

2019-2023

GRABILL PARKS AND RECREATION 5-YEAR MASTER PLAN



**Town of Grabill Park Board
Northeastern Indiana Regional
Coordinating Council
2019-2023**



**Grabill Parks and Recreation
Five-Year Master Plan
2019-2024**
Year Plan Prepared: 2018-9

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Term Expires

Dec 31, 2021

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1. Introduction

1.1 Organization of the Plan

This Grabill Parks and Recreation 5 – Year Park Plan provides an outline of proposed actions and goals of the Grabill Parks and Recreation Department for the next five years. It is a collaborative effort using independent research, public input from town residents; special interest groups; local business owners, and the interests and goals of the Grabill Park Board to clearly identify the needs of the community and to develop a practical plan of action. The Grabill Parks and Recreation 5-Year Master Plan should be reviewed on an annual basis to ensure that ongoing goals and activities align with the needs identified in the park plan. This plan will expire after five years, and a new plan should be drafted to maintain continuity between the park department and town priorities.

This plan is written in such a way that local officials and residents with non-technical backgrounds will be able to use it effectively and without any professional assistance. This plan is not intended to be a legal document, but rather to provide guidance and a point of reference for the Park Board, as well as the general public.

The Plan consists of five (5) main sections, to help provide ease for the reader to access the information used to develop the Action Plans.

1. INTRODUCTION: This section provides the framework of the plan and outlines the planning process. It is used to define the planning area and establish the scope of the plan. The Park Board's vision and goals are identified and historical background, governmental structure and budgetary constraints of the Grabill Community Parks Department are presented.

2. EXISTING CONDITIONS: An analysis of the present conditions of the existing park system will help to establish a context of the current needs and pinpoint future possibilities. This section will include a review of the physical, historical, and cultural features of the planning area. Additionally, it will examine demographic data, social and economic conditions and provide a summary analysis of the findings.

3. INVENTORY: To better understand the future needs of the park, an inventory of the existing assets must *first* be identified. This section will research facilities and amenities that are contained within the current park system as well as the programming that is offered at each site. Additionally, an overview of Accessibility and Universal Design (ADA) compliance efforts of the current park system will be provided.

4. PUBLIC PARTICIPATION: Public input is essential to understanding the unique characteristics of a community park system as well as useful for identifying its strengths and weaknesses. This section will summarize the public participation mechanisms used throughout the planning process and analyze the resulting data. Data came from a community survey, advertised public meetings, and comment sheets.

5: ACTION PLAN: Once the evaluation of existing conditions, inventory and level of need has been established – the Board will develop an Action Plan based on each task to be conducted and an estimated timeframe and resource(s) needed to accomplish the identified tasks.

1.2 Definition of the Planning Area

The planning area for the purposes of this Plan is the area within the boundaries of the Town of Grabill corporate limits, within which, all the parks, exist.

The Town of Grabill has two community parks that are used by residents within the Grabill corporate limits:

1. Grabill Park, located at 13131 Indiana Street on the south side of town west of Indiana Avenue between 4th Street and just north of Wildwood Drive, includes an enclosed pavilion, basketball court, t-ball field, picnic areas and playground space.
2. Jack R. Harris Park, located on the north side of Grabill west of Main Street and just north of Sauder Manufacturing, is a larger facility that includes two baseball diamonds with a concession stand and restroom facilities, batting cages, playground equipment, basketball courts, sledding hill, picnic shelters, and a walking trail to a wetland meadow funded with Land and Water Conservation Fund monies awarded by the Indiana Department of Natural Resources.

Future park needs identified in the 2016 *New Allen Alliance Strategic Investment Plan* for the Town of Grabill, include new playground equipment, an improved pavilion at Grabill Park, and the addition of a pavilion and amphitheater at Jack R. Harris Park. However, it should be noted the Park Board was not involved in the New Allen Alliance Strategic Investment Plan meetings, but those needs were identified through public meetings.

Nearby Park Areas:

The Leo-Grabill Sports Complex, Inc., located just north of the Jack R. Harris Park on Main Street, has seven baseball diamonds, batting cages, and a concession stand with restrooms. It is owned by Leo-Grabill Sports Complex, Incorporated, a non-profit organization (*Source: New Allen Alliance Strategic Investment Plan, Grabill Indiana, 2016*).

Riverside Gardens, located 2.2 miles west of Grabill's town center in Leo-Cedarville, has a small playground; splash pad and manmade play creek; horse shoe pits; seven open air pavilions; restroom facilities; access to the Cedarville Reservoir, owned by the City of Fort Wayne, for fishing; and approximately 0.65 miles of walking trail. Riverside Garden and Grabill are connected by a 10 foot wide multi-use concrete trail on the north side of Grabill Road.

Leo-Cedarville Park, located 3.1 miles west of Grabill's town center on the south side of Leo-Cedarville, has a large wooden ADA accessible play structure and a very large new pavilion available for rent.

Hurshtown Reservoir, located 1.8 miles north from Grabill's town center, is 360 acres of property which includes a 260 acre lake, owned by City of Fort Wayne. Some people claim that the Reservoir has the best fishing in Allen County. The Reservoir is surrounded by grass and a vegetated riparian area. The Reservoir is open through October 14th and there is a minor entrance fee.

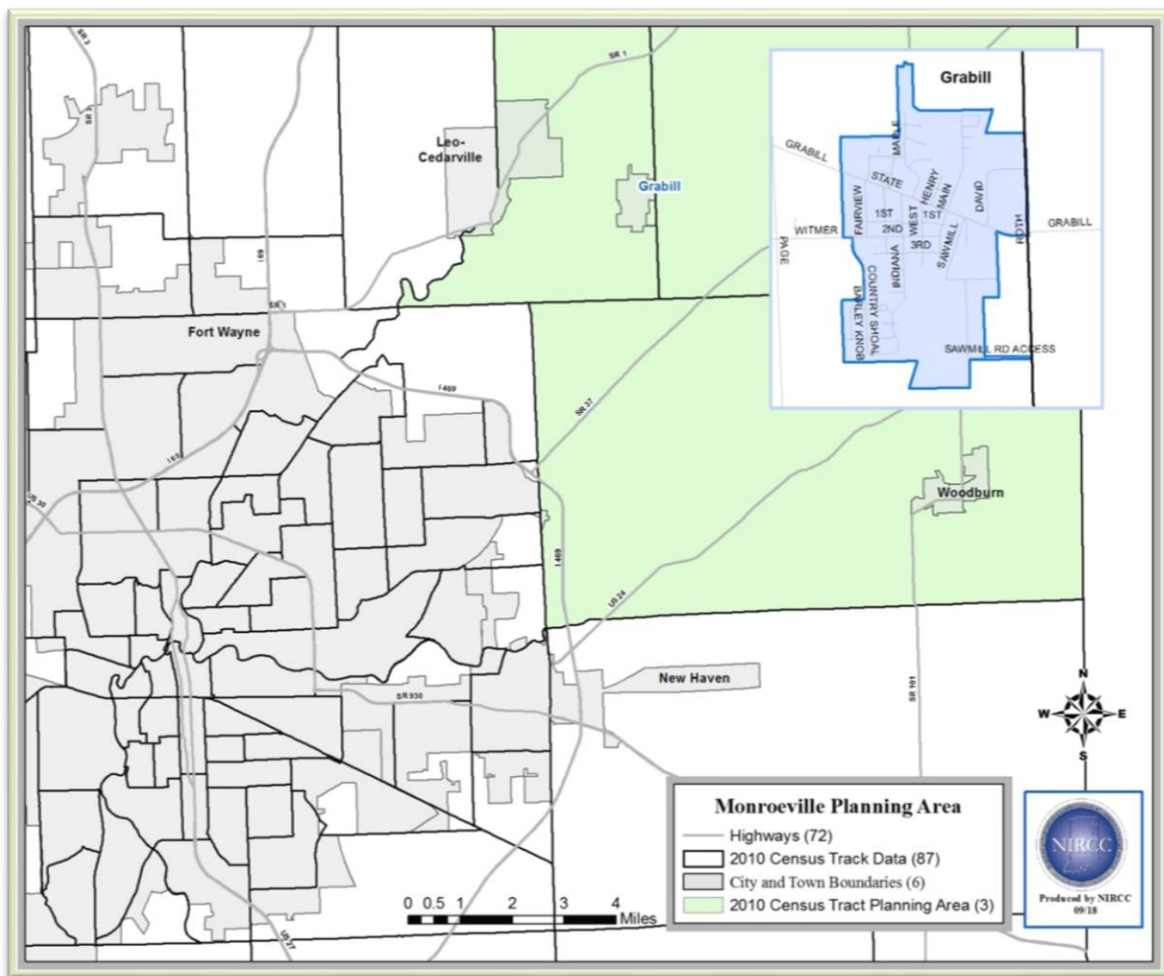
Grabill is a popular destination for visitors who are looking to experience the rural lifestyle and Amish culture. The quaint downtown and local shops attract many visitors especially during Grabill's two annual events: Grabill Country Fair and Breakfast with Santa.

The population of Grabill, according to the 2010 census data is 1053. However, using Census Bureau American Community Survey 5-Year Estimates from 2012-2016, the population of Grabill has increased by 33.3% and is currently is 1,403.

1.3 Goals of the Plan

The goals of this Park plan are as follows: (*Confirm Goals with Park Board*).

- ❖ Investigate and identify potential resources and funding opportunities;
- ❖ Create a list goals and formulate a written framework for future park activities;
- ❖ Provide opportunities to share information about the existing park inventory and survey the desired needs and wants of the community;
- ❖ Articulate and prioritize the needs and wants of the community and Park Board to use as a guide for development and programming activities and use funds to achieve the greatest impact.
- ❖ Provide clear direction for Grabill Park development to potential funders.



1.4 Park Board History

The Town of Grabill was founded by the Joseph Grabill in 1902 and only ten years later in 1912, the first Park in Grabill, the South Grabill Park located on Indiana Street, was established. Jack R. Harris, member of the Grabill Country Fair, realized there was need for a larger park, with more amenities available for the public, on the north side of Town. Therefore, he advocated for the transfer of land from the Grabill Country Fair to the Town of Grabill for the establishment of what is now called the Jack R. Harris Park, often referred to as the north park. The Jack R. Harris Park was dedicated and open to public in 1977. The Town of Grabill were solely responsible for the maintenance of the parks until the Grabill Park Board was established in 1990 by Town Ordinance 286. On June 20, 2018 Ordinance number 676-2018 was passed which amended Ordinance 286 to include that there should be no more than six (6) members to the Park Board at any given time. The Park Board currently has five members, consisting of at least two members from each major political party. The Park Board works with the Town's governing body to ensure the parks have adequate funds to provide ample recreational space for the residents of Grabill. Below is a list of the Grabill Park Board of Directors as of the date of this Plan.

Park Board

President

Roger Harris
Phone: 260-633-6279
E-mail: N/A

Members at Large

James Bryan
Phone: 260-627-3368
E-mail: N/A

Vice President

Joyce Fanning
Phone: 260-494-7578
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James Smith
Phone: 260-557-6431
E-mail: N/A

Secretary

Maureen Connors
Phone: 260.704.4744
E-mail: maureen.e.connors@gmail.com

1.5 Parks Staff

While there is not paid staff in the traditional sense, the Park Board is paid a monthly stipend of \$28.00. Additionally, a portion of Grabill's Clerk Treasurer and Assistant Clerk Treasurer's salary is funded through the Park budget. The CT and Assistant CT assist with budget, contracting with firms for work at the park, and grounds maintenance.

1.6 Park Board Vision and Mission Statement

The Board understands it is important to have a vision for the parks system in Grabill, which is shaped by the purpose of their organization and who they serve. Below are the Park Board's vision and mission for the Grabill Parks.

1.6.1 Vision Statement

The Grabill Park Board strives to provide access to safe and enjoyable recreational opportunities and natural areas to enrich the quality of life for individuals of all ages and abilities in the community for generations to come.

1.6.2 Mission Statement

The Grabill Park Board mission is to promote the health and wellbeing of the community by providing green open space and safe and enjoyable recreation opportunities.

1.7 Local Government Structure

The Town of Grabill is governed by the Town Council which is comprised of three members; Council President, Council Vice President, and an at-large member. The Town Council develops Town Ordinances, establishes and has authority over the town budget, public facilities and services, capital improvements, and the appointment of boards and commissions serving in the Town's interest. The Town Council works continuously to improve the quality of life and place in the Town. The Council makes the final decisions regarding upgrades, maintenance and new amenities at the Park, at the recommendation of the Park Board. The Town Council also sets the Park Board budget under the Town.

1.8 Park and Recreation Budget

The majority of the park budget comes from tax based town appropriations. The Park budget has barely met the needs of the parks over the past; however, the Grabill Parks are both in need of upgrades and basic maintenance to allow for Grabill to compete with surrounding communities for recreational opportunities. Table 1 shows the Park and Recreation Budget from 2014 through 2017.

Table 1: Park and Recreation Budget 2014 - 2017

Year	Beg. Cash Balance	Fund	Receipts	Disbursements	End Cash Balance
2014	\$75,911.36	PARKS & RECREATION	\$49,832.64	\$77,098.89	\$48,645.11
2015	\$48,645.11	PARKS & RECREATION	\$46,383.83	\$35,557.15	\$59,471.79
2016	\$59,471.79	PARKS & RECREATION	\$49,052.89	\$28,645.78	\$79,878.90
2017	\$79,878.90	PARKS & RECREATION	\$50,281.15	\$27,692.68	\$102,467.37
	\$1,605.72	DONATION-HARRIS PARK	\$0.00	\$0.00	\$1,605.72

Source: <https://gateway.ifionline.org/> on June 6, 2018

2.0 Existing Conditions

2.1 Natural Features and Landscape

2.1.1 Geology

The landscape of northeastern Indiana is directly influenced by the last great glaciation which occurred over 14,000 years ago: the Wisconsinan glaciation. The glaciers filled and dammed rivers and flattened the rolling hills that were once present in northern Indiana. As the glaciers melted and retreated north they deposited rock, dirt, and sand that they picked up while traveling across the landscape. In the project area, scoured till-like sediments, locally capped by lacustrine silt and clay were left by the glaciers.

The bedrock in northern Indiana was deposited during the Devonian Period some 400 million years ago. The deposited rocks consist mostly of sedimentary rock. The predominate bedrock of the project area is gypsum, anhydrite, dolomite, and limestone. The last lobe of the Wisconsin glaciation, the Erie Lobe, left a sequence of deposits known as the Lagro Formation, which is responsible for the clay-rich composition of the soil present within northern Indiana today. The surficial geology overlaying the composition of the bedrock in the project area consists of mostly silt, clay, loam or a combination of different soil types.

The project area is located within the Auburn Morainal Complex within the Northern Moraine and Lake physiographic region. The topography of the area is relatively homogenous. The average elevation is between 800 and 825 feet above sea level. There are some areas where the slope of the land may slightly exceed 2% but overall the landscape of the project area is unremarkable.

2.1.2 Natural Regions

The project area is located within the Great Black Swamp Natural Region which is one of the largest natural wetlands in Indiana and Ohio and was formed by the Wisconsinan Glaciers. The Great Black Swamp was nearly impossible to pass as it was full of trees and murky water that was, at times, three to four feet deep. As settlement began to spread out west in the early 1800's, the Great Black Swamp was slowly changed by cutting down the deciduous Oak, Elm, and Ash trees and utilizing the clay soils to make clay drainage tiles. By 1900 the swamp was fully drained and converted to farmland. However, remnants of the swamp exist today including silt, clay and loam soils, and many trees.

Grabill is within the Eastern Temperate Forest region where hardwood deciduous trees thrive and it is dominated by Beech, Maple, and Basswood.

2.1.3 Deciduous Forest

Grabill, Indiana is located within the Eastern Temperate Forest ecological region and is dominated by Beech, Maple and Basswood trees. Allen County is a quarantine zone for the Emerald Ash Borer (EAB) as designated by the Indiana Department of Natural Resources (DNR) due to several sightings of the invasive insect that has infested many Ash trees located within residential areas, and even large forest stands. The IN DNR Locations Map on their website shows that there were at least four sites within Grabill where the EAB had been found and two additional sites just outside the Town limits. There has been some Ash Tree loss in the Town due to the EAB. There are currently a few Ash Trees located within the North Jack Harris Park that have been killed or are dying due to the EAB. Though there has been a limited amount of loss throughout the Town in general.

2.1.4 Hydrography

Grabill is located within the 8-digit Hydrologic Unit Code (HUC) 04100003, named the St. Joseph River Watershed located within the greater Maumee River Basin which feeds into Lake Erie in Toledo. The Maumee River Basin is the largest contributor to Lake Erie and as such is a sensitive watershed to pollution. Specifically, Grabill is located within the 12-digit HUC 041000030805, named the Cedarville Reservoir-St. Joseph River. The Cedarville Reservoir is the City of Fort Wayne's drinking water reserve and as such, is owned by the City of Fort Wayne utilities. There is a 1.376 mile unnamed creek that runs through the Jack Harris Park. The creek flows to Witmer Ditch which is a second order tributary to the St. Joseph River. Additionally, Haifley Ditch, another tributary to Witmer Ditch runs on the north edge of the wetland area of the Jack Harris Park. There is not any flowing water present at the South Grabill Park.

There are five areas within Grabill Town limits identified as a wetland by the National Wetland Inventory (NWI); however, none of the wetlands are located within either of the Grabill parks. There are two freshwater emergent wetlands located approximately 1100 feet west of Jack Harris Park, 0.40 and 0.31 acres respectively. There are also two freshwater ponds located within Grabill one (0.48 acres) located approximately 712 feet southeast of Jack Harris Park and one (1.68 acres) approximately 1,425 feet southwest of South Grabill Park. There is a 0.38 acre freshwater forested/shrub wetland located nearly due south of the South Grabill Park. The Jack Harris Park has a walking trail through a wetland area on the north side of the park. The soils located in this area are hydric, as will be discussed in the next Section, and there are wetland plants present; however, the NWI has not identified the area as a wetland.

The entire walking trail through the wetland area at the Jack Harris Park is located within the floodplain, with the majority located within the 100 year floodplain and only 0.65 acres having a 0.2% chance of flooding. However there is limited flooding that actually occurs in Grabill or its parks. The wetland trail could serve as a great education tool for area youth groups teaching children about the stormwater absorption powers of wetlands.

Figure 2 below delineates the waterbodies and floodplains in, and around Grabill.

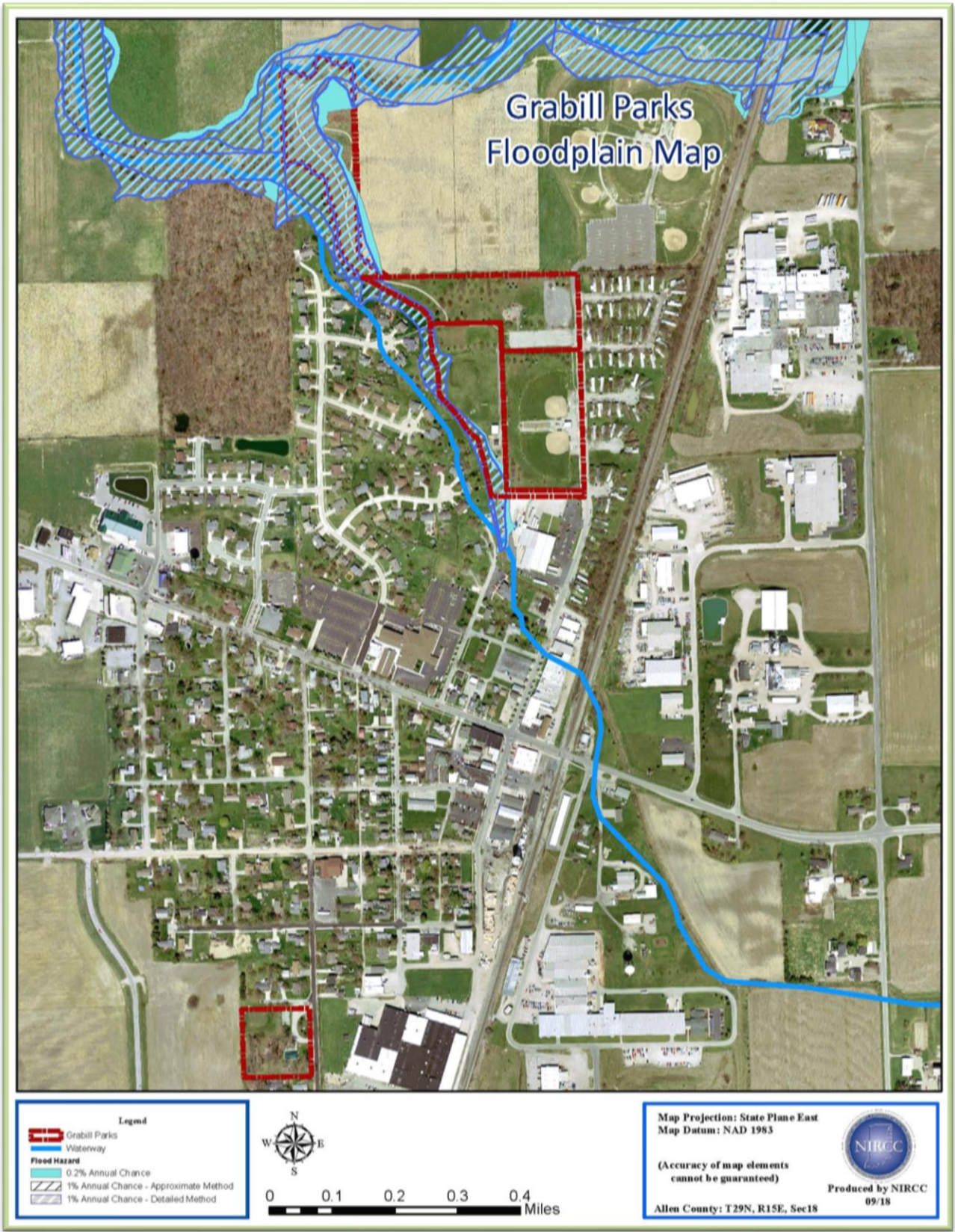


Figure 2: Grabill Water Resources

2.1.5 Soils

Grabill's land is comprised of eight different soil associations; however the Grabill Parks have four different soil associations present. Figure 3 shows the delineation of the various soil associations and Table 2 provides a description of each type of soil. The soils located in the parks range from very poorly drained to moderately well drained with slopes from 0% to 6%. The majority of the soils located within the parks are not classified by the Natural Resources Conservation Service as hydric based on them not meeting one or more field indicator of hydric soils in the United States. Pewamo Silty Clay Loam is considered hydric and is located within the majority of the natural area at the Jack Harris Park and a small portion on the southern edge of the South Grabill Park.

