

PROPOSED PROJECT SCHEDULE
2022 FULL DEPTH RECLAMATION AND RECONSTRUCTION IMPROVEMENTS PROJECT
BAXTER, MN
Tuesday, June 28, 2022

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES
Resolution Ordering Preparation of Feasibility Report	Tuesday, October 19, 2021	City Council Meeting	
Recommendation to Approve Feasibility Report	Wednesday, November 3, 2021	Utilities Commission Meeting	
Review Feasibility Study at Council Workshop	Tuesday, December 7, 2021	City Council Meeting	
Resolution Receiving Feasibility Report and Calling Improvement Hearing			
Mailed Notice for Improvement Hearing	Thursday, December 9, 2021	One notice at least 10 days prior to hearing	
First Published Notice for Improvement Hearing	Sunday, December 12, 2021	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, December 19, 2021		
Review Plans and Specifications	Wednesday, January 5, 2022	Utilities Commission Meeting	
Improvement Hearing	Thursday, January 6, 2022	6:00 p.m. at Baxter City Hall	6
Review Plans and Specifications at Council Workshop	Tuesday, January 18, 2022	City Council Meeting	
Resolution Ordering Improvement			
Resolution Approving Plans and Specifications and Ordering Advertisement for Bids			
Bidding Publication	Sunday, January 23, 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.	3
Bid Opening	Tuesday, February 15, 2022	By default bid remains subject to acceptance for 60 days after the Bid opening.	
Resolution Ordering Assessment Hearing	Tuesday, March 1, 2022	City Council Meeting	
Bid review with Utilities Commission	Wednesday, March 2, 2022	Utilities Commission Meeting	
Mailed Notice for Assessment Hearing	Thursday, March 3, 2022	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing	Sunday, March 6, 2022	Once in local newspaper at least two weeks prior to hearing.	
Assessment Hearing	Thursday, March 24, 2022	6:00 p.m. at Baxter City Hall	
Resolution Adopting Assessment Rolls	Tuesday, April 5, 2022	City Council Meeting	
Notice of Award	Tuesday, April 5, 2022	City Council Meeting. Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.	
Pre-Construction Meeting	Monday, April 25, 2022		
End of Assessment Appeal Period	Thursday, May 5, 2022	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Begin Construction	Sunday, May 8, 2022		
Substantial Completion (Whole Project)	September 2, 2022		
Final Completion (Whole Project)	September 16, 2022		
Substantial Completion (Glory Road Only)	October 14, 2022		
Final Completion (Glory Road Only)	October 28, 2022		

NOTES

1. City Council Meetings held on 1st and 3rd Tuesdays @ 7:00 p.m.
2. Utilities Commission Meetings held on 1st Wednesday following the 1st Council Meeting @ 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.
4. The project schedule assumes all Council actions are taken at a regular scheduled meetings. The schedule could be accelerated with special meetings.
5. **All dates are subject to change, this is a living document. Dates may change based on coordination with other 2022 projects.**
6. Could hold Improvement Hearing on December 30, 2021.