

**CITY OF LINCOLN CITY  
CITY COUNCIL AGENDA**

**MONDAY MARCH 25, 2024, 6:00 PM**

**6:00 PM** - The Lincoln City Council will hold a regular meeting in the Council Chambers, 801 SW Highway 101 - 3rd Floor, Lincoln City, OR 97367.

If you wish to speak on an agenda or non-agenda item, please sign up on the sheet near the entrance door to the Council Chambers. You will be called to speak during the "Public Comment" section. Comments or testimony on agenda items listed under "public hearing/public comment" will be taken at that time.

Public comments can be submitted to [publiccomment@lincolncity.org](mailto:publiccomment@lincolncity.org), by attending the City Council meeting, or by telephone. Public comments submitted by email will be entered into the official record, distributed to the governing body, and summarized; however, due to personal privacy issues they are not generally published in the online agenda packet. **PUBLIC COMMENT VIA EMAIL WILL ONLY BE RECOGNIZED UPON RECEIPT OF AN EMAIL.**

Citizens requesting to give public comment via telephone must email [publiccomment@lincolncity.org](mailto:publiccomment@lincolncity.org) no later than noon on the meeting day. The request must include the person's name, the subject the person wishes to address, and the phone number the person intends to use for the meeting. Instructions will be sent to the person requesting prior to the meeting. Persons giving public comment via telephone will need to leave the microphone muted until the public comment portion of the meeting.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, for a hearing-impaired device, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. To request information in an alternate format or other assistance, please contact the City's ADA Coordinator, Kevin Mattias, at [541-996-1013](tel:541-996-1013) or [kmattias@lincolncity.org](mailto:kmattias@lincolncity.org). Visit the [ADA Accessibility | City of Lincoln City, OR](#) webpage to view how the City continues to remain in compliance with Title II of the Americans with Disabilities Act regarding City programs, services, processes, and facilities.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the meeting.

Agenda materials for this meeting are available at [www.lincolncity.org](http://www.lincolncity.org) under "Government", then select "Public Meeting Agendas, Packets & Videos". To stream the meeting in HD, please visit [www.lincolncity.org/government/streaming](http://www.lincolncity.org/government/streaming). This meeting will be televised live on Channel 4, and rebroadcast on Channel 4 multiple times a day.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**

**D. CONSENT AGENDA**

1. Regular Meeting – Minutes of Regular Meeting – March 11, 2024, 6:00 PM

**E. COUNCIL DELIBERATIONS**

**F. COMMENTS FROM CITIZENS PRESENT ON AGENDA/NON-AGENDA ITEMS**

Article I, Section 8, of the Oregon Constitution provides: No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right. Be advised: Comments by citizens under this Public Comments Section of the Agenda or under Public Hearings are solely the opinions and statements of the speakers and are not statements by the City of Lincoln City and do not represent the opinions of the City of Lincoln City, its officers and employees.

**G. PRESENTATIONS**

**H. PUBLIC HEARING / ORDINANCE**

**I. PUBLIC HEARINGS / PUBLIC COMMENTS**

**J. ORDINANCES**

1. Ordinance 2024-01 - Public Contracting Procurement Thresholds
2. Ordinance 2024-02 - Update Inspection Standards for Short Term Rentals

**K. RESOLUTIONS**

**L. SPECIAL ORDER OF BUSINESS**

3. Planning Commission Interview- Dunne/ Powell
4. Budget Committee Interview - Stentz
5. Request for Appointment to Driftwood Public Library Board - Chester Noreikis
6. Reappointment to the Boards and Committees Using the Abbreviated Process
7. Appointment of Municipal Judge Pro Tem

**M. CITY MANAGER/CITY ATTORNEY REPORTS**

**N. ACTIONS, IF ANY, BASED ON WORK SESSION, EXECUTIVE SESSION OR PUBLIC COMMENT**

**O. ADDITIONAL COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS**

Article I, Section 8, of the Oregon Constitution provides: No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right. Be advised: Comments by citizens under this Public Comments Section of the Agenda or under Public Hearings are solely the opinions and statements of the speakers and are not statements by the City of Lincoln City and do not represent the opinions of the City of Lincoln City, its officers and employees.

**P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL**

**Q. ADJOURNMENT**

CITY OF LINCOLN CITY

CITY COUNCIL MINUTES OF THE MEETING

March 11, 2024, 6:00 PM

The final minutes for this meeting are supplemented by an electronic recording of the meeting, which may be viewed online at [www.lincolncity.org](http://www.lincolncity.org) under the tab "Agendas, Packets, and Videos". The staff reports, resolutions, ordinances, and other documents related to this meeting are also available at the same location. This meeting is rebroadcast on Cable Channel 4. (See Channel 4 guide on the hour at <http://www2.lincolncity.org/program-guide/>).

**APPROVED BY CITY COUNCIL**

**DATE:**

**A. CALL TO ORDER**

Mayor Wahlke called the meeting to order at 6:00 PM.

**B. ROLL CALL**

Attendee Name	Title	Status	Arrived
Marci Baker	City Councilor	Present	
Todd Barker	City Councilor	Present	
Judy Casper	Councilor Ward 3	Present	
Riley Hoagland	Councilor Ward 2	Present	
Rick Mark	Councilor Ward 3	Present	
Mitch Parsons	Councilor Ward 1	Present	
Susan Wahlke	Mayor	Present	

Staff Present: Daphnee Legarza, City Manager; Lt. Winn, Lincoln City Police Department; Jeanne Sprague, Parks and Recreation Director; Stephanie Reid, Public Works Director; Debbie Bridges, Finance Director; Tony LaSoya, I.T. Director; Jamie Young, City Recorder.

**C. PLEDGE OF ALLEGIANCE**

Mayor Wahlke led The Pledge of Allegiance.

**D. CONSENT AGENDA**

<b>MOTION:</b>	<b>Consent Agenda</b>
<b>MOVER:</b>	<b>Judy Casper, Councilor Ward 3</b>
<b>SECONDER:</b>	<b>Mitch Parsons, Councilor Ward 1</b>
<b>AYES:</b>	Baker, Barker, Casper, Hoagland, Mark, Parsons, Wahlke
<b>RESULT:</b>	<b>Passed</b>

1. Arbor Day 2024 Proclamation
2. Regular Meeting – Minutes of Regular Meeting – February 26, 2024, 6:00 PM
3. Regular Meeting – Minutes of Work Session – March 4, 2024, 5:00 PM

**E. COUNCIL DELIBERATIONS**

*NONE*

**F. COMMENTS FROM CITIZENS PRESENT ON AGENDA/NON-AGENDA ITEMS**

*Ron Holland of Lincoln City spoke regarding the flooding on SE 2nd Ct and the effect on the neighborhood.*

*Robert Vincent of Lincoln City spoke regarding the naming of Memorial Park and asking for a renaming.*

*Donna Eddy of Lincoln City spoke regarding being a tourist in Lincoln City and the naming of Memorial Park.*

*Jerry Schofield of Lincoln City spoke regarding the flooding on SE 2nd Ct.*

*Dave Wilmes of Lincoln City spoke regarding the flooding on SE 2nd Ct.*

*Kim Schofield of Lincoln City spoke regarding the flooding on SE 2nd Ct.*

*Mark Elliot of Lincoln City spoke regarding the renaming of Memorial Park.*

*Jane Mulholland of Lincoln City spoke regarding the renaming of Memorial Park.*

*Mike Grant of Lincoln City spoke regarding the flooding on SE 2nd Ct.*

*Lisa Udland of Lincoln City spoke regarding the flooding on SE 2nd Ct.*

*Bruce Dargay of Lincoln City spoke regarding the flooding on SE 2nd Ct.*

*Ms. Legarza said that there was an email from Clay Glasgow of Lincoln City regarding the naming of Memorial Park.*

*Ms. Legarza also said there were four emails regarding the flooding on SE 2nd Ct.*

**G. PRESENTATIONS**

*None*

**H. PUBLIC HEARING / ORDINANCE**

None

**I. PUBLIC HEARINGS / PUBLIC COMMENTS**

1. Competitive Bidding Exemption D River Visitor Center

<b>MOTION:</b>	<b>Motion to Approve the Exemption to the Competitive Bidding Process for the D River Visitor Center Project Based on the Draft Findings</b>
<b>MOVER:</b>	<b>Rick Mark, Councilor Ward 3</b>
<b>SECONDER:</b>	<b>Judy Casper, Councilor Ward 3</b>
<b>AYES:</b>	Baker, Barker, Casper, Hoagland, Mark, Parsons, Wahlke
<b>RESULT:</b>	<b>Passed by Roll Call Vote</b>

Mayor Wahlke opened the public hearing at 6:45 PM. Ms. Reid reviewed the staff report to be exempt from competitive bidding for the D River Visitor Center. Council and Staff had a discussion regarding the information provided. No Citizens were present for public comment. Mayor Wahlke closed the public hearing at 6:42 PM.

2. Competitive Bidding Exemption for radio read water meter installation

<b>MOTION:</b>	<b>Motion to Approve the Exemption to the Competitive Bidding Process for the Water Meter/Radio Replacement with Changes to the Draft Findings.</b>
<b>MOVER:</b>	<b>Riley Hoagland, Councilor Ward 2</b>
<b>SECONDER:</b>	<b>Judy Casper, Councilor Ward 3</b>
<b>AYES:</b>	Barker, Casper, Hoagland, Mark, Wahlke
<b>NAYS:</b>	Baker, Parsons
<b>RESULT:</b>	<b>Passed by Roll Call Vote</b>

Mayor Wahlke opened the public hearing at 6:44 PM. Ms. Reid reviewed the staff report to be exempt from competitive bidding for the radio-read water meter installation. Council and Staff had a discussion regarding the information provided. No Citizens were present for public comment. Mayor Wahlke closed the public hearing at 7:02 PM.

