

Assessment Schedule	
Council Meets: 1st & 3rd Tuesday (Packet Prior Tuesday by Noon)	
PUBLIC IMPROVEMENT HEARING	
Council Authorize WSN/SEH to prepare Feasibility Report	01/18/2022 (WSN Contract)
Council Approve Public Improvement Hearing Packet: Prior Wednesday Meeting: 2 nd & 4 th Monday	April 2022 (WSN contract/coordinated)
Advertise Public Improvement Hearing <i>(Publish TWO times in the official paper at least one week apart. At least 3 days must elapse between last publication date & date of hearing.)</i> Sent by SEH Brainerd Dispatch Deadline: Thursday @ noon Publish: Sunday	WSN coordinated this with City (WSN contract)
Assessment Notification Mailing to residents <i>(At least 10 days prior to hearing this notice must also be mailed to the owner of each parcel.)</i> Sent by SEH	By City
Affidavit of Mailing Filled out by whomever mailed. If SEH mails, send original affidavit to City.	By City
Neighborhood Informational Meeting	n/a
Public Hearing	05/26/2022 @ 6:00 p.m. (WSN lead)
DESIGN	
Council Orders Improvement	6/2/2022
Council Approves SEH Design Contract (teaming with WSN)	6/21/2022
Internal SEH/WSN Kick-off Meeting	7/5/2022 @ 11:00am Teams
External Design Kick-off Meeting w/City & County	7/13/2022 @ 11:30am In-person
Topo Survey Complete by WSN and to SEH	7/19/2022 (initial conveyance to SEH)
Preliminary Layout Updated by SEH	7/29/2022
City and County Staff Geometric Layout Submittal	8/16/2022
City Design Check-in Meetings	Weekly on Tuesdays at 10:30am (Hedlund & Walter) Starting 9/6/2022 into October
City & County Joint Check-in Meeting (Geometrics) #1	8/31/2022
Preliminary Utility Design Coordination Meeting #1	9/14/2022
Preliminary Utility Design Coordination Meeting #2	9/19/2022
60% Plan Submittal to City and County	10/20/2022, Thursday
Deadline for comments back from City and County	10/28/2022, Friday
City Engineer Design Check-in Meeting on 60% Plans	10/28/2022

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BIDDING	
Send for Permit Checks	WiDSETH
Utilities Commission Approves Plans Packet: Prior Tuesday by noon Meeting: 1 st Wednesday after 1 st Tuesday	11/29/2022 12/07/2022
County Approves Plans	12/20/2022
Council Approves Plans & Authorizes Advertisement <i>• For Cities, advertisements must be published at least once & at least 3 weeks before the bid opening. MN Statute 429.041.</i> Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	12/13/2022 12/20/2022
WiDSETH Signed Plans to SEH	12/08/2022, Thursday
MnDOT State Aid 100% Plan Submittal	12/15/2022, Thursday
MnDOT State Aid Plan Review Comments Rec'd	01/04/2023, Wednesday
MnDOT Authorization to Advertise for Bids	01/11/2023, Thursday
Brainerd Dispatch Deadline: Thursday @ noon Publish: Saturday	01/12/2023 01/14/2023 & 01/21/2023
OPEN on Quest CDN Website Post on City Website?	01/13/2023, Friday 01/13/2023, Friday
Upload Plans and Specs	01/17/2023, Tuesday
Bid Date	02/09/2023, Thursday @ 10:00 a.m.
Award (See Final Assessment Hearing process) Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	3/28/2023 4/4/2023, Regular Meeting, Resolution
FINAL ASSESSMENT HEARING	
Was there a Preliminary Assessment Roll Prepared? Check File / Feasibility Report	Yes – by WSN
Council to Approve Assessment Hearing Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	May need special council meeting to accelerate schedule 02/14/2023 2/21/2023, Regular City Council Meeting ○ Form 22 – Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment. (L:\Civil\formsdoc\eng\E014.doc) ○ Form 24 – Resolution for Hearing on Proposed Assessment. (L:\Civil\formsdoc\eng\E015.doc)
Advertise Final Assessment Hearing <i>(Publish once in the official paper at least two weeks prior to the hearing).</i> Sent by SEH OR City? Brainerd Dispatch Deadlines: Thursday @ 5 pm for Saturday Monday @ noon for Wednesday Publish: Saturday or Wednesday	City 2/23/2023 2/25/2023 ○ Form 25 – Notice of Hearing on Proposed Assessment (delete first line for published notice). (L:\Civil\formsdoc\eng\E009A.doc)
Assessment Notification Mailing to residents <i>(Not less than two weeks prior to the hearing this notice must also be mailed to the owner of each parcel.)</i> Sent by SEH OR City?	2/28/2023 Date Mail Individual Notice ○ Form 25 – Notice of Hearing on Proposed Assessment. (L:\Civil\formsdoc\eng\E009A.doc) City
Affidavit of Mailing Filled out by whomever mailed. If SEH mails, send original affidavit to City.	2/28/2023 Same date as Mailed (above) ○ Form 25A – Affidavit of Assessment Hearing Notice. (L:\Civil\formsdoc\eng\E009B.doc)
Assessment Hearing	3/16/2023 @ 6:00pm
Resolution Adopting Assessment	3/21/2023 ○ Form 26 – Resolution Adopting Assessment. (L:\Civil\formsdoc\eng\E025.doc)
End of Assessment Appeal Period	4/20/2023

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Assessment Certification <i>(Need 30 days from date of hearing to certification with county. County Certification deadline 11/15).</i>	4/21/2023 Date County Certification Form 28 – Certification to County Auditor. (L:\Civil\formsdoc\eng\E028.doc)
Award Packet: Prior Tuesday by noon Meeting: 1 st & 3 rd Tuesday	3/28/2023 4/4/2023, Regular Meeting, Resolution
CONSTRUCTION	
Precon	April 12, 2023, 9:00am @ City Hall
Neighborhood Informational Meeting with Contractor	April 20, 2023, 6:00pm @ City Hall
Start Construction	May 22, 2023
Construction Substantial Completion	October 6, 2023
Construction Final Completion	October 20, 2023

PERMITS

1. MPCA NPDES (Contractor)
2. MDH water main review (WiDSETH)
3. MPCA Sanitary Sewer Extension (WiDSETH)

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DEADLINE 2 FULL DAYS BY NOON
LEGAL NOTICES: WEDNESDAY & SATURDAY ONLY

Length of Publication

Minn. Stat. § 331A.08, subs. 1, 2.

When calculating how long to publish a public notice, cities should not count the first day of publication. The day on which the act or event will occur, or the day that completes the full period required for publication, should generally be included. If the last day is a Sunday or legal holiday, however, the next secular day will be considered the last day.