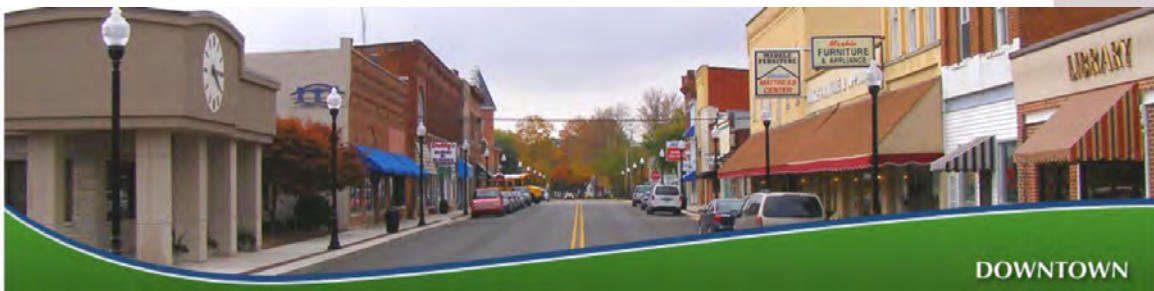




# MARKLE, INDIANA

## Americans with Disabilities Act Self-Evaluation and Transition Plan



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Prepared by:



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VETERANS PARK



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## List of Abbreviations/Acronyms

AA – Affirmative Action  
AASHTO – American Association of State Highway and Transportation Officials  
ABA – Architectural Barriers Act of 1968  
ADA – Americans with Disabilities Act of 1990  
ADAAG – Americans with Disabilities Act Accessibility Guidelines  
CDBG – Community Development Block Grant  
CFR – Code of Federal Regulations  
D.A.R.E. – Drug Abuse Resistance Education  
DDRS – Indiana Division of Disability & Rehabilitative Services  
DHHS – Deaf & Hard of Hearing Services, Indiana Division of Disability & Rehabilitative Services  
DOJ – U.S. Department of Justice  
DOT – U.S. Department of Transportation  
EEOC – Equal Employment Opportunity Commission  
EMS – Emergency Medical Services  
FHWA – U.S. DOT Federal Highway Administration  
FTA – U.S. DOT Federal Transit Administration  
G.E.D. – General Educational Development  
GIS – Geographic Information System  
HOME – Home Investment Partnership  
HR – Human Resources Department  
HTML - Hyper Text Markup Language  
INDOT – Indiana Department of Transportation  
ISA – International Symbol of Accessibility  
IT – Information Technology Department  
NCA – National Center on Accessibility  
OTRB – Over-the-Road Buses  
PAR – Pedestrian Access Route  
PDF – Portable Document Format  
PROWAG – Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way  
RA – Rehabilitation Act of 1973  
ROW – Right-of-Way  
RTF – Rich Text Format  
SETP – Self-Evaluation and Transition Plan  
TDD – Telecommunications Devices for Deaf Persons  
TTY – Teletypewriter  
UFAS – Uniform Federal Accessibility Standards

## Executive Summary

The Americans with Disabilities Act (ADA) is a comprehensive Federal civil rights statute enacted in 1990. Comprised of five major parts, or “titles”, the ADA’s stated purpose was to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. It is estimated by the U.S. Census Bureau that over 50 million U.S. residents have a disability, and over 50% of senior citizens age 65 or older have a disability. Title II requires that all public entities perform a self-evaluation. Entities with 50 or more employees and those receiving federal funds are requested to prepare a transition plan, make the transition plan available for three years, publish a notice of non-discrimination, designate an ADA Coordinator, and develop a formal complaint form and grievance procedure.

The Town of Markle has completed this self-evaluation of all Town facilities, including the public right of way (ROW), programs, and procedures and prepared a Transition Plan that outlines the necessary steps to be fully compliant with the requirements of Title II of the ADA. The Town will strive to ensure that all residents and visitors are able to access all services, programs and activities and will promptly investigate any formal grievance filed according to the grievance procedures outlined. Additionally, the Town will strive to include annual budgetary allotments to make required improvements that will eventually make the various facilities fully accessible, with emphasis given to the improvements that most impact the ability of persons with disabilities to access facilities or programs. Where access cannot be provided, alternate means to provide the same opportunities to persons with disabilities will be provided.

In performing this self-evaluation, only areas open to the public were assessed at the following Town-owned or operated facilities:

- Town Hall/Police Station
- Library
- Fire Station
- Veterans Park
- Walkway Park
- Public Right-of-Way (Sidewalks and Curb Ramps)

Areas of these facilities open to the public generally included parking lots, walks, park amenities, and areas within buildings that are not restricted to employees. Some buildings or areas of certain buildings have infrequent public access and were evaluated under the same guidelines. The decision to exclude areas of Town facilities, or entire facilities, restricted to employees does not obviate the need of the Town to ensure full accessibility is provided to employees with disabilities, consistent with the requirements of Title I of the ADA.

An inventory and assessment of sidewalks, curb ramps, and on-street parking within the Town jurisdiction was conducted. These pedestrian facilities were inventoried and assessed using the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), dated July 26, 2011, as published by United States Access Board.

In addition to Town facilities, the self-evaluation reviewed existing Town policies and procedures within each department. The focus of this review began with distribution of a questionnaire to each department, followed by interviews or other data gathering if needed to better understand the responses or the operation of each department. Key items reviewed within each department



included ADA-specific training of employees, past interaction and accommodation of persons with disabilities, review of publications produced by each department, and staff suggestions to help them accommodate persons with disabilities. Following this review, recommendations were made to improve accessibility of programs for each department.

It is the goal of Town of Markle to make facilities for all services, programs and activities fully accessible as soon as possible, with the schedule being largely dependent on a number of economic factors and future changes to the ADA Accessibility Guidelines (ADAAG) or other unforeseen requirements that would necessitate additional improvements to Town facilities. The Town has committed to provide training for staff on the requirements of the ADA and make accommodations for employees with disabilities, many of which can be done without costly architectural renovations. The Transition Plan will be reviewed and updated periodically to ensure the Town is fully compliant with applicable standards.

The results of the self-evaluation identified a number of barriers at Town facilities, most of which are within the ROW. The estimated cost to correct these deficiencies is **\$414,681**. Please note this **does not** include the cost to renovate the existing Town Hall. It is the opinion of DLZ, that it is not cost effective to renovate the existing Town Hall to correct the deficiencies. Those dollars would be better spent on a new building/facility or renovating another building with fewer deficiencies. The degree to which these barriers limited accessibility and their priority for corrective action was subjectively categorized as “high”, “medium”, or “low”. “High” priority included barriers that effectively prohibited access to a service or program or present a safety hazard. “Medium” priority included barriers that either partially prohibited access or made it quite difficult. “Low” priority barriers typically do not limit access but are not compliant with standards. The improvements should be categorized into a phasing program to spread the cost for implementation out and address the most serious deficiencies at Town facilities. The actual implementation schedule, budgeting, and prioritization is up to the administration and is likely to be impacted by complaints, new regulations and requirements, capital improvement projects, and availability of funding. Note that these costs are to resolve accessibility issues by making architectural improvements and in many instances there are procedural or other modifications that can be made to provide equal access to Town programs and some modifications are not required until renovations are completed. These modifications are noted within this report.

## 1.0 Introduction and Overview

### 1.1 Introduction

The [Americans with Disabilities Act of 1990](#) (ADA), enacted on July 26, 1990, is a Federal civil rights statute, under the jurisdiction of the United States Department of Justice (DOJ), which provides civil rights protection to qualified individuals with disabilities in the areas of employment, public accommodations, state and local government services, transportation, and telecommunications. The law states its purpose is “to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. Similar protections are provided by [Section 504 of the Rehabilitation Act of 1973](#). The ADA was signed into law by President George Bush on July 26, 1990, extending civil rights protections to individuals with physical or mental disabilities in the following areas:

1. **Title I** – Employment (all Title II employers and employers with 15 or more employees)
2. **Title II** – Public Services (state and local government including public school districts and public transportation)
3. **Title III** – Public Accommodations and Services operated by Private Entities
4. **Title IV** – Telecommunications
5. **Title V** – Miscellaneous

The Town of Markle is classified as a “public entity” pursuant to Title II of the ADA. The Town is also required to comply with Title I, which requires state and local government entities to practice nondiscrimination in all parts of the employment process.

The DOJ is the lead agency that oversees the ADA. The ADA in itself is not enforceable by any state or local governmental unit code official.

### 1.2 Purpose

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the

executive departments and agencies of the Federal government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.

Relative to the ADA on July 26, 1990, the DOJ issued rules implementing Title II, which is codified at [28 CFR Part 35](#), which applies to the Town of Markle. Title II requires state and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events, but also to policy changes that state and local governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of state and local governments.

The ADA regulations [ref. *U.S. DOJ, [28 CFR Part 35, Subpart A, 35.105 and 35.150\(a\) and \(d\)](#)*] require state and local governments to conduct a self-evaluation of their programs and services to identify barriers to access. One of the fundamental reasons for performing the self-evaluation is to identify potential problems before they occur, so that discrimination complaints won't be necessary. By identifying the policies, programs, services, and activities that do not comply, the Town can take action to remove those barriers to ensure that the Town is not discriminating against individuals with disabilities. Title II of the ADA stipulates that the Town is required to perform the following administrative responsibilities:

1. Administer and write self-evaluation of the programmatic barriers in services offered by the local government [[28 CFR 35.105](#)]
2. Provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments. [[28 CFR 35.105](#)]



3. Publicize and inform applicants, participants, and beneficiaries of the Town's policy of nondiscrimination on the basis of disability related to Town services, programs, and activities [\[28 CFR 35.106\]](#)

Additionally, a public entity that employs 50 or more persons is required to perform the following administrative responsibilities. The Federal Highway Administration (FHWA) and Indiana Department of Transportation (INDOT) have requested that all entities under 50 employees also complete these steps:

1. Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance [\[28 CFR 35.107 \(a\)\]](#)
2. Establish a complaint/grievance procedure to respond to complaints of noncompliance from the public [\[28 CFR 35.107 \(b\)\]](#)
3. Develop a transition plan if structural changes are necessary for achieving program accessibility [\[28 CFR 35.150 \(a\) and \(d\)\]](#)
4. Retain the self-evaluation and provide it for public inspection for three years [\[28 CFR 35.105 \(c\)\]](#)

The Town is committed to complying with the tenets of Title II of the ADA of 1990, and other Federal and state statutes and regulations intended to make Town-owned and operated facilities, programs, services, and activities accessible to persons with disabilities. This ADA Self-Evaluation and Transition Plan (SETP) establishes a new benchmark for compliance with ADA and identifies a plan to remove barriers.

### **1.3 Transition Plan Overview**

INDOT issued a memorandum regarding new requirements for Local Public Agency Annual Pre-Award Certification. This correspondence indicated that a current ADA/Section 504 Inventory and Transition Plan would be required in order to receive INDOT or Federal Highway Funding. The Town responded by contracting DLZ Indiana, LLC to assist in preparing a SETP.

A work plan to assess Town-owned and operated facilities, programs, policies, services, and activities for compliance with ADA was initiated to complete the ADA SETP. This work plan included:

- Facility audit (interior and exterior)
- Right-of-way (ROW) audit
- Self-evaluation of Town programs, services, and activities
- Facilitate designating an ADA Coordinator
- Develop grievance procedures
- Outreach to advocacy groups and the general public
- Prioritize facilities improvements for accessibility
- Develop written transition plan
- Adoption of the transition plan

Facility audits were performed only in those areas open to the public for this project. Areas within Town-owned facilities that are not accessible to the public must also be accessible for employees with disabilities. Accessibility in employee work areas will be assessed on a case-by-case basis based on the needs of the individual and nature of their disability. The Town is committed to ensuring that all workspaces are accessible pursuant to the requirements of each job and making the necessary modifications when needed. In addition, facilities within the public ROW were inventoried. ROW under Huntington and Wells Counties and INDOT's jurisdiction were not included as part of town's ROW facility evaluation.

A public involvement process was incorporated to assist in the development of this SETP. These recommendations are intended to serve as the transition plan and framework for implementation. All of the recommendations in this plan for structural or programmatic solutions to facilitate the opportunity of access to all individuals are subject to review, revision, and approval of the Town Council and appropriation of funding to implement the improvements.

This transition plan is an on-going, dynamic document that will need periodic review and updating. In particular, additional evaluations will be required when updates are made to the ADA or supporting statutes or when existing accessibility guidelines change or new guidelines are established. In its efforts to maintain compliance, the Town has several mechanisms in place to provide for an ongoing update of the transition plan:

- Designated ADA Coordinator is empowered with oversight responsibility for implementation of the requirements of the ADA.
- Implementation activities will be part of the Town's annual Capital Improvement Plan.
- Training of staff.

#### **1.4 Legislative Background & Framework**

For more than 40 years, the Town of Markle has been subject to many of the non-discrimination provisions contained in the ADA. Significant precursory legislation to the ADA includes the [Architectural Barriers Act of 1968](#) (ABA) and [Section 504 of the Rehabilitation Act of 1973](#) (RA).

Congress' first significant effort to address discrimination on the basis of disability was its enactment of the ABA, which provided that all buildings constructed, altered, leased, or financed by the U.S. Government shall be accessible to, and usable by, individuals with physical disabilities.

Section 504 of the Rehabilitation Act states: *"No otherwise qualified individual with a disability in the United States shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive Agency"*. It also requires Federal agencies to provide accessible programs and facilities.

The ADA was modeled on Section 504. The ADA applies to state and local government entities, public accommodations, public transportation, and commercial establishments. The key points of understanding for ADA are:

- The ADA is fundamentally civil rights legislation. This legislation protects the rights of people with disabilities in employment, transportation, public accommodation, and access to services offered by the public.
- The ADA addresses facility access and access to programs and services. Buildings are required to be accessible and the activities that are offered inside and outside those buildings also must be accessible.
- Outdoor recreation standards as they relate to ADA for a variety of facilities were included in the 2010 ADAAG. Standards for amusement rides, boating and fishing facilities, exercise machines and equipment, golf and miniature golf facilities, play areas, and swimming/wading pools and spas went into effect on March 15, 2012 for all new or altered facilities.

The primary focus of this report is to assess the compliance of the Town's facilities, programs, policies, services, and activities related to Title II of the ADA. Title II of the ADA was effective on January 26, 1992.

Governmental entities must ensure effective communication, including the provision of necessary auxiliary aids and services, so that individuals with disabilities can participate in civic functions. Public entities are not required to take actions that would result in undue financial and administrative burdens. However, they are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

One important way to ensure that Title II's requirements are being met in towns of all sizes is through self-evaluation, which is required by

the ADA regulations. Self-evaluation enables local governments to pinpoint the facilities, programs and services that must be modified or relocated to ensure that local governments are complying with Title II requirements of the ADA. A public entity that employs 50 or more employees must retain its self-evaluation for a minimum of three (3) years.

### **1.5 Facility Access versus Program Access**

The ADA addresses two types of accessibility:

- Facility accessibility
- Program accessibility

Facility accessibility requires that a building or structure be physically accessible. Individuals with disabilities cannot be provided access to programs, services, and activities if a building is inaccessible. Program accessibility includes facility accessibility, but also means that a person with a qualified disability receives the same benefits from a program or service and has an equal opportunity to participate as any other participant. The ADA requires all Town programs, but not all Town buildings, to be accessible.

There is some flexibility with regard to program accessibility. Not every building (or each part of every building) needs to be accessible. Structural modifications are required only when there is no alternative available for providing program access. The Town is required to provide program access, which means that programs, services and activities when viewed in their entirety, are readily accessible to and usable by individuals with disabilities.

When choosing a method of providing program access, the Town will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In accordance with Title II program accessibility requirements, the Town is required to:

- Provide equal access to programs, services, and activities as provided to other members

of the community. [\[28 CFR 35.130\(a\)-\(b\)\(1\)\(vii\)\]](#)

- Provide programs, services and activities in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity. [\[28 CFR 35.130\(b\)\(2\)\(d\)\]](#)
- Absorb any costs necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. [\[28 CFR 35.130\(f\)\]](#)
- Allow a person with a disability to participate in a program, service or activity regardless of disability. [\[28 CFR 35.130\(g\)\]](#)
- Eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy programs, services or activities unless necessary for the provisions of the program, service or activity. [\[28 CFR 35.130\(b\)\(8\)\]](#)
- Modify policies, practices, or procedures that deny equal access to individuals with disabilities [\[28 CFR 35.130\(b\)\(7\)\]](#)
- Furnish auxiliary aids and services when necessary to ensure effective communication. [\[28 CFR 35.160\(b\)\(1\)-\(2\)\]](#)
- Provide appropriate signage and structural communication to inform and alert individuals with visual, mobility, and hearing disabilities. [\[28 CFR 35.163\]](#)
- Eliminate physical barriers to programs, services, and activities by remodeling existing facilities, constructing new facilities, or moving programs, services or activities to an accessible location. [\[28 CFR 35.150\(b\)\(1\)\]](#)
- Ensure that newly constructed or altered buildings and facilities are free of physical and communication barriers that restrict accessibility of people with disabilities. [\[28 CFR 35.151\]](#)

### **1.6 Undue Burden**

The Town does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden.

A fundamental alteration is a change to such a degree that the original program, service, or activity is no longer the same. For example, a Town sponsors college-level classes that may be used toward a college degree. To be eligible to enroll, an individual must have either a high school diploma or a General Educational Development certificate ("G.E.D"). If someone lacks a diploma or G.E.D. because of a cognitive disability, it is unlikely that the Town would have to alter the requirement to provide equal access. Modifying the rule would change the class from college level to something less than college level and would fundamentally alter the original nature of the class.

The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the Town must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

### **1.7 ADA Self-Evaluation and Transition Plan Requirements**

The purpose of this ADA SETP is to document the Town's review of access to facilities, programs, services, and activities by individuals with disabilities in order to determine if there are any discriminatory or potentially discriminatory practices, policies, or procedures.

In accordance with the Title II requirements for self-evaluation, the Town:

- 1) Identified all of the public entity's programs, activities, and services. [\[28 CFR 35.105\(a\)\]](#)
- 2) Reviewed all the policies and practices that govern the administration of the Town's programs, activities, and services. [\[28 CFR 35.105\(a\)\]](#)

If structural changes are identified to provide program accessibility as part of the self-evaluation, the ADA identifies specific elements to be included in the transition plan. At a

minimum, the elements of the transition plan are:

- 1) A list of the physical barriers in the Town's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities. [\[28 CFR 35.150 \(d\)\(3\)\(i\)\]](#)
- 2) A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible. [\[28 CFR 35.150 \(d\)\(3\)\(ii\)\]](#)
- 3) The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period. [\[28 CFR 35.150 \(d\)\(3\)\(iii\)\]](#)
- 4) The name of the official responsible for the plan's implementation. [\[28 CFR 35.150 \(d\)\(3\)\(iv\)\]](#)

### **1.8 Self-Evaluation and Transition Plan Process**

A work plan and method to assess Town-owned and operated facilities, programs, policies, services, and activities for compliance with the ADA was implemented to complete the ADA SETP. This work plan included:

- Facility audits (interior and exterior)
- Self-evaluation of Town programs, services and activities
- Facilitate designating an ADA Coordinator
- Develop grievance procedures
- Identify required/suggested training for Town staff
- Public outreach to advocacy groups
- Prioritize facilities improvements for accessibility
- Develop transition plan
- Public involvement via comment period
- Adoption

Recommendations are intended to serve as the transition plan and framework for implementation. All of the recommendations in this plan for structural or programmatic solutions to facilitate the opportunity of access



to all individuals are subject to review, revision, and approval of the Town Council.

### **1.9 Facility & Right-of-Way Audits**

In late 2012, interior and exterior audits of buildings and facilities as well as the public right-of-way were performed only in those areas open to the public. This review identified physical and architectural barriers and provided recommendations to comply with Federal accessibility requirements.

A sample of photographs of the Town's facilities, sidewalks and curb ramps were taken for the record and are provided as an attachment. The specific site and architectural improvements recommended to remove barriers and improve accessibility are also listed in the Appendices.

### **1.10 Town Administration and Departments**

The Town of Markle is governed by a Town Council. The Markle Town Council is a three (3) member council. The council members serve four-year terms, which are staggered. Town Council members may serve multiple terms; there are no term limits. Various departments and boards carry out the work of the council body. The council appoints local citizens to serve on the following boards: Board of Zoning Appeals; Redevelopment Commission and Park Board. Competent individuals are hired to carry out the day-to-day work in the following departments: Police Department; and Operations, which consist of the Sewer Department; Water Department; and Street Department. A town administrative coordinator and supervisor are hired by the council to serve as the chief administrative personnel for the town and are directly responsible to the town council. He/she is responsible for daily operations of the town government and implements the policies initiated by the council.

These boards and departments provide Town services, programs, and activities. Descriptions of their functions are as follows:

**Board of Zoning Appeals:** This three (3) member board reviews requests for variances to zoning setbacks and special exceptions from the Town of Markle Zoning Ordinance.

The Board of Zoning Appeals (BZA) operates as needed out of the Markle Town Hall located at 155 West Sparks Street.

**Redevelopment Commission:** This five (5) member Commission is tasked with promoting and planning civic and industrial development within the Town. The Commission is responsible for the planning, replanning, development and redevelopment of blighted and/or economic development areas with the Town. The Commission operates out of Markle Town Hall located at 155 West Sparks Street.

**Park Board:** This four (4) member board is responsible for the Veterans Park and the Walkway Park. The parks include a gazebo, restrooms, walking paths, benches, and picnic areas.

The Park Board operates out of the Markle Town Hall located at 155 West Sparks Street.

**Police Department:** Currently there are two (2) full-time, two (2) part-time officers and two (2) reserve officers. The department has three (3) squad cars. Markle creates a very unique opportunity for law enforcement. With a small town approach the police department deals with problems that plague many large cities. During the summer months the department is at its busiest, working many accidents and motorist assists related to the large amount of traffic passing through the town.

The department operates out of the Markle Town Hall located at 155 West Sparks Street.

**Town Operations:** The Town's operations consist of the street department, sewer department, and water department and are responsible for most of the Town's infrastructure. The Town Supervisor oversees all these departments and reports directly to

Town Council. The Town has two (2) part-time employees, one individual that assists all the departments outside and the Town Administrative Coordinator that assists all the departments, including the Police Department, Clerk Treasurer and the Town Council with clerical, billing, and other duties as needed.

**Street Department:** The daily operations of the Street Department are performed by one (1) full-time employee, The Street Department is responsible for just under 8 miles of local roadways. Their duties include street paving and painting, pot-hole repair, crack sealing of streets, sidewalk replacement, street sweeping, alley grading or paving, leaf removal, storm water, snow removal, etc. The department is also responsible for creating maintenance procedures and programs, as well as identifying and developing capital improvement projects and budgets.

The department has twelve (12) trucks in their fleet that are housed in two (2) garages, both located on West Sparks Street. The department also has a salt barn located at the intersection of High Street and Scott Street that is used exclusively for the storage of salt.

**Sewer Department:** Markle collects the waste water for the Town and surrounding area. The department has one (1) full-time superintendent. The treatment plant is located at 405 West Morse Street and averages 139,000 gallons per day. The department's primary responsibility is for the maintenance, operation and monitoring of the sewers and treatment facilities, including conducting all required testing and the reporting of same to the requisite regulatory entities and the Clerk-Treasurer, along with a report of all users subject to the surcharges and regular testing of high volume sewer users.

**Water Department:** Markle is the water service provider for the Town and for the surrounding area. The department has one (1) full-time superintendent. Water is supplied by two (2) water towers. The first tower has a capacity of 125,000 gallons and is located at 112 West Logan Street. The second water tower has a

capacity of 150,000 gallons and is located at 501 Tower Drive. The water plant is located at 460 Parkview Drive and has three (3) groundwater wells that pump on average 92,296 gallons per day and 34,464,000 annually of filtered chlorinated water. The department's primary responsibility is for the maintenance, operation and monitoring of the watermains and treatment facilities, including conducting all required testing and the reporting of same to the requisite regulatory entities and the Clerk-Treasurer, along with a report of all users subject to the surcharges and regular testing of high volume water users. In accordance with legal requirements, the Town maintains a Wellhead Protection Plan approved by the state.

In addition to in-house departments, the Town holds contracts with private businesses for the services performed by the Town Attorney, Town Engineer, and Financial Advisor.

### 1.11 Department Self-Evaluation

As part of this self-evaluation, the Town distributed an internal questionnaire to all Town departments requesting information about their respective departmental policies regarding ADA compliance. All policies, programs, activities, and services were evaluated and in the case where policies are not currently in place, this report provides recommendations for the implementation of corrective actions to comply with the ADA. Refer to Section 3.19 Department Self-Evaluation - Findings & Recommendations.

### 1.12 Public Outreach

Public outreach was conducted via a public comment period. The goal of this outreach was to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of Town facilities or programs exist or are perceived to exist, to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments were reviewed and considered for inclusion in the self-evaluation and transition plan. Members of the community were invited to provide



comments in writing at Town Hall or submitted via a dedicated email or voicemail line during a 14 day period. A public notice was published in the local newspaper and posted at Town Hall. Letters were sent out via US Mail to 10 advocacy groups serving northeastern Indiana in order to better reach out to the local community. This letter, proof of publication for the public notice, and a compilation of comments received can be found in *Appendix D - Public Outreach*.

## 2.0 Definitions

The words, phrases and definitions summarized below are included in the ADA. Refer to the ADA 28 CFR 35.104 for full definitions. A list of common terms and definitions are included below.

**2010 Standards:** the 2010 ADA Standards for Accessible Design (ADAAG), which consist of the 2004 ADAAG and requirements contained in 35.151.

**Access Board:** an independent Federal agency devoted to accessibility for people with disabilities. The [Access Board](#) developed the accessibility guidelines for the ADA and provides technical assistance and training on these guidelines.

**Accessible:** refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.

**Affirmative Action (AA):** a set of positive steps that employers use to promote equal employment opportunity and to eliminate discrimination. It includes expanded outreach, recruitment, mentoring, training, management development and other programs designed to help employers hire, retain and advance qualified workers from diverse backgrounds, including persons with disabilities. Affirmative action means inclusion, not exclusion. Affirmative action does not mean quotas and is not mandated by the ADA.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect pedestrian access, circulation, or use. Alterations include, but are not limited to, resurfacing, rehabilitation, reconstruction, historic restoration, or changes or rearrangement of structural parts or elements of a facility.

**Americans with Disabilities Act (ADA):** a comprehensive, Federal civil rights law that prohibits discrimination against people with

disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.

**ADA Accessibility Guidelines (ADAAG):** scoping and technical requirements to be applied during the design, construction, and alteration of buildings and facilities covered by titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the Department of Transportation (DOT).

**Auxiliary Aids and Services:** under Titles II and III of the ADA, includes a wide range of services and devices that promote effective communication or allows access to goods and services. Examples of auxiliary aids and services for individuals who are deaf or hard of hearing include qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes. Examples for individuals with vision impairments include qualified readers, taped texts, audio recordings, Braille materials, large print materials, and assistance in locating items. Examples for individuals with speech impairments include TDDs, computer terminals, speech synthesizers, and communication boards.

**Blended Transition:** A raised pedestrian street crossing, depressed corner, or similar connection between the pedestrian access route at the level of the sidewalk and the level of the pedestrian street crossing that has a grade of 5 percent or less.

