
Expenditure Overage due to Unforeseen Conditions at the Court and Church St Parking Lot Replacement Project

From Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>

Date Tue 08/12/2025 14:40

To Todd Coppernoll <todd.coppernoll@richlandcenterwi.gov>; Ryan Cairns <ryan.cairns@richlandcenterwi.gov>; Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>

Cc Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Public Works <publicworks@richlandcenterwi.gov>

Hello Todd, Ryan, and Ashley,

I am asking for your approval to invoke the Emergency Circumstances Purchasing Authorization due to unforeseen circumstances on the Court and Church St. parking lot replacement project.

As we stripped the blacktop from the parking lot it was discovered that there were portions of an old building foundation, old blacktop that was nearly a foot thick, areas of soft clay, and areas where the gravel base was just not thick enough. None of these conditions can be paved over with new blacktop. As a result, these items must be removed and filled in with new gravel. After onsite conversations with Randy Olson and Street Crew Lead – Jason Koch we have estimated the extra work and materials that the City would be responsible for to be in the range of \$7,000 to \$10,000. Mark Jelinek / Pratt Funeral Home and the Fire Department are also involved in this project, and they are likely to incur additional costs as well.

To keep the project moving forward we need the unanimous approval of the Mayor, the Council President and the City Administrator. See the financial policy clause below.

c.) **Emergency circumstances** necessitate immediate purchase, not allowing time to seek bids. The Mayor, Council President and the City Clerk shall be notified of any such emergency prior to the purchase, and no purchase shall be made without their unanimous approval. Council Members shall be advised of the circumstances of such authorized emergency purchases via email as soon as possible.

Failure to proceed will pull us off the blacktop schedule, may result in not getting the lot repaved until next year, and will likely add even more cost to the project for remobilizing the contractors that are involved.

Please reply to all on this email with your consent or let me know if you have any questions.

Jasen Glasbrenner, Director

Cell 608-475-0766



RE: Expenditure Overage due to Unforeseen Conditions at the Court and Church St Parking Lot Replacement Project

From Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>

Date Tue 08/12/2025 15:26

To Ryan Cairns <ryan.cairns@richlandcenterwi.gov>; Jasen Glasbrenner
<jasen.glasbrenner@richlandcenterwi.gov>; Todd Coppernoll <todd.coppernoll@richlandcenterwi.gov>

Cc Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Public Works <publicworks@richlandcenterwi.gov>

I'm recommending that we utilize unallocated contingency for this.

Ashley Oliphant

From: Ryan Cairns <ryan.cairns@richlandcenterwi.gov>

Sent: Tuesday, August 12, 2025 2:54 PM

To: Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Todd Coppernoll
<todd.coppernoll@richlandcenterwi.gov>; Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>

Cc: Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Public Works <publicworks@richlandcenterwi.gov>

Subject: Re: Expenditure Overage due to Unforeseen Conditions at the Court and Church St Parking Lot Replacement Project

I am ok with it. Where is the money coming from?

Ryan Cairns

Council President

Elected 2018, 2020, 2022, 2024

Aldersperson District 4 — Wards 10,11,12



Outlook

Re: Expenditure Overage due to Unforeseen Conditions at the Court and Church St Parking Lot Replacement Project

From Todd Coppernoll <todd.coppernoll@richlandcenterwi.gov>

Date Tue 08/12/2025 16:48

To Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Ryan Cairns <ryan.cairns@richlandcenterwi.gov>; Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>

Cc Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Public Works <publicworks@richlandcenterwi.gov>

OK. 7-10,000 - Mayor Todd Coppernoll

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