

**AMERICANS WITH
DISABILITIES ACT (ADA)
TRANSITION PLAN**

2015



Village of Godfrey Officials

Michael J. McCormick, Mayor

Pamela Whisler, Village Clerk

Trustees

Jerry Gibson
Mark Stewart
Jeffery R. Weber

Sarah Johnes
Michael G. Stumpf
Eldon Williams

Department Heads

Jim Lewis
Kimberly Caughran
Laura Dixon
Tom Long

Public Works Director
Parks and Recreation Director
Building & Zoning Administrator
Village Attorney

Americans with Disability Act Committee

Laura Dixon
Michael J. McCormick
Pamela Whisler
Jim Lewis
Laura Dixon
Kimberly Caughran
Judy Peipert

ADA Coordinator
Mayor's Office
Village Clerk's Office
Public Works Department
Building and Zoning
Parks and Recreation
Personnel

Introduction

In accordance with the Americans with Disabilities Act (ADA), this document shall serve as the Village of Godfrey's Transition Plan. Included are results of a self-evaluation that address barriers within Village programs and facilities.

The development of this Plan has occurred with the assistance of several individuals and organizations throughout the community. The Village of Godfrey's ADA Coordinator will coordinate all aspects of ADA compliance. Any comments, additions, or suggestions about this plan may be directed to the ADA Coordinator:

Laura Dixon
6810 Godfrey Road
Godfrey, Illinois 62035
618-466-1206

This Transition Plan will be updated continuously. A public hearing regarding the contents of the plan will be held on a yearly basis. Notice of the public hearing will be given at least two (2) weeks in advance of the hearing. Any comments, suggestions or additions to the plan may be addressed to the Village's ADA Coordinator throughout the year.

Grievance Procedure

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, employment, or benefits by the Village of Godfrey, Illinois.

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 designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Laura Dixon
ADA Coordinator
6810 Godfrey Road
Godfrey, Illinois 62035

Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within (15) calendar days of the meeting, the ADA Coordinator or his/her 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 Village of Godfrey, Illinois and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the Mayor or his/her designee.

Within fifteen (15) calendar days after receipt of the appeal, the Mayor or his/her designee shall schedule a time to meet with the complainant to discuss the complaint and possible resolutions. Within (15) calendar days after the scheduled meeting, the Mayor 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.

A copy of this Grievance Procedure can be obtained at Godfrey Village Hall or by visiting the ADA page of the Village's website at Godfreyil.org.

Public Meetings

The Village Board meeting of October 2014, the ADA plan was presented and discussed. The ADA Coordinator met with department heads Jim Lewis and Kimberly Caughran at the new Glazebrook Addition on May 25, 2014 for review of ADA plan. The Americans with Disabilities Committee meeting was held March 25, 2015 at 10:00 am at the Village Hall. The working file of the ADA plan will be presented at April 7, 2015 Village Board meeting. The approved minutes for the meetings will be on file in the Village Clerk's Office.

The Village of Godfrey is constantly reviewing the Transition Plan. Please contact the Village's ADA coordinator to offer suggested changes to this Transition Plan.

ADA Recommendations — Self Evaluation

The Village of Godfrey shall work with IMPACT CIL to create a list of sign language and oral interpreters for public meetings held by the Village of Godfrey. The Village Clerk's Office shall be the keeper of the master list. Copies of the list shall be distributed to every commission and committee chair and secretary for reference. The Village Clerk's Office shall prepare the initial list within one (1) month of adopting this Transition Plan and shall update the list at least once per year.

The standing agendas and notices for all public meetings of the Village of Godfrey shall be amended to add the phrase, "If prospective attendees require an interpreter or other access accommodation needs, please contact the Godfrey Village Clerk's Office at 618-466-3381 no later than 48 hours prior to the commencement of the meeting to arrange the accommodations." The Godfrey Village Clerk shall respond promptly to each request. This amendment shall be made immediately.

The Village of Godfrey shall create policies for responding to requests for interpreters and for generating documents in alternative formats (i.e. Braille, large print, audio, electronic text). This policy shall include instructions for Village staff on how to process such requests and the reasons denial may be given. In the event that the Village of Godfrey must deny a request for an interpreter, the reasons for this denial shall be stated in writing. This policy shall be adopted within one (1) month of the adoption of this Transition Plan.

Personnel

Employees of the Village of Godfrey that deal with the public as part of the normal duties of their job shall be trained on how to process requests for interpreters, including requests for documents in alternative formats, and how to work any equipment associated with the such requests. The ADA Coordinator, working with the Personnel Director, shall be responsible for creating this training. Due to the range of duties performed by employees of the Village of Godfrey, the research and preparation for the training shall start immediately after the adoption of this Transition Plan. Each employee that is subject to the training requirements shall be trained initially within one (1) year of the adoption of this Transition Plan. Training shall be held annually for all employees subject to this requirement on an annual basis.

The Madison County Police and Godfrey Fire District already receive training on as it relates to their respective fields and the ADA. This training shall continue and their compliance be held annually after the adoption of this Transition Plan.

All certificates of completion by employees required to complete training shall be on file in the Personnel Office.

