

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

February 11, 2025, 5:30 P.M.

Reo Elections Office

1221 Reo Rd Lansing

AGENDA

CALL TO ORDER

ROLL CALL

- | | |
|--|---|
| ☐ Jim DeLine, Chairperson | ☐ Keith Kris, Vice Chairperson |
| ☐ Janielle Houston | ☐ R Cole Bouck |
| ☐ Jim Cavanagh | ☐ John Folkers |
| ☐ Rachelle Franklin | ☐ Charles Filice |

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: Jan. 14, 2024

Confirmation that [Boards and Commission's Ethics Training video](#) has been reviewed annually.

NEW BUSINESS

Statement of Financial Interests Terrance Frazier, DEI Advisory Board,

Statement of Financial Interests Byron Haskins, DEI Advisory Board

Statement of Financial Interests Jason Hogan, Chief Information Officer

Statement of Financial Interests Charles Randall, Internal Auditor / Chief Audit Executive

CITY ATTORNEY'S REPORT

CHAIR'S REPORT:

TABLED ITEMS:

UNFINISHED BUSINESS:

Rules of Procedure Review

Reviewing proposed edits from Clerk, Law and Board included in packet

Ethics Training Materials Review Resources to review training materials

Ethics Manual Review

Mayor's Office will be providing an updated cover letter

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
January 14, 2025, 5:30 PM**

Reo Elections Office
1221 Reo Rd Lansing

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

MEMBERS PRESENT:

Jim DeLine, Chairperson
Keith Kris, Vice Chairperson
R Cole Bouck,
John Folkers
Jim Cavanagh
Louise Alderson
Rachelle Franklin

ABSENT: Janielle Houston, Excused

A QUORUM WAS PRESENT

OTHERS PRESENT:

Brian P Jackson, City Clerk's Office
Joe Abood, City Attorney's Office
Katherine Nichols-Leindecker, City Attorney's Office

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by Keith Kris to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Cole Bouck to approve the Minutes of November 12, 2024 with edits.

Notified that the City Clerk's Elections Office will be moving to 701 West Jolly Road sometime in 2025.

Reminded of the annual completion of the City of Lansing [Boards and Commission's Ethics Training video](#).

MOTION CARRIED

NEW BUSINESS:

1. Affidavit of Disclosure, Jason Davis, Lansing Police Department

Moved by Cole Bouck 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.

CITY ATTORNEY'S REPORT:

Deferred report until Unfinished Business agenda items are discussed.

CHAIR'S REPORT: None.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

[Rules of Procedure Review](#)

Multiple edits were recommended to be made to the Rules of Procedure that were documented by the Chief Deputy Clerk.

While many were of typographical, the recommendations that impacted policy are as follow:

- Clarification that the Secretary is not elected but designated by the Rules of the City Clerk as an ex officio member.
- Clarification that all ex officio members are non-voting members, which is past practice.
- Board operations will follow Robert's Rules of Order instead of Mason's.
- The Law Department will provide suggested language to clarify the recusal process in Item 7.

[Ethics Manual Review](#)

The Board wanted a recommendation sent to the Mayor to add a new cover page to the Ethics Manual.

Deputy Clerk Jackson shared that pages 10-27 were reprinted copies of the Ethics Ordinance and the Lansing City Charter Chapter 5.

Chairperson DeLine asked for any additional editing recommendations to be brought to the February meeting.

ADJOURNED 6:34 p.m.

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

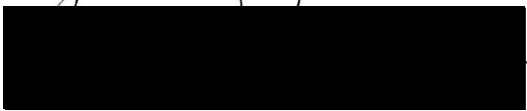
Name of Reporting Individual Terrence Frazier

Position with the City DEI Advisory Board Name of Supervisor Micheal Hopson

Principal Address of Reporting Individual 2400 Tulane Dr Lanisng MI 48912

Contact Numbers: 765-228-5061

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.



