

CITY OF LANSING - BOARD OF ETHICS
REGULAR MEETING
May 9, 2023 5:30 P.M.
CONFERENCE ROOM
2500 SOUTH WASHINGTON

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:

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

1. Affidavit of Disclosure Erin Buitendorp, Public Service
2. [Statements of Financial Interests with no items disclosed:](#)

Bean, Scott	Communications Director
Boak, Sheryl	City Council Office Manager
Coleman, Kimberly	Human Relations and Community Services Advisory Board Director
Dunbar, Kim	Human Relations and Community Service Contract Manager
Fountain, DeLissa	Department of Neighborhood Arts and Citizen Engagement
Frischman, Sharon	Finance Department, Assessor
Gillespie, Kimberly	Human Relations and Community Service Contract Manager
Jackson P., Brian	Chief Deputy City Clerk
Kilpatrick, Andy	Public Service Department
Kirkland, Desiree	Finance Department Director
Linden, Emily	Internal Auditor
Richmond, Renee	City Council Committee Clerk
Smiertka, James	City Attorney
Sosebee, Ellery	Chief of Police
Sturdivant, Brian	Fire Chief
LaVella, Todd	BLW Corporate Secretary
Williams, Versey	Human Relations and Community Service Advisory Board Member
Young, Toni	Human Relations and Community Service Contract Manager

Statements of Financial Interests with items disclosed:

Brown, Jeffrey	City Council Member
Bais DiSessa, Jane	Deputy Mayor/Chief of Staff
Dripchak, Paul	Human Relations and Community Service Advisory Board Member
Embry, Ronald	Human Relations and Community Service Advisory Board Member
Frayar, Shelbi	Deputy Mayor/ Chief Strategy Officer
Garza, Jeremy	City Council Member
Gehle, Sean	Human Relations and Community Service Advisory Board Member
Hankwitz, Jordan	Economic Development and Planning Department Director
Hetke, Veronica	Mayor Office, Appointments
Hussain, Adam	City Council Member
Jackson T., Brian	City Council Board Member
Kachinske, Brett	Parks and Recreation Department Director
Lawrence, Mark	Deputy Mayor/Executive Assistant
Mumby, Christopher	Chief Information Officer
O'Leary, Elizabeth	Human Resources Department Director
Peффley, Richard	Board of Water and Light General Manager
Schor, Andy	Mayor
Spadafore, Peter	City Council Board Member
Spitzley, Patricia	City Council Board Member
Swope, Chris	City Clerk
Washington, Jody	Human Relations and Community Services Advisory Board Member
Wood, Carol	City Council Board Member

CITY ATTORNEY'S REPORT

CITY ATTORNEY'S REPORT:

CHAIR'S REPORT:

Detroit Ethics Conference

TABLED ITEMS:

UNFINISHED BUSINESS

ADJOURNMENT

DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
April 11, 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:

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

ABSENT: None

A QUORUM WAS PRESENT

OTHERS PRESENT:

Brian P Jackson, City Clerk's Office
Amany Williams, Assistant City Attorney
Jim Smiertka, City Attorney
Chris Swope, City Clerk
Lauren Welch, City Clerk's Office

WELCOME AND INTRODUCTION OF NEW MEMBERS

PUBLIC COMMENT: None

APPROVAL OF AGENDA:

Moved by Keith Kris to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Janielle Houston to approve the Minutes of March 23, 2023 with one amendment.

MOTION CARRIED

New Business:

Statement of Financial Interests, Emily Linden, Internal Auditor

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:

Moved by Cole Bouck that pursuant to MCL 15.268(h) of the Open Meetings Act, the Board shall 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 the Preliminary Written Analysis on Complaint 2023-001

Motion carried, by unanimous vote.

CLOSED SESSION

Board Arise and returns back to OPEN SESSION

Moved by Jim DeLine to authorize the City Attorney to obtain services of attorney Gouri Sashital to investigate complaint 2023-001 and that items discussed in closed session remain confidential.

Motion Carried

CHAIR'S REPORT:

Chairperson reminded the Board that the election of Chair and Co-Chair scheduled for July 2023, and that Cole is ineligible per bylaws from being the Chair for another term.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

Detroit Board of Ethics Conference - May 16, 2023

There is no charge for the Conference, but the agenda has not been set either.

ADJOURNED 6:13 p.m.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: April 25, 2023

I, Erin E. Buitendorp 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 Operation Specialist in the Public Service 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(l) 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(l) 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. APR25'23 10AMCLERK

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: The University of Michigan - Summer 2023 External Technical Advisor

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 see attachment

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?
City of Lansing and its residents, renters and business owners.

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:

Please see attached enclosures. Catalyst Leadership Circle Summer Fellowship runs from May 22, 2023 - July 27, 2023.

