



Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

MEMO

TO: County Commission

FROM: Robert W. Wilson

Date: August 15, 2023

Subject: Equalization Office Remodel

On August 21st the Building Committee and Commission will consider a proposal from TL Stroh Architects to draft remodel plans for the Cass County Equalization Office. The 2023 budget includes \$55,000 for remodeling current or new office space for the office. Conversation about updating the Equalization Office space began more than a year ago, was put on hold, and then revived during this summer's budget conversations. Recently I have worked with Paul Fracassi and Gene Gartner to reevaluate the office needs and growth projections and recommend a course of action for Building Committee and Commission action.

Identifying the right location for current and future need of the Equalization Office is balanced with several other facility needs in the 1st Floor south end of the Courthouse. Factors include:

- Sheriff's Office Court Transport offices are currently located across the hall from the current location of the Equalization Office.
- The old commission chambers just south of the Court Transport Offices and 'living room' immediately adjacent to the Court Transport Offices are currently underutilized and could be repurposed.
- An overall update of the Courthouse space needs study (south end of 1st floor) has been discussed to better accommodate high traffic offices.

The Equalization Office currently has five employees. Relocating this office directly across the hall to include the 'living room', the Court Transport offices and approximately $\frac{1}{4}$ of the old commission chambers will give the department a better office layout and gives them space to grow (when needed). This option is described the graphics attached to the proposed agreement.

An alternative was considered that is very similar to the recommended option, except it does not include the portion of the former commission chambers described above. This option would meet all current office needs but does not provide any space for Equalization Office growth if and when it may be needed.

If the Commission approves the recommended office relocation the Sheriff Court Transport Office could relocate across the hall to the current Equalization Office location. If the Building Committee recommends approval of this proposal to draft plans and relocate the Equalization Office, the Commission will consider the same proposal later that afternoon.

Mr. Gartner estimates the remodel portion of this project can be completed within the budgeted \$55,000. Furniture, fixtures, and equipment (FF&E) will be an additional expense. Options will include – either moving the existing furniture across the hall and set up the office with current equipment or consider a budget adjustment to fully outfit the office at the time of construction completion.

p 701.239.4198
f 701.239.9643

8 Seventh Street N Fargo, ND 58102

tlstroh.com

tlstroh.com



DATE: August 8, 2023

RE; Tax Equalization Office Remodel Cass County Gov.

Mr. Wilson

This is a proposal for the existing space on the first floor. See attached plans. And remodeling it into the proposal plan for the Equalization office. (Option #1) We are going to try to use some of the historic woodwork in the existing space.

Proposal includes.

- Predesign
- Measure Existing space
- Demo plan for the space
- New floor plan for the space
- New RCP for the space
- Finish selections

By Others

- Mechanical Plans
- Electrical Plans
- Construction Admin.

