



www.casscountynd.gov

Office of the Sheriff

Jesse Jahner, Sheriff

April 14, 2023

Chad Peterson, Chair
Cass County Commission
Via email

Chairman Peterson,

I am submitting an invoice for approval at the next available commission meeting. This is a subscription renewal of an ongoing service we use for data tracking and participant assistance with the Community Supervision Program.

The invoice is for \$15,000, which is consistent with the annual fees we have paid for the past several years. The funds are included in our 2023 budget for this expense, but it exceeds the threshold that we can pay directly.

I don't have any need to discuss and no objections to adding this to the consent agenda, but I will be available if there are questions and the commission desires to have this matter on the regular agenda for discussion.

Suggested Motion: Move to approve payment in the amount of \$15,000 for an annual subscription to Promise, Inc.

Sincerely,

Capt. Andrew Frobig
Jail Administrator

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5806

Cass County Sheriff
Courthouse
211 9th Street South
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5805

Cass County Jail
450 34th Street South
Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967

Promise Network Inc.
436 14th Street, Suite 920
Oakland, CA 94612 US
diana@joinpromise.com

Invoice

BILL TO

Cass County Government
211 9th Street S.
Fargo, ND 58103

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1313	04/01/2023	\$15,000.00	05/01/2023	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	SaaS Subscription	Promise Services 4/1/2023 to 3/31/2024			15,000.00

BALANCE DUE

\$15,000.00



MEMORANDUM

**Highway
Department**

Jason Benson, P.E.
County Engineer

Thomas B. Soucy, P.E.
Deputy County Engineer

Blaine Laaveg
Superintendent

TO: Cass County Commission

FROM: Jason Benson, Cass County Engineer *JLB*

DATE: April 24, 2023

SUBJECT: Consent Agenda Item for May 1st, 2023 Commission Meeting:

Attached are the documents for Parsons Electric, for the addition of 2 new intersection lights to our county system. The two locations will be at the intersection of 76th Ave S and 45th St S, and the intersection of County Road 81 and County Road 18. The addition of these lights will ensure the continued safety of our road system. This project was part of the 2022 budget and was carried over to 2023 due to material shortages. The costs to do this work are estimated at \$24,275.00.

SUGGESTED MOTION: Authorize Chairperson to sign the quote from Parsons Electric.

1201 Main Avenue West
West Fargo, North Dakota
58078-1301

701-298-2370
Fax: 701-298-2395

- BID PROPOSAL -

3/30/2023

Cass County Highway Department
1201 Main Ave W
West Fargo, ND 58078

Attn: Kyle Litchy

Parsons Electric is pleased to submit pricing in accordance with your request for **Destination Lighting** project. If you have any questions, feel free to contact me and thank you for the opportunity to submit this proposal. Please see the following pricing below.

<i>Biditem Code</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Ext Price</i>
10	Site #1 76 th Ave S & 45 th St (1 pole)	1.000	LSUM	\$15,100.00	\$15,100.00
20	Site #2 CR81 & CR18 (solar)	1.000	LSUM	\$9,175.00	\$9,175.00
Grand Total:					\$24,275.00

Install site destination lighting – Includes used wood pole, new electrical service, conduit, wire, and light.

Utility costs to bring power by Cass County Electric not included.

- Site #1 – 76th Ave S & 45th St, install electrical service in SE corner of intersection. Wood pole in SE corner also.
- Site #2 – CR 81 & CR 18 , Cass County Electric does not have power within 3,500ft of intersection.
 - Install salvaged solar equipment at Cass County yard
 - Pour new concrete base
 - Install salvaged solar system (no new parts provided in quote)
 - Verify operation with ClearBlue and assign to new location
 - No warranty

