod per original jail
 - 2. Option 4 - Housing in 1 pod
 - 3. Medical Area
 - 4. Programs
 - 5. Property Expansion
 - 6. Staff Offices in vacated Medical Area

- C. Review Site plans
 - 1. Option 2 - Housing in 1 pod per original jail
 - 2. Option 4 - Housing in 1 pod

- D. Project Scope Review – next steps
 - 1. Revise concept level design options for inmate housing
 - 2. Provide budget estimate of options
 - 3. Final Report – July 6 - 8

- E. Next Meeting
 - 1. Committee meeting: June 28

P:/22_0615 Cass County Kickoff Meeting #4 Agenda



MEMO TO: Cass County, ND Population Forecast and Design Options for the Jail
BY: Scott Fettig
DATE: June 28, 2022
SUBJECT: Meeting #5
PRESENT: Listed below
COPY TO: All in attendance
ATTACHMENTS: Agenda
 Floor Plan Options
 Site Plan Options
 Control Station Sections
 Cost Estimate by Construction Engineers

<u>Present</u>	<u>Name</u>	<u>Organization</u>	<u>Phone</u>	<u>Email</u>
X	Chad Peterson	Cass County	(701) 241-5609	PetersonC@casscountynd.gov
X	Jim Kapitan	Cass County	(701) 241-5609	KapitanJ@casscountynd.gov
X	Robert Wilson	Cass County	(701) 241-5770	WilsonRo@casscountynd.gov
X	Jesse Jahner	Organization	(701) 241-5800	JahnerJ@casscountynd.gov
X	Andy Frobig	Organization	(701) 271-2955	FrobigA@casscountynd.gov
X	Gene Gartner	Organization	(701) 241-5708	GartnerG@casscountynd.gov
X	Scott Fettig	Klein McCarthy	(952) 908-9995	scott.fettig@kleinmccarthy.com
X	Austin Rudin	Klein McCarthy	(952) 955-9394	austin.rudin@kleinmccarthy.com
	Bill Garnos	Jail Consulting	(816) 468-8445	bgarnos@gmail.com
X	James Hand	Construction Engineers	(701) 738-4605	JamesH@ConstructionEngineers.com
	Nick Fiecke	Construction Engineers	(701) 364-9681	NickF@ConstructionEngineers.com

NOTE: The following notes represent Klein McCarthy Architects' understanding of this meeting. If you have any questions, comments or additions please forward them to us so we can make the changes as requested.

Items in *italics* require further action.

- A. Reviewed Meeting Minutes #4
 - 1. No changes.
- B. Fargo Moorhead population projections discussed.
 - 1. They arrived at a population about 6,000 higher than Bill Garnos had projected for Year 2040.

- a. This is close enough that the Garnos number will be used since both are unknown projections.
- C. Discussed the Report draft
 - 1. Currently no changes. If there are any, they will be submitted to KMA by the end the day on Friday, July 1.
- D. Reviewed the revised floor plan design options for Option 2, Option 4, Medical Area, Programs and Property Expansion
 - 1. No changes.
- E. Reviewed housing sections
 - 1. No changes.
- F. Reviewed site plans for Option 2 and Option 4
 - 1. No changes.
- G. Review concept budgets
 - 1. Construction Engineers Inc. (CEI) construction budget reviewed.
 - a. Conservative estimate.
 - b. Goal is accuracy and not a high number that will be reduced on bid day.
 - c. CEI felt that the documents provide by KMA were good and more developed considering it is very early in the process.
 - d. Contingencies allow for some flexibility within the numbers and provide some bidding cushion.
 - e. CEI mentioned that the bids for the Jail Intake were very close and slightly under their original estimate so they feel their knowledge of the Fargo area and subcontractors will be accurate.
 - 2. KMA estimate discussed for soft costs to arrive at a total Project Cost.
 - a. Typically, this is 15 – 20% of the Construction Cost but with the various contingencies built into the Construction Cost, KMA arrived at approximately 10% cost.
 - 3. Committee suggests breaking out project components during the design process so that they can be Bid Alternates to be accepted if the project is within the budget versus eliminated without knowing the exact bids.
 - a. Project components could be all separate or combined in any fashion:
 - 1) Housing and support functions for housing.
 - 2) Medical
 - 3) Programs and Garage/Storage
 - 4) Property Expansion
- H. Schedule for materials
 - 1. Exterior precast wall panels had been at 12 months delivery date from Notice to Proceed.
 - a. KMA talked to one local manufacturer who stated that they are now closer to 6 – 8 months so precast could be an option for the design now that it would fit in the bidding and construction schedule.
- I. Inflation discussion
 - 1. If this design had been proposed 3 years ago, it would be budgeted 20% less than today due to the inflation the last few years.
- J. Committee recommendations
 - 1. Bring the report including the Garnos projections and the CEI construction estimate to the County Board “as is” with no changes.
 - a. The Board can make the decision on how to proceed.
- K. Schedule

