

VILLAGE OF BELLEVILLE

ADA COMPLIANCE COMMITTEE MEETING MINUTES

Saturday, October 22, 2011

The meeting was called to order at 8:31 a.m. in the conference room of the Belleville Police Department, 31 E. Main St..

The following committee members were present: Renee Funseth, Linda Kahl, Debbie Bongard, Ben O'Brien (Trustee), Jean Christensen (Head Librarian), Officer Bill Eichelkraut for Roger Hillebrand and Jill Wennesheimer (chair). Absent were April Little and Jerry Butts. Also present was Dennis Kahl.

In reviewing the posted agenda, it was noted that 'Employee Handbook statements of EEO and harassment' was added to the new business.

The March 19, 2011 meeting minutes were reviewed. Renee Funseth moved we accept the minutes as written; motion seconded by Debbie Bongard. The motion passed by voice vote. Chairperson, J. Wennesheimer agreed to act as recorder for this meeting.

Old Business:

In doing a final review of Chapter 85, Article I of the village ordinances, it was felt that the reference to the adopted 'transition plan' (from December of 1992) in 85-1-A needed to be either eliminated or improved. Ben O'Brien moved we recommend to the Village Board that the Transition Plan be made current by simply adding and maintaining Appendix A-ADA Title II Compliance Worksheet and Appendix B-Sec. 504 Compliance Worksheet, both originally generated in 2010 and revised in 2011. The motion was seconded by Renee Funseth, and passed unanimously by voice vote.

Debbie and Renee led the discussion on the committee's involvement in the 2011 EMS open house. Both Linda and Dennis Kahl were open house participants and valued members in the discussion; Renee staffed the table *full* of handouts to participants. By consensus, it was agreed that both the ½ page, 2-sided card and the refrigerator magnet developed by our committee were well received and that we should be involved in the open house next year as well. We will continue our work at improving the materials for the visually impaired and increasing their distribution. Debbie and Renee made sure that well deserved thank yous were made to the appropriate members of both the Dane and Green County Emergency Management staff.

Progress on the Facility Improvements for the Disabled (FID) Project and the Dane County Community Development Block Grant (CDBG) awarded to implement the project were reviewed. To be specific: the committee members were asked for their input on the draft 'description of services proposal' needing to be submitted to the county for approval before we can re-open bids for the work. **Committee recommendations regarding phase I:** Library/Senior Center.... add installation of 2 exterior ramps for emergency exits (approx. \$1500); Police Station.... okay; Public Works.... replace only 2 door knobs—entry doors to building and to director's office; there should be no need to replace the set to the shop since entry is for authorized personnel only. Total approx. \$15,300 **Committee recommendations regarding phase II:** Library/Senior Center.... add replacing water fountain in current location with ADA approved model (\$1500), and remove reworking stairway handrail to promote as Eagle Scout project (Note: It is secondary disability access to basement.) Police Station.... add replace 2 interior doors and hardware ,and lower reception counter as *current* projects (\$6500) Total approx. \$40,100 **Possible extensions to phase II could be reworking the handrail(s) and operational panel (needing brail) to the elevator in the Library; it's the primary disability access to the basement.**

The progress review of the ADA Title II and Sec. 504 compliance worksheets was tabled for the future.

New Business:

Discussion of potential improvements for wheelchair access was tabled for the future.

The statements of Equal Employment Opportunity and harassment from our village's Employee Handbook were distributed and members were asked to review them and bring back suggestions for possible improvements, e.g. adding contact information and where to access complaint forms. Officer Eichelkraut displayed a draft currently being worked on and suggested we request this latest draft.

Motion to adjourn the meeting was made by Ben O'Brien, seconded by Jean Christensen with adjournment at approx. 10:20 a.m.