



2015
ACCESSIBILITY TRANSITION PLAN
for the
CITY of WAUPUN, WISCONSIN



Adopted by Common Council
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2015 ACCESSIBILITY TRANSITION PLAN

for the
CITY of WAUPUN, WISCONSIN

MSA Project # 00212060

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1.0 EXECUTIVE SUMMARY

1.1 Overview

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute (Law), enforced through the judicial system. This law prohibits discrimination against people who have disabilities. Title II of the Act specifically addresses the subject of making public services accessible to those with disabilities and applies to municipalities.

In 2010 new replacement ADA standards were issued and became effective March 15, 2012. These new standards were expanded to contain recreational assets; playgrounds, play areas, athletic fields, sports courts, and more. See **Appendix A** for a further clarification from the City's current insurance provider.

A Transition Plan is required for municipalities with over 50 City employees to identify physical obstacles that limit the accessibility of facilities to individuals with disabilities, and describe the methods to be used to make the facilities accessible, provide a schedule for making the access modifications, and identify the public officials responsible for implementation of the Transition Plan.

Remedial Measures necessary to bring the programs, policies, and services into compliance with Title II should be specified. These may include:

- Relocation of programs to accessible facilities
- Offering programs in an alternative accessible manner
- Structural changes to provide program access
- Policy modifications to ensure nondiscrimination
- Auxiliary aids needed to provide effective communication

Thus the Americans with Disabilities Act, Title II requires physical accessibility assessments of all existing facilities to determine whether there are elements that create physical barriers for individuals to access the City of Waupun's programs, policies and services.

This transition plan is for an ADA (American with Disabilities Act) compliance for existing City facilities. The development of a transition plan for the facilities themselves is included with conceptual corrective measures, and a proposed timeframe for action. This transition plan can then be updated and utilized by the City and updated as part of the implementation process. The included buildings and grounds are as follows:

Municipal Buildings:

1. City Hall - 201 E. Main St.
2. Community Center - 510 E. Spring St.
3. Library - 123 S. Forest
4. Museum & Historical Society - 22 S. Madison St.
5. Public Works Facility- 903 N. Madison
6. Safety Building (Fire & Police) - 16 E. Main St.
7. Senior Center - 301 E. Main St.

Parks & Recreation Facilities:

1. Buwalda Park - 716 Buwalda Dr.
2. Dodge Park - 518 S. Madison St.
3. Family Aquatics Center – 701 County Park Road
4. Harris Mill Park- 300 N. Mill St.
5. Heritage Park - 220 Brandon St.
6. Lynn Siedschlag Little League Fields - 810 E. Lincoln St.
7. McCune Softball Field & Concession Stand - 313 N. Grove St.
8. Meadow View Heights Park & Boardwalk - 79 Meadowview Circle
9. Medema Fields & Concession Stand - 728 W. Lincoln St.
10. Oak Lane Park – Oak Lane
11. Pine Street Park - 404 Pine St.
12. Rock River Trail, Pine Street to County Park Road
13. Schlieve Field Baseball Field & Concession Stand - 559 Home Ave.
14. Shaler Park - 400 N. Madison St.
15. Tanner Park - 503 E. Spring St.
16. West End Park - 200 Beaver Dam St.
17. Wilcox Park - 404 S. Watertown St.
18. Zoellner Park - 910 Newton Ave.

ADA Title II requires for all public programs to be accessible and should not necessarily be construed to mean all portions of all public facilities. The extent of modifications required for all non-compliant items listed is contingent on the use of the area or room as part of a public program offered by the City. The burden of judgment and distinction of public areas from employment areas is the responsibility of City officials. Program modifications or relocation can be implemented to resolve a physical barrier, and is probably the most cost effective way of addressing some non-compliant items. The list of Approximate Alteration Cost includes cost for items in both public and employment portions of the facilities and will be obviously reduced when the City makes the required distinctions. It should be noted for non-public areas, that ADA (Title I) does have requirements for the employment portions of publicly owned facilities, and those associated requirements should be reviewed with the City's legal counsel.

2.0 TRANSITION PLAN

2.1 General Comments

The Americans with Disabilities Act, Title II requires physical accessibility assessments of all existing recreation facilities to determine whether there are elements that create physical barriers to individuals with disabilities. In 2014, the City of Waupun hired MSA Professional Services to assist with the evaluation of the City's municipal buildings and public parks.

