

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
Pavement Width Policy Work Session 1	5/06/2025
Pavement Width Policy Work Session 2	5/20/2025
Pavement Width Policy Work Session 3	6/03/2025
Present Draft Feasibility Study To City Council	6/03/2025, Tuesday, Council Work Session
Present Draft Feasibility Study To Utilities Commission	6/4/2025, Wednesday
Neighborhood Informational Meeting #1	6/24/2025, Tuesday 6:00pm (mail notices by 6/05/2025, Thursday)
Council Approve Report & Order Public Improvement Hearing Packet: Prior Tuesday Meeting: 1 st & 3 rd Tuesday	6/26/2025 or 6/27/2025, Thursday/Friday 7/01/2025, Tuesday, Resolution , Regular Council Meeting & Work Session (presentation of final report)
Approve SEH Design Contract	7/01/2025, Tuesday, Regular Council Meeting
Advertise Public Improvement Hearing <i>(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.)</i> Sent by SEH Brainerd Dispatch Deadline: Thursday @ 11 am Publish: Saturday	07/02/2025 07/05/2025 & 07/12/2025
Assessment Notification Mailing to residents <i>(At least 10 days prior to hearing this notice must also be mailed to the owner of each parcel.)</i> Sent by City	Mail by 07/02/2025 Wednesday
Affidavit of Mailing	By SEH
Improvement Hearing (Public Hearing)	7/17/2025 Thursday @ 6:00 pm
DESIGN	
Conduct Topo Survey & Soil Borings	September/October 2025
Council Orders Improvement	8/19/2025, Tuesday, Resolution , Regular CC Mtg
Preliminary Utility Design Coordination Meeting	10/01/2025 12/02/2025 1/21/2026
Send for Permit Checks	TBD
Utilities Commission Approves Plans Packet: Prior Tuesday by noon Meeting: 1 st Wednesday after 1 st Tuesday	12/30/2025 01/07/2026
Council Approves Plans & Authorizes Advertisement	01/27/2026

Preliminary Project Schedule

Council Meets: 1st & 3rd Tuesday (Packet Prior Tuesday by Noon)

<ul style="list-style-type: none"> For Cities, advertisements must be published at least once & at least 3 weeks before the bid opening. MN Statute 429.041. Packet: Prior Tuesday Meeting: 1 st & 3 rd Tuesday	02/04/2026, Tuesday, Resolution , Regular CC Mtg & Work Session (presentation of Plans)
Brainerd Dispatch Deadline: Friday @ 5 pm Publish: Wednesday	02/06/2026 02/11/2026 & 02/18/2026
OPEN on Quest CDN Website Post Ad for Bids on City Website (if applicable)	02/06/2026
Bid Date	03/10/2026 @ 11:00 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	Yes
Council to Order Assessment Hearing Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	03/31/2026 04/07/2026, Tuesday, 2 Resolutions , Regular CC Mtg
Advertise Final Assessment Hearing <i>(Publish once in the official paper at least two weeks prior to the hearing).</i> Sent by City Brainerd Dispatch Deadlines: 3 days prior @ 11 am Publish: Saturday or Wednesday	04/10/2026, Wednesday 04/15/2026, Saturday
Assessment Notification Mailing to residents <i>(Not less than two weeks prior to the hearing this notice must also be mailed to the owner of each parcel.)</i> Sent by City	04/10/2026, Date Mail Individual Notice
Affidavit of Mailing Filled out by whomever mailed. If SEH mails, send original affidavit to City.	04/10/2026, Same date as Mailed (above)
Assessment Hearing (Public Hearing)	05/04/2026 @ 6:00pm, Thursday Special City Council Meeting/ Public Hearing
Resolution Adopting Assessment	05/05/2026, Resolution , City Council Meeting
End of Assessment Appeal Period	06/04/2026
Assessment Certification <i>(Need 30 days from date of hearing to certification with county. County Certification deadline 11/15).</i>	06/09/2026 Date County Certification
Award Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	Early Award: 05/05/2026, Tuesday, Resolution , Regular City Council Meeting/ Assessment Hearing Late Award: 06/04/2026, Tuesday, Resolution , Special City Council Meeting (need to meet 90-day award from March 10 th Bid Opening)

CONSTRUCTION

	Early Award	Late Award
Preconstruction Conference	05/12/2026, Tuesday	06/09/2026 Thursday
Neighborhood Informational Meeting #2	05/14/2026, Thursday	06/11/2026, Thursday
Start Construction	05/18/2026, Monday	06/15/2026 Monday
Construction Substantial Completion	10/30/2026, Friday	11/13/2026 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

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DEADLINE: FRIDAY @ 5 PM & WEDNESDAY @ 5 PM
LEGAL NOTICES: WEDNESDAY & SATURDAY
PLACE AD ON COLUMN WEBSITE

Length of Publication

Minn. Stat. § 331A.08, subs. 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.