1. Final Report to be provided to the County on Friday, July 8th.
2. County Board meeting packets due July 13th.
3. County Board meeting to be Monday, July 18th.
 - a. KMA and CEI will attend in person and bring anyone that may be needed and who worked on the study.
 - 1) Recommendation to bring the cost estimator as there will be cost questions.
 - b. KMA will coordinate to have Bill Garnos attend virtually.

P:/211100 Cass County, ND Population Forecast and Design Option for the Jail/06_Meetings/22_0628 Cass County - Meeting #5/22_0628 Cass County Meeting Minutes #5



Cass County Population Forecast and Design Options
Meeting #4 Agenda
June 28, 2022 @ 10:00 AM

- A. Review Meeting Minutes #4
- B. Review revised floor plan design options
 - 1. Option 2
 - 2. Option 4
 - 3. Medical Area
 - 4. Programs
 - 5. Property Expansion
- C. Review housing sections
- D. Review site plans
 - 1. Option 2
 - 2. Option 4
- E. Review concept budgets
 - 1. Construction Engineers Inc. construction budget
 - 2. KMA estimate for soft costs to arrive at a Project Cost
- F. Project scope review – next steps
 - 1. Final Report – July 6 - 8

P:/22_0628 Cass County Kickoff Meeting #5 Agenda

Detailed Projection Results

Total Population Most Likely Scenario

Area	2020	2025	2030	2035	2040	2045	2050	Average Growth Rate
MSA	249,843	273,216	284,619	301,327	317,850	335,540	357,322	1.4%
Cass County	184,525	201,292	210,140	222,569	234,743	247,753	263,766	1.4%
Clay County	65,318	71,923	74,479	78,758	83,107	87,787	93,556	1.4%
Cass County MPA	179,213	198,130	207,711	219,940	232,733	244,837	261,215	1.5%
Clay County MPA	61,181	67,890	71,153	76,016	80,428	85,415	91,162	1.6%
Fargo	125,990	136,927	142,160	147,107	152,040	157,732	166,674	1.1%
West Fargo	38,626	41,617	42,512	47,688	52,809	57,340	62,789	2.1%
Horace	3,085	6,345	8,426	9,533	11,446	12,519	13,794	11.6%
Argusville	480	488	527	519	512	535	539	0.4%
Casselton	2,479	2,658	3,338	3,780	4,067	4,253	4,373	2.5%
Harwood	794	966	1,045	1,111	1,174	1,236	1,299	2.1%
Kindred	889	1,122	1,209	1,244	1,272	1,352	1,432	2.0%
Mapleton	1,320	1,911	2,429	2,939	3,449	3,959	4,469	8.0%
North River	55	53	52	51	49	48	47	-0.5%
Oxbow	381	433	439	443	446	447	439	0.5%
Prairie Rose	56	53	54	54	55	56	57	0.0%
Reile's Acres	703	790	876	962	1,048	1,134	1,220	2.5%
Frontier	195	247	248	233	214	193	172	-0.4%
Briarwood	57	54	51	49	46	44	42	-0.9%
Moorhead	44,505	50,502	52,956	57,213	61,041	65,463	70,652	2.0%
Dilworth	4,612	4,973	5,326	5,644	5,958	6,272	6,586	1.4%
Comstock	100	94	94	93	93	92	92	-0.3%
Barnesville	2,759	2,875	3,086	3,201	3,292	3,376	3,459	0.8%
Glyndon	1,306	1,385	1,469	1,483	1,493	1,499	1,501	0.5%
Hawley	2,219	2,314	2,404	2,495	2,585	2,676	2,766	0.8%
Sabin	619	641	672	702	733	764	794	0.9%
Rural Cass	5,348	3,162	2,429	2,629	2,010	2,917	2,551	-1.7%
Rural Clay	4,137	4,033	3,325	2,742	2,679	2,372	2,394	-1.4%
Cass ND School Age	33,803	37,509	39,311	41,821	44,183	46,671	49,697	1.6%
Clay MN School Age	14,268	15,344	16,037	16,998	17,899	18,848	19,999	1.3%
Cass ND College Age	19,484	20,681	21,486	22,603	23,647	24,740	26,062	1.1%
Clay MN College Age	6,311	6,755	7,028	7,405	7,758	8,127	8,574	1.2%

