

**VILLAGE OF PARDEEVILLE
PUBLIC WORKS, PARKS, & PROPERTY COMMITTEE
REVISED MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Monday, June 5, 2023 at 6:30 PM**

- I. Call to Order
- II. Roll Call
- III. Verification of the Posting of Agenda
- IV. Agenda Approval
- V. Minutes Approval
- VI. NEW Business
 - 1. Security Suggestions for Village owned properties – PerMar Quotes
 - 2. Chandler Park; Ball field light upgrade; Boys Club Presentation
 - 3. Light at Westcott Park; for security
 - 4. 4TH of July parking
- X. Adjourn

Kayla Lindert, Clerk/Treasurer
Posted: 06/02/2023

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The Village Hall is accessible to the handicapped. If you require additional assistance, please contact the village office no later than 48 hours prior to the meeting date. Phone 608-429-3121. If members are present from other recognized Boards, Commissions or Committees which may constitute a quorum, the meeting is presumed to be for the above-stated agenda/purpose. An updated agenda may be posted 24 hours before meeting time.

**VILLAGE OF PARDEEVILLE
PUBLIC WORKS, PARKS, & PROPERTY COMMITTEE
MEETING AGENDA**

**Village Hall – 114 Lake Street, Pardeeville
Wednesday, January 25, 2023 at 5:30 p.m.**

Call to Order – Haynes called meeting to order at 5:47 PM.

Roll Call – All members present except Balsiger. Also present are Salmon, DPW/Admin, Lindert, Clerk/Treasurer, Trustee Babcock, Trustee Henslin, Village President Possehl, Trustee Griepentrog, Chris Killoran, and Mark Taylor

Verification of the Posting of Agenda

Agenda Approval – Motion to approve Holtan/Haynes. Motion carries unanimously.

Minutes Approval – Motion to approve Holtan/Haynes. Motion carries unanimously.

NEW Business

1. Verizon cell tower lease

- Haynes stated examples and called White Lake and Rio. No concerns. Discussion on location and what needs to be discussed tonight.

-Motion to present to Board for full board discussion on top of water tower Haynes/Holtan. Motion passes.

-Salmon stated Balsiger is in favor and if funding comes in, he wants that to go towards water tower projects.

2. Concrete slab in Chandler Park for 4th of July fireworks

- Haynes discussed reason for agenda item. Stated not going to be losing green space and it's a safety concern. Salmon stated backstory and how the concrete slab makes a difference for the fireworks. Haynes doesn't want any anger to the playground and children.

-Possehl stated another option with picnic table. Dual-purpose pad.

-Motion to recommend to full Board for a dual-purpose pad in Chandler Park for the use of the 4th of July fireworks Holtan/Haynes. Motion passes.

3. Concrete slab in Chandler Park for horse carts and carriages

-Haynes discussed reason for agenda item; cleaning up feces from horses. Stated Salmon designated a spot that is out of the way with cars going around Shelter #2. This location also has shade and focusing on park location only.

-Motion to recommend to full Board to approve concrete slab being put in Chandler Park Haynes/Holtan. Motion carries.

-Further discussion by Salmon. Salmon showed map to committee and audience where location will be. Griepentrog stated he doesn't like it being so close to a shelter and people. Discussion on wind direction and trash can location.

Adjourn – Haynes adjourned meeting at 5:58 PM

Kayla Lindert, Clerk/Treasurer

Approved:

**VILLAGE OF PARDEEVILLE
PUBLIC WORKS, PARKS, & PROPERTY COMMITTEE
MEETING MINUTES**

**Village Hall – 114 Lake Street, Pardeeville
Tuesday, May 9th, 2023 at 4:30 p.m.**

Call to Order – Haynes called the meeting to order at 4:32 PM

Roll Call – Haynes and Engelmann (by phone) present as well as Salmon, DPW/Admin, Lindert, Clerk/Treasurer, and Trustee Taylor, Trustee Babcock, Lt. Jordan Haueter, Eric Alm and Gene Buzzell and Steve Woxland. Vacant seat on this committee not filled yet.