**Civil Rights Act of 1991:** Federal law that capped compensatory and punitive damages under Title I of the ADA for intentional job discrimination. The law also amended the

ADA's definition of an employee, adding "with respect to employment in a foreign country, such term includes an individual who is a citizen of the United States."

**Complaint:** a written statement, alleging violation of the ADA, which contains the complainant's name and address and describes the Town's alleged discriminatory action in sufficient detail to inform them of the nature and date of the alleged violation. It shall be signed by the complainant or by someone authorized to do so on his or her behalf. Complaints filed on behalf of classes or third parties shall describe or identify (by name, if possible) the alleged victims of discrimination.

**Covered Entity:** under the ADA, "covered entity" is an entity that must comply with the law. Under Title I, covered entities include employers, employment agencies, labor organizations, or joint labor-management committees. Under Title II, covered entities include state and local government instrumentalities, the National Railroad Passenger Corporation, and other commuter authorities, and public transportation systems. Under Title III, covered entities include public accommodations such as restaurants, hotels, grocery stores, retail stores, etc., as well as privately owned transportation systems.

**Cross Slope:** The grade that is perpendicular to the direction of pedestrian travel.

**Curb Line:** A line at the face of the curb that marks the transition between the curb and the gutter, street, or highway.

**Curb Ramp:** A ramp that cuts through or is built up to the curb. Curb ramps can be perpendicular or parallel, or a combination of parallel and perpendicular ramps.

**Direct Threat:** a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

**Disability:** with respect to an individual, means: a physical or mental impairment that

substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

**Discrimination on the basis of disability:** means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;
- Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the Town's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

**Employer:** a person engaged in an industry affecting commerce who has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year, and any agent of such person, except that, for two years following the effective date of this subchapter, an employer means a person engaged in an industry affecting commerce who has 25 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding year, and any agent of such

person. Exceptions: The term "employer" does not include the United States, a corporation wholly owned by the government of the United States, or an Indian tribe; or a bona fide private membership club (other than a labor organization) that is exempt from taxation under section 501(c) of Title 26 [the Internal Revenue Code of 1986].

**Equal Employment Opportunity Commission (EEOC):** the Federal agency charged with enforcing Title I of the ADA.

**Essential Job Functions:** the fundamental job duties of the employment position that the individual with a disability holds or desires. The term "essential functions" does not include marginal functions of the position.

**Equal Employment Opportunity:** an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly-situated employee without a disability.

**Existing Facility:** refers to buildings that were constructed before the ADA went into effect. A public building constructed before the effective date of Title III does not have to be fully accessible unless the removal of barriers, including structural ones, is readily achievable.

**Facility:** All or any portion of buildings, structures, improvements, elements, and pedestrian or vehicular routes located in the public right-of-way.

**Grade Break:** The line where two surface planes with different grades meet.

**Historic Properties:** those properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law.

**Job Analysis:** a formal process in which information about a specific job or occupation is collected and analyzed.

**Job Description:** a detailed summary, usually written, of the major components of a job. A typical job description consists of six major components: essential job functions, knowledge and critical skills, physical demands, environmental factors, the roles of the ADA and other Federal laws such as the Occupational Safety Health Act, and any explanatory information that may be necessary to clarify job duties or responsibilities.

**Job Related and Consistent with Business Necessity:** standard used to determine whether a qualification standard or employment policy concerns an essential aspect of the job and is required to meet the needs of the business.

**Light Duty:** generally, "light duty" refers to temporary or permanent work that is physically or mentally less demanding than normal job duties. Some employers use the term "light duty" to mean simply excusing an employee from performing those job functions that s/he is unable to perform because of an impairment. "Light duty" also may consist of particular positions with duties that are less physically or mentally demanding created specifically for the purpose of providing alternative work for employees who are unable to perform some or all of their normal duties. Further, an employer may refer to any position that is sedentary or is less physically or mentally demanding as "light duty". The term is often associated with workers compensation programs.

**Major Life Activity:** term used in the ADA definition of disability. It refers to activities that an average person can perform with little or no difficulty, such as walking, seeing, speaking, hearing, breathing, learning, performing manual tasks, caring for oneself, and working. These are examples only. Other activities such as sitting, standing, lifting, or reading are also major life activities.

**Marginal Job Functions:** functions that are not considered essential to a job. Employers must consider removing marginal job

functions as an accommodation under the ADA, but do not have to remove essential functions as an accommodation.

**Medical Examination:** a procedure or test that seeks information about an individual's physical or mental impairments or health. The following factors should be considered to determine whether a test (or procedure) is a medical examination: (1) whether the test is administered by a health care professional; (2) whether the test is interpreted by a health care professional; (3) whether the test is designed to reveal an impairment or physical or mental health; (4) whether the test is invasive; (5) whether the test measures an employee's performance of a task or measures his/her physiological responses to performing the task ; (6) whether the test normally is given in a medical setting; and, (7) whether medical equipment is used. In many cases, a combination of factors will be relevant in determining whether a test or procedure is a medical examination. In other cases, one factor may be enough to determine that a test or procedure is medical.

**Mitigating Measures:** medical treatment or devices that lessen the effects of an impairment, such as medication, a prosthesis, or a hearing aid. When determining whether a person has a disability under the ADA, the effect of mitigating measures is to be considered.

**Pedestrian Access Route:** A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.

**Pedestrian Circulation Path:** A prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

**Physical or Mental Impairment:** a physical or mental limitation that may include, but are not limited to: vision, speech, and hearing impairment; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes;

heart disease; nervous conditions; cancer; asthma; hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

The following conditions are not physical or mental impairments: tranvestism, illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper if not symptoms of a mental or physiological disorder.

**Public Accommodations:** entities that must comply with Title III. The term includes facilities whose operations affect commerce and fall within at least one of the following 12 categories: places of lodging (e.g., inns, hotels, motels) (except for owner-occupied establishments renting fewer than six rooms); establishments serving food or drink (e.g., restaurants and bars); places of exhibition or entertainment (e.g., motion picture houses, theaters, concert halls, stadiums); places of public gathering (e.g., auditoriums, convention centers, lecture halls); sales or rental establishments (e.g., bakeries, grocery stores, hardware stores, shopping centers); service establishments (e.g., laundromats, dry-cleaners, banks, barber shops, beauty shops, travel services, shoe repair services, funeral parlors, gas stations, offices of accountants or lawyers, pharmacies, insurance offices, professional offices of health care providers, hospitals); public transportation terminals, depots, or stations (not including facilities relating to air transportation); places of public display or collection (e.g., museums, libraries, galleries); places of recreation (e.g., parks, zoos, amusement parks); places of education (e.g., nursery schools, elementary, secondary, undergraduate, or postgraduate private schools); social service center establishments (e.g., day care centers, senior citizen centers, homeless shelters, food banks, adoption



agencies); and places of exercise or recreation (e.g., gymnasiums, health spas, bowling alleys, golf courses).

**Public Entity:** entities that must comply with Title II. The term is defined as: any state or local government; any department, agency, special purpose district, or other instrumentality of a state or local government; or certain commuter authorities as well as Amtrak. It does not include the Federal government.

**PROWAG:** Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right of Way - These proposed guidelines for provide design criteria for public streets and sidewalks, including pedestrian access routes, street crossings, curb ramps and blended transitions, on-street parking, street furniture, and other elements. The specifications comprehensively address access that accommodates all types of disabilities, including mobility and vision impairments, while taking into account conditions and constraints that may impact compliance, such as space limitations and terrain.

**Qualified Individual with a Disability:** an individual with a disability who, with or without reasonable modification to rules, policies, or practices, removal of architectural, communication, or transportation barriers, or the provision of auxiliary services or aids, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Town.

**Readily Achievable:** easily accomplishable and able to be carried out without much difficulty or expense. In determining whether an action is readily achievable, factors to be considered include nature and cost of the action, overall financial resources and the effect on expenses and resources, legitimate safety requirements, impact on the operation of a site, and, if applicable, overall financial resources, size, and type of operation of any parent corporation or entity. Under Title III, public accommodations must remove barriers

in existing facilities if it is readily achievable to do so.

**Reasonable Accommodation:** under Title I, a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodation is a key nondiscrimination requirement of the ADA.

**Reasonable Program Modifications:** if an individuals' disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether reasonable program modifications would enable these individuals to perform the essential functions of the program or activity.

Reasonable program modification is any change in a program or activity, or in the way things are customarily done, that enables an individual with a disability to enjoy equal program opportunities. Accommodation means modifications or adjustments:

- To a registration or application process to enable an individual with a disability to be considered for the program or activity;
- To the program or activity environment in which the duties of a position are performed so that a person with a disability can perform the essential functions of the program or activity; and
- That enables individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities. Modification applies to known disabilities only. Modification is not required if it changes the essential nature of a program or activity for the person with a disability, it creates a hazardous situation, adjustments or modifications requested are primarily for the personal benefit of the individual with a



disability, or it poses an undue burden on the Town.

**Record of an Impairment:** an individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity or has been diagnosed, correctly or incorrectly, as having such an impairment. An example: a man, who is in line for a promotion, has a history of cancer treatment, although he is now free of cancer. He is not given the promotion because his bosses are worried that, if his cancer returns, he won't be able to do the job. He does not, at this point, meet the first part of the definition of disability because he does not have a physical or mental impairment that substantially limits one or more major life activities. However, based on his "record of" an impairment, he is being discriminated against.

**Regarded as Having a Disability:** an individual is disabled if he or she is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists. An example: a woman applies for a job as a customer service representative at a department store. Her face is badly scarred from an automobile accident. The interviewer doesn't want to give her the job, in spite of her skills and experience, because he thinks customers will be uncomfortable looking at her. She is not substantially limited in any major life activity, but the interviewer is "regarding her as" if she has a disability.

**Running Slope:** The grade that is parallel to the direction of pedestrian travel.

**Service Animal:** Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

**Substantial Limitation on Major Life Activities:** an individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people.

In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- The nature and severity of the impairment;
- The duration or expected duration of the impairment; and
- The permanent or long term impact (or expected impact) of, or resulting from, the impairment.

**Title V of the Rehabilitation Act of 1973:** title of the law that prohibits discrimination on the basis of a disability by the Federal government, Federal contractors, by recipients of Federal financial assistance, and in Federally conducted programs and activities.

**Transition Plan:** refers to a requirement that state and local governments employing 50 or more people develop plans detailing structural changes necessary to achieve facility and program accessibility.

**Undue Burden:** means significant difficulty or expense incurred in the provision of accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the Town. Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. If a particular modification is determined to cause an undue burden to Markle, the Town shall attempt to identify another modification that would not

pose such a burden. If cost causes the undue burden, the Town must consider whether funding for the modification is available from an outside source. If no such funding is available, the Town must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

**Undue Hardship:** with respect to the provision of an accommodation under Title I of the ADA, significant difficulty or expense incurred by a covered entity, when considered in light of certain factors. These factors include the nature and cost of the accommodation in relationship to the size, resources, nature, and structure of the employer's operation. Where the facility making the accommodation is part of a larger entity, the structure and overall resources of the larger organization would be considered, as well as the financial and administrative relationship of the facility to the larger organization. Employers do not have to provide accommodations that cause an undue hardship.

**Uniform Federal Accessibility Standards (UFAS):** one of two standards that state and local governments can use to comply with Title II's accessibility requirement for new construction and alterations. The other standard is the ADA Accessibility Guidelines.

**U.S. Department of Justice:** Federal agency that is responsible for enforcing Titles II and III of the ADA.

**U.S. Department of Transportation:** Federal agency that enforces nondiscrimination in public and private transportation. Nondiscrimination includes access to public bus, train and paratransit, as well as privately operated bus and shuttle transportation. The ADA does not cover air transportation, which is subject to the Air Carrier Access Act.

**Vertical Surface Discontinuities:** Vertical differences in level between two adjacent surfaces.

### 3.0 Self-Evaluation of Town Policies, Services, Activities, Programs, and Non-Right of Way Facilities - Findings & Recommendations

This segment of the self-evaluation plan summarizes the review of current Town-wide policies, services, activities, and programs based on meetings with Town staff and responses to the program accessibility questionnaire received from Town departments and divisions. The findings and recommendations contained in this segment will provide the basis for the implementation of specific improvements for providing access to Town programs.

#### 3.1 Departmental Questionnaire

The self-evaluation of the Town's services, programs, and activities required and involved the participation of every Town department. The Town of Markle evaluated its policies, procedures and programs to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for persons with disabilities. This questionnaire requested department staff to provide the following:

- A list of any ADA training that has been attended, performed or is planned to be done
- A list of current services/programs that the department provides to the public
- A list, including any supporting documentation of policies and practices in place for interacting/communicating with persons that have disabilities
- A contact person who can provide answers to inquiries about ADA compliance in the department
- Provide background on how that department has interacted with anyone with a disability and what actions were taken to assist meeting that person's needs
- A list of any suggestions for modifications to the department's service, policies, and procedures that may better serve persons with disabilities

All Town Departments responded to this memo regarding ADA compliance.

#### 3.2 Overall Findings – General Policies and Practices

The Town's self-evaluation of their Departments identified common accessibility issues between all Town Departments. The findings from the Town Departments can be organized into the following general categories:

- Public Information
- Designation of ADA Coordinator
- Grievance/Uniform Complaint Procedures
- Public Meetings
- Accommodations to Access Programs, Services and Activities
- Special Events and Private Events on Town Property
- Contracted Services and Contractors
- Customer Service, Satisfaction, and Input
- Equally Effective Communication
- Alternate Communication Formats
- Fees and Surcharges
- Information and Signage
- Staff Training
- Emergency Evacuation Procedures
- Polling Places
- Curb Ramps and Sidewalks
- Employment

The findings and recommendations in the following subsections apply to all departments.

#### 3.3 Public Information

The Town is required to notify the public of their rights and protections under the ADA ([28 CFR 35.106](#)), which states: "A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs,

*or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part.*” In addition, notices regarding ADA should be included in a number of other situations to inform the public of their rights and opportunities to ensure accessibility, including signage directing the public to accessible routes and entrances.

**Self-Evaluation General Findings:**

- A poster entitled “Equal Opportunity is the Law”, defining the requirements of Title VII, is posted in Town Hall in plain view.
- Public notices, public meeting agendas, and other information published by the Town do not have an ADA compliance statement included within.
- The proposed Employee Handbook for the Town of Markle, expected to be adopted in 2013; includes the following statement in section 2.2 “American Disabilities Act, (ADA)”:

**AMERICANS WITH DISABILITIES ACT POLICY**

- The Town, pursuant to and in accordance with the Americans with Disabilities Act (“ADA”), shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment (42 U.S.C. Sec. 12113, as amended from time to time). Additionally, no qualified individual with a disability may, on the basis of disability, be subject to discrimination in employment under any service, program or activity conducted by the Town (56 Fed. Reg. 35719, as amended from time to time).
- The Town encourages and invites applicants to identify themselves as individuals with disabilities in order for the Town to collect and analyze information for satisfaction of ADA requirements and

determination of appropriate accommodations for the applicant. No qualified applicant shall be refused employment because of such person’s need for an accommodation to known physical or mental limitations of an otherwise qualified applicant or employee with a disability as required under the ADA unless such accommodation causes undue hardship, as defined by law, to the Town.

- The proposed Employee Handbook for the Town of Markle, expected to be adopted in 2013; includes the following statement in section 2.1 “Equal Employment Opportunity Statement”:

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

- The Town, pursuant to and in accordance with the Americans with Disabilities Act (“ADA”), shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment (42 U.S.C. Sections 12101-12113, as Amended from time to time). The Town Encourages and invites applicants and employees to identify themselves as individuals with disabilities in order for the Town to collect and analyze information for satisfaction of ADA requirements and determination of appropriate and reasonable accommodations, No qualified applicant shall be refused employment because of such person’s need for accommodation to known and covered physical or mental limitations under the ADA unless such accommodation causes undue hardship to the Town, all as defined by law
- The International Symbol of Accessibility (ISA) is not present or in clear view at all accessible entrances at Town Buildings.

**Recommended Action:**

- Standard language for a Notice of Nondiscrimination needs to be used by all departments for all Town publications and printed materials. This statement should include, at a minimum, the following language: *“The Town of Markle acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, and amanuenses) for participation in or access to Town sponsored public programs, services and/or meetings, the Town requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To make arrangements, contact Mike Grant ADA Coordinator, at (260) 785-3193.”*
- All departments need to include the above language in their meeting agendas.
- The Town public notices and agendas need to include a statement regarding requests for accommodations for compliance with ADA; however, the statement should list a TDD/TTY (Telecommunications Device for the Deaf/TeleTYpewriter) number.
- Public notification should always identify a contact person for individuals with disabilities who may request program modifications, or information on how a hearing or speech impaired person could communicate by telephone.
- Increase outreach to persons with disabilities by finding additional methods and formats to provide information about meetings and other Town activities. The Town should endeavor to inform the public of the possible modifications required to make its services, programs, and activities accessible.
- Non-discrimination language should appear on both hard copies and documents posted on the Town website.
- List Town agencies, departments, and specialized services that offer TDD/TTY in printed Town directories.

- The Town’s ADA coordinator should have a list of qualified individuals to contract for services to provide information in alternate accessible formats when individuals have had a request for accommodation.
- Signage directing visitors to Town buildings should be placed along the accessible routes and the International Symbol of Accessibility (ISA) should be placed in clear view at all accessible entrances.

**3.4 Designation of ADA Coordinator**

The ADA regulations require any public entity with fifty or more employees to designate at least one employee to coordinate ADA compliance ([28 CFR 35.107 \(a\)](#)). Federal regulations require public entities to make available to interested persons the name, office address and telephone number of the ADA Coordinator. The ADA Coordinator’s role is to plan, coordinate, organize, facilitate, and promote compliance efforts. The Coordinator responds to requests for accommodations or barrier removal. The Coordinator also receives and investigates complaints and grievances.

**Self-Evaluation Findings:**

- Mr. Mike Grant has been designated as the ADA Coordinator by Resolution 2012-4 effective August 15, 2012. Activities related to ADA compliance should be directed to him, and each Town department should designate a liaison for ADA issues and publicize who that person would be.

**Recommendations:**

- Information regarding the identity of the Town’s ADA Coordinator should continue to be provided to staff, posted at all Town locations, incorporated into employee handbooks, staff and public phone directories, placed in frequently used publications, and on the Town website.
- The designated ADA Coordinator must be familiar with the requirements of ADA and get appropriate training to ensure compliance by the Town.
- It is strongly suggested that each department have one individual with knowledge of ADA issues that can respond



to issues that arise within their department and assist the ADA Coordinator.

- It is recommended the Town publish the name, address, e-mail address and phone number of The Town's ADA Coordinator in appropriate public notices, agendas, and Town publications frequently distributed to the general public. Publications should also include the TDD/TTY number.

### **3.5 Grievance/Uniform Complaint Procedures**

A public entity that employs 50 or more employees must adopt and publish grievance procedures which provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA ([28 CFR 35.107 \(b\)](#)).

#### **Self-Evaluation Findings:**

- On August 15, 2012, the Town adopted Resolution 2012-4 which included a formal grievance procedure to be used by an individual who wishes to file a complaint alleging discrimination on basis of disability in the provision of services, activities, programs, or benefits by the Town of Markle.
- Information regarding the complaint process is provided on the Town's website. A method to alert the Town of an ADA-related complaint is available on the Town's website.

#### **Recommendations:**

- The Town should publish the procedures for ADA-specific complaint handling to assist with the tracking of complaint resolution. Centralized record keeping of such information will help the Town to regularly update its compliance efforts, and plan for additional compliance implementation.
- Information regarding complaint procedures should be available to members of the public in addition to employees and applicants.
- The Town should create a grievance form for use by members of the public who wish to file a formal complaint or grievance. The form should also note that it may be

requested in an alternate accessible format, i.e. Braille, audio-tape, e-text, large print, etc.

- The Town should make efforts to inform Town staff and the general public of the name of the Town's ADA Coordinator, grievance procedures, the steps for handling grievances, and the Town policies for remediation of grievances.

### **3.6 Public Meetings**

Public meetings are routinely held by various Town departments, boards, and commissions. The ADA prohibits public entities from excluding persons with disabilities from programs, services, or activities offered by a public entity. The law does allow a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services, and activities ([28 CFR 35.150 \(a\)\(1\); \(b\)\(1\)](#)).

#### **Self-Evaluation Findings:**

- The following boards/commissions meet at various times on Town business and would be considered open meetings that can be attended by anyone at the Fire Station:
  - Town Council
  - Redevelopment Commission
  - Board of Zoning Appeals
  - Park Board
- Town public notices and agendas do not include a statement regarding how requests for accommodations for persons with disabilities can be made, nor is a TDD/TTY number provided.
- Common Council and other board/commission meetings are not currently broadcast on local cable access channels.

#### **Recommendations:**

- The Town should continue to schedule and hold public meetings in the most accessible locations whenever possible.
- The Town should develop procedures for obtaining and providing auxiliary aids such as assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies.
- The Town should develop means and methods to provide closed captioning (or



sign language interpretation on the screen) for televised programs and for audiovisual presentations produced by the Town (including videos and films) in order to ensure that persons with hearing impairments can benefit from these presentations.

- Install a audio amplification system in all public meeting locations.
- The Town should make reasonable modifications to enable individuals with disabilities to attend and participate in all public meetings.
- Provide meeting agendas in alternative formats when requested.
- The Town should assemble a list of readily accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.
- The Town should create a simple checklist for creating accessible meetings and selection of accessible meeting spaces. This checklist should be utilized and available to all Town departments for their programs and events.

### **3.7 Accommodations to Access Programs, Services, and Activities**

The ADA prohibits public entities from excluding persons with disabilities from programs, services, or activities offered by a public entity. A public entity may not adopt policies that are discriminatory or engage in practices that are discriminatory. This prohibition applies to policies that are explicitly exclusionary and to those which appear to be neutral, but have discriminatory effect. The law does allow a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services, and activities ([28 CFR 35.130 \(b\)\(3\)](#); [35.150 \(a\)\(1\); \(b\)\(1\)](#)).

#### **Self-Evaluation Findings:**

- There is no evidence of intentional discriminatory practices, intentional exclusion of individuals with disabilities, or practices to segregate individuals with disabilities or limit access to Town programs, services, or activities.

- Town staff stated public meetings are generally held in locations that are thought to be accessible to persons with mobility impairments and had no recollection of any previous complaints of issues.
- Town staff cited no examples of accommodations that have been made by employees of the Town to afford individuals with disabilities the opportunity to have equal access to programs, services, and activities.
- Staff suggestion indicated that more information and training on how to accommodate an individual with a disability would be beneficial.
- Staff in most departments noted circumstances where they have improvised to achieve satisfactory solutions to remove barriers to the best of their ability.

#### **Recommended Action:**

- Information directing the public how to request accommodations should appear on all public notices, announcements, and agendas. All Town departments and divisions should be provided with the Town's ADA compliance statement for accommodations.
- Front line staff such as administrative assistants, receptionists, and staff that has everyday contact with the public, should receive training on interacting and accommodating individuals with disabilities.
- The Town should provide additional and ongoing training for staff, including volunteers, regarding the requirements of the ADA and accommodations that provide equal access to programs, services and activities.
- The Town should consider the purchase of a network PC compatible TDD/TTY system that would allow individual computers to be networked and access TDD/TTY calls, instead of purchasing separate TDD/TTY units that require a dedicated line. The advantages of a networkable system will allow the user to transfer calls, conduct conference calls, and utilize voice mail.
- All staff responsible for responding to incoming telephone calls should be trained

in the protocol and use of TDD/TTY communications. Information and training should be provided on an ongoing basis.

- The Town should develop procedures to ensure that TDD/TTY are maintained in a working and operable condition.
- The ADA Coordinator should continue to monitor programmatic access.

### **3.8 Special Events and Private Events on Town Property**

The Town occasionally provides an opportunity for private organizations to utilize Town facilities for special or private events. Contained within the ADA are two titles that pertain to public and private entities. Public entities are not subject to Title III of the ADA. Conversely, private entities are not subject to Title II. In many situations, however, public entities have close relationships with private entities that are covered by Title III (Public Accommodations), with the result that certain activities may be at least indirectly affected by both Titles. This is the case with certain special events or private organizations that may use Town facilities.

#### **Self-Evaluation Findings:**

- The Town does not allow private organizations to utilize Town facilities for special or private events.

#### **Recommended Action:**

If the Town changes this policy of renting Town facilities than the following should occur:

- Guidelines or a policy should be established for ensuring that all special events are accessible.
- Events sponsored or co-sponsored by the Town should have accessible advertising and an accessible location. Additional accessible parking and restrooms should be provided based upon the capacity of the event.
- The Town should ensure that all programs conducted by concessionaires, leasers, clubs, and contractors using Town facilities will be available to people with disabilities.
- In situations where private organizations sponsor events in Town facilities, the Town

should require private organizations to comply with applicable ADA requirements. The Town should provide a checklist and information during the application process to inform organizers of their responsibility for accessibility under the ADA, if applicable. The checklist and information should be available on the Town's website.

### **3.9 Contracted Services and Contractors**

Public entities cannot use contract procurement criteria that discriminates against persons with disabilities ([28 CFR 35.130 \(b\)\(5\)](#)). In addition, selected contractors should be held to the same nondiscrimination rules as the Town.

#### **Self-Evaluation Findings:**

- The Town contracts with Huntington County to perform building permits and inspection services.
- No discriminatory or exclusionary practices were evident in the selection of contractors and contracted services.

#### **Recommended Action:**

- All Town contracts should be reviewed to determine that they include specific, detailed ADA language to ensure that contractors comply with the ADA.
- It is recommended that the Town consider means to maintain compliance when contracting for services or when leasing facilities by:
  - Including ADA compliance requirements in new requests for proposals
  - Reviewing ADA requirements when contracts or leases are negotiated, revised, or renewed

### **3.10 Customer Service, Satisfaction, and Input**

ADA requires a public entity to provide an opportunity to interested persons and organizations to participate in the self-evaluation process. For three years after completion of the self-evaluation, a public entity must maintain a record of any problems identified ([28 CFR 35.105](#)).

**Self-Evaluation Findings:**

- Public notices of this SETP process were advertised in the local newspaper and invitations extended to local advocacy groups.

**Recommended Action:**

- Conduct periodic customer satisfaction surveys or gather input from recipients of Town services using an alternate method, such as public hearings or focus groups. An additional emphasis should be made to survey individuals with disabilities and organizations representing individuals with disabilities.
- Partner with persons with disabilities, their caregivers, and advocates for the disabled to identify concerns and gather comments on capital improvement projects to improve accessibility to people with disabilities during design.

**3.11 Equally Effective Communication**

ADA calls for public entities to provide applicants, participants, members of the public, and companions with disabilities with communication access that is equally effective as that provided to persons without disabilities ([28 CFR 35.160\(a\)-\(d\)](#)). The regulations also require that the public entity provide the appropriate auxiliary aids and services where necessary to give people with disabilities an equal opportunity to participate in, and enjoy the benefits of a service, program, or activity of a public entity. The law stipulates that the individuals can request the auxiliary aids and services of their choice and that the Town will honor the request unless a suitable substitute exists or the request is not required under the law. In addition, the Town may provide qualified interpreters via video from a remote location as long as it can meet the performance requirements of [28 CFR 35.160\(d\)](#).

