

**CITY OF EDGERTON  
REGULAR COMMON COUNCIL MEETING  
EDGERTON CITY HALL  
12 ALBION STREET**

**Monday, November 18, 2024 at 7:00 p.m.**

**NOTICE:** The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at [www.cityofedgerton.com](http://www.cityofedgerton.com). Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Friday, November 15, 2024.
4. Council acceptance of agenda.
5. Public Hearing:
  - A. Hear comments regarding the 2025 Proposed Budget Document.
  - B. Close the public hearing.
6. Consider adoption of the City of Edgerton Resolution 28-24: Adopt the 2025 Annual Budget and Establish the 2024 Property Tax Levy for the City of Edgerton.
7. Personal appearances for non-agenda items limited to 3 minutes.
  - A. Representative from Representative Mark Pocan's office.
8. Minutes:
  - A. Consider approval of minutes of November 4, 2024 Council meeting.
9. Committee Reports:
  - A. Finance Committee:
    1. Consider approval of bills and payroll vouchers.
    2. Consider City of Edgerton Resolution 27-24: Amend Fee Schedule for Animal Fees.
    3. Consider agent change for Liquor and Tobacco License for Kwik Trip, dba Stop-N-Go, agent Dawn Brehmer.
    4. Consider painting bids for library.
    5. Consider installation of EV charger at DPW.
    6. Consider purchase of EV Truck for DPW.
    7. Consider declaring DPW truck surplus and setting minimum bid.
    8. Consider bids for auctioned surplus items:
      - a. Scoreboard
      - b. Fuel caddy

- c. Pickup truck
    - 9. Consider policy amendment regarding minimum bids for auction items.
  - B. Library Board:
    - 1. Report on discussion and action taken at previous meeting.
  - C. Utility Commission
    - 1. Report on discussion and action taken at previous meeting.
  - D. Personnel Committee
    - 1. Report on discussion and action taken at previous meeting.
    - 2. Consider MOU with WPPA for policies and wages for Police Academy attendees.
    - 3. Consider lateral wage rate for newly hired patrol officer.
  - E. Plan Commission
    - 1. Report on discussion and action taken at previous meeting.
    - 2. Consider extraterritorial land division for Petersen for lot line adjustment on E Knutsen Road in Section 13 of the Town of Fulton.
    - 3. Consider extraterritorial land division for Henning to combine lots on N Arrowhead Shores Dr in Section 16 of the Town of Fulton.
    - 4. Consider extraterritorial land division for Kase and Yusi He to combine lots on Ellen Dale Dr in Section 11 of the Town of Fulton.
    - 5. Consider extraterritorial land division for Bernstein to combine lots on Forest Ave in Section 36 of the Town of Albion.
    - 6. Consider extraterritorial land division for Morrison to combine lots on Hwy 59 in Section 7 of the Town of Fulton
10. Consider appointment of Municipal Court Judge.
11. Consider wages for Mayor and Council.
12. Consider Mayor Committee Appointments.
13. Mayor, alderperson and staff reports.
14. Adjourn.

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: (608) 884-3341.

# Memo

To: Common Council

From: Staff

Date: 11/15/2024

Re: 2025 Budget

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**2025 Levy Limit and the Fire District:** The draft budget discussed at the most recent budget meeting was based on the Fire District (FD) budget complying with the CPI+2% rules of levy limits. Based on a recent DOR opinion, the Fire District's budget **does not** comply with CPI+2%. Please recall that the increased costs related to the three new paramedic positions were to have been covered in a side agreement, an "Enhancements' MOU". The DOR opined that these "Enhanced" costs must be included in the Fire District budget as regular charges. So, once these costs are added to the FD budget, the budget will exceed CPI+2%. Assuming the District does not change its budget, the City will have to further reduce its budget by \$19,591 to accommodate the increase in FD charges. The total increase to Edgerton in the Fire District operating charges in 2025 is \$95,581. The cost will be higher in 2026 when a full year of funding is required for the new positions.

Unless the FD modifies its budget, the FD will have to obtain approval of 7 of the 10 municipalities to exceed both CPI+2% and the average increase of net new growth. That decision will be on a future council agenda.

The Council could consider the following options to address the \$19,591 shortfall.

- Cut projects or operating costs;
- Move projects to other funding sources such as capital surplus;
- Use \$19,591 of the \$34,880 contingency in the 2024 budget (\$15,000 of that contingency was set-aside for unexpected FD charges);
- Reduce the 2025 contingency from \$21,750 to \$2,159.

**2025 Levy Supported Funds**

<u>Fund</u>	<u>2024 Budget</u>	<u>2025 Proposed Budget</u>
General Fund	\$ 1,717,543	\$ 1,628,083
Refuse Collection Fund	\$ 285,000	\$ 302,200
Debt Service Fund	\$ 610,441	\$ 616,041
Capital Project Fund	\$ -	\$ -
<b>Total City Tax Levy</b>	<b>\$ 2,612,984</b>	<b>\$ 2,546,324</b>
Fire District Levy	\$ 219,298	\$ 238,933
Fire District Debt	\$ 77,507	\$ 92,307
Fire District Levy Exemption Increase	\$ -	\$ -
Fire District Enhancement services	\$ -	\$ 75,946
<b>Total Fire District Levy</b>	<b>\$ 296,805</b>	<b>\$ 407,186</b>
<b>Total Tax Levy</b>	<b>\$2,909,789</b>	<b>\$2,953,510</b>
<b>Allowable Operating Levy Increase %</b>		1.55%
<b>Total Allowable Levy Limit</b>		<b>\$2,953,510</b>
<b>(Over) Under Levy Limit</b>		<b>\$ -</b>

**CITY OF EDGERTON RESOLUTION No. 28-24**

**ADOPT THE 2025 ANNUAL BUDGET  
AND ESTABLISH THE 2024 PROPERTY TAX LEVY FOR THE  
CITY OF EDGERTON**

**WHEREAS**, the City of Edgerton prepared an annual budget for the 2025 fiscal year in accordance with Section 55-5 of the City of Edgerton Municipal Code; and

**WHEREAS**, the Common Council has reviewed the proposed revenues from all sources and the proposed expenditures for all purposes and has directed that the proposed budget be adjusted accordingly; and

**WHEREAS**, a public hearing on the 2025 Annual Budget was held on November 18, 2024 after due and proper notice of said hearing having been given in accordance with Wis. Stat. Section 65.90; and

**WHEREAS**, the Common Council has adopted certain resolutions relating to borrowing and levying irrevocably taxes sufficient to pay such borrowing; and

**WHEREAS**, it is necessary to levy a property tax in the amount of \$2,953,510 to fund the expenses of the City of Edgerton as presented in the 2025 Annual Budget;

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of Edgerton, Wisconsin as follows:

1. That the 2025 Annual Budget, a summary of which is attached hereto and made a part hereof, be and is hereby approved.
2. By the adoption of this budget, the City Council hereby confirms that it is the intention of the Council to commit the 2024 and 2025 resources noted in the Refuse Collection Fund for the support of refuse collection operations and debt service related to refuse collection.
3. By the adoption of this budget, the City Council hereby confirms that it is the intention of the Council to commit the 2024 and 2025 resources noted in the Revolving Loan Funds for the purposes of 1) support of economic development, 2) support of the promotion of a diverse mix of employment opportunities, 3) support affordable housing, and 4) other expenditures that support business, economic development and housing of the City of Edgerton.
4. By the adoption of this budget, the City Council hereby confirms that it is the intention of the Council to commit the 2024 and 2025 non-donation revenues noted in the Library Fund for the purposes of 1) support of library operations, 2) support of debt service related to library operations, and 3) other expenditures that support library services of the City of Edgerton.
5. That the property tax is hereby levied and to be placed upon the 2024 tax roll as follows: General Fund \$1,942,962 of which \$314,879 is attributable to the Fire District; Refuse Collection Fund \$302,200; Debt Service Fund \$708,348 of which \$92,307 is attributable to the Fire District debt; and Capital Project Fund \$0.00.
6. That the City Administrator be and is hereby authorized to reduce or increase the expenditure amounts reflected in the 2024 Annual Budget through the transfer of funds between expenditure accounts within a budgetary function

level as authorized in Section 55-6 of the City of Edgerton Municipal Code provided the authorized expenditure limit of the General Fund is not exceeded and the 2024 Annual Budget is not increased.

