

Regular Ethics Commission Meeting

Civic Center, 2 Park Drive South,  
Commission Chambers Room 206, Great Falls, MT

**CALL TO ORDER:** 2:00 PM

**ROLL CALL:** Ethics Committee Members (CM) present: Carmen Roberts and Katrina Stark. Committee Member Carl Rostad appeared via Skype.

**RECOGNITION OF STAFF:** City Attorney Sara Sexe and City Clerk Lisa Kunz.

**1. APPROVAL OF MEETING MINUTES - - May 17, 2019.**

**CM Stark moved, seconded by CM Rostad, that the Ethics Committee approve the meeting minutes of May 17, 2019.**

Chairperson Roberts asked if there was any discussion amongst the Committee or comments from the public. Hearing none, Chairperson Roberts called for the vote.

Motion carried 3-0.

**2. CITY CODE UPDATES.**

City Attorney Sara Sexe reviewed changes made to the Official Code of the City of Great Falls (OCCGF) Title 2, Chapter 21, Sections 080, 090 and 100, pertaining to the Code of Ethics.

In summary, Ordinance 3201 amended Section 080 to add an alternate Ethics Committee member in the event that a member is unable or unavailable to serve; and, Ethics Committee duties in Section 100 were amended to provide that the Ethics Committee may refer complaints that appear to be substantiated to the Cascade County Attorney, or to the supervisor of a public employee who may be the subject of the complaint, for disposition.

Ordinance 3203 amended the committee meeting schedule in Section 090 to meeting on an as needed basis, no more frequently than once a month, after a matter has been referred to the Committee by direction of the City Manager or City Attorney.

There was no discussion amongst the Committee or comments from the public regarding the ordinance changes.

**3. CONSIDER RECOMMENDATION ON REAPPOINTMENT OF MEMBER TO THE ETHICS COMMITTEE.**

City Attorney Sara Sexe reported that the Ethics Committee was established with staggered terms. In accordance with the OCCGF, the recommendation is that the Ethics Committee consider reappointment of Committee member Carmen Roberts.

Chairperson Roberts asked if the Committee had any questions of staff pertaining to this recommendation. Hearing none, Chairperson Roberts asked the will of the Committee.

**CM Rostad moved, seconded by CM Stark, that the Ethics Committee recommend the reappointment of Committee member Carmen Roberts for a three-year term through December 31, 2022.**

Chairperson Roberts asked if there was any discussion amongst the Committee or comments from the public. Hearing none, Chairperson Roberts called for the vote.

Motion carried 3-0.

**4. CONSIDER RECOMMENDATION ON APPOINTMENT OF AN ALTERNATE MEMBER TO THE ETHICS COMMITTEE.**

City Attorney Sara Sexe reported that, based on the City Commission's adoption of Ordinance 3201, OCCGF § 2.21.080 was amended to provide for an alternate member to serve on the Ethics Committee, as previously discussed. The availability of the alternate position was posted, and two individuals provided applications. Staff recommends the Committee consider appointment of one of the two applicants, or choose not to recommend appointment and ask staff to continue advertising for the alternate position.

Chairperson Roberts asked if the Committee had any questions of staff.

CM Rostad inquired why was it that the Committee chooses the alternate, whereas the Commission chose the current members.

City Attorney Sexe clarified that the Committee is making a recommendation for appointment for Commission consideration.

**CM Stark moved, seconded by CM Roberts, that the Ethics Committee consider applicant input for agenda item 4.**

Chairperson Roberts called for the vote.

Motion carried 3-0.

Chairperson Roberts asked if there were any applicants present wishing to provide input for Committee consideration.

**Tysen Sigglin**, 809 49<sup>th</sup> Street North, commented that she applied because she is interested in local government. She is employed by the Montana Electric Cooperatives Association, and is the acting secretary for committee meetings of the Association.

**CM Stark moved, seconded by CM Rostad, that the Ethics Committee recommend the appointment of Tysen Sigglin as an alternate member to the Ethics Committee for a three-year term through December 31, 2022.**

Chairperson Roberts asked if there were any comments from the public. Hearing none, Chairperson Roberts asked if there was any discussion amongst the Committee.

CM Rostad noted applicant John Hackwith's long history in government employee service.

CM Stark commented that she is delighted that a younger person in the community is interested in government, and that perspective could be a gift to the Committee.

CM Roberts noted that the guidelines for committee membership is that the members shall have experience and/or training in public administration, governmental operation, political practices, or legal practice, as is reasonably possible. The long history in government service of the other candidate is compelling if following the guidelines that were set for this Committee.

There being no further discussion, Chairperson Roberts called for the vote.

Motion failed 1-2 (CM Rostad and CM Roberts dissenting).

**CM Rostad moved, seconded by CM Roberts, that the Ethics Committee recommend the appointment of John Hackwith as an alternate member to the Ethics Committee for a three-year term through December 31, 2022.**

Chairperson Roberts asked if there were any comments from the public or any discussion amongst the Committee. Hearing none, Chairperson Roberts called for the vote.

Motion carried 3-0.

## **5. REVIEW OF ETHICS DISCLOSURE FORM AND PROCESS.**

City Attorney Sara Sexe reported that there is no Committee action required for this item. The items were included for review and to inquire if the Committee believed there needed to be any changes to the form itself. With regard to process all City officers, whether employed, elected or appointed, are requested to complete and return the Conflicts Disclosure Statement form to the City Clerk or City Manager's Office. The forms are then reviewed for issues that potentially could raise a conflict.

There were no changes suggested by the Committee.

**6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM COMMITTEE.**

None.

**PUBLIC COMMENT.**

None.

**ADJOURNMENT.**

There being no further business to come before the Committee, CM Rostad moved, seconded by CM Stark, to **adjourn the regular meeting of November 6, 2019, at 2:23 p.m.**

Motion carried 3-0.

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Carmen Roberts, Chairperson

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Acting Secretary – City Clerk Lisa Kunz

Minutes Approved: August 12, 2020