**Auxiliary Aids and Services**

**Self-Evaluation Findings:**

- The Town has not provided people with disabilities written materials and

publications in Braille and large print text, nor have they been asked to do so.

- The Town has assisted customers with disabilities by modifying procedures to provide alternate means to complete transactions and offered assistance to complete Town forms or locate items.

**Recommended Action:**

- The Town should provide staff training and information regarding auxiliary aids and effective communication.
- The Town should confirm and update a complete list of auxiliary service providers, i.e. Braille transcription services, computer assisted transcript, dictation and transcription, assistive listening system, etc.

**Interpreter Services**

**Self-Evaluation Findings:**

- There is a Town-wide contract for qualified sign language interpreters for departments to select from.

**Recommended Action:**

- Interpreters should be provided upon request for accommodations or in situations where an interpreter is known to be required.
- The Town should explore the viability of providing qualified sign interpreters from a remote location and transmitting the disabled participant's response to the interpreter in accordance with [28 CFR 35.160\(d\)](#).

**Telecommunications Devices for the Deaf**

**Self-Evaluation Findings:**

- Huntington County Communications accepts all 9-1-1 calls and is connected to the Police Department, Fire Department, and Emergency Medical Services (EMS) and is equipped with TDD equipment.
- The phone/contact list page on the Town's website provides no TDD number. Huntington County Communications website does not have TDD/TTY information for persons with disability.

- TDD/TTY numbers are not available for any of the Town departments.

**Recommended Action:**

- Where the Town uses an automated answering system for receiving and directing incoming telephone calls, the Town should enable this system to provide real-time communication with individuals using auxiliary aids and services, including TTY and telecommunications relay systems ([28 CFR 35.161\(b\)](#)).
- The Town should consider the purchase of a network PC compatible TDD/TTY system for Town Hall that would allow individual computers to be networked and access TDD/TTY calls, instead of purchasing separate TDD/TTY units that require a dedicated line. The advantages of a networkable system will allow the user to transfer calls, conduct conference calls, and utilize voice mail.
- All staff responsible for responding to incoming telephone calls should be trained in the protocol and use of TDD/TTY communications. Information and training should be provided on an ongoing basis.
- The Town should provide a centralized, direct, TDD/TTY telephone in the office of the ADA Coordinator.
- The Town should develop procedures to ensure that TDD/TTY are maintained in a working and operable condition.

**Website**

**Self-Evaluation Findings:**

- The Town website does not appear to be accessible by individuals with disabilities.
- The Town IT staff has no formalized training on the ADA and compliance requirements.
- The website has links to ADA resolutions and name of the ADA Coordinator (with contact information) under “Operations” within the pull down menu for “Town Departments”.
- Many of the reports, forms, agendas, meeting minutes, ordinances, resolutions etc. on the website, are in PDF format only. Many of the PDF files are scans of the

original documents and most reader programs would not be able to read the scanned documents.

**Recommended Action:**

- The Town’s website development team should work to develop and refine procedures to design, maintain, update, and monitor website accessibility.
- The Town should continue to take proactive steps to ensure its web pages provide for access for the cross-section of disabilities covered under the ADA and should ensure that web pages do not exclude individuals when describing programs, programs, services, or activities.
- The Town’s website should provide documents in an alternative text-based format, such as HTML (Hyper Text Markup Language) or RTF (Rich Text Format), in addition to PDF. Avoid using scanned PDF files for website postings of documents and forms.
- The Town should publicize its statement of ADA compliance throughout its website.
- The Town should consider creating a webpage related to accessibility issues and provides contact information for Town ADA Coordinator, grievance and complaint procedures, self-evaluation/transition plan, and local resources.
- The Town should list the departments that offer TDD/TTY in the website phone directory (when this is implemented).
- The Town should work to improve the accessibility of web pages through the use of web accessibility analysis to meet or exceed Section 508 of the Rehabilitation Act Amendments of 1998. Section 508 establishes a minimum level of accessibility for electronic information. Information on the requirements, along with suggestions for making websites accessible can be found at [www.ada.gov/websites2\\_prnt.pdf](http://www.ada.gov/websites2_prnt.pdf).
- The University of Wisconsin Trace Center (<http://trace.wisc.edu/world/web/>) provides resources and on-line information that might assist the Town in further development and implementation of an accessible website.



- The Web Accessibility Initiative (WAI) provides guidance on making websites fully accessible ([www.w3.org/WAI/](http://www.w3.org/WAI/)).
- The International Center for Disability Resources on the Internet (ICDRI) provides information on accessibility ([www.icdri.org/section508/index.htm](http://www.icdri.org/section508/index.htm)).
- The Access Board provides a number of resources on their website as well ([www.access-board.gov/links/communication.htm](http://www.access-board.gov/links/communication.htm)).

### **3.12 Alternate Communication Formats**

A public entity has a responsibility to provide information in alternative formats to comply with [28 CFR 35.160](#). This section of the ADA requires state and local government entities to communicate effectively with individuals who are deaf, hard-of-hearing, or have a speech, vision, or learning disability. Communication access involves providing content in methods that are understandable and usable by people with reduced or no ability to: speak, see, hear and limitations in learning and understanding. Some alternative formats can be produced in-house at minimal costs, i.e. large print, disks, and e-mail attachments. Other formats, such as Braille and audio-formats, may need to be produced by a vendor. Alternate communication formats that are likely to be requested include, but are not limited to: audio-formats, Braille, large print, captioned films and video, electronic text/disk/CD-ROM, or sign interpreted films and video.

#### **Self-Evaluation Findings:**

- Most Town departments and offices produce printed information that is distributed and available to the public.
- Town staff indicated that they assist with filling out forms, as requested, or when alternative formats are not available.
- The majority of the departments stated they did not have a standard procedure to communicate and produce accessible alternate formats for people with disabilities.

#### **Recommended Action:**

- The Town should provide staff training regarding the requirements of accessible

alternate formats, what accessible alternate formats are, and how to provide accessible alternate formats.

- Procedures and methods should be established for the development of accessible alternate formats to ensure that requests are handled in a uniform and consistent manner.
- The Town should centralize the production of alternate formats for agendas, publications, and documents, which may result in efficiency and a cost savings.

### **3.13 Fees and Surcharges**

Public entities may not charge a fee or add a surcharge to a fee to cover the cost of making its facilities, programs, services, or activities accessible to persons with disabilities ([28 CFR 35.130\(f\)](#)).

#### **Self-Evaluation Findings:**

- There was no evidence of fees charged to individuals *with* disabilities that were not charged to individuals *without* disabilities to access programs, services, and activities.

#### **Recommended Action:**

- The Town should continue to monitor and review policies and practices to ensure that fees and surcharges are not charged to individuals *with* disabilities that were not charged to individuals *without* disabilities

### **3.14 Information and Signage**

A public entity is required to ensure that individuals with disabilities are directed to an accessible entrance to a building and to the location and existence of accessible services, activities, and facilities. The ISA shall be used at each accessible entrance of a facility ([28 CFR 35.163](#)). Paragraph (b) requires the public entity to provide signage at all inaccessible entrances to each of its facilities that directs users to an accessible entrance or to a location with information about accessible facilities.

#### **Self-Evaluation Findings:**

- Accessible directional and informational signs are not provided at any Town facilities and Town-owned sites.



- Signage inside the building is generally non-compliant and not sufficient.
- Signs in the Town Hall direct individuals to the “Handicap Elevator” which is actually a lift.

**Recommended Action:**

- An accessible signing strategy for Town facilities should be developed for interior and exterior directional, informational, and permanent room signs.
- Design standards for accessible signs should be created to guide the production and installation of the accessible signs.
- Signage replacement projects should include replacement or installation of accessible signs as required.
- Replace signs that “Handicap Elevator” with correct language such as “Wheelchair Lift” that includes the ISA.

**3.15 Staff Training**

On-going compliance with the ADA can only be achieved if Town staff receives training and education about the rights of persons with disabilities and the obligations of public entities and its employees under Title II of the ADA. Although training is not required by the ADA, training regarding the requirements of the ADA is recommended.

**Self-Evaluation Findings:**

- No Town staff or elected official has attended ADA-related training on Title II requirements and diversity training.
- Town staff may not be knowledgeable about the different types of reasonable modifications that would make their services accessible.
- The Town should provide training regarding ADA and related civil rights legislation. Suggested training topics include, but are not limited to:
  - Requirements of the ADA for Markle
  - Consequences of Non-Compliance
  - Acceptable Terminology and Phrases
  - Grievance/Complaint Procedures
  - Reasonable Accommodations
  - Awareness and Sensitivity

- Disability Etiquette – a good resource is [http://transition.fcc.gov/cgb/dro/504/disability\\_primer\\_4.html](http://transition.fcc.gov/cgb/dro/504/disability_primer_4.html)
- Accessible Locations for Meetings
- Barriers to Access – Programmatic and Physical
- Auxiliary Aids and Services
- TDD/TTY
- Building Evacuation Procedures to Assist Persons with Disabilities
- Training materials and handbooks should be prepared, if needed, in alternate formats.
- The ADA Coordinator should continue to provide or coordinate additional ADA training to all Department managers and staff who have regular contact with the public.

**3.16 Emergency Evacuation Procedures**

The Town is required to establish emergency evacuation procedures to safely evacuate persons with disabilities who may need special assistance in an emergency. These plans and procedures should include identification of assembly locations for persons with disabilities in each facility, staff assigned to ensure that assembly areas are checked prior to leaving buildings during an emergency, identification of assembly locations for pickup and transport of persons with disabilities, and location of accessible shelters to be used for various types of emergencies. Depending on the nature of the emergency, some shelters may not be appropriate.

**Self-Evaluation Findings:**

- Huntington County Emergency Management Agency (HCEMA) coordinates all emergency management activities to protect the people, property, economy, and environment of the Town of Markle and its political subdivisions. The HCEMA is responsible for public education, disaster planning, disaster response, and disaster recovery. The HCEMA is not a Public Safety Response Agency and provides no direct response service to the general public.

- HCEMA coordinates public and private services in order to assist with public needs during a disaster. Following an event their role is to conduct a Town-wide damage assessment in order to qualify for Federal or state disaster recovery funds that may become available.
- HCEMA works with the Town of Markle public safety agencies to develop and maintain a Town Comprehensive Emergency Management Plan.
- It is not know if anyone maintains and provides a list of homebound clients to the Fire Chief/Emergency Management Coordinator for the Town of Markle. This would be recommended.
- It does not appear that emergency evacuation plans exist for Town buildings, or if departments have established emergency evacuation procedures to safely evacuate persons with disabilities.

**Recommended Action:**

- The Town should review and update, if necessary, response procedures to include evacuation procedures to evacuate people with disabilities from all buildings, as well as from the community to suitable shelters. Excellent resources can be found at:
  - [www.ada.gov/emergencyprepguide.htm](http://www.ada.gov/emergencyprepguide.htm)
  - <http://www.access-board.gov/evac.htm>
- Coordinate with the HCEMA to identify evacuation routes and shelters and ensure that vehicles used to evacuate residents are accessible, as are all of the emergency shelters.
- The Town should provide additional training and information regarding emergency evacuation procedures, particularly with regard to the evacuation of persons with disabilities.
- All staff should be made aware of the location of the posted accessible evacuation routes within their facilities.
- Develop guidelines for the evacuation of persons with disabilities for various emergency situations at all Town facilities, but especially at Town Hall. Each Department should use these guidelines to create their own emergency evacuation

- plans (see <http://www.access-board.gov/evacplan.htm>), which should:
  - Address what to do when an alarm is triggered;
  - Establish meeting places for assistance and evacuation chairs;
  - Provide direction on what to do if assistance is not available;
  - Establish floor wardens.
- Take the necessary steps to ensure that emergency teams are aware of persons with disabilities in the community who may require special assistance in the event of an emergency and encourage residents with special needs to register with the Town to ensure that proper assistance can be provided if needed.

**3.17 Curb Ramps and Sidewalks**

Markle contains nearly 8 miles of public streets, with portions of the ROW being under the control of INDOT. Title II of the ADA ([28 CFR Section 35.150 \(d\)](#)) requires that state and local governmental entities develop a Transition Plan specific to curb ramps or other sloped areas at locations where walkways cross curbs. A curb ramp (or sometimes referred to as a curb cut) is a short sidewalk ramp cutting through a curb or built up to it.

Curb ramps are a relatively small but important part of making sidewalks, crossings at intersections, and other pedestrian routes accessible to people with disabilities. The ADA requires state and local governments to make pedestrian crossings accessible to people with disabilities by providing curb ramps ([28 CFR 35.150 \(d\)\(2\)](#); [35.151\(a\), \(b\), and \(i\)](#)). There is no requirement under Title II of the ADA or proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) that sidewalks be made accessible or be provided where they are not currently provided. The law stipulates that the public entity provide curb ramps, or other sloped areas where pedestrian walks cross curbs, that are accessible. New construction or alterations would require that non-compliant sidewalks be improved to the extent possible. The Town has performed a comprehensive inventory of sidewalks and intersection curb

ramps and identified those that are not in compliance or in need of repair. This is included in this SETP.

**Self-Evaluation Findings:**

- Road reconstruction and underground utility projects sometimes include repair of sidewalk and construction of ADA compliant curb ramps.
- Design and inspection of sidewalk and ADA curb ramps is the responsibility of the Town Supervisor.
- Operation and maintenance of curb ramps is the responsibility of street department.
- The Town bases its standards on INDOT's curb ramp design standards, including a library of standard technical specifications and construction detail drawings, which establish minimum standards for improvements and assure ADA compliance. These specifications identify the requirements for detectable warnings, maximum slope, landings, and other geometric features. The purpose of INDOT construction standards is to regulate and ensure the construction of improvements result in the coordinated and compliant development of curb ramps, sidewalk, and pedestrian facilities throughout the Town.
- The Town has an active curb and sidewalk replacement program, which was instituted in 1979. This program encourages single-family homeowners to repair or replace deteriorated public curbs and sidewalks adjacent to their property by the Town contributing \$1.30 per square foot to the repair cost of curbs, sidewalks and drive approaches, the remainder cost is the homeowner's responsibility. Information about the program is available through the Town Administrative Coordinator.
- No obvious programs or policies were noted regarding providing temporary accessible routes during construction projects.

**Recommended Action:**

- The Town should develop a curb ramp reconstruction program to correct deficiencies and ensure accessibility especially on routes regularly utilized by persons with disabilities.

- The Town should continue to prepare design plans and construction documents to meet or exceed state and Federal accessibility requirements.
- The Town should consider establishing construction guidelines and procedures for monitoring and maintaining accessible paths of travel throughout construction for pedestrians and bicyclists, i.e. sidewalk detour plans.
- Provide advance notice of all street or sidewalk closures on informational materials and the Town website.
- The Town should continue to update its design standards to meet any additions or changes to ADA standards.

**3.18 Employment**

Title I of the ADA requires public entities not to discriminate against persons with disabilities in all parts of the recruitment and employment process ([28 CFR 35.140](#) and [29 CFR 1630.4](#)).

**Self-Evaluation Findings:**

- The Clerk Treasurer provides services to job applicants, Town employees, and retirees.
- The Town Employee Handbook includes an ADA policy and all employees are required to sign that they have received a copy of the handbook.
- The Town has posted Federal and state equal employment opportunity notices and posters in the Clerk-Treasurer's office and has indicated that all advertisements for job announcements state that the Town is an "Equal Opportunity Employer".
- The Town provides reasonable accommodations to applicants or employees with a disability upon request.

**Recommended Action:**

- The Town should continue to practice the Town policies of nondiscrimination as required by ADA.
- The Town should consider providing on-going training in providing services to persons with a range of disabilities and developing strategies for appropriate modifications.

- The Town should confirm that at least two (2) staff members are trained in the use of TDD equipment or other means of communicating over the telephone with a person with hearing disabilities.
- In 2008, the EEOC stated that use of the term “handicap” is outdated and should be replaced with “disability”. Town publications, signage, and terminology used should be reviewed and updated accordingly. The words “individuals with disabilities” or “persons with disabilities” should replace “handicapped”. The term “disabled person” should also be avoided. Publications should be updated as they are reprinted.

### **3.19 Department Self-Evaluation Findings and Recommendations**

DLZ prepared and distributed a memo on November 20, 2012 to the Town that included a request for information about the Town. This information included six specific items that the Town was requested to provide information to help DLZ better understand the policies and procedures of the Town related to ADA understanding, training, and accommodation (see *Appendix C*). The questions posed, along with the findings and comments of the self-evaluation received from the Town are reported below. Note that the responses reported below are as provided by the Town to illustrate current procedures of the Town. Corrections to the information provided for inaccuracies have not been made and, where appropriate, the editor of this report has added notes to clarify or supplement the responses. If a question was left blank or not addressed, it has been noted as “No Response”. The Town’s feedback is included below:

#### Questions

Q1. What programs or services are offered in your department to the public? Please list them and also indicate the level of interaction your department has with the public (infrequent, daily, etc.). **Daily Interaction. Bill Payment, questions, permits, subdivision association**

**meetings, purchases, making copies, medication drop off box, use of a notary, and restrooms.**

- Q2. Are all programs offered by your department available to persons with disabilities noted below? Consider the unique challenge each presents to you and the person (i.e. can someone in a wheelchair see over your service counter, how you would communicate with someone with a severe hearing loss, etc.).
- a. Physical challenge? (Uses a wheelchair, can’t stand for long periods, etc.) **We have sitting area available with benches.**
  - b. Sensory challenge? (Visual loss or hearing loss). **None**
  - c. Cognitive challenge? **(May have difficulty understanding) Call another family member to discuss issue and/or communicate via written explanation.**
- Q3. Are programs, services or activities offered by your department the same for people with disabilities or are separate or different accommodations necessary? Explain. **They are same for all.**
- Q4. Do any programs segregate people with disabilities from others participating in the same program service or activity? **No**
- Q5. Are reasonable modifications necessary to provide programs, services, and activities? If so, what are your suggestions. **No Response**
- Q6. Does your department offer any permits, licensing, or certifications to citizens (building permits, voter registration, handgun purchase, etc.)? If YES, please list. **Permits to install utility taps, and deposits for utilities.**
- Q7. Is the building your programs are provided in owned by the Town or leased? Please consider all facilities used by your Department. **Owned**
- Q8. What auxiliary aids are provided for people with hearing impairments (may include: qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems,



- telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes) and where are they located? **None.**
- Q9. What auxiliary aids are provided for people with visual impairments? (may include: qualified readers, taped texts, audio recordings, Braille materials, large print materials, and assistance in locating items) and where are they located? **Braille signs are available throughout Town Hall, large print material available upon request, staff provides assistance with all services when requested.**
- Q10. What auxiliary aids are provided for people with cognitive impairments? (may include: computer terminals, speech synthesizers, and communication boards) and where are they located? **None**
- Q11. Do any of the programs offered by your department have papers or documents that are given to employees or the public? Please list and include all publications. **Yes, water report, utility billings.**
- Q12. Do any of the programs have any audio/visual media that is offered to employees or to the public? Please list and include information included on the Town web site. **Website includes hours of operation and contact information on employees. Council Board members, meeting minutes, announcements, information, etc. are available to the public.**
- Q13. What policies and procedures are in place for each program? **No Response**
- Q14. Has your department designated an employee to act as liaison to the Town ADA Coordinator? If so who is it and provide contact information (telephone and e-mail). How long have they been performing this function? Have they previously attended ADA-related training? Have they attended meetings for the Self-Evaluation and Transition Plan for Markle? **Mike Grant, 6 Months, no training, DLZ performing.**

- Q15. Has anyone in your department had any training specific to the ADA? If so identify the staff person, who provided the training, what the topic of the training was, and the date(s) of the training. **No**
- Q16. Has your department had any interactions with persons with a disability? If so, identify the type of disability and the methods used to provide equal service to them. **No.**
- Q17. Do you have any recommendations for changes that would allow your department to better serve persons with disabilities? **Provide microphones and speakers during meetings for the public and hearing impaired listeners. Provide a sign language interpreter upon request.**

### 3.20 Facility Self-Evaluation Findings and Recommendations

DLZ performed a self-evaluation of the following Town facilities:

- Town Hall/Police Station
- Library
- Fire Station
- Veterans Park
- Walkway Park
- Public Right of Way Facilities (Sidewalks and Curb Ramps)

It should be noted that the Town leases the Library building to the Huntington City-Township Public Library. As such, there is dual responsibility to ensure ADA compliance. The programs inside are those of the Huntington City-Township Library. While the building and site were evaluated as the Town is the owner of the building.

A comprehensive review of accessibility at all public areas of these facilities was performed consistent with ADAAG and PROWAG standards, as appropriate.



**Self-Evaluation Findings:**

A number of barriers and/or non-compliant items exist at the facilities that were inventoried and the finding details are listed in **Appendix A and B.**

**Recommended Action:**

- Specific priorities for the facilities and corrections needed, with costs, to fully comply with ADA standards are included in the following section of this report and the appendices.
- Ensure that all public assembly areas (meeting rooms) have the proper number of assistive listening devices available and signage is installed alerting people where they are available.
- There are many interim fixes that can be implemented immediately to address various deficiencies and provide equal access to all users in many cases until permanent solutions are implemented.

## 4.0 Self-Evaluation of Pedestrian Facilities within the Public Right-Of-Way

This section of the self-evaluation summarizes the approach for review of Town ROW facilities. The inventory is intended to identify a comprehensive list or inventory of all curbs and sidewalks in the Town’s jurisdiction that are and are not ADA compliant. The findings and recommendations of the self-evaluation can be found in *Appendix B*.

### 4.1 Data Collection and Methodology

The self-evaluation of the Town’s Public ROW began with identification of all Town-owned pedestrian facilities. These pedestrian facilities and pedestrian access routes (PAR) were then inventoried and assessed using the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), dated July 26, 2011, as published by United States Access Board.

Each pedestrian facility was reviewed for compliance with each criterion required within the PROWAG (or ADAAG as applicable). A barrier ranking (High, Medium, or Low priority) and a cost parameter based on the amount of modification or reconstruction required to achieve accessibility was assigned to each location.

### 4.2 Barrier Ranking

The Town’s self-evaluation of the public ROW takes into account factors such as level of use, degree of danger posed, complaints or requests for repair received, and other factors.

These factors can be grouped into two categories. **Contributing contextual factors** account for use patterns and distribution in relation to town services, residential zones, and public services. **Physical Impedance factors** include the actual physical characteristics of the specific right-of-way feature and the severity of the barrier to use.

#### ***Contributing Contextual Factors:***

- **Areas of High Pedestrian Activity** – High priority areas include areas with high levels of pedestrian traffic. These included, but are not limited to, those areas adjacent to Downtown, schools, community centers, churches, public transportation hubs, retail centers, and parks.
- **Areas with a Higher Concentration of persons with disabilities** – High priority areas include senior centers, assisted living communities, and areas adjacent to medical facilities.
- **Areas of High Volume Streets** – High priority areas include the pedestrian facilities along major arterial streets. These are frequently the connectors between residential areas and destinations such as shopping centers, employment, and event centers.
- **Areas accessing Places of Public Accommodation** – High priority areas include those pedestrian facilities serving local government offices and facilities, such as Town Hall, schools, and community centers.

#### ***Physical Impedance Factors:***

- **Hazardous** – High priority areas include areas with generally hazardous conditions to any pedestrian. These included, but are not limited to, trip hazards, extreme slopes, and major obstructions and protrusions.
- **High priority** - High priority areas include areas with conditions that make travel difficult or impossible for the independent pedestrian and affect the ability of a broad spectrum of persons with disabilities to access or use a facility or program. These included, but are not limited to, curb ramps warranted but missing, steep slopes, particularly cross slopes impacting lateral

balance, changes in level over 1” and fixed obstructions limiting vertical and horizontal clearance.

- **Medium priority** – Medium priority areas include areas with conditions that make travel moderately difficult, but passable and affect the quality of usage of a facility or program for persons with disabilities to a greater extent than that afforded the non-disabled. These included, but are not limited to, moderate deviations in running and cross slopes, changes in level ½” to 1”, fixed obstructions that allow tight passage, landing and PAR width deviations.
- **Low priority** – Low priority areas include areas with conditions that deviate from codes and standards but alternative means of use may be available to provide equal access or opportunities. In low priority areas, conditions may be an inconvenience, but neither travel nor safety is greatly impacted. These areas allow significant usability and independent travel is possible in most cases. These included, but are not limited to, minor deviations in running and cross slopes, changes in level, landings and PAR width deviations, and presence of standard elements such as detectable warnings but not in compliance with guidelines.

### **4.3 Sidewalks**

Per the Technical provisions of the PROWAG, the sidewalk PAR must meet the criteria relating to continuous width, passing spaces, cross slope, running slope, changes in level/surface condition, obstructions of clear width and protrusions within the required clear area.

### **4.4 Curb Ramps**

As stated in Advisory R304.1 of the PROWAG, the following types of curb ramps exist:

#### **Perpendicular Curb Ramp**

Perpendicular curb ramps have a running slope that cuts through or is built up to the curb at

right angles or meets the gutter break at right angles where the curb is curved.

#### **Parallel Curb Ramp**

Parallel curb ramps have a running slope that is in-line with the direction of sidewalk travel and lower the sidewalk to a level turning space where a turn is made to enter the pedestrian street crossing.

#### **Combination Curb Ramp**

Parallel and perpendicular curb ramps can be combined. A parallel curb ramp is used to lower the sidewalk to a mid-landing and a short perpendicular curb ramp connects the landing to the street. Combination curb ramps can be provided where the sidewalk is at least 6.0 ft wide.

#### **Blended Transition**

Blended transitions are raised pedestrian street crossings, depressed corners, or similar connections between pedestrian access routes at the level of the sidewalk and the level of the pedestrian street crossing that have a grade of 5 percent or less. Blended transitions are suitable for a range of sidewalk conditions.

#### **Diagonal Curb Ramp**

Per R207.2, where existing physical constraints prevent compliance with R207.1, a single diagonal curb ramp shall be permitted to serve both pedestrian street crossings. Diagonal curb ramps are not the preferred method of construction due to lack of directional cues for pedestrians using the crossing and safety concerns created by vehicles misconstruing pedestrian intentions.

All curb ramps, regardless of type, were evaluated for width, running slope, cross slope, flared sides, landings and turning spaces, detectable warnings, drainage, changes in level/surface condition, and obstructions and protrusions.

### **4.5 On-Street Parking**

Per R214 of the PROWAG, where on-street parking is provided on the block perimeter and the parking is marked or metered, accessible

parking spaces shall be provided. Parking was inventoried and evaluated for running slope, cross slope, stall width, access aisle width and markings, location in relation to destinations and curb ramps, and required signage.

## 5.0 Transition Plan

The Transition Plan describes how the Town will be transitioning to compliance with the ADA. Public entities, like Markle, are required to provide access to Town programs, services and activities for all of the recipients. Thus, the Town must provide access for individuals with disabilities and document areas of noncompliance. Additional documentation is provided as barriers are removed.

If structural changes are identified to provide program accessibility as part of the self-evaluation, ADA identifies specific elements to be included in the transition plan. At a minimum, the elements of the Transition Plan are:

- 1) A list of the physical barriers in the Town's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities [[28 CFR 35.150 \(d\)\(3\)\(i\)](#)]
- 2) A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible [[28 CFR 35.150 \(d\)\(3\)\(ii\)](#)]
- 3) The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period [[28 CFR 35.150 \(d\)\(3\)\(iii\)](#)]
- 4) The name of the official responsible for the plan's implementation. [[28 CFR 35.150 \(d\)\(3\)\(iv\)](#)]

The transition plan is a reaction to the findings of the facility audits, assessments of Town policies, services, programs, and activities, and input from advocacy groups. Recommended actions for Town policies and programs can be found in section 3.0.

