

**AGENDA
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, February 24, 2026 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

AGENDA:

1. Site Use Agreement for Senior Center Commercial Kitchen with Nutritional Service, Inc. - Jeremy King, Parks & Recreation
2. Proposed 2026 Summer Recreation Fees - Jeremy King, Parks & Recreation
3. 1. CGMC Legislative Action Day – March 25, 2026 – Reid Huttunen, City Administrator

ADJOURN:

Upcoming Meetings

Council Meeting – Tuesday, March 3, 2026 – Council Chambers – 5:00 PM
Work Session – Tuesday, March 10, 2026 – Training Room – 5:00 PM
Council Meeting – Tuesday, March 17, 2026 – Council Chambers – 5:00 PM
Work Session – Tuesday, March 24, 2026 – Training Room – 5:00 PM

Request for Council Action

Date: February 24, 2026

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Vice-President Tim Riopelle; Council members Clarence Vetter, Dale Helms, Brian Larson, Karen Peterson, and Ben Pokrzywinski.

Cc: File

From: Jeremy King, Parks & Recreation

RE: Site Use Agreement for Senior Center Commercial Kitchen with Nutritional Service, Inc.

Background:

Nutritional Services Inc. (NSI) has been operating from the senior center’s commercial kitchen for over a year. Prior to NSI assuming operations from Lutheran Social Services (LSS), a tiered rent increase had already been planned under the previous agreement. When NSI took over, we entered into an agreement at \$750 per month, with the understanding that the rent structure would be reevaluated with a possible with built in escalations increasing annually. Because this location was new to NSI, staff agreed to revisit the agreement once they were fully established and able to assess their operations. The site has since proven successful, with NSI averaging approximately 1,200 meals per month from this location. A lot of these meals are home delivered meals, who have an average age of 85.

The rental revenue helps offset 60% of the facility’s utility costs. The updated lease agreement replicates the previous agreement, with the only change being the revised rental rate.

Budget Impact

Annual revenue from commercial kitchen rental:

2024: \$1,890

2025: \$9,000

2026: \$9,600

2027: \$10,200

2028: \$10,800

2029: \$11,400

Recommendation:

Accept the updated facility use agreement.

Enclosure:

Updated Senior Center Commercial Kitchen Lease Agreement.

Nutrition Services, Inc.

Senior Nutrition Program Lease Agreement

This agreement is hereby entered into between Nutrition Services, Inc. (NSI) and **City of East Grand Forks (Senior Center)** (FACILITY) for the purpose of providing a senior dining site at **538 Rhinehart Dr SE, East Grand Forks MN 56721.**

Terms:

NSI Agrees:

1. To provide the Senior Nutrition Program by locating a dining site in the space allocated by this agreement and serving noon meals Monday through Friday except for some holidays, emergencies or scheduling of the building conflicts, to any eligible person who wishes to attend.
2. To conduct such program in accordance with applicable Federal, State and Local laws and regulations with respect to meal and program requirements.
3. To be responsible for the cost of operating the program including labor, meal and supply expenses accrued by the dining site.
4. To be responsible for the repair and maintenance of all equipment used by the program including that provided by the facility, except damage resulting from the use of organizations or individuals other than NSI.
5. To be responsible for keeping the area used in a sanitary and orderly condition.
6. To provide all worker's compensation insurance required by law for coverage of employees.
7. To provide liability insurance for personal injury and provide the facility with proof of such coverage if requested.
8. To pay a monthly utility reimbursement to the FACILITY in the amount of **\$ 800.00 for 2026, \$850.00 for 2027, \$900.00 for 2028, \$950.00 for 2029.**

FACILITY Agrees:

1. To provide space, tables, chairs and other equipment to the degree that will enable the dining site to exist and operate in a normal capacity which includes space for people to eat noon meals and participate in activities beforehand and after.
2. To be responsible for the repair or replacement of equipment which is the property of the program if such equipment is damaged or destroyed as a result of use by organizations or individuals other than NSI.

