



## Introduction

### Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, City of Albert Lea must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), The City of Albert Lea has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to City's existing Transition Plan covering buildings, services, programs and activities.

### ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal 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. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

## Agency Requirements

Under Title II, The City of Albert Lea must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.



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Albert Lea, Minnesota 56007-2496  
507-377-4325

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**This document has been created to specifically cover accessibility within the public rights of way and does not include information on City programs, practices, or building facilities not related to public rights of way.**



## Self-Evaluation

### Overview

The City of Albert Lea is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies. The goal of the self-evaluation is to verify that, in implementing the City policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the City's Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the City rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

The transition plan is intended to be an evolving plan. As such, the City of Albert Lea will annually review this plan and insure it is up to date with current standards. The plan will also incorporate improvements completed on the ADA features.

### Summary

In 2017, The City of Albert Lea conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- 69.44 miles of sidewalks
- 1155 curb ramps
- 2.95 miles of trails
- 16 traffic controlled Intersections
- 16 bus stops

A detailed evaluation on how these facilities relate to ADA standards is found in Appendix A and will be updated periodically (last updated May 2021).



## Policies and Practices

### Previous Practices

Since the adoption of the ADA, The City of Albert Lea has striven to provide accessible pedestrian features as part of the City capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the City updated their procedures to accommodate these methods.

### Policy

The City of Albert Lea's goal is to continue to provide accessible pedestrian design features as part of the City capital improvement projects. The City has established ADA design standards and procedures as listed in Appendix F. These standards and procedures will be kept up to date with nationwide and local best management practices.

The City will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the City. For any Street project requiring more than patching, the ADA features will be evaluated and upgraded as necessary.

Requests for accessibility improvements can be submitted to the Responsible Party Public Right-of-Way ADA implementation Coordinator. Contact information for Responsible Party is located in Appendix E.

## Improvement Schedule

### Priority Areas

The City of Albert Lea has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the 2018 self-evaluation are as follows:

- Near Public Schools



- Near Public Buildings
- Public input received

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

## External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of The City of Albert Lea. The City will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

## Schedule

The city of Albert Lea has set the following schedule goals for improving the accessibility of its pedestrian facilities within the City jurisdiction:

- After 10 years, 100% of accessibility features that were constructed after January 26, 1991, will be ADA compliant.
- After 20 years, 80% of accessibility features within the priority areas identified by City staff will be ADA compliant.
- After 30 years, 80% of accessibility features within the jurisdiction of City will be ADA compliant.

## ADA Coordinator

In accordance with 28 CFR 35.107(a), The City of Albert Lea has identified an ADA Title II Coordinator to oversee the City policies and procedures. Contact information for this individual is located in Appendix E.

## Implementation Schedule

### Methodology

The City of Albert Lea will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the stand alone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the Capital Improvement Program (CIP) on a case by case basis as determined by The City of



Albert Lea staff and City Council. The City CIP, which includes a detailed schedule and budget for specific improvements, is reviewed and updated annually.

## Public Outreach

The City of Albert Lea recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of The City of Albert Lea.

Public outreach for the creation of this document consisted of the following activities:

The City will provide an opportunity for interested persons, including individuals with disabilities or organizations representing such individuals, to comment on the self-evaluation and Transition Plan process. A draft copy of the Transition Plan was made available to the public for comment on the City's webpage

A draft copy of the transition plan was sent to known organizations that serve people with disabilities in the City of Albert Lea.

Albert Lea Organizations Serving Persons with Disabilities

- Cedar Valley Services, Inc.
- Freeborn County

A draft copy of the plan was presented to the City of Albert Lea Human Rights Commission.

The Transition Plan, a list of interested persons consulted, and a description of any modifications made to any policies, practices and programs must be maintained on file and available to the public for at least three years following the completion of the self-evaluation.

This document was also available for public comment. A summary of comments received and detailed information regarding the public outreach activities are located in Appendix C.

## Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. A draft of this public notice is provided in Appendix D. If users of The City of Albert Lea facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance.



