



# CITY OF SWEET HOME CHARTER REVIEW COMMITTEE MINUTES

October 07, 2025, 5:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

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## Call to Order & Pledge of Allegiance

The meeting was called to order at 5:30 PM.

## Roll Call

### PRESENT

Chair Josh Thorstad, Council President Pro Tem  
Vice Chair Gary Jarvis  
Committee Member Lisa Gourley  
Committee Member Jeff Parker  
Committee Member Mike Reynolds  
Committee Member Angie Yon

### STAFF

Jason Ogden, City Manager / Police Chief  
Cecily Hope Pretty, Deputy City Manager  
Blair Larsen, City Attorney  
Adam Leisinger, Special Projects Manager

Chair Thorstad stated that Councilor Ken Bronson wished to remove the provisions related to a 30-day absence from the City.

## Approval of Minutes

- a) 2025-09-16 Charter Review Committee Meeting Minutes

Vice Chair Jarvis moved to approve the minutes of the Charter Review Committee meeting. Committee Member Yon seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon  
NAY: None

## Public Comment

There was no public comment to be heard.

## Old Business

- a) Ethics Code & Process

Deputy City Manager Pretty stated that the Committee was provided with comments and suggested language from City Attorney Larsen regarding the enforcement of the proposed ethics code.

Vice Chair Jarvis asked of the intent behind the language stating that “the Council shall be the judge of the election and qualifications of its members.” City Attorney Larsen replied that it was to grant the City Council the authority to enforce its standards on its members following due process. Committee Member

Gourley asked if the City Council had the legal authority to remove elected officials. City Attorney Larsen replied that as long as the Councilor was afforded due process regarding the accusations against them, it would be defensible.

Vice Chair Jarvis suggested that the City Council be given the option for disciplinary action should be limited to what is contained within the Charter and not City Council rules. Committee Member Reynolds expressed his support for the language as proposed.

Vice Chair Jarvis moved to adopt the language as proposed for Section 5.8. Enforcement. Committee Member Yon seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

b) Charter Review

Deputy City Manager Pretty stated that she corrected the numbering for Chapter II.

City Attorney Larsen stated that he found legal concerns with the proposed timeline for residency and had proposed alternate language to align to the date of the election rather than the candidate filing period.

Committee Member Reynolds moved to adopt the language in Section 3.1 as proposed. Vice Chair Jarvis seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

Deputy City Manager Pretty stated that Councilor Bronson was seeking to remove language in Section 4.1 related to absence from the City for a period of 30 days without the consent of the Council. Discussion ensued regarding requiring notice of intended absences and the ability to seek excused absences.

Vice Chair Jarvis moved to add language stating that a Councilor request for absence "shall not be unreasonably denied." Committee Member Yon seconded the motion.

Committee Member Parker offered a friendly amendment to clarify it would be for a period of 30 days "or more" for absences from the City. The friendly amendment was accepted.

The question was called. The motion failed by the following vote:

AYE: None

NAY: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

Committee Member Parker moved to clarify that the language referring to 30 days be amended to state "30 days or more." Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

Discussion ensued regarding the reference to 60 days absent from meetings. There was consensus to leave the current language as it is.

Deputy City Manager Pretty stated that City Attorney Larsen recommended the removal of the second sentence of 4.2(d) as it was redundant.

Committee Member Reynolds moved to remove the language as proposed. Committee Member Yon seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

City Attorney Larsen requested additional discussion on Section 4.2(b) and the appropriate timeline to fill a vacancy. There was consensus to hold the 60-day timeline.

Deputy City Manager Pretty asked if the Committee wished to specify that the Mayor also votes on the Council President. There was consensus to leave the language as-is.

Deputy City Manager Pretty stated that Vice Chair Jarvis asked if the Deputy City Manager role needed to be added elsewhere in the Charter so that there was more than a single reference to the role. Discussion ensued regarding whether the Deputy City Manager role should be required by Charter or whether the Treasurer/Finance Director role should be modified.

Vice Chair Jarvis moved to remove the Deputy City Manager and to add language to specify the Council President and a designee of the City Manager could also be signatories as parentheticals for each respective role. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

Discussion ensued regarding the appropriate language to guarantee speakers no less than five minutes to speak during City Council.

Vice Chair Jarvis moved to modify the language regarding Public Comment such that "Those recognized to speak during any regular City Council meeting shall be allowed no less than five minutes to address the City Council unless additional time is granted at the discretion of the Chairperson." Committee Member Reynolds seconded the motion.

The motion carried by the following vote:

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: Gourley

City Attorney Larsen stated that the amount of the bond for the City Manager seemed low and recommended that language be modified to allow the City Council to set and approve the amount so that it could be modified as necessary.

Vice Chair Jarvis moved to accept the language proposed by City Attorney Larsen. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

City Attorney Larsen suggested removing the current Section F regarding Interference in Administration and replacing it with two new sections regarding (1) Appointments and Removals and (2) Interference in Administration, which would be better aligned with existing case law.

Committee Reynolds moved to accept the language proposed by City Attorney Larsen regarding interference in administration. Committee Member Yon seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

City Attorney Larsen suggested moving the final sentence from the previously discussed section regarding securing or contributing to nomination or elections of candidates for municipal office as another separate section.

Vice Chair Jarvis moved for same. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

Deputy City Manager Pretty asked City Attorney Larsen for an appropriate section title. Committee Member Gourley suggested "Election Neutrality." There was consensus to adopt same.

There was consensus to remove "and Publication Thereof" from the title of Section 7.3 because the Committee had already adopted language to move publication requirements.

**New Business**

- a) Ballot Recommendation

Vice Chair Jarvis moved to forward the full Charter with recommended changes to the City Council for consideration. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

**Committee Business for the Good of the Order**

There was no business to be heard.

**Adjournment**

There being no further discussion, the meeting was adjourned at 7:15 PM.

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Chair

ATTEST:

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City Manager – Ex Officio City Recorder

DRAFT