

**PROPOSED PROJECT SCHEDULE**  
**2026 Mill & Overlay and Full Depth Reclamation Improvements Project, CPF 4426**  
**BAXTER, MN**  
**Monday, October 28, 2024**

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES
Authorize Ordering Preparation of Feasibility Report	Tuesday, January 16, 2024	City Council Meeting	
Staff Review (Preliminary)	Thursday, March 21, 2024		
Authorize Obtaining Jetting & Televising Quotes	Wednesday, July 3, 2024	Utilities Commission Meeting	
Authorize Obtaining Jetting & Televising Quotes	Tuesday, July 16, 2024	City Council Meeting	
Resolution Ordering Preparation of Feasibility Report	Wednesday, March 5, 2025	Utilities Commission Meeting	
Resolution Ordering Preparation of Feasibility Report	Tuesday, March 18, 2025	City Council Meeting	
Recommendation to Approve Feasibility Report	Wednesday, April 2, 2025	Utilities Commission Meeting	
Review Feasibility Report at Council Workshop	Tuesday, April 15, 2025	City Council Workshop	
Public Information Meeting	Thursday, April 17, 2025		
Approve Survey to be Completed	Wednesday, May 7, 2025	Utilities Commission Meeting	
Review Feasibility Report	Tuesday, May 20, 2025	City Council Workshop	
Approve Survey to be Completed	Tuesday, May 20, 2025	City Council Meeting	
Resolution Receiving Feasibility Report and Calling Improvement Hearing	Tuesday, May 20, 2025	City Council Meeting	
Send Publication to Paper	Friday, May 23, 2025		
Mailed Notice for Improvement Hearing	Friday, May 23, 2025	One notice at least 10 days prior to hearing	
First Published Notice for Improvement Hearing	Wednesday, May 28, 2025	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	Wednesday, June 4, 2025		
Improvement Hearing	Thursday, June 12, 2025		
Ordering Preparation of Plans	Wednesday, July 2, 2025	Utilities Commission Meeting	
Resolution Ordering Preparation of Plans	Tuesday, July 15, 2025	City Council Meeting	
Design and Preparation of Plans and Specifications	August - October, 2025		
Review Plans and Specifications	Wednesday, November 5, 2025	Utilities Commission Meeting	
Review Plans and Specifications	Tuesday, November 18, 2025	City Council Workshop	
Resolution Approving Plans and Specifications and Ordering Advertisement for Bids	Tuesday, November 18, 2025	City Council Meeting	
Send Publication to Paper	Friday, November 21, 2025		
Bidding Publication	Wednesday, November 26, 2025	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.	3,4
Bid Opening	Thursday, December 18, 2025	By default bid remains subject to acceptance for 60 days after the Bid opening. @10am	
Bid review with Utilities Commission	Wednesday, January 7, 2026	Utilities Commission Meeting	
Resolution Ordering Assessment Hearing	Tuesday, January 20, 2026	City Council Meeting	
Send Publication to Paper	Friday, January 23, 2026		
Mailed Notice for Assessment Hearing	Friday, January 23, 2026	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing	Wednesday, January 28, 2026	Once in local newspaper at least two weeks prior to hearing.	3,4
Assessment Hearing	Thursday, February 12, 2026		
Adopt Assessment Rolls and Accept Bids	Wednesday, March 4, 2026		
Resolution Adopting Assessment Rolls	Tuesday, March 17, 2026	City Council Meeting	
Resolution Accepting Bids		City Council Meeting	
Notice of Award		City Council Meeting. Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.	
End of Assessment Appeal Period	Thursday, April 16, 2026	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Pre-Construction Meeting	April/May, 2026		
Public Information Meeting - Construction	April/May, 2026		
Begin Construction	May/June, 2026	3 Months of Full Time Construction	
Construction Complete	Summer/Fall 2026		

**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 Saturdays. The deadline for the Wednesday edition, the proof should be submitted no later than Friday of the week prior to publication by 11:00AM and for the Saturday edition, the proof needs to be submitted by Tuesday at 11:00AM.
4. The Published Notices will need to be sent to the publisher prior to Council Approval in order to stay on schedule.
5. **All dates are subject to change, this is a living document. Dates may change based on coordination with other 2024 projects.**