In accordance with 28 CFR 35.107(b), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix D.

## **Monitor the Progress**

This document will continue to be updated as conditions within the City evolve.

The appendices in this document will be updated periodically, while the main body of the document will be updated in (short term period, 3-5 years) with a future update schedule to be developed at that time. With each main body update, a public comment period will be established to continue the public outreach.





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## **Appendices**

- A. Self-Evaluation Results**
- B. Schedule / Budget Information**
- C. Public Outreach**
- D. Grievance Procedure**
- E. Contact Information**
- F. Agency ADA Design Standards and Procedures**
- G. Glossary of Terms**

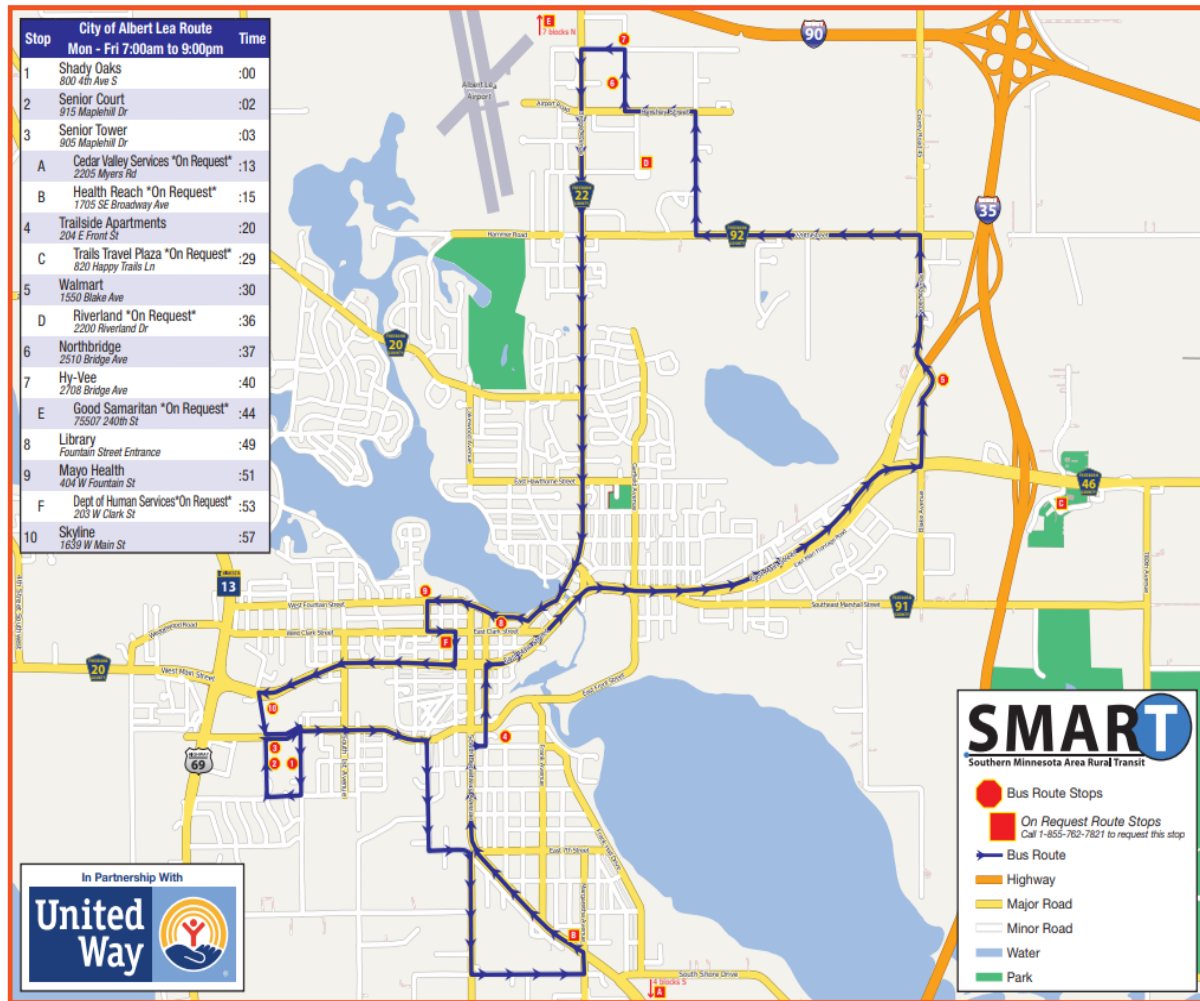


## Appendix A – Self-Evaluation Results

The 2020 update of the self-evaluation of pedestrian facilities yielded the following results:

<b>SIDEWALKS</b>	70.26 mi	
Slope 2% or Less	10.90 mi	
Slope Greater 2%	TBD	
Slope Unknown	84.49%	
<b>CURB RAMPS</b>		
TRAIL CURB RAMP	0	
SIDEWALK CURB RAMP	<b>1165</b>	
TOTAL	1165	
CURB RAMP W/ TRUNCATED DOME	676	58.0%
CURB RAMP NO TRUNCATED DOME	489	42.0%
TRUNCATED DOME UNKNOWN	0	0%
ADA COMPLIANT	295	25.3%
ADA COMPLIANT UNKNOWN	870	74.7%
<b>TRIP HAZARDS</b>		
SIDEWALK HAZARD	TBD	
TRAIL HAZARD	TBD	
<b>TRAILS</b>	2.95 mi	
Slope 2% or Less	TBD%	
Slope Greater 2%	TBD%	
Slope Unknown	100%	
<b>INTERSECTION W/ SIGNALS</b>	16	
TRAFFIC SIGNALS (Total legs)	63	
INTERSECTION W/ CURB RAMPS	81.25%	
INTERSECTION NO CURB RAMPS	18.75%	
SIGNALIZED INTERSECTION W/ APS	13	
