

CITY OF LANSING - BOARD OF ETHICS**REGULAR MEETING****April 8, 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: March 11, 2025**NEW BUSINESS**

Statements of Financial Interests with no items disclosed.

DeLisa	Fountain	Department of Neighborhood Arts & Citizen Engagement	Director
Melissa	Glasscoe	Mayor's Office	Manager
Brett	Kaschinske	Parks & Recreation Department	Director
Andy	Kilpatrick	Public Service Department	Director
Brian	Sturdivant	Fire Department	Fire Chief
LaVella	Todd	Board of Water & Light	Corporate Secretary

Statements of Financial Interests with items to be reviewed.

Tamera	Carter	City Council	Council Member
Veronica	Hetke	Mayor's Office	Scheduling Coordinator
Mark	Lawrence	Mayor's Office	Executive Asst. to the Mayor
Richard	Peffley	Board of Water & Light	General Manager
Andy	Schor	Mayor's Office	Mayor
Robert	Backus	Police Department	Police Chief

CITY ATTORNEY'S REPORT**CHAIR'S REPORT:**

TABLED ITEMS:

UNFINISHED BUSINESS:

Rules of Procedure Review
 Second Review of proposed edits

Ethics Training Materials Review

Ethics Manual Review
 Mayor's Office with 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
March 11, 2025, 5:30 PM**

Reo Elections Office
1221 Reo Rd Lansing

The meeting was called to order at 5:31 p.m.

MEMBERS PRESENT:

Jim DeLine, Chairperson
Jim Cavanagh,
John Folkers
Charles Filice
Rachelle Franklin

ABSENT: Keith Kris, Excused
R Cole Bouck, Excused
Janielle Houston, Excused

A QUORUM WAS PRESENT

OTHERS PRESENT:

Brian P Jackson, City Clerk's Office
Katherine Nichols-Leindecker, City Attorney's Office
Nicholas Saba, City Clerk's Office

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 John Folkers to approve the Minutes of Feb. 11, 2025.

MOTION CARRIED

NEW BUSINESS:

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

Moved by Jim Cavanagh to place the 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

Statement of Financial Interests Brian P. Jackson, Chief Deputy City Clerk

Moved by Jim Cavanagh to place the 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

Statement of Financial Interests Jennifer Czeiszperger, City Assessor

Moved by Rachelle Franklin to place the 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:

Attorney Nichols-Leindecker provided the revised language for 7.2 and 7.3 of the Ethics Board Rules of Procedure as requested for the Board's consideration.

CHAIR'S REPORT: Chairperson DeLine thanked the Clerk's Office, the Office of City Attorney, and Cole Bouck for their work on edits to the Rules of Procedure and creation of the Ethics Training Material Review memo.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

Rules of Procedure Review

The Ethics Board completed a second review of the Rules of Procedure and acted on most recommendations. Further edits were made and approved by members in attendance.

It was agreed that a final board review will occur before taking a vote to accept the new Rules, which the City Attorney's Office will then review for approval.

The one recommendation to strike 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.”* is going to be reviewed by Attorney Nichols-Leindecker.

Ethics Training Materials Review

No action taken and will be reviewed at a future meeting.

Ethics Manual Review

No action taken and will be reviewed at a future meeting.

ADJOURNED 6:42 p.m.

CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

MAR10'25 4PMCLERK

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 Delisa Fountain

Position with the City DIRECTOR-DNACE Name of Supervisor MAYOR Schor

Principal Address of Reporting Individual 4245 W. Jolly rd. lot 199 48911

Contact Numbers: 517-299-3420 517-256-2445 Email: delisa.fountain@lansingmi.gov

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]
Signature

3/5/2025
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 10th day of March,
2025 (year), by Delisa Fountain
(Name of Reporting Individual)

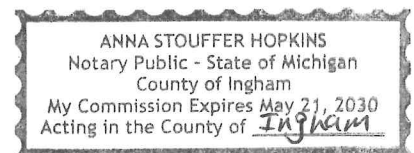
[Signature] (Notary Signature)

Anna Stouffer Hopkins (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: May 21, 2030



Report Terms

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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 employee, officer, director, associate, partner, or proprietor, 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 IX for additional details on documentation required for submission.

