

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

Feb. 10, 2026, 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: Jan. 13, 2026

NEW BUSINESS

William Tervo	Affidavit of Disclosure	Police Department
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CITY ATTORNEY'S REPORT

Pursuant to MCL 15.268(h) of the Open Meetings Act, I hereby move that the Board recess into closed session to consult with the City Attorney to consider material exempt from discussion or disclosure by state statute. Specifically, to discuss written legal opinions from the City Attorney provided under attorney-client privilege and attorney work-product, and which is also exempt from disclosure under the Freedom of Information Act pursuant to MCL 15.243(1) (g).

For this session, the topic is Complaint 2026-001

CHAIR'S REPORT

TABLED ITEMS

UNFINISHED BUSINESS

Deya Nevarez Martinez	Statement of Financial Interests	City Council
Clara Martinez	Statement of Financial Interests	City Council

Continued Review of [Ethics Ordinance Chapter 290](#)

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
January 13, 2026, 5:30 PM**

Meeting Room
Lansing Elections Office
701 W Jolly Rd Lansing

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

MEMBERS PRESENT:

Jim DeLine, Chairperson
Rachelle Franklin, Vice Chairperson
R Cole Bouck,
Charles Filice
Jim Cavanagh
Luna Brown
Keith Kris
Janielle Houston,

ABSENT: None

A QUORUM WAS PRESENT

OTHERS PRESENT:

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

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by Keith Kris to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Cole Bouck to approve the Minutes of December 9, 2025 as

submitted.

MOTION CARRIED

All board members have completed the annual requirement to review the Ethics Training video.

NEW BUSINESS:

Statement of Financial Interests, Deyanira Nevarez Martinez, City Council

Statement of Financial Interests, Clara Martinez, City Council

Moved by Cole Bouck to table the Statements of Financial Interests for Council Member Martinez and Nevarez Martinez until we receive a response for Part IX of the Statements

MOTION CARRIED

Statement of Financial Interests, Carrie Edwards-Clemons, Interim Fire Chief

Moved by Keith Kris to place Carrie Edwards-Clemons' Statements of Financial Interests on file, having found no violation of the Ethics Ordinance at this time.

MOTION CARRIED

CITY ATTORNEY'S REPORT: None

CHAIR'S REPORT: None.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

The Board of Ethics continued to review the [Ethics Ordinance Chapter 290](#) for proposed edits to forward to City Council

ADJOURNED 6:32 p.m.



Lansing Police Department

Supplemental Off-Duty Employment Request Form

Renewal
 Reg. Off-Duty Employment
Date: 12-20-25

Employee Requesting Approval: William Teruo Badge No: 234
Current Duty Assignment: Patrol
Hours: 0600-1600 Division: _____

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Lansing Community College - Police Academy
Type of Business: School
Business Address: 5708 Cornerstone Dr, Lansing MI 48917
Owner or Manager's Name: Andy Lindeman Telephone No: 517 267 5452
Location of Employment: 4708 Cornerstone Dr.
Description of Work Duties: Police Academy Instructor
Work Schedule: varies
Number of Hours Per Week: varies Duration of Employment: undetermined

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: 1/5/26 Initials: NO Approved Disapproved

Captain's Comments: [Signature] - Normal academy teaching

[Signature] Date: 1/9/26 Approved Disapproved
Robert Baokus, Chief of Police

Copy of form sent to employee on _____.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 12-20-25

I, William Tervo 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: Lansing Community College Police Academy

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

6. Does this activity/business conduct business with the City of Lansing? Yes No
If yes, please explain campus is located in Lansing

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?
Students, police recruits

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

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:
Instructing in the Police Academy

12. Explain why you believe a conflict may/may not exist with this activity/business:
It will not affect my normal duties

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 29 day of December, 2026.

[Handwritten Signature]

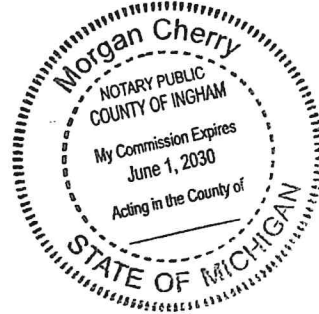
Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham

The foregoing instrument was acknowledged before me this 29 day of December 2025 (year), by [Handwritten Signature] (Notary Signature)

Morgan N Cherry (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 6/1/2030



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? LLC Police Academy 0 %
- Are you self-employed? no
- Who is your employer, if applicable? Lansing Community College
- What are the things you actually do in the business? Instructor for Police Academy
- Who are your clients and who receives your goods or services? Police Academy recruits
- How and where are your services performed? LCC West Campus.
- How often do you do outside work?

Does your business or employer contract with the City? unknown

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

Yes If so, describe: LPD Range

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

LPD'S Range is where firearms instruction is done

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? no
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- 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: no
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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 CITY CHARTER

(Excerpt)

5-505 CONFLICT OF INTEREST

.1 At least ten (10) days prior to the first of any of the events set forth in (A), (B), (C), (D), and (E) below, a City officer or employee who may derive any income or benefit, directly or indirectly, from a contract with the City or from any City action, shall file an affidavit with the City Clerk detailing such income and benefit to be derived:

- (A) The bidding of the contract;
- (B) The negotiation of the contract;
- (C) The solicitation of the contract;
- (D) The entry into the contract;
- (E) Any City action by which the City officer or employee may derive any income or benefit, directly or indirectly.

The above provisions shall not apply to individual or collective bargaining agreements pursuant to which a City officer or employee directly or indirectly receives income or benefits in the form of official remuneration as an officer or employee, or any City action pursuant to which a City officer or employee directly or indirectly receives income or benefit as a member of the public at large or any class thereof. At the first regularly scheduled City Council meeting following the filing of an affidavit pursuant to this section, the City Clerk shall notify the City Council of such filing. In particular cases and for good cause shown, the Board may waive the ten (10) day prior notice requirement contained herein.

.2 An officer or employee who has any other conflict between a personal interest and the public interest as defined by State law, this Charter, or ordinance shall fully disclose to the City Attorney the nature of the conflict.

.3 Except as provided by law, no elective officer, appointee or employee of the City may participate in, vote upon or act upon any matter if a conflict exists.