Table 2: Soil Association Descriptions

Soil Association Symbol	Soil Association Name	Association Description	Location
BmA	Blount silt loam (0 - 2% slope)	Somewhat poorly drained, nearly level, classified as prime farmland if drained, parent material is Wisconsin till derived from limestone and shale. About 6 - 12 inches to water table. 0 - 2% slope. Typical profile is silt loam over silty clay and clay loam. Not classified as hydric.	Jack Harris Park and South Grabill Park
BmB	Blount silt loam (2 - 6% slope)	Somewhat poorly drained, classified as prime farmland if drained, parent material is loess over clayey till. About 6 - 24 inches to water table. 2-6% slope. Typical profile is silt loam (0-6") over silty clay. Not classified as hydric.	South Grabill Park
MrB2	Glynwood silt loam	Moderately well drained, classified as prime farmland, parent material is Wisconsin till derived from limestone and shale. About 12 - 24 inches to water table. 2 - 6% slope. Typical profile is silt loam (0-7") over clay (7 - 25"), over clay loam (29 - 79"). Not classified as hydric.	Jack Harris Park and South Grabill Park
Pe	Pewamo silty clay loam	Very poorly drained, nearly level, classified as prime farmland if drained, parent material is Wisconsin till derived from limestone and shale. About 0 - 12 inches to water table. 0-1% slope. Typical profile is silty clay loam (0 - 11") over silty clay (11 - 47") over clay loam (47 - 79"). Is classified as hydric.	Jack Harris Park and South Grabill Park

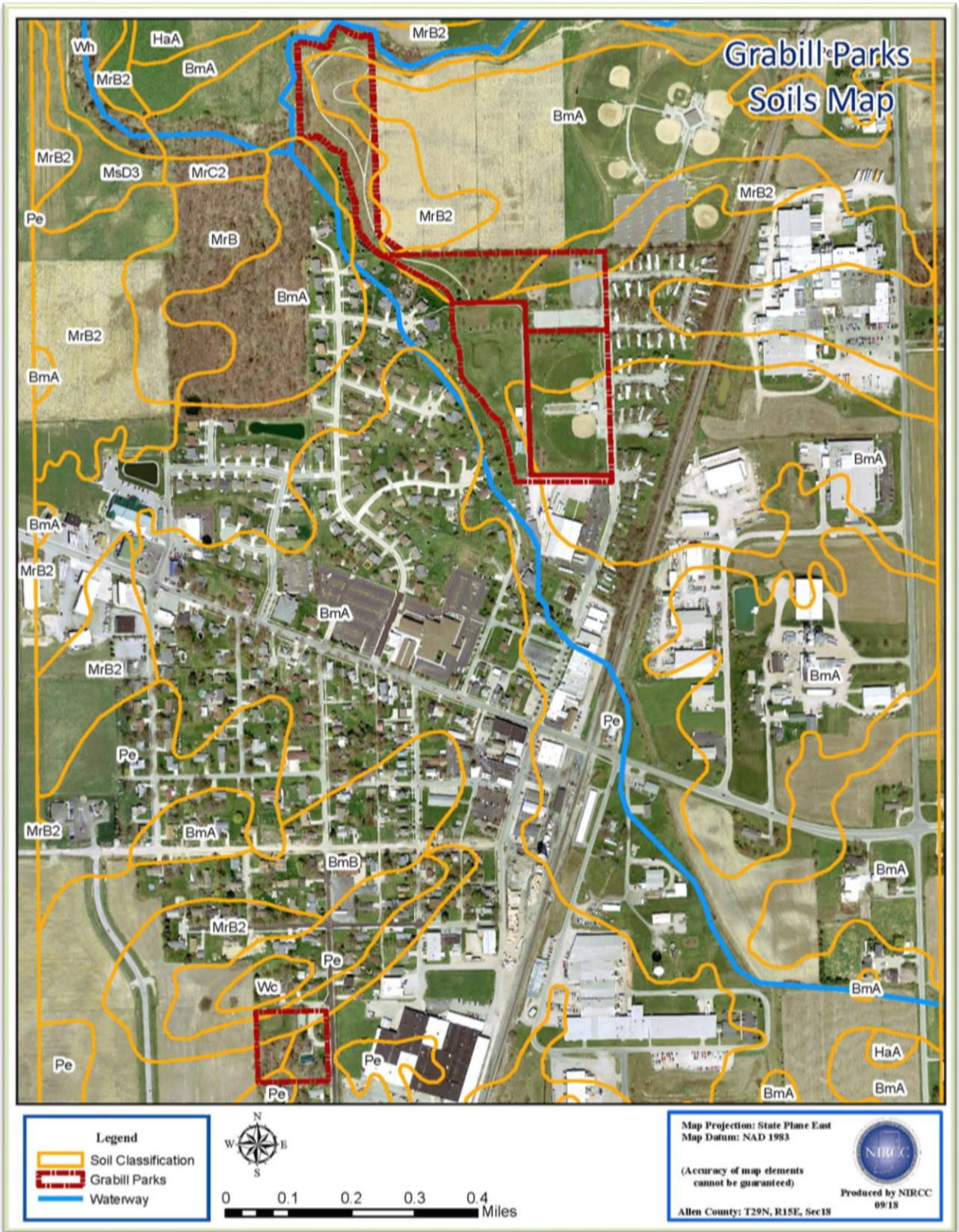


Figure 3: Soil Survey

2.1.6 Wildlife

The predominate wildlife present within Grabill are deer, raccoon, squirrels, opossum, and coyote. One may also observe the presence of fox and muskrat. Many birds of prey are found in the area as well including owls, hawks, and more recently eagles. There is currently a nesting pair of Eagle at the Cedarville Reservoir, just 2 miles west of Grabill. There are currently 73 species on the Indiana, Allen County Endangered, Threatened and Rare Species List, many of which would rely on habitats specifically located within, or adjacent to the Town of Grabill. The State List can be found at https://www.in.gov/dnr/naturepreserve/files/np_allen.pdf.

2.1.7 Land Use

According to the 2011 National Land Cover Dataset (NLCD) Allen County is dominated by agriculture land, as is the surrounding area of Grabill as can be seen in Figure 4 on the following page. Due to the higher density of Amish living in East Allen County, typical crops grown in the area are rotated between corn, alfalfa, and soybeans. The fields drain via drainage tiles to open ditches and streams. Many farms are conventionally tilled which results in sediment loss from the fields, however more farmers are beginning to implement no or limited tillage practices. The majority of the land use within the town boundaries is classified as low intensity developed land with little developed land classified as medium to high intensity. Most of the medium to high intensity developed land is in Grabill downtown district or industrial park south of downtown. The Jack Harris Park is classified by the NLCD as agriculture land and the South Grabill Park is classified as open space, low-med intensity developed, and crop land.

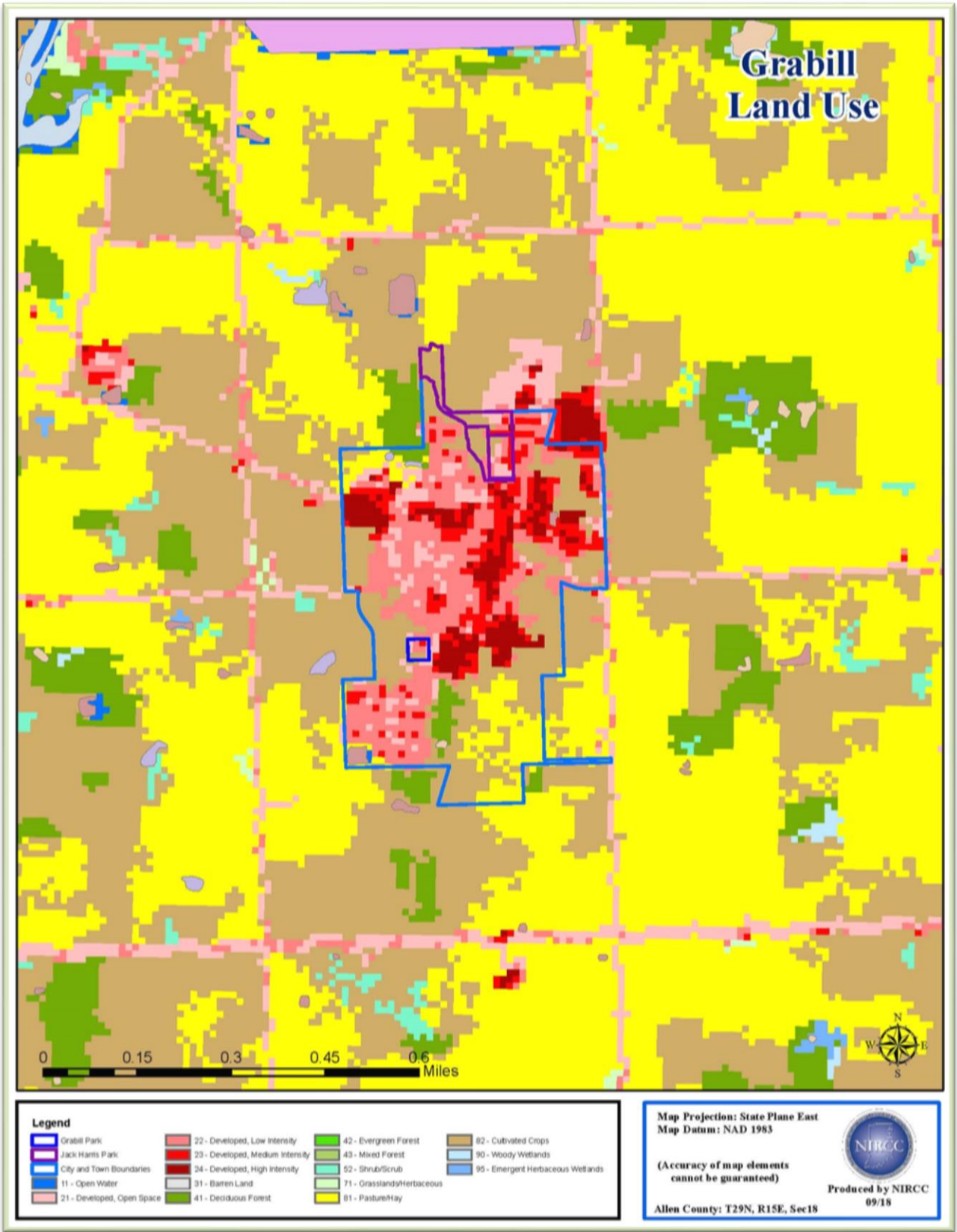


Figure 4: Grabill Land Use Map

2.2 Man-made, Historical, and Cultural Characteristics

Grabill was founded in 1902 when Joseph A. Grabill moved to the area and platted 23 farm lots. 1902 was also the year a post office was erected in the town and the first time a steam engine went through the town on the newly erected Wabash Railroad as part of the route between Detroit, MI and Lafayette, IN. Grabill is currently zoned for residential, commercial, agriculture, and industrial uses. Below is more detail about Grabill's history and culture. Figure 5 shows the zoning map for Grabill.

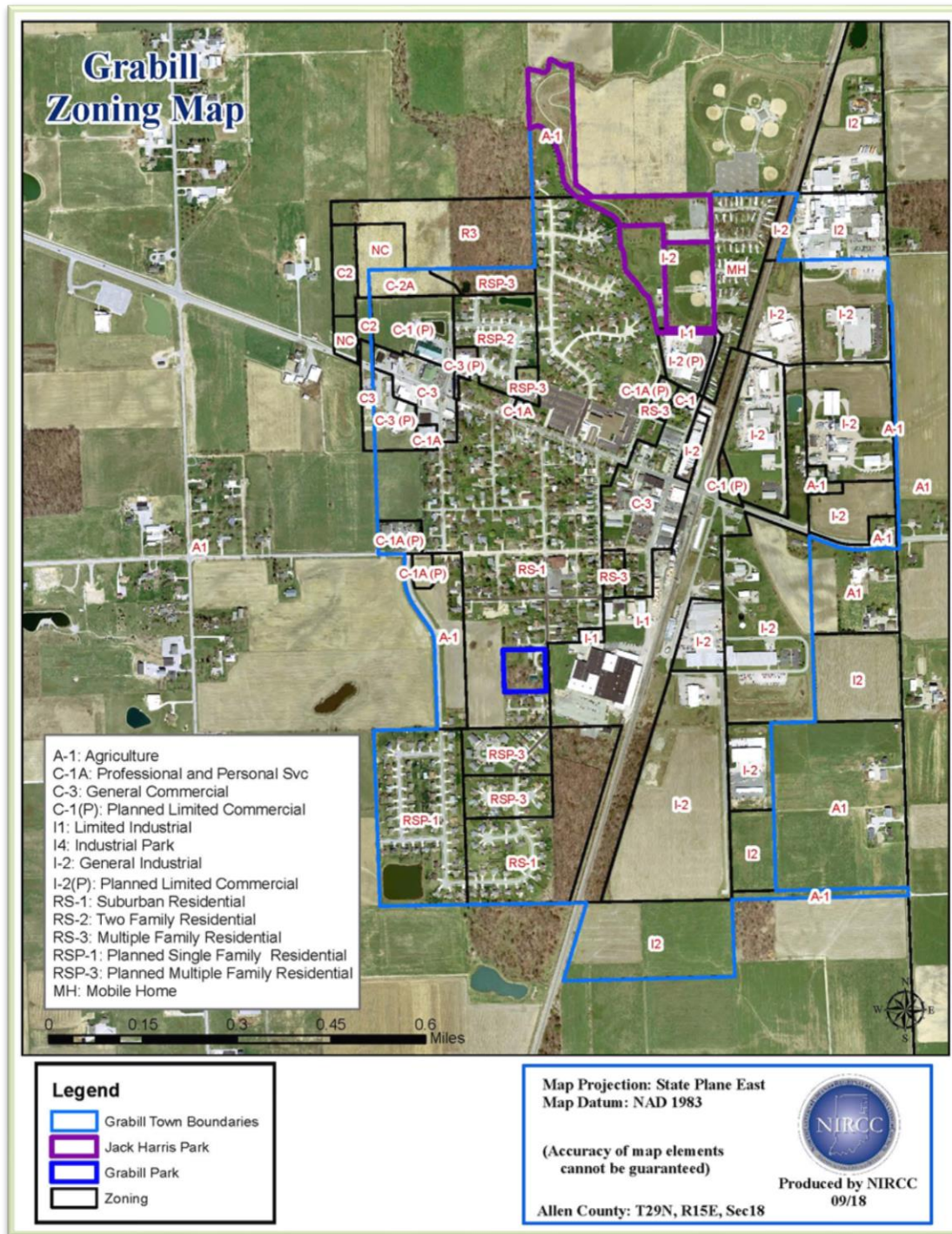


Figure 5: Grabill Zoning Map

2.2.1 Commercial and Industrial

Grabill's commercial center is located on and around the intersection of Main Street and Grabill Rd. There are a variety of businesses located within the commercial district including a candy store, indoor market, hardware store, coffee shop, general store, auto parts store, a bank, and more.

There are many industrial businesses located within Grabill town limits. Most of the industry is located along the Norfolk Southern rail line on both the north and south sides of Grabill Road. Major manufacturing in Grabill includes Grabill Cabinets, Continental Structural Plastics, Grabill Truss and others.

2.2.2 Residential

The majority of homes in Grabill are located west of the Main St/Grabill Rd intersection. Like most cities and towns those homes built near the town center were built in the early 20th century. However, near the Jack Harris and Grabill Parks there are neighborhoods that were built in the 1980s and 90s and newer developments and homes have been built in recent years. The median home value within Grabill is approximately \$202,000 likely due to its location as a bedroom community which keeps home prices relatively high for the rural area, and the newer and larger homes being built which may skew the median a bit higher than would be expected. Plans were discussed to build a neighborhood to the west of the Grabill Park several years ago, though nothing has been determined at this point. On the outskirts of town there are many small farms owned by mostly people within the Amish community.

2.2.3 Transportation Links

Grabill sits astride Grabill Rd. Grabill Rd is a two lane road that begins at the intersection of Hosler Rd and Indiana S. R. 1 in Leo-Cedarville and ends approximately five miles east at Spencerville Road. Grabill is the only town along Grabill Rd but provides a connection between Leo-Cedarville, Grabill, and Harlan (located 1 mile south of Grabill on Spencerville Rd). Grabill is located 2 miles east of S.R. 1 which provides a direct connection to Fort Wayne, the largest city nearby, and to I-69, the major highway running north and south connecting Port Huron, Michigan at the Canadian border to Evansville, Indiana.

Norfolk Southern owns the rail line adjacent to Sawmill Road on the east border of Grabill. There is a rail spur located at the lumber yard on Main St. The line runs from Butler to New Haven, Indiana. The rail line does not interfere with the Grabill Parks, nor does it present a major barrier to bicycle and pedestrian travel as it is located east of the major area of commerce and not much housing is to the east of Grabill.

Grabill residents can travel by foot throughout most of the town as there is an extensive sidewalk network within the town limits and they are continuing to improve the network. As of 2016, 65% pf the sidewalk ramps were improved to meet ADA requirements. Additionally, there is a 10 foot concrete multi-use trail that runs along Grabill Rd connecting Leo-Cedarville and Grabill between S.R. 1 and the western border of Grabill where the trail connects with the sidewalk network.

The Bike and Pedestrian Trail Plan compiled by the Northeastern Indiana Regional Coordinating Council identifies a proposed extended bicycle shoulder lane along Roth Rd which is directly adjacent to the Grabill town boundaries on the east. Additionally, the Bike and Pedestrian Plan identifies a proposed trail starting at the Leo-Cedarville and Grabill trail connection running along Grabill Rd to Roth Rd. The Plan also outlines a planned trail that runs north on Henry St through the Jack Harris Park and around the Leo-Grabill Sports Complex; it then runs north adjacent to the railroad track to Roth Rd. See Figure 6.

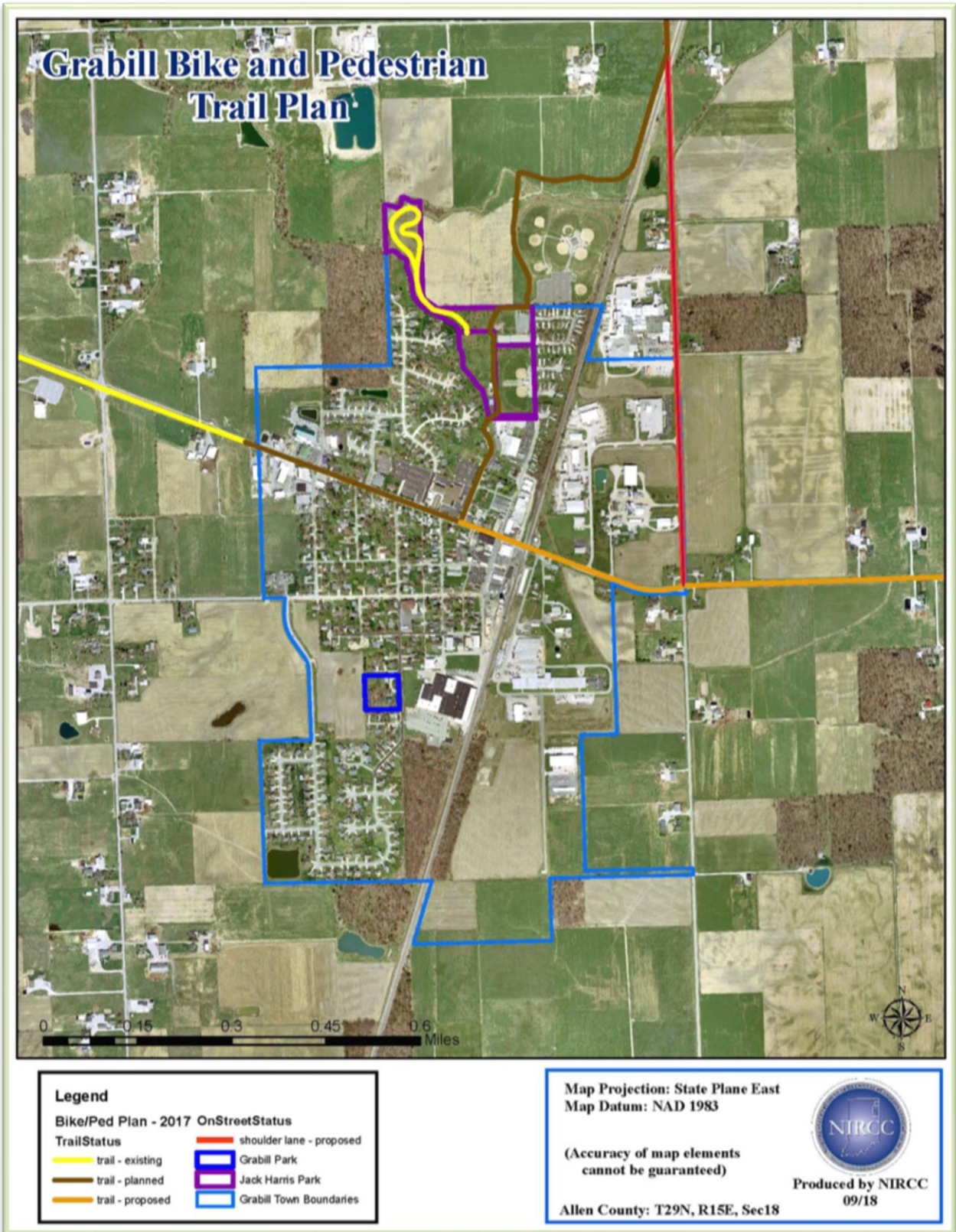


Figure 6: NIRCC Bike and Ped Trail Plan for Grabill

2.2.4 Historic Grabill

According to the Indiana State Historic Architectural and Archaeological Research Database (SHAARD), of the 27 historic sites and structures surveyed in Grabill, four were rated as being “notable” in terms of the site or the structure’s level of integrity, remaining historic fabric, alterations, additions, structure relocation, environment and associated history. None of the historic structures listed as “notable” are located within the Area of Potential Effect of either of Grabill’s parks. These notable historic structures include:

Albert Neuenschwander House (13333 West Street)
Grabill Bank Building Block (13756 State Street)
Grabill Mennonite Mission Church/Olde Church Museum (13506 West Street)
Klopfenstein-Grabill Farm (13724 State Street)

2.2.5 Festivals

The Town of Grabill is proud of the community events it hosts throughout the year. These events attract not only residents within the community, but also individuals and families from surrounding towns and cities. This subsection describes the various events hosted in Grabill.

2.2.5.1 Grabill Country Fair

The first weekend after Labor Day hosts the Grabill Country Fair. It was begun by the Grabill Chamber of Commerce in 1973 and attracts 20,000 visitors annually. A variety of activities take place during the three day festival including the very popular parade; food and craft vendors; apple pie, nail driving, cherry pit spitting contests; children’s games and contests and daily musical acts. Grabill sees a spike in tourists, and revenue during the event. The Fair is centrally located in downtown Grabill and does not intersect with Grabill’s parks at this time. Funds raised by the Fair are used to produce the fair in the next year. However, it could be possible to incorporate the Parks in the future to assist with raising funds to improve the Grabill Park system.



2.2.5.2 Breakfast with Santa

Grabill Parks Board starts the holiday season each year by hosting Breakfast with Santa the first weekend in December. The event is free to the public and offers breakfast, face painting, holiday crafts, and pictures with Santa. The event has outgrown its original location at the Park Pavilion and is held now at the Fudergong. It is attended by hundreds each year and is a local favorite event in Grabill.