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			

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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.

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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.**

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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 Melissa Glasscoe

Position with the City Office Manager Name of Supervisor Mark Lawrence

Principal Address of Reporting Individual 1741 Springfield Lane, Lansing, MI 48912

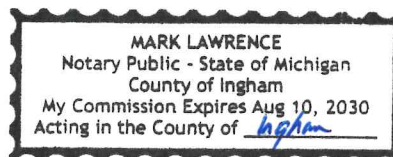
Contact Numbers: (517) 449-9486 Email: melissa.glasscoe@lansingmi.gov

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 Glasscoe
Signature

3/19/2025
Date

STATE OF MICHIGAN)
) ss.
COUNTY OF Ingham)



The foregoing instrument was acknowledged before me this 19 day of March,

2025 (year), by Melissa Glasscoe
(Name of Reporting Individual)

Mark Lawrence (Notary Signature)

Mark Lawrence (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 8/10/2030

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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.
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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 employee, officer, director, associate, partner, or proprietor, 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	N/A	N/A	N/A	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 IX for additional details on documentation required for submission.

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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	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	N/A

Pg 4

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	N/A	N/A	N/A	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.

Pg 5

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	N/A	N/A	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.

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Part VII

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

Pg 7

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	N/A	N/A	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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Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual Brett Kaschinske

Position with the City Parks and Recreation Director Name of Supervisor Mayor Schor

Principal Address of Reporting Individual 2150 Hawley Rd Mason Mi 48854

Contact Numbers: 517-490-8521 Email: [REDACTED]

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

Brett Kaschinske
Signature

3/18/25
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 18th day of March,

2025 (year), by Samantha Olson
(Name of Reporting Individual)

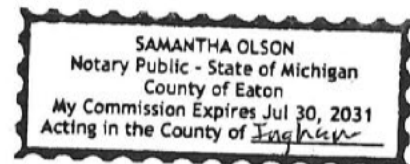
[Signature] (Notary Signature)

Samantha Olson (Print Name) Notary

Public, Eaton County,

Acting in Ingham County,

My Commission Expires: July 30, 2031



Pg 2

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Organization's Name	Address	Type of Organization	Your Function/Title	Past 12 Months or Present
NONE				

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 IX for additional details on documentation required for submission.

Pg 3

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
None	

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
None	

Pg 4

Part IV

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none				

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

Pg 5

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Pg 6

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none			

Pg 7

Part VIII

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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
none			

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

Part IX

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Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual BRIAN STURDIVANT

Position with the City FIRE CHIEF Name of Supervisor ANDY SCHOR

Principal Address of Reporting Individual 6671 REDHAWK AVE KALAMAZOO MI 49048

Contact Numbers: 517-256-6023 Email: BRIAN.STURDIVANT@LANSINGMI.GOV

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.

Brian Sturdivant
Signature

3/10/25
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 10th day of March,
2025 (year), by Brian Sturdivant
(Name of Reporting Individual)

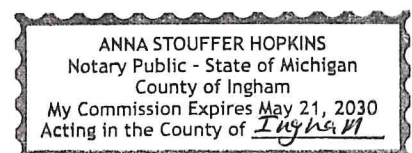
Anna Stouffer Hopkins (Notary Signature)

Anna Stouffer Hopkins (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: May 21, 2030



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

☐ YES ☒ NO

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Pg 3

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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			

Pg 6

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			

Pg 7

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.

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 Andrew K. Kilpatrick

Position with the City Public Service Director Name of Supervisor Christopher Mumby

Principal Address of Reporting Individual 2202 Northampton Way Lansing 48933

Contact Numbers: 517.483.4248 cell 517.282.1248 Email: andrew.kilpatrick@lansingmi.gov

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

3/21/2025
Date

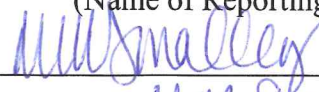
STATE OF MICHIGAN)
COUNTY OF Ingham) ss.



