

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a quote from Fox Cities Sign LLC for the new Trailhead Park sign including recognition of the Larsen-Winchester Lions Club in the amount of \$5,092.00.

I have attached the proposed sign design as well as the quote for the custom sign and installation. On the quote, Staff is suggesting #3 with the wood posts for installation to maintain consistency with current signage at the park. With #1 showing the amount for the custom sign and #3 for installation, the estimated cost would be \$5,092.00.

If the Board agrees with the recommendation, a motion to approve the quote would be in order.

Suggested Motion:

Motion to approve the quote from Fox Cities Sign LLC in the amount of \$5,092.00 and direct Staff to proceed with the sign order and installation.

Should you have any questions related to this information, please feel free to call or e-mail me.

Respectfully Submitted,
Kelsey