12. Explain why you believe a conflict may/may not exist with this activity/business:

I was asked to be an external Technical Advisor for the Catalyst Leadership Circle (CLC) Summer Fellow via The University of Michigan, Graham Sustainability Institute.

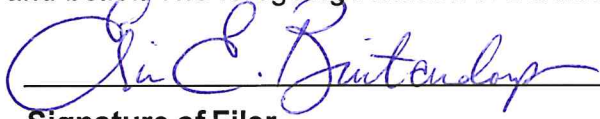
Due to coordinating a student group in Summer 2022, who studied the Fats, Oils, and Greases Lansing program, the coordinators of the fellowship program were interested in my participation.

There is an honorarium associated with the technical advisor role upon successful completion of the summer program. The honorarium is provided to cover travel for the on-site visits to Ann Arbor, return travel back to Lansing, and any job duties out of scope.

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 25 day of APRIL, 20 23.


Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 25 day of April,
2023 (year), by  (Notary Signature)

Brian P. Jackson (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: July 28 2028



Andy Schor, Mayor

PUBLIC SERVICE DEPARTMENT

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FAX: (517) 483-6082
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MEMORANDUM

TO: Brian Jackson, City Clerk's Office
FROM: Lori Welch, Sustainability Manager
DATE: April 25, 2023
SUBJECT: Disclosure memo

I am writing to express my support for Erin Buitendorp's role as a technical advisor for the Catalyst Communities Fellowship program. Through this program, the City will work with a U of M student on the City's Fats, Oils, Grease (FOG) program.

Erin has previously worked with other students on the FOG project and will best be able to advise those who work on the initiative. Her involvement will not impact my role as Sustainability Manager, as this program doesn't typically involve me directly.

Please don't hesitate to contact me if you have any questions or concerns.

A handwritten signature in black ink, appearing to read "Lori Welch", is written over the typed name.

Lori Welch

2023 Catalyst Leadership Circle (CLC) Fellowship Technical Advisor Agreement

CLCF Goals:

- Provide CLC communities with a student to work on an advanced sustainability project
- Provide students with a hands-on, applied research experience in a sustainability career
- Create a shareable project deliverable so that projects can be utilized by other communities in the future

CLCF Fellow Background:

- Fellows are selected through a competitive application process which include submitting a resume and written responses, an interview, and a reference check
- Fellows are graduate students, attending universities across Michigan, and agree to spend 40 hours per week for 10 weeks on their project or related CLCF activities
- Outside of project work, Fellows will attend weekly skill-building workshops, weekly check-ins with the Program Manager (Sarah Lee), and community site visits
- Fellows will be based at the Graham Sustainability Institute in Ann Arbor except for individual circumstances, or a preference among both the Fellow and CLC Mentor to work at the Mentor's office

Project Teams:

- Each Fellow will be assigned to an individual project based on their interests and skills
 - Basic project descriptions are listed [here](#)
- A project team will consist of 1 Fellow, 1 Technical Advisor (TA), and 1+ CLC Mentors
 - Each project team will have a designated "primary" CLC Mentor from a local government. This person will attend all weekly meetings of that particular project.
 - Any other interested CLC Mentors may join meetings to provide input as they can, but are not required to attend every meeting. This setup allows communities to join multiple project teams to ensure the deliverables will meet their needs without a major time constraint, while also guaranteeing that Fellows have a main point of contact for questions.
 - **TAs are intended to help guide the project by providing subject matter expertise, background materials/resources, and relevant contacts. They should help ensure that the end deliverable fits well within or expands upon the current set of publicly available resources in the field.**

TA responsibilities include:

- Dedicating at least 1 hour per week for project work during the CLC Fellowship
 - This will primarily be spent in a weekly meeting (likely virtual) with the project team and as needed email/phone support for Fellows to help guide projects
- Attending a pre-fellowship team meeting with your CLC Mentor to set initial project goals
 - Intended to help teams establish a clearer understanding of project objectives in advance of the Fellow joining at the CLCF Kickoff
 - Attending the CLCF Kickoff on May 22nd at U-M

- Will include project team introductions, project scoping, and other activities to ensure the project “kicks off” smoothly
- Attending the CLCF Closing on July 27th, location TBD
 - Will include project presentations

Agreement to the responsibilities listed above

By signing below, you understand the time commitment and responsibilities for serving as a TA and agree to do so during the CLC Fellowship from May 22 - July 28, 2023. You also agree to help monitor the project's progress and provide constructive feedback and direction based on your knowledge. If any issues arise, you will communicate them to the Program Manager.