**J. ORDINANCES**

NONE

**K. RESOLUTIONS**

NONE

**L. SPECIAL ORDER OF BUSINESS**

3. Appointment to Arts Committee - Applicant Amanda Megyesi-McCave

<b>MOTION:</b>	<b>Motion to Appoint Amanda Megyesi-McCave to the Public Arts Committee for an "LCSD- North" Position with a Partial Three-Year Term Ending 12/31/2026.</b>
<b>MOVER:</b>	<b>Riley Hoagland, Councilor Ward 2</b>
<b>SECONDER:</b>	<b>Todd Barker, Councilor Ward 1</b>
<b>AYES:</b>	Baker, Barker, Casper, Hoagland, Mark, Parsons, Wahlke
<b>RESULT:</b>	<b>Passed via Voice Vote</b>

4. Budget Committee Interview - Estle Harlan

The City Council interviewed Ms. Harlan for the Budget Committee.

<b>MOTION:</b>	<b>Motion to Appoint Estle Harlan to the Budget Committee for a Partial Term Ending 12/31/27.</b>
<b>MOVER:</b>	<b>Mitch Parsons, Councilor Ward 1</b>
<b>SECONDER:</b>	<b>Marci Baker, Councilor Ward 2</b>
<b>AYES:</b>	Baker, Barker, Casper, Hoagland, Mark, Parsons, Wahlke
<b>RESULT:</b>	<b>Passed via Voice Vote</b>

5. Regatta Park Playground Upgrade Design Award

Jeanne Sprague, Parks and Recreation Director reviewed the staff report. The Council and Staff had a discussion regarding the information provided.

<b>MOTION:</b>	<b>Motion to Award the Progressive Design-Build Services for Regatta Park Playground Upgrade to K&amp;E Excavating, Inc. in the Amount of \$214,073.00</b>
<b>MOVER:</b>	<b>Todd Barker, Councilor Ward 1</b>
<b>SECONDER:</b>	<b>Riley Hoagland, Councilor Ward 2</b>
<b>AYES:</b>	Baker, Barker, Casper, Hoagland, Mark, Parsons, Wahlke
<b>RESULT:</b>	<b>Passed by Roll Call Vote</b>

**M. CITY MANAGER/CITY ATTORNEY REPORTS**

Ms. Legarza gave a reminder of the joint meeting with the Planning Commission on March 19th at 6 PM.

**N. ACTIONS, IF ANY, BASED ON WORK SESSION, EXECUTIVE SESSION OR PUBLIC COMMENT**

Councilor Parsons spoke about the flooding on 2nd Ct. and coordinating with the Devils Lake Water Improvement District as well as the State. The Council and Staff had a discussion. Ms. Legarza will check with the City Attorney for options and get back to the Council. Councilor Parson asked that the residents be kept in the loop.

Councilor Parsons spoke about the naming of the park. The Council and Staff had a discussion regarding the name of the park.

6.

<b>MOTION:</b>	<b>Motion to Reconsider the Name of the Park in Taft and ask the Parks and Recreation Advisory Board</b>
<b>MOVER:</b>	<b>Marci Baker, Councilor Ward 2</b>
<b>SECONDER:</b>	<b>Todd Barker, Councilor Ward 1</b>
<b>AYES:</b>	Baker, Barker, Casper, Mark, Parsons, Wahlke
<b>NAYS:</b>	Hoagland
<b>RESULT:</b>	<b>Passed by Voice Vote</b>

**O. ADDITIONAL COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS**

NONE

**P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL**

*Councilor Hoagland asked about the workforce housing and what is happening with the empty houses; the parking lot at the Community Center on the West side; and the new water meters outside of the City limits. Councilor Hoagland gave an update on current events. Ms. Legarza will bring answers back to the Council. The Council gave unanimous consent to have the Heritage tree added to the website as an amenity.*

*Councilor Baker asked about additional agenda items. Ms. Legarza asked for an email listing the items to be sent.*

*Councilor Parsons spoke about an update on the Planning projects be added to the newsletter.*

*Councilor Barker asked about the procedure of sending emails. Councilor Barker asked about the traffic signals during a power outage. Ms. Legarza will follow up. Councilor Barker gave an update on current events.*

*Councilor Mark thanked the citizens for attending the meetings.*

*Mayor Wahlke also spoke about the process of the stoplight during a power outage. Mayor Wahlke asked the Council to review the Council rules. Mayor Wahlke gave an update on current events. Mayor Wahlke welcomed Officers Lane and Malloy to the Police Department.*

**7.**

<b>MOTION:</b>	<b>Motion to do a Work Session on Chapter 13.04 Local Improvement</b>
<b>MOVER:</b>	<b>Todd Barker, Councilor Ward 1</b>
<b>SECONDER:</b>	<b>Marci Baker, Councilor Ward 2</b>
<b>AYES:</b>	Baker, Barker, Casper, Hoagland, Mark, Parsons, Wahlke
<b>RESULT:</b>	<b>Passed by Voice Vote</b>

**Q. ADJOURNMENT**

*Mayor Wahlke adjourned the meeting at 7:59 PM*

\_\_\_\_\_  
SUSAN WAHLKE, MAYOR

ATTEST:

\_\_\_\_\_  
JAMIE YOUNG, CITY RECORDER

# Council Communication

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## Ordinance 2024-02 - Update Inspection Standards for Short Term Rentals

Meeting Date:	March 25, 2024	Primary Staff Contact:	David James Robinson
Department:	City Council	E-Mail:	david@davidjamesrobinson.com
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	

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### Question:

Should the City Council conduct and approve First and Second Reading and adopt Ordinance 2024-02?

### ORDINANCE NO. 2024-02

#### AN ORDINANCE AMENDING THE LINCOLN CITY MUNICIPAL CODE, CHAPTER 5.14 TO UPDATE INSPECTIONS STANDARDS FOR SHORT TERM RENTALS

### Staff Recommendation:

Staff recommends the Council conduct and approve First and Second Reading and adopt Ordinance 2024-02.

### Authority:

City of Lincoln City Charter, Chapter IX. Section 9.2(1) provides that an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members voting when a quorum is present upon being read by title only. Adoption of an ordinance after second reading requires the express concurrence of a majority of the members present. Ordinances may be read by title only, after compliance with Charter procedures. A non-emergency ordinance takes effect on the thirtieth (30th) day after its adoption or on a later day the ordinance prescribes. An ordinance adopted to meet an emergency may take effect as soon as it is adopted or on some other date specified in the ordinance.

### Council Options:

1. Conduct and approve First and Second Reading and adopt the ordinance.

2. Continue Second Reading to the next available meeting.
3. Do not proceed with proposed ordinance.

**Potential Motions:**

*City Attorney:* [Conduct First Reading of Ordinance by Title only]

**ORDINANCE NO. 2024-02**

**AN ORDINANCE AMENDING THE LINCOLN CITY MUNICIPAL CODE, CHAPTER 5.14 TO  
UPDATE INSPECTIONS STANDARDS FOR SHORT TERM RENTALS**

*Council:*

Motion to approve First Reading of Ordinance 2024-02.

*City Attorney:* [Conduct Second Reading of Ordinance by Title only]

**ORDINANCE NO. 2024-02**

**AN ORDINANCE AMENDING THE LINCOLN CITY MUNICIPAL CODE, CHAPTER 5.14 TO  
UPDATE INSPECTIONS STANDARDS FOR SHORT TERM RENTALS**

*Council:*

Motion to approve Second Reading and adopt Ordinance 2024-02.

**Attachments:**

Ex. 1 Draft #2 Ordinance Amendments (PDF)

Ord. 2024-02 Draft #2. NLFD Inspection of STRs (PDF)

*Annotated to show deletions and additions to the code sections being modified. Deletions are **~~bold lined through~~** and additions are **bold underlined**.*

#### 5.14.055 License Standards

E. The applicant shall certify the dwelling complies with all operational standards of this chapter, including smoke alarm and smoke detector **systems have been inspected and requirements approved by the North Lincoln Fire District**, and that all information provided in the application is true. Providing false information in the application is a violation of this chapter and may be enforced as a Class B violation. A reasonable belief the application information is false is also a basis to revoke a license.

#### 5.14.060 Criteria for approval of a license and license renewal.

B. To receive approval, an applicant for a vacation rental dwelling license or license renewal shall demonstrate with competent substantial evidence that all approval criteria listed below have been satisfied:

#### 4. Health and Safety.

a. Maximum Overnight Occupancy. The maximum overnight occupancy of a vacation rental dwelling shall be as follows:

i. In no event shall the occupancy of a vacation rental dwelling (VRD) exceed the limits of the 1997 Uniform Housing Code; and

ii. In no event shall a VRD exceed the following limitations:

(A) In no event shall use and occupancy of more than five guest rooms be permitted in a VRD. For purposes of this code, a guest room is a bedroom or any other space within the dwelling designed and intended to be used for sleeping; and

(B) In no event shall overnight occupancy of a VRD structure exceed 16 persons; and

iii. Occupancy shall not exceed the limitations identified herein except in a vacation rental dwelling constructed pursuant to (or retrofitted for compliance with) the current Oregon Structural Specialty Code and only in commercial zoning districts or such other districts as council may authorize by ordinance. For the purposes of this provision, commercial zoning districts are the general commercial (GC) zone, the recreation commercial (RC) zone, the Taft Village core (TVC) zone, the Nelscott business district (NBD) zone, the Nelscott beachside mixed use (NBMU) zone, the Oceanlake plan district (OPD) zone, and the vacation rental (VR) zone; and

iv. In no event shall the occupancy exceed three times the number of bedrooms in the VRD, plus one additional occupant, not to exceed a total of 16 occupants, except as allowed in subsection (B)(4)(a)(iii) of this section; and

v. The license shall state clearly the numeric occupancy limit for the dwelling, including specifically the number of bedrooms.

**b. Compliance with North Lincoln Fire District requirements for fire, life, and safety, as promulgated and updated from time to time by the North Lincoln Fire District.**

5.14.070

E. Inspection Requirements.

1. At the time of application for a new or renewed vacation rental dwelling license, the dwelling unit shall be subject to inspection by the **North Lincoln Fire District**, planning and community development department, or building inspector for the purpose of verifying the vacation rental dwelling complies with this subsection including an approved and properly functioning smoke alarm or smoke detector is installed on each floor, ~~in each guest room in accordance with ORS 479.255,~~ and in each common hallway, and at least one smoke detector or smoke alarm for hearing-impaired persons ~~and one door knock device is installed as applicable or required by~~ **consistent with ORS 479.2578 and any rules promulgated by the state fire marshal for the regulation of smoke alarms for hearing-impaired persons, functioning carbon monoxide (CO) alarms, and other requirements as promulgated and updated from time to time by the North Lincoln Fire District.**

3. The city may adopt by resolution a fee to provide for **inspection and a request for** reinspection under this subsection. As necessary and required to accommodate city resources including available budget and personnel, the city may provide by resolution a schedule of reinspection for license renewals so that a vacation rental dwelling conducted under the same and continuing ownership is periodically reinspected for conformance with license standards including smoke alarm and smoke detector requirements.

