



**Ethics Committee Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers
November 06, 2019
2:00 PM**

CALL TO ORDER

ROLL CALL

**Carmen Roberts
Carl Rostad
Katrina Stark**

RECOGNITION OF STAFF

COMMITTEE AGENDA ITEMS

1. Approval of Meeting Minutes, May 17, 2019.
2. City Code Updates.
3. Consider Recommendation on Reappointment of Member to the Ethics Committee.
4. Consider Recommendation on Appointment of an Alternate Member to the Ethics Committee.
5. Review of Ethics Disclosure Form and Process.
6. Miscellaneous Reports and Announcements from Committee.

PUBLIC COMMENT

ADJOURNMENT

Regular Ethics Commission Meeting

Civic Center, 2 Park Drive South,
Rainbow Room 215, Great Falls, MT

1. **CALL TO ORDER:** 1:00 PM
2. **ROLL CALL:** Ethics Committee Members (CM) present: Carmen Roberts, Carl Rostad, and Katrina Stark.
3. **RECOGNITION OF STAFF:** City Attorney Sara Sexe and Deputy City Clerk Darcy Dea.
4. **APPROVAL OF MEETING MINUTES - - FEBRUARY 6, 2019.**

CM Rostad moved, seconded by CM Stark, that the Ethics Committee approve the meeting minutes as written.

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.

5. **CONSIDERATION OF AMENDED RULES AND PROCESS FOR EVALUATING ETHICS COMPLAINTS.**

City Attorney Sara Sexe reported that the Agenda Report was amended to reflect changes made to the Background section on page 1.

After the Ethics Committee held its initial hearing in February 2019 under the current procedures, City Staff and outside legal counsel Jordan Crosby recognized that the process did not work as was intended to provide a full and clear process.

The determinations required to be made under the ordinance in existence in February led to confusion by all parties involved. City staff will request that the City Commission consider an amendment to the Official Code of the City of Great Falls (OCCGF) 2.21.100 requiring the Committee to determine whether a complaint appears to be substantiated based on the information and testimony presented instead of the current process. With the change, if the Committee determines that a complaint appears to be substantiated, it may refer the matter to the Cascade County Attorney, or to the supervisor of a public employee who may be the subject of the complaint, for disposition.

Staff recommends that the Ethics Committee revise its Rules and Procedures. The changes include a more formalized process with forms by which complaints and responses to complaints are submitted to and received by the City. This process includes the presentation of supporting documents and reasons for the parties' positions, and timelines for presenting documents.

These changes will assist in allowing for a clearer and understandable process for all parties involved, including the person who is the subject of any complaint. It also will allow employees the ability to defend challenges to their actions and allow their supervisors to internally address complaints which are found to be substantiated.

Chairperson Roberts received clarification that the complaint and response forms will identify whether a privacy right is implicated, and will be provided to members of the Committee prior to meetings.

City Attorney Sexe reported that, since the original publishing of the Agenda, additional language was added to the Rules and Procedures for Governing Ethics Committee which read as follows:

Section 3.04 Complaint and Response statements.

...

2.c. be delivered to the City Manager's office within 10 business days of the mailing **or electronic delivery** of the complaint to the Subject.

3. All complaints and responses shall identify whether a privacy right is implicated that would require a closed meeting as discussed in Section 3.05 below. **If such a privacy right is asserted, the presiding officer may close the meeting and seal the documents under Sections 2.02 and 3.05.**

...

For purposes of clarification, Chairperson Roberts asked if the Committee had any questions regarding this item. Hearing none, Chairperson Roberts asked the will of the Committee.

CM Stark moved, seconded by CM Rostad, that the Ethics Committee accept the Amended Rules and Process for Complaints.

Chairperson Roberts asked if there was any discussion amongst the Committee or comments from the public.

Mary Moe, 8 Prospect Drive, commented that she is pleased with the changes that have been made. She discussed the determinations the Chair would have to make with regard to Section 3.05.