1/23/25
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 23rd day of January
2025 (year), by Terrence Frazier
(Name of Reporting Individual)

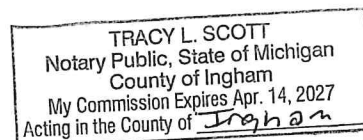
Tracy L. Scott (Notary Signature)

Tracy L. Scott (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 4-14-27



Pg 2

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
Sweet Encounter Baker	300 S. Washington St Lansing MI	Business	CGO	Yes
Lansing Community College	600 N Grand Ave Lansing MI	School	Trustee	Yes
Michigan State University	East Lansing MI	School	Consultant	Yes

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
NA	NA
NA	NA
NA	NA
NA	NA
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
NA	NA
NA	NA

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
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA

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.

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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
Sweet Encounter Bakery	300 S. Washington Sq	Partner	Yes

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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
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

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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
Sweet Encounter Bakery	Catering	CEO- Nikki Frazier	Yes

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

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.

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.

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Sweet Encounter Baker

- As a family-owned business in the City of Lansing, we are hired by the city to do catering and social events.

Lansing Community College

- I am an elected board of trustee member to the Lansing Community College, and we do work with and for the City of Lansing.

Michigan State University

- I work and consult for Michigan State University. MSU does work with and for the City of Lansing.

Pg 1

CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

JAN22'25 3PMCLERK

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

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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 Byron Haskins

Position with the City N/A Name of Supervisor N/A

Principal Address of Reporting Individual 1709 Moores River Drive, Lansing 48910

Contact Numbers: 517-775-0140

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.

[Redacted Signature]

01/22/2025
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me this 22 day of JANUARY
2025 (year), by Byron Haskins
(Name of Reporting Individual)

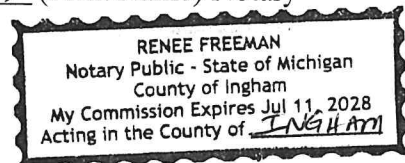
Renee Freeman (Notary Signature)

RENEE FREEMAN (Print Name) Notary

Public, INGHAM County,

Acting in INGHAM County,

My Commission Expires: 7-11-28



Report Terms

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

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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

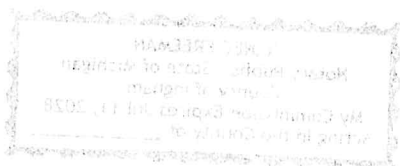
List each and every organization (other than the City) in which you are an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity and from which any income in excess of \$2500 was derived during the preceding calendar year (past 12 months).

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
Ingham County Clerk (as a member of the Ingham County Board of Canvassers, I am reimbursed for my time).	May, 2024; August 2024; November 2024

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.

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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 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:

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Pg 1

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Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual Jason Hogan

Position with the City Chief Information Officer Name of Supervisor Andy Schor

Principal Address of Reporting Individual 16548 Broadview Dr. East Lansing, Mi 48823

Contact Numbers: _____

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.

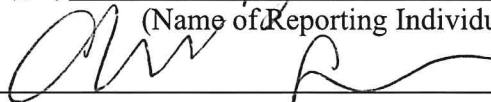


1-21-2025
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 21st day of January,

2025 (year), by Jason Hogan
(Name of Reporting Individual)

 (Notary Signature)

Chris Swoop (Print Name) Notary

Public, Lgh County,

Acting in Lgh County,

My Commission Expires: 9/5/2025

Pg 2

Report Terms

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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.

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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.

Pg 3

Part II

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Asset	Description
N/A	

Part III

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Unit of Government	Past 12 Months or Present
N/A	

Pg 4

Part IV

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☐ YES ☒ NO

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

Pg 5

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

Pg 6

Part VI

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N/A			

Pg 7

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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 IX

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Pg 1

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JAN15'25 12PMCLERK

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Reporting Individual to Complete – Basic Filing Information

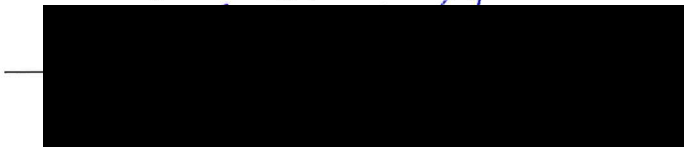
Name of Reporting Individual Charles H Randall

Position with the City Internal Auditor Name of Supervisor Ryan Kost

Principal Address of Reporting Individual 2338 S Penn Ave, Lansing, MI 48910

Contact Numbers: 810.919.3333

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.