~~**5. In lieu of requiring inspection and a program of reinspection for smoke detectors or smoke alarms under subsection (E)(1) of this section, the city may require an applicant to certify the dwelling meets the required standards for smoke alarms or smoke detectors as established in that subsection.**~~

**ORDINANCE NO. 2024-02**

**AN ORDINANCE AMENDING THE LINCOLN CITY MUNICIPAL CODE, CHAPTER 5.14 TO UPDATE INSPECTION STANDARDS FOR SHORT TERM RENTALS**

WHEREAS, the City of Lincoln City is obligated to protect the health, safety, and welfare of its inhabitants; and

WHEREAS, the City regulates short term residential uses; and

WHEREAS, the City desires to make certain that short term rentals safe by providing for inspection for smoke detectors.

**THE CITY OF LINCOLN CITY ORDAINS AS FOLLOWS:**

**Section 1:** Chapter 5.14.055 E (License Standards) is hereby amended as follows:

E. The applicant shall certify the dwelling complies with all operational standards of this chapter, including smoke alarm and smoke detector systems have been inspected and approved by the North Lincoln Fire District, and that all information provided in the application is true. Providing false information in the application is a violation of this chapter and may be enforced as a Class B violation. A reasonable belief the application information is false is also a basis to revoke a license.

**Section 2:** Chapter 5.14.060 B 4. (Health and Safety) is hereby amended to add the following subsection:

b. Compliance with North Lincoln Fire District requirements for fire, life, and safety, as promulgated and updated from time to time by the North Lincoln Fire District.

**Section 3:** Chapter 5.14.070 E. (Inspection Requirements) is hereby amended as follows:

1. At the time of application for a new or renewed vacation rental dwelling license, the dwelling unit shall be subject to inspection by the North Lincoln Fire District, planning and community development department, or building inspector for the purpose of verifying the vacation rental dwelling complies with this subsection including an approved and properly functioning smoke alarm or smoke detector is installed on each floor and in each common hallway, and at least one smoke detector or smoke alarm for hearing-impaired persons consistent with ORS 479.258 and any rules promulgated by the state fire marshal for the regulation of smoke alarms for hearing-impaired persons, functioning carbon monoxide (CO) alarms, and other requirements as promulgated and updated from time to time by the North Lincoln Fire District.

3. The city may adopt by resolution a fee to provide for inspection and reinspection under this subsection. As necessary and required to accommodate city resources including available budget and personnel, the city may provide by resolution a schedule of reinspection for license renewals so that a vacation rental dwelling conducted under the same and continuing ownership is periodically reinspected for conformance with license standards including smoke alarm and smoke detector requirements.

1 5. *Repealed*

2 **Section 4:** Severability. The sections, subsections, paragraphs and clauses of this ordinance are  
3 severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the  
4 validity of the remaining sections, subsections, paragraphs and clauses.

5 **Section 5:** Ordinance Effective Date. Pursuant to Chapter IX, Section 9.3, this ordinance takes  
6 effect 30 days after the date of its adoption.

7 **Section 6:** Codification. Provisions of this Ordinance shall be incorporated in the City of Lincoln  
8 City Municipal Code and the word “ordinance” may be changed to “code”, “article”, “section”,  
9 “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered,  
10 provided that any Whereas clauses and boilerplate provisions (i.e. Sections 1-38) need not be  
11 codified and the City Recorder is authorized to correct any cross-references and any  
12 typographical errors.

13 The foregoing ordinance was distinctly read by title only in accordance with Chapter IX, Section  
14 9.2 of the City of Lincoln City Charter on the 25<sup>th</sup> day of March, 2024.

15 PASSED AND ADOPTED by the City Council of the City of Lincoln City this \_\_\_\_ day of  
16 \_\_\_\_\_.

17 \_\_\_\_\_  
18 SUSAN WAHLKE, MAYOR

19 ATTEST:

20 \_\_\_\_\_  
21 JAMIE YOUNG, CITY RECORDER

22 APPROVED AS TO FORM:

23 \_\_\_\_\_  
24 David Robinson, CITY ATTORNEY

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# Council Communication

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## Ordinance 2024-01 - Public Contracting Procurement Thresholds

Meeting Date:	March 25, 2024	Primary Staff Contact:	David James Robinson
Department:	City Council	E-Mail:	david@davidjamesrobinson.com
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	

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### Question:

Should the City Council conduct and approve First and Second Reading and adopt Ordinance 2024-01?

### ORDINANCE NO. 2024-01

#### AN ORDINANCE AMENDING THE LINCOLN CITY MUNICIPAL CODE CHAPTER 2.05 TO INCREASE PUBLIC CONTRACTING PROCUREMENT THRESHOLDS TO MATCH STATE PROCUREMENT THRESHOLDS

### Staff Recommendation:

Staff recommends the Council conduct and approve First and Second Reading and adopt Ordinance 2024-01.

### Authority:

City of Lincoln City Charter, Chapter IX. Section 9.2(1) provides that an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members voting when a quorum is present upon being read by title only. Adoption of an ordinance after second reading requires the express concurrence of a majority of the members present. Ordinances may be read by title only, after compliance with Charter procedures. A non-emergency ordinance takes effect on the thirtieth (30th) day after its adoption or on a later day the ordinance prescribes. An ordinance adopted to meet an emergency may take effect as soon as it is adopted or on some other date specified in the ordinance.

### Council Options:

1. Conduct and approve First and Second Reading and adopt the ordinance.

2. Continue Second Reading to the next available meeting.
3. Do not proceed with proposed ordinance.

**Potential Motions:**

*City Attorney:* [Conduct First Reading of Ordinance by Title only]

**ORDINANCE NO. 2024-01**

**AN ORDINANCE AMENDING THE LINCOLN CITY MUNICIPAL CODE CHAPTER 2.05 TO INCREASE PUBLIC CONTRACTING PROCUREMENT THRESHOLDS TO MATCH STATE PROCUREMENT THRESHOLDS**

*Council:* Motion to approve First Reading of Ordinance 2024-01.

*City Attorney:* [Conduct Second Reading of Ordinance by Title only]

**ORDINANCE NO. 2024-01**

**AN ORDINANCE AMENDING THE LINCOLN CITY MUNICIPAL CODE CHAPTER 2.05 TO INCREASE PUBLIC CONTRACTING PROCUREMENT THRESHOLDS TO MATCH STATE PROCUREMENT THRESHOLDS**

*Council:* Motion to approve Second Reading and adopt Ordinance 2024-01.

**Attachments:**

Ord 2024-01 state procurement thresholds (PDF)

Ord 2024-01 Ex 1. state procurement (PDF)

**ORDINANCE NO. 2024-01**

**AN ORDINANCE AMENDING THE LINCOLN CITY MUNICIPAL CODE 2.05 TO INCREASE PUBLIC CONTRACTING PROCUREMENT THRESHOLDS TO MATCH STATE PROCUREMENT THRESHOLDS.**

**WHEREAS**, the Oregon Legislature enacted SB 1047 during the 2023 session and the Governor signed SB 1047 into law, effective on January 1, 2024; and

**WHEREAS**, SB 1047 increased state public contracting procurement thresholds; and

**WHEREAS**, the City of Lincoln City is required to update its ordinances from time to time to keep current with changing laws and regulations.

**Now, Therefore,**

**THE CITY OF LINCOLN CITY ORDAINS AS FOLLOWS:**

**Section 1:**

2.05.050 A.

- 1. For a single obligation not exceeding \$150,000 for the purchase of goods and services, supplies, materials, equipment, or contractual services, without further authorization by council (total with change orders may not exceed \$250,000);
- 2. For a single obligation not exceeding \$250,000 for professional and personal services, including but not limited to architectural, engineering, photogrammetric mapping, transportation planning, land surveying services and related services as defined in ORS 279C.100 (total with change orders may not exceed \$250,000); and

**Section 2:**

2.05.070 (Procurement of Goods and Services)

B. A procurement of goods and services exceeding \$25,000 but not exceeding \$250,000 may be awarded as provided in ORS 279B.070. The local contract review board or city manager as contracting agency may use an intermediate procurement method, seeking at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes or proposals.

**Section 3:**

2.05.080 (Exemptions)

D. Contracts for goods or services less than \$25,000, provided at least one quote has been obtained.

1 E. Purchases through federal programs, pursuant to ORS 279A.180

2 **Section 4:**

3 2.05.090 (Personal Service Contracts)

4 D. Where the amount of the personal services contract is anticipated to be more than \$25,000 per  
5 year but less than \$100,000 per year, the local contract review board through the city manager  
6 shall solicit at least three prospective contractors who appear to have at least minimum  
7 qualifications for the proposed assignment, notify each prospective contractor in reasonable  
8 detail of the proposed assignment, and determine the prospective contractor’s interest and ability  
9 to perform the proposed assignment. The contracting agency may also negotiate a contract for  
such services with any qualified contractor. A contract of \$250,000 or more for architectural,  
engineering, photogrammetric mapping, transportation planning, land surveying, or related  
services as defined by ORS 279C.100(8) shall be selected in accordance with the qualification  
based selection (QBS) process at ORS 279C.110.

10 **Section 5:** Findings Adopted. The findings contained in the Whereas Clauses of this ordinance,  
11 together with the Findings set forth in Exhibit A, as well as the competent substantial evidence in  
12 the whole record of this legislative proceeding are incorporated into this section by reference as  
if fully set forth herein, and are adopted in support of this legislative action.

13 **Section 6:** Severability. The sections, subsections, paragraphs and clauses of this ordinance are  
14 severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the  
15 validity of the remaining sections, subsections, paragraphs and clauses.

16 **Section 7:** Ordinance Effective Date. Pursuant to Chapter IX, Section 9.3, this ordinance takes  
effect 30 days after the date of its adoption.

