

**PROPOSED PROJECT SCHEDULE**  
**2025 DESIGN ROAD & T.H. 371 STORMWATER IMPROVEMENTS, MUNICIPAL PROJECT NO. 4135**  
**BAXTER, MN**  
**Tuesday, May 13, 2025**

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES
Design Road Remove from the 2022 Project	December, 2021	City Council Meeting	
Review with MNDOT	July, 2024 - January 2025		
Resolution Order the Feasibility Report	Wednesday, December 4, 2024	Utilities Commission Meeting	
Resolution Order the Feasibility Report	Tuesday, December 17, 2024	City Council Workshop	
Staff Review Report	Tuesday, December 17, 2024		
Recommendation to Accept Feasibility Report	Wednesday, January 8, 2025	Utilities Commission Meeting	
Staff and MNDOT Review of Plans	February-March, 2025		
Review Feasibility Report at Council Workshop	Tuesday, January 21, 2025	City Council Workshop	
Resolution Receiving Feasibility Report and Calling Improvement Hearing	Tuesday, January 21, 2025	City Council Meeting	
Send Publication to Paper	Friday, January 24, 2025		
Mailed Notice for Improvement Hearing	Friday, January 24, 2025	One notice at least 10 days prior to hearing	
First Published Notice for Improvement Hearing	Wednesday, January 29, 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	Saturday, February 8, 2025		
Improvement Hearing	Thursday, February 13, 2025		
Resolution Ordering Improvement and Preparation of Plans	Tuesday, March 4, 2025	City Council Meeting	
Review Plans and Specifications	Wednesday, March 5, 2025	Utilities Commission Meeting	
Review Plans and Specifications		City Council Workshop	
Resolution Approving Plans and Specifications and Ordering Advertisement for Bids	Tuesday, May 20, 2025	City Council Meeting	
Send Publication to Paper	Friday, May 23, 2025		
Bidding Publication	Wednesday, May 28, 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
Bid Opening	Friday, June 20, 2025	By default bid remains subject to acceptance for 60 days after the Bid opening.	
Bid review with Utilities Commission	Wednesday, July 2, 2025	Utilities Commission Meeting	
Resolution Accepting Bids		City Council Meeting	
Notice of Award	Tuesday, July 15, 2025	City Council Meeting. Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.	
Pre-Construction Meeting	July, 2025		
Public Information Meeting - Construction	July, 2025		
Begin Construction	July, 2025	3 Months of Full Time Construction	
Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment			
Resolution Ordering Assessment Hearing	Tuesday, September 2, 2025	City Council Meeting	
Send Publication to Paper	Friday, September 5, 2025		
Mailed Notice for Assessment Hearing	Friday, September 5, 2025	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing	Wednesday, September 10, 2025	Once in local newspaper at least two weeks prior to hearing.	3
Assessment Hearing	Thursday, September 25, 2025		
Resolution Adopting Assessment Rolls	Tuesday, October 7, 2025	City Council Meeting	
End of Assessment Appeal Period	Thursday, November 6, 2025	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Construction Complete	Friday, July 10, 2026		

\* May need to call for special meeting

**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 2025 projects.**