

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

April 11, 2023 5:30 P.M.

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

- | | |
|---|---|
| ☐ Keith Kris | ☐ R Cole Bouck, Chairperson |
| ☐ Jim DeLine | ☐ Janielle Houston, Vice-Chairperson |
| ☐ Jim Cavanagh | ☐ John Folkers |
| ☐ Trini Pehlivanoglu | |

A Quorum is: ☐ Present

☐ Not Present

☐ Others Present:

WELCOME AND INTRODUCTION OF NEW MEMBERS

PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)

APPROVAL OF AGENDA ☐ As Submitted ☐ With Changes Noted

SECRETARY'S REPORT ☐ Approval of Minutes:

NEW BUSINESS

Statement of Financial Interests, Emily Linden, Internal Auditor

CITY ATTORNEY'S REPORT

Closed Session

Pursuant to MCL 15.268(h) of the Open Meetings Act, I hereby move that the Board recess into closed session to consult with the City Attorney to consider material exempt from discussion or disclosure by state statute. Specifically, to discuss written legal opinions from the City Attorney provided under attorney-client privilege and attorney work-product, and which is also exempt from disclosure under the Freedom of Information Act pursuant to MCL 15.243(1) (g).

For this session, the topic is

Preliminary Written Analysis on Complaint 2023-001

CHAIR'S REPORT:

Election of Chair and Co-Chair scheduled for July 2023

TABLED ITEMS:

UNFINISHED BUSINESS

Detroit Board of Ethics Conference

ADJOURNMENT

**DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
March 23, 2023 5:30 PM**

Training Room
South Washington Office Complex
2500 S. Washington

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

MEMBERS PRESENT: Jim DeLine
John Folkers
Janielle Houston, Vice-Chairperson
R Cole Bouck, Chairperson

ABSENT: Keith Kris (arrived at 5:33 p.m.)

A QUORUM WAS PRESENT

OTHERS PRESENT: Brian P Jackson, City Clerk's Office
Amany Williams, Assistant City Attorney
Jim Smiertka, City Attorney
Lauren Welch, City Clerk Intern

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by Janielle Houston to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Jim DeLine to approve the Minutes of January 10, 2023 with one correction

MOTION CARRIED

Resignation of Brendon Basiga

Moved by John Folkers to accept the resignation of Brendon Basiga and to send a letter of gratitude for his service from the Board of Ethics

MOTION CARRIED

Reschedule of August 8th Meeting from Primary Election Night

Moved by Janielle Houston to accept the revised meeting schedule for 2023 with a new date of August 15th instead of a week earlier.

MOTION CARRIED

The Board of Ethics selected Wednesday, July 19th as their top preference to enjoy the City of Lansing suite for a Lugnuts game. The Clerk's Office will follow up with details upon confirmation from the Mayor's Office.

New Business:

Letter Regarding Sister Cities Commission, Andy Schor, Mayor

Moved by Jim DeLine to place letter on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time. In addition, the Board's written response will include a reminder for the Mayor to recuse himself from approving any contracts to the Sister Cities Commission and continue to notify the Board of any potential conflict of interest.

Motion Carried

Statement of Financial Interests, Rev. Thomas Woods, Human Relations and Community Service Board

Moved by Jim DeLine to place Statement of Financial Interests on file after the Clerk's Office has provided additional information of Job Title for Rev. Woods, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

Motion Carried

Statement of Financial Interests, Melissa Horste, Human Relations and Community Service Board

Moved by Keith Kris to place Statement of Financial Interests on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

Motion Carried

CITY ATTORNEY'S REPORT: None.

CHAIR'S REPORT: Detroit Board of Ethics Conference – Interest Inventory

Cole Bouck and Jim DeLine expressed interest in attending the conference.

Clerk Office will follow up with the host about cost and any additional information, and who will be responsible to pay for charges.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

ADJOURNED 5:59 p.m.

