

1 **Resolution No. 2025-19**

2
3 A Resolution of the City of Lincoln City Amending Resolution 2025-06
4 Creating a Charter Review Committee

5
6 Whereas, the City Charter for the City of Lincoln City is the equivalent to the constitution
7 for the City; and

8
9 Whereas, amendments to a city charter must be approved by voters; and

10
11 Whereas, the voters of Lincoln City adopted the current City Charter January 1, 1989.; and

12
13 Whereas, the City Council desires to establish a City Charter Review Committee to evaluate
14 the existing City Charter and to determine if the charter should be updated or changed; and

15
16 Whereas, the City Council of Lincoln City desires to establish a charter review committee to
17 assist the City Council in the evaluation and preparation of the City’s charter and assist the
18 City in its efforts to educate the community about the process and purpose of the Charter.

19
20 The City of Lincoln City Resolves as follows:

21
22 Section 1: A City Charter Review Committee is hereby established for the purpose of
23 advising the City Council on proposed changes to the City Charter and the possible referral
24 of said changes to City voters at a future 2026 election.

25
26 Section 2. The Committee may consist of up to seven (7) members appointed by the City
27 Council. The committee will be comprised of the following members: three (3) City Council
28 Members one from each ward, three (3) citizens who are residents of the City, one from each
29 ward, and one (1) citizen member at large

30
31 Section 3. The Committee is an official public body governed by Oregon Public Meeting Law
32 and other applicable statutes. Meetings shall be publicly noticed, and minutes shall be kept
33 of all committee meetings in accordance with applicable law.

34
35 Section 4. If the Committee determines changes to the City Charter are warranted, it shall
36 recommend draft amendments to the existing charter for review by the City Council to place
37 on the ballot for the voters of Lincoln City.

38
39 Section 5. The Committee shall be subject to, and shall follow, to the greatest extent
40 feasible, the attached document, Exhibit A, entitled "Expectations of the Charter Review
41 Committee".

42
43 Section 6. The Committee shall terminate at the time charter amendments are voted on by

1 the people of Lincoln City, unless the Committee determines changes are not warranted. In
2 such case, the Committee shall terminate when it makes such report to the City Council.

3
4 Section 7. Removal, declaration of vacancy, and replacement of Members. Charter Review
5 Committee Members serve at the pleasure of the Council and may be removed by a Council
6 by majority vote with or without cause. Council members who serve on the Charter Review
7 Committee may vote to remove a Charter Review Committee Member. Upon removal, the
8 Council shall declare the Committee Vacancy and appoint a replacement prioritizing ward
9 residency. Upon appointment, the replacement Charter Review Committee Member may
10 receive a briefing of the Committee's work up to the time of the replacement's appointment
11 but shall not reopen and edit work that has already been completed by the Committee
12 without consent of a quorum of the Committee.

13
14 Section 8: The recitals/findings contained in the Whereas Clauses of this resolution,
15 together with Exhibit A, as well as the competent substantial evidence in the whole record
16 of this proceeding are incorporated into this section by reference as if fully set forth herein,
17 and are adopted in support of this action.

18
19 Section 9: Resolution Effective Date is the date of its approval.

20
21
22 Passed and Approved by the City Council of the City of Lincoln City on the 8th day of
23 September 2025

24
25
26 *Susan Kay Wahlke*

27 _____
28 Susan Wahlke, Mayor

29
30
31 Attest:

32
33 *Jamie young*

34 _____
35 Jamie Young, City Recorder

36
37
38
39 Approved as to Form:

40
41 *David James Robinson*

42 _____
43 David Robinson, City Attorney

1 **Exhibit A**

2 **Purpose**

3 The primary function of the City Charter Review Committee is to review the existing City
4 Charter to determine if it will adequately serve the Lincoln City community into the future. If
5 necessary, the committee will recommend draft amendments to the City Charter. The
6 proposed charter amendments will ultimately be reviewed by the City Council for placement
7 on the ballot for the voters of Lincoln City to approve or reject.

8
9 The committee must be impartial non-biased, and free of any perceived political gain and may
10 approach the task in whatever means results in a document that best serves the citizens of
11 Lincoln City.

12
13 **Council Expectations**

14 The Council expects the committee to follow proper decorum and be civil at all times. The
15 Charter Review Committee is an extension of the City Council and as such, Committee
16 Members represent the Council while in committee and in the public. The work of a Charter
17 Review Committee is of utmost importance. The Committee’s work product will serve to advise
18 Council and go before voters for approval. The work of the Charter Review Committee must be
19 thoughtful, thorough, based on research and training, be apolitical, and keep the best interests
20 of Lincoln City in the forefront.

21
22 **Membership**

23 The Committee may consist of up to seven (7) members pursuant to Resolution 2025-06. Three
24 Council Members, one from each ward; three community members, one from each ward; and
25 one additional citizen member at large. Preference will be given to applicants who have
26 experience in government, constitutional law, or other professional experience relative to the
27 operation of a municipal corporation.

28
29 Members will receive no compensation.

