

2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility and Street Improvements Project
04/01/2025
Baxter, MN
BAXTE 184519

Preliminary Project Schedule Council Meets: 1st & 3rd Tuesday (Packet Prior Tuesday by Noon)	
FEASIBILITY REPORT & PUBLIC IMPROVEMENT HEARING	
Approve SEH Feasibility Study Update Contract	3/18/2025, Tuesday, Regular Council Meeting
Order Feasibility Report	4/2/2025 at Utility Commission & 4/16/2025, Resolution , at Regular Council Meeting
Present Draft Feasibility Study To City Council	5/6/2025, Tuesday, Council Work Session
Present Draft Feasibility Study To Utilities Commission	5/7/2025, Wednesday
Neighborhood Informational Meeting #1	5/15/2025, Thursday 6:00pm (mail notices by 5/9/2025, Fri)
Council Approve Report & Order Public Improvement Hearing Packet: Prior Tuesday Meeting: 1 st & 3 rd Tuesday	5/13/2025, Tuesday 5/20/2025, Tuesday, Resolution , Regular Council Meeting & Work Session (presentation of final report)
Approve SEH Design Contract	5/20/2025, Tuesday, Regular Council Meeting
Advertise Public Improvement Hearing (Publish TWO times in the official paper at least one week apart. At least 3 days must elapse between last publication date & date of hearing. Sent by City Brainerd Dispatch Deadline: Thursday @ noon Publish: Saturday	5/22/2025, Thursday 5/24/2025 & 5/31/2025, Saturdays
Assessment Notification Mailing to residents (At least 10 days prior to hearing this notice must also be mailed to the owner of each parcel.) Sent by City	Mail by 05/23/2025 Thursday
Affidavit of Mailing	By City
Improvement Hearing (Public Hearing)	6/05/2025 Thursday @ 6:00 pm
DESIGN	
Conduct Topo Survey & Soil Borings	May/June 2025
Council Orders Improvement	6/18/2025, Tuesday, Resolution , Regular CC Mtg
Preliminary Utility Design Coordination Meeting	July 2025
Send for Permit Checks	TBD
Utilities Commission Approves Plans Packet: Prior Tuesday by noon Meeting: 1 st Wednesday after 1 st Tuesday	11/25/2025, Tuesday 12/03/2025, Wednesday
Council Approves Plans & Authorizes Advertisement • For Cities, advertisements must be published at least once & at least 3 weeks before the bid opening. MN Statute 429.041. Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	12/09/2025 12/16/2025, Tuesday, Resolution , Regular CC Mtg & Work Session (presentation of Plans)

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Brainerd Dispatch Deadline: Thursday @ noon Publish: Saturday	01/01/2025, Thursday (Holiday – earlier deadline likely) 01/03/2026 & 1/10/2026, Saturdays
OPEN on Quest CDN Website Post on City Website?	01/02/2026, Friday 01/02/2026, Friday
Upload Plans and Specs	01/09/2026, Tuesday
Bid Date	01/27/2026, Tuesday @ 10:00 a.m.
Award (See Final Assessment Hearing process) 90 Days to Award	
FINAL ASSESSMENT HEARING	
Was there a Preliminary Assessment Roll Prepared? Check File / Feasibility Report	Not by SEH
Council to Order Assessment Hearing Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	01/30/2026, Friday (due to bid date, packet turnaround) 02/03/2026, Tuesday, 2 Resolutions , Regular CC Mtg <ul style="list-style-type: none"> Form 22 – Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment. (L:\Civil\formsdoc\eng\E014.doc) Form 24 – Resolution for Hearing on Proposed Assessment. (L:\Civil\formsdoc\eng\E015.doc)
Advertise Final Assessment Hearing (Publish once in the official paper at least two weeks prior to the hearing). Sent by City Brainerd Dispatch Deadlines: Thursday @ 5 pm for Saturday Monday @ noon for Wednesday Publish: Saturday or Wednesday	02/05/2026, Thursday 02/07/2026, Saturday Form 25 – Notice of Hearing on Proposed Assessment (delete first line for published notice). (L:\Civil\formsdoc\eng\E009A.doc)
Assessment Notification Mailing to residents (Not less than two weeks prior to the hearing this notice must also be mailed to the owner of each parcel.) Sent by City	02/06/2026, Friday Date Mail Individual Notice <ul style="list-style-type: none"> Form 25 – Notice of Hearing on Proposed Assessment. (L:\Civil\formsdoc\eng\E009A.doc)
Affidavit of Mailing Filled out by whomever mailed. If SEH mails, send original affidavit to City.	02/06/2026, Friday Same date as Mailed (above) <ul style="list-style-type: none"> Form 25A – Affidavit of Assessment Hearing Notice. (L:\Civil\formsdoc\eng\E009B.doc)
Assessment Hearing (Public Hearing)	02/26/2026 @ 6:00pm, Thursday
Resolution Adopting Assessment	03/03/2024, Tuesday, Resolution , Regular City Council Meeting/ Assessment Hearing Form 26 – Resolution Adopting Assessment. (L:\Civil\formsdoc\eng\E025.doc)
End of Assessment Appeal Period	04/03/2026
Assessment Certification (Need 30 days from date of hearing to certification with county. County Certification deadline 11/15).	04/03/2026 Date County Certification Form 28 – Certification to County Auditor. (L:\Civil\formsdoc\eng\E028.doc)
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Award Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	Early Award: 03/03/2026, Tuesday, Resolution , Regular City Council Meeting/ Assessment Hearing Late Award: 04/07/2026, Tuesday, Resolution , Regular City Council Meeting
See Next Page for more information	

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CONSTRUCTION

	Early Award	Late Award
Preconstruction Conference	03/12/2026, Thursday	04/16/2026 Thursday
Neighborhood Informational Meeting #2	03/26/2026, Thursday	04/23/2026, Thursday
Start Construction	04/27/2026, Monday	05/04/2026 Tuesday
Construction Substantial Completion	09/25/2026, Friday	10/09/2026 Friday

THE ABOVE DATES ARE SUBJECT TO CHANGE BEYOND SEH'S CONTROL SUCH AS AGENCY REVIEWS, PROPERTY ACQUISITION/CONDEMNATION, PRIVATE UTILITIES RELOCATIONS, PERMITS

PERMITS

1. MPCA NPDES
2. MDH Water Main
3. MPCA Sanitary Sewer Extension

MR BRAD CHAPULIS
ADMINISTRATOR
CITY OF BAXTER
13190 MEMORYWOOD DRIVE
BAXTER MN 56425
218.454.5100 FAX 218.454.5103
bchapulis@baxtermn.gov

MS ABBY HERRON
BRAINERD DAILY DISPATCH
506 JAMES ST
BRAINERD MN 56401-2942

218.855.5821
legals@brainerddispatch.com
abby.herron@brainerddispatch.com
PUBL: 6 DAYS (PRINT EDITIONS WED & SAT ONLY);
DEADLINE 2 FULL DAYS BY 12 PM
LEGAL NOTICES: WEDNESDAY & SATURDAY ONLY

Length of Publication

Minn. Stat. § 331A.08, subds. 1, 2.

When calculating how long to publish a public notice, cities should not count the first day of publication. The day on which the act or event will occur, or the day that completes the full period required for publication, should generally be included. If the last day is a Sunday or legal holiday, however, the next secular day will be considered the last day.

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