3. To provide toilet paper, paper towels and hand soap for restrooms used by program diners and staff at no cost to NSI.
4. To provide space 5 days per week, 52 weeks per year, except on days the FACILITY decides to close, inclement weather, emergencies, additional days the dining site may be closed and other days as indicated in this lease.
5. To be responsible for all snow removal.

Additional Dates Facility will not be Available:

Termination/Amendments:

This agreement may be terminated by either party upon 60 day written notice to the other party, or less in case of an emergency. Amendments may only be made by consent of both parties.

Effective Dates:

This agreement is in effect starting January 1, 2026 – December 31, 2029 and will continue as written until the agreement is terminated or an amendment is made.

Signatures:

_____	_____
NSI/Date	FACILITY/Date
_____	_____
Title	Title
_____	_____
Mailing Address	Mailing Address
_____	_____
City/State/Zip	City/State/Zip
_____	_____
Phone Number	Phone Number

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Date: February 24, 2026

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmeay, and Karen Peterson.

Cc: File

From: Jeremy King, Parks & Recreation

RE: Proposed 2026 Summer Recreation Fees

Background:

In the 2026 budget, we proposed modest increases to summer recreation program registration fees to help offset rising costs for supplies and staffing across all programs and facilities. The Parks & Recreation Commission reviewed the proposed adjustments and recommended forwarding them to the City Council for discussion and approval. Overall, the proposed fee changes reflect a 3% increase over 2025 rates, rounded to the nearest \$5.

We are also recommending an increase to the pool rental fee. The proposed pool rental rate would increase to \$200 for the base rental, with each additional hour priced at \$100. Additionally, the East Grand Forks School Parent Teacher Organization has requested to again provide each student in grades K–8 with one free daily swim pass for use during the summer of 2026, as was done in 2025. Of the 1,800 passes distributed last year, 260 were redeemed.

Summer registration scheduled to open on March 4 and close on March 25.

Below is a comparison of the 2025 and proposed 2026 Summer Activity Fees.

2025 Summer Activity Fees				PROPOSED - 2026 Summer Activity Fees			
Activity	2025 City Resident Fee	Non-City County Resident Fee	Outside of EGF/Polk County residents	Activity	2026 Fee Proposal	2026 Non-City Resident Fee (\$50.00 per registration)	Outside of EGF/Polk County residents (Double resident fee)
Tee Ball	\$ 90.00	\$ 125.00	\$ 180.00	Tee Ball	\$ 95.00	\$ 145.00	\$ 190.00
Coach Pitch	\$ 130.00	\$ 165.00	\$ 260.00	Coach Pitch	\$ 135.00	\$ 185.00	\$ 270.00
9U - 12U	\$ 165.00	\$ 200.00	\$ 330.00	9U - 12U	\$ 170.00	\$ 225.00	\$ 340.00
13U - 15U baseball	\$ 235.00	\$ 270.00	\$ 470.00	13U - 15U baseball	\$ 245.00	\$ 295.00	\$ 490.00
Jr. Legion	\$ 270.00	\$ 305.00	\$ 540.00	Jr. Legion	\$ 280.00	\$ 330.00	\$ 560.00
8U	\$ 90.00	\$ 125.00	\$ 180.00	8U	\$ 95.00	\$ 145.00	\$ 190.00
10U	\$ 130.00	\$ 165.00	\$ 260.00	10U	\$ 135.00	\$ 185.00	\$ 270.00
12U Softball	\$ 165.00	\$ 200.00	\$ 330.00	12U Softball	\$ 170.00	\$ 220.00	\$ 340.00
6-8 Tennis	\$ 85.00	\$ 120.00	\$ 170.00	6-8 Tennis	\$ 90.00	\$ 140.00	\$ 180.00
9-11 Tennis	\$ 110.00	\$ 145.00	\$ 220.00	9-11 Tennis	\$ 115.00	\$ 165.00	\$ 230.00
12-14 Tennis	\$ 140.00	\$ 175.00	\$ 280.00	12-14 Tennis	\$ 145.00	\$ 195.00	\$ 290.00
Playground	\$ 105.00	\$ 140.00	\$ 210.00	Playground	\$ 110.00	\$ 160.00	\$ 220.00
Playground	\$20 addtl fee for playground pool use			Playground	\$25 addtl fee for playground pool use		
Pool rental	\$ 175.00	N/A	N/A	Pool rental	\$ 200.00	N/A	N/A
Pool rental add'l. hour	\$ 75.00	N/A	N/A	Pool rental add'l. hour	\$ 100.00	N/A	N/A

