

# NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 8:00am Budget Meetings	4 8:00am Budget Meetings
5	6 7:00pm City Council Meeting	7	8	9	10 Closed Veteran's Day	11
12	13	14 8:15am Privacy Committee	15	16	17	18
19	20 6:00pm Parks and Rec Committee 7:00pm City Council Meeting	21	22	23 Closed Thanksgiving	24	25
26	27 6:30pm Finance and Budget Committee 7:30pm Safety and Human Resource Committee	28 4:30pm Civil Service Commission	29 6:30pm Parks and Rec Board	30		



# *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:** City Council, Mayor, City Manager, City Finance Director, City Law Director, Department Supervisors, News-media  
**From:** Marrisa Flogaus, Clerk of Council  
**Date:** November 10, 2023  
**Subject:** Electric Committee Meeting Canceled

The regularly scheduled meeting of the Electric Committee for Monday, November 13, 2023 at 6:30 pm has been CANCELED 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:** Marrisa Flogaus, Clerk of Council  
**Date:** November 10, 2023  
**Subject:** Board of Public Affairs Meeting Canceled

The regularly scheduled meeting of the Board of Public Affairs for Monday, November 13, 2023 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:** November 10, 2023

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

The regularly scheduled meeting of the **Water, Sewer, Refuse, Recycling and Litter Committee** for Monday, November 13, 2023 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:** November 10, 2023  
**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, November 13, 2023 at 7:30 pm has been CANCELED due to lack of agenda items.

*City of Napoleon, Ohio*

# **PRIVACY COMMITTEE**

## **SPECIAL MEETING AGENDA**

**Tuesday, November 14, 2023 at 8:15 am**

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) **Approval of Minutes - May 9, 2023.** (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) **Review Policies/Procedures for Identity Theft Protection**
- 3) **Report from Staff**
- 4) **Adjournment.**



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Marrisa Flogaus - Clerk

**PRIVACY COMMITTEE MEETING MINUTES**

Tuesday, May 9, 2023 at 8:15 am

**PRESENT**

Committee Members Tony Cotter-Chair, Shannon Fielder, J. Andrew Small  
City Staff Lori Rausch-Utility Billing Supervisor  
Kevin Garringer-Finance Director  
Recorder MARRISA FLOGAUS

**ABSENT**

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**CALL TO ORDER**

Cotter, Chair of the Privacy Committee, called the meeting to order at 8:17am.

**APPROVAL OF MINUTES**

The minutes from the November 8, 2022 meeting were approved as presented.

**REVIEW POLICIES/PROCEDURES FOR IDENTITY THEFT PROTECTION**

Garringer stated I don't believe we have any changes or suggestions to the policies or procedures. Cotter stated I don't believe anything we do up front in regards to collecting data has changed.

**REPORT FROM STAFF**

Rausch stated F&M Bank sent me an alert that a check was cashed that wasn't a City's check. Someone fraudulently made a check in the amount of \$5,857.33. The bank initially cashed it, but then returned the money once I rejected it as fraudulent. Cotter asked how that happened? Garringer replied someone made a check that looks like it's from the City of Napoleon. It had someone's fake signature and they took it some place to cash it. Cotter asked if it looked just like our check? Rausch replied it was very similar. Garringer stated it had the City of Napoleon's name and address. I would say our procedures worked. We have to approve the check when it comes through and then we match those up to what we issued. The check number didn't match anything we had, which alerted us. The City is protected, so now it's a bank issue. Cotter asked if F&M lost out? Garringer replied they can go back to the original casher. I've seen this happen in other places that I've worked. It's not too hard. We issue out checks every week of every month. It's just a matter of knowing how to do it and being bold enough. I don't even know whose signatures on the check. It's not mine or the previous finance directors. I would assume F&M would file a fraudulent police report, but it's not our concern. Cotter stated we have a pretty robust system at the golf course. When we have credit card swipes the system alerts us if the card has insignificant funds. Garringer stated in utilities we get checks that bounce or debit cards that reached their limits. Rausch stated last week we had a lady put in her banking account number in the online system and had the last digit wrong. It pulled money out of another person's account. It wasn't fraudulent. It was just accidental. The protections is there and it's working.

**ADJOURNMENT**

Motion: Small Second: Fielder  
to adjourn the Privacy Committee meeting at 8:25 am.

Roll call vote on the above motion:

Yea- Cotter, Fielder, Small

Nay-

**Yea-3, Nay-0. Motion Passed.**

Approved

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Tony Cotter - Chair



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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:** November 10, 2023  
**Subject:** Board of Zoning Appeals – Cancellation

The regularly scheduled meeting of the Board of Zoning Appeals set for Tuesday, November 14, 2023 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, City Law  
Director, Department Supervisors, News-media

**From:** Marrisa Flogaus, Clerk

**Date:** November 10, 2023

**Subject:** Planning Commission – Cancellation

The regularly scheduled meeting of the **PLANNING COMMISSION** for Tuesday, November 14, 2023 at 5:00 pm has been *cancelled* due to lack of agenda items.