M M SMALLEY
NOTARY PUBLIC - STATE OF MICHIGAN
County of Gratiot
My Commission Expires 4/17/2025
Acting in the County of Ingham

The foregoing instrument was acknowledged before me this 21st day of March, 2025 (year), by Andrew K. Kilpatrick

(Name of Reporting Individual)

 (Notary Signature)

M M Smalley (Print Name) Notary

Public, Gratiot County,

Acting in Ingham County,

My Commission Expires: 4/17/2025

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 employee, officer, director, associate, partner, or proprietor, 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
None				

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 IX for additional details on documentation required for submission.

Pg 3

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
None	

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
None	

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
None				

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
None			

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
None		

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
None			

Pg 7

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
None			

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.

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Pg 1

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 LaVella J. Todd

Position with the City Corporate Secretary Name of Supervisor LBWL Board of Commissioners

Principal Address of Reporting Individual 5930 Caleta Dr., Lansing, MI 48911

Contact Numbers: (517) 862-7310 Email: ljtodd2019@yahoo.com

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]
Signature

03/17/2025
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 17 day of March, 2025 (year), by LaVella J. Todd
(Name of Reporting Individual)

Maria J. Koutsoukos (Notary Signature)

Maria J. Koutsoukos (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 03/30/2030

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 employee, officer, director, associate, partner, or proprietor, 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
None				
None				
None				

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 IX for additional details on documentation required for submission.

Pg 3

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
None	
None	
None	
None	
None	

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
None	
None	

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
None				
None				
None				
None				

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.

Pg 5

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
None			
None			
None			

Pg 6

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
None		
None		
None		
None		

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
None			
None			
None			
None			

Pg 7

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
None			
None			
None			
None			

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

CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

MAR27'25 10AMCLERK

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

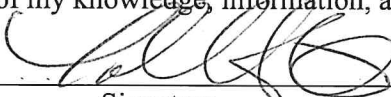
Name of Reporting Individual Tamera Carter

Position with the City City Council At-large Name of Supervisor _____
47015

Principal Address of Reporting Individual 5201 Alpha St. Lansing, MI 48910

Contact Numbers: 517 855-0348 Email: tamera.carter@lansingmi.gov

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

3/27/2025

Date

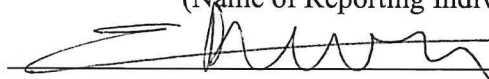
STATE OF MICHIGAN)

)ss.

COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 27 day of March,
2025 (year), by Tamera Carter

(Name of Reporting Individual)



(Notary Signature)

E Drever

(Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: Nov 4 2029

E DREVER

Notary Public - State of Michigan
County of Ingham

My Commission Expires Nov 4, 2029
Acting in the County of _____

Approved to form by the Board of Ethics on Feb 13, 2024
Published Feb 17, 2025

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 employee, officer, director, associate, partner, or proprietor, 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
LAFECU	100 N. Marketplace Lansing MI	Credit Union	VP Membership Growth & Development	present

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 IX for additional details on documentation required for submission.

Pg 3

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	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	n/a

Pg 4

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	N/A	N/A	N/A	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.

Pg 5

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	n/a	n/a	n/a

Pg 6

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	N/A	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	N/A	N/A	N/A

Pg 7

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	N/A	N/A	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

CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

MAR 7'25 11AMCLERK

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 Veronica Hetke

Position with the City Scheduling Coordinator Name of Supervisor Mark Lawrence

Principal Address of Reporting Individual 124. W. Michigan Ave. Lansing, MI 48933

Contact Numbers: 517-483-4157 Email: veronica.hetke@lansingmi.gov

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.