2.2.5.3 Road Apple Cruise-In

The Road Apple Cruise-In is an event which encourages car enthusiasts to roll into town in their favorite car to show it off to attendees. The Cruise-In is not judged but rather just a fun activity for car enthusiasts to share their love of cars with others. The event is held the last Saturday in September and also has a flea market, food available for purchase, and music. The Cruise-In does not incorporate

Grabill's Parks; however, it could in the future as the Jack R. Harris Park is large enough to host the event.

2.3 Social and Economic Factors

This Section will discuss the demographic and economic influences in Grabill. All data described was taken from the 2010 Census unless otherwise stated.

2.3.1 Population

According to the U.S. Census the population of Grabill was 1053 as of April, 2010. The American Community Survey estimated the population to be at 1,471 in 2017 which is a 39.7% increase in population in seven years. The population growth in Allen County in 2017 was only 3% suggesting that Grabill is attracting people to relocate to the rural community and that the Parks Board will need to work to meet the growing needs of the community. Figure 7 shows Grabill's population changes since 2000.

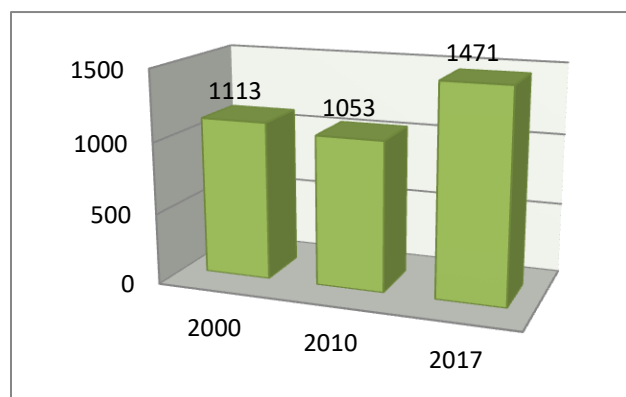


Figure 7: Grabill's Population Change

2.3.2 Age Distribution

The Town of Grabill's population has a slightly younger median age (median 34.7) when compared to Allen County (median age 35.7) and Indiana as a whole (median age 37.5). The estimated median age of Grabill in 2017 was 30.6 suggesting that the population has aged slightly. When compared to Allen County and the State of Indiana, Grabill has similar proportion of the population under 19. Grabill also has a higher proportion of the general population between the ages of 20 and 44 at 35.5% of the population, which is approximately 3% greater than Allen County and the State of Indiana. This suggests that majority of Grabill's population are families. Therefore, it is necessary for the Grabill Parks to update their facilities and amenities to meet the needs of families in the community. Figure 8 below shows the median age in Grabill, as compared to Allen County, and Grabill from the 2000 Census

thru the 2017 ACS estimates. Table 3, shown below, shows the ages represented within the population of Grabill, Allen County and Indiana as estimated in 2017.

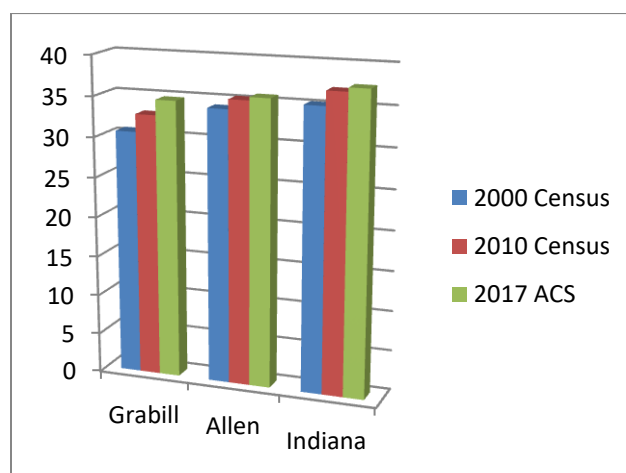


Figure 8: Median Age in Grabill, Allen County, and Indiana

Table 3: Age Distribution in Grabill, Allen County, and Indiana

Gender and Age	Grabill		Allen County		Indiana	
	Number	%	Number	%	Number	%
Total population	1471		367,747		6,614,418	
Male	667	45.34%	179,414	48.79%	3,258,279	49.26%
Female	781	53.09%	188,333	51.21%	3,356,139	50.74%
Under 5 years	97	6.59%	26,219	7.13%	418,329	6.32%
5 to 9 years	139	9.45%	26,784	7.28%	440,339	6.66%
10 to 14 years	118	8.02%	26,862	7.30%	446,271	6.75%
15 to 19 years	54	3.67%	25,409	6.91%	458,738	6.94%
20 to 24 years	122	8.29%	24,964	6.79%	481,290	7.28%
25 to 34 years	210	14.28%	49,580	13.48%	849,743	12.85%
35 to 44 years	190	12.92%	45,810	12.46%	821,580	12.42%
45 to 54 years	159	10.81%	46,941	12.76%	877,806	13.27%
55 to 59 years	95	6.46%	24,202	6.58%	451,103	6.82%
60 to 64 years	124	8.43%	21,347	5.80%	400,651	6.06%
65 to 74 years	106	7.21%	28,815	7.84%	557,797	8.43%
75 to 84 years	44	2.99%	13,940	3.79%	284,157	4.30%
85 years and over	13	0.88%	6,874	1.87%	126,614	1.91%
Median age	34.7		35.7		37.5	

2.3.3 Race

The Town of Grabill is less diverse than Allen County and Indiana as a whole as 92.9% of the population identify as white according to the ACS. Table 4 below shows the distribution of races in Grabill, Allen County and Indiana.

Table 4: Distribution of Race in Grabill, Allen County, and Indiana

	Grabill	Allen County	Indiana
White	1,366	274,344	5,534,759
African American	15	41,406	608,226
Native American	0	602	15,799
Asian	5	12,910	130,232
Pacific Islander	0	126	2,746
Hispanic or Latino	38	26,546	429,522
Other	4	590	151,500
2 or More Races	43	11,223	146,316
Total Population	1,471	367,747	6,589,578

2.3.4 Disabilities

The estimated population living with disabilities of any kind in Grabill is 13.7% with a +/-4.9% margin of error which is considerably higher than that of Allen County (11.8% with a +/-0.5% margin of error) and Indiana (7.8% with a +/-0.1% margin of error). Again, there is a high margin of error in the disability estimates for Grabill and it is believed the disability percentage in Grabill is comparable to that of the County. Therefore, the level of accessibility required for town facilities is no greater in Grabill than what is required in Allen County through the Americans with Disabilities Act and Architectural Barriers Act.

2.3.5 Socioeconomic Factors

Median household income in Grabill is approximately 2% lower than Allen County and 4% lower than Indiana by approximately (see Table 5). The percentage of families living in poverty is nearly 3% higher in Grabill when compared to Allen County and Indiana. It should be noted that the percentage of seniors living in poverty is substantially higher in Grabill than in Allen County or the State (Table 5). However, it is notable that nearly 97% of Grabill's adults have graduated from high school, which is significantly more than Allen County and Indiana residents as a whole. Since nearly a fifth of Grabill's population is living under the poverty level it is important to provide free sources of recreation as can found within a park or be provided by the services offered by the Park.

Table 5: Income and Poverty Levels

	Grabill	Allen County	Indiana
Income			
Median Household Income	\$50,167	\$51,091	\$52,182
Median Per Capita Income	\$24,826	\$26,932	\$27,305
Poverty			
All Families	17.50%	14.70%	14.60%
Under 18 yrs old	25.20%	22.00%	20.40%
18-64 yrs old	15.30%	13.40%	13.90%
Age 65+	11.00%	6.20%	7.50%
Education			
High school or greater	96.8%	89.40%	88.30%
Bachelor's degree or higher	17.3%	27.50%	25.30%

2.3.6 Unemployment

According to the US Census Bureau 2017 ACS 5-Year Estimates, the unemployment rate for Grabill's population >16 years of age is 3.60% with a margin of error +/-4.2%. Allen County has an estimated unemployment rate of 6.3% with a margin of error of +/-0.4% and Indiana has an estimated unemployment rate of 6.1% with a margin of error of +/-0.1%. As can be seen above and in Figure 9 below, the unemployment rate in Grabill appears to be much lower than that of the County and State; however the margin of error is much greater.

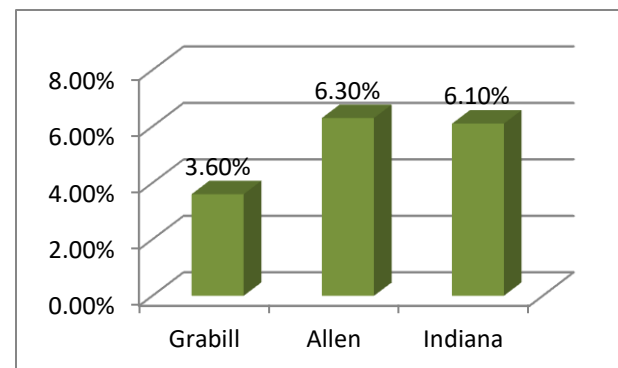


Figure 9: Percent of Population Unemployed

2.3.7 Occupations

The top industries by employee in Grabill include office and administrative support, transportation, sales, and production. See Table 6 for details about Grabill's workforce and Figure 10 for the various industries Grabill's workforce is in. It should be noted that the mean travel time for workers in Grabill is 23.3 minutes. It should also be noted that the ACS estimates only 13.5% of the residents of Grabill work in Grabill. That means that 86.5% of the population commute outside of Grabill for work. This implies that Grabill will need to maintain, or even increase, their quality of place to retain their residents.

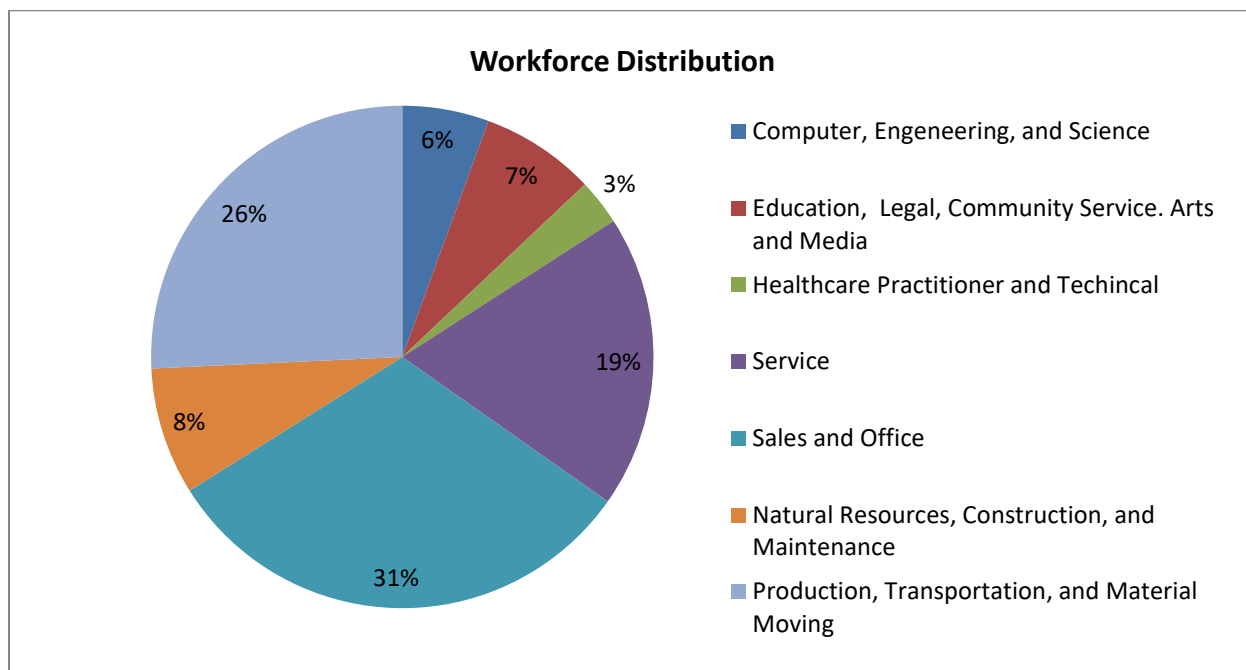


Figure 10: Grabill's Workforce Distribution

Table 6: Workforce Distribution by Occupation

	Total	%
Total Employed Population (16+)	667	
<i>Management, Business, Science and Arts</i>	154	23.09%
Management	37	5.55%
Business and Financial Operations	20	3.00%
Computer, Engineering, and Science	34	5.10%
Computers and Mathematics	8	1.20%
Architecture and Engineering	18	2.70%
Life, Physical, and Social Sciences	8	1.20%
Education, Legal, Community Service, Arts and Media	45	6.75%
Community and Social Services	12	1.80%
Legal	0	0.00%
Education, Training, and Library	30	4.50%
Arts, Design, Entertainment, Sports, and Media	3	0.45%
Healthcare Practitioner and Technical	18	2.70%
Health Diagnosing and Treating Practitioners	8	1.20%
Health Technologists and Technicians	10	1.50%
<i>Service</i>	115	17.24%
Healthcare Support	31	4.65%
Fire Fighting and Prevention	17	2.55%
Law Enforcement	15	2.25%
Food Preparation and Serving	29	4.35%
Building and Grounds Cleaning and Maintenance	11	1.65%
Personal Care and Service	12	1.80%
<i>Sales and Office</i>	191	28.64%
Sales	80	11.99%
Office and Administrative Support	111	16.64%
<i>Natural Resources, Construction, and Maintenance</i>	50	7.50%
Farming, Fishing, and Forestry	0	0.00%
Construction and Extraction	26	3.90%
Installation, Maintenance, and Repair	24	3.60%
<i>Production, Transportation, and Material Moving</i>	157	23.54%
Production	59	8.85%
Transportation	86	12.89%
Material Moving	12	1.80%

2.3.8 Access to Exercise Opportunities

According to the website *County Health Rankings and Roadmaps* (www.countyhelathrankings.org) Allen County ranks 47th out of 92 in the state for overall health outcomes. 85% of its population has reasonable access to exercise opportunities. Therefore; Allen County ranks higher than the State of Indiana, as a whole, which estimates 77% of the average population has access to exercise opportunities. However, it should be noted that this may be because Fort Wayne, the County seat, has 86 parks covering 2,805 acres of parkland as well as several YMCAs, private gyms, county parks, and 113 miles of multi-use trails. U.S. top performers range in the 91% for access to exercise. *Note: Individuals are considered to have access to exercise opportunities if they 1) reside in a census block that is within a half mile of a park; 2) reside in an urban census block that is within one mile of a recreational facility; or 3) reside in a rural census block that is within three miles of a recreational facility.*

Local, state and national parks, and facilities including gyms, community centers, YMCAs, dance studios and

pools are included in the “Access to Exercise Opportunities” measure. It should be noted that these facilities are not available in Grabill.

2.3.9 Statewide Comprehensive Outdoor Recreation Plan (SCORP)

According to the 2016 – 2020 Indiana Statewide Comprehensive Outdoor Recreation Plan, the SCORP is a “resource that quantifies and analyzes the state’s outdoor recreation resources for social, environmental, health and economic benefit of citizens statewide. The SCORP is intended to support local, regional, and state-level recreation decision making, as well as foster research, partnerships and cooperation among users, planners, government officials, nonprofits, and the private sector”. The SCORP describes how Indiana has set a LOS of a minimum of 0.02 acres (20 acres/ 1000 people) of outdoor recreational space including parks, recreation, and open space available per person. According to the SCORP, Allen County is short of recreational space available per person by 15%, or 1,089.67 acres.

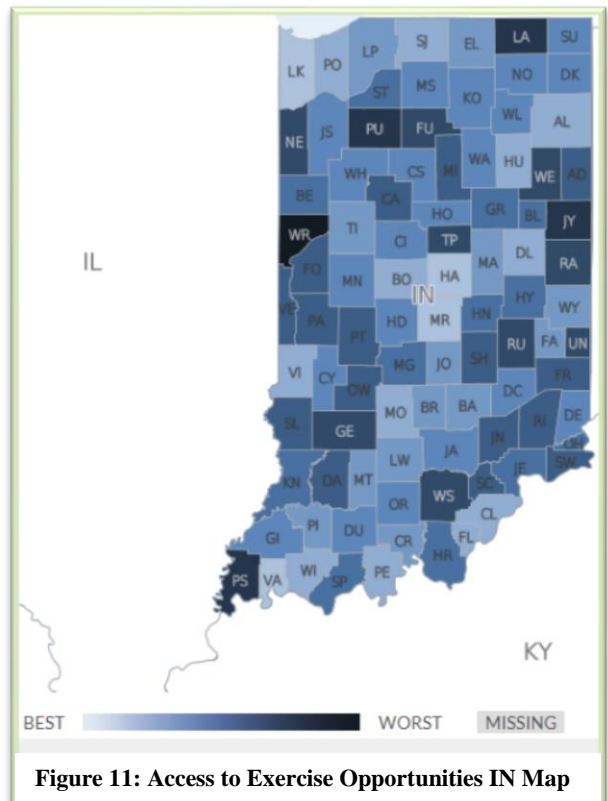


Figure 11: Access to Exercise Opportunities IN Map



Figure 12: (SCORP) Local Outdoor Recreation Acres, by County

2.3.10 Summary of Findings

Below is a summary of the findings related to the social and economic analysis that may have an effect on park planning:

- The population of Grabill is estimated to have increased nearly 40% since the 2000 Census
- The population is aging slightly: approximately 4 years since the 2000 Census
- The median age of individuals in Grabill is younger than the county and state
- The median income per household is slightly lower than the county and state but the individual income is significantly lower than the county and state
- The estimated percentage of individuals with disabilities is substantially greater in Grabill than in Allen County or Indiana, though the margin of error of the estimate is also much greater
- The percentage of individuals with a high school diploma is much greater than Allen County and Indiana
- The percentage of individuals with a Bachelor degree or higher in Grabill is substantially lower than in Allen County or Indiana
- The majority of workers in Grabill are employed in Sales and Office Occupations or transportation
- Access to exercise opportunities is greater in Allen County than much of the state of Indiana; however, since Grabill does not include facilities included in the evaluation of access to exercise, Grabill likely scores lower than Allen County as a whole.
- Allen County is determined to be deficient in outdoor recreation space according to the 2016 – 2020 SCORP.

3.0 Inventory

3.1 Parks Located within Grabill

There are two parks located within Grabill; Jack R. Harris Park, also referred to as North Park, and Grabill Park, which is referred to locally as South Park. These parks make it so the residents of Grabill have 22 acres of land available to them for recreational purposes which is 5.4% of the total land area of Grabill. Figure 11 below shows the location of the parks currently within the town limits of Grabill.

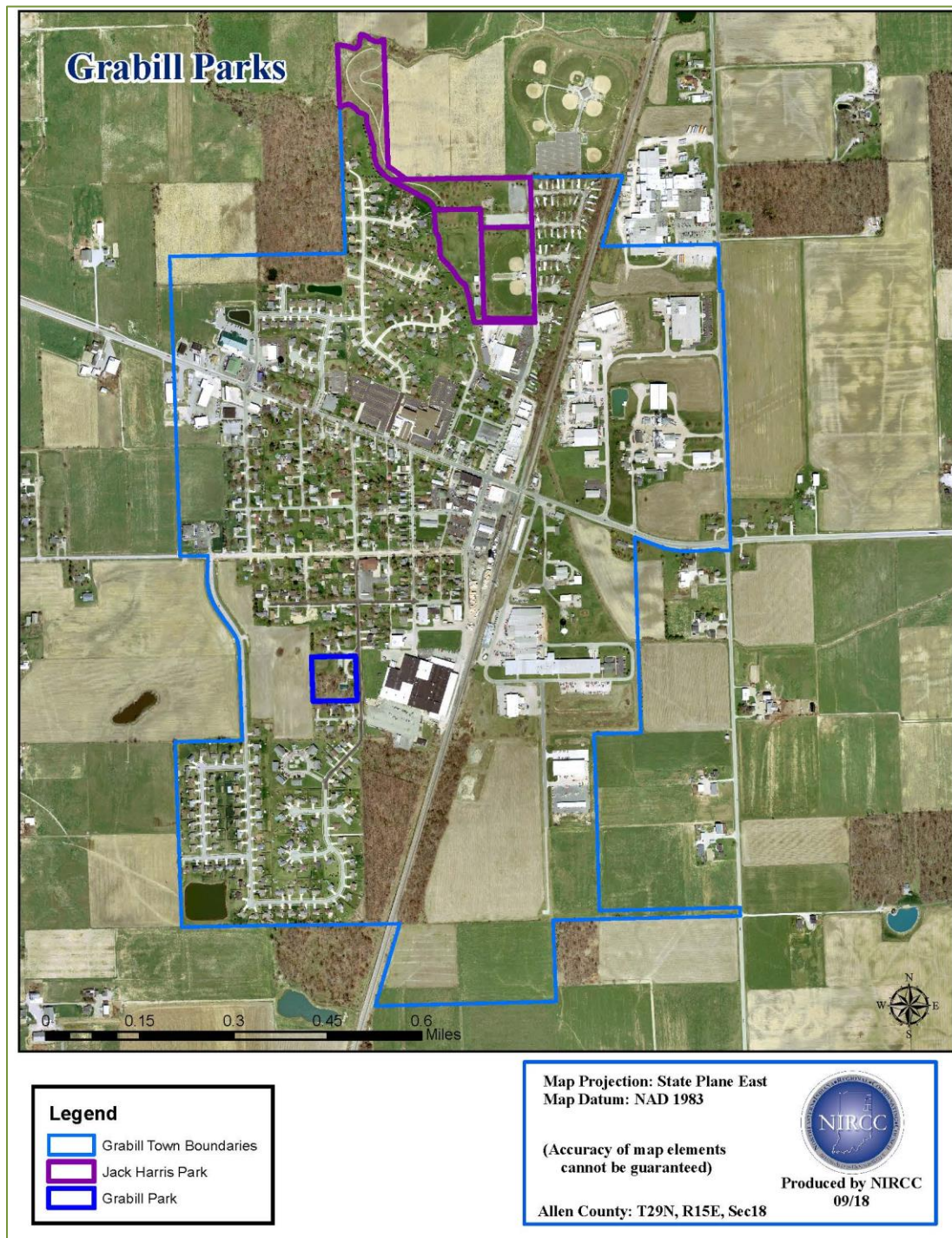


Figure 11: Parks Located within Grabill Town Limits

3.2 Park History

As described in Section 1, the 2.3 acres Grabill Park, also referred to as the South Park, was established in 1912, just ten years after the Town of Grabill was founded. In 1977, Jack R. Harris who was a member of the Grabill Country Fair which began in 1973, realized there was a need for a larger park on the north side of town. Therefore, the Grabill Country Fair donated approximately 20.5 acres of land to the Town of Grabill to be turned into a public Park.

As the parks aged and upkeep was more necessary it was decided that there should be a Park Board to oversee the Park and maintain its integrity. Therefore, the Grabill Park Board was established on June 12, 1990 by ordinance number 286 to govern the park.

3.3 Park Facilities

3.3.2 Grabill Park

Grabill Park - South, 13131 Indiana St, Grabill IN 46741

Location: West side of Indiana Street approximately 1,835 feet south of Grabill Road, the main thoroughfare in Grabill.

