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# *Memorandum*

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**To:** Mayor & Members of Council  
**From:** Monica Irelan, City Manager  
**Subject:** General Information  
**Date:** November 27, 2015

## **CALENDAR**

### **MEETING AGENDA**

⇒ *Parks & Rec Board*; Wednesday, December 2<sup>nd</sup> @ 6:30 pm

### **INFORMATIONAL ITEMS**

- 1) Ohio Municipal League Bulletin/November 20, 2015

MI:rd  
Records Retention  
CM-11 - 2 Years

City of Napoleon, Ohio

## **Parks & Recreation Board**

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio

### **Special Meeting Agenda**

Wednesday, December 2, 2015 at 6:30pm

- I. Call to Order
- II. Approval of Minutes
- III. Discussion/Action: Parks & Recreation Service Award
- IV. Discussion on 2016 Budget Requests
- V. Miscellaneous
- VI. Any other matters currently assigned to the Board
- VII. Adjournment

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Gregory J. Heath, Finance Director/Clerk of Council