
	PUBLIC PARTICIPATION PLAN	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:	

Public Participation Plan

Well 8 - Iron and Manganese Mitigation

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1. Public Participation Plan

A description of how the public participation opportunities will be offered in relation to the project timeline, and how the opportunities will be incorporated into the decision making process of the project.


Public participation opportunities will be offered throughout development of the Iron and Manganese Mitigation project. Madison Water Utility (MWU) will provide an open and informative dialogue between interested parties, including but not limited to interested citizens, project stakeholders, neighborhood groups, the Water Utility Board, and MWU staff. Opportunities for public feedback and input into the project will be provided and considered at each project milestone.

An invitation will be made to interested stakeholders, neighborhood organizations, and the general population to form a Citizen’s Advisory Panel (CAP). If there is sufficient interest in participation, a CAP may be formed and the group will convene to discuss how best to keep the public involved in project development. The project CAP will be instrumental in helping to create and maintain a productive and informative dialogue between project stakeholders and MWU.

The project documents will be routinely posted on the Utility web page before any public or Water Utility Board meeting where the project will be discussed. As a minimum, for critical meetings, hearings, and project decision points, a postcard will be mailed via first class mail to all identified project stakeholders informing them of the meeting, directing them to the Utility web page for project details, inviting them to the meeting and inviting them to participate. Written comments will be encouraged for those who cannot participate in public meetings.

The current tentative plan for the project includes:

- i) The Project Scoping Document, Communication Plan, and the Public Participation Plan will be forwarded to District 6 Alder Marsha Rummel, District 15 Alder Larry Palm, and the Mayor’s office for review.
- ii) MWU staff will meet with Alder Rummel, Alder Palm, and a Mayor’s office representative to discuss the project and finalize the scoping documents prior to posting the documents on the Utility web page and submitting them to the Water Utility Board.
- iii) Following review of the project documents by Alder Rummel, Alder Palm, and the Mayor’s office, the information will be posted on the Water Utility web site: www.madisonwater.org
- iv) Ten days prior to the scheduled Water Utility Board meeting, postcards will be mailed out to all identified project stakeholders informing them of the intent to establish a project, notifying them of the upcoming Water Utility Board meeting and inviting them to participate on the CAP.

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- v) The Water Utility Board will consider citizen interest in the project and may form a CAP. The Board will refer the project for a minimum of 60 days.
- vi) If the Water Utility Board establishes a project CAP, a meeting of the CAP will be convened to consider the project documents. A group e-mail list for the dissemination of project information to the CAP and other interested parties will be developed to allow for on-line discussion and information exchange. (A listserv may be developed if the number of interested parties warrants development of a listserv.)
- vii) An initial public meeting will be held to introduce and explain the need for the project. Citizen comments will be solicited at the meeting.
- viii) The CAP will hold the comment period on the project open for a minimum of 30 days following the public meeting.
- ix) A public hearing will be conducted before the Water Utility Board. All public comments received on the project will be submitted to the Water Utility Board for consideration.
- x) Considering all comments received on the project, the Water Utility Board will make a determination on whether or not to establish the project.
- xi) If the project is established, the project will move into the alternative development phase and the CAP will provide feedback to MWU and will act as a liaison to the general public.

2. List Public Participation Opportunities

List the public participation opportunities that shall be offered in the project.

It is the intention of this Public Participation Plan that ample public participation opportunities are offered throughout this project. Public participation opportunities include but are not limited to:

- i) Initial postcard mailing inviting stakeholders to review project information, attend Water Utility Board meetings and an invitation to participate on the project CAP.
- ii) Opportunities to comment on the project will be offered at Water Utility Board meetings.
- iii) Written comments on the project will be solicited following each public meeting.
- iv) Regularly scheduled CAP meetings will provide ongoing opportunities for project input.
- v) The public will be invited to be part of group e-mail list that is set up for the dissemination of project information. A listserv may also be developed if deemed appropriate.

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- vi) All information regarding upcoming meetings, project progress, project milestones, etc. will be posted to and updated frequently on the MWU web site: www.madisonwater.org or available via Legistar.

3. Feedback Guidelines

Describe the feedback documentation regarding how public participation input will affect draft resolutions or significant project decisions. The feedback shall be distributed according to the Communication Plan.

Feedback documentation will include but not necessarily be limited to:

- i) Minutes of CAP meetings will be published and made available to all interested parties and posted to the MWU web site.
- ii) Any comments or discussions of the project during Water Utility Board meetings will be included in the meeting minutes.
- iii) Public comments received by MWU will be tracked and summarized at each project milestone. Public comments will be posted with CAP information on MWU web site.
- iv) Feedback received either by CAP members; or through verbal, e-mail or written requests of MWU staff; or through requests or input received through Water Utility Board members will be tracked and summarized at each project milestone. This feedback will be posted with CAP information on MWU web site.

4. Notification Guidelines

Describe how meeting/hearing notifications will be distributed.

Notification Guidelines will include but not necessarily be limited to:

- i. The public meeting/hearing notifications will be distributed in accordance with City policies.
- ii. First class mail will be used to notify project stakeholders of project milestone events and make them aware of comment periods and other deadlines.
- iii. MWU will produce a press release for all public hearings.