

PROJECT SCHEDULE UPDATE & STATUS
2022 INGLEWOOD DRIVE RAILWAY CROSSING AND ASSOCIATED ROADWAY IMPROVEMENTS PROJECT
BAXTER, MN
 Thursday, May 26, 2022

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES
Proposals Due	Friday, January 24, 2020		
Award of Consultant Contract	Tuesday, February 18, 2020	City Council Meeting	
Project Construction delayed to 2022	Tuesday, June 2, 2020	Delay to coordinate improvements with TH 210 Study Recommendations	
Receive Preliminary TH 210 Recommendations	Thursday, February 18, 2021		
Staff Review of Updated Project Layout	Tuesday, March 2, 2021		
Review Update Project Layout	Tuesday, April 6, 2021	City Council Workshop	
Project Update	Wednesday, June 2, 2021	Utilities Commission Meeting	
Railroad Diagnostic Meeting	Tuesday, June 29, 2021	Scheduled in coordination with BNSF and Benesch	
ICE Report - TH 210 and Inglewood Drive	Thursday, July 1, 2021		
Project Update	Wednesday, July 7, 2021	Utilities Commission Meeting	
Public Engagement Meeting	Thursday, July 8, 2021		
Receive Public Input (See Public Engagement Plan)	Friday, July 9, 2021	Project Website and InputID	
Project Update	Monday, August 9, 2021	Utilities Commission Meeting	
ICE Report - Isle Drive and Glory Road	Friday, September 3, 2021		
Review Updated Feasibility Study	Wednesday, September 8, 2021	Utilities Commission Meeting	
Review Updated Feasibility Study	Tuesday, September 21, 2021	City Council Meeting	
Accept Feasibility Report and Order Improvement Hearing	Tuesday, September 21, 2021	City Council Meeting	
First Published Notice for Improvement Hearing	Sunday, September 26, 2021	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.	
City Mailed Notice for Improvement Hearing	Monday, September 27, 2021	One notice at least 10 days prior to hearing.	
Second Published Notice for Improvement Hearing	Sunday, October 3, 2021	Must be at least three days prior to hearing.	
Improvement Hearing Conducted	Thursday, October 7, 2021	Special City Council Meeting	
Resolution Ordering Improvement and Preparation of Plans and Specifications	Tuesday, October 19, 2021	City Council Meeting	
First Submittal Project Memorandum	Friday, October 29, 2021	Required for Federal Aid Process	
Signed/Approved Project Memorandum	Wednesday, March 9, 2022	Required for Federal Aid Process	Delayed due to funding splits between agencies and Independent Utility
Draft Agreement - BNSF - Construction & Maintenance	Friday, March 11, 2022	Accelerates approval to have City review	
State Aid Mileage and Revision Request & Pre-Approval	Monday, March 14, 2022	Step one of revising State Aid Route	Needed City Council Resolution
Agreement - BNSF - Obtain Easements	Tuesday, March 15, 2022	3 Areas, 4 Easements (1 P/E, 3 T/E), \$57,065	Check Request for March 15 City Council, Not into affect until C&M is signed
Estimate - BNSF - Signal Estimate	Tuesday, March 22, 2022	Signal estimate for RR Crossing	
BNSF Maintenance Negotiation Meeting	Tuesday, March 29, 2022		
BNSF/City Maintenance Negotiation Period	3/23/22 thru 4/25/22	City to accept or counteroffer	
Obtain State Aid Number (SP) for Plan Set	Monday, April 11, 2022	Need number to be able to insert into plan set	For advancement and use of SA funds
Construction Private Utility Meeting	Monday, April 18, 2022	Meeting to finalize utility relocations and timelines	
Resolution to Approved Lump Sum Payment of BNSF Maintenance	Tuesday, April 19, 2022	7:00 p.m. at Baxter City Hall	\$645,910 was the agreed amount
Construction & Maintenance Agreement - BNSF - Roadway Crossing	Tuesday, May 3, 2022		City Approval of the Agreement
State Aid Advancement of Funding Approval	Tuesday, May 3, 2022	City Council Meeting	
