

SPECIAL VOTING COMMITTEE MEETING
THE VILLAGE BOARD OF THE VILLAGE OF ISLAND LAKE
July 19, 2007 7:30 pm

CALL TO ORDER Mayor Thomas P. Hyde called the meeting to order at 6:30 pm.

ROLL CALL Roll call indicated the following present: Trustees Herrmann, Ponio, Sadoski, Saville and Verciglio. Absent: Trustee Garling.

Also in attendance was: Willie Kootstra, Public Works; Karen Luebbers, Recreation Department and Sharon Hyde, Creative Playtime.

- 1 1. Call to order
- 2 2. Discussion and approval of changes in Village Hall security

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1 Trustee Herrmann called this meeting for this evening as she felt this was a very important subject to cover and for the Board to come to some conclusion and approve changes in security. She has checked with Mr. Kootstra and several other Village employees within the Village, all of which have access to the building. Trustee Herrmann reported that most, if not almost everyone, agreed that changes need to be made.

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1 Trustee Saville stated that there has been a breach of security and that it's not the first incident that's happened here at Village Hall. He reported that literature was taken and copied from Frank DeSort's office. He said that he had already expressed concern for the Village and its security years ago. Trustee Ponio replied that there are security issues here, at the Beach House, etc. Trustee Saville stated that a document was missing from Frank DeSort's desk and there was never any conclusion and it's progressively getting worse around here. He stated that measures have to be taken and that there are no checks and balances and the Village needs it. Trustee Saville stated that the Board has to handle this and if they don't, no one else will. He added that the Chief's initial email had a tone of "no big shake" and he does not agree. The Village needs guidelines and people have to be instructed as to what has to be done to secure the building.

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1 Trustee Sadoski stated she spoke with the Chief about several different possibilities. She added that there are many companies out there that deal with security and security products. This needs to be looked at and recommendations made. She said that quotes need to be gathered in the meantime. In the meantime, the Chief suggested, for now, to have an Officer come when the building is being closed each night until the Board figures out exactly what to do long term.

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1 Trustee Herrmann replied that her thinking was to have something done, short term, immediately until a long term plan can be decided upon. She said that this situation is not the same as leaving a window open. Someone entered the building. She reported that the Board was made to believe that the door that was propped open was the door that is by the vending machines outside of the Board Room. Trustee Herrmann said though the police report states something different now. This was John Little's understanding as well that the door outside of the Board Room, by the vending machines, was the door left open. Trustee Herrmann stated that she has heard of an open window before but not a door being left open otherwise, she would have suggested taking action long ago especially if this is a "common occurrence" as it's now being told to the Board. She again pointed out that the Police Report is now different than what John Little was told as well as the Board. John Little also reported that he tried his keys, by the Park and Recreation Department, and his keys do not open those doors so it's obviously that someone is in possession of an old key to Village Hall. Trustee Sadoski suggested re-keying the building then. She added that "do not duplicate" should appear on the keys. Willie Kootstra stated that in the past, himself and his department, have been sent numerous times to go have keys duplicated.

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1 Motion by Trustee Herrmann, properly seconded to re-key the Village Hall exterior doors and investigate further, a key card system, for Village Hall.

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1 Trustee Ponio stated that he finds it interesting that the last time a security issue came up it was with the Beach House. And now it seems important that it's noted that it's the Concerned Citizens flyer that was propping the door open. He said that it seems like, with certain people sitting up the Board, a way to deflect the issue and someone purposefully put the flyer in the door to cause a problem. Trustee Herrmann replied that she does not believe that she indicated that. Trustee Ponio believes it was a deliberate act by somebody in order to cause a diversion. Trustee Ponio recommended that the keys have Do Not Duplicate on them. He said he could

go and have his key made by anyone right now. He said it was Chief Fellmann that stated that this was a common occurrence here at Village Hall. Trustee Ponio feels that re-keying all the doors at Village Hall at this time is a waste of money. He feels the building should instead be more frequently checked and that people should not be in the building after 10 o'clock at night. He also said that no one should be here alone either until quotes come back on other types of security systems.

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Mayor Hyde said, it's not unusual with all the activities that center around Village Hall and all the groups that use Village Hall, to find a door proposed open so people could get in and out. He said that should not happen as much though with the new facilities outside for some of these groups. Mayor Hyde said a night guardian, Pam, was put into place to have control over the building and security is taken care of, people are behaving in the building, rooms are locked up, the building is cleaned, etc. He said they have done an excellent job. Mayor Hyde said the Police Department is now checking doors but he feels that this needs to be done on a very limited basis. He said it's a very expensive proposition as well as it is not a smart proposition based on the fact that the Officers are being pulled off on a regular basis every single night to check the building. Mayor Hyde does not think this is a good sense of use of our Police Department. Trustee Sadoski said this is not a long term solution. Mayor Hyde replied that he is trying to keep away from this for a long term solution. He said again that it is very expensive and it leaves the Village short elsewhere. Trustee Ponio questioned how long it actually takes to check the doors. Mayor Hyde replied that the Officer has to come back, park his/her car, get the night security person and then walk through the building. He assumes they would be checking the doors and windows at that same time. By the time they get back, Mayor Hyde feels it would be about a half hour to forty five minutes. Mayor Hyde does not think this is a smart move nor good use of the Village's manpower on a regular basis. He said the cost of Officers and the Police cars is expensive plus the Village would be limiting the Police staff on the street during that time to do this every night. He said it's easy to re-key the building. He feels that it's appropriate to issue only certain keys to certain individuals.

