



# CITY OF SWEET HOME CHARTER REVIEW COMMITTEE MINUTES

September 16, 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  
Vice Chair Gary Jarvis  
Committee Member Jeff Parker  
Committee Member Mike Reynolds  
Committee Member Angie Yon

### **ABSENT**

Committee Member Lisa Gourley

### **STAFF**

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

## **Approval of Minutes**

- a) 2025-06-17 Charter Review Committee Meeting Minutes

Committee Member Reynolds moved to approve the minutes of the June 17, 2025 Charter Review Committee meeting minutes. Chair Thorstad seconded the motion.

Vice Chair Jarvis offered a friendly amendment to correct the minutes to reflect that 10 unexcused absences from City Council within a 365-day period would render a member ineligible to run for future terms. Committee Member Reynolds accepted the friendly amendment.

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

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: None

ABSENT: Gourley

## **Public Comment**

There was no public comment to be heard.

## **New Business**

### **a) Open House Review**

Deputy City Manager Pretty reported that there were two attendees at the two Charter Open Houses and no feedback was received. There was consensus to move forward without additional public engagement at this time.

## **Old Business**

### **a) Charter Review**

Deputy City Manager Pretty provided a list of items requiring further discussion by the Committee.

Vice Chair Jarvis moved to insert the words “and a Mayor” be inserted in the second sentence after the words “three Councilors” and before the words “shall be elected” in Chapter II under the section “Council and Mayor.” Chair Thorstad seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: None

ABSENT: Gourley

Deputy City Manager Pretty requested Committee feedback regarding her proposed language regarding absences in Chapter III under the section “Regulation of Elections.”

Vice Chair Jarvis moved that the Council be able to excuse an absence at the meeting when the absence occurs as well as at the subsequent meeting. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: None

ABSENT: Gourley

Deputy City Manager Pretty asked whether language should be included in Chapter IV under “Manner in Which Vacancies Shall Be Filled) to apply the same process to the Mayoral seat.

Vice Chair Jarvis moved that Chapter VI add the position of Mayor to be subject to the same process for filling a vacancy as the Committee already proposed for City Councilors. Chair Thorstad seconded the motion.

The motion carried by the following vote:

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: None

ABSENT: Gourley

Discussion ensued regarding whether vacant positions of Councilors and the Mayor should be subject to the same terms despite different lengths of their terms. There was consensus to keep the language as proposed.

Deputy City Manager Pretty asked if the intent of the Committee was to require four affirmative votes to impose discipline on a Councilor or Mayor. Committee Member Reynolds expressed his support for same.

Vice Chair Jarvis moved to require four affirmative votes to impose discipline upon a Councilor or Mayor. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: None

ABSENT: Gourley

Discussion ensued regarding how the proposed change to require four affirmative votes for all Ordinances containing Municipal Code changes would affect almost all Ordinances brought forward for City Council consideration. Committee Member Reynolds stated that this was his intent in proposing the change.

Deputy City Manager Pretty asked if the Committee wished to define meeting attendance in Chapter V and noted that the definition was currently governed by Council Rules.

Vice Chair Jarvis moved to define “attendance” as physical presence, audio-only, or audiovisual attendance for the entirety of the meeting. Committee Member Reynolds seconded the motion.

Committee Member Reynolds asked how continuous presence could be established if there was an audio-only connection. Deputy City Manager Pretty replied that staff could see the connection through the Microsoft Teams application but could not prove that the caller was participating actively in the meeting for the duration.

Vice Chair Jarvis withdrew his motion.

There was consensus not to define attendance in the Charter.

Deputy City Manager Pretty asked if the Committee wished to include duties of the City Attorney in the Charter. There was consensus not to add duties.

Deputy City Manager Pretty asked of updating language regarding “orders on the Treasurer/Finance Director.” Discussion ensued regarding the use of physical checks versus electronic payments and whether a member of City Council should sign off on electronic payments. Deputy City Manager Pretty replied that adding a layer of Council review prior to electronic payments would pose a challenge for the City’s Finance Department processes. There was consensus to recommend that the Mayor or their designee be provided with a register of all electronic payments monthly to review

Vice Chair Jarvis moved to modify “orders on the Treasurer/Finance Director” to “physical checks.” Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: None

ABSENT: Gourley

Deputy City Manager Pretty asked if the Committee wished to add any language specifying that a Councilor could request the reading of an Ordinance in full or to require the reading of an amendment to an Ordinance in full. There was consensus to leave the language as proposed.

Deputy City Manager asked if the Committee wished to clarify what constituted a “unanimous” vote for purposes of moving an Ordinance to a second reading at the meeting during which it was introduced.

City Attorney Larsen suggested adding language stating that the vote should be unanimous by “those in attendance.” Vice Chair Jarvis moved to adopt same. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: None

ABSENT: Gourley

Deputy City Manager Pretty asked where the Committee wished to incorporate their previously proposed language establishing a maximum of five minutes for the public to speak during the Public Comment period. Vice Chair Jarvis proposed the addition of a new section under Chapter V. There was consensus for same.

Deputy City Manager Pretty asked the Committee to review a handout with language provided by Committee Member Reynolds regarding potential ethics requirements. She asked the Committee to consider specifying an enforcement process should the Committee choose to adopt language allowing for the removal of a Councilor or Mayor based on ethics violations. City Attorney Larsen noted the importance of establishing due process.

There was consensus to allow staff to research similar practices in other cities and return to the Committee with proposed language.

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

There was consensus to meet on October 7, 2025 at 5:30 PM.

## **Adjournment**

There being no further discussion, the meeting was adjourned at 6:29 PM.

ATTEST:

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Chair

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City Manager – Ex Officio City Recorder