

Mill Towns State Trail (PARK2023-F16)

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

Date ¹	Project Step	Purpose of Step	Council Action	Staff Action
October 17, 2023	Approve Professional Services Agreement and Authorize Preparation of Plans and Specifications	Approve Professional Services Agreement for Design and Construction Services. The engineer will present the proposed project, and an initial cost estimate.	Motion 2023-178	
July 2024 – February 2025	Right-of-Way Acquisition and Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
<i>February 4, 2025</i>	Approve Construction Agreement with MnDNR	This agreement will provide for the construction funding of the State Trail.	Resolution 2025-015	
<i>April 15, 2025</i>	Council Approves Easements		Motion 2025-XXX	
<i>May 6, 2025</i>	Approve Plans and Order Advertisement for Bids	Final approval of plans for bidding	Resolution 2025-XXX	
<i>May 6, 2025</i>	Council Approves Calvary Cemetery Easement		Motion 2025-XXX	
<i>May 14, 2025</i>	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 in May 9, Advertise May 14, 21, 28
<i>June 5, 2025</i>	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.		
<i>June 17, 2025</i>	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 2025-XXX	
<i>July 2025 – July 2026</i>	Construction			
<i>August 2026</i>	Accept Project 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 2026-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.