

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
DATE: December 31, 2010
SUBJECT: Request Approval to Purchase Musser Mausoleum Cemetery Fence

INTRODUCTION:

Please accept this memo as a request to replace the steel fence for the Musser Mausoleum area in Greenwood Cemetery.

BACKGROUND:

During the 2009/10 budget process, the Musser Mausoleum Restoration Project was presented and approved. The project includes masonry repairs and restoration to the entry piers, both mausoleums and replacement of the steel ornamental fence to include a center gate. A private trust was set up by the family for these types of repairs. The trust was established with \$10,000.00 and now has roughly \$36,212.00. The anticipated repairs to include all components is budgeted at \$21,000.00 which will result in a trust balance of roughly \$15,212.00.

RECOMMENDATION:

In consideration of the City's Purchasing Policy, fence bids were solicited for and received as follows:

1. CR Landscaping	\$7986.75
2. Lovewell Fencing, Inc.	\$8050.00
3. RB Enterprises	\$8115.18

At this time, City staff would recommend that the City Council approve a purchase order in the amount of \$7986.75 for the replacement and installation of an ornamental fence for the Musser Mausoleum Project to CR Landscaping from Muscatine, Iowa.

BACKUP INFORMATION:

None

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

C: Les Dennis, Park Maintenance Supervisor
Nancy Lueck, Finance Director