



## Park Board Agenda Item

Meeting Date:	March 19, 2025
Agenda Item:	Discussion and possible action to recommend award of contract to Lepak Wall and Ceiling for construction of 2 offices at the Whitewater Municipal Building for \$12,900
Staff Contact (name, email, phone):	Kevin Boehm, <a href="mailto:kboehm@whitewater-wi.gov">kboehm@whitewater-wi.gov</a> , 262-473-0122

### BACKGROUND

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

I am requesting the construction of two enclosed office spaces within the Community Development Authority area of the Whitewater Municipal Building to replace the current open cubicle setup. The existing area consists of two cubicles that are fully open to the common space, which does not provide the necessary privacy or functionality for the employees who will be utilizing the offices.

The new office spaces will accommodate the recently hired Community Development Authority Administrative Assistant and the Parks and Recreation Athletic Coordinator. The need for office space within the Whitewater Municipal Building has increased due to changes in office assignments. With the open City Attorney position, that employee will take over the former Parks and Recreation Director's office attached to the Administration wing. Additionally, the former Athletic Coordinator's office was too small and only accessible by passing through one of two other offices. As a result, that space will be repurposed for legal document storage for the City.

To complete this project, I reached out to nine local contractors using a list provided by Home Lumber and other contacts. However, I received only two quotes:

- **Lepak Wall and Ceiling:** \$12,900
- **Gilbank Construction:** \$29,674

Because the bid from Lepak Wall and Ceiling is below \$25,000, this project does not meet the state guidelines requiring a public construction project to go through a formal public bidding process.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

### FINANCIAL IMPACT

(If none, state N/A)

\$12,900 from contingencies account 100-51110-910

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**STAFF RECOMMENDATION**

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Given the importance of providing adequate workspace for these employees and the limited availability of office space within the municipal building, I recommend moving forward with this construction to ensure both efficiency and privacy in daily operations.

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**ATTACHMENT(S) INCLUDED**

(If none, state N/A)

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1. Lepak Wall and Ceiling proposal
  2. Gilbank Construction proposal
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