



## City of Fergus Falls Committee of the Whole Agenda

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July 12, 2023

7:00 am

City Council Chambers

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A. Call to Order

B. Roll Call

C. Discussion Items

1. Capital Improvement Plan Services

Bill Sonmor

Requested Action: Recommendation to the council to approve a contract with AE2S Nexus for Capital Improvement Planning services and OptX deployment

2. PI 9767 - Downtown & Riverfront Project Phase 2 Improvement Project

Requested Action: Recommendation to the council to authorize Change Order No. 1 for PI 9767

3. Grant Acceptance

Klara Beck

Requested Action: Recommendation to the council to accept a \$10,000 grant from First Children's Finance to develop plans for a scalable cohort of physical childcare locations appropriate for pod-model style care

D. Additional Agenda Items

E. Announcements

July 17 5:30 pm City Council meeting

August 2 7:00 am Council work session: Streets, Funding and Capital Improvement Plan

August 7 4:30 pm Council work session: THC/Marijuana licensing  
5:30 pm City Council meeting

Adjourn



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** July 12, 2023

**Subject:** Capital Improvement Planning Platform

**Recommendation:** Approve a contract with AE2S Nexus (Advanced Engineering and Environmental Sciences) for capital planning services and OptX deployment.

**Background/Key Points:**

Through the City's strategic planning process, the message of a robust and public-facing capital planning process was indicated as a priority.

AE2S Nexus provides capital planning services to assist cities in forecasting future capital needs and related revenue requirements. The OptX application is a map-based infrastructure planning tool. OptX is a living document and will span multiple years. Through use of this application, the City will have the ability to project future infrastructure needs and the related financial impacts.

AE2S Nexus is proposing to assist the City in the initial development and import of the existing capital improvement plan. The City will have the ability to maintain the application in the future.

The anticipated start date for the services will be August 1, 2023, with completion expected by December 31, 2023. City staff will need to provide AE2S Nexus with complete, organized, and readily available project information. Engineering and Finance will need to spend considerable time dedicated to this project.

**Budgetary Impact:** The proposed cost of not to exceed \$30,000 would be allocated among the Enterprise funds (Refuse, Sewer, Water, & Stormwater), Equipment Internal Service fund, and Permanent Improvement Revolving Fund.

**Originating Department:** Finance

**Respectfully Submitted:** Bill Sonmor, Finance Director

**Attachments:**

AE2S OptX information flyer  
AE2S Nexus letter of agreement

Having the right data at your fingertips that you can easily analyze is critical for a sustainable future. AE2S OptX is a flexible capital planning tool, tailored to your exact needs. It combines multiple data sources and leverages data analysis to deliver powerful insight to help make important decisions.



## DYNAMIC CAPITAL PLANNING MADE EASY



### Live Capital & Renewal Planning

- Optimization
- Risk Mitigation
- Prioritization



### Operations Forecasting & Budgeting

- O&M Cost Projections
- Reserve Planning
- Cash Balance Tracking



### Predictive Affordability Considerations

- Utility Rates
- Taxes & Fees
- Assessments

**Easily Access Powerful Information** - A visual dashboard helps guide future scenario planning, programming, and decision-making.

**Keep Financial Tracking Up-to-Date** - Integrates with financial / billing software to help manage utility cash flow requirements and forecast utility rate adjustments.

**Discover Insight on Trends** - Ongoing progress tracking provides insight into future planning scenarios.

**Adapt to Changing Conditions** - An Interactive CIP and maintenance planning tool enables easy updates as conditions change. Fluid and adaptable to help you navigate future uncertainty.

**Understand Affordability Impacts** - Affordability tracking enables you to understand planned financial impacts to your residents.

**Simplified Asset Management** - OptX provides an easy to use framework for performing basic asset management tasks that will help keep assets in optimum working order.