Respectfully Submitted,

Kyle Pederson

Accepted by: _____

Title: _____

Company: _____

Date: _____



MEMORANDUM

State's Attorney

Kimberlee J. Hegvik

**Assistant State's
Attorneys:**

Kara Schmitz Olson
Ryan J. Younggren
Renata J. Selzer

Katherine M. Naumann

Joshua J. Traiser
SheraLynn Ternes

Derek K. Steiner
Robert C. Vallie

Paul R. Emerson

Nicholas Samuelson

Tracy Gompf

Katie M. Nechiporenko

Jason Van Horn

Brianna K. Kraft

Casey W. Moen

Ethan R. Lee

**Victim/Witness
Coordinators:**

Debbie Tibiatowski

Amy Getz

Elicia DeBlaere

Restitution:

Casidy Heilman

Box 2806

211 Ninth Street South

Fargo, North Dakota 58108

PH: 701-241-5850

Fax: 701-241-5838

E-Service: sa-defense-
notices@casscountynd.gov

To: Cass County Commission

From: Kimberlee J. Hegvik, Cass County State's Attorney

Date: April 24, 2023

Subject: Purchase of Copy Machines

Dear Commissioners,

Enclosed is a proposal to replace two aging copiers in the State's Attorney's Office.

On a daily basis, my office generates a large amount of printed and copied material. As such, a robust copier fleet is a critical need for us. Working with our internal IT department, we have determined it is time to replace two of our most aged copiers with modern units. This purchase would fall within the State's Attorney's budget line item 101-3101-419-74-02, office equipment. In 2023, \$15,000 was budgeted for that line item.

We have solicited quotes from various vendors, and selected Liberty as our front runner. This has the added benefit of allowing us to "pool" our copies among multiple units, leading to lower overages than if we were to have multiple agreements from multiple vendors. Our IT department confirmed the selected copiers meet our needs as well as IT's requirements for deployment.

SUGGESTED MOTION:

Move to approve the purchase of two copiers from Liberty Business at the cost of \$7,262.04 each, for a total of \$14,524.08 from State's Attorney's line item 101-3101-419-74-02.



Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

MEMO

TO: County Commission

FROM: Robert W. Wilson

Date: April 25, 2023

Subject: Striping and sealcoat at the Law Enforcement Center

The 2023 budget includes \$17,000 for general maintenance of the Law Enforcement Center. Buildings and Grounds received a quote to crack fill, sealcoat, and re-stripe the Law Enforcement Center parking lots in the amount of \$10,736 from Advanced Striping and Sealcoating. The request today is to purchase the work using the existing general maintenance budget.

SUGGESTED MOTION: Authorize Chair to sign the purchase order for striping and sealcoat of the Law Enforcement Center parking lots from Advanced Striping and Sealcoating in the amount of \$10,736

Advanced Striping

4586 27 St N
Fargo, ND 58102
701.388.4426
office@fmstriping.com

Prepared By: Tyler Anderson
tyler@fmstriping.com
701-200-4898
701-388-4426



Prepared For:
Cass County
1019 3rd Ave. S
Fargo, ND 58103

Attention:
Gene

Project Address:
Cass County Law Enforcement Center
1612 23rd Ave N
Fargo, ND 58102

Dear Gene, thank you for the opportunity to provide you with this proposal. We look forward to answering any questions you may have and working with you on this project.

This proposal is valid for thirty (30) days from the date written at the bottom of this estimate.

CRACKFILL **\$500.00**

East Parking lot
Clean and seal approximately 476 LF of cracks on asphalt with WR Meadows 3405 hot pour rubber sealant.
***Crack sealing does not include alligator or spider cracking. Only suitable cracks will be filled.

SEALCOAT PARKING LOT **\$4,873.00**

West Parking Lot
Clean and sealcoat approximately 23,207 SQFT of asphalt with Seal Master commercial-grade pavement sealer.
Two coats with an application rate of 85-100 SQFT per a gal.

SEALCOAT PARKING LOT **\$4,877.00**

East Parking Lot
Clean and sealcoat approximately 23,070 SQFT of asphalt with Seal Master commercial-grade pavement sealer.
Two coats with an application rate of 85-100 SQFT per a gal.