This section provides a summary of the City's Transition Plan. The Americans with Disabilities Act, Title II, subsection 35.150, requires transition plans be developed for local governments with 50 or more employees. The required transition plan is a planning document which denotes priorities, responsible parties and time lines for ADA compliance in all park facilities. While not required, it is also best practice to identify cost estimates for each correct measure.

The City's Transition Plan includes the following components:

1. An overview of the Parks and Forestry Department's priority strategies for implementing corrective measures.
2. Contact information for the staff member designated as ADA Coordinator and a summary of grievance procedures.
3. A table identifying deficiencies by park, including the recommended corrective action, cost estimates, target year for completion, and actual year of completion.

This transition plan is a guiding document which is intended to be updated by Department staff as corrective measures are implemented or as new priorities emerge.

2.2 ADA Coordinator and Grievance Procedures

Title II of the ADA requires that one staff member be designated as ADA Coordinator. This person is responsible to receive, review, and respond to questions and concerns expressed by a person with a disability related to access of the City's parks and facilities. The *CITY CLERK* is the designated ADA Coordinator for the City.

The *CITY CLERK* shall refer ADA grievances to the Committee of the Whole for review and recommendation in instances where an initial staff response does not resolve the grievance. Oversight for accessibility deficiency assessments, correct measures, and updates to the Transition Plan Timeline for city facilities is the responsibility of the Public Works Director.

A complaint regarding accessibility of the City's facilities, park and services should be in writing and contain information about the alleged discrimination such as name of complainant, address of complainant, phone number of complainant, the location, date, and a description of the issue. 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 to the ADA Coordinator.

Utilize the Accommodation Request Form included in section 2.8 of this Transition Plan for communicating a complaint. The complaint should be submitted by the grievant and/or his/her designee to:

CITY CLERK
ADA Coordinator
201 E. Main St.
Waupun, WI 53963
920-324-7900

Within 30 business days after receipt of the complaint, the ADA Coordinator or his designee will communicate or meet with the complainant to discuss the complaint and the possible resolutions. Within 15 business days of the meeting or the filing of the complaint, whichever is later, the ADA Coordinator 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 City and offer options for resolution of the complaint.

If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 business days after receipt of the response to the ADA Coordinator who shall schedule the matter for review by the Committee of the Whole. Within 35 business days after receipt of the appeal, the Committee of the Whole will meet to discuss the complaint and possible resolutions. Within 10 business days after the meeting, the Committee of the Whole will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint. The decision of the Committee of the Whole may not be appealed and is final.

All written complaints received by the ADA Coordinator, appeals to the Committee of the Whole, and responses will be retained by the City for at least three years.

2.3 Priorities for Corrective Measures

The following section describes a strategy for developing priorities for corrective measures for existing facilities which do not meet accessibility standards. When constructing new facilities, the current Accessibility Standards must be followed in design and construction. When altering or improving existing facilities, the City must ensure that the part altered or improved complies with the current Standards. Those remaining deficient facilities should be brought into compliance overtime according to the priorities outlined. Timing will be a balance of critical needs, and the City's reasonable ability to budget for improvements.

With the surveys completed, the next step is to prioritize the recommended upgrades. The overall results indicate that there are thousands of dollars of upgrades and repairs that will be required to bring all of the facilities into compliance. Funding for all of the upgrades may not be currently available. This plan provides a priority structure for addressing needs in the system with the City's limited funding and resources.

Prioritization of corrective measures can aid the City's consideration and development of a strategy for implementation.

- Priority 1: **Entrance & Routes**; accessibility to and into facilities.
- Priority 2: **Goods & Services**; access to receive.
- Priority 3: **Restrooms**; access into and usability thereof.
- Priority 4: **Other**; Any other measures necessary.