Interested in an online demo? Use the QR Code to the right or go to <https://bit.ly/3quzoKh>



### FOR MORE INFORMATION

Jacob Strombeck, PE  
763-463-5036  
Jacob.Strombeck@ae2s.com





June 23, 2023

City of Fergus Falls  
Attn: Bill Sonmor, Finance Director  
112 W Washington Avenue  
Fergus Falls, MN 56537

**RE: Letter Agreement between City of Fergus Falls and AE2S Nexus  
Financial Planning Services and OptX Deployment**

Dear Mr. Sonmor:

Advanced Engineering and Environmental Services, LLC (d/b/a "AE2S Nexus") proposes to provide financial planning services and deployment of the OptX capital planning application (Assignment) to the City of Fergus Falls (CLIENT). This Agreement sets forth the terms and conditions under which the CLIENT and AE2S Nexus shall be governed regarding the services to be provided and shall take effect upon the CLIENT'S acceptance.

**Scope of Services**

AE2S Nexus will assist the CLIENT in improving its Capital Improvement Planning (CIP) and financial forecasting process for its water, wastewater, stormwater, refuse/landfill, streets, buildings, parks, and airport from a pro forma method to a more informed and data-driven approach by leveraging AE2S Nexus' financial planning services and deploying its OptX application. Specific tasks include:

**Task 1.0: OptX Setup and Implementation**

- Task 1.1 - Project Kickoff and Data Review: AE2S Nexus will assemble a list of data needs and once received, complete a review of provided information, including account fund structures and planned CIP projects. The AE2S Nexus team will hold a hybrid (in-person and virtual) kickoff meeting with the CLIENT to discuss the results and any questions which arose from this process.
  - Assumptions: Duration of the task will last two weeks; requested information will be complete, organized, and readily available for review
  - Deliverable: Information request; kickoff meeting
  - Estimated Fee: \$2,500
  
- Task 1.2 - OptX Setup and CIP Project Import: AE2S Nexus will import planned water, wastewater, stormwater, refuse/landfill, streets, buildings, parks, and airport CIP projects into OptX, including key details such as project name, description, estimated total cost, timeline, duration, and funding packages where clearly defined. When possible, AE2S Nexus will add spatial locations of CIP projects to the map. This task includes a one-year OptX hosting and data storage service fee originating on the date of this Agreement.
  - Assumptions: Duration of the task will last two weeks; the requested CIP project information will be complete, organized, and readily available, including a clear description of each item's physical location; an assumptive and streamlined cash vs. debt funding breakdown will be used in cases where funding is not clearly defined.
  - Deliverable: n/a
  - Estimated Fee: \$25,000

- Task 1.3 - OptX Delivery and Training: The AE2S Nexus project team will deliver OptX via a web link and hold a hybrid (in-person and virtual) one-hour training with staff to discuss OptX functionality and its update process.
  - Assumptions: Duration of task will last one-day
  - Deliverable: OptX portal with login information; tailored training with staff
  - Estimated Fee: \$2,500

Task 2.0: OptX Technical Support and Renewal

- Task 2.1 - Technical Support and Services: AE2S Nexus will complete varying on-call financial services to update, maintain, and optimize OptX upon request by the CLIENT. This item may include, but is not limited to, teleconferences, feature development, reporting, background financial data input, or in person CLIENT meetings.
  - Assumptions: Duration of task varies based on request
  - Deliverable: Varied based on request
  - Estimated Fee: Please see Additional Services for more information.
- Task 2.2 - OptX Hosting and Data Storage: Annual OptX hosting and data storage fee; waived for the first year of use (see Task 1.2).
  - Assumptions: n/a
  - Deliverable: Renewed OptX subscription, data storage, and continuation of service
  - Estimated Fee: \$1,500, annually.

**Additional Services**

Services resulting from significant changes in the general scope, extent, or character of the Assignment are not included as a part of the general Scope of Services. If authorized in writing by the CLIENT, AE2S Nexus will provide services beyond the scope of this Agreement on an hourly basis in accordance with the 2023 Hourly Fee and Expense Schedule attached as Exhibit A.

**CLIENT's Responsibilities**

CLIENT shall do the following in a timely manner, so as not to delay the services of AE2S Nexus:

1. Designate a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define CLIENT's policies and decisions with respect to services for the Assignment.
2. Provide all criteria and full information as to CLIENT'S requirements for the Assignment.

CLIENT shall bear all costs incident to compliance with its responsibilities pursuant to this section.

