

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

April 12, 2022 5:30 P.M.

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

- | | |
|---|---|
| ☐ Keith Kris | ☐ R Cole Bouck, Chairperson |
| ☐ Connie Doyle | ☐ Janielle Houston, Vice-Chairperson |
| ☐ Brendon Basiga | ☐ 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: March 8, 2022

NEW BUSINESS

1. Affidavits of Disclosure:

Basiga, Brendon

Member, Board of Ethics

Martin, Jessica

Social Work Supervisor, Lansing Police Department

Mills, Sean

Lieutenant, Lansing Police Department

CITY ATTORNEY'S REPORT

CHAIRPERSON'S REPORT

TABLED ITEMS

ADJOURNMENT



DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
MARCH 8, 2022, 5:30 PM

Training Room
South Washington Office Complex
2500 S. Washington

The meeting was called to order at 5:30 PM

MEMBERS PRESENT: R Cole Bouck, Chairperson
Brendon Basiga
Connie Doyle
John Folkers
Janielle Houston, Vice-Chairperson
Keith Kris

ABSENT: Lori Adams Simon

A QUORUM WAS PRESENT

OTHERS PRESENT: Mary Bowen, City Attorney's Office
Shara Washington, City Clerk's Office

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 Brendon Basiga to approve the Minutes of February 8, 2022.

MOTION CARRIED.

NEW BUSINESS:

1. Statements of Financial & Personal Interest
 - A. Andy Schor Mayor, Lansing City

MOVED by Janielle Houston to place Statement of Financial Interest on file and

no further action is required.

MOTION APPROVED.

2. Affidavits of Disclosure

A. Joseph Bacigal #1 Officer, Lansing Police Department

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

MOTION APPROVED.

Board Member Brendon Basiga recused himself from voting on the motion.

B. Joseph Bacigal #2 Officer, Lansing Police Department

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

MOTION APPROVED.

Board Member Brendon Basiga recused himself from voting on the motion.

C. Jessica Martin Social Work Supervisor, Lansing Police Department

MOVED by Janielle Houston to place affidavit on file and finds no violation of the Ethics Ordinance at this time.

MOTION APPROVED.

CITY ATTORNEY'S REPORT:

None.

CHAIR'S REPORT:

None.

UNFINISHED BUSINESS:

Statement of Financial Interest
(Resubmission)

Jeffrey Brown

Member, City Council

MOVED by Keith Kris to place Statement of Financial Interest on file and no further action is required. **MOTION APPROVED.**

Chairperson R Cole Bouck suggested moving the "Unfinished Business" section after the "New Business" section on future Board of Ethics meeting agendas.

CLOSING COMMENTS:

Chairperson R Cole Bouck announced his retirement from the State of Michigan, effective March 31, 2022.

DRAFT

Mary Bowen (Attorney's Office) mentioned that the month of March marks her three-year work anniversary with the city.

The next scheduled Board of Ethics meeting is April 12, 2022 at 5:30 PM.

ADJOURNED 5:50 PM



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: March 4, 2022

I, BRENDON G. BASIGA 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 BOARD OF ETHICS 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 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: POTENTIAL LAWSUIT AGAINST LANSING POLICE DEPT. AND THE CITY OF LANSING

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 ☒ No ☐
If yes, please explain: THE POTENTIAL LAWSUIT IS AGAINST THE LANSING POLICE DEPT. AND THE CITY
-
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?
UNABLE TO DISCLOSE DUE TO THE ATTORNEY-CLIENT PRIVILEGE
-
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 HAVE RECENTLY BEEN RETAINED BY A CLIENT WHO HAS A POTENTIAL LAWSUIT AGAINST THE LANSING POLICE
DEPARTMENT AND THE CITY OF LANSING ITSELF. THE CLAIM INVOLVES POTENTIAL CONSTITUTIONAL VIOLATIONS.
THIS CLAIM WILL LIKELY END-UP IN FEDERAL COURT - SPECIFICALLY, THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF MICHIGAN.
-
12. Explain why you believe a conflict may/may not exist with this activity/business:
SINCE I AM A MEMBER OF THE ETHICS BOARD FOR THE CITY OF LANSING, THERE MAY BE A SEMBLANCE OF
IMPROPRIETY IF AND WHEN THIS POTENTIAL LAWSUIT IS FILED. I AM MAKING THIS DISCLOSURE IN THE EVENT THAT
THERE MAY BE AN APPEARANCE OF A CONFLICT OF INTEREST AND TO SEEK THE BOARD'S GUIDANCE ON HOW IT WISHES
ME TO PROCEED AS A MEMBER OF THE ETHICS 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 ☐
If so, please describe:
DUE TO THE ATTORNEY-CLIENT PRIVILEGE, THERE IS LITTLE THAT I CAN DISCLOSE. ALTHOUGH I AM VERY LOATHE
TO DO THIS, IF THE BOARD FEELS THAT THIS POTENTIAL LAWSUIT IS SO SERIOUS OF A CONFLICT, I WILL RESIGN. ALTERNATIVELY,
I CAN SIMPLY RECUSE MYSELF FROM ANY DECISIONS THAT NEED TO BE MADE, IF ANY, THAT INVOLVE THE LPD OR THIS SUIT.
-

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.


