



City of Broken Arrow

Request for Action

File #: 17-2328, Version: 1

**Broken Arrow City Council
Meeting of: 07-03-2017**

To: Mayor and City Council
From: Office of Tourism
Title: Approval of and authorization to execute a Use Agreement with the Broken Arrow Military History Center

Background:

The attached Use Agreement permits the Military History Center to use the Military History Museum. Highlights of the Use Agreement include:

- The City agrees to pay for the electrical and natural gas costs of the premises during the full term of this agreement, not to exceed \$13,000.00 per calendar year.
- The City shall maintain, replace or repair any major maintenance item that is not considered routine in nature of the premises.
- The Military History Center is to perform all custodial duties of the premises as needed.
- The Military History Center is to maintain, replace or repair any minor maintenance item that is considered routine in nature of the premises. This includes unstopping of sinks and lavatories, replacing light bulbs, setting thermostats and pest control.
- Term expiration of Use Agreement is June 30, 2018.
- The Military History Center acknowledges that access to the mechanical rooms and the equipment therein is restricted to qualified City personnel and approved contractors. These areas are to remain locked and free from obstruction.
- Licensee may store, at Licensee's risk, non-perishable, non-artifact items in the basement of the premises. The City will not be responsible for damages to items stored.
- Licensee may install and display non-operational military equipment at its own risk and expense, either inside or outside the building, as a means of increasing public awareness of the Military History Center. Before any non-operational military equipment can be displayed outside of the building, the City Manager or his designee must approve of the proposed display. If installed outdoors, this non-operational equipment shall be secured with suitable anchors to the ground or concrete pad to discourage theft.

This Use Agreement commences upon execution and end on June 30, 2018. Staff recommends that the Council approve the Agreement and authorize its execution.

Cost: Not to exceed \$13,000.00 per calendar year

Prepared By: Lori Hill, Tourism Director

Reviewed By: Finance Department
General Services
Assistant City Manager - Operations
Legal Department

Approved By: Michael L. Spurgeon, City Manager

Attachments: Signed Military History Center Use Agreement 2017-2018

Recommendation:

Approve the Military History Center 2017-2018 Use Agreement and authorize its execution.