Veronica L. Hetke
Signature
Veronica L. Hetke

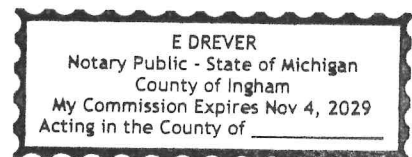
3/7/2025
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 7th day of March,
2025 (year), by VERONICA HETKE
(Name of Reporting Individual)

E DREVER (Notary Signature)
E DREVER (Print Name) Notary

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



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.
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Part I

List each and every organization (other than the City) in which you are an employee, officer, director, associate, partner, or proprietor, 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
Homeschool Performing Arts (Vessel for Arts)	7995 Timpson Ave. SE, Alto, MI 49302	501(c)3	Director	Present

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 IX for additional details on documentation required for submission.

Pg 3

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	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	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	N/A
N/A	N/A

Pg 4

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	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	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.

Pg 5

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	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	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	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	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	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

Pg 7

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	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	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.

MAR10'25 10AMCLERK

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 Mark Lawrence

Position with the City Chief of Staff Name of Supervisor Christopher Mumby

Principal Address of Reporting Individual 2313 Northampton Way Lansing 48912

Contact Numbers: 517-483-4157 Email: mark.lawrence@lansingmi.gov

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.

Mark Lawrence
Signature

3/10/2025
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 10th day of March,

2025 (year), by Mark Lawrence
(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



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 employee, officer, director, associate, partner, or proprietor, 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
None	None	None	None	None

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 IX 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
None	None

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
None	None

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
None	None	None	None	None

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
None	None	None	None

Pg 6

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
None	None	None

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
Self	Self	Building Permit	Present

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
Foster, Swift, Collins & Smith, PC	Outside Legal Counsel	Senior Attorney	Present

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.

Pg 1

CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

MAR 20 '25 10AM CLERK

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 Richard R. Peffley

Position with the City BWL General Manager Name of Supervisor BWL Board of Commissioners

Principal Address of Reporting Individual 1201 S. Washington Ave. Lansing, MI 48910

Contact Numbers: 517-242-6312 Email: dick.peffley@lbwl.com

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.

Richard R. Peffley
Signature

March 12, 2025
Date

STATE OF MICHIGAN)
)ss.

COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 12th day of March,

2025 (year), by Richard R. Peffley
(Name of Reporting Individual)

(Notary Signature)

Smiliana Williams
(Print Name) Notary

Public, Clinton County,

Acting in Ingham County,

My Commission Expires: 10/18/2028

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 employee, officer, director, associate, partner, or proprietor, 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
See Part III				

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 IX for additional details on documentation required for submission.

Pg 3

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	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
Lansing Board of Water & Light	Present

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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	N/A	N/A	N/A	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.

Pg 5

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
Oliver Building	4215 N. Grand River	Member	Present

Pg 6

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
4215 N. Grand River Lansing, MI	Member	Present
2141 N. Aurelius Rd. Holt, MI	Member	Present

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	N/A	N/A	N/A

Pg 7

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	N/A	N/A	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.
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Pg 1

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 Andy Schor

Position with the City Mayor Name of Supervisor Citizens of Lansing

Principal Address of Reporting Individual 124 W Michigan Ave, 9th Floor, Lansing, MI 48933

Contact Numbers: 517-483-4141 Email: lansing.mayor@lansingmi.gov

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]
Signature

3-10-25
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 10 day of March,
2025 (year), by Andy Schor
(Name of Reporting Individual)

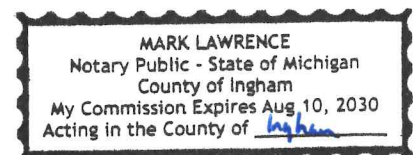
Mark Lawrence (Notary Signature)

Mark Lawrence (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 8/10/30



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 employee, officer, director, associate, partner, or proprietor, 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
See attached				

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 IX for additional details on documentation required for submission.



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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
None	

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
None	

Pg 4

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
See attached				

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.

Pg 5

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
None			

Pg 6

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
None		

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
None			

Pg 7

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
None			

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 I

I serve on several boards where I receive no income. While I only have to declare those where I receive more than \$2500, I will declare my service on these boards in 2024 and 2025 up to now for transparency to the public. They include:

- Accelerator for America Advisory Board
- Louis Berkowitz Family Fund Board
- Mayors Alliance for Childhood Hunger
- US Conference of Mayors Advisory Board
- Gun Safety Consortium Co-Chair
- Lansing Promise Board
- Mayors Against Illegal Guns Co-Chair

Part IV

While I have received no gifts or honoraria, the Schor Lansing Fund is a federal 527 organization that received contributions to assist me in administrative and charitable giving as part of being Mayor. The information for donors and expenditures can be found on the IRS webpage.