Ms. Moe also pointed out grammatical errors: Section 3.04, paragraph 1, remove the "a" in the first sentence to read: All ethics complaints shall specifically identify the complainant, the subject of the complaint (person being complained about), and provide detailed bases for the complaint, specifically identifying all laws, regulations or codes which are alleged to be violated and providing a detailed description of the alleged

violation. . . .; and, Section 4.05, change the word “with” to “when” in the first sentence to read: It shall be the duty of each Committee Member to vote in the affirmative or negative on each motion duly placed before the Committee by the presiding officer, except when conflicts of interest preclude a vote. . . .

Ms. Moe suggested that the Committee give consideration to adding an alternate member to the Ethics Committee in case of conflicts.

After a brief discussion, it was the consensus of the Committee that adding an alternate member is appropriate, as well as changing the determination process as set forth in the amended agenda report by the Committee for Commission consideration.

Chairperson Roberts inquired about the process for the Commission to consider those suggestions.

City Attorney Sexe explained that an Ordinance change is the process for adding language with regard to having an alternate member, as well as the decision-making process; and she suggested that the Committee consider an amendment to the motion with regard to the grammatical errors.

CM Stark moved, seconded by CM Rostad, that the Ethics Committee amend the motion to include the grammatical corrections in Sections 3.04 and 4.05.

Chairperson Roberts asked if there were any further comments from the public. Hearing none, Chairperson Roberts called for the vote.

Motion, with amendment, carried 3-0.

6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM COMMITTEE.

CM Stark announced she will be out of the country next week.

7. PUBLIC COMMENT.

None.

8. ADJOURNMENT.

There being no further business to come before the Committee, CM Rostad moved, seconded by CM Stark, to **adjourn the regular meeting of May 17, 2019, at 1:20 p.m.**

Motion carried 3-0.

Carmen Roberts, Chairperson

Acting Secretary – Deputy City Clerk Darcy Dea

Minutes Approved: _____

DRAFT



Agenda #: 14
Commission Meeting Date: June 18, 2019

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Ordinance 3201, “An Ordinance Amending Title 2, Chapter 21, Sections 080 and 100, of the Official Code of the City of Great Falls (OCCGF), Pertaining to The Great Falls Ethics Committee.”

From: Legal Department

Initiated By: Legal Department

Presented By: Sara R. Sexe, City Attorney

Action Requested: Adopt Ordinance 3201 on second reading.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Ordinance 3201.”
 2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.
-

Staff Recommendation:

Staff recommends the City Commission adopt Ordinance 3201.

Background:

The Great Falls Ethics Committee was established in 2017 to help City officials and staff continue to comply with Mont. Code Ann. Title 2, Chapter 2, pertaining to code of conduct for public officials and the Great Falls Ethics Code, OCCGF Title 2, Chapter 21.

Recently, on May 17, 2019, the Ethics Committee updated its *Rules and Procedures*, by which complaints and responses which are referred to the Committee are received and heard. In the course of the discussion regarding these updates, the Ethics Committee indicated support for the Commission to consider changes to the ordinances governing the Committee.

One change suggested during public comment on the updates, provided by Commissioner Mary Moe, was that an alternate Ethics Committee member be appointed by the City Commission to address Committee member unavailability, which would revise OCCGF §2.21.080.

Additionally, in the update discussions, the Ethics Committee indicated support for a change in the determinations to be made under the current ordinance to avoid confusion by the Ethics Committee and all parties involved. This proposed change would replace the two-part process of determining, 1.)

whether there was an appearance of a violation, and then 2.) whether there was an actual violation. Legal staff recommends that the City Commission institute a significant process change amending OCCGF 2.21.100 to reflect the duties under Mont. Code Ann. §2-2-144, requiring the Committee to:

determine whether a complaint appears to be substantiated based on the information and testimony presented. If the Committee determines that a complaint appears to be substantiated, it may refer the matter to the Cascade County Attorney, or to the supervisor of a public employee who may be the subject of the complaint, for disposition. The Committee shall make written findings of its decision, which will be filed with the City Clerk.

If adopted, these changes will assist in allowing for timely due process for all parties involved, including the person who is the subject of any complaint. It also will allow employees the ability to defend challenges to their actions and allow their supervisors to address complaints which are found to be substantiated.