17 **Section 8:** Codification. Provisions of this Ordinance shall be incorporated in the City of Lincoln  
18 City Municipal Code and the word “ordinance” may be changed to “code”, “article”, “section”,  
19 “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered,  
20 provided that any Whereas clauses and boilerplate provisions (i.e. Sections 1-38) need not be  
21 codified and the City Recorder is authorized to correct any cross-references and any  
22 typographical errors.

23 The foregoing ordinance was distinctly read by title only in accordance with Chapter IX, Section  
24 9.2 of the City of Lincoln City Charter on the 25<sup>th</sup> day of March, 2024.

25 PASSED AND ADOPTED by the City Council of the City of Lincoln City this \_\_\_\_ day of  
26 \_\_\_\_\_.

27 \_\_\_\_\_  
SUSAN WAHLKE, MAYOR

28 ATTEST:

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JAMIE YOUNG, CITY RECORDER

APPROVED AS TO FORM:

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David Robinson, CITY ATTORNEY

2.05.050 A. (City manager Authority)

1. For a single obligation not exceeding ~~\$150,000~~ \$250,000 for the purchase of goods and services, supplies, materials, equipment, or contractual services, without further authorization by council (total with change orders may not exceed ~~\$150,000~~ \$250,000);

2. For a single obligation not exceeding ~~\$100,000~~ \$250,000 for professional and personal services, including but not limited to architectural, engineering, photogrammetric mapping, transportation planning, land surveying services and related services as defined in ORS 279C.100 (total with change orders may not exceed ~~\$100,000~~ \$250,000); and

2.05.070 (Procurement of Goods and Services)

B. A procurement of goods and services exceeding ~~\$10,000~~ \$25,000 but not exceeding ~~\$150,000~~ \$250,000 may be awarded as provided in ORS 279B.070. The local contract review board or city manager as contracting agency may use an intermediate procurement method, seeking at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes or proposals.

2.05.080 (Exemptions)

D. Contracts for goods or services less than ~~\$10,000~~ \$25,000, provided at least one quote has been obtained.

E. Purchases through federal programs, pursuant to ORS 279A.180

2.05.090 (Personal Service Contracts)

D. Where the amount of the personal services contract is anticipated to be more than \$25,000 per year but less than \$100,000 per year, the local contract review board through the city manager shall solicit at least three prospective contractors who appear to have at least minimum qualifications for the proposed assignment, notify each prospective contractor in reasonable detail of the proposed assignment, and determine the prospective contractor's interest and ability to perform the proposed assignment. The contracting agency may also negotiate a contract for such services with any qualified contractor. A contract of ~~\$100,000~~ \$250,000 or more for architectural, engineering, photogrammetric mapping, transportation planning, land surveying, or related services as defined by ORS 279C.100(8) shall be selected in accordance with the qualification based selection (QBS) process at ORS 279C.110. ~~mandated by Chapter 458 Oregon Laws (2011) and applicable implementing administrative rules.~~

## Council Communication

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### Appointment to the Budget Committee- Stentz

Meeting Date:	March 25, 2024	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	15 Minutes

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#### Question:

Should the City Council appoint Kennedy Stentz to a position on the Budget Committee?

#### Staff

#### Recommendation:

Staff recommends that Council conduct a public interview of Kennedy Stentz for the Budget Committee

#### Authority:

Appointment to the Lincoln City Budget Committee is authorized under LCMC Chapters 2.06 and 2.70.

#### Background:

There is one City Resident position on the Budget Committee that has become vacant. Ms. Stentz successfully completed the background check and residency requirements.

#### Council

#### Options:

After the public interview process is complete, you can make a motion to appoint, if you choose.

#### Possible Motions:

I move to appoint Kennedy Stentz to the City Resident position on the Budget Committee for a partial term ending 12/31/26.

**Attachments:**

Stentz, Kennedy\_Budget Committee\_ Application Full\_Redacted (PDF)

Stentz, Kennedy\_Budget Committee\_ Application Information(PDF)

Completed Stentz Reference (PDF)

Completed-Stentz Reference2 (PDF)

MEMORANDUM TO CC--APPOINTED BODIES BG CHECK PASS\_FAIL DETERMINATION-

Kennedy Stentz docx (PDF)

Budget committee questions (PDF)



# CITY OF LINCOLN CITY Committee / Board / Commission Application

Please indicate which committee/board/commission you are applying for:

- |   |   |
|---|---|
| <input type="checkbox"/> Arts Committee                     | <input type="checkbox"/> Parks and Recreation Board |
| <input type="checkbox"/> *Budget Committee                  | <input type="checkbox"/> Planning Commission        |
| <input type="checkbox"/> Community Sustainability Committee | <input type="checkbox"/> Library Board              |
| <input type="checkbox"/> URA Ad Hoc Committee               |   |

*\* If applying for the Budget Committee, you may not serve on any other City board or committee at the same time. Other City committee volunteer positions allow dual representation if it does not present a conflict of interest.*

<b>NAME:</b>		<b>DATE:</b>	
<b>HOME ADDRESS:</b>			
<b>MAILING ADDRESS:</b>			
<b>CITY, STATE, ZIP:</b>			
<b>E-MAIL ADDRESS:</b>			
<b>HOME PHONE:</b>		<b>CELL PHONE:</b>	

### RESIDENCY AND SPECIFIC ELIGIBILITY CRITERIA

- Do you reside within the City limits:  Yes Length of Time \_\_\_\_\_
- Do you reside within the Urban Growth Boundary?  Yes Length of Time 2 years
- Do you reside within the Lincoln County School District North:  Yes  No
- Are you a registered voter in Lincoln County?  Yes  No
- Are you a Lincoln City business owner or Manager?  Yes  No
- If yes, please indicate which business you own/manage? \_\_\_\_\_



**QUALIFICATIONS/EXPERIENCE (Additional space is provided on back)**

Describe relevant qualifications (i.e. work or volunteer experiences) to include any applicable education and/or training. For example, if you are a hotel owner or operator and applying for the Visitor and Convention Committee; and highlight any skills, interests or hobbies that you believe would bring value to your ability to serve this position:

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List names of volunteer/work supervisors:

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Please provide any previous experience with committees, boards or commissions and positions held:

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State the name, title and any relationship you have to a City Council member, Commissioner, board member or city employee:

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Explain why you would like to serve on this board, commission, or committee:

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List the name, phone number, and e-mail address (if possible) of two personal or professional references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**My signature affirms that all information contained herein is true and correct to the best of my knowledge, and that I understand that any misstatement of fact, or any misrepresentation of credentials may result in this application being disqualified and is cause for removal from any appointed body. Shaded information will not be released due to personal privacy protection laws.**

\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

**DATE**



City Recorder  
City of Lincoln City  
PO Box 50  
Lincoln City, OR 97367

**COMMITTEE VOLUNTEER EMERGENCY CONTACT INFORMATION FORM**

<b>FULL NAME:</b>	
<b>START DATE:</b>	
<b>NAME OF COMMITTEE, BOARD, OR COMMISSION:</b>	
<b>CITY STAFF REPRESENTATIVE:</b>	
<b>HOME ADDRESS:</b>	[REDACTED]
<b>MAILING ADDRESS:</b>	[REDACTED]
<b>HOME PHONE:</b>	[REDACTED]
<b>CELL PHONE:</b>	
<b>PERSONAL E-MAIL ADDRESS:</b>	

<b>EMERGENCY CONTACT NAME/RELATIONSHIP:</b>	[REDACTED]
<b>HOME PHONE:</b>	[REDACTED]
<b>CELL PHONE:</b>	[REDACTED]

<b>DATE:</b>	
<b>VOLUNTEER SIGNATURE:</b>	[REDACTED]

**ALL PERSONAL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL**



**FAIR CREDIT REPORTING ACT (FCRA) ACKNOWLEDGEMENT AND AUTHORIZATION FOR  
BACKGROUND CHECK FOR A VOLUNTEER POSITION WITH A LINCOLN CITY APPOINTED  
BODY**

**PLEASE READ CAREFULLY BEFORE SIGNING!**

I acknowledge receipt of the separate document entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION and a SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Lincoln City ("City") at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Pinnacle Investigations, 920 North Argonne Road, Suite 200, Spokane Valley, WA, 99212; Telephone Number 1-800-955-5306; [www.pinnacleprof.com](http://www.pinnacleprof.com)** and or "City". I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**Describe relevant qualifications (i.e. work or volunteer experiences) to include any applicable education and/or training. For example, if you are a hotel owner or operator and applying for the Visitor and Convention Committee; and highlight any skills, interests or hobbies that you believe would bring value to your ability to serve this position.**

In college, I discovered a hidden talent in pattern recognition. This talent led me to pursue studies in mathematics. In 2018, I graduated from the University of Portland with a Bachelor of Science in math. Energized by a powerful experience with an advisor in college, I went to Boise State University to earn a Masters' degree and a graduate certificate in teaching higher education, so I could pay forward what was given to me. I spent time teaching math at Boise State University and College of Eastern Idaho, until I really felt pulled to come back to Lincoln City. This town is where my grandparents call home, and where I spend some of my formative years.

I now work for Samaritan Health Services at the North Lincoln Hospital Foundation as a senior development specialist. I see my role as a community energizer – seeking to be the best, most generous version of myself, so I can bring that out in others, and give them the power to affect positive change in the lives of their friends and neighbors.

Recently, I've been diligently working toward person growth regarding being able to hold multiple perspectives at once, recognizing that opinions and interpretations are shaped by the collection of experiences leading up to any particular moment. Because each of us is a unique set of experiences, each of us may come to a different conclusion. I've really developed the skill of putting myself in another person's mind to see why they might come to a different conclusion than me. This ability gives me an incredible ability to empathize, and also share my perspective in a way that doesn't judge or shame theirs. When people feel free and safe to share ideas, I see the best come out in them. They feel proud of the work they're doing; They feel connected with each other and the impact they're making; They want to find the best solution and work collaboratively to do so. My ability to help others feel seen and heard will serve the members on the committee, but also the city as a whole. I see my role on the committee as nurturing both compassion and creativity amongst those serving.