CITY OF LANSING STATEMENT OF FINANCIAL INTEREST AND PERSONAL INTEREST

This statement must be completed by you and filed with the Lansing City Clerk no later than **May 1 of each year.**

MAR29'23 2PMCLERK

Each and every part of this form must be completed. If you have no information to report, you must note that in that part of the form. If you feel a part is not applicable, you must state your reasoning. Forms with missing or incomplete information will be returned for completion.

The full text of the Financial Interests section 290.08 of the Ethics Ordinance and the Conflict-of-Interest section 5-505 of the City Charter are attached to this disclosure to assist in the full completion of this form. For additional guidance, please contact the Office of the City Attorney.

----- Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual Emily Linden

Job Title Internal Auditor Name of Supervisor Carol Wood

Principal Address of Reporting Individual 1801 Gordon Avenue, Lansing, MI 48910

Contact Numbers [REDACTED]

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information, and belief.

Emily K. Linden
Signature

3-29-23
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 29 day of March,

2023 (year), by Emily K. Linden
(Name of Reporting Individual)

Pat Kapp (Notary Signature)

Patrick J. Kapp (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 9-20-2023

Report Terms

For purpose of your disclosures in this form, the following words have the defined meaning:

1. "Benefit" includes the receipt, directly or indirectly, of any payment, gift, grant, pass through to another, forbearance, service, good, real property, personal property, or any other right, title or interest of value.
2. "Organization," includes for profit and nonprofit corporation, partnership, association, club, limited liability company, any group acting as a unit, or any other legal entity.
3. "Past" means the preceding calendar year (past 12 months) from the time this disclosure is filed.
4. "Present" means at the time this disclosure is filed.
5. "City" means City of Lansing
6. "Immediate Family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

Part I

List each and every organization (other than the City) in which you are an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity and from which any income in excess of \$2500 was derived during the preceding calendar year (past 12 months).

Organization's Name	Address	Type of Organization	Your Function/Title	Past 12 Months or Present
N/A				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☒ NO

If yes, then please review Part X for additional details on documentation required for submission.

Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of \$5,000 or more in the past (12 months). Do not include any gain from the sale of your principal place of residence.

Asset	Description
N/A	

Part III

List each and every past (12 months) and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past 12 Months or Present
N/A	

Part IV

List each and every person, or organization from which you received in the past (12 months), or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of \$500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name	Address of Principle Residence	Nature of Gift	Value of Gift	Past 12 Months or Present
N/A				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☒ NO

If yes, please provide additional information on the nature of the Financial Interest.

Part V

List each and every name of and instrument of ownership in any organization conducting business within the city of Lansing in which you, or a member of your Immediate Family had or have a financial interest in the past (12 months) or present. Ownership interests in publicly held corporations need not be disclosed.

Name	Address	Instrument of Ownership	Past 12 Months or Present
N/A			

Part VI

Identify each and every parcel of real property, past (12 months) or present, and describe your right, title or interest, or your financial interest in the parcel if the city of Lansing may also possess a real property interest or maintain public utility improvements in the parcel. Include all forms of your direct ownership or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate. Do not include your principal place of residence. Include real property both within and outside the city of Lansing.

Address or Description of Real Estate	Nature of Right or Interest	Past 12 Months or Present
N/A		

Part VII

List each and every person or organization that has applied to the City for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property, past (12 months) or present, if you, or a member of your Immediate Family has a financial interest in such a person or organization. Include the nature of the City action requested.

Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past 12 Months or Present
N/A			

Part VIII

List each and every person or organization doing independent contracting business with the City in which you, or a member of your immediate family, had (within the past 12 months) or currently have a financial interest or personal interest. Include the title and description of any position held by you, or the member of your Immediate Family, in the organization.

Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past 12 Months or Present
N/A			

If yes, please provide additional information on the nature of the Financial Interest.

Part X

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past (12 months) or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

- A written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your Immediate Family or the organization and describe all the beneficiaries thereof.
- Provide separate written statements for each contract agreement, arrangement and program and include a full and complete statement of the program, performance, beneficiaries, compensation, duties and obligations therein.

Please note that this disclosure is intended to include contracts, agreements, and arrangements that are formal or informal, written or oral, and direct or indirect.