

Notice Under The American's With Disabilities Act

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Monona will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Monona 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 ADA.

Effective Communication: The City of Monona 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 of Monona's 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 of Monona will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Monona 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 program, service, or activity of the City of Monona, should contact the office of the City Clerk at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399 as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a program, service, or activity of the City of Monona is not accessible to persons with disabilities should be directed to the ADA Coordinator, 5211 Schluter Road, Monona, WI 53716.

The City of Monona 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.

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 Monona. 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 complainant will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Coordinator
5211 Schluter Road
Monona, WI 53716

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her 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 Monona and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her 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 City Administrator or his/her designee.

Within 15 calendar days after receipt of the appeal, the City Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Administrator or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the City Administrator or his/her designee, and responses from these two offices will be retained by the City of Monona for at least three years.

**CITY OF MONONA
AMERICANS WITH DISABILITIES ACT (ADA)
ACCOMMODATION REQUEST**

Protection is afforded under the ADA to a qualified individual with a disability.

Instructions: Please complete this form in its entirety and return to ADA Coordinator, Leah Kimmell.

Mail to: City of Monona Attention Leah Kimmell, 5211 Schluter Road, Monona WI 53716 (or)
Email: lkimmell@ci.monona.wi.us (or)
Fax: 608-222-9225

Any questions regarding this form, please call ADA Coordinator, Leah Kimmell at 608-222-2525.

Name:		
Address:		
Telephone Numbers: Work:	Home:	Email /Other:

**Please identify below the facility and/or building
for which you are requesting an accommodation:**

Municipal Buildings:

- City Hall - 5211 Schluter Road
- Community Center - 1011 Nichols Rd
- Library - 1000 Nichols Rd
- Public Works Facility - 851 Femrite Dr
- Senior Center - 1011 Nichols Rd

Parks & Recreation Facilities:

- Winnequah Park - 5301 Healy Lane
- Ahuska Park - 400 E. Broadway
- Community Pool - 1013 Nichols Rd
- Winnequah School - 800 Greenwood Blvd
- Nichols School - 5301 Monona Dr
- Oneida Park - 1305 Neponset Rd
- Schluter Park - 4517 Winnequah Rd
- Frost Woods Park - 700 Frost Woods Rd
- Woodland Park - 300 Femrite Dr