Agreement - BNSF - License for Electrical Supply Line	Tuesday, May 17, 2022		Not into affect until C&M is signed
Agreement - BNSF - License for Sidewalk	Tuesday, May 17, 2022		Not into affect until C&M is signed
Agreement - BNSF - Grade Crossing Construction and Maintenance Agreement	Tuesday, May 17, 2022	City Requesting Lump Sum Payment	
Construction Amendment-CMT, CA, FP, etc.	Tuesday, June 21, 2022	Need for Fees to Complete Construction Administration	Presented at June 8, 2022 Utilities Commission Meeting first
BNSF to Order Railroad Xing Signal	Thursday, July 7, 2022	Need to order to guarantee product by Spring 2023	Lead times are up to 180 days
MnDOT Commissioner's Orders on Railroad Crossing	Thursday, September 1, 2022		(Need to confirm with MnDOT Hall)
Final Plans, Specifications, and Estimate	Wednesday, December 1, 2021	Internal Design Deadline	
Approve Plans and Specifications and Authorize Advertisement for Bid	Wednesday, December 8, 2021	Utilities Commission Meeting	
Approve Plans and Specifications and Authorize Advertisement for Bid	Tuesday, December 21, 2021	City Council Meeting	
Bidding Publication	Wednesday, December 22, 2021	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.	
Project Update	Wednesday, January 5, 2022	Utilities Commission Meeting	
Bid Opening	Thursday, January 20, 2022	By default bid remains subject to acceptance for 60 days after the Bid opening.	RL Larson was the Low Bidder
Resolution Ordering Preparing Assessments and Setting Hearing	Wednesday, February 2, 2022	City Council Meeting	
Bid review with Utilities Commission	Thursday, February 3, 2022	Utilities Commission Meeting	
Mailed Notice for Assessment Hearing	Tuesday, February 8, 2022	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing	Wednesday, February 9, 2022	Once in local newspaper at least two weeks prior to hearing.	
Assessment Hearing	Thursday, February 24, 2022	Special City Council Meeting	
Resolution Adopting Assessment Rolls	Tuesday, March 1, 2022	City Council Meeting	
Appraisals Completed	Tuesday, March 29, 2022	All private and commercial properties	Bill Ludunia Completing
Offer Letters, W-9, Summary Cover Sheet, RCA	Tuesday, March 29, 2022	For Council Packet	Due at Noon, Bolton & Menk and Brad Person
End of Assessment Appeal Period	Thursday, March 31, 2022	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Resolution Awarding Construction Contract	Tuesday, April 5, 2022	City Council Meeting	Original Schedule date
Approve Offers to Property Owners	Tuesday, April 5, 2022	City Council Meeting	Property Owners have 60 days to accept
Notice of Award	Wednesday, April 6, 2022	Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.	
Certified Mail Offer Letters to Property Owners	Wednesday, April 6, 2022	Tracking Record of Offer	
Pre-Construction Meeting	Thursday, May 19, 2022	10:00 am at Baxter City Hall	
Public Construction Informational Meeting	Thursday, June 2, 2022		RL Larson to be present and discuss construction schedule
Begin Construction	Monday, June 6, 2022	22 Weeks of Full Time Construction	
Offers Expire - File for Condemnation (if needed)	Tuesday, June 7, 2022	If no condemnation, full property acquisition.	If full acquisition obtained, 7 days off specifications in contract.
Title and Possession per Condemnation (if needed)	Tuesday, September 6, 2022	Full property acquisition	This would be 97 days off specifications in contract if scenario
Construction Complete	Monday, November 14, 2022	Construction Substantially Complete	
MnDOT Layout Approval	Wednesday, September 22, 2021		
