

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
DATE: June 11, 2018
RE: Amendment to Business Office Operations Agreement – Greenwood Cemetery

INTRODUCTION:

Please accept this memo and the attached document as a request to amend the Greenwood Cemetery Business Office Operations Agreement. As detailed in the Amendment, the requested changes are to add two (2) additional years to the agreement July 1, 2018 to June 30, 2020 and to increase the monthly payment from \$600.00 to \$610.00 per month. The payment has not been increased since the inception of the agreement in 2004.

BACKGROUND:

As you may recall, this operations agreement was necessary due to a staffing reduction in the Cemetery Division FY 02/03. The current service provider is paid \$600.00 per month and has met the expectations of the agreement as outlined in the terms and conditions.

RECOMMENDATION:

After a staff review, it is recommended that the City Council approve the attached amendment for the Greenwood Cemetery Business Office Operations Agreement as proposed.

BACKUP INFORMATION:

1. Letter of Request
2. Amendment

Thank you for your time and attention to this matter. Please contact me if you have any questions, comments, or concerns.

**AMENDMENT TO GREENWOOD CEMETERY
BUSINESS OFFICE OPERATIONS AGREEMENT**

It is hereby agreed by and between the City of Muscatine, Iowa, hereinafter referred to as "City", and Peter Troost Monument Company, Inc., doing business as Iowa Memorial Granite Company, hereinafter referred to as "IMGC", as follows:

1. The Greenwood Cemetery Business Office Operations Agreement hereinafter referred to as the "Agreement" by and between the City and C.C.S.D., Inc., doing business as Iowa Memorial Company for the term beginning March 1, 2004 and continuing through June 30, 2005, as amended on June 16, 2005, on June 1, 2006, on June 5, 2008, on July 1, 2010, on July 1, 2012, on June 30, 2014, on June 30, 2016, extending the term through June 30, 2018 is hereby amended as follows:

- a. The beginning date of the Agreement as amended shall be July 1, 2018.
- b. The term of the Agreement shall begin July 1, 2018 and continuing through June 30, 2020.
- c. The base fee shall be raised from \$600.00 to \$610.00.

IN WITNESS WHEREOF the parties have executed this Amendment on the 21st day of June, 2018.

Peter Troost Monument Company, Inc.

City of Muscatine, Iowa

By _____
Manager

By _____
Diana Broderson, Mayor

Attest: _____
Gregg Mandsager, City Clerk



Iowa Memorial Granite Company

Monuments and Markers of Everlasting Beauty

1812 Lucas St, Muscatine, IA 52761-2950

Located in Greenwood Cemetery - Phone: 563-263-5484

Randall & Polly Geurink - Managers

www.iowamemorialgranite.com

May 18, 2018

To: Council Members, City of Muscatine

Please accept this letter of intent to extend our agreement with the City of Muscatine for the operations of the Greenwood Cemetery Business Office.

PROPOSED AMENDMENTS for:
Greenwood Cemetery Business Office Operations Agreement

Opening paragraph: The beginning date of the Agreement as amended shall be July 1, 2018.

Line Item #2: City agrees that the payment to IMGC for the business office operation services is the sum of \$610.00* per month, during the terms of this agreement.

*Adjustment of the monthly fee being asked for will offset the cost by IMGC to provide a separate IP address for internet service for the cemetery office. This service will discontinue should this agreement be terminated at any time.

Line Item #3: The term of this agreement shall begin July 1, 2018 and continue through June 30, 2020.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Randall Geurink', written in a cursive style. The signature is positioned above the printed name and title.

Randall Geurink, Manager
Peter Troost Monument Co., Inc.
Db: Iowa Memorial Granite Co.

