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& MENK**

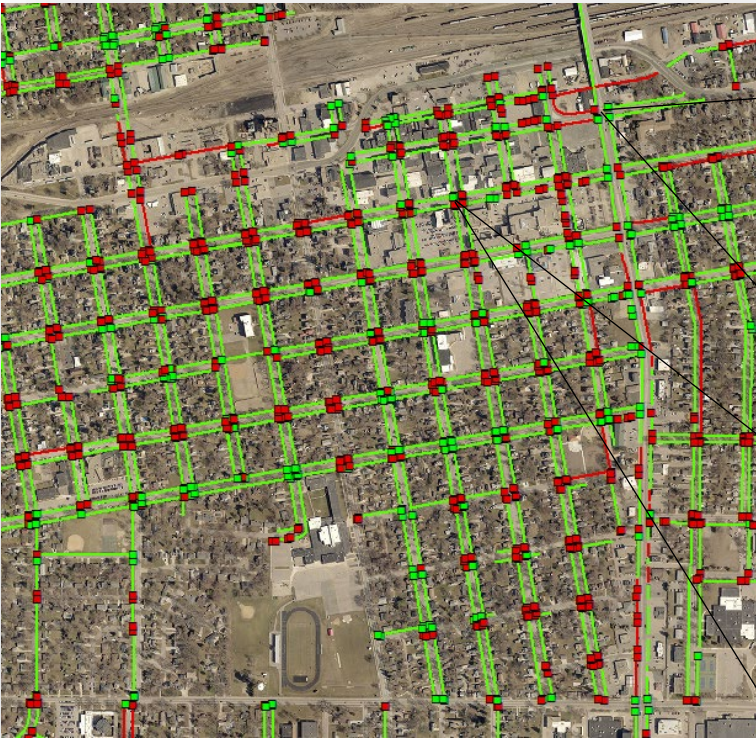
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Willmar, MN

# Americans with Disabilities Act Self-Evaluation and Transition Plan

September 2020



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## I. INTRODUCTION

### A. 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, the City of Willmar 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 Willmar 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.

### B. 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.

### C. Agency Requirements

Under Title II, the City of Willmar 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 to 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\(b\)\(1\)\(iv\) & \(d\)](#)].

- 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 C.F.R. 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.

**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.**

## II. SELF-EVALUATION

### A. Overview

The City of Willmar is required, under Title II of the Americans with Disabilities Act (ADA) and 28 C.F.R. Sec. 35.105, to perform a Self-Evaluation of current transportation infrastructure policies, practices, and programs. A Self-Evaluation identifies what policies and practices impact accessibility and examines how the City implements these policies. The goal of the Self-Evaluation is to verify that, in implementing the City's policies and practices, the City 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. These include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals, and transit facilities that are located within the City public rights-of-way. Any barriers to accessibility are identified in the Self-Evaluation and actions to remedy noted barriers are described in this document. Pedestrian facilities were evaluated for ADA deficiencies throughout the City. Pedestrian facilities located within MN Department of Transportation (MnDOT) or Kandiyohi County right-of-way were not included in this evaluation unless a cost-share agreement exists between the City and those agencies for the maintenance/reconstruction of facilities.

### B. Methodology

The Self-Evaluation field data inventory began in mid-June 2020 and concluded in mid-August 2020. During this time, Bolton & Menk inventoried components of the PCR/PAR environment using the latest GPS technology to collect field data for pedestrian infrastructure features. Data was imported into Esri ArcGIS for analysis, reporting, and mapping as part of the Transition Plan. ADA accessibility evaluation included the following:

- Pedestrian Ramps – All pedestrian ramps were inventoried and evaluated for compliance. Data collected for each pedestrian ramp includes condition, dome type, landing size, ramp type, slope, detectable warning system, and other required compliance information. Maintenance issues include vertical discontinuity, gaps, steep cross slope, cracking, standing water, vegetation, spalling, and others as shown in **Appendix A** of this document.

Ramps received one of the following condition ratings based on the below criteria:

Rating	Criteria
1	Uniform slopes, no noticeable cracks, no vertical discontinuities, no spalling, joints intact
2	Uniform slopes, some cracks, vertical discontinuities less than 1/4", no spalling, joints intact
3	Gutter slope beyond flare flows back towards curb ramp at < 1.5%, some large cracks and minor spalling, noticeable vertical discontinuities, joints beginning to deteriorate, no detectable warnings
4	Gutter slope beyond flare flows back towards curb ramp at > 1.5%, many cracks, multi-directional, excessive spalling, excessive vertical discontinuities, joints badly deteriorated, > 1/2" vertical discontinuities, no detectable warnings

To achieve ADA-compliance, a pedestrian ramp must achieve a condition rating of 1 or 2 and also must exhibit the following:

- Slope is less than 8.34%
- Cross slope is less than or equal to 2%
- Presence of a landing area greater than or equal to 4-feet by 4-feet and less than or equal to 2% cross slopes in all directions.
- An ADA-compliant detectable warning\* is present (i.e. truncated domes, brushed concrete, etc.)

Pedestrian ramps receiving a condition rating of 3 or 4 and not exhibiting the above criteria are not compliant with ADA and are candidates for future reconstruction projects. The timeline for modification of each of these pedestrian ramps will depend on its priority ranking, correlation to planned projects, reasonable accommodation requests, and available funding.

\*A note on detectable warnings: Current guidance from the US Access Board and ADA standards require the use of truncated domes as the only acceptable detectable warning for new ramp construction. However, MnDOT does not require agencies to retrofit truncated domes into ramps where brushed concrete, exposed aggregate, or another detectable warning that was previously acceptable under standards at that time were employed. Ramps were identified as compliant if one of these types of detectable warnings were present and all other ramp elements were compliant.

Compliant and non-compliant pedestrian ramp locations are identified in **Appendix B**.

- Sidewalks and Trails – Sidewalk and trail maintenance issues include vertical discontinuity, gaps, steep cross slope, cracking, standing water, vegetation, spalling, and others. Barriers to accessibility include items obstructing the PAR which could include hydrants, lighting/traffic signal poles, power poles, manhole/handhole, valve boxes, and locations with a narrowed PCR/PAR among others (**Appendix A**).

Sidewalks and trails received one of the following condition ratings based on the above criteria:

Rating	Condition
1	Sidewalk is smooth with no vertical discontinuities
2	Sidewalk has vertical discontinuities less than 1/2 inch, and the surface is still passable
3	Sidewalk has vertical discontinuities more than 1/2 inch
4	Sidewalk is crumbling, has many cracks, and is unpassable for wheelchairs in many spots

To achieve ADA-compliance, a sidewalk or trail must achieve a condition rating of 1 or 2 and also must exhibit the following:

- Sidewalk width is 5-feet or greater
- Cross slope is less than or equal to 2%

Sidewalk and trail segments exhibiting condition ratings of 3 or 4 and not exhibiting the above criteria are not compliant with ADA and are candidates for future reconstruction projects.

- Crosswalks – Crosswalks were evaluated for their general condition. Marked crosswalk locations were assessed for marking visibility issues and pavement condition.
- Traffic Signals – Available pedestrian signals were inventoried for APS (Accessible Pedestrian Signal) availability, walk signal availability or countdown timers, and push button location. Traffic signals were categorized as APS and Non-APS locations.

#### C. Severity

The severity of non-compliance aims to determine which facilities pose the greatest barriers to accessibility. In instances where a facility failed in multiple measures of accessibility due to poor condition, these facilities would be deemed mostly inaccessible and considered a higher severity of non-compliance. These projects would be the highest priority for implementation. Facilities failing on a lesser level, such as a slope measurement that minimally exceeds the standard, would be of lower priority. The specific methods of calculating the severity ratings are found in **Appendix B**.

#### D. Summary

The City of Willmar conducted the Self-Evaluation review of programs from June - August 2020. This included an inventory of pedestrian facilities within public rights-of-way. **Figure 1** shown below provides a summary of ADA compliance among pedestrian facilities in Willmar.

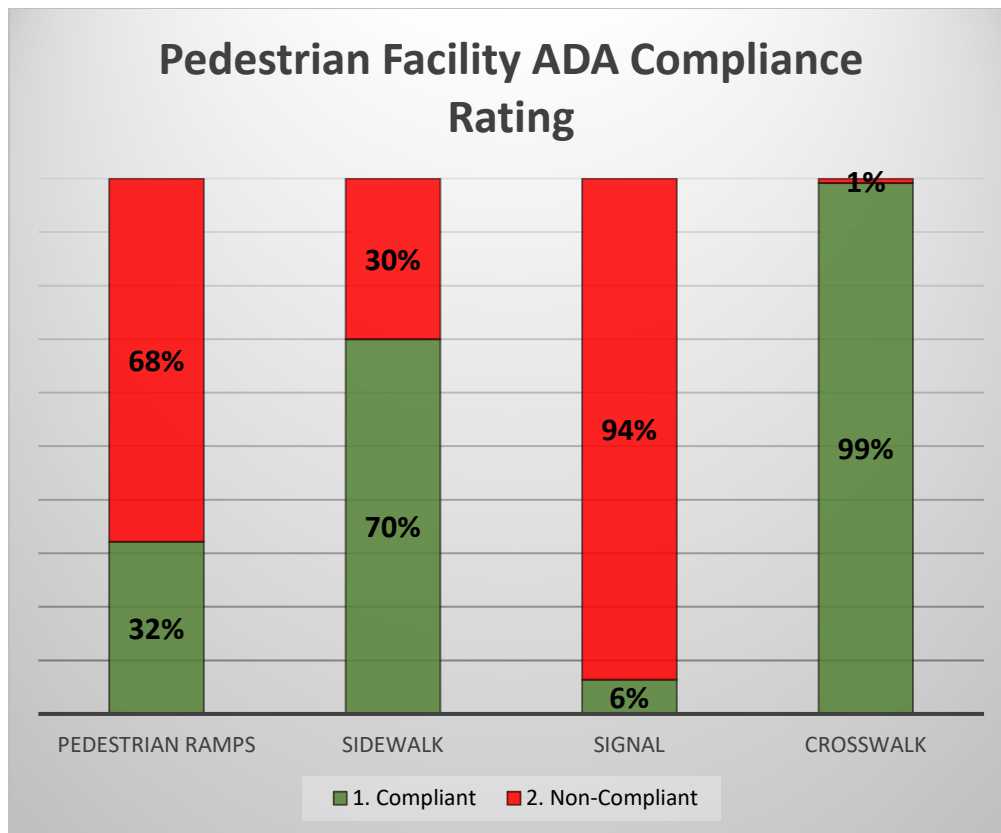


Figure 1. Pedestrian facility ADA compliance in Willmar resulting from the Self-Evaluation.

### III. POLICIES AND PRACTICES

The City of Willmar is required, under Title II of the ADA and 28 CFR 35.105, to perform a self-evaluation of its policies, practices, and programs. The goal of this self-evaluation is to verify that, in implementing the policies and practices, the City is providing accessibility and not adversely affecting the full participation of individuals with disabilities. The self-evaluation identifies policies and practices that affect accessibility and examine City implementation of these policies. The self-evaluation examines the condition of the City's PCR/PARs and identifies any existing infrastructure needs. **Appendix B** illustrates City pedestrian infrastructure.

#### A. Previous Practices

Since the adoption of the ADA, the City of Willmar strive to provide accessible pedestrian features as part of the City's capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the City updated its procedures to accommodate these methods. The City also applied for and received grants to expand and improve existing pedestrian facilities in compliance with ADA.

#### B. Policy

The City of Willmar's goal is to continue to provide accessible pedestrian design features as part of the City's capital improvement projects. The City has established ADA design standards and procedures as listed in **Appendix G**. 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’s jurisdiction are ADA compliant to the maximum extent feasible.

Requests for accessibility improvements can be submitted to the City of Willmar’s ADA Coordinator. Contact information for ADA Coordinator is located in **Appendix F**.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the city. A breakdown of relevant policies can be seen in **Appendix B** which includes the following:

- City of Willmar Parks and Recreation Master Plan (2015)
- Safe Routes to School Plan: Willmar Middle School (2013)
- City of Willmar Comprehensive Plan: Trails & Pedestrian Plan Addendum (2011)
- City of Willmar Comprehensive Plan (2009)
- City of Willmar City Code

#### New Construction

All new street construction projects with pedestrian accommodations will be designed and constructed to conform with the most current ADA guidance and design practices to the maximum extent feasible.

#### Reconstruction Projects

All city street reconstruction projects with pedestrian accommodations will be designed and constructed in accordance with the most current ADA guidance and design practices to the maximum extent feasible.

#### Rehabilitation/Resurfacing projects

All city rehabilitation and resurfacing projects will include accessible pedestrian curb ramps as needed to provide access to existing pedestrian facilities (i.e. walks/trails) at locations where they do not currently exist. Improvements to existing pedestrian ramps will be addressed on a case by case basis. High priority areas such as those in close proximity to specific land uses (i.e. schools, government offices, and medical facilities) will be given additional consideration. Improvements will be undertaken at the discretion of the City Public Works Director.

#### Stand Alone Projects

As grant funding opportunities are available, independent ADA projects may be undertaken by the City. Candidate sites will be evaluated on facility condition, pedestrian volumes, public safety, public benefit and improvement costs as well as the ability to provide alternative barrier removal options.

#### Development Projects

As private development continues to grow, both new and reconstruction, the City of Willmar will require new and adjacent infrastructure to comply with ADA standards.

## **IV. IMPLEMENTATION PLAN**

### A. Priority Areas

All intersections and roadway segments in the City of Willmar were classified based on the following criteria:

#### **Priority Level 1 – High Priority**

- Locations exhibiting accessibility barriers identified through the public process by



stakeholders and the general public.

- Locations and roadway segments serving Level 1 facilities including:
  - Government facilities;
  - Public libraries;
  - Public and private primary and secondary schools (within a one-quarter mile radius from the school property);
  - Hospitals, health clinics and health centers (public and private);
  - Public housing and homeless shelters, including senior facilities and rehabilitation facilities;
  - Colleges, universities, and technical schools;
  - Transportation hubs (includes bus lines and transit stations);
  - Parks

For these high priority locations and roadway segments, field collection staff measured a variety of detailed accessibility and pedestrian data, as described in **Section III**.

#### **Priority Level 2 – Medium Priority**

- Locations and roadway segments serving Level 2 facilities including:
  - Central business districts, shopping malls, supermarkets and strip retail centers;
  - Churches and Places of Worship
  - Major employment sites;
  - Housing complexes, including apartments

For these medium priority locations and roadway segments, field collection staff measured a detailed variety of accessibility and pedestrian data.

#### **Priority Level 3 – Lower Priority**

- Single-family residential areas;
- Industrial areas;
- Other areas not classified as Priority Level 1 and 2

The City of Willmar used the priority ranking outlined above to create the plan and schedule for integrating ADA compliance projects in future street projects. Reporting on the results of the Self-Evaluation is included in **Appendix B**.

### **B. External Agency Coordination**

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

### **C. Cost Estimates**

Planning level cost estimates were prepared for non-compliant ADA infrastructure.

#### **Mainline Sidewalk and Trail Remediation**

The condition of mainline sidewalk and trail were classified by Bolton & Menk during data collection. For cost estimating purposes, an entire segment of sidewalk or trail was classified as non-compliant if it contained multiple smaller sections that were considered non-compliant and it would be more cost effective to replace the entire segment. This is common for sidewalk and trail located in the older parts of town. A planning-level cost estimate of \$8/square foot was estimated for removal and replacement of non-compliant mainline

sidewalk and trail segments.

Sidewalk and trail segments that were generally ADA compliant but contained small sections that were non-compliant do not require the entire segment to be replaced. Instead, only the areas classified as non-compliant were noted. This was common with sidewalk and trail segments constructed within the last 5-15 years and generally were in good condition and ADA compliant, except for a few isolated areas. A planning level cost of \$10/square foot was estimated for repair of these isolated areas of mainline sidewalk and trail.

The area of mainline sidewalk and trail that contained barriers such as poles, hydrants, utility boxes that were too close to the PAR, or a PAR that was too narrow, were measured by the width of the walkway multiplied by the length of the barrier to the nearest 5 linear feet. The repair area was then multiplied by a unit price of \$10/square foot.

#### Pedestrian Ramp Remediation

Pedestrian ramps that are ADA compliant but missing some form of detectable warning (such as truncated domes, tined surface, etc.) are estimated to cost \$2,000 per ramp to install a detectable warning system while maintaining the existing concrete pedestrian ramp and landing. On the other hand, ramps that are non-compliant because of slope, vertical discontinuities, etc. require that the entire ramp be replaced. Replacing non-compliant ramps was estimated to cost \$4,000 each.

#### Crosswalk Remediation

Each crosswalk that was classified as non-compliant was estimated to cost \$500 each to bring into compliance.

