

## 2026 Skateboard Park Phase II Project (PARK2026-E19)

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

| Date <sup>1</sup>           | Project Step                                                         | Purpose of Step                                                                                                                                                                                                                                                                                                                                               | Council Action      | Staff Action                   |
|-----------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------|
| February 10, 2026           | Council Approved Grant Agreement                                     | City Council Approves Grant Agreement with MN DEED                                                                                                                                                                                                                                                                                                            | Motion 26-069       |                                |
| April 2026                  | User Stakeholder Meeting                                             | The intent of this meeting is to meet with stakeholders to get their input on the project..                                                                                                                                                                                                                                                                   |                     |                                |
| April 21, 2026              | Council discussion of Design of the Skateboard Park Phase II concept | Receive any preliminary input from City Council                                                                                                                                                                                                                                                                                                               |                     |                                |
| May 2026                    | Public /Neighborhood Meeting                                         | The intent of this meeting is to inform the public and neighborhood of the upcoming project and seek input on the improvements, which will be summarized for City Council.                                                                                                                                                                                    |                     | Mail Notice May 29, 2025       |
| May 19, 2026                | Council approves recommended final concept                           | The City Council will see final recommended skateboard park design based on user groups, and public input.                                                                                                                                                                                                                                                    | Resolution 2026     |                                |
| July 7, 2026                | Approve Plans and Order Advertisement for Bids                       | Final approval of plans for bidding                                                                                                                                                                                                                                                                                                                           | Resolution 2026-XXX |                                |
| July 15, 22, 29, 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 July 10, 2026 |
| August 6, 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.                                                                                                                                                                                                          |                     |                                |
| August 18, 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 |                                |
| September 2026 – July, 2027 | 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 |                                |

<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.