

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

May 30, 2023 5:30 P.M.

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

- ☐ Keith Kris
- ☐ Jim DeLine
- ☐ Jim Cavanagh
- ☐ Trini Pehlivanoglu

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

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: May 9, 2023

NEW BUSINESS

Updated Statement of Financial Interest Melissa Horste HRCS Board Member

CITY ATTORNEY'S REPORT:

Analysis on Complaint 2023-001

CHAIR'S REPORT:

TABLED ITEMS:

UNFINISHED BUSINESS

Detroit Board of Ethics Conference 2023

ADJOURNMENT

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
May 9, 2023 5:30 PM

Conference Room
South Washington Office Complex
2500 S. Washington

The meeting was called to order at 5:33 p.m.

MEMBERS PRESENT:

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

ABSENT:

Keith Kris
Jim Cavanagh
Trini Pehlivanoglu -

A QUORUM WAS PRESENT

OTHERS PRESENT:

Joe Abood, City Attorney's Office
Chris Swope, City Clerk
Brian P Jackson, City Clerk's Office
Grace Hocking, City Clerk's Office
Erin Buitendorp, Public Service

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:

Approval of Minutes

Moved by Jim DeLine to approve the Minutes of April 11, 2023.

MOTION CARRIED

New Business:

1. Affidavit of Disclosure Buitendorp, Erin Public Service

MOVED by John Folkers to place Affidavit of Disclosure on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED

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

The Board reviewed the Statements of Financial Interest with no items disclosed and found no violation of the Ethics or other issues to further debate or discuss. No further action is required.

MOVED by Janielle Houston to place the statements on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED

3. Statements of Financial Interests with **items disclosed**:

- Brown, Jeffrey City Council Member

MOVED by Janielle Houston to place J. Brown's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Bais DiSessa, Jane Deputy Mayor/Chief of Staff

MOVED by John Folkers to place J. Bais DiSessa's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Dripchak, Paul Human Relations and Community Service Advisory Board Member

MOVED by Janielle Houston to place P. Dripchak's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Embry, Ronald Human Relations and Community Service Advisory Board Member

MOVED by Jim DeLine to place R. Embry's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Frayer, Shelbi Deputy Mayor/ Chief Strategy Officer

MOVED by John Folkers to place S. Frayer's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Garza, Jeremy City Council Member

MOVED by John Folkers to place J. Garza's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Gehle, Sean Human Relations and Community Service Advisory Board Member

MOVED by Janielle Houston to place S. Gehle's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Hankwitz, Jordan Economic Development and Planning Department Director

MOVED by Jim DeLine to place J. Hankwitz's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Hetke, Veronica Mayor Office, Appointments

MOVED by Janielle Houston to place V. Hetke's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Hussain, Adam City Council Member

MOVED by Jim DeLine to place A. Hussain's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Jackson T., Brian City Council Board Member

MOVED by Jim DeLine to place Brian T. Jackson's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Kachinske, Brett Parks and Recreation Department Director

MOVED by John Folkers to place B. Kachinske's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Lawrence, Mark Deputy Mayor/Executive Assistant

MOVED by Jim DeLine to place M. Lawrence's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Mumby, Christopher Chief Information Officer

MOVED by John Folkers to place C. Mumby's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- O'Leary, Elizabeth Human Resources Department Director

MOVED by Janielle Houston to place E. O'Leary's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Peffley, Richard Board of Water and Light General Manager

MOVED by John Folkers to place R. Peffley's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Schor, Andy Mayor

MOVED by Janielle Houston to place A. Schor's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Spadafore, Peter City Council Board Member

MOVED by John Folkers to place P. Spadafore's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Spitzley, Patricia City Council Board Member

MOVED by Janielle Houston to place P. Spitzley's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Swope, Chris City Clerk

MOVED by Janielle Houston to place C. Swope's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Washington, Jody Human Relations and Community Services Advisory Board Member

MOVED by John Folkers to place J. Washington Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

- Wood, Carol City Council Board Member

MOVED by John Folkers to place C. Wood's Statement of Financial Interest on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION APPROVED.

CITY ATTORNEY'S REPORT: None.

CHAIR'S REPORT:

Chairperson Bouck spoke about the upcoming Detroit Ethics Conference.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

The City Attorney's Office will provide the opinion regarding the disclosure requirements of receiving complimentary Lansing Lugnuts tickets or use of the City suite for a ball game.

Clerk's Office will recommend some minor edits to the Statement of Financial Interests form for the Board of Ethics to review including changing the word "Title" to "City Position"

ADJOURNED 6:50 p.m.

CITY OF LANSING STATEMENT OF

MAY16'23 12PMCLERK

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.**

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 Melissa Horste
 Job Title Regent Board Member Name of Supervisor _____
 Principal Address of Reporting Individual 210 Regent Street
 Phone Numbers: Personal: 517-282-5998 Work: 517-449-0645

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.

Melissa Horste
 Signature Melissa Horste

5/16/23
 Date

STATE OF MICHIGAN)
)ss.
 COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 16th day of May,
2023 (year), by Patrick J. Kapp (Notary Signature)
Patrick J. Kapp (Print Name)

Notary Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 9-20-2023

S:\Clerk_Staff\Board of Ethics\Statements of Financial Interests\Statement of Financial Interests Form.Current 06 08 2021

Approved to form by the Board of Ethics on 6/8/2021

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
Michigan Department of State	430 W. Allegan St. Lansing, MI 48933	State government	Legislative Liaison	Present
Voters not Politicians	P.O. Box 16180 Lansing, MI 48901	501(c)3+ (c)H nonprofit	Development Director	Past

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
NA	NA

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
State, Michigan Department of State	Present

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
NA	NA	NA	NA	NA

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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
NA	NA	NA	NA

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 principle 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
NA	NA	NA

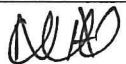
Part VII

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
NA	NA	NA	NA

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
			
Capital Fundraising Associates	Sub contractor	Subcontractor	Past

Part IX

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.