

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

June 10, 2025, 5:30 P.M.

Reo Elections Office

1221 Reo Rd Lansing

AGENDA

CALL TO ORDER

ROLL CALL

- | | |
|--|---|
| <input type="checkbox"/> Jim DeLine, Chairperson | <input type="checkbox"/> Keith Kris, Vice Chairperson |
| <input type="checkbox"/> Janielle Houston | <input type="checkbox"/> R Cole Bouck |
| <input type="checkbox"/> Jim Cavanagh | <input type="checkbox"/> John Folkers |
| <input type="checkbox"/> Rachelle Franklin | <input type="checkbox"/> Charles Filice |

A Quorum is: Present Not Present

Others Present:

PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)

APPROVAL OF AGENDA As Submitted With Changes Noted

SECRETARY'S REPORT Approval of Minutes: May 13, 2025

NEW BUISNESS

Statement of Financial Interests

Ronald	Embry	HRCS Advisory Board	Board Member
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CITY ATTORNEY'S REPORT

CHAIR'S REPORT:

TABLED ITEMS:

UNFINISHED BUSINESS:

[Ethics Manual Review](#)

Public/Employee Awareness of the Board of Ethics

ADJOURNMENT

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

**MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
May 13, 2025, 5:30 PM**

Reo Elections Office
1221 Reo Rd Lansing

The meeting was called to order at 5:31 p.m.

MEMBERS PRESENT:

Jim DeLine, Chairperson
Keith Kris, Vice-Chairperson – (arrived at 5:45pm)
Jim Cavanagh
John Folkers
Charles Filice – (arrived at 5:37pm)
R Cole Bouck
Janielle Houston

ABSENT: Rachelle Franklin

A QUORUM WAS PRESENT

OTHERS PRESENT:

Brian P Jackson, City Clerk's Office
Joe Abood, City Attorney's Office

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF AGENDA:

Moved by Janielle Houston to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Jim Cavanagh to approve the Minutes of April 8, 2025.
MOTION CARRIED

NEW BUSINESS:

Statements of Financial Interests with no items disclosed.

Scott	Bean	Mayor's Office	Communications Director
Sheryl	Boak	City Council	Office Manager
Jake	Brower	Mayor's Office	Chief Strategy Officer
Kimberly	Coleman	HRCS Department	Director
Elisha	Franco	Board of Water & Light	BWL Auditor
Michael	Hopson	HRCS Department	Culture/Accountability Officer
Frank	Lee	HRCS Advisory Board	Board Member
Glenn	Lopez	HRCS Advisory Board	Board Member
Delvata	Moses	HRCS Department	Deputy Director
Elizabeth	O'Leary	HR Department	Director
Dennis	Parker	HR Department	Chief Labor Negotiator
Renee	Richmond	City Council	Committee Admin. Asst.
Lucianna	Solis	Mayor's Office	Community Relations Liaison
Daniel	Spencer	HRCS Department	Contract Manager
Rawley	VanFossen	Economic Development & Planning	Director
Gregory	Venker	Law Department	City Attorney
Daphine	Whitfield	HRCS Department	Contract Manager
Versey	Williams	HRCS Advisory Board	Board Member
Thomas	Woods	HRCS Advisory Board	Board Member

Moved by R Cole Bouck to place all of the Statement of Financial Interests with no items disclosed listed above on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Amy Crank, HRCS Department Contract Manager

Moved by R. Cole Bouck to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Jeffery Brown, City Council Member

Moved by Jim Cavanagh to place the Statement of Financial Interests on

file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Paul Dripchak, HRCS Advisory Board Member
Moved by Jim Cavanagh to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Jeremy Garza, City Council Member
Moved by Janielle Houston to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Sean Gehle, HRCS Advisory Board Member
Moved by Keith Kris to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Kimberly Gillespie, HRCS Department Contract Manager
Moved by Keith Kris to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance at this time. The Board's written response will include a reminder of their ongoing duty to submit a new Statement of Financial Interest if any new and relevant information arises.

MOTION CARRIED

Statement of Financial Interests Melissa Horste, Advisory Board Member
Moved by R. Cole Bouck to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Adam Hussain, City Council Member
Moved by Janielle Houston to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Brian T. Jackson, City Council Member
Moved by Janielle Houston to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to

further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Ryan Kost, City Council Member

Moved by R. Cole Bouck to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Christopher Mumby, Mayor's Office Chief of Staff/Deputy Mayor

Moved by Janielle Houston to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Trini Pehlivanoglu, City Council Member

Moved by Keith Kris to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Peter Spadafore, City Council Member

Moved by Jim Cavanagh to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Chris Swope, City Clerk

Moved by Keith Kris to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Crystal Thomas, Finance Department Director/Treasurer

Moved by Cole Bouck to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Affidavit of Disclosure Erin Buitendorp, Economic Development and Planning

Moved by Jim Cavanagh to place the Affidavit of Disclosure on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Affidavit of Disclosure Aiden Godby, Police Department

Moved by Cole Bouck to place the Affidavit of Disclosure on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

CITY ATTORNEY'S REPORT: None.

CHAIR'S REPORT: Chairperson DeLine requested "Public/Employee Awareness of the Board of Ethics" to be added to the June 10, 2025 agenda.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

Rules of Procedure Review

Moved by Janielle Houston to accept the Rules of Procedure with approved amendments.