<b>BUS STOPS</b>		
REGULAR STOP	10	
REQUEST STOP	6	
TOTAL STOPS	16	

- Further detailed investigation of curb ramps which have truncated domes will be conducted to insure compliance with ADA Standards
- The trip hazards identified by the self-evaluation will be addressed as roadways are milled and overlaid or reconstructed.





## Appendix B – Schedule / Budget Information

### Cost Information

#### Unit Prices

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative 2016 costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

Intersection corner ADA improvement retrofit: +/- \$4,000 per corner

Intersection corner ADA improvement as part of adjacent capital project: +/- \$1,500 per corner

Traffic control signal APS upgrade retrofit: +/- \$ 15,000

Traffic control signal APS upgrade as part of full traffic control signal installation: +/- \$10,000

Sidewalk / Trail ADA improvement retrofit: +/- \$5.00 per SF

Sidewalk / Trail ADA improvement as part of adjacent capital project: +/- \$3.50 per SF

Bus Stop ADA improvement retrofit: +/- \$400 per stop

Bus Stop ADA improvement as part of adjacent capital project: +/- \$250 per stop

#### Priority Areas

The City will be assessing all projects in 2020 and all future projects to ensure up to code for ADA compliancy. Based on the results of the self-evaluation, the estimate costs associated with eliminating accessibility barriers within the targeted priority areas is to be determined:

- Schools – To be determined
- Public Buildings – To be determined
- Public Input – To be determined



The following is the list of all priority areas in Albert Lea:

