



Engineering Department

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MEMORANDUM

To: Board of Public Works
From: Jamie Hassemer, Engineering
Date: 9/10/2024
Subject: Downtown Streetscaping and Tree Planting Project

Dear Board,

We would like to inform you and get your approval for a scope change due to removal of ten tree cells on 7th Street and Cass Street. These are being removed due to a utility conflict that cannot be quickly solved. With this information and removal at this time allows the eight tree cells on Main Street to be completed at no cost into this contract.

With this the change the contractor would like to extend the completion date to allow them to regroup and finish in the spring. Engineering staff approves this change to open the highway and avoid Wisconsin DOT from halting work due to extend closure time not requested.