RE-STRIPE **\$1.00**

West Parking lot
Re-stripe parking lot using oil based traffic paint. All areas must be clean and clear of obstructions. Striping will consist of approximately:

43	Parking Stalls
3	ADA stalls
6	Hash Marking

RE-STRIPE **\$485.00**

East Parking lot
Re-stripe parking lot using oil based traffic paint. All areas must be clean and clear of obstructions. Striping will consist of approximately:

41	Parking Stalls
0	ADA stalls
1	Hash Marking

PROPOSAL TOTAL: \$10,736.00

Advanced Striping proposes to furnish material and labor to perform the work outlined herein for the sum of: **\$10,736.00**

*Additional MOB charges due to obstruction will be charged at \$300/trip; *Additional \$50/man hour for downtime accrued due to parking lot not being ready

We accept checks, cashiers checks, money orders and all major credit cards (credit card payments will be subject to a 4% convenience fee)

Client Signature: _____ Today's date: _____

SERVICES WE OFFER!

Parking Lot Services: *Pavement Markings, Sign Installation, Curb Stops/Parking Bumpers, Bollard Installation, Asphalt Repair, Crack Filling, Sealcoating, Pressure Washing*

Driveway: *Asphalt Repair, Crack Filling, Sealcoating, Pressure Washing*



Vendor information

ADVANCED STRIPING AND SEALCOATING
4586 27 ST N
FARGO, ND 58102

Purchase order

Date
Prepayment obligation

PO-00041-1

04/26/2023
No

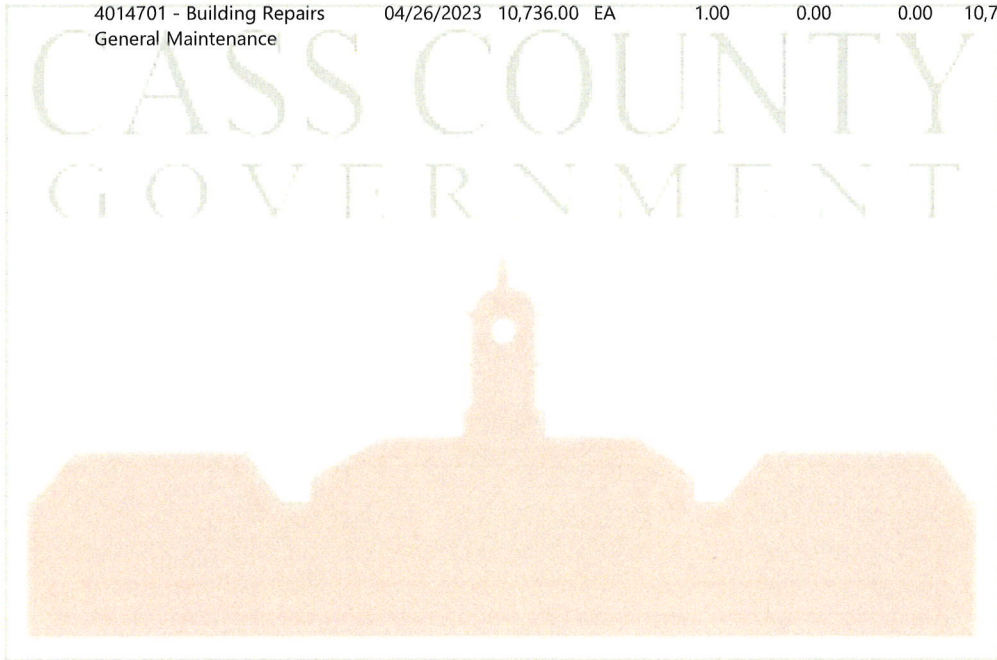
Delivery address

Cass County
211 9th St S
Fargo, ND 58103

Attention information

Delivery terms

Line number	Item number	Description	Delivery	Quantity	Unit	Unit price	Discount	Discount percent	Amount	Print code
1		4014701 - Building Repairs General Maintenance	04/26/2023	10,736.00	EA	1.00	0.00	0.00	10,736.00	



211 9th St S
Fargo, ND 58103

Telephone (701) 297-6000
Fax
Email address

Tax registration number
Tax exempt number

Signature _____