



# Memo from City Clerk

**To:** City Council Members , Mayor Parry, Dept. Heads , and Media

**From:** Gale A. Neulieb

**Date:** January 28, 2022

**Subject:** City Council Workshop

A Council Workshop has been called by Council President Nelson Deutch for Wednesday, February 23, 2022 at 5:30 P.M., via “Zoom” and Streaming Live on “My Michigan City” Facebook page.

• The purpose of the meeting is to review and discuss procedures that need to be followed by all City Boards and Commissions

**Workshop Agenda:**

**Payroll and Accounts Payable Procedures  
Robert Rules of Order**

**ATTENTION DEPARTMENT HEADS: PLEASE HAVE A MEMBER OF EACH OF YOUR DEPARTMENT’S BOARDS/COMMISSION ATTEND THIS WORKSHOP FOR CLARIFICATION ON PROCEDURES TO FOLLOW FOR BOARDS AND COMMISSIONS**

You are invited to a Zoom webinar.

When: Feb 23, 2022 05:30 PM Central Time (US and Canada)

Topic: Council Workshop Boards and Commissions

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87634948507?pwd=V0UrTIVYeHExV2R4MjdTSkhqaUNHUT09>

Passcode: 146406

Or One tap mobile :

US: +16465588656,,87634948507#,,,,\*146406# or +13017158592,,87634948507#,,,,\*146406#

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US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

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