

City Hall – The building is used for the Utility Billing Department and the Clerk’s Office. There is also a small meeting room which is used for department meetings. The room can accommodate up to 8 people. City Hall was built in 1890 is part of the Historic Downtown Square which is on the National Historic Register

The Transition Plan for City Hall was compiled by Paula Darling

Access to Goods and Services

Signage for Goods and Services – No signage for goods and services is provided unless there is a snow emergency, in which case a sign will be placed in the window of the front door that can be seen from the street.

Directional and Information Signage – No illuminated exit signs are used. Emergency exit routes are posted on the walls near the doorways of all rooms.

Controls – No controls are available for use by the public

Drop Box – A curb side drop box is available for residents to drop off payments or correspondence. This is located off the street and just south of City Hall. Customers do not have to exit their vehicle to use the drop box, but the parking area is paved and ramped with a handrail that has two bars. The lower bar is 24 inches from the ground and the other is 36 inches from the ground.

Building Access: Parking: There is one 99” inch wide parking space with a 12 foot access aisle that leads to a ramped walkway in front of the building. It is not a designated parking space at this time. The ramped walkway from the access area leads to the sidewalk and to the steps in front of the building. The ramp has a handrail with two bars. One is 24 inches from the ground and the other is 36 inches from the ground. This area can also be used as a drop-off zone. Public transportation is available to and from City Hall.

Modification: The City is in the planning stages of developing an accessible entrance to City Hall. The design will begin as soon as possible thanks to a CDBG and TEP grant for downtown revitalization. The entire Historic District will begin the design phase in 2013 with construction scheduled for 2015 and 2016. Once the downtown revitalization construction is completed a designated parking sign will be installed in the concrete. No marking paint will be used to designate this space on the brick street.

Front Outside Entrance: There are three steps that lead from the sidewalk to the front door/entrance of the building. Each step has an 8 inch riser. The steps end in a 62” X 39” landing. The threshold to the door is 3 inches tall and is marked for safety with yellow and black letters that say “Watch Your Step”. The door is 36 inches wide and swings from right to left with a grab handle on the outside and a push handle on the inside. The door is easy to open. The city has provided a curb side drop box for utility bill handling and correspondence. If accessibility issues cannot be met with the drop box, the City makes every attempt to assist by phone, the web site, staff email or by making arrangements to meet residents or visitors at the Utility Shop or Library.

Modifications: The City is in the planning stages of developing an accessible entrance to City Hall. The design will begin as soon as possible thanks to a CDBG and TEP grant for downtown revitalization. The entire Historic District will begin the design phase in 2013 with construction scheduled for 2015 and 2016. At that time the sidewalks, ramps, circulation area and threshold issues will be addressed.

Foyer: The foyer measures 83X90 inches and leads to a 35 inch archway. The archway transitions to a 44 inch X 10 foot hallway. There are three 32" doors in the hallway. One door leads to the Utility Billing Office, one door leads to the Clerk's Office and one door leads to small meeting room.

Modifications: None are anticipated due to the age and architecture of the building.

Doorways in Hallway – The interior doorways are 32 inches wide with no thresholds. The interior doors have knob type handles and are open during business hours. The outside door for the entrance has an alert that signals a customer or visitor has entered. If staff does not see a customer or visitor approaching, they will approach the foyer to see if assistance is needed. Access to the Clerk's office is available and can be used for Utility business. The foyer has room enough for a turning radius

Modifications: No modifications to the width of the doors, foyer, or hallway can be made due to the nature of the architecture and age of the building, but plans are underway to remove the door and casing to the utility office to allow a wheelchair to enter.

Seats, Tables and Counter - There are no fixed seats or tables used for the delivery of services in the small meeting area or the Clerk's Office. These can be moved and rearranged as needed. Larger meetings are held at the Utilities Shop. There is a fixed counter in the Utility Billing Department that is used to interact with residents. It is 42 inches above the floor. The width between the counter and wall is 42". If the counter is unavailable to a resident then they are accessed via the office doorway located just feet from the counter. There are no obstructions in the area of the counter other than the 32 inch door. Visitors and customers are not allowed behind the counter. The travel path between the desks in the offices is wide enough for wheelchairs. Access to the Clerk's office is possible through the doorway.

Modifications: Plans are underway to modify/lower a portion of the counter that is directly in front of the interior door of the utility office. This will allow customers wheelchair access to the utility office/staff once the front entry has become accessible.

Vertical Circulation, Stairs, Elevators, Lifts – There are steps to the basement and the second floor which are both inaccessible to visitors or customers. The second floor is not heated and is not used for any purpose and is locked at all times. The basement is used to store holiday decorations and is where the furnace is located. It is only accessed by repairmen or staff during holidays. The small meeting room is accessed from the main entrance through a small vestibule, as is the Utility Billing Department and the Clerk's Office. There are no ramps, revolving doors, elevators or lifts.

Modifications: There will not be any modification made due to the architecture and age of the building. Access to the meeting room is also available through the clerk's office.

Floor – The floor is a short nap carpet with small transition threshold in the hallway less than ½ inch high. No modification is needed. Plans are in place to replace the foyer carpeting with either low pile carpeting or vinyl.

Restrooms: There are two restrooms and neither are open nor accessible to the public. The main restroom doorway from the Utility Billing Office is 31 inches wide and the door has a round handle. The circulation area is 31 inches by 34 inches. There are no grab bars or stalls. The sink is part of an enclosed vanity 35 ½ inches tall. The soap dispenser is located on the vanity and the paper towels are mounted to the wall 57 inches above the floor. There are no exposed pipes. The public is directed to use the accessible restrooms at the County Court House across the street if needed. They are accessible by the ground floor entrance on the north side of the building.

Modifications: The age and architecture of the building makes access to restrooms very restrictive but not impossible. Paper towels can/will be placed on the vanity. Grab bars can and will be attached to the wall next to the toilet.

Rear Outside Entrance: The rear entrance is not open to the public from the outside except for service and maintenance of the building and is locked at all times. It can be used as an emergency exit if need be. There are five steps from ground level to the landing that leads to the door. The outside door is 34 inches wide and has a lever handle on the inside.

Modifications: There will be no modifications made due to the age and architecture of the building.