



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 9/22/2026

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND OR POSTPONEMENT OF CONTRACT K-2526-27: BY AND BETWEEN THE CITY OF NORMAN AND THE CLEVELAND COUNTY HISTORICAL SOCIETY FOR THE USE OF CITY-OWNED FACILITIES LOCATED AT 508 NORTH PETERS STREET AND 123 BEAL STREET AS A MUSEUM AND LOCAL HISTORY RESEARCH FACILITY, WITH AUTOMATIC FIVE-YEAR RENEWALS FOR A MAXIMUM CONTRACT TERM OF TWENTY- FIVE YEARS.

BACKGROUND:

The Cleveland County Historical Society has operated a museum and specialist local history research services from City-owned facilities: the Moore-Lindsay Historical House at 508 North Peters Street and the Carriage House at 123 Beal Street. The proposed agreement replaces the previous lease executed July 3, 1984, known as Contract K-8384-49.

DISCUSSION:

The Lease Agreement updates responsibilities, maintenance standards, supportive funding procedures, insurance, reporting, and termination provisions to reflect current practices and ensure transparency.

Key provisions include:

- **Property Covered:** 508 North Peters Street and 123 Beal Street, including contents listed in Exhibit A for Lessee's operational use.
 - **Term:** Effective upon execution through June 30, 2027, followed by automatic five-year renewal terms for a maximum contract duration of twenty-five years from July 1, 2027, unless terminated pursuant to the agreement.
 - **Use:** Continued operation of a public museum and specialist local history research facility for the mutual benefit of the City and the Historical Society.
 - **Rent:** Annual rent of One Dollar and other valuable consideration, payable in advance on July 1 of each year.
-

- **Operations:** Lessee is solely responsible for museum management, artifact display, custodial care, and the employment of a qualified curator. The City may consider funding assistance through separate agreements approved by Council.
- **Supportive Funding:** Determined annually by the Board of Parks Commissioners based on a written proposal due by August 30. If allocated, funds are disbursed on or before October 31 and must be used for operational costs as proposed, with any unused funds to be returned.
- **Utilities:** Lessee is responsible for all utility costs, including water, sewer, trash, electricity, natural gas, telephone, and internet.
- **Maintenance and Repairs:**
 - **City:** Maintains structural elements, mechanical, electrical, plumbing, HVAC, fire, and security alarms, pest control, and landscaping, and responds to maintenance requests within ten days.
 - **Historical Society:** Maintains appearance and safety, performs emergency repairs estimated at or below 500 dollars outside business hours, and reimburses the City if the City performs required maintenance after notice.
- **Alterations and Improvements:** No alterations without prior written consent of the City. The City performs approved improvements-through approved contractors.
- **Recordkeeping and Reporting:** Annual report due by August 1 each contract year, addressing activities, mission and goals, fund balances, budget and expenditures, including supportive funding usage, board roster and officers, audit or tax documents, bylaws, and museum pricing. Lessee complies with the Oklahoma Open Records Act and provides agendas and minutes. Financial records are retained for seven years and made available upon request.
- **Termination and Non-Renewal:**
 - For cause with a sixty-day cure period.
 - For the convenience of the City, with one hundred fifty days' notice.
 - Non-renewal by either party with ninety days' written notice prior to June 30. Upon termination or expiration, Lessee returns the property in substantially the same condition, removes personal effects within forty-five days, and the City does not claim ownership of museum collections or archival materials.

This lease ensures the Cleveland County Historical House remains a vibrant community asset, provides clarity on operational responsibilities, and maintains transparency and accountability for public funding and facility use. Approval of this agreement will support the ongoing delivery of performing arts and cultural programming in Norman.

RECOMMENDATION:

It is recommended that the City Council approve Contract K-2627-27 with the Cleveland County Historical Society for the use of the Moore-Lindsay Historical House and the Carriage House for the Parks and Recreation Department.