

## 2021 Reclamation and Overlay Project (STRT2021-A46)

The following actions detail the required 475.58 process track for local improvements.

Date <sup>1</sup>	Project Step	Purpose of Step	Council Action <sup>2</sup>	Staff Action <sup>3</sup>
April 7, 2020	Order preparation of Feasibility Report	Ordering the Feasibility Report is a required step in the 429 process.	Resolution 2020-042	
June 2020	Arborist Report	A trained forester or arborist will evaluate the trees along the project corridor and make recommendations for project consideration.		
August 26, 2020	Neighborhood Meeting/Virtual	The intent of this meeting is to inform the neighborhood of the upcoming project and seek input on the improvements, which will be summarized for City Council.		Mail Notice June 23, 2020
September 1, 2020	Accept Feasibility Report and call for Improvement Hearing	The engineer will present the Feasibility Report, the proposed project, an initial cost estimate and potential assessments. As part of the meeting the City Council will also set the date and time for the Improvement Hearing as required by the 429 process.	Resolution 2020-077	
October 6, 2020	Improvement Hearing	The purpose of this hearing is for the City Council to discuss a specific local improvement before ordering it done. The Council considers all the information in the Feasibility Report and any other information necessary for Council deliberation.  At the Improvement Hearing interested persons may voice their concerns, whether or not they are in the proposed assessment area. A reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels must be available at the hearing. If the Council rejects the project, it may not reconsider that same project unless another hearing is held following the required notice.	Public Hearing	Publish September 16 & 23, 2020  10-day Mail Notice September 15, 2020
October 6, 2020	Order Improvement and Preparation of Plans and Specifications	The project may be ordered any time within 6 months after the Improvement Hearing. It is not advisable to change project parameters after ordering the improvement. Upon ordering the improvement construction drawings and specifications are prepared. Any changes to the project scope after this point will require redesign effort with additional cost and staff time as a result. This also has the potential to delay the project.	Resolution 2020-096	
<b>December 1, 2020 City Adopted Franchise Fees – Project is Moving away from Ch. 429 Assessments on the Project</b>				
January 6, 2021	2 <sup>nd</sup> Neighborhood Meeting	Present the final detailed plans and specifications to the neighborhood. Also hold a more detailed discussion on what will happen during construction as well as a tentative timeline for events.		Mail Notice December 16, 2020
January 19, 2021	Call for Public Hearing – 5-Year Street Reconstruction Plan and adoption of plan	Authorization of bonds requires a public hearing and adoption of a 5-year street reconstruction plan. Plan must be approved by two-thirds of the governing body members present, publish at least 10-day before hearing but no more than 28-days. Once plan and preliminary authorization of bonds is adopted, the public has a 30-day period where a petition signed by at least 5% of the votes cast in the last election can require that the bonding be subject to a referendum.	Resolution 2021-XXX	Ad in NNews at least 10-day prior but know more than 28 Publish ad Jan 27, 2021
January 27, 2021	Publish Street Recon Plan Hearing Ad in Northfield News	A step in the project financing process for bonding		Send Ad to NNews Jan 22, 2021
February 2, 2021	Approve Plans and Order Advertisement for Bids	Final approval of plans for bidding	Resolution 2021-014	

March 1, 2021

1 – Dates in *grey* text indicate actions that have taken place. Dates in **bold** text indicate the next planned step. Dates in *italics* denote tentatively scheduled future actions.

2 – Resolutions are required for those steps that are part of the 475.58 process.

3 – Staff actions to insure that proper timelines are followed in the 475.58 process.

February 10, 17, 24	Publish Ad for Bid in Northfield News	A step in the bidding process. The project will also be advertised on the MnDOT e-Advert website.		Send Ad to NNews February 5, 2021
February 16, 2021	Public Hearing – 5-Year Street Reconstruction Plan and adoption of plan	Authorization of bonds requires a public hearing and adoption of a 5-year street reconstruction plan. Plan must be approved by two-thirds of the governing body members present, publish at least 10-day before hearing but no more than 28-days. Once plan and preliminary authorization of bonds is adopted, the public has a 30-day period where a petition signed by at least 5% of the votes cast in the last election can require that the bonding be subject to a referendum. 2/3 of majority of governing body present at the meeting for approval	Resolution 2021-XXX	Ad in NNews at least 10-day prior but know more than 28 Publish ad Jan 27, 2021
March 4, 2021	Bid Opening – 2:00 P.M.	Final step in the bidding process. Bids are opened by staff and tabulated. From here staff will make a recommendation to the City Council for award.		
<b>April 6, 2021</b>	<b>Accept Bids and Award Contract</b>	<b>This step follows the uniform municipal contracting law, 471.345, the City's purchase policy and allows for the project to move forward with beginning the actual construction process.</b>	<b>Resolution 2021-XXX</b>	
May 2021	Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
May – October, 2021	Construction	Once the project is awarded staff manages the day-to-day contract execution. Typically a Resident Project Representative is on-site to make sure the project is constructed in accordance to the plans and specifications. Communications between the contractor and city is primarily through the City Engineer, Project Manager and Resident Project Representative.  Significant changes will be brought to the City Council for approval prior to the work being executed. Minor changes and field directives are authorized by the City Engineer in advance to maintain the project schedule. All contract changes must be approved by the City Council. Adjustments to estimated quantities occur during the final acceptance of the improvements.		
July 2022	Accept Improvements and Authorize Final Payment	The City Engineer recommends to City Council when the final payment should be made to the Contractor. The City Council may accept the work by resolution; however, if the city fails to pay the amount due within 30 days of a monthly estimate, or 90 days after the final estimate, the city must pay interest on the past due amount as prescribed by law.	Resolution 2022-XXX	

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