Size: Approximately 2.28 Acres

<p>Grabill Park entrance (year built: 1997)</p> <p>Wooden park sign, buggy to represent the Amish Heritage of the area, metal bench, and flower garden (planted by Leo-Grabill Garden Club).</p>	
<p>Gravel Parking Lot (Year Built: 1970's)</p> <p>Parking lot is gravel and can hold approximately 10 cars.</p> <p>Circle drive (Year Built: 1997)</p> <p>The circle drive is asphalt and runs from Indiana, adjacent to the gravel parking lot, playground, and pavilion then out again to Indiana.</p>	

Basketball court (Year Built: 1999)

Asphalt court, lines are worn and some cracks in asphalt. Adjustable hoops with wooden back board (previously had plexi-glass but they would get broken each year).

Bike Rack (Year Built: 2008)

Metal bike rack adjacent to basketball courts on the west side of the gravel parking lot.



Green open space and t-ball field (Year Built: 1960)

T-ball field has two aluminum benches for each team, partitioned by rail road ties, and a high fence behind home base.



Outhouse base (Year Built: 1940's; outhouse removed and filled in 1980's, but fill has settled. Complete removal in fall 2018).



Playground (Year Built: 1912-ongoing)

Five picnic tables on concrete slabs, wooden train, metal climbing structure, metal structure holding a tire swing, plastic climbing structure with small slide for toddlers, wooden structure with two swings, merry-go-round, metal structure with two baby swings and two larger swings, slide, four concrete slabs for spring riders but two riders are broken and missing. Four metal benches. Playground base is mulch.

**Metal climbing structure (Year Built: 1940's)**

Merry-go-Round (Year Built: 1930's) Wood and metal

**Wooden Train (Year Built: 1995)**

Wooden train with four cars. All cars can be climbed in and/or on. Train built by local Amish company.

**Toddler Playset (Year Built: 2004)**

Small plastic playset with area to climb, a slide, platform, and music chimes. Replaced previous structure that was destroyed by a fallen tree during a storm.



Tire Swing (Year Built: 2003)

Tire swing attached to a metal structure. Tire swing is nearly 3 feet off the ground



Swings (Year Built: 1995)

Wooden structure with two plastic swings.



Swings (Year Built: 1995)

Metal structure with two infant/toddler swings and two swings for school aged kids.

Spring Riders (Year Built: 2002)

Four small concrete slabs poured for each spring rider. Riders are missing from two of the slabs.

Slide (Year Built: 2003) Plastic double slide.



Adult Swing (Year Built: 1995)

Wooden “Porch-Swing” with wooden awning on a concrete slab.



Port-o-John (Various contracts for past 25 years. Port-o-john on site between 04/30 and 11/01 annually)

Picnic Area (Year Built: 1997)

Large concrete slab adjacent to pavilion with four square picnic tables, another concrete slab and picnic table next to the pavilion, and one more near the entrance sign across from the circle drive.

**Pavilion (Year Built: 1997)**

Enclosed 1,680 square foot pavilion with vinyl flooring, newer windows, siding, roof. Full kitchen (no utensils provided), XX 10’ tables, and XX 8’ tables, folding chairs and coat racks. Was originally an open air pavilion built in 1930 but was enclosed in 1997. Rented for \$125/day.




3.3.3 Jack R. Harris Park





Jack R. Harris Park - Main Street, Grabill IN 46741




Location: Main Street on the north end of the political boundary of Grabill and on the west side of the street at its terminus.

Size: Approximately 19.73 Acres

<p>Gravel Parking lot (year built: 2009)</p>	
<p>Asphalt Parking Lot (Year Built: 1993) Parking lot is made of asphalt with a speed bump and room for approximately 50 cars or more. There are no painted lined for parking spaces in the lot. There are also four basketball hoops at the far west side of the parking lot.</p>	
<p>Pavilions – North side of Parking lot</p> <p>Pavilion 1 (Year Built: 2007) Three aluminum benches on a concrete slab with an adjacent built in charcoal/wood fire grill.</p> <p>Pavilion 2 (Year Built: 2007) One wooden picnic table chained to concrete slab</p> <p>Pavilion 3 (Year Built: 2007) One wooden picnic table, chained down to a concrete slab and an adjacent built in charcoal/wood fire grill.</p> <p>Pavilion 4 (Year Built: 2007) One wooden picnic table chained to concrete slab</p>	


<p>Pavilions – South side of Parking Lot</p> <p>Pavilion 1 (Year Built: 2007) Wooden picnic table chained to a concrete slab</p> <p>Pavilion 2 (Year Built: 2007) Wooden picnic table chained to a concrete slab</p> <p>Pavilion 3 (Year Built: 2007) Wooden picnic table chained to a concrete slab</p>	
<p>Plastic Playset (Year Built: 2013)</p> <p>Comprised of plastic and metal. Has three straight slides and one curved slide, monkey bars, and three small climbing platforms.</p>	
<p>Wooden Playset (Year Built: 1980)</p> <p>Made of cedar wood. Has four platforms, suspension bridge, rock wall, two child swings and two infant swings, a metal slide with a ramp to walk up next to it, and monkey bars. Purchased by the Grabill Country Fair.</p>	

<p>Swings (Year Built: 1986) Metal Swing set with two swings, one set of rings and one trapeze bar.</p> <p>Horizontal bar set (Year Built: 1986) Metal horizontal bars with three different heights.</p> <p>Both purchased by the Grabill Country Fair.</p>	
<p>Wooden Train (Year Built: 1980) Wooden train with six cars. All cars can be climbed in and/or on. Purchased by the Grabill Country Fair.</p>	
<p>Geo-dome Climber (Year Built: 1986) Large 6ft high geo-dome super climber made of metal. Purchased by the Grabill Country Fair.</p>	
<p>Sidewalk to the adjacent neighborhood (Year Built: 1980)</p> <p>Five foot wide concrete sidewalk that is approximately 335 feet long and leads to a wooden bridge over the creek at the border of the park between it and the adjacent neighborhood.</p> <p>Port-o-John</p>	

<p>Benches along sidewalk (Year Built: unknown)</p> <p>There are two wooden benches along the sidewalk to provide resting areas.</p> <p>Bench 1 is located approximately 115 feet from the parking lot.</p> <p>Bench 2 is located approximately 150 feet from Bench 1.</p>	
<p>Pedestrian Bridge (Year Built: 1980)</p> <p>Pedestrian bridge originally built by the developer of the adjacent neighborhood to create a connection for residents to get to the Park. However, the bridge needed to be repaired and the Park assumed that responsibility and did minor repairs in 2013.</p>	
<p>Park Sign at Bridge (Year Built: 2002)</p> <p>Jack R. Harris Sign in a perennial garden at the entrance to the park from just over the bridge to the adjacent neighborhood.</p>	

<p>Multi-use Trail (Year Built: 1996)</p> <p>8 foot wide concrete multi-use trail leading from the park sidewalk to, and around the constructed meadow and wetland at the furthest north point of the park boundaries.</p>	
<p>Wooded green space (Year Built: 1980)</p>	
<p>Tall Grass Prairie and Emergent Wetland (Year Built: 1999)</p> <p>A 4.86 acre emergent wetland and tall grass prairie landscape constructed with Land and Water Conservation Fund monies awarded in 1994. There is an approximately 0.3 mile long, 8 ft wide concrete trail encircling the natural area. There are two interpretive signs and two benches along the trail.</p>	
<p>Sledding Hill (Year Built: 1990)</p> <p>Large sledding hill with concrete steps built at the site of the old sewage plant.</p>	

<p>Batting Cages (Year Built: Unknown)</p> <p>One structure with two batting cages constructed of chain link fence and a net roof.</p>	
<p>Storage Shed (Year Built: Unknown)</p> <p>Shed has a wood floor and no foundation. It stores supplies and equipment for the Leo-Grabill softball league.</p>	
<p>Baseball Diamonds (Year Built: 1985)</p> <p>There are two baseball diamonds each with dug outs (concrete floors installed in 2017), score boards (2007), lights (1990), and bleachers (2008).</p>	
<p>Concessions (Year Built: 1990)</p> <p>Concession stand with restrooms, and two concession windows.</p> <p>The bathrooms were updated to meet ADA standards, electrical was updated, and sidewalks were added in 2017.</p> <p>There are eight wooden picnic tables and two bike racks. There are cement sidewalks leading to and around the concession building.</p>	

<p>Storage Buildings</p> <p>Building 1 (Year Built: 1985 – owned by the Fair)</p> <p>Building 2 (Year Built: 2013 – Grabill’s salt storage)</p> <p>Building 3 (Year Built: 1989 – Grabill’s maintenance building)</p>	
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3.4 Park Programming

The Grabill Park Board does not provide any programming for the residents of Grabill or surrounding area with the exception of the annual Breakfast with Santa that takes place every December and attracts nearly 400 people each year. Grabill Park has a signed contract with the Leo-Grabill Softball League for use of the two ball diamonds at the Jack R. Harris Park. The Leo-Grabill Softball League for ages 4 – 14 is run by an outside organization which assists with the upkeep of the ball fields and dugouts and oversees all other aspects of the League.

Grabill Parks Board has sponsored community events in the past including “First Saturdays” where they would have open air concerts and an ice cream social. The Park Board also hosted a circus a couple of times. The Park Board would like to sponsor more community events in the future.

3.5 Other Recreational Facilities

There are limited recreational opportunities in Grabill directly. Beyond the Grabill Parks, the Leo-Grabill Sports Complex, Inc. hosts baseball and softball leagues and the local Missionary Church holds an annual carnival. The Harlan Christian Youth Center, located 3 miles southeast of Grabill, offers after school clubs and a youth summer camp. Riverside Park in Leo-Cedarville is located just 2.2 miles northwest of Grabill and it connected by a 10ft multi-use trail. Riverside Park offers a splash pad, sand volleyball court, open green space, many open air pavilions, and a multi-use trail. Leo-Cedarville also has a newly renovated indoor pavilion to be rented and a large wooden play structure at the Leo-Cedarville Park. Finally, the Leo-Cedarville Parks offer several annual community events that attract residents from Grabill and other surrounding towns and cities.

3.6 Accessibility and Universal Design

The Town of Grabill is responsible to ensure that all activities and facilities offered by the Grabill Parks Board are accessible to residents and visitors of all abilities. The Park Board is committed to ensure that all new facilities and renovations are constructed to be compliant with the Americans with Disabilities Act (ADA).

3.6.1 ADA Self Evaluation and Transition Plan

On April 17, 2013 the Town Council adopted the *Town of Grabill's Americans with Disabilities Act Self-Evaluation and Transition Plan* written by the consulting firm DLZ. Both of Grabill's parks were included in the evaluation and necessary changes to the parks to ensure ADA compliance were outlined including; but not limited to, barrier free parking and no accessible route to many park amenities. At the time of the evaluation, bathrooms at both parks were in non-compliance. However, the Jack Harris Park concessions and restroom facilities have since been upgraded to meet all required standards and specs.

An evaluation of the two parks in Grabill by NIRCC staff indicate that the parks are not compliant with ADA regulations and as improvements are made, they will need to meet Consumer Product Safety Commission (CPSC) and ADA requirements.

The Town of Grabill's Americans with Disabilities Act Self-Evaluation and Transition Plan is included in Appendix A. The results of the evaluation, and how Grabill addresses the requirements of public notice and addressing any grievances can be found within the Plan.

3.6.2 ADA Contact

Information regarding the ADA nondiscriminatory requirements and accessible facilities programs and services can be acquired by contacting the Town of Grabill's ADA Coordinator. Additionally, the Town of Grabill's ADA Coordinator can be contacted with any grievances at the following address:

Casey Erwin (DLZ, Indiana)
13717 First Street
Grabill, IN 46741

4.0 Public Participation

The Grabill Community Parks have had some improvements over the past several years including upgrading the concession building at Jack Harris Park, which includes upgrading the bathrooms, and installing level hard surfaces to and around the building. Additionally, the roof on the pavilion located in Grabill Park was re-shingled. However, town residents and the Park Board believe that more can and should be done to improve the Park system and quality of life in Grabill.

The New Allen Alliance published an award winning Strategic Investment Plan (SIP) for each of the smaller communities located in eastern Allen County, including Grabill, in 2016. The process of information and public input gathering for the SIP took approximately one year. Through 83 respondents of a public survey disseminated to town residents and 12 attendees at a public meeting, community priorities were identified. An action register was compiled to identify how certain priorities would be addresses. Below are three actions from the SIP that are connected with the Grabill parks.

1. Participate in an initiative to physically improve local community parks and downtowns based on collective branding and landscape design. Involvement includes development of a "Quality of Life" design plan that unifies the look of the community at major entrances, in the downtown area, and within the parks with investments into street lighting, sidewalks, furnishings, signage, landscaping, and park improvements.
2. Pursue funding to implement "Quality of Life" design plan.
3. Pursue the development for more recreational and fitness programming for residents of all ages.

While development of a 5-Year Master Park Plan was not identified as a priority in the SIP, doing so will help to address other priorities and help with the implementation of the above actions.

Public participation in the park planning process was conducted using several different means of data collection including a public survey disseminated to all residences that receive Grabill Utilities, surveys left at the local library and Grabill Hardware, surveys disseminated to youth attendees at the annual Breakfast with Santa, and a special public meeting held on October 8, 2018. Park Board meetings are always open to the public as well, but the public did not attend any during the Park Planning process.

4.1 Public Meetings

The Grabill Park board meetings are regularly scheduled on the second Monday of each month and are open to the public. Meeting minutes for the meetings that occurred during the Park Planning process are in Appendix B. Any major decisions must be presented to the Town Council prior to being implemented. The Action Register in Section 5 of this Plan will address regular “housekeeping” that will need to be done in the future for the Park Board to maintain transparency and consensus building in all decisions made for the Park system in Grabill. There was a special public meeting held on October 8, 2018 to garner the public’s input on the two Grabill Parks. This will be updated with the final public meeting once that is held in May.

4.1.1 Town Council Meeting

The 5-Year Master Park Plan was discussed with Town Council at their regular scheduled meeting on May 16, 2018. The meeting was open to the public. Roger Harris, Grabill Park Board President,

representatives from NIRCC, and local media were present. The meeting provided an opportunity to discuss the benefits a 5-year Master Park Plan will provide to the community. Key points mentioned included that the park plan will identify park priorities determined by the residents within the Town, potential costs for the park improvements, and that as a result of the Park Plan the Grabill Park Board will be eligible for various funding opportunities that would not be possible without an approved Park Plan. Town Council gave the okay to Mr. Harris to sign a Memorandum of Agreement between the Grabill Park Board and NIRCC so that NIRCC could move forward compiling the 5-Year Master Park Plan for the Grabill Park Board.

4.1.2 Park Plan Public Meeting

A public meeting specific to the Park Plan was held on October 8, 2018 at the Grabill Park pavilion at 6:30pm. The meeting was advertised in the East Allen Currier News on September 25, 2018 (see Appendix B). Additionally, a meeting announcement was posted at the Grabill Library, Town Hall, and Grabill Hardware (see Appendix B). Finally, the public meeting event was posted on the Grabill Park Board Facebook page.

There were ten (10) people in attendance including one Town Council member, five (5) Park Board members, two (2) people from NIRCC, and two (2) residents from the general public in Grabill (see Appendix B). Kyle Quandt from NIRCC presented the purpose and goals of the Park Plan and discussed some of the improvements and additions that have been proposed for the Park System. There was a lot of discussion about the desired improvements and how much the park is loved within the community. It was also mentioned that the Amish Community utilize the parks nearly every weekend in the summer.

After an open discussion, notes that were taken during the meeting on 2' x 3' pads of paper were put on the wall for ease of viewing. Attendees were given small stickers and they were asked to put one next to their top three priorities. Attendees choose lights on the wetland trail, pet waste stations, and additional multi-use trails as the top three park amenities to be added to the Grabill Parks. Attendees choose playground equipment and subsurface and adding park programing as the top three park improvements. The scores from the public meeting are shown below in Tables 7 and 8:

Table 7: Additional Park Amenities

Lights on Wetland Trail	7
Lights at both Parks	
Pet Waste Stations	5
Sidewalk to Adjacent Sport Club	1
Additional Multi-use Trails	3
Open Air Pavilion at Jack R Harris Park	1
Frisbee Golf at Jack R Harris Park	2
Park Programs	2
Install New Sign for Jack R Harris Park	
Install Park Rules Sign	1
Drinking Fountains	1
More Tress (chestnut)	

(Top priorities are highlighted in bold; Lights at Wetland Trail, Pet Waste Stations, Additional Multi-Use Trails)

Table 8: Improvements to Existing Amenities

Playground Equipment	5
Playground Subsurface	4
Parking Lots	
Landscaping	2
Seating at Playgrounds	1
Drainage at Jack R Harris Park	1
Stormwater Management - Grabill Park	
Accessible Bathrooms at Pavilion	2
Upgrade Grabill Park Entrance	
Upgrade Basketball Courts	
Ability to Financially Assist Ball Park	
Ability to Provide Ongoing Maintenance	
Sledding Hill (Prevent kids from going toward creek on east side)	1
Improve Wetland Interpretive Signs	1
Programs (Movies; Games; Etc)	3

(Top priorities are highlighted in bold; Playground Equipment, Playground Subsurface, Park Programs)

4.2 Public Surveys

Public surveys were disseminated to the public via two methods: 1) mailed to all local residents utilizing Grabill's water service; 2) surveys were available at the Allen County Public library in Grabill and at Grabill Hardware. Survey participants were asked to return their surveys either to Grabill Town Hall, the Allen County library in Grabill, or to Grabill Hardware. Additionally, surveys specific for the area youth were disseminated at the annual Breakfast with Santa on December 1, 2018. The results of those surveys are in the following subsections. (See the survey in Appendix C).

4.2.1 Adult Public Survey

Of the surveys disseminated to Grabill Utility users there were 40 respondents; 2.7% of the population. Thirty-four of the respondents identified their age on the survey and 61.8% of the respondents were over the age of 54 and 41.2% of respondents were over the age of 65. It should also be noted that 70% of the respondents were female. The surveys represent the use for the entire household. Below are the results of the public survey:

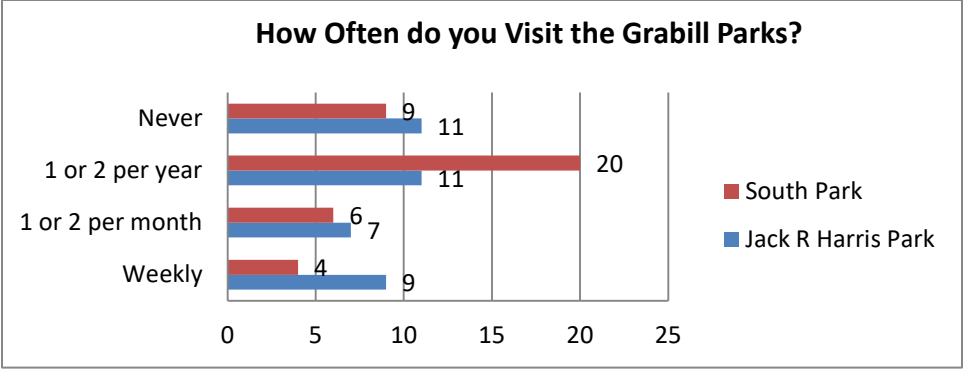


Figure 12: Grabill Park Use

Figure 12 above shows that the frequency in which the respondents visits the parks. Overall, the Jack R. Harris Park is utilized on a more regular basis than the South Park. However, more people indicated that they visit the South Park (N=30) than the Jack R. Harris Park (N = 27). The Jack R. Harris Park has more amenities available than the South Park as it has the softball diamonds for summer use, the sledding hill for winter use, and the wetland multiuse trail for year round enjoyment. This could explain why park users use it more consistently than the South Park.

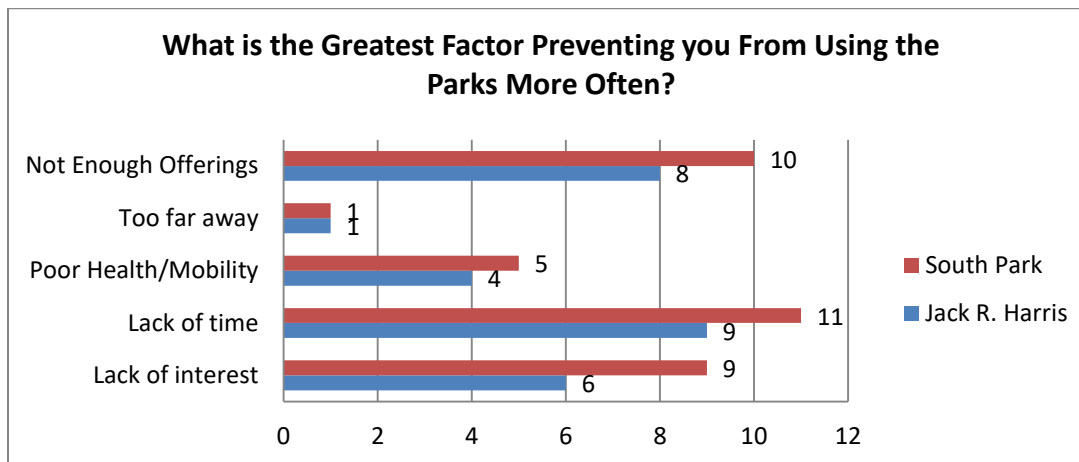


Figure 13: What is Preventing Using Parks More

Figure 13 shows the reason why respondents don't visit the park more often. Grabill is a commuter town as most residents commute to Fort Wayne or other nearby larger cities for employment. This may account for why many respondents (42.9%) listed a "lack of time" as the reason why they do not use the parks more often. However, many respondents indicated that the parks do not have enough activities available which may account for their lack of interest in visiting the parks. It should be noted that most respondents indicated that the Grabill South Park specifically did not have enough offerings and there was a lack of interest in visiting it. 35.1% don't visit the park more often due to there not being enough offerings, 8.8% don't have an interest in the park, 11% answered they have "poor health/mobility" and 2.2% feel they live too far away from the park to use it. Respondents were given the option to write in comments. One respondent wrote in that "age" was the limiting factor to them visiting the parks.

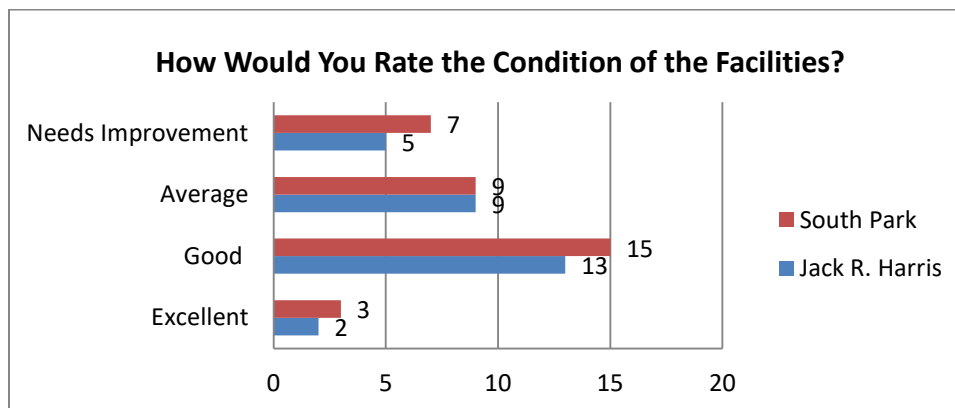


Figure 14: Condition of Grabill's Parks

As can be gleaned from Figure 14, in general, park users view the park as being acceptable as most of the respondents answered that the physical condition of the Grabill's Parks is "good" or "average". However, few marked the parks as being in "excellent" condition and 18% of the respondents marked the South Park as "needs improvement" and 13% marked the Jack R. Harris Park as "needs improvement".

