



## MEMO

**Date:** August 28, 2015  
**To:** **Baxter City Council**  
**From:** Aric Welch  
**Cc:** Trevor Walter  
Gordon Heitke  
**Project Name:** Dellwood Drive and Novotny Road Improvements  
**Project No.:** 0102B0274.000  
**Subject:** **Permits and Schedule**

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### Project Schedule

The pre-construction meeting was held on Wednesday August 26<sup>th</sup>. A summary of the Contractor's schedule is as follows:

- Begin work on Independence Road the week of September 7<sup>th</sup>
- Begin work on Inglewood Drive the week of September 14<sup>th</sup>
- Begin dewatering on Dellwood/Novotny later the week of September 14<sup>th</sup>
- Begin underground on Dellwood/Novotny later the week of September 21<sup>st</sup>
- Roadway construction and turf restoration to follow underground

We are awaiting the Contractors bond and insurance submittal. Once received, we will review with the City Attorney and if approved, execute the Agreement and Issue the Notice to Proceed. We anticipate the Notice to Proceed will be issued the week of September 7<sup>th</sup>.

The Contractor plans on working from 7:00 am to 7:00 pm Monday through Thursday and 8 hours on Friday. Work on weekends is not planned but may be necessary depending on progress and weather. Underground construction is not anticipated to be an issue and coordination/scheduling of sub-contractors in October will be the progress controlling portion of the project. Construction will likely last until the end of October.

### Assessment Procedures

The Assessment Hearing has been scheduled for Monday September 14<sup>th</sup> at 6:00 pm. Mailed notices were sent on August 27<sup>th</sup> and the notice was published in the Brainerd Dispatch on August 28<sup>th</sup>.

### Permits and Approvals

The following permits and approvals have been secured:

- MPCA Sanitary Sewer Extension Permit
- MnDOH Plan Review
- Inglewood Drive Wetland Fill Permit

We are still waiting for the wetland fill permit on Dellwood Drive and Novotny Road. We have been in contact with the United States Fish and Wildlife Service regarding the long eared bat issue. The USFWS indicates that the letter should be issued soon. The letter authorization from the Corps should follow shortly thereafter. We anticipate the permit will be issued prior to the start of construction.

## **Easements**

Dellwood Drive and Novotny Road right-of-way: We have been working with Clint Nelson and Steve Mao on turning back right-of-way along TH 371 as part of the easement agreement for the Dellwood Drive right-of-way. During this process, the vacation sketch and description was forwarded to MnDOT for review. MnDOT has indicated the turnback of the right-of-way to the City of Baxter was a mistake and they will not allow the vacation of the right-of-way as proposed. MnDOT has indicated they will issue a Commissioner's Order to take back the right-of-way if necessary. We are currently working with MnDOT to allow a portion of the right-of-way to the adjacent property owners. Two other easements remain to be signed (Wicklund and Tanner). We anticipate these will be signed prior to the start of construction.

Audubon Way Water Extension – Easement documents and agreements have been sent to the property owners.

Inglewood Drive – Waiting for signed documents from Christ Evangelical Lutheran Church.