

Council Agenda Item 26-0683R



MEETING DATE: July 27, 2026

SUBJECT/TITLE: 26-0683R; A RESOLUTION AUTHORIZING THE PROPER CITY OFFICIALS TO ENTER INTO AN AGREEMENT WITH THE FEDERAL RESERVE BANK OF MINNEAPOLIS TO SUPPORT THE COORDINATION OF PERIODIC FOCUS GROUPS.

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

RECOMMENDATION: Approve

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: n/a

PREVIOUS COUNCIL ACTION:

August 11, 2025 – City Council passed a resolution authorizing 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.

BACKGROUND:

Under the terms of this service agreement, Duluth Workforce Development will support the coordination of periodic focus groups for the Federal Reserve Bank of Minneapolis. The focus groups themselves will be facilitated by staff from the Federal Reserve Bank. For each focus group, Duluth Workforce Development will receive an agreed-upon coordination fee, along with reimbursement for participant incentive payments. Each focus group will be initiated at the Bank's request and will be pre-approved by Duluth Workforce Development. Topics, timing, and the number of participants may vary for each session.

BUDGET/FISCAL IMPACT:

Execution of this service agreement will generate staff-related revenue through the agreed-upon Focus Group Coordination Fee. The agreement also provides for reimbursement of incentive payments issued to Focus Group participants. These participant incentives will be distributed in the form of gift cards.

OPTIONS:

Authorize the service agreement and proceed with providing focus group coordination services according to the agreed-upon fee schedule or decline authorization and choose not to provide these coordination services.

NECESSARY ACTION: Authorize the service agreement

ATTACHMENTS: 2026 Federal Reserve Bank of Mpls Focus Group Service Agreement