

# MEMO



**To:** Mayor and Board of Aldermen  
**From:** Jason Lipe, Parks and Recreation Director  
**Date:** Thursday, November 02, 2023  
**Re:** Replacement of Restroom No. 1, Union Street Change Order 2

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The project contractor, Nip Kelley Equipment, is proposing to replace the specified asphalt paving for the parking area and associated walkways with concrete due to the availability of asphalt materials. The contractor has agreed to make this material change at no cost to the City. The resulting change should result in better drainage and a longer lifespan. City staff recommends the approval of the change order.