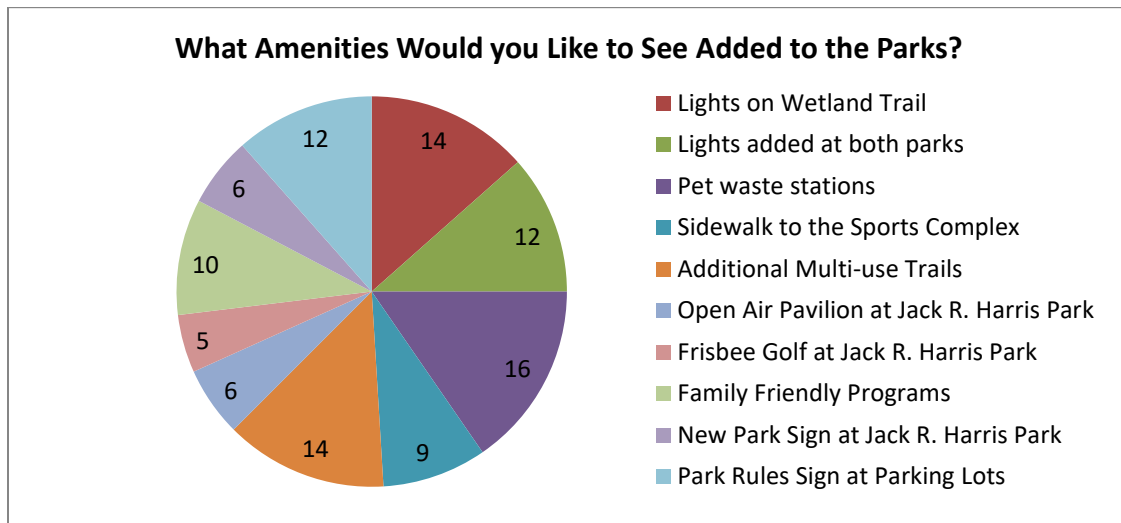


Figure 15: Amenities to Add to the Grabill Parks

As seen in Figure 15, most respondents would like to see pet waste stations added to the parks (15% of respondents) with lights on the wetland trail and more multi-use trails as close seconds (each at 13% of respondents). The top additional amenities the Grabill public would like to see at the parks beyond those already mentioned, as gleaned from the public survey are family friendly Park programs (10%), lights added to both parks (11%), and park rules signs (12%). Respondents were given the option to write in comments and those included: wayfinding signs for the parks (1); golf carts on the wetland trail (3); playground equipment (1); welcome the general public; not just ball teams (1); dog park (1); pickle ball (2); refurbished interpretive signs at wetland (1).

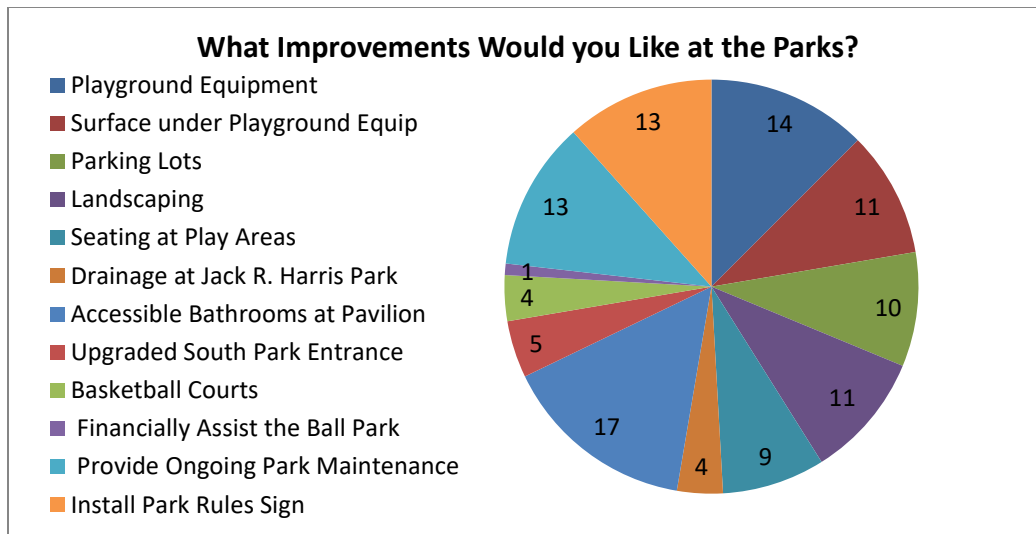


Figure 16: Improvement at Grabill Parks

Respondents were asked to check all improvements they would like to see at the Grabill Parks and were given the option to write in suggestions. Figure 16 shows that the option for new and ADA accessible bathrooms in the pavilion received the highest percent of votes (15%). Other top voted improvements include providing ongoing maintenance at the parks, installing park rules signs, and upgrading playground equipment (12% of the vote each). Improving landscaping at the parks and the playground subsurface each received 10% of the votes. The improvements written in on the survey include pickle ball (n=1) and sidewalks for golf carts (n=1).

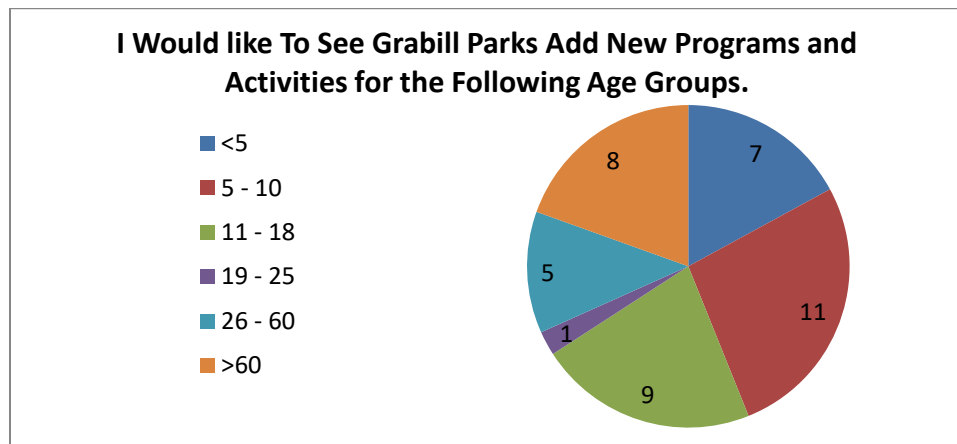


Figure 17: Park Programming Age Groups

The Grabill Park Board would like to offer more programs for Grabill residents and therefore was interested to learn if Grabill Park residents would be interested in local family friendly programs. As can be seen in Figure 15, 10% of the survey respondents were interested in park programs. Figure 17 shows the desired age group for the programs. Most respondents are interested in programs for children from birth to 18 as 66% of the respondents choose age groups 18 and younger. However 20% of respondents would like to see park programs for the senior population over 60 years old. It should be noted that the answers were very specific and it appears that people may have chosen age groups

specific to the ages that are currently represented in their household. However, the take-away is that the Grabill public is interested in park programming.

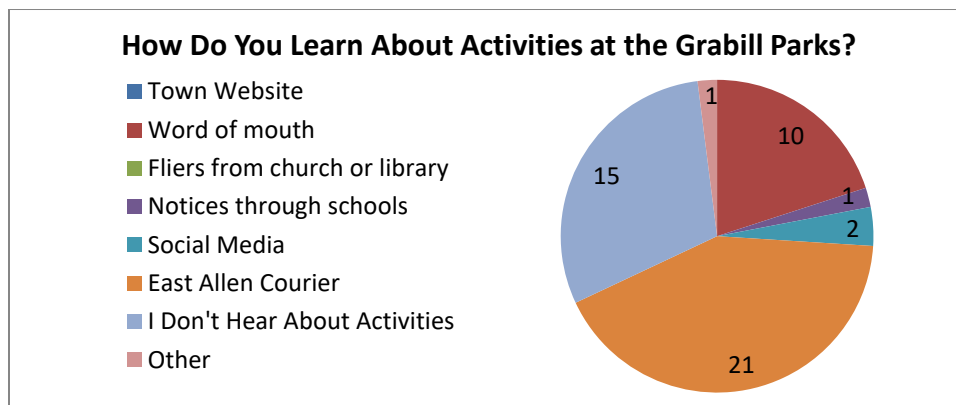


Figure 18: How Does Public Learn About Park Activities

Figure 18 shows that most respondents learn about activities at the Park through the East Allen Courier, the local newspaper (42%). Respondents also indicated that they learn about activities at the Park through word of mouth (20%). Most significant is that 30% of respondents said they do not hear about activities at the Park. This could be because the park only hosts one significant public event annually, or that the park is in need of outreach efforts. One respondent wrote in that they hear of Park activities from a park employee. Finally, no one marked that they learn about park activities from the Town's website or from fliers at church or the library.

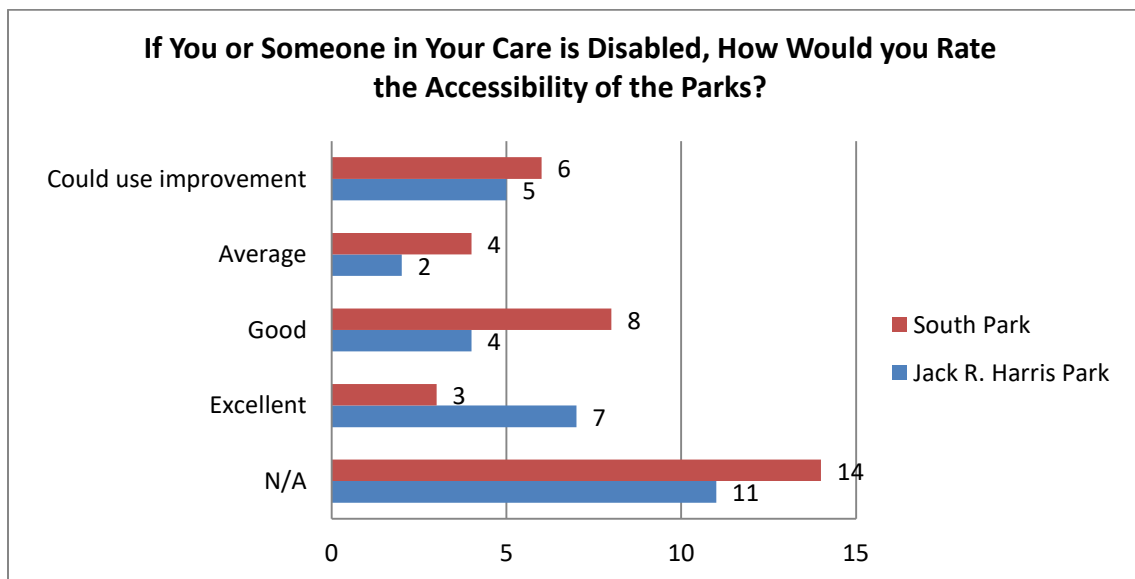


Figure 19: Handicap Accessibility of Parks

As can be seen in Figure 19; the question of accessibility did not pertain to more respondents and either did not answer the question or marked it as N/A. Most respondents who could answer the question indicated that the South Park was in "good" condition as far as how accessible it is to the disabled population (N=8) however six (6) respondents marked that it could use improvement. Four (4)

respondents marked that the Jack R. Harris park was “good” and five (5) marked the Jack R. Harris Park as needing improvement. It should be noted that the Jack R. Harris Park’s restrooms and ball fields meet ADA requirements, however the pavilion and at the South Park does not meet ADA requirements and neither of the parks have a playground that meets ADA requirements.

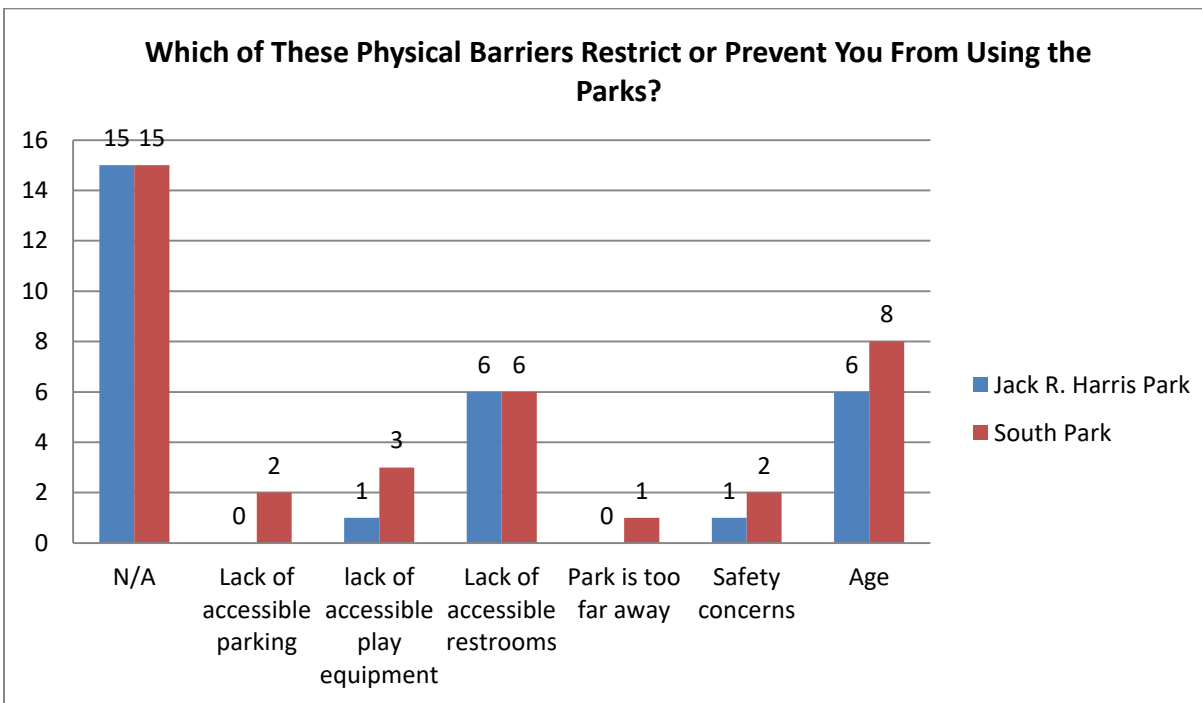


Figure 20: Restrictive Physical Barriers

As can be seen in Figure 20, most respondents did not feel the question about physical barriers pertained to them and selected “N/A” for the question of which physical barrier prevented them from using the park. Most respondents who the questions related to marked that either age or lack of accessible restrooms was a limiting factor for disabled individuals not using the parks. It should be noted that both parks have port-o-johns available for public use as the other restrooms are only open during ball games (Jack R Harris Park) or if the pavilion is rented (South Park). The port-o-johns are not handicap accessible.

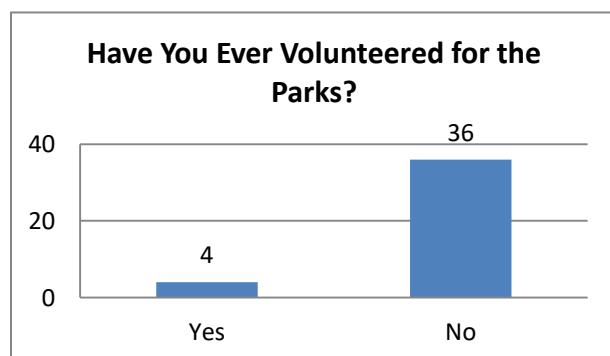


Figure 21: Park Volunteer Efforts

Figure 21 shows the number of respondents who have volunteered for the Grabill Park Board in the past. As can be seen above 90% of respondents have never volunteered for the parks before.

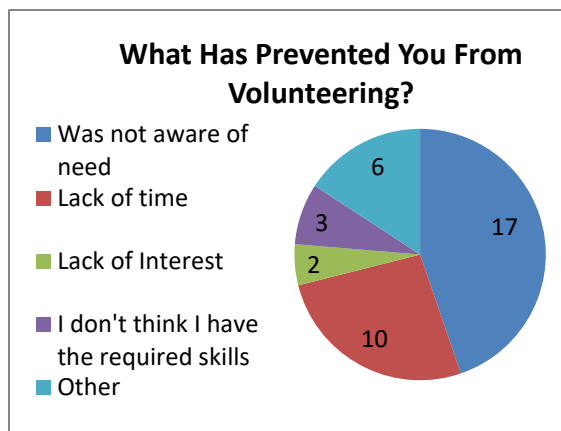


Figure 22: Reasons for Not Volunteering

Respondents were asked why they have not volunteered for the Park Board before. As seen in Figure 22, most who responded indicated they were unaware of a need for volunteers (45%); 26% indicated they lack the time to commit to volunteering; 8% don't feel they have the required skills to volunteer; and 5% have a lack of interest. Sixteen percent (16%) of the respondents wrote in additional reasons for not volunteering including their age and that they are new to Grabill.

Respondents were asked what they are willing to volunteer their time for at the Park. As can be seen in Figure 23 many responded that they are not willing to volunteer (36%). However, 25% marked they are willing to do ground maintenance; 14% will facilitate park programs, and 8% will do building maintenance. Several respondents marked other (14%) and one wrote in that they would be willing to volunteer to facilitate pickle ball.



Figure 23: Volunteer Activities

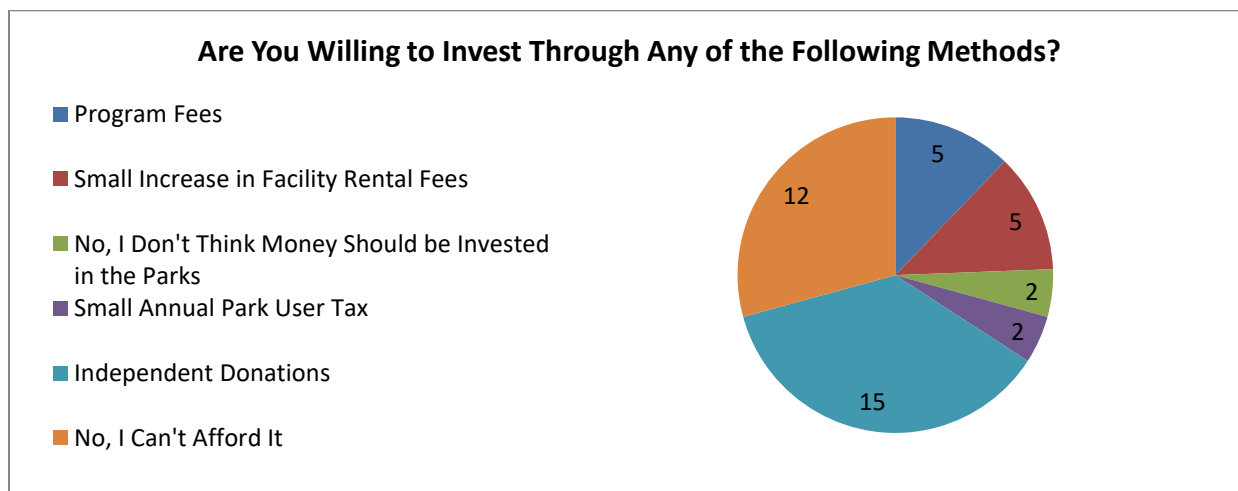


Figure 24: Public Investment in Grabill Parks

Figure 24 shows how respondents are willing to fund additional park amenities and improvements. Thirty-seven percent (37%) of respondents indicated that independent donations are an ideal means to fund park improvements. Program fees and a small increase in facility fees were both selected as an acceptable means to raise funds for the park by 12% of the respondents, respectively. Five percent (5%) of the respondents agreed that a small yearly park user tax was acceptable; however 29% of respondents indicated they could not afford to invest in the parks and 5% do not think that additional funds should be invested in the parks.

The surveys also included a space for respondents to write in comments though no one took advantage of that option.

4.2.2 Public Youth Survey

A survey was developed geared toward adolescent persons who use Grabill's Parks. The survey was disseminated by the Park Board at the annual Breakfast with Santa on December 1, 2018. The survey was developed to garner how the youth in Grabill view the parks and if they would like to have additional amenities added to the park system. Nine surveys were completed. The youth surveys completed represented people ranging in age from 3 – 20 years of age. Six respondents marked that they live in Grabill and three marked they live in the rural area around Grabill. Below are the results of the survey disseminated to Grabill's youth.

Table 9: Frequency of Park Use - Youth

On Average how often do members of your family use a park in the Town of Grabill?	> Weekly	Once a Week	Once a Month	Once a Year	Seasonal Sports	Never
	2	3	2	1	1	0

As seen in Table 9, the majority of adolescent respondents visit the Grabill Parks monthly or more. Only one respondent marked they visit the park only for seasonal sports and one marked they visit the park only once a year. Zero respondents marked they never visit the park.

Table 10: Park User Satisfaction - Youth

How satisfied are you with the quality of the Grabill Town Parks?	Very Satisfied	Somewhat Satisfied	Unsatisfied	Very Unsatisfied	None of the Above
	1	8	0	0	0

The adolescents who participated in the survey are satisfied with the parks in Grabill, as can be seen in Table 10. Eight respondents marked they are "somewhat satisfied" and one marked they are "very satisfied" with Grabill's Parks.

Table 11: Who are the Park Users - Youth

In your household, who is the most frequent user of park facilities in the Town of Grabill?	Children	Teenagers	Adults	Family	We Do Not Use the Park
	3	3	1	2	0

As can be seen in Table 11, individuals of all ages utilize the Grabill Parks. Three respondents each, marked “children” and “teenagers” utilize the parks, one respondent marked that the adults in the household utilize the parks most, and two respondents marked that the whole family utilizes the parks most.

Table 12: Importance of Park Amenities - Youth

How important is it to your household that the Grabill Parks and Recreation Provide the following:	Very Important	Somewhat Important	Neutral	Somewhat Unimportant	Very Unimportant
Court Sports (basketball, tennis, volleyball)	4	1	2	1	
Dog Park	1	2	3		2
Field Sports (baseball, soccer, football)	5	2	1		
Sledding Hill	5	2	1		
Open Green Space	3	3	2		
Picnic Areas	2	4	1	1	
Playground facilities (swings, slides, climbers)	3	3	1	1	
Nature Area	2	1	3	1	1
T-ball Field	1	1	5	1	
Pavilion	3		3	1	
Multi-use Trails	1	2	3	1	1

Table 12 shows how adolescent respondents value the outdoor recreation available through the Grabill Parks. Field sports and sledding hill ranked the highest with seven respondents each marking those amenities as somewhat or very important. Court sports, open green space, picnic areas, and playground facilities each had six respondents mark them as somewhat or very important. However the amenities with the most respondents who marked them as “very important” include field sports (N=5), sledding hill (N=5), court sports (N=4), green space (N=3), playground (N=3), and pavilion (N=3).

