



Parks and Recreation Board Agenda Item

Meeting Date: April 15, 2026

Agenda Item: Discussion and possible action on lease agreement with Whitewater Food Pantry for use of the Armory.

Staff Contact (name, email, phone): Kevin Boehm, kboehm@whitewater-wi.gov, 262-473-0122

BACKGROUND

(Enter the who, what when, where, why)

The City of Whitewater currently provides facility space to several organizations within City-owned buildings, all of which are 501(c)(3) organizations. These include:

- Whitewater Arts Alliance – White Building
- Whitewater Chamber of Commerce – White Building
- Whitewater Community Food Pantry – Armory Building

The City does allow certain non-profit and partner organizations to utilize facilities on a limited or occasional basis (such as meetings, events, or community programming). However, this differs from ongoing, full-time occupancy of City-owned space.

Full-time use involves dedicated space, utilities, maintenance, and operational impacts to City facilities.

The current lack of a formal lease agreement and rental structure for the Whitewater Community Food Pantry represents an inconsistency in how City facilities are managed. Establishing a consistent approach across all City-owned buildings is necessary to ensure equitable treatment and clear expectations for all organizations.

Operational and Maintenance Considerations

Ongoing, full-time use of City facilities results in measurable maintenance and repair impacts.

At the Armory building, the City has incurred multiple elevator repair expenses associated with heavy and frequent use beyond typical passenger operations, including the transport of materials using carts, trolleys, and similar equipment.

Documented repair costs include:

- June 7, 2024: \$595.25
- September 2, 2024: \$1,241.00
- February 24, 2025: \$2,186.75

The total cost of these repairs is \$4,023.00. These costs exceed typical baseline maintenance and are absorbed within City facility budgets, creating additional financial impacts. These costs reflect the type of use occurring within the facility, including activities that place demands on infrastructure beyond typical passenger-oriented operations.

Policy Direction

The City is working to improve consistency in the management of public assets across all City-owned buildings.

As part of this effort, the City is requesting that organizations utilizing City-owned facilities on a full-time or exclusive basis enter into formal lease agreements that include rental terms.

This approach is intended to:

- Promote consistency across all City facilities
- Ensure equitable treatment among community organizations
- Provide clear documentation of facility use
- Align with standard municipal practices for managing public property

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

FINANCIAL IMPACT

(If none, state N/A)

The full financial impact of ongoing occupancy is difficult to quantify with precision, as utilities and certain operational costs are shared across the entire facility. As a result, isolating exact costs attributable to individual users is not feasible. However, it is evident that continuous, full-time use contributes to overall building expenses and operational impacts, particularly with respect to the use and maintenance demands placed on building infrastructure such as the elevator.

STAFF RECOMMENDATION

Staff recommends proceeding with the lease agreement as presented in order to establish consistency in the use of City-owned facilities and align with the policy direction outlined above.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Lease agreement