Signature of Filer



APR 8'22 8AMCLERK

CITY OF LANSING AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 3/25/2022

I Jessica A. Martin 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 Social Work Supervisor 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 an instructor for the MSU School of Social Work's Continuing Education Program for several years. I teach these classes as an LMSW with relevant experience; not as a representative of any specific agency.

The classes are primarily for their Trauma Certificate Program, and vary in length from 2 hours to 8 hours in length, in a variety of in-person and virtual settings.

I do not foresee any conflict of interest occurring with this employment as I am paid per class, as a private entity and not representing any employer/business.

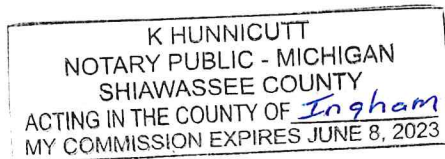
I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information, and belief.

The foregoing Affidavit of Disclosure was executed on this 25th day of March, 2022.

Jessica M. M. M.

State of Michigan, County of Ingham

Subscribed and sworn to before me this 25th day of March, 2022



K. Hunnicutt
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? Paid an honorarium on a per class basis %
- Are you self-employed? ↓
- Who is your employer, if applicable? Paid MSU School of Social Work, Continuing Education Dept.
- What are the things you actually do in the business? Teach classes for post-graduate professionals to meet their continuing education requirements as social workers
- Who are your clients and who receives your goods or services? Post-graduate professionals
- How and where are your services performed? Variety of classroom settings; both in-person and virtual formats
- How often do you do outside work? less than 20 hours per year; classes range from 2hrs-8hrs and are held periodically throughout the year

Does your business or employer contract with the City? _____

Not to my knowledge

- 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? ^{possibly} ✓ If so, describe:

MSU School of Social Work may rent out
classroom space at various conference facilities

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

My bio will say I'm employed by Lansing
Police Dept - but I can ask them not to, if required

- 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.

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.



Lansing Police Department

Supplemental Off-Duty Employment Request Form

☐ Renewal

☐ Reg. Off-Duty Employment ^{APP 8'22} 8AMCLERK

Date: _____

Employee Requesting Approval: Jessica Martin Badge No: NA
Current Duty Assignment: Police Social Work Supervisor
Hours: 8am-4pm Division: Patrol/CSU

SUPPLEMENTAL EMPLOYEMENT INFORMATION

Name of Employer: MSU School of Social Work Continuing Education
Type of Business: college/university
Business Address: _____
Owner or Manager's Name: Gina Gembel, LMSW Telephone No: (517) 353-3060
Location of Employment: Varies/Virtual
Description of Work Duties: Provide continuing education class instruction
Work Schedule: Varies
Number of Hours Per Week: less than 2 usually Duration of Employment: on-going

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.

Jessica A Martin
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: 3-25-22 Initials: KMD ☒ Approved ☐ Disapproved
Captain's Comments: I do not see any conflicts. This is a good partnership for Mrs. Martin.
Daryl Green Date: 4/4/22 ☒ Approved ☐ Disapproved
Daryl Green, Chief of Police

Copy of form sent to employee on _____.



CITY OF LANSING AFFIDAVIT OF DISCLOSURE

APR 7'22 3PMCLERK

TO: CITY CLERK

DATE: 4/5/22

I Sean Mills 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 Lieutenant 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.

Supplemental employment application with Oakland
Community College Police Academy as a Canine Instructor.

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 5th day of April, 2022.

State of Michigan, County of Ingham

Subscribed and sworn to before me this _____ gned day of _____, 20_____



Robert Allen Merritt
NOTARY PUBLIC - STATE OF MICHIGAN
County of Clinton
My Commission Expires 10/14/2027
Acting in the County of Ingham

Robert Allen Merritt
4/6/22

Notary Public/or Deputy Clerk

County, Michigan
My Commission Expires: _____

ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

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- 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? Oakland Community College

- What are the things you actually do in the business? Canine Training

- 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? 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:

- 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.

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(excerpt)

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- (C) The solicitation of the contract;
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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.

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