



ADA Advisory Group

Draft Minutes
Wednesday April 25, 2023
4:00 PM
City Commission Room, City Hall
1101 Poyntz Avenue, Manhattan, KS 66502

Members Present: Ben Perry, Mike Wilson, Becca Traxson, Jamie Spikes, Sally Bailey, Cristine Benne, Beth Riley, Liz Musil, Harold Vandeventer, Karla Johnson, Patricia Payne, Angie Brunk, Mary Ellen Keck

Kelsey Stock (Virtual)

Members Absent: Cassie Lofing, Erica Christie, Thomas Yadon, Dantia MacDonald, Michelle Haub, Colette Barnes-Maelzer, Linda Rice, Rebecca Claus, Victor Isham

Staff Present: Jared Wasinger,

Consultants Present: Erin Eurek (Kimley-Horn), Krisi Avalos (Accessology), Molly Michal (New Boston Creative)

1. Introductions

Jared Wasinger, Staff Liaison, called meeting to order at 4:05 p.m. and welcomed the group.

2. Approve minutes from March 8, 2023, meeting.

This meeting was held in the City Commission Room at City Hall, 1101 Poyntz Avenue. Public participation is solicited without regard to race, sex, familial status, military status, disability, religion, age, color, national origin, ancestry, sexual orientation, or gender identity. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodation to participate in an ADA Advisory Group Meeting or access meeting minutes, or those requiring language assistance (free of charge) should contact the City of Manhattan ADA Coordinator, Robyn Dreher, no later than forty-eight (48) hours prior to the meeting, at (785) 587-2443 or 7-1-1 (Relay).

Angie Brunk made a motion to approve the minutes. Liz Musil seconded the motion. The motion passed unanimously.

3. ADA Survey/Public Outreach Update

Erin Eurek gave an overview of the last meeting and the agenda for this meeting and thanked the committee for feedback on the survey development and questions.

Jared Wasinger said the survey and online map were now live, provided a copy of the flyer to Advisory Group members, and said he would be emailing the survey links and flyer to the group and asked for distribution to their respective groups.

Feedback on the survey would be received through May 31, 2023, and will be incorporated into the Fall 2023 ADA Transition Plan. After the meeting, the survey deadline was extended to June 9, 2023.

The survey and map will stay open, and any feedback received after that time will be incorporated into the next Transition Plan update (date to be determined).

4. Self-Evaluation Initial Observations

a. Programs, Services, and Activities Review

Kristi Avalos discussed how programs, services and activities were reviewed across selected departments/divisions based on if they had high interaction with the public.

Departments/divisions reviewed included:

- Airport (Operations)
- City Manager's Office (City Clerk's Office, Communications)
- Finance (Customer Service, Utility Billing)
- Human Resources (Personnel, Risk Management, Payroll)
- Legal Services (Municipal Court)
- Fire Services (Emergency Services, Risk Reduction)
- Parks & Recreation (Parks, Recreation, Aquatics, Animal Shelter, Flint Hills Discovery Center, Sunset Zoo)

Common observations across departments included "504" not being included in ADA Coordinator's title and many departments are unaware of who has been appointed as the ADA Coordinator. Alternative formats were another common theme across departments, having no current/standard practice, as well as a lack of logs maintained for ADA complaints.

Christine Benne asked what 504 means. Kristi Avalos explained that Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency.

Kristi noted the slides for each department represented a sample of observations, and are not an exhaustive list, which will be included in the full self-evaluation report.

The Airport does not currently have a policy/procedure for obtaining alternate formats for documents. There is no current process to ensure that Closed Captioning and/or transcripts are available for videos posted for employees and public viewing.

For the City Manager's Office, the City Clerk's Office and Communications staff had not had ADA training. The Community Survey 2019 did not appear to include individuals with disabilities. No specific ADA training was a common theme in other departments as well.

