City of Whitewater	Finance Committee Agenda Item
Meeting Date:	October 27, 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 easily be overheard by other employees and individuals passing through common areas. Constructing three enclosed offices would provide necessary privacy and improve daily operations.

The second floor of the Municipal Building, in the area currently occupied by Zoning and the Department of Public Works (DPW), has been identified as having sufficient space to accommodate the construction of these offices.

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 earlier 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, where legally permissible.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

In March 2025, the Parks & Recreation Advisory Board and Finance Committee recommended approval of the construction of two offices by Lepak Wall and Ceiling at a cost of $12,900. The project was subsequently approved and successfully completed.

On October 21, 2026, the Parks & Recreation Advisory Board recommended approval of reallocating the remaining Capital Improvement Plan (CIP) funds from the City Hall Roofing Project to support the construction of additional office space. The Board further recommended forwarding the request to the Finance Committee for consideration and recommendation to the Common Council for final approval.

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 Finance Committee forward a favorable recommendation to the Common Council to approve reallocating $27,250 from the remaining City Hall Roofing Project CIP funds for the construction of three additional offices. This includes awarding a $22,250 construction contract to Lepak Wall and Ceiling and allocating $5,000 for associated electrical, HVAC, and permit expenses.

Staff further requests approval to waive the requirement to solicit additional competitive bids or quotes, where legally permissible, based on the contractor's successful completion of the previous office construction project and the difficulty experienced in obtaining competitive quotes for similar work.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Proposal from Lepak Wall and Ceiling.