

2026 Mill and Overlay & Mill Towns Trail Improvements Project (STRT2026-A83)

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 | |
| April 16, 2025 | 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 3, 2025 |
| May 21, 2025 | Council discussion of Draft Feasibility Report | | | |
| June 11, 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 May 29, 2025 |
| August 4, 2025 | 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 2025-XXX | |
| November 18, 2025 | Publish Street Recon Plan Hearing Ad in Northfield News | A step in the project financing process for bonding | | Send Ad to NNews Nov 7, 2025 |
| December 2, 2025 | 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 2025-XXX | Ad in NNews at least 10-day prior but no more than 28 Publish ad Nov 21, 2025 |
| January 14, 2026 | 3 rd 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 December 30, 2025 |
| February 3, 2026 | Approve Plans and Order Advertisement for Bids | Final approval of plans for bidding | Resolution 2026-XXX | |
| February 11, 18, 25, 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 February 6, 2026 |
| March 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. | | |
| March 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.