**Fees**

Task 1.0: OptX Setup and Implementation

AE2S Nexus shall render services under this Agreement on an hourly basis in accordance with the Hourly Fee Schedule attached as Exhibit A, not to exceed \$30,000 without written authorization from the CLIENT.

Bill Sommor – City of Fergus Falls

**RE: Letter Agreement for City of Fergus Falls Financial Planning Services and OptX Deployment**

June 23, 2023

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Task 2.0: OptX Technical Support and Renewal

The annual fee of \$1,500 for OptX Hosting and Data Storage will be billed one year after this agreement is signed and annually thereafter as long as AE2S Nexus and the CLIENT agree to continue the service.

**Schedule**

AE2S Nexus shall use commercially acceptable efforts to complete Basic Services within a reasonable time period. The anticipated start date for the project is August 1, 2023. The project is expected to be completed within five months of the start date.

**Contract Documents**

This Agreement includes the following documents, incorporated herein by reference:

1. Exhibit A - Hourly Fee and Expense Schedule.

There are no contract documents other than this Agreement and those documents listed above.

**AE2S Nexus Designated Representative**

Tyler Akerman  
Tyler.Akerman@ae2s.com  
701.402.0334  
4170 28<sup>th</sup> Avenue S.  
Fargo, ND 58104

**Acceptance**

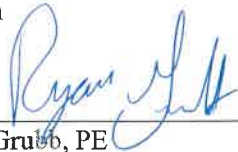
If this Agreement sets forth your understanding of our agreement, including the scope of work desired, fees, terms, and conditions, please sign in the space provided and return a copy to AE2S Nexus. Thank you for the opportunity to assist in this project, and we look forward to working with you.

Sincerely,



Tyler Akerman  
AE2S Nexus

By:

  
\_\_\_\_\_  
Ryan Grubb, PE  
Operations Manager

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

**2023 Hourly Fee and Expense Schedule**

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**Labor Rates\***

Administrative 1	\$65.00	I&C Assistant	\$100.00
Administrative 2	\$79.00	I&C 1	\$148.00
Administrative 3	\$95.00	I&C 2	\$175.00
		I&C 3	\$198.00
Communications Specialist 1	\$105.00	I&C 4	\$210.00
Communications Specialist 2	\$122.00	I&C 5	\$220.00
Communications Specialist 3	\$141.00		
Communications Specialist 4	\$170.00	IT 1	\$130.00
Communications Specialist 5	\$187.00	IT 2	\$175.00
		IT 3	\$215.00
Construction Services 1	\$125.00		
Construction Services 2	\$153.00	Land Surveyor Assistant	\$95.00
Construction Services 3	\$170.00	Land Surveyor 1	\$115.00
Construction Services 4	\$188.00	Land Surveyor 2	\$139.00
Construction Services 5	\$208.00	Land Surveyor 3	\$157.00
		Land Surveyor 4	\$173.00
		Land Surveyor 5	\$190.00
Engineering Assistant 1	\$85.00		
Engineering Assistant 2	\$99.00	Operations Specialist 1	\$100.00
Engineering Assistant 3	\$125.00	Operations Specialist 2	\$125.00
Engineer 1	\$135.00	Operations Specialist 3	\$155.00
Engineer 2	\$162.00	Operations Specialist 4	\$177.00
Engineer 3	\$190.00	Operations Specialist 5	\$199.00
Engineer 4	\$220.00		
Engineer 5	\$235.00	Project Coordinator 1	\$116.00
		Project Coordinator 2	\$130.00
Engineering Technician 1	\$84.00	Project Coordinator 3	\$145.00
Engineering Technician 2	\$105.00	Project Coordinator 4	\$160.00
Engineering Technician 3	\$126.00	Project Coordinator 5	\$180.00
Engineering Technician 4	\$141.00		
Engineering Technician 5	\$161.00	Project Manager 1	\$205.00
		Project Manager 2	\$225.00
Financial Analyst 1	\$112.00	Project Manager 3	\$240.00
Financial Analyst 2	\$127.00	Project Manager 4	\$254.00
Financial Analyst 3	\$153.00	Project Manager 5	\$272.00
Financial Analyst 4	\$167.00	Project Manager 6	\$284.00
Financial Analyst 5	\$186.00		
GIS Specialist 1	\$105.00	Sr. Designer 1	\$178.00
GIS Specialist 2	\$127.00	Sr. Designer 2	\$198.00
GIS Specialist 3	\$150.00	Sr. Designer 3	\$212.00
GIS Specialist 4	\$168.00		
GIS Specialist 5	\$187.00	Sr. Financial Analyst 1	\$210.00
		Sr. Financial Analyst 2	\$230.00
		Sr. Financial Analyst 3	\$250.00
		Technical Expert 1	\$325.00
		Technical Expert 2	Negotiable