Ordinance 3201 was accepted unanimously on first reading. There was no other Commission discussion or public comment.

Fiscal Impact:

None.

Alternatives:

The Commission could deny Ordinance 3201, or the Commission could postpone action on the item to a date certain for further suggested amendments.

Concurrences:

Ethics Committee
City Manager's Office
City Clerk's Office

Attachments/Exhibits:

Ord. 3201
Ord. 3201 Exhibit "A"

ORDINANCE 3201

AN ORDINANCE AMENDING TITLE 2, CHAPTER 21, SECTION 080 AND 100, OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), PERTAINING TO THE GREAT FALLS ETHICS COMMITTEE DUTIES.

* * * * *

WHEREAS, the City Commission established Title 2, Chapter 21, of the OCCGF outlining provisions pertaining to the Great Falls Code of Ethics; and

WHEREAS, the City Commission established the Great Falls Ethics Committee to ensure that all City officers and employees are performing their duties in compliance with the provisions of Mont. Code Ann. Title 2, Chapter 2, and the provisions of the Great Falls Code of Ethics; and

WHEREAS, OCCGF §2.21.080 pertaining to the Committee membership requires the Committee to appoint members for consecutive terms and the City Commission wishes to amend OCCGF §2.21.080 to allow the Ethics Committee to appoint an alternate member in case of member unavailability.

WHEREAS, OCCGF §2.21.100 pertaining to the Committee duties requires the Committee, upon complaint and referral, to make a finding as to whether there is an appearance of a violation, an actual violation, and then make a written recommendation to the City Clerk; and

WHEREAS, the City Commission wishes to amend OCCGF §2.21.100 to allow the Committee to determine with written findings whether a complaint appears to be substantiated, and if so, refer it, for disposition, to the County Attorney, or to the supervisor of a public employee who may be the subject of a complaint.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1. OCCGF Title 2, Chapter 21, Section 080 shall be amended as depicted in Exhibit “A” attached hereto, with deleted language identified by ~~strikeout~~ and inserted language **bolded**; and

Section 2. OCCGF Title 2, Chapter 21, Section 100 shall be amended as depicted in Exhibit "A" attached hereto, with deleted language identified by ~~strikeout~~ and inserted language **bolded**; and

Section 3. This Ordinance will become effective thirty (30) days after adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading June 4, 2019.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading June 18, 2019.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3201 on the Great Falls Civic Center posting board and the Great Falls City website.

Lisa Kunz, City Clerk

(CITY SEAL)

Title 2 - ADMINISTRATION AND PERSONNEL

Chapter 21 CODE OF ETHICS

Chapter 21 CODE OF ETHICS**Sections:****2.21.080 Committee membership.**

- A. Subject to the provisions provided in Subsection (B.) of this part, the Committee shall consist of three (3) members **and one (1) alternate member, who shall be appointed and ready to serve in the event that a Committee member is unable or unavailable to serve. The members and alternate shall be** appointed by the City Commission for not more than three (3) consecutive, three-year terms. Members shall be qualified electors and residents of the City. Members shall not be City employees. As is reasonably possible, the members shall have experience and or training in the following:

1. Public administration;
2. Governmental operation;
3. Political practices; or
4. Legal practice.

- B. The first appointee to the Great Falls Ethics Committee shall serve an initial term of three (3) years, the second appointee shall serve an initial term of two (2) years, and the third appointee shall serve an initial term of one (1) year. Following the expiration of these initial terms, the provisions of Subsection (A.) of this part shall apply.

(Ord. 3201; 2019, Ord. 3169, 2017).