<b><u>City Parks</u></b>	<b><u>Address</u></b>	<b><u>TripHaz</u></b>	<b><u>Noncompliant Curb Ramps</u></b>
Academy Park	910 Frank Hall Dr.	TBD (To be Determined)	TBD
Aquatic Center	321 James Ave.	TBD	TBD
Bancroft Bay Park	900 Hammer Rd.	TBD	TBD
Bayview Park	No Address	TBD	TBD
Bellview Park	934 Lincoln Ave.	TBD	TBD
Brookside Gardens/Boat Landing	623 W. Richway Dr.	TBD	TBD
Brookside Park	623 Richway Dr.	TBD	TBD
Central Park	300 W. Clark St.	TBD	TBD
City Hall	221 East Clark Street	TBD	TBD
City Arena	701 Lake Chapeau Dr.	TBD	TBD
City Beach	300 Johnson St.	TBD	TBD
Doreda Park	108 Giles Place	None	N/A
Dress Island	802 Lakeview Blvd.	TBD	TBD
East Gate Park	1108 Eastgate Rd.	TBD	TBD
East Main St. Rain Garden Park	404 Main St.	TBD	TBD
Eberhardt Park	1502 Eberhardt St.	TBD	TBD
Edgewater Park	1600 Edgewater Dr.	TBD	TBD
Euclid Park	No Address	TBD	TBD
Faville Park	400 Lakeview Blvd.	TBD	TBD
Fountain Lake Park	100 Fountain St.	TBD	TBD
Frank Hall Park	505 Frank Ave.	TBD	TBD
Garden Villa	100 McArthur Dr.	TBD	TBD
Ginkel Park	607 ½ Cherry Ave.	TBD	TBD
Hammer Field	1011 Hammer Rd.	TBD	TBD
Hawthorn Park	915 Garfield Ave.	TBD	TBD
Hayek Field	1215 W. Clark St.	TBD	TBD
Hayek Field-Rec. Bldg. at SE end	1104 W. Main St.	TBD	TBD
Highway 13 Boat Landing	21714 733 <sup>rd</sup> Ave.	TBD	TBD
Katherine Island	524 Albert Lea St.	TBD	TBD
Lakeview Park	102 Willamor Rd.	TBD	TBD
Marion Ross Performing Arts Center	147 N. Broadway Ave.	TBD	TBD
Memorial Park	1400 Margaretha Ave.	TBD	TBD
Morin Park	222 St. Mary Ave.	TBD	TBD
New Denmark Park (Lincoln Park)	606 Albert Lea St.	TBD	TBD
Oakwood Park	1400 Circle Dr.	TBD	TBD
Park Avenue Park	611 Park Ave.	TBD	TBD
Pioneer Park	100 Hawthorne St.	TBD	TBD
Public Works	414 Commercial Street	TBD	TBD
Senior Citizens Center	1739 W. Main St., Skyline Plaza	TBD	TBD
Shoff Park	400 Hwy. 13	TBD	TBD
Shoreland Heights Park	116 The Fairway	TBD	TBD
Shorewood Hills Park	1900 Bayview Dr.	TBD	TBD
Sibley School Park & SW Rec. Bldg.	702 Maplehill Dr.	TBD	TBD
Snyder Fields	2404 Bridge Ave.	TBD	TBD
Sondergaard Park	806 17 <sup>th</sup> St.	TBD	TBD
Summer Park	824 Fountain St.	TBD	TBD



Thofson Park	1940 Paradise Rd.	TBD	TBD
Troy-Hammer Park	603 Troy Rd.	TBD	TBD
Valley Park	611 Sheridan St.	TBD	TBD
Virginia Place Park	1204 Virginia Place	TBD	TBD
Weber Park	300 Lee Circle	TBD	TBD
Wedgewood Park	500 Wedgewood Rd.	TBD	TBD
<b><u>Schools</u></b>	<b><u>Address</u></b>	<b><u>TripHaz</u></b>	<b><u>Noncompliant Curb Ramps</u></b>
Albert Lea Area School Ged Test	211 W. Richway Dr.	TBD	TBD
Albert Lea Senior High School	2000 Tiger Ln.	TBD	TBD
Halverson Elementary School	707 E. 10 <sup>th</sup> St.	TBD	TBD
Hawthorne Elementary School	1000 E. Hawthorne St.	TBD	TBD
Lakeview Elementary School	902 Abbott St.	TBD	TBD
Sibley Elementary School	1501 W. Front St.	TBD	TBD
Southwest Middle School	1601 W. Front St.	TBD	TBD
St. Theodore Elementary School	323 E. Clark St.	TBD	TBD

### Entire Jurisdiction

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction is to be determined. This amount signifies a significant investment that The City of Albert Lea is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to absorb the cost into The City of Albert Lea budget for improvements to the public right of way. All projects in 20 will be assessed for ADA compliant ramps. If ramps where 2020 projects are located at are non-compliant, they will be redesigned to be ADA compliant. All future project will be assessed the same. Most ramps will be redeveloped during overlay and/or roadway improvement projects throughout the city.