### D. Implementation Schedule

Overall, this Plan estimates \$10.4M in ADA improvements are necessary for pedestrian facilities throughout the City. This includes \$4.6M for Sidewalk and Trail Remediation, \$4.8M for Pedestrian Ramp Remediation, \$547,500 for Traffic Signal Remediation, \$500 for Crosswalk Remediation, and \$508,750 for Sidewalk Barrier Remediation. The City aims to achieve ADA compliance among these facilities responsibly, and as expeditiously as possible, recognizing that \$10.4M is a significant cost.

The City will utilize three methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the three methods are 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 City staff. Lastly, the City will use site redevelopment, new development, and cooperative agreement projects to bring all adjacent pedestrian facilities into compliance.

New instances of non-compliance will surface each year as normal wear-and-tear and extreme weather take their toll on pedestrian facilities. These conditions will likely prevent any Minnesota city from achieving 100% ADA compliance among facilities. However, deficiencies have been carefully prioritized in this plan to ensure steps are taken where they matter most, and in the shortest timeframe possible. With this in mind, the City aims to improve deficiencies identified in this plan over a 30-year period, allocating on average \$347,300 annually through the project types identified above.

The City has set the following implementation goals for improving the accessibility of its pedestrian facilities within its jurisdiction:

- After 10 years, 33% of accessibility features identified in this Plan would be improved.

- After 20 years, 66% of accessibility features identified in this Plan would be improved.
- After 30 years, 100% of accessibility features identified in this Plan would be improved.

The City anticipates updating this plan every five years to capture new instances of non-compliance found and to document progress achieved since the previous plan was adopted. This plan serves as a framework for the City to follow and implementation goals will likely change as the City pursues ADA compliance.

## V. ADA COORDINATOR

In accordance with 28 CFR 35.107(a), the City of Willmar has identified an ADA Title II Coordinator to oversee the City's policies and procedures. Contact information for this individual is in **Appendix F**.

## VI. PUBLIC OUTREACH

The City of Willmar 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 public rights-of-way of the City of Willmar.

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

- **Grievance Procedure:**  
In compliance with 28 CFR 35.107, the City has established the grievance procedure to take future comments and concerns for the City. This can be seen in **Appendix E** and is further detailed in Section VIII below.
- **City Website:**  
A City website was established early in the process that provided the public an opportunity to submit comments on areas in the community they find problematic. The website also provided a project schedule and other project related information including plan drafts and meeting notices among other items.  
This document was available for public comment online between the dates of **XXXX XX, 2020 to XXXX XX, 2020**. Information regarding the public outreach activities is in **Appendix D**.
- **Virtual Public Comment:**  
Due to the public health crisis caused by COVID-19, a virtual public comment period was held between the dates of **October XX, 2020** and **November XX, 2020** to solicit feedback from the public on the draft ADA Transition Plan and projects in the City that pose barriers to accessibility that weren't identified in the plan. A summary of this virtual comment period can be seen in **Appendix D**.

## VII. GRIEVANCE PROCEDURE

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regard to the ADA. A draft of this public notice is provided in **Appendix E**. If users of the City of Willmar 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 prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in **Appendix E**.

## **VIII. MONITOR THE PROGRESS**

This document will be updated as needed to reflect the City of Willmar’s approach to complying with ADA and providing accessible pedestrian infrastructure. The appendices in this document will be updated periodically to account for improvements, while the main body of the document will be updated within five 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 public outreach.

# Appendix A: Deficiencies

I. **Appendix A: Self-Evaluation – Examples of Commonly Identified Deficiencies and Obstructions**

Figure A.1 – Commonly Identified Deficiencies



Vertical Discontinuity



Horizontal Discontinuity



Cross Slope



Cracking



Ponding



Vegetation



Spalling



Vertical Slope

Figure A.2 – Sidewalk Obstruction Examples



Fire Hydrant



Lighting Pole



Traffic Signal Handhole



Traffic Signal Pole



Utility Pole

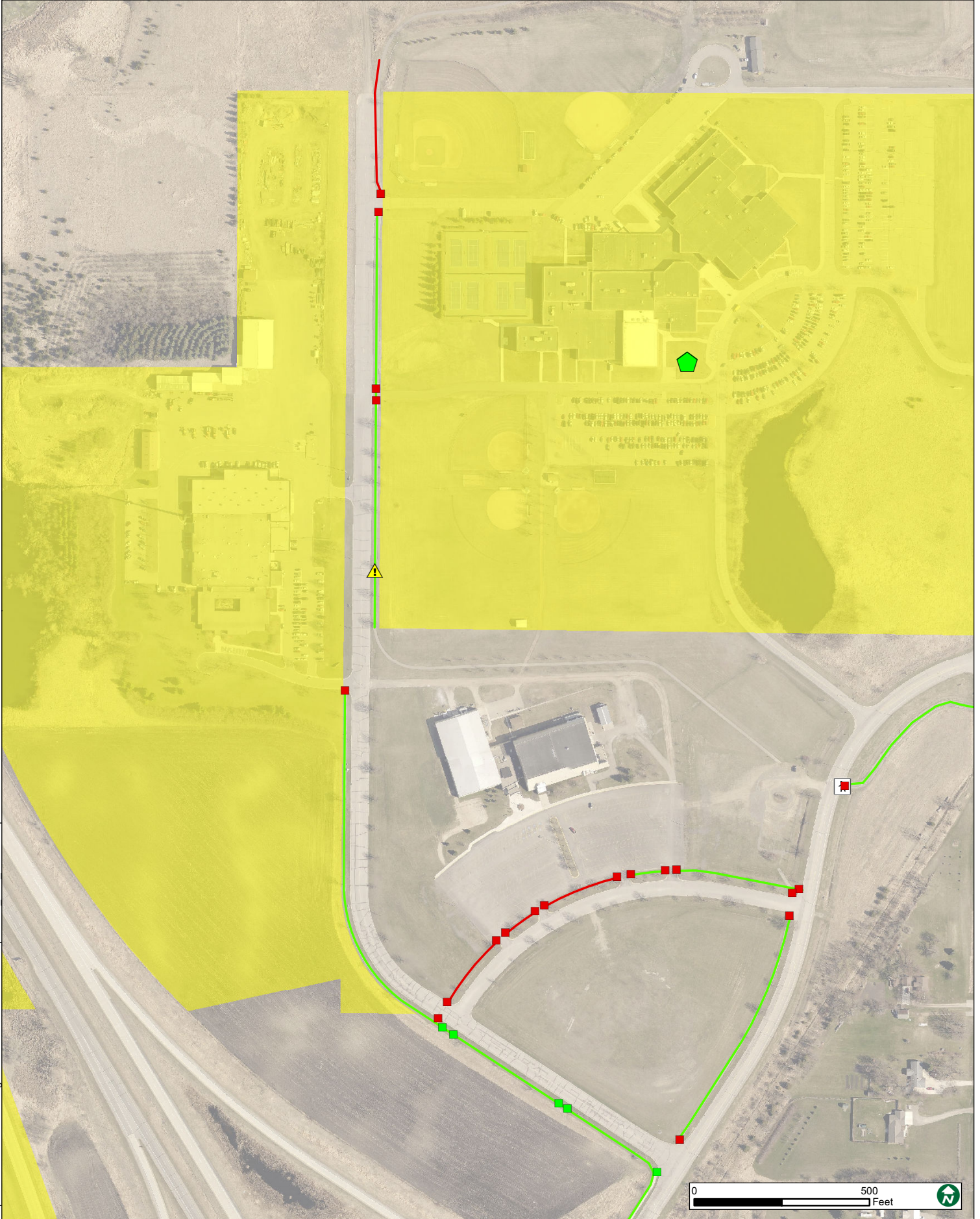


Water Gate Valve

# Appendix B: Self-Evaluation



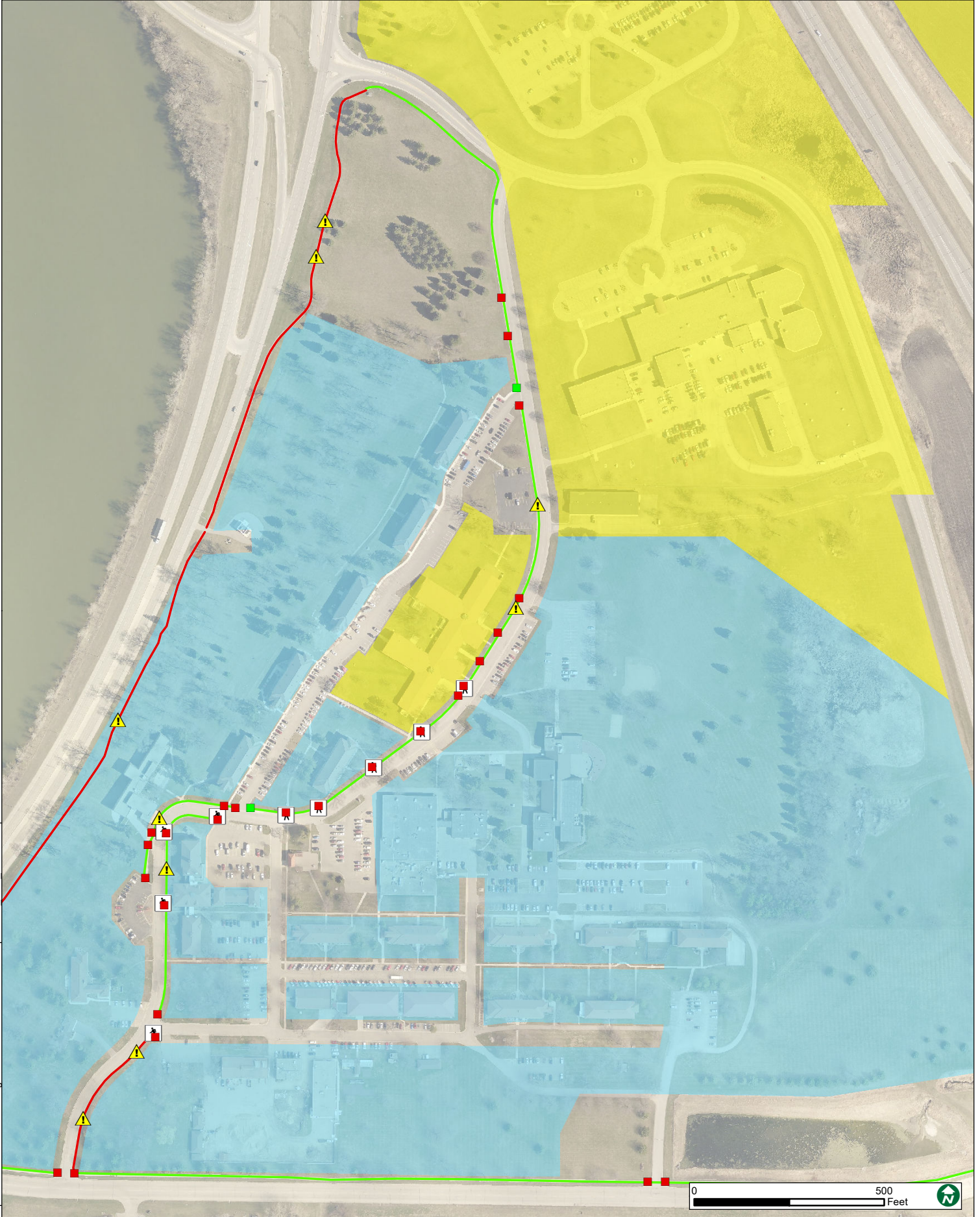




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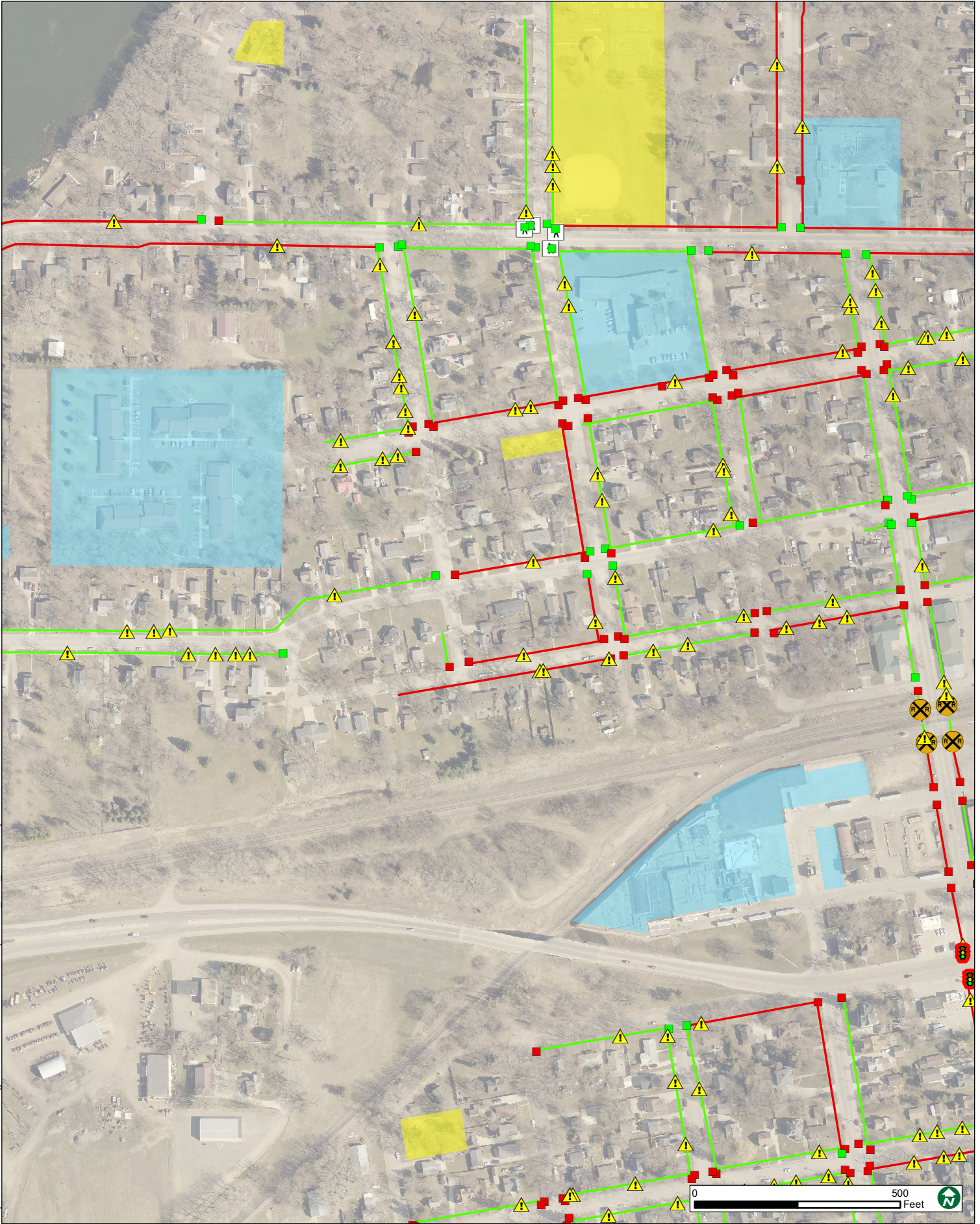