I've also recently been working very hard to change my relationship to discomfort, and to feelings in general. I've adopted the slogan, "embrace the discomfort," to remind myself that growth and change come in uncomfortable ways. I actively seek out uncomfortable experiences: everyday since January 2 of this year, I've taken a cold shower. In doing this, I've realized that almost everything I don't like doing is like taking a cold shower. There's the dread of the task, then the actual pain of the task itself, but eventually I adapt, and feel good about doing something challenging. This mentality would absolutely serve the committee. I can sit with the discomfort of reading difficult and complicated material until I understand it. I can sit with the discomfort of processing competing ideas and the big feelings that people have to go with them. I recognize how important this role is for the city, and I'm willing to sit with comfortable feelings to strive for the best outcome for our citizens.

**List names of volunteer/work supervisors**

Leslie James, manager, Executive Director of North Lincoln Hospital Foundation

Taylor Gilmore, skip level manager, Vice President of Samaritan Foundations

Geoff Petersen, President of Lincoln City Kiwanis Club

Lori Arce-Torres, Executive Director of the Lincoln City Chamber of Commerce

**Please provide any previous experience with committees, boards or commissions and positions held:**

I believe that my skills do not belong to me. I believe they belong to others, and it's my responsibility to give them back by serving. This is why I've been intentional about seeking out opportunities to help. I joined Kiwanis and the Chamber of Commerce through my role in the foundation and was elected to the board of directors for both organizations. I also assist in organizing and participating in board meetings for the North Lincoln Hospital Foundation. I chair the Samaritan North Lincoln Hospital Employee Activities Committee, organizing events to promote wellness and appreciation for our staff. I founded and chair the Kiwanis Diaper Drive Committee to organize events to collect diapers for Family Promise to give to families and children who need them. I was deeply moved to help children who were not always safe, left with no choice but to sit in dirty diapers for too long.

**State the name, title and any relationship you have to a City Council member, Commissioner, board member or city employee.**

I collaborate with many city council members, county commissioners, city board members and employees given the nature of my work. However, I have no familial or romantic ties to anyone serving in these positions.

**Explain why you would like to serve on this board, commission, or committee.**

I want to serve on this committee because the financial decisions the city makes will impact our citizens and their children for many years to come. I want Lincoln City to continue to be an incredible place to live, while also growing and changing for the better. I think my skills in math, compassion, and sitting in discomfort paired with my deep desire to serve will benefit the budget committee as we navigate the complicated task of assigning money to projects in the community.



## Human Resources

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### REFERENCE CHECK- COMMITTEES

**Reference regarding:** Kennedy Stentz (**Budget Committee**)

**Reference:** Geoff Petersen

**Reference taken by; date / time:** March 11, 2024

- What is your professional relationship with the applicant?  
Kennedy and I are both members of Kiwanis Club Lincoln City.
- How long have you known him/her?  
Roughly four years.
- How long have you worked / served with him/her?  
Roughly 4 years.
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so?  
I was a voting member who chose to add Kennedy to our roster, and I would do it again.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Budget Committee be a good match based on your knowledge of the applicant? Would you recommend him/her for the Budget Committee? Does the applicant possess good decision making / reasoning skills?  
As a member of Kiwanis, Kennedy has been a real go getter! She has served with our event committee regularly, as well as started a committee of her own to facilitate fund raising and donations for baby needs. We collect cash, diapers, wipes, etc. for needy families and donate the supplies to Family Promise for distribution. This was all coordinated and instituted by Kennedy.
- Does the applicant have good communication / interpersonal skills?  
Kennedy is an excellent communicator who is always observant of her audience and inclusive with her thoughts and ideas.



## Human Resources

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- Is he/she responsible and reliable?  
Kennedy is very responsible and reliable.
- What are his/her strongest skills? Does he/she possess any special skills?  
I felt that Kennedy's strongest skill would be her ability to communicate. She is excellent at connecting with individuals from many different age groups, socio-economic backgrounds, etc. She is very well spoken and wonderful at communicating ideas and needs to others. She also is very good at making contributions in group settings, and making sure others are heard as well.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together? NA
- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Budget Committee?  
Kennedy is a young professional and does not have as many years of experience in professional development as her peers. Because of this, in certain instances, she may have questions or require guidance to learn something new. She takes direction well however and is always eager to learn.
- Do you have any other feedback you could provide that would help us make a decision?  
Kennedy has been an excellent addition to our Kiwanis Club and is always very active. I can always count on her to be one of the first to volunteer for projects. She goes out of her way to include others and has a heart of gold. She is empathetic and caring, professional, and an all-around joy to be in the presence of.



## Human Resources

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### REFERENCE CHECK- COMMITTEES

#### **Reference regarding: Kennedy Stentz (Budget Committee)**

**Reference:** Lori Arce-Tores

**Reference taken by; date / time: March 11, 2024**

- What is your professional relationship with the applicant? Kennedy is a fellow Kiwanian and on the Chamber of Commerce Board of Directors
- How long have you known him/her? Approx. 2 years
- How long have you worked / served with him/her? Approx. 2 years
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so? I did not hire Kennedy, however, have found her to be dedicated and responsive as a board member.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Budget Committee be a good match based on your knowledge of the applicant? As previously stated, Kennedy has worked very well on



## Human Resources

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the chamber board, has good ideas, and gets along with others.

- Would you recommend him/her for the Budget Committee? Does the applicant possess good decision making / reasoning skills? Yes,
- Does the applicant have good communication / interpersonal skills? Yes
- Is he/she responsible and reliable? Yes
- What are his/her strongest skills? Does he/she possess any special skills? She has good ideas, a positive attitude and is pleasant to work with.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together? N/A
- Are there any areas he/she could use help in developing (i.e. written communication, organization)? Not that I'm aware of.



## Human Resources

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- What do we need to provide to help him/her succeed on the Budget Committee? Provide training and expectations and she'll be a great addition.
- Do you have any other feedback you could provide that would help us make a decision? Kennedy brings a fresh perspective and has good analytical skills to get the job done.
-



## MEMORANDUM

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**To: City of Lincoln City Mayor and Council**

**From: Human Resources Department**

**Date: March 15, 2024**

**Re: Council Volunteer Appointment—Background Report and References**

To the Honorable Mayor and City Council:

Human Resources has conducted a background investigation and reference check for a volunteer application for City Appointed Bodies as set forth in the Lincoln City Municipal Code, Section 2.06.015(D).

No adverse information was found for the following applicant, and they have *passed* the background check.

Name: Kennedy Stentz

Position Applied For: Budget Committee

Reference responses have been returned to the City Recorder for your review. Thank you.

Respectfully,

*Niña Graham*

Niña Graham

Human Resources Supervisor

**BUDGET COMMITTEE APPLICANT QUESTIONS**

- 1) Tell us about yourself and why you are interested in serving on the budget committee.
- 2) If you could eliminate one Lincoln City service, what would it be?
- 3) How can Lincoln City better engage the public in the budget process?
- 4) When one reads the budget, what should it tell them?
- 5) How do you know if the City is spending too much or too little on a City service?
- 6) What are the biggest opportunities and challenges facing Lincoln City?
- 7) How do you prioritize where the City spends its funds?

# Council Communication

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## Planning Commission Interviews- Dunne/Powell

Meeting Date:	March 25, 2024	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 minutes

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### Background:

Two applications have been received for an appointment for the two City Resident positions. Both positions are a partial plus a 4-year term expiring 12/31/28.

The applications are attached. Also attached, please find the questions to be used for Planning Commission interview with the City Council. A copy of these questions has been sent to the candidates.

The Lincoln City Code, 2.06.015 (C) (5) requires that Planning Commission applicants be interviewed at a City Council meeting.

The Planning Commission currently has two (2) vacant position. The vacant positions were noticed to the media, [Lincolncity.org](http://Lincolncity.org), and the Facebook page; and was also advertised at City Hall and the Driftwood Public Library.

The applicants have successfully completed the interview/background process and are a City Resident.

### Question:

Should the City Council approve the appointment of Patrick Dunne and Margaret Powell for a position on the Planning Commission?

### Staff Recommendation:

Following interviews, make appointments as desired.

### Council Options:

Interview, review, and discuss the possible appointment of Patrick Dunne and/or Margaret Powell to City Resident positions on the Planning Commission, with the terms beginning 3/26/2024 expiring 12/31/2028.

**Potential Motion:**

- 1. I move to appoint Patrick Dunne and Margaret Powell to the Planning Commission for the terms beginning 3/26/2024 and expiring 12/31/2028.**

**Attachments:**

Dunne, Patrick\_Planning Commission\_Application\_Redacted (PDF)  
MEMORANDUM TO CC--APPOINTED BODIES BG CHECK PASS\_FAIL DETERMINATION-  
Patrick Dunne docx (PDF)  
CompletedDunne Reference (PDF)  
Completed Dunne Reference2 (PDF)  
MEMORANDUM TO CC--APPOINTED BODIES BG CHECK PASS\_FAIL DETERMINATION-  
Margaret Powell docx (PDF)  
Completed Powell 2Reference\_MJKerlin (PDF)  
Powell, Lisa Margaret\_Planning Commission App\_Redacted (PDF)  
NEW Planning Commissioner questions FINAL (PDF)



**CITY OF LINCOLN CITY**  
**Committee / Board / Commission Application**

Please indicate which committee/board/commission you are applying for:

- |   |   |
|---|---|
| <input type="checkbox"/> Arts Committee                     | <input type="checkbox"/> Parks and Recreation Board     |
| <input type="checkbox"/> *Budget Committee                  | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Community Sustainability Committee | <input type="checkbox"/> Library Board                  |
| <input type="checkbox"/> URA Ad Hoc Committee               |   |

**RECEIVED**

MAR 11 2024

*\* If applying for the Budget Committee, you may not serve on any other City board or committee at the same time. Other City committee volunteer positions allow dual representation if it does not present a conflict of interest.*

<b>NAME:</b>	Patrick Dunne	<b>DATE:</b>	3/10/24
<b>HOME ADDRESS:</b>	[REDACTED]		
<b>MAILING ADDRESS:</b>	SAME		
<b>CITY, STATE, ZIP:</b>	LINCOLN CITY, OR 97367		
<b>E-MAIL ADDRESS:</b>	[REDACTED]		
<b>HOME PHONE:</b>	[REDACTED]	<b>CELL PHONE:</b>	[REDACTED]

