

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

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

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

☐ Keith Kris

☐ Connie Doyle

☐ R Cole Bouck, Chairperson

☐ Janielle Houston, Vice-Chairperson

☐ John Folkers

☐ 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:

Resignation of Aini Abukar

NEW BUSINESS

Affidavit of Disclosure Willard Walker, Human Resources and Community Service

Affidavit of Disclosure Katrina Urista, Human Resources and Community Service

Affidavit of Disclosure Teri Brooks, Lansing Police Department

CITY ATTORNEY'S REPORT

CHAIRPERSON'S REPORT

ADJOURNMENT

DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
August 10, 2021, 5:30 P.M.

Conference Room
South Washington Office Complex
2500 S. Washington

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

MEMBERS PRESENT: R Cole Bouck
Connie Doyle
John Folkers
Janielle Houston

ABSENT: Keith Kris
Lori Adams Simon
Aini Abukar

A QUORUM WAS PRESENT

OTHERS PRESENT: Mary Bowen, City Attorney's Office
Brian P Jackson, City Clerk's Office

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by John Folkers to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Communications from Greg Kemppainen regarding Code Compliance Violation Notice at 1117 Woodbine Ave.

PLACED ON FILE

New Business:

1. Affidavit of Disclosure Mande Beasinger Department of Police

Moved by John Folkers to place affidavit on file and finds no violation of the Ethics Ordinance at this time

Motion carried

2. Statement of Financial Interest Ellesy Sosebee Department of Police

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

Moved by Janielle Houston to place Statement of Financial Interests on file and finds no violation of the Ethics Ordinance at this time

Motion carried

Approval of Minutes

Moved by John Folkers to approve the Minutes of June 8, 2021

MOTION CARRIED

CITY ATTORNEY'S REPORT: None

CHAIR'S REPORT: Chairperson shared that he was glad that we can be back in person for this meeting. .

TABLED ITEMS: None.

UNFINISHED BUSINESS: None

ADJOURNED 5:51 p.m.

From: [Aini Abukar](#)
To: [Jackson, Brian](#)
Subject: [EXTERNAL] Resignation
Date: Thursday, September 23, 2021 3:38:36 PM

Hi Brian,

I hope this email finds you well. I have officially relocated for work and unfortunately, I will have to resign from the Board of Ethics. I want to thank each and every one of you for taking me in and being the servant leaders that you are. I was honored to have worked with you all.

Thank you.

--

Kind Regards,
Aini (Nura) Abukar
Director for Reasource Mobilization and Partnerships
African Youth Commission
[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)
M/WhatsApp: +13124835363
Skype: Nuralain A



Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

-Margaret Mead

This private email message, and any attachment(s) is protected by Article 12 of United Nations General Assembly Resolution 217 A III (1948) which is supported by 59 Stat. 619 and 59 Stat. 1033 et seq, and is also proteted by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, and is limited to the sole use of the intended recipient(s), and may contain Privileged and/or Confidential Information. All Liberties Reserved.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 9-11-21

I, Willard K. Walker 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 Consultant in the HRES 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: Lansing Kappa Alpha Psi Foundation
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?
youth group(s) in the City of Lansing

9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes No
If yes, please explain: Community Centers, Parks and Recreation facilities

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:
Decisions on how dollars may be spent to support area youth programs.

12. Explain why you believe a conflict may/may not exist with this activity/business:
No money or other asset go to me personally

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 ___ day of _____, 20__.

Walland K. Walker

Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me this 11 day of AUGUST,
2021 (year), by Shara Washington (Notary Signature)

SHARA WASHINGTON (Print Name)

Notary Public, INGHAM County,
Acting in INGHAM County,
My Commission Expires: MARCH 9, 2028

SHARA WASHINGTON Notary Public, State of Michigan County of Ingham My Commission Expires Mar. 09, 2028 Acting in the County of <u>INGHAM</u>
--



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 10/6/2021

I, Katrina Urista 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 Contract Management Administrator in the Human Relations & Community Services (HRCS) 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: State of Michigan grant - Covid Emergence Relief Assistance (CERA)
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 X No
If yes, please explain Funds from the CERA grant may be used to pay back rent from a property my husband and I own.

7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes No X
If yes, please explain:

8. Who are the clients/customers of the activity/business?
Tenants/Renters with past due rent

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:
My husband and I own a property within the City of Lansing (630 Cameo Street). The tenant (who is also my son and his family) applied for assistance from the CERA grant. As the landlord, the rent assistance would be used to pay back rent to my husband and me for this property.

12. Explain why you believe a conflict may/may not exist with this activity/business:
HRCS- City of Lansing acts as the fiduciary for some MSHDA - Ingham County Grants. The CERA grant is part of the portfolio of grants HRCS is responsible for. Although I don't directly handle the participants in the grant, I help oversee the grant.
This information was disclosed to Stephanie Oles from MSHDA. The MSHDA administration moved the application from Ingham County to Eaton County.

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 6th day of October, 2021

[Signature]

Signature of Filer

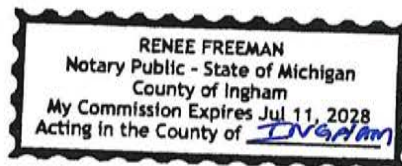
STATE OF MICHIGAN)
)ss.

COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 6th day of OCTOBER
2021 (year), by [Signature] (Notary Signature)

RENEE FREEMAN (Print Name)

Notary Public, INGHAM County,
Acting in INGHAM County,
My Commission Expires: 7-11-2028





CITY OF LANSING AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 9/28/2021

I Tori Brooks (Badge 053) 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

4

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

There is no conflict. I am coaching High School Basketball in the City of Holt.

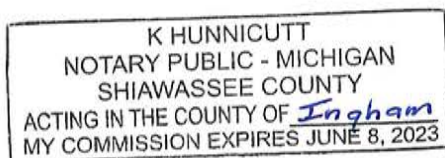
I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information, and belief.

The foregoing Affidavit of Disclosure was executed on this 29th day of September, 2021.

[Signature]

State of Michigan, County of Ingham

Subscribed and sworn to before me this 29th day of Sept., 2021



[Signature]
Notary Public/or Deputy Clerk

County, Michigan

My Commission Expires: _____

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 %
- Are you self-employed? No
- Who is your employer, if applicable? Holt Public Schools
- What are the things you actually do in the business? Coaching
Varsity Girls Basketball
- Who are your clients and who receives your goods or services? N/A
(Coaching)
- How and where are your services performed? Coaching for
Holt High School Girls
- How often do you do outside work? Never

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:

No

- 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: _____

None

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.