Hourly not to exceed \$5,500

Principal In Charge\$200/hr

Project Manager\$110/hr

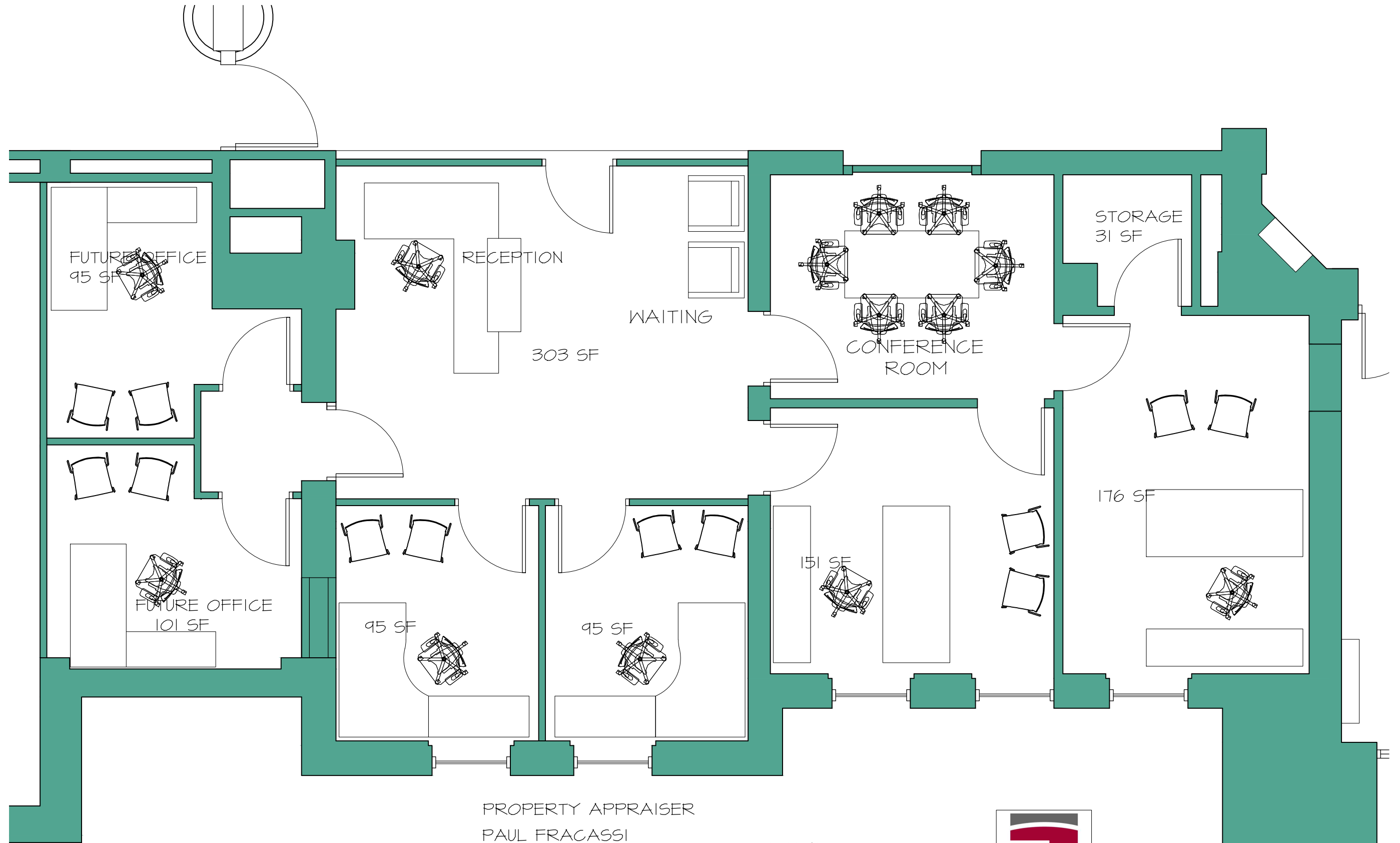
Project intern\$40/hr

Admin Assistant\$ 62/hr

Thanks

A handwritten signature in blue ink, appearing to read "Terry Stroh".

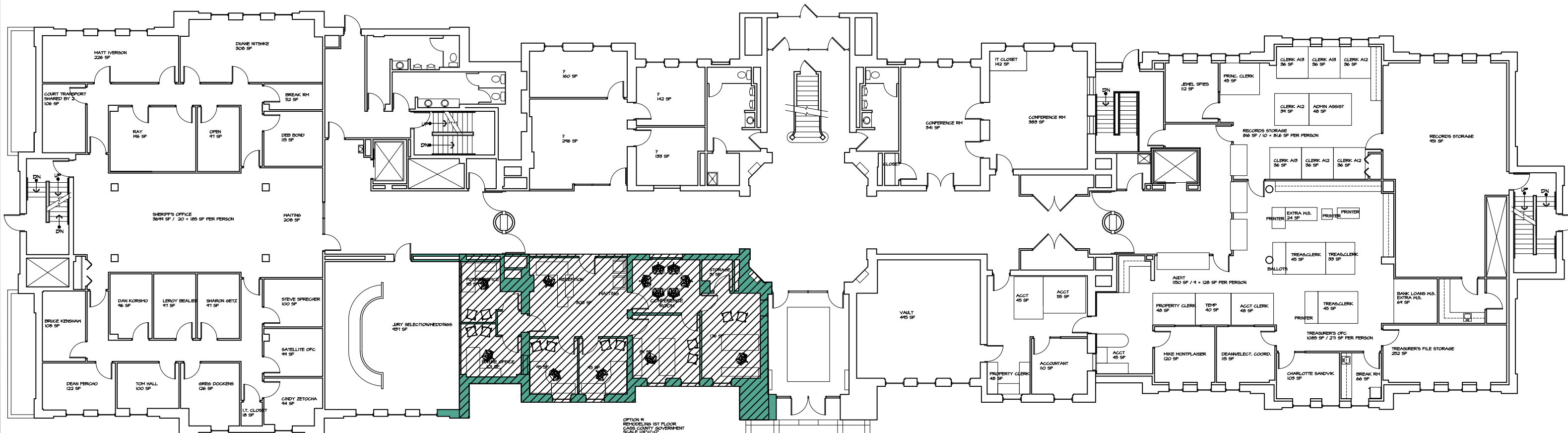
Terry Stroh - Principal
T.L Stroh Architects Ltd.



PROPERTY APPRAISER
 PAUL FRACASSI
 TAX DIRECTOR
 TAX CLERK

OPTION #1
 REMODELING 1ST FLOOR
 CASS COUNTY GOVERNMENT
 SCALE 1/4"=1'-0"





OPTION #1
RENOVATING 1ST FLOOR
SAND COUNTY GOVERNMENT
SCALE 1/4"=1'-0"