MOTION CARRIED

Deputy Clerk Jackson shared that the City Clerk's Office will send the approved Rules to the Office of the City Attorney for review for approval to form per the City Charter.

If approved, then the Rules shall be submitted to City Council. If they are not approved, the Rules shall be sent back to the Ethics Board for further consideration.

Ethics Manual Review

The Mayor's Office provided an updated cover letter to the Ethics Manual as requested.

Chairperson DeLine requested that the Ethics Manual Review remain on the June 10, 2025 Agenda for further discussion.

ADJOURNED 6:43 p.m.

MAY30'25 ZPNCLERK

CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

This statement must be completed by you and filed with the Lansing City Clerk no later than **May 1 of each year.**

Each and every part of this form must be completed. If you have no information to report, you must note that in that part of the form. If you feel a part is not applicable, you must state your reasoning. Forms with missing or incomplete information will be returned for completion.

The full text of the Financial Interests section 290.08 of the Ethics Ordinance and the Conflict-of-Interest section 5-505 of the City Charter are attached to this disclosure to assist in the full completion of this form. For additional guidance, please contact the Office of the City Attorney.

Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual Ronald T. Embry

Position with the City HRCS Board Member Name of Supervisor Kim Coleman

Principal Address of Reporting Individual 5730 Barren Drive, Lansing, MI 48911

Contact Numbers: 517.505.2992 Email: _____

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information, and belief.

Ronald T. Embry
Signature

5/29/25
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF INGHAM)

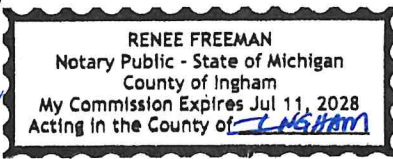
The foregoing instrument was acknowledged before me this 29th day of May,
2025 (year), by Ronald J. Embry
(Name of Reporting Individual)

Renee Freeman (Notary Signature)
RENEE FREEMAN (Print Name) Notary

Public, INGHAM County

Acting in INGHAM County,

My Commission Expires: 7-11-2028



Report Terms

For purpose of your disclosures in this form, the following words have the defined meaning:

1. "Benefit" includes the receipt, directly or indirectly, of any payment, gift, grant, pass through to another, forbearance, service, good, real property, personal property, or any other right, title or interest of value.
2. "Organization," includes for profit and nonprofit corporation, partnership, association, club, limited liability company, any group acting as a unit, or any other legal entity.
3. "Past" means the preceding calendar year (past 12 months) from the time this disclosure is filed.
4. "Present" means at the time this disclosure is filed.
5. "City" means City of Lansing
6. "Immediate Family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

Part I

List each and every organization (other than the City) in which you are an employee, officer, director, associate, partner, or proprietor, or served in any advisory capacity and from which any income in excess of \$2500 was derived during the preceding calendar year (past 12 months).

Organization's Name	Address	Type of Organization	Your Function/Title	Past 12 Months or Present
N/A				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

YES NO

If yes, then please review Part IX for additional details on documentation required for submission.

Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of \$5,000 or more in the past (12 months). Do not include any gain from the sale of your principal place of residence.

Asset	Description
NA	

Part III

List each and every past (12 months) and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past 12 Months or Present
NA	

Part IV

List each and every person, or organization from which you received in the past (12 months), or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of \$500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name	Address of Principle Residence	Nature of Gift	Value of Gift	Past 12 Months or Present
NA				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

YES

NO

If yes, please provide additional information on the nature of the Financial Interest.

Part V

List each and every name of and instrument of ownership in any organization conducting business within the city of Lansing in which you, or a member of your Immediate Family had or have a financial interest in the past (12 months) or present. Ownership interests in publicly held corporations need not be disclosed.

Name	Address	Instrument of Ownership	Past 12 Months or Present
NA			

Part VI

Identify each and every parcel of real property, past (12 months) or present, and describe your right, title or interest, or your financial interest in the parcel if the city of Lansing may also possess a real property interest or maintain public utility improvements in the parcel. Include all forms of your direct ownership or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate. Do not include your principal place of residence. Include real property both within and outside the city of Lansing.

Address or Description of Real Estate	Nature of Right or Interest	Past 12 Months or Present
NA		

Part VII

List each and every person or organization that has applied to the City for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property, past (12 months) or present, if you, or a member of your Immediate Family has a financial interest in such a person or organization. Include the nature of the City action requested.

Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past 12 Months or Present
NA			

Part VIII

List each and every person or organization doing independent contracting business with the City in which you, or a member of your immediate family, had (within the past 12 months) or currently have a financial interest or personal interest. Include the title and description of any position held by you, or the member of your Immediate Family, in the organization.

Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past 12 Months or Present
NA			

If yes, please provide additional information on the nature of the Financial Interest.

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past (12 months) or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

- A written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your Immediate Family or the organization and describe all the beneficiaries thereof.
- Provide separate written statements for each contract agreement, arrangement and program and include a full and complete statement of the program, performance, beneficiaries, compensation, duties and obligations therein.

Please note that this disclosure is intended to include contracts, agreements, and arrangements that are formal or informal, written or oral, and direct or indirect.