Part IX

While no entities disclosed in 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 me, my Immediate Family, or the organization, I will disclose the jobs that my family members derive income from and organizations that they were/are part of:

Erin Schor (wife)

- State of Michigan, Department of State (employer)
- Ingham Intermediate School District Board of Education member
- First Presbyterian Church of Lansing

Ryan Schor (son)

- Hilton DoubleTree (employer, 2024)
- Lansing Community College (student, 2024)

Hannah Schor (daughter)

- Kiki's Gymnastics (employer, 2024)
- Lansing School District (student, 2024)
- University of Michigan, Ann Arbor (student, 2024-present)

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 Robert Backus

Position with the City Police Chief Name of Supervisor Mayor Schor

Principal Address of Reporting Individual 4281 Meridian Rd Okemos, MI 48864

Contact Numbers: 517-483-6883 Email: Robert.Backus@Lansingmi.gov

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]
Signature

4/1/25
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 1st day of April,
2025 (year), by Robert Backus

(Name of Reporting Individual)

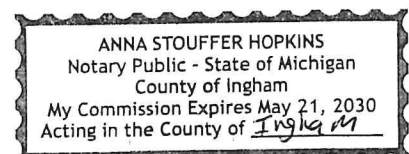
[Signature] (Notary Signature)

Anna Stouffer Hopkins (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 05/21/2030



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 employee, officer, director, associate, partner, or proprietor, 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
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, then please review Part IX for additional details on documentation required for submission.

Pg 3

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	

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
NONE	
NONE	

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
NONE				
NONE				
NONE				
NONE				

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
DANIEL AND MARY BACKUS	121 ISBELL	SELF	100%
DANIEL AND MARY BACKUS	123 ISBELL	SELF	100%
DANIEL AND MARY BACKUS	1718 S WASHINGTON	SELF	100%

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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
NONE		
NONE		
NONE		
NONE		

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
DANIEL AND MARY BACKUS	SAME	PLUMBING PERMIT	YES
DANIEL AND MARY BACKUS	SAME	RENTAL CERTIFICATE	YES

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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
NONE			
NONE			
NONE			
NONE			

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, ~~also referred to below as the "Board",~~ shall be held at 5:30 p.m. on the second Tuesday of every month ~~in the Chambers of the City Council or such other~~ at a place designated by the Presiding Officer of the Board of Ethics or by a majority of the voting members of the Board of Ethics.
2. Special meetings of the Board of Ethics may be called by the Presiding Officer of the Board or any three voting members of the Board. A written notice of any such special meeting ~~including the time, place and subject matter~~ shall be provided to each member of the Board ~~by one of the following methods:~~ personally serving notice ~~directly to such members of the Board;~~ leaving at the private residence of such members at least twenty-four hours prior to the time of said meeting; ~~by first class mail,~~ postage prepaid ~~and~~ 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, transmitting an email or other form of approved ~~electronic communication to the point of contact that the member provides~~ at least three days prior to the time of the meeting.
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 twenty-four (24) hours before the meeting.
5. All meetings shall be open to attendance by members of the public except where the Board enters closed session for a reason for which a 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.)
- Alt 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 the Presiding Officer determines 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 affected 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

Deleted: below

Commented [BJ1]: Cole's Q2- location determination question

Commented [BJ2]: Cole's Q1- #1. Who does it mean by 'presiding officer'? (I think of that as whomever will be chairing – presiding over - a given meeting.)? Since are talking about actions that would [precede the meeting itself... Does it automatically mean board chair? Or, does it mean whomever is expected to be chairing the upcoming meeting (either chair or vice chair)?

