

**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. 2026 Legislative Action Day – 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.

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**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:**

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**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

# Request for Council Action

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

## Want to get more involved in our advocacy? Join us for CGMC's 2026 Legislative Action Day



Feeling fired up? Looking for a way to channel that energy? Then join us for the Coalition of Greater Minnesota Cities (CGMC) [2026 Legislative Action Day](#) on **Wednesday, March 25, at the Radisson – Capitol Ridge in St. Paul!**

CGMC Legislative Action Day is your chance to talk to your legislators and legislative leaders from each caucus about the **unique needs and interests of cities in Greater Minnesota**. Legislators place enormous value on input from their constituents, and **they need to hear from you!** This event also offers a chance to hear from Governor Walz and leaders from the Minnesota House and Senate, who have been invited to speak to attendees.

As is tradition, the event will also feature a **networking dinner at Mancini's Char House** where attendees will have the opportunity to mingle with legislators.

[Visit the event page](#) for more information, including a tentative agenda.