

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

JUNE 12, 2018, 5:30 P.M.

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

☐ R Cole Bouck	☐ Keith Kris
☐ Connie Doyle	☐ Jack Midgley, Chairperson
☐ John Folkers	☐ Bob Nicholson
☐ Penny Gardner, Vice-Chair	☐ Lori Adams Simon

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: May 8, 2018

OLD BUSINESS

- | | | |
|-------------------------------------|---------------|----------------|
| 1. Affidavit of Disclosure | Mark Lawrence | Mayor's Office |
| 2. Statement of Financial Interests | Chris Swope | City Clerk |

NEW BUSINESS

- | | | |
|--|-------------------|------------------------|
| 1. Election of Officers | Chairperson | |
| | Vice-Chairperson | |
| 2. Affidavit of Disclosure | Lisa Hagen | City Attorney's Office |
| 3. Discussion of changes to the "Attachment to Affidavit of Disclosure" as submitted by Jack Midgley | | |
| 4. Lugnut's game | Friday, August 10 | |

CITY ATTORNEY'S REPORT

CHAIR'S REPORT

ADJOURNMENT

**DRAFT MINUTES
CITY OF LANSING BOARD OF ETHICS
REGULAR MEETING
MAY 8, 2018 - 5:30 P.M.
Conference Room
South Washington Office Complex
2500 S. Washington**

The meeting was called to order at 5:43 P.M.

BOARD MEMBERS PRESENT: R Cole Bouck
Connie Doyle
John Folkers
Keith Kris
Jack Midgley

ABSENT: Penny Gardner, Excused
Lori Adams Simon, Excused
Bob Nicholson

A QUORUM WAS PRESENT

OTHERS PRESENT: Heather Sumner, Office of the City Attorney
Lisa Hager, Office of the City Attorney
Monica Zuchowski, Office of the City Clerk

PUBLIC COMMENT: There was no public comment

APPROVAL OF AGENDA: Moved by Mr. Folkers
MOTION CARRIED

SECRETARY'S REPORT: Approval of Minutes: March 13, 2018
Moved by Mr. Keith
MOTION CARRIED

ACTION TAKEN:

1. Affidavit of Disclosure Sagar Kandel Cadet, LPD
Moved by Mr. Kris to receive and place on file.
MOTION CARRIED
2. Affidavit of Disclosure Mark Lawrence Mayor's Office
Moved by Mr. Folkers to send back for completion of Attachment
MOTION CARRIED
1. Statements of Financial Interests with no items disclosed:

Bennett, Angela	Finance Director
Boak, Sheryl	Office Manager, City Council
Boyce, Collin	Chief Information Officer
Brewer, Eric	Internal Auditor
Crenshaw, LaSondra	Administrative Secretary, City Council
Gabriel, Jason	Videographer, Office of Community Media
Griffin, M. Denise	BWL Corporate Secretary
Jackson, Brian	Chief Deputy City Clerk
Kaschinske, Brett	Director, Parks & Recreation
Yankowski, Michael	Police Chief

Moved by Mr. Folkers to receive and place all on file.
MOTION CARRIED

2. Statements of Financial Interests with items disclosed:

Cochran, Thomas Dominic Director, Office of Community Media

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

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

MOTION CARRIED

Dunbar, Kathie Member, City Council

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

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

MOTION CARRIED

Frischman, Sharon City Assessor

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

Good, Tammy City Treasurer

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

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

MOTION CARRIED

Hussain, Adam Member, City Council

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

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

MOTION CARRIED

Johnson, Joan Jackson Director, Human Relations & Community Resources

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

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

MOTION CARRIED

Peffley, Richard General Manager, BWL

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

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

MOTION CARRIED

Perkins, Philip Director of Internal Audit, BWL

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

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

MOTION CARRIED

Smierka, Jim City Attorney

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

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

MOTION CARRIED

Member, City Council

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

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

MOTION CARRIED

City Clerk

The Board reviewed the Statement of Financial Interests.

Moved by Ms. Doyle to send back for completion of the Attachment.

MOTION CARRIED

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

Member, City Council

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

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

MOTION CARRIED

Member, City Council

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

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

MOTION CARRIED

CITY ATTORNEY'S REPORT:

CHAIR'S REPORT: Chairperson Midgley will be reviewing the forms which are submitted with the Affidavits of Disclosure

ADJOURNMENT: 6:38 P.M.



RECEIVED

CITY OF LANSING -4 AM 9:37
AFFIDAVIT OF DISCLOSURE
LANSING CITY CLERK

TO: CITY CLERK,
CITY ATTORNEY or
BOARD OF ETHICS

DATE: 5/3/2018

I Mark Lawrence 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 <u>Citizen Advocate</u> in the <u>Mayor</u> 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

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

I have recently been assigned to update the playlist used by the Intellistreet's system downtown. I would like to use some of my own music and was instructed by OCA to file this form for the purposes of disclosing that I would not be receiving any financial benefit from uploading songs from my private collection.

