

## Department of City Development

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August 30, 2010

Mayor John Dickert  
Members of the Common Council  
c/o Janice Johnson-Martin, City Clerk

Subject: Request for approval of a change order to Contract 31-10 (K0-039) Roof Replacement – 1511 Washington Avenue.

Dear Mayor Dickert:

Carlson Racine Roofing and Sheet Metal, Inc., informs me that the chimney at this property has deteriorated to the point that it must be reconstructed. This is a health and safety concern. I ask that the Common Council approve a change order to this contract for the chimney reconstruction.

I respectfully ask that this item be referred to the Public Works and Services Committee for its review and recommendation.

Sincerely,

A handwritten signature in blue ink, which appears to read "Brian F. O'Connell", is written over a light blue horizontal line.

Brian F. O'Connell  
Director of City Development

C: Richard Jones  
File