The specific architectural, right-of-way, and site improvement modifications required to make programs accessible are listed in the

Appendices. Each facility report contains a list of architectural barriers and barrier removal actions. Each facility report contains a list of items that do not meet current ADAAG or PROWAG standards and barrier removal actions. Not all of these barriers must be removed in order to provide program compliance with the ADA. Removing barriers limiting access to programs or those which present a safety hazard should be the Town's first priority.

### 5.1 Phasing of Corrections

A phased implementation of the required corrections to remove physical barriers at Town-owned facilities is required and recommended. The Town has limited funds and cannot immediately make all facilities fully accessible. Prior to setting priorities, baseline criteria needed to be established to develop a starting point for ranking the deficient facilities identified during the self-evaluation.

Site priorities were determined by evaluating each site's level of use, social need, civic function, and the general uniqueness of the site. At the time of the development of this report, few public complaints had been received about Town-owned facilities. Complaints were not used as criteria to determine the phasing of improvements for any particular site, though future complaints could be the basis for funding improvements.

Each of these criteria is assumed to have equal weight and no priority over another:

- **Level of Use:** Is the facility utilized quite frequently and by a large cross-section of the public?
- **Social Need:** Does the facility provide a social service or program for less fortunate or transient citizens?
- **Civic Function:** Does the facility provide access to civic programs and services that implement the civil and political rights provided by the government.



- **General Uniqueness of the Site:** Does the building, facility, or site provide a distinct program or service that cannot occur at a different location or facility?

## 5.2 Public Outreach

Public participation on the final contents of the Transition Plan, including setting of priorities and the phasing of improvements, will be a priority in the future. Since the Town has less than 50 employees, they are not required to prepare a Transition Plan but recognize the importance of having a plan to correct deficiencies. As such, the Town elected to prepare a Transition Plan to correct deficiencies in order to be compliant with ADA requirements. A draft Transition Plan was presented to the Town Council on January 16, 2013. A copy of the draft was made available for public review and comment at the Clerk-Treasurer's office. The final Transition Plan was then submitted to the Town Council for public hearing and adoption at its regular meeting on February 20, 2013.

In creating priorities, it is the Town's intent to evaluate all areas of potential deficiency and make structural changes where necessary and when equal accommodation cannot be made in another manner. The assignment of priorities is intended to facilitate public review and to address specific concerns of the local disabled community. It must be emphasized that it is the Town's intention that all individuals with all types of disabilities be reasonably accommodated to provide access to all programs offered at all facilities.

The timing of the improvements within each transition phase will be determined by the Town based on their preferences and criteria. In general, the required physical improvements to meet ADA specifications at Town facilities were split into three priority groups:

- High priority improvements
- Medium priority improvements
- Low priority improvements

## 5.3 Priorities for Barrier Removal (Architectural)

All barriers are not equal in the impact they have on persons with disabilities to have equal access to Town facilities or programs. Following evaluation of all facilities and programs, a prioritization had to be done to identify a ranking system to utilize when determining which capital improvements need to be considered first and those that could be implemented in subsequent years.

1. **High priority** barriers prohibit access for disabled persons, make access extremely troublesome, or present safety hazards to all users. These barriers likely do not have acceptable alternative routes or treatments to overcome the barrier. Typically these barriers are significant obstacles located at entry walks and doors, interior corridors, curb ramps, rest rooms, and transaction and information counters. Examples of high priority barriers would include:
  - service counter height
  - non-compliant doors
  - extremely non-compliant slopes for accessible routes or ramps
  - protruding objects
  - displacements in walks or high thresholds
  - some signage
  - lack of barrier-free parking
  - extremely non-compliant dimensional issues (narrow doors, corridors, etc.)
2. **Medium priority** barriers partially prohibit access or make access quite difficult for disabled persons. For medium priority barriers, alternative routes or treatments to overcome the barrier may or may not exist. Typically these barriers are obstacles to amenities such as secondary entry points, light switches, vending machines, and drinking fountains. Medium priority barriers may also be barriers which are significant obstacles prohibiting access but for which alternative access is available or assistance is readily available to navigate around the barrier. The presence of the medium priority barrier possibly causes a minor

danger to a disabled person who is attempting to use the facility. Examples of medium priority barriers would include:

- minor non-compliant slopes
- some signage
- minor issues with doors
- restroom fixture issues
- moderately non-compliant dimensional issues

3. **Low priority** barriers typically do not limit access to facilities or services for disabled persons. For low priority barriers, alternative routes or treatments are typically available or assistance can be provided to overcome the barrier. It is not likely that the presence of a low priority barrier would cause a danger to a disabled person who is attempting to use or access the facility. Examples of low priority barriers would include:

- many signage issues
- minor issues with light switches, electrical outlets, etc.
- minor non-compliant dimensional issues

The costs to remove barriers by priority for each site are shown in **Table 1** and detailed for each facility in *Appendices A and B*. It is highly unlikely given the economy and size of the Town's annual budget that the Town will be able to make most of the improvements without funding assistance, particularly during a future road project.

The Town has the right to modify the priorities based on funding levels and changes in Town programs, activities, and services to have flexibility in accommodating community requests and complaints. Interim resolutions, such as assigning aids, temporary signing for alternate routes or sites, and modifications of programs, activities, and services may be implemented at the Town's discretion to handle existing insufficiencies or access complaints received. All probable construction cost estimates noted in *Appendices A and B* are 2013 dollars and are subject to change based on market conditions, economic conditions, inflation, material selection, etc.

Multiple phases of projects, multiple bidding packages, design parameters, etc. all have an impact on project costs that cannot be finitely identified in a study with this level of detail and uncertainty related to funding.

Based on the costs developed to address the architectural and engineering improvements required to fully comply with ADAAG and PROWAG standards, a total of approximately **\$414,681** in improvements would be required (2013 dollars) to achieve ADA compliance at Town Facilities and the ROW areas. It is important to note that many of the noted deficiencies are not significant barriers to access and some improvements are not required until such time as a major building renovation or road project is completed. This does not avoid the need for the Town of Markle to ensure all programs are accessible by some means. A majority of the cost of improvements are for ROW improvements to curb ramps and sidewalks. The Town of Markle should form a committee to identify the most urgent access needs. There may be grants or other funding available to make some of these improvements and this should be investigated further.

#### **5.4 Transition Plan Phasing**

The ADA Coordinator should work closely with the Town Council to make funding available where possible to make the most urgent improvements to ensure all programs are accessible. Note that actual phasing, transitioning of improvements, etc. can be impacted by a number of factors that may be unknown currently, as well as economic conditions, grant opportunities, etc. The Town is committed to becoming ADA compliant within the confines of preserving existing programs and services to all and budgetary limitations. Many of the items that are not compliant with current standards may be compliant with previous standards and are not required to be modified until a building renovation is completed.

Any changes to the ADA policy after the sites were surveyed are not reflected in these basic

cost estimates. Additionally, it is the Town's responsibility, as required by the ADA mandate, to regularly update the Transition Plan based on the latest requirements of the ADA laws and to document constructed improvements and facilities that are brought up to current ADA standards. Finally, the site surveys performed for this report are not to design level detail and are intended to be used to give a framework to the Transition Plan. When the Transition Plan is approved and the planning stages are begun for implementation of the first improvements, a more detailed survey of each site should be performed and improvements should be designed by licensed professionals that are compliant with ADA as well as all other applicable codes, including building and fire codes. At this time, costs are estimated but precise costs cannot be determined and the Transition Plan should be adjusted to reflect this knowledge.

Complaints received may also help determine the priorities of the improvements. If the Town receives complaints about access at a particular site that is not slated for upgrades for several years, they should adjust the Transition Plan to accommodate the implementation of improvements to be sooner or as necessary.

### **5.5 Curb Ramps and Sidewalks**

Some of the curb ramps and sidewalks of Town of Markle are within INDOT and County ROW and belong to those entities, not the Town. The Town has performed a self-evaluation of their facilities within the public ROW and the findings and recommendations are included in this SETP. The town has a total of **21,829 feet (4.1 miles) of sidewalks and 67 curb ramps**. The Town should work closely with consultants and County officials that inspect and approve the work of contractors to ensure that new construction of sidewalks and curb ramps is done according to current best practices and meets all applicable standards.

### **5.6 Plan Updates and Enforcement**

Changes to The Town's policies and programs should be drafted, implemented, and documented by the ADA Coordinator. Examples of some of these changes were provided in the Self-Evaluation. These changes should have little cost of implementation, mainly consisting of the time to develop the language of the policy and program changes, time to train Town staff, and administrative costs. Some of the suggested language for Town ADA documentation has been suggested in this report, but these suggestions are not exhaustive.

**TABLE 1**

**TOWN OF MARKLE - ADA SELF-EVALUATION STUDY AND TRANSITION PLAN**

**Cost of Correction for Interior and Exterior Elements by Site**

Facility Name	Low Priority	Medium Priority	High Priority	Probable Construction Cost Estimate
Town ROW Facilities				
- Sidewalks	\$50,085	\$83,036	\$24,570	\$157,691
- Curb Ramps	\$49,200	\$24,200	\$64,800	\$138,200
- On-Street Parking	\$0	\$0	\$0	\$0
Town Hall (155 West Sparks Street)	N/A	N/A	N/A	\$1,350,000*
Library (197 East Morse Street)	\$6,400	\$17,690	\$4,100	\$28,190
Fire Station (150 West Sparks Street)	\$52,160	\$2,490	\$7,550	\$62,200
Veterans Park	\$350	\$0	\$2,750	\$3,100
Walkway Park	\$50	\$23,250	\$2,000	\$25,300
<b>TOTALS</b>	<b>\$158,245</b>	<b>\$150,666</b>	<b>\$105,770</b>	<b>\$414,681*</b>

Notes:

1. Some facilities may have inaccessible components for which costs cannot be estimated without additional detailed investigation, survey, and/or design, which is not within the scope of this plan. Those costs are noted on the facility appendices and are not included in the figures on those sheets or within this compiled cost estimate.
2. Priorities included on facility cost sheets and on this summary are based on consultant's philosophy for prioritization and is not intended to represent any minimization of importance of providing full and complete accessibility and compliance with relevant statutes and guidelines. General basis is included within the text of the Transition Plan.
3. A number of the corrective actions identified and cost prepared out would not be required if equal facilitation/access is provided in another manner, or changes are made to the Town's procedures. Other non-compliant items have low cost alternatives until permanent solutions are implemented. For example, non-compliant drinking fountains can have a cup dispenser and waste basket provided instead of replacement with compliant fountains.
4. Costs included are only to provide compliance under Title II of the ADA and is limited to areas of Town facilities open and accessible to the public at all times. This does not eliminate the need for the Town to provide accessibility for employees with disabilities, as needed, to allow them to perform their required job duties.
5. Actual schedule for implementation of the Transition Plan is dependent on a number of factors unknown at the time of preparation of the Transition Plan, including, but not limited to: availability of funding with the Town budget, reprioritization based on input from disabled persons, award of grants or other funding to make corrective actions, changes to the ADA Accessibility Guidelines or other guidance that is not available at this time, etc.
6. Construction costs listed above are estimated for the year 2013 and are subject to change.
7. Town Hall is shown as the construction of a new building as the cost to renovate the existing building not cost effective.
8. There is no "official" on-street parking in the Town Right of Way.
9. **The total shown does not include the cost of a new town hall.**

## 6.0 ADA Policy and Grievance or Complaint Procedure

The Town of Markle has designated Mike Grant as its ADA Coordinator. The ADA Coordinator will delegate the responsibility of preparing an initial investigation and response to departmental management staff members, as needed. The ADA Coordinator is responsible for coordinating the efforts of the Town to comply with Title II and for investigating any complaints that the Town has violated Title II of the ADA. The Coordinator is also responsible for coordinating the efforts of the Town to comply and all other applicable state and Federal physical and program accessibility requirements.

It is desired that individuals with complaints, questions or concerns bring them to the attention of the ADA Coordinator or other Department Head in an informal manner and that they be resolved at that level. The following information should be provided to all departments and posted conspicuously in all Town buildings and the website, in accordance with Resolution No. 2012-04:

- It is the Town's policy that every employee makes reasonable efforts to accommodate the needs of the disabled. If an employee is not able to address the concern within their authority to act the issue may be elevated to a formal complaint. Notification of complaints, grievances or issues should be submitted as soon as possible, but no later than sixty (60) calendar days after the date of the alleged violation or discriminatory act.
- Formal notification of complaints, grievances or issues must be submitted to the Town in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.
- Complaints should be sent Regular mail: containing all of the required elements as stated above, to:
  - Mike Grant, ADA Coordinator  
1555 West Sparks Street,  
P.O. Box 602  
Markle, IN 46770
- Questions concerning the notification and follow-up process may be addressed to the ADA Coordinator at (260) 785-3193.
- Within 15 calendar days after receipt of the complaint, **Mike Grant** or **his** designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Mike Grant** or **his** designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **Town of Markle** and offer options for substantive resolution of the complaint.
- Appeal: If the response provided by **Mike Grant** or **his** designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **Town Council President** or **his/her** designee.
- Within 15 calendar days after receipt of the appeal, the **Town Council President** or **his/her** designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **Town Council President** or **his/her** designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- All written complaints received by **Mike Grant** or **his** designee, appeals to the **Town Council President** or **his/her** designee, and responses from these two offices will be retained by the **Town of Markle** for at least three years.



**Recommended Action:**

It is recommended that the Town monitor and maintain the grievance procedure. The resolution outlining the grievance procedure is in *Appendix E*.

## 7.0 ADA Tool Kit

### 7.1 Introduction

In order to facilitate access to all Town programs and Departments, the Town will maintain program accessibility guidelines, standards and resources. This information is available to all employees and volunteers. The Town will add to these guidelines when necessary to address its needs and include information and technological devices that help staff and volunteers members communicate with individuals with a variety of disabilities. The Town will periodically review the components of this section, as new technologies are developed in order to ensure that the best types of modifications are included. This section also contains the accessibility standards of care that govern new construction and alterations to facilities.

### 7.2 Federal Accessibility Standards and Regulations

#### **U.S. Department of Justice**

The U.S. DOJ provides many free ADA materials including the ADA text. Printed materials may be ordered by calling the ADA Information Line [(800) 514-0301 (Voice) or (800) 514-0383 (TDD)]. Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the DOJ website ([www.ada.gov/](http://www.ada.gov/)).

Unless noted, the ADA publications have not been updated to reflect the recent revisions to the ADA regulations that took effect on March 15, 2011.

- *ADA Regulation for Title II*. This publication ([http://www.ada.gov/regs2010/ADAregs2010.htm#titleII final 2010](http://www.ada.gov/regs2010/ADAregs2010.htm#titleII%20final%202010)) describes Title II of the ADA, Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in

the services, programs, or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under Section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth Standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.

- *Title II Technical Assistance Manual (1993) and Supplements*. This 56-page manual (<http://www.ada.gov/taman2.html>) explains in lay terms what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.
- *Accessibility of State and Local Government Websites to People with Disabilities*. This is a 5-page publication providing guidance ([www.ada.gov/websites2.htm](http://www.ada.gov/websites2.htm)) on making state and local government websites accessible

#### **U.S. Access Board**

The full texts of Federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded from the Access Board's website (<http://www.access-board.gov/pubs.htm>). In addition to regular print, publications are available in large print, disk, audiocassette, and Braille. Multiple copies of publications can be ordered by sending a request to [pubs@access-board.gov](mailto:pubs@access-board.gov). In addition to the guidelines, guidance material is also available to assist staff in understanding and implementing Federal accessibility guidelines.

The following publications are currently available from the U.S. Access Board.

### Guidelines and Standards for Facilities

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The Town should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

- *ADA Accessibility Guidelines (ADAAG).* This document ([www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm)) contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the ADA. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the DOT, under the ADA.
- *State and Local Government Facilities: ADAAG Amendments.* The Access Board is issuing final guidelines to provide additional guidance to the DOJ and the DOT in establishing accessibility standards for new construction and alterations of state and local government facilities covered by Title II of the ADA. The guidelines will ensure that newly constructed and altered state and local government facilities are readily accessible to and usable by individuals with disabilities in terms of architecture, design, and communication.
- *Building Elements for Children: ADAAG Amendments.* The Access Board is issuing final guidelines to provide additional guidance to the DOJ and the DOT in establishing alternate specifications for building elements designed for use by children. These specifications are based on children's dimensions and anthropometries and apply to building elements designed

specifically for use by children ages 12 and younger.

- *Play Areas: ADAAG Amendments.* The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the DOJ for new construction and alterations of play areas covered by the ADA. The guidelines include scoping and technical provisions for ground level and elevated play components, accessible routes, ramps and transfer systems, ground surfaces, and soft contained play structures.
- *Recreation Facilities: ADAAG Amendments.* The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the DOJ for new construction and alterations of recreation facilities covered by the ADA. The guidelines include scoping and technical provisions for amusement rides, boating facilities, fishing piers and platforms, golf courses, miniature golf, sports facilities, and swimming pools and spas.

### Guidance Material and Advisory Reports for Facilities

The following publications provide additional information on specific aspects of the above guidelines and standards for facilities. Employees are encouraged to refer to these publications to obtain more detailed and up-to-date information when evaluating and implementing accessibility improvements to facilities.

- *Using ADAAG Technical Bulletin.* This bulletin was developed to serve the specific needs of architects and other design professionals who must apply the ADAAG to new construction and alterations projects covered by Titles II and III of the ADA. It is also intended to clarify accessibility regulations generally, including those that apply to existing facilities covered by the ADA.
- *Visual Alarms Technical Bulletin.* In passing the ADA, Congress specifically directed the Access Board to provide

greater guidance regarding communications accessibility. Thus the ADAAG require that where emergency warning systems are provided in new or altered construction, they must include both audible and visible alarms that meet certain technical specifications. This bulletin was developed to provide more technical information about the types of visual fire alarms available and how and where their use is required. (<http://www.access-board.gov/adaag/about/bulletins/alarms.htm>)

- *Text Telephones Technical Bulletin.* Text telephones are machinery or equipment that employs interactive graphic (i.e., typed) communications through the transmission of coded signals across the standard telephone network. Text telephones can include, for example, devices known as TDDs (telecommunications display devices or telecommunications devices for deaf persons) or computers. This bulletin was developed to provide more technical information about the types of text telephones available and how and where their use is required. ([www.access-board.gov/adaag/about/bulletins/ttys.htm](http://www.access-board.gov/adaag/about/bulletins/ttys.htm))
- *Ground and Floor Surfaces Technical Bulletin.* Over 27 million Americans report some difficulty in walking. Of these, eight million have a severe limitation and one-fifth of this population is elderly. Ambulatory persons with mobility impairments - especially those who use walking aids - are particularly at risk of slipping and falling even on level surfaces. The information in this bulletin is intended to provide designers with an understanding of the variables that affect the measurement and performance of materials specified for use on walking surfaces and to better describe the requirements of an accessible route.
- *Parking Technical Bulletin.* Accessible parking requires that sufficient space be provided alongside the vehicle so that persons using mobility aids, including wheelchairs, can transfer and maneuver to and from the vehicle. Accessible parking also involves the appropriate designation

and location of spaces and their connection to an accessible route. This bulletin was developed to provide more detailed information about the requirements for accessible parking including the Configuration, location, and quantities of accessible parking spaces. (<http://www.access-board.gov/adaag/about/bulletins/parking.htm>)

- *Detectable Warnings Update (March 2008).* Currently, the Access Board is in the process of developing guidelines on public rights-of-ways that, once finalized, will supplement the new ADAAG. This update is expected in 2012. While ADAAG covers various features common to public streets and sidewalks, such as curb ramps and crosswalks, further guidance is necessary to address conditions unique to public rights-of-way. Constraints posed by space limitations at sidewalks, roadway design practices, slope, and terrain raise valid questions on how and to what extent access can be achieved. Guidance on providing access for blind pedestrians at street crossings is also considered essential. This bulletin outlines the requirements of detectable warnings, a distinctive surface pattern of domes detectable by cane or underfoot, which are used to alert people with vision impairments of their approach to streets and hazardous drop-offs. The ADAAG require these warnings on the surface of curb ramps, which remove a tactile cue otherwise provided by curb faces, and at other areas where pedestrian ways blend with vehicular ways. They are also required along the edges of boarding platforms in transit facilities and the perimeter of reflecting pools. ([www.access-board.gov/adaag/dws/update.htm](http://www.access-board.gov/adaag/dws/update.htm))
- *Assistive Listening Systems Technical Bulletins.* Assistive listening systems are devices designed to help people with hearing loss improve their auditory access in difficult and large-area listening situations. Typically, these devices are used in such venues as movie houses, theaters, auditoriums, convention centers,

and stadiums, where they are piggybacked on a public address system. They may also be used in smaller listening locations like courtrooms, museums, classrooms, and community centers. This bulletin provides information about the types of systems that are currently available and tips on choosing the appropriate systems for different types of applications. (<http://www.access-board.gov/adaag/about/bulletins/als-index.htm>)

- *Guide to the ADAAG for Play Areas.* The Access Board has developed accessibility guidelines for newly constructed and altered play areas. This bulletin is designed to assist in using the play area accessibility guidelines and provides information regarding where the play area guidelines apply, what a play component is considered to be, how many play components must be an accessible route, and the requirements for accessible routes within play areas. (<http://www.access-board.gov/play/guide/intro.htm>)
- *Summaries of Accessibility Guidelines for Recreation Facilities.* The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002. The recreation facility guidelines are a supplement to ADAAG. They cover the following facilities and elements: amusement rides, boating facilities, fishing piers and platforms, miniature golf courses, golf courses, exercise equipment, bowling lanes, shooting facilities, swimming pools, wading pools, and spas. ([www.access-board.gov/recreation/summary.htm](http://www.access-board.gov/recreation/summary.htm))
- *Accessibility Guidelines for Outdoor Developed Areas.* The Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas was established in June 1997. The accessibility guidelines proposed by the Committee include consideration of the latest information, design, and construction practices in existence. Proposed Section 16 of ADAAG requires all areas of newly designed or newly constructed and altered portions of existing trails connecting to

designated trailheads or accessible trails to comply with this section. This proposed section also provides design guidelines for all newly constructed and altered camping facilities, picnic areas, and beach access routes. It is recognized that compliance with this section will not always result in facilities that will be accessible to all persons with disabilities. These guidelines recognize that often the natural environment will prevent full compliance with certain technical provisions, which are outlined in this publication (<http://www.access-board.gov/outdoor/outdoor-rec-rpt.htm>).

### Guidelines for Transportation

- *ADAAG for Transportation Vehicles.* This publication provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the ADA, including over-the-road bus and tram systems. ([www.access-board.gov/transit/html/vguide.htm](http://www.access-board.gov/transit/html/vguide.htm))
- *ADAAG for Transportation Vehicles; Over-the-Road Buses.* This publication outlines the amendments to the accessibility guidelines for over-the-road buses (OTRB) made by the Architectural and Transportation Barriers Compliance Board and the DOT to include scoping and technical provisions for lifts, ramps, wheelchair securing devices, and moveable aisle armrests. Revisions to the specifications for doors and lighting are also adopted. The specifications describe the design features that an OTRB must have to be readily accessible to and usable by persons who use wheelchairs or other mobility aids. (<http://www.access-board.gov/transit/otrb/otrbfinl.htm>)
- *American Association of State Highway and Transportation Officials (AASHTO).* AASHTO is the organization that maintains the “Green Book” for design of roads and highways and has begun to address accessibility of pedestrian networks. Several AASHTO publications, which can be ordered from the AASHTO website



(<http://transportation.org/>), address accessible circulation systems, including: *AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities* (1<sup>st</sup> edition) and *Guide for the Development of Bicycle Facilities* (3<sup>rd</sup> edition).

- *Federal Transit Administration (FTA)*. FTA regulates and enforces requirements of the ADA covering transportation facilities and systems. FTA maintains a technical assistance line on ADA questions (888-446-4511) and on their website ([www.fta.dot.gov](http://www.fta.dot.gov)).
- *Manuals on ADAAG for Transportation Vehicles*. These technical assistance documents (<http://www.access-board.gov/transit/manuals/Manuals-list.htm>) are one of a series provided to help in understanding the background and underlying rationale of the ADAAG for Transportation Vehicles (Vehicle Guidelines) and how the guidelines may apply in a particular case. The documents in this series include:
  - Buses, vans, and systems
  - Over-the-road buses and systems
  - Automated guideway transit vehicles and systems
  - Trams, similar vehicles, and systems
- *Securement of Wheelchairs and Other Mobility Aids*. As a public or private transit authority, the responsibility of safe, efficient service from public agencies who offer transportation services has been enlarged to affording ridership to people using a wide variety of mobility aids. In considering not only the many types of mobility aid devices, but also the variety and sizes of lifts, and the numerous makes of buses and vans, it can be easily seen that there is no single, definitive solution to accessibility on mass transit vehicles. This publication reports on the experience of two transit accessibility leaders who have taken the initiative to involve the ridership in needs assessment and have established policies, educated operators, and informed the public to

achieve greater accessibility in their bus transit systems.

### Guidance Material for Communication

- *Standards for Electronic and Information Technology*. The Access Board is issuing final accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998. Section 508 requires the Access Board to publish standards setting forth a definition of electronic and information technology and the technical and functional performance criteria necessary for such technology to comply with section 508. (<http://www.access-board.gov/sec508/standards.htm>)
- Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. ([www.section508.gov/](http://www.section508.gov/))
- *Bulletin on the Telecommunications Act Accessibility Guidelines*. As technology continues to improve our means of telecommunication, it can pose challenges to accessibility on one hand, while on the other hold the key to innovative access solutions. Section 255 of the Telecommunications Act requires telecommunications products and services to be accessible to people with disabilities. This is required to the extent access is "readily achievable," meaning easily accomplishable, without much difficulty or expense. Telecommunications products covered include: wired and wireless telecommunication devices, such as telephones (including pay phones and cellular phones), pagers, and fax machines; other products that have a telecommunication service capability, such as computers with modems, and equipment that carriers use to provide services, such

as a phone company's switching equipment. (<http://www.access-board.gov/adaag/about/bulletins/telecomm.htm>)

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The Town should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

### **7.3 Resources for Providing Accessible Programs & Facilities**

- *ADA Document Portal:* This website (<http://www.adata.org/ada-document-portal>) provides links to more than 7,400 documents on a wide range of ADA topics. The ADA Document Portal is supported by the 10 ADA & IT Technical Assistance Centers.
- *DisabilityInfo.Gov:* A one-stop interagency portal for information on Federal programs, services, and resources for people with disabilities, their families, employers, service providers, and other community members.
- *National Center on Accessibility (NCA):* The Center (<http://ncaonline.org>) is a cooperative effort between the National Park Service (NPS) and Indiana University to provide information and technical assistance, primarily on recreation access. An example of the research activities of the NCA is the National Trails Surface Study. Initiated in 2005, this longitudinal study is primarily the result of questions that the National Center on Accessibility has, for many years and continues to receive from organizations, agencies and individuals who desire to make their trails accessible; are interested in an unobtrusive surface that blends and is friendly to the environment; and provides a quality trail experience for people with and without disabilities.

