

Draft Main Street Utilities Project Communication Plan

Activity	Staff	2017					2018									
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Review communications plan w/ JB, RAE	BJM	15														
PW&U provide direction on communication plan	PWU	18														
Me/webpage	BJM	20														
Share PIM information with Library, Chamber, AW for Facebook pgs	BJM	20														
Review roles for PIM / establish deadlines with BW, JB	BJM	22														
Televise sanitary sewers	JB															
VB to approve comm plan	RL	25														
ICS planning w/ Skip, Mueller, Johnson, Bergles, Kolczawski, Janecky	BJM	26														
Prepare handouts notifying of meeting - DPW to deliver to Main St businesses	BJM	26														
Email Notice of project to All Partners (schools, AW, Chamber, Library . . .)	BJM	26														
Prepare PIM Handouts & water brochure / FAQs	BJM	26														
Send letter to properties with laterals easement issues	JB	25														
Send letter to Marty's re: upgrade in water lateral	JB	27														
Mailing to Business owners, property owners, residents	BJM	28														
Distribute 1/2 sheet flyers to properties in construction area	DPW		2													
2nd Notify Me Sent Re: PIM	BJM		2													
Notify DPW of room layout needs	BJM		4													
Prepare PowerPoint for PIM / review w/ JB, BW Assist	BJM		4													
PIM 6pm w/ BW, JB,	BJM		10													
PowerPoint/handouts/FAQs on web	BJM		12													
Submit plans to utilities - TDS, WE, etc	BW		16													
Response due from properties with problem laterals	JB		18													
Easement responses to Marcy for review	RL		19													
Record sewer lateral easements	RL			15												
NL Deadline - timeline, access more info, Notify Me	BJM					8										
Bid Advertisement to Prospective Bidders	BW					12										
Bid Advertisement on Village Web	BJM					12										
Class 2 Notice Advertising for Bids to Newspaper	BW					15										
Open Bids - 10 am	BW						14									
Committee Meeting - Review Bids	BW						19									
Mail letters regarding sanitary sewer lateral repair or replacement	RL															
Class 1 Public Hearing Notice for Spec Assessment - assistance BW	RL						26									

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Prepare resolution on Village plans re: Main St. curb, gutter, sidewalks	RL															
Spec Assessment Engineer's report to Clerk for public viewing - RL	RL							1								
Spec Assessment Engineer's report on Website	BJM							1								
Spec Assessment Preliminary Resolution Published - Class 1	RL							1								
Notify Me on Public Hearing	BJM							1								
Public hearing notice and assessment notice to residents	RL							1								
Resolution/ Spec Assessment Hearing / Contract Award - BW	RL							12								
Finance Committee Meeting	Treas/							12								
NL Deadline - Timeline (stretch deadline to fit in pre con mtg)	BJM								5							
Pre Construction meeting w/ BW, JB, BJM, Utilities, Contractor	BW								10							
Develop construction timeline	Contr								10							
Project update email to partners	BJM								11							
Utilities relocations																
Press Phase 2 - project updates, timeline, contacts	BJM								11							
Weekly and as needed Notify Me updates on construction begins	BJM								11							
Newsletter deadline - project updates, timelines, contacts	BJM								11							
Create announcement line on telephone for project updates	BJM								11							
Construction Start	Contr								16							
Emergency planning - BW, DPW, Contractor, Utilities, PD, FD,	Skip															
Mail resolution and assessment installment notice to property owners	RL															
Review & disclose spec assessment to Title Co on properties affected	AS								ongong							
Reminder letter to residents paying assessment in full	Treas															
Finalize Assessments w/ BW	Treas															
Full payment of assessments due	Treas															
Enter assessments on county website for current year	Treas															
Construction Substantial Completion	Contr														19	
Construction Final Completion / Revised Engineer's Report	BW															16
Final Resolution Published	RL															23
Press Phase 3- after construction/next project	BJM															