

**AGREEMENT  
BY AND BETWEEN  
MINNESOTA LAND TRUST  
AND  
CITY OF DULUTH**

THIS AGREEMENT, effective as of the date of attestation by the City Clerk, by and between the CITY OF DULUTH, a municipal corporation, hereinafter referred to as “City”, and MINNESOTA LAND TRUST, located at 2356 University Avenue West, #240, St. Paul, MN 55114, a non-profit corporation under the laws of Minnesota, hereinafter referred to as “Provider”.

WHEREAS, by various legislation the City has provided for the imposition of taxes on certain hotel/motel accommodations (Lodging Tax) and certain food and beverage transactions (Food and Beverage Tax) and provided that certain of the proceeds of said taxes collected are to be placed in Fund 258 and related funds and accounts to be expended by the City for advertising and promoting the City of Duluth as a tourist and convention center; and

WHEREAS, the City recognizes that programs, exhibits, events, community involvement and learning opportunities that are supported by the Provider promote the City of Duluth as a tourism and convention center and add to the quality of life for visitors and residents alike; and

WHEREAS, the City desires to enter into a contract with the Provider pursuant to which the Provider will continue community involvement & learning opportunities and the promotion of the exhibits and programs in outdoor public spaces in Duluth.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

1. The services set forth in Paragraph 2 below shall be furnished by the Provider commencing January 1, 2023 through December 31, 2023, inclusive.
2. The Provider shall use the funds provided for in paragraph 3 in accordance with its Mission and its approved application and to promote events, exhibits and programs that benefit the citizens of Duluth and promote Duluth as a tourist destination. If the Provider participates in a Community Day event that is open to the public, the event will be scheduled in coordination with the City or the city’s designated representative at dates and times that minimize impacts during peak tourism times.
3. City will provide to the Provider in 2023 an amount not to exceed Fifty Thousand and

00/100 Dollars (\$50,000.00), payable from 258-030-5436-12. Funds will be disbursed in equal payments over 12 months subject to approval by the City's Finance Director. It is understood and agreed that the City shall be obligated to provide payment to the Provider only to the extent that sufficient taxes are derived from the Lodging Tax and Food and Beverage Tax, which are designated by the City Council to be placed in Fund 258 and related funds and accounts. In the event that insufficient taxes are derived from said taxes, the City shall have the right in its sole and unfettered discretion to reduce or eliminate the funding available to the Provider under this Agreement or to terminate or otherwise modify this Agreement.

4. Provider is required to complete the end of year/end of event report attached as Exhibit A and submit it to the City Finance Director within 60 days of the event or project, or by December 15, 2023, whichever comes first. Failure to submit reports as indicated will result in the Provider being ineligible for tourism tax funds the following year.

5. Provider shall keep a record of all receipts and provide to the City Finance Director an income and expense report for the previous quarter and year-to-date. Such reports are due April 15, July 15, October 15, 2023, and January 15, 2024, and shall be in a format acceptable to the Finance Director. Failure to submit reports as indicated will result in the Provider being ineligible for tourism tax funds the following year.

6. City retains all its powers to determine how the public monies shall be used, and it may require reasonable changes in the marketing plan, work program outline, or use of the money, based upon circumstances.

7. To request tourism taxes in future years, Provider must submit an application no later than September 1 and shall include any and all additional budget and expense information related to the tourism tax allocation as the City may request including tracking visitors by zip code to determine the number of non-residents and tourists being served.

8. City may cancel this Agreement by giving 90 days written notice to the Provider.

9. By February 1, 2023, Provider shall furnish to the Finance Director a budget for 2023.

10. Any alterations, variations, modifications or waivers of terms of this Agreement shall be binding upon the City and the Provider only upon being reduced to writing and signed by a duly authorized representative of each party.

11. Assignment. The Provider will not in any way assign or transfer any of its rights or interests under this Agreement in any way whatsoever.

12. Records and Inspection. Records shall be maintained by the Provider in accordance with requirements prescribed by the City and with respect to all matters covered by this Agreement. Such records shall be maintained for a period of six (6) years. The City and its duly authorized representative shall have access to the books, documents, papers and records of the Provider that are related to this Agreement.

13. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Provider as an agent, representative or employee of the City for any purpose or in any manner whatsoever. The parties do not intend to create any third party beneficiary of this Agreement. The Provider and its employees shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of the Provider's employees while so engaged, and any and all claims whatsoever on behalf of the Provider's employees arising out of employment shall in no way be the responsibility of City. The Provider's employees shall not be entitled to any compensation or rights or benefits of any kind whatsoever from City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability or severance pay and P.E.R.A. Further, City shall in no way be responsible to defend, indemnify or save harmless the Provider from liability or judgments arising out of the acts or omissions of the Provider or its employees while performing the work specified by this Agreement.