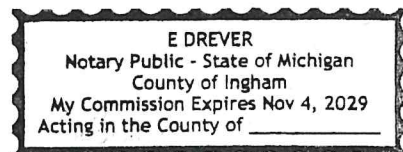
1/15/25
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 15 day of January,
2025(year), by Charles Randall
(Name of Reporting Individual)

[Signature] (Notary Signature)
E Drever (Print Name) Notary

Public, Ingham County,
Acting in u County,
My Commission Expires: Nov 4, 2029



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- 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	

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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.

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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
N/A			

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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			

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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 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.

RULES OF PROCEDURE BOARD OF ETHICS OF THE CITY OF LANSING

1. Regular meetings of the Board of Ethics shall be held at 5:30 p.m. on the second Tuesday of every month ~~at the Chambers of the City Council or at such other~~ at a place ~~as may be~~ designated by the presiding officer of the Board of Ethics or by a majority of the voting members of the Board of Ethics.

Commented [BJ1]: Clerk Swope recommendation to remove location never used for at least 10 years

2. Special meetings of the Board of Ethics may be called by the presiding officer of the Board of Ethics or any three voting members of the Board of Ethics. Notice of any such special meeting shall be provided to each member of the Board of Ethics by personally serving notice of the time, place and subject matter of such special meeting on each member or, alternatively, by leaving a written copy of the notice of the time, place and subject matter of the meeting at the private residence of such members at least twenty-four hours prior to the time of said meeting or by sending notice of the time, place and subject matter of such a meeting to each member of the Board of Ethics by first class mail, postage prepaid addressed to the home address of each such member with such mailing being made at least five days prior to the time of the meeting or, if the voting member so designates, by transmitting an email or other form of approved ~~electronic communication~~ to the number that the member provides of notice of the time, place and subject matter of such a meeting at least three days prior to the time of the meeting.

Commented [BJ2]: Board recommendation to remove fax

Commented [BJ3]: Board request to remove facsimile, and Clerk recommended broader language for future acceptable mode of communication

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Commented [BJ4]: Clerk recommendation for special meeting procedures based on new draft Charter language.

Alternative 2 based on Charter Commission procedures.

Special meetings of the Board of Ethics may be called by the Chairperson, or any three voting members of the Board. The City Clerk shall notify each member of the Board of the time, place, and subject matter at least 18 hours prior to the time of the meeting in compliance with the Michigan law.

3. The requirement of proper notice to a member of a special meeting shall be waived by the attendance of such a member at the special meeting.

4. Notice of the time and place of all meetings of the Board of Ethics shall be posted on the City Hall bulletin board on the first floor of City Hall. The schedule of the regular meetings shall be so posted within ten days after the first meeting in each calendar year. A change in the schedule of regular meetings shall be so posted within three days after the meeting at which the change is made and a rescheduled regular or a special meeting shall be so posted at least eighteen hours before the meeting.

5. All meetings shall be open to attendance by members of the public except where the Board enters ~~executive closed~~ session for a reason for which an ~~executive closed~~ session is permissible pursuant to the Open Meetings Act of the State of Michigan as it now exists and may be amended in the future. (PA 1976, No. 267, MCL 15.261 et seq.)

Commented [BJ5]: Clerk Swope Suggestion - match with terminology of State Law

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6. Any member of the public so desiring will be permitted to address the Board at any open meeting of the Board of Ethics subject to any time limit imposed by the Board.

Commented [BJ6]: Suggestion from Clerk to revise public comment procedure and use Council Rules format.

Alternative 6.

Each member of the public will have up to a total of three minutes to address the Board. The Presiding Officer may reduce the amount of time allowed for each speaker if they determined that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.

7. Any voting member of the Board of Ethics who fails to attend three consecutive meetings of the Board without being excused from attendance [by a vote of majority of the Board] may be removed from the Board of Ethics. Such removal may be effected by the majority vote of the remaining voting Board members of the Board of Ethics.

7.1 Voting Members of the Board of Ethics shall be residents of the City of Lansing and shall hold no elective public office or other city office or employment. If, during a public member's term on the board such member is elected to public office or becomes a city officer or employee, said member shall immediately upon taking such office or employment be disqualified as a Board of Ethics member and said position shall be deemed vacant and subject to appointment pursuant to section 5-502.2 of the Lansing City Charter for the unexpired portion of that member's term.