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Trustee Herrmann stated that she reviewed this matter with Attorney Puma. He agreed that it would be silly not to give the full time employees that are in and out of Village Hall on a daily basis a key. She suggested possibly having, due to costs, one door with a key card system on it and have everyone coming and going out of that door. This would help to save money. Trustee Sadoski agreed that maybe all should enter through the same door. Have only one entrance to assist with security. Trustee Saville stated that they need a game plan or road map. He said it's no one's fault; however, he has witnessed the guitar teacher leaving the door wide open as well as he has seen the back door propped open. He said this has to get under control right away. Trustee Saville said that anytime after 4:30, maybe everyone only enters through the front door to Village Hall. He pointed out that if this happened to someone's house, one would take action right away and first start by changing the locks.

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Pam Miller, the night guardian, explained that she closes about 9:30 pm. She reported the problems that she has experienced. She has walked into Village Hall at 6:30 pm at times and has found every door unlocked. She has also had employees that work for the Village, open the door, come in, just to use the washroom facilities. Ms. Miller said that the front door is open and should be the only door being used in order to control who is going in and out of the building. She said that last night was a perfect example. Everyone was leaving at 9:30 pm and a Trustee entered the building after 9:30 in order to retrieve his/her mail. Ms. Miller expressed great concern because herself, as an employee, could be held accountable due to the time sheets that they fill out. She also has expressed concern in the past for the basement door which is often times left open, by the cleaning crew, and someone or especially a child could fall down those stairs. She stated there are many liability issues. Ms. Miller reported that she checked the building and checked all the door to the building the night that Clerk Kaczmarek was here working and the building was locked when she left. She agreed that an Officer should not come necessarily at the same time every night as someone will catch on to this constant activity and the time it is occurring. Trustee Herrmann verified again with Mr. Miller, that the night Clerk Kaczmarek was here working, the building was indeed locked and Ms. Miller said yes. Mayor Hyde someone had to have had a key then.

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Trustee Sadoski recommended possibly having a sign in/sign out sheet at the front desk so the Village can keep a record. Ms. Miller said that maybe an alarm too could be placed on the back doors so if they are opened, someone knows right away. Mr. Kootstra reported that some items are new and some are not. He said some of these same issues were around 20 years ago. However, no action was ever taken in the past. He said that re-keying would be good to start. He added that some of the panic doors are old and there could be some unforeseen issues with the hardware on these doors/locks when the locksmith goes to take them apart. Mr. Kootstra stated that it will be about \$50 per door to have each door re-keyed. It was also suggested that possibly some of the doors, especially on the rear of the building, have only access from the inside so, when you go out the door, there's no hardware on the outside therefore, no key is needed and/or no entry is possible once outside that door. Trustee Verciglio recommended too, that when an employee leaves and is no longer working for the Village, that the locks are changed then too. He suggests too changing the locks for now. He said the building needs to be secured. He likes too the idea of no locks being on the outside of some of the doors. Mayor Hyde expressed concern for the basement door being open and the stairs right there especially, with children around. He will ask John Little to handle this and make sure that that door is not left open at any time. Karen Luebbers reported that the cleaning crew goes around and opens doors in order to clean all the rooms.

Upon roll call, Trustees voted as follows:

AYES: Trustees Herrmann, Sadoski, Saville and Verciglio

NAYS: None

ABSENT: Trustee Garling

ABSTAIN: None

Motion was declared carried.

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I Trustee Ponio asked Clerk Kaczmarek if the files are secure in the basement of the building. Clerk Kaczmarek said yes, the basement is secure. She had the locks immediately changed when she took office, on many cabinets and areas, and access is very limited. Because files need to be access by the Clerk, John Little and Frank DeSort in the basement, these 3 are the only individuals that have access to back basement storage area.

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Trustee Herrmann stated that she personally does not need keys to the building. Trustee Verciglio said he does not either. A key could be obtained from the Police Department if someone needed to get into the building Mayor Hyde said. Trustee Ponio said he did not have a problem with that either but he just wanted to ask who would be getting keys. Trustee Saville said he too is comfortable with this and that a key can be checked out or the Police Office can come over with the Trustee while a Trustee retrieves his/her mail from the Board Room. All appeared to agree with a checks and balances system with the Police Department when and if a key needs to be checked out. Mr. Kootstra questioned who the Board would like to see this project follow through with. Trustee Herrmann asked to meet with John Little too on this matter of having the locks re-keyed. Mr. Kootstra stated that he has never had a key to the building and does not want one now either. Trustee Ponio asked who has keys. Mayor Hyde said the Office employees have a key, Frank DeSort, John Little, himself, etc. Clerk Kaczmarek explained that as locks get changed and/or re-keyed, as new keys are distributed, she makes a check out list of keys and has each person sign off that he/she is in possession of a key. She did this with the new locks on the Senior Center recently as well as she had the new Trustees sign off that they each received a Board Room key, a front door key and a key to their own individual mailbox. Clerk Kaczmarek stated that from the past though, she does not know who exactly has keys. When she took office, she did not distribute keys but rather since taking office, she has lists made and individuals sign off that they have a key. Trustee Ponio is looking to have a policy put into place for keys. Trustee Saville stated that they are all really defeating the purpose if keys are given out once again. Trustee Herrmann feels that Mayor Hyde, Clerk Kaczmarek, Frank DeSort and John Little should have keys and then the Police Department. Karen Luebbbers stated that she does not have a problem entering the building too through the front door.

Motion by Trustee Herrmann, properly seconded to adjourn the special voting committee meeting. Being that no further business was discussed, the meeting adjourned at 8:15 pm. All in favor.

Christine Kaczmarek, Village Clerk