
	<b>COMMUNICATION PLAN</b>	Project Manager:	Alan L Larson, P.E. 608.266.4653 allarson@cityofmadison.com
		Project Information:	Well 8 Fe and Mn Mitigation
		Draft:	March 4, 2009
Department: Madison Water Utility	Section: Engineering	Revised:	
		Approved:	

# ***Communication Plan***

## **Well 8 - Iron and Manganese Mitigation**

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## Communication Plan – Well 8 – Fe and Mn Mitigation

### 1. Stakeholder List

*A preliminary list of identified stakeholders including, neighborhood associations/groups, environmental groups, businesses, organizations, schools, and elected officials.*


The stakeholder list includes the Aldermanic Representatives from City of Madison Aldermanic Districts 6 and 15, Madison Parks, various neighborhood organizations on the East Isthmus, Olbrich Botanical Society, residents and businesses within the historic service area of Well 8 as depicted on Figure 1, and the community at large. Other interested groups or associations identified by the Alders, the Water Board, or staff may be added to the stakeholders list.

### 2. Mailing List

*A project mailing list based on the identified stakeholders.*

The mailing list will include:

- i. Alders from District 6 and 15
- ii. Madison Parks Department
- iii. Olbrich Botanical Society
- iv. The Schenk-Atwood-Starkweather-Yahara Neighborhood Association
- v. The Eastmorland Community Association
- vi. Worthington Park Neighborhood Association
- vii. Eken Park Neighborhood Association
- viii. Emerson East Neighborhood Association
- ix. Schenk-Atwood Revitalization Association
- x. Marquette Neighborhood Association
- xi. All residents and businesses within the area indicated on attached Figure 1.

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### 3. Project Manager Contact Information

*Project Manager/Engineer contact information.*

The Project Manager for this project is:

Alan L. Larson, P.E.  
Principal Engineer  
Madison Water Utility  
119 E. Olin Ave.  
Madison, WI 53705  
(608) 266-4653      email: [allarson@cityofmadison.com](mailto:allarson@cityofmadison.com)

### 4. Request to Convene Citizen Advisory Panel

*Request to convene the initial Citizen Advisory Panel.*

Initially a postcard will be mailed to all identified project stakeholders informing them about the project and directing them to the Utility's web page for project information.

The mailing will also invite them to volunteer to participate on the project's Citizen Advisory Panel (CAP) for the project. This postcard will be mailed out to stakeholders 10 days prior to the Water Utility Board meeting when the project is initially presented to the Water Utility Board.


Based on feedback, response and interest received from the invitation and from comments and discussion at the Water Board meeting, a CAP for the project may be formed. Prior to the first public meeting on the project, CAP members will meet to discuss the scope of the project, determine the makeup of the CAP, discuss expectations of the group, and provide ideas on how best to exchange project information with other project stakeholders, neighborhood organizations, etc.

### 5. Communication Guidelines

*A description of how the project will communicate project information, results of public input, and project decisions (i.e. mailings, newsletters, listserv, Legistar, and website updates).*

Pertinent information related to this project will be communicated to the project stakeholders and the general public by a wide variety of channels. Project communication techniques will include but are not necessarily limited to:

- i. Regular posting and updates to the MWU web site
- ii. Group e-mail list or listserv developed for the project
- iii. 1<sup>st</sup> Class Mailings

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- iv. Public meetings
- v. Posters at neighborhood centers, libraries, and other public venues
- vi. Reports to the Water Utility Board
- vii. CAP meeting minutes
- viii. Press releases will be used to announce public meetings and to disseminate information regarding project milestones and

As a part of their objective, members of the CAP will continue to refine and revise this communication plan to improve the distribution of project information to keep the public informed and involved in the project.