



City Council Meeting  
**May 5, 2025, 7:00 pm**  
City Hall Council Chambers  
201 NW Douglas Blvd.  
541.679.6739 info.

## Agenda

- I. Call to Order**—*Christie Knutson, Mayor*
  - A. Pledge of Allegiance
  - B. Roll Call
  - C. Adjustments to the Agenda
- II. Consent Agenda**
  - A. Approval of Council Minutes for April 21, 2025
- III. Comments from the Audience**—*anyone wishing to discuss items not covered on this agenda is welcome to address the City Council as a whole. Please state your name and address for the record. Each speaker will be given a maximum of 3 minutes. Speakers may not defame, intimidate, or use profanity or personal affronts. The Council reserves the right to delay action until they have full information on the issue.*
- IV. Reports: Boards, Commissions, Committees and Schools**
  - A. Douglas High School—*Gracie Byers and Cerenity Moreno, Douglas High School*
  - B. Winston Area Chamber of Commerce—*Shannon Nelson, Executive Director*
  - C. Traffic & Public Safety—*Dave Cunningham, Liaison*
- V. Department Reports**
  - A. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
  - A. New Business Licenses
    1. Pacific Manufacturing & Logistics
    2. Winston Area Chamber of Commerce
    3. M. A. Woodward Plumbing
  - B. Set Council Workshop Dates, *if necessitated*
  - C. Resolution No. 25-1179 Sewer Evaluation: SE Carroll
    1. Read by Title Only—*Cindy Sarti, Recorder*
    2. Staff Report—*Andy Howell, Public Works Superintendent*
    3. Comments from the Audience (3 minutes each speaker)
    4. Council Action
  - D. Resolution No. 25-1180 Sewer Line Improvements: SE Evergreen & SE Edgewood
    1. Read by Title Only—*Cindy Sarti*
    2. Staff Report—*Andy Howell*

3. Comments from the Audience (3 minutes each speaker)
  4. Council Action
- E. Resolution No. 25-1181 Sewer, Street, and Drainage Improvements: SE Jole Allen/SE Hall/SE Shigley
1. Read by Title Only—*Cindy Sarti*
  2. Staff Report—*Andy Howell*
  3. Comments from the Audience (3 minutes each speaker)
  4. Council Action
- F. Resolution No. 25-1182 Drainage & Paving Improvements: NW Lost
1. Read by Title Only—*Cindy Sarti*
  2. Staff Report—*Megan Hamilton, Public Works Foreman*
  3. Comments from the Audience (3 minutes each speaker)
  4. Council Action
- G. Resolution No. 25-1183 STEP System Evaluation: NW Brockway
1. Read by Title Only—*Cindy Sarti*
  2. Staff Report—*Andy Howell*
  3. Comments from the Audience (3 minutes each speaker)
  4. Council Action
- VIII. Upcoming Agenda Items**
- A. Ordinance No. 25-719 Amendment to STEP System Provision
- IX. Non-Agenda Items from Council**
- X. Good of the Order**
- A. Check Copies
  - B. Claims in Excess of \$500
- XI. Announcements**
- Budget Committee May 12<sup>th</sup> at 4; Community Center
  - Park Board May 13<sup>th</sup> at 4; City Hall
  - Economic Development May 14<sup>th</sup> at noon; City Hall
  - Friends of the Winston Library May 14<sup>th</sup> at 11; Library
  - Planning Commission May 14<sup>th</sup> at 7; City Hall
- XII. Executive Session—Pursuant to ORS 192.660 (2)**
- XIII. Adjournment**

### **AMERICANS WITH DISABILITIES NOTICE**

*As part of public policy, the City of Winston will attempt to provide public accessibility to services, programs, and activities. If accommodation is needed to participate in this meeting, please contact Winston City Hall at 541-679-6739, at least 48 hours prior to the scheduled meeting time.*



City Council Meeting  
**April 21, 2025, 7:00 pm**  
City Hall Council Chambers  
201 NW Douglas Blvd.  
541.679.6739 info.

## Minutes

### Call to Order

The meeting was called to order by Council President, Dave Cunningham. Councilors Dorie White, Allen Hobson, and Nick Wiggins were also present. Mayor Knutson was absent. Staff in attendance were Thomas McIntosh, Cindy Sarti, Andy Howell, and Chris Sherlock.

