

November 12, 2025

«Name»
«Address_1»
«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:	\$«TOTAL»

The amount due must be **received** in the Finance Department at City Hall no later than **12:00 p.m. on Friday, October 31, 2025**. If unpaid after this date, the amount due plus an additional 10% penalty / administrative fee will be certified to your property taxes payable in 2026.

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 18, 2025 at 6:00 p.m. or as soon thereafter as the matter may be heard in the Northfield City Council Chambers located at 801 Washington Street, Northfield, MN 55057. If unable to attend in person, see virtual meeting options online at www.northfieldmn.gov under “Upcoming Events & Meetings” and then the date of the meeting.

The assessment roll 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 payment to the City of Northfield for the amount stated above. Please use our drop box to the left of the front doors on Washington Street, mail your payment and letter or pay in person to ensure proper application of payment. City offices are open from 7:30 am to 4:30 pm Monday, Wednesday & Thursday, 7:30 am to 6:00 pm Tuesday and 8:00 am to 12:00 pm Friday.

Please return this letter with your payment.

Sincerely,

City of Northfield
Finance Department

*City Hall ♦ 801 Washington Street ♦ Northfield, MN 55057-2598
phone 507.645.3015 ♦ fax 507.645.3028 ♦ e-mail:amy.langowski@northfieldmn.gov*