



**MINUTES**  
**CITY OF WAUPUN SPECIAL COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, February 24, 2026 at 5:30 PM**

**CALL TO ORDER**

Acting Mayor Siebers called the meeting to order at 5:30pm.

**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: Acting Mayor Siebers, Alderman Kaczmarski, Alderman Kunz, Alderman Mielke, Alderman Matoushek, Alderman Westphal

Council Virtual-

Council Absent/Excused- Mayor Bishop

Management in-person: Attorney Vande Zande, City Clerk/Treasurer Hull, Administrator Schlieve, Public Works Daane, Recreation Director Kaminski, Deputy Chief Sullivan, Assistant Fire Chief Beer

Management Virtual: Finance Director Langenfeld

Management absent/excused: Library Director Jaeger, Police Chief Rasch, Fire Chief Demaa, Utility Manager Brooks

Audience in-person: Jaedon Buchholz

Audience Virtual: None

**CONSIDERATION - ACTION**

**1. Public Participation Plan for the Community Development Block Grant (CDBG) Program**

Motion Matoushek, second Kunz to approve the Public Participation Program for the Community Development Block Grant (CDBG) Program and to appoint the Waupun Plan Commission as the Citizen Participation Committee. Motion carried 5-0 on roll call.

**2. Amendment to Vacant Land Offer Purchase with CTS Holdings LLC**

Motion Westphal, second Matoushek to amend the offer to purchase and developers agreement with CTS Holdings LLC for an additional acre of land at the price of \$19,000 in the industrial park. Motion carried 5-0 on roll call.

**3. Order/Purchase a Freightliner 114SD plus with Sourcewell pricing**

Motion Matoushek, second Westphal to authorize the Public Works Director to order a Freightliner 114SD from Truck Country for \$146,855 which will be paid in the 2027 budget. Motion carried 5-0 on roll call.

**4. 2026 Asphalt Paving Contract**

Motion Kunz, second Matoushek to award the bid for the 2026 Asphalt Paving Contract to the lowest bidder, Northeast Asphalt in the amount of \$94,630.15. Motion carried 5-0 on roll call.

**ORDINANCES-RESOLUTIONS**

**4. Ordinance to Amend Ch.8.10 Fair and Open Housing**

Motion Matoushek, second Kunz to waive the first reading and adopt Ordinance #26-02 to amend Ch. 8.10 entitled Orderly Conduct-Fair and Open Housing. Motion carried 5-0 on roll call.

**5. Ordinance to amend Ch.6.03(2) Traffic Code-Other Intersection Controls**

Motion Kunz, second Westphal to waive the first reading and adopt Ordinance #26-03 to amend Ch. 6.03(2) entitled Traffic Code-Other Intersection Controls. Motion carried 5-0 on roll call.

**7. Resolution to Adopt a Citizen Participation Plan**

Motion Matoushek, second Westphal to adopt Resolution 02-24-26-01 to Adopt a Citizen Participation Plan for the City of Waupun. Motion carried 5-0 on roll call.

**DISCUSSION-REVIEW**

**8. Emergency Medical Responder (EMR) Service Upgrade**

A majority of Fire Department EMRs have been trained at an EMT-Basic or higher. The City was awarded two state grants which allowed for the purchase of two fully equipped ambulances. Staff applied for a service upgrade with an exemption from the State, seeking approval to operate in a backup capacity to our contracted ambulance provider, staffed with one EMT-Basic and one EMR level certified staff. That request has been granted with requested exemptions. Beginning March 2, 2026, the City will move forward with limited transport capability, responding when our contracted ambulance provider does not have a unit available for incoming 911 calls. Our current contracted provider is Lifestar and remains the City's primary ambulance service. As part of this service upgrade, the City is required over the next four years to strengthen its staffing plan to support sustainable 24/7 coverage.

**CONSENT AGENDA**

Motion Matoushek, second Kunz to approve the Consent Agenda. Motion carried 5-0 on roll call.

**ADJOURNMENT**

At 5:50p, motion Kunz, second Mielke to duly call the meeting adjourned. Motion carried 5-0.