Verification of the Posting of Agenda – Lindert stated posted in all 3 public places as well as Village website

Agenda Approval – Motion to approve Haynes/Engelmann. Motion carries.

Minutes Approval – Minutes submitted by not approved. Engelmann abstains. Minutes not approved

NEW Business

Security Suggestions for Village owned properties

- Haynes opened up agenda item and reason for agenda item and shared initial thoughts
- Engelmann compared to County building and recommend holding off on this until we figure out Senior Center
- Haynes highlighted to prioritize thoughts was the goal of this agenda item
- Motion to postpone this until this committee has a third occupant by Engelmann. Motion fails.
- No other motions made. Will wait on this agenda item and have another meeting

Adjourn – Haynes adjourned meeting at 4:37 PM

Kayla Lindert, Clerk/Treasurer

Approved:

Security Suggestions for Village Buildings

from Sergeant Max Jenatscheck

Feb. 3, 2023

VILLAGE HALL; 114 LAKE ST.

Office Area:

Note: Village Hall's main entry door is always open! Focus on this area, biggest concern to improve.

Proposed Future Budgets:

- Glass above the counter. (Apply a laminate/mirrored laminate to strengthen the glass)
 - Provide a slide space under the glass, but it needs to be thin.
- Install a full door after the hallway to the Board Room (between the hallway and the building inspector's doorway). This also addresses the issue of reducing the length of the front counter.
 - Keep this door locked at all times with keycard-only access
- Add employee picture to their keycards. Employee ID badges need to be made visible in case of an incident/emergency - easily identifiable to law enforcement.
- Security button for the front counter and Administrator/DPW Office – work with PerMar
- Door numbering system. Label each door on the inside of the building and the exterior.

Implemented or will be in 2023:

- *Glass breaking hammer for Administrator's office.*
- *Intercom for phones, practice how they work.*
- *Figure out gathering place in an evacuation.*
- Install "Perf" for some of the office windows, as performed in the Board Room
- Arlo Camera outside of Village Hall.
- Magnetic alarm for back door. If it doesn't latch; alarm will sound.
- Fire hose pieces for door closures.

? Move forward -
See quote; Safety Concern.

Board Room:

Note: Discussion on room layout. Determined existing layout is the best. Practice evacuation of exits.
Need to practice together soon!

Implemented or will be in 2023:

- *Unlock door before meetings and re-lock after meetings.*
- *Back-room storage in the board room, cleaned out in front of the exit door.*
- *Perf on Doors and window shades down during the meetings.*
- Blackout shade for the door between the hallway and village hall offices.
- Fire hose pieces for door closures.

VILLAGE/UTILITY GARAGE FACILITY AND INVENTORY STORAGE; 307 ROOSEVELT ST.

Proposed Future Budgets:

- Assets should be protected. Biggest concern! Fence-in the property, like at the WWTP. Building to building and at the entrance from the street. — 2 phases. Street side first.
- Could try to place a protective cage around the electric inventory?
- Put in place a key card system at the main door in/out. (Vendor card to Cintas)

Implemented or will be in 2023:

- Key lock box, and keep it locked.
- Lock the water/electric meter testing rooms keeps potential perpetrator from a hiding spot.
- If no one is present the bay doors need to be closed. Cold storage building as well.
- Install "No Trespassing" and "Do Not Use Dumpsters" signs.
- Install "Unauthorized Personnel Keep Out" signs on the exterior doors and other areas.
- 2 Arlo Cameras for the site
- Remove the double lock on the east door on the addition.
- Apply reflective tape on the windows to deter seeing in shop and garage bays.
- Mirroring added to the door for the breakroom.
- Install a push-lock on the break room back door, from the inside.
- Fire hose pieces for door closures.

2023; secure
our
property

WASTE WATER TREATMENT PLANT; 111 LYNCH ST.

Proposed Future Budgets:

- Install a solid steel door at the building with a peep-hole (otherwise this site is protected much better than the garage facility, with the fence around the perimeter).

