

2018 Division & Seventh Street Reconstruction & Washington St Overlay Project Process (STRT2018-A37)

The following actions detail the required 429 process track for local improvements.

Date ¹	Project Step	Purpose of Step	Council Action ²	Staff Action ³
July 2017	Arborist Report	A trained forester or arborist will evaluate the trees along the project corridor and make recommendations regarding removals and/or trimming.		Contact Arborist
August 2, 2017	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: July 21, 2017
August 9, 2017	Community Meeting	The intent of this meeting is to inform the community of the upcoming project and seek input on the improvements, which will be summarized for City Council.		Mail notice: July 28, 2017
August 22, 2017	Order Preparation of Feasibility Report	Ordering the Feasibility Report is a required step in the 429 process.	Resolution 2017-066	
August 30, 2017	Neighborhood/Community Meeting	The intent of this meeting is to inform the neighborhood/community of the upcoming project and seek input on the improvements, which will be summarized for City Council.		Mail notice: Aug 16, 2017
Sept. 12, 2017	City Council Share Concept	The intent of this meeting is to share conceptual layouts and receive input from Council		
Sept. 19, 2017	City Council Approve Concept	The intent of this meeting is for Council to decide the conceptual layout that should move forward in the Feasibility Report.	Motion	
October 17, 2017	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 2017-096	
October 17, 2017	Authorize Preparation of Plans and Specifications	Authorize Preparation of the plans and specification for the project.	Resolution 2017-097	
November 14, 2017	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 Oct 25, Nov 1 10-day Mail Notice
December 5, 2017	Order Improvement	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 2017-117	
February 28, 2018	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: February 14, 2018.
March 6, 2018	Approve Plans and Order Advertisement for Bids	This step is a requirement of the 429 process.	Resolution 2018-025	
March 14, 21, 28, 2018	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.		

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 – Motions will be used for those items that are not necessary for the 429 process. Resolutions are required for those steps that are part of the 429 process.

3 – Staff actions to insure that proper timelines are followed in the 429 process.

April 5, 2018	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.		
April 17, 2018	Accept Bids and Award Contract	This step is a requirement of the 429 process and allows for the project to move forward with beginning the actual construction process.	Resolution 2018-XXX	
May 2018	Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
May – September 2018	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.		
June 2019	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 2018	

The following actions detail the required 429 process track to assess benefitting property owners for local improvements.

Date ¹	Project Step	Purpose of Step	Council Action ²	Staff Action ³
July 2017	Benefit Appraisal Report	Based on the City of Northfield assessment policy, a benefit appraisal report will be completed to determine the assessment rates.		Contact Appraiser
April 3, 2018	Declare Amount to be Assessed / Call for Assessment Hearing	The City Council will set the date and time for the Assessment Hearing as required by the 429 process.	Resolution 2018-XXX Resolution 2018-XXX	
May 1, 2018	Assessment Hearing	The purpose of this hearing is to give property owners an opportunity to express concerns about the actual special assessment. At the Assessment Hearing the City Council shall hear and consider all objections to the proposed assessment, whether presented orally or in writing.	Public Hearing	Mail Property and publish 14 day prior Publish 1 time in paper Publish April 11, 2018 Mail April 11, 2018
May 15, 2018	Adopt Assessments	The City Council has some flexibility before it adopts the assessment roll and may change, or amend, the proposed assessment as to any parcel. City Council must, by resolution, adopt the same as the special assessment against the lands named in the assessment roll. Once the assessment roll is adopted the assessments are set and become liens against the properties listed.	Resolution	Mail notice of adoption on May 16, 2018

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