**Reimbursable Expense Rates**

Transportation	\$0.75/mile
Survey Vehicle	\$0.95/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/day
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$250.00/hour
Outside Services	cost *1.15
Geotechnical Services	cost *1.30
Out of Pocket Expenses	cost*1.15
Rental Car	cost*1.20
Project Specific Equipment	Negotiable

*\*These rates are subject to adjustment each year on January 1.*

*Position titles are for labor rate grade purposes only*





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

July 12, 2023 – Committee of the Whole  
July 17, 2023 – City Council

**Subject:**

PI No. 9767 - Downtown & Riverfront (DTRF) Project Phase 2 – East Block Site  
Improvements

**Recommendation:**

- Authorize the City Engineer to execute Change Order No. 1 for PI No. 9767

**Background/Key Points:**

Representative from Bolton & Menk will present a construction update and discussion about the work items associated with Downtown & Riverfront (DTRF) Project Phase 2 Change Order Number 1. Based on my review, I recommend the recommended action be approved.

**Budgetary Impact:**

The construction budget has sufficient contingency funds to approve this requested action.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. – City Engineer

**Attachments:**

Bolton-Menk Memo w/Exhibits



Real People. Real Solutions.

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Suite 2  
Fargo, ND 58104

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Fax: (701) 566-5348  
Bolton-Menk.com

## MEMORANDUM

**Date:** July 12, 2023  
**To:** Honorable Mayor Schierer and City Council Members  
**From:** Kent Louwagie, PE, Principal Engineer  
Grant J. Kuper, PE, CFM, Project Manager  
**Subject:** Downtown Riverfront Improvements Phase 2  
City of Fergus Falls, Minnesota  
Project No.: OD1.125985

This memo provides an update on the Downtown Riverfront Improvements Phase 2 project, specifically items within proposed Change Order 2 which addresses ADA accessibility, permit requirements, and City requests. The following is a summary of each component of Change Order 2, which are: Courthouse Sidewalk Addition, Multi-Level Water Feature and Limestone Block Seat Wall Revision, and Donor Plaque Addition.

### **Federal Courthouse Sidewalk Addition**

The Federal Courthouse building is directly east of the project area. It was brought to our attention that the only ADA compliant access to the Federal Courthouse building is at the southwest corner of the building. Our original design did not account for ADA access at this location. As requested by city staff, we designed an accessible sidewalk on the east side of the parking lot that connects directly to an ADA accessible door, and also connects to the splash pad area. This sidewalk also increases safety by providing a dedicated path for pedestrians traveling from the alleyway to the splash pad, for instance the Senior Citizen Center, Otter Cove, and other businesses.

### **Multi-Level Water Feature and Limestone Block Seat Wall Revision**

As part of the final design process, which was completed in August of 2022, Bolton & Menk submitted several permit applications to regulatory agencies for review. One of the reviewing agencies was the Minnesota Department of Health (MDH) which reviewed the splash pad system. The review came back favorable, but MDH did not approve the use of limestone in direct contact with the splash pad system water. As you know, the splash pad is a recirculating system and requires chemical treatment. MDH recently had an issue with limestone adversely affecting the chemical levels of the water and are in the process of revising their code to prohibit soft stone (such as limestone) having direct contact with the water. This is a new requirement that is being implemented and required the design to be revised to comply.