For the parks there may be further consideration applied that takes into account the regional usage and unique amenity mix. This consideration is subjective to the City's further consideration. This is in order to address the parks and amenities with the highest usage or singular amenity offering. Thus, this can logically focus the initial improvements to those existing facilities that are most heavily used by residents and visitors. This generally means the City's community parks, citywide parks, and special use areas. By definition, these parks serve the broadest local community population with more amenities and are more used for group, community, and family functions than neighborhood parks. Corrective measures at small neighborhood parks are less likely to impact the greatest number of potential users unless adjacent land uses create a higher than expected neighborhood demand. For example, a senior or assisted living facility located adjacent to a neighborhood park may create a higher demand for accessible park facilities than for other neighborhood parks which lack similar uses. In addition, it is the Department's objective to focus corrective measure across the City so that there is an accessible park located within each neighborhood, rather than concentrated in one region of the City. As it were, the City's existing community parks, citywide parks, and special use areas are geographically dispersed within the City.

The priorities identified above should not be viewed as a limit on the City's ability to take corrective actions as deemed necessary by the City. For example, the City may consider adjustments to the scheduling of corrective measures, which would have the effect of falling outside the priority parameters above, if there is reasonable cause to do so, such as a new documented need or request for corrective measures brought to the Department's attention. In addition, Section 35.150 of the federal law makes it clear that not necessarily every facility or site of the same type must be made accessible. For example, every existing ball diamond within the City does not need to be made accessible, and the City may provide for the delivery of services at alternate accessible sites. However, when only some of the ball fields are accessible, the City strives to maintain scheduling policies for their use to accommodate requests for accessible fields, player areas, or spectator seating (if provided). In addition, Section 35.150 does not require the City to take any action that would threaten or destroy the historic significance of a historic property or require the City to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burden, or result in a direct threat to the health or safety of others. If an action would result in such an alteration, burden, or safety issue, the City may take any other action that would not result in such an alteration, burdens, or safety issue but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the City.

2.4 Cost Projection Comments

The approximate associated costs are listed item by item in the transition plan. These costs are based on 2015 construction for relative comparison and are very approximate in nature and are for general informational purposes only. The cost listed includes time and materials for modification of the existing construction, but can vary greatly dependent on the quantity and quality of construction to be performed and other parameters of the construction. Costs do not include architectural and engineering fees since those fees can vary greatly depending on the nature of services provided.

Costs can also vary widely based on how the work is combined in single or multiple projects and ultimately implemented. When the project priorities and the desired work are identified, it is recommended to work with an architect/engineer to further develop the detailed solutions to thoroughly address the facility needs.

2.5 Transition Plan Timeline Comments

The tables on the following pages summarize the observed deficiencies at each of the City's buildings and parks. The information is sorted by park name, and includes a summary of the observed deficiency, target year and actual date of corrective measures, estimated and actual costs.

The target year for completion has been tentatively identified. The City has identified a five year window within which to implement the first round of corrective measures. Following completion of the audit report for each facility, the Department has identified those deficiencies which could be reasonably addressed based on the priorities discussed in this plan and existing/anticipated City resources. While it is the City's intention to undertake most projects identified, the City recognizes that other factors, including budgetary constraints, may not allow for the completion of all projects within this timeframe.

As previously stated, this transition plan is a guiding document. As such, the transition plan timeline is intended to be amended from time to time by the City, and used as a tool for assisting with the completion of annual City/Department budgeting.

The Accessibility Audit and Transition Plan, including this entire report shall be kept on file with the City and available for public inspection and comment. Comments regarding the transition plan should be submitted to the City's dedicated ADA Coordinator.