2.21.100 Committee duties.

The Committee shall meet and be presented testimony regarding matters referred to it. **When considering an ethics complaint** ~~Based on the information and testimony presented,~~ the Committee shall: **determine whether a complaint appears to be substantiated based on the information and testimony presented. If the Committee determines that a complaint appears to be substantiated, it may refer the matter to the Cascade County Attorney, or to the supervisor of a public employee who may be the subject of the complaint, for disposition. The Committee shall make written findings of its decision, which will be filed with the City Clerk.**

- ~~A. Make a written finding, filed with the City Clerk, as to whether there is an appearance of a violation of any provision on Mont. Code Ann. Title 2, Chapter 2, or a violation of this chapter;~~

Title 2 - ADMINISTRATION AND PERSONNEL

Chapter 21 CODE OF ETHICS

- ~~B. Make a written finding, filed with the City Clerk, as to whether the appearance of a violation rises to a level of an actual violation; and~~
- ~~C. Make a written recommendation, filed with the City Clerk, in consultation with the City Attorney's Office, as to the correct course of action to eliminate any violation and/or reduce the appearance of any violation.~~

(Ord. 3201; 2019, Ord. 3169, 2017).

...

Title 2 - ADMINISTRATION AND PERSONNEL

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Chapter 21 CODE OF ETHICS**Sections:****2.21.080 Committee membership.**

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1. Public administration;
2. Governmental operation;
3. Political practices; or
4. Legal practice.

B. The first appointee to the Great Falls Ethics Committee shall serve an initial term of three (3) years, the second appointee shall serve an initial term of two (2) years, and the third appointee shall serve an initial term of one (1) year. Following the expiration of these initial terms, the provisions of Subsection (A.) of this part shall apply.

(Ord. 3201; 2019, Ord. 3169, 2017).

2.21.100 Committee duties.

The Committee shall meet and be presented testimony regarding matters referred to it. When considering an ethics complaint, the Committee shall determine whether a complaint appears to be substantiated based on the information and testimony presented. If the Committee determines that a complaint appears to be substantiated, it may refer the matter to the Cascade County Attorney, or to the supervisor of a public employee who may be the subject of the complaint, for disposition. The Committee shall make written findings of its decision, which will be filed with the City Clerk.

(Ord. 3201; 2019, Ord. 3169, 2017).

...



Agenda #: _____
 Ethics Committee Meeting Date: November 6, 2019
CITY OF GREAT FALLS
AGENDA REPORT

Item: Consider Recommendation on Reappointment of Member to the Ethics Committee

From: City Manager's Office

Initiated By: City Commission

Presented By: Sara Sexe, City Attorney

Action Requested: Consider Recommendation on Reappointment of Member to the Ethics Committee for a three-year term.

Suggested Motion:

1. Committee Member moves:

“I move that the Ethics Committee (recommend/ not recommend) reappointment of Committee member Carmen Roberts for a three-year term through December 31, 2022.”

2. Presiding Officer requests a second to the motion, public comment, Committee discussion, and calls for the vote.

Summary:

The Ethics Committee was established through Ordinance 3169 and adopted by the City Commission on October 17, 2017. The initial members were appointed to staggered terms.

- Carl Rostad was appointed to serve an initial three-year term through December 31, 2020;
- Carmen Roberts was appointed to a two-year term through December 31, 2019; and
- Katrina Stark was appointed to a one-year term through December 31, 2018.

Katrina Stark was recommended for reappointment during the Ethics Committee meeting on November 7, 2018 and reappointed for her first full three-year term by the City Commission on November 20, 2018. She will serve on the Board until December 31, 2021.

Carmen Roberts is interested in remaining on the Committee for another three years.

In accordance to OCCGF 2.21.080 Committee membership: Members shall be appointed by the City Commission for not more than three (3) consecutive, three year terms. Ms. Roberts has served a two-year term and is therefore eligible for reappointment.

Background:

The purpose of the Committee is to ensure that all City officers and employees are performing their duties in compliance with the provisions of Montana Code Annotated, Title 2, Chapter 2 and the

provisions of the Official Code of the City of Great Falls (OCCGF) Title 2, Chapter 21. The Committee meets on an as needed basis.

Alternatives:

The Committee could choose not to recommend reappointment and ask City Staff to advertise for the position.



Agenda #: _____
 Ethics Committee Meeting Date: November 6, 2019
CITY OF GREAT FALLS
AGENDA REPORT

Item: Consider Recommendation on Appointment of an Alternate Member to the Ethics Committee

From: City Manager's Office

Initiated By: City Commission

Presented By: Sara Sexe, City Attorney

Action Requested: Consider Recommendation on Appointment of an Alternate Member to the Ethics Committee for a three-year term.

