

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Emergency Purchase Notification – Court & Church Street Parking Lot Project

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Finance Committee and Common Council on 10-07-2025

Committee Review: Public Works Committee on 09-18-2025

Background: In accordance with the City of Richland Center Financial Policies – Emergency Circumstances Purchasing Authorization – this item is presented to formally advise of a purchase made under emergency authority.

During the removal of existing asphalt at the Court & Church Street parking lot, crews encountered unforeseen site conditions, including:

- Remnants of an old building foundation
- Nearly 12" thick asphalt in sections
- Soft clay deposits
- Areas with inadequate gravel base

These issues rendered the site unfit for paving and required immediate remediation. Delay would have resulted in the City losing its place on the contractor's schedule, pushing the project into 2026 and increasing costs due to contractor remobilization.

In consultation with Street Crew Lead Jason Koch and contractor Randy Olson, the City proceeded with excavation and gravel replacement to maintain project momentum. The required emergency approval was obtained from the Mayor, Council President, and City Administrator in accordance with policy.

At the time of invoking the Emergency purchase it was estimated that the additional work would cost between \$7,000 and \$10,000.

Financial Impact: \$11,108.44 (\$10,108.44 unbudgeted)

Funding Source: OUTLAY/ROADWAYS - 10-61000-941

Attachment(s):

- Randy Olson Trucking LLC Invoice_08.31.25
- Emergency Purchase Authorization - Court & Church Street Parking Lot Project