2.6 Municipal Buildings – Facilities Accessibility Transition Plan

City of Waupun - Municipal Building Accessibility Transition Plan

Municipal Building	#	Deficiency/Improvement	Target Year	Actual Date	Estimated Cost	Actual Cost	Comments
1 - City Hall							
	1	Accessible parking; Lot Improvements	2015		\$ 5,000	\$ -	
	2	Accessible entry route; Add handrails	2015		\$ 2,500	\$ -	
	3	Exterior Directional Signage; replace	2015		\$ 250	\$ -	
	4	Accessible City payment drop; lower	2015		\$ 1,000	\$ -	
	5	Accessible Interior Building Signage; provide	2015		\$ 1,000	\$ -	
	6	Accessible restroom; provide one accessible by remodeling one existing restroom and add directional signage at other rooms	2015		\$ 15,000	\$ -	The impact to fixture count and remodel design needed
	7	Round door knobs; Identify Accessible Public Routes and change out door knobs	2015		\$ 4,000	\$ -	10 locations included; verify
	8	Identify narrow doors requiring access, either designate alternative meeting or service locations and/or widen door	2015		\$ -	\$ -	City to consider if needed
	9	Add assistive listening system and signage	2015		\$ 1,500	\$ -	
	10	Add assistive listening signage	2015		\$ 100	\$ -	
	11	Coat rack; If public element modify, replace or supplement	2015		\$ 500	\$ -	Supplemental coat rack
	12	Drinking fountain; add cup dispenser (or alternatively a second high unit)	2015		\$ 100	\$ -	Cup dispenser
2 - Community Center							
	1	Accessible Parking; Add proper signage			\$ 100	\$ -	
	2	Entry ramp; Add Handrails			\$ 2,500	\$ -	
	3	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ 4,000	\$ -	10 locations included; verify
	4	No accessible changing and showers room; Add single occupant room or remodel one locker room			\$ 10,000	\$ -	
	5	No accessible viewing areas; add heated and non-heated viewing platforms			\$ 10,000	\$ -	Design required
	6	High Locker Room hooks; Add auxiliary set of supplemental hooks			\$ 200	\$ -	
	7	Add assistive listening system and signage if there is an audio system and it is not present			\$ 1,500	\$ -	
	8	Accessible Restroom Signage; provide			\$ 200	\$ -	
	9	Ticket sales counter; determine if use is to continued, remodel if so or provide auxiliary accessible sales table			\$ -	\$ -	City to verify
	10	Concession counter; remodel			\$ 2,000	\$ -	
	11	Mezzanine stairs; modify nosing and add compliant handrails			\$ 5,000	\$ -	Includes new stair covering
	12	Center south entry door sill transition; replace exterior slab			\$ 10,000	\$ -	Assumes new stoop construction
	13	Door closers have too much resistance; adjust or replace			\$ 200	\$ -	Adjust existing
	14	Steep floor transitions at the south west interior arena doors; reconfigure floor slope and replace flooring			\$ 3,000	\$ -	
	15	Restroom Corridor door clearance; remove door and blank of hinges and strike			\$ 500	\$ -	
	16	Non-accessible Westerly restrooms; add signage directing to the east accessible restrooms			\$ 100	\$ -	
	17	West non-accessible drinking fountain; replace with high-low fountains			\$ 1,500	\$ -	
	18	East drinking fountain; add cup dispenser (or alternatively a second high unit)			\$ 100	\$ -	Cup dispenser
3 - Library							
	1	Accessible parking; restripe stalls and add signage	2015		\$ 400	\$ -	
	2	Lobby restrooms lavatories; add pipe insulation	2015		\$ 400	\$ -	
	3	Stairwell exit doors with round door knobs; replace with crash panic exit devices	2015		\$ 1,600	\$ -	Includes 2 locations (verify exact count)
	4	Second floor Men's Room paper towel is too high; lower	2015		\$ 100	\$ -	
	5	Current periodical shelving is too high; stop use of upper shelf	2015		\$ -	\$ -	Modify usage
	6	Add assistive listening system and signage if there is an audio system	2015		\$ 1,500	\$ -	Verify applicability