Passed and adopted this 18<sup>th</sup> day of November, 2024

Motion by:

Seconded by:

Roll Call: Yeas: Noes:

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Christopher W. Lund, Mayor

ATTEST:

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Wendy Loveland, City Clerk

**NOVEMBER 4, 2024 COMMON COUNCIL MEETING MINUTES  
CITY OF EDGERTON**

Mayor Christopher Lund called the meeting to order at 7:00 p.m.

Present: Shawn Prebil, Michelle Crisanti, Candy Davis, Tim Shaw, Jim Burdick and Paul Davis

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Library Director Beth Krebs-Smith, Police Chief Bob Kowalski, Working Foreman Curt Gilbertson, City Attorney Bill Morgan and a few citizens.

Loveland confirmed the meeting agendas were properly posted on Friday, November 1, 2024 at the City Hall, Library, Post Office and the City's website.

**ACCEPT THE AGENDA:** A Candy Davis/Shawn Prebil motion accept the agenda as printed passed, all voted in favor.

**MINUTES:** A Shawn Prebil/Michelle Crisanti motion to approve the October 21, 2024 Council meeting minutes passed, all voted in favor.

**COMMITTEES:**

**Finance Committee:** A Tim Shaw/Shawn Prebil motion to approve the bills and payroll in the amount of \$467,054.32 passed on a 6/0 roll call vote.

A Tim Shaw/Shawn Prebil motion to approve the event packet for the Home for the Holidays Celebration on November 30, 2024 passed on a 5/0/1 roll call vote. Candy Davis abstained.

A Tim Shaw/Shawn Prebil motion to adopt City of Edgerton Resolution 26-24: Amend Fee Schedule for General Engineering fees for 2025 passed on a 6/0 roll call vote.

**Plan Commission:** A Paul Davis/Jim Burdick motion to approve an extraterritorial land division for Oren to combine lots on N Watts Springs Park Rd in Section 11 of the Town of Fulton passed, all voted in favor.

A Jim Burdick/Paul Davis motion to approve an extraterritorial land division for Zych to create one lot on Cnty Hwy N in Section 32 of the Town of Albion, all voted in favor.

**Personnel Committee:** A Candy Davis/Jim Burdick motion to approve a Personnel Policy amendment regarding PTO use and incorporate the grammatical changes passed on a 6/0 roll call vote.

**2025 BUDGET & ARPA FUNDS:** Flanigan reported the ARPA funds have been allocated and staff is getting quotes for the proposed projects. The proposed budget meets the levy limit requirements, therefore, the required public notice for the 2025 budget has been sent to the paper. The public hearing will be held at the next scheduled Council meeting.

The enhancement MOU with the Fire District is being negotiated; all the significant increases in Fire District charges have been incorporated in the draft budget.

**CLOSED SESSION:** Candy Davis/Tim Shaw moved to go into closed session pursuant to Wis. Stat. 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session." Discuss and consider development agreement for 407 N Main St. The motion passed on a 6/0 roll call vote.

Being no other business before the Council, a Tim Shaw/Michelle Crisanti motion to adjourn from closed session passed on a 6/0 roll call vote.

Wendy Loveland  
City Clerk  
Adopted November 18, 2024



# Memo

**To:** Common Council  
**From:** Staff  
**Date:** 11/15/2024  
**Re:** November 18, 2024 Meeting

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**Library painting bid:** The Library Director obtained the following three bids for painting at the library.

Pickett Painting LLC: \$10,315

Michael's Painting: \$5,830

Warden & Sons: \$3,150

Staff recommends taking the lowest responsible bid, Warden & Sons. Funding for this project will come from designated funds from 2023.

**EV Truck purchase:** Please recall the Council decided to purchase an EV pickup truck using ARPA funds to replace a DPW truck. DPW staff test drove a Chevy and a Ford. After testing the vehicle, staff concluded the Ford is a better truck for DPW operations. The Ford is also in its third year of production while this is the first year for the Chevy. Staff received three bids for a Ford Lightning with the low bid being from Ewald Automotive Group for \$58,019. Staff anticipates a federal rebate of \$7,500 and a minimum bid of \$8,000 for the trade in. This would result in an estimated cost of \$42,519. The estimated cost approved as part of the ARPA discussion \$52,000. Staff recommends the City purchase a Ford Lightning from Ewald Automotive Group for \$58,019.

**Declare DPW pickup surplus and set minimum bid:** Staff recommends the Council declare the DPW pickup truck that will be traded for the EV pickup truck as surplus and that it be sold on auction for no less than \$8,000.

**EV charging station for DPW:** An EV charging station will be required for the EV truck at the DPW. The city can purchase a charging station from the Ford dealer for \$1,300 which is considerably less than a similar non-Ford charge which has an estimated cost of \$5,652. Arch Solar has agreed to a \$2,000 change order to their contract to install the charger. Staff recommends the City purchase a Ford Charge Station Pro from the Ford dealer and approve the change order with Arch Solar for \$2,000 to install the charger.

**Council wages:** Alderperson Paul Davis requested the Council consider a wage increase for City Council members and the Mayor. The last time alderpersons wages were increased was 1998. The wage for the Mayor's position was last increased in 1996.

**Appointment of municipal judge:** The City, and Towns of Albion and Fulton received two letters of interest for the vacant municipal judge position. (See attached) The three municipalities will appoint an interim judge to serve until the April 2025 election. Each of the municipal boards will nominate a candidate and report their decision to the other municipal clerks. The candidate that receives the majority of the nominations, will be appointed by vote of each municipal board. If no candidate receives a majority vote, a second vote will be taken until one candidate receives a majority vote. The person elected in April will serve the remaining one-year of the current term.

**Dane County dog license fees:** The proposed increase in dog license fees is being driven by an increase in the fees Dane County charges. See attached

# Memo

To: Personnel Committee  
From: Staff  
Date: 11/15/2024  
Re: November 18, 2024 meeting

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**Wage for Lateral transfer employee:** The Police Commission recently appointed a new patrol officer. The officer has prior experience. Please recall the Council recently approved and MOU with the WPPA union to allow the Chief to set the wage of an incoming officer who has prior, relevant experience. The Police Chief recommends the employee start at the one-year wage step to recognize his prior experience.