Suggested Motion:

1. Committee Member moves:

“I move that the Ethics Committee recommend the appointment of _____ as an Alternate Member to the Ethics Committee for a three-year term through December 31, 2022.”

2. Presiding Officer requests a second to the motion, public comment, Committee discussion, and calls for the vote.

Summary:

On June 18, 2019 the City Commission adopted Ordinance 3201 which revised the Official Code of the City of Great Falls (OCCGF) §2.21.080 by adding one alternate member to serve on the Ethics Committee in case of a member being unavailable or unable to attend a meeting.

2.21.080 Committee Membership.

A. Subject to the provisions provided in Subsection (B.) of this part, the Committee shall consist of three (3) members and one (1) alternate member, who shall be appointed and ready to serve in the event that a Committee member is unable or unavailable to serve. The members and alternate shall be appointed by the City Commission for not more than three (3) consecutive, three-year terms. Members shall be qualified electors and residents of the City. Members shall not be City employees. As is reasonably possible, the members shall have experience and or training in the following:

1. Public administration;
2. Governmental operation;
3. Political practices; or
4. Legal practice.

B. The first appointee to the Great Falls Ethics Committee shall serve an initial term of three (3) years, the second appointee shall serve an initial term of two (2) years, and the third appointee shall serve an initial term of one (1) year. Following the expiration of these initial terms, the provisions of Subsection (A.) of this part shall apply.

City Staff began advertising for the new position on the City Website in June and has received two applications for consideration.

Background:

The Ethics Committee was established through Ordinance 3169 and adopted by the City Commission on October 17, 2017. The Initial Ethics Committee Members were appointed in January 2018 to staggered terms.

- Carl Rostad was appointed to serve an initial three-year term through December 31, 2020.
- Carmen Roberts was appointed to a two-year term through December 31, 2019 and
- Katrina Stark was appointed to a one-year term through December 31, 2018.

Katrina Stark was recommended for reappointment during the Ethics Committee meeting on November 7, 2018 and reappointed for her first full three-year term by the City Commission on November 20, 2018. She will serve on the Board until December 31, 2021.

A separate agenda item is being considered during the current meeting to consider reappointment of Carmen Roberts for another three-year term.

The purpose of the Ethics Committee is to ensure that all City officers and employees are performing their duties in compliance with the provisions of Montana Code Annotated, Title 2, Chapter 2 and the provisions of the Official Code of the City of Great Falls (OCCGF) Title 2, Chapter 21.

Committee Duties listed below were also clarified and amended through Ordinance 3201 on June 18, 2019:

2.21.100 Committee duties.

The Committee shall meet and be presented testimony regarding matters referred to it. When considering an ethics complaint, the Committee shall determine whether a complaint appears to be substantiated based on the information and testimony presented. If the Committee determines that a complaint appears to be substantiated, it may refer the matter to the Cascade County Attorney, or to the supervisor of a public employee who may be the subject of the complaint, for disposition. The Committee shall make written findings of its decision, which will be filed with the City Clerk.

Alternatives:

The Committee could choose not to recommend appointment of one of the applicants and ask City Staff to continue advertising for the alternate position.

Attachments/Exhibits:

Application – John Hackwith
Application – Tysen K. Sigglin



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)**

RECEIVED

Item #4.

DEC 14 2017

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know Law.

CITY MANAGER

Board/Commission Applying For: <i>CITY OF GREAT FALLS ETHICS COMMITTEE</i>		Date of Application: <i>14 DEC. 2017</i>
Name: <i>JOHN HACKWITH</i>		
Home Address: <i>3025 5TH AVE. S.</i>		Email address: <i>jPhboats@YAHOO.COM</i>
Home Phone: <i>(406) 454-3777</i>	Work Phone: <i>(406) 781-8223</i>	Cell Phone: <i>(406) 781-8223</i>
Occupation: <i>LAW ENFORCEMENT</i>	Employer: <i>U.S. GOVERNMENT</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: <i>U.S. NAVY SPECIAL WARFARE COMBAT CREWMAN - US NAVY INTELLIGENCE SPECIALIST - EMT - MONTANA STATE TROOPER 6+ YEARS - SWORN FEDERAL OFFICER 9+ YEARS - STRONG TIES TO GREAT FALLS, BORN IN OLD DECONES HOSPITAL 1972.</i>		
Educational Background: <i>U.S. NAVY/MARINE CORPS INTELLIGENCE TRAINING CENTER MONTANA HIGHWAY PATROL ACADEMY - EMT COURSE FEDERAL LAW ENFORCEMENT TRAINING CENTER</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>SEE PG. 3</i>		
Previous and current public experience (elective or appointive): <i>SEE PG. 3</i>		
Membership in other community organizations: <i>SEE PG. 3</i>		