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 4th day of May, 2018.

Mark Lawrence
Signed

State of Michigan, County of Ingham

Subscribed and sworn to before me this 4th day of May, 2018

RONICA ZUCHOWSKI
NOTARY PUBLIC - STATE OF MICHIGAN
INGHAM COUNTY
My Commission Expires November 7, 2018
Acting in the County of INGHAM

Notary Public/or Deputy Clerk
Ingham County, Michigan
My Commission Expires: 11.7.2018

Mark Lawrence

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.
I do not own a business _____;
0 _____ %
- Are you self-employed? No _____
- Who is your employer, if applicable? City of Lansing _____

- What are the things you actually do in the business? N/A _____

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

- How and where are your services performed? N/A _____

- How often do you do outside work? N/A

- Does your business or employer contract with the City? N/A

- 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:
NA

- 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: I was advised to complete this form by OCA
If possible, I would like to use music I own in the course of my
new job responsibility regarding latellistreet.

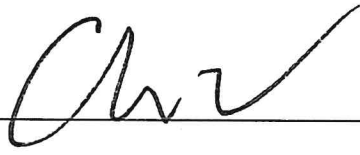
In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

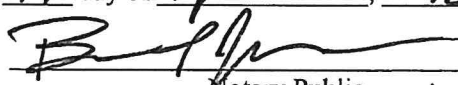
CITY OF LANSING
STATEMENT OF FINANCIAL INTERESTS

Basic Filing Information

Name: Chris Swope
Office or Title: City Clerk; Reports to: voters
Address for correspondence: 124 W. Michigan Ave
Phone Numbers: Daytime contact: 517-483-4130; Work: 517-483-4130

By my signature, I certify that the information in this Statement of Financial Interest is true and complete to the best of my knowledge, information and belief.

Signature:  Date: 4/17/18

Subscribed and sworn to before me this 17 day of April, 2018.

Notary Public
State of Michigan, County of Ingom
My Commission Expires: July 28 2020

Reserved for City Clerk's Office to Complete

Date Received by Clerk's Office 4/17/18
Clerk's Office Acknowledgement: 

STATEMENT OF FINANCIAL INTERESTS

1. Organization and Entities: In the previous calendar year were you a part of an organization or entity other than the City of Lansing in which you are or were an officer, director, associate, partner, proprietor or employee; and, in the previous calendar year, received more than \$2,500 in income from the organization or entity?

☒ No ☐ Yes: For each organization or entity please list below and complete
"Attachment to Statement of Financial Interests"

Organization's Name	Address	Type of Organization	Your Function/Title

2. Capital Asset: Except for your personal place of residence, in the previous calendar year, were you an owner or part owner of real property, business equipment, fixtures, furniture, inventory, or other capital asset located in the City of Lansing which you disposed of and realized a capital gain of more than \$5,000?

☒ No ☐ Yes: Please complete the following:

Asset	Description

3. Governmental Employment except the City of Lansing: In the previous calendar year were you employed by a governmental unit or agency except the City of Lansing?

☐ No ☒ Yes: Please state the unit/agency, and briefly describe the nature of your duties.

Name of Agency	Duties
Community Mental Health Board	oversee operations

4. Gifts: In the previous calendar year, did you receive a gift or gifts that totaled more than \$500 or were you paid an honorarium more than \$500 in which the gift or honorarium did not come from a relative by blood or marriage or was not a campaign contribution allowed under the Michigan Campaign Finance Act?

☒ No ☐ Yes: Please complete the following:

Name of Donor	Address	Relationship to Donor

5. Business Interests and Supplemental Employment: In the previous calendar year were you or a member of your immediate family owner or part owner of a business entity (sole proprietorship, d/b/a, partnership, limited liability, company, or corporation) which conducts business in the City of Lansing other than holding stock in a public corporation?

☐ No ☒ Yes: Please complete the following and complete "Attachment to Statement of Financial Interests."

Nature of Business	Address of Business	Nature of Ownership
Bradly's Home and Garden	117 E. Cesar E Chavez	husband owns LLC

6. Real Estate: Except for your personal residence, in the previous calendar year did you own or have a financial interest in either real property in the City of Lansing, or real property outside the City of Lansing that has on it a drain or utility or anything else used or owned by the City of Lansing or the Board of Water and Light?

☐ No ☒ Yes: Please complete the following:

Address	Type of Ownership
1122 N Pine St.	fee simple

7. Permit, Zoning, License Franchise: In the preceding calendar year, did you or a member of your immediate family, or a business which you are a part, apply to the City of Lansing for a rezoning, a zoning variance, a license, a permit, or a franchise?