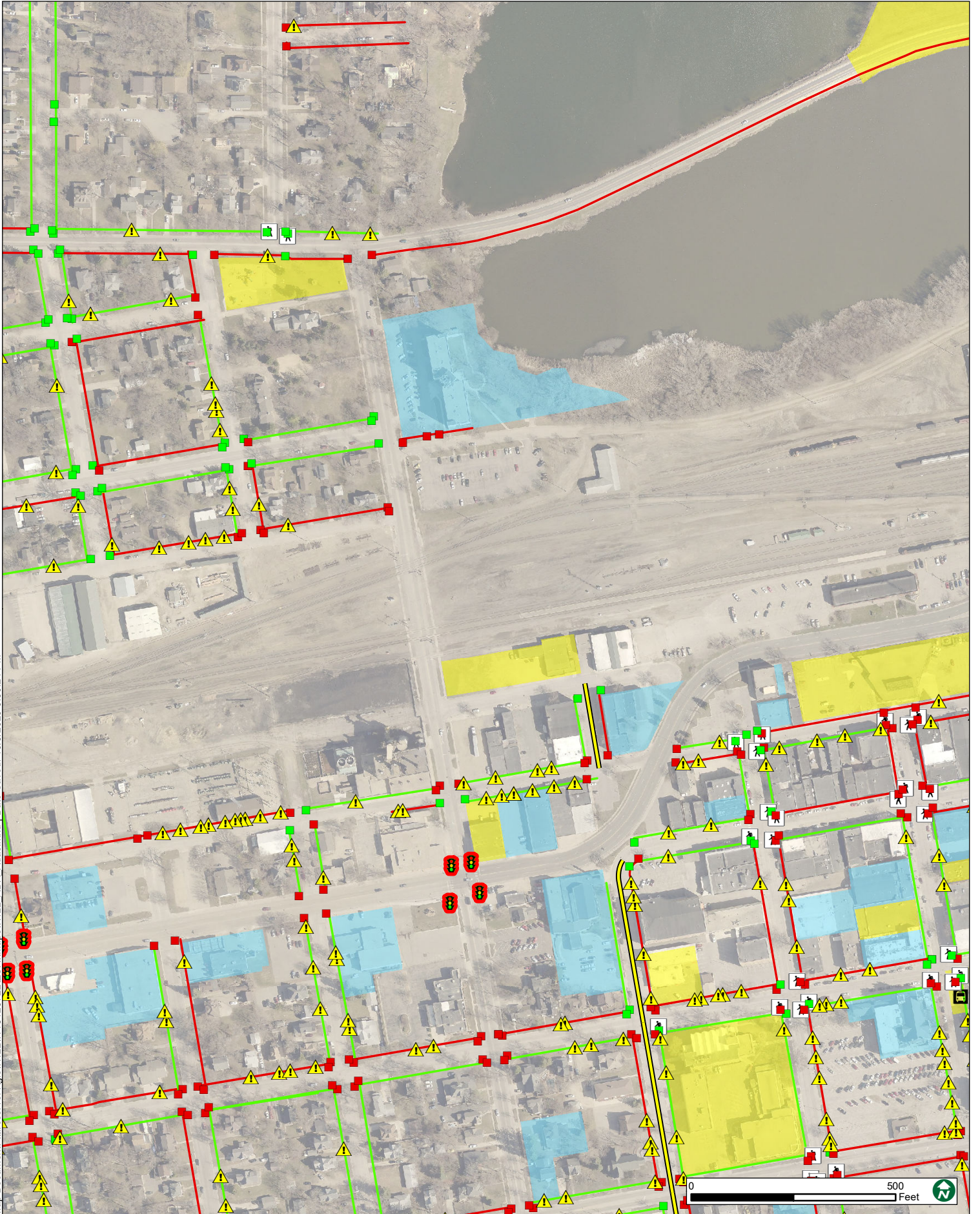


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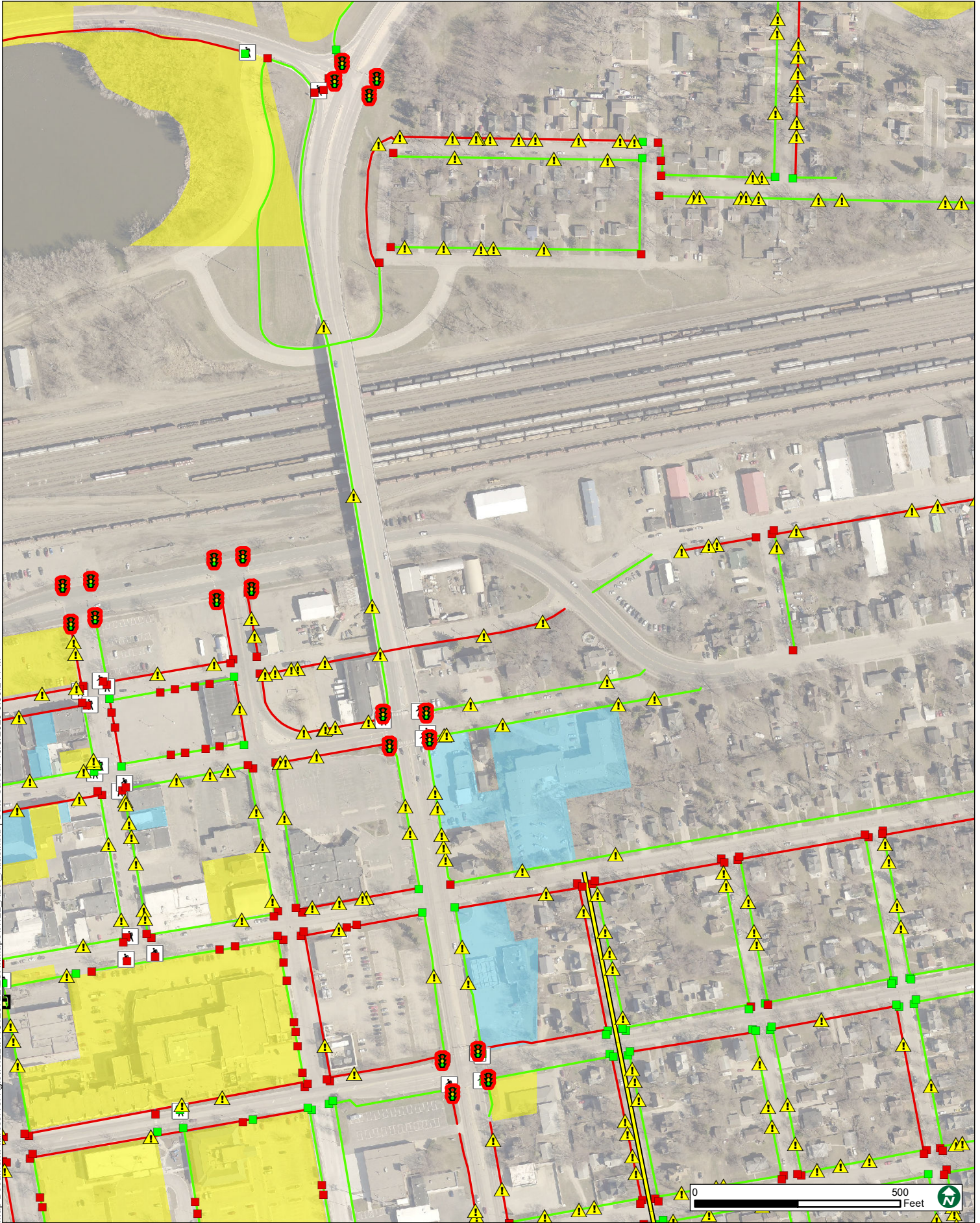
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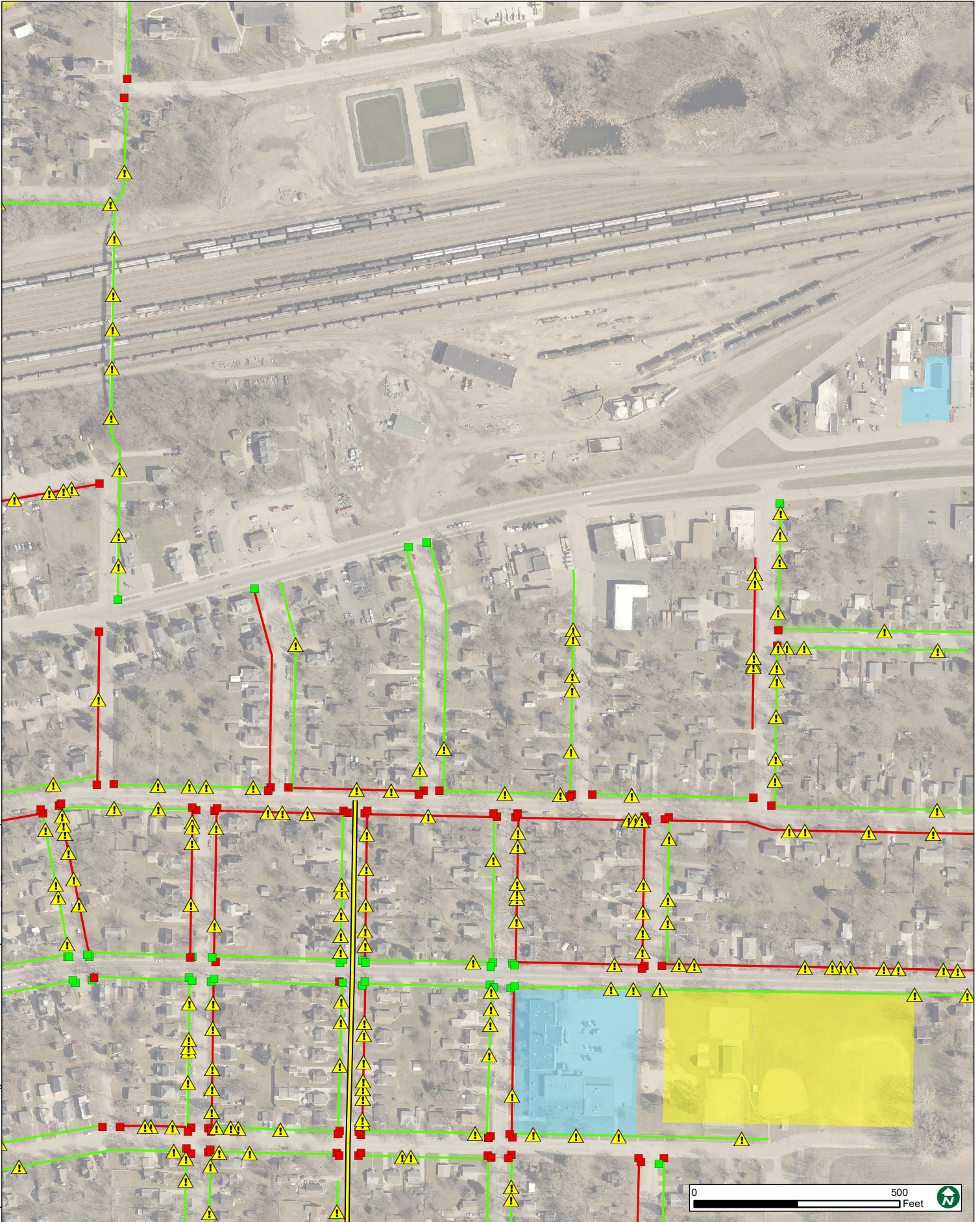
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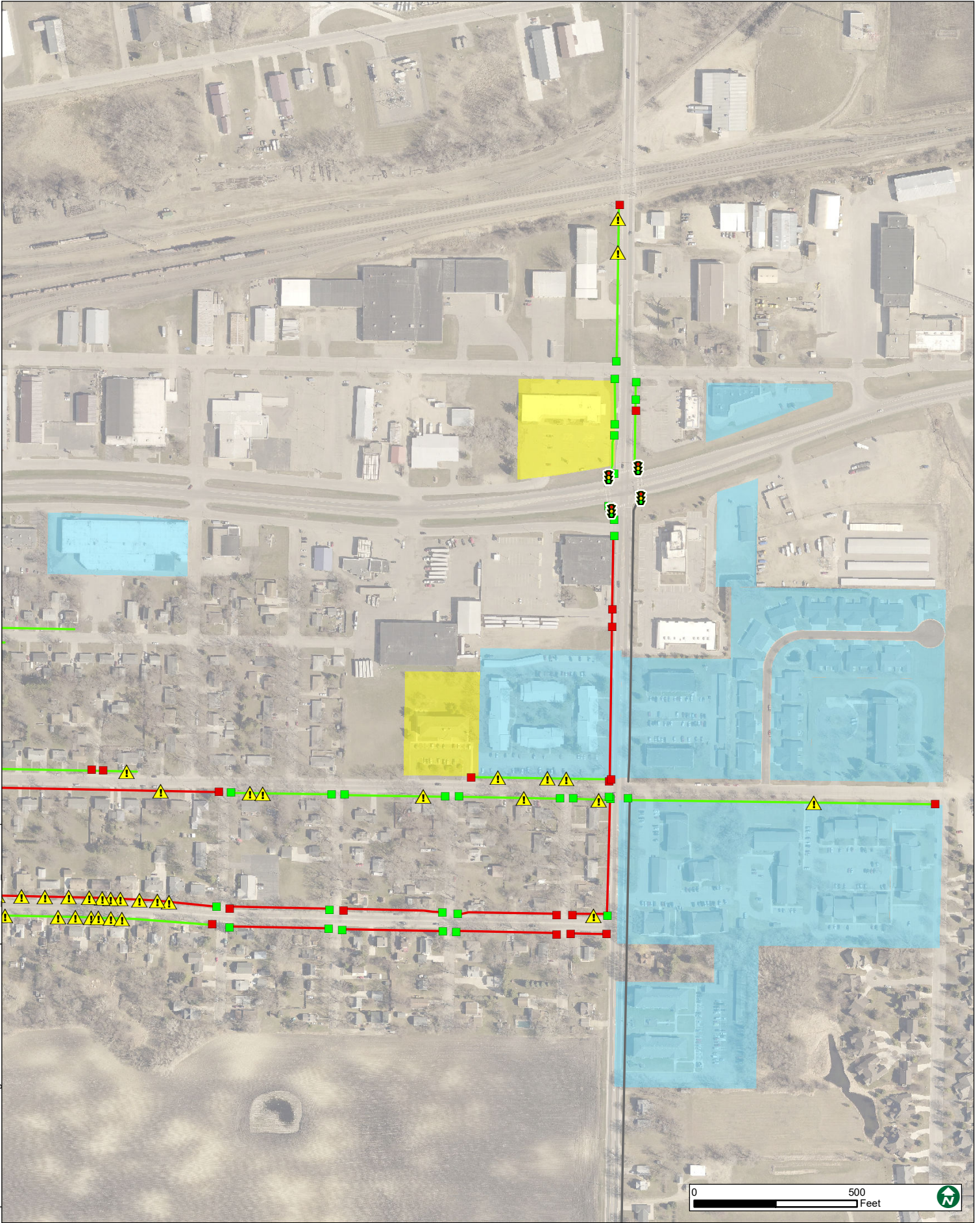
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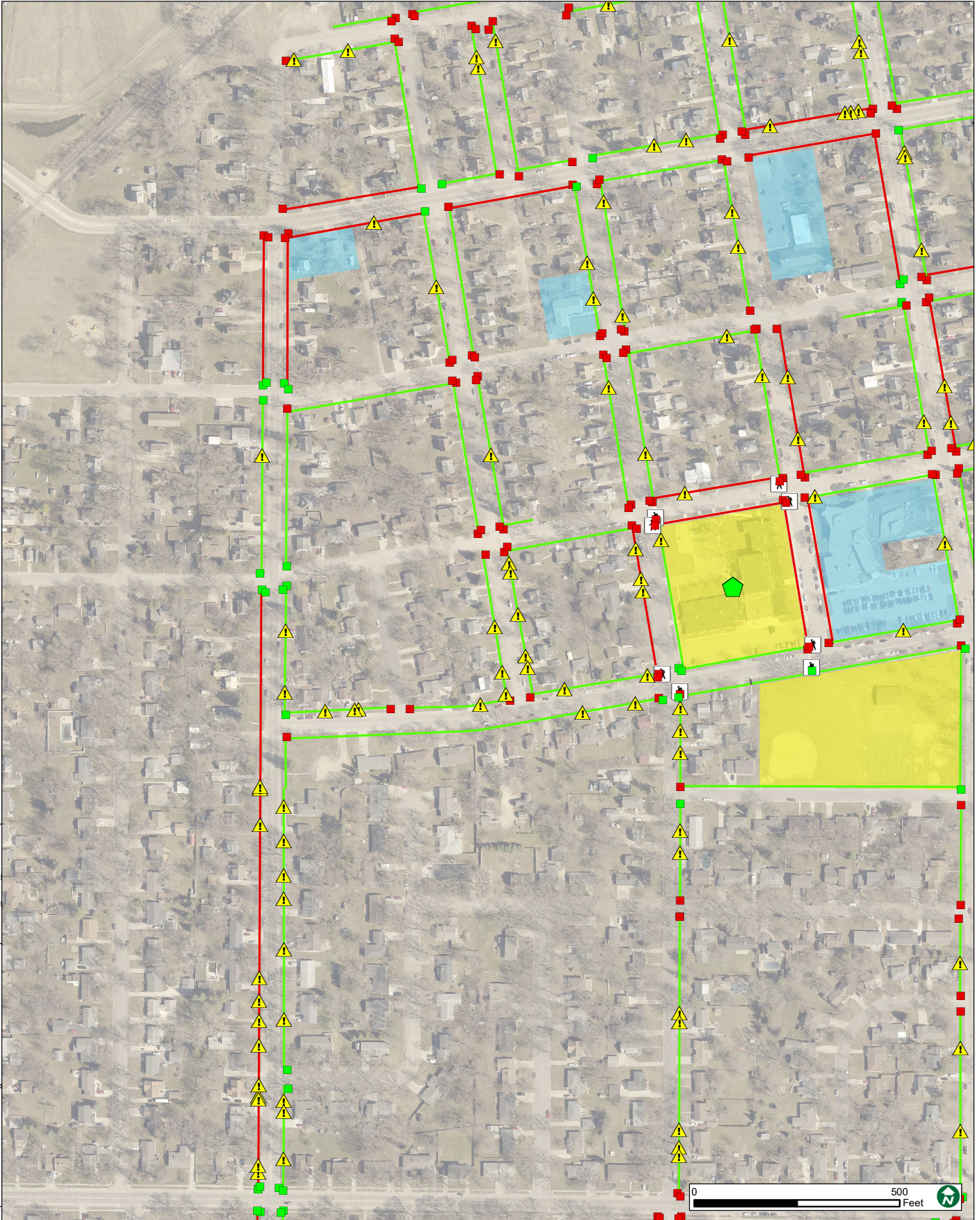


