

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
DATE: June 18, 2012
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 Operation Agreement. As detailed in the Amendment, the only requested change is to add two (2) additional years to the agreement (July 1, 2012 to June 30, 2014).

BACKGROUND:

As you may recall, this operations agreement was necessary due to a staffing reduction in the Cemetery Division FY 02/03 budget. 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.

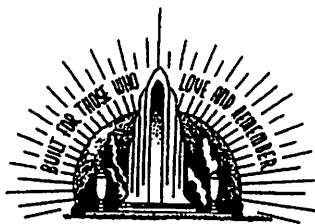
RECOMMENDATION:

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 or concerns.



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

June 11, 2012

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, 2012.

Line Item #3: The term of this agreement shall begin July 1, 2012 and continue through June 30, 2014.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Randall Geurink', written in a cursive style.

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

**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, and on July 1, 2010, extending the term through June 30, 2012, is hereby amended as follows:

- a. The beginning date of the Agreement as amended shall be July 1, 2012.
- b. The term of the Agreement shall begin July 1, 2012 and continuing through June 30, 2014.

IN WITNESS WHEREOF the parties have executed this Amendment on the 1st day of July, 2012.

Peter Troost Monument Company, Inc.

City of Muscatine, Iowa

By _____
Manager

By _____
DeWayne Hopkins, Mayor

Attest: _____
Gregg Mandsager, City Clerk