

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

Sept 9, 2025, 5:30 P.M.

Lansing Elections Office (LEO)

701 W Jolly 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: October 15, 2025

NEW BUSINESS

Derek Selden Affidavit of Disclosure Lansing Police Department

Luke Bingaman Statement of Financial Interests City Council Legislative Analyst

CITY ATTORNEY'S REPORT

CHAIR'S REPORT

TABLED ITEMS

UNFINISHED BUSINESS

Ethics Manual Update – Proposed Edits

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
October 15, 2025, 5:30 PM**

Meeting Room
Reo Elections Office
1221 Reo Rd Lansing

The meeting was called to order at 5:30 p.m.

MEMBERS PRESENT:

Jim DeLine
R Cole Bouck
Luna Brown
Janielle Houston
Jim Cavanagh

ABSENT: Charles Filice, Excused
Rachelle Franklin, Excused
Keith Kris, Excused

A QUORUM WAS PRESENT

OTHERS PRESENT:

Robin Stites, City Clerk's Office
Patrick Abood, City Attorney's Office
Maria Koutsoukos, Member of the Public

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF AGENDA:

Moved by Jim Cavanagh to approve the agenda.

MOTION CARRIED

Moved by Jim Cavanagh to amend the agenda to add under New Business the review of Shawn McNamara 's, Lansing Police Department, Affidavit of Disclosure.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Cole Bouck to approve the Minutes of August 12, 2025, as submitted.

MOTION CARRIED

NEW BUSINESS:

Moved by Jim Cavanagh to change the Board of Ethics meeting scheduled for Tuesday, November 11, 2025, at 5:30 p.m. to Wednesday, November 12, 2025, at 5:30 p.m.

MOTION CARRIED

Moved by Janielle Houston to move the Board of Ethics meeting scheduled for Tuesday, November 12, 2025, and Tuesday, December 9, 2025, to the Lansing Elections Office located at 701 W. Jolly Rd.

MOTION CARRIED

Moved by Cole Bouck to adopt the 2026 Board of Ethics meeting schedule as published.

MOTION CARRIED

Affidavit of Disclosure, Shawn McNamara, Lansing Police Department

Moved by Cole Bouck to place Shawn McNamara's Affidavit of Disclosure on file, having found no violation of the Ethics Ordinance at this time.

MOTION CARRIED

CITY ATTORNEY'S REPORT:

Patrick Abood introduced himself and stated he would now be staffing the Board of Ethics.

CHAIR'S REPORT:

None.

TABLED ITEMS:

None.

UNFINISHED BUSINESS:

Ethic's Manual Update

Cole Bouck shared his proposed edits to Ethics Manual that would be reviewed at the next meeting.

After brief discussion, there was no recommendation made to change the Lansing City policy on monetary gifts.

ADJOURNED: 5:57 p.m.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 10/07/2025

I, Derek R. Selden 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 Police officer 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(l) 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(l) 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: Supplemental employment w/ Ingham County Central Dist

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

Updated Feb 2022

6. Does this activity/business conduct business with the City of Lansing? Yes No
If yes, please explain This entity Dispatches / works directly with City of Lansing Police & Fire

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

8. Who are the clients/customers of the activity/business?
N/A - Serves Ingham County

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

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:
Assisting the Dispatch Center with Supplemental Employment to facilitate training & staffing growth

12. Explain why you believe a conflict may/may not exist with this activity/business:
No conflict exists as I will be working with the same people I have daily work-based interactions with, for the purpose of improving the state of emergency response in Lansing and Ingham County, both

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:
N/A

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.

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? 0%;
The form of employment with Ingham County at Central Dispatch. I have no, 0%, ownership.
- Are you self-employed? No
- Who is your employer, if applicable? Ingham County Central Dispatch

- What are the things you actually do in the business? _____
Emergency Call taking / 911 operations & dispatch
Part time

- Who are your clients and who receives your goods or services? _____
N/A - citizens of Ingham County

- How and where are your services performed? At the Ingham County
Central located at 710 E Jolly Rd, Lansing.

- How often do you do outside work?
Approximately once a week for a to be determined
time period.

Does your business or employer contract with the City? _____

The center works directly with LFD/LPD.