100% Final Plans, Specifications, and Estimate	Monday, January 10, 2022	Internal Design Deadline	Accelerated 3 months from previous due to Cooperative Agreement Timeline
MnDOT D3 District Approval/CO Submittal/Funding Splits Determined	Monday, March 14, 2022	Additional State Documents required and submitted: QMP, Utility Certificate, Resolution	
Approve Plans and Specifications through MnDOT CO	Friday, April 29, 2022	Need to maintain Federal Aid and Coop processes	
Resolution to Hold Hearing on Knollwood Closure	Tuesday, May 3, 2022	City Council Meeting	Required per BNSF C&M
Resolution to Enter into Federal Aid Agreements	Tuesday, May 3, 2022	City Council Meeting	Required per Federal Aid Process
Resolution for No Parking on Foley/Inglewood	Tuesday, May 3, 2022	City Council Meeting	Required per Federal Aid Process
Approve Plans and Specifications and Authorize Advertisement for Bid	Wednesday, May 4, 2022	Utilities Commission Meeting	
Approve Plans and Specifications and Authorize Advertisement for Bid	Tuesday, May 17, 2022	City Council Meeting	
State Funds Encumbered	Wednesday, May 25, 2022		Final Deadline is June 30, 2022
Public Hearing and Resolution for Knollwood Closure	Tuesday, June 7, 2022	City Council Meeting	Required per BNSF C&M Exhibit B
Federal Funds Encumbered	Wednesday, June 8, 2022		Final Deadline is July 1, 2022
MnDOT CO and Federal Aid Authorization, Cooperative Agreement Signed and Completed	Wednesday, June 8, 2022	Additional Federal Documents required: R/W Certificate, Force Account, PIF, DCP Forms	Key Date
Obtain DBE Goal for the Project at FA	Friday, June 10, 2022	Required for Federal Aid Process	Tentative per Federal Aid Approval
Bidding Publication	Sunday, June 12, 2022	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.	
Bid Opening	Thursday, July 7, 2022	By default bid remains subject to acceptance for 90 days after the Bid opening.	
Resolution Ordering/Preparing Assessments and Setting Hearing	Tuesday, July 12, 2022		
Mailed Notice for Assessment Hearing	Thursday, July 14, 2022		
Published Notice for Assessment Hearing	Friday, July 15, 2022		
Assessment Hearing	Thursday, July 21, 2022	Special City Council Meeting	
Resolution Adopting Assessment Rolls	Tuesday, July 26, 2022	Special City Council Meeting	
Bid review with Utilities Commission	Wednesday, August 3, 2022	Special Utilities Commission Meeting	
MnDOT Bid Review and Approval	Friday, August 19, 2022	Assume 5 weeks for MnDOT bid review and authorization	
End of Assessment Appeal Period	Friday, August 26, 2022	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Resolution Awarding Construction Contract	Tuesday, September 6, 2022	City Council Meeting	
Notice of Award	Tuesday, September 6, 2022	Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.	
Pre-Construction Meeting	Thursday, September 15, 2022	10:00 am at Baxter City Hall	
Begin Construction	Monday, September 26, 2022	Contractor can wait in 2022	Some work expected this year but most in 2023
Submit Pay Request for 2022	Tuesday, November 1, 2022	Billing to meet Federal Requirements	Pay contractor for Materials at least
Substantial Completion	Wednesday, August 16, 2023	Substantial Completion	
Construction Complete	Wednesday, August 30, 2023	Final Completion	

TOTAL PROJECT

Project 1: Foley Road Improvements

Project 2: TH 210 Improvements (State/Federal/State Aid Funded)

NOTES
 1 City Council Meetings held on 1st and 3rd Tuesdays @ 7:00 p.m.
 2 Utilities Commission Meetings held on 1st Wednesday @ 5:30 p.m.
 3 All dates are subject to change, this is a living document. Dates may change based on coordination with other 2021 & 2022 projects and external agencies and their timelines.