Implemented or will be in 2023:

- Key the Office Door
 - Office doors need to be locked if employees are not present.
- Fire hose pieces for door closures.
- Move the existing security camera to the entrance door to the facility



**SECURITY
SERVICES**

Burglar Alarm System Proposal

Madison

2851 Index Rd

Madison WI 53713

Phone: (608) 238-9295

Fax: (608) 238-9460

Sales Rep:

Brian Trongaard

(608) 238-9295

BTrongaard@permarsecurity.com

Wisconsin License # 1109225

Proposal Number: Q58458

Proposal Date: 4/27/2023

Security Alarm Systems * Fire Alarm Systems * Video Surveillance * Access Control Systems * 24 Hour Monitoring

Site Information

Name: **Village of Pardeeville
114 Lake St
Pardeeville WI 53954**

Phone: **6084293121**

Fax:

Billing Information

Name: **Village of Pardeeville
PO Box 217
Pardeeville WI 53954**

Phone: **608-429-3121**

Fax:

Contact: **Village of Pardeeville**

Package Detail

<u>Qty</u>	<u>Item Description</u>
1	DMP Cellular Communicator
1	DMP Wireless 2 button hold up
1	DMP Keypad
1	DMP Wireless Receiver
	144 DMP Burg Radio
	105 C (BASE MONITORING)
	112 (HOLD UP ALARM)

Options

All prices are valid for 30 days from the proposal date.

	<u>Term</u>	<u>Monthly</u>	<u>Installation Amount</u>	
Option 1: Outright Sale with no Maintenance	36 Months	\$42.00	\$1,599.00	<input type="checkbox"/>

☐

Scope of Work

Install a DMP Cellular Communicator (next to the panel), DMP Keypad (next to the Panel), Wireless 2 button Hold Up (at the front counter) and set up monitoring with Per Mar Security monitoring department.

****Credit terms are Net 30. Project quotation does not include any applicable taxes.****

Erin Salmon

From: Brian Trongaard <BTrongaard@permarsecurity.com>
Sent: Thursday, May 11, 2023 1:19 PM
To: Erin Salmon
Subject: Per Mar Quote for Garage
Attachments: Village of Pardeeville Garage Access Quote.pdf

Hello Erin,

I have your quote ready to install a 1 door access control at the Village Garage building.

I went with a system that is perfect for just 1 door. The system is hooked to the internet and you will have access to the system on your computer or a cell phone app. It is very easy to use and you can add and remove access to people in less than a minute.

Gaining access to the door. There are 3 options:

- 1) Card that someone would just swipe on the reader and the door will unlock.
- 2) Key Fob – a hard round circle device usually on people's key chains. Again just swipe on the reader and it will unlock.
- 3) Bluetooth Access from a smart phone. No card or key fob needed. You put their Bluetooth code into the system and they just need to hold their smart phone up to the reader and it will unlock.

The Bluetooth option has no costs associated with it as it's the persons phone. I have included in the quote the cost of just getting 10 cards or Fobs so you can see the costs of the options.

Now there is a monthly fee for this system to access the Cloud Software that the program is run on. But it's a great way for you to have access to that door without needing to go to the building.

Also.. if someone forgets their card, FOB or phone you can actually unlock the door from your phone for them. Or let's say you need to give someone access who normally does not need it, they can call you from the door and you can unlock it for them.

You can also set up the door to only be unlocked during certain days of the week as well. Let's say it unlocks Monday – Friday between 6am – 5pm.

Please let me know if you have any questions.

Thanks!
Brian

Brian Trongaard
Sales Representative

Per Mar Security Services
2851 Index Rd.
Fitchburg, WI 53713
608-237-9690
btrongaard@permarsecurity.com



SECURITY SERVICES

Since 1953

May 11, 2023

Village of Pardeeville
114 Lake St.
Pardeeville, WI

Attention: Erin Salmon

Here is a quote to install a 1 door access control system to the Village Garage door.