Regarding Customer Service within the Finance department, the Taxi Coupon program needs language updated to include a policy on vehicle accessibility for individuals with disabilities, as well as having a Service Animal policy. Angie Brunk noted the importance of such inclusion for the taxi program. Jared Wasinger noted the city did not have any active/licensed taxi programs for some time. For utility billing, the Social Services Donation Form does not accurately allow tab ability.

Regarding Human Resources, job descriptions are not written in a way that highlights the "essential" job functions and "secondary" job functions that allow a person with a disability to disqualify themselves from a potential job. Job descriptions are not required to be written, but if they are they should be written as described previously. Two grievance processes are noted. One does not apply specifically to people with disabilities and the other is "print and send" only. In addition, the ADA Coordinator is not introduced during the on-boarding process. There is also a link for users of the website who speak Spanish. This link contains different information than the English version, including the State of Kansas Department of Transportation Civil Rights Information.

Regarding the Municipal Court, Municipal Court staff have no information on making reasonable modifications for people with disabilities, and no contracts are in place for sign language interpreters, but staff have companies they call.

Regarding the Manhattan Fire Department, an ADA statement was not found, the Fire Department staff need training & assurances on handling individuals with disabilities, and a checklist or procedure is not used to ensure tours are ADA accessible. The Fire Department participates in fire safety school programs, such as entry into vehicles, but does not provide access for individuals with mobility impairments. Educational programs are provided to adults and children throughout the City but have no mention of special arrangements or accommodations for people with disabilities.

Regarding Parks and Recreation, Manhattan Trail Evaluation Report (dated 11.22.16) does not appear to include input from residents with disabilities and/or impairments. Many programs and events are offered with no information about accessibility or qualifications needed for participation. Individual programs should indicate physical demand to help individuals determine if it's something participants can/want to do. Areas lack non-discrimination statements. At

certain facilities such as the Zoo, information should be provided for guests with sensory impairments so they understand what communication options will be available.

b. Infrastructure/Facilities Review

Kristi Avalos provided an overview of facilities reviewed and initial observations, noting that given this is Phase 1 of the self-evaluation, not all facilities were evaluated, and staff selected facilities, public rights-of-way and other infrastructure that had high pedestrian traffic or were not evaluated in the self-evaluation completed in the 90s. During this phase the following were evaluated:

- 4 buildings (10 buildings remain for future phases)
- 11 parks and/or recreation facilities (21 remain for future phases)
- 10 miles of stand-alone paved trails (no remaining phases, complete)
- 15 signalized intersections (45 remain for future phases)
- 25 miles of sidewalk corridors and adjacent curb ramps (175 miles remain for future phases)

Kristi listed most common issues found in buildings and gave examples, which included:

- **Path of Travel:** level change, slopes, and gaps
- **Restrooms:** clear floor space, stall handles
- **Water Fountains:** 2 types required, missing apron, clear floor space
- **Parking:** Sign location, slope in stalls, quantity of accessible stalls, uneven surfaces in the access aisle

Liz Musil asked if sensory barriers were included in evaluation of facilities. Kristi Avalos said it would depend on the barrier. Signage, for instance, is covered by the ADA so non-compliant signage would be addressed. Items that are not a requirement of the ADA might be a reasonable accommodation/modification. In that case, the individuals would go through the City's grievance process and each department, in that circumstance, would determine how to address the grievance in collaboration with the individual.

Kristi listed the most common issues found in parks and/or recreation facilities and gave examples, which included:

- **Parking:** Signage location, striping missing, surface type
- **Path of Travel:** Loose material, uneven and cracked concrete
- **Restrooms:** Clear floor space
- **Fountains:** Missing type, access space

Kristi listed the most common issues found along stand-alone trails and gave examples, which included path of travel issues such as:

- Cross slopes greater than 2%
- Running slopes greater than 5%
- Elevation changes
- Overhead obstruction

Erin Eurek listed the most common issues found at signalized intersections and gave examples, which included:

- Issues with curb ramps such as:
 - Excessive flare cross slopes
 - Obstructions in the curb ramp, turning space (landing), or flares
 - Non-compliant detectable warning surfaces
- Issues with pedestrian signal equipment such as:
 - Excessive clear space cross slopes
 - Excessive pedestrian push button reach range
 - Pedestrian push button offset from crosswalk > 5 feet

Erin listed most common issues found along sidewalk corridors and gave examples, which included:

- Obstructions (temporary, permanent, and utility)
- Sinking
- Heaving
- Cracking
- Cross slopes > 2%
- Curb ramp issues related to excessive flare cross slopes, missing detectable warning surfaces, and non-compliant detectable warning surfaces.

Harold Vandeventer asked if alleys were included in the evaluation. Jared Wasinger said they were not included. Harold mentioned how alleys, specifically in Downtown that are adjacent to public parking lots, are associated with the path of travel to get to stores from the store's back entrance. Kristi Avalos recommended those be evaluated in future phases.

Mary Ellen Keck discussed the pedestrian signal at the corner of Wal-Mart, across from Sonic and indicated the push button behind the guard rail was an obstruction. The push button recently had an extender installed, but the extender is not long enough, and she has noticed some people trying to reach it.

Beth Ann Riley said she is familiar with the intersection at Tuttle Creek Boulevard and Bluemont Avenue and concurs that the guard rail obstructs access to the button and that it seems tight and congested. She suggested it would be difficult for wheelchair users at that intersection and the roundabout at 4th Street.

Angie Brunk said she lives near Strasser Village and does not find it comfortable utilizing the street crossings at roundabouts as a pedestrian. Liz Musil concurred. Beth Ann Riley suggested having pedestrian flashers at roundabouts; however, Erin Eurek indicated roundabouts are designed to not include traffic/pedestrian signalization. Angie Brunk noted roundabouts by design do not lend to the pedestrian, which other members concurred.

Christine Benne asked about sidewalks and questioned if that's the homeowner's responsibility. Jared Wasinger explained that a Kansas state statute requires the property owner to be responsible for the maintenance and repair of the sidewalk adjacent to their property. Erin Eurek

and Kristi Avalos explained the City is ultimately responsible for the ADA compliance of the sidewalk in the public rights-of-way, unless there is a signed and detailed maintenance agreement with the property owner.

Angie Brunk noted how brick sidewalks also contribute as a barrier for pedestrians.

5. Transition Plan Development

Erin Eurek told the group that as the self-evaluation has wrapped up, they are pulling together all the data and developing the long-range planning document for the city. The plan will include a list of physical of obstacles/barriers and their location, a detailed description of the methods the City will use to make the facilities accessible, a schedule for making the access modifications, a yearly schedule if the Transition Plan is more than one year long, and the name/position of the official who is responsible for implementing the Transition Plan, which will be Jared Wasinger.

Project prioritization is a two-step process. Step 1: facilities and/or individual barriers will be assigned a priority based on factors such as known complaints, severity of non-compliance, proximity to pedestrian attractors, and Department of Justice priorities (accessible approach and entrance, access to goods and services, access to public toilets, and access to other items such as water fountains and public telephones). Priorities will be assigned using point scales. Step 2: facilities and/or individual barriers will be ranked based on factors such as the Step 1 priority, part of future funded projects by the city, and facility usage (e.g., hosted events, regular meetings).

The transition plan will determine an annual budget for barrier removal based on cost estimates provided by Kimley-Horn that will include contingencies, and the transition plan will be updated as future evaluations are completed.

6. Feedback

Erin Eurek provided an overview of the remaining project schedule. The transition plan will be drafted and finalized during the months of May and June, with an anticipated approval from the City Commission in July.

7. Next ADA Advisory Group Meeting

TBD/Summer

Jared Wasinger said the ADA Advisory Group may meet one last time in the summer before adoption of the ADA Self-Evaluation and Transition Plan. The meeting was adjourned at 5:30 p.m.