Village Buildings

In researching for this Transition Plan, the Village identified nineteen (19) publicly owned buildings, parks, and parking lots. These properties are as follows:

1. Town Hall
2. Police Substation
3. Public Works Building
4. Park and Rec Maintenance Shed
5. Homer Adams Park
6. Shelters at Homer Adams
7. Bath House at Homer Adams
8. Robert E. Glazebrook Park
9. Gazebo at Glazebrook
10. Shelters at Glazebrook
11. Concession Stands at Glazebrook
12. Two Bath Houses at Glazebrook
13. Godfrey Ball Park
14. Two Bath Houses at Ball Park
15. Concession Stand at Ball Park
16. Lavista Park
17. Clifton Terrace Park
18. Bath House at Clifton Terrace
19. Hoffman Gardens at Great Rivers Park

The ADA Coordinator, working with appropriate department heads, shall evaluate all of the properties listed previously and outline any defects that exist in these facilities. All properties shall be evaluated within three (3) years of the adoption of this Transition Plan, with priority given to those buildings that are open to the public for Village business on a daily basis. For information on Parks, please see the Parks Section of this Transition Plan.

The Fire Protection District shall create emergency evacuation plans for all Village-owned facilities. These plans shall include evacuation information for persons with disabilities.

A diagram for escape routes shall be prominently displayed in each facility and made available in alternative formats upon request. These plans shall be in place within one (1) year of the adoption of this Transition Plan.

Any public facilities created after the adoption of this Transition Plan shall be compliant with all aspects of the Americans With Disabilities Act and will be inspected for compliance prior to opening to the general public.

Village Hall Evaluation

Village Hall was evaluated by Village Staff and representatives from IMPACT CIL in 2013 and identified the following items for correction:

Parks Evaluation

The following parks and park facilities were evaluated for compliance with ADA. Any defects discovered are also noted. The Parks and Recreation Department is responsible resolving any defects.

All future projects conducted by the Parks and Recreation Department shall incorporate accessibility.

Parks and Recreation General

The Godfrey Parks and Recreation Department shall work with IMPACT CIL to create a list of interpreters for public events held within the parks of the Village of Godfrey. The department shall be the keeper of the master list. Copies of the list shall be distributed to the Godfrey Village Clerk's Office and any individuals or companies organizing public events within the parks of the Village of Godfrey. The Parks and Recreation Department shall prepare the initial list within one (1) month of adopting this Transition Plan and shall update the list at least once per year.

The Godfrey Parks and Recreation Department shall adopt a policy that, when a public event is held in the parks of the Village of Godfrey, the Parks and Recreation Department shall publicize that prospective attendees requiring an interpreter or other accommodations should contact the Parks and Recreation Department within 48 hours of the public event to arrange accommodations. The policy shall state explicitly that the cost of the interpreter(s) shall not be done by the requesting party. If a denial of a request for an interpreter occurs, the reasons for denial shall be stated in writing. This policy shall be adopted within one (1) month of the adoption of this Transition Plan.

Village Hall Evaluation

Village Hall was evaluated by Village Staff and representatives from IMPACT CIL in 2013 and identified the following items for correction:

Phase I- Low Cost Immediate Fix

Phase II-Moderate Cost Short term Repair Plan

Phase III-Long Term Get bids

ADA Requirements: Reviewed with Cathy Contarino June 11,2014

FRONT ENTRANCE VILLAGE HALL

- Doors need to be under 5 pounds
- Outside doors need to be 8.5 pounds
- Bathroom needs sign moved to latch side of door
- Side parking lot needs added handicap parking spot and ramp repaired along with sidewalk
- Door for hall needs to be 8.5 pounds
- Front doors need automatic button (not camera)
- Men's & Women's Bathroom doors to heavy
- Soap dispensers need moved next to paper towel dispenser
- Pipes need insulated under sinks

BACK ENTRANCE VILLAGE HALL

- Entrance to Park and Building & Zoning should have table at lower height than counter.
- Back entrance needs ramp
- Bathroom needs sign moved to latch side of door
- Back parking lot needs updated handicap signs-Corrected
- Back parking lot needs stripped
- Side parking lot needs added handicap parking spot and ramp repaired along with sidewalk
- Door for hall needs to be 8.5 pounds

LOW PRIORITY

SUB STATION:

- Threshold
- Doors
- Bathrooms
- Counter

HOMER ADAMS PARK

- Outside Park Bathroom Both doors and thresholds-
Replace Complete Bathrooms
- Move bench in men's
- Women's not accessible at all
- Natural Resources has grants look to IDNR grants
- Picnic tables -Rearrange
- Playground equipment -2016 Pep Grant
- To replace sidewalks
- Path to playground

**ADA Requirements: Reviewed with Cathy Contarino
September 24,2014**

Glazebrook Park:

- Handicap signs have wrong amount on them-
Corrected
- Parking spots not reserved-Corrected
- Sidewalk to concession needs asphalt filled in
- No picnic tables one shelters that are handicap-
Corrected
- Path to lake with spot for chair
- All sidewalks need filled
- Bathroom doors 8.5 pounds-Corrected
- Latch side sign (60 inches centerline)-Corrected
- Fill cracks on sidewalk
- Path to playground

LAVISTA PARK:

Pathway accessibility

Porta Potties-**Have**

NEW GLAZEBROOK BALL PARK

- No access to playground/ very few handicap play equipment-**Meets minimum**
- Rubber mulch both parks-**Matting**
- No handicap picnic tables-**Re-Arranged**
- Picnic tables to close for chair to get around
- Doors too heavy at new concession-**Fixed**
- No access to watch games should be path and concrete slab by bleachers
- Pole to close on sidewalk around building for chair to get around
- Parking spacing is not right cannot share unloading spot.
- Signs need reserve on them-**Corrected**

HIGH PRIORITY

SEWER DEPARTMENT

- Parking lines needs re-painted
- Sign for fine
- Doors to narrow
- Doors to heavy
- Sidewalk from parking lot to door not wide enough

The conclusion of the Plan is to review it each year and update it with corrected issues.

Thank you to Cathy Contarino for all the inspections and suggestions. Also for the City of Alton for information on establishing a plan.

Approved by Village Board of Trustees – April 6, 2015