

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

July 14, 2020, 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/7743149495>

The Zoom Code is 774 314 9495

CALL TO ORDER

ROLL CALL

- | | |
|---------------------------------------|---|
| ☐ Keith Kris | ☐ R Cole Bouck, Vice-Chairperson |
| ☐ Connie Doyle | ☐ John Folkers, Chairperson |
| ☐ Jack Midgley | ☐ 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: June 9, 2020

NEW BUSINESS

Affidavit of Disclosure

Nicholas Zuber

LPD

CITY ATTORNEY'S REPORT

CHAIRPERSON'S REPORT

ADJOURNMENT

**MINUTES
CITY OF LANSING BOARD OF ETHICS
REGULAR MEETING
June 9, 2020 - 5:30 P.M.
Conference Room
South Washington Office Complex
2500 S. Washington**

The meeting was called to order at 5:34 P.M.

BOARD MEMBERS PRESENT: R Cole Bouck
John Folkers
Keith Kris
Aini Abukar
Janielle Houston

ABSENT: Connie Doyle, excused
Jack Midgley, excused
Lori Adams Simon, excused

A QUORUM WAS PRESENT

OTHERS PRESENT: Chris Swope, City Clerk
Heather Sumner, Office of the City Attorney
Brian Jackson, Chief Deputy City Clerk

PUBLIC COMMENT: There was no public comment

APPROVAL OF AGENDA: Moved by Mr. Kris
MOTION CARRIED

SECRETARY'S REPORT: Approval of Minutes: April 14, 2020
Moved by Mr. Kirs
MOTION CARRIED

ACTION TAKEN:

1. Affidavit of Disclosure,

Jane Bidwell, Lansing Police Department
Moved by Mr. Kris to receive & place on file.
MOTION CARRIED

2. Statements of Financial Interests

Brandon Betz, City Council, Council Member
The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.
Moved by Mrs. Houston to receive and place on file.
MOTION CARRIED

Sherrie Boak, City Council, Office Manager
The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Kimberly Coleman, Human Relations and Community Services Department, Director

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Kris to receive and place on file.

MOTION CARRIED

Andi Crawford, Neighborhood & Citizen Engagement, Director

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Kathie Dunbar, City Council, Council Member

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Kris to receive and place on file.

MOTION CARRIED

Shelbi Frayer, Finance Department, Director

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Sharon Frischman, Finance Department, Assessor

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Jeremy Garza, City Council, Council Member

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Daryl Green, Police Department, Chief of Police

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Denise Griffin, Board of Water & Light, BWL Corporate Secretary

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Kris to receive and place on file.

MOTION CARRIED

Samantha Harkins, Mayor's Office, Deputy Mayor

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Adam Hussain, City Council, Council Member

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Brian P. Jackson, City Clerk's Office, Chief Deputy City Clerk

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Brian T. Jackson, City Council, Council Member

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Brett Kaschinske, Parks & Recreation Department, Director

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Kris to receive and place on file.

MOTION CARRIED

Judy Kehler, Finance Department, Treasurer

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Andy Kilpatrick, Public Service Department, Public Services Director

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Wesley Lewis, Board of Water & Light, BWL Auditor

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Mike Mackey Fire Department, Fire Chief

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Brian McGrain, Economic Development & Planning Department, Director

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Christopher Mumby, Information Services Department, Chief Information Officer

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Kris to receive and place on file.

MOTION CARRIED

Richard Peffley, Board of Water & Light, BWL General Manager

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Renee Richmond, City Council, Administrative Assistant

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Kris to receive and place on file.

MOTION CARRIED

Linda Sanchez Gazella, Human Resources Department, Director

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Andy Schor, Mayor's Office, Mayor

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

James Smiertka Law Department, City Attorney

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Kris to receive and place on file.

MOTION CARRIED

Peter Spadafore, City Council, Council Member

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Patricia Spitzley, City Council, Council Member

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

Chris Swope, City Clerk's Office, City Clerk

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Kris to receive and place on file.

MOTION CARRIED

Nicholas Tate, Mayor's Office, Chief Administrative Officer

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mrs. Houston to receive and place on file.

MOTION CARRIED

Carol Wood, City Council, Council Member

The Board reviewed the Statement of Financial Interests and found no issues to further debate or discuss.

Moved by Mr. Bouck to receive and place on file.

MOTION CARRIED

CITY ATTORNEY'S REPORT: Update on various City matters.

CHAIR'S REPORT:

Introduction of the newest board member, Aini Abukar

ADJOURNMENT: 6:30 P.M.



CITY OF LANSING AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 6/26/20

I Nicholas Zuber make the following disclosure under oath:
(Name)

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 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 and 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

PLEASE DESCRIBE IN DETAIL YOUR REASON(S) FOR SUBMITTING THIS DISCLOSURE AND EXPLAIN WHY YOU THINK A CONFLICT MAY/MAY NOT EXIST.

I have been offered a position as an instructor for the LCC Police Academy. I do not believe any conflict will exist.

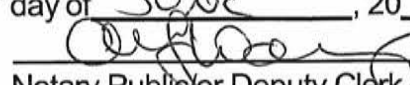
I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information, and belief.

The foregoing Affidavit of Disclosure was executed on this 26th day of June, 2020.

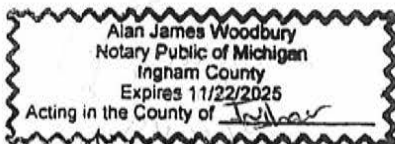


State of Michigan, County of Ingham

Subscribed and sworn to before me this 26th day of June, 2020


Notary Public or Deputy Clerk

Ingham County, Michigan
My Commission Expires: Nov 22, 2025



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? Community College — 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? Academy Instructor - EVO training

- Who are your clients and who receives your goods or services? LCC Students

- How and where are your services performed? Mid-Michigan Police Academy

- How often do you do outside work? Each work day

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? Yes If so, describe:

Academy Instruction takes place at LCC

- 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: No

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: 8/26/20

Employee Requesting Approval: Nicholas Zuber Badge No: 158
Current Duty Assignment: Patrol Division -
Hours: 1900-0700 Division: Patrol

SUPPLEMENTAL EMPLOYEMENT INFORMATION

Name of Employer: Lansing Community College
Type of Business: Community College / Police Academy
Business Address: 411 N Grand, Lansing MI 48933
Owner or Manager's Name: _____ Telephone No: 517 483 1957
Location of Employment: 411 N Grand, Lansing MI 48933
Description of Work Duties: Police Academy Instructor
Work Schedule: Unknown
Number of Hours Per Week: Varies Duration of Employment: No end date

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: 6/25/2020 Initials: ES. ☒ Approved ☐ Disapproved

Captain's Comments: no conflicts

[Signature] Date 29 JUN 20 ☒ Approved ☐ Disapproved
Daryl Green, Chief of Police

Copy of form sent to employee on 29 JUN 20