**Academy Pay:** As it has become more difficult to attract officers, many communities are adopting policies to pay employees while they are attending the police academy. The attached MOU provides policies for pay and benefits for officers who have been sworn in and are attending the Police Academy. The major points of the MOU are: the employee will be paid 75% of the starting wage; the employee will receive benefits in accordance with the ETF rules; and probation starts after the academy is complete.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF EDGERTON AND THE  
CITY OF EDGERTON PROFESSIONAL POLICE ASSOCIATION AND  
WISCONSIN PROFESSIONAL POLICE ASSOCIATION  
LAW ENFORCEMENT EMPLOYEE RELATIONS DIVISION**

**REGARDING: NON-CERTIFIED NEW HIRES AND THOSE ATTENDING  
THE POLICE RECRUIT ACADEMY**

It is agreed by and between the City of Edgerton (the “City”) and the Wisconsin Professional Police Association Law Enforcement Employee Relations Division (WPPA/LEER) (jointly the “Parties”), that during the term of this Memorandum of Understanding, the Parties agree to amend the 2024-26 Collective Bargaining Agreement (the “Agreement”) as it relates to the hiring of noncertified officers and the sponsorship of such officers at the Police Recruit Academy (the “Academy”), and their wages and benefits during the period of such sponsorship.

1. The Parties recognize that in light of the present highly competitive job market, that in order to attract high quality candidates for positions in law enforcement, that the City needs to provide additional economic incentives in the form of compensation during the time spent at the Academy.
2. Upon acceptance of an offer of employment by a non-certified candidate, the City of Edgerton Clerk will swear in the officer prior to the start of the Academy per Wisconsin Training and Standards Rules and Regulations.

Newly hired police officers who are sponsored by the City to the Academy will receive not less than 75% of the Start wage as listed in Appendix A of the Agreement, while in attendance at the Academy. After graduation, the officer will move to the status of certified police officer, will move to the Start step of the wage scale in Appendix A of the CBA on the first day of work post-graduation. Thereafter, the officer will progress through the wage scale as outlined in the Agreement.

If a newly hired non-certified officer is assigned to field training prior to the start of the Academy, the officer will receive pay at the Start wage step listed in Appendix A until they commence course work at the Academy. Once the officer begins the course work at the Academy, they will receive compensation at the rate of not less than 75% of the Start wage step listed in Appendix A until graduation. The intent of this section is to determine compensation for Academy training only and only for the dates while the new officer is assigned to the Academy.

3. It is expected that the recruit officer may be scheduled for up to 40 hours per week, at the rate set forth in paragraph 2 above, according to the Academy’s daily schedule (Monday through Friday) including, but not limited to, time attending Academy classes. Recruit officers will not be eligible for voluntary overtime hours. If the Academy requires attendance on Saturday or Sunday, the recruit officer will only receive overtime for those hours in attendance after 40 hours in any 7-day period (Sunday to Saturday).

In addition to the compensation described herein, from the date of hire, the recruit officer will be afforded the benefits extended to all regular full-time officers under the terms of the Agreement,

including but not limited to, health insurance, paid holidays and WRS protective status, except where specifically addressed otherwise in this Agreement. The recruit officer will not be eligible for any shift differential pay.

4. During the Academy, the recruit officer will be in probationary status and serves at the pleasure of the Chief of Police and may be terminated at will. The Chief of Police or their designee shall be entitled to receive reports from the Academy Director regarding attendance and performance. The recruit officer shall adhere to the City's attendance policy as well as the Academy attendance policy. The recruit officer may not carry a concealed weapon until the recruit officer successfully completes the Academy and qualifies with the Department issued firearm, unless the officer has a valid Wisconsin CCW permit. If the recruit officer fails the Academy, they may be terminated.
5. A recruit officer, while attending the Academy, may be requested to report to work (outside of Academy hours) if the Department has exigent circumstances that would require additional staffing needs. The additional hours would be paid at time and one-half (1 1/2).
6. Attendance at the Academy shall result in the officer's probationary period being extended in an amount of weeks equal to the time spent in the Academy.
7. Except as provided herein, no other changes to the Agreement are contemplated or intended. Further, the Parties agree that this MOU shall expire upon the expiration of the Agreement unless terminated earlier by agreement of the Parties, and that it shall not be construed as a past practice.

This memorandum of understanding shall be effective upon execution by all parties.

For the Union:

For the City:

\_\_\_\_\_  
Hanna Reuter, President

\_\_\_\_\_  
Chris Lund, Mayor

\_\_\_\_\_  
Ramona Flanigan, City Administrator

\_\_\_\_\_  
Luann Alme, WPPA

\_\_\_\_\_  
William E. Morgan, City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Outlook

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## Municipal Judge Position

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From Jenna Gresens <jennagresens@gmail.com>

Date Wed 11/13/2024 12:35 PM

To Wendy Loveland <wloveland@edgerton.wi.gov>

Hello, Wendy-

I am writing to express my interest in the municipal judge vacancy. I have been a resident of the Town of Fulton consistently since 2005.

I am invested in serving the greater Edgerton community as evidenced by my business ownership in Edgerton since 2003 and my recent service on the Edgerton School Board. Inspired by my three children, ages 19, 17, and 14, I am committed to doing my part to continue to make Edgerton a great place to live and raise a family.

My experience as a business owner, specifically managing a team of over 50 people, has given me experience in maintaining fair but consistent standards with kindness, compassion, and integrity. I believe these qualities would serve me well as a municipal judge.

Thank you for your consideration. Please reach out if there is any additional information that would be helpful.

Regards,

Jenna Bakkum Gresens  
379 E Samuelsen Dr, Edgerton, WI 53534  
608-449-0097  
[jennagresens@gmail.com](mailto:jennagresens@gmail.com)

# Jenna Bakkum Gresens

Edgerton, WI

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[jennagresens@gmail.com](mailto:jennagresens@gmail.com)

(608) 449-0097

## VISIONARY PHARMACY LEADER

Driving operational excellence and compliance in the dynamic, regulated pharmacy sector.

Experienced pharmacy owner and operator with a record of driving operational efficiency, sustained profitability, and exceptional customer satisfaction through strategy creation and execution, data-driven decision making, leverage of technology, and organizational culture development. Expertise in:

- Pharmacy Operations & Workflow
- Strategic Planning & Execution
- Financial Analysis & Budgeting
- Cross-Functional Leadership & Team Building
- Compliance, Licensing, & Acquisitions
- Contract & Vendor Management

## PROFESSIONAL EXPERIENCE

### Wisconsin Chemists Group

### District Manager

2019 - 2020

*Wisconsin Chemists Group is an independently owned pharmacy chain with a focus on operational efficiency and profitability, seeking to deliver personalized patient care throughout multiple locations in the Midwest.*

- Led operations of a 45-member team, delivering \$15 million in annual sales over 3 retail pharmacy locations.
- Led operational strategy across multiple retail pharmacy locations, delivering 15% improvement in profitability through strategic adjustments, workforce optimization, and supply chain management.
- Represented both buyer and seller in ownership transitions for Edgerton, Marshland, and McGlynn Pharmacies, simultaneously completing 3 successful transitions with 100% regulatory compliance and zero transition downtime.
- Established and implemented new operational policies during the COVID-19 crisis, ensuring zero operational downtime and continued patient care.
- Ensured compliance with regulatory and accreditation requirements, maintaining adherence to Medicare, third-party contracting, state licensure, DEA, and HIPAA regulations across all locations.
- Optimized key performance indicators (KPIs) such as prescription volume, prescription transfer ratios, and negative-reimbursement claims, resulting in a 5% increase in prescription margin.
- Redesigned workflows and integrated site-specific med sync programs, reducing staffing expenses by 15%.
- Directed a cross-functional team in remerchandising non-prescription offerings, leading to a 25% increase in sales of non-prescription products through strategic product placement.
- Conducted due diligence for potential pharmacy acquisitions, evaluating market opportunities and planning for future expansion.
- Mentored and developed staff, resulting in the promotion of 3 staff members to leadership roles

### REM Group, LLC

### Owner, Pharmacist

2003 - 2019

*REM Group owned and operated three independent retail pharmacies and one long term care pharmacy in South-Central Wisconsin. In 2019, REM Group divested all retail locations, and now maintains long term care pharmacy operations as RockMed LTC Pharmacy.*

- Managed day-to-day operations, overseeing processes, staff, inventory, and customer service to ensure smooth and efficient pharmacy operations.