**RESIDENCY AND SPECIFIC ELIGIBILITY CRITERIA**

- Do you reside within the City limits:  Yes Length of Time 23 YEARS
- Do you reside within the Urban Growth Boundary?  Yes Length of Time \_\_\_\_\_
- Do you reside within the Lincoln County School District North:  Yes  No
- Are you a registered voter in Lincoln County?  Yes  No
- Are you a Lincoln City business owner or Manager?  Yes  No
- If yes, please indicate which business you own/manage? \_\_\_\_\_



**QUALIFICATIONS/EXPERIENCE (Additional space is provided on back)**

Describe relevant qualifications (i.e. work or volunteer experiences) to include any applicable education and/or training. For example, if you are a hotel owner or operator and applying for the Visitor and Convention Committee; and highlight any skills, interests or hobbies that you believe would bring value to your ability to serve this position:

Critical planning (USAP Pilot/staff officer); Information analysis/  
project management (USAF, bank, Tele services, casino).  
MS Management; MS computer systems Management

List names of volunteer/work supervisors:

DON KENNEDY - MARKETING 2003-06 Fred Morgan - Cust Svc Chinook Winds  
Rich Emery Theater West  
Judy Hardy - Niki Price LC Cultural Center

Please provide any previous experience with committees, boards or commissions and positions held:

Kiwanis PNW Convention Chair; LC Club President;  
Church Board Member; Cultural Center Board Member;  
Church COVID Committee ensuring CDC and OHA compliance

State the name, title and any relationship you have to a City Council member, Commissioner, board member or city employee:

Mitch Parsons, neighbor; Susan Wahlke, Kiwanis Club;

Explain why you would like to serve on this board, commission, or committee:

Interest in the growth of Lincoln City to benefit residents  
being mindful of environmental impacts.

List the name, phone number, and e-mail address (if possible) of two personal or professional references:

Name: Susan Wahlke [Redacted] Phone: [Redacted]  
Name: Raul Grimes [Redacted] Phone: [Redacted]

My signature affirms that all information contained herein is true and correct to the best of my knowledge, and that I understand that any misstatement of fact, or any misrepresentation of credentials may result in this application being disqualified and is cause for removal from any appointed body. Shaded information will not be released due to personal privacy protection laws.

[Redacted Signature] DATE 3/10/24



City Recorder  
City of Lincoln City  
PO Box 50  
Lincoln City, OR 97367

**COMMITTEE VOLUNTEER EMERGENCY CONTACT INFORMATION FORM**

FULL NAME:	PATRICK MICHAEL DUNNE
START DATE:	
NAME OF COMMITTEE, BOARD, OR COMMISSION:	PLANNING
CITY STAFF REPRESENTATIVE:	
HOME ADDRESS:	[REDACTED]
MAILING ADDRESS:	[REDACTED]
HOME PHONE:	[REDACTED]
CELL PHONE:	[REDACTED]
PERSONAL E-MAIL ADDRESS:	[REDACTED]

EMERGENCY CONTACT NAME/RELATIONSHIP:	[REDACTED]
HOME PHONE:	[REDACTED]
CELL PHONE:	[REDACTED]

DATE:	3/10/24
VOLUNTEER SIGNATURE:	[REDACTED]

**ALL PERSONAL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL**



**FAIR CREDIT REPORTING ACT (FCRA) ACKNOWLEDGEMENT AND AUTHORIZATION FOR  
BACKGROUND CHECK FOR A VOLUNTEER POSITION WITH A LINCOLN CITY APPOINTED  
BODY**

**PLEASE READ CAREFULLY BEFORE SIGNING!**

I acknowledge receipt of the separate document entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION and a SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Lincoln City ("City") at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Pinnacle Investigations, 920 North Argonne Road, Suite 200, Spokane Valley, WA, 99212; Telephone Number 1-800-955-5306; [www.pinnacleprof.com](http://www.pinnacleprof.com)** and or "City". I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.



SIGNATURE

3/10/24

DATE



## MEMORANDUM

---

**To: City of Lincoln City Mayor and Council**

**From: Human Resources Department**

**Date: March 13, 2024**

**Re: Council Volunteer Appointment—Background Report and References**

To the Honorable Mayor and City Council:

Human Resources has conducted a background investigation and reference check for a volunteer application for City Appointed Bodies as set forth in the Lincoln City Municipal Code, Section 2.06.015(D).

No adverse information was found for the following applicant, and they have *passed* the background check.

Name: Patrick Dunne

Position Applied For: Planning Commission

Reference responses have been returned to the City Recorder for your review. Thank you.

Respectfully,

*Niña Graham*

Niña Graham  
HR Supervisor



## Human Resources

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### REFERENCE CHECK- COMMITTEES

**Reference regarding:** Patrick Dunne (**Planning Commission**)

**Reference:** Susan Wahlke

**Reference taken by; date / time:** March 11, 2024

- What is your professional relationship with the applicant? I have probably known Pat for at least 20 years, first through the Lincoln City Chamber of Commerce and for the last 7 years, as a fellow Kiwanis member.
- How long have you known him/her? At least 20 years
- How long have you worked / served with him/her? Worked most closely with him since I joined Kiwanis, 7 years ago.
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so? Yes, I would hire him, given the opportunity.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Planning Commission be a good match based on your knowledge of the applicant? Would you recommend him/her for the Planning Commission? Does the applicant possess good decision making / reasoning skills? Pat is a past president of the Lincoln City Kiwanis Club and the club hosted the district conference while he was president. He has a lot of responsibility and I understand the conference was very successful. Pat has been interested in land use issues in his neighborhood for many years. I have had many conversations with him about his concerns. I believe he has good decision make/reasoning skills.
- Does the applicant have good communication / interpersonal skills? Yes, Pat has good communication / interpersonal skills.
- Is he/she responsible and reliable? Yes, Pat is responsible and reliable.
- What are his/her strongest skills? Does he/she possess any special skills? Pat is an organized individual who is very interested in land use planning.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together? Not applicable
- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Planning Commission? I am not aware of any skills Pat would need help with.



## Human Resources

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- Do you have any other feedback you could provide that would help us make a decision?  
No



## Human Resources

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### REFERENCE CHECK- COMMITTEES

**Reference regarding:** Patrick Dunne (**Planning Commission**)

**Reference:** Raul Grimes

**Reference taken by; date / time:** March 11, 2024

- What is your professional relationship with the applicant?
- Good afternoon. I do not have a professional relationship with Pat. He is our neighbor and live across the street.
- How long have you known him/her?
- I have known Pat since 2005 when we moved here from California.
- How long have you worked / served with him/her?
- I have not had any working/serving associations with Pat. Most of our communications and activities have been neighbor-to-neighbor.
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so?
- No, I have never been in any situation with Pat to hire or select him.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Planning Commission be a good match based on your knowledge of the applicant? Would you recommend him/her for the Planning Commission? Does the applicant possess good decision making / reasoning skills?
- The only group that I know Pat belongs to is the Kiwanis group here in town. He is dedicated to put out American flags on all national holidays. If Pat is selected to be a member of the Planning Commission, I feel he would bring a wider and more comprehensive view of the area and city-wide needs. Pat may mull over decisions and options for some time. However, he is willing to see the positive effects of good and positive feedback.
- Does the applicant have good communication / interpersonal skills?
- Pat is a very social individual and would do his best to be a part of the Planning Commission. At times, he is garrulous and may stray from the subject at hand.
- Is he/she responsible and reliable?
- Yes, Pat is responsible and reliable. We see that in his dedication to putting out flags on national holidays.
- What are his/her strongest skills? Does he/she possess any special skills?



## Human Resources

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- Pat is very analytical and bring an engineer's mind to solving problems. I think that trait stems from his military service in the US Air Force as a navigator.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together?
- I have no knowledge of this.
- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Planning Commission?
- No, he is computer literate and can express himself well.
- Do you have any other feedback you could provide that would help us make a decision?
- No.



## MEMORANDUM

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**To: City of Lincoln City Mayor and Council**

**From: Human Resources Department**

**Date: March 18, 2024**

**Re: Council Volunteer Appointment—Background Report and References**

To the Honorable Mayor and City Council:

Human Resources has conducted a background investigation and reference check for a volunteer application for City Appointed Bodies as set forth in the Lincoln City Municipal Code, Section 2.06.015(D).

No adverse information was found for the following applicant, and they have *passed* the background check.

Name: Lisa Margaret Powell

Position Applied For: Planning Commission

Human Resources was unable to complete all reference checking due to the following:

- One reference has been unresponsive to the request for information.

Reference responses have been returned to the City Recorder for your review. Thank you.

Respectfully,

*Niña Graham*

Niña Graham

Human Resources Supervisor



## Human Resources

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### REFERENCE CHECK- COMMITTEES

**Reference regarding:** Lisa Margaret Powell (**Planning Commission**)

**Reference:** Maryjo Kerlin

**Reference taken by; date / time:** March 13, 2024

- What is your professional relationship with the applicant?  
Margaret is retired and I am employed as a Marketing & Communications strategist for Samaritan Health Services based in Lincoln County. We are neighbors and friends.
- How long have you known him/her?  
I met Margaret in the autumn of 2018 and am pleased to be a part of her social circle.
- How long have you worked / served with him/her?  
N/A
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so?  
N/A
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Planning Commission be a good match based on your knowledge of the applicant? Would you recommend him/her for the Planning Commission? Does the applicant possess good decision making / reasoning skills?  
I find Margaret to be enthusiastic in all that she does. She enjoys learning and doing what is best for her neighborhood and community. She is open to ideas, intelligent and creative. She is invested in our community, which she demonstrates by showing an interest in city government and its operations with an eye toward our city's continued, thoughtful growth.
- Does the applicant have good communication / interpersonal skills?  
Yes!
- Is he/she responsible and reliable?  
Yes!
- What are his/her strongest skills? Does he/she possess any special skills?  
She seems to be extraordinarily skilled in bringing people together, planning large group activities and motivating people to follow a cause.



## Human Resources

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- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together?

N/A

- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Planning Commission?

I have no knowledge of areas where Margaret can improve, in a work situation. By all appearances, she is well educated, a good communicator, reliable and friendly. If she is provided with solid information on a topic, I have no doubt that she can come to reasonable conclusions following accepted protocols.

- Do you have any other feedback you could provide that would help us make a decision?  
In the few years Margaret has lived in Lincoln City, she has gone out of her way to turn our quiet neighborhood into a community of people who care for each other.



