

2026 Spring Creek Road Reconstruction & Mill Towns Trail Improvements Project (STRT2026-A84)

The following actions detail the proposed process track for local improvements.

Date¹	Project Step	Purpose of Step	Council Action	Staff Action
June 4, 2024	Order preparation of Feasibility Report	Ordering the Feasibility Report will allow Staff to create a Feasibility Report that will allow the Engineer to analyze the potential project, and estimate initial project costs.	Resolution 2024-XXX	
July 9, 2024	Approve Professional Services Agreement	Approve Professional Services Agreement for Design and Construction Services	Motion	
October 9, 2024	Neighborhood Meeting	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 September 26, 2024
November 19, 2024	Council discussion of Draft Feasibility Report			
December 3, 2024	Accept Feasibility Report and Authorize Preparation of Plans and Specifications	The engineer will present the Feasibility Report, the proposed project, and an initial cost estimate.	Resolution 2024-XXX	
January 2025 – July 2025	ROW / Easement acquisition			
December 10, 2025	2 nd Neighborhood Meeting	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 November 25, 2025
January 6, 2026	Approve Plans and Order Advertisement for Bids	Final approval of plans for bidding	Resolution 2026-XXX	
January 14, 21, 28, 2026	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 January 9, 2026
February 5, 2026	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.		
February 17, 2026	Accept Bids and Award Contract	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.	Resolution 2026-XXX	
May 2026	Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
May – October, 2026	Construction	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.		
July 2027	Accept Improvements and Authorize Final Payment		Resolution 2027-XXX	

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.