Total Population High-Growth Scenario

Area	2020	2025	2030	2035	2040	2045	2050	Average Growth Rate
MSA	249,843	276,882	294,955	318,346	341,205	365,511	395,324	1.9%
Cass County	184,525	204,016	217,420	234,558	251,210	268,930	290,692	1.9%
Clay County	65,318	72,866	77,535	83,788	89,995	96,581	104,631	2.0%
Cass County MPA	179,177	200,812	214,908	231,788	249,060	265,765	287,883	2.0%
Clay County MPA	61,181	68,780	74,073	80,872	87,094	93,971	101,953	2.2%
Fargo	125,990	138,780	147,084	155,030	162,705	171,214	183,689	1.5%
West Fargo	38,626	42,180	43,985	50,257	56,513	62,241	69,199	2.6%
Horace	3,085	6,431	8,718	10,047	12,248	13,589	15,203	13.1%
Argusville	480	495	545	547	547	580	594	0.8%
Casselton	2,479	2,694	3,454	3,984	4,352	4,616	4,820	3.1%
Harwood	794	979	1,082	1,170	1,256	1,342	1,432	2.7%
Kindred	889	1,137	1,251	1,311	1,361	1,468	1,578	2.6%
Mapleton	1,320	1,937	2,513	3,098	3,691	4,297	4,925	9.1%
North River	55	54	54	53	53	52	52	-0.2%
Oxbow	381	439	454	467	477	486	484	0.9%
Prairie Rose	56	54	55	57	59	61	62	0.4%
Reile's Acres	703	801	906	1,014	1,122	1,231	1,345	3.0%
Frontier	195	251	257	246	229	209	189	-0.1%
Briarwood	57	55	53	52	50	48	46	-0.6%
Moorhead	44,505	51,165	55,129	60,867	66,100	72,021	79,016	2.6%
Dilworth	4,612	5,039	5,545	6,005	6,452	6,900	7,365	2.0%
Comstock	100	95	98	99	100	102	103	0.1%
Barnesville	2,759	2,913	3,213	3,406	3,565	3,714	3,869	1.3%
Glyndon	1,306	1,403	1,529	1,578	1,617	1,649	1,678	1.0%
Hawley	2,219	2,344	2,503	2,654	2,799	2,944	3,093	1.3%
Sabin	619	650	699	747	794	840	888	1.4%
Rural Cass	5,348	3,204	2,512	2,770	2,150	3,165	2,810	-1.6%
Rural Clay	4,137	4,086	3,462	2,917	2,901	2,609	2,678	-1.2%
Cass ND School Age	33,803	38,013	40,205	43,303	46,262	49,421	53,311	1.8%
Clay MN School Age	14,268	15,537	16,379	17,567	18,699	19,907	21,393	1.7%
Cass ND College Age	19,484	16,735	17,588	18,788	19,930	21,144	22,632	1.7%
Clay MN College Age	6,311	6,832	7,163	7,628	8,069	8,537	9,111	1.5%

Project: Cass County Jail Expansion

Location: Fargo, ND

Date: 6/28/2022



Description	Option 2 OoC Estimate - 06/28/22			Option 4 OoC Estimate - 06/28/22			Remarks
	SF/Mo	Unit Cost	Total	SF/Mo	Unit Cost	Total	
Building Construction Costs							
Housing and Support	48,829	\$575	\$28,054,726	54,404	\$564	\$30,704,691	
Medical New	2,949	\$359	\$1,057,918	2,902	\$359	\$1,041,072	
Property Storage Expansion	1,440	\$253	\$364,213	1,440	\$253	\$364,218	
Building Construction Totals	53,218	\$554	\$29,476,857	58,746	\$547	\$32,109,981	
Permits, Bonds, Insurance, & Fee							
Insurance & Bonds	-	-	Included Above	-	-	Included Above	
Subcontractor Risk Insurance	-	-		-	-		
Building Permits	-	-		-	-		
CM Preconstruction	-	-		-	-		
CM Fee	-	-		-	-		
Escalation	-	3.00%	\$993,600	-	3.00%	\$1,082,359	
Design Contingency	-	5.00%	\$1,656,000	-	5.00%	\$1,803,932	
Construction Contingency	-	3.00%	\$993,600	-	3.00%	\$1,082,359	
Total Permits, Bonds, Insurance, & Fee	-	-	\$3,643,200	-	-	\$3,968,650	
Accepted VE & Alternate Items - See Details Below			\$0			\$0	Includes all Permits, Bonds, Insurance, & Fee
Total Construction Budget	54,843	\$604	\$33,120,057	60,371	\$598	\$36,078,631	



