January 11, 1984

Mayor
Robert G Heft

Clerk-Treasurer
Rupert W. Schweinhagen

Members of Council
Darel Austermiller, President
James Jackson
William Young
Lawrence Haase
Darrell Fox
James Zumfelde

City Manager
Richard A Hayward

Law Director
Keith P Muehlfeld

Mr. Rudy Eickhoff
Postmaster
Napoleon Post Office
206 W. Washington
Napoleon, OH 43545

Dear Rudy:

On April 1, 1974 a portion of land on Jahns Road, just before the railroad tracks was annexed to the City. There is one single family residential dwelling in this area. It has come to our attention that this residence is still addressed Rural Route 4, Napoleon. We have been trying to correct all properties within the City that have rural route numbers.

I have contacted Brad Hoover, the resident in the house and the new address will be 622 Jahns Road. If you would change your records, we would appreciate it.

Yours truly,

Richard G. Hayman
Building Commissioner

RGH:dd

cc: Ohio Gas Company
City of Napoleon Utilities
Brad Hoover

UTILITY BILLING SYSTEM - CITY OF NAPOLEON, OHIO
STREET / ADDRESS SETUP GUIDELINES

Rev. 08/25/95

STREET / ADDRESS SETUP RULES

Master Street setup and maintenance is very important to Utility Billing System in maintaining continuity for Service Address and Lookups. The following General Rules apply in entering a Master Street and/or a Address in Account Maintenance:

- Use basic Street or Road Name, exclude reference to Street, Road, Drive, Lane or other such references, except as needed to distinguish a particular road with duplicate name. Also, exclude any punctuation or undue spaces.

EXAMPLES:		
	AVON	PARK CT
	SCOTT	PARK LN
	NORTHCREST	PARK PL
	NORTHCREST CIR	

- Use the following standard Street Reference abbreviations.

Avenue	= AVE	Parkway	= PKWY
Boulevard	= BLVD	Place	= PL
Circle	= CIR	Road	= RD
County Road	= COUNTY RD	Street	= ST
Drive	= DR	St. Highway	= STATE HWY
Expressway	= EXP	State Route	= STATE RT
Lane	= LN	US Highway	= US HWY
P.O. Box	= P O BOX	WAY	= WAY

- Streets listed as North, South, East or West, use the first letter of each placed in front of the Street Name.

EXAMPLES:	
	N SCOTT
	S PERRY
	E MAUMEE
	W MAUMEE

(Street Address Setup - Continued Next Page)