Table 13: Rate Various Park Amenities - Youth

Rate the following statements in terms of the Grabill park facilities:	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
The Parks Offer Activities that I Use	2	1	3	1	
The Parks are Kept in good Condition	1	4	3		
The Parks are Handicap Accessible		3	3		1
There is Enough Park area in the Town	5		2	1	
The Parks are Safe	3	4			

People were asked to rate a series of statements from strongly agree to strongly disagree. The results are shown in Table 13. As can be seen, most respondents strongly agree that there is enough park area in Grabill, however one respondents somewhat disagrees with that statement and two are neutral. All respondents agree that the parks are safe. Most respondents somewhat agrees or was neutral about the park being handicap accessible, however one respondent strongly disagreed. Respondents were either neutral or agree with the statement that the park are kept in good condition, but respondents marked anywhere from somewhat disagree to strongly agree that the parks offer activities that they use.

Table 14: Park Facility Improvement Priorities - Youth

What priority are the following improvements?	Very High Priority	High Priority	Medium Priority	Low Priority	Not a Priority
Lights in the Wetland	1		2	2	1
Adding/Upgrading Playground Equipment	5	2	1		1
Lights at Both Parks	5	2	1	1	
Pet Waste Stations	1	3	1	1	1
Adding Sidewalks to Adjacent Sport Complex	1	1	1	2	1
Installing Multi-use Trails	1			3	2
Installing an Open Air Pavilion	1		1	2	3
Frisbee Golf	1		2	2	2
New Park Sign and rules sign	3			2	3
Upgrade Parking Lots	1	2	1	1	3
Upgrade Landscaping	1		2	1	3
Add Seating Areas at Playgrounds	1	2	4		1
Upgrade the Basketball Courts	3	3			1

Respondents were asked to prioritize various park improvements. As can be seen in Table 14, adding/upgrading playground equipment and adding lights at both parks were ranked as the highest priority to adolescent respondents. Upgrading the basketball courts was also a high priority to

respondents. Of little priority to adolescent respondents included installing more multi-use trails and installing an open air pavilion.

Table 15: Why Residents do not Use the Parks - Youth

If you do not attend any of the Parks in Grabill, check the answer(s) to best explain the reason(s) why	
No time to go to parks	
Parks are too far away	
I prefer video games/technology at home	
Not Enough Lighting to Play After School	1
Poor Health/Mobility	1
I feel unsafe	1
Not Enough Things to do for My Age	
N/A	1

It is important to understand why people do not use the parks so the survey included a questions asking that very question. The question as to why residents do not use the parks did not pertain to all respondents so several skipped the question. However, as seen in Table 15, answers included there is not enough lighting, they have poor health, and they feel unsafe. It should be noted that this is contrary to the results in Table 13, where everyone who participated in the survey somewhat or strongly agreed that the parks are safe.

Table 16: Activities Used at the Park - Youth

Picnic Area	Play ground	Basketball Courts	Trails	Nature Area	Sledding Hill	Open Green Space	Baseball Diamond	T-ball Field	Pavilion	I Don't Use the Parks
2	5	5			5	4	4		4	

As can be seen in Table 16 most adolescent respondents marked that they use the basketball courts, playground, and sledding hill most, each receiving five (5) votes. Open green space, baseball diamonds, and pavilion each had four votes. Of interest is that no respondents marked the trails, nature area, or t-ball field as activities or facilities they utilize.

Table 17: Desired Activities - Youth

What types of activities would you use if available?	Sports Club	Free Movies/ Music Events	Dog Park	Splash Pad	Frisbee Golf	Other Family Friendly Programs (crafts, specialty lessons, etc)
	4	7	1		2	6

It can be gleaned from the results shown in Table 17 that adolescent respondents are interested in park sponsored activities as free movies and music events received seven (7) votes, and other family friendly programs received six (6) votes. Of note is that no one marked they would utilize a splash pad. This is likely due to the splash pad and man-made creek available just two miles away at the Leo-Cedarville, Riverside Park.

4.3 Analysis

After examining the results of the public meeting and surveys, the Grabill Park Board gleaned information vital to improving the Grabill Parks and Recreation system to benefit and meet the needs and desires of the residents of Grabill. The following subsections will outline the main points gathered from the public as well as the priorities as measured by the Grabill Park Board.

4.3.1 Public Perception, Needs, and Wants

The below key points regarding the Grabill Park and Recreation system were identified through public meetings and surveys.

- The Parks are frequently visited however the South Park is visited slightly more frequently than the Jack R. Harris Park. This may be due to the South Park being centrally located within a residential area. The Jack R. Harris Park is connected to the adjacent neighborhood and across the street from a large mobile home park but is on the northern edge of town and is not as easily accessible to the majority of the residents.
- The parks are not visited more due to a lack of interest, lack of time, and lack of offerings. Lack of interest may be directly tied to the fact that residents don't feel there are enough offerings at the parks. If there are more things to do, resident's interest in the park may increase.
- Residents of the Grabill see a lot of potential in the Parks and believe they are in "Average" to "Good" condition.
- An updated playground, multi-use trail, rules sign, lights at both parks, pet waste stations, accessible bathrooms, and free movies/concerts are the amenities/activities that were mentioned and/or voted on most by the adults.
- Youth survey respondents value playground upgrades, lights and both parks, and basketball court upgrades the most.
- The youth respondents indicated they utilize the playgrounds, basketball courts, and sledding hill the most.
- The Park Board is in need of a better means of soliciting volunteers as many respondents (53%) indicated they were unaware of the need for volunteers or do not feel they have the required skills to volunteer and 59% of respondents indicated they are willing to volunteer for the parks.
- The Park Board is in need of a better marketing strategy as 30% of respondents indicated they do not learn of activities happening at the Park.
- Most respondents of the survey indicated they would like to see Park Programs offered for children, families, and seniors.
- Sixty-nine percent (69%) of respondents are in favor of the Town investing more in the Park with funds from various sources including program fees, an increase in facility rental fees, and private donations.

- The Grabill Parks must be updated to current ADA standards including all parking areas, buildings, restrooms, sidewalks/trails, and play equipment to meet Federal requirements and the needs of Grabill's aging and disabled population.

4.3.2 Priorities

The Park Board examined the results of the public input received through surveys and a public meeting to prioritize Park improvements based on the desire of the public, feasibility of making the improvements, and available funding. At the January 7, 2019 Park Board meeting, results of the survey were discussed. The Park board determined that the Park Plan and the action register should directly reflect the desires of the public and therefore, opted to not vote or provide any further influence on the survey outcomes. Additionally, the Park board felt their votes at the October public meeting was all the influence they over the park improvements. Those amenities, activities, or park improvements that had the most votes will be first priority and be implemented within the next five years as will be shown in the Action Register in Section 5. Additionally, those activities or park improvements that are easily accessible via donations or partnerships will also be set as a priority to be accomplished within the next five years. Below are the priorities as determined through public surveys, meetings, and partnerships.

- Priority 1 (0 – 5 years)
 - Lights on Wetland Trail
 - Lights at both parks
 - Multi-use Trail
 - Pet Waste Stations
 - Family Friendly Park Programming
 - Park Rules Sign
 - Remodel Park Pavilion Bathrooms to meet ADA Standards
 - Upgrade Playground Equipment and subsurface at both Parks (ADA/ABA compliant)
 - Provide Ongoing Maintenance for Park Facilities/Grounds
 - Improve rope railing on sledding hill stairs
 - Update and Maintain landscaping
 - Implement a Volunteer Program
 - Upgrade Basketball Courts
- Priority 2 (5 -10 years)
 - Install New park Signs
 - Update Park Entrances/Gateways
 - Install Frisbee Golf Course
 - Install an Open Air Pavilion at Jack R. Harris Park
 - Improve Drainage at Jack R. Harris Park
 - Improve Parking Lots and add Handicap Spaces
 - Add Seating at Playgrounds
 - Install Drinking Fountains
 - Plant More Trees (replace dead Ash trees)
 - Stormwater Management at South Park
 - Improve Wetland Interpretive Signs

5.0 Action Register for Implementation

To help guide the implementation efforts to improve the Grabill Park system and help with park budgeting an action register was developed. The action register is divided into several different sections including Park Programming, Park Board, Grabill Community Park, and Jack R. Harris Park needs. Table 18 below shows the actions necessary to meet the needs and desires of the residents of Grabill for the Grabill Park system.

Objective	Actions	Time-Frame	Cost Estimate	Responsible Party	Potential Source of Funding
Park Programming					
Maintenance	Provide Ongoing Maintenance of Park Facilities/Ground - Develop a Maintenance Plan	2019 and Ongoing	Varies	Town of Grabill Park Board	Volunteer Hours; Maintenance Budget
	Update and Maintain Landscaping	1 - 4 years	\$3,000		Volunteer Hours; Maintenance Budget; Private Donations
	Plant Trees to Replace Dead Ash Trees	5 - 10 years	\$7,500		Volunteer Hours; Maintenance Budget; Private Donations; DNR Grants
Park Programs	Implement a minimum of one Park sponsored program for children aged 3 - 18	1 - 2 years	Varies	Town of Grabill Park Board	Operating Budget; Program Fees; Chamber of Commerce; Private Donations; Program/Event Sponsorships
	Offer free bi-monthly movies	1 - 2 years	\$2,500		
	Implement a minimum of one Park sponsored program for children, adults, and seniors (each)	3 - 4 years	Varies		
Park Board					
Park Board Membership	Ensure elections are held each year as described by Ordinance	Ongoing	N/A	Town of Grabill Park Board: Town of Grabill Council	Town of Grabill
	Maintain a four person membership at all times				

Objective	Actions	Time-Frame	Cost Estimate	Responsible Party	Potential Source of Funding
Park Board Ordinance Revision	Ensure members can commit to a 3 year appointment	2019	N/A	Town of Grabill Park Board; Town of Grabill Council	Town of Grabill
	Assign responsibilities to each Park Board position (President, Vice President, Secretary, and Treasurer)				
	Stipulate a quorum is present at each meeting				
	Develop an agenda for each meeting				
	Have a sign in sheet at each meeting				
	Maintain thorough and accurate minutes for each meeting				
Park Board Budget	Ensure a Park Board Budget is Submitted to Town Council Annually	2019	N/A	Town of Grabill Park Board	Town of Grabill Council and Park Board
Volunteers	Develop a volunteer recruitment and retention plan for the Park	2019	N/A	Town of Grabill Park Board	Town of Grabill Council and Park Board
Grabill Community Park - South Park					
Ensure Park Meets Accessibility Standards	Update bathroom to ensure it meets ADA standards	1 - 4 years	\$10,000	Town of Grabill Park Board; Town of Grabill	Operating Budget; Private Donations; Community Foundation; DNR - LWCF Grant
	Upgrade Playground Subsurface to be ADA/ABA Compliant		\$10,000		
	Install hard surface walkway to each park amenity		\$10,000		
	Upgrade Parking Lot to Include Handicap Parking	5-10 years	\$20,000		
Increase Park Safety	Install lighting	1 - 4 years	\$2,500	Town of Grabill Park Board	Operating Budget; Private Donations; Community Foundation
	Install a Park Rules Sign		\$1,000		

Objective	Actions	Time-Frame	Cost Estimate	Responsible Party	Potential Source of Funding
Improve Playground	Improve, update, and/or replace playground equipment/ensure ADA and ABA compliance	1 - 4 years	\$50,000	Town of Grabill Park Board	Operating Budget; DNR - LWCF; AWS Foundation; Private Donations; Community Foundation
	Install Seating at Playgrounds	5 - 10 years	\$5,000		Operating Budget; Private Donations
Increase Usability and Aesthetic Appeal of the Park	Install Pet Waste Stations	2019	\$1,250	Town of Grabill Park Board	IDEM CWA-319 Grant; In-Kind Volunteer Hours
	Upgrade Basketball Courts - Resurface asphalt, replace rotten back boards and nets, paint back boards	1 - 4 years	\$6,000		Maintenance Budget; Private Donations; In-Kind Volunteer Hours
	Improve t-ball Field - de-weed field, replace damaged fence areas, replace team benches, improve landscape	1 - 4 years	\$5,000		Maintenance Budget; Private Donations; In-Kind Volunteer Hours
	Install New Park Signs	5 - 10 years	\$1,000		Maintenance Budget; Private Donations
	Update Park Entrances/Gateways	5 - 10 years	\$5,000		Operating Budget; DNR - LWCF; Private Donations; Community Foundation
	Install Drinking Fountain (ADA Compliant)	5 - 10 years	\$3,000		Operating Budget; Private Donations; Community Foundation
	Provide Better Storm water Management	5 - 10 years	\$8,000		Maintenance Budget; In-Kind Donations; IDEM Grants

Objective	Actions	Time-Frame	Cost Estimate	Responsible Party	Potential Source of Funding
Jack R. Harris Park					
Ensure Park Meets ADA Standards	Upgrade Playground Subsurface to be ADA/ABA Compliant	1 - 4 years	\$10,000	Town of Grabill Park Board; Town of Grabill	Operating Budget; Private Donations; Community Foundation; AWS Foundation; DNR - LWCF Grant
	Resurface Parking Lot and Upgrade to Include Handicap Parking	5-10 years	\$20,000		
Increase Park Safety	Install lighting - Wetland Area and Along Trail	1 - 4 years	\$4,000	Town of Grabill Park Board	Operating Budget; Private Donations; Community Foundation; DNR - LWCF Grant
	Install a Park Rules Sign		\$1,000		
Improve Playground	Improve, update, and/or replace playground equipment/ensure ADA and ABA compliance	1 - 4 years	\$50,000	Town of Grabill Park Board	Operating Budget; DNR - LWCF; Private Donations; Community Foundation
	Install Seating at Playgrounds	5 - 10 years	\$5,000		Operating Budget; Private Donations
<u>Increase Usability and Aesthetic Appeal of the Park</u>	Install Pet Waste Stations	<u>2019</u>	<u>\$1,250</u>	<u>Town of Grabill Park Board</u>	<u>IDEM CWA-319 Grant; In-Kind Volunteer Hours</u>
	Upgrade Basketball Courts - Resurface asphalt, replace rotten back boards and nets, paint back boards	<u>1 - 4 years</u>	<u>\$6,000</u>		<u>Maintenance Budget; Private Donations; In-Kind Volunteer Hours</u>
	Improve Rope Railing on Sledding Hill Stairs	<u>2019</u>	<u>\$500</u>		<u>Maintenance Budget; Private Donations</u>
	Update Wetland Interpretive Signing	<u>1 - 4 years</u>	<u>\$2,500</u>		<u>Maintenance Budget; Private Donations; Sponsorships; DNR - LWCF Grant</u>
	Extend the Trail System throughout the Park and Connect to the Existing Sidewalk Network	<u>1 - 4 years</u>	<u>\$50,000</u>		<u>Operating Budget; Private Donations; DNR - LWCF Grant; Adjacent Sports Complex; Chamber of Commerce</u>

Objective	Actions	Time-Frame	Cost Estimate	Responsible Party	Potential Source of Funding
	Improve Drainage	5 - 10 years	\$10,000		Maintenance Budget
	Construct a Tennis/Pickle Ball Court	5 - 10 years	\$20,000		Operating Budget; Private Donations; Sponsorships; DNR - LWCF Grant
	Install a Soccer Field	5-10 years	\$2,000		Maintenance Budget; Private Donations
	Install New Park Signs	5 - 10 years	\$1,000		Operating Budget; DNR - LWCF; Private Donations; Community Foundation
	Update Park Entrances/Gateways	5 - 10 years	\$5,000		Operating Budget; Private Donations; Community Foundation
	Install Drinking Fountain (ADA Compliant)	5 - 10 years	\$3,000		Operating Budget; Private Donations; Private Sponsorships; Facility Fees; DNR - LWCF
	Install Open Air Pavilion	5 - 10 years	\$15,000		Operating Budget; Private Donations; In-Kind Volunteer Hours
	Install Frisbee Golf Course	5 - 10 years	\$5,000		

6.0 Final Public Comment Period of Master Park Plan

The Grabill Park Board reviewed the final draft of the Park Plan in early March to identify any inaccuracies in presentation or missing information. There was consensus on the final draft on March 11, 2019. The Five Year Master Park Plan will be available for public review and comment at the Allen County Public Library located at 13521 Grabill Rd and on the Grabill Park Facebook page from March 20th through April 10th. An announcement of the public comment period and where to find the Master Park Plan was made in the East Allen Courier on March XX and on the Grabill Park Facebook page on March 20, 2019. The public was encouraged to review the Plan on-line or to visit the library for a hard copy of the Park Plan and make any comments regarding the Park Plan. Public comment forms were left at the library with the Park Plan. The public who reviewed the Park Plan were asked to complete the Public Comment Form and place it in the back of the Park Plan folder at the library or to contact Kyle Quandt with the Northeastern Indiana Regional Coordinating Council via e-mail.

Three comments were received from the public during the public comment period. All comments were written on the comment forms and left with the Park Plan at the library and can be seen in Appendix G. Two comments received expressed concerns about constructing a footbridge over the creek to the cemetery. The initial intent of the bridge was to allow easy access to the park for golf carts, which is a major mode of transportation in the Town, but cannot be driven on S.R. 101. The feasibility of install a footbridge with access to the cemetery will be explored further and discussed with the appropriate parties including the DNR, owners and caretakers of the cemetery, and the general public prior to considering constructing the bridge. The third comment was regarding having more activities at the park for kids and seniors including BBQ and chili cook-offs, card games, horseshoe and fishing contests, arts and crafts, and other activities. It was also mentioned that perhaps the park has an issue recruiting volunteer help for the Park because of poor communication with the public, and that the proposed trail should be constructed throughout the entire town rather than just the park.

7.0 Plan Evaluation

The Park Plan is a living document that will need to be evaluated annually to determine the effectiveness of the action register, progress in addressing priorities, and if public needs have changed over time. The Action Register of the Plan will be evaluated annually at the April meeting to measure progress in achieving the objectives and actions outlined, as well as reassess the priorities given to each action. While all Park Board meetings are open to the public, the each April meeting will have extra advertising via the East Allen Courier and the Grabill Parks and social media sites to encourage the public to attend and provide their input on the Park Plan and the progress of Park improvements.

8.0 Board Resolution Adopting Plan

The Master Park Plan will be adopted by the Grabill Park Board upon final approval of the IN DNR.

Appendices

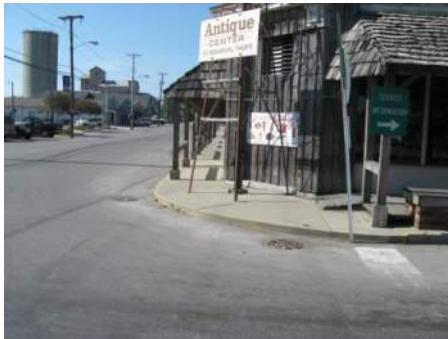
Appendix A - Americans with Disabilities Act Self-Evaluation and Transition Plan



GRABILL INDIANA



Americans with Disabilities Act Self-Evaluation and Transition Plan



April 2013

Prepared by:



Project No. 1266.2088.70



1st Reading 4/17/20
2nd Reading 4/17/20
3rd Reading 4/17/20

TOWN OF GRABILL, INDIANA

RESOLUTION NO. 1266-2013

**A RESOLUTION OF THE TOWN OF GRABILL, INDIANA
ACCEPTING THE TOWN OF GRABILL'S AMERICANS WITH DISABILITIES ACT
SELF-EVALUATION AND TRANSITION PLAN**

WHEREAS, the Federal government of the United States of America 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; and

WHEREAS, in compliance with Title II of the ADA the Town of Grabill (the "Town") has previously adopted a grievance procedure for resolving complaints alleging violation of Title II of the ADA and published notice regarding the ADA requirements and accommodations; and

WHEREAS, in further compliance with Title II of the ADA, the Town previously named an ADA Coordinator; and


WHEREAS, the Town, being committed to the ADA and to the elimination of barriers to public facilities and programs, now seeks to acknowledge their review and receipt of an ADA Self-Evaluation and Transition Plan prepared and developed by the Town's engineer, DLZ, whereby such Self-Evaluation and Transition Plan reflects the current status of the Town's infrastructure and current ADA design standards.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Grabill, Indiana, that:

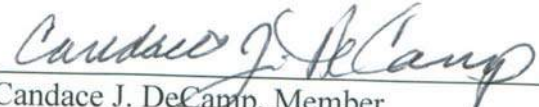
1. The Town Council hereby accepts the Town of Grabill ADA Self-Evaluation and Transition Plan and commits to the periodic review, consideration and implementation, subject to annual budgetary feasibility and considerations, of the recommendations and suggested improvements within the Self-Evaluation and Transition Plan in an effort to transition the Town's facilities to be ADA compliant and accessible with an emphasis on such facilities that most impact the ability of persons to access Town facilities and programs.
2. The Town Council hereby commits to the periodic review, revision and amendment of the Self-Evaluation and Transition Plan as new information is discovered and applicable laws, rules and regulations are enacted or changed.
3. No part of this Resolution shall be interpreted to conflict with any local, state or federal laws, and all reasonable efforts should be made to harmonize same. Should any section or part thereof of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Resolution as a whole, or any other portion thereof other than that portion so declared to be invalid, and for this purpose the provisions of this Resolution are hereby declared to be severable.

Adopted and Resolved this 17th day of April, 2013.

TOWN COUNCIL OF THE TOWN OF GRABILL,
INDIANA


Wilmer Delagrang, President


Jeff Smead, Member


Candace J. DeCamp, Member

ATTEST:

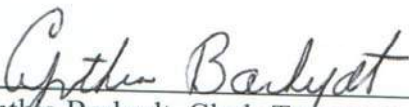

Cynthia Barhydt, Clerk-Treasurer

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APPENDICES

Appendix A	Non ROW Facility Compliance Summary
Appendix B	ROW Facility Compliance Summary
Appendix C	Department Questionnaire
Appendix D	Public Outreach
Appendix E	Adopted Resolutions, Public Notice, and Forms

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 Grabill 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
- Public Parking Lot
- Grabill Park
- Jack Harris Park
- Olde Church Museum
- 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 Grabill 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 **\$819,370**. 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 Town Council and is likely to be impacted by complaints, new regulations and requirements, capital improvement projects, and availability of annual 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 Grabill 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 Grabill. 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 Allen County 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 Grabill 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 annual review and implementation to the extent available funding and resources. 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, funding availability 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 included in the Appendices. 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

Town of Grabill is governed by the Town Council. The Town Council is responsible for passing ordinances, resolutions, orders and motions for the governing of the Town, the control of the Town's property and finances, and the appropriation of money. The Town Council is comprised of three members elected from the community at-large. The council members serve four-year terms, which are staggered. Town Council members may serve multiple terms; there are no term limits. The Town Council is given the authority to prepare and administer the Town budget and formulate policy.

There is one "department", a Redevelopment Commission and a Park Board that provide Town services, programs, and activities that are accessible to the public. The Department, Commission and description of their functions and types and regularity of interaction with the public are:

Clerk-Treasurer's Office

The Clerk-Treasurer's Office has the responsibility for a number of day-to-day functions for Town government as specifically defined in Indiana Code. The primary function of the Clerk-Treasurer is to serve as the fiscal officer of the Town monies. The Clerk-Treasurer processes the receipts and expenditures of all Town money and is also responsible for utility billing of water, sewer, and trash, accounts payable, accounts receivable, payroll, voter registration, investments, preparation of the budget and keeper of the town seal.

