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**Memorandum**

To: Town Council

From: Public Works Department

Date: 11-21-17

Subject: Century Link Easement

**I. SUMMARY**

In order to accommodate upgrades to the Eagle River Water and Sanitation Sewer District water tank at the Booth Falls Trailhead Century Link needs to install new utility lines along the existing gravel access drive. Century Link is requesting a 10' wide easement along approximately 1000 feet of the existing gravel drive as shown on the conceptual exhibit attached.

Attached is a copy of the proposed easement, draft exhibit, request letter from Century Link.

**II. STAFF RECOMMENDATION**

Staff recommends that the Town Council direct the Town Manager to grant Century Link an easement across the Town property in a form approved by the Town Attorney.