This specifically affected two areas, the multi-level water feature and the limestone block seat wall directly north of the splash pad and south of the center plaza. The multi-level water feature limestone has been revised to include a concrete form liner construction method, which mimics the look of limestone, but is made of concrete which is an approved material. Although the limestone block seat wall is not in direct contact with the system water, due to the proximity to the splash pad and potential

Name: Honorable Mayor Schierer and City Council Members

Date: July 12, 2023

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for overspray, we believe it necessary to change this material as well. There have also been some concerns that splash pad users would attempt to access the splash pad by climbing down the seat wall, rather than use the stairway by the bathroom. We developed a revised design for this central area which changes the limestone block seat wall to a concrete stairway. This satisfies the MDH requirement and also increases safety for those choosing to access the splash pad from the center plaza space.

### **Donor Plaque Addition**

The Phase 2 project has a significant amount of funding that has been pledged from the Roger Dell Trust and Frank Veden Trust. The original project scope included one donor plaque to honor one of the donors. At the direction of the Project Management Team, a second donor plaque was requested to be incorporated into the project to ensure both trusts would be honored for their generous donations.

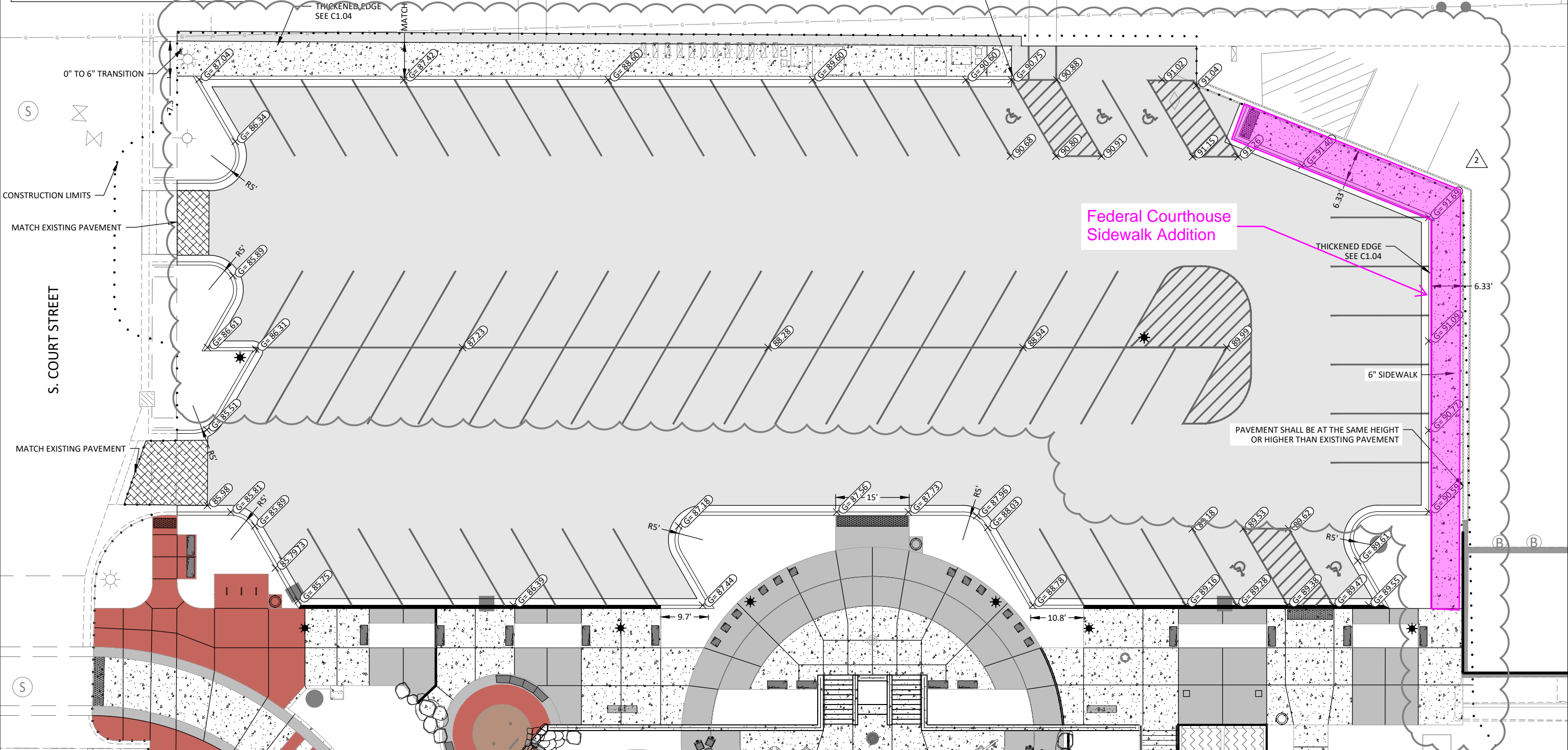
### **Costs**

Below is a table showing the increased/decreased costs resulting from the revisions discussed above.