### Public Hearing Proposed Resolution No. 25-1178 Sewer Rate Increase

1. Public Hearing Process—*Mayor Knutson*
2. Read Proposed Resolution by Title Only—*Cindy Sarti, City Recorder*
3. Staff Report—*Thomas McIntosh, City Manager*

Motion to open the public hearing by Hobson; second by White. Unanimous. There was one public comment in opposition by Shareena Milton, 31 SE Thompson #24. Shareena asked why the city waited so long to do sewer improvements. There were no other public comments. Motion to close public hearing by White; second by Hobson. Unanimous. 7:15. Councilor White stated increases hurt, but the improvements are necessary.

### Consent Agenda

Council Minutes for April 7, 2025

Motion to approve by Hobson; second by Wiggins. Unanimous.

### Comments from the Audience

Brian Armstrong, 31 SE Thompson #36. Armstrong and other tenants of Riverbend RV Park received letters from their landlord because the landlord received a letter from the city regarding floodplain compliance due to the recent flood event. They are confused and seeking guidance from the city on steps toward floodplain compliance. Others who spoke regarding the matter were Michelle McKinney #49, Rebecca Allen #63, and Shareena Milton #24. McIntosh gave instructions for the people to contact City Hall and make individual appointments regarding their situations.

### Department Reports

Wastewater—*Christopher Sherlock, Superintendent*

PLC upgrade is complete. Blower has been installed and is waiting for TAG for programming. Pump failure over the weekend has changed the outlook for the upcoming budget. The chlorine storage area project will be put on hold to tackle failing pumps. The pumps are 50 years old and were pumping non-stop during the flood event.

Public Works—*Andy Howell, Superintendent*

The water meter at the community center will be replaced. The current meter is 3" and will be downsized to 2" to save money. The Lookingglass Creek pump station and the Brockway STEP system are to be evaluated. It is the goal to eliminate the STEP system altogether and have a gravity

system along Brockway Rd. The new side by side is a time-saving piece of equipment. The boat ramp took a major hit from the flood. A large tree hazard has been removed. The boat ramp is suffering from severe erosion. Howell has reached out to the Oregon State Marine Board for assistance.

Administration—*Thomas McIntosh, City Manager*

We have asked for \$958,000 from the Capitol Funding Grant Program to finish the Abraham trunkline. Winston is a good candidate for the funding. The budget process is well underway.

### **New Business**

New Business Licenses

1. Big Dreams—*Dakota Dodson*
2. Mirium and Mason's Empiere—*Mason Amos*

Motion to approve by Wiggins; second by Hobson. Unanimous.

Appointment to Budget Committee: Scott Rutter

Motion to appoint by Hobson; second by Wiggins. Unanimous.

Resolution 25-1178 Sewer Rate Increase

1. Read by Title Only—*Cindy Sarti, City Recorder*
2. Staff Report—*Thomas McIntosh, City Manager*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

Motion to approve by White; second by Hobson. Unanimous.

### **Announcements**

- Traffic & Public Safety meeting April 28<sup>th</sup> at 7pm; Police Dept.
- City Council May 5<sup>th</sup> at 7pm; City Hall
- Park Board May 13<sup>th</sup> at 4; City Hall
- Economic Development May 14<sup>th</sup> at noon; City Hall
- Friends of the Winston Library May 14<sup>th</sup> at 11; Winston Library
- Planning Commission May 14<sup>th</sup> at 7pm; City Hall

The first Budget Committee meeting will be at 6pm May 5, 2025, at City Hall. The second Budget Committee meeting will be at 4:00 on May 12<sup>th</sup> at the Community Center.

Break for executive session. 8:05.

**Executive Session**—*Pursuant to ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection.* Duration: Approximately 15 minutes.

Reconvene after executive session at 8:17.

### **Adjournment**

There being no further business, the meeting was adjourned. 8:17. Respectfully submitted by Cindy Sarti, City Recorder.

