

## 2025 Reclamation and Overlay Project (STRT2025-A80)

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

<b>Date<sup>1</sup></b>	<b>Project Step</b>	<b>Purpose of Step</b>	<b>Council Action</b>	<b>Staff Action</b>
March 12, 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 2024-029	
<b>April 2, 2024</b>	<b>Approve Professional Services Agreement</b>	<b>Approve Professional Services Agreement for Design and Construction Services</b>	<b>Motion</b>	
May 1, 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 April 19, 2024
June 11, 2024	Council discussion of Draft Feasibility Report			
July 9, 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	
November 19, 2024	Publish Street Recon Plan Hearing Ad in Northfield News	A step in the project financing process for bonding		Send Ad to NNews Nov 22, 2024
December 3, 2024	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 2024-XXX	Ad in NNews at least 10-day prior but know more than 28 Publish ad Nov 22, 2024
February 5, 2025	2 <sup>nd</sup> 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 Jan 24, 2025
February 18, 2025	Approve Plans and Order Advertisement for Bids	Final approval of plans for bidding	Resolution 2025-XXX	
February 26, March 5, 12 2025	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 14, 2025
March 20, 2025	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 1, 2025	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	
May 2025	Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
May – October, 2025	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 2026	Accept Improvements and Authorize Final Payment		Resolution 2026-XXX	

<sup>1</sup> – 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.