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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Change Orders – City Hall / Fire Station Project  
**DATE:** December 18, 2023

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**OVERVIEW:**

As the process goes, as the drawings and permits are reviewed, there are small updates due to material availability, need, adjustments for the building permit, etc. The steps being taken today with the change orders is ahead of the actual project and will save significant time during installation as to not create a slowdown.

The following change orders have been submitted for approval for the appropriate contract:

**Project 4020-10 Material**

PCO#006 Structural Pricing for Finish Metal, addition of \$5,780.23

**Project 4020 Labor**

PCO#007 Changes to Civil Drawings created a decrease in needed pipping, a deduction of \$5,260.

**Total cost change to project of \$520.23**

**ACTION TO BE CONSIDERED:**

Council to review and approve the change orders as presented authorizing City Administrator to execute PCO/PCCO documents.

**Attachments:**

- PCO#006 (Material) \$5,780.23
- PCO#007 (Labor) (\$5,260.00)