

PROPOSED PROJECT SCHEDULE
2023 KNOLLWOOD DRIVE IMPROVEMENTS, MUNICIPAL PROJECT NO. 4132
BAXTER, MN
Tuesday, April 26, 2022

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES
Preliminary Project Review	Tuesday, August 17, 2021	Utilities Commission Meeting	
Preliminary Project Review	Tuesday, August 17, 2021	City Council Workshop	
Preliminary Project Option Review	Tuesday, September 7, 2021	City Council Workshop	
Preliminary Project Option Review	Tuesday, September 21, 2021	City Council Workshop	
Resolution Ordering Preparation of Feasibility Report	Tuesday, October 19, 2021	City Council Meeting	
Public Information Meeting	Thursday, October 21, 2021		
Public Information Meeting	Thursday, December 2, 2021		
Project Option Review	Tuesday, September 21, 2021	City Council Workshop	
Recommendation to Approve Feasibility Report	Wednesday, March 2, 2022	Utilities Commission Meeting	
Review Feasibility Report at Council Workshop	Tuesday, March 15, 2022	City Council Meeting	
Resolution Receiving Feasibility Report and Calling Improvement Hearing	Tuesday, March 15, 2022	City Council Workshop and Meeting	
Mailed Notice for Improvement Hearing	Friday, June 3, 2022	One notice at least 10 days prior to hearing	
First Published Notice for Improvement Hearing	Sunday, June 5, 2022	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.	3
Second Published Notice for Improvement Hearing	Sunday, June 12, 2022		
Improvement Hearing	Thursday, June 16, 2022		
Request for Proposals from Engineering Consultants	Summer 2022		
Award of Consultant Contract	Summer 2022	City Council Meeting	
Resolution Ordering Improvement and Preparation of Plans	Summer 2022	City Council Meeting	
Design and Preparation of Plans and Specifications	Summer/Fall 2022		
Review Plans and Specifications	Fall/Winter 2022	Utilities Commission Meeting	
Resolution Approving Plans and Specifications and Ordering Advertisement for Bids	Fall/Winter 2022	City Council Meeting	
Bidding Publication	Spring/Summer 2023	Publication must be made at least three weeks before last day to submit bids, at least once in official newspaper and once in trade paper or First Class city newspaper.	3
Bid Opening	Winter 2022/2023	By default bid remains subject to acceptance for 60 days after the Bid opening.	
Resolution Ordering Assessment Hearing	Winter 2023	City Council Meeting	
Mailed Notice for Assessment Hearing	Winter 2023	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing	Winter 2023	Once in local newspaper at least two weeks prior to hearing.	3
Bid review with Utilities Commission	Winter 2023	Utilities Commission Meeting	
Assessment Hearing	Winter 2023		
Resolution Adopting Assessment Rolls	Winter/Spring 2023	City Council Meeting	
End of Assessment Appeal Period	Winter/Spring 2023	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Notice of Award	Winter/Spring 2023	City Council Meeting. Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.	
Pre-Construction Meeting	Spring 2023		
Public Information Meeting - Construction	Spring 2023		
Begin Construction	Spring 2023	3 Months of Full Time Construction	
Construction Complete	Summer/Fall 2023		

NOTES

1. City Council Meetings held on 1st and 3rd Tuesdays of each month @ 7:00 p.m.
2. Utilities Commission Meetings held on 1st Wednesday after the 1st Council Meeting of the month @ 5:30 p.m.
3. Brainerd Dispatch is currently only running legal notices on Wednesdays and Sundays. Deadline for Wednesday publication is noon on Monday and deadline for Sunday publication is noon on Thursday.
5. **All dates are subject to change, this is a living document. Dates may change based on coordination with other 2023 projects.**