Clerk Response

Presiding officer is the person presiding at a meeting. It is left open in case the chair is not present, has left the board, etc. We have had at least once I can recall where neither were present and the Board selected a temporary presiding officer.

Deleted: at a

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Commented [BJ3]: This item was not reviewed at March meeting

Commented [BJ4]: 2. No change in policy. Clerk Office recommendation to make it clear that there are 4 ways to inform a Board member of a special meeting.

Deleted: effected

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.

ALT 7.2 If an issue before the Board of Ethics raises a conflict of interest for any member of the board, such member shall 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 in question must occur before deliberation on the issue that was originally before the board.

ALT 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.

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, Vice Chairperson and Secretary.

Alt 8.1 The Chairperson shall preside over all meetings of the Board of Ethics. The Chairperson and Vice Chairperson shall be selected annually for a term of one year. The selection shall be made at the first regular meeting in JUNE of each year and their term shall begin on July 1st. They shall be selected by an affirmative vote of a majority of the VOTING members of the Board of Ethics. Their terms shall expire on June 30th of each year or upon the election of a successor, whichever occurs later; OR upon resignation or removal of that person from the Board of Ethics. The Chairperson or Vice Chairperson shall not serve more than two consecutive terms in each respective position.

8.2 The Vice Chairperson shall preside and perform the duties of the Chairperson in the case of absence 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

Commented [BJ5]: Coles Alt 8.1 I don't like how 8.1 and 8.2 mix 'presiding over' and selection, and suggest the language be broken out as follows

shall not be considered a term for purposes of computing two consecutive terms under subsection 8.1.

8.3 The 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.

Alt 8.3 The City Clerk 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.

8.4 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 closed sessions which were closed pursuant to the Open Meetings Act of the State of Michigan. All other records of the Board 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 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 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 next meeting 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.~~

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

12.3 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

Commented [BJ6]: Cole Alt 8.4 Depending upon what we do relative to 8. and my comment #10... whether or not the Clerk is considered an 'officer'... Maybe this is the paragraph (8.4) is where we address his the Clerk's point about work he may need to do on the Board's behalf? Why can't 8.4 just state...

Commented [BJ7]: I don't believe this was reviewed at March meeting.

the request therefor and whether the opinion will be formal or informal pursuant to the Lansing City Charter and the Lansing Code of Ordinances.

- 12.4 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 a 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.
- 12.5 No opinion shall be rendered by the Board of Ethics unless the substance and final text is debated and agreed to at a duly constituted and convened meeting by a majority of the voting members seated on the Board.
- 12.6 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.
- 12.7 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.
- 12.8 All points of procedure not specifically covered in this document shall be determined by reference to Roberts Rules of Order.
13. On a tie vote a motion is lost and no action of the Board has been taken.
14. 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.
15. 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.

16. 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.
17. 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 forth in 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 meeting at which they are received unless the Council directs otherwise.

Ethics Board Draft Rules of Procedures
Cole's Notes for Consideration
With Clerk Chris Swope Responses highlighted

[See the distributed PDF with added reference numbers ...](#)

#1. Who does it mean by 'presiding officer'? (I think of that as whomever will be chairing – presiding over - a given meeting.)? Since are talking about actions that would [precede the meeting itself... Does it automatically mean board chair? Or, does it mean whomever is expected to be chairing the upcoming meeting (either chair or vice chair)?

Clerk Response

Presiding officer is the person presiding at a meeting. It is left open in case the chair is not present, has left the board, etc. We have had at least once I can recall where neither were present and the Board selected a temporary presiding officer.

#2. Meeting locations are set well in advance of the meeting dates. Practice, as I recall it, has been that the meeting location is set by the Clerk's office, perhaps with input from the Board; but the Board really hasn't been arranging the locations, has it? Why would the board make the decision on where to meet and not leave it up to the Clerk's office?

Clerk Response

They have been set by action of the Board, usually concurrently with setting the schedule, though when we moved to Reo the Board took separate action.

#3. I prefer the shorter language based upon Charter Commission procedures – EXCEPT, I think 18 hours is too short of a time frame. I feel it should be no less than 24 hours.