- Developed and implemented a robust medication synchronization program, transitioning over 30% of prescription volume into the program, improving patient adherence and pharmacy efficiency.
- Implemented advanced technology solutions (Parata, RxSafe) and integrated pharmacy management systems to streamline operations, improving efficiency and reducing operational costs.
- Analyzed pharmacy management systems (PMS) and led PMS conversions, overseeing transitions including interface management, data conversions, and staff training, ensuring seamless integration and minimal disruption to operations.
- Spearheaded the development of quality management processes, including near miss reporting and continuous improvement initiatives, resulting in higher patient safety and compliance.
- Implemented a perpetual pharmacy inventory system, managing vendor communications to maintain an accurate inventory. This freed up staff time for revenue-generating activities, decreased dead inventory, increased cash on hand, and improved customer service levels.
- Conceptualized, envisioned, and designed an innovative pharmacy concept with a focus on wellness-based care. Selected site for new pharmacy location, designed physical building, and managed construction project, successfully relocating the business and enhancing service offerings.
- Led a collaborative team to develop the rebranding of Edgerton Pharmacy, shifting the focus to wellness and health, aligning the business with modern healthcare trends and improving community engagement.
- Invested in the training and development of pharmacy staff, ensuring that pharmacists and technicians worked at the top of their licenses. Emphasized cross-training between roles to maximize operational flexibility and efficiency, which led to enhanced service delivery and a highly adaptable team.

**Fort Memorial Hospital Pharmacy Manager 2001 - 2005**

*Fort Memorial Hospital is a modern, fully accredited, 42 licensed bed facility with more than 100 physicians on staff, serving the greater Jefferson County community and surrounding areas.*

- Maintained pharmacy policies and procedures to ensure compliance with JCAHO accreditation standards.
- Advised head of Pharmacy and Therapeutics Committee to develop meeting agendas, recommendations, and reporting in support of formulary development, medication prescribing guidelines, and safe medication practices.
- Worked with interdisciplinary team to develop and implement strategies to reduce the use of error-prone abbreviations in prescribing.
- Developed and implemented an onsite prescription dispensing program for hospital employees, leading to prescription cost savings for the Fort HealthCare organization.

**EDUCATION**

<b>Master of Business Administration, Data Analytics</b>	University of Wisconsin-Whitewater	2024
<b>Bachelor of Pharmacy</b>	University of Wisconsin-Madison	1998

**COMMUNITY SERVICE**

<b>Edgerton School District</b>	School Board Member	2024 - present
<b>Edgerton High School</b>	Musical Assistant Director & Vocal Director	2022 - present
<b>Edgerton School District</b>	Choir Accompanist	2010 - present
<b>Whitewater Gymhawks Booster Club</b>	Board Member and President	2019 - 2022
<b>Rock River Repertory Theater Company</b>	Co-Founder and President	2013 - 2017
<b>Rock Prairie Montessori School</b>	Board Member and President	2009 - 2012
<b>Wartmann Endowment for the Performing Arts</b>	Board Member	2003 - 2009

November 12, 2024

City of Edgerton  
c/o City Clerk Wendy Loveland  
12 Albion Street  
Edgerton, WI 53534

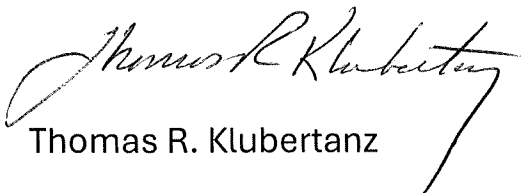
RE; Edgerton Joint Municipal Court – Municipal Judge Position

To Whom It May Concern;

I am submitting this letter to express my interest in the Municipal Judge Appointment. My relevant experience includes 28 years of law enforcement. With this I am familiar with local ordinances and traffic laws.

I have a proven record of ethical decision making and professional conduct, strong written and verbal communication as well as problem solving skills. I have the ability to remain impartial and make decisions based on fact and the law.

Thank you for your consideration.

