



CITY OF SWEET HOME CHARTER REVIEW COMMITTEE MINUTES

April 01, 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.

Call to Order & Pledge of Allegiance

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

Roll Call

PRESENT

Chair Josh Thorstad, City Council President Pro Tem
Committee Member Kristin Adams
Committee Member Lisa Gourley
Committee Member Gary Jarvis
Committee Member Jeff Parker
Committee Member Mike Reynolds

ABSENT

Committee Member Mark Woody

STAFF

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

Public Comment

There was no public comment to be heard.

Welcome from Chair & Member Introductions

The Committee Members and staff members introduced themselves.

No action was required for this item.

Selection of Vice Chair

Committee Member Jarvis volunteered himself as Vice Chair. Committee Member Gourley seconded the nomination. The motion carried by the following vote:

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

NAY: None

ABSENT: Woody

New Business

a) Robert's Rules of Order Overview

City Attorney Larsen provided an overview of Committee procedures and Robert's Rules of Order.

No action was required for this item.

b) Charter Overview & Discussion

Deputy City Manager Pretty recommended that the Committee take time review the Charter prior to discussion. Chair Thorstad stated that each Committee Member had been provided with a list of topics the Mayor directed them to review, including:

- Mayoral role, term, appointment, etc.
- Council members' term of office end date
- Reading of ordinances
- Filling Council vacancies
- Oath of Office
- Management of City Attorney/Municipal Judge
- Quorum definition
- Clarify agenda setting process

Vice Chair Jarvis asked of addressing the question of the Mayoral role and selection due to a pending ballot item for same. Chair Thorstad replied that the Committee would wait until after the May election to address the topic.

Chair Thorstad asked if the Charter could affect Council Rules. City Attorney Larsen stated that the Charter required the Council to adopt rules but the Charter would supersede rules in the event of a conflict. Discussion ensued regarding enforcement of Councilor attendance.

Committee Member Gourley asked of utilizing the League of Oregon Cities (LOC) as a reference. City Attorney Larsen stated that staff could compare the current Charter language with LOC's model charter.

Committee Member suggested breaking the review into portions so the Committee Members could prepare in advance and have comparisons available. She also asked if the Bond amount for the City Manager should be higher and what was typical.

Deputy City Manager Pretty suggested reviewing Chapters I-III at the following Committee meeting.

Committee Member Jarvis stated that he had several comments regarding the structure of the Charter and general "housekeeping."

Deputy City Manager Pretty stated that staff would prepare a report with the current Charter, the LOC model charter, and comments or suggestions regarding the various Charter sections.

Chair Thorstad recommended skipping any sections related to elections until after the May election.

Committee Member Reynolds asked of proposed Charter changes on the May ballot. Deputy City Manager Pretty stated that the current ballot measure only affected Chapter II, Section 3 and recommended skipping that section in the next Committee meeting.

Deputy City Manager Pretty asked of scheduling the following meeting. There was consensus to meet on May 6, 2025 at 5:30 PM.

Adjournment

There being no further discussion, the meeting was adjourned at 6:11 PM.

ATTEST:

Chair

City Manager – Ex Officio City Recorder