Common Council Agenda Item

Meeting Date:	November 5, 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 confidential information can be overheard. Constructing three enclosed offices on the second floor, in the Zoning and Department of Public Works area, would improve privacy and daily operations.

Lepak Wall and Ceiling, which successfully completed the City's previous office construction project, provided a quote of $22,250. During the previous project, nine contractors were contacted, resulting in only two quotes. Based on that experience and the contractor's performance, staff requests approval to waive additional competitive quotation requirements.

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 subsequently approved and completed.

On October 21, 2026, the Parks & Recreation Advisory Board recommended reallocating remaining City Hall Roofing Project CIP funds for the construction of three additional offices.

On October 27, 2026, the Finance Committee approved forwarding a favorable recommendation to the Common Council as presented, with direction to place the item on the Consent Agenda.

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 Common Council approve the resolution authorizing the reallocation of $27,250 from the City Hall Roofing Project CIP funds for the construction of three additional offices, awarding a $22,250 construction contract to Lepak Wall and Ceiling, and allocating $5,000 for associated electrical, HVAC, and permit expenses.

Staff further recommends waiving additional competitive quotation requirements, where legally permissible, consistent with the Finance Committee's October 27, 2026, recommendation.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

Proposal from Lepak Wall and Ceiling.

Proposed Resolution