## **Appendix C – Public Outreach**

A draft of the proposed transition plan was sent to the following organizations serving people with disabilities:

-Cedar Valley Services, Inc.

A draft copy of the plan was presented to the Albert Lea Human Rights Commission.

A draft copy of the plan has been made available on the City website for interested parties to review.

A draft copy was shared with the City Council on August 27, 2018

The plan will be available at the Library for public use.



## Appendix D – Grievance Procedure

As part of the ADA requirements the City has posted the following notice outlining its ADA requirements:

### Public Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, The City of Albert Lea will not discriminate against qualified individuals with disabilities on the basis of disability in City services, programs, or activities.

**Employment:** The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

**Effective Communication:** The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the office of Steve Jahnke in Engineering, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.





Sample Grievance Procedure (Source [www.ada.gov](http://www.ada.gov)):

**The City of Albert Lea  
Grievance Procedure under  
the Americans with Disabilities Act**

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 City of Albert Lea. The City'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:

David Todd (ADA Coordinator)  
City Manager and ADA Coordinator  
221 E Clark Street  
Albert Lea, MN 56007  
507-377-4330  
dtodd@ci.albertlea.mn.us

Within 15 calendar days after receipt of the complaint, David Todd or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, David Todd or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Albert Lea and offer options for substantive resolution of the complaint.

If the response by David Todd 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 Mayor or his designee.

Within 15 calendar days after receipt of the appeal, the Mayor or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his designee will respond in writing, and, where appropriate, in



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a format accessible to the complainant, with a final resolution of the complaint. The Mayor, at his discretion, may appoint a citizens advocate to facilitate the process on behalf of the complainant.

All written complaints received by David Todd or his designee, appeals to the Mayor or his designee, and responses from these two offices will be retained by the City of Albert Lea at least three years.



## City of Albert Lea Grievance Procedure

Those wishing to file a formal written grievance with The City of Albert Lea may do so by one of the following methods:

### Internet

Visit The City of Albert Lea [website](#) and under the Departments tab click Engineering tab. Once in the Engineering department page click the “ADA Grievance Form”. Fill in the form online and click “submit.” A copy of The ADA Grievance Form is also included in this Appendix.

### Telephone

Contact the pertinent City staff person listed in the **Contact Information** section of Appendix E to submit an oral grievance. The staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

### Paper Submittal

Contact the pertinent City staff person listed in the **Contact Information** section of Appendix E to request a paper copy of the city’s grievance form, complete the form, and submit it to Steve Jahnke. A staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

The ADA Grievance Form will ask for the following information:

The **name, address, telephone number, and email address** for the person filing the grievance

The **name, address, telephone number, and email address** for the person alleging an ADA violation (if different than the person filing the grievance)

A **description and location of the alleged violation and the nature of a remedy sought**, if known by the complainant.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the **name of the agency or court where the complainant filed it and the filing date**.

The City will acknowledge receipt of the grievance to the complainant within 10 working days of its submittal. City will also provide to the complainant within 10 working days of its submittal;



1) a response or resolution to the grievance or; 2) information on when the complainant can expect a response or resolution to the grievance.

If the grievance filed does not concern a City of Albert Lea facility, the City will work with the complainant to contact the agency that has jurisdiction.

3. Within 60 calendar days of receipt, a City of Albert Lea staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person would conduct an engineering study to help determine the City response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. The City will document each resolution of a filed grievance and retain such documentation in the department's ADA Grievance File for a period of seven years.

The City will consider all specific grievances within its particular context or setting.

Furthermore, the City will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to The City of Albert Lea.