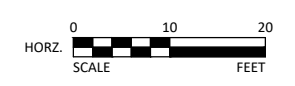
	Price Increase/(Decrease)
Federal Courthouse Sidewalk Addition	(\$401.90)
Multi-Level Water Feature Revision Change	\$1,070.00
Limestone Block Seat Wall Revision	\$55,926.01
Donor Plaque Addition	\$15,400.00
Total	\$71,994.11

**LEGEND**

[Pattern]	BITUMINOUS PAVEMENT
[Pattern]	6" CONCRETE WALK
[Pattern]	8" CONCRETE DRIVEWAY
[Pattern]	BITUMINOUS PATCH
[Pattern]	MILLING
[Pattern]	TRUNCATED DOMES
[Symbol]	B618 CURB AND GUTTER MODIFIED
[Symbol]	B618 CURB AND GUTTER
[Symbol]	4.16% PAVEMENT SLOPE
[Symbol]	FG SPOT ELEVATION
[Symbol]	GUTTER SPOT ELEVATION



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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Kent Louwagie*  
 KENT M. LOUWAGIE  
 LIC. NO. 44252 DATE 08/03/2022



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 FARGO, NORTH DAKOTA 58104  
 Phone: (701) 566-5339  
 Email: Fargo@bolton-menk.com  
 www.bolton-menk.com

DESIGNED	NO.	REVISION FOR	DATE
JJD	1	CONST	10/19/2022
JJD	2	CO 1	09/21/2022
JJD	2	CO 2	05/11/2023
CHECKED			
GJK / KML			
CLIENT PROJ. NO.			

CITY OF FERGUS FALLS, MINNESOTA  
 DOWNTOWN RIVERFRONT IMPROVEMENTS PH. II  
 PARKING LOT PLAN  
 PARKING LOT EAST

SHEET  
**C6.01**



S. COURT STREET

SEE DTL 1/SHEET C6.06

Limestone Block Seat Wall Revision

Multi-Level Water Feature Revision

LANDSCAPE SITE LAYOUT KEYNOTES:

- 1 6" CONCRETE WALK - SEE C1.03/DTL 1
- 2 6" CONCRETE WALK SPECIAL 1, SEE C1.03/DTL 1
- 3 6" CONCRETE WALK SPECIAL 2, SEE C1.03/DTL 1
- 4 CONC. BAND TYPE 1 (TYP. 2'), SEE C1.11/DTL 2
- 5 CONC. BAND TYPE 2 (TYP. 2'), SEE C1.11/DTL 2
- 6 STONE BOULDER (TYP), SEE C1.09/DTL 1
- 7 STONE BLOCK (TYP), SEE C1.09/DTL 4
- 8 STONE BENCH (TYP), SEE C1.09/DTL 4
- 9 BENCH TYPE 1 OR 2 (TYP), SEE C1.09/DTL 2
- 10 WASTE RECEPTACLE (TYP), SEE C1.09/DTL 2
- 11 BICYCLE RACK, SEE C1.11/DTL 3
- 12 TABLE TYPE 1 (TYP), SEE C1.09/DTL 2 (ALTERNATE)
- 13 CONCRETE SEATWALL, SEE C1.11/DTL 1
- 14 SHADE STRUCTURE, SEE CIVIL STRUCTURAL SHEETS
- 15 ART FEATURE FOOTING, SEE C1.12/DTL 4
- 16 WATER GEYSER OR PLAY FEATURE, SEE AQUATIC MECHANICAL & PLUMBING PLANS & DETAILS (TYP)
- 17 SPLASH PAD AT CONCRETE DECK (TYP), SEE C1.12/DTL 1
- 18 SPLASH PAD AT PLANTING BED (TYP), SEE C1.12/DTL 2
- 19 SPLASH PAD AT UPPER STREAM POOL (TYP), SEE C1.12/DTL 3
- 20 FLAGSTONE AT UPPER PLAZA/UPPER POOL (TYP), SEE C1.12/DTLS 4 & 5
- 21 6" CONCRETE PLANTER CURB, SEE C1.09/DTL 3
- 22 FENCE (TYPE A), SEE C1.13/DTL 1
- 23 STAIRWAY 'A', SEE C1.11/DTLS 4&6
- 24 STAIRWAY 'C'
- 25 TRENCH DRAIN
- 26 TYPICAL STREAM WATERFALL SECTION, SEE C1.12/DTLS 5-6
- 27 6" CONCRETE WALK SPECIAL 3, SEE C1.03/DTL 1
- 28 MONUMENT PLAQUE, SEE C1.13/DTL 2
- 29 DOG WASTE PET STATION, SEE C1.09/DTL 5
- 30 STEEL EDGE, SEE L2.01/DTL 7
- 31 LIMESTONE BENCH SAWN & MITERED, 18" X 18" X 3' OR 4'