Budget Impact:

Proposed fees are projected into the 2026 revenue budget

Recommendation:

Approve proposed fees as shown. Distribute one free daily swim pass to each student K-8, same as 2025.

Enclosure:

None

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To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Reid Huttunen, City Administrator

RE: CGMC Legislative Action Day – March 25, 2026

Background:

The Coalition of Greater MN Cities is hosting its annual Legislative Action Day on Wednesday, March 25th in St. Paul.

City Council members, Mayor, and staff have attended this event to advocate for East Grand Forks priorities. Staff are seeking interest in who would like to attend this year, and discussion of top priorities to focus our discussion and set meetings with legislators.

Proposed topics for discussion:

- State Capital Bonding Request for improvements to Industrial Park roads/infrastructure
- Modifications to Border Cities Enterprise Zone (BCEZ) policy
 - o No change to monetary allocation for BCEZ. Propose leaving at annual allocation of \$750,000 program wide.
 - o Increase per employee credit to allow more flexibility for businesses that need additional assistance
 - o Remove restrictions on business types that qualify for BCEZ, allow inclusion of recreation, tourism, and hospitality industries as eligible.
 - o Remove geographical restriction of BCEZ area for Cities of Moorhead, Dilworth, and Ortonville. Currently East Grand Forks and Breckenridge are the only two that can designate the entire City as eligible for BCEZ credits.

Recommendation:

Seeking input on attendance and top goals/talking points for East Grand Forks priorities.

Enclosures:

CGMC Event Flyer

2026 CGMC *Legislative Action Day*

WEDNESDAY, MARCH 25, 2025

EVENT AGENDA

- 9:00am Registration Begins at the Radisson
- 10:00am Welcome & Introduction
- 10:15am Programming
- 12:00pm Lunch
- 12:15pm Programming
- 1:00pm Lobby at the Capitol Complex*
- 5:00pm Legislative Reception at Mancini's
- 6:00pm Dinner with Legislators

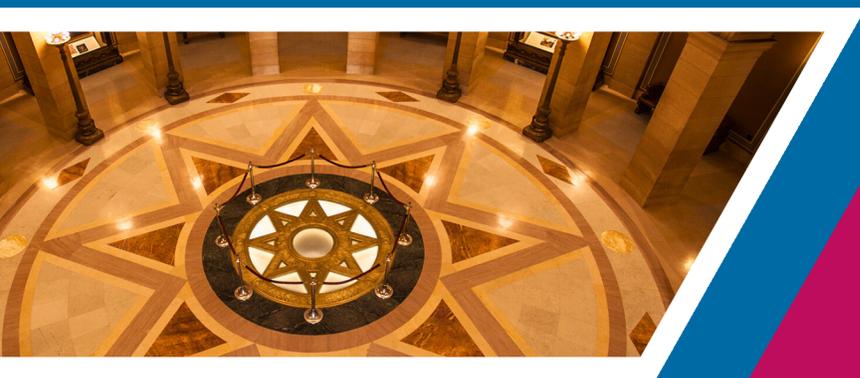
**Members are responsible for scheduling their own meetings*

REGISTER NOW!



MANCINI'S CHAR HOUSE
531 7TH STREET WEST
ST. PAUL, MN 55102

5PM COCKTAIL HOUR + 6PM DINNER



In accordance with state statutes, all legislators are invited to be our guests for dinner.



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