Accordingly, the resolution by The City of Albert Lea of any one grievance does not constitute a precedent upon which the county is bound or upon which other complaining parties may rely.

#### File Maintenance

The City shall maintain ADA grievance files for a period of seven years.

Complaints of Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice  
Civil Rights Division



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Albert Lea, Minnesota 56007-2496  
507-377-4325

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950 Pennsylvania Avenue, N.W.  
Disability Rights Section - NYAV  
Washington, D.C. 20530

[www.ada.gov](http://www.ada.gov)

(800) 514-0301 (voice – toll free)

(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.



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**Title II of the Americans with Disabilities Act  
Section 504 of the Rehabilitation Act of 1973  
Discrimination Complaint Form**

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the address on page 3.

Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home: \_\_\_\_\_

Business: \_\_\_\_\_

Person Discriminated Against (if other than the complainant): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Government, or organization, or institution which you believe has discriminated:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



When did the discrimination occur? \_\_\_\_\_ Date: \_\_\_\_\_

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated (use space on page 3 if necessary):

Have efforts been made to resolve this complaint through the internal grievance procedure of the government, organization, or institution?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: what is the status of the grievance?

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

Agency or Court: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_



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Do you intend to file with another agency or court?

Yes \_\_\_\_\_ No \_\_\_\_\_

Agency or Court: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Additional space for answers:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return to:





## **Appendix E – Contact Information**

### **ADA Title II Coordinator**

Name: David Todd  
City Manager  
Address: 221 E Clark Street  
Albert Lea, MN 56007  
Phone: 507-377-4330  
Email: dtodd@ci.albertlea.mn.us

### **Public Rights of Ways ADA Implementation Coordinator**

Name: Steven Jahnke, City Engineer and Director of Public Works  
Address: 221 E Clark Street  
Albert Lea, MN 55060  
Phone: 507-377-4325  
E-mail: sjahnke@ci.albertlea.mn.us

### **Other**



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## Appendix F – Agency ADA Design Standards and Procedures

### Design Procedures

#### Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City staff.

#### Sidewalks / Trails

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City staff.

#### Traffic Control Signals

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City staff.

#### Bus Stops

Bus stops will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future



projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each bus stop location shall be made as compliant as possible in accordance with the judgment of City staff.

### **Other Transit Facilities**

Additional transit facilities are present within the limits of The City of Albert Lea. Those facilities fall under the jurisdiction of Southern Minnesota Area Rural Transit (SMART). The City of Albert Lea will work with SMART to ensure that those facilities meet all appropriate accessibility standards.

### **Other policies, practices and programs**

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

### **Design Standards**

The City of Albert Lea has PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard.

## Appendix G – Glossary of Terms

**ABA:** See Architectural Barriers Act.

**ADA:** See Americans with Disabilities Act.

**ADA Transition Plan:** Mn/DOT’s transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

**ADAAG:** See Americans with Disabilities Act Accessibility Guidelines.

**Accessible:** A facility that provides access to people with disabilities using the design requirements of the ADA.

**Accessible Pedestrian Signal (APS):** A device that communicates information about the WALK phase in audible and vibrotactile formats.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

**Americans with Disabilities Act (ADA):** The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

**Americans with Disabilities Act Accessibility Guidelines (ADAAG):** contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

**APS:** See Accessible Pedestrian Signal.

**Architectural Barriers Act (ABA):** Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.



**Capital Improvement Program (CIP):** The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

**Detectable Warning:** A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

**DOJ:** See United States Department of Justice

**Federal Highway Administration (FHWA):** A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

**FHWA:** See Federal Highway Administration

**Pedestrian Access Route (PAR):** A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

**Pedestrian Circulation Route (PCR):** A prepared exterior or interior way of passage provided for pedestrian travel.

**PROWAG:** An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

**Right of Way:** A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

**Section 504:** The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

**Uniform Accessibility Standards (UFAS):** Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

**United States Access Board:** An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.



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**United States Department of Justice (DOJ):** The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.