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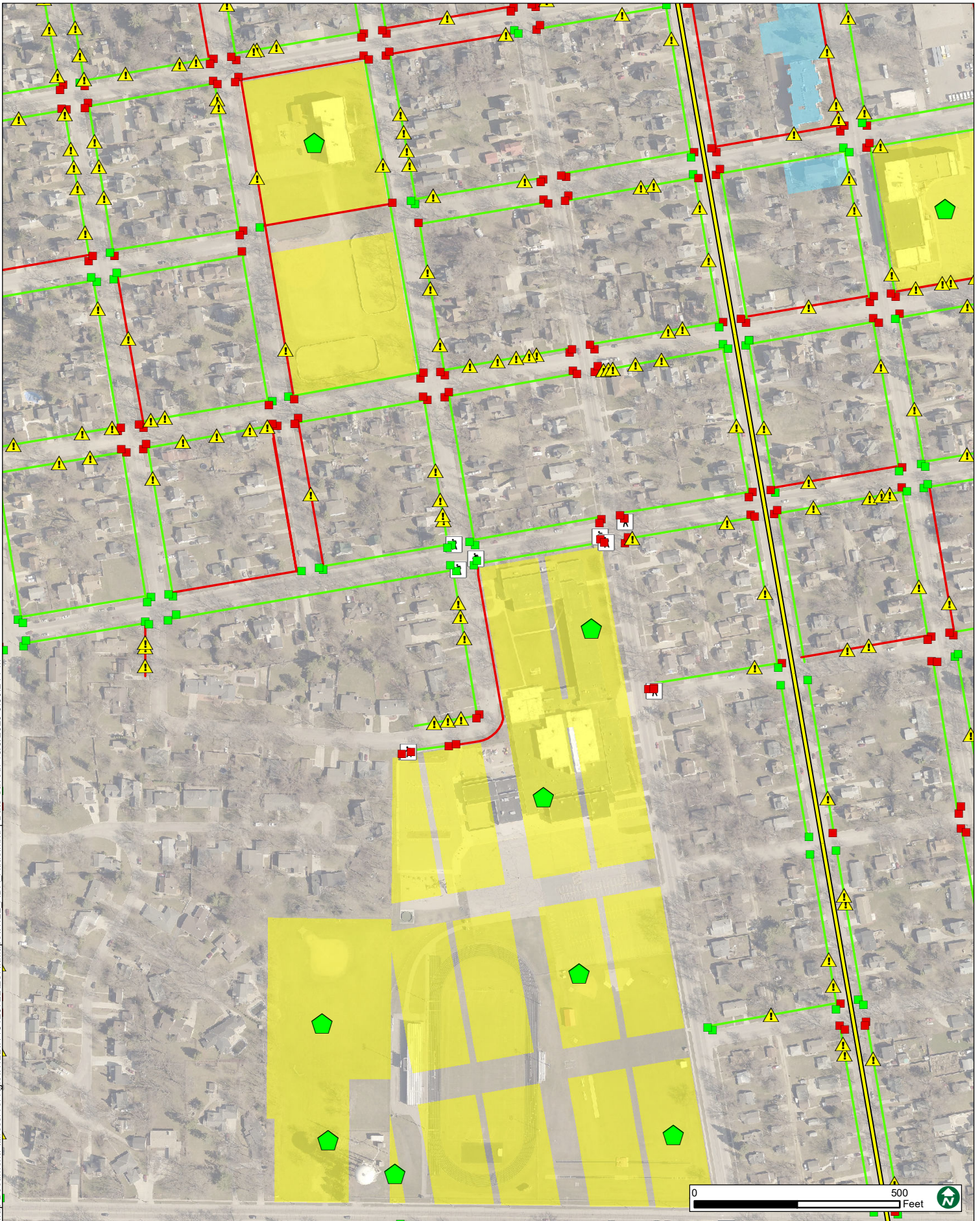
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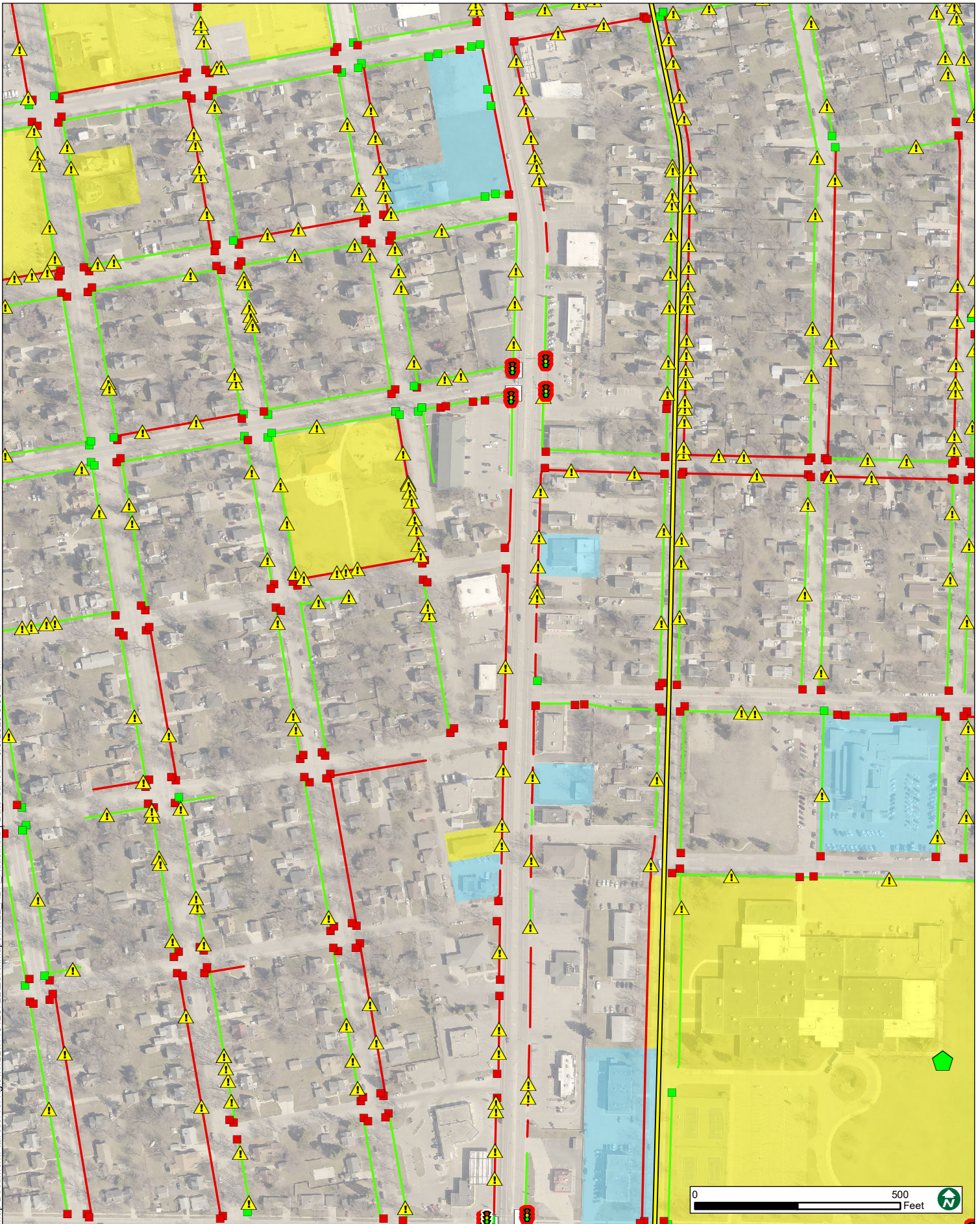
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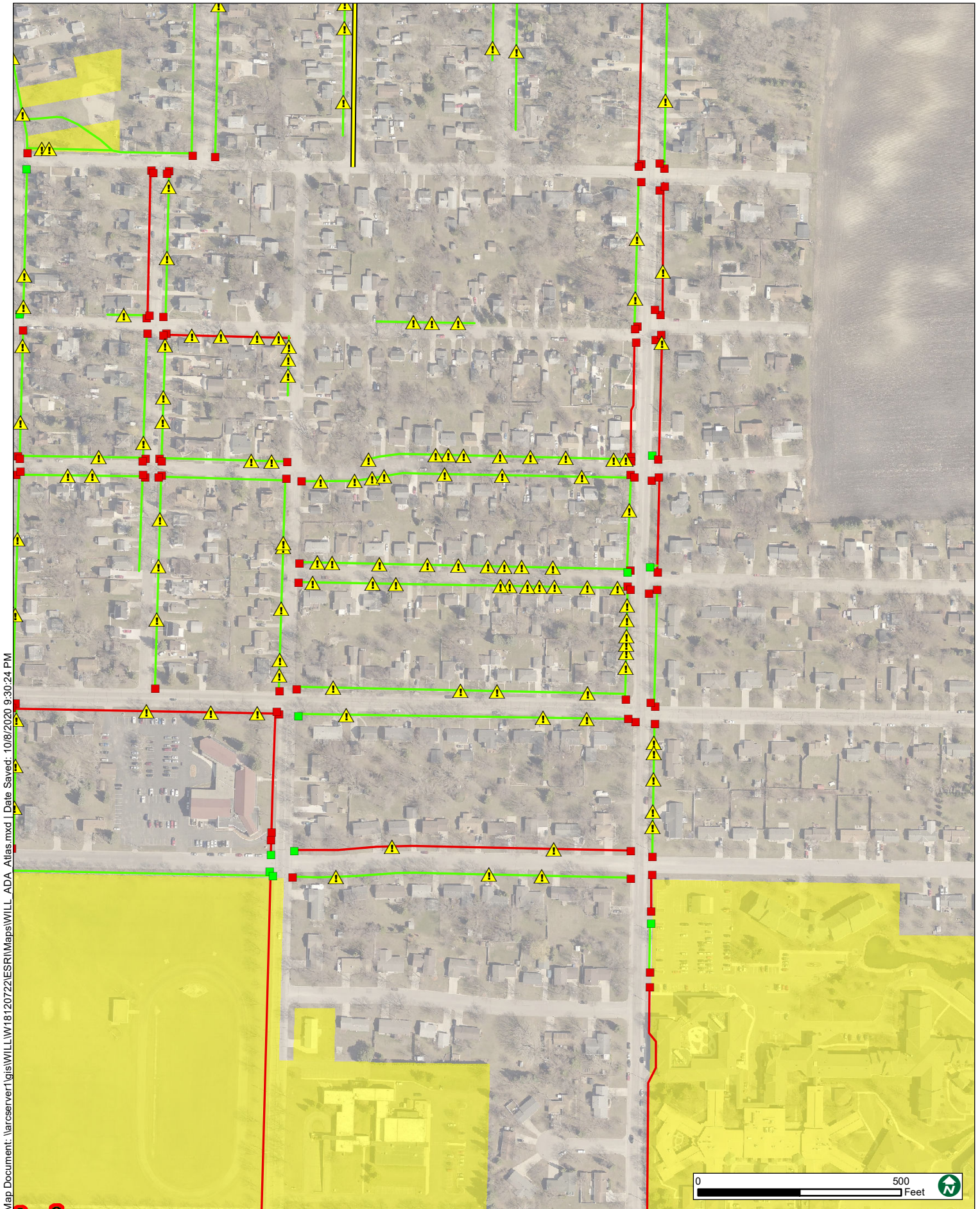
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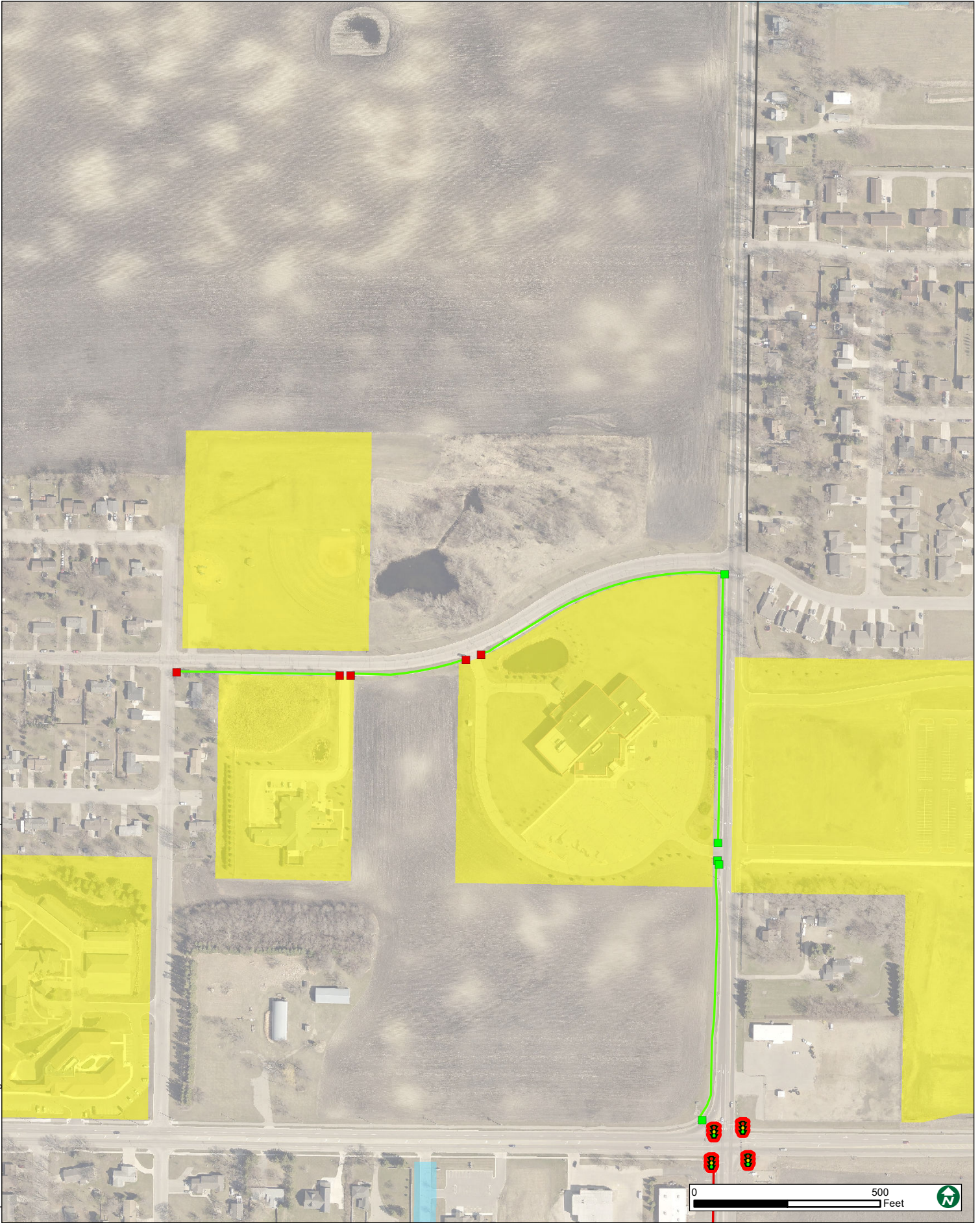
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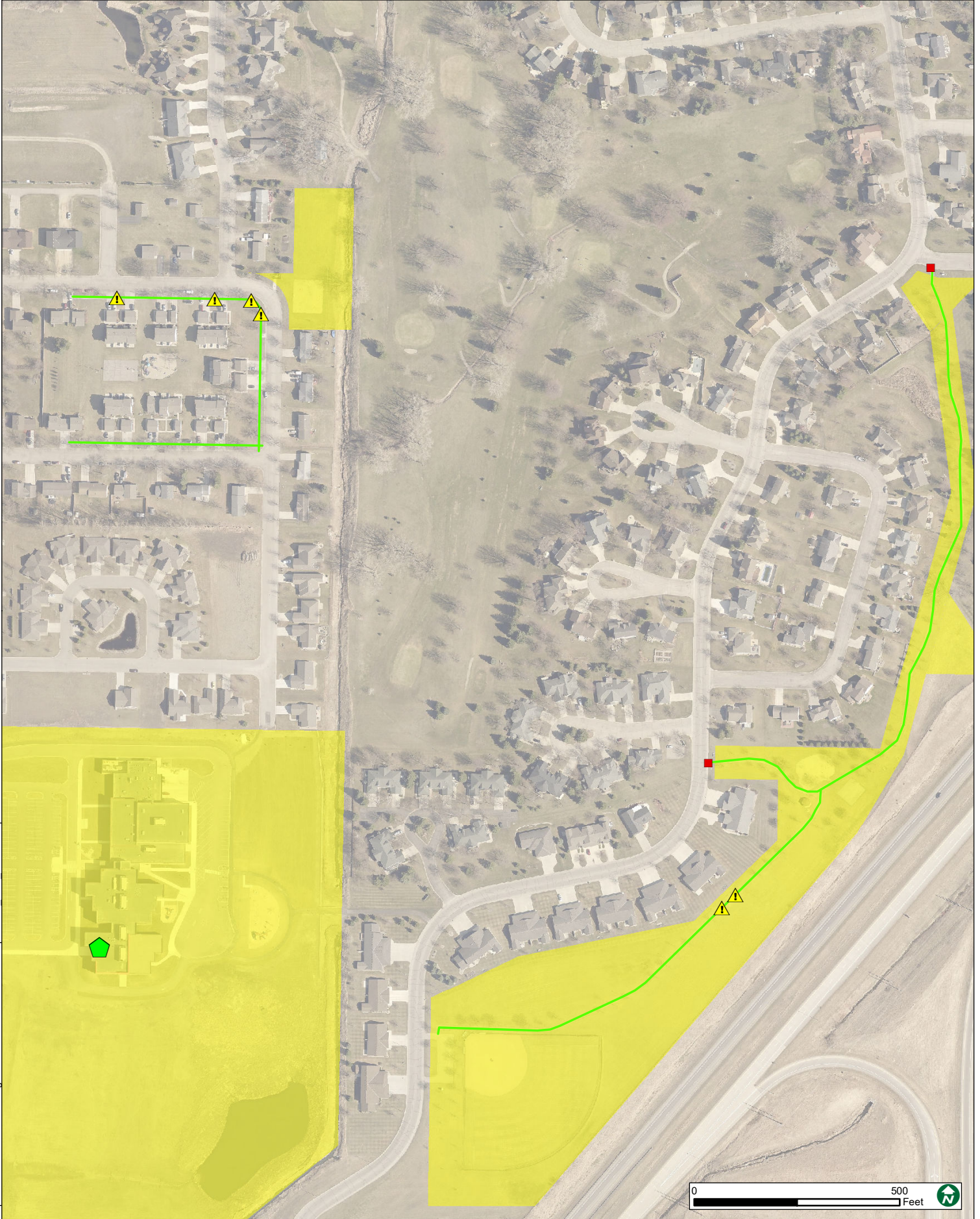