30
31 **Terms of office**

32 Except as otherwise provided in this resolution, each member will be appointed for a limited
33 term of approximately fourteen (14) months. Any vacancy in the Committee will be filled by the
34 City Council for the unexpired term of the predecessor in office.

35
36 **Member Responsibilities**

37 In addition to any other duties or responsibilities assigned to the members under this
38 Resolution, each member must attend Committee meetings and must notify the City Recorder
39 when they will be unable to attend a committee meeting. In addition, if requested by the City
40 Council, the Committee will attend any City Council meeting that relates to charter issues that
41 may impact or affect the City. Prior to each Committee meeting, members will review all
42 pertinent written documents in preparation for deliberation and decision making. All Committee
43 recommendations and suggestions made to the City Council will be in writing.

44
45 The Committee will act as an advisory body to the City Council. To this end, and except as

1 Otherwise provided or directed by the City Council from time to time, the Committee will have
2 the following advisory duties and responsibilities:

- 3 a. prepare a draft charter to present to Council by July 13, 2026
- 4 b. serve as an advisory body to the City Council concerning the preparation and adoption
5 of the charter;
- 6 c. inform and educate the community about the process and purpose of the city charter
7 and the importance of the city charter; and
- 8 d. solicit community and professional input concerning the city charter

9
10 The Committee will review charter-related issues that have been referred to the Committee by
11 the City Council; will review each Charter section independent of Council direction; may seek
12 outside advice from professionals; and will make recommendations to the Council.

13
14 ***Members of the Charter Review Committee are public officials for the purposes of Oregon
15 Government Ethics law. As such, Committee Members must adhere to Oregon Public
16 Records Law (ORS 244) and are required to take a mandatory training during their term
17 offered by the Oregon Government Ethics Commission about public meetings.***

18 19 **Election of Officers**

20 The Committee will, at its first meeting, elect a chair and vice-chair. The chair and vice chair
21 will hold office at the pleasure of the Committee. A city staff will serve as the secretary
22 of the Committee.

23 24 **Duties of the Chair and Vice-Chair**

25 The chair presides at all meetings and signs all correspondence on behalf of the Committee.
26 The vice-chair will perform the duties of the chair in the absence of the chair and such other
27 duties as may be assigned by the chair from time to time. In the absence of the chair and
28 vice-chair, the Committee will elect a temporary chair for the particular meeting in question.

29 30 **Operating Policies and procedures**

31 Minutes shall be kept of all committee meetings in accordance with applicable law. Committee
32 minutes are a public record available for public inspection. At the request of the City Council,
33 the Committee will prepare and deliver to the City Council a written report summarizing all
34 Committee activities, actions, and matters before the Committee (and any other information
35 requested by the City Council). The Committee will follow informal but professional rules for a
36 business meeting. Robert's Rules of Order are not necessary but may be used at the direction
37 of the Chair to establish order and efficiency.

38 39 **Staff to the Committee**

40 The City Manager and/or Assistant City Manager, the City Attorney, and/or the City Recorder
41 will support the work of the Committee, serve as primary staff, attend all meetings and act
42 in an advisory role. The City Attorney will act as the Committee's legal advisor in the conduct of
43 all hearings and matters.

44 45 **Committee Meetings**

46 The Committee will meet twice per month unless canceled at the direction of the chair due to

1 lack of Committee business or other reasons. In addition to the regular meetings, the
2 Committee will meet at such other times and dates as may be deemed necessary or appropriate
3 to carry out Committee business.

4 Meetings of the committee will occur in the Council Chambers so that they may be open to the
5 public, televised (if available) and allow for remote attendance and participation.

6 ***It is anticipated that the Charter review process will require two meetings per month, each***
7 ***meeting lasting 90 minutes, and will take a minimum of twelve (12) months.***

8

9 **Attendance, Quorum**

10 1. Due to the tight timeframe of the committee's work, attendance by committee members
11 is critical to the success of this effort. Members unable to attend shall notify the City
12 Recorder by phone or email in advance of the regular meeting.

13 2. A majority of the members of the committee will constitute a quorum.

14 3. A quorum of the committee members must be present to conduct business at any
15 meeting.

16

17 **Quorum and Voting**

18 A majority vote of a quorum will be necessary to act on any matter before the Committee.

19

20 **Final Report**

21 1. The committee will prepare a final report with recommendations to City Council and
22 present it at a regular meeting of the City Council.

23 2. The final report will be balanced and represent the majority opinions of the committee.

24 3. The final report will be reviewed by the entire committee and approved by motion prior
25 to being submitted to Council.

26 4. The motion approving the final report must be approved by a quorum of the committee.

27

28 **Authority and Expenditures**

29 The Committee will operate at the direction of the City Council and in conformance with and
30 subject to this resolution, Oregon law, and any and all City rules, procedures, resolutions, and
31 ordinances now in force and/or which may hereafter be created, amended, modified, enacted,
32 or promulgated.

33 The Committee has no authority to bind the City or represent to any person that the Committee
34 may bind the City.

35 The Committee has no authority to make expenditures on behalf of the City, or to obligate the
36 City for payment of any sums of money, unless and until the City Council has authorized such
37 expenditures by resolution or budget appropriation.

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