

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Change Order #23-13 for the Deer Trail Estates Drainage project for an increase to the contract in the amount of \$9,750.00.

Please find included in your packet a copy of the Change Order. The Administrator has reviewed the change order and finds it to be correct.

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

SUGGESTED MOTION:

A motion to approve Change Order #23-13 for an increase in the contract amount of \$9,750.00.

If you have any questions about this information, please call or e-mail me.

Respectfully Submitted,
Kelsey