



### **6.1 Public Informational Meeting**

All utilities should be invited to the informational meeting. The invitation should inform the utility that their representative will be called upon to explain what relocations may be required for their company's facilities. They should be prepared to indicate where they would like to put their new facilities, if they know at this time.

This is an opportunity to inform the public that they may be contacted by the utilities regarding the acquisition of easements. This may occur during the same time that WisDOT is negotiating with the property owners. The utility representative should be prepared to answer questions from the general public.

The property owners need to understand the big picture. They need to know what all is involved with the highway project, so that they can better realize the various steps that have to occur, and thus better comprehend the timeframe of the entire project. Property owners have a tough time understanding why it will take all summer to build the road in front of their house. The more we can do to let them know what all is involved the easier it will be for the project manager during construction. No one likes to be inconvenienced by highway construction. The project is never completed soon enough.

In addition to the impact of utility relocations on the scheduling of the highway project, the property owner often wants to know what the utility is planning to do. What side of the road are the poles going to be on? Where are the cables or pedestals going to be in relation to the property line?

A sample letter of invitation to the informational meetings is shown in [Attachment 6.1.1](#).

### **6.2 Additional Public Informational Meetings**

All utilities should be invited to every informational meeting. The purpose of the meeting should be explained in the letter of invitation, along with an explanation of any plan changes since the last meeting. If the project is essentially unchanged, the utility may elect not to send a representative. The only time a utility should be called upon after the first informational meeting would be to explain how the changes to the plan that have occurred since the last meeting will affect their planned facility. Questions from the public may be answered by the utility at any informational meeting.

[Attachment 6.2.1](#) is a sample invitation to a second informational meeting, when there were no significant changes to the plan. [Attachment 6.2.2](#) is a sample invitation where changes to the alignment have taken place.

## Wisconsin Department of Transportation

April 5, 1990

Sundstrand Telephone Company  
Attn: James A. Buerosse  
301 W. Division St.  
Rockford, IL 60210

Subject: Project ID 5255-03-00  
Dodgeville - Spring Green Road  
(Dodgeville - Percussion Rock Road Section)  
STH 23 Iowa County

The Wisconsin Department of Transportation (WisDOT) has scheduled a Public Informational Meeting for local officials, property owners, and others interested in the above proposed project on Highway 23.

The meeting has been scheduled as follows:

Date: Tuesday, May 8, 1990  
Time: 7:00 PM to 10:00 PM  
Place: The Boiled Frog Supper Club, Dodgeville

There will be a formal presentation by WisDOT personnel at 7:00 PM. The presentation will consist of an overview of the proposed project. The presentation should take about 1/2 hour. WisDOT staff will answer general questions from the audience during the presentation. After the presentation, WisDOT staff will be available to talk to property owners on an individual basis.

It would be beneficial if a representative of your company could attend this meeting. The representative will be called upon to explain to the public the impact of this project on your existing facilities. If you have a general relocation plan at this time, it would be advisable to inform the public of any changes that may occur. Also, if you intend to acquire easements, this would be an opportunity to notify property owners that you may be contacting them in the future.

If you have any questions regarding this project, or the meeting, please contact me at (xxx)-xxx-xxxx, or the Project Designer, Brian Wilson at (xxx)-xxx-xxxx.

Sincerely,

Ernest J. Peterson  
Region Design Supervisor

## Wisconsin Department of Transportation

April 10, 1991

Sundstrand Telephone Company  
Attn: James A. Buerosse  
301 W. Division St.  
Rockford, IL 60210

Subject: Project ID 5255-03-00  
Dodgeville - Spring Green Road  
(Dodgeville - Percussion Rock Road Section)  
STH 23 Iowa County

The Wisconsin Department of Transportation has scheduled an Open House for local officials, property owners, and others interested in the above proposed project on Highway 23.

The meeting has been scheduled as follows:

Date: Tuesday, May 14, 1991  
Time: 6:30 PM to 10:00 PM  
Place: The Boiled Frog Supper Club, Dodgeville

There have been no substantial changes to the plan in the past year. The format for this meeting will be an informal open house. Members of our staff will be available to answer questions on an individual basis. There will be no formal presentation.

If you have any questions regarding this project, or the meeting, please contact me at (xxx)-xxx-xxxx, or the Project Designer, Brian Wilson at (xxx)-xxx-xxxx.

Sincerely,

Ernest J. Peterson  
Region Design Supervisor

## Wisconsin Department of Transportation

April 10, 1991

Sundstrand Telephone Company  
Attn: James Buerosse  
301 W. Division St.  
Rockford, IL 60210

Subject: Project ID 5255-03-00  
Dodgeville - Spring Green Road  
(Dodgeville - Percussion Rock Road Section)  
STH 23 Iowa County

The Wisconsin Department of Transportation (WisDOT) has scheduled a Public Informational Meeting for local officials, property owners, and others interested in the above proposed project on Highway 23.

The meeting has been scheduled as follows:

Date: Tuesday, May 14, 1991  
Time: 7:00 PM to 10:00 PM  
Place: The Boiled Frog Supper Club, Dodgeville

There will be a formal presentation by WisDOT personnel at 7:00 PM. The presentation will consist of an overview of the proposed project. The presentation should take about 1/2 hour. WisDOT staff will answer general questions from the audience during the presentation. After the presentation, WisDOT staff will be available to talk to property owners on an individual basis.

There has been a change in the alignment and profile of the northern 3 miles of this project since the last informational meeting a year ago. These changes **will** affect your facilities. The new alignment is on relocation west of the Fan's Hill Quarry. The existing roadway in this area will be obliterated, and the land will revert to the adjacent property owner.

It would be beneficial if a representative of your company could attend this meeting. The representative will be called upon to explain to the public the impact of the above changes on your existing facilities. If you have a general relocation plan at this time, it would be advisable to inform the public of any changes that may occur. Also, if you intend to acquire easements, this would be an opportunity to notify property owners that you may be contacting them in the future.

If you have any questions regarding this project, or the meeting, please contact me at (xxx)-xxx-xxxx, or the Project Designer, Brian Wilson at (xxx)-xxx-xxxx.

Sincerely,

Eleanor Rigby  
Region Utility Coordinator