City of Waupun - Municipal Building Accessibility Transition Plan

Municipal Building #	Deficiency/Improvement	Target Year	Actual Date	Estimated Cost	Actual Cost	Comments
4 - Museum & Historical Society						
1	Designated Accessible Parking stall; provide striping and signage			\$ -	\$ -	
2	Elevator entry addition; provide			\$ 250,000	\$ -	Addition/remodel design needed
3	No accessible restrooms; Add single occupant accessible restroom			\$ 30,000	\$ -	Part of elevator addition; remodel design needed
4	Stair nosings and hand rails; see item 2	-		\$ 5,000	\$ -	Includes new stair covering
5	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ -	\$ -	City to consider
6	Identify narrow doors requiring access, either designate alternative meeting or service locations and/or widen door			\$ -	\$ -	City to consider
7	High light Switches; consider if this impacts public use			\$ -	\$ -	City to consider
8	Narrow aisles at display areas; modify			\$ -	\$ -	Rearrange displays
5-Public Works Facility						
1	Designated Accessible Parking stall; provide striping and signage			\$ 300	\$ -	
2	Staff Locker Rooms; if non-public area modifications not mandated			\$ -	\$ -	Staff issue; City to consider
3	Break Rooms; if non-public area modifications not mandated			\$ -	\$ -	Staff issue; City to consider
4	Non accessible Men's Restroom; see solution for item 5	-		\$ -	\$ -	
5	Non accessible Women's Restroom; add single occupant accessible restroom with directional signage			\$ 15,000	\$ -	Design required
6	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ -	\$ -	City to consider
7	Mezzanines lack accessible route; assume as non-public area	-		\$ -	\$ -	Staff issue; City to consider
8	Garage sinks; assume as non-public areas	-		\$ -	\$ -	Staff issue; City to consider
6 - Safety Building (Fire & Police)						
1	Designated Accessible Parking stalls; provide striping and signage			\$ 500	\$ -	
2	Police Dept. Entry ground transition and small Vestibule; replace entry slab and add auto door openers			\$ 10,000	\$ -	Assumes new stoop construction & 2 auto door opener systems
3	Fire Dept. Entry with small Vestibule; add auto door openers			\$ 5,000	\$ -	2 auto door opener systems
4	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ 2,000	\$ -	5 locations included; verify
5	Police Shower/Locker areas; assume as non-public areas	-		\$ -	\$ -	Staff issue; City to consider
6	Police Urinal too high; assume as non-public areas			\$ -	\$ -	Staff issue; City to consider
7	Police Locker Room Urinal too high; assume as non-public areas			\$ -	\$ -	Staff issue; City to consider
8	Police Locker Room Urinal too high; assume as non-public areas	-		\$ -	\$ -	Staff issue; City to consider
9	Rear exterior Police stairs with-out handrails; optional			\$ -	\$ -	Staff issue; City to consider
10	Fire Department no-accessible restrooms; add single occupant accessible restroom with directional signage			\$ 15,000	\$ -	
11	Non-Accessible Lower Level Police Restroom; add signage directing users upstairs if access is available or remodel exiting restroom			\$ 100	\$ -	
12	Add assistive listening systems and signage if there is an audio system used			\$ 1,500	\$ -	City to Consider

City of Waupun - Municipal Building Accessibility Transition Plan

Municipal Building #	Deficiency/Improvement	Target Year	Actual Date	Estimated Cost	Actual Cost	Comments	
7 - Senior Center							
1	Designated Accessible Parking stalls; provide striping and signage			\$ 500	\$ -		
2	Rear building entry approach too steep; reconfigure			\$ 10,000	\$ -		
3	Front building entry approach too steep; reconfigure or add signage directing to the rear			\$ 200	\$ -	Add signage	
4	Front Vestibule too small; reconfigure or add signage directing to the rear			\$ 100	\$ -	Add signage	
5	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ 2,000	\$ -	5 locations included; verify	
6	Steep floor slope at existing opening to the Billiards area; omit accordion door.			\$ 200	\$ -		
7	Non-accessible restrooms; add single occupant accessible restroom and directional signage from non-accessible restrooms			\$ 15,000	\$ -		
8	Coat rack; replace or reconfigure			\$ 500	\$ -	Supplemental coat rack	
9	Kitchen Serving Counter; remodel to lower			\$ 2,000	\$ -	Design needed	
10	Kitchen Counter; if non public area no work needed. If public area provide accessible center table			\$ -	\$ -	City to consider	
11	Kitchen paper towel; lower			\$ 100	\$ -		
12	Kitchen lavatory sink; replace faucet and insulate exposed piping			\$ 200	\$ -		
13	Drinking fountain; add cup dispenser (or alternatively a second high unit)			\$ 100	\$ -	Cup dispenser	
14	Office service window; if used remodel and lower			\$ 2,000	\$ -	Design needed	
15	Rear westerly exterior door; sign as "not an exit" if allowable			\$ 100	\$ -	City to consider	
				Grand Total	\$ 453,250	\$ -	

