



January 4, 2018

Dear Public Official:

The City of Northfield Code of Ethics requires that all public officials file a new public disclosure statement annually in the month of January. Public officials are defined as: the Mayor, City Council members, members of boards and commissions and several groups of City employees.

Enclosed please find a public disclosure form and Northfield City Code Section 2-121 – 2-128. City employees should also reference Section 4.50 of the employee handbook. Please complete the public disclosure form, have it notarized, and return no later than **Wednesday, January 31, 2018**. There are notaries available in most offices at City Hall. The copy of the City Code is yours to keep.

Section 2-128 (a) (1) – (3) describes the information required for the public disclosure. In addition, 2-128 (e) describes the penalties for failing to file the disclosure form.

Please feel free to contact me at 507-645-3001 or via e-mail at deb.little@ci.northfield.mn.us with any questions.

Sincerely,

Deborah Little
City Clerk

Attachments:

- City of Northfield Public Disclosure Form
- Northfield City Code Section 2-121 – 2-128