

# December 2022

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Jan 2023 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 7:00 pm City Council	6 5:30pm Civil Service	7	8	9	10
11	12	13 8:00am Records Commission	14	15	16	17
18	19 6:00 pm Park Rec Committee 7:00 pm City Council	20	21	22	23	24
25	26 City Offices Closed	27 City Offices Closed	28 4:30 Civil Service Commission 6:30 pm Parks and Rec Board 6:30 pm – Finance and Budget Committee  7:30 pm – Safety and Human Resources Committee	29	30	31



# *City of Napoleon, Ohio*

*255 West Riverview Avenue, P.O. Box 151  
Napoleon, OH 43545  
Telephone: (419) 592-4010 Fax: (419) 599-8393  
www.napoleonohio.com*

## *Memorandum*

**To:** Electric Committee, City Council, Mayor,  
City Manager, City Finance Director, Law  
Director, Department Supervisors, News-media

**From:** MARRISA FLOGAUS, Clerk

**Date:** December 9, 2022

**Subject:** Electric Committee Meeting Canceled

The Electric Committee meeting scheduled for Monday, December 12, 2022 at 6:30 pm has been cancelled due to lack of agenda items.



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## *Memorandum*

**To:** Board of Public Affairs, City Council, Mayor, City Manager, City Finance Director, City Law Director, Department Supervisors, News-media  
**From:** Marrison Flogaus, Clerk  
**Date:** December 9, 2022  
**Subject:** Board of Public Affairs Meeting Canceled

The regularly scheduled meeting of the Board of Public Affairs for Monday, December 12, 2022 at 6:30 pm has been CANCELED due to lack of agenda items.



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## Memorandum

**To:** Water, Sewer, Refuse, Recycling & Litter Committee,  
City Council, Mayor, City Manager, City Finance Director,  
Law Director, Department Supervisors, News-media

**From:** Marrisa Flogaus, Clerk

**Date:** December 9, 2022

**Subject:** Water, Sewer, Refuse, Recycling & Litter  
Committee Meeting Canceled

The regularly scheduled meeting of the **Water, Sewer, Refuse, Recycling and Litter Committee** for Monday, December 12, 2022 at 7:00 pm has been CANCELED due to lack of agenda items.



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## Memorandum

**To:** City Council, Mayor, City Manager, City Finance Director, Law Director, Department Supervisors, News-media

**From:** *Marrisa Flogaus, Clerk*

**Date:** December 9, 2022

**Subject:** Municipal Properties, Building, Land Use and Economic Development Committee – Cancellation

The regularly scheduled meeting of the Municipal Properties, Building, Land Use and Economic Development Committee for Monday, December 12, 2022 at 7:30 pm has been CANCELED due to lack of agenda items.



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## Memorandum

**To:** Board of Zoning Appeals, City Council, Mayor, City Manager, City Finance Director, Law Director, Department Supervisors, News-media  
**From:** Marris Flogaus, Clerk  
**Date:** December 9, 2022  
**Subject:** Board of Zoning Appeals – Cancellation

The regularly scheduled meeting of the Board of Zoning Appeals set for Tuesday, December 13, 2022 at 4:30 pm has been CANCELED due to lack of agenda items.



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## Memorandum

**To:** Planning Commission, City Council, Mayor,  
City Manager, City Finance Director, Law  
Director, Department Supervisors, News-media

**From:** Marrisa Flogaus, Clerk

**Date:** December 9, 2022

**Subject:** Planning Commission – Cancellation

The regularly scheduled meeting of the **PLANNING COMMISSION** for Tuesday, December 13, 2022 at 5:00 pm has been  *canceled*  due to lack of agenda items.

*City of Napoleon, Ohio*

## **RECORDS COMMISSION**

**Special Meeting Agenda**

**Tuesday December 13, 2022 at 8:00am**

Location ~ Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) **Approval of Minutes – June 20, 2022** (In the absence of any objections or corrections, the Minutes shall stand approved).
- 2) **Review of Records Retention Schedules**
- 3) **Any other matters to come before the Commission**
- 4) **Adjournment.**

  
Marrison Flogaus ~ Clérk



*City of Napoleon, Ohio*

**RECORDS COMMISSION**  
**MEETING MINUTES**  
Monday, June 20, 2022 at 6:45 pm

**PRESENT**

Committee Members Jason Maassel-Chairman, Joel Mazur, Kevin Garringer, Greg Heath  
Acting Recorder Joel Mazur

**ABSENT**

Committee Member Billy Harmon

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**CALL TO ORDER**

The Records Commission meeting was called to order by Chairman Maassel at 6:45 pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the December 6, 2021 Records Commission meeting were approved as presented.

**REVIEW OF RECORDS RETENTION SCHEDULES**

**Police Department**

Chief Mack requested a modification to the December 7, 2021 Police Department RC2 schedule by adding Social Media Website/Twitter with six months retention.

Motion: Mazur Second: Garringer  
to approve the requested modifications to the Police Department RC2 schedule.

Roll call vote on the above motion:  
Yea-, Mazur, Heath, Garringer, Maassel  
Nay-  
**Yea-4, Nay-0. Motion Approved.**

**Income Tax**

Kevin Garringer, Finance Director, explained with the Income Tax Department going to RITA (Regional Income Tax Agency) the retention schedule for RITA needs to be added to the Income Tax RC2 schedule.

Motion: Mazur Second: Heath  
to approve adding the RITA retention schedule to the Income Tax Department's RC2.

Roll call vote on the above motion:  
Yea-, Mazur, Heath, Garringer, Maassel  
Nay-  
**Yea-4, Nay-0. Motion Approved.**

**Human Resources**

Mazur stated Human Resources is requesting approval for a One-Time Disposal (RC1) of COVID-19 Employee Screening forms from 2020-2021.

Motion: Garringer Second: Heath  
to approve the Human Resources RC1 for disposal of COVID-19 Employee Screening forms from 2020-2021.

