



# CITY COUNCIL

CITY OF LATHRUP VILLAGE  
27400 Southfield Road, Lathrup Village, Michigan 48076

## SPECIAL MEETING AGENDA

**MONDAY, DECEMBER 2, 2019**

Conference Room – Second Floor

6:00 p.m. Study Session

6:30 p.m. Special Meeting

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### AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
  - A. Adoption of minutes – November 18, 2019 (re: Jagged Fork Liquor License)
  - B. Discussion – Code of Ethics
  - C. Discussion – Conflict of Interest Form
  - D. Discussion – 2020 Council Meeting Dates
3. **Mayor and Council Comments**
4. **Public Comments**
5. **Adjourn**

**CITY OF LATHRUP VILLAGE**  
**ETHICS AND CODE OF CONDUCT**

17.01 Ethics and Code of Conduct

Each employee, official, or volunteer is required to conduct him/herself efficiently and in a professional manner at all times. No employee, official or volunteer of the City shall:

1. Use their public office or employment for private gain;
2. Give preferential treatment to any organization or person except as expressly permitted by law, ordinance, resolution or policy;
3. Impede government efficiency or economy for personal gain or profit;
4. Engage in private or other public employment or render services for private or other public interests when such employment or service is incompatible with the proper discharge of his/her duties of the City;
5. Expend public funds unlawfully or without proper authorization;
6. Verbally, physically or psychologically abuse any citizen, elected official, supplier, vendor, guest or co-worker;
7. Be insubordinate, or refuse to carry out work assignments or day-to-day instructions pertaining to the job which are properly issued by the employee's immediate Supervisor;
8. Be excessively absent or tardy;
9. Work or report for work under the influence of alcohol or unlawful drugs, and/or possess alcohol or unlawful drugs on the premises of the City;
10. Falsify or misuse City forms, records or reports, including time sheets and employment applications;
11. Steal, misappropriate, remove, abuse, destruct, or misuse property belonging to the City or another employee. The City reserves the right to inspect all City offices, desks, files, vehicles and packages;
12. Fail to return from an authorized leave of absence or vacation at the designated time;
13. Discriminate against or harass others;
14. Possess weapons, firearms or explosives on City property (except for law enforcement officers);
15. Disclose or misuse confidential information;
16. Fail to maintain proper grooming, dress cleanliness and hygiene.
17. Misrepresent time worked;
18. Gamble on City property;
19. Engage in fraud, embezzlement, misrepresentation or any other act of dishonesty;
20. Engage in any conduct which reflects adversely on the City



To: Mayor Mykale Garrett and City Council Members

From: Dr. Sheryl Mitchell, City Administrator

Date: December 16, 2020

Re: 2020 City Council Meeting Dates

The following are recommended dates for the Study sessions and City Council meetings for 2020:

**Study Session– 6:00 p.m.**

**City Council Meetings – 7:00 p.m.**

**January 6, 2020\***

**January 27, 2020\*\***

**February 3, 2020**

**February 24, 2020\*\*\***

**March 2, 2020**

**March 16, 2020**

**April 6, 2020**

**April 20, 2020**

**May 4, 2020**

**May 18, 2020**

**June 1, 2020**

**June 15, 2020**

**July 13, 2020\*\*\*\***

**July 27, 2020**

**August 3, 2020**

**August 17, 2020**

**September 14, 2020\*\*\*\*\***

**September 28, 2020**

**October 5, 2020**

**October 19, 2020**

**November 9, 2020**

**November 23, 2020**

**December 7, 2020**

**December 21, 2020**

\*New Year's Day observed ----- January 1, 2020

\*\*Martin Luther King Day ----- January 20, 2020

\*\*\*President's Day----- February 17, 2020

\*\*\*\*Independence Day----- July 4, 2020

\*\*\*\*\*Labor Day----- September 7, 2020



**TO: Mayor MyKale Garrett and City Council Members**

**FROM: Dr. Sheryl Mitchell, City Administrator**

**DATE: December 16, 2020**

**RE: MOTION TO APPROVE CITY COUNCIL MEETINGS DATES FOR 2020**

**The proposed meeting schedule continues the practice of meeting on the first and third Monday of each Month with the exception of 5 holidays:**

**January – New Year’s Day** (January 1, 2020)

**January – Dr. Martin Luther King, Jr. Day** (January 20, 2020)

**February – President’s Day** (February 17, 2020)

**July – Independence Day** (July 3, 2020)

**September – Labor Day** (September 7, 2020)

**I have attached a memo from Yvette Talley, City Clerk with the proposed dates.**

**Suggested Motion:**

**To Adopt the 2020 City Council Meeting Schedule.**

**Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_.**