PDK Access Control

1 – PDK Control Panel

1 – Door Strike

1 – Keypad reader – with card, fob or Bluetooth credentials

1 – Door Rex

1 – Door Connect

1 – Battery Backup

Product, Installation, and Programming

Total Cost: \$3,300

Cloud Software Monthly Fee - \$30 per month

Credential Options:

10 Cards - \$110

10 Key Fobs - \$111

Village of Pardeeville To Provide:

- 1 - An electrical outlet installed on the left side of the circuit breaker.
- 2- High Speed internet and available slot to plug in an IP cable.



Village of Pardeeville

Mark D Taylor

Pardeeville Village Trustee

April 2023-2025

608-477-9364 cell

pvtrustee7@gmail.com

Research for Security Updates

To assist with future security updates of the Village offices, shops, and facilities, I have taken some initiative to reach out to local municipalities and inquire about their security measures at their offices. Below is my research submitted for review and discussion. -M

Columbia County Administrative Building

Spoke with Jason at Facilities Management and asked about security at the County building level, simply for reference against our village offices. They have the ability to have a foyer / entrance way that is separate, along with a deputy who patrols the building at all times.

A few suggestions he made were:

- A simple vinyl decal stating something along the lines of “No video or audio recordings past this point”. This was a suggestion after many times they have had someone come into government buildings with a video camera / phone and record the security measures inside public spaces. This is an easy suggestion we could implement in the village offices on the door leading to the employee work area and possibly the door leading to the village meeting rooms for minimal costs. There might even be something on [Amazon](#).
- Have clearly defined “off limits” areas except for employees or staff. This could be something as simple as a map on the interior wall or traffic tape on the floor.
- Video cameras at entry doors. I know this is a little bit more of a budgetary thing (if not already implemented), but would assist if someone gets weird around the village offices and we need electronic documentation regarding our offices.

I started with the county level to gauge what kind of idea they have and then worked back from here towards surrounding communities that are close to our size in residents.

Poynette

Has approx 2600 residents. Talked to Sue and Natile. Poynette has their own police force, so their security is a little easier. The Main Street entrance leads directly to their village office. Inside their office, they have a glass partition and chest height counter with an ADA section. They welcome anyone to come and tour their village offices at any time. Hours are Monday - Thursday 730-5p + Friday 730-1230p.

Rio

Has approx 1100 residents. Talked to Amy. Rio has their own police force as well. They really do not have any security measures at all at their office.

Arlington

Has approx 1100 residents. Spoke with Becky. When the new village administrator was hired, she rearranged her office so she has direct line of sight to the door, but is shielded from onlookers with her computer monitors. The access to the village office is a half door that has the bottom half always closed and locked, but has a small ledge for dropping off payments and / or paperwork for village staff. No other security is really at that office.

Randolph

Has approx 1800 residents. Spoke with Jody. Because of the situation at Randolph's village hall - they also have a courthouse inside, as well as the police station - their security is pretty robust. They do have a sliding glass door with a chest high countertop, but with a police officer close by at all times.

Cambria

Has approx 767 residents and contracts. Bullet proof glass windows and pass-thru and smaller windows for others. Does have cameras on the exterior doors and door locks with buzzer, in case the doors are locked, the office staff can buzz people in.

Friesland

Only has approx 340 residents and contracts with the Sheriff's Dept. Not really any security features due to the size of the village.

Suggestions

With the security and safety of our staff in the offices, my recommendation would be to get the following onto the budget for the next few years. These are just suggestions and are meant to start discussion and nothing further.

A few weeks ago, I decided to drive around and examined all the village properties. The current village shop has no trespassing signs or fence around it. This includes the well in front of the shop. There is a security fence around the waste treatment plant with no trespassing signs on the fences. The well on W Chestnut also doesn't have any trespassing signs or fences on the building.

My suggestions would be:

- Addition of vinyl decal / signage stating "NO AUDIO / VIDEO PAST THIS POINT" inside the village offices.
- Addition of glass panels affixed to chest high countertop at entry way.
- Optional redesign of village office to allow for vestibule / entryway (this would require a large remodel and budget in order to accomplish).

Thank you for your time and consideration. If you'd like to discuss this further, please feel free to reach out to me.

Thank you,

A handwritten signature in black ink, appearing to be 'M' with a horizontal line extending to the left.

Mark D Taylor