- *National Center on Physical Activity and Disability:* The Center ([www.ncpad.org](http://www.ncpad.org)) provides information and resources on physical activity to help people with disabilities find ways to become more active and healthy. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps, and health and leisure services.
- *National Park Service:* NPS has many programs that address the issue of providing accessible recreation services to people with disabilities. These include Wilderness Accessibility for People with Disabilities (<http://www.ncd.gov/publications/1992/December1992>) and Director's Order #42-Accessibility, which establishes the purpose and role of the NPS Accessibility Program ([www.nps.gov/accessibility.htm](http://www.nps.gov/accessibility.htm)), lists applicable laws, standards, and authorities, implementation strategies, roles, and responsibilities. It also addresses NPS policies and provides links to additional information sources.

### **7.4 Technical Resources**

The Town should utilize the many disability-related resources available through the internet. Begin at AbleData ([www.abledata.com](http://www.abledata.com)), maintained by the National Institute on Disability and Rehabilitation Research of the U.S. Department of Education. The site provides up-to-date links to assistive technologies and disability-related resources. AbleData's mission is to provide objective information on such assistive products as:

- *Architectural elements:* Products that make the built environment more accessible, including indoor and outdoor architectural elements, vertical lifts, lighting, and signs.
- *Blind and low vision:* Products for people with visual disabilities, including computers, educational aids, information storage, kitchen aids, labeling, magnification, office equipment, orientation and mobility, reading, recreation, sensors, telephones, tools, travel, typing, and writing (Braille).

- *Communication*: Products to help people with disabilities related to speech, writing and other methods of communication, including alternative and augmentative communication, signal systems, telephones, typing, and writing.
- *Computers*: Products to allow people with disabilities to use desktop and laptop computers and other kinds of information technology including software, hardware, and computer accessories.
- *Controls*: Products that provide people with disabilities with the ability to start, stop, or adjust electric or electronic devices including environmental controls and control switches.
- *Deaf and hard of hearing*: Products for people with hearing disabilities, including amplification, recreational electronics, signal switches, and telephones.
- *Deaf and blind*: Products for people who are both deaf and blind.
- *Education*: Products to provide people with disabilities with access to educational materials and instruction in school and in other learning environments including classroom and instructional materials.
- *Recreation*: Products to assist people with disabilities with their leisure and athletic activities including crafts, electronics, gardening, music, photography, and sports.
- *Seating*: Products that assist people to sit comfortably and safely including seating systems and therapeutic seats.
- *Transportation*: Products to enable people with disabilities to drive or ride in cars, vans, trucks and buses including mass transit vehicles and facilities and vehicle accessories.
- *Wheeled mobility*: Products and accessories that enable people with mobility disabilities to move freely indoors and outdoors including wheelchairs (manual, sport, and powered), wheelchair alternatives (scooters), wheelchair accessories, and carts.
- *Workplace*: Products to aid people with disabilities at work including agricultural equipment, office equipment, tools, and work stations.

### Assistive Technology Vendors and Service Providers

- **International Commission on Technology and Accessibility**  
Initiates, facilitates, and provides information regarding technology and accessibility through the internet. This information is available to people with disability, advocates, and professionals in the field of disability, researchers, legislative bodies, and the general community. (<http://www.riglobal.org/about/government-structure/commissions/icta-international-commission-on-technology-and-accessibility/>)
- **National Center for Accessible Media**  
A research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces, and communities. NCAM has developed an authoring tool to make web- and CD-ROM-based multimedia materials accessible to persons with disabilities. Called Media Access Generator (MAGpie, versions 1.0 and 2.01) create captions and audio descriptions of rich media and can be downloaded on their website ([ncam.wgbh.org](http://ncam.wgbh.org)).
- **American Sign Language Interpreters**  
A pool of on-call American Sign Language interpreters should be developed. This list should be routinely updated to ensure their availability. Some programs may need to have a pool of interpreters who are available on a 24-hour basis to handle emergency procedures. The required qualifications of these interpreters should be established. Many non-certified interpreters provided by local services may have excellent skills and be qualified to handle most circumstances. However, unique circumstances, such as the provision of emergency medical services, may require interpreters who are approved by the courts and can ensure a level of confidentiality. Resources and contacts for qualified sign

language interpreters and information for the deaf and hard of hearing are at the following locations:

- Deaf & Hard of Hearing Services (DHHS), Division of Disability & Rehabilitative Services (DDRS)  
402 W. Washington St., Rm. W453  
P.O. Box 7083  
Indianapolis, IN 46207-7082  
1-800-545-7763  
[DHHSHelp@fssa.IN.gov](mailto:DHHSHelp@fssa.IN.gov)  
[www.in.gov/fssa/ddrs/2637.htm](http://www.in.gov/fssa/ddrs/2637.htm)
- American Sign Language Interpreter Network - [www.aslnetwork.com/](http://www.aslnetwork.com/)
- Registry of Interpreters for the Deaf – [www.rid.org/](http://www.rid.org/)
- **Assistive Listening Systems and Devices**  
Systems and devices amplify sound for persons with hearing disabilities should be available for public meetings and conferences. Different types of devices are more suitable for different types of hearing disabilities. Devices should be chosen to accommodate the greatest number of individuals.
  - *Relay Indiana*: Relay Indiana, a service of InTRAC, is a free service that provides full telecommunications accessibility to people who are deaf, hard of hearing, or speech impaired. This service allows users with special telecommunication devices to communicate with standard users through specially trained Relay Operators. InTRAC also provides free, loaned equipment to those who qualify.
  - *Assistive Listening Systems Technical Bulletins* - are available on the U.S. Access Board's website ([www.access-board.gov/adaag/about/bulletins/als-a.htm](http://www.access-board.gov/adaag/about/bulletins/als-a.htm)).
  - *Closed Caption Machine* - To the extent practical, Town Divisions should have access to a device for encoding closed captioning on films and videotapes used for training and other programs.
  - *Enlarging Printed Materials* - A copy machine capable of enlarging printed materials should be available for each

site where programs or transaction counter services are provided to the public.

- *Optical Readers* - Equipment that can translate printed information into an audio format should be available to Departments.
- *TDD* - To the extent necessary, Town Divisions should have access to a text telephone or have access to a telephone transfer service as required by the law and offered by public telephone companies.
- *Telecommunications for the Deaf, Inc.* - TDIs (formerly known as Telecommunications for the Deaf, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI's online resources ([www.tdi-online.org/](http://www.tdi-online.org/)) include information about telecommunications access such a TTY, pagers, telephony, VoIP, and more.

### Guide to Disabilities and Disability Etiquette

A summary guide to disabilities and disability etiquette has been included below. The guide will allow staff members to become familiar with a variety of types of disabilities, and help them to be more sensitive to the abilities and needs of people with disabilities in order not to offend or demean them. The guide should be periodically updated to ensure that it includes current acceptable language for talking about disabilities.

The National Organization on Disability reports that more than 59 million Americans have a disability. This section is for anyone — with or without a disability — who wants to interact more effectively with people who are disabled.

The ADA was conceived with the goal of integrating people with disabilities into all aspects of American life, particularly the workplace and the marketplace. Sensitivity toward people with disabilities is not only in the spirit of the ADA, it makes good business sense. It can help the Town expand its



services to citizens, better serve its customers and improve relationships with its employees.

When supervisors and co-workers use disability etiquette, employees with disabilities feel more comfortable and work more productively. Practicing disability etiquette is an easy way to make all people feel more comfortable and welcomed in their environment.

There is no reason to feel awkward when dealing with a person who has a disability. This section provides some basic tips for Town staff to follow. If Town employee is ever unsure how to best serve a person with a disability, just ask them.

- **Ask Before You Help**

Just because someone has a disability, don't assume he/she needs your help. If the setting is accessible, people with disabilities can usually get around fine without assistance. Adults with disabilities want to be treated as independent people. Offer assistance only if the person appears to need it. If they do want help, ask what type of help they would like before you offer any assistance. What you think they may need may not be what they really need.

- **Do Not Touch!**

Some people with disabilities depend on their arms for balance. Grabbing them – even if you mean well – could knock them off balance and create an injury. This is especially true of a person using a cane, crutches, or walker.

When someone is in a wheelchair, never pat their head or touch their wheelchair (or scooter) without permission. This equipment is part of their personal space and touching it is considered rude.

- **Engage Your Mind Before Engaging Your Mouth**

Always speak directly to the person with the disability NOT to their companion, aide, or sign language interpreter. Making small talk with a person who has a disability is great; just talk to him/her like you would anyone else. Respect his/her privacy and don't ask questions about their disability unless they invite the discussion. If you are with a child

who asks, don't make the situation awkward for everyone; let the person with the disability respond directly to the child. They are used to children's questions.

- **Make No Assumptions**

People with disabilities are the best judge of what they can or cannot do. Do not make any decisions for them about participating in any activity or what they may or may not be able to do. Simply respond to their questions and let them make their own decisions. Depending on the situation, it may be a violation of the ADA to exclude someone because of a wrong decision on what they're capable of doing.

- **Respond Graciously To Requests**

When people who have a disability ask for an accommodation at a Town owned property, it is not a complaint. It shows they feel comfortable enough in your establishment to ask for what they need. If they get a positive response, they will enjoy their transaction and feel comfortable to come back again and again. Unless they are asking for something outlandish, provide what is asked for. If they request something unreasonable, contact your ADA Coordinator for a direction toward a resolution.

- **Terminology**

PUT THE PERSON FIRST! Always say "person with a disability" rather than "disabled person". This recognizes that they are a person first, not a disability first. If someone has a specific disability, it would be a "person who is blind", a "person who is deaf", or a "person with dwarfism". Each person may have their own preferred terminology, and if you're not sure what to use, just ask them. Most, however, will recognize the effort when you just refer to them as "people".

Avoid outdated, politically incorrect terms like "handicapped" or "crippled". Be aware that many people with disabilities dislike jargon and euphemistic terms like "physically challenged" and "differently



abled”. Say “wheelchair user” instead of “confined to a wheelchair” or “wheelchair bound”. The wheelchair is what enables the person to get around, but they are neither confined by it nor bound to it. The wheelchair is liberating, not confining.

With any disability, avoid negative, disempowering words like “victim” or “sufferer”. Say “person with AIDS” instead of “AIDS victim” or person who “suffers from AIDS”.

It’s okay to use idiomatic expressions when talking to people with disabilities. For example, saying “It was good to see you” and “See you later” to a person who is blind is completely acceptable. They will use the same terminology and it’s inappropriate to respond with questions like, “How are you going to see me later?”

People in wheelchairs will say things like, “Let’s go for a walk” and it’s okay for you to say it too. The situation will only become awkward if you make it so.

Many people who are Deaf communicate with sign language and consider themselves to be members of a cultural and linguistic minority group. They refer to themselves as Deaf (with a capital D) and may be offended by the term “hearing impaired.” Others may not object to the term, but in general it is safest to refer to people who have hearing loss but communicate through a spoken language as “people with hearing loss” and those who have a profound hearing loss as “people who are Deaf”.

### **Community Groups, Organizations, Associations and Commissions**

There are a large number of groups nationally, regionally, and within each state that provide specialized services, information, and advocacy for persons with all disabilities. A number of advocacy groups are listed below, the list is not intended to be complete by any means:

- *Ability Resources, Inc.:* Ability Resources Inc. ([www.ability-resources.org/home.org](http://www.ability-resources.org/home.org)) was founded in 1976. Their mission is to assist people with disabilities in attaining and maintaining their personal

independence. One way this can be achieved is in the creation of an environment in which people with disabilities can exercise their rights to control and direct their own lives.

- *American Council of the Blind:* ACB ([www.acb.org](http://www.acb.org)) is a national organization advocating on behalf of persons who are blind or have low vision. ACB also publishes *A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired*. ACB is located at 1155 15th St. NW, Suite 1004, Washington, DC 20005 (800.424.8666) or by email at [info@acb.org](mailto:info@acb.org).
- *American Association of People with Disabilities:* The American Association of People with Disabilities ([www.aapd.com/](http://www.aapd.com/)) is the largest non-profit, non-partisan, cross-disability organization in the United States.
- *National Association of the Deaf:* NAD is a national consumer organization representing people who are deaf and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website ([www.nad.org](http://www.nad.org)).
- *National Federation of the Blind:* NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provided online resources ([www.nfb.org](http://www.nfb.org)) for technology for the blind, including a technology resource list, a computer resource list, screen access technology, sources of large print software for computers, and sources of closed circuit TV (CCTV’s).
- *National Organization on Disability:* The National Organization on Disability promotes the full and equal participation and contribution of America’s 54 million men, women and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources ([www.nod.org](http://www.nod.org)).
- *Paralyzed Veterans of America:* PVA is a national advocacy organization representing veterans. PVA’s Sports and Recreation Program promotes a range of activities for people with disabilities, with special

emphasis on activities that enhance lifetime health and fitness. PVA's website ([www.pva.org/sports/sportsindex.htm](http://www.pva.org/sports/sportsindex.htm)) provides information on useful sports publications and a list of contacts.

- *United Spinal Association*: United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal cord injuries or disease regardless of their age, gender, or veteran status. Information on accessibility training and consulting services and recreational opportunities for people with spinal cord injuries or disease is available on their website ([www.unitedspinal.org](http://www.unitedspinal.org)).
- *World Institute on Disability*: WID is an international public policy center dedicated to carrying out research on disability issues and overcoming obstacles to independent living. WID maintains an on-line information and resource directory on technology, research, universal design, and the ADA. ([www.wid.org/resources](http://www.wid.org/resources)).
- *State of Indiana Division of Disability & Rehabilitative Services (DDRS)*: [www.in.gov/fssa/ddrs/2637.htm](http://www.in.gov/fssa/ddrs/2637.htm)
- *State of Indiana Protection and Advocacy Services (IPAS)*: [www.in.gov/ipas/](http://www.in.gov/ipas/)
- *Disability Resources, Inc., Guide to Disability Resources on the Internet – IN*: Disability Resources, inc. is a nonprofit 501(c)(3) organization established to promote and improve awareness, availability and accessibility of information that can help people with disabilities live, learn, love, work and play independently. [www.disabilityresources.org/INDIANA.html](http://www.disabilityresources.org/INDIANA.html)
- *Indiana Resource Center for Families with Special Needs (IN\*SOURCE)*: The mission of IN\*SOURCE is to provide parents, families, and service providers in Indiana the information and training necessary to assure effective educational programs and appropriate services for children and young adults with disabilities. IN\*SOURCE employs nearly 13 staff at their central office

in South Bend and 16 staff in other regional sites around the state. [insource.org/index.htm](http://insource.org/index.htm)

- *ADA-Indiana*: The mission of ADA-Indiana is to serve as a statewide resource for promoting the implementation of the Americans with Disabilities Act in Indiana. <http://www.adaindiana.org/>
- *Great Lakes ADA Center*: The Great Lakes ADA Center provides information, materials, technical assistance and training on the ADA. Topics addressed includes the non-discrimination requirements in employment, the obligations of state and local governments and business to ensure that programs, services and activities are readily accessible to and useable by people with disabilities. This includes access to the information technology used by these entities including but not limited to websites, software, kiosks, etc.

The Great Lakes ADA Center's Accessible Technology Initiative encourages incorporation of accessible information technology in K-12 and post secondary school settings. Accessible Information Technology incorporates the principles of universal design so that people with a wide range of abilities and disabilities can access information disseminated electronically. [www.adagreatlakes.org/](http://www.adagreatlakes.org/)

- *Indiana Council on Independent Living*: Their mission is to effectively lead a statewide Independent Living Movement that empowers people with disabilities. [www.icoil.org/index.html](http://www.icoil.org/index.html)
- *The Arc of Indiana*: The Arc of Indiana is committed to all people with developmental disabilities realizing their goals of learning, living, working and playing in the community. [www.arcind.org/](http://www.arcind.org/)

# **Appendix A**

## **Town of Markle Non - Right of Way Facility Compliance Summary**



## Town of Markle

### Non-ROW Facility Compliance Summary

Facility Name and Location	Estimated Improvement Costs			Total Cost
	Low Priority	Medium Priority	High Priority	
Town Hall - 155 West Sparks Street, Markle, IN*	\$0	\$0	\$0	<b>\$1,350,000 *</b>
Library - 197 E. Morse Street, Markle, IN	\$6,400	\$17,690	\$4,100	<b>\$28,190</b>
Fire Station - 150 West Sparks Street, Markle, IN	\$52,160	\$2,490	\$7,550	<b>\$62,200</b>
Veterans Park, Markle, IN	\$350	\$0	\$2,750	<b>\$3,100</b>
Walkway Park, Tracy Street, Markle, IN	\$50	\$23,250	\$2,000	<b>\$25,300</b>
			<b>Total</b>	<b>\$ 118,790 **</b>

Notes:

\* Town Hall is shown as the construction of a new building as the cost to renovate the existing building not cost effective.

\*\* The total shown does not include the cost of a new town hall. Please see next sheet for more information.



## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
<b>Facility Replacement</b>			
	<i>In lieu of providing a detailed cost estimate for an aging facility the Town wishes to replace, the following new facility estimate is provided for planning purposes. All deficiencies of the current facility are noted below for reference and for use in determining program accessibility at this time.</i>		<b>Estimated Cost</b>
	This building is approximately 6,750 square feet in size. It is a 2 level structure accessible at the half level from each of its two entrances. Replacement cost at \$200 per sq. ft. Soft Costs at 20%: FF&E at 10%:		\$1,350,000 \$270,000 \$135,000
		Total	\$1,755,000
<b>Exterior</b>			
	Exterior Entrances		
	<i>Provide access to a minimum of 60% of all public entrances</i>	N/A	N/A
	Notes: 2 public entrances provided. Both entrances must be accessible. See also 8a-1 and 8a-2. Federal Guideline: 206.4, 404		
1-1	Parking Lot		
	<i>1 space designated 'Accessible.' 1 van space required for total 11 space parking count.</i>		
	<i>Provide Van Accessible Space (Regrade/replace pavement, provide aisle marking and signage.)</i>	N/A	N/A
	Notes: Single accessible parking space designated at west entry does not meet required 2% max. slope (varies 2.7-3.3) No markings or signage are provided. South lot meets accessible slopes if preferred for designated space. Federal Guideline: 208.2, 208.3, 502		
4-1	Walk (East lot to East entry and public ROW )		
	<i>Repair/Replace pavement</i>	N/A	N/A
	Notes: Slope at main doors is over 2% max (2.7 at east and 3.0 at west). Need to create req'd level space at door. 60" Perpendicular to door req'd. See also 8a-1 Federal Guideline: 403.3, 404.2		
4-2	Walk (North Entry/Accessible Parking)		
	<i>Repair/Replace pavement at displacement</i>	N/A	N/A
	Notes: 1 Panel has 3/4" vertical displacement. Federal Guideline: 403.4, 303		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
<b>Interior</b>			
<b>Entry Level</b>			
8a-1 & 2	North Entry Doors (Typ. Of 2 Pair)		
	<i>Replace Threshold</i>	N/A	N/A
	Notes: Threshold exceeds 1/2" maximum. Federal Guideline: 404.2.5		
	<i>Adjust Door Closer</i>	N/A	N/A
	Notes: Operating effort is 8lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide level maneuvering space</i>	N/A	N/A
	Notes: Sidewalk is over allowable 2% cross slope within required 60" level space perpendicular to door (2.7% at E door, 3.0 at W door). Federal Guideline: 404.2.4		
8a-3	East Entry Door		
	<i>Provide signage to accessible entrance.</i>	N/A	N/A
	Notes: Step at landing makes entry not accessible. Provide appropriate signage directing persons to the accessible entrance that include text, arrow and ISA. Major structural changes would be required to create an accessible entrance at this location due to interior stairs. Recommend making this employee entrance only. Federal Guideline: 206.4		
8b-18&19	Platform Lift Door (Typ. Of 2)		
	<i>Reposition Wall Signage</i>	N/A	N/A
	Notes: Signage mounted at 46 3/4" (48" min. height to bottom of lowest tactile character req'd) Federal Guideline: 703.6, 216.8		
	<i>Provide maneuvering space</i>	N/A	N/A
	Notes: Swing side clearance area is sloped. (60" req'd level). Federal Guideline: 404.2.4		
9-1	East Vestibule		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 1 switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
9-2	North Vestibule		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 1 switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition protruding objects</i>	N/A	N/A
	Notes: Handrail end protrudes 8" at 34" height (4" max between 27" and 80" at their lowest edges). Federal Guideline: 307.2		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
11-1 and 11-2	East and West Interior Stairways		
	<i>Replace and/or Modify Stairs</i>	N/A	N/A
	Notes: Riser Height is 7 1/4" at east, 7 1/2 at west (7" max.) Federal Guideline: 206.4		
	<i>Replace and/or Modify Handrails</i>	N/A	N/A
	Notes: Handrails provided do not have required extensions and are mounted at varying heights. Handrails are to be mounted 34" min to 38" max above stair nosing and must be consistent. Handrails must extend 12" beyond top stair nosing and one tred depth beyond lowest riser nosing. End of extensions must be rounded or return to wall, guard or landing surface. Federal Guideline: 505.4, 505.10		
	<i>Provide Signage for Interior Stairways</i>	N/A	N/A
	Notes: No signage is provided. Provide sign with raised text and braille per requirements indicating the floor level of the stairway at each landing between 48" and 60". Federal Guideline: 216, 703		
<b>Lower Level (1)</b>			
8b-7	Men's Restroom Door		
	<i>Replace or Modify Door</i>	N/A	N/A
	Notes: Door width is 29". Minimum required is 32" clear. Federal Guideline: 404.2.7, 309.4		
	<i>Replace Threshold</i>	N/A	N/A
	Notes: Threshold exceeds 1/2" maximum. Federal Guideline: 404.2.5		
	<i>Adjust Door Closer</i>	N/A	N/A
	Notes: Closing speed is under 5 second minimum. Operating effort is 6lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
	<i>Provide maneuvering space</i>	N/A	N/A
	Notes: Swing side clearance only 5" parallel to door (18" req'd). Federal Guideline: 404.2.4		
	<i>Inadequate Signage Provided. See Item 15-1 for Signage Requirements.</i>	N/A	N/A

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
8b-11, 12, 13	101 Meeting Room Doors (105 Historical Society, Typ. Of 3)		
	<i>Replace or Modify Door</i>	N/A	N/A
	Notes: Door height is only 79 1/2". Minimum required is 80". Federal Guideline: 404.2.7, 309.4		
	<i>Replace or Modify Door Hardware</i>	N/A	N/A
	Notes: Knobs provided are not operable with 1 hand with no tight grasping, pinching or twisting of the wrist. Federal Guideline: 404.2.7, 309.4		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
	<i>Provide maneuvering space at westernmost door</i>	N/A	N/A
	Notes: Swing side clearance only 12" parallel to door (18" req'd). Federal Guideline: 404.2.4		
8b-14, 15, 16, 17	104 Town Council Chambers Doors (Typ. Of 4)		
	<i>Replace or Modify Door Hardware</i>	N/A	N/A
	Notes: Knobs provided are not operable with 1 hand with no tight grasping, pinching or twisting of the wrist. Federal Guideline: 404.2.7, 309.4		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
8b-20	Platform Lift Door		
	<i>Provide Wall Signage</i>	N/A	N/A
	Notes: None provided. Floor level indicator, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Provide maneuvering space</i>	N/A	N/A
	Notes: Swing side clearance perpendicular to door is only 33" (48" req'd). Federal Guideline: 404.2.4		
9-3	Downstairs Corridor		
	<i>Reposition Electrical Controls and Outlets</i>	N/A	N/A
	Notes: 1 dual outlet/light switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
10-1	Building Level Change		
	<i>Modify Platform Lift</i>	N/A	N/A
	Notes: Platform lift gate at lower level exit is side approach requiring 42" min. clear (33 provided). Operation control requires twisting motion with over 5lb pressure and continuous hold for operation (No twisting, 5lb max.) 1" clearance provided between platform sill and landing (1 1/4" min.) Low energy power operated doors required, not provided. Call/Send controls are key operated. Only 1 key for both lifts/multiple sets of operating controls. Federal Guideline: IBC 1007, 207, 216.4, 703.5		
	<i>Owner to confirm that platform lift power circuit is connected to building's backup generator to allow the lift to be operated as an accessible means of egress during an emergency evacuation.</i>		
12-1	Area of Refuge		
	<i>Provide and Identify Area of Refuge</i>	N/A	N/A
	Notes: None Provided. To be fire-rated, identified with signage, and capable of two-way audio and visual communication. Federal Guideline: IBC 1007, 207, 216.4, 703.5		
15-2	Men's Restroom		
	<i>Reposition Wall Signage</i>	N/A	N/A
	Notes: Sign mounted below 48" min. height to bottom of lowest tactile character. Provide signage indicating location of accessible restroom. Federal Guideline: 703.6, 216.8		
	<i>Provide Door Signage</i>	N/A	N/A
	Notes: Tactile, contrasting, gender appropriate signage to be provided. Federal Guideline: 703.6, 216.8		
	<i>Modify Entry Corridor</i>	N/A	N/A
	Notes: Door width and entry corridor to be 32" min. clear. Door width is 29" and partition at corridor allows only 26" clearance. Federal Guideline: 703.6, 216.8		
	<i>Increase Clear Space inside Restroom</i>	N/A	N/A
	Notes: 60" Dia. Turning area clear space is required. Maximum available dimension is 56" Clear space at sink and urinals is 30"x40" (req'd 30"x48" and forward approach) Federal Guideline: 606.2, 304.3, 306.3		



## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
	<i>Modify lavatory clearances</i>	N/A	N/A
	Notes: Knee space height is 26 1/2" (27" req'd) and is only 1 1/2" depth to sink flare. 8" req'd. Federal Guideline: 606.3, 606.2, 306.3		
	<i>Replace or Modify Faucet Controls</i>	N/A	N/A
	Notes: Faucet controls are to be lever, push button or similar. Knobs are provided. Federal Guideline: 606.4, 309		
	<i>Insulate water lines</i>	N/A	N/A
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Mirror</i>	N/A	N/A
	Notes: Reflecting surface of the mirror mounted above the lavatory is 45" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Reposition Electrical Controls</i>		
	Notes: 1 switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace or Modify Urinal</i>	N/A	N/A
	Notes: Urinal top lip is 23 1/2" ht (17" max). Flush Controls are located at 52" Ht (15"-48"max) Federal Guideline: 605.2		
	<i>Replace or Modify Stall Door Hardware</i>	N/A	N/A
	Notes: No outside handle provided. Federal Guideline: 213.3, 604.8.1.2		
	<i>Modify Stall clearances</i>	N/A	N/A
	Notes: 26" clear at door (32" min. req'd), Inswinging door, angled stall wall narrows to 30" stall width (60" req'd) Toe clearance provided only at front of stall (req'd at front and 1 side) Federal Guideline: 604.2, 604.3		
	<i>Replace or Modify Toilet Seat</i>	N/A	N/A
	Notes: Seat at 15 1/2" (17-19" ht. req'd) Federal Guideline: 604.4		
	<i>Reposition Toilet Paper Dispenser</i>	N/A	N/A
	Notes: Dispenser is located inline with front of toilet. (7"-9" in front req'd.) Federal Guideline: 308, 604.7		
	<i>Provide Grab Bars</i>	N/A	N/A
	Notes: No Grab bars provided. Side and rear grab bars required. Provide at locations indicated in guidelines. Federal Guideline: 604.5, 609		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
	<i>Reposition Coat Hook</i>	N/A	N/A
	Notes: Coat hook is mounted at 60" (15"-48" max) above the finished floor surface. Federal Guideline: 603.4, 308		
18-1	101 Meeting Room (105 Historical Society)		
	<i>Provide and/or Modify Room Signage</i>	N/A	N/A
	Notes: Signage not tactile. Sign with Braille and Raised Text required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 1 switch located at 56" Ht. Reach obstructed by moveable objects. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Access to Electrical Outlets</i>	N/A	N/A
	Notes: Reach obstructed by moveable objects. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition protruding objects</i>	N/A	N/A
	Notes: Clock protrudes 5 1/2" at 56" height. (4" max between 27" and 80" at their lowest edges). Federal Guideline: 307.2		
18-2	102 Kitchen		
	<i>Provide and/or Modify Room Signage</i>	N/A	N/A
	Notes: Signage not tactile. Sign with Braille and Raised Text required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Provide maneuvering space</i>	N/A	N/A
	Notes: 54" max. width of walk-through (60" turning space req'd). Federal Guideline: 304.3, 306		
	<i>Reposition Electrical Control and Outlet</i>	N/A	N/A
	Notes: 1 dual outlet/light switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Accessible kitchen surfaces</i>	N/A	N/A
	Notes: No accessible work surfaces provided. Built-in cabinet storage heights vary and face away from accessible route in room. Federal Guideline: 205.2, 308		
18-3	104 Town Council Chambers		
	<i>Provide and/or Modify Room Signage</i>	N/A	N/A
	Notes: Signage not tactile. Sign with Braille and Raised Text required on latch side of door. Federal Guideline: 703.6, 216.8		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 1 switch located at 56" Ht. Reach obstructed by moveable objects. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Modify Cabinet on East wall</i>	N/A	N/A
	Notes: Cabinet located out of reach range. (15-48" Req'd) Hardware not operable without grasping or twisting (Keyed, no other hardware present). Protrudes 12" at 46" Ht. Federal Guideline: 307.2, 225.2, 308, 309.4		
<b>Upper Level (2)</b>			
7-1	Drinking Fountain (2nd Floor)		
	<i>Replace Drinking fountain</i>	N/A	N/A
	Notes: "Hi-lo" fountain is not provided. Provided fountain does not provide adequate knee space or 36" wide x 24" deep alcove, and encroaches on path of travel more than 4". Additionally, spout outlet is at 37 1/2" satisfying neither then wheelchair (36" max) or standing (38"-43"max). Federal Guideline: 211, 306, 602		
8b-1 & 2	201 Meeting Room Doors (Typ. Of 2)		
	<i>Replace or Modify Door Hardware</i>	N/A	N/A
	Notes: Knobs provided are not operable with 1 hand with no tight grasping, pinching or twisting of the wrist. Interior lock requires twist of knob. Federal Guideline: 404.2.7, 309.4		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
8b-3&4	202 Town Marshal Doors (Typ. of 2)		
	<i>Replace or Modify Door Hardware</i>	N/A	N/A
	Notes: Knobs provided are not operable with 1 hand with no tight grasping, pinching or twisting of the wrist. Federal Guideline: 404.2.7, 309.4		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
8b-8	203 Clerk Treasurer Door		
	<i>Replace or Modify Door Hardware</i>	N/A	N/A
	Notes: Knobs provided are not operable with 1 hand with no tight grasping, pinching or twisting of the wrist. Federal Guideline: 404.2.7, 309.4		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
8b-9	204 Conference Room Door		
	<i>Replace or Modify Door Hardware</i>	N/A	N/A
	Notes: Knobs provided are not operable with 1 hand with no tight grasping, pinching or twisting of the wrist. Federal Guideline: 404.2.7, 309.4		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
8b-10	205 Town Manager Door		
	<i>Replace or Modify Door Hardware</i>	N/A	N/A
	Notes: Knobs provided are not operable with 1 hand with no tight grasping, pinching or twisting of the wrist. Federal Guideline: 404.2.7, 309.4		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
8b-5	Women's Restroom Door		
	<i>Replace or Modify Door</i>	N/A	N/A
	Notes: Door width is 29". Minimum required is 32" clear. Federal Guideline: 404.2.7, 309.4		
	<i>Replace Threshold</i>	N/A	N/A
	Notes: Threshold exceeds 1/2" maximum. Federal Guideline: 404.2.5		
	<i>Adjust Door Closer</i>	N/A	N/A
	Notes: Closing speed is under 5 second minimum. Operating effort is 6lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
	<i>Provide maneuvering space</i>	N/A	N/A
	Notes: Swing side clearance only 5" parallel to door (18" req'd). Federal Guideline: 404.2.4		
	<i>Inadequate Signage Provided. See Item 15-1 for Signage Requirements.</i>	N/A	N/A

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
8b-6	Unisex Restroom Door		
	<i>Replace or Modify Door Hardware</i>	N/A	N/A
	Notes: Knobs provided are not operable with 1 hand with no tight grasping, pinching or twisting of the wrist. Interior lock requires twist of knob. Federal Guideline: 404.2.7, 309.4		
	<i>Provide door kick plate</i>	N/A	N/A
	Notes: Kick plate does not meet 10" minimum (9 1/2" to raised vent trim). Federal Guideline: 404.2.10		
	<i>Inadequate Signage Provided. See Item 16-1 for Signage Requirements.</i>	N/A	N/A
9-1	Upstairs Corridor		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 3 switches located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Electrical Outlet</i>	N/A	N/A
	Notes: One outlet located at 14" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
10-2	Building Level Change		
	<i>Modify Platform Lift</i>	N/A	N/A
	Notes: Platform lift gate at lower level exit is side approach requiring 42" min. clear (31 1/2" provided). Operation control requires twisting motion with over 5lb pressure and continuous hold for operation (No twisting, 5lb max.) 1" clearance provided between platform sill and landing (1 1/4" min.) Low energy power operated doors required, not provided. Surface level at bottom exit is 1/2" with no bevel (bevel required). Call/Send controls are key operated. Only 1 key for both lifts/multiple sets of operating controls. Federal Guideline: 35.151 (a)-(b), 410, 308		
12-2	Area of Refuge		
	<i>Provide and Identify Area of Refuge</i>	N/A	N/A
	Notes: None Provided. To be fire-rated, identified with signage, and capable of two-way audio and visual communication. Federal Guideline: IBC 1007, 207, 216.4, 703.5		
15-1	Women's Restroom		
	<i>Reposition Wall Signage</i>	N/A	N/A
	Notes: Sign mounted below 48" min. height to bottom of lowest tactile character. Provide signage indicating location of accessible restroom. Federal Guideline: 703.6, 216.8		



## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
	<i>Provide Door Signage</i>	N/A	N/A
	Notes: Tactile, contrasting, gender appropriate signage to be provided. Federal Guideline: 703.6, 216.8		
	<i>Modify Entry Corridor</i>	N/A	N/A
	Notes: Door width and entry corridor to be 32" min. clear. Door width is 29" and partition at corridor allows only 26" clearance. Federal Guideline: 703.6, 216.8		
	<i>Increase Clear Space inside Restroom</i>	N/A	N/A
	Notes: 60" Dia. Turning area clear space is required. Maximum available dimension is 56" Federal Guideline: 606.2, 304.3, 306.3		
	<i>Modify lavatory clearances</i>	N/A	N/A
	Notes: Knee space at 27" is only 2" depth to sink flare. 8" req'd. Federal Guideline: 606.2, 306.3.3		
	<i>Replace or Modify Faucet Controls</i>	N/A	N/A
	Notes: Faucet controls are to be lever, push button or similar. Knobs are provided. Federal Guideline: 606.4, 309		
	<i>Insulate water lines</i>	N/A	N/A
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 1 switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace or Modify Stall Door Hardware</i>	N/A	N/A
	Notes: No outside handle provided. Federal Guideline: 213.3, 604.8.1.2		
	<i>Modify Stall clearances</i>	N/A	N/A
	Notes: 26" clear at door (32" min. req'd), Inswinging door, 31 1/3" stall width (60" req'd), 55" stall depth (59" req'd) Federal Guideline: 604.2, 604.3		
	<i>Replace or Modify Toilet Seat</i>	N/A	N/A
	Notes: Seat at 15 1/2" (17-19" ht. req'd) Federal Guideline: 604.4		
	<i>Reposition Toilet Paper Dispenser</i>	N/A	N/A
	Notes: Dispenser is located behind front of toilet. (7"-9" in front req'd.) Federal Guideline: 308, 604.7		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
	<i>Provide Grab Bars</i>	N/A	N/A
	Notes: No Grab bars provided. Side and rear grab bars required. Provide at locations indicated in guidelines. Federal Guideline: 604.5, 609		
	<i>Reposition Coat Hook</i>	N/A	N/A
	Notes: Coat hook is mounted at 60" (15"-48" max) above the finished floor surface. Federal Guideline: 603.4, 308		
16-1	<b>Unisex Restroom</b>		
	<i>Reposition Wall Signage</i>	N/A	N/A
	Notes: Sign mounted below 48" min. height to bottom of lowest tactile character. Federal Guideline: 703.6, 216.8		
	<i>Provide Door Signage</i>	N/A	N/A
	Notes: Tactile, contrasting, gender appropriate signage to be provided. Federal Guideline: 703.6, 216.8		
	<i>Modify lavatory clearances</i>	N/A	N/A
	Notes: Knee space at 27" is only 1 1/2" depth to sink flare. 8" req'd. Federal Guideline: 606.2, 306.3.3		
	<i>Insulate water lines</i>	N/A	N/A
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace or Modify Toilet Flush Controls</i>	N/A	N/A
	Notes: Flush controls located on narrow side of toilet. Federal Guideline: 604.6		
	<i>Reposition Mirror</i>	N/A	N/A
	Notes: Reflecting surface of the mirror mounted above the lavatory is 49" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Reposition Side Grab Bar</i>	N/A	N/A
	Notes: Grab bar extends 52 1/2" from wall (54" Req'd.) Federal Guideline: 604.5.1		
	<i>Reposition and/or Replace Rear Grab Bar</i>	N/A	N/A
	Notes: Grab bar is not located at required 12"/24" position in relation to toilet centerline. Grab bar is 32" long (36" min.) Federal Guideline: 604.5.2		
	<i>Reposition Coat Hook</i>	N/A	N/A
	Notes: Coat hook is mounted at 60" (15"-48" max) above the finished floor surface. Federal Guideline: 603.4, 308		
	<i>See Also Door 8b-6</i>		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
18-4	201 Meeting Room		
	<i>Provide and/or Modify Room Signage</i>	N/A	N/A
	Notes: None Provided. Sign with Braille and Raised Text required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 2 switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Electrical Outlets</i>	N/A	N/A
	Note: 3 located at 14" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition protruding objects</i>	N/A	N/A
	Notes: Cabinet protrudes 12" at 60" height. (4" max between 27" and 80" at their lowest edges). Currently protected by furniture. If furniture moves, address protruding object per requirements. Federal Guideline: 307.2		
18-5	202 Town Marshal		
	<i>Provide and/or Modify Room Signage</i>	N/A	N/A
	Notes: No permanent signage provided. Sign with Braille and Raised Text required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Electrical Controls/Outlets not for public use (Switches at 56")</i>	N/A	N/A
	<i>Remove or Reposition protruding objects</i>	N/A	N/A
	Notes: Cabinet protrudes 12" at 55" height. (4" max between 27" and 80" at their lowest edges). Currently protected by furniture. If furniture moves, address protruding object per requirements. Federal Guideline: 307.2		
18-6	203 Clerk Treasurer		
	<i>Provide and/or Modify Room Signage</i>	N/A	N/A
	Notes: Signage not tactile. Sign with Braille and Raised Text required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Reconfigure Furniture to accommodate Clear Space</i>	N/A	N/A
	Notes: Clear space obstructed by furniture/counter configuration Federal Guideline: 304.3, 306		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 1 switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		

## Town Hall - 155 West Sparks Street, Markle, IN

Item #	Description	Priority	
	<i>Electrical Outlets not in public use areas</i>	N/A	N/A
	<i>Remove or Reposition protruding objects</i>	N/A	N/A
	Notes: Cabinet protrudes 12" at 55" height. (4" max between 27" and 80" at their lowest edges). Currently protected by furniture. If furniture moves, address protruding object per requirements. Federal Guideline: 307.2		
18-7	204 Conference Room		
	<i>Provide and/or Modify Room Signage</i>	N/A	N/A
	Notes: Signage not tactile. Sign with Braille and Raised Text required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 1 switch located at 56" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reconfigure Furniture to accommodate Clear Space</i>	N/A	N/A
	Notes: Clear space at fixed storage is obstructed by furniture configuration. If storage is public use, reconfigure furniture to accommodate. Locate public use materials on those areas within 15"-48" reach range. Federal Guideline: 225, 811.2, 305		
18-8	205 Town Manager		
	<i>Provide and/or Modify Room Signage</i>	N/A	N/A
	Notes: Signage not tactile. Sign with Braille and Raised Text required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls</i>	N/A	N/A
	Notes: 1 switch located at 56" Ht. (15-48" Req'd)		
	<i>Remove or Reposition protruding objects</i>	N/A	N/A
	Notes: Filing shelf protrudes 12" at 27 1/2" height. (4" max between 27" and 80" at their lowest edges). Currently in employee area. If changes, address protruding object per requirements. Federal Guideline: 307.2		

**General Notes:** Service, maintenance, room 103 Nutrition Site Office and employee only areas were not included in the evaluation of this facility.

## Library - 197 E. Morse Street, Markle, IN

Item #	Description	Priority	Estimated Cost
<b>Exterior</b>			
1-1	Parking Lot		
	<i>No spaces designated 'Accessible.' 1 van space required for total 5 space parking count.</i>		
	<i>Provide Van Accessible Space (Provide aisle marking and signage.)</i>	High	\$600.00
	Notes: Spaces in existing lot meet accessible slopes. Restripe to accommodate accessible space. Federal Guideline: 208.2, 208.3, 502		
<b>Interior</b>			
	Exterior Entrances		
	<i>Provide access to a minimum of 60% of all public entrances</i>	Low	\$1,380.00
	Notes: 2 public entrances provided. Both entrances must be accessible. Estimated cost assumes a new concrete landing outside the back door and a new concrete ramp down to pavement level. Federal Guideline: 206.4, 404		
8a-1	Front Entry Door (Double, Doors in Series)		
	<i>Adjust Door Closer</i>	Medium	\$980.00
	Notes: Closing speed is under 5 second minimum. Operating effort is 15lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide door kick plate</i>	Low	\$220.00
	Notes: Kick plate does not meet 10" minimum (5" to glazing). Federal Guideline: 404.2.10		
	<i>Provide required signage</i>	Medium	\$100.00
	Notes: Door signage is printed on glazing. Federal Guideline:		
	<i>Provide required clear space for doors in series</i>	High	\$3,500.00
	Notes: 48" minimum plus width of door swing is required. 34" provided. One solution is to enlarge the vestibule to the inside. Federal Guideline: 404.2.6		
8a-2	Rear Entry Door		
	<i>Replace or Modify Door</i>	Low	\$3,000.00
	Notes: Door height is 79" (80" Req'd). Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Adjust Door Closer</i>		included in above
	Notes: Closing speed is under 5 second minimum. Operating effort is 11lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Modify Threshold</i>		included in above
	Notes: Threshold is 5" height (1/2" beveled max.) Step also impedes level space required for door maneuvering space. Federal Guideline: 404.2.4.1, 404.2.5		



## Library - 197 E. Morse Street, Markle, IN

Item #	Description	Priority	Estimated Cost
8b-1	Women's Restroom Door		
	<i>Replace or Modify Door</i>	Low	\$830.00
	Notes: Door height is 79 1/2" (80" Req'd). Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Inadequate Signage Provided. See Item 16-1 for new sign.</i>	N/A	\$0.00
8b-2	Men's Restroom Door		
	<i>Replace or Modify Door</i>	Low	\$830.00
	Notes: Door height is 79 1/2" (80" Req'd). Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Inadequate Signage Provided. See Item 16-1 for new sign.</i>	N/A	\$0.00
16-1	Women's Restroom		
	<i>Provide Wall Signage</i>	Medium	\$100.00
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Replace Door Signage</i>		included in above
	Notes: Tactile, contrasting, gender appropriate signage provided. Braille too far from text (3/8" to 1/2" Req'd). Mounted at 62" (60" max.) Federal Guideline: 703.6, 216.8		
	<i>Provide ADA-compliant clearances around the toilet and for the lavatory.</i>	Medium	\$7,000.00
	Notes: the toilet requires a 5 foot wide space for itself per 604.3.1. The lavatory is too close and must be relocated. the lavatory has existing knee space at 27" of only 3" depth. (8" req'd.) One solution is to enlarge the restroom as required to provide the required clearances Federal Guideline: 604.3.1, 606.2, 306.3.3		
	<i>Reposition Electrical Outlet</i>		included in above
	Notes: Two outlets provided. One at 46" and one located at 14" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace or Modify Toilet Flush Controls</i>	Medium	\$2,200.00
	Notes: Flush controls located on narrow side of toilet. One solution is to replace the toilet. Federal Guideline: 604.6		
	<i>Reposition Towel Dispenser</i>		included in above
	Notes: Towel Dispenser is 50" high (48" max) Federal Guideline: 308, 604.7		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$70.00
	Notes: Dispenser is located in line with front of toilet. (7"-9" in front req'd.) Federal Guideline: 308, 604.7		
16-2	Men's Restroom		
	<i>Provide Wall Signage</i>	Medium	\$100.00

## Library - 197 E. Morse Street, Markle, IN

Item #	Description	Priority	Estimated Cost
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Replace Door Signage</i>		included in above
	Notes: Tactile, contrasting, gender appropriate signage provided. Braille too far from text (3/8" to 1/2" Req'd). Mounted at 62" (60" max.) Federal Guideline: 703.6, 216.8		
	<i>Provide ADA-compliant clearances around the toilet and for the lavatory.</i>	Medium	\$7,000.00
	Notes: the toilet requires a 5 foot wide space for itself per 604.3.1. The lavatory is too close and must be relocated. the lavatory has existing knee space at 27" of only 3" depth. (8" req'd.) One solution is to enlarge the restroom as required to provide the required clearances Federal Guideline: 604.3.1, 606.2, 306.3.3		
	<i>Reposition Electrical Outlet</i>		included in above
	Notes: Two outlets provided. One at 46" and one located at 14" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Towel Dispenser</i>		included in above
	Notes: Towel Dispenser is 50" high (48" max) Federal Guideline: 308, 604.7		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$70.00
	Notes: Dispenser is located in line with front of toilet. (7"-9" in front req'd.) Federal Guideline: 308, 604.7		
18-1	Main Room		
	<i>Reposition Electrical Outlets</i>	Medium	\$210.00
	Notes: Reach obstructed by moveable objects. 6 located at 14" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition Protruding Objects</i>	N/A	\$0.00
	Notes: 2 fire extinguishers project 5" at 57" ht. Currently protected by furniture. If furniture moves, address protruding object per requirements. Federal Guideline: 307.2		
	<b>Facility Total</b>		\$26,210.00

**General Notes:** Main Building entry is from sidewalk within Markle public ROW. See ROW data reports. These items were not included in the evaluation of this facility.

## Fire Department - 150 West Sparks Street, Markle, IN

Item #	Description	Priority	Estimated Cost
<b>Exterior</b>			
1-1	Parking Lot		
	<i>1 van space required for total 3 space parking count. 1 provided</i>		
	<i>Regrade/replace pavement</i>	High	\$1,500.00
	Notes: Accessible parking space designated at west entry does not meet required 2% max. slope (4.0% x 1.8%) Federal Guideline: 302, 502.4		
	<i>Mark Access Aisle</i>	High	\$150.00
	Notes: Marked access aisle not provided. Mark space and aisle for 11' space/5' aisle or 8' space/8' aisle. Federal Guideline: 502.1-502.3		
	<i>Add Van Accessible Sign to existing sign (Recommended)</i>	Low	\$150.00
	Notes: Not required as parking under 4 total spaces. Federal Guideline: 502.6		
4-1	Walk (Along West building façade)		
	<i>Repair or Replace Surface</i>	Low	\$300.00
	Notes: Panel with detectable warnings exceeds 2% max cross slope (Approx. 5'x5' panel.) Federal Guideline: 206.2.2403.3		
4-2	Walk (Along North building façade)		
	<i>Repair or Replace Surface</i>	High	\$3,400.00
	Notes: Along entire length of building, walk exceeds 2% max cross slope up to 6.3%, including at door exits Federal Guideline: 206.2.2403.3		
	<i>Provide Curb Ramp</i>	High	\$2,500.00
	Notes: If walk is to be used as accessible route, curb ramp must be provided to alleviate curb step down. Federal Guideline: 206.2.2, 403.3		
4-3	Walk (Public ROW to southwest building corner)		
	<i>Repair or Replace Surface</i>	Medium	\$750.00
	Notes: Running slope exceeds 5% max. for approximately 20' (up to 7.8%) 1 Vertical displacement to be repaired near building. Federal Guideline: 206.2.2, 303, 403.3, 403.4		
<b>Interior</b>			
	Exterior Entrances		
	<i>Revise additional exit doors to be accessible as required to achieve a minimum of 60% of all public entrances.</i>	Low	\$4,000.00
	Notes: Estimated cost assumes a new door at \$3000 and additional walks at \$1000 Federal Guideline: 206.4, 404		

## Fire Department - 150 West Sparks Street, Markle, IN

Item #	Description	Priority	Estimated Cost
8a-1	Meeting Room Entry Door		
	<i>Adjust Door Closer</i>	Low	\$490.00
	Notes: Closing speed is under 5 second minimum. Operating effort is 8bs (5lb max.) Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide door kick plate</i>	Low	\$110.00
	Notes: Kick plate does not meet 10" minimum (5" to glazing). Federal Guideline: 404.2.10		
8a-2	Meeting Room Secondary Exit Door		
	<i>Replace or Modify Door</i>	Low	\$3,000.00
	Notes: Door height is 78 1/2" (80" Req'd). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Medium	\$490.00
	Notes: Closing speed is under 5 second minimum. Operating effort is 14lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide maneuvering space</i>	Medium	\$1,250.00
	Notes: Exterior (swing side) clearance only 16" parallel to door (18" req'd). Sidewalk is over allowable 2% cross slope within required level space. See also 4-2 Federal Guideline: 404.2		
8b-1	Meeting Room to Garage		
	<i>Replace or Modify Door</i>	Low	\$2,450.00
	Notes: Door height is 78 1/2" (80" Req'd). Door stops permitted to be 78" AFF. Estimated cost is to replace the interior door with a new hollow metal door assembly. Federal Guideline: 404.2.3		
	<i>Replace or Modify Glazing Panel</i>	Low	\$400.00
	Notes: Glazing panel at 52" above finish floor (43" max. allowed) Federal Guideline: 404.2.11		
18-1	Main Room		
	<i>Accessible kitchen surfaces are not provided.</i>	N/A	\$0.00
	Notes: No accessible work surfaces provided. Built-in cabinet storage heights vary. Fire department personnell are the users of this kitchen and they must be able-bodied to perform their work. This kitchenette is not for the public. Federal Guideline: 205.2, 308		
	<i>Remove or Reposition protruding objects</i>	Low	\$300.00
	Notes: AV equipment protrudes 15" at 58" and 61" heights. Wood shelf protrudes 8" at 64" ht. (4" max between 27" and 80" at their lowest edges). Federal Guideline: 307.2		

## Fire Department - 150 West Sparks Street, Markle, IN

Item #	Description	Priority	Estimated Cost
<b>Special Public Use of Facility</b>			
	<i>Items in this section are not required for daily use of facility by public. These items may need to be addressed for special events held at station that may include use of garage space such as dinners, fundraiser events, and tours. Solutions may be temporary in nature.</i>		
	<b>Overhead Doors</b>		
	<i>Address Level Change at Each Bay Entrance</i>	Low	\$4,180.00
	Notes: If used as public entrance, provide temporary measure to alleviate 1/2"-1" vertical displacement at overhead door aprons. One solution might be to pour a new lightweight concrete ramp over the existing concrete between the two surfaces. However, this lightweight concrete will easily break apart at the first freeze-thaw cycle and make a big mess. A more permanent solution would be to cut out a strip of concrete in front of the overhead doors, drill steel dowels into both sides, and replace the concrete so that the exterior surface ramps up to 1/8 inch or so below the building floor level. Cost estimate for the latter is given. Federal Guideline: 206.2.2, 303, 403.3, 403.4		
7-1	<b>Drinking Fountain (West Garage)</b>		
	<i>Replace fountain</i>	Low	\$2,000.00
	Notes: "Hi-lo" fountain is not provided. Spout 13" from vertical support (15" min. req'd), no consistent stream, stream angle over 30 degree allowed, push button control exceeds 5lb maximum operating force. Federal Guideline: 211, 306, 602		
8a-3	<b>East Exit Door (Temporary fix: Allow only use of Meeting room entry to access garage spaces during special events.)</b>		
	<i>Replace or Modify Door</i>	Low	\$3,000.00
	Notes: Door height is 78 1/2" (80" Req'd). Federal Guideline: 404.2.8.1, 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$490.00
	Notes: Closing speed is under 5 second minimum. Operating effort is 14lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide maneuvering space</i>	Low	\$3,700.00
	Notes: Exterior (swing side) clearance only 16" parallel to door (18" req'd). Step down within required 18" parallel and 60" perpendicular to door. Federal Guideline: 404.2		



## Fire Department - 150 West Sparks Street, Markle, IN

Item #	Description	Priority	Estimated Cost
8a-4	North Exit Door (Temporary fix: Allow only use of Meeting room entry to access garage spaces during special events.)		
	<i>Replace or Modify Door</i>	Low	\$3,000.00
	Notes: Door height is 78 1/2" (80" Req'd). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$490.00
	Notes: Closing speed is under 5 second minimum. Operating effort is 14lbs (5lb max.) Federal Guideline: 404.2.9		
	<i>Provide maneuvering space</i>	Low	\$3,750.00
	Notes: Sidewalk is over allowable 2% cross slope within required level space. See also 4-2. Cost estimate assumes an area of 150 square feet of concrete to be replaced at \$25/s.f. Federal Guideline: 404.2		
9-1	Laundry/Dispatch Pass-Through		
	<i>Replace or Modify Door Opening</i>	Low	\$830.00
	Notes: Height of clear door opening at west is 78" (80" Min. Req'd). Federal Guideline: 404.2.3		
	<i>Remove or Reposition protruding objects</i>	Low	\$200.00
	Notes: Dispatch shelf protrudes 12" at 65" height. (4" max between 27" and 80" at their lowest edges). Federal Guideline: 307.2		
8b-2 and 16-1	Women's Restroom (Temporary Fix: No public use of restrooms during special events.)		
	<i>Replace or Modify Door</i>	Low	\$830.00
	Notes: Door height is 79" (80" Req'd). Federal Guideline: 404.2.8.1, 404.2.3		
	<i>Replace Door Hardware</i>	Low	\$300.00
	Notes: Knobs require grasping and twisting. Federal Guideline: 309.4, 404.2.7		
	<i>Provide Wall Signage</i>	Low	\$100.00
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Replace Door Signage</i>	Low	\$100.00
	Notes: Tactile, contrasting, gender appropriate signage provided. Braille too far from text (3/8" to 1/2" Req'd). ISA provided but not accessible. Federal Guideline: 703.6, 216.8		
	<i>Increase Clear Space inside Restroom</i>	Low	\$4,700.00
	Notes: 60" Dia. Turning area clear space is obstructed by laundry equipment. Relocate. Cost estimate assumes moving equipment and includes consideration to extend power, exhaust, hot and cold water supplies and drain. Federal Guideline: 606.2, 304.3, 306.3		