Clerk Response

Makes sense.

#4. If we stick with a more detailed paragraph, however... I personally do not like the idea of members being personally served, or served at their home (but that may be just me and there may be a reason why these options should be retained); at the very least, the paragraph is clumsy and confusing. I might suggest this...

Clerk Response

Personal service could include handing a member the notice at a regular meeting.

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, including the time, place and subject matter, shall be provided in advance to each member of the Board of Ethics. Notice may be made no less than 24 hours before the start of the meeting if by personal service, leaving a written copy at the members' private residence, or electronic communication to an email address provided by the member; or, by first class mail, if mailed no less than five days prior to the start time of the meeting.

#5. I feel like it should be 24 hours instead of 18 hours.

Clerk Response

18 hours is in compliance with state law.

#6. 'A' closed session, not 'AN' closed session.

Clerk Response:

Got it.

#7. Adopt Commission rules format.

#8. Adopt revised 7.2. That said, somehow the word 'determined' and 'determination' feels awkward; but that may be standard language and just me. I would use the word 'approved' as we do with all other motions, right?

#9. Adopt revised 7.3.

#10. I need to better understand the Clerk's concern about removing this language. Is he an 'Officer' of the Board of Ethics merely by way of being Clerk? Not questioning just clarifying exact language. He certainly isn't a 'secretary'. If he is not an 'officer', is there a different place other than 8. to address his role in signing documents?

Clerk Response

It is standard that the secretary is an officer. Google says "Yes, the secretary of a board is considered an officer of the company or organization; they hold a leadership position within the board of directors, typically responsible for maintaining records and ensuring proper governance procedures are followed."

#11. I do not object to making June the election month. I don't like how 8.1 and 8.2 mix 'presiding over' and selection, and suggest the language be broken out as follows:

Clerk Response

Good suggestion.

8.1 The Chairperson and Vice Chairperson shall be selected annually for a term of one year. The selection shall be made at the first regular meeting in JUNE of each year and their term shall begin on July 1st. They shall be selected by an affirmative vote of a majority of the VOTING members of the Board of Ethics. Their terms shall expire on June 30th of each year or upon the election of a successor, whichever shall later occur; OR upon resignation or removal of that person from the Board of Ethics. The Chairperson or Vice Chairperson shall not serve more than two consecutive terms in each respective position.

8.2 The Chairperson shall preside over all meetings of the Board of Ethics.

#12. Depending upon what we do relative to 8. and my comment #10... whether or not the Clerk is considered an 'officer'... Maybe this is the paragraph (8.4) is where we address his the Clerk's point about work he may need to do on the Board's behalf? Why can't 8.4 just state...

8.4 The City Clerk 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.

#12 & #13. Concur to clarify they do not vote.

#14. I recall discussion regarding opinions being requested, and who might be requesting them; rather, who this is referring to as 'requestors' (e.g., members of the public, other BOE members, the City employees or departments?). I am not sure this has been clarified, but it may just be me.

#15. Concur to adopt Roberts

#16. Capitalize Board of Ethics???

#17. Change from 'meetings' to 'meeting'. A single set of rules changes would not be received at multiple meetings, right?

Clerk Response

Yes, should be singular.

March 10, 2025

MEMO

To: Lansing Board of Ethics
From: Lansing City Clerk
RE: Ethics Training Questions

Background:

Below are the responses to the questions posed by the Board of Ethics that have been provided by the Human Resources (HR) Department, City Clerk's Office, and City Attorney's Office (OCA).

1) Is there anything signed by employees about receiving Ethics training during orientation?

Members of every Board, Commission, Authority, and City Council sign an acknowledgement form that they have watched the training video on the Open Meetings Act and Ethics Ordinance. These forms are kept on file at the Clerk's Office.

Employees receive a pre-hire checklist including a section for watching the ethics training video and cannot continue the pre-hiring process without checking the box on the electronic form that they have reviewed the video.

2) What are the City's requirements for ethics training for both city employees and non-employee representatives?

HR only trains city employees and is not involved with any person who did not go through the city hiring and onboarding process.

