



Parks and Recreation Board - Food Pantry Subcommittee

Armory Basement Summer Camp Room, 146 North
Street, Whitewater, WI 53190 *In Person and
Virtual

Tuesday, June 23, 2026 - 12:00 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.

<https://teams.microsoft.com/meet/299344842279072?p=Aabn4prOTbf87OXoxN>

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

AGENDA

CALL TO ORDER

Steve Ryan called the meeting to order at 12:01pm.

ROLL CALL

Present: Steve Ryan, Pat Chaput, Stephanie Hicks

Staff: Kevin Boehm

APPROVAL OF AGENDA

A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the Committee to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

Motioned to approve by Stephanie Hicks, Seconded by Steve Ryan. Ayes: Ryan, Hicks, Chaput. Nays: None.

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

None

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see

these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

CONSIDERATIONS / DISCUSSIONS / REPORTS

1. Discussion on Food Pantry Lease Options

Boehm gave Chaput and others a brief tour of the lower level of the Armory as a potential location to move the Food Pantry to. Ryan gave Chaput three options for the Food Pantry to discuss. Moving to the basement and utilizing the garage space to move large carts in and out, reducing the amount of large carts on the elevator. Moving to the existing kitchen area on the first floor, totally removing the need for the elevator, or staying on the second floor and continuing utilizing the elevator for all needs.

Boehm followed up with discussion on what would need to happen for each location. For all 3, the food pantry would be responsible for 100% of their electric usage. For all 3, the food pantry would be required to secure liability insurance listing the City of Whitewater as additionally insured. If they stay on second floor, the food pantry should be responsible for a percentage of any costs to repair the elevator (percentage to be determined). If they move to the Kitchen, there would be no need for elevator repair sharing. If they move to the basement a percentage of elevator repairs would need to be determined.

Chaput brought up the need for all the empty tables upstairs for thawing out bread, sorting bread and donations and for sorting food during food drives. Boehm stated arrangements could be made for using tables set up elsewhere in the building on the 2 food drive days and the thanksgiving distribution needs. Boehm stated space would be available in the building on the days needed.

Boehm stated he would have a layout developed of the Kitchen with all the current freezers and refrigerators in the layout to see the potential use of the space. Those plans will be brought to the next meeting for review.

FUTURE AGENDA ITEMS

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.