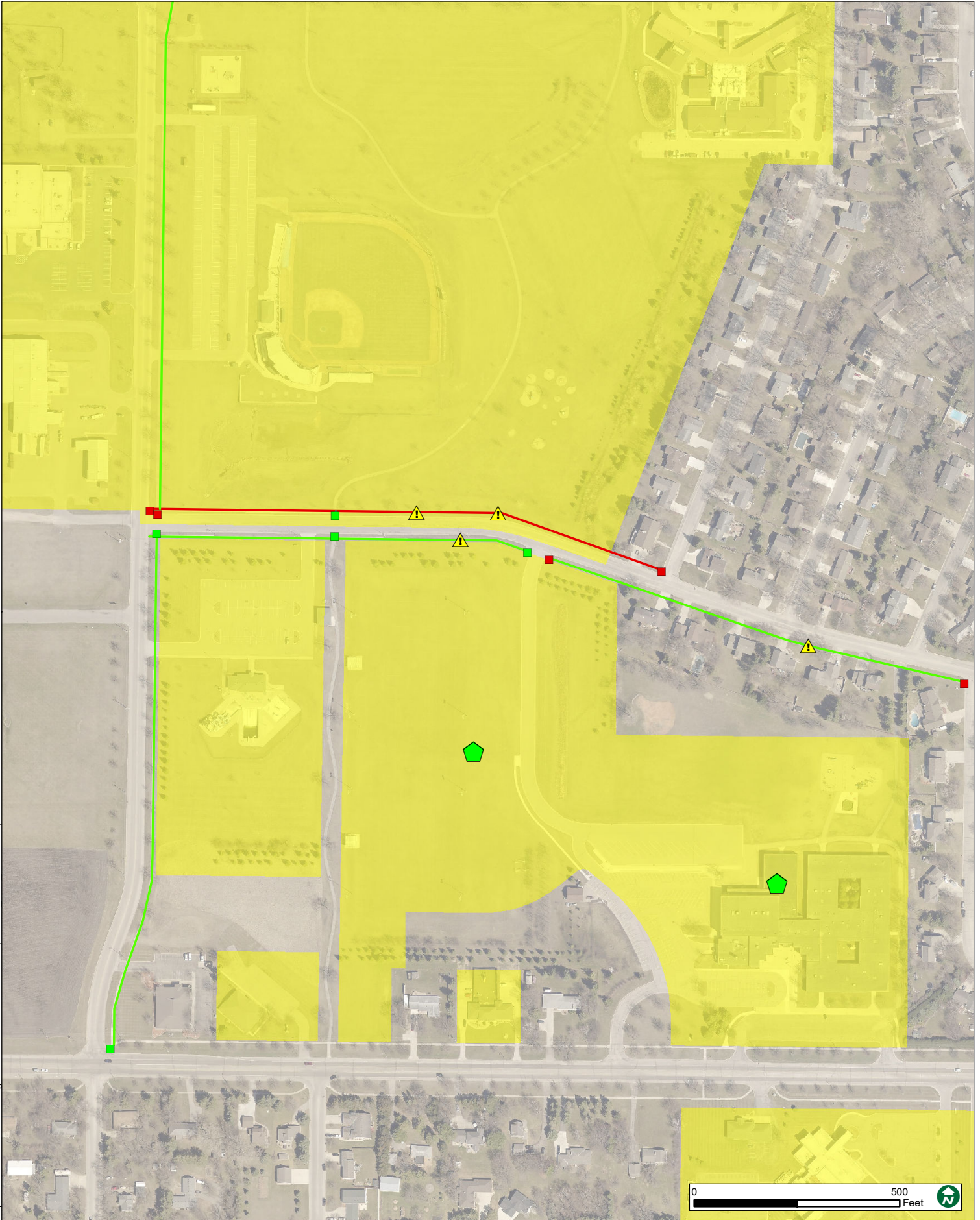
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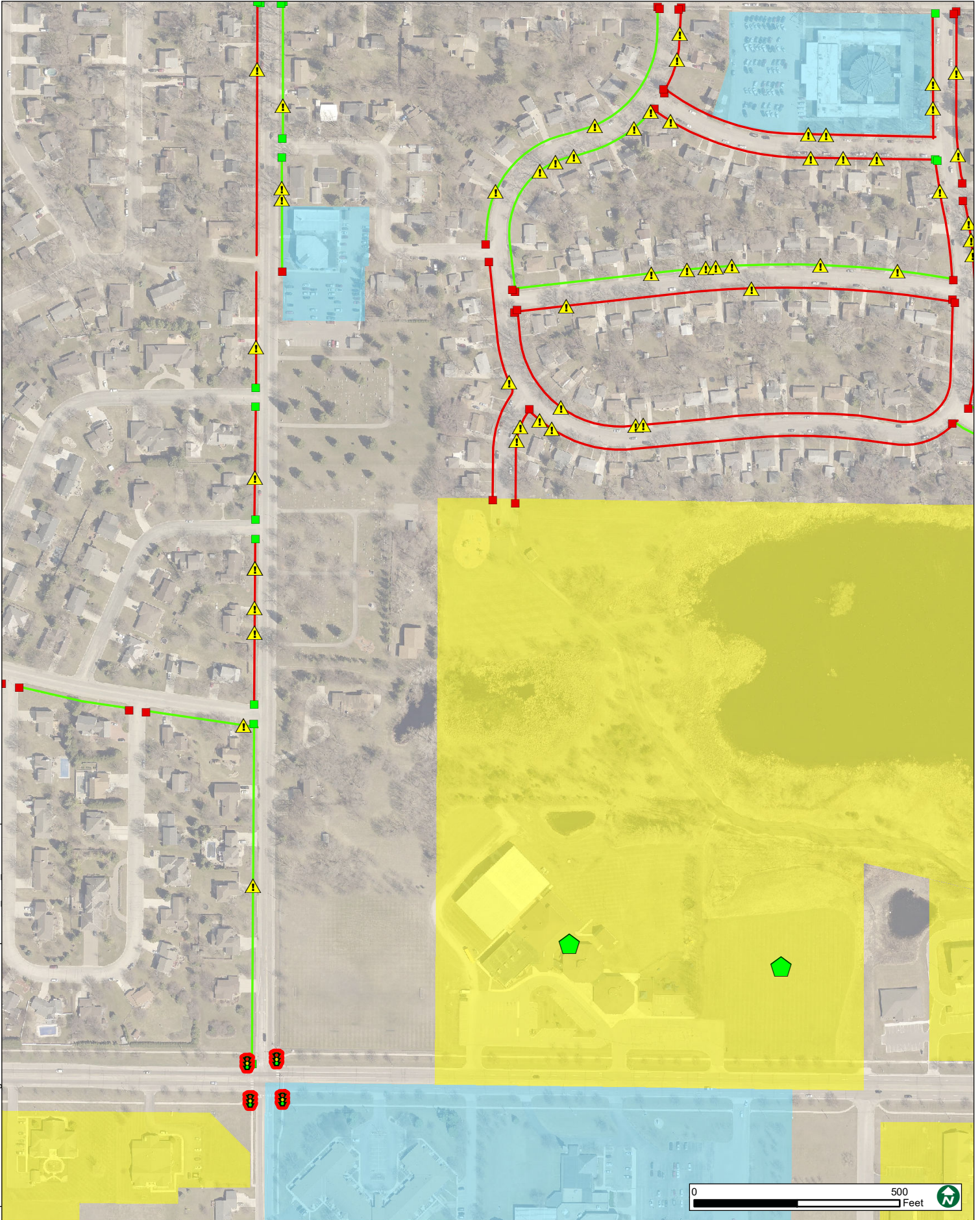


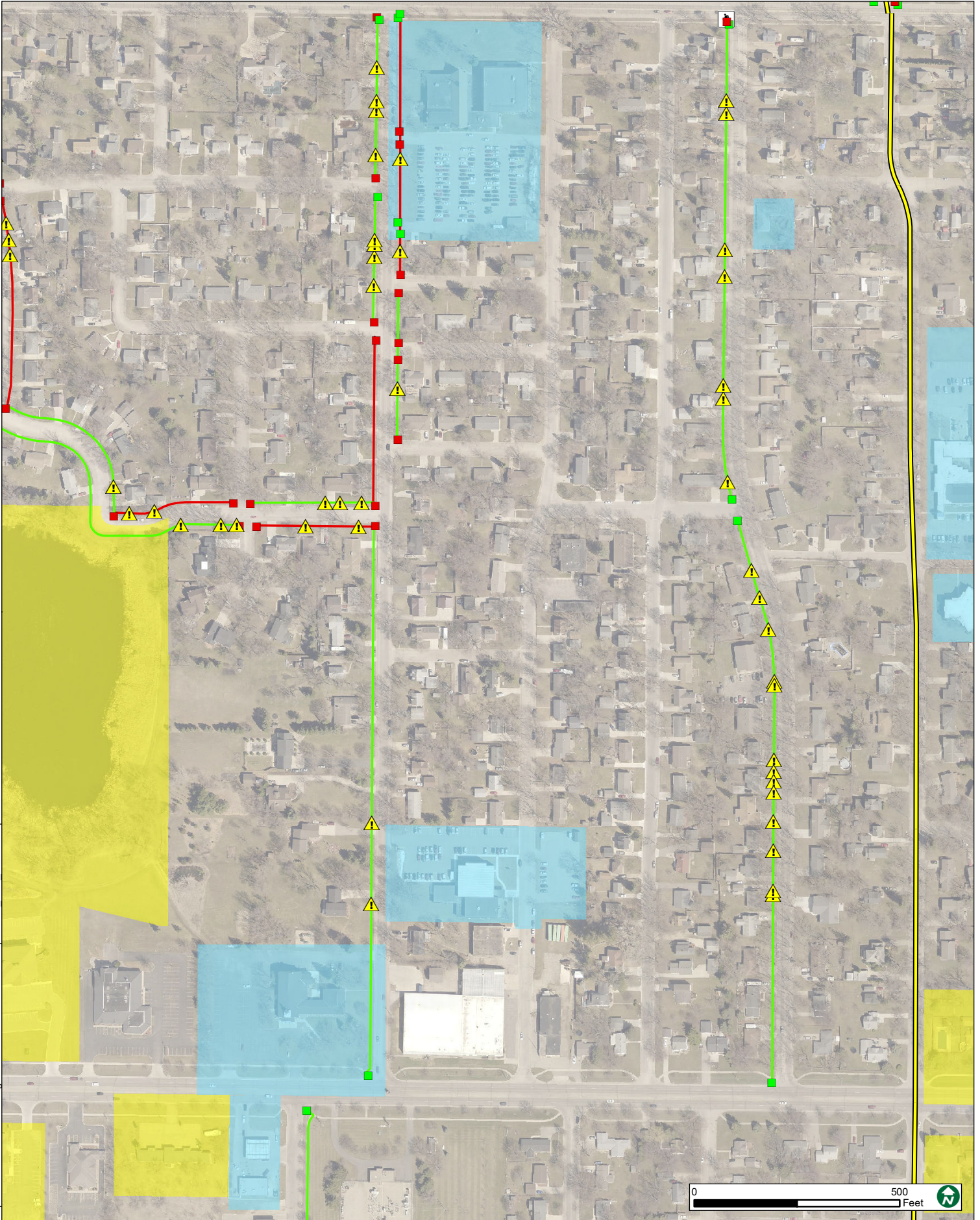


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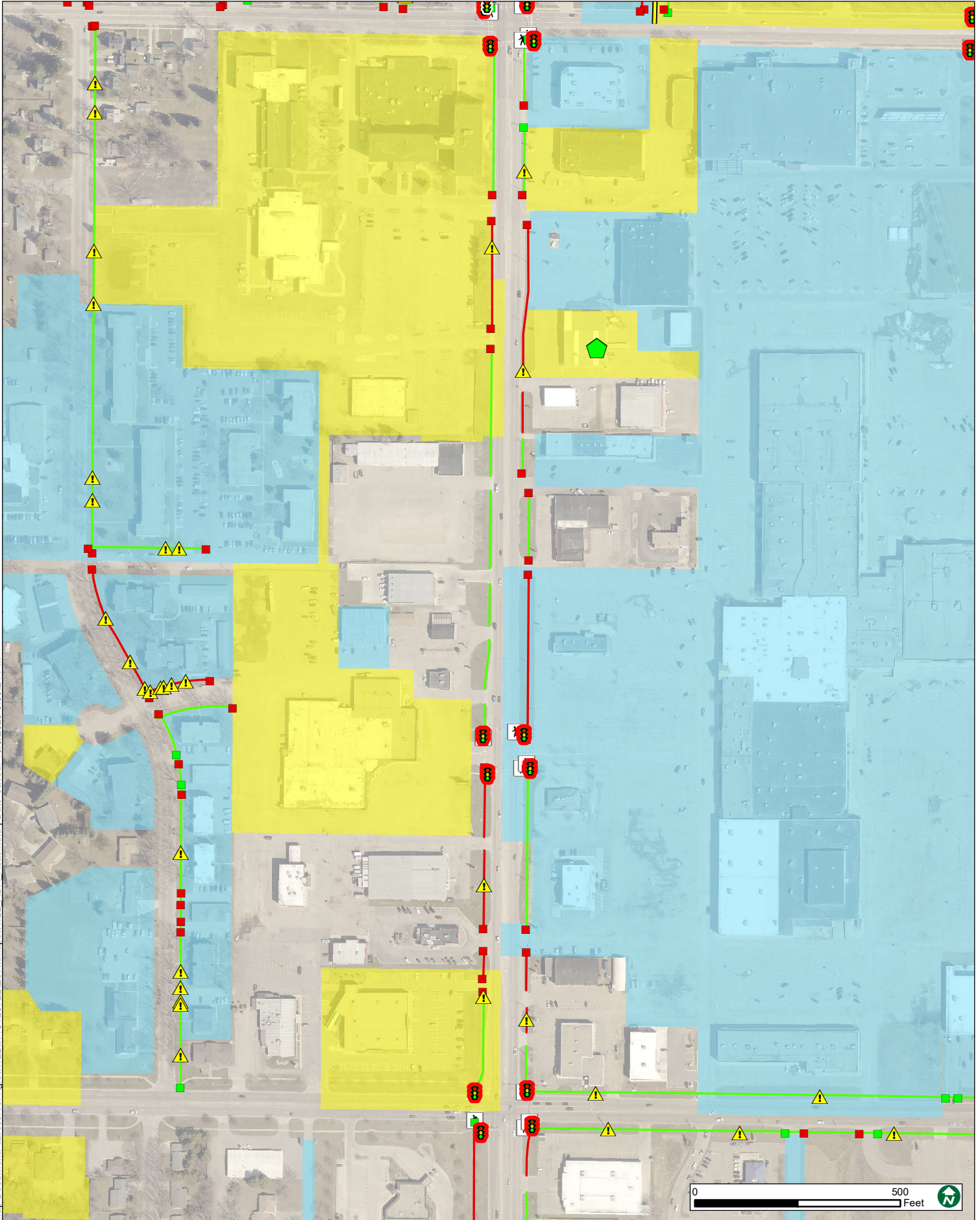