14. The parties do not intend by this Agreement to create a joint venture or joint enterprise, and expressly waive any right to claim such status in any dispute arising out of this Agreement.

15. In the event City files a claim against the Provider under this Agreement, to the extent permitted by applicable law, the Provider expressly waives any right to claim any immunity provided for in Minnesota Statutes Chapter 466 or pursuant to the official immunity doctrine.

16. The Provider shall defend, indemnify and hold City and its employees, officers, and agents harmless from and against any and all cost or expenses, claims or liabilities, including

but not limited to, reasonable attorneys' fees and expenses in connection with any claims resulting from the Provider's a) breach of this Agreement or b) its negligence or misconduct or that of its agents or contractors in performing the services hereunder or c) any claims arising in connection with Provider's employees or contractors, or d) the use of any materials supplied by the Provider to the City unless such material was modified by City and such modification is the cause of such claim. This Section shall survive the termination of this Agreement for any reason.

17. The Provider agrees to obtain and maintain and provide evidence of insurance in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from its obligations pursuant to this Agreement. The City of Duluth must be listed as Additional Insured for all coverage except Workmen's Compensation and Professional Liability. The insurance shall be maintained in full force and effect during the life of this Agreement and shall protect the Provider, its employees, agents and representatives from claims and damages including but not limited to personal injury and death and any act or failure to act by the Provider, its employees, agents and representatives in the negligent performance of work covered by this Agreement.

18. The Provider, as part of the consideration under this Agreement, does hereby covenant and agree that:

- a. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, sexual orientation, and/or disability shall be excluded from any participation in, denied any benefits of, or otherwise subjected to discrimination with regard to the work to be done pursuant to this Agreement.
- b. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363), Title 7 of the U.S. Code, and any regulations and executive orders which may be affected with regard thereto.

19. The Provider agrees to observe and comply with all laws, ordinances, rules and regulations of the United States of America, the State of Minnesota and the City with respect to

their respective agencies which are applicable to its activities under this Agreement.

20. This Agreement, together with all of its paragraphs, terms and provisions is made in the state of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

21. Notice to City or the Provider provided for herein shall be sufficient if sent by the regular United States mail, postage prepaid, addressed to the parties at the addresses hereinafter set forth or to such other respective persons or addresses as the parties may designate to each other in writing from time to time.

To City of Duluth:      City of Duluth Finance Director  
Room 120 City Hall  
411 West First Street  
Duluth, MN 55802  
[Jcarlson@duluthmn.gov](mailto:Jcarlson@duluthmn.gov)

To Provider:            Minnesota Land Trust  
2356 University Avenue West  
#240  
St Paul, MN 55114  
[hjohnson@mnland.org](mailto:hjohnson@mnland.org)

22. In the event any provision herein shall be deemed invalid or unenforceable, the remaining provision shall continue in full force and effect and shall be binding upon the parties to this Agreement.

23. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party will not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

24. It is understood and agreed that the entire agreement of the parties including all exhibits is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

25. This Agreement may be amended only by a written instrument signed by both parties. This Agreement may be executed in counterparts, each of which shall be deemed to be original and all of which together shall constitute the binding and enforceable agreement of the parties hereto. This Agreement may be executed and delivered by a party by facsimile or PDF transmission, which transmission copy shall be considered an original and shall be binding and enforceable against such party.

*[Remainder of page intentionally left blank. Signature page to follow.]*

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and date first above shown.

**CITY OF DULUTH**

**MINNESOTA LAND TRUST**

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Its Representative

Attest:

Its \_\_\_\_\_  
Title of Representative

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

Date Attested: \_\_\_\_\_

Countersigned:

\_\_\_\_\_  
City Auditor

Approved as to form:

\_\_\_\_\_  
City Attorney

## EXHIBIT A

### TOURISM TAX ALLOCATION FINAL REPORT

**PROVIDER NAME:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

Please complete the below report within 60 days of your event or project, or by December 15 of the year you received the funds, whichever comes first. Each response should be no more than 2-3 paragraphs.

1. What progress have you made toward achieving the outcomes stated in your application during this period? If outcomes have changed from those originally proposed, please explain why.
2. What was your total visitor number this calendar year? How many of those visitors were tourist (50+ miles outside of Duluth)?
3. In what ways did you collaborate with other attractions, tourism-focused entities, and/or city departments/services this calendar year?



4. Please share 1-2 successes or impact stories you'd like to highlight from this calendar year. Alternatively, are there any challenges or learning opportunities you'd like to share?

5. What did your organization do for Community Day this year, and what was the outcome?

6. Anything else you'd like to share?

Please direct questions to Tricia Hobbs at [thobbs@duluthmn.gov](mailto:thobbs@duluthmn.gov) and submit this final report to the Finance Director at [jcarlson@duluthmn.gov](mailto:jcarlson@duluthmn.gov).