



**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, January 27, 2026 at 5:30 PM**

**CALL TO ORDER**

Mayor Bishop 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: Mayor Bishop, Alderman Kaczmarski, Alderman Kunz, Alderman Mielke, Alderman Matoushek, Alderman Siebers

Council Virtual- Alderman Westphal

Council Absent/Excused-

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, Finance Director Langenfeld, Utility Manager Brooks

Management Virtual:

Management absent/excused:

Audience in-person: Jaedon Buchholz, Jason Whitford

Audience Virtual: None

**ORDINANCES-RESOLUTIONS**

**1. Ordinance to amend Ch. 6.05 entitled Traffic Code-Parking Limitations**

Motion Matoushek, second Kunz to waive the first reading and adopt Ordinance #26-01 to amend Ch. 6.05 entitled Traffic Code-Parking Limitations to extend parking limitations from 2 hours to 4 hours in the downtown area. Motion carried 6-0 on roll call.

**2. Resolution Approving the Carry Forward of Unexpended 2025 Appropriations**

Motion Kunz, second Matoushek to approve Resolution 01-27-26-01 Approving the Carry Forward of Unexpended 2025 Appropriations. Motion carried 6-0 on roll call.

**3. Resolution Authorizing 2025 Budget Advances from the General Fund to TID 7**

Motion Siebers, second Kaczmarski to approve Resolution 01-27-26-02 Authorizing 2025 Budget Advances from The General Fund to TID 7. Motion carried 6-0 on roll call.

**CONSIDERATION - ACTION**

**3. Extraterritorial Certified Survey Map Review- Rachel J. Navis Revocable Trust. Parcel #T21-14-15-31-07-007-00 (Plan Commission 1-21-26)**

Motion Siebers, second Kunz to approve the Extraterritorial Certified Survey Map Review- Rachel J. Navis Revocable Trust. Motion carried 6-0 on roll call.

**4. Certified Survey Map - City of Waupun Shaler West (Plan Commission 1-21-26)**

On January 21, 2026, the Plan Commission made recommendation to the Council to approve this CSM with the stipulation to remove the driveway easement as it is no longer needed. The CSM has been revised, eliminating the driveway easement. If approved, the revised CSM and a formal easement release document will need to be signed.

Motion Siebers, second Matoushek to approve the Certified Survey Map for City of Waupun Shaler West with eliminating the driveway easement and authorizing the signing of the formal easement release document. Motion carried 6-0 on roll call.

**5. WIS-DOT Planned US151 Improvement Project Installation of Fencing**

WIS-DOT is scheduling road repairs to US151 in 2028/2029. During the project, the DOT plans to install a fence along Shaler Dr, from Main St/STH 49 to Lincoln St. The fence would be installed in the DOT right of way. This is the only area of the city that has good visibility from US151. WIS-DOT has communicated that a more decorative fence could be installed at City's cost of approximately \$360,000. A maintenance agreement would be required from the DOT for the City to maintain the fence.

Motion Matoushek, second Siebers to continue with the lower cost, galvanized fence for the WIS-DOT Planned US151 Improvement Project. Motion carried 6-0.

**6. Authorize the purchase of a 2026 Police Interceptor Utility**

Motion Siebers, second Matoushek to table action on the authorization for the purchase of a 2026 Police Interceptor Utility until the February meeting of the Council. Motion carried 6-0 on roll call.

**7. Authorize the purchase of a 2026 F-150 Police Responder 4x4**

Motion Siebers, second Matoushek to table action on the authorization for the purchase of a 2026 F-150 Police Responder 4x4 until the February meeting of the Council. Motion carried 6-0 on roll call.

**9. Vibrant Spaces Grant Request**

Motion Matoushek, second Kunz to authorize the City Administrator to submit a grant request to WEDC for the Vibrant Spaces Program and to authorize Resolution 01-27-26-03 in support of the application for the back-alley activation project located in the north side alley along the block of 300 E Main Street. Motion carried 6-0 on roll call.

**DISCUSSION-REVIEW**

**10. Program Guidelines for Child Care Revolving Loan Fund (CCRLF)**

Administrator Schlieve provided the drafted program guidelines for a revolving loan fund to support Child Care services in the community for discussion and direction. A formal resolution establishing the program will be brought at a future meeting.

**CONSENT AGENDA**

Motion Matoushek, second Siebers to approve the Consent Agenda. Motion carried 6-0 on roll call.

**ADJOURNMENT**

At 6:02p, motion Kunz, second Siebers to duly call the meeting adjourned. Motion carried 6-0.