CITY OF LINCOLN CITY
Committee / Board / Commission Application

Please indicate which committee/board/commission you are applying for:

- Arts Committee
\*Budget Committee
Community Sustainability Committee
URA Ad Hoc Committee
Parks and Recreation Board
Planning Commission
Library Board

\* If applying for the Budget Committee, you may not serve on any other City board or committee at the same time. Other City committee volunteer positions allow dual representation if it does not present a conflict of interest.

NAME: LISA MARGARET POWELL DATE: 02/ /2024
HOME ADDRESS: [REDACTED]
MAILING ADDRESS: SAME AS ABOVE
CITY, STATE, ZIP: LINCOLN CITY, OREGON 97367
E-MAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED] CELL PHONE: [REDACTED]

RESIDENCY AND SPECIFIC ELIGIBILITY CRITERIA

Do you reside within the City limits: [X] Yes Length of Time 6 YRS
Do you reside within the Urban Growth Boundary? [ ] Yes Length of Time
Do you reside within the Lincoln County School District North: [X] Yes [ ] No
Are you a registered voter in Lincoln County? [X] Yes [ ] No
Are you a Lincoln City business owner or Manager? [ ] Yes [X] No
If yes, please indicate which business you own/manage?



**QUALIFICATIONS/EXPERIENCE (Additional space is provided on back)**

Describe relevant qualifications (i.e. work or volunteer experiences) to include any applicable education and/or training. For example, if you are a hotel owner or operator and applying for the Visitor and Convention Committee; and highlight any skills, interests or hobbies that you believe would bring value to your ability to serve this position:

COVID VACCINE CLINIC

List names of volunteer/work supervisors:

JESSICA PACMA [Redacted]

Please provide any previous experience with committees, boards or commissions and positions held:

[Redacted]

State the name, title and any relationship you have to a City Council member, Commissioner, board member or city employee:

NONE

Explain why you would like to serve on this board, commission, or committee:

WOULD LIKE TO

List the name, phone number, and e-mail address (if possible) of two personal or professional references:

Name: MARY JO KEALIN Phone: [Redacted]  
Name: SAMANTHA ESCALANTE Phone: [Redacted]

My signature affirms that all information contained herein is true and correct to the best of my knowledge, and that I understand that any misstatement of fact, or any misrepresentation of credentials may result in this application being disqualified and is cause for removal from any appointed body. Shaded information will not be released due to personal privacy protection laws.

[Redacted Signature]

SIGNATURE

3/5/2024

DATE



City Recorder  
City of Lincoln City  
PO Box 50  
Lincoln City, OR 97367

**COMMITTEE VOLUNTEER EMERGENCY CONTACT INFORMATION FORM**

FULL NAME:	LISA MARGARET POWELL
START DATE:	
NAME OF COMMITTEE, BOARD, OR COMMISSION:	PLANNING COMMISSION
CITY STAFF REPRESENTATIVE:	
HOME ADDRESS:	[REDACTED]
MAILING ADDRESS:	SAME AS ABOVE
HOME PHONE:	- DINKA
CELL PHONE:	[REDACTED]
PERSONAL E-MAIL ADDRESS:	[REDACTED]

EMERGENCY CONTACT NAME/RELATIONSHIP:	[REDACTED]
HOME PHONE:	[REDACTED]
CELL PHONE:	[REDACTED]

DATE:	3/5/2024
VOLUNTEER SIGNATURE:	[REDACTED]

ALL PERSONAL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL



**FAIR CREDIT REPORTING ACT (FCRA) ACKNOWLEDGEMENT AND AUTHORIZATION FOR  
BACKGROUND CHECK FOR A VOLUNTEER POSITION WITH A LINCOLN CITY APPOINTED  
BODY**

**PLEASE READ CAREFULLY BEFORE SIGNING!**

I acknowledge receipt of the separate document entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION and a SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Lincoln City ("City") at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Pinnacle Investigations, 920 North Argonne Road, Suite 200, Spokane Valley, WA, 99212; Telephone Number 1-800-955-5306; [www.pinnacleprof.com](http://www.pinnacleprof.com)** and or "City". I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

SIGNATURE

DATE

3/5/2024

1. Why do you want to serve on the Planning Commission?
2. How would you prepare for a Planning Commission meeting?
3. Some issues that the commission hears may be controversial and draw large audiences. At public hearings, planning commissioners must discuss openly among themselves any given matter before a decision is made, and they must do so before sometimes large and sometimes unfriendly audiences. Do you think you work well in group situations under such circumstances? Please tell us about a time when you had to do this.
4. What do you think is the most important skill for a Planning Commissioner to have?
5. This position requires that you listen to the public and your fellow commissioners. Importantly, it requires that you separate relevant comments from irrelevant and prejudicial comments. Do you consider yourself a good listener? Can you separate and dispassionately reject prejudicial and irrelevant comments?
6. Are you able to make a decision on a case based on the applicable criteria, even if it is at odds with your personal preferences and opinions? Please give us an example of a time when you had to make a criteria-based decision, without using your personal preferences and opinions as part of that decision.
7. Assume a controversial land use issue is before the Commission. How would you reconcile your personal opinions and emotions should they be in conflict with the goals of the Lincoln City Comprehensive Plan or applicable criteria set forth in the Lincoln City Municipal Code?

# Council Communication

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## Appointment to Library Board - Noreikis

Meeting Date:	March 25, 2024	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 Minutes

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### Question:

Should the City Council approve the appointment of Chester Noreikis for a position on the Driftwood Public Library Board?

### Staff Recommendation:

Staff recommends the Council appointment of Chester Noreikis. Mr. Noreikis has successfully completed the interview/background process, and qualifies for the City Resident position.

### Background:

The Library Board currently has one (1) vacant position with a term expiring 6/30/25. Councilor Baker and Councilor Mark interviewed Mr. Noreikis.

### Council Options:

Review and discuss the recommendation for appointment of Chester Noreikis to the City Resident position on the Driftwood Public Library Board, for a partial term ending 6/30/25.

### Potential Motions:

- 1. I move to appoint Chester Noreikis to the Driftwood Public Library Board with a term expiring 6/30/2025.**

### Attachments:

Chester Noreikis Reference (PDF)  
 FinalCommission applicant-Chester Noreikis Ref 2docx (PDF)  
 MEMORANDUM TO CC--APPOINTED BODIES BG CHECK PASS\_FAIL DETERMINATION-Chester Noreikisdocx (PDF)

Noreikis, Chester\_Library Board Application\_Redacted (PDF)



## Human Resources

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### REFERENCE CHECK- COMMITTEES

**Reference regarding:** Chester Noreikis (**Library Board**)

**Reference:** Susan Wahlke

**Reference taken by; date / time:** February 20, 2024

- What is your professional relationship with the applicant? I served on City Council with Chester for two years
- How long have you known him/her? I may have met him previously, but didn't really get to know him until we served together on Council beginning in January 2015
- How long have you worked / served with him/her? I believe we served together for two years. We continue to discuss issues important to Lincoln City.
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so? I would definitely hire Chester if given the opportunity.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Library Board be a good match based on your knowledge of the applicant? Would you recommend him/her for the Library Board? Does the applicant possess good decision making / reasoning skills? I worked with Chester on City Council and know that he studies issues and comes to meetings prepared to participate in a meaningful way. In my opinion, Chester possesses great decision making and reasoning skills. I definitely recommend him for the Library Board.
- Does the applicant have good communication / interpersonal skills? Chester is articulate and deals well with people.
- Is he/she responsible and reliable? Definitely responsible and reliable. He showed up and participated at Council meetings.
- What are his/her strongest skills? On time, thinks clearly and very organized. Does he/she possess any special skills? From my experience serving with Chester on City Council I recall him being on time to meetings, clearly articulating his thoughts, and very organized.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together? He decided not to run for office again.



## Human Resources

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- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Library Board? I think he probably knows what to expect.
- Do you have any other feedback you could provide that would help us make a decision? I think appointing Chester Noreikis to the Library Board would be a good decision and an advantage to Driftwood Public Library.



## Human Resources

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### REFERENCE CHECK- COMMITTEES

**Reference regarding:** Chester Noreikis (**Library Board**)

**Reference:** Judy Casper

**Reference taken by; date / time:** February 20, 2024

- What is your professional relationship with the applicant? I have known Chester as the City's former City Council member, and advocate for sustainable living practices. He has served with me on the Budget committee for many previous years.
- How long have you known him/her? Approximately 10 years
- How long have you worked / served with him/her? About 4 years on Budget committee
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so? I did not hire him, but I certainly would if he applied for an area that was of his interest and consideration
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Library Board be a good match based on your knowledge of the applicant? Would you recommend him/her for the Library Board? Does the applicant possess good decision making / reasoning skills?  
I don't have knowledge of specific Boards that he has served on, although as mentioned, he served on City Council and Budget committee and participated in various sub-committees. Chester is very thorough in researching information before finalizing thoughtful decisions. He is a logical thinker and uses good reasoning that is inclusive of those involved with his decisions.
- Does the applicant have good communication / interpersonal skills? He is an excellent communicator who expresses himself well—He is able to ask resourceful, insightful questions. He possesses very good interpersonal skills that take into consideration opinions and input of others.



## Human Resources

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- Is he/she responsible and reliable? Chester is very reliable and responsible –a role model in these areas of personal strengths.
- What are his/her strongest skills? On time, thinks clearly and very organized. Does he/she possess any special skills? Chester is highly organized in his thinking process and is able to ask concise questions that bring forth more areas for consideration. He is someone you can count on to be present for a meeting.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together? I am not certain for his reason for leaving the Budget Committee, but suspect he might have allowed an opportunity for others to apply for the volunteer position.
- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Library Board? No.
- Do you have any other feedback you could provide that would help us make a decision? I believe that he would be an asset to this Board. Board; he is a pleasant and interesting person as well.



## MEMORANDUM

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**To: City of Lincoln City Mayor and Council**

**From: Human Resources Department**

**Date: February 21, 2024**

**Re: Council Volunteer Appointment—Background Report and References**

To the Honorable Mayor and City Council:

Human Resources has conducted a background investigation and reference check for a volunteer application for City Appointed Bodies as set forth in the Lincoln City Municipal Code, Section 2.06.015(D).

