

MEMO



To: Mayor and Board of Aldermen
From: Jason Lipe, Parks and Recreation Director
Date: Thursday, August 31, 2023
Re: Union Street Restroom #1 Replacement Project Change Order

Due to a delay in obtaining the necessary project plan approvals, it is necessary to extend the contract with Nip Kelley Equipment to allow time to complete the Union Street Restroom #1 Replacement Project. Extension of this project is being done through a change order. There is no cost associated with this extension.