Attest:

---

*Christie Knutson, Mayor*

---

*Cindy Sarti, City Recorder*





# Application for Business License

10-25

Receipt # 91508  
4/8/25

RECEIVED  
APR 08 REC'D  
CITY OF WINSTON BY \_\_\_\_\_  
CHK# \_\_\_\_\_  
CASH \_\_\_\_\_  
AMT \_\_\_\_\_

### Tell us about you:

Applicant Ashley Owenzer  
★ Date of Birth [REDACTED] Driver's License/ID# [REDACTED] State [REDACTED]  
Mailing Address 30170 SW OrePac Ave  
City Wilsonville State OR Zip 97070  
Phone 503-685-5471 Email accounting@orepac.com  
\* Please call if DOB & driver's license are required for application

### Tell us about your business:

Business Name Orepac Holding Company dba Pacific Manufacturing & Logistics  
Street Address 375 Dillard Gardens Rd, Winston, OR 97496  
Mailing 375 Dillard Gardens Rd PO Box # \_\_\_\_\_  
City Winston State OR Zip 97496  
Business Type Building materials (doovers) manufacturer - SCORP Secondhand Property Dealer? NO  
Phone 458-206-4316 Email cwarren@orepac.com, wayne@orepac.com  
Property Owner (if other than applicant) \_\_\_\_\_  
Sq. Ft. of Building for Business: 130,000 No. of Parking Spaces 16  
Applicant Signature: Ashley Owenzer Date 3/27/25  
Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(If different from applicant)

**Important Notice Regarding Signs:** Any new signs or alterations of existing signs may need a separate sign permit.

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 - 110.99, and Chapter 112; Sections 112.01 - 112.99. View it 24/7 at [www.WinstonCity.org](http://www.WinstonCity.org) under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

\*\*\*\*\*STAFF USE ONLY\*\*\*\*\*

LICENSE # 10-25

Business Location Outside city limits and UGB Zoning ---

Change of Occupancy  Y  N Sign Permit Required  Y  N

Planning Official Randall Stevens Date \_\_\_\_\_

Comments: Attn to conduct business within W. Astor City limits. Specific building projects may require Planning Clearance Worksheet.

Police Chief [Signature] Date 04/18/25

Recommendation:  Grant  Deny 2nd Hand Dealer  Y  N  
Comments: \_\_\_\_\_

City Recorder [Signature] Date 4/24/25

Billing Clerk N/A Date \_\_\_\_\_

Fee \$50 Receipt # 91508 4/8/25 cc 5/5/25 Letter/Label  Entered/Mailed

Additional Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Application for Business License

## Tell us about you:

Applicant: Winston Area Chamber of Commerce  
 Date of Birth: \_\_\_/\_\_\_/\_\_\_ Driver's License/ID#: \_\_\_\_\_ State: \_\_\_\_\_  
 Mailing Address: PO Box 142  
 City: Winston State: OR Zip: 97496  
 Phone: 951-522-9415 Email: shannon@chamberwinston.org

## Scope of Business (select one):

- Permanent (Business addressed and/or located within city limits – **Complete Section A**)
- Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits – **Complete Section B**)

## Section A:

Business Name: Winston Area Chamber of Commerce  
 Street Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ PO Box: 142  
 City: Winston State: OR Zip: 97496  
 Business Type: Non-Profit Secondhand Property Dealer? \_\_\_\_\_  
 Description of business to include hours of operation and expected number of employees: \_\_\_\_\_  
Local Chamber of Commerce, support local business growth, enhance the economic and civic vitality of Winston. Hours: M-F 9-5

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application # \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if other than applicant): \_\_\_\_\_

Sq. Ft. of Building for Business: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If different from applicant)

**Section B:**

Business Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Complete the following where applicable, and sign below:**

CCB#: \_\_\_\_\_ DC Health Dept: \_\_\_\_\_ Other: EIN # 33-4320181

Current/Upcoming Projects (Input N/A if none): N/A

Applicant Signature: Shannon Nelson (Executive Director) Date: 4/24/25

**Development Notice:**

*The issuance of a Winston Business License does not authorize construction outright. Specific projects including, but not limited to, property development, signage, building projects, home construction, solar projects, and fencing require case specific reviews conducted by the City of Winston.*

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application # \_\_\_\_\_ - \_\_\_\_\_





**Winston Area**  
Chamber of Commerce

April 24, 2025

**Mayor Christie Knutson**  
**Winston City Council**  
City of Winston  
201 NW Douglas Blvd  
Winston, OR 97496

Dear Mayor Knutson and Members of the City Council,

On behalf of the newly established Winston Area Chamber of Commerce, I am writing to respectfully request a waiver for the business license fee for the current year.

