



Council Agenda Item 25-0632R

MEETING DATE: August 11, 2025

SUBJECT/TITLE: 25-0632R, A RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH THE FEDERAL RESERVE BANK OF MINNEAPOLIS TO SUPPORT THE COORDINATION OF UP TO TWO FOCUS GROUPS WITH LOWER TO MODERATE INCOME HOUSEHOLDS IN 2025 OR 2026 AND ACCEPT FUNDS NOT TO EXCEED \$2,500 FOR THE PROVISION OF THESE SERVICES.

SUBMITTED BY: Mallory Dalquist, Duluth Workforce Development, Information Technician

RECOMMENDATION: Approve

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: n/a

PREVIOUS COUNCIL ACTION: n/a

BACKGROUND:

Under the terms of this service agreement, Duluth Workforce Development will coordinate up to two 60-minute focus groups with 5-15 participants from households with lower to moderate income to discuss the impact of inflation on low-moderate income families. The focus group(s) themselves will be facilitated by Federal Reserve Bank of Minneapolis staff. The City of Duluth Workforce Development will be paid a Focus Group Coordination Fee of \$500 per focus group in addition to reimbursement of a \$50 incentive payment per focus group participant, per focus group for a total not to exceed \$2,500.

BUDGET/FISCAL IMPACT: Execution of this services agreement will result in the collection of up to \$1,000 in staff-related revenue for Focus Group coordination fees. Additionally, the agreement allows for reimbursement of up to \$1,500 to cover incentive payments for Focus Group participants. Incentives will be distributed in the form of gift cards, with eligible low to moderate income participants receiving up to \$100 each for their participation.

OPTIONS: Authorize the service agreement and provide the requested focus group coordination services for the agreed upon fee schedule or forego authorization and decline to provide focus group coordination services.

NECESSARY ACTION: Authorize the service agreement.

ATTACHMENTS: 2025 Federal Reserve Bank of Mpls Focus Group Services Agreement