The Clerk-Treasurer serves as Secretary to the Town Council by attending meetings, preparing agendas, and recording proceedings. The position is elected every four years. The Clerk-Treasurer's Office is located on the 1st floor of the Town of Grabill Town Hall.

Park Board

This six (6) member board is responsible for the Grabill Park and Jack Harris Park. The parks include playground facilities, picnic areas with site furnishings (benches picnic tables, etc.), basketball courts, baseball/softball fields, concession building with restrooms, and a community center with meeting room and restroom.

The Park Board operates out of the Grabill Town Hall located at 13717 First Street.

Redevelopment Commission

This six (6) member commission is responsible for the investigation, study and survey of areas within the Town needing redevelopment.

The Redevelopment Commission conducts meetings as necessary or required and operates out of the Grabill Town Hall located at 13717 First Street.

Many other services are performed by other Title II entities over which the Town has no direct control. They are as follows:

- Fire protection and Emergency Medical Services is contracted to Northeast Fire & EMS.
- Police protection is contracted to Allen County Sheriff's Department.
- Planning/Zoning is handled by Allen County.
- Water Treatment Plant and Waste Water pump station is contracted to Severn Trent Services for maintenance and operation. There are no public areas within these facilities.

The Town holds contracts with private businesses for the services performed by the Town Attorney, Town Engineer, and Financial Advisor.

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 C - Public Outreach*.

1.11 Department Self-Evaluation

As part of this self-evaluation, the Town clerk/council responded to a questionnaire requesting information about the Town 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

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 Grabill, 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 the Town. 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 Town of Grabill evaluated its policies, procedures, services, activities, 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 Town 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 identified accessibility issues. The findings from the Town can be organized into the following general categories:

- Public Information
- Public Meetings
- Accommodations to Access Programs, Services and Activities
- Special Events and Private Events on Town Property
- Customer Service, Satisfaction, and Input
- Equally Effective Communication
- Alternate Communication Formats
- Information and Signage
- Staff Training
- Emergency Evacuation Procedures
- 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 the lobby of 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 Personnel Policy Manual for the Town of Grabill does not include a section on “American Disabilities Act, (ADA)”.
- The Personnel Policies Manual for the Town of Grabill includes the following statement in Section 3 “Equal Employment Opportunity”:

(a) The town shall comply with and uphold all federal laws and administrative guidelines prohibiting discrimination on the basis of race, sex, color, ancestry, national origin, religion, disability, or age. It is the policy of the town that, on the basis of the above causes of prejudice, no applicant or employee shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity for which the town is responsible or for which it receives financial assistance from the county, state, or federal governments. Employees and applicants with questions or potential complaints regarding equal employment opportunities are urged to bring these matters to the attention of their immediate supervisor, and the Town Council in order that appropriate review and/or action can occur.

(b) Town employees and applicants who believe that they have been denied equal employment opportunity because of race, sex, ancestry, national origin, religion,

disability or age, may file a complaint with the Equal Employment Opportunity Commission (EEOC) and/or the Indiana Civil Rights Commission (ICRC).

- Signage directing visitors to Town buildings along an accessible routes is lacking and the International Symbol of Accessibility (ISA) is not present or in clear view at all accessible entrances.

Recommended Action:

- Standard language for a Notice of Nondiscrimination needs to be used for all Town publications and printed materials. This statement should include, at a minimum, the following language: *“The Town of Grabill 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 Cynthia Barhydt Clerk-Treasurer at (260) 627-5227 ext. 1.”*
- The Town needs 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 Clerk's Office 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. Casey Erwin has been designated as the ADA Coordinator effective May 2, 2012. Activities related to ADA compliance should be directed to him.

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 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 May 2, 2012, the Town adopted 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 Grabill.

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.
- Information regarding the complaint process should be provided on the Town's website. Forms or a method to alert the Town of an ADA-related complaint should be available on the website.

- The Town should review its current 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:
 - Town Council
 - Park Board
 - Redevelopment Commission
- 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.
- 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 for all 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 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 staff and officials 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 occasionally provides an opportunity for private organizations to utilize Town facilities for special or private events. This occurs on a regular basis at the Community Room at Grabill Park.

Recommended Action:

- 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 Allen County to perform building permits and inspection services.
- The Town contracts with Northeast Fire & EMS to perform fire protection and emergency medical services.
- The Town contracts with Allen County Sheriff's Department to perform police protection.
- 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 not a Town-wide contract for qualified sign language interpreters for departments to select from.

Recommended Action:

- The Town should consider a Town-wide contract for qualified sign interpreter services that departments could utilize as needed.
- 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:

- Allen County's Combined Communications Partnership (CCP) accepts all 9-1-1 calls for the Town of Grabill. CPP is connected to

the Sheriff's Department, Fire Department, and Emergency Medical Services (EMS) and is equipped with TDD/TTY equipment.

- The Town's website provides a link to its Fire and EMS Provider, however, their website does not have TDD/TTY information for persons with disability.
- TDD/TTY numbers are not available for any of the Town departments. It was noted that previous TDD calls have been routed to the Town through a third party originated with the person with the disability.

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.

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.
- 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.
- 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/).

- The International Center for Disability Resources on the Internet (ICDRI) provides information on accessibility (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).

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 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 Town offices 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.
- Town Hall interior signage is non-existent or not compliant if present.

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.

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 or diversity training.
- Town staff and officials has basic knowledge of portions of ADA requirements but nothing specific.
- Town staff may not be knowledgeable about the different types of reasonable modifications that would make their services accessible.

Recommended Action:

- 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 Grabill
 - 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
 - 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 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:

- Allen County Office of Homeland Security coordinates all emergency management activities to protect the people, property, economy, and environment of the Town of Grabill and its political subdivisions. The Allen County Office of Homeland Security is responsible for public education, disaster planning, disaster response, and disaster recovery. The Allen County Office of Homeland Security is not a Public Safety Response Agency and provides no direct response service to the general public.
- Allen County Office of Homeland Security 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.

- Allen County Office of Homeland Security includes the Town of Grabill in their county wide 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 Grabill. This would be recommended.
- It does not appear that emergency evacuation plans exist for Town buildings.

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.access-board.gov/evac.htm>
- Coordinate with the Allen County Office of Homeland Security 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. (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

Grabill contains nearly 6.35 miles of public streets. 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 [\(ii\)](#)). 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 Engineer and/or Town Manager.

- Operation and maintenance of curb ramps is the responsibility of town council.
- 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.
- 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 has posted Federal and state equal employment opportunity notices and posters in all appropriate employee areas 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 Employee Handbook should have a section on ADA policy.
- 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 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 to the Town that included a request for information about the Town. This information included six specific items that the Town were 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 by the Town 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, restrooms, etc. Monthly Interaction Council meetings / Community Group meetings.**
- Q2. Are all programs offered by the Town 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 in the Clerk-Treasurer area.**
 - 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 the Town the same for people with disabilities or are separate or different accommodations necessary? Explain. **Yes**

- 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 the Town offer any permits, licensing, or certifications to citizens (building permits, voter registration, handgun purchase, etc.)? If YES, please list. **Golf Cart Permit**
- Q7. Is the building your programs are provided in owned by the Town or leased? Please consider all facilities used by the Town. **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? **Written materials via website and in person at Town Hall.**
- 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? **Town staff provides assistance in locating items.**
- 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 the Town have papers or documents that are given to employees or the public? Please list and include all publications. **Yes, water report, utility billings, newsletter.**
- 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, 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 Grabill? **N/A**
- Q15. Has anyone in the Town 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 the Town 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? **No Response**
- ### **3.20 Facility Self-Evaluation Findings and Recommendations**
- DLZ performed a self-evaluation of the following Town facilities:
- Town Hall
 - Public Parking Lot
 - Olde Church Museum
 - Grabill Park
 - Jack Harris Park
 - Public Right of Way Facilities (Sidewalks and Curb Ramps)
- 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:

- Town Hall – The Town Hall houses all of the programs offered by Town of Grabill. All departments are located in this facility. A number of barriers and/or non-compliant items exist at Town Hall. These include:
 - Sign barrier-free van parking
 - Sidewalk slope along accessible route to building exceeds 2%
 - Site furnishing has improper height (bench seat)
 - Insufficient accessible public entrances
 - Drinking fountain height and flow
 - Entry and interior doors closes too quickly and substandard height
 - Coat hooks too high
 - Room signage too high or not present
 - Protruding objects in rooms
 - No assistive listening system
 - Insufficient maneuvering space
 - Kick plates not compliant
 - Bathroom stall hardware not placed correctly or not provided
 - Toilet flush controls on wrong side
 - Electrical outlets not proper height
 - Water supply lines need insulated
 - Grab bar and toilet paper dispenser need repositioned.
 - Insufficient area in men's stall
- The Town Public Parking Lot is open to the public for daily use. A summary of barriers and/or non-compliant items that exist at the Town Parking Lot are as follows:
 - Access aisle exceeds 2% and needs markings
 - Need "van" accessible signage
 - Ramp not compliant
- Olde Church Museum – The Olde Church Museum is open to the public. A summary of barriers and/or non-compliant items that exist at the Olde Church Museum are as follows:
 - Barrier-free van parking not present
 - Sidewalk slope along accessible route to building exceeds 2%
 - Site furnishing has improper height (bench seat)
 - Handrails improper height
 - Kick plate not compliant
 - Door exceeds operating effort and hardware not-compliant
 - Protruding objects in rooms
- Jack Harris Park – The Park is open to the public for daily use. A summary of barriers and/or non-compliant items that exist at the Park are as follows:
 - Barrier-free parking not present
 - Sidewalk slopes along accessible route to various facilities exceeds 2%
 - Sections of Prairie Loop exceed 5% running slope
 - Protruding branches on Prairie Loop
 - No assistive listening system
 - No accessible fan seating available
 - No accessible route to picnic tables, ballfield, basketball courts, and play area
 - No accessible route within ballfield, play area, concessions, and restrooms
 - Site furnishings are inaccessible (picnic tables and grills)
 - No accessible player seating available
 - No transfer elements
 - Insufficient maneuvering space inside concession building and restrooms
 - Provide accessible work surface and service windows
 - Stairway not compliant
 - Door and door hardware of concession building and restrooms not compliant
 - Electrical outlets too high/low
 - Handrail too low
 - Signage not provided for restrooms
 - Insufficient clear space provided restrooms and concessions
 - Insufficient door openings and threshold to restrooms and concessions
 - Faucet knobs not compliant
 - Water supply lines need insulated
 - Paper towel dispenser too high
- Grabill Park – The Grabill Park is open to the public for daily use. A summary of barriers and/or non-compliant items that exist at the Park are as follows:
 - Barrier-free parking not present
 - No accessible route to ballfield and play area

- No accessible route within ballfield and play area
 - Site furnishings are inaccessible (benches, etc.)
 - No accessible player seating available
 - No transfer elements
 - Insufficient maneuvering space inside restroom
 - Provide accessible work surface and service windows
 - Door and door hardware of restroom not compliant
 - Signage not provided for restrooms
 - Insufficient door openings and threshold to community building and restroom
 - Water supply lines need insulated
 - Paper towel dispenser is too high
 - Light switch too high
 - Protruding objects in rooms
 - Provide grab bars in restroom
 - Proper toilet and sink clearance not provided
 - Toilet paper dispenser improper location
 - Urinal too high
 - Mirror too high
- 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. These include:
 - In rooms with light switches above 48" that are operated by the public, consider installation of occupancy sensors and timer controls for lighting control.
 - Ensure that all departments that have public contact have compliant work surfaces available for persons to complete paperwork or review documents. Also be certain to provide a clipboard that can be used for this purpose as well.
 - Move furniture or other obstructions that could be in the way of required clear spaces for persons using wheelchairs.

Recommended Action:

- Specific priorities for the facility and corrections needed, with costs, to fully comply with ADA standards are included in the following section of this report and in *Appendix A*.
- 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.

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 Grabill, 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 March 13, 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 April 17, 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 **\$819,370** 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 Grabill 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 Grabill 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

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 approximately **36,110 feet (approximately 6.84 miles) of sidewalks and 91 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 GRABILL - 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	\$48,825	\$164,532	\$190,463	\$403,820
- Curb Ramps	\$32,600	\$109,900	\$81,000	\$223,500
- On-Street Parking	N/A	N/A	N/A	N/A
Town Hall (13717 First Street)	\$7,630	\$6,360	\$2,200	\$16,190
Municipal Parking Lot (Main Street)	\$1,200	\$1,500	N/A	\$2,700
Olde Church Museum (13506 West St.)	\$3,910	\$5,700	\$1,020	\$10,630
Jack Harris Park (13741 North Main St.)	\$46,230	\$34,650	\$28,430	\$109,310
Grabill (south) Park (13131 Indiana St.)	\$10,130	\$39,350	\$3,740	\$53,220
TOTALS	\$150,525	\$361,992	\$306,853	\$819,370

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.

6.0 ADA Policy and Grievance or Complaint Procedure

The Town of Grabill has designated Casey Erwin, Town Engineer as its ADA Coordinator. 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 Town staff in an informal manner and that they be resolved at that level. The following information should be provided to all Town staff and posted conspicuously in all Town buildings and the website, in accordance with Resolution No. 1261-2012:

- 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 Grabill**. The Town'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:

**ADA Coordinator
Casey Erwin (DLZ, Indiana)
13717 First Street
Grabill, IN 46741**

- Within 15 calendar days after receipt of the complaint, **Casey Erwin** or **his** designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Casey Erwin** 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 Grabill** and offer options for substantive resolution of the complaint.
- If the response by **Casey Erwin** 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** designee.
- Within 15 calendar days after receipt of the appeal, the **Town Council President** or **his** 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** 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 **Casey Erwin** or **his** designee, appeals to the **Town Council President** or **his** designee, and responses from these two offices will be retained by the **Town of Grabill** 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/).

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) 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 (www.ada.gov/publicat.htm#Anchor-Title-49425) 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) 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. 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) 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. (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)
- **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. (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)
- **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. (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. (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)
- *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 (www.access-board.gov/outdoor/status.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)
- *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. (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 (1st edition) and *Guide for the Development of Bicycle Facilities* (3rd 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).
- *Manuals on ADAAG for Transportation Vehicles*. These technical assistance documents (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. (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/)
- *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. (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 (www.adaportal.org) 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) 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://planning.nps.gov/wilderness/toolbox3.cfm>) and Director's Order #42-Accessibility, which establishes the purpose and role of the NPS Accessibility Program (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), 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. (www.ictaglobal.org)

- **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).

- **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

www.in.gov/fssa/ddrs/2637.htm

- American Sign Language Interpreter Network - www.aslnetwork.com/
- Registry of Interpreters for the Deaf – 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).
 - *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/) 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) 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) 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.
- *American Association of People with Disabilities:* The American Association of People with Disabilities (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).
- *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) 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).
- *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) 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).

- *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).
- *State of Indiana Division of Disability & Rehabilitative Services (DDRS)*: www.in.gov/fssa/ddrs/2637.htm
- *State of Indiana Protection and Advocacy Services (IPAS)*: 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
- *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
- *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. www.iidc.indiana.edu/cpps/ada/default.asp#content

- *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/

- *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
- *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/

Appendix B – Public Participation

Town of Grabill, Indiana

Grabill Park Board Meeting Notes

June 11, 2018

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning
Grant Writers; Kyle Christine Quandt and Kristine Christlieb in attendance

1. Discussed Items needed for the Grant to get started
 - A. Inventory
 - B. GPB will need to get announce the details of the grant to the Town of Grabill
 - C. Once the Town of Grabill agrees with the grant details we will announce the grant to the town and ask for suggestions. We can advertise in The Courier, they will post free Ad's for events.
2. History of the Grabill was discussed
 - A. Grabill Town was established in 1902
 - B. South Park established in 1912
 - C. North Park established in 1997
 - D. The North Park was dedicated Jack Harris park in 2001
 - E. The Wetlands were established in 1994 from a grant
 - F. To date: 374 households in Grabill, In
 - G. Baseball park built in what year?
3. A List of volunteers that help GBP is needed
 - A. The Garden Club plants flowers every year
 - B. The Boy Scouts will help on cleanup days and other events
 - C. Grabill Hardware sells Breakfast With Santa Tickets
 - D. Leo Jr Sn High School and Leo Elementary hand out fliers to children for events
 - E. Ringgenberg Garten Haus Nursery, Spencerville, In; sponsored Hoosier ReLeaf with the Grabill Park Board in the both Grabill parks.
4. Community Events held by GPB
 - A. Breakfast With Santa every first Saturday in December every year in the Fair Building (Fudergong). Dave Krohn plays Santa Clause. Tag Art has been hired to do Art balloons and face painting. Food items are purchased locally.
 - B. Hoosier Relief
 - C. Donate funds to Leo Grabill Girls Softball League for renovations

- D. Circus in the North Park every other year (for a few years. No longer doing)
- E. Donate the use of the Pavilion to Grabill Missionary Church members for community events.

5. Income for GPB comes from the Town and Pavillion rental. Roger Harris to ask Cynthia Barnhardt about the fees collected from Pavilion rental for this fiscal year to date.

6. Review of the GPB budget done and we will provide actual numbers

2018 Calendar Meeting Dates:

Jan	8
Feb	12
Mar	12
Apr	9
May	14
Jun	11
Jul	9
Sep	10
Oct	8
Nov	12
Dec	1, 2018 Breakfast With Santa

Town of Grabill, Indiana

Grabill Park Board Meeting Notes

July 9, 2018

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning
Grant Writers; Kyle Christine Quandt in attendance

1. Grant discussion.

- A. Kyle Quandt will be the lead on the GPB Grant project.
- B. Tax information needed on pictures of building located in Grabill parks which Christine will send via email in the next month or so.
- C. Who owns the Leo Grabill Softball grounds? This is a community sports complex.
- D. Discussion took place regarding Community Centers in the area.
Churches that have community events are:
Harlan Christian Center, Harlan Indiana (next town over).
Grabill Missionary Church, Grabill, Indiana
- E. Wetland Trail adjacent to Jack Harris park does not need to have DNR permission to be burned. That is up to Grabill Town and Park Board.
See Bob Bronson, the DNR Outdoor Recreation officer for permits.
- F. Regarding the Storage buildings which reside on the West side of Girls softball diamonds; one building is the salt shed for the town of Grabill and the other is owned by the Fair.
- G. GPB does not own equipment.

2. Tasks for the Grant are as follows:

- A. Christine is sending Cynthia Barnhardt a list of questions regarding the GPB General Ledger accounts.
- B. A survey will be constructed for GPB to send out to the residents of Grabill. Survey Monkey will allow 100 free before charging.
- C. Survey should be sent out Aug 30, 2018.
- D. Survey to be returned by Nov 28, 2018.
- E. We will ask Grabill Hardware and the Library for assistance with the surveys
- F. Cynthia B will print off the labels and pay for mailing. Grabill Park Board will put the address stickers on the envelopes.

Town of Grabill, Indiana
Grabill Park Board Meeting Notes
August 13, 2018

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning
Grant Writers; Kyle Christine Quandt in attendance

1. Grant discussion.
 - A. Kyle Quandt reviewed questions for the grant.
2. Tasks for the Grant are as follows:
 - A. Kyle is sending Cynthia Barnhardt a list of questions regarding the GPB General Ledger accounts.
 - B. A survey will be constructed for GPB to send out to the residents of Grabill. Survey Monkey will allow 100 free before charging.
 - C. Survey should be sent out Aug 30, 2018.
 - D. Survey to be returned by Nov 28, 2018.
 - E. We will ask Grabill Hardware and the Library for assistance with the surveys
 - F. Cynthia B will print off the labels and pay for mailing. Grabill Park Board will put the address stickers on the envelopes.
 - G. Talk to Library and Hardware store to see if they will help with drop for surveys.

Town of Grabill, Indiana

Grabill Park Board Meeting Notes

September 10, 2018

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning
Grant Writers; Kyle Christine Quandt in attendance

1. Grant discussion.
 - A. Confirmed October 8th date for the Grabill Park Board Grant meeting in the South Park Pavilion.
 - B. Roger to confirm with Cynthia Barnhardt to secure the Pavilion for the meeting.
 - C. Signs will be posted at the Grabill Hardware store and the Library.
 - D. Maureen Connors to add information on the Grabill PB Facebook page.
 - E. Maureen Connors sent email to Kyle Quandt about GPB advertising.
2. Discussing regarding some items for Kyle.
 - A. The old outhouse area in the South Park in Grabill, was filled in years ago to avoid anyone getting hurt. There is a small flat concrete structure left on the property.
 - B. Robin Leighty from Congal Enterprizes is schedule to review the old outhouse area in the South Park and will fill in any holes to keep the ground level and safe.
 - C. The North Park broken baby swing has been taken down. No replacement at this time. The Metal rings holding the swing on the set broke open.
 - D. Roger will apply to have the Wetlands burnt.
 - E. Update on cost for Frisbee Golf for 1 set at each park, cost roughly \$200.00 per set.
 - F. Review Breakfast With Santa inventory.
 1. Roger to review the lattice board to make sure we can use it for the event.
 2. Joyce Fanning will order Food from Gordons, Donuts from Save-A-Lot and Order craft.
 3. Rick Connors to play Rudolph.
 4. Roger has secured Santa and Tag Art.

Town of Grabill, Indiana

Grabill Park Board Meeting Notes

October 8, 2018

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning

Grant Writers; Kyle Christine Quandt in attendance

1. In-lieu of regular meeting held public Meeting at the South Park Pavilion to announce the Grant process to the town of Grabill and gather public comments.

2018 Calendar Meeting Dates:

Jan	8
Feb	12
Mar	12
Apr	9
May	14
Jun	11
Jul	9
Aug	13
Sep	10
Oct	8
Nov	12
Dec	1, 2018 - Breakfast With Santa

Town of Grabill, Indiana

Grabill Park Board Meeting Notes

November 12, 2018

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning

Review for Breakfast With Santa December 1st.

1. Setup starts Thursday at 4 pm on Nov 29th at the Fudergong.
2. Reindeer with T-shirts ornaments were ordered.
3. Rudolph and Elf costumes are ordered.
4. Inventory:
 - 400 bowls
 - 175 cups
 - 750 napkins
 - Many boxes of spoons
 - Order 12 gallons of Milk
 - 9 OJ from Gordons
 - 6 cases of cereal
5. Mr. and Mrs. Smead will take tickets at the door.
6. We now have a fireplace for the background.

Park Rental Updates

7. Noting: Pavilion Park rental money for 2018 = \$3,750.00
8. 30 rentals for 2018.

2018 Calendar Meeting Dates:

Jan	8
Feb	12
Mar	12
Apr	9
May	14
Jun	11
Jul	9
Aug	13
Sep	10
Oct	8
Nov	12
Dec	1, 2018 - Breakfast With Santa

Town of Grabill, Indiana

Grabill Park Board Meeting Notes

January 7, 2019

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning

Grant Writers; Kyle Christine Quandt in attendance

Review rough draft of the Grabill Five Year Master Park Plan.