SEE SHEETS C6.07- C6.08  
CONSTRUCTION LIMITS

**HATCH LEGEND:**

- 6" CONCRETE WALK
- 6" CONCRETE WALK SPECIAL 1
- 6" CONCRETE WALK SPECIAL 2
- 6" CONCRETE WALK SPECIAL 3
- PLANTING BED - SEE LANDSCAPE PLANS
- LAWN

**SITE ELEMENT LEGEND:**

- STONE BENCH
- STONE BLOCK
- BENCH TYPE 1
- BENCH TYPE 2
- WASTE RECEPTACLE
- STONE BOULDERS
- LIGHT TYPE 1

NOTES:  
• JOINTING MAY BE ADJUSTED IN THE FIELD. PAVEMENT LIMITS MUST MATCH C6.05.

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOEL C. ODENS, PLA  
LIC. NO. 44689 DATE 08/03/2022



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Email: Fargo@bolton-menk.com  
www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
JDN	1	CONST	10/19/2022
DRAWN	1	CO 1	09/21/2022
CHECKED	2	CO 2	05/11/2023
JCO			
CLIENT PROJ. NO.			

CITY OF FERGUS FALLS, MINNESOTA  
DOWNTOWN RIVERFRONT IMPROVEMENTS PH. II  
RIVERFRONT PLAN  
RIVERFRONT SITE PLAN

SHEET  
C6.05



# City Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

July 12, 2023- COW

**Subject:**

First Children's Finance Community Child Care Grant

**Recommendation:**

Accept a \$10,000 grant from First Children's Finance Community Child Care Grant Program to provide necessary funds to develop plans for a scalable cohort of physical childcare locations appropriate for pod-model style care.

**Background/Key Points:**

The City of Fergus Falls was chosen to participate in First Children's Finance Rural Child Care Innovation Program in the fall of 2022 and will continue its work through the program until April 2024. As a result of its efforts, the City of Fergus Falls is eligible for certain grant funding through First Children's Finance.

Over the next 12 months, the City of Fergus Falls and PioneerCare will partner to develop a cost-efficient plan for a physical cohort of buildings appropriate for pod-based care that can be situated on land with shared green space. Pod model care uses home-based licensing but allows the provider to work outside their home, offering better work-life balance and allowing employers like PioneerCare to support or supplement the programmatic work of providers through appropriate care space for their employee's children to enjoy.

The plan package, to be developed through this grant, will include a building plan, site layout, and leasing structure to guide the creation of a scalable pod model childcare solution. The building plans will be based upon a single system-built version of "The Munson" by DynamicHomes, a 1,232 sq ft rambler with up to 3 bedrooms and 1 bathroom. A leasing structure and other legal documents related to pod-based care will be developed by an attorney for the owners of the buildings to use for programming purposes.

The first scalable model with common green space will occupy land owned by PioneerCare and may then be adapted for use in other locations in Fergus Falls by other organizations or businesses interested in actively investing in solutions to the childcare shortage.

**Originating Department:**

Community Development

**Respectfully Submitted:**

Klara Beck