

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

January 12, 2021, 5:30 P.M.

Due to public safety concerns resulting from the COVID-19 Pandemic, this meeting will be conducted via Zoom Conferencing by clicking here at <https://us02web.zoom.us/j/5174834131>

The Zoom Code is 517 483 4131

CALL TO ORDER

ROLL CALL

- | | |
|---------------------------------------|---|
| ☐ Keith Kris | ☐ R Cole Bouck, Vice-Chairperson |
| ☐ Connie Doyle | ☐ John Folkers, Chairperson |
| | ☐ Janielle Houston |
| ☐ Aini Abukar | ☐ Lori Adams Simon |

A Quorum is: ☐ Present

☐ Not Present

☐ Others Present:

PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)

The public may comment for up to five minutes. Those wishing to make public comments will need to raise their hands or submit written comments to city.clerk@lansingmi.gov by the end of the public comment period:¹

To Raise Your Hand:

On the phone: Dial *9

On a mac: Option Y

Windows: Alt Y

APPROVAL OF AGENDA ☐ As Submitted ☐ With Changes Noted

SECRETARY'S REPORT ☐ Approval of Minutes: Dec. 08, 2020

NEW BUSINESS

Affidavit of Disclosure	Jim Smiertka	Law Department
Affidavit of Disclosure	Samantha Harkins	Mayor's Office
Affidavit of Disclosure	Brian P Jackson	City Clerk's Office

CITY ATTORNEY'S REPORT

Approval of the [*"Ethics Training for Boards and Committees"*](#) Video

CHAIRPERSON'S REPORT

ADJOURNMENT

DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
Dec. 8, 2020, 5:30 P.M.

<https://us02web.zoom.us/j/5174834131>
The Zoom Code is 517 483 4131

The meeting was called to order at 5:31 p.m. Due to public safety concerns resulting from the COVID-19 Pandemic, this meeting will be conducted via Zoom Conferencing by clicking Zoom Code is 517 483 4131

MEMBERS PRESENT:

John Folkers, Chairperson
Connie Doyle
Janielle Houston
Keith Kris
R Cole Bouck, Vice-Chairperson

(All reported to be in Lansing)

ABSENT:

Aini Abukar
(5:34 p.m. Aini joined the meeting from Grand Rapids)

Lori Adams Simon

A QUORUM WAS PRESENT

OTHERS PRESENT: Heather Sumner, City Attorney's Office
Mary Bowen, City Attorney' Office
Lachlan Woods, City Clerk's Office
Brian P Jackson, City Clerk's Office
Chris Swope, City Clerk

PUBLIC COMMENT: There was no public comment

APPROVAL OF AGENDA: **Moved** by Connie Doyle to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT: Approval of Minutes **Moved** by Janielle Houston to approve the Minutes of Nov. 10, 2020

MOTION CARRIED

New Business:

1. 2021 Meeting Schedule

Moved by Connie Doyle to approve the 2021 Meeting Schedule

MOTION CARRIED

2. Affidavit of Disclosure Elizabeth O'Leary, Human Resources

Move by Keith Kris to place affidavit on file and finds no violation of the Ethics Ordinance at this time

MOTION CARRIED

3. Revisions Statements of Financial Interests

Moved by Cole Bouck to approve Revisions Statements of Financial Interests

MOTION CARRIED

CITY ATTORNEY'S REPORT:

Heather Sumner shared that she will no longer be assigned to the Board of Ethics and Attorney Mary Bowen will be providing legal guidance going forward.

CHAIR'S REPORT: None

TABLED ITEMS: None.

UNFINISHED BUSINESS: None

ADJOURNED 6:12 P.M.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: December 14, 2020

I, James Smiertka 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 City Attorney in the Law 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: Legal matters related to modification of retiree health care benefits.
5. Do you have ownership or interest in the activity/business? Yes _____ No ☒

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

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?

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:

12. Explain why you believe a conflict may/may not exist with this activity/business:
I am eligible for partial retiree health care benefits.

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:

I HAVE RECUSED MYSELF FROM THIS MATTER
AS CITY ATTORNEY UNLESS THE
BOARD DISAGREES.

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 14 day of December 2020.



Signature of Filer

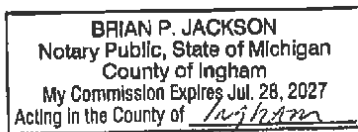
State of Michigan, County of Ingham


BRIAN P. JACKSON

Subscribed and sworn to before me this 14 day of December 20 Notary Public or Deputy Clerk

Ingham County, Michigan

My Commission Expires: July 28 2027





CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: December 20, 2020

22 DEC '20 RCVD

I, Samantha Harkins 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 Deputy Mayor in the Mayor's office 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

(currently until Jan 1)

4. Name of the activity/business in question: Hundred Place LLC

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

6. Does this activity/business conduct business with the City of Lansing? Yes _____ No ☒
If yes, please explain _____
-
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?
I currently do not have any clients.. _____
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:
I am hoping to work on projects relating to strategic planning, membership engagement and lobbying for organizations that focus on community and economic development. _____

12. Explain why you believe a conflict may/may not exist with this activity/business:
I do not believe there is any conflict, and my LLC will not have a contract with the City of Lansing. _____

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:
I am filing this in December, but beginning in January I will no longer be Deputy Mayor. I will be a part-time city employee working no more than 20 hours/week. _____

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 22 day of Dec, 2018.

8/ Harkness

Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 22nd day of December, 2020 (year), by Fate Kapp (Notary Signature)

Patrick J. Kapp (Print Name)

Notary Public, Fogham County,
Acting in Fogham County,
My Commission Expires: 9-20-2023



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 1-5-2021

I, Brian Patrick Jackson 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 Chief Deputy City Clerk in the Clerk's Office 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: Spouse is on the Northwest Initiatives (NWI) Board of Directors

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^x____No____
If yes, please explain NWI accepts City general fund grants through the HRCS Department

7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes____No^x____
If yes, please explain: My wife is on the NWI board, not me.

8. Who are the clients/customers of the activity/business?
NWI is a non-profit working to strengthen communities in Lansing area bounded by the Grand River on the north, east, and south

9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes____No^x____
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^x____
If yes, please attach copies.

11. Explain what you will be doing in the activity/business:

Occasionally, I will drop off voter registration forms at Northwest Initiative office. No different than for any other organization or individual.

Otherwise, I have limited interaction with Northwest Initiative as I would with any other community focus non-profit which serves City residents.

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

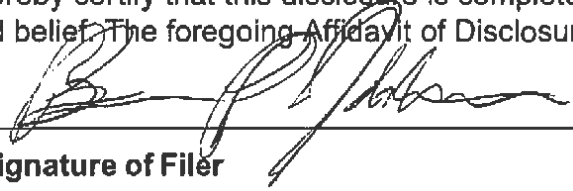
I have no decision making ability regarding the funding of Northwest Initiative.

I nor my spouse receive any financial benefit from her service on the board.

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^x____
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 5 day of JANUARY, 2021.



Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 5 day of JANUARY,
2021 (year), by Patrick J. Kapp (Notary Signature)

Patrick J. Kapp (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 9-20-2023