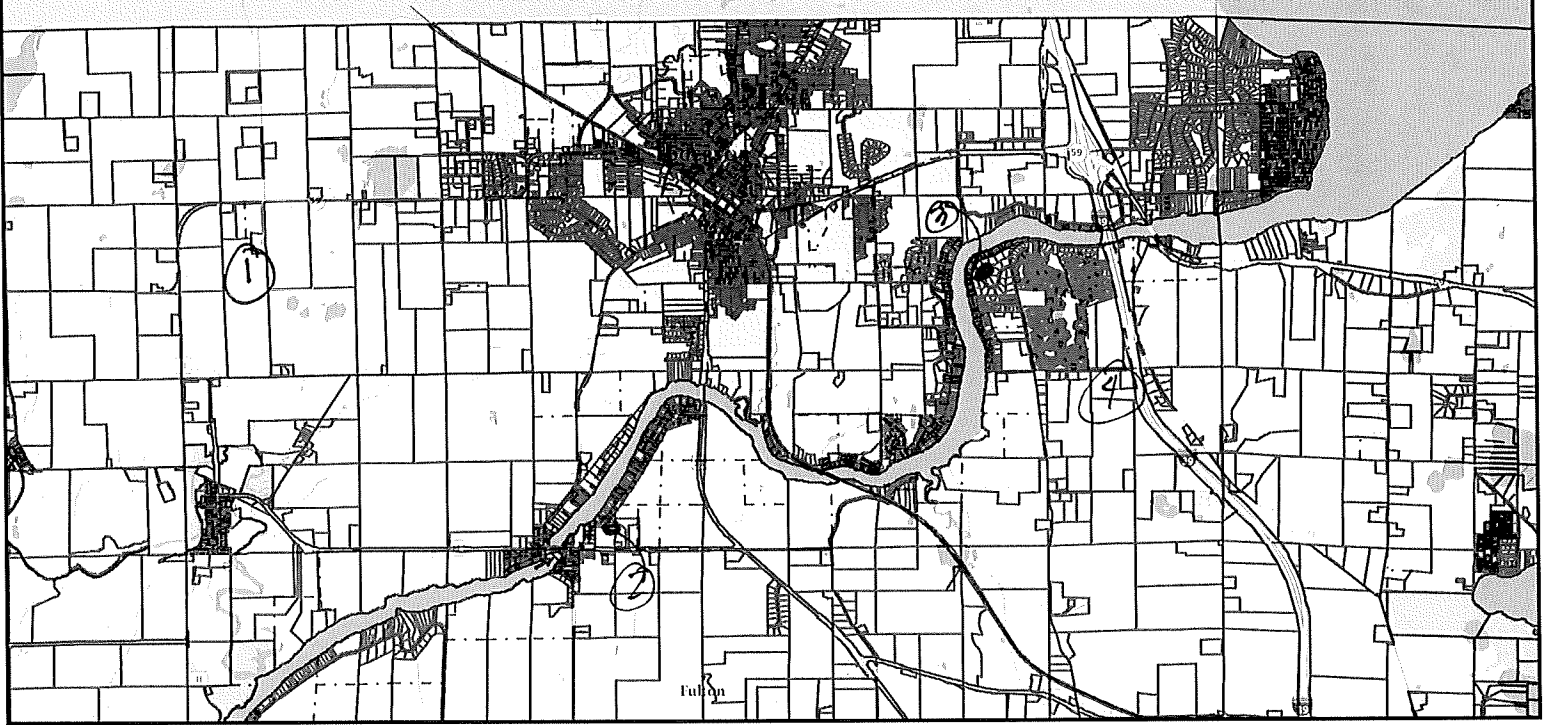


Thomas R. Klubertanz





5



- ① Morrison
- ② Henning
- ③ Kase/Yusithe
- ④ Petersen
- ⑤ Bernstein

Tax Parcel Layer

Lot Lines

Custom



PARCEL
  GAP
  OVERLAP

**Parcel Owner Information**

Tax ID: 012 01302; Parcel Number: 6-6-49

WILEMAN FARMS INC

399 COUNTY ROAD X  
EDGERTON WI 53534-9558

[Property Details](#)

**TO:** Edgerton Plan Commission

**FROM:** Ramona Flanigan

**MEETING DATE:** November 18, 2024

**GENERAL DESCRIPTION**

**Address:** E Knudsen Rd

**Applicant:** Petersen

**Parcel Size:** 9.9 acres and 16.8 acres

**Description of Request:** Approval of an extraterritorial certified survey map to adjust a lot line (sale between adjoining property owners).

**STAFF REVIEW COMMENTS**

Staff has reviewed the petition for planning issues in accordance with the Edgerton Master Plan and has the following comments:

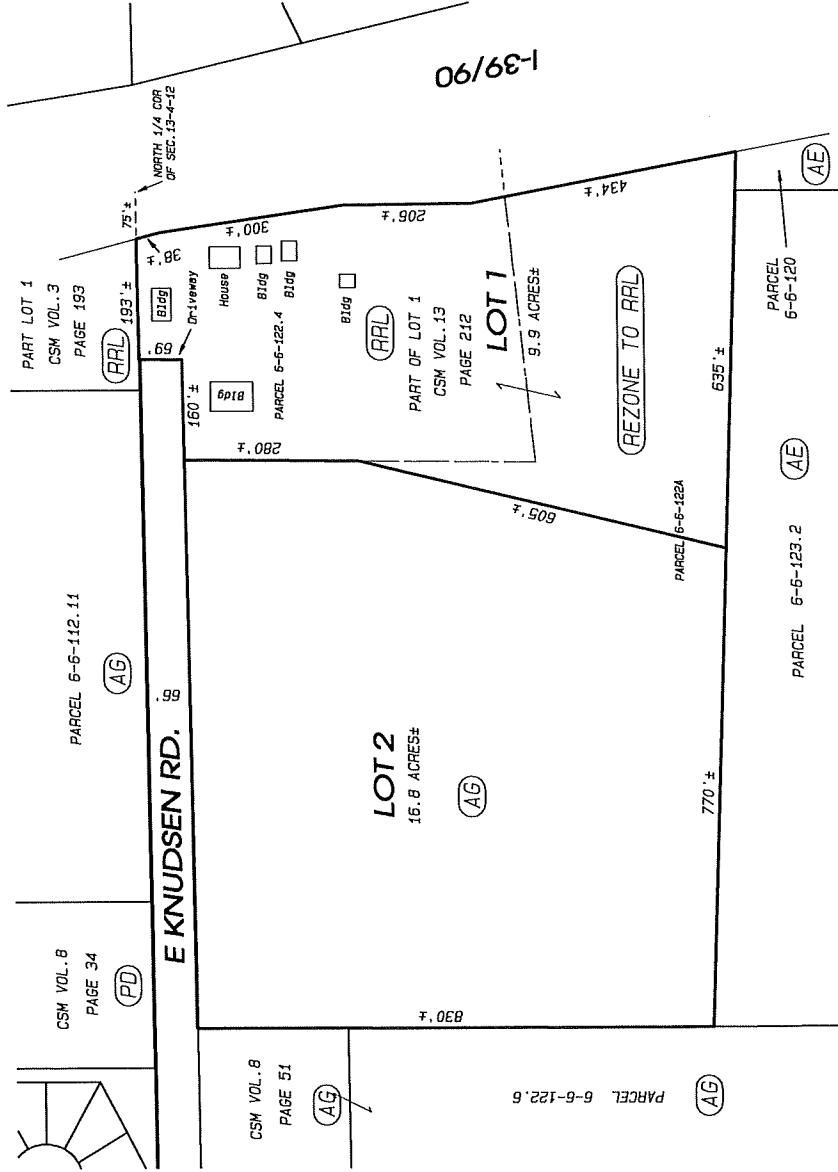
1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.

**STAFF RECOMMENDATION**

Because the petitioner proposes to not create any additional lots with this land division, staff recommends the Plan Commission recommend the City Council approve the proposed land division.

# PRELIMINARY CERTIFIED SURVEY / REZONE MAP

PART OF LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 13, PAGES 212 AN 213 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO. 1066328; ALSO PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 13, T. 4N., R. 12E. OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.



DATE: OCTOBER 25, 2024  
 REVISED: NOVEMBER 7, 2024

**Combs & ASSOCIATES**  
 • LAND SURVEYING • LAND PLANNING • CIVIL ENGINEERING  
 109 N. Milwaukee St.,  
 Johnsonville, WI 53548  
 Tel: 608 752-0575  
 Fax: 608 752-0534  
 WWW.COMBSURV.COM

NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.  
 NOTE: THE BASIS OF BEARINGS IS ASSUMED.

Project No. 124 - 448 For: PETERSEN

**TO:** Edgerton Plan Commission

**FROM:** Ramona Flanigan

**MEETING DATE:** November 18, 2024

**GENERAL DESCRIPTION**

**Address:** N Arrowhead Shores Dr

**Applicant:** Henning

**Parcel Size:** 0.55 acres

**Description of Request:** Approval of an extraterritorial certified survey map to combine existing lots.

**STAFF REVIEW COMMENTS**

Staff has reviewed the petition for planning issues in accordance with the Edgerton Master Plan and has the following comments:

1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.

