



Park Board Agenda Item

Meeting Date:	October 21, 2026
Agenda Item:	Discussion and possible action to recommend funding for construction of three additional offices at the Whitewater Municipal Building to the Finance Committee.
Staff Contact (name, email, phone):	Kevin Boehm, kboehm@whitewater-wi.gov , 262-473-0122

BACKGROUND

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

Additional enclosed office space is needed at the Whitewater Municipal Building. Several employees currently work in open cubicles where sensitive conversations and information can easily be overheard by other employees and individuals passing through common areas. Constructing three enclosed offices would provide necessary privacy and improve daily operations.

Lepak Wall and Ceiling, the contractor responsible for the City's previous office construction project, has provided a quote of **\$22,250**. The company performed exceptionally well on the previous project.

During that project, staff contacted nine contractors but received only two quotes. Given the previous difficulty obtaining quotes and Lepak's demonstrated performance, staff is requesting consideration of waiving additional competitive quotation requirements, if permissible.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

In March 2025, the Parks & Recreation Advisory Board and Finance Committee recommended approval of two offices constructed by Lepak Wall and Ceiling for \$12,900. The project was successfully completed.

FINANCIAL IMPACT

(If none, state N/A)

Staff proposes using remaining funds from the City Hall Roofing Project CIP, originally funded through \$400,000 in borrowing.

Description	Amount
Office Construction	\$22,250
Electrical, HVAC and Permit Fees	\$5,000
Total Project Cost	\$27,250
Available Roofing CIP Funds	\$41,644
Remaining Balance	\$14,394

Electrical and HVAC improvements would be completed in-house. Use of the remaining CIP funds would be subject to Finance confirming that they may be reallocated.

STAFF RECOMMENDATION

Staff recommends that the Parks & Recreation Advisory Board forward a favorable recommendation to the Finance Committee to consider reallocating \$27,250 from the remaining City Hall Roofing Project CIP funds for construction of three offices and awarding the \$22,250 construction contract to Lepak Wall and Ceiling, with consideration of waiving additional competitive quotes where legally permissible.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Proposal from Lepak Wall and Ceiling.