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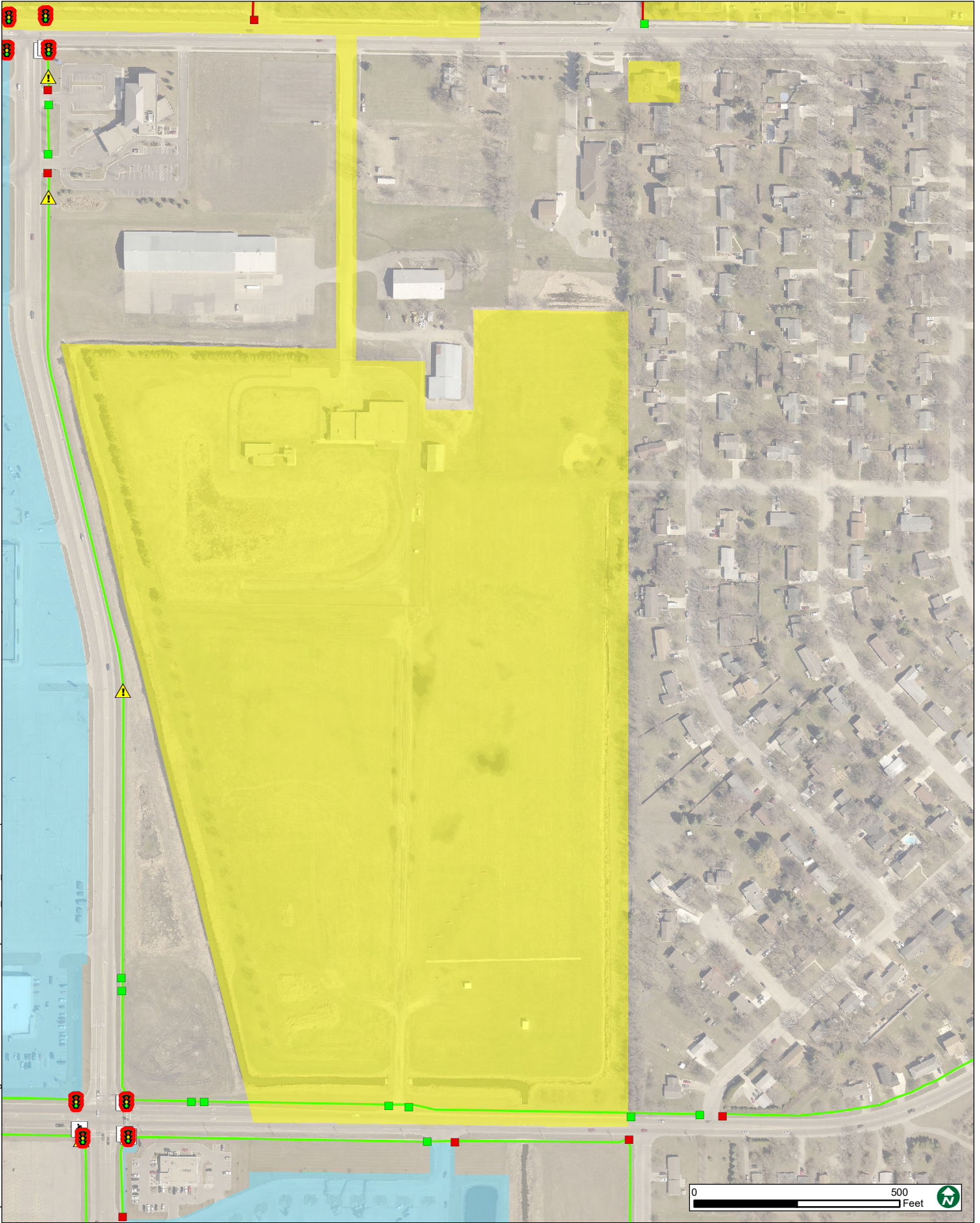


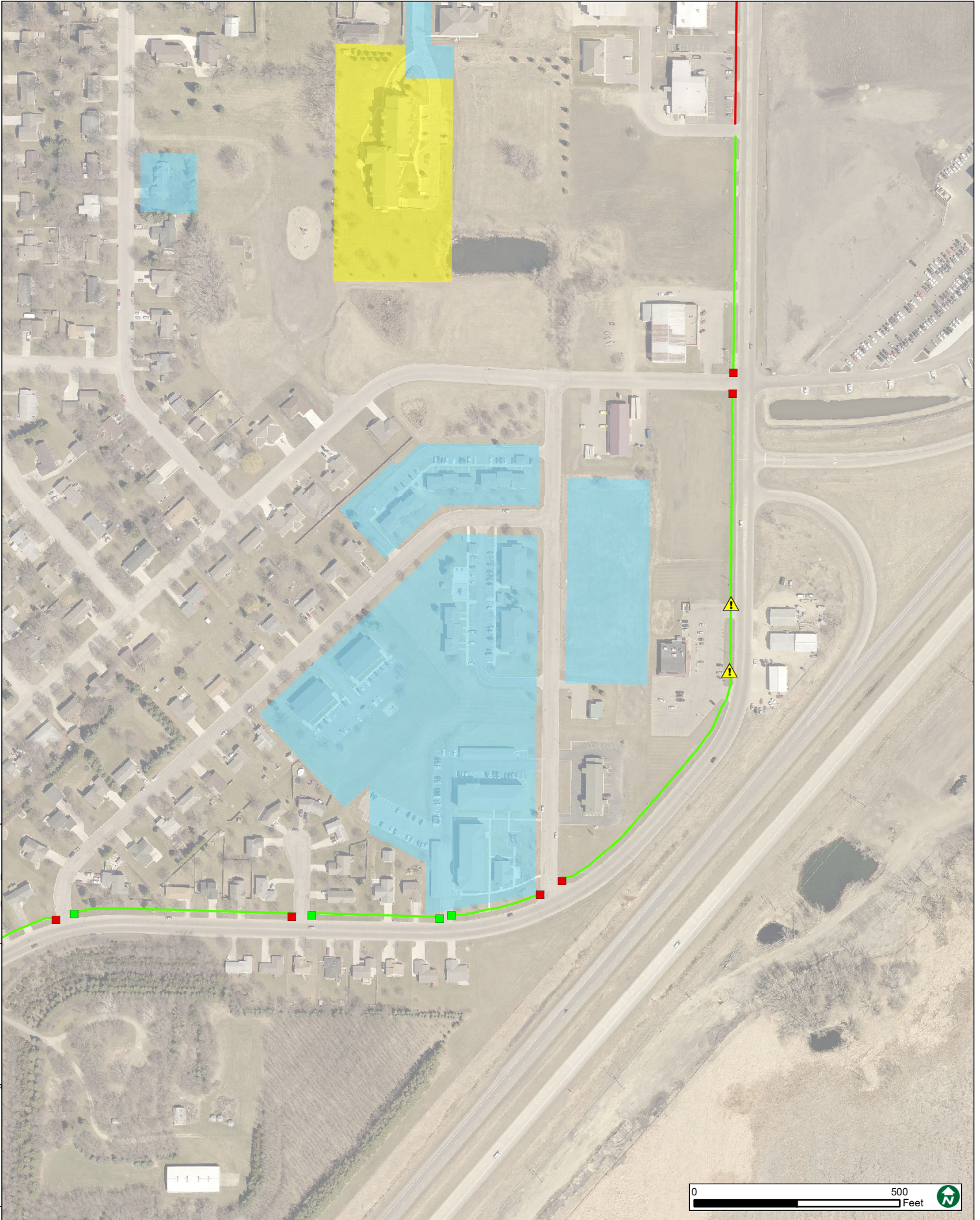
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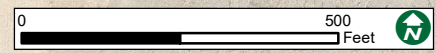


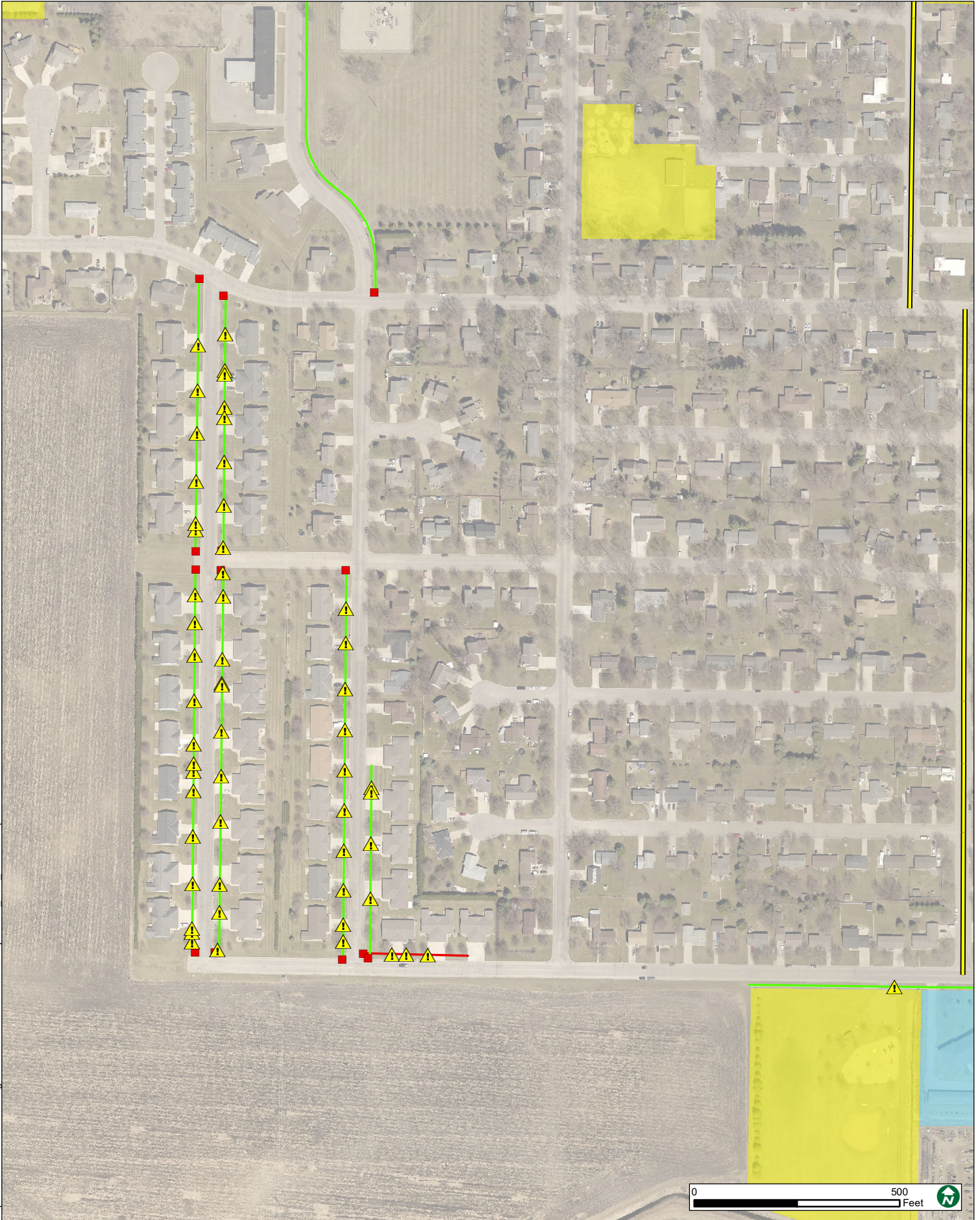
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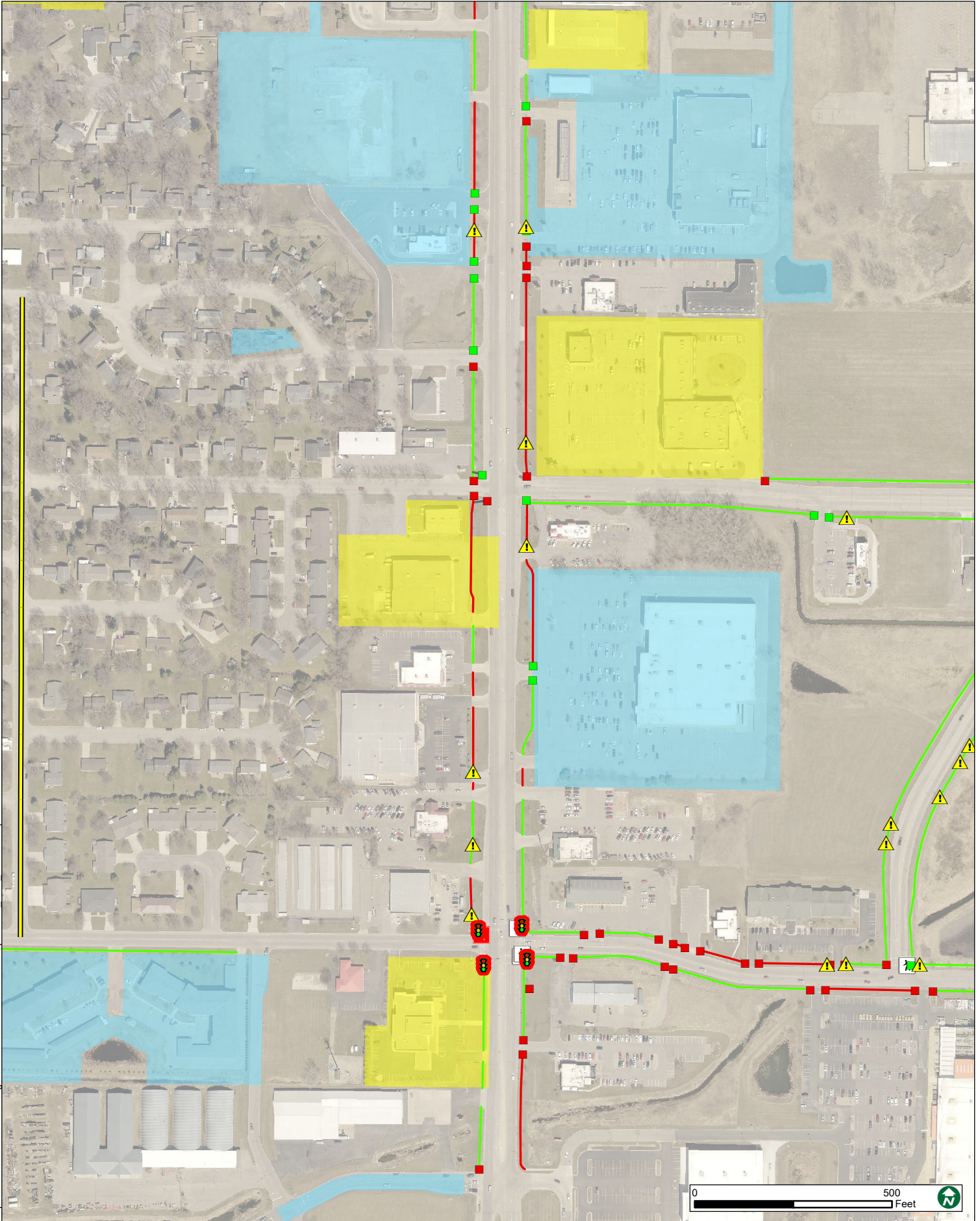
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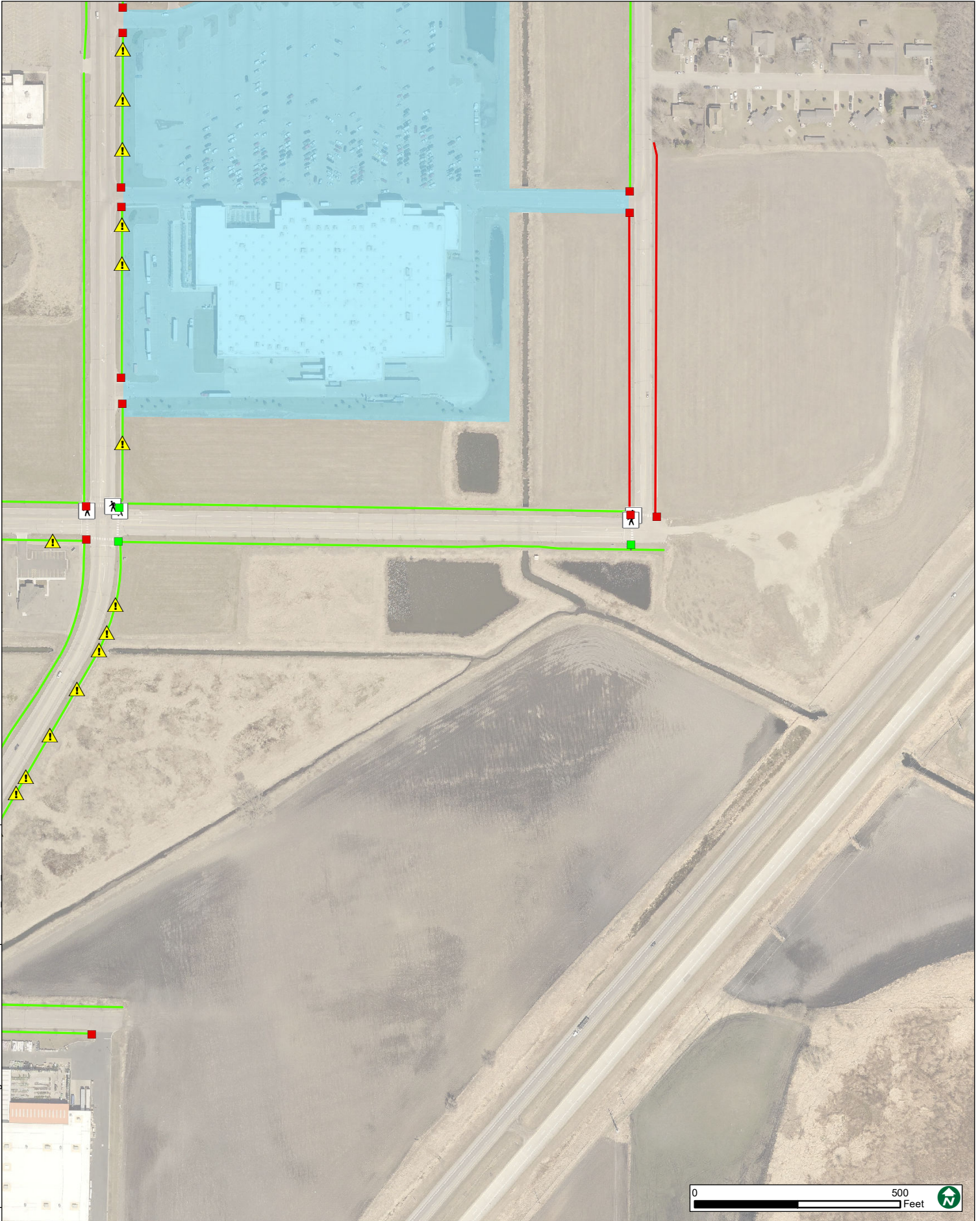




