

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

September 10, 2019, 5:30 P.M.

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

☐ Keith Kris
☐ Connie Doyle
☐ Jack Midgley
☐ Penny Gardner

☐ R Cole Bouck, Vice-Chairperson
☐ John Folkers, Chairperson
☐ Janielle Houston
☐ vacant

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: August 13, 2019

NEW BUSINESS

Affidavit of Disclosure	Andrew Watkeys	LPD
Statement of Financial Interests	Shelbi Frayer	Mayor's Office
Statement of Financial Interests	Daryl Green	LPD

CITY ATTORNEY'S REPORT

CHAIRPERSON'S REPORT

ADJOURNMENT

**DRAFT MINUTES
CITY OF LANSING BOARD OF ETHICS
REGULAR MEETING
AUGUST 13, 2019 - 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
Connie Doyle
John Folkers
Janielle Houston
Keith Kris

ABSENT: Jack Midgley excused
Penny Gardner, excused

A QUORUM WAS PRESENT

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

PUBLIC COMMENT: There was no public comment

APPROVAL OF AGENDA: Moved by Ms. Doyle
MOTION CARRIED

SECRETARY'S REPORT: Approval of Minutes: July 9, 2019
Moved by Ms. Doyle
MOTION CARRIED

ACTION TAKEN:

Affidavit of Disclosure Thomas D. Cochran Director, Lansing Public Media Center
Moved by Mr. Bouck to receive and place on file.
MOTION CARRIED

CITY ATTORNEY'S REPORT Update on various City matters.

CHAIRPERSON'S REPORT

ADJOURNMENT 5:50pm



RECEIVED

2019 AUG 21 PM 3:16

CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 07/29/2019

I Andrew Watkeys 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 Police Officer in the <u>Lansing Police</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.

My reason for submitting this disclosure is because I wish to work as a personal trainer at M43 Fitness for supplemental income. This employment is considered independent contracting and I will employ myself, but I will work in conjunction with M43 Fitness to have an area to train my clients in physical fitness. There will not be any conflict with my current employment as a police officer. This job aligns with my current supplemental employment through 1st Phorm as an independent sales representative and will not add excess hours to the work I already do with 1st Phorm. The hours I work will be completely flexible. I am in control of how many hours I work weekly and when I work. I am more than able to explain the work I will be doing, if approved, in greater detail if needed.

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

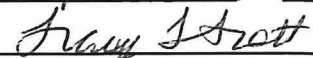
The foregoing Affidavit of Disclosure was executed on this 2 day of August, 2019.



Signed

State of Michigan, County of Ingham

Subscribed and sworn to before me this 2nd day of August, 2019



Notary Public/or Deputy Clerk

Ingham County, Michigan

My Commission Expires: 4-14-20

TRACY L. SCOTT
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires April 14, 2020

- How often do you do outside work? I will work as desired outside of being a
police officer.

- 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? No. If so, describe:
M43 Fitness 3292, 2225 E Grand River Ave, Lansing, MI 48912 is located in Lansing
Township.

- 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? Yes. If so, please
describe: I am currently certified as a personal
trainer through NASM.

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? _____
Personal Training LLC _____;
_____ %
- Are you self-employed? Yes
- Who is your employer, if applicable? Independently Contracted with M43 Fitness

- What are the things you actually do in the business? Personal training for
physical fitness. Programing workout plans and assisting clients one on one
at M43 Fitness with the workouts and form for lifting weights, cardiovascular
fitness and other types of fitness.
- Who are your clients and who receives your goods or services? My clients are people
and they receive my services of personal physical training.

- How and where are your services performed? My services are performed one on
one at M43 Fitness, 3292, 2225 E Grand River Ave, Lansing, MI 48912.