☒ No ☐ Yes: Please complete the following and attach a copy of your application or form

Person's Name	City Action Required

Penalties for Late Filing

Annual Statements – A person who fails to file a statement by May 1 of each year shall file his/her statement on or before May 31, along with a late filing fee of \$20.00. Failure to file by May 31 is a violation of the Ethics Ordinance, unless the person has filed an extension.

New Reporting Individuals – A person who first becomes subject to the requirement to file a statement within 30 days prior to May 1, shall file his/her statement on or before May 31 without penalty. If such person fails to file a statement by May 31, the individual shall file his/her statement on or before June 15, along with a late filing fee of \$20.00. Failure to file by June 15 is a violation of the Ethics Ordinance, unless the person has filed an extension.

Extensions – A person who is required to file a statement of financial interests may have one thirty day extension by filing a notice with the City Clerk by the date on which the statement is due. Failure to file by the extended deadline is a violation of the Ethics Ordinance.



RECEIVED

2018 JUN -8 AM 9:30

CITY OF LANSING
AFFIDAVIT OF DISCLOSURE CITY CLERK

TO: CITY CLERK

DATE: 6/7/2018

I Lisa Hagen make the following disclosure under oath:
(Name)

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

- | | <u>Yes</u> | <u>No</u> | |
|----|-------------------------------------|-------------------------------------|--|
| 1. | ☒ | ☐ | I am an ☐ elected or ☐ appointed ☐ officer or ☒ employee of the City of Lansing holding the position of <u>Assistant City Attorney</u> in the <u>Law</u> 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

4. 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 asked to work with a Bar Examination Review company, Barbri, ~~the~~ in the role of Attorney Advisor. In this role, students studying for the bar exam who have questions on the materials - send their questions to be answered by licensed Attorneys.

I am submitting this disclosure at the request of my department head.

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 7 day of June, 2018.

Lina K. Hagen
Signed

State of Michigan, County of Macomb, Acting in Ingham County

Subscribed and sworn to before me this 7th day of June, 20 18

Holly Eli
Holly Eli Notary Public/or Deputy Clerk

Macomb County, Michigan
Acting in Ingham County.
My Commission Expires: 08/02/2022

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? I do not own the business, it is a bar review company.
01. %
- Are you self-employed? NO.
- Who is your employer, if applicable? Bamri
- What are the things you actually do in the business? Answer questions from students studying for the bar exam.
- Who are your clients and who receives your goods or services? I do not have clients, however, Bamri enrollees pose questions online, which I answer.
- How and where are your services performed? Home, after hours, in my free time (variable hours depending solely on my schedule).

- How often do you do outside work? Varies, depending on how much free time I have. Estimated 5-10 hours per month.

- 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:

- 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? 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.

Zuchowski, Monica

From: Jack <jacsan2@aol.com>
Sent: Sunday, May 27, 2018 2:58 PM
To: Zuchowski, Monica; msadams30@hotmail.com; folkersj@msu.edu;
keith.a.kris@gmail.com; constancedoyle@icloud.com; marydrpenny@yahoo.com;
gtbc91@aol.com; rcbouck@gmail.com
Subject: Affidavit of Disclosure
Attachments: Suggestions for the Affidavit of Disclosure.docx

Hello all,

At the close of the last meeting I expressed my confusion with this document. Sometimes we accept them as is , other times we ask for more info via the "Attachment To Affidavit of Disclosure. My question is how would a person know we will need that information also completed. Usually we just receive the one page. Also, handwriting is poor and we can not clearly read the explanation.

The attachment is a suggestion to add questions we often hope the staff can answer as we review it. Perhaps there are other Qs you might suggest. I hope we can discuss this at the June meeting. Thanx for your indulgence. Jack



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK,
CITY ATTORNEY or
BOARD OF ETHICS

DATE: _____

I _____ 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 _____ 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.

-
- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

The foregoing Affidavit of Disclosure was executed on this _____ day of _____, 20____.

My Commission Expires: _____

Suggestions for the Affidavit of Disclosure

Leave questions 1-3 as is. Replace the current question 4 with the following questions.

4. Are you the owner or a partner in the activity/business? _____No
_____Yes

5. Does this activity/business conduct business with the City of Lansing?
_____No _____Yes: If yes, describe _____

6. Does the activity/business depend on you being an employee of the City of Lansing? _____No _____Yes: If yes explain why _____

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

8. Explain why you believe a conflict may/may not exist with this activity.

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

The foregoing Affidavit of Disclosure was executed on this...yada yada yada, etc etc.

ATTACHMENT A

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? _____

_____%;
_____%
- Are you self-employed? _____
- Who is your employer, if applicable? _____

- What are the things you actually do in the business? _____

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

- How and where are your services performed? _____

- How often do you do outside work? _____

- Does your business or employer contract with the City? _____

- In performing your business or outside employment, do you use any City facilities or equipment?
_____ If so, describe: _____

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

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

- 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.