



# City of NAPOLEON, OHIO

255 RIVERVIEW AVENUE - P.O. BOX 151  
NAPOLEON, OHIO 43545-0151  
PHONE (419) 599-1235 • FAX (419) 599-8393

August 18, 1995

Mr. Robert Cordes  
17-706 Rd. Q1  
Napoleon, Ohio 43545

RE: Surety Payment for 1022 Dodd Street - Verification of Records

Dear Mr. Cordes,

The Finance Office of the City of Napoleon, Ohio, has received a requisition from the Building Inspection Office to **Refund** you the balance of a Surety Payment for work performed on 1022 Dodd Street in the amount of **\$152.83**. This amount is the difference in a \$500.00 Surety due for the estimated work and the actual cost of \$347.17 leaving a balance of \$152.83 in an overpayment for services received. (Please See Attached) Our problem is we do not have a record of the \$500.00 being deposited into any of the City Accounts.

We have completed a detailed search of all known Documentation in our files in the Finance Office and to date we have not been able to verify the receipt of the \$500.00 payment. In order for me to authorize this Refund I will need some type of proof that the payment was made. Therefore, I request you review your canceled Checks for the Bank Account this was paid and provide my office a copy. If a canceled Check is not available from your records could you request your Bank to produce a copy from their records. We will assist in this process any way we can.

I apologize for this request but without the documentation I cannot process a Refund. Also, if Payment was not made then you would OWE the City **\$347.17**. My assistant Mr. Ted Rohrs has attempted to contact you several times regarding this matter and has been unable to get in contact with you. Please verify this request with us as soon as possible, I can be reached at (419) 599-1235.

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Thank you for your assistance.

Sincerely,

Gregory J. Heath  
Finance Director

Enclosures

cc: Mark Gerken, City Manager  
Dave Grahn, Law Director  
Brent Damman, Building Inspector

# PURCHASE REQUISITION

CITY OF NAPOLEON, OHIO

255 West Riverview Avenue, Napoleon, Ohio 43545

TAX I.D. NUMBER: 34-6400941

REQUISITION NUMBER : \_\_\_\_\_

DATE : 7-19-95

REQUESTING DEPARTMENT/DIVISION		TYPE OF PURCHASE ORDER REQUESTED	
Department/Division Number and Name: <u>Engineering</u>		<input type="checkbox"/> REGULAR ORDER	<input type="checkbox"/> BLANKET ORDER
Project Number and Name (If Any): <u>1022 Dodd (road repair)</u>		<input type="checkbox"/> BY ORD./RES./MOT.	<input type="checkbox"/> CONFIRMING /EMG. ORDER
		ORD.#/RES.#/MOT.# : _____	EMERGENCY PO# : _____
			ASSIGNED PO# : _____

VENDOR INFORMATION	
VENDOR NAME: <u>Robert Cordes</u>	VENDOR NO.:
ADDRESS LINE 1: <u>17-706 Rd. Q1</u>	
ADDRESS LINE 2: <u>Napoleon, Ohio 43545</u>	
CITY	STATE ZIP CODE

ACCOUNT NUMBER	TOTAL
<u>520 - 6310 - 59000</u>	<u>152 83</u>
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
(Must = Total Below) TOTAL ----->>	<u>152 83</u>

QUOTES	
VENDOR NO. 1	\$
VENDOR NO. 2	\$
VENDOR NO. 3	\$

QUANTITY	UNIT	ITEM DESCRIPTION (Include Catalog and/or Part Number if Available)	UNIT PRICE	TOTAL
1		Road way repairs by		
2		operations department		347 17
3		(Work order # 39220)		
4		Street bond from Bob Cordes		<u>&lt; 500 00 &gt;</u>
5				
6		Balance to be paid		
7		to Bob Cordes		<u>&lt; 152 83 &gt;</u>
8				
9				
10		Sanitary Sewer line		
11				
12				
13				
14				
15				
16				
17				
18				
19				

(Must = Total Above) TOTAL REQUISITION - All Items ----->> 152 83

CAPITAL BUDGETED ITEM: YES  NO

FIXED ASSET/INVENTORY: YES  NO

ADDITIONAL COMMENTS :  
Refund \$152 83

Approved By: (Signatures)

Employee/Supervisor (As Required) \_\_\_\_\_ Date 7-19-95

Department Head \_\_\_\_\_ Date 7/24/95

City Manager or Mayor (As Required) \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF NAPOLEON WORK ORDER

Dept. Street

Nº 39220

Name Bob Cordes

Date Ordered 6-15-95

Address 17-706 Rd Q1

By Burt Damman

LOCATION	Remove			Install		
	No.	Date	Rdg.	No.	Date	Rdg.
Electric						
Water						
Water Hr.						

Request: Repair street from sanitary sewer replacement for 1022 Dodd St

1)	Remove stone in open cut. Backhoe 1 hr min small truck with driver for 1/2 hr min	\$60.00 \$20.00
2)	1.5 cu yd 6 sq concrete labor for one man to pour at \$50/hr	\$110.75 \$20.00
3)	.66 ton of 404 asphalt at \$33.75 per ton	\$22.28
4)	3 gal A.C. 20 at \$1.38 per gal	\$4.14
5)	roller with operator 1 hr, min.	\$60.00
6)	small truck with driver to deliver asphalt 1/2 hr min	\$20.00
7)	1.5 man hours to asphalt and AC at \$50.00	\$75.00
Date Completed <u>6-21-95</u> By <u>Street Dept.</u>		<u>\$347.17</u>