CITY OF LANSING
STATEMENT OF FINANCIAL INTERESTS

Basic Filing Information

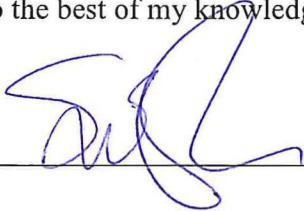
Name: Shelbi Frayer

Office or Title: Chief Strategy Officer; Reports to: Mayor

Address for correspondence: 124 W. Michigan Ave, Lansing 48933

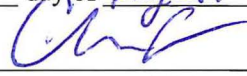
Phone Numbers: Daytime contact: 517-881-3410; Work: 517-483-4594

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: 8/26/19

Subscribed and sworn to before me this 26 day of August, 2019.

 Chris Sipe

Notary Public

State of Michigan, County of Ingham

My Commission Expires: 7/5/2019

Reserved for City Clerk's Office to Complete

Date Received by Clerk's Office 8/26/19

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
State of Michigan Dept of Treasury	430 W. Allegan Lansing, MI 48933	Govt	Executive Director

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
State of Michigan Dept of Treasury	Director of a Department

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

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

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.

Attachment To Statement of Financial Interests

Please provide information about your employment, business, or your supplemental employment outside of your City of Lansing responsibilities. This information will aid the Board in identifying any possible conflict of interest that may arise between your employment or supplemental employment with your responsibilities as a City of Lansing official.

Therefore, please answer all the questions so the Board will have a clear understanding of the activities of your employment or business. You are not required to limit your disclosure only to the following questions. Complete this form for each business and/or employment.

1. Other than your position with the City of Lansing, in the preceeding or current calendar year were/are you employed or self-employed?

☐ No ☒ Yes: What is the name, address and form of business entity (i.e. sole proprietorship, d/b/a, partnership, limited liability company or corporation, government agency, other?)

Name of Business	Address	Form of Entity
State of Michigan Dept of Treasur	430 W. Allegan Lans, MI 48933	Government

2. In the previous or current calendar year were/are you self-employed?

☒ No ☐ Yes

3. In the previous or current calendar year did/do you own any part of a business?

☒ No ☐ Yes What is your percentage of ownership? _____%

4. Describe the nature of your business or employment. Please be specific.

N/A

5. What was or is the customer base or target audience of your business or employment?

N/A

6. Approximately how many hours a month do you spend in the business or supplemental business or employment? 160 hrs. ☐ Not city employed. *full time employment w/ city*

7. In the previous or current calendar year did/does your business or employer contract with the City of Lansing?

☒ No ☐ Yes. Please explain the contractual arrangement.

N/A

8. In performing your work did/do you in the prior or current calendar year use any City of Lansing facilities or equipment?

☒ No ☐ Yes. Please explain what they are and why they are being used.

9. In the prior or current calendar year was/is any of your business or employment conducted within the corporate boundaries of the City of Lansing?

☒ No ☐ Yes. Please describe what aspect of it is conducted in the City of Lansing?

10. In the previous or current calendar year did/do your business advertisements or circulars, if any, contain any reference to the City or your City employment?

☒ No ☐ Yes. Please attach copies of the ads and/or circulars.

11. Is there any additional information you wish to add that will aid the Board in its review of your business or personal activities in order to determine any possible conflict of interests?

☒ No ☐ Yes. Please explain.

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

RECEIVED

2019 AUG 27 AM 10:12

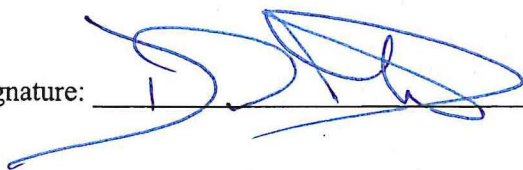
CITY OF LANSING
STATEMENT OF FINANCIAL INTERESTS

LANSING CITY CLERK

Basic Filing Information

Name: DARYL GREEN
Office or Title: CHIEF OF POLICE; Reports to: MAYOR
Address for correspondence: 120 W MICHIGAN AVE LANSING, 48933
Phone Numbers: Daytime contact: 517-483-4801; Work: _____

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: 27 AUG 2019

Subscribed and sworn to before me this 27 day of August 2019.