2.7 Parks & Recreation – Facilities Accessibility Transition Plan

City of Waupun - Parks Accessibility Transition Plan

Park	#	Deficiency/Improvement	Target Year	Actual Date	Estimated Cost	Actual Cost	Comments
1 - Buwalda Park							
	1	Accessible on street parking; add stall and signage			\$ 500	\$ -	
	2	Accessible curb ramp; add			\$ 2,000	\$ -	
	3	Accessible routes; add further routes to park amenities			\$ 2,000	\$ -	300 sf paved paths
	4	Picnic Table; provide accessible table			\$ 1,000		
	5	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed
2 - Dodge Park							
	1	Accessible on street parking; add stall and signage			\$ 500	\$ -	
	2	Accessible curb ramp; add			\$ 2,000	\$ -	
	3	Accessible routes; add further routes to park amenities			\$ 4,000	\$ -	1,000 sf paved paths
	4	Picnic Table; provide accessible table			\$ 1,000	\$ -	
	5	Tennis Court fence opening; widen			\$ 2,000	\$ -	
	6	Accessible restrooms; remodel restrooms for accessibility			\$ 25,000	\$ -	Remodel requires design
	7	Drinking fountain; replace with high-low units			\$ 1,500		
	8	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed
3 - Family Aquatics Center							
	1	Women's changing bench; reconfigure	2015		\$ 1,000	\$ -	
4 - Harris Mill Park							
	1	Accessible parking stall signage; add			\$ 300	\$ -	
	2	Picnic Table at main shelter; provide accessible table			\$ 1,000	\$ -	
	3	Vending machine controls too high; replace			\$ -	\$ -	Replacement by vendor
	4	Restroom lavatory sinks with twist faucets; replace with push button, lever or sensor controls			\$ 1,400	\$ -	
	5	Men's Restroom sink piping requires insulation; add			\$ 200	\$ -	
	6	Men's urinal controls too high; change to sensor type			\$ 500	\$ -	
	7	Accessible routes; add further routes to park amenities			\$ 2,000	\$ -	300 sf paved paths
	8	Fishing platform edge transition; modify for accessible transition			\$ 1,000	\$ -	
	9	Picnic Table at Gazebo shelter; provide accessible table			\$ 1,000	\$ -	
	10	East garden area accessible route; provided designated partial accessible route with signage			\$ 300	\$ -	
5 - Heritage Park							
	1	Accessible on street parking; add stall and signage			\$ 500	\$ -	
	2	Lacking wheelchair seating position next to bench area; provide			\$ 1,000	\$ -	40 sf concrete sidewalk
6 - Lynn Siedschlag Little League Fields							
	1	Accessible parking lot stalls; partially restripe and add signage			\$ 500	\$ -	
	2	Easterly building single occupant Men's and Women's Restroom; remove barrier at entrance door or add signage to direct users to other accessible stalls in the park			TBD	\$ -	Remodel requires design
	3	Easterly building drinking fountain; add high unit			\$ 1,500	\$ -	
	4	Westerly building drinking fountain; add high unit			\$ 1,500	\$ -	
	5	Add assistive listening systems and signage if there is an audio system used			\$ 4,500	\$ -	3 ball fields
	6	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed

City of Waupun - Parks Accessibility Transition Plan

Park	#	Deficiency/Improvement	Target Year	Actual Date	Estimated Cost	Actual Cost	Comments
7 - McCune Softball Field & Concession Stand							
	1	Accessible parking lot stalls at NW parking lot; partially restripe and add signage			\$ 300	\$ -	
	2	Accessible parking lot stalls at SE parking lot; partially restripe and add signage			\$ 300	\$ -	
	3	Accessible routes; add further routes to park amenities			\$ 2,500	\$ -	500 sf paved paths
	4	Concession service counters; provide at least one at the exterior and one at the interior			\$ 2,000	\$ -	
	5	Accessible restrooms; remodel restrooms for accessibility			\$ 25,000	\$ -	Remodel requires design
	6	Picnic Table at main shelter; provide accessible table			\$ 1,000	\$ -	
	7	Drinking fountain; replace with high-low units			\$ 1,500	\$ -	
	8	Vending machine controls too high; replace			\$ -	\$ -	Replacement by vendor
	9	Add assistive listening systems and signage if there is an audio system used			\$ 1,500	\$ -	1 ball field
8 - Meadow View Heights Park & Boardwalk							
	1	Accessible on street parking; add stall and signage			\$ 300	\$ -	
9 - Medema Fields & Concession Stand							
	1	Accessible on street parking stalls; restripe, add signage and add one curb cut			\$ 3,000	\$ -	
	2	East Ball field viewing areas; add assessable route and wheel chair viewing area			\$ 1,400	\$ -	200 sf paved path
	3	Center Ball field depressed area drains large grate slots; reconfigure			\$ 1,000	\$ -	
	4	Center Ball field playground entrance barrier; reconfigure edge at walk location			\$ 500	\$ -	
	5	Concession service counter; provide at least one accessible counter			\$ 2,000	\$ -	
	6	Restroom barriers; remodel to eliminate barriers			\$ 15,000	\$ -	Remodel requires design
	7	West buildings drinking fountain; replace with high-low units			\$ 1,500	\$ -	
	8	Add assistive listening systems and signage if there is an audio system used			\$ 3,000	\$ -	2 ball fields
	9	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed
10 - Oak Lane Park							
	1	Accessible on street parking; add stall and signage			\$ 300	\$ -	
	2	Accessible curb ramp; add			\$ 2,000	\$ -	
11 - Pine Street Park							
	1	Accessible on street parking; add stall and signage			\$ 300	\$ -	
	2	Accessible routes; add further routes to park amenities			\$ 4,000	\$ -	750 sf paved path
	3	Route needed to accessible portable toilet; provide			\$ 1,000	\$ -	
	4	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed
12 - Rock River Trail							
	1	Parking; see item 1 under Pine Street Park	-		\$ -	\$ -	
	2	East foot bridges abrupt concrete abutments; modify to eliminate barrier			\$ 3,000	\$ -	
	3	West end access; consider adding walk to westerly street walk and aquatics center parking lot			\$ 5,000	\$ -	750 sf of paved path & some fill
13 - Schlieve Field Baseball Field & Concession Stand							
	1	Accessible parking lot stalls; stripe and add signage			\$ 300	\$ -	
	2	Accessible routes; add further routes to park amenities			\$ 1,500	\$ -	250 sf
	3	Freestanding drinking fountain; replace with accessible unit			\$ 2,000	\$ -	
	4	Picnic Table at main shelter; provide accessible table			\$ 1,000	\$ -	
	5	Concession service counter; provide at least one accessible counter			\$ 2,000	\$ -	
	6	Restroom barriers; remodel to eliminate barriers			\$ 25,000	\$ -	Remodel requires design
	7	Drinking fountain; replace with high-low units			\$ 1,500	\$ -	
	8	Vending machine controls too high; replace			\$ -	\$ -	Replacement by vendor
	9	Add assistive listening systems and signage if there is an audio system used			\$ 1,500	\$ -	1 ball field
14 - Shaler Park							
	1	Accessible parking lot stalls; stripe and add signage			\$ 2,000	\$ -	Includes paving parking stall
	2	Accessible routes; add route to memorial			\$ 500	\$ -	Concrete sidewalk
	3	Accessible route through memorial; provide			\$ 10,000	\$ -	Concrete sidewalk
	4	Abrupt edge at west edge of footbridge; regrade crushed path at bridge edge			\$ 100	\$ -	Rework approach crushed stone

City of Waupun - Parks Accessibility Transition Plan

Park	#	Deficiency/Improvement	Target Year	Actual Date	Estimated Cost	Actual Cost	Comments
15 - Tanner Park							
	1	Accessible parking lot stalls; stripe and add signage			\$ 300	\$ -	
	2	Accessible routes; add route to playground			\$ 1,500	\$ -	250 sf paved paths
	3	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed
16 - West End Park (Johnsons)							
	1	Accessible on street parking; add stall and signage			\$ 300	\$ -	
	2	Vending machine controls too high; replace			\$ -	\$ -	Replacement by vendor
	3	Accessible routes; add further routes to park amenities			\$ 4,000	\$ -	750 sf paved paths
	4	Tennis Court fence opening; widen			\$ 2,000	\$ -	
	5	Picnic Table; provide accessible table			\$ 1,000	\$ -	
	6	Accessible restrooms; remodel restrooms for accessibility			\$ 25,000	\$ -	Remodel requires design
	7	Drinking fountain; replace with high-low units			\$ 1,500	\$ -	
	8	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed
17 - Wilcox Park							
	1	Accessible on street parking; add stall and signage			\$ 300	\$ -	
	2	Accessible curb ramp; add			\$ 2,000	\$ -	
	3	Accessible routes; add further routes to park amenities			\$ 6,000	\$ -	1,500 sf of paved path
	4	Picnic Table; provide accessible table			\$ 1,000	\$ -	
	5	Accessible restrooms; remodel restrooms for accessibility			\$ 25,000	\$ -	Remodel requires design
	6	Drinking fountain; replace with high-low units			\$ 1,500	\$ -	
	7	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed
18 - Zoellner Park							
	1	Accessible on street parking; add stall and signage			\$ 300	\$ -	
	2	Accessible curb ramp; add			\$ 200	\$ -	
	3	Accessible routes; add further routes to park amenities			\$ 5,000	\$ -	1,200 sf of paved path
	4	Restroom; insulate exposed lavatory piping			\$ 200	\$ -	
	5	Picnic Table; provide accessible table			\$ 1,000	\$ -	
	6	Playground Accessibility; consider priority and needs			\$ -	\$ -	Further City consideration needed
GRAND TOTAL					\$ 262,600	\$ -	

