

November 13, 2020

«Name»
«Address_Attention»
«Address_1»
«Address_2»
«City», «State» «Zip»

Dear «Name»:

Re: Delinquent Utility Charges

Our records show that there are unpaid utility charges against your property as follows:

Account #:	«Account»
Service Address:	«Service_Address»
Parcel #:	«PID»
Amount Due:	«Certify»

The amount due must be **received** in the Finance Department at City Hall no later than **5:00 p.m. on Friday, October 30, 2020**. If unpaid after this date, the amount due plus an additional 10% penalty / administrative fee will be certified to your property taxes payable in 2021.

The unpaid charges on the property described will be considered for certification with the above amount to be collected as a property tax on the above-referenced real property pursuant to City Charter, State Statute and City Code. This matter will be considered by the City Council of the City of Northfield at a hearing on November 17, 2020 at 6:00 p.m. or as soon thereafter as the matter may be heard via a virtual meeting held by telephone or other electronic means. Please see attached notice regarding participating in this virtual meeting.

The assessment roll for the above assessment amount is on file with the City Clerk. Written or oral objection signed by the property owner filed with the City Clerk prior to the above hearing date, or presented to the presiding officer at the hearing will be considered by the City Council. You have the right to appear at this hearing before the City Council to be heard.

To stop the above action, you must make a payment to the City of Northfield for the amount stated above. The Finance office is currently closed to the public due to the COVID19 pandemic. Please use our drop box to the left of the front doors on Washington Street or mail your payment along with your letter to assure proper application of payment.

Please return this letter with your payment.

Sincerely,

City of Northfield
Finance Department

*City Hall ♦ 801 Washington Street ♦ Northfield, MN 55057-2598
507.645.3015 ♦ fax 507.645.3028 ♦ e-mail:lori.guggemos@ci.northfield.mn.us*