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MEMO

TO: County Commission
FROM: Robert W. Wilson
Date: June 28, 2024
Subject: Update - Space Needs Utilization

At the Commission meeting on June 3rd there was a discussion of future space needs and how best to meet those needs. One option was more specific - to relocate the Information Technology Department to an unoccupied area of the Annex 1st floor and remodel the current IT space into a secure courtroom.

Another more expansive option included those same elements and included other work that has also been discussed - reconfiguring the Annex first floor, relocating the State's Attorney's Office to make room for additional courtrooms in the Courthouse and considering what county functions may lend themselves to relocation to a remodeled RDJ Building.

There was no action, but Commission discussion focused on developing cost estimates for both options and taking a holistic approach to addressing the County's space need. A follow-up discussion is planned for Monday, July 1st, to review a concept that could accomplish both tasks by dividing all work into phases that will be considered individually by the Commission. Identifying cost and timeframe estimates is easier for early phases because there is consensus on the scope of the work. The timeframe, cost and scope of later phases will depend on discussions and user feedback that has not yet been developed.

The key to this approach is an intent to be least disruptive to county operations and divide the project into phases that can be well planned and provides the Commission the greatest flexibility to identify the appropriate cost and scope of each phase.

Phase I:

- Demo former Juvenile Detention Area on first floor Annex.
- Develop construction plans, bid the project and building out that space for IT.
- At the conclusion of buildout, IT moves to new space.
- *May include interim move to temporary office space.*
- A stand-alone cost estimate can be developed for this effort.
- Timeframe: 8-10 weeks for CD's, 3 weeks to bid & 6-7 months to build. **9-10 months total.**
- Estimated Cost:

Phase II:

- Continue the work in progress to design a Courtroom remodel for the soon-to-be vacated IT office space.
- Once firm timeline is established for Phase I, bid this project and be ready to begin construction.
- Timeframe: Bid courtroom project 4 weeks prior to IT move. **4 month build.**
- Estimated Cost: \$1.2m - \$1.4m.

Phase III:

- As Phase I gets underway, work with Juvenile Court personnel to identify a suitable relocation space in the Courthouse.
- This will involve at least one other office because a courthouse relocation is not possible without displacing at least one (maybe more) office. This could potentially require remodeling and a utilization plan for at least part of the RDJ Building.
- It's unclear at present how many offices this phase would impact, but a stand-alone scope and cost estimate would be identified, vetted with stake holders and agreed upon prior to initiating this effort.
- Timeframe:
- Estimated Cost:

Phase IV:

- Identify the highest traffic offices from Annex 2nd & 3rd floors that should relocate to the Annex 1st floor with the goal of convenience for the public accessing services. At this stage – consistent with the goal of ease of access for high traffic offices, additional use of RDJ may be considered.
- Again, a defined scope and cost estimate can be identified for this effort.
- Timeframe: Could be planned at any time after IT is complete.
- Estimated Cost:

Phase V:

- Relocation of State's Attorney's office from 3rd & 4th floor Courthouse into Annex spaces made available by Phase IV work.
- A specific scope, cost estimate and timeline can be identified for this effort.
- Timeframe: Could be planned at any time after IT is complete.
- Estimated Cost:

Phase VI:

- Partnership commitments with State Court Administration can be considered to utilize space in the Courthouse made available by Phase V work.
- Collaboration between County and the State on future court needs will be a model for other counties and judicial districts in North Dakota.
- Partnership costs, timelines, scope and responsibilities unique to this phase can be identified and considered for approval.
- Timeframe: Could be planned at any time after IT is complete.
- Estimated Cost:

The July 1st agenda item is scheduled as a discussion only. Staff will use feedback provided to move forward efficiently addressing space needs challenges where there is consensus and develop additional opportunities to vet and review concepts that require additional information.