

City of NAPOLEON, OHIO

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September 13, 2002

Attn. Ms. Carolyn Snedeker, Administrator
Northcrest Nursing & Rehabilitation Center
240 Northcrest Dr.
Napoleon, Ohio 43545

Mayor
J. Andrew Small

Members of Council
Michael J. DeWit, President
Terri A. Williams
James Hershberger
Travis B. Sheaffer
John A. Helberg
Steven C. Small
Glenn A. Miller

Re. Skirting, seeding and general cleanup at temporary office trailer.

Dear Carolyn

I have received complaints from the neighbors regarding the condition of the temporary office trailer and the grounds surrounding it. I would request that you perform the following work to alleviate the complaints;

City Manager
Dr. Jon A. Bisher

Finance Director
Gregory J. Heath

Law Director
David M. Grahn

City Engineer
Joseph R. Kleiner, P.E.

1. Install skirting completely around the unit, and
2. Grade and seed the areas around the unit to improve the appearance, and
3. Cleanup the site of all debris and yard waste (tree branches, dirt, etc.).

If you have questions regarding this notice please call, I would be happy to meet with your maintenance supervisor on the matter.

Sincerely


Brent N. Damman
Zoning Administrator