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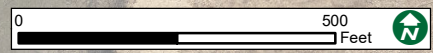


Table B.1. City of Willmar Program Review - Implementation Plan

Location	Land Use	Sidewalk/Trail Remediation Cost	Pedestrian Ramp Remediation Cost	Traffic Signal Remediation Cost	Crosswalk Remediation Cost	Barrier Remediation Cost	Total Cost	CIP Project	Priority	Severity	Term
CO RD 23 SE	Schools; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing Complexes, Including Apartments; Shopping Malls, Supermarkets, Strip Retail Centers	\$ -	\$ 16,000	\$ 90,000	\$ -	\$ -	\$ 106,000	2nd St SE Reconstruct	1	10	Short Term
11TH AVE SE	Schools; Church; Hospitals, Health Clinics, and Medical Facilities (Public and Private)	\$ 33,162	\$ 52,000	\$ -	\$ -	\$ 2,250	\$ 87,412	2nd St SE Reconstruct	1	2	Short Term
OLENA AVE SE	Schools; Church; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Parks	\$ 26,089	\$ 112,000	\$ -	\$ -	\$ 4,000	\$ 142,089	2nd St SE Reconstruct	1	2	Short Term
AUGUSTA AVE SE	Schools; Industrial	\$ 49,751	\$ 90,000	\$ -	\$ -	\$ 10,250	\$ 150,001	2nd St SE Reconstruct	1	2	Short Term
2ND ST SE	Schools; Housing Complexes, Including Apartments	\$ 110,607	\$ 24,000	\$ -	\$ -	\$ 11,750	\$ 146,357	2nd St SE Reconstruct	1	2	Short Term
TROTT AVE SE	Schools; Church; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing Complexes, Including Apartments; Parks; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 191,504	\$ 72,000	\$ 30,000	\$ -	\$ 5,500	\$ 299,004	2nd St SE Reconstruct; Charlotte St SE Reconstruct	1	5	Short Term
MINNESOTA AVE SE	Schools; Church	\$ 20,129	\$ 172,000	\$ -	\$ -	\$ 14,000	\$ 206,129	2nd St SE Reconstruct; Charlotte St SE Reconstruct	1	2	Short Term
BECKER AVE SE	Housing Complexes, Including Apartments; Public Housing and Homeless Shelters; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 158,162	\$ 108,000	\$ -	\$ -	\$ 10,500	\$ 276,662	2nd St SE Reconstruct; Charlotte St SE Reconstruct	1	2	Short Term
ROBBINS AVE SW	Schools	\$ -	\$ 52,000	\$ -	\$ -	\$ 250	\$ 52,250	6th St SW Reconstruct	1	3	Short Term
MINNESOTA AVE SW	Schools; Church; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing Complexes, Including Apartments; Public Housing and Homeless Shelters; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 51,812	\$ 292,000	\$ -	\$ -	\$ 2,500	\$ 346,312	6th St SW Reconstruct	1	2	Short Term
KANDIYOHI AVE SW	Schools; Church; Parks	\$ 38,615	\$ 184,000	\$ 37,500	\$ -	\$ 6,000	\$ 266,115	6th St SW Reconstruct	1	2	Short Term
TROTT AVE SW	Schools; Church; Government Facilities; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Shopping Malls, Supermarkets, Strip Retail Centers	\$ 210,774	\$ 172,000	\$ -	\$ -	\$ 5,250	\$ 388,024	6th St SW Reconstruct	1	2	Short Term
GRACE AVE SW	Schools	\$ 15,360	\$ 66,000	\$ -	\$ -	\$ 250	\$ 81,610	6th St SW Reconstruct	1	2	Short Term
RICE AVE SW	Schools; Parks	\$ 25,654	\$ 86,000	\$ -	\$ -	\$ 6,000	\$ 117,654	6th St SW Reconstruct	1	2	Short Term
MONONGALIA AVE SW	Schools; Church; Parks; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 64,795	\$ 176,000	\$ -	\$ -	\$ 14,750	\$ 255,545	6th St SW Reconstruct	1	2	Short Term
LITCHFIELD AVE SW	Schools; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Industrial; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 66,139	\$ 40,000	\$ -	\$ -	\$ 13,000	\$ 119,139	6th St SW Reconstruct	1	2	Short Term
BECKER AVE SW	Schools; Church; Government Facilities; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing Complexes, Including Apartments; Industrial; Parks	\$ 115,227	\$ 102,000	\$ -	\$ -	\$ 12,500	\$ 229,727	6th St SW Reconstruct	1	2	Short Term
6TH ST SW	Schools; Church; Government Facilities; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 50,913	\$ 16,000	\$ -	\$ -	\$ 6,750	\$ 73,663	6th St SW Reconstruct	1	2	Short Term
BENSON AVE SW	Schools; Government Facilities; Public Housing and Homeless Shelters; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 91,946	\$ 16,000	\$ -	\$ -	\$ 16,500	\$ 124,446	6th St SW Reconstruct	1	2	Short Term
<b>Short-Term (2020-2029) Totals</b>		<b>\$ 1,320,639</b>	<b>\$ 1,848,000</b>	<b>\$ 157,500</b>	<b>\$ -</b>	<b>\$ 142,000</b>	<b>\$ 3,468,139</b>				<b>Short-Term</b>
CO RD 23 SW	Schools; Church	\$ -	\$ 84,000	\$ -	\$ -	\$ -	\$ 84,000	6th St SW Reconstruct	1	1.75	Short Term
28TH AVE SW	Housing Complexes, Including Apartments; Parks	\$ 10,107	\$ -	\$ -	\$ -	\$ 250	\$ 10,357	6th St SW Reconstruct	1	4	Mid-Term
14TH ST SW	Schools	\$ -	\$ 50,000	\$ -	\$ -	\$ 4,250	\$ 54,250		1	5	Mid-Term
Sunrise Park Trails	Schools; Parks	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250		1	5	Mid-Term
7TH ST SE	Schools	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000		1	5	Mid-Term
CO RD 41 SW	Schools; Public Housing and Homeless Shelters	\$ -	\$ 48,000	\$ 30,000	\$ -	\$ 11,000	\$ 89,000		1	5	Mid-Term
IRENE AVE SE	Schools	\$ -	\$ 8,000	\$ -	\$ -	\$ 7,750	\$ 15,750		1	5	Mid-Term
HIGHLAND RD SW	Schools	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000		1	5	Mid-Term
16TH AVE SW	Schools; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing Complexes, Including Apartments	\$ 6,746	\$ 14,000	\$ -	\$ -	\$ -	\$ 20,746		1	3	Mid-Term
4TH ST SE	Schools; Church; Parks	\$ 46,887	\$ 116,000	\$ -	\$ -	\$ 10,000	\$ 172,887		1	2	Mid-Term
10TH ST SW	Schools; Church	\$ 68,742	\$ 178,000	\$ 30,000	\$ -	\$ 54,500	\$ 331,242		1	2	Mid-Term
LAKELAND DR SE	Schools; Government Facilities; Housing Complexes, Including Apartments; Parks	\$ 60,674	\$ 32,000	\$ -	\$ -	\$ -	\$ 92,674		1	2	Mid-Term

Table B.1. City of Willmar Program Review - Implementation Plan

Location	Land Use	Sidewalk/Trail Remediation Cost	Pedestrian Ramp Remediation Cost	Traffic Signal Remediation Cost	Crosswalk Remediation Cost	Barrier Remediation Cost	Total Cost	CIP Project	Priority	Severity	Term
8TH ST SW	Schools; Parks; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 20,955	\$ 132,000	\$ -	\$ -	\$ 8,750	\$ 161,705		1	2	Mid-Term
15TH ST SW	Schools; Church; Housing Complexes, Including Apartments; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 150,980	\$ 32,000	\$ 30,000	\$ -	\$ 10,500	\$ 223,480		1	2	Mid-Term
13TH ST SW	Schools; Church; Parks	\$ 56,736	\$ 140,000	\$ -	\$ -	\$ 8,750	\$ 205,486		1	2	Mid-Term
TRANSPORTATION DR NE	Schools; Government Facilities	\$ 14,984	\$ 30,000	\$ -	\$ -	\$ 750	\$ 45,734		1	2	Mid-Term
4TH ST SW	Schools; Church; Government Facilities; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing Complexes, Including Apartments; Parks; Public Housing and Homeless Shelters; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 70,416	\$ 232,000	\$ -	\$ -	\$ 19,000	\$ 321,416		1	2	Mid-Term
11TH ST SW	Schools; Church; Parks	\$ 106,400	\$ 136,000	\$ -	\$ -	\$ 5,250	\$ 247,650		1	2	Mid-Term
HWY 71 S	Schools; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Industrial; Public Housing and Homeless Shelters; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 340,322	\$ 214,000	\$ 120,000	\$ 500	\$ 15,500	\$ 690,322		1	2	Mid-Term
5TH ST SW	Schools; Church; Government Facilities; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing Complexes, Including Apartments; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 108,363	\$ 110,000	\$ -	\$ -	\$ 9,750	\$ 228,113		1	2	Mid-Term
15TH AVE SW	Schools; Church; Government Facilities; Housing Complexes, Including Apartments; Parks	\$ 74,442	\$ 50,000	\$ -	\$ -	\$ 4,750	\$ 129,192		1	2	Mid-Term
CIVIC CENTER DR NE	Schools; Major Employment Sites	\$ -	\$ 68,000	\$ 30,000	\$ -	\$ -	\$ 98,000		1	2	Mid-Term
<b>Mid-Term (2030-2039) Totals</b>		<b>\$1,166,148</b>	<b>\$1,838,000</b>	<b>\$270,000</b>	<b>\$500</b>	<b>\$186,500</b>	<b>\$3,461,148</b>				<b>Mid-Term</b>
QUINCY AVE SW	Schools	\$ 42,942	\$ -	\$ -	\$ -	\$ 3,250	\$ 46,192		1	2	Long-Term
13TH AVE SW	Schools; Church	\$ 56,229	\$ 8,000	\$ -	\$ -	\$ -	\$ 64,229		1	2	Long-Term
RAMBLEWOOD AVE SW	Schools	\$ 102,979	\$ -	\$ -	\$ -	\$ -	\$ 102,979		1	2	Long-Term
9TH ST SW	Schools; Church; Parks; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 146,093	\$ 96,000	\$ -	\$ -	\$ 25,500	\$ 267,593		1	2	Long-Term
2ND ST SW	Schools; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Parks; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 63,000	\$ 84,000	\$ 30,000	\$ -	\$ 9,500	\$ 186,500		1	2	Long-Term
9TH ST SE	Schools; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Parks; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 175,638	\$ 124,000	\$ -	\$ -	\$ 8,000	\$ 307,638		1	2	Long-Term
3RD ST SE	Schools; Church	\$ 30,477	\$ 14,000	\$ -	\$ -	\$ 8,500	\$ 52,977		1	2	Long-Term
6TH ST SE	Schools; Hospitals, Health Clinics, and Medical Facilities (Public and Private)	\$ 62,990	\$ 14,000	\$ -	\$ -	\$ 8,250	\$ 85,240		1	2	Long-Term
3RD ST SW	Schools; Government Facilities; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Industrial; Parks; Shopping Malls, Supermarkets, Strip Retail Centers	\$ 57,942	\$ 66,000	\$ 30,000	\$ -	\$ 13,750	\$ 167,692		1	2	Long-Term
12TH ST SW	Schools; Church	\$ 44,184	\$ -	\$ -	\$ -	\$ 3,000	\$ 47,184		1	2	Long-Term
ARENA DR NE	Schools	\$ 21,939	\$ 30,000	\$ -	\$ -	\$ -	\$ 51,939		1	2	Long-Term
CO RD 9 NE	Schools	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000		1	1	Long-Term
10TH AVE SE & 23RD ST SE	Schools; Parks	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000		1	0	Long-Term
TECHNOLOGY DR NE	Colleges; Government Facilities; Major Employment Sites	\$ 17,889	\$ 72,000	\$ -	\$ -	\$ 2,750	\$ 92,639		1	2	Long-Term
24TH AVE SE	Public Housing and Homeless Shelters	\$ -	\$ 4,000	\$ -	\$ -	\$ 500	\$ 4,500		1	5	Long-Term
19TH AVE SE	Housing Complexes, Including Apartments; Industrial; Parks; Shopping Malls, Supermarkets, Strip Retail Centers	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000		1	2.25	Long-Term
28TH AVE SE	Industrial	\$ 22,237	\$ 56,000	\$ -	\$ -	\$ 500	\$ 78,737		1	2	Long-Term
JOHANNA AVE SE	Parks	\$ -	\$ 4,000	\$ -	\$ -	\$ 1,000	\$ 5,000		1	5	Long-Term
MANILA ST NE	Parks	\$ 20,478	\$ 8,000	\$ -	\$ -	\$ 1,500	\$ 29,978		1	3	Long-Term
GORTON AVE NW	Housing Complexes, Including Apartments; Parks	\$ 46,182	\$ 82,000	\$ -	\$ -	\$ 7,750	\$ 135,932		1	2	Long-Term
OLAF AVE NW	Parks	\$ 81,063	\$ 52,000	\$ -	\$ -	\$ 5,750	\$ 138,813		1	2	Long-Term
12TH ST NW	Church; Parks	\$ 20,736	\$ 44,000	\$ -	\$ -	\$ 5,250	\$ 69,986		1	2	Long-Term
HWY 71 N	Major Employment Sites; Parks	\$ 158,680	\$ 32,000	\$ 30,000	\$ -	\$ 1,000	\$ 221,680		1	2	Long-Term
LAKE AVE NW	Church	\$ 66,288	\$ 94,000	\$ -	\$ -	\$ 6,250	\$ 166,538		1	2	Long-Term
ELLA AVE NW	Church; Parks	\$ 203,502	\$ 16,000	\$ -	\$ -	\$ 7,000	\$ 226,502		1	2	Long-Term
8TH ST NW	Other	\$ 11,598	\$ 20,000	\$ -	\$ -	\$ 4,250	\$ 35,848		1	2	Long-Term
ROBBINS ISLAND	Parks	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000		1	0	Long-Term

