

# December 2024

| Sunday | Monday  | Tuesday   | Wednesday                                      | Thursday                         | Friday                        | Saturday |
|--------|---|---|--|----------------------------------|-------------------------------|----------|
| 1      | 2<br>6:00pm Technology Committee- <b> canceled</b><br>7:00pm City Council                                 | 3   | 4  | 5                                | 6<br>12:00pm AD Hoc Committee | 7        |
| 8      | 9<br>6:30pm BOPA<br>6:30pm Electric Com<br>7:00pm Water/Sewer<br>7:30pm Muni Prop.<br><b>ALL CANCELED</b> | 10<br>8:00am Records Commission<br>4:30pm BZA- <b>CANCELED</b><br>5:00pm Planning Commission- <b>CANCELED</b> | 11   | 12                               | 13                            | 14       |
| 15     | 16<br>6:00pm Parks and Rec Commission<br>6:00 Tree Commission<br>7:00pm City Council                      | 17  | 18   | 19                               | 20                            | 21       |
| 22     | 23<br>6:30pm Finance and Budget<br>7:30pm Safety and Human Resources                                      | 24<br>4:30pm Civil Service  | 25<br><b>Christmas<br/>City Offices Closed</b> | 26<br>6:30pm Parks and Rec Board | 27                            | 28       |
| 29     | 30  | 31  | 1  | 2                                | 3                             | 4        |



# *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:** Board of Public Affairs, City Council, Mayor, City Manager, City Finance Director, City Law Director, Department Supervisors, News-media  
**From:** Mikayla Ramirez, Clerk  
**Date:** December 6, 2024  
**Subject:** Board of Public Affairs-Cancellation

The regularly scheduled meeting of the Board of Public Affairs for Monday, December 9, 2024, at 6:30 pm has been cancelled by the chair.



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## Memorandum

**To:** Electric Committee, City Council, Mayor,  
City Manager, City Finance Director, City Law  
Director, Department Supervisors, News-media  
**From:** Mikayla Ramirez, Clerk  
**Date:** December 6, 2024  
**Subject:** Electric Committee Meeting Canceled

The Electric Committee meeting scheduled for Monday,  
December 9, 2024, at 6:30 pm has been **canceled** by the chair.



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## Memorandum

**To:** Water, Sewer, Refuse, Recycling & Litter  
Committee, City Council, Mayor, City Manager, City Finance  
Director, City Law Director, Department Supervisors, News-  
media  
**From:** Mikayla Ramirez, Clerk  
**Date:** December 6, 2024  
**Subject:** Board of Public Affairs Meeting Canceled

The regularly scheduled meeting of the Water, Sewer, Refuse,  
Recycling & Litter Committee for Monday, December 9, at 7:00 pm has been  **canceled**  by the  
chair.



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## Memorandum

**To:** City Council, Mayor, City Manager, City Finance Director, Law Director, Department Supervisors, News-media  
**From:** Mikayla Ramirez, Clerk  
**Date:** December 6, 2024  
**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 9, 2024, at 7:30 pm has been **cancelled** due to lack of agenda items.

*City of Napoleon, Ohio*

## **RECORDS COMMISSION**

Meeting Agenda

Tuesday December 10, 2024, at 8:00 am

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

- 1) Approval of Minutes – June 18, 2024 (In the absence of any objections or corrections, the Minutes shall stand approved).
- 2) Review of Records Retention Forms
  - a) RC-2 Engineering Department
  - b) RC-3 Law Department
- 3) Discussion/Action: Police Department Record Request Charging Procedure
- 4) Any other matters to come before the Commission.
- 5) Adjournment.



Mikayla Ramirez, Clerk





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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:** Mikayla Ramirez, Clerk  
**Date:** December 6, 2024  
**Subject:** Board of Zoning Appeals – Cancellation

The regularly scheduled meeting of the Board of Zoning Appeals for Tuesday, December 10, 2024, at 4:30 pm has been **cancelled** 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:** Mikayla Ramirez, Clerk

**Date:** December 6, 2024

**Subject:** Planning Commission-Cancellation

The regularly scheduled meeting of the Planning Commission for Tuesday, December 10, 2024, at 5:00 pm has been **cancelled** by the chair.