



City Council Meeting
May 19, 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 May 5, 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. Park Board May 13, 2025—*Dorie White, Liaison*
 - B. Friends of the Winston Library May 14, 2025—*Allen Hobson, Liaison*
 - C. Economic Development May 14, 2025—*Nicholas Wiggins, Liaison*
- V. Department Reports**
 - A. Wastewater—*Christopher Sherlock, Superintendent*
 - B. Police—*Brandon Sarti, Chief*
 - C. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. Council Workshop Dates, *if necessitated*
 - B. Traffic & Public Safety Committee Recommendation
 - C. Park Board Recommendation for Appointment
 - 1. Clay Caldwell
 - D. Ordinance No. 25-719 Municipal Code Amendment; K9 Exemption
 - 1. Read by Title Only, 1st Reading—*Cindy Sarti, City Recorder*
 - 2. Staff Report—*Chief Sarti*
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Council Action
 - E. Ordinance No. 25-720 Municipal Code Amendment; STEP Systems
 - 1. Read by Title Only, 1st Reading—*Cindy Sarti*
 - 2. Staff Report—*Andy Howell*
 - 3. Comments from the Audience (3 minutes each speaker)

4. Council Action
- F. Ordinance No. 25-721 Municipal Code Amendment; Planning Commission
 1. Read by Title Only, 1st Reading—*Cindy Sarti*
 2. Staff Report—*Thomas McIntosh*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
- VIII. Non-Agenda Items from Council**
- IX. Upcoming Agenda Items**
 - A. 2025-26 Budget Hearing June 2, 2025
- X. Good of the Order**
 - A. Check Copies
 - B. Claims in Excess of \$500
- XI. Announcements**
 - May 26th Memorial Day—*City Offices will be Closed*
 - Planning Commission Public Hearing May 29th 7pm; City Hall
 - Winston City Council June 2nd 7pm; 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
May 5, 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 at 7:00 by Mayor Christie Knutson. Councilors Dorie White, Dave Cunningham, Allen Hobson, and Nick Wiggins were also present. Staff members in attendance were Thomas McIntosh, Cindy Sarti, Andy Howell, Brandon Sarti, and Landon Stevens. Remove item VII (F) from the agenda.

Consent Agenda—Approval of Council Minutes for April 21, 2025

Mayor Knutson was absent from the April 21st meeting. She is listed in the minutes as running the Public Hearing when it should say Dave Cunningham, Council President. A motion was made to approve the minutes by Wiggins; second by White. Unanimous.

Reports: Boards, Commissions, Committees and Schools

Douglas High School—*Gracie Byers and Cerenity Moreno, Douglas High School*

The prom was last weekend. DHS Office staff request more ballfields, places for teens to do things. The council received an invitation to the FFA Banquet on May 17th. There will be a hog raffle. Plant sale May 3 and 4 and May 10 and 11. June 7th is the lamb show at Douglas County Fairgrounds.

Winston Area Chamber of Commerce—*Shannon Nelson, Executive Director*

The first meet and greet was held at Lookingglass Brewery. The board is seeking applicants for a treasurer. Winston is part of the Main Street Program. Upcoming workshops/events 2nd Wednesday from 9-11. The website is chamberwinston.org. A request to waive the business license fee of \$50 and use the room at City Hall, formerly known as the Visitor Information Center for meetings. A motion to use the room (former Visitor's Information Center) and waive the business license fee was made by Cunningham; second by Hobson. Unanimous.

Traffic & Public Safety—*Dave Cunningham, Liaison*

Discussion on placement of stop signs and speed limit signs. The radar trailer is on its last leg.

Department Reports—Administration—*Thomas McIntosh, City Manager*

OPRD grant was submitted in April, with requested revisions, and was accepted. We should know something by the end of June. McIntosh attended a conference call with politicians

requesting a \$946,000 grant to expand the Abraham Trunkline Project. We will know in September if it is approved. Thanks to the members for completing their Statements of Economic Interest with the Ethics Committee.

New Business

New Business Licenses

1. Pacific Manufacturing & Logistics
2. Winston Area Chamber