



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 09, 2025 at 6:00 PM**

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 6:00pm.

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

The Pledge of Allegiance is heard followed by a moment of silence.

**ROLL CALL**

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kunz, Alderman Mielke, Alderman Matoushek, Alderman Siebers

Council Virtual- None

Council Absent/Excused- Alderman Kaczmariski

Management in-person: Attorney Vande Zande, City Clerk/Treasurer Hull, Administrator Schlieve, Public Works Daane, Fire Chief Demaa, Recreation Director Kaminski, Police Chief Rasch; Library Director Jaeger, Utility Manager Brooks

Management Virtual: Finance Director Langenfeld

Management absent and excused: None

Audience in-person: Mike Beer, Allison Neumann, Jeni Maly, Miranda Bunkowski, Jill Embertson-Major, Charles Lehman, Jaedon Buchholz

Audience Virtual: None

**PERSONS WISHING TO ADDRESS COUNCIL**

Allison Neumann, owner of the Wee Care building, appeared before the Council in request of funding for roof replacement for Wee Care Day Care Center.

**RESOLUTIONS**

**Resolution -Support for the Office of Emergency Communications (OEC) FY2026 Interoperable Radio Grant Application for Waupun Police Department**

Motion Siebers, second by Kunz to adopt Resolution 12-09-25-01 Support for the Office of Emergency Communications (OEC) FY2026 Interoperable Radio Grant Application for Waupun Police Department. Motion carried 5-0 on roll call.

**Resolution -Support for the Office of Emergency Communications (OEC) FY2026 Interoperable Radio Grant Application for Waupun Fire & Rescue Department**

Motion Matoushek, second Kunz to adopt Resolution 12-09-25-02 Support for the Office of Emergency Communications (OEC) FY2026 Interoperable Radio Grant Application for Waupun Fire & Rescue Department. Motion carried 5-0 on roll call.

**CONSIDERATION - ACTION**

**Childcare Stabilization Grant**

Motion Westphal, second Matoushek to return to a future council meeting with a revolving loan fund concept to support current needs for our daycare provider. Motion carried 5-0 on roll call.

**Permanent Placement of “Rising Star” Sculpture at Jerry Medema Softball Complex**

Motion Matoushek, second Kunz to approve permanent placement of Rising Start Sculpture with the understanding that the City reserves the right to relocate the sculpture if needed at any point in time. Motion carried 5-0 on roll call.

**2026 Compensation Scale with Position Classifications**

Motion Siebers, second by Kunz to adopt the 2026 Compensation Scale and position classifications with an effective date of January 1, 2026. Motion carried 5-0 on roll call.

**Job Description - Assistant Director of Public Works**

Motion Matoushek, second Siebers to approve the Assistant Director of Public Works job description. Motion carried 5-0.

**Job Description - Recreation Director**

Motion Kunz, second Matoushek to approve the Recreation Director job description. Motion carried 5-0.

**Job Description - Assistant Fire Chief**

Motion Matoushek, second Siebers to approve the Assistant Fire Chief job description. Motion carried 5-0.

**Job Description - Administrative Services Specialist**

Motion Siebers, second by Kunz to approve the Administrative Services Specialist job description. Motion carried 5-0.

**Paid-On-Call Firefighter Compensation Plan**

Motion Siebers, second Matoushek to approve the 2026 Paid-On-Call Firefighter Compensation Plan. Motion carried 5-0 on roll call.

**Paid-On-Call EMR Compensation Plan**

Motion Siebers, second Matoushek to approve the 2026 Paid-On-Call EMR Compensation Plan. Motion carried 5-0 on roll call.

**Fire Department SCBA Purchase**

Motion Kunz, second Siebers to authorize staff to proceed with SCBA purchase acquisition from MSA in the amount not to exceed \$280,000. It is understood that the townships will be sharing responsibility in this purchase and that their cooperation will reduce the City's out-of-pocket expenditure to an estimated \$234,000. It is further understood that if the City's AFG grant is awarded from the federal government after the purchase, that staff will pursue all allowable options to apply eligible expenditures back to the grant reimbursement. Motion carried 5-0 on roll call.

**Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 17, 2026**

Motion Matoushek, second Siebers to deny holding 2026 Primary Election for the local municipal races of Mayor and Aldermanic Districts 2, 4, and 6 if there is more than twice the number of candidates filing for these seats. Motion carried 5-0 on roll call.

**2026-2027 City of Waupun Election Inspectors**

Motion Matoushek, second Kunz to approve the 2026-2027 City of Waupun Election Inspectors. Motion carried 5-0 on roll call.

**License-Permit Applications, Expenses**

Motion Siebers, second Matoushek to approve the license and permit applications and authorize payment of expenses. Motion carried 5-0 on roll call.

**Authorize the Release of Future Expenditures**

Motion Matoushek, second Kunz to authorize the release of future expenditures should there not be a meeting of the Council prior to year-end. Motion carried 5-0 on roll call.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

**2026 Park Shelter Rental Fees**

Motion Matoushek, second Kunz to approve 2026 park shelter rental fees. Motion carried 5-0 on roll call.

**2026 Waupun Family Aquatic Center Fees**

Motion Siebers, second Matoushek to approve the 2026 Waupun Family Aquatic Center Fees. Motion carried 5-0 on roll call.

**ADJOURNMENT**

At 6:32p, motion Kunz, second Matoushek to duly call the meeting adjourned. Motion carried 5-0.