

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

Oct 14, 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"/> Jim Cavanagh |
| <input type="checkbox"/> Rachelle Franklin, Vice Chairperson | <input type="checkbox"/> Charles Filice |
| <input type="checkbox"/> Luna Brown | <input type="checkbox"/> Janielle Houston |
| <input type="checkbox"/> R Cole Bouck | <input type="checkbox"/> Keith Kris |

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:

New Ethics Board Rules of Procedure are in your packet and are effective as of August 26, 2025

Request Changes to 2025 Meeting Schedule to change the date of the November Meeting and location of November and December Meetings to Lansing Elections Office

Ethics Board Meeting Schedule 2026

NEW BUSINESS

CITY ATTORNEY'S REPORT

CHAIR'S REPORT

TABLED ITEMS

UNFINISHED BUSINESS

Ethics Manual Update

Research on monetary gifts within similar populations like Lansing.

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.

**DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
August 12, 2025, 5:30 PM**

Meeting Room
Reo Elections Office
1221 Reo Rd Lansing

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

MEMBERS PRESENT:

Jim DeLine
Keith Kris
R Cole Bouck
Luna Brown
Jim Cavanagh
Charles Filice
Rachelle Franklin

ABSENT: - Janielle Houston, Excused

A QUORUM WAS PRESENT

OTHERS PRESENT:

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

ELECTION OF CHAIRPERSON AND CO-CHAIRPERSON

Moved by Keith Kris to nominate Jim DeLine as Chairperson of the Ethics Board until June 30, 2026

Motion Carried

Moved by Jim DeLine to nominate Rachelle Franklin as Vice Chairperson of the Ethics Board until June 30, 2026

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF AGENDA:

Moved by Keith Kris to approve the agenda with the changes noted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Jim Cavanagh to approve the Minutes of June 10, 2025 as submitted.

MOTION CARRIED

NEW BUSINESS:

None.

CITY ATTORNEY'S REPORT:

Joe Abood presented the revised version of the Rules of Procedure Review.

Moved by Cole Bouck to amend 8.1 to state "affirmative vote of a majority of the voting members serving."

Motion Carried.

Moved by Keith Kris to approve the Rules of Procedure as presented by the Office of the City Attorney.

Motion Carried

CHAIR'S REPORT:

None.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

Ethic's Manual Update

Research on monetary gifts within similar populations like Lansing.

ADJOURNED 6:40PM



Chris Swope
Lansing City Clerk

**CITY OF LANSING
BOARD OF ETHICS
2025 MEETING SCHEDULE
DRAFT
REVISED**

Second Tuesday of the Month at 5:30 p.m. unless otherwise notified.

January 14, 2025

February 11, 2025

March 11, 2025

April 8, 2025

May 13, 2025

June 10, 2025

July 8, 2025

August 12, 2025

September 9, 2025

October 14, 2025

~~November 11, 2025~~–Nov. 12, 2025

December 9, 2025

The Board of Ethics will meet at the ~~Ree~~ Lansing Elections Office, 701 West Jolly Rd. Lansing 48910 at 5:30 p.m. for November and December unless otherwise notified

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 517-377-0068 FAX
www.lansingmi.gov/clerk city.clerk@lansingmi.gov

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DRAFT



Chris Swope
Lansing City Clerk

**CITY OF LANSING
BOARD OF ETHICS
2026 MEETING SCHEDULE**

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December 8, 2026

The Board of Ethics will meet at the **Lansing Elections Office, 701 West Jolly Rd.** at 5:30 p.m. unless otherwise notified

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CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

OCT 6'25 3PMCLERK

TO: CITY CLERK

DATE: 10/01/2025

I, Shawn McNamara make the following disclosure under oath:
Name (please print)

PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS

Yes No

1. I am an elected or appointed officer or employee of the City of Lansing holding the position of Captain in the Police Department.

I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ Department

I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named _____ holding the position of _____ in the _____ Department.

2. I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from any City action detailed below. (Charter 5-505.1)

I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2) [Chapter 290.04(I) of the Code of Ordinances]

I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(I) of the Code of Ordinances]

I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter.

3. My City of Lansing position is:
 Full-time Part-time (less than 25 hours/wk) Unpaid

4. Name of the activity/business in question: Revovia Customs

5. Do you have ownership or interest in the activity/business? Yes No

Updated Feb 2022

6. Does this activity/business conduct business with the City of Lansing? Yes ~~_____~~ No ✓
If yes, please explain There is a possibility the company could earn the business of residents within the city.

7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes _____ No ✓
If yes, please explain: _____

8. Who are the clients/customers of the activity/business?
This is a service business that can potentially serve anyone who contacts the business

9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes _____ No ✓
If yes, please explain: _____

10. Does the activity/business use any advertisements or circulars that reference your employment with the City of Lansing? Yes _____ No ✓
If yes, please attach copies.

11. Explain what you will be doing in the activity/business:
Home revovations and new construction projects with a focus on custom cabinetry.

12. Explain why you believe a conflict may/may not exist with this activity/business:
A conflict does not exist

13. Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? Yes _____ No ✓
If so, please describe:

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief. The foregoing Affidavit of Disclosure was executed on this 1 day of October, 2025.

[Signature]

Signature of Filer



Cheirice A Fleming
NOTARY PUBLIC - STATE OF MICHIGAN
County of Ingham
My Commission Expires 12/30/2025
Acting in the County of Ingham

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 1 day of October,
2025 (year), by [Signature] (Notary Signature)

Cheirice Fleming (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 12/30/25

ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? _____;
Domestic limited liability company. As a member I own 50 _____ %

- Are you self-employed? yes _____

- Who is your employer, if applicable? _____

- What are the things you actually do in the business? _____
Home renovations and new construction projects with a focus on custom cabinetry.

- Who are your clients and who receives your goods or services? _____
Any person or business that contacts the company could become a customer to
whom goods and services are provided.

- How and where are your services performed? _____
Throughout the state of Michigan.

- How often do you do outside work?
n/a _____

Does your business or employer contract with the City? No _____

- In performing your business or outside employment, do you use any City facilities or equipment?

No If so, describe: _____

- Is any of your business or employment conducted in the City? _____ If so, describe:

There is a possibility the company could earn the business of residents within the city.

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? No _____

- Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? If so, please describe: _____

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.



Lansing Police Department

Supplemental Off-Duty Employment Request Form

Renewal
 Reg. Off-Duty Employment
Date: _____

Employee Requesting Approval: Shawn McNamara Badge No: 305
Current Duty Assignment: Patrol captain
Hours: M-F 8am-4pm Division: Patrol

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Revovia Customs
Type of Business: Construction-Homes services
Business Address: 121 W. Main St DeWitt, MI 48820
Owner or Manager's Name: Self Telephone No: 517-202-5910
Location of Employment: project site is customer specific
Description of Work Duties: Owner. Business management/sales/installation
Work Schedule: Varies
Number of Hours Per Week: dependent upon project Duration of Employment: Perpetual

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? Yes No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.


I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.



Employee Signature

Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.

Captains Recommendation Date: N/A Initials: _____ Approved Disapproved

Captain's Comments: N/A


Robert Backus, Chief of Police Date: 10/2/25 Approved Disapproved

Copy of form sent to employee on 10/2/25