A city employee would go to HR for Ethics questions. HR may ask the OCA for legal advice per ordinance and legal requirements.

The OCA provides guidance to the city for any individual employee or for a department that has questions.

For the Ethics Board specifically there is no additional training outside of watching the OCA video and reading available ethics resources (i.e. the Ethics Manual).

3) Are the requirements the same for everyone? If so, why?

City employees, contractor or permanent, who go through the onboarding process complete an automated checklist through which they receive all required policies and training.

Boards and commission appointees are required to watch a prerecorded OCA ethics video on their roles, while also having individual ethics compliance determined by the boards themselves.

City Council training is slightly different from boards and commissions, as it includes an in-person presentation from OCA.

Elected officials may have additional legal requirements and implications from election laws beyond the regular Ethics Ordinance.

4) Who is responsible for preparing and conducting the ethics training curriculum and content?

HR handles all ethics training through the onboarding process for employees.

OCA produced the video for boards, commissions, and city council and the FAQ in the Ethics Manual. The rest of the Ethics Manual is comprised of the Ethics Ordinance and City Charter section that pertains to Ethics requirements.

5) What formats and methods are used for conducting the ethics training?

Many methodologies have been used to administer ethics training including videos, PowerPoints, and the Ethics Manual which includes the Ethics Ordinances and relevant City Charter Section.

6) What is the frequency with which ethics training is offered and/or required to be taken?

General employees receive training during the pre-hire onboarding process.

City Council Resolution #2023-120 requires annual training videos for members of boards & commissions.

7) How is participation in the training verified, documented, and tracked?

HR tracks employees using the NeoGOV platform which has a checklist which requires watching the video before continuing with the onboarding process.

Every new board member signs a confirmation statement. Each board then tracks its own members with its own process for the annual training required by resolution.

8) What official City documents address or layout the City's expectations regarding ethics training in its operations (e.g., charter, ordinances, rules of procedure, etc.)?

Expectations are addressed through Ordinance, Resolution, and the Charter which are all included in the Ethics Manual.

9) Do both employees and non-employees receive a copy of each when starting their position?

While non-employees do not receive anything directly, the Ethics Manual, Ethics Ordinance, and Charter Ethics Section are all available online for the public to view.

City officers are provided a copy of the Ethics Manual directly and must acknowledge receipt of said manual.

Employees have access to the policy and manual through our intranet (The Hub).

10) How is acknowledgement of ethics training verified, documented, and tracked?

Employees are tracked by HR through NeoGOV, while the clerk directly tracks board appointments and council.

Paper signatures are required for boards, commissions, and council to state they have watched their respective OCA ethics video. They are not sworn in unless they sign that they have watched or will watch the training video.

11) Is this repeated at certain intervals (e.g., annually) or just when they first come on board?

It is annual for boards & commissions. General employees only receive this during onboarding.

ANDY SCHOR
MAYOR



OFFICE OF THE MAYOR

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Lansing, MI 48933-1694
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Lansing.Mayor@lansingmi.gov
www.LansingMI.gov

To City of Lansing Employees & Officials:

Everyone working in public service, whether as an elected or appointed official or as a City employee, is an important part of our community. We each play a role and have a duty to serve the public fairly and without self-interest. In our daily tasks, we also have an opportunity to establish the trust and respect with residents and visitors that is the best of our profession.

In the mid-1990's, Lansing voters amended the Lansing City Charter regarding the standards of conduct for elected officials and employees of the City. The City Council adopted an Ethics Ordinance to put these changes into effect.

The Lansing Board of Ethics plays an important role in ensuring our City's elected leaders, officers, and city employees operate transparently or with transparency. This manual fulfills the requirements of the Charter to provide information to City officers and employees about standards of conduct, protection of the public interest, and conflicts of interest. It also explains how an officer or employee can receive assistance from the Board of Ethics.

With the information provided here, officials and employees together can provide quality service at the highest ethical standards that enable us and all Lansing residents to be proud of our City Government.

Thank you for being part of the Lansing team and for the work you do.

Andy Schor
Mayor