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7.2 If an issue before the Board of Ethics involves any member of the board, such member shall not participate in board deliberations pertaining to the member's issue and said member shall be ineligible to vote on any action concerning the issue.

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7.3 All voting members of the Board of Ethics in attendance at a properly convened meeting of the board shall vote on all matters before the board unless recused from voting on a particular matter.

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ALTERNATIVE 7.2 If an issue before the Board of Ethics involves raises a conflict of interest for any member of the board, such member shall not participate in board deliberations pertaining to the member's issue and said member shall be ineligible to vote on any action concerning the issue. announce the conflict, and move for recusal on that issue. A motion for recusal shall be determined by a majority of board members present and eligible to vote, excluding the conflicted member. If the motion to recuse passes, then the recused member shall be excused from voting on that issue. Determination of the recusal question must occur before deliberation on the issue that was originally before the board.

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ALTERNATIVE 7.3 All voting members of the Board of Ethics in attendance at a properly convened meeting of the board shall vote on all matters before the board unless excused from voting pursuant to Rule 7.2.

Commented [BJ7]: Provided by Law Dept to replace 7.2 and 7.3

7.4 Except as provided in subsection 7.1 of these rules of procedure, a voting member of the board of ethics shall hold office until a member's successor is appointed, unless that member has resigned or been removed.

8. The officers of the Board of Ethics shall be a Chairperson ~~and~~ Vice Chairperson ~~and Secretary.~~

8.1 The Chairperson shall preside over all meetings of the Board of Ethics and shall be selected annually for a term of one year from among the voting members of the Board of Ethics. The ~~Chairperson and Vice Chairperson~~ shall be selected at the first regular meeting in ~~July~~ of each year by the affirmative vote of a majority of the VOTING members of the Board of Ethics. The ~~Chairperson or Vice Chairperson~~ shall not serve more than two consecutive terms in each respective position ~~and their term shall begin at the first of July.~~

8.2 The terms of office for the Chairperson and Vice Chairperson shall expire upon the date of June 30th of each year or the election of a successor whichever shall later occur OR upon resignation or removal of that person from the Board of Ethics.

8.3 The Vice Chairperson shall preside and perform the duties of the Chairperson in the case of the absence of or inability of the Chairperson to perform ~~their~~ duties. If the ~~Chairperson~~ is unable to complete the term of office, the ~~Vice Chairperson~~ shall assume the duties of the ~~Chairperson~~. Fulfilling the unexpired term of the ~~Chairperson or Vice Chairperson~~ shall not be considered a term for purposes of computing two consecutive terms under subsection 8.1.

8.4 The ~~recording~~ Secretary of the Board of Ethics shall be the City Clerk who shall be responsible for preparing and keeping the minutes and records of the Board and for such other administrative support as may be needed from time to time. The ~~City Clerk~~ shall be an ~~ex officio non-voting~~ member of the board.

8.5 The ~~City Attorney~~ shall serve as legal advisor to the ~~Board of Ethics~~ and shall be an ~~ex officio non-voting~~ member of the board.

9. The minutes of the Board of Ethics shall be kept in the office of the City Clerk and shall be available for inspection by members of the public except for the minutes of Executive sessions which were closed pursuant to the Open Meetings act of the State of Michigan. All other records of the Board of Ethics shall be available for inspection and duplication by the public unless the release of such records to the public is prohibited by law or unless law permits such records to be withheld from the public and the Board of Ethics approves the withholding of such records.

10. A majority of the voting members seated on the ~~Board of Ethics~~ shall constitute a quorum for conducting business at a meeting of the board.

11. Any action of the Board of Ethics shall require the concurrence of the majority

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Commented [BJ8]: Board recommendation to clarify who is Ex-officio and who is not

Commented [BJ9R8]: Clerk Swope has concerns about this deletion as he may need to take action like sign a letter or document as an Officer.

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Commented [BJ10]: Clerk Swope recommend switching to June, and take office as of July 1st in order to call a special meeting in an urgent situation.

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Commented [BJ11]: Per Clerk Swope recommendation

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Commented [BJ12]: Clerk recommendation removing "recording" because the Clerk does correspondences and other administrative tasks as Secretary

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Commented [BJ13]: Board recommendation to clarify the City Clerk does not vote

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Commented [BJ14]: Board recommendation to clarify that City Attorney does not vote

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of the voting members serving on the Board at a duly constituted and convened meeting of the board.