MEMO TO: Cass County, ND Population Forecast and Design Options for the Jail
BY: Scott Fettig
DATE: June 15, 2022
SUBJECT: Meeting #4
PRESENT: Listed below
COPY TO: All in attendance
ATTACHMENTS: Agenda
 Floor Plan Options
 Site Plan Options
 Control Station Section

<u>Present</u>	<u>Name</u>	<u>Organization</u>	<u>Phone</u>	<u>Email</u>
X	Chad Peterson	Cass County	(701) 241-5609	PetersonC@casscountynd.gov
X	Jim Kapitan	Cass County	(701) 241-5609	KapitanJ@casscountynd.gov
X	Robert Wilson	Cass County	(701) 241-5770	WilsonRo@casscountynd.gov
X	Jesse Jahner	Organization	(701) 241-5800	JahnerJ@casscountynd.gov
X	Andy Frobig	Organization	(701) 271-2955	FrobigA@casscountynd.gov
X	Gene Gartner	Organization	(701) 241-5708	GartnerG@casscountynd.gov
X	Scott Fettig	Klein McCarthy	(952) 908-9995	scott.fettig@kleinmccarthy.com
X	Austin Rudin	Klein McCarthy	(952) 955-9394	austin.rudin@kleinmccarthy.com
	Bill Garnos	Jail Consulting	(816) 468-8445	bgarnos@gmail.com
X	James Hand	Construction Engineers	(701) 738-4605	JamesH@ConstructionEngineers.com
	Nick Fiecke	Construction Engineers	(701) 364-9681	NickF@ConstructionEngineers.com

NOTE: The following notes represent Klein McCarthy Architects' understanding of this meeting. If you have any questions, comments or additions please forward them to us so we can make the changes as requested.

Items in *italics> require further action.*

- A. Review Meeting Minutes #3
 - 1. No changes.
- B. Review revised floor plan design options
 - 1. Option 2 - Housing
 - a. Housing in 1 pod per original jail
 - b. Future housing adjacent for exiting and for staff circulation but not planned as regular movement since staff would have to move through Dayrooms.

2. Option 4 - Housing
 - a. Housing in 1 pod
 - b. Bump out the housing corners to allow internal access to all the chases versus accessing from the exterior on an individual basis.
 - 1) Add windows to borrow light through the corners/chase and into the Dayrooms.
3. Housing changes in both options
 - a. Dayroom sizes large enough to double bunk everything if desired.
 - b. Dayroom sizes are good as shown and don't need to be bigger.
 - 1) Larger Dayrooms would be a higher cost to build the upper floors bigger.
 - c. Dayroom access
 - 1) Add doors between all Dayrooms to allow for a second staff entrance point in emergencies.
 - d. Dayroom windows
 - 1) ACA Rule 4-4149 states, "Each Dayroom provides a minimum of 12 square feet of transparent glazing with a view to the outside, plus two additional square feet of glazing per inmate whose room/cell does not contain an opening or window with a view to the outside. (New Construction Only)"
 - a) All Dayrooms are shown with a minimum of 12sf of glazing.
 - b) Skylights will not work with the separate floors, and we can't add skylights in the Control Station area as it would negatively affect the Dayroom window reflectance (mirroring).
 - e. Showers
 - 1) Concern of blind spots at the Showers.
 - a) Can add cameras but would rather have the showers in the center of the building and not at the corners where they are difficult to see into.
 - f. Viewing in sections – sight lines
 - 1) Control Station recommended to be at least at 4'-8" floor height with 8'-8" seated eye height.
 - a) Splits the difference in viewing the lower and upper tier.
 - b) Sheriff requests to raise the floor to at least 6'-0" height with a 10'-0" eye height (level with the Dayroom First Floor ceiling).
 - (1) KMA to review raising it more to gain better viewing of the Second Floor. Want to be able to see the top of the cell doors on First Floor.
 - 2) Dayroom wall to have glazing full height from floor to Dayroom ceiling to maximize views.
 - g. Counseling Rooms, Staff Toilet, and Janitor Closets
 - 1) Ok as shown and all are in the appropriate quantities.
 - h. Catwalks
 - 1) Increase width to 6'-6" in lieu of 5' as shown. Easier to move inmates with the extra space and this won't affect the sight lines.
 - i. Second Level Visitation
 - 1) Added replacement exit stair to the floor plan to allow public to exit.
 - 2) No public visitation on the second floor of the new expansion as it will be done via video visitation.
 - a) This would allow Counseling rooms on the Second Floor (stacked with the rooms below).
 - j. Courtyard areas
 - 1) Concrete for ease of maintenance in the tight areas of the exterior as the existing courtyards are. Can be grass where maintenance can mow and access them.
 - 2) Fence recommended at building perimeter to avoid public going into courtyards or at least camera them.
 - k. Staff Control Station