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

No If so, describe: N/A

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

The location of employment is within the city
as described above.

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? N/A

- 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: N/A

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: 10/07/2025

Employee Requesting Approval: Derek R. Selden Badge No: 096
Current Duty Assignment: Patrol, Platoon 2
Hours: 1500-0100 Division: Patrol

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Ingham County Central Dispatch
Type of Business: 9-1-1 Dispatch
Business Address: 512 710 e. Jolly Rd, Lansing
Owner or Manager's Name: Darwin Southworth Telephone No: 517-243-1672
Location of Employment: 710 e Jolly Rd, Lansing
Description of Work Duties: 9-1-1 Police, Fire, EMS call taking & Dispatch
Work Schedule: Part-time ~ 1 day a week
Number of Hours Per Week: 12 Duration of Employment: 6-12 month

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.

[Signature]
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: 10/14/25 Initials: SDM Approved Disapproved

Captain's Comments: _____

[Signature] Date 10/14/25 Approved Disapproved
Robert Backus, Chief of Police

Copy of form sent to employee on 10/14/25

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 Luke Bingaman

Position with the City City Council Legislative Analyst Name of Supervisor Sherrie Boak

Principal Address of Reporting Individual 615 Forest St, East Lansing, MI, 48823

Contact Numbers: 269.921.4493 Email: lukembingaman@gmail.com

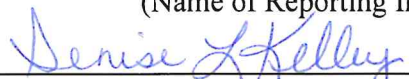
I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information, and belief.


Signature

11.12.2025
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF clnsham)

The foregoing instrument was acknowledged before me this 12 day of November,
2025 (year), by Luke Bingaman
(Name of Reporting Individual)

 (Notary Signature)

Denise L Kelley (Print Name) Notary

Public, clnsham County,

Acting in clnsham County,

My Commission Expires: Sept. 30, 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
Michigan Legislative Consultants	110 W. Michigan Ave Lansing, MI, 48933	Multi-Client Lobby Firm	Policy Intern	Past 12 Months

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
None	

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
None	

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
None				

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
None			

Pg 6

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
None		

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
None			

Pg 7

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
None			

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.



[EXTERNAL] Ethics Manual - Proposed Edits

From R Cole Bouck <rcbouck@gmail.com>

Date Mon 8/18/2025 3:56 PM

To Jackson, Brian <Brian.Jackson@lansingmi.gov>

 1 attachment (16 KB)

City of Lansing - Ethics Manual - TOC - Proposed Edits.docx;

Hi Brian.

I am glad we postponed this topic as I had some suggestions to make that would have been confusing as a discussion - likely frustrating and time consuming. I am hoping that by forwarding them to you this way, others can be informed about them for consideration at the next meeting.

I am recommending changes to, and have some questions about, the Ethics Manual as follows:

- Consider whether the front cover needs to be adjusted regarding its reference to being 'prepared' by the City of Lansing Personnel Department. Are they doing this or are we doing this?
- Move the Table of Contents (TOC) page to be the very first page following the cover. This is a common placement.
- Make some adjustments to the content of the TOC. **Please see the attachment.**
- PENDING: The Board is still determining what change to recommend, if any, regarding the current \$50 gift clause (currently page 4-5).
- 290.11, Education (current page 26) - I have questions about this.
 -
 - Who are the referenced 'persons' intended to be here?
 - Is the reference to, "The Board of Ethics shall develop a plan..." still referring to a 'Board' responsibility?
 - Based upon our earlier lengthy discussions and research regarding City ethics 'training', I was thinking that we learned from Personnel/HR that this (ethics training and education) was their responsibility. What am I missing?
 - For whomever is responsible, how are we/they actually meeting this requirement?
- City Charter Ethics Provisions: Chapter 5. Board of Ethics (currently page 10) - Consider placing a line which reads 'Adopted by _____ on _____' underneath this section header title, just as was done for the City of Lansing Ethics Ordinance No. 953 (currently page 14).
- Have the entire document freshened up - re-typed and perhaps repaginated, so it has the professional look that comes from a consistent and uniform font style and size, spacing, etc. As it is, it looks kinda messy and haggard - but it is almost 30 years old. 😊

Let me know if you have any questions.

Thank you, Brian.

Cole