



**Ethics Committee Agenda
2 Park Drive South, Great Falls, MT
Virtual Meeting via Zoom
January 19, 2022
10:00 AM**

Public participation for this meeting is welcome in the following ways:

- Attend the virtual meeting utilizing Zoom. Please use the Meeting Link:
<https://us02web.zoom.us/j/89254074379?pwd=S1BrOHhRSFhvTnd5MzhOaW9uK0Zpdz09>
Meeting ID: 892 5407 4379
Passcode: 160906
- Provide public comments in writing. Comments may be sent via mail to City Manager's Office, PO Box 5021, Great Falls MT 59403 or by email to: kartis@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Please ensure that comments arrive before 8:00 AM the day of the meeting. Due to tracking and dissemination requirements, written communication must be received by that time in order to be shared with the Ethics Committee and appropriate City staff for consideration during the agenda item and will be so noted in the official record of the meeting.

CALL TO ORDER

ROLL CALL

RECOGNITION OF STAFF

COMMITTEE AGENDA ITEMS

1. Approval of Meeting Minutes, June 9, 2021.
2. Consider Recommendation on Appointment of a Member to the Ethics Committee.
3. Appointment of Officers.

PUBLIC COMMENT

Public Comment on any matter and that is within the jurisdiction of the Ethics Committee. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and address for the record.

ADJOURNMENT

Regular Ethics Commission Meeting

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

CALL TO ORDER: Vice-Chairperson Katrina Stark called the meeting to order at 11:00 AM.

ROLL CALL: Ethics Committee Members (CM) participated electronically via Zoom: Carmen Roberts, Katrina Stark and Alternate CM Justin Grohs.

RECOGNITION OF STAFF: Deputy City Clerk Darcy Dea. City Staff participating electronically was: City Attorney Sara Sexe.

Public participation is welcome in the following ways:

- Attend the virtual meeting utilizing Zoom Webinar. Attendees must register in advance for the Meeting: https://us02web.zoom.us/webinar/register/WN_o-tX6VVwSHy-91cLk6fhkQ. After registering, you will receive a confirmation email containing information about joining the webinar by Zoom.
- Provide written public comments. Comments may be sent by mail to the City Manager's Office, PO Box 5021, Great Falls, MT 59403 or by email to: kartis@greatfallsmt.net Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Please ensure that comments arrive before 8:00 A.M. on Wednesday June 9, 2021. Due to tracking and dissemination requirements, written communication must be received by that time in order to be shared with the Ethics Committee and appropriate City staff for consideration during the agenda item and will be so noted in the official record of the meeting.
- Call in. The public may call in during specific public comment periods at 406-761-4786. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. This is a pilot service to test the feasibility of expanded public participation by phone. We ask for your patience in the event there are technical difficulties.

1. APPROVAL OF MEETING MINUTES - - February 3, 2021.

CM Roberts moved, seconded by Alternate CM Grohs, that the Ethics Committee approve the meeting minutes of February 3, 2021.

Vice-Chair Stark asked if there was any discussion amongst the Committee or comments from the public.

Alternate CM Grohs received clarification that he has the authority to vote as an alternate when there is not a third CM present.

There being no further discussion, Vice-Chair Stark called for the vote.

Motion carried 3-0.

2. CONSIDER RECOMMENDATION ON APPOINTMENT OF A MEMBER TO THE ETHICS COMMITTEE.

CM Roberts received clarification that an alternate member serves in the event that a Committee member is unable or unavailable to serve. She further received clarification that Alternate CM Grohs could choose to remain to serve as an alternate.

Alternate CM Grohs commented that considering Seana Westcarr-Gray's qualifications, she would make a great addition to the Ethics Committee. He added that, because he is still learning, he would like to remain as an alternate.

Alternate CM Grohs moved, seconded by CM Roberts, that the Ethics Committee recommend the appointment of Seana Westcarr-Gray to the Ethics Committee for the remainder of a three-year term through December 31, 2023.

Vice-Chair Stark asked if there was any discussion amongst the Committee or comments from the public.

Vice-Chair Stark announced that she would not seek another term when her term expires on December 31, 2021.

Appearing telephonically via Zoom, Applicant Seana Westcarr-Gray, commented that she is excited to be involved with the Ethics Committee.

Vice-Chair Stark called for the vote.

Motion carried 3-0.

3. APPOINTMENT OF OFFICERS.

CM Roberts announced that because of her work schedule, she is not interested in an appointment to serve as Chairperson due to Chairperson Robin Beatty's resignation.

City Attorney Sexe suggested that an interim Chair and interim Vice-Chair be appointed to serve until the next Ethics Committee meeting. After the City Commission approves the Ethics Committee recommended appointment of Seana Westcarr-Gray, appointment of officers can be added to the next agenda.

CM Roberts moved, seconded by Vice-Chair Stark, that the Ethics Committee appoint Katrina Stark as Interim Chairperson and Justin Grohs as Interim Vice-Chairperson until such time as the appointment of officers can be considered on a future agenda.

JUNE 9, 2021 JOURNAL OF ETHICS COMMITTEE PROCEEDINGS 2021.15

Vice-Chair Stark asked if there was any discussion amongst the Committee or comments from the public.

Hearing none, Vice-Chair Stark called for the vote.

Motion carried 3-0.

PUBLIC COMMENT.

None.

ADJOURNMENT.

There being no further business to come before the Committee, CM Roberts moved, seconded by Chairperson Stark, to **adjourn the regular meeting of June 9, 2021, at 11:18 a.m.**

Motion carried 3-0.