2.8 Accommodation Request Form

**CITY OF WAUPUN
AMERICANS WITH DISABILITIES ACT (ADA)
ACCOMMODATION REQUEST**

Protection is afforded under the ADA to a qualified individual with a disability.

Instructions: Please complete this form in its entirety and return to ADA Coordinator, Angela Hull:
Mail to: City of Waupun Attention Angela Hull, 201 E Main Street, Waupun WI 53963 (or)
Email: angie@cityofwaupun.org (or)
Fax: 920-324-3980

Any questions regarding this form, please call ADA Coordinator, Angela Hull at 920-324-7915 extension 5.

Name:		
Address:		
Telephone Numbers: Work:	Home:	Other:

Please identify below of the facility and/or building you are requesting an accommodation:

Municipal Buildings:

- City Hall - 201 E. Main St.
- Community Center - 510 E. Spring St.
- Library - 123 S. Forest
- Museum & Historical Society - 22 S. Madison St.
- Public Works Facility- 903 N. Madison
- Safety Building (Fire & Police)- 16 E. Main St.
- Senior Center - 301 E. Main St.

Parks & Recreation Facilities:

- Buwalda Park - 716 Buwalda Dr.
- Dodge Park - 518 S. Madison St.
- Family Aquatics Center – 701 County Park Road
- Harris Mill Park- 300 N. Mill St.
- Heritage Park - 220 Brandon St.
- Lynn Siedschlag Little League Fields - 810 E. Lincoln St.
- McCune Softball Field & Concession Stand - 313 N. Grove St.
- Meadow View Heights Park & Boardwalk - 79 Meadowview Circle
- Medema Fields & Concession Stand - 728 W. Lincoln St.
- Oak Lane Park – Oak Lane
- Pine Street Park - 404 Pine St.
- Rock River Trail, Pine Street to County Park Road
- Schlieve Field Baseball Field & Concession Stand - 559 Home Ave.
- Shaler Park - 400 N. Madison St.
- Tanner Park - 503 E. Spring St.
- West End Park - 200 Beaver Dam St.
- Wilcox Park - 404 S. Watertown St.
- Zoellner Park - 910 Newton Ave.

Accommodation(s) Request: Please list the accommodation(s) requested and reason for request in the area below.

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 to the ADA Coordinator.

Signature: _____ **Date:** _____

Schedule of Events

Upon receipt of the completed form, the ADA Coordinator will review and respond to questions and concerns.

Within 30 business days, the ADA Coordinator or his designee will communicate or meet with the complainant to discuss the complaint and the possible resolutions.

Within 15 business days of the meeting or the filing of the complaint, whichever is later, the ADA Coordinator 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 City and offer options for resolution of the complaint.

If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 business days after receipt of the response to the ADA Coordinator who shall schedule the matter for review by the Committee of the Whole.

Within 35 business days after receipt of the appeal, the Committee of the Whole will meet to discuss the complaint and possible resolutions. Within 10 business days after the meeting, the Committee of the Whole will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint. The decision of the Committee of the Whole may not be appealed and is final.

All written complaints received by the ADA Coordinator, appeals to the Committee of the Whole, and responses will be retained by the City for at least three years.