

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

November 14, 2023 5:30 P.M.

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

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

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: October 10, 2023

NEW BUSINESS

Affidavit of Disclosure	Matthew Meaton	Police Department
Statement of Financial Interests	Amy Crank	Assessing Department

CITY ATTORNEY'S REPORT

CHAIR'S REPORT:

TABLED ITEMS:

UNFINISHED BUSINESS

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
October 10, 2023 5:30 PM**

Conference Room
South Washington Office Complex
2500 S. Washington

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

MEMBERS PRESENT:

Janielle Houston, Chairperson
Jim DeLine, Vice-Chairperson
Keith Kris
John Folkers
Jim Cavanagh
Trini Pehlivanoglu
Louise Alderson

ABSENT: R Cole Bouck- Excused

A QUORUM WAS PRESENT

OTHERS PRESENT:

Brian P Jackson, City Clerk's Office
Joe Abood, City Attorney's Office

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by Jim Cavanaugh to approve the agenda as submitted.

Motion Carried

SECRETARY'S REPORT:

Approval of Minutes

Moved by Jim DeLine to approve the Minutes of September 13, 2023

Motion Carried

Update Meeting Schedule for December 2023 for a new location

Moved by John Folkers to meet at REO School, 1221 REO Road for the December 12, 2023 meeting and at that meeting the Board of Ethics shall determine location of all meetings for 2024 at that meeting.

Motion Carried

Meeting Schedule for 2024

Moved by Keith Kris to approve the meeting schedule as presented where the location has yet to be determined.

Motion Carried

New Business:

- | | |
|---|---------------------------|
| 1. Affidavit of Disclosure, Katelynn Miller | Lansing Police Department |
| 2. Affidavit of Disclosure, Anthony Dean, | Lansing Police Department |
| 3. Affidavit of Disclosure, Sagar Kandel, | Lansing Police Department |

Moved by Keith Kris to place Katelynn Miller, Anthony Dean and Sagar Kandel Affidavit of Disclosures on file and no further action is required. The Board's written response will include a reminder of their ongoing duty to submit a new Affidavit of Disclosure if any new and relevant information arises.

Motion Carried

CITY ATTORNEY'S REPORT: None.

CHAIR'S REPORT: None.

TABLED ITEMS: None.

UNFINISHED BUSINESS: None

ADJOURNED 5:54 p.m.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

OCT19'23 12PMCLERK

TO: CITY CLERK

DATE: 10/02/23

I, Matthew Meaton 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 Police Officer 2 in the LPD 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 COMMUNITY COLLEGE / MID MICHIGAN POLICE ACADEMY
5. Do you have ownership or interest in the activity/business? Yes _____ No ✓

Updated Feb 2022

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?
Academy Recruits / Sponsored and non sponsored (if any).

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 will be assisting M.M.P.A with Recruit Scenario Based Training. My title will be SPS - Police Academy. Police Academy Scenario Cadre for Scenario based training days.

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

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 2 day of October, 2023.

[Signature]

Signature of Filer



STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 2 day of October, 2023 (year), by [Signature] (Notary Signature)

Morgan Cherry (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 6/1/2030

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? _____;
Mid Michigan Police Academy / LCC. N/A %
- Are you self-employed? N/A
- Who is your employer, if applicable? N/A
- What are the things you actually do in the business? Assist in scenario
based training days for M.M.P.A / LCC.
- Who are your clients and who receives your goods or services? Academy
Recruits.
- How and where are your services performed? Off hand / Possibly Give feedback / observe
recruits in scenarios. Site is based on where the
academy decides to host training at. In my academy it
was MSU Campus & LCC West Campus.
- How often do you do outside work?
Less than 20 hours or so.

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.



Lansing Police Department
Supplemental Off-Duty
Employment Request Form

☐ Renewal
☐ Reg. Off-Duty Employment
Date: _____

Employee Requesting Approval: Matthew Meaton Badge No: 245
Current Duty Assignment: Community Police Officer / PO1
Hours: VARIES Division: PATROL

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Lansing Community College / Mid Michigan Police Academy
Type of Business: Recruit TRAINING
Business Address: 5708 Cornerstone Drive Lansing, MI 48917
Owner or Manager's Name: Director Andy Lindeman Telephone No: 517 712 6388
Location of Employment: Same as business address
Description of Work Duties: Police Academy Scenario Cadre
Work Schedule: NOT CURRENTLY KNOWN
Number of Hours Per Week: Less than 20 hours or 50. Duration of Employment: 10/01/23 - 09/30/24

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.

[Signature] #245
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: 10-4-23 Initials: HD ☒ Approved ☐ Disapproved

Captain's Comments: Professional development for recruit training

[Signature] Date 10/4/2023 ☒ Approved ☐ Disapproved
Ellery Sosebee, Chief of Police

Copy of form sent to employee on 10-4-23

CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

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

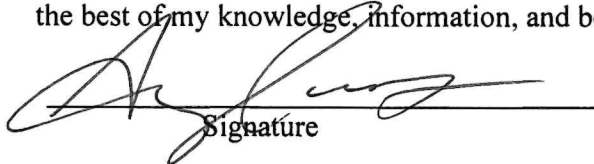
Name of Reporting Individual Amy Crank

Job Title Contract Manager Name of Supervisor Toni Young

Principal Address of Reporting Individual 130 W. Howe Ave. Lansing, MI 48906

Contact Numbers: 513-328-3376

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.

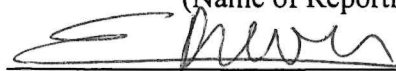

Signature

10/18/23
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 18th day of October,
2023 (year), by Amy Crank

(Name of Reporting Individual)

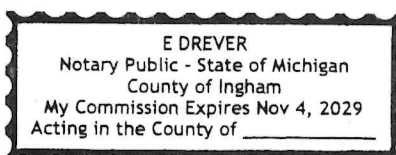
 (Notary Signature)

E Drever (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: Nov 4, 2029



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
Lansing Public Schools	519 W. Kalamazoo	School	employee	Last \$ 2020
St. Vincent Catholic	2800 W. Willow	Church/ agency	Foster Parent	Last \$ 2019

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
Peckham	employment	Job Coach (spouse)	Present

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.

MEMORANDUM

DATE: October 18, 2023

TO: Kimberly Coleman, Director

FROM: Amy Crank, Contract Manager

SUBJECT: Financial Interest

This is in regard to the City of Lansing Statement of Financial Interest. In Part I, I have listed both Lansing Public Schools and St. Vincent Catholic Charities as organizations that I have worked with, neither are within the past 12 months, but to provide full transparency, I did want to disclose past interest.

In Part VIII, Peckham, Inc is also listed. My spouse is currently an employee with Peckham, with the title of Job Coach.

To insure there is no conflict of interest, it was decided that I will not have any decision-making authority or oversight to of any grant funds issued to Peckham, Inc.

Thank you,

A handwritten signature in black ink, appearing to read 'Amy Crank', with a stylized, flowing script.

Amy Crank