Justin Grohs, Interim Vice-Chairperson

Acting Secretary – Deputy City Clerk Darcy Dea

Minutes Approved: February 19, 2022



Ethics Committee Meeting Date: January 19, 2022
CITY OF GREAT FALLS
AGENDA REPORT

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

From: City Manager's Office

Initiated By: City Commission

Presented By: Jeff Hindoien, City Attorney

Action Requested: Consider Recommendation on Appointment of a 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) the appointment of David Sneddon to the Ethics Committee for a three-year term through December 31, 2024.”

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

Summary:

City Commission appointed Katrina Stark to the Ethics Committee for a one-year term on January 2, 2018 and reappointed her for a three-year term through December 31, 2021 on November 20, 2018. Ms. Stark has decided not to seek another term. The City advertised for the vacancy through the City Website and local media. An application from David Sneddon was received on January 2, 2022.

In accordance with Resolution 10235, Establishing a Policy Concerning Appointments to Boards and Commissions:

4. Boards and commissions are encouraged to make recommendations to the City Commission regarding appointments to vacant positions on any Board or Commission, but the City Commission reserves the right to accept or reject those recommendations.

Staff is recommending the Committee review the application and consider making a recommendation to the City Commission.

Background:

The Ethics Committee was established through Ordinance 3169 and adopted by the City Commission on October 17, 2017. 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 Membership and Duties listed below were clarified and amended through Ordinance 3201 on June 18, 2019:

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.

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.

Current terms for Committee members are:

Carmen Roberts	1/2/2018 – 12/31/2022
Katrina Stark	1/2/2018 – 12/31/2021 (not seeking reappointment)
Seana Westcarr-Gray	6/7/2021 – 12/31/2023
Justin Grohs (Alternate)	12/1/2020 – 12/31/2022

Alternatives:

The Committee could choose not to recommend appointment and ask city staff to continue advertising for the alternate position.

Attachments/Exhibits:

Application from David Sneddon



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

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.

Board/Commission Applying For: <i>Ethics Commission</i>		Date of Application: <i>1/2/2022</i>
Name: <i>David Sneddon</i>		
Home Address: <i>200 Riverview 4E</i>		Email address: <i>basecampre@gmail.com</i>
Home Phone: <i>/</i>	Work Phone: <i>/</i>	Cell Phone: <i>(208) 371-7608</i>
Occupation: <i>Semi Retired</i>		Employer: <i>Self employed</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>I have been self employed 20+ years. Required ethical behavior.</i>		
Educational Background: <i>BA. Political Science (Boise State University)</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>None</i>		
Previous and current public experience (elective or appointive): <i>1)- Have been on a number of HOA boards. 2)- Hines, Oregon (Planning & Zoning Commission)</i>		
Membership in other community organizations: <i>Not currently</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?

Hines, Oregon (Planning & Zoning Commission)

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

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

To be successful as a self employed businessman, I held the highest level of ethical behavior to be successful. I wanted to give back!

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

Both as a political science major and a self employed businessman, I have both studied and fully understand the impact of ethical behavior

Additional comments:

My wife and I moved to Great Falls earlier this year (April). We live in city limits and I lived in GF from 1958-1971.

Signature



Date:

1/27/2022

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

DAVID SNEDDON
200 Riverview 4E
Great Falls, MT 59404

(208) 371-7608 - basecampre@gmail.com

- EDUCATION** Boise State University - Graduated 1996
 Boise, Idaho
 Bachelor of Arts in Political Science – International Relations
- MERITS** Planning Commission, City of Hines
 City Manager (Burns, OR)
 Idaho Real Estate License 1997- 2018
 CAY Village Homeowners Association, Director
 Columbia Village Homeowners Association, Director
 Hidden Cove Homeowners Association, Director
 IAR Legislative Committee
 ACAR Political Affairs Committee, Idaho
 Radio/Television Host – KGEM 1140 AM
 State Legislator Candidate (2000) and US Senate Candidate (2002)
 Youth YMCA Basketball Coach
- PERSONAL** Married 37 years, Spouse-Registered Nurse, 2 adult children.
 Enjoy: Reading, Camping, Fishing, and Travel.
- EMPLOYMENT**
- 2015 - 2018 *D & D Enterprise/Maple Ridge Phase II, LLC*
 Boise, Donnelly, Idaho
 Residential Developer (Cay Subdivision – Completed 2018)
- 2006 – 2020 *Copper Canyon Development/Maple Ridge Phase II*
 Boise, Idaho
 Residential Development – Infill, Phased
 (Hidden Cove – 2005/Settlers Mill – 2006/Maple Ridge – 2007)

- 1998 - 2016 *ERA West Wind*
 Boise, Idaho
Residential Real Estate, New Construction,
 Distressed Properties, Property Evaluation, Land Sales.
- 2001 - 2004 *Alpine Productions*
 Nampa, Idaho
Radio/Television Host (Political Talk and Business Shows)
 Program Development Exec., Advertising, Script Writing
- 1996 - 1998 *The Signature Group/Metro Group*
 Boise/Meridian, Idaho
Exclusive Buyer-Agent, New Construction
- 1992 - 1996 **College - (Graduated December, 1996)**
- 1987 - 1991 *Re/Max of Boise*
 Boise/Meridian, Idaho
Marketing and IT Director, Real Estate Agent Assistant
- 1982 - 1987 *Boise Impact*
 Boise, Idaho
Publication, Publication Design, Outside Advertising Sales

Note: I have an extensive background in residential development, management, sales, marketing, finance, employee management, city zoning, public speaking, budgets, and the application of business. I have worked with a wide variety of individuals, businesses, and government entities.