
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Authorize Execution of Revised Civic Center Agreement with American Legion**
DATE: December 20, 2021

Background:

The City has had an agreement with the American Legion since 2014. Late this summer, there was an incident of an unreserved event causing a conflict with a reserved event. Staff was able to facilitate a resolution. The American Legion Commander was immediately contacted to begin discussions on how to prevent the issue from recurring.

Analysis:

Staff and the American Legion worked to revise the agreement to:

1. Clarify the weekend day (there had been assumptions that the weekend could be two days),
2. Eliminate the specificity of allowed Legion events,
3. Required the Legion to be more proactive in determining uses and also establishing a contact person for scheduling events with the City, and
4. Requiring the Legion to provide a list of keyholders annually by a specific date.

The City Attorney reviewed the changes as did all affected staff.

Recommendation:

Staff recommends that the City Council authorized execution of the revised civic center agreement with the American Legion.