Have you ever worked for or are you currently working for the City of Great Falls? Yes No If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes No If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes No If yes, what board and when did you serve?

Are you currently serving on a Board? Yes No If yes, which board?

Please describe your interest in serving on this board/commission?

SEE PG. 3

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

SEE PG. 3

Additional comments:

Signature

[Redacted Signature]

Date:

14 DEC. 2017

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:

City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net

City of Great Falls Ethics Committee
Addendum to application
John Hackwith

Previous and current service activities:

I am a Navy veteran. Before my Law Enforcement career, I spent 6 years in the U.S. Navy in Special Warfare as a Special Warfare Combat Crewman (SWCC). My Navy Rating designation was that of Intelligence Specialist which included adjudication and maintenance of a level 4, Top Secret, SCI (Sensitive Compartmented Information) security clearance. This involved an extensive background investigation spanning over 9 months.

Previous and current public experience (elective or appointive):

I have worked as a sworn Law Enforcement Officer for just under 16 years, both at the State and Federal levels. I was a Montana State Trooper from 2001 to 2007, and a Federal LEO from 2007 to 2016. A line of duty injury caused me to leave Law Enforcement before I intended to do so.

Membership in other community organizations:

I have maintained a level of service to the Great Falls community from an early age. During my teenage years I spent 5 years as a Civil Air Patrol Cadet. In my twenties, I joined the Elks Lodge. I served a term on the GFSSC Public Relations Committee. Although not a board member, in recent years, I have lent my efforts and support to the Police Community Foundation in preparation for their annual gala.

Please describe your interest in serving on this board/commission?

I believe I would bring a unique perspective to this committee. Having served as a Law Enforcement Officer for the lion's share of 16 years, I have a great deal of experience observing, evaluating, predicting, and restraining human behavior. In fact, those abilities were a matter of day to day survival. Police officers are not trained or expected to simply read, interpret and apply the law. Anyone who can read can do that. Police officers are empowered and expected to evaluate the facts and circumstances of each individual situation, and then arrive at a lawful and just resolution to that particular situation. Every set of facts has its own merits and peculiarities, and must be evaluated accordingly in order to ensure that the outcome is not only compliant with policy and law, but also just, under the circumstances. In short, do the right thing, at the right time, for the right reasons.

Please describe your experience and/or background which you believe qualifies you for service on this board/ commission?

As a Special Warfare Combat Crewman I had to interpret and follow very specific rules of engagement and observe very strict mission parameters. As a U.S. Navy Intelligence Specialist, I was entrusted with the highest levels of classified and compartmented information. As a Law Enforcement Officer, I was expected to know, interpret, and apply the law, and maintain the "higher standard" of conduct expected of those wearing the uniform. I was also charged with maintaining the privacy and dignity of the people with whom I dealt professionally. I am also a Law Enforcement Firearms and Use of Force Instructor. In this capacity I was responsible for training and evaluating those in my detachment on the proper application of force in the accomplishment of lawful objectives.



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM**
(PLEASE PRINT OR TYPE)

Item #4.