As this is our first year in operation, our Chamber is laying the foundation for future growth and service within our community. We are dedicated to supporting local businesses, fostering economic development, and promoting Winston as a vibrant place to live, work, and visit. In these early stages, we are working diligently to build partnerships, develop programming, and operate with limited financial resources.

Granting a waiver for our business license fee would be a significant help as we allocate our limited funds toward outreach, events, and services that directly benefit the City of Winston and its business community. Your support would also demonstrate a strong spirit of collaboration between the City and the Chamber as we work together to strengthen our local economy.

We truly appreciate your consideration of this request, and we welcome the opportunity to speak with you further or provide any additional information. Thank you for your continued support of community-based initiatives and for your commitment to Winston's prosperity.

Sincerely,  
*Shannon Nelson*  
Shannon Nelson  
Executive Director



License # 11-25

### Application for Business License

#### Tell us about you:

Applicant Matthew Allen Woodward  
Applicant Date of Birth [REDACTED] Driver's License/ID# [REDACTED] State [REDACTED]  
Mailing Address 37028 hwy 58  
City Pleasant hill State oregon Zip 97455  
Phone 5418085934 Email carlawoodward.29@gmail.com

#### Tell us about your business:

Business Name Matthew Allen Woodward Plumbing  
Street Address 37028 hwy 58 PO Box # \_\_\_\_\_  
City Pleasant Hill State Or Zip 97455  
Business Type Plumbing/Excation Secondhand Property Dealer? \_\_\_\_\_  
Phone 5418085934 Email Carlawoodward.39@gmail.com  
Property Owner (if other than applicant) \_\_\_\_\_  
Sq. Ft. of Building for Business: \_\_\_\_\_ No. of Parking Spaces \_\_\_\_\_  
Applicant Signature: Matthew Woodward Date 4/21/25  
Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_  
*(If different from applicant)*

**Important Notice Regarding Signs:** Any new signs or alterations of existing signs may need a separate sign permit.

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Zoning: \_\_\_\_\_ Change of Occupancy **Y N** Sign Permit Required **Y N**  
Planner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Police Chief Signature [Signature] Date 042825 Recommended **Y N**  
City Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee \$50 set by COW Fee Schedule Receipt # \_\_\_\_\_

Refer to Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 - 110.99, and Chapter 112; Sections 112.01 - 112.99. View it 24/7 at [www.WinstonCity.org](http://www.WinstonCity.org) under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.



## **RESOLUTION NO. 25-1179**

**A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CIVIL WEST ENGINEERING SERVICES INC FOR THE EVALUATION OF AN AGED SEWER LINE ON SE CARROLL ST. FOR AN AMOUNT NOT TO EXCEED \$8,000.**

**WHEREAS** the City of Winston operates and maintains a sewer collection system; and,  
**WHEREAS** the Public Works department is responsible for the operation and maintenance of the sewer collection system; and,  
**WHEREAS** Public Works has identified significant issues with a sewer line installed years ago for private use; and  
**WHEREAS** over time, the line serviced more than one tax lot making the city responsible for its maintenance; and  
**WHEREAS** Civil West Engineering Services, Inc. has provided a scope of services and is ready, willing, and able to perform the work.  
**NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON OREGON CITY COUNCIL:**

**SECTION 1.** The City Manager is hereby authorized to enter into an agreement with Civil West Engineering Services, Inc. for the evaluation of a 550' aged sewer line on SE Carroll St. east of SE Shigley as outlined in Civil West Engineering Scope of Services dated April 17, 2025, and Public Works Staff Report No. 25-07, both attached hereto and incorporated by reference.

**SECTION 2.** This resolution shall be in effect upon the date of its adoption.

**ADOPTED BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 5<sup>TH</sup> DAY OF MAY 2025.**

**APPROVED BY THE MAYOR ON THIS 5<sup>TH</sup> DAY OF MAY 2025.**

\_\_\_\_\_  
*Christie Knutson, Mayor*

Attest:

\_\_\_\_\_  
*Cindy M. Sarti, City Recorder*