12. The Board shall consider all requests for opinions at the meeting first following receipt of the request.

12.1 All requests for opinions shall be submitted in writing to the Lansing City Clerk.

12.2 Any member of the Board of Ethics receiving a request for an opinion shall immediately forward such request to the Lansing City Clerk.

12.3 Each request for an opinion shall be signed by the person making the request.

12.4 Upon receipt of a request for an opinion, the Lansing City Clerk shall forthwith forward a copy of such request to each member of the Board of Ethics. At the next meeting following receipt of a request for an opinion, the Board of Ethics shall determine whether or not it will render an opinion in response to the request therefor and whether the opinion will be formal or informal pursuant to the Lansing City Charter and the Lansing Code of Ordinances.

12.5 In the event the Board of Ethics elects to prepare an advisory opinion in response to a request, the City Attorney shall prior to the next meeting of the Board of Ethics after the decision to render the opinion is made, research all legal aspects of the opinion requested and prepare legal memorandum to all members of the Board setting forth the results of that research and making such recommendations as the City Attorney shall deem advisable. A copy of that memorandum shall be provided to all members of the Board of Ethics and the City Attorney or their representative shall be present at said meeting to advise the Board.

Commented [BJ15]: Clerk recommendation of a grammar correction.

Commented [BJ16]: Clerk Swope recommendation of inclusive language

12.6 No opinion shall be rendered by the Board of Ethics unless the substance and final text is concurred with at a duly constituted and convened meeting by a majority of the voting members seated on the Board.

12.7 Preliminary drafts and research memorandums prepared in connection with any request for an opinion shall not constitute the view or position of the Board of Ethics of the City of Lansing nor shall such memorandum or draft opinions be released to or made available for inspection by the public unless such inspection or release is approved by a majority of the voting members of the Board at a duly constituted and convened meeting or unless such disclosure is ordered by a court of law or administrative agency with competent jurisdiction to make such an order or unless the City Attorney of the City of Lansing advises in writing that the release or inspection of such papers is legally required; provided, however, that once a formal opinion has been approved and released, all Memoranda and written recommendations by the City Attorney's Office shall be available for inspection.

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12.8 The approval of an opinion of the Board of Ethics shall be by roll call vote

which shall be recorded in the minutes of the Board.

13. All points of procedure not specifically covered in this document shall be determined by reference to Roberts Rules of Order-Mason's Legislative Manual.

Commented [BJ17]: Board recommendation to follow past practice

14. On a tie vote a motion is lost and no action of the Board has been taken.

15. Opinions of the Board shall be issued and dealt with in a manner least likely to reveal the identity of the person concerned. Upon receipt of an opinion request the City Clerk may, in their discretion, delete the name of the person involved, substituting therefor any other designation which is not likely to be confused with any other person.

Commented [BJ18]: Clerk recommendation to use updated terminology

Commented [BJ19]: Clerk Swope suggestion of more inclusive language

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16. At the first meeting of each calendar year, the Board of Ethics shall request the City Clerk to provide the Board with any documents required to be filed under ordinances adopted by the City of Lansing for the purpose of establishing standards of conduct for officers and employees. Upon receipt of such documents, the Board of Ethics shall review the same in a timely fashion and may take such action regarding said documents as it deems proper.

17. Nothing contained in these rules of procedure shall alter or amend the duties, functions and authority of the board of ethics as is prescribed in the Lansing City Charter and the Lansing Code of Ordinances.

18. These rules of procedure may be amended by the board of ethics by a majority vote of the voting members serving on the board during any regular meeting, provided that all members were provided three days prior to said meeting with the full text of proposed amendment. ~~Any amendment to these rules of procedure shall not take effect until approved by City Council.~~ As set by the City Charter, revised rules of procedure shall be submitted to the City Attorney for approval as to form. The rules shall then be submitted to the City Clerk for transmission to the City Council. The rules shall be effective at the conclusion of the Council meetings at which they are received unless the Council directs otherwise.

Commented [BJ20]: Suggestion of Clerk Swope using language from the City Charter (5-105.8)