No adverse information was found for the following applicant, and they have *passed* the background check.

Name: Chester Noreikis

Position Applied For: Library Board

Reference responses have been returned to the City Recorder for your review. Thank you.

Respectfully,

*Niña Graham*

Niña Graham  
HR Supervisor



# CITY OF LINCOLN CITY Committee / Board / Commission Application

Please indicate which committee/board/commission you are applying for:

- Arts Committee
- \*Budget Committee
- Community Sustainability Committee
- URA Ad Hoc Committee
- Parks and Recreation Board
- Planning Commission
- Library Board

*\* If applying for the Budget Committee, you may not serve on any other City board or committee at the same time. Other City committee volunteer positions allow dual representation if it does not present a conflict of interest.*

<b>NAME:</b>	Chester Noreikis	<b>DATE:</b>	02/09/2024
<b>HOME ADDRESS:</b>	[REDACTED]		
<b>MAILING ADDRESS:</b>	same		
<b>CITY, STATE, ZIP:</b>	Lincoln City, Or. 97367		
<b>E-MAIL ADDRESS:</b>	[REDACTED]		
<b>HOME PHONE:</b>	[REDACTED]	<b>CELL PHONE:</b>	

**RESIDENCY AND SPECIFIC ELIGIBILITY CRITERIA**

Do you reside within the City limits:  Yes Length of Time 32 yrs.

Do you reside within the Urban Growth Boundary?  Yes Length of Time same

Do you reside within the Lincoln County School District North:  Yes  No

Are you a registered voter in Lincoln County?  Yes  No

Are you a Lincoln City business owner or Manager?  Yes  No

If yes, please indicate which business you own/manage? \_\_\_\_\_



**QUALIFICATIONS/EXPERIENCE (Additional space is provided on back)**

Describe relevant qualifications (i.e. work or volunteer experiences) to include any applicable education and/or training. For example, if you are a hotel owner or operator and applying for the Visitor and Convention Committee; and highlight any skills, interests or hobbies that you believe would bring value to your ability to serve this position:

Former City Council member. Former Library Board member.

List names of volunteer/work supervisors:

Sue Jenkins

Please provide any previous experience with committees, boards or commissions and positions held:  
See above

State the name, title and any relationship you have to a City Council member, Commissioner, board member or city employee:  
none

Explain why you would like to serve on this board, commission, or committee:

To serve our community and support our library.

List the name, phone number, and e-mail address (if possible) of two personal or professional references:

Name: Susan Wahlke Phone [Redacted]  
Name: Judy Casper Phone [Redacted]

**My signature affirms that all information contained herein is true and correct to the best of my knowledge, and that I understand that any misstatement of fact, or any misrepresentation of credentials may result in this application being disqualified and is cause for removal from any appointed body. Shaded information will not be released due to personal privacy protection laws.**

[Redacted Signature] \_\_\_\_\_  
**SIGNATURE**

02/09/2024 \_\_\_\_\_  
**DATE**



**COMMITTEE VOLUNTEER EMERGENCY CONTACT INFORMATION FORM**

<b>FULL NAME:</b>	Chester Noreikis
<b>START DATE:</b>	unkown
<b>NAME OF COMMITTEE, BOARD, OR COMMISSION:</b>	Library Board
<b>CITY STAFF REPRESENTATIVE:</b>	Library Board
<b>HOME ADDRESS:</b>	[REDACTED]
	Lincoln City, Or 97367
<b>MAILING ADDRESS:</b>	same
<b>HOME PHONE:</b>	[REDACTED]
<b>CELL PHONE:</b>	[REDACTED]
<b>PERSONAL E-MAIL ADDRESS:</b>	[REDACTED]

<b>EMERGENCY CONTACT NAME/RELATIONSHIP:</b>	[REDACTED]
<b>HOME PHONE:</b>	[REDACTED]
<b>CELL PHONE:</b>	[REDACTED]

<b>DATE:</b>	02/09/2024
<b>VOLUNTEER SIGNATURE:</b>	[REDACTED]

**ALL PERSONAL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL**



**FAIR CREDIT REPORTING ACT (FCRA) ACKNOWLEDGEMENT AND AUTHORIZATION FOR  
BACKGROUND CHECK FOR A VOLUNTEER POSITION WITH A LINCOLN CITY APPOINTED  
BODY**

**PLEASE READ CAREFULLY BEFORE SIGNING!**

I acknowledge receipt of the separate document entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION and a SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Lincoln City ("City") at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Pinnacle Investigations, 920 North Argonne Road, Suite 200, Spokane Valley, WA, 99212; Telephone Number 1-800-955-5306; [www.pinnacleprof.com](http://www.pinnacleprof.com)** and or "City". I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

[Redacted Signature]

**SIGNATURE**

02/09/2024

\_\_\_\_\_  
**DATE**

# Council Communication

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## Reappointment to the Boards and Committees- Abbreviated Process

Meeting Date:	March 25, 2024	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	

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### Background:

The City Recorder is looking for direction by motion from the City Council to use the abbreviated procedure for reappointment for Ms. Wilson. Mr. Townsend and Ms. Laspa which both have terms expiring 6/30/2024.

### Staff

### Recommendation:

Staff recommends that Council direct Staff to use the abbreviated procedure for reappointment of Carolyn Wilson, Richard Townsend and Holly Laspa to the Library Board.

### Authority:

Reappointment to the Lincoln City Budget Committee is authorized under LCMC Chapters 2.06.015 Recruitment and appointment process.

G. Reappointment. Requests for reappointment of appointive public officers (only for those who have previously completed the interview, reference and background check) may be processed using this abbreviated procedure. The council, by motion, may direct the city recorder to place appointive officers on the agenda for reappointment, subject only to an update of the background investigation (pursuant to a current release). Unless council by motion directs the use of the abbreviated procedure, all reappointments shall follow the procedure identified herein for original applicants. (Ord. 2021-20 § 1; Ord. 2017-05 § 1)

### Council

### Options:

Review and discuss the recommendation for the abbreviated procedure for reappointment.

### Potential Motions:

1. Motion to Direct the City Recorder to Place; Carolyn Wilson, Richard Townsend and Holly Laspa of the Library Board on the Next Agenda for Reappointment Subject to an Updated Background Investigation.

## Council Communication

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### Municipal Judge Pro Tem

Meeting Date:	March 25, 2024	Primary Staff Contact:	Abigail Edwards
Department:	Human Resources	E-Mail:	AEdwards@lincolncity.org
Secondary Dept:		Secondary Contacts:	Abigail Edwards
Approval:	Daphnee Legarza	Estimated Time:	5 minutes

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### Appointment of Municipal Judge Pro Tem

Judge Poole will be on vacation for the month of April and has requested that the Council appoint, or authorize him to appoint a Pro Tem Judge to serve in his absence. The City Charter, Chapter 6, Section 2, allows the Council to authorize the Municipal Judge to appoint municipal judges pro tem for either a term set by the Judge or the Council.

Judge Poole has recommended appointment of Lori Coukoulis as the Municipal Judge Pro Tem for the month of April 2024. Lori serves as Municipal Judge in other cities in Oregon, including Stayton and Silverton.

#### Staff Recommendation:

Given that availability of judges for pro tem work may change, staff recommends the Council exercise the authority given in the City Charter, Chapter 6.2 to allow the Municipal Judge to make pro tem appointments as needed. (Please see recommended motion under option one below.)

The appointment authority would be made with the understanding that the terms of temporary employment are the same as described in the Municipal Judge's contract. This will ensure the costs remain within the budget and the City is in compliance for any PERS obligations if appointed pro tem is a PERS qualifying employee in another jurisdiction.

If authorized to make appointments, the judge would need to work with Human Resources to initiate the temporary employment process. This would include providing a letter of appointment of the municipal judge pro tem and set term of appointment. The appropriate temporary employment forms would then be processed.

**Authority:****6.2 Municipal Judge.**

(1) The council shall appoint a municipal judge to serve for an indefinite term and to hold office at the pleasure of the council. The municipal judge shall be the judicial officer of the city and shall hold within the city, at a place and times that the court specifies, a court known as the Municipal Court for the city of Lincoln City, Lincoln County, Oregon.

(2) The municipal judge may:

- (a) Render judgments and, for enforcing them, impose sanctions on persons and property within the court's territorial jurisdiction;
- (b) Order the arrest of anyone accused of an offense against the city;
- (c) Commit to jail or admit to bail anyone accused of such an offense;
- (d) Issue and compel obedience to subpoenas;
- (e) Compel witnesses to appear and testify and jurors to serve in the trial of matters before the court;
- (f) Penalize contempt of court;
- (g) Issue process necessary to effectuate judgments and orders of the court;
- (h) Issue search warrants or inspection warrants; and
- (i) Perform other judicial and quasi-judicial functions prescribed by ordinance.

(3) The council may authorize the municipal judge to appoint municipal judges **pro tem** for terms of office set by the judge or the council.

**Council Options:**

1. Authorize the Municipal Judge to appoint municipal judges pro tem for set terms of office as needed. This would be a one-time authorization for all future pro tem appointments by Judge Poole.
2. Authorize the recommended municipal judge pro tem (Lori Coukoulis) for appointment as the municipal judge pro tem for the month of April 2024. This would be a one-time authorization by the Council for temporary appointment. Future appointments would return to the Council for consideration as needed.

3. If no authorization is made by Council for pro tem appointment, court dates would need to be rescheduled for any absence of the judge. Although possible, this route would be disruptive to the current workload for staff, and is usually only utilized in an emergency situation.

### **Financial Impact**

If authorized pursuant to the terms of the current contract, there is no financial impact.

If not authorized, financial impact would be seen in delayed collection of fines, as well as in the soft costs of staff time and materials needed to reschedule court dates.

### **Potential Motions:**

#### Option 1:

Move to allow the Municipal Judge Arnold Poole to appoint municipal judges pro tem for terms of office set by the judge, to be paid under the same terms and conditions of the Municipal Judge's contract as a temporary employee of the City.

#### Option 2:

Move to appoint Lori Coukoulis as municipal judge pro tem for the Lincoln City Municipal Court for the month of April 2024, to be paid under the same terms and conditions of the Municipal Judge's contract as a temporary employee of the City.

#### Option 3:

Take no action.