RECEIVED

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

OCT 17 2013

Board/Commission Applying For: Great Falls Ethics Committee		Date of Application: CITY MANAGER 10/16/19
Name: Tylen K. Sigglin		
Home Address: 809 49th St. N Great Falls MT 59405		Email address: tylensigglin@gmail.com
Home Phone: N/A	Work Phone: 406-761-8333	Cell Phone: 208-695-8444
Occupation: Secretary		Employer: Montana Electric Cooperatives
Would your work schedule conflict with meeting dates? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If yes, please explain) Work M-F 8-5; not sure when meeting dates are		
Related experiences or background: In National Honors Society & Student Gov in high school (3 years). Working as minute taker for MECA committee meetings. Understand governmental operation & political practices.		
Educational Background: Meridian Technical High School - 4.0 gpa (3 years) INSPIRE Connections Academy - 4.0 gpa (1 year) Western Governors Uni. - 4.0 gpa (1 year)		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: Idaho Food bank volunteer (3 years) National Honors Society (3 years) National Junior Honors & Society (3 years) Skills USA (2 years)		Student gov. (3 years)
Previous and current public experience (elective or appointive): No public experience but interested in my local government.		
Membership in other community organizations: None, moved here recently.		

Have you ever worked for or are you currently working for the City of Great Falls? Yes No If yes, where and when?

Item #4.

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes No If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes No If yes, what board and when did you serve?

Are you currently serving on a Board? Yes No If yes, which board?

Please describe your interest in serving on this board/commission?

After reading the description, I felt like this committee would be a great way to get into local government. I understand it is for an alternate member but I would love to participate.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

I worked on Student Gov., NHS, & SkillsUSA. I think my experience with these 3 projects helped me form a great set of ethics. I think it is important to make sure our local government serves with compliance to accurately represent the community.

Additional comments: I'm very passionate about local government & state government and I would really like the chance to follow that passion. Thank you for reviewing my application, please give me a call if you have questions!

Signature

Date:

10/16/19

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:

City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net



P. O. Box 5021, 59403-5021

December 2, 2019

To: All City Officers

Re: City of Great Falls Code of Ethics

At its October 17, 2017 meeting, the Great Falls City Commission adopted Ordinance 3169 which repealed and replaced Title 2 of the Official Code of the City of Great Falls (OCCGF) pertaining to Administration and Personnel provisions.

Title 2, Chapter 21, Sections 010 - 120 of the OCCGF sets forth the City of Great Falls Code of Ethics. As directed by the City Commission as set forth in Section 2.21.120 of the OCCGF, I am hereby distributing a copy of the City of Great Falls Code of Ethics to you.

Additionally, pursuant to Title 2, Chapter 21, Section 050(P) of the OCCGF, a Conflicts Disclosure Statement is also being provided to you. Please complete and return said form to Krista Artis via electronic mail at kartis@greatfallsmt.net or hand-delivery to the City Manager's Office, Civic Center Room 201, 2 Park Drive South, by December 31, 2019.

If you have any questions, please do not hesitate to contact me.

Krista Artis, Executive Assistant
City Manager's Office

Attachments: Code of Ethics and Conflicts Disclosure Statement

CONFLICTS DISCLOSURE STATEMENT

The Official Code of the City of Great Falls, (OCCGF) 2.21.010 *et seq.* provides the ethical standards for city officers and requires each city officer to file a Conflicts Disclosure with the City Clerk by January 31st of each year. In addition to the appointed or elected position with the City, the City officer's disclosure shall include the City officer's name and address, current employment, non-City board membership, and business or financial associations, so that actual, potential or apparent conflicts are disclosed. The disclosure shall include the same information for the City officer's family members (spouse or dependent child residing in the same household).

Name: _____

Address: _____

Current Employer(s) and position: _____

For you and each family member (including the name of each family member), please list the names of any business and/or financial interests or associations with persons and/or entities that contract, work with, or provide services to the City and list any non-City entities for which you or your family member(s) are board members, trustees, or hold other fiduciary relationships:

City officer: _____

Family member(s): _____

I certify under penalty of perjury that the above statement is true and correct. If any of the above information should change, I acknowledge I am obligated to immediately file an amended Conflicts Disclosure Statement with the City Clerk. I further acknowledge that this Conflicts Disclosure Statement is intended to be a public document and I hereby waive any right to privacy in the information I have provided herein.

Signature Date

Date Received City Clerk

- City Commission
- City Officer
- Neighborhood Council # _____
- Board, Council, Committee or Commission Describe: _____