1. Reviewed Grabill Park Board members term dates. So far everyone is staying on the GPB. Jim Bryan and Maureen Connors terms ended 12/31/18 and they are both staying on for another term. Grabill Town Board has been notified.
2. Suggestions from the survey are as follows:
 - a. Add soccer goals to the parks
 - b. Add Tennis courts
 - c. Add Frisbee Golf
 - d. Hold event to gain volunteers to run some events for the GPB.
 - e. Master Naturalists Program by State Ecosystem Gardening will have people who need to volunteer hours to complete their certification

Contact Info:

Ginger Murphy, State Coordinator
Division of State Parks and Reservoirs
402 W. Washington Room W298
Indianapolis, In 46204
Phone: 317-232-4143
Email: gmurphy@dnr.IN.gov
WEB: indianamasternaturalist.org

2019 Calendar Meeting Dates:

Jan	7
Feb	11
Mar	11
Apr	8
May	13
Jun	10
Jul	8
Aug	12
Sep	9
Oct	14
Nov	11
Dec	7, 2019 - Breakfast With Santa Event

Town of Grabill, Indiana

Grabill Park Board Meeting Notes

February 11, 2019

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning

Grant Writers; Kyle Christine Quandt in attendance

1. Reviewed Grabill Park Board members term dates. So far everyone is staying on the GPB. Jim Bryan and Maureen Connors terms ended 12/31/18 and they are both staying on for another term. Grabill Town Board has been notified. March Town meeting all officers will attend, and the Grabill Park Board results will be given to board.
2. Reviewed the Five-Year plan with Kyle and all suggestions from the survey are done.

Last review of Five-year plan will be discussed in the March meeting.

Note: Discussion that GPB can go to Every Other Month meeting schedule.

Results: GPB to stay on monthly schedule for meetings.

2019 Calendar Meeting Dates:

Jan	7	Jul	8
Feb	11	Aug	12
Mar	11	Sep	9
Apr	8	Oct	14
May	13	Nov	11
Jun	10	Dec	7, 2019 - Breakfast With Santa Event

Town of Grabill, Indiana
Grabill Park Board Meeting Notes
March 11, 2019

Attendance: Roger Harris, Jim Bryan, Maureen Connors, Jim Smith, Joyce Fanning

Grant Writer; Kyle Christine Quandt in attendance

1. Confirmed Grabill Park Board (GPB) members term dates.

<u>Park Board Member</u>	<u>Position</u>	<u>Term Ends</u>
Roger Harris	President	12/31/2019
Joyce Fanning	Vice President	12/31/2021
Maureen Connors	Secretary	12/31/2021
Jim Bryant	Board Member	12/31/2021
Jim Smith	Board Member	12/31/2019

2. The Garden Club, Marggie Faley, will attend the GPB meeting next month to discuss planting flowers around Grabill.
3. GPB will now complete two projects slated for Spring:
 - A. The removal of the old "Out House" cement in the South Park.
 - B. Replace the rope on the sliding hill in the North Park.
4. Reviewed the Final Five-Year plan with Kyle.
 - a. Discussed GPB doing final review for printing of the five-year plan.
 - b. We need to announce a public notice of the Five-year plan.
 - c. We need a copy of the plan at town hall, the library and online
 - d. We need to create a plan to start fundraising
 - e. Suggested to have Grabill Town Board person attend GPB meeting.
 - f. GPB needs to offer meeting notes to Public, online preferred.
 - g. GTB needs to offer meeting notes to Public, online preferred.
 - h. Suggested to setup GPB booth at Grabill Fair to communicate plans and gather donations.
 - i. Seek out volunteers to help with park duties.



East Allen Courier

PO BOX 77 GRABILL IN 46741

POSTAL CUSTOMER ECRWSS

VOLUME 69 - NUMBER 39

Serving Grabill, Leo-Cedarville, Harlan, Woodburn, Spencerville

TUESDAY, SEPTEMBER 25, 2018

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Grabill, IN 46741
Permit No. 114

LEO-CEDARVILLE FALL FESTIVAL



Camping at Leo-Cedarville Riverside Gardens Park.

Fall is here, and it is a perfect time to enjoy the 2018 fall festival sponsored by the Leo-Cedarville Park Department at Riverside Gardens Park.

The fall festival will begin at 3:00 p.m. on Saturday, Oct. 6, and will include many activities for all ages. From 3:00 to 7:00 p.m., visitors can enjoy carnival games, potato sack races, egg toss, three-legged races, face painting and "bubble suits." Food trucks will be present to serve food until 7:00 p.m.

Following the day's activities, there will be an outdoor screening of Disney's "Zootopia" at dusk (approximately 7:45 p.m.), so bring your camp chairs or blankets and settle in for great time.

dients and roasting sticks for s'mores, but additional ingredients and roasting sticks will be available for a small fee.

The evening will conclude with an overnight campout in the park. This is great opportunity for a family or group's first camping experience without traveling far from home! The event will end at 8:00 a.m., Oct. 7, with donuts for overnight campers. The event is free to attend, but visitors are asked to bring a canned food donation for the area food bank.

Visitors are also asked to have an adult chaperone for your family or group enjoying the many activities at the festival. So clear your schedule and come on out to the fall festival!

FIVE YEAR MASTER PLAN PUBLIC MTG. FOR GRABILL PARKS & RECREATION

The town of Grabill will hold a public meeting on Oct. 8 at 6:30 p.m. at the Grabill Park pavilion located at 13131 Indiana St., Grabill, to allow the public to provide input regarding the Grabill Parks and Recreation system. The Northeastern Indiana Regional Coordinating Council is compiling a Five-Year Master Park Plan for the town of Grabill and public input is needed to guide the park plan to ensure it includes the desires of the residents of Grabill. Every effort will be made to allow persons to voice their opinions at the public meeting.

Additionally, residents of Grabill will be receiving a public survey regarding

the parks in the mail. If they are unable to attend the meeting it is important they complete the survey and submit it to the town. Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact Kyle Quandt at NIRCC at 200 E. Berry St., Suite 230 Fort Wayne, IN 46802 or by email at kyle.quandt@co.allen.in.us, no later than Thursday Sept. 28.

An oral or written translation of the public notice will be available in Spanish upon request. (Una traducción oral o la traducción escrita de la notificación pública estará disponible en español bajo petición).

NEXT GENERATION HOOSIER EDUCATORS SCHOLARSHIP

By State Senator Dennis Kruse (R-Auburn)

Teachers are an essential part of our communities and state. We all have teachers who have helped us and our friends and family on the path to success.

Knowing how important educators are to the future

\$7,500 annually for students who commit to teaching in Indiana for five years after their college graduation.

Applications for the 2019-20 Next Generation Hoosier Educators Scholarship are now available.

To qualify for the scholarship, students must either graduate in the highest 20 percent of their high school class or earn a score in the top 20th percentile on the SAT or ACT. To continue

18TH ANNUAL ROAD APPLE CRUISE-IN



Saturday, Sept. 29 will be Grabill's annual car show. Registration starts at 9:00 and car show is from 11:00 a.m. to 3:00 p.m. The car show is a no judge fun event for all types of cars and trucks. There will be door prize drawings every 15 minutes with a grand prize, first, second and third prize will be drawn at 3:00 p.m. Goodie bags will be given to the first 125 registered.

This event grows from year to year and we have had 200-plus cars enter. If you have any questions or would

like to register, please call Jim at 260-627-2012 or Roger at 207-669-5851.

There will also be food available and a flea market with several vendors. The vendors will have anything from garage sale-type items to crafts to direct sales. If anyone is interested in being a vendor (inside spots), please call 260-312-5460.

This is a fun event for the whole family!

Canned goods will be collected for the Grabill Food Bank.

scholarship are being accepted now through Nov. 30. After the deadline passes, applicants will be notified of their scholarship status via

email by Jan. 4, and finalists will participate in regional interviews in March.

It's important we not only
(Continued on Page 3)

facebook

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Park Town Meeting Tonight Oct 8
@ 6:30 to talk about Park Improvements We need your help.
South Park Pavilion

Grabill Parks and Recreation
[@grabillparks](#)

Home About Photos Events Reviews Videos Posts Services Community

Town Meeting in the South Park Pavilion TONIGHT
We're talking Park Improvements
We need your help at 6:30 on October 8th

Like Share ... Call Now Send Message

About Suggest Edits

FIND US

📍 13131 Indiana St Grabill, Indiana Get Directions

m.me/grabillparks ⓘ

See more of Grabill Parks and Recreation on Facebook

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8 Events

Events

+ Create Event ▾



OCT 8 **Town Meeting for the Parks**
Public · Hosted by [Grabill Parks and Recreation](#)

★ Interested

 Invite

Monday, October 8, 2018 at 6:30 PM – 7:30 PM EDT
Starts in about 4 hours · 28°C Mostly Sunny

 Grabill Parks and Recreation
13131 Indiana St, Grabill, Indiana 46741


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0 Going · 3 Interested
Share this event with your friends

Details

The Town of Grabill will hold a public meeting on October 8, 2018 at 6:30 pm at the Grabill Park Pavilion located at 13131 Indiana Street, Grabill, IN 46741 to allow the public to provide input regarding the Grabill Parks and Recreation system. The Northeastern Indiana Regional Coordinating Council is compiling a 5-Year Master Park Plan for the Town of Grabill and public input is needed to guide the Park Plan to ensure it includes the desires of the residents of Grabill. Every effort will be made to allow persons to voice their opinions at the public meeting.

Causes



Email or Phone

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The Town of Grabill Park Board

Public Meeting to Gather Your Input on the Future of Our Town Parks



**October 8, 2018 @ 6:30pm
Grabill Park Pavilion
13131 Indiana Street**

Who: All residents of the Town of Grabill with an interest in the development/improvement of the Grabill Town Parks.

What: Provide your input regarding Grabill's Park and Recreation system and help to guide the development of a comprehensive 5-Year Master Park Plan currently being developed for the Town.

When: October 8, 2018 at 6:30pm.

Where: Grabill Park Pavilion at 13131 Indiana Street.

Why: The Park Plan is being written for YOU! Your input is vital to create a comprehensive plan that will outline the future of Grabill's Park and Recreation system!



Appendix C – Public Surveys

Grabill 5-Year Master Park Plan

Park User Survey

Please take a moment to help us improve your experience at the Grabill Parks by completing the below survey about your park system. **Your participation in this survey is very important** as your answers will help guide the Master Park Plan. Your answers are **anonymous and confidential** and will only be used for park planning purposes.

Please submit your survey by November 3, 2018 at:

Grabill Town Hall: 13717 1st Street

Grabill Hardware: 13534 Main Street

Grabill Library: 13521 Grabill Road

1. How often do you use the Grabill Parks?	South Grabill Park	Jack R. Harris Park
Weekly	<input type="radio"/>	<input type="radio"/>
1 or 2 per MONTH	<input type="radio"/>	<input type="radio"/>
1 or 2 per YEAR	<input type="radio"/>	<input type="radio"/>
Never	<input type="radio"/>	<input type="radio"/>
2. How would you rate the physical condition of the facilities at the Grabill Parks?	South Grabill Park	Jack R. Harris Park
Excellent	<input type="radio"/>	<input type="radio"/>
Good	<input type="radio"/>	<input type="radio"/>
Average	<input type="radio"/>	<input type="radio"/>
Poor	<input type="radio"/>	<input type="radio"/>
3. What is the greatest factor preventing you from using the park more often?	South Grabill Park	Jack R. Harris Park
Lack of interest	<input type="radio"/>	<input type="radio"/>
Lack of time	<input type="radio"/>	<input type="radio"/>
Poor health/mobility	<input type="radio"/>	<input type="radio"/>
Too far away	<input type="radio"/>	<input type="radio"/>
Not enough offerings	<input type="radio"/>	<input type="radio"/>

4. If you or someone in your care has a disability, how would you rate the accessibility of the parks?

South Grabill Park

Jack R. Harris Park

- | | | |
|-------------------|-----------------------|-----------------------|
| N/A | <input type="radio"/> | <input type="radio"/> |
| Excellent | <input type="radio"/> | <input type="radio"/> |
| Good | <input type="radio"/> | <input type="radio"/> |
| Average | <input type="radio"/> | <input type="radio"/> |
| Needs improvement | <input type="radio"/> | <input type="radio"/> |

5. Which of these physical barriers restrict or prevent you from using the parks?

South Grabill Park

Jack R. Harris Park

- | | | |
|------------------------------|-----------------------|-----------------------|
| N/A | <input type="radio"/> | <input type="radio"/> |
| Lack of accessible parking | <input type="radio"/> | <input type="radio"/> |
| Lack of accessible equipment | <input type="radio"/> | <input type="radio"/> |
| Lack of accessible bathroom | <input type="radio"/> | <input type="radio"/> |
| Park is too far away | <input type="radio"/> | <input type="radio"/> |
| Safety concerns | <input type="radio"/> | <input type="radio"/> |
| Age | <input type="radio"/> | <input type="radio"/> |

6. Which of these physical barriers restrict or prevent you from using the parks?
(Check all that apply)

South Grabill Park

Jack R. Harris Park

- | | | | |
|-------------------|-----------------------|-------------------|-----------------------|
| Basketball Courts | <input type="radio"/> | Basketball Courts | <input type="radio"/> |
| Play Equipment | <input type="radio"/> | Baseball Diamonds | <input type="radio"/> |
| Picnic Areas | <input type="radio"/> | Sledding Hill | <input type="radio"/> |
| Pavilion | <input type="radio"/> | Open Green Space | <input type="radio"/> |
| T-ball Field | <input type="radio"/> | Nature Area | <input type="radio"/> |
| Other | <input type="radio"/> | Play Equipment | <input type="radio"/> |
| | | Picnic Areas | <input type="radio"/> |
| | | Trail | <input type="radio"/> |
| | | Other | <input type="radio"/> |

7. What amenities would you like to see added to the Grabill Parks? (Check all that apply)

- | | |
|---|---|
| <input type="radio"/> Lights on the trail in wetland | <input type="radio"/> Install an open air pavilion at Harris Park |
| <input type="radio"/> Lights added at both parks | <input type="radio"/> Install frisbee golf course at Harris Park |
| <input type="radio"/> Pet waste stations | <input type="radio"/> Offer family friendly Park programs |
| <input type="radio"/> Add a sidewalk to the adjacent Leo-Grabill Sports Complex | <input type="radio"/> Install new park sign at Harris Park |
| <input type="radio"/> Install additional multi-use trails | <input type="radio"/> Install park rules sign at parking lot |
| | <input type="radio"/> Other _____ |

8. What improvements would you like to see made at the Grabill Parks?

(Check all that apply)

- | | |
|---|---|
| <input type="radio"/> Playground equipment | <input type="radio"/> Upgraded South Park entrance |
| <input type="radio"/> Surface under playground equip | <input type="radio"/> Basketball courts |
| <input type="radio"/> Parking lots | <input type="radio"/> Ability to financially assist ball park |
| <input type="radio"/> Landscaping | <input type="radio"/> Ability to provide ongoing maintenance at the parks |
| <input type="radio"/> Seating at play areas | <input type="radio"/> Install park rules sign at parking lot |
| <input type="radio"/> Drainage at Harris Park | <input type="radio"/> Other _____ |
| <input type="radio"/> New accessible bathroom at pavilion | |

9. I would like Grabill Parks to add programming and activities for the following age groups. (Check all that apply)

- | | |
|-------------------------------|-------------------------------|
| <input type="radio"/> < 5 | <input type="radio"/> 19 - 25 |
| <input type="radio"/> 5 - 10 | <input type="radio"/> 26 - 60 |
| <input type="radio"/> 11 - 18 | <input type="radio"/> > 60 |

10. How do you learn about activities at the Grabill Parks? (Check all that apply)

- | | |
|---|---|
| <input type="radio"/> Town website | <input type="radio"/> Social media |
| <input type="radio"/> Word of mouth | <input type="radio"/> East Allen Courier |
| <input type="radio"/> Fliers at church or library | <input type="radio"/> I don't hear about activities |
| <input type="radio"/> Notices through schools | <input type="radio"/> Other _____ |

11. What amenities would you like to see at Grabill Parks? (Check all that apply)

- | | |
|--|---|
| <input type="radio"/> Handicap parking | <input type="radio"/> Water fountains |
| <input type="radio"/> Paved sidewalks throughout parks | <input type="radio"/> Playground equipment for children of all ages |
| <input type="radio"/> Handicap restrooms at parks | <input type="radio"/> Security Patrol |
| <input type="radio"/> I don't hear about activities | <input type="radio"/> Other _____ |

12. Have you ever volunteered for the Grabill Parks before?

- ☐ Yes
☐ No

13. If no, why haven't you?

- ☐ Was not aware of need
☐ Lack of time
☐ Lack of interest
☐ I don't think I have the required skills
☐ Other _____

14. If you are willing to volunteer for the Grabill Parks what activities are you willing to commit to? (Check all that apply)

- | | |
|--|---|
| <input type="radio"/> Grounds maintenance | <input type="radio"/> Little league program |
| <input type="radio"/> Building maintenance | <input type="radio"/> I will not volunteer |
| <input type="radio"/> Facilitate park programs | <input type="radio"/> Other _____ |

15. Have you ever volunteered for the Grabill Parks before?

- ☐ Yes ☐ No

16. Are you willing to invest in Grabill Parks through any of the following methods?

- | | |
|---|--|
| <input type="radio"/> Program fees | <input type="radio"/> Small annual park user tax |
| <input type="radio"/> Small increase in facility rental fees | <input type="radio"/> Independent donations |
| <input type="radio"/> No, I don't think money should be invested in the parks | <input type="radio"/> No, I can't afford it |
| | <input type="radio"/> Other _____ |

17. If you could change one thing about Grabill Parks what would it be?

18. Do you live in Grabill?

- ☐ Yes
☐ No

19. If not, where do you live?

20. What is your gender?

- ☐ Male
☐ Female

21. What is your age range?

- | | | |
|-------------------------------|-------------------------------|-------------------------------|
| <input type="radio"/> < 18 | <input type="radio"/> 25 – 34 | <input type="radio"/> 55 - 64 |
| <input type="radio"/> 18 – 24 | <input type="radio"/> 35 – 54 | <input type="radio"/> > 65 |

22. What is your annual household income?

- | | |
|---|---|
| <input type="radio"/> Under \$15,000 | <input type="radio"/> Between \$75,000 and \$99,999 |
| <input type="radio"/> Between \$15,000 and \$29,999 | <input type="radio"/> Between \$100,000 and \$149,999 |
| <input type="radio"/> Between \$30,000 and \$49,999 | <input type="radio"/> Greater than \$150,000 |
| <input type="radio"/> Between \$50,000 and \$74,999 | |

Thank you for your participation in the Grabill 5-Year Master Park Plan public survey!

Town of Grabill Parks and Recreation YOUTH Survey

Thank you for taking a moment of your time to provide input on the town parks. Your answers will help the Park Board complete its five-year plan for the parks. We value your perspective!

1. On average, how often do members of your family use a park facility in the Town of Grabill?

- | | |
|--|--|
| <input type="checkbox"/> More than once a week | <input type="checkbox"/> Once a year |
| <input type="checkbox"/> Once a week | <input type="checkbox"/> Seasonal Sports |
| <input type="checkbox"/> Once a month | <input type="checkbox"/> Never |

2. How satisfied are you with the quality of the Grabill town parks?

- | | |
|---|---|
| <input type="checkbox"/> Very satisfied | <input type="checkbox"/> <u>Uns</u> satisfied |
| <input type="checkbox"/> Somewhat satisfied | <input type="checkbox"/> Very <u>un</u> satisfied |
| <input type="checkbox"/> None of the Above | |

3. In your household, who is the most frequent user of park facilities in the Town of Grabill?

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Children | <input type="checkbox"/> Family |
| <input type="checkbox"/> Teenagers | <input type="checkbox"/> We do not use parks |
| <input type="checkbox"/> Adults | |

4. How important is it to your household that the Grabill Parks & Recreation provide the following:

Activity/Facility	Very Important	Somewhat Important	Neutral	Somewhat <u>Un</u> important	Very <u>Un</u> important
Court Sports (such as Basketball, Tennis, Volleyball)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dog Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field sports (such as baseball, soccer, football)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sledding Hill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Green Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picnic Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playground facilities (such as swings, slides, climbers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nature Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-ball Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavilion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-use Trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (Please explain) _____

5. Rate the following statements in terms of the Grabill park facilities:

	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
The Grabill parks offer activities that I use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The parks are kept in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The parks are handicap accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is enough park area in town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The parks are safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What priority are the following Improvements:

Description	Very High Priority	High Priority	Medium Priority	Low Priority	Not a Priority
Lights in wetland area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adding/upgrading playground equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lights at both parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pet waste stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adding sidewalk to adjacent sport complex (from Jack Harris Park)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installing multiuse trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installing open air pavilion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frisbee golf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New park sign and rules sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upgrade parking lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upgrade landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add seating areas at playground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upgrade the basketball courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (Please explain) _____

7. If you do not attend any of the Parks in Grabill, check the answer(s) to best explain the reason(s) why (*at least one (1) row requires an answer).

Reason	Yes	No	Neutral
No time to go to parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks are too far away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I prefer video games/technology at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not enough lighting to play after school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor Health/Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel unsafe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not enough things to do for my age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (Please explain) _____

8. What types of activities do you use at the parks?

- | | |
|--|--|
| <input type="checkbox"/> Picnic Area | <input type="checkbox"/> Open Green Space |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Baseball diamonds |
| <input type="checkbox"/> Basketball Courts | <input type="checkbox"/> T-ball Field |
| <input type="checkbox"/> Trails | <input type="checkbox"/> Pavilion |
| <input type="checkbox"/> Nature Area | <input type="checkbox"/> I don't use the parks |
| <input type="checkbox"/> Sledding Hill | |

☐ Other:

9. What types of activities would you use if available?

- | | |
|---|---|
| <input type="checkbox"/> Sports Club | <input type="checkbox"/> Frisbee golf |
| <input type="checkbox"/> Free Movies/Music Events | <input type="checkbox"/> Other family friendly programs (crafts, specialty lessons, etc.) |
| <input type="checkbox"/> Dog Park | |
| <input type="checkbox"/> Splash Pad | |

Other:

About You:

10. Are you a Boy or Girl?

- ☐ Boy ☐ Girl

11. What is your age? _____

12. Who do you attend the parks with?

- | | |
|----------------------------------|---------------------------------|
| <input type="checkbox"/> Friends | <input type="checkbox"/> Other |
| <input type="checkbox"/> Family | <input type="checkbox"/> Myself |

13. How many people live in your household? _____

What are their ages? _____

14. Which best describes where you live?

- | | |
|--|--|
| <input type="checkbox"/> In Town of Grabill | <input type="checkbox"/> Other Town (Please specify) |
| <input type="checkbox"/> Rural area around Grabill | _____ |
| <input type="checkbox"/> Seasonal resident | |

Thank you for your participation!

Your answers will be kept fully confidential and only reported cumulatively with all other surveys received. Survey results will be presented in the final 5-year Park Master Plan and at a public meeting in early 2019 (Date and location to be determined).

If you have any questions or comments about the survey, please contact Kyle Quandt at the Northeastern Indiana Regional Coordinating Council (NIRCC) by phone at: (260-449-4226) or email (Kyle.Quandt@co.allen.in.us).