## Fire Department - 150 West Sparks Street, Markle, IN

Item #	Description	Priority	Estimated Cost
	<i>Modify Lavatory Clearances</i>	Low	\$600.00
	Notes: No knee space provided due to cabinet. Provide clear space per requirements Federal Guideline: 606.2, 306.3.3		
	<i>Replace Lavatory Hardware</i>	Low	\$300.00
	Notes: Knobs require grasping and twisting. Federal Guideline: 309, 606.4		
	<i>Reposition Mirror</i>	Low	\$250.00
	Notes: Reflecting surface of the mirror mounted above the lavatory is 52" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Reposition Electrical Controls</i>	Low	\$210.00
	Notes: Switch at 48 1/2" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace or Modify Toilet Flush Controls</i>	Low	\$200.00
	Notes: Flush controls located on narrow side of toilet. Federal Guideline: 604.6		
	<i>Replace or Modify Toilet</i>	Low	\$2,860.00
	Notes: Toilet seat at 15 1/2". (17-19"ht req'd.) Federal Guideline: 604.4		
	<i>Replace or Reposition Toilet</i>	Low	Included above
	Notes: Space on one side of toilet to be between 16-18" from wall to centerline of toilet. 20" provided. Federal Guideline: 604.2		
	<i>Provide Grab Bars</i>	Low	\$250.00
	Notes: No Grab bars provided. Side and rear grab bars required. Provide at locations indicated in guidelines. Federal Guideline: 604.5, 609		
8b-3 and 16-2	Men's Restroom (Temporary Fix: No public use of restrooms during special events.)		
	<i>Replace or Modify Door</i>	Low	\$2,450.00
	Notes: Door height is 79" (80" Req'd). Federal Guideline: 404.2.3		
	<i>Provide Swing-side Manuevering Space</i>	Low	\$1,250.00
	Notes: 14" provided parallel to door (18" req'd) Federal Guideline: 309.4, 404.2.7		
	<i>Provide Wall Signage</i>	Low	\$100.00
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Replace Door Signage</i>	Low	\$100.00
	Notes: Tactile, contrasting, gender appropriate signage provided. Braille too far from text (3/8" to 1/2" Req'd). ISA provided but not accessible. Federal Guideline: 703.6, 216.8		

## Fire Department - 150 West Sparks Street, Markle, IN

Item #	Description	Priority	Estimated Cost
	<i>Modify Lavatory Clearances</i>	Low	\$760.00
	Notes: Req'd 30" clear knee space width obstructed by cabinet (29") Federal Guideline: 606.2, 306.3.3		
	<i>Reposition Mirror</i>	Low	\$70.00
	Notes: Reflecting surface of the mirror mounted above the lavatory is 41" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Replace or Modify Urinal</i>	Low	\$760.00
	Notes: Urinal top lip is 24" ht (17" max). Federal Guideline: 605.2		
	<i>Replace or Modify Toilet</i>	Low	\$2,860.00
	Notes: Toilet seat at 15 1/2". (17-19" ht req'd.) Federal Guideline: 604.4		
	<i>Replace or Reposition Toilet</i>	Low	included above
	Notes: Space on one side of toilet to be between 16-18" from wall to centerline of toilet. 20" provided. Federal Guideline: 604.2		
	<i>Reposition Side Grab Bar</i>	Low	\$70.00
	Notes: Grab bar located 12 1/2" from wall (12" max.) Federal Guideline: 604.5		
	<i>Provide Rear Grab Bar</i>	Low	\$150.00
	Notes: No rear grab bar provided. Provide at locations indicated in guidelines. Federal Guideline: 604.5, 609		
18-3	West Garage		
	<i>Remove or Reposition protruding objects</i>	Low	\$50.00
	Notes: Fire Extinguisher protrudes 5" at 28" height. (4" max between 27" and 80" at their lowest edges). Federal Guideline: 307.2		
	<b>Facility Total</b>		\$62,200.00

**General Notes:** EMS area and offices are employee space only. These items were not included in the evaluation of this facility. Electrical outlets and controls past the meeting room are not intended for operation by public and as such are not listed for modification regardless of compliance.

## Veterans Park, Markle, IN

Item #	Description	Priority	Estimated Cost
<b>Exterior</b>			
4-1	Walk (Public ROW to Gazebo)		
	<i>Repair or Replace Surface</i>	High	\$250.00
	Notes: Vertical displacement at 2 paver accents are 1/2" to 3/4". (1/4", or 2" max. if beveled allowed) Federal Guideline: 206.2.2, 403.3		
22-1	Site Furnishings		
	<i>Provide Accessible Route and Additional Pavement at Picnic Table</i>	High	\$1,600.00
	Notes: Table is not connected to accessible route. Recommended 36" clear not provided around table and drops off at edge of provided pavement. Clear space of 30x48 is not provided at the 2 wheelchair accessible positions. At least 20% of the tables are required to be accessible, including accessible route. Federal Guideline: 206.2.2, 1011.2, 1011.4		
	<i>Provide Accessible Bench</i>	High	\$900.00
	Notes: Freestanding bench is not connected to accessible route. 30"x48" clear not provided adjacent to seating area. Bench width is only 12" (20"-24" Required) Bench seat is 19 1/2" above finish grade (17-19" Required) Reposition or provide accessible route. Provide wheelchair space adjacent to bench.  Notes: Built-in Gazebo Bench Seat width is only 13 1/2" (20"-24" Required) Bench seat is 15 1/2" above finish grade (17-19" Required) At least 20% of the benches are required to be accessible, including accessible route. Recommend leaving gazebo as is and repositioning freestanding bench for accessible unit. Federal Guideline: 903.2, 1011.2, 403, 903		N/A
	<i>Modify Pavement at Trash Receptacle</i>	Low	\$350.00
	Notes: Cross slope at receptacle clear space at 2.6% (2% max.) and is not connected to accessible route. Federal Guideline: 206.2.2, 1011.2		
	<b>Facility Total</b>		\$3,100.00

**General Notes:** Access to the Park from the west is from INDOT Right-Of-Way. These items were not included in the evaluation of this facility.

## Walkway Park, Tracy Street, Markle, IN

Item #	Description	Priority	Estimated Cost
<b>Exterior</b>			
1-1	Parking Lot		
	<i>No spaces designated 'Accessible.' 1 van space + 2 car spaces required for total 57 space parking count.</i>		
	<i>Provide Accessible Spaces.</i>	High	\$ 1,500.00
	Notes: Regrade/replace pavement as needed to provide 3 spaces, associated access aisles, and signage per requirements. Locate adjacent to accessible route. Federal Guideline: 208.2, 208.3, 502		
4-1	Walking Path		
	<i>Regrade and Repair or Replace Surface</i>	Medium	\$ 22,000.00
	Notes: Approx. 1620' of the 0.9 mile walking path are out of compliance, including but not limited to running slopes over 5% with some areas over 10%, cross slopes over 2% to as high as 5.6%, and combinations thereof. See supplementary graphic for further clarification. Federal Guideline: 206.2.2, 403.3		
22-1	Site Furnishings		
	<i>Provide Additional Pavement at Picnic Table</i>	High	\$ 500.00
	Notes: 2 tables provided are not connected to accessible route. Recommended 36" clear not provided around table and drops off at edge of provided pavement. Clear space of 30x48 is not provided at the 2 wheelchair accessible positions. At least 20% of the tables are required to be accessible, including accessible route. 1 required. Federal Guideline: 206.2.2, 1011.2, 1011.4		
	<i>Reposition Freestanding Bench, Modify Adjacent Pavement (Typ. Of 2)</i>	Medium	\$ 1,250.00
	Notes: Cross slope at bench exceeds 2% and within 30"x48" clear. Bench width is only 12" (20"-24" Required) Bench seat is 19 1/2" above finish grade (17-19" Required) At least 20% of the benches are required to be accessible, including accessible route. 1 required. Federal Guideline: 903.2, 1011.2, 403, 903		
	<i>Reposition Trash Receptacle (Typ. Of 2)</i>	Low	\$ 50.00
	Notes: Receptacle at South edge of park need rotated so that opening faces accessible route. Recommend receptacle at center of park be moved closer to path (12" off currently). Federal Guideline: 206.2.2, 1011.2		
	<b>Facility Total</b>		\$ 25,300.00

**General Notes:** The building on the site is a utility service facility and is not open to the public. The concrete sidewalk surrounding it are not intended for public use. These items were not included in the evaluation of this facility.



# **Appendix B**

## **Town of Markle Right of Way Facility Compliance Summary**



**Statistics**

**Number of Ramps per Category**

Category	# Ramps	
0	4	6%
1	14	21%
2	10	15%
3	36	54%
4	3	4%
5	0	0%
6	0	0%
7	0	0%
<b>Total</b>	<b>67</b>	

**Category Cost**

Category	Cost
0	\$0
1	\$14,000
2	\$15,000
3	\$97,200
4	\$12,000
5	\$0
6	\$0
7	\$0
<b>Total</b>	<b>\$138,200</b>

**Ramp Type Breakdown**

Type	
In-Line	2
Parallel	65
<b>Total</b>	<b>67</b>

**Priority Costs**

Priority	Cost
Low - Usable	\$49,200
Medium - Difficult Use	\$24,200
High - Hazardous/Unusable	\$64,800
<b>Total</b>	<b>\$138,200</b>

**Average Cost Per Ramp: \$2,062.69**

Cost Category Code		Cost Description	Estimated Cost	Modify Curb and Gutter	Remove Pavement	Remove Sidewalk	Excavation	Sand Subbase	4" Sidewalk	ADA Sidewalk Ramp - Includes DWP(s)	Restoration
				Unit	Ft	Syd	Syd	Cyd	Cyd	Sft	Sft
			Price	\$25.00	\$15.00	\$10.00	\$10.00	\$12.00	\$10.00	\$15.00	\$15.00
CURB1	0	No Work Needed	\$0.00	0	0	0	0	0	0	0	0
CURB1	1	Minor modifications to one sidewalk ramp including flares, curb and gutter, and DWP.	\$1,000.00	10	0	6	1	0.5	0	40	2
CURB2	2	Reconstruction of one sidewalk ramp including reconstruction of flares, curb and gutter, and DWP.	\$1,500.00	10	0	10	2	1	0	70	3
CURB3	3	Reconstruction of one sidewalk ramp and landing including flares, curb and gutter and DWP. Total of up-to 2-3 panels constructed/reconstructed. Includes conversions between parallel and perpendicular configurations.	\$2,700.00	10	0	20	4	2	100	70	6
CURB4	4	Reconstruction of one sidewalk ramp and landing including two adjacent sidewalk panels to correct grading, flares, curb and gutter and DWP. Total of up-to 4 panels constructed/reconstructed. Includes conversions between parallel and perpendicular configurations.	\$4,000.00	10	0	40	8	4	200	70	10
CURB5	5	Reconstruction of one sidewalk ramp and landing including four adjacent sidewalk panels to correct grading, flares, curb and gutter and DWP. Total of up-to 6 panels constructed/reconstructed. Includes conversions between parallel and perpendicular configurations.	\$5,400.00	10	0	60	12	6	300	70	20
CURB6	6	Reconstruction of one sidewalk ramp and landing including six adjacent sidewalk panels to correct grading, flares, curb and gutter and DWP. Total of up-to 8 panels constructed/reconstructed. Includes conversions between parallel and perpendicular configurations.	\$6,800.00	10	0	80	15	7.5	400	70	30
CURB7	7	Ramp Reconstruct, R/W (Flagging of potential R/W needs, Limited application, RW acquisition costs not included): only for extreme cases and there are many where ROW is not adequate to construct compliant ramps. These may need to be looked at on a case-by-case basis to determine extent and feasibility of doing the work and amount of ROW or easement that might be needed to construct a landing. Note that CURB7 may include a total construction to include conversion from one ramp to two perpendicular ramps due to the ROW limitations. This will likely be the only option that makes sense in the example shown.	\$12,000.00								

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1586	SOUTHEAST CORNER OF LOGAN ST AND HIGH ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1587	NORTHEAST CORNER OF LOGAN ST AND HIGH ST	CRACKED PANELS	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1588	SOUTHEAST CORNER OF LOGAN ST AND HARRISON ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1589	SOUTHWEST CORNER OF LOGAN ST AND HARRISON ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1590	NORTHWEST CORNER OF LOGAN ST AND HARRISON ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1591	NORTHEAST CORNER OF LOGAN ST AND HARRISON ST	CRACKED PANELS	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1592	SOUTHEAST CORNER OF LOGAN ST AND LEE ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1593	SOUTHWEST CORNER OF LOGAN ST AND LEE ST	None	\$2,700.00
Not compliant	Medium - Difficult Use		3	1	Parallel	1594	NORTHWEST CORNER OF LOGAN ST AND LEE ST	CRACKED PANELS	\$2,700.00
Not compliant	Low - Usable		3	1	Parallel	1596	NORTHWEST CORNER OF LEE ST AND HOOVER ST	None	\$2,700.00
Not compliant	Low - Usable		1	1	Parallel	1597	SOUTHWEST CORNER OF LEE ST AND HOOVER ST	None	\$1,000.00
Not compliant	Medium - Difficult Use		3	1	Parallel	1598	NORTHEAST CORNER OF LEE ST AND HOOVER ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1599	SOUTHEAST CORNER OF LEE ST AND HOOVER ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1600	SOUTHWEST CORNER OF LEE ST AND ALLEN ST	None	\$2,700.00
Not compliant	Medium - Difficult Use		3	1	Parallel	1601	NORTHWEST CORNER OF LEE ST AND ALLEN ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1602	SOUTHWEST CORNER OF LEE ST AND SPARKS ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1603	NORTHWEST CORNER OF LEE ST AND SPARKS ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1604	NORTHEAST CORNER OF LEE ST AND SPARKS ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1605	SOUTHEAST CORNER OF LEE ST AND SPARKS ST	None	\$2,700.00
Not compliant	Low - Usable		1	1	Parallel	1606	NORTHWEST CORNER OF LEE ST AND MORSE ST	None	\$1,000.00
Not compliant	Low - Usable		1	1	Parallel	1607	NORTHEAST CORNER OF LEE ST AND MORSE ST	None	\$1,000.00
Not compliant	Low - Usable		1	1	Parallel	1608	NORTHEAST CORNER OF SPARKS ST AND MORSE ST	None	\$1,000.00
Not compliant	Low - Usable		1	1	Parallel	1609	NORTHWEST CORNER OF SPARKS ST AND MORSE ST	None	\$1,000.00
Not compliant	Low - Usable		2	1	Parallel	1610	NORTHWEST CORNER OF MORSE ST AND STATE ROAD 3 NORTH ACCESS RAMP	None	\$1,500.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Not compliant	Low - Usable		2	1	Parallel	1611	NORTHWEST CORNER OF MORSE ST AND STATE ROAD 3 WEST ACCESS RAMP	None	\$1,500.00
Not compliant	Low - Usable		2	1	Parallel	1612	NORTHEAST CORNER OF MORSE ST AND STATE ROAD 3 EAST ACCESS RAMP	None	\$1,500.00
Not compliant	Low - Usable		2	1	Parallel	1613	NORTHEAST CORNER OF MORSE ST AND STATE ROAD 3 NORTH ACCESS RAMP	None	\$1,500.00
Not compliant	Low - Usable		2	1	Parallel	1614	SOUTHEAST CORNER OF MORSE ST AND STATE ROAD 3 SOUTH ACCESS RAMP	None	\$1,500.00
Not compliant	Low - Usable		1	1	Parallel	1615	SOUTHEAST CORNER OF MORSE ST AND STATE ROAD 3 EAST ACCESS RAMP	None	\$1,000.00
Not compliant	Low - Usable		1	1	Parallel	1616	SOUTHWEST CORNER OF MORSE ST AND STATE ROAD 3 WEST ACCESS RAMP	None	\$1,000.00
Not compliant	Medium - Difficult Use		3	1	Parallel	1617	SOUTHWEST CORNER OF MORSE ST AND STATE ROAD 3 SOUTH ACCESS RAMP	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1618	NORTHEAST CORNER OF STATE ROAD 3 AND CLARK ST	None	\$2,700.00
Not compliant	Low - Usable		1	1	Parallel	1619	SOUTHEAST CORNER OF CLARK ST AND SPARKS ST	None	\$1,000.00
Not compliant	Medium - Difficult Use		4	1	Parallel	1620	NORTHEAST CORNER OF CLARK ST AND SPARKS ST	None	\$4,000.00
Not compliant	Low - Usable		3	1	Parallel	1621	NORTHWEST CORNER OF CLARK ST AND SPARKS ST	None	\$2,700.00
Compliant	Compliant		0	1	Parallel	1622	SOUTHWEST CORNER OF CLARK ST AND SPARKS ST	None	\$0.00
Compliant	Compliant		0	1	Parallel	1623	SOUTHEAST CORNER OF CLARK ST AND CURRY ST	None	\$0.00
Not compliant	Low - Usable		4	1	Parallel	1624	NORTHEAST CORNER OF CLARK ST AND CURRY ST	None	\$4,000.00
Not compliant	Low - Usable		3	1	Parallel	1625	NORTHWEST CORNER OF CLARK ST AND CLAY ST	None	\$2,700.00
Not compliant	Low - Usable		2	1	Parallel	1626	SOUTHWEST CORNER OF CLARK ST AND CLAY ST	None	\$1,500.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1627	SOUTHWEST CORNER OF CLARK ST AND HOOVER ST	BRICK SIDEWALK	\$2,700.00
Not compliant	Low - Usable		2	1	Parallel	1628	NORTHWEST CORNER OF CLARK ST AND HOOVER ST	CRACKED PANELS	\$1,500.00
Not compliant	Low - Usable		1	1	Parallel	1629	SOUTHEAST CORNER OF CLARK ST AND HOOVER ST	None	\$1,000.00
Not compliant	Low - Usable		2	1	Parallel	1630	NORTHEAST CORNER OF CLARK ST AND HOOVER ST	None	\$1,500.00
Not compliant	Medium - Difficult Use		3	1	In-Line	1631	NORTHEAST CORNER OF MILLER ST AND SPARKS ST	None	\$2,700.00
Not compliant	Low - Usable		3	1	Parallel	1632	NORTHWEST CORNER OF MILLER ST AND SPARKS ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1633	SOUTHWEST CORNER OF MILLER ST AND SPARKS ST	CRACKED PANELS	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1634	SOUTHEAST CORNER OF MILLER ST AND SPARKS ST	None	\$2,700.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Compliant	Compliant		0	1	Parallel	1635	NORTHWEST CORNER OF MILLER ST AND MORSE ST NORTH ACCESS RAMP	None	\$0.00
Not compliant	Low - Usable		3	1	Parallel	1636	NORTHWEST CORNER OF MILLER ST AND MORSE ST WEST ACCESS RAMP	None	\$2,700.00
Not compliant	Medium - Difficult Use		3	1	Parallel	1637	SOUTHWEST CORNER OF MILLER ST AND MORSE ST SOUTH ACCESS RAMP	None	\$2,700.00
Compliant	Compliant		0	1	Parallel	1638	SOUTHWEST CORNER OF MILLER ST AND MORSE ST WEST ACCESS RAMP	None	\$0.00
Not compliant	Low - Usable		1	1	Parallel	1639	SOUTHEAST CORNER OF MILLER ST AND MORSE ST	None	\$1,000.00
Not compliant	Low - Usable		1	1	Parallel	1640	NORTHEAST CORNER OF MILLER ST AND MORSE ST	None	\$1,000.00
Not compliant	Medium - Difficult Use		4	1	Parallel	1641	NORTHEAST CORNER OF MILLER ST AND WITT ST	None	\$4,000.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1642	SOUTHEAST CORNER OF MILLER ST AND WITT ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1643	NORTHWEST CORNER OF MILLER ST AND WITT ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1644	SOUTHEAST CORNER OF DRAPER ST AND WILT ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1645	SOUTHWEST CORNER OF DRAPER ST AND WILT ST	CRACKED PANELS	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1646	NORTHEAST CORNER OF DRAPER ST AND WILT ST	None	\$2,700.00
Not compliant	High - Hazardous/Unusable		3	1	Parallel	1647	NORTHWEST CORNER OF DRAPER ST AND WILT ST	None	\$2,700.00
Not compliant	Low - Usable		1	1	Parallel	1648	SOUTHWEST CORNER OF DRAPER ST AND MORSE ST	None	\$1,000.00
Not compliant	Low - Usable		1	1	Parallel	1649	SOUTHEAST CORNER OF DRAPER ST AND MORSE ST	None	\$1,000.00
Not compliant	Low - Usable		1	1	Parallel	1650	NORTHEAST CORNER OF DRAPER ST AND MORSE ST	None	\$1,000.00
Not compliant	Low - Usable		2	1	Parallel	1651	NORTHWEST CORNER OF DRAPER ST AND MORSE ST	None	\$1,500.00
Not compliant	Low - Usable		3	1	In-Line	1652	NORTHEAST CORNER OF COUNTY LINE RD AND MORSE ST	None	\$2,700.00
Not compliant	Low - Usable		2	1	Parallel	1653	NORTHWEST CORNER OF COUNTY LINE RD AND MORSE ST	None	\$1,500.00



# Town of Markle- Curb Ramps

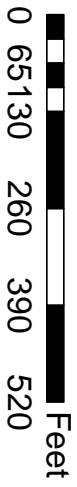


0 255 510 1,020 1,530 2,040 Feet

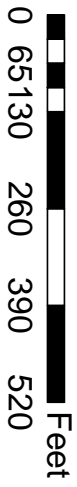


# Town of Markle- Curb Ramps

# Map #1







## Town of Markle

Right of Way Compliance Summary

### Sidewalk Improvements Cost Summary

Priority	Estimated Cost
Low: 12.5% Replacement	\$50,085.00
Medium: 37.5% Replacement	\$83,036.25
High: 75% Replacement	\$24,570.00
<b>Total</b>	<b>\$157,691.25</b>

Sidewalk Replacement Costs are Estimated at \$6.00 per square foot.

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	IMG_1528.JPG	1528	STATE ROAD 116 NORTH SIDE STATE ROAD 3 TO LEE ST	380	5.0'	1900	12.50%		\$1,425.00
Low: 0-25% defective	IMG_1529.JPG	1529	STATE ROAD 116 NORTH SIDE LEE ST TO SPARKS ST	630	5.0'	3150	12.50%		\$2,362.50
Low: 0-25% defective	IMG_1530.JPG	1530	STATE ROAD 116 NORTH SIDE SPARKS ST TO END OF SIDEWALK	191	5.0'	955	12.50%		\$716.25
Low: 0-25% defective	IMG_1531.JPG	1531	STATE ROAD 116 SOUTH SIDE 245 E MORSE ST TO STATE ROAD 3	690	5.0'	3450	12.50%		\$2,587.50
Medium: 25- 50% defective	IMG_1532.JPG	1532	STATE ROAD 3 WEST SIDE STATE ROAD 116 TO PARK DR	690	5.0'	3450	37.50%		\$7,762.50
Medium: 25- 50% defective	IMG_1533.JPG	1533	STATE ROAD 3 EAST SIDE S CLARK ST TO STATE ROAD 116	680	5.0'	3400	37.50%		\$7,650.00
Low: 0-25% defective	IMG_1534.JPG	1534	STATE ROAD 116 SOUTH SIDE STATE ROAD 3 TO N MILLER ST	380	5.0'	1900	12.50%		\$1,425.00
Low: 0-25% defective	IMG_1535.JPG	1535	STATE ROAD 116 SOUTH SIDE N MILLER ST TO DRAPER ST	400	5.0'	2000	12.50%		\$1,500.00
Medium: 25- 50% defective	IMG_1536.JPG	1536	STATE ROAD 116 SOUTH SIDE DRAPER ST TO END OF SIDEWALK	560	5.0'	2800	37.50%		\$6,300.00
Low: 0-25% defective	IMG_1538.JPG	1538	STATE ROAD 116 NORTH SIDE COUNTY LINE RD TO DRAPER ST	210	5.0'	1050	12.50%		\$787.50
Low: 0-25% defective	IMG_1539.JPG	1539	STATE ROAD 116 NORTH SIDE DRAPER ST TO N MILLER ST	400	5.0'	2000	12.50%		\$1,500.00
Low: 0-25% defective	IMG_1540.JPG	1540	STATE ROAD 116 NORTH SIDE N MILLER ST TO STATE ROAD 3	380	5.0'	1900	12.50%		\$1,425.00
Low: 0-25% defective	IMG_1541.JPG	1541	STATE ROAD 3 EAST SIDE STATE ROAD 116 TO SPARKS ST	330	5.0'	1650	12.50%		\$1,237.50
Low: 0-25% defective	IMG_1542.JPG	1542	STATE ROAD 3 EAST SIDE SPARKS ST TO CURRY ST	330	5.0'	1650	12.50%		\$1,237.50
Low: 0-25% defective	IMG_1543.JPG	1543	STATE ROAD 3 EAST SIDE CURRY ST TO HOOVER LN	900	5.0'	4500	12.50%		\$3,375.00
Low: 0-25% defective	IMG_1544.JPG	1544	STATE ROAD 3 EAST SIDE HOOVER LN TO STATE ROAD 224	40	5.0'	200	12.50%		\$150.00
Low: 0-25% defective	IMG_1545.JPG	1545	STATE ROAD 3 WEST SIDE STATE ROAD 224 TO HOOVER LN	165	5.0'	825	12.50%		\$618.75
Medium: 25- 50% defective	IMG_1546.JPG	1546	STATE ROAD 3 WEST SIDE HOOVER LN TO CLAY ST	645	5.0'	3225	37.50%		\$7,256.25
Medium: 25- 50% defective	IMG_1547.JPG	1547	CLAY ST SOUTH SIDE CLARK ST TO END OF SIDEWALK	94	5.0'	470	37.50%		\$1,057.50
Medium: 25- 50% defective	IMG_1548.JPG	1548	STATE ROAD 3 WEST SIDE CLAY ST TO W SPARKS ST	535	5.0'	2675	37.50%		\$6,018.75
Low: 0-25% defective	IMG_1549.JPG	1549	STATE ROAD 3 WEST SIDE W SPARKS ST TO STATE ROAD 116	325	5.0'	1625	12.50%		\$1,218.75
Low: 0-25% defective	IMG_1550.JPG	1550	LEE ST EAST SIDE E MORSE ST TO SPARKS ST	327	5.0'	1635	12.50%		\$1,226.25