Table B.1. City of Willmar Program Review - Implementation Plan

Location	Land Use	Sidewalk/Trail Remediation Cost	Pedestrian Ramp Remediation Cost	Traffic Signal Remediation Cost	Crosswalk Remediation Cost	Barrier Remediation Cost	Total Cost	CIP Project	Priority	Severity	Term
23RD ST SE & 7TH AVE SE	Parks	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000		1	0	Long-Term
11TH ST NW	Church	\$ -	\$ 16,000	\$ -	\$ -	\$ 1,000	\$ 17,000		2	5	Long-Term
LITCHFIELD AVE SE	Housing Complexes, Including Apartments; Shopping Malls, Supermarkets, Strip Retail Centers	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000		2	5	Long-Term
JULII ST SE	Church	\$ 29,353	\$ -	\$ -	\$ -	\$ 3,500	\$ 32,853		2	2	Long-Term
17TH ST NW	Housing Complexes, Including Apartments	\$ 138,444	\$ -	\$ -	\$ -	\$ -	\$ 138,444		2	2	Long-Term
LAKELAND DR NE	Other	\$ 40,229	\$ 8,000	\$ -	\$ -	\$ -	\$ 48,229		2	2	Long-Term
RUSSELL ST NW	Church	\$ 55,560	\$ 2,000	\$ -	\$ -	\$ -	\$ 57,560		2	2	Long-Term
HWY 12 W & CO RD 5 NW & CO RD 5 SW	Other	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000		3	10	Long-Term
FAIRGROUNDS	Other	\$ -	\$ 12,000	\$ -	\$ -	\$ 500	\$ 12,500		3	5	Long-Term
ANTHONY ST SE	Other	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500		3	5	Long-Term
ELIZABETH AVE SE	Other	\$ -	\$ 8,000	\$ -	\$ -	\$ 1,500	\$ 9,500		3	5	Long-Term
FERRING ST SE	Other	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500		3	5	Long-Term
DOLSON ST SE	Other	\$ -	\$ 16,000	\$ -	\$ -	\$ 250	\$ 16,250		3	5	Long-Term
13TH ST NW	Other	\$ -	\$ 8,000	\$ -	\$ -	\$ 3,750	\$ 11,750		3	5	Long-Term
ELLA AVE NE	Other	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000		3	5	Long-Term
10TH ST NW	Other	\$ 7,779	\$ 20,000	\$ -	\$ -	\$ 4,250	\$ 34,029		3	4	Long-Term
BENSON AVE SE	Other	\$ 66,667	\$ -	\$ -	\$ -	\$ -	\$ 66,667		3	4	Long-Term
CHARLOTTE ST SE	Other	\$ 29,529	\$ -	\$ -	\$ -	\$ 3,500	\$ 33,029	Charlotte St SE Reconstruct	3	3	Long-Term
HIGH AVE NE	Other	\$ 38,875	\$ 30,000	\$ -	\$ -	\$ 18,500	\$ 87,375		3	3	Long-Term
ANN ST SE	Other	\$ 44,435	\$ -	\$ -	\$ -	\$ 3,500	\$ 47,935		3	3	Long-Term
ROBERT ST SE	Other	\$ 16,559	\$ -	\$ -	\$ -	\$ 3,500	\$ 20,059		3	3	Long-Term
9TH ST NW	Other	\$ 20,063	\$ -	\$ -	\$ -	\$ 1,250	\$ 21,313		3	2	Long-Term
MARY AVE SE	Other	\$ 12,434	\$ -	\$ -	\$ -	\$ 750	\$ 13,184		3	2	Long-Term
BERNARD ST SE	Other	\$ 19,915	\$ -	\$ -	\$ -	\$ 250	\$ 20,165		3	2	Long-Term
CAMPBELL AVE NW	Other	\$ 73,219	\$ 8,000	\$ -	\$ -	\$ 2,000	\$ 83,219		3	2	Long-Term
PARK AVE NW	Other	31073	8000	\$0.00	0	0	39073		3	2	Long-Term
HAWAII ST NE	Other	0	2000	0	\$ -	0	2000		3	0.5	Long-Term
<b>Long-Term (2040-2049) Totals</b>		<b>\$2,077,200</b>	<b>\$1,110,000</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$180,250</b>	<b>\$3,489,450</b>				<b>Long-Term</b>
<b>Willmar ADA Facilities Totals</b>		<b>\$4,563,987</b>	<b>\$4,796,000</b>	<b>\$547,500</b>	<b>\$500</b>	<b>\$508,750</b>	<b>\$10,418,737</b>				<b>-</b>

\* Each pedestrian crossing signal push button was inventoried as an individual location to be evaluated for APS technology.



**Table B.29 Severity Determination**

Sidewalk				
Width of 60-inches	Yes	No		
	0	2		
Average Cross Slope	< 2%	2% - 4%	> 4%	
	0	2	4	
Condition Rating	CR 1	CR 2	CR 3	CR 4
	0	0	3	4
Sidewalk Score Range 0-10				

Pedestrian Ramp				
Missing Ramp	Ramp Present	Ramp Missing		
	0	10		
<b>Below criteria will not apply if ramp is missing:</b>				
Ramp Condition Rating	CR 1	CR 2	CR 3	CR 4
	0	0	1	2
Gutter Condition	CR 1	CR 2	CR 3	CR 4
	0	0	1	2
Slope Class	Cross slopes below 2 and Running Slopes below 8.34	Cross Slopes between 2 and 2.5 and Running Slopes between 8.34 and 9	Cross Slopes from 2.5 to 4 and Running Slopes from 9 to 10.5	Cross Slopes greater than 4 and Running Slopes greater than 10.5
	0	0.75	1	2
Detectable Warning	Yes	No		
	0	1		
Landing Area	Greater than 4-foot by 4-foot	Less than 4-foot by 4-foot		
	0	1		
Vertical Issues	No	Yes		
	0	1		
Ramp Width	More than 48-inches	Less than 48-inches		
	0	1		
Pedestrian Ramp Score Range 0-10				

Crosswalks				
Pavement Condition	CR 1	CR 2	CR3	CR4
	0	0	3	4
Marking Present	Marking Present	Marking Missing		
	0	4		
Crosswalk Score Range 0-10				

Signals		
APS Present	Yes	No
	0	10
Signal Score Range 0-10		

A median severity rating will be produced for any given project area. For point features (e.g. pedestrian ramp), the median severity value of all individual ratings will be used. For line features (e.g. sidewalk), the median is weighted based on the linear footage of sidewalk segments.

# Appendix C: ADA Transition Plan Projects referenced from the City of Willmar Capital Improvements Plan

## I. Appendix C: City of Willmar Capital Improvements Projects that Include (Consider) Accessible Pedestrian Infrastructure

### 1. Potential Capital Improvements Projects

The City of Willmar's completes various capital improvement projects annually. Potential future projects are listed below.

### 2. State Transportation Improvement Program

There are two projects for MnDOT in the City of Willmar scheduled in the State Transportation Improvement Program (STIP) which are listed below.

CIP Area	Proposed Improvements	Year
Reconstruction	2 <sup>nd</sup> Street SE	2021
Reconstruction	6 <sup>th</sup> Street SW	2022
Reconstruction	Charlotte Street SE	2022
Reconstruction	Industrial Drive Service Road	2022
Overlay/Partial Reconstruction	Eagle Ridge Drive	2021
Overlay	7 <sup>th</sup> Street SW	2021
Overlay	Trott Avenue SW	2021
Overlay	19 <sup>th</sup> Street and Lakeland Drive SW	2021
Overlay	1 <sup>st</sup> Street South from Willmar Avenue to 19 <sup>th</sup> Avenue	2021
<b>STIP Project (SP)</b>		
STIP Project (SP)	Proposed Improvements	Year
175-090-006	LAKELAND DRIVE TO 23RD STREET (ALONG US 12) AND 300' S OF OLENA AVENUE TO US 12 (ALONG LAKELAND DRIVE) (WILLMAR), CONSTRUCT TRAIL	2020
3412-73	US 71, US 71 & CR 90 (WILLMAR), JTURN (INTERSECTION MODIFICATION) (ALSO INCLUDES WORK ON MN 294 BY THE INTERSECTION OF CSAH 24, SIDEWALK AND LEFT TURN LANE) (TIED TO SP 3412-74)	2021
3403-81	US 12, 6TH STREET EAST TO 24 <sup>TH</sup> STREET (WILLMAR), MEDIUM MILL & OVERLAY	2022

The City will continue to implement infrastructure and maintenance improvements as part of its CIP planning and pavement management plan. With these efforts, the City will incorporate ADA-compliant pedestrian facilities and complete accessible infrastructure improvements as needed to ensure access for all users.

# Appendix D: Public Outreach Results

# Appendix E: Grievance Procedure

## I. Appendix E: City of Willmar ADA Grievance Procedure

In accordance with 28 CFR 35.107(b), the City of Willmar has developed the following ADA grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances.

The City understands that members of the public may desire to contact staff to discuss ADA issues without filing a formal grievance. Members of the public wishing to contact the ADA Coordinator should reference the contact information in **Appendix F**. Contacting staff to informally discuss ADA issues is welcome and does not limit a person's ability or right to file a formal grievance later.

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

### A. Internet

Visit the City's website to access an interactive pdf form or download a paper copy of the grievance form.

The City of Willmar Website: <https://www.willmarmn.gov/>

### B. Telephone

Contact the City of Willmar's ADA Coordinator listed in the Contact Information section of **Appendix F** to submit an oral grievance. The staff person will use the internet to electronically submit the grievance on behalf of the person filing it.

### C. Paper Submission

A paper copy of the City's grievance form is available by request from the City of Willmar ADA Coordinator (contact information in **Appendix F**). Complete the form and submit it to the City ADA Coordinator at the address listed.

The City of will acknowledge receipt of the grievance to the citizen within 10 working days of the submission. City staff will then provide a response or resolution to the grievance or will provide information on when the citizen can expect a response. If the grievance filed does not fall within the City of Willmar's jurisdiction, staff will work with the citizen to contact the agency with jurisdiction.

When possible (typically within 60 calendar days or less of the grievance submission) City staff will conduct an investigation to determine the validity of the alleged violation. As a part of the investigation, internal staff will be consulted to fully understand the complaint and possible solutions. City staff will contact the citizen to discuss the investigation and proposed resolution.

The City of Willmar will consider all grievances within its particular context or setting. Furthermore, the department will consider many varying circumstances including: access to applicable services, programs, or facilities; the nature of the disability; essential eligibility requirements for participation; health and safety of others; and degree to which a potential solution would constitute a fundamental alteration to the program, service, or facility, or cause undue hardship to the City of Willmar.

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

Complaints of Title II violations may be filed with the Department of Justice (DOJ) within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the 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

950 Pennsylvania Avenue, N.W.

Disability Rights Section – NYAV

Washington, D.C. 20530

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

(800) 514-0301 (voice)

(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.

**File Retention**

The City of Willmar shall maintain ADA grievance files on behalf of the City for a period of seven years.



**The City of Willmar, MN ADA Grievance Form**

Instructions: Please fill out this form completely and submit to:

Sean Christensen  
The City of Willmar, City Engineer – ADA Coordinator  
333 Southwest 6th Street  
Willmar, Minnesota 56201

Or it can be e-mailed to: [schristensen@willmarmn.gov](mailto:schristensen@willmarmn.gov)

Complainant – person filing grievance:

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

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

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

Work: \_\_\_\_\_ Email: \_\_\_\_\_

Representing – person claiming an accessibility issue or alleging an ADA violation (if not the complainant):

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

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

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

Work: \_\_\_\_\_ Email: \_\_\_\_\_

Description and location of the alleged violation and the nature of a remedy sought.

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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.**

Agency or Court: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_

# Appendix F: Contact Information

## I. Appendix F: Responsible Officials and Key Staff

### A. Responsible Officials Contact Information

#### 1. City of Willmar ADA Coordinator:

Sean Christensen, City of Willmar, Engineer

333 Southwest 6<sup>th</sup> Street

Willmar, MN 56201

P: (320) 235-4202

E: [schristensen@willmarmn.gov](mailto:schristensen@willmarmn.gov)

# Appendix G: ADA Design Standards and Procedures

## I. Appendix G: ADA Design Standards and Procedures

### A. Design Standards

#### 1. Public Rights-of-Way Accessibility Guidelines

Public Rights-of-Way Accessibility Guidelines (PROWAG), developed by the Access Board, are draft guidelines that address accessibility in the public rights-of-way. Sidewalks, street crossings, and other elements of the public rights-of-way present unique challenges to accessibility for which specific guidance is considered essential. The Access Board is developing these guidelines that will address various issues, including access for visually impaired pedestrians at street crossings, wheelchair access to on-street parking, and various constraints posed by space limitations, roadway design practices, slope, and terrain. PROWAG can be found at <http://www.access-board.gov/attachments/article/743/nprm.pdf>.

In 2010 and 2015, as a part of the development of MnDOT's Transition Plan, MnDOT Issued Technical Memorandum 10-02-TR-01 Adoption of Public Rights of way Accessibility Guidance and Technical Memorandum No. 15--02-TR-01 Adoption of Public Rights-of -Way Accessibility Guidance (PROWAG), respectively to their staff, cities, and counties. These memorandums, which have both expired, make the PROWAG the primary guidance for accessible facility design on MnDOT projects. In addition, these technical memorandums can be found on MnDOT's website. See (<http://techmemos.dot.state.mn.us/>).

#### 2. Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way

The Access Board is proposing these accessibility guidelines for the design, construction, and alteration of pedestrian facilities in the public right-of-way. The guidelines ensure that sidewalks, pedestrian street crossings, pedestrian signals, and other facilities for pedestrian circulation and use constructed or altered in the public right-of-way by state and local governments are readily accessible for pedestrians with disabilities. When the guidelines are adopted, with or without additions and modifications, as accessibility standards in regulations issued by other federal agencies implementing the ADA, Section 504 of the Rehabilitation Act, and the Architectural Barriers Act, compliance with these accessibility standards is mandatory. These proposed accessibility guidelines can be found on the Access Board website (<http://www.access-board.gov>) under Public Rights-of-Way or at <http://www.access-board.gov/attachments/article/743/nprm.pdf>.

#### 3. Accessible Public Rights-of-Way Planning and Design for Alterations (August 2007)

This report and its recommendations are the work of the Public Rights-of-Way Access Advisory Committee (PROWAAC) – Subcommittee on Technical Assistance and are intended to provide technical assistance only. The report is not a rule and has no legal effect. It has not been endorsed by the U.S. Access Board, the Department of Justice, or the Federal Highway Administration of the Department of Transportation. Still it can be a technical advisory source

for engineers and technicians who are planning and designing for alterations to pedestrian elements. This document is on the Access Board website (<http://www.access-board.gov>) or at <http://www.access-board.gov/attachments/article/756/guide.pdf>.

4. Minnesota Department of Transportation

Building on the adoption of PROWAG as planning and design guidance for accessible pedestrian facilities, MnDOT has developed additional planning, design, and construction guidance that is available to local agencies. Listed below is information on additional design guidance available. This is not intended to be an exclusive or comprehensive list of ADA guidance, but rather an acknowledgement of guidance staff should consider and a starting point for information on providing accessible pedestrian facilities.

The MnDOT Accessibility webpage, which has good information in a variety of subject areas related to ADA and accessibility, can be found at <http://www.dot.state.mn.us/ada/index.html>. The webpage also provides the ability to sign up for ADA policy and design training classes when available and to review material from previous trainings.

Curb Ramp Guidelines: <http://www.dot.state.mn.us/ada/pdf/curbramp.pdf>

ADA Project Design Guide Memo:

<http://www.dot.state.mn.us/ada/pdf/adaprojectdesignguidememo.pdf> ADA Project Design Guide: <http://www.dot.state.mn.us/ada/pdf/adaprojectdesignguide.pdf>

Pedestrian Curb Ramp Details Standard Plans 5-297.250 can be found on MnDOT's website at <http://standardplans.dot.state.mn.us/>

Driveway and Sidewalk Details Standard Plans 5-297.254 can be found on MnDOT's website at <http://standardplans.dot.state.mn.us/>

MnDOT's 7000 series Standard Plates, which are approved standards drawings, provide information on standard details of construction and materials related to curbs, gutters, and sidewalks are on MnDOT's website at <http://standardplates.dot.state.mn.us/stdplate.aspx>

The MnDOT Road Design Manual serves as a uniform design guide for engineers and technicians working on MnDOT projects. The document is available to others as a technical resource. Chapter 11 – Special Designs, includes information on the design of pedestrian facilities. The Road Design Manual can be found at (<http://roaddesign.dot.state.mn.us/roaddesign.aspx>)

MnDOT's Pedestrian Accommodations Through Work Zones webpage, <http://www.dot.state.mn.us/trafficeng/workzone/apr.html> contains information on providing accessibility during impacts due to maintenance or construction activities.

## B. Design Procedures

### 1. Intersection Corners

The City of Willmar will attempt to construct or upgrade pedestrian curb ramps to be consistent with Access Board recommended designs parameters and MnDOT ADA design guidance and procedures to the extent feasible within all capital reconstruction projects. There may be limitations which make it technically infeasible for the City to achieve these goals at an intersection corner within the scope of any project. Those limitations will be noted and the intersection corners will be constructed to maximize accessibility to the extent feasible within the project scope. As future projects or opportunities arise, additional improvements at these locations may be incorporated into future projects. The City will strive to ensure that each intersection corner is constructed to be as accessible as possible.

### 2. Sidewalks / Trails

The City of Willmar will attempt to construct or upgrade sidewalks and trails to be consistent with Access Board recommended designs parameters, MnDOT ADA design guidance and procedures to the extent feasible within all capital improvement projects. There may be limitations which make it technically infeasible for the City to achieve these goals within all segments of sidewalks or trails within the scope of any project. Those limitations will be noted and those segments will be constructed to maximize accessibility to the extent feasible within the project scope. As future projects or opportunities arise, additional improvements at these locations may be incorporated into future projects. The City will strive to ensure that every sidewalk or trail is constructed to be as accessible as possible.