GREENWOOD CEMETERY BUSINESS OFFICE OPERATIONS AGREEMENT

It is hereby agreed by and between the City of Muscatine, Iowa hereinafter referred to as City, and C.C.S.D., Inc. doing business as Iowa Memorial Granite Company hereinafter referred to as IMGC, as follows:

1. IMGC agrees to provide business office operation services at Greenwood Cemetery in Muscatine, Iowa, under the direction of the Director of the Parks and Recreation Department of the City or his or her designee, including but not limited to the following:

Keeping necessary and appropriate records of all funerals and lot sales, computer and card file entry, daily log of income, funeral requests, routine communications with funeral directors, researching and locating lots, deed administration, responsible for handling money and making bank deposits, administration of private trust accounts including placing decorations on grave sites as required, receiving and tracking stone foundation orders, tracking and mailing statements for various services and conducting geneology services as requested.

2. City agrees that the payment to IMGC for the business office operation services is the sum of \$600.00 per month, during the terms of this agreement, said payments to be made monthly on the first day of the month beginning March 1, 2004.

3. The term of this agreement begins March 1, 2004 and continuing through June 30, 2005.

4. IMGC agrees that it will provide these services daily, that is Monday through Friday of each week, beginning at 8:00 o'clock A.M. to 4:00 o'clock P.M., except City recognized holidays, during the term of this Agreement

5. IMGC and City agree that should IMGC default in its performance of this agreement, the City may terminate this Agreement upon thirty (30) days notice to IMGC, in which case IMGC shall be liable to the CITY for any costs incurred by the default, including but not limited to securing alternate operation services, reasonable attorneys fees and costs which might be incurred by reason thereof.

6. City represents that it has not contracted with any other

party concerning the business office operation services as above provided and that IMGC has the exclusive rights to perform this agreement.

7. IMGC shall comply with all federal, state and local regulations.

8. IMGC shall not be liable for its failure to perform hereunder due to contingencies beyond its reasonable control, including but not limited to weather, strikes, riots, fires and acts of God.

9. IMGC shall provide a certificate of general liability insurance in the minimum amount of \$500,000 with the City as a named insured and agrees to indemnify and hold harmless the City, its employees, agents and city council from all liability arising from the services performed by IMGC and its employees or agents, including court costs, attorneys fees, costs of defense, settlement and any judgment rendered.

10. IMGC shall not permit any of the following practices:

a. To discharge from employment or refuse to hire any individual because of their race, creed, color, national origin, religion, age, sex, marital status, political affiliation, or disability.

b. To discriminate against any individual in terms, conditions, or privileges of employment because of their race, creed, color, national origin, religion, sex, marital status, political affiliation, or disability.

c. To discriminate against any individual in the performance of any obligation or the extension of services under this contract because of their race, creed, color, national origin, religion, age, sex, marital status, political affiliation, or disability.

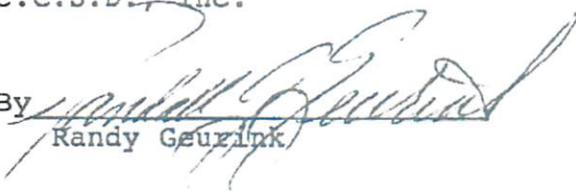
11. Time is of the essence of each provision in this Agreement and this document forms the complete agreement between the parties and any other arrangements or representations, written or oral, are hereby rescinded and replaced by this Agreement. This Agreement shall be governed by the laws of the State of Iowa.

12. Prior to June 30, 2005, the completion of this agreement, IMGC and the City agree to enter good faith negotiations for an extension and/or adjustment of the terms and conditions to be mutually agreed upon by IMGC and City. Additionally, the City reserves the right to terminate this agreement if at such time the City decides to change the operational management of Greenwood Cemetery. At such time, IMGC will be given a thirty (30) day Termination of Agreement Notice.

IN WITNESS WHEREOF the parties have executed this Agreement in duplicate on the date first written.

C.C.S.D., Inc.

By

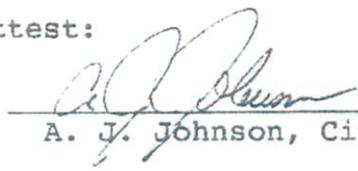

Randy Geuzink

City of Muscatine, Iowa

By


Richard W. O'Brien, Mayor

Attest:


A. J. Johnson, City Clerk