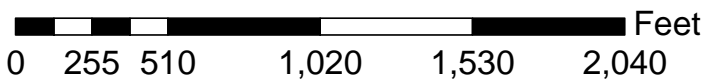


Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Medium: 25- 50% defective	IMG_1551.JPG	1551	LEE ST EAST SIDE E SPARKS ST TO HOOVER LN	932	5.0'	4660	37.50%		\$10,485.00
Low: 0-25% defective	IMG_1552.JPG	1552	LEE ST EAST SIDE E HOOVER LN TO LOGAN ST	137	5.0'	685	12.50%		\$513.75
Low: 0-25% defective	IMG_1553.JPG	1553	LEE ST WEST SIDE LOGAN ST TO ALLEN ST	137	5.0'	685	12.50%		\$513.75
Low: 0-25% defective	IMG_1555.JPG	1555	ALLEN ST NORTH SIDE LEE ST TO DEAD END	300	5.0'	1500	12.50%		\$1,125.00
High: Greater than 50% defective	IMG_1556.JPG	1556	LEE ST WEST SIDE ALLEN ST TO SPARKS ST	747	5.0'	3735	75.00%		\$16,807.50
Medium: 25- 50% defective	IMG_1557.JPG	1557	LEE ST WEST SIDE SPARKS ST TO E MORSE ST	343	5.0'	1715	37.50%		\$3,858.75
Low: 0-25% defective	IMG_1558.JPG	1558	LOGAN ST SOUTH SIDE STATE ROAD 3 TO LEE ST	702	5.0'	3510	12.50%		\$2,632.50
Medium: 25- 50% defective	IMG_1559.JPG	1559	LOGAN ST SOUTH SIDE LEE ST TO HARRISON ST	620	5.0'	3100	37.50%		\$6,975.00
Low: 0-25% defective	IMG_1560.JPG	1560	LOGAN ST SOUTH SIDE HARRISON ST TO HIGH ST	631	5.0'	3155	12.50%		\$2,366.25
Low: 0-25% defective	IMG_1561.JPG	1561	HIGH ST WEST SIDE LOGAN ST TO W SCOTT ST	330	5.0'	1650	12.50%		\$1,237.50
Low: 0-25% defective	IMG_1562.JPG	1562	LOGAN ST NORTH SIDE HIGH ST TO HARRISON ST	624	5.0'	3120	12.50%		\$2,340.00
Low: 0-25% defective	IMG_1563.JPG	1563	LOGAN ST NORTH SIDE HARRISON ST TO LEE ST	625	5.0'	3125	12.50%		\$2,343.75
Low: 0-25% defective	IMG_1564.JPG	1564	SPARKS ST SOUTH SIDE MILLER ST TO CLARK ST	376	5.0'	1880	12.50%		\$1,410.00
Low: 0-25% defective	IMG_1565.JPG	1565	SPARKS ST SOUTH SIDE CLARK ST TO LEE ST	392	5.0'	1960	12.50%		\$1,470.00
Low: 0-25% defective	IMG_1566.JPG	1566	SPARKS ST SOUTH SIDE LEE ST TO END OF SIDEWALK	578	5.0'	2890	12.50%		\$2,167.50
Low: 0-25% defective	IMG_1567.JPG	1567	SPARKS ST SOUTH SIDE END OF SIDEWALK ON WEST END TO LEE ST	582	5.0'	2910	12.50%		\$2,182.50
Low: 0-25% defective	IMG_1568.JPG	1568	SPARKS ST SOUTH SIDE END OF LEE ST TO CLARK ST	388	5.0'	1940	12.50%		\$1,455.00
Low: 0-25% defective	IMG_1569.JPG	1569	SPARKS ST SOUTH SIDE CLARK ST TO MILLER ST	375	5.0'	1875	12.50%		\$1,406.25
Low: 0-25% defective	IMG_1570.JPG	1570	MILLER ST WEST SIDE SPARKS ST TO CURRY ST	343	5.0'	1715	12.50%		\$1,286.25
Medium: 25- 50% defective	IMG_1571.JPG	1571	CURRY ST SOUTH SIDE MILLER ST TO CLARK ST	388	5.0'	1940	37.50%		\$4,365.00
Medium: 25- 50% defective	IMG_1574.JPG	1574	MILLER ST EAST SIDE SPARKS ST TO E MORSE ST	330	5.0'	1650	37.50%		\$3,712.50
Medium: 25- 50% defective	IMG_1575.JPG	1575	MILLER ST EAST SIDE E MORSE ST TO WITT ST	338	5.0'	1690	37.50%		\$3,802.50

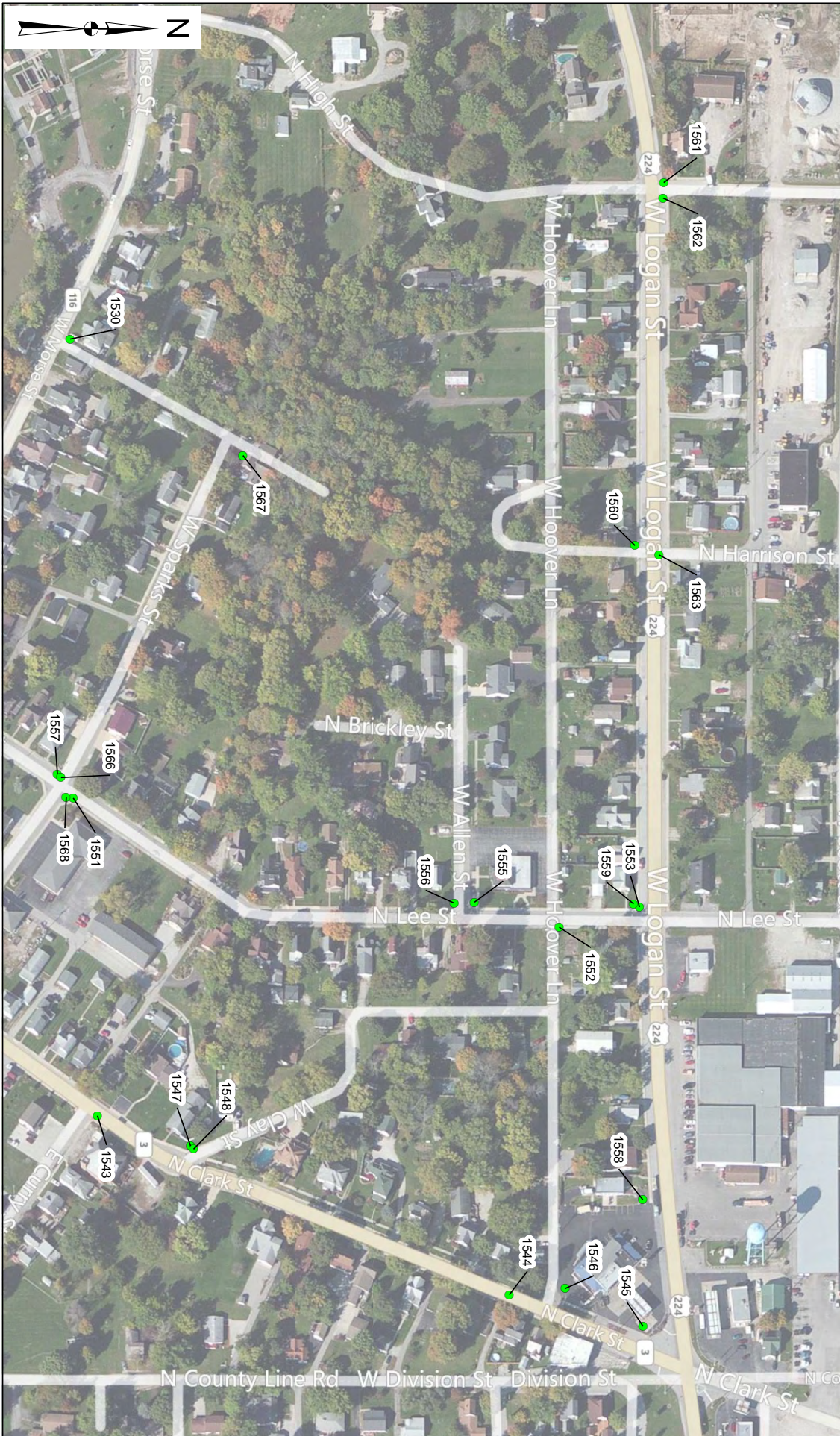


Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	IMG_1576.JPG	1576	MILLER ST WEST SIDE WITT ST TO E MORSE ST	349	5.0'	1745	12.50%		\$1,308.75
Medium: 25- 50% defective	IMG_1577.JPG	1577	MILLER ST WEST SIDE E MORSE ST TO SPARKS ST	335	5.0'	1675	37.50%		\$3,768.75
Medium: 25- 50% defective	IMG_1579.JPG	1579	WITT ST SOUTH SIDE MILLER ST TO DRAPER ST	411	5.0'	2055	37.50%		\$4,623.75
Medium: 25- 50% defective	IMG_1580.JPG	1580	WITT ST SOUTH SIDE DRAPER ST TO DEAD END	70	5.0'	350	37.50%		\$787.50
Medium: 25- 50% defective	IMG_1581.JPG	1581	WITT ST NORTH SIDE DEAD END TO DRAPER ST	73	5.0'	365	37.50%		\$821.25
High: Greater than 50% defective	IMG_1582.JPG	1582	DRAPER ST EAST SIDE WITT ST TO E MORSE ST	345	5.0'	1725	75.00%		\$7,762.50
Medium: 25- 50% defective	IMG_1583.JPG	1583	DRAPER ST WEST SIDE E MORSE ST TO WITT ST	337	5.0'	1685	37.50%		\$3,791.25
Low: 0-25% defective	IMG_1585.JPG	1585	WITT ST NORTH SIDE DRAPER ST TO MILLER ST	409	5.0'	2045	12.50%		\$1,533.75

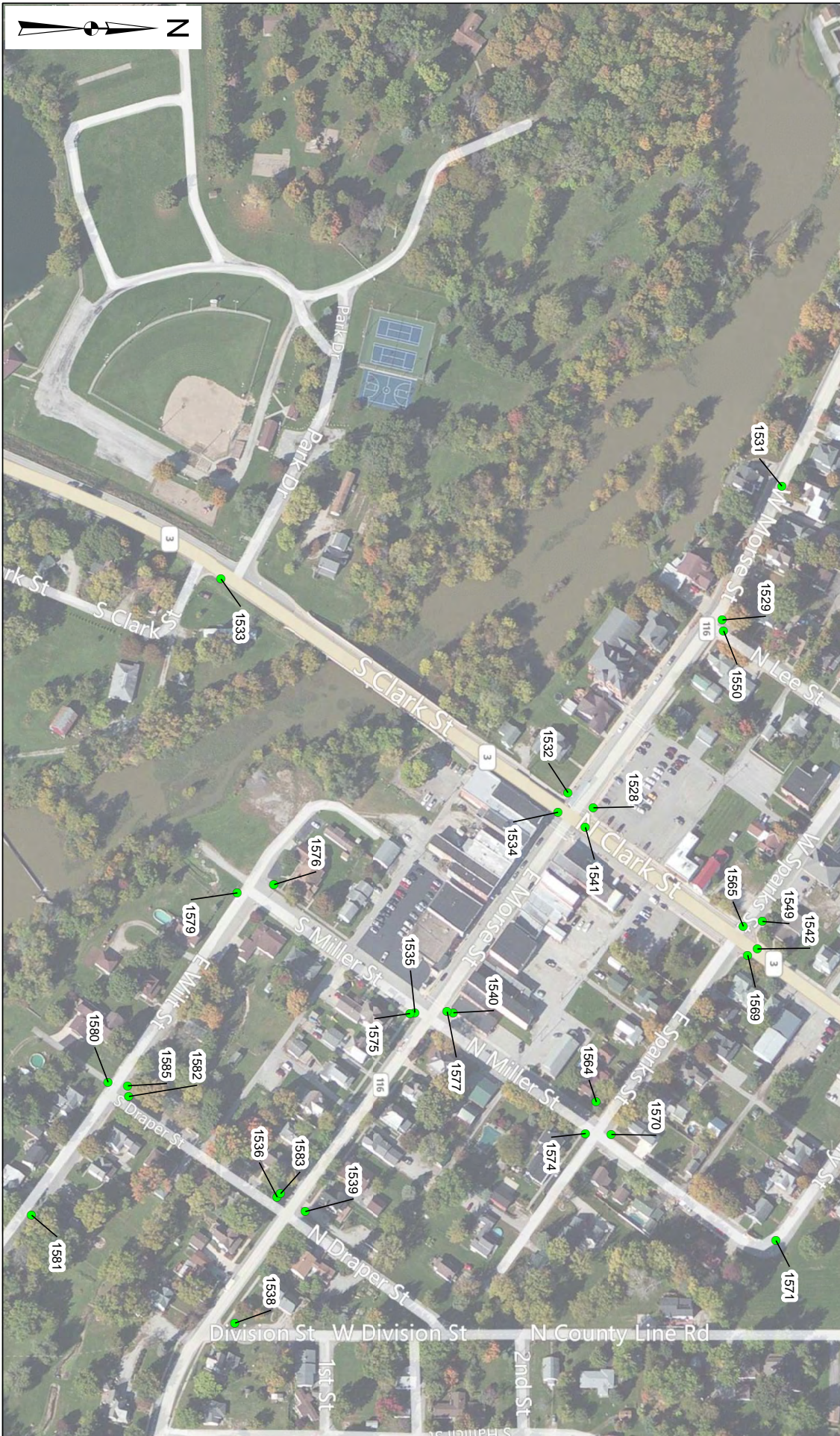
# Town of Markle- Sidewalks











# **Appendix C**

## **Department Questionnaire**





# Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire Town of Markle, Indiana

**DEPARTMENT:** *All – Town in general*

**CONTACT PERSON:** *Mike Grant*

**PHONE:**

**E-MAIL:**

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the Town to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the Town to provide equal access to programs and activities to everyone, without exception.

- 1. What programs or services are offered in your department to the public? Please list them and also indicate the level of interaction your department has with the public (infrequent, daily, etc.).**

*Billing, questions about utilities or town matters, council meetings, utility board meetings, tap permits, subdivision association meetings, town committee meetings (Heritage Days), making copies, purchase utility bags, use of a notary, meet with the resource officer, medication drop box, and restroom.*

- 2. Are all programs offered by your department available to persons with disabilities noted below? Consider the unique challenge each presents to you and the person (i.e. can someone in a wheelchair see over your service counter, how you would communicate with someone with a severe hearing loss, etc.).**

- a. Physical challenge? (Uses a wheelchair, can't stand for long periods, etc.)**

*Benches in the hallway/sitting area*

- b. Sensory challenge? (Visual loss or hearing loss)**

*None*

- c. Cognitive challenge? (May have difficulty understanding)**

*Work with a family member or have another employee assist*

- 3. Are programs, services or activities offered by your department the same for people with disabilities or are separate or different accommodations necessary? Explain.**

*They are same for all.*

4. **Do any programs segregate people with disabilities from others participating in the same program service or activity?**  
*NO*
5. **Are reasonable modifications necessary to provide programs, services, and activities? If so, what are your suggestions.**  
*N/A*
6. **Does your department offer any permits, licensing, or certifications to citizens (building permits, voter registration, handgun purchase, etc.)? If YES, please list.**  
*Tap permits*
7. **Is the building your programs are provided in owned by the Town or leased? Please consider all facilities used by your Department.**  
*Owned by the Town*
8. **What auxiliary aids are provided for people with hearing impairments (may include: qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes) and where are they located?**  
*None*
9. **What auxiliary aids are provided for people with visual impairments? (may include: qualified readers, taped texts, audio recordings, Braille materials, large print materials, and assistance in locating items) and where are they located?**  
*Braille signs are available throughout the Town hall, large print material is available upon request, assistance will be provided with all services when asked.*
10. **What auxiliary aids are provided for people with cognitive impairments? (may include: computer terminals, speech synthesizers, and communication boards) and where are they located?**  
*None*
11. **Do any of the programs offered by your department have papers or documents that are given to employees or the public? Please list and include all publications.**  
*Yes*
12. **Do any of the programs have any audio/visual media that is offered to employees or to the public? Please list and include information included on the Town web site.**  
*Only what is on the website.*
13. **What policies and procedures are in place for each program?**  
*????*

- 14. Has your department designated an employee to act as liaison to the Town ADA Coordinator? If so who is it and provide contact information (telephone and e-mail). How long have they been performing this function? Have they previously attended ADA-related training? Have they attended meetings (other than the one where this questionnaire was distributed) for the Self-Evaluation and Transition Plan for the Town of Hometown?**

*Mike Grant, 6 Months, no training, DLZ performing.*

- 15. Has anyone in your department had any training specific to the ADA? If so identify the staff person, who provided the training, what the topic of the training was, and the date(s) of the training.**

*NO*

- 16. Has your department had any interactions with persons with a disability? If so, identify the type of disability and the methods used to provide equal service to them.**

*NO*

- 17. Do you have any recommendations for changes that would allow your department to better serve persons with disabilities?**

*Provide Microphones and speakers during meetings for the public and hearing impaired listen.*

*Provide a sign language interpreter upon request.*



# **Appendix D**

## **Public Outreach**







November 20, 2012

ADA-Indiana, c/o Indiana Institute on Disability and Community  
2853 E. 10<sup>th</sup> Street  
Bloomington, IN 47409-2696

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**DLZ INDIANA, LLC**

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

Opportunities for Positive Growth, Inc  
10080 East 12st Street, Suite 112  
Fishers, IN 46037

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November 20, 2012

Easter Seals Arc of Northeast Indiana  
Donna Elbrecht  
4919 Coldwater Road  
Fort Wayne, IN 46825

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November 20, 2012

League for the Blind and Disabled  
David Nelson  
5821 S. Anthony Wayne Boulevard  
Fort Wayne, IN 46816

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Sara Rhodes RLA, LEED AP

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November 20, 2012

The Arc of LaGrange County  
Jeffrey Bassett  
235 W 300 N  
Howe, Indiana 46746

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November 20, 2012

Indiana Governor's Council for People with Disabilities  
Suellen Jackson-Boner  
Indiana Government Center South, Room E145  
Indianapolis, Indiana 46204

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ENGINEERS • ARCHITECTS • SCIENTISTS  
PLANNERS • SURVEYORS

November 20, 2012

Indiana Council on Independent Living  
Carol Baker  
402 W. Washington St. Room W453  
P.O. Box 7083  
Indianapolis, Indiana 46207-7083

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November 20, 2012

Self-Advocates of Indiana  
C/o The Arc of Indiana  
107 N. Pennsylvania, Suite 800  
Indianapolis, Indiana 46204

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November 20, 2012

**IN\*SOURCE**

Rich Burden  
1703 South Ironwood  
South Bend, Indiana 46613

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November 20, 2012

Advocacy Angels  
Deb Finchum  
504 North Bay Drive  
Warsaw, Indiana 46580-4627

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## **Stephen G. Metzger, AICP, PWS**

---

**From:** Beverly Harding [advocacycoordbah@yahoo.com]  
**Sent:** Tuesday, December 11, 2012 5:10 PM  
**To:** Stephen G. Metzger, AICP, PWS  
**Subject:** Re:Comments on the following: Markle

Monday 12/3/12 started on our tour of the following cities: Markle: Library, Fire Dept and Post office was very accessible, Town Hall - no signage or bolyards in parking lot (back) (pictures taken)  
There was a faded handicapable sign on pavement. (pictures taken)

# **Appendix E**

## **Adopted Resolutions, Public Notice, and Forms**



## RESOLUTION 2012-4

### A Resolution of the Town Council of the Town of Markle, Indiana Appointing an ADA Coordinator and Adopting ADA Procedures All In Accordance with Title II of the Americans with Disabilities Act

**WHEREAS**, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities;

**WHEREAS**, in compliance with Title II of the ADA the **Town of Markle** shall name an ADA Coordinator;

**WHEREAS**, in compliance with Title II of the ADA the **Town of Markle** shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA;

**WHEREAS**, in compliance with Title II of the ADA the **Town of Markle** shall publish notice to the public regarding the ADA; and


**WHEREAS**, in compliance with Title II of the ADA the **Town of Markle** shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on the Town's website.


**NOW, THEREFORE, BE IT RESOLVED** by the **Town Council of the Town of Markle, Indiana**:


- (1) The General Town Assistant, Mike Grant, is designated as the ADA Coordinator for the Town.
- (2) The Notice under the Americans with Disabilities Act, a copy of which is posted to the Town's website is adopted as the **Town of Markle** Notice under the Americans with Disabilities Act.
- (3) The **Town of Markle** ADA Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the **Town of Markle**.


In compliance with Federal and State laws as set forth above, the Town Council resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and **Town of Markle** Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of August, 2012.

By  as Council  
(Jeff Numbarger) President

By  as Council  
(Rick Bower) Member

By  as Council  
(Mark Hamilton) Vice-President

ATTEST  as Clerk-  
(Shelley Monticue) Treasurer

## Non-discrimination Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the **Town of Markle** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** **Town of Markle** will not discriminate on the basis of disability in its hiring or employment practices and will comply with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** **Town of Markle** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **Town of Markle** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** **Town of Markle** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in **Town of Markle** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **Town of Markle**, should contact the office of Mike Grant, 155 West Sparks Street, P.O. Box 367, Markle, IN 46770, 260-785-3193, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **Town of Markle** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of **Town of Markle** is not accessible to persons with disabilities should be directed Mike Grant, 155 West Sparks Street, P.O. Box 367, Markle, IN 46770, 260-785-3193.

**Town of Markle** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## **Grievance Procedure under The Americans with Disabilities Act Town of Markle, Indiana**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **Town of Markle**. The **Town of Markle's** Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Mike Grant, ADA Coordinator, 155 West Sparks Street, P.O. Box 367, Markle, IN 46770, 260-785-3193

Within 15 calendar days after receipt of the complaint, *Mike Grant* or *his* designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *Mike Grant* or *his* designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **Town of Markle** and offer options for substantive resolution of the complaint.

If the response by *Mike Grant* or *his* designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the *Town Council President* or *his/her* designee.

Within 15 calendar days after receipt of the appeal, the *Town Council President* or *his/her* designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the *Town Council President* or *his/her* designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by *Mike Grant* or *his* designee, appeals to the *Town Council President* or *his/her* designee, and responses from these two offices will be retained by the **Town of Markle** for at least three years.

Town of Markle  
(GOVERNMENTAL UNIT)

To: News-Banner Publications, P.O. Box 436, Bluffton, IN 46714

Wells County, Indiana

Legal Notice

**PUBLISHER'S CLAIM**

LINE COUNT

Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of type in which the body of the advertisement is set) -- number of equivalent lines

Head -- number of lines.....

Body -- number of lines.....

Tail -- number of lines.....

Total number of lines in notice.....

**RECEIVED**  
JAN 04 2013  
TOWN OF MARKLE

4  
55  
1  
60

COMPUTATION OF CHARGES

60 lines, 1 columns wide equals 60 equivalent lines  
at 0.3909 cents per line..... \$23.45

Additional charges for notices containing rule or tabular work  
(50 percent of above amount).....

Charge for extra proofs of publication (\$1.00 for each proof  
in excess of two).....

TOTAL AMOUNT OF CLAIM..... \$23.45

DATA FOR COMPUTING COST

Width of single column: 9p9

of insertions: 1  
type: 7 points

**NOTICE OF PUBLIC COMMENT PERIOD**

The Town of Markle is conducting a self-evaluation of all Town-owned facilities, public right-of-way and all Town programs for compliance with the Americans with Disabilities Act (ADA) and preparing a Transition Plan describing the results of the self-evaluation. Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities. The Town is soliciting public input, especially from persons with disabilities, their caregivers, and disability advocates on what barriers to access or use of town facilities or programs exist or are perceived to exist. This will also be an opportunity for the community to provide suggestions and comments on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan.

Public comments may be dropped off in writing at the clerk-treasurer's office (155 West Sparks Street) during normal business hours, provided via voicemail at (317) 438-2222.

I, Martha A. Poling, in accordance with the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the amount has been paid.

I hereby certify that the printed matter attached hereto is a true copy, of the same column width and type size, as published in said paper 1 times. The dates of publication being as follows:  
3-Dec-12

I hereby certify that the statement check below is true and correct:

- Newspaper does not have a Web site.
- Newspaper has a web site and this public notice was posted on the same day as it was published in the newspaper.
- Newspaper has a Web site, but due to technical problem or error, public notice was posted on \_\_\_\_\_.
- Newspaper has a Web site but refuses to post the public notice.

Martha A. Poling  
Martha A. Poling

Title \_\_\_\_\_  
Business Manager

Date 3-Dec-12

**PUBLISHER'S CLAIM**

**LINE COUNT**

Display Matter (Must not exceed two actual lines, neither of which shall total more than four solid lines of type in which the body of the advertisement is set)

**Head - Number of Lines** 0  
**Body - Number of Lines** 47  
**Tail - Number of Lines** 0  
**Total number of lines in notice** 47

RECEIVED  
DEC 10 2012  
TOWN OF MARKLE

**COMPUTATION OF CHARGES**

47 Lines, 2 Columns wide equals 94 equivalent lines

0.21936 cents per line \$20.62  
Additional charge for notices containing rule or tabular work (50 percent of the above amount) \$0.00  
Charge for extra proofs of publication (\$1.00 for each proof in excess of two) or bold print charge \$0.00  
**TOTAL AMOUNT OF CLAIM** \$20.62

**DATA FOR COMPUTING COST**

Width of single column 6 pica 3 point  
Number of Insertions 1  
Size of type 8

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said page 1 times. The dates of publication being as follows:

**Ran:** 80165169  
3-Dec-12

Additionally, the statement checked below is true and correct:

- Newspaper does not have a Web site.
- Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.
- Newspaper has a Web site, but due to technical problem or error, public notice was posted on
- Newspaper has a Web site but refuses to post the public notice.

**Lisa Harter**  
**LEGAL BILLING CLERK**

Date 12/3/2012



Claim No. \_\_\_\_\_ Warrant No. \_\_\_\_\_

IN FAVOR OF

ON ACCOUNT OF APPROPRIATION FOR

Appropriation No. \_\_\_\_\_

ALLOWED \_\_\_\_\_

IN THE SUM OF \$20.62

FEDERAL ID #: 61-0301090

Attest

**NOTICE OF PUBLIC COMMENT PERIOD**

The Town of Markle is conducting a Self-Evaluation of all Town-owned facilities, public right-of-way and all Town programs for compliance with the Americans with Disabilities Act (ADA) and preparing a Transition Plan describing the results of the self-evaluation. Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities.

The Town is soliciting public input, especially from persons with disabilities, their caregivers, and disability advocates on what barriers to access or use of town facilities or programs exist or are perceived to exist. This will also be an opportunity for the community to provide suggestions and comments on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan.

Public comments may be dropped off in writing at the clerk-treasurer's office (155 West Sparks Street) during normal business hours, provided via voicemail at (260) 420-0335 ext. 6680 or provided via email to markle@dlz.com. The comment period will be open for 14 days, commencing on December 3, 2012 and ending on December 18, 2012.

The Town of Markle complies with the Americans with Disabilities Act. Upon request, the Town will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public input. Please send a written request, including your name, mailing address, phone number and brief description of the requested accommodation at least three (3) business days prior to the close of the comment period to the ADA Coordinator, Mike Grant, 155 West Sparks St., 260-758-3193.

December 3, 2012

0

I have examined the within claim and hereby certify as follows:

That it is in proper form.

That it is duly authenticated as required by law.

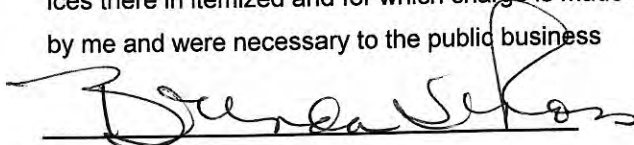
That it is based upon statutory authority.

That it is apparently

Correct

Incorrect

I certify that the within claim is true and correct; that the services there in itemized and for which charge is made were ordered by me and were necessary to the public business



Brenda S. Ross  
Notary of State of IN  
Huntington County  
Expires July 13th of 2016