

**PROPOSED PROJECT SCHEDULE**  
**2025 Mill & Overlay and Full Depth Reclamation Improvements Project, CPF 4425**  
**BAXTER, MN**  
**Wednesday, May 22, 2024**

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES
Authorize Ordering Preparation of Feasibility Report	Tuesday, January 16, 2024	City Council Meeting	
Staff Review	Thursday, March 21, 2024		
Resolution Ordering Feasibility Report	Wednesday, April 3, 2024	Utilities Commission Meeting	
Review Obtaining Jetting & Televising Quotes	Wednesday, April 3, 2024	Utilities Commission Meeting	
Resolution Ordering Feasibility Report	Tuesday, April 16, 2024	City Council Meeting	
Authorize Obtaining Jetting & Televising Quotes	Tuesday, April 16, 2024	City Council Meeting	
Review and Recommendation to Approve Feasibility Report	Wednesday, July 3, 2024	Utilities Commission Meeting	
Mail Notice for Public Information Meeting	Wednesday, July 3, 2024		
Review Feasibility Report at Council Workshop	Tuesday, July 16, 2024	City Council Workshop	
Approve Survey to be Completed	Tuesday, July 16, 2024	City Council Meeting	
Public Information Meeting	Thursday, July 18, 2024		
Review Feasibility Report at Council Workshop	Tuesday, August 6, 2024	City Council Workshop	
Resolution Receiving Feasibility Report and Calling Improvement Hearing	Tuesday, August 6, 2024	City Council Meeting	
Review Updates to Feasibility Report	Wednesday, August 7, 2024	Utilities Commission Meeting	
Mailed Notice for Improvement Hearing	Friday, August 9, 2024	One notice at least 10 days prior to hearing	
First Published Notice for Improvement Hearing	Sunday, August 11, 2024	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, August 18, 2024		
Improvement Hearing	Thursday, August 22, 2024		
Resolution Ordering Preparation of Plans	Tuesday, September 3, 2024	City Council Meeting	
Design and Preparation of Plans and Specifications	September - November, 2024		
Review Plans and Specifications	Wednesday, December 4, 2024	Utilities Commission Meeting	
Resolution Approving Plans and Specifications and Ordering Advertisement for Bids	Tuesday, December 17, 2024	City Council Meeting	
Bidding Publication	Sunday, January 5, 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, January 23, 2025	By default bid remains subject to acceptance for 60 days after the Bid opening. @10am	
Resolution Ordering Assessment Hearing	Tuesday, February 4, 2025	City Council Meeting	
Mailed Notice for Assessment Hearing	Friday, February 7, 2025	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing	Sunday, February 9, 2025	Once in local newspaper at least two weeks prior to hearing.	3,4
Bid review with Utilities Commission	Wednesday, February 5, 2025	Utilities Commission Meeting	
Assessment Hearing	Thursday, February 27, 2025		
Resolution Adopting Assessment Rolls	Tuesday, March 4, 2025	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 3, 2025	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Pre-Construction Meeting	April/May, 2025		
Public Information Meeting - Construction	April/May, 2025		
Begin Construction	May/June, 2025	3 Months of Full Time Construction	
Construction Complete	Summer/Fall 2025		

**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 Monday.
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.**