

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF  
BAXTER, MINNESOTA

HELD: November 18, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Baxter, Minnesota, was duly called and held at the City Hall in said city on the 18<sup>th</sup> day of November, 2025, at 7:00 o'clock P.M.

The following members were present: \_\_\_\_\_  
and the following were absent: \_\_\_\_\_.

Member \_\_\_\_\_ introduced the following resolution, and moved its adoption:

**RESOLUTION NO. 2025-089**

**A RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID  
DELINQUENT UTILITY BILLS, INVOICES, AND ABATEMENT CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council (the "City Council" of the City of Baxter (the "City") has met, heard, and passed upon all objections to the proposed assessments for unpaid charges for municipal invoices, fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Baxter, Minnesota:

1. Such proposed assessment for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the assessments against the lands named herein, along with accrued late fees, interest, and certification charges.
2. Such assessment shall be payable over a period of one year on or before the first Monday in January.
3. The owner of the property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to date of payment, to the City Director of Finance, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. The taxpayer may at any time thereafter, but prior to December 31 of the current year, pay to the City Director of Finance the entire amount of the assessment remaining unpaid, with accrued interest and other charges.

Such payment must be made before December 31, 2025, or the assessment will be certified for collection on the following year's property taxes with interest for the entire year.

4. The Finance Director/Deputy Clerk shall forthwith transmit a certified copy of this assessment roll to the County Auditor to be extended on the property tax lists of the county and such assessments shall be collected and paid over in the same manner as property taxes collected in 2026 with interest at 8.0% per annum and a certification fee of \$25 per unpaid bill assessed.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_, and upon a vote being taken thereon, the following voted in favor thereof:

\_\_\_\_\_

and the following voted against the same: \_\_\_\_\_.

Whereupon said resolution was declared to have been duly passed and adopted.

STATE OF MINNESOTA  
COUNTY OF CROW WING  
CITY OF BAXTER

I, the undersigned, being the duly qualified and acting Clerk of the City of Baxter, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in the office of the City Clerk, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the certification of delinquent utility bills, invoices, and abatement charges for 2025 of said City.

WITNESS my hand this 18<sup>th</sup> day of November, 2025.

\_\_\_\_\_  
Kelly Steele  
Assistant City Administrator/Clerk

EXHIBIT 1 – Delinquent Utility Bills, Invoices, and Abatement Charges *(to be Updated and Distributed at the November 18, 2025 Public Hearing)*