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

Reserved for City Clerk's Office to Complete

Date Received by Clerk's Office 8/27/2019
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

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

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.

6. Approximately how many hours a month do you spend in the business or supplemental business or employment? 32 hrs. ☒ Not city employed.

7. In the previous or current calendar year did/does your business or employer contract with the City of Lansing?

☒ No ☐ Yes. Please explain the contractual arrangement.

8. In performing your work did/do you in the prior or current calendar year use any City of Lansing facilities or equipment?

☒ No ☐ Yes. Please explain what they are and why they are being used.

9. In the prior or current calendar year was/is any of your business or employment conducted within the corporate boundaries of the City of Lansing?

☒ No ☐ Yes. Please describe what aspect of it is conducted in the City of Lansing?

10. In the previous or current calendar year did/do your business advertisements or circulars, if any, contain any reference to the City or your City employment?

☒ No ☐ Yes. Please attach copies of the ads and/or circulars.

11. Is there any additional information you wish to add that will aid the Board in its review of your business or personal activities in order to determine any possible conflict of interests?

☒ No ☐ Yes. Please explain.

I work very infrequently with LEIDOS and normally average about 60 grant reviews on a yearly basis. I further only use my personal equipment and time while performing supplemental work tasking.

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

immediate family has a financial interest in such person.

- (8) The name of any person doing independent contracting business with the city in relation to which business the reporting individual had a financial interest during the preceding calendar year, and the title or description of any position held by the reporting individual in such person.
- (g) Form for statement of financial interests. Typewritten or printed statements of financial interests are to be filed with the City Clerk the statement shall be verified, dated, and signed by the reporting individual personally. It shall be submitted on a form approved by the Board of Ethics.
- (h) Filing of Statements.
 - (1) The City's Finance Director and the Personnel Director shall certify to the City Clerk a list (current as of the prior January 1) of the names and mailing addresses of the persons who are required to file a statement of financial interests in the current year.
 - (2) The City Clerk shall, in writing, notify all persons required to file statements of financial interests under this Section. Notice shall be delivered by first class mail to the last known address appearing in city records.
 - (3) All statements of financial interests shall be available for examination and duplication by the public in the office of the City Clerk during the regular business hours of the City of Lansing, except as otherwise provided by law. Costs of duplicating the statement of financial interests shall be paid by the person requesting the duplication.
 - (4) No person shall use for any commercial purpose information contained in or copied from statements of financial interests required to be filed by this Chapter or from lists compiled from such statements.
- (i) Failure to file statements by deadline
 - (1) The City Clerk shall notify any person who fails to file such a statement by May 1 of each year, by certified mail of her/his failure to file by the specified date. Such person shall file her/his statement on or before May 31, along with a late filing fee of \$20.00. Failure to file by May 31 shall constitute a violation of this Chapter, except as provided in subsection (3).
 - (2) Any person who first becomes subject to the requirement to file a statement of financial interests within 30 days prior to May 1 of any year shall be notified at that time by the appointing or employing authority of the obligation to file and shall file his statement at any time on or before May 31 without penalty. The appointing or employing authority shall notify the City Clerk of the identity of such persons. If such person fails to file a statement by May 31, the City Clerk shall notify such person by certified mail of her/his failure to file by the specified date. Such person shall file her/his statement of financial interests on or before June 15, along with a late filing fee of \$20.00. Failure to file by June 15 shall constitute a violation of this Chapter, except as provided in subsection (3).
 - (3) A person who is required to file such statements of financial interest may have one thirty day filing extension by filing a notice with the City Clerk by the date on which the statement of financial interest is due. Failure to file by the extended deadline shall constitute a violation of this Chapter.
 - (4) A statement of financial interest is considered filed when it is received by the City Clerk.