

RESOLUTION NO. 6 -2024
TOWN OF TRAIL CREEK, INDIANA

**A RESOLUTION ADOPTING POLICIES AND PROCEDURES UNDER THE AMERICANS
WITH DISABILITIES ACT**

WHEREAS, Title II of the Americans with Disabilities Act 1990 (“ADA”), as amended or may be amended from time to time, was enacted to assure those Americans with disabilities equal employment opportunities and prohibit discrimination on the basis of disability by public entities; and

WHEREAS, the Town of Trail Creek, by and through its Town Council, wishes to formally adopt and implement the following policies and procedures for the benefit of all citizens of the Town,

NOW, THEREFORE, BE IT RESOLVED by the Town Council Trail Creek, Indiana as follows:

1. Designation of ADA Coordinator

The Trail Creek Clerk-Treasurer is designated as the Town’s ADA Coordinator. The ADA Coordinator may be contacted in person, by mail, by telephone, or email:

Town of Trail Creek
211 Rainbow Trail
Trail Creek, IN 46360
219-872-2422
townhall@townoftrailcreek.in.gov

2. Notice under the Americans with Disabilities Act (ADA)

In accordance with the requirements of the ADA, the Town of Trail Creek will not discriminate against qualified individuals with disabilities on the basis of disability in its service, programs or activities.

Employment: The Town of Trail Creek, Indiana 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 Town of Trail Creek 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 Town’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communication accessible to people who have speech, hearing, or vision impairments.

Modification to Policies and Procedures: The Town of Trail Creek will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services and activities. For example, individuals with service animals are welcome into the Town of Trail Creek 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 activities of the Town should contact The Town of Trail Creek, at 219-872-2422, as soon as possible but no later than forty-eight (48) hours before the scheduled event.

The ADA does not require the Town of Trail Creek to take any actions 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 Town of Trail Creek is not accessible to persons with disabilities should be directed to Trail Creek Town Hall, at 211 Rainbow Trail, Trail Creek, Indiana 46360.

The Town of Trail Creek 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 people who use wheelchairs.

3. Grievance Procedure Under the Americans with Disabilities Act

The Trail Creek Clerk-Treasurer shall be responsible for coordinating the effects of the Town of Trail Creek, Indiana to comply with Title II of the Americans with Disabilities Act (ADA) and shall be responsible for investigating any complaints that the Town has violated with Title II. In the event such grievance is lodged, the complaining party shall be obligated to give the Town of Trail Creek, Indiana written notice of alleged discrimination by delivering such written complaint in person, or first-class U.S. Mail, to Town of Trail Creek, 211 Rainbow Trail, Trail Creek, Indiana 463360.

Alternative means of filing, such as personal interviews or a tape recording of the complaint, will be made available, upon request, to people with disabilities who require such an alternative.

The complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, description of the problem. A complaint should be filed by the grievant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation.

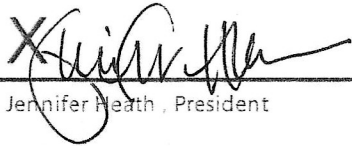
The Trail Creek Clerk-Treasurer shall be obligated to investigate such alleged discrimination and, within fifteen (15) calendar days, meet with the complainant to discuss the complaint and possible resolution.

Within fifteen (15) calendar days thereafter, The Trail Creek Clerk-Treasurer shall respond in writing to the complaint, or in such other format accessible to the complainant, explaining the position of the Town of Trail Creek and offering options for substantive resolution of the complaint.

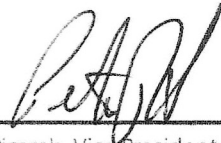
If the response by the Trail Creek Clerk-Treasurer does not satisfactorily resolve the issue, the complainant and/or the complainant's designee may appeal the decision within fifteen (15) calendar days after receipt of the Trail Creek Town Hall Staff response to the Town of Trail Creek Town Council, 211 Rainbow Trail, Trail Creek, Indiana 46360. Within fifteen (15) calendar days after receipt of the appeal, the Trail Creek Town Council or its designee will meet with the complainant to discuss the complaint and possible resolution. Within fifteen (15) calendar days after the meeting, the Town of Trail Creek Town Council shall 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 Trail Creek Clerk-Treasurer, appeals to the Town of Trail Creek Town Council, and their response, shall be retained by the Town of Trail Creek, Indiana, for three (3) years.

DULY ADOPTED BY THE COUNCIL OF THE TOWN OF TRAIL CREEK, INDIANA, this
19th day of November, 2024

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Jennifer Heath, President

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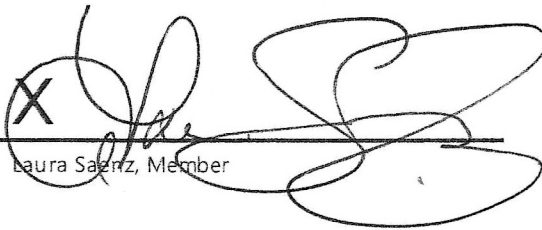
Pete Pizarek, Vice President

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Warren Schacht, Member

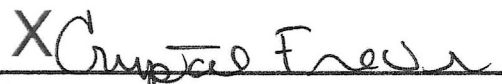
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Christopher Ott, Member

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Laura Saenz, Member

ATTEST:

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Crystal Frever, Clerk-Treasurer