- 1) Provided an area larger than the direct supervision housing units since the station could have multiple staff using it at one time.
 - a) Currently shown at about 14'x14' clear inside of the walls.
 4. Medical Area – new addition
 - a. Won't need 5 Exam spaces as shown since there will only be one doctor on call at a given time and most of the medical is done at the housing units.
 - 1) Keep 1 Dental Room and 2 Exam Rooms.
 - 2) Convert 3 Exam Rooms to Offices.
 - b. Linen rooms across from the Medical Supply and not toilets as shown.
 - c. Square off the southeast corner since the future housing unit will not be within 10' of the corner.
 5. Programs
 - a. Multi-Purpose Room sizes and quantities are good as shown.
 6. Equipment Storage/Garage
 - a. Add about 1,200 SF (about 26' wide x 46' deep) space behind the new Multi-Purpose Room for equipment storage/garage space for maintenance.
 - 1) Add overhead door and man door on the west wall for access.
 - 2) Include a floor drain since a vehicle could occasionally be stored.
 - 3) Building height to be below the Dayroom windows on the south facade.
 7. Medical Area – existing
 - a. Remodel for offices and Staff Break Area?
 - 1) *Andy to review this area to determine final need such as additional Video Conferencing.*
 8. Property Expansion
 - a. Enlarge to square off the corner for easier snow removal since the cells don't have windows in that area.
 - 1) Used as warehouse space and won't need any technology or counter space.
- C. Reviewed Site plans
1. Option 2 - Housing in 1 pod per original jail
 2. Option 4 - Housing in 1 pod
 3. Road relocation
 - a. The road will need to be relocated in both housing options.
 - b. Relocate only the part we need to now and any future expansion would resolve any issues caused by the new expansion.
- D. Project Scope Review – next steps
1. Revise concept level design options
 2. Provide budget estimate of options
 3. Final Report – July 6 – 8
- E. ND Department of Corrections
1. *Andy to review the plans with them in regard to Dayroom windows and borrowing light. Verify Dayroom windows needed at all locations since the existing Jail has some without windows as long as they have them in the cells. Basically, borrowing through the cell to get light to the Dayroom.*
- F. Next Meeting
1. Committee meetings:
 - a. June 28th at 10:00 am. – noon.
 - 1) Sheriff will be at the National Sheriffs Association but will pass along his comments through Andy.
 - 2) Revise concept level design options
 - 3) Provide budget estimate for both options

- a) Break out each area; housing/support, medical new and remodeling, and property expansion.
- b) KMA to estimate soft costs (typically 15 – 20% of construction costs) to arrive at a total Project Cost.

G. Report Finalized – July 6 - 8

1. KMA to issue the Study report with the Garnos report, design options, and budget pricing by Construction Engineers.
2. Recommend Andy provides staffing analysis between the two options and include those associated costs.

P:/211100 Cass County, ND Population Forecast and Design Option for the Jail/06_Meetings/22_0615 Cass County - Meeting #4/22_0615 Cass County Meeting Minutes #4



Cass County Population Forecast and Design Options
Meeting #4 Agenda
June 15, 2022 @ 10:30 AM

- A. Review Meeting Minutes #3
- B. Review revised floor plan design options
 - 1. Option 2 - Housing in 1 pod per original jail
 - 2. Option 4 - Housing in 1 pod
 - 3. Medical Area
 - 4. Programs
 - 5. Property Expansion
 - 6. Staff Offices in vacated Medical Area
- C. Review Site plans
 - 1. Option 2 - Housing in 1 pod per original jail
 - 2. Option 4 - Housing in 1 pod
- D. Project Scope Review – next steps
 - 1. Revise concept level design options for inmate housing
 - 2. Provide budget estimate of options
 - 3. Final Report – July 6 - 8
- E. Next Meeting
 - 1. Committee meeting: June 28

P:/22_0615 Cass County Kickoff Meeting #4 Agenda