Name: Erin Buitendorp

Date: April 10, 2023

Email: erin.buitendorp@lansingmi.gov

2023 CLC Fellowship Projects

FOG Program (Lansing): Fats, Oils, and Grease (FOG) can have a high impact on a community's sewer system (e.g. clogged sewer pipes) potentially resulting in public health and safety issues or property damage. Help develop a city program for FOG by drafting a sample ordinance. Time permitting, synthesize best practices, outline a recycling program, or create community outreach materials for FOG.

Lake-Healthy Campaign (Meridian Twp): Conduct an environmental education campaign for residents on "lake-healthy" practices for Lake Lansing and other surrounding ponds, rivers, and streams. Time permitting, create additional fact sheets on related sustainability topics such as stormwater management, rainwater collection, wetland protection, and natural landscaping. Good writing and communication skills would be helpful for this project including a familiarity with graphic design, Canva, or similar.

Tiered Sanitation Rates (Ferndale): Research and recommend best practices for a tiered sanitation rate structure to help a Michigan local government revamp their downtown material management program's finance structure to one based on business waste generation. It is anticipated that this new rate system would approach waste disposal more equitably, allow for added services such as organic waste collection, and help incentivize waste reduction/recycling.

Decarbonization Outreach (Traverse City): Develop residential outreach and education strategies to support Climate Action Plan programs in energy waste reduction, electrification, and renewable energy. Identify opportunities for local utilities to connect with their customers on how these programs intersect and lead to the city's ultimate goal of decarbonization.

Heat Pumps (East Lansing): Air-source heat pumps (ASHP) can support efforts to decarbonize and electrify buildings, though most available guidance is oriented towards residential homeowners. Compile existing research to help facilities managers better understand the feasibility, viability, and general design requirements of replacing aging combustion-based HVAC systems to ASHPs in municipally owned buildings. Help inform decision makers as they consider facility upgrades and equipment replacement.

Carbon Impacts (Holland): Many communities have a detailed understanding of their energy usage, but less accessible knowledge around the carbon impacts associated with recycling, composting, tree canopies, etc. Using pre-existing calculations and numbers, distill information into easily digestible reports and concepts for the city and its residents, explaining to both groups how their sustainable activities help combat climate change.

GHG Inventory (Grand Haven): Help a city establish a greenhouse gas (GHG) emissions reduction plan by assembling a municipal operations inventory using a variety of free resources. Document the process including time spent, frequent challenges, and valuable resources to assist other communities complete their own inventory in the future. Time permitting, research a

GHG reduction goal, identify funding sources to help decarbonize, or create a communications package for sharing results with residents.

ICLEI GHG Inventory (Rockford): Create a municipal GHG inventory to help a small city establish a benchmark for their emissions, ultimately leading to the creation of their sustainability plan. The City will purchase an ICLEI membership to assist the Fellow in creating the inventory to international standards. Write a best practice guide including time spent, frequent challenges, and valuable resources to assist other communities with future inventory creation. As time and interest allows, expand the inventory to include the surrounding community.

Renter Behavior Change (Ann Arbor): In support of a Green Rental Housing program, construct a messaging toolkit that focuses on reinforcing positive home behavior among rental tenants (e.g. scheduling a programmable thermostat, unplugging unused appliances, mindful water consumption, etc.). Research best practices to determine quick, effective forms of engagement to target a large transient renter population that often does not have the same autonomy over their living space as an average homeowner.

Urban Forestry (Canton Twp): Assist a relatively newly developed community update its tree planting program to a more long term, robust, and implementable Urban Forestry Management Program. Identify and explain best practices, an achievable course of action, and how this work fits within the Township's Master Plan. Time permitting, start the process of developing a program.



CONFERENCE AGENDA

Butzel Family Recreation Center Tuesday, May 16, 2023	
9:15 am	Welcome and Opening Remarks <i>Christal Phillips, Executive Director, Detroit Board of Ethics</i>
9:30 – 11:00 am	Quorum, Minutes, and Rules of Debate <i>Frances Jackson, Registered Parliamentarian</i>
11:00 – 12:00 pm	Panel: Strengthening Ethics Ordinances & Enforcement Panelists: <i>Stacy Cobb-Muniz, Councilwoman, City of Eastpointe</i> <i>James D. Robb, Chair, Birmingham Board of Ethics</i> <i>Dorie Vazquez-Nolan, Vice Chair, Macomb County Ethics Board</i> Moderator: <i>Christal Phillips, Executive Director, Detroit Board of Ethics</i>
12:00 – 1:00 pm	Lunch
1:00 – 2:30 pm	Improving the Deliberation Process <i>Morela Hernandez, Professor, Ford School of Public Policy, University of Michigan – Ann Arbor</i>
2:30 – 4:00 pm	Sunshine Laws: Open Meetings Act <i>Christopher Johnson, General Counsel, Michigan Municipal League</i>
4:00 – 5:00 pm	Roundtable: Investigation Resources & Techniques
5:00 pm	End of Conference