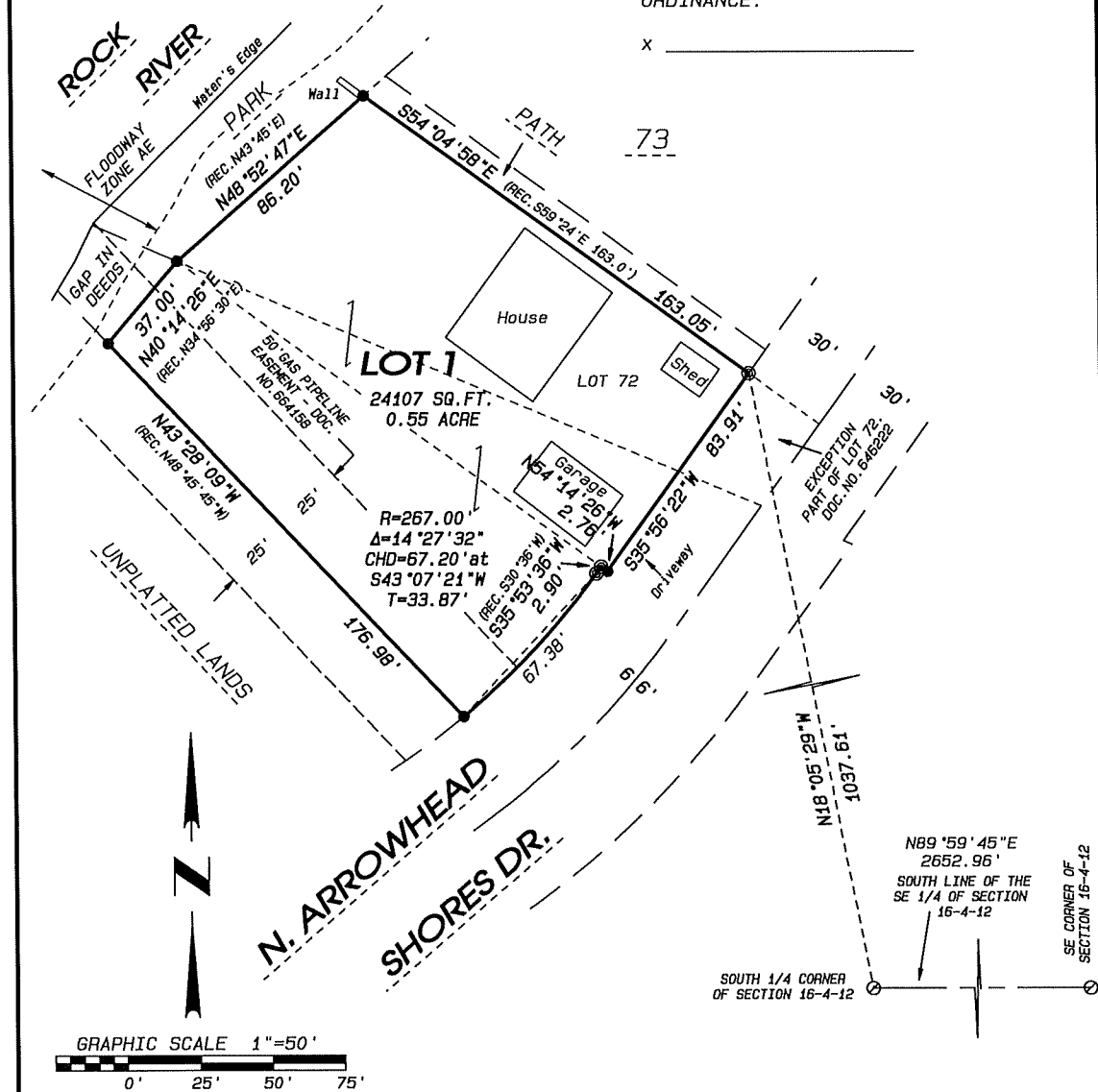
**STAFF RECOMMENDATION**

Because the petitioner proposes to combine lots with this land division, staff recommends the Plan Commission recommend the City Council approve the proposed land division.

# CERTIFIED SURVEY MAP

PART OF LOT 72, ARROWHEAD SHORES ESTATE AND PART OF THE SE 1/4 OF THE SW 1/4 OF SECTION 16, T.4N., R.12E. OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.

THIS LAND DIVISION IS IN COMPLIANCE WITH THE ROCK COUNTY LAND DIVISION ORDINANCE.



NOTE: SEE DOC.NOS.498311, 587711 AND 641161 FOR POSSIBLE ELECTRIC AND TELEPHONE EASEMENTS (AMBIGUOUS DESCRIPTIONS).

NOTE: THE LOT CONTAINS EXISTING BUILDINGS WHICH UTILIZE AN EXISTING PRIVATE SEWAGE SYSTEM. HOWEVER, SOILS ON THE LOT MAY BE RESTRICTIVE TO THE REPLACEMENT OF THE SYSTEM.

NOTE: FIELDWORK COMPLETED \_\_\_\_\_

NOTE: ASSUMED N89°59'45"E ALONG THE SOUTH LINE OF THE SE 1/4 OF SECTION 16-4-12

- LEGEND:**
- FOUND 3/4" IRON PIN
  - ⊙ FOUND 2" IRON PIPE
  - FOUND DISK IN CONCRETE

Combs

& ASSOCIATES

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534

**TO:** Edgerton Plan Commission

**FROM:** Ramona Flanigan

**MEETING DATE:** November 18, 2024

**GENERAL DESCRIPTION**

**Address:** Ellen Dale Drive

**Applicant:** Kase and Yusi He

**Parcel Size:** 0.29 acres

**Description of Request:** Approval of an extraterritorial certified survey map to combine existing lots.

**STAFF REVIEW COMMENTS**

Staff has reviewed the petition for planning issues in accordance with the Edgerton Master Plan and has the following comments:

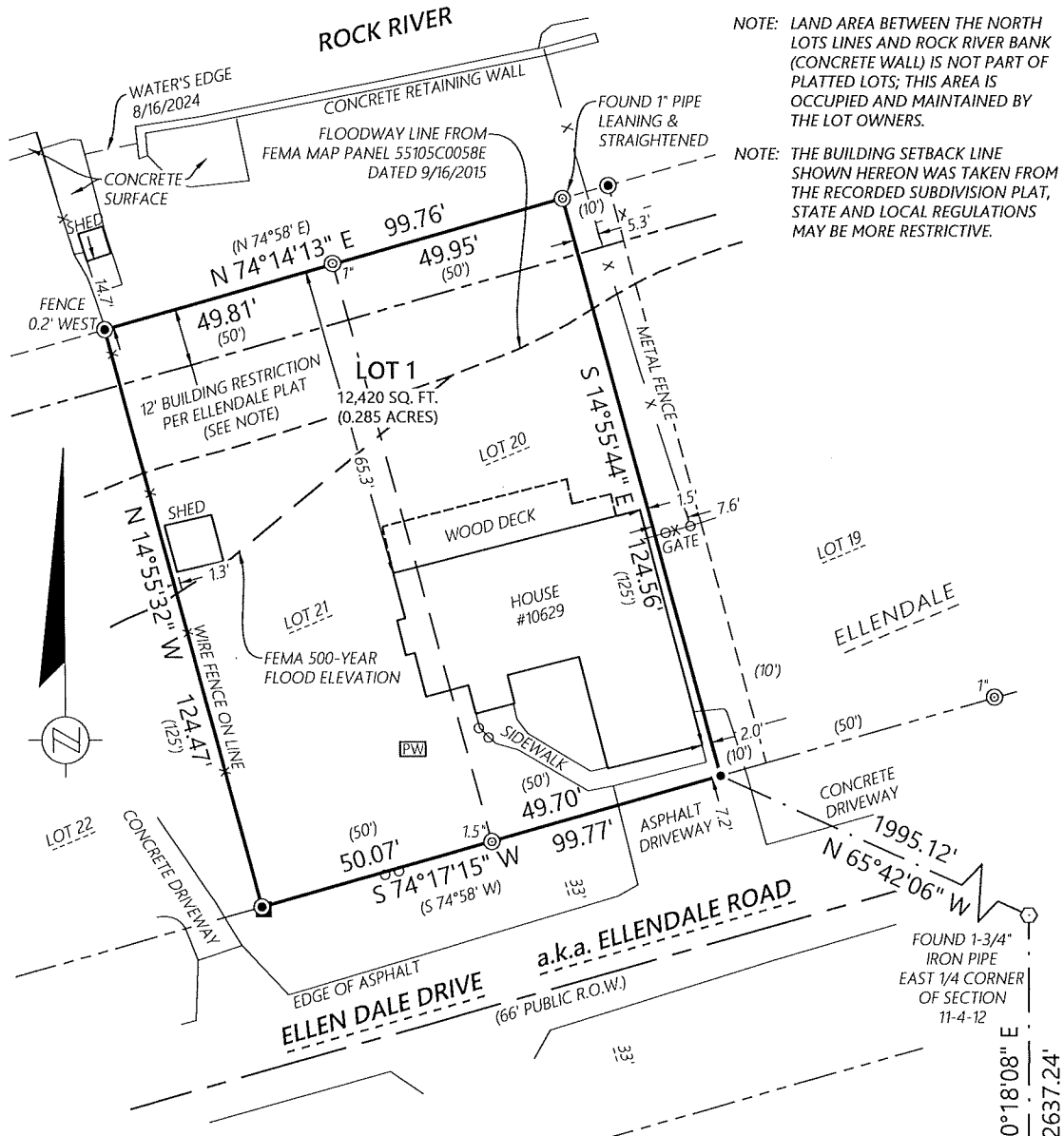
1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.

**STAFF RECOMMENDATION**

Because the petitioner proposes to combine lots with this land division, staff recommends the Plan Commission recommend the City Council approve the proposed land division.

# CERTIFIED SURVEY MAP

OF LOTS 20 AND 21 OF ELLENDALE, BEING PART OF  
GOVERNMENT LOT 5 OF FRACTIONAL SECTION 11, T. 4 N.,  
R. 12 E., OF THE 4TH P.M., TOWN OF FULTON,  
ROCK COUNTY, WISCONSIN

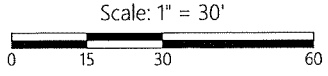


NOTE: LAND AREA BETWEEN THE NORTH LOTS LINES AND ROCK RIVER BANK (CONCRETE WALL) IS NOT PART OF PLATTED LOTS; THIS AREA IS OCCUPIED AND MAINTAINED BY THE LOT OWNERS.

NOTE: THE BUILDING SETBACK LINE SHOWN HEREON WAS TAKEN FROM THE RECORDED SUBDIVISION PLAT, STATE AND LOCAL REGULATIONS MAY BE MORE RESTRICTIVE.

**LEGEND**

- 3/4" Iron Rebar Found
- ⊙ Iron Pipe Found
- Mag Nail Set
- ⊙ Section Corner Monument Found
- (XXX.XX) Record Information



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT  
BEARINGS BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, ROCK ZONE. THE EAST LINE OF THE SE 1/4 OF SECTION 11-4-12 BEARING N 0°18'08" E

FOUND 1-3/4" IRON PIPE EAST 1/4 CORNER OF SECTION 11-4-12  
FOUND 1-1/2" IRON PIPE SOUTHEAST CORNER OF SECTION 11-4-12

<b>ORDER NO: 35155</b>  FIELD CREW: JAV DRAWN BY: JAV SHEET 1 OF 3	FOR THE EXCLUSIVE USE OF: Karen Kase & Yusi He 10629 N. Ellendale Road Edgerton, WI 53534	engineers surveyors planners BELOIT   ELKHORN   JANESVILLE 2857 S. Bartells Dr., Beloit, WI 53511 608.365.4464   www.rhbatterman.com	
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**TO:** Plan Commission

**FROM:** Ramona Flanigan

**MEETING DATE:** November 18, 2024

**GENERAL DESCRIPTION**

**Address:** Forest Ave, Town of Albion, Dane County, Section 26

**Applicant:** Bernstein

**Parcel Size:** 8,141 sf

**Description of Request:** Combine lots

**STAFF REVIEW COMMENTS**

Staff has reviewed the petition for planning issues in accordance with the Edgerton Master Plan and has the following comments:

1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.
2. The petitioner proposes to combine two lots.

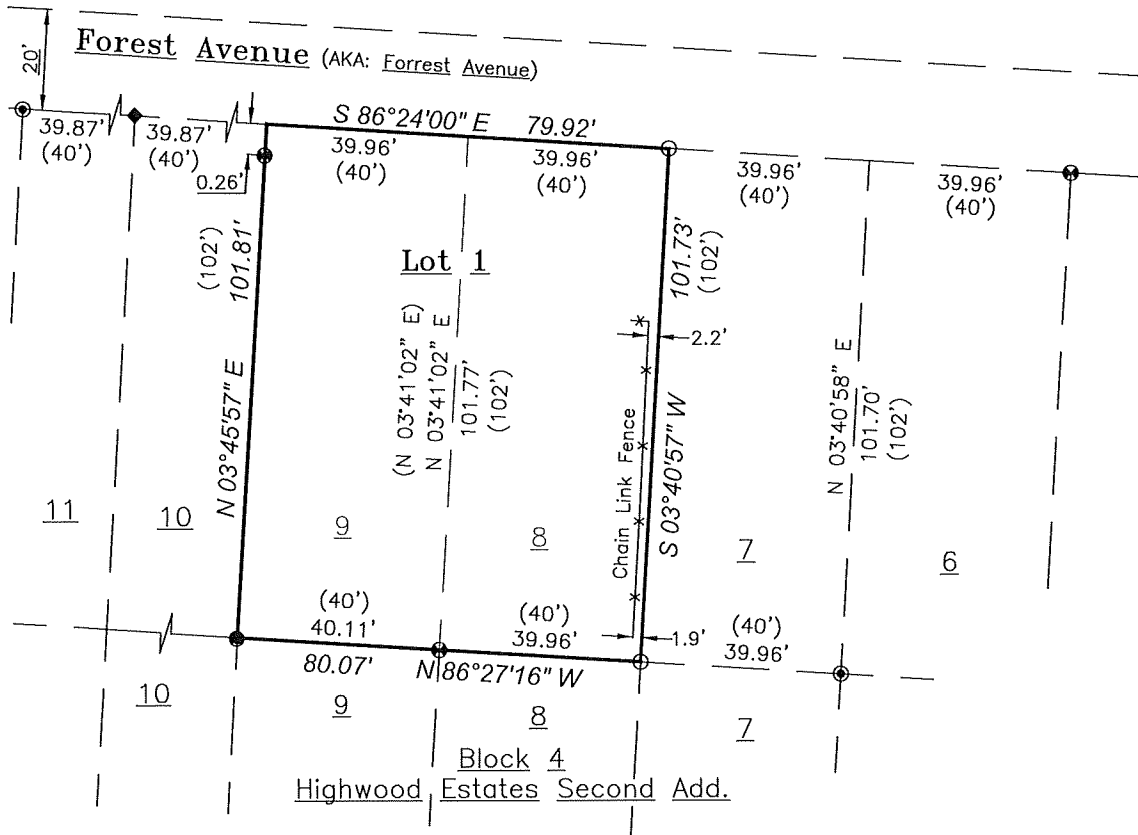
**STAFF RECOMMENDATION**

Staff recommends the City Council approve the proposed land division.



# CERTIFIED SURVEY # \_\_\_\_\_

Lots 8 and 9 of Block 2 of Highwood Estates Third Addition, being a part of the NW 1/4 of the NE 1/4 of Section 36, T5N, R12E, Town of Albion, Dane County, Wisconsin.



Notes:  
 Fieldwork performed August 14th, 2024.  
 Previously recorded dimensions enclosed in parenthesis.  
 This survey subject to all agreements and easements recorded and unrecorded.  
 Wetlands or flood zones, if present, have not been delineated.  
 No easement shown on plat, but overhead utility lines are present on and along rear lot line.  
 Refer to building site information in the Dane County Soil Survey.

Timothy G. Radl S-2959 Professional Land Surveyor

North, as referenced to Birrenkott Plat of Survey dated 4/23/2007, showing the southerly line of Forest Ave. to bear S 86°24'00" E.



**Map Legend**

- 3/4" Rebar Found ◆
- 1" Inside Dia. Iron Pipe Found ⊙
- 1" Outside Dia. Pinch Pipe Found ⊛
- 3/4"x18" Rebar Driven ○

Document # \_\_\_\_\_

C.S.M. # \_\_\_\_\_ V. \_\_\_\_\_ p. \_\_\_\_\_

**Red Oak Land Surveying LLC**

313 Waverly Pl. Madison, WI 53705 (608)233-3142 [redoakls.com](http://redoakls.com)

DRAWN TGR	DATE 9/2/2024	Prepared for: PAUL BERNSTEIN 220 E HILLSIDE RD NAPERVILLE IL 60540
APPROVED TGR	DATE 9/20/2024	
SCALE 1" = 30'	SHEET 1 of 3	PROJECT NO. 2024077

**TO:** Edgerton Plan Commission

**FROM:** Ramona Flanigan

**MEETING DATE:** November 18, 2024

**GENERAL DESCRIPTION**

**Address:** Hwy 59

**Applicant:** Morrison

**Parcel Size:** 8 acres and 29 acres

**Description of Request:** Approval of an extraterritorial certified survey map to combine existing lots and adjust a lot line.

**STAFF REVIEW COMMENTS**

Staff has reviewed the petition for planning issues in accordance with the Edgerton Master Plan and has the following comments:

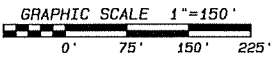
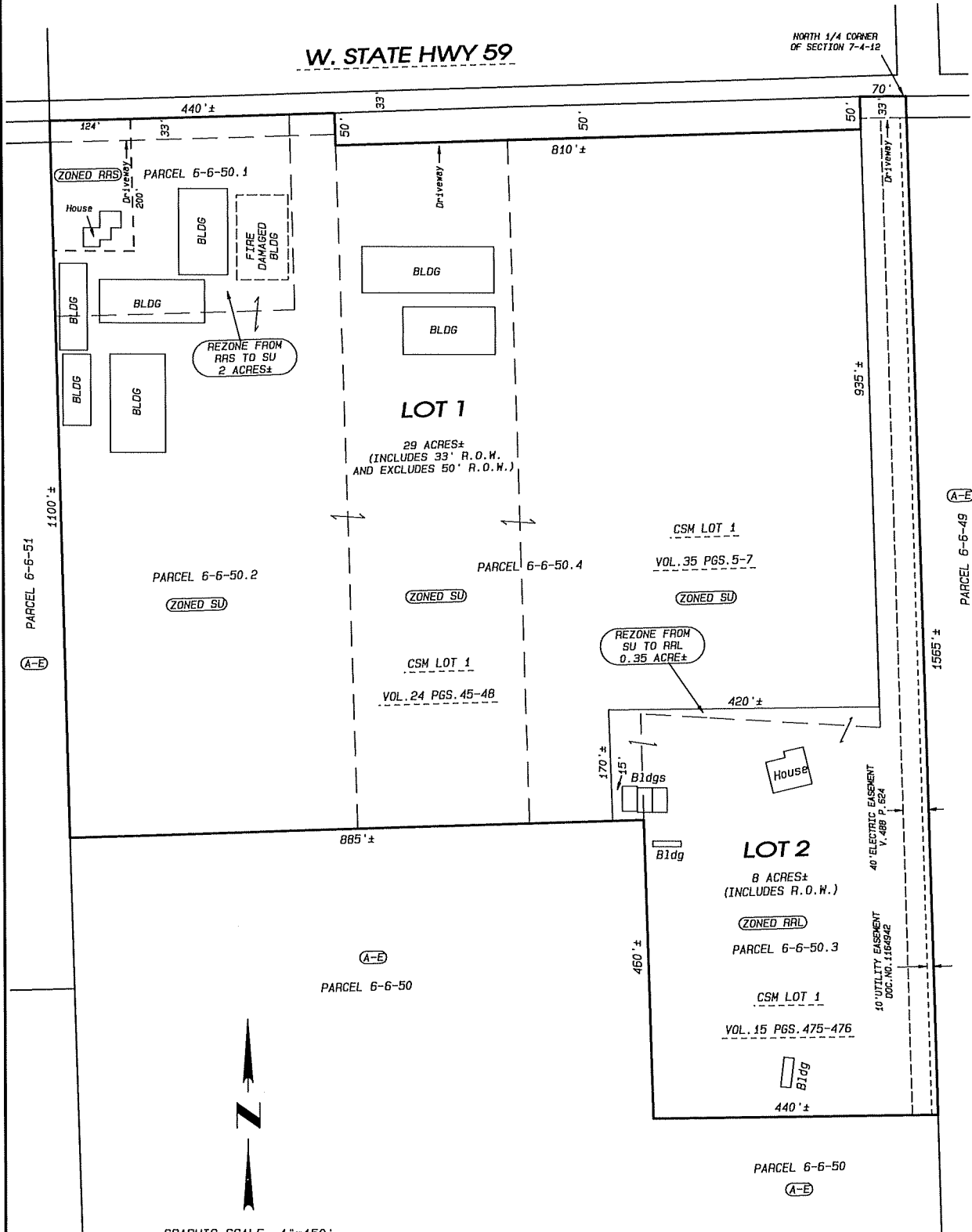
1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.

**STAFF RECOMMENDATION**

Because the petitioner proposes to combine lots and adjust lot lines with this land division, staff recommends the Plan Commission recommend the City Council approve the proposed land division.

# PRELIMINARY CERTIFIED SURVEY \ REZONE MAP

LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 15, PAGES 475 AND 476 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 1164942 AND LOCATED NE 1/4 OF THE NW 1/4 AND IN THE SE 1/4 OF THE NW 1/4 OF SECTION 7; LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 24, PAGES 45 THRU 48 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 1480740 AND LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 35, PAGES 5 THRU 7 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 1939773 AND LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 7; ALSO PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 7; ALL BEING IN T.4N., R.12E. OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.



DATE: NOVEMBER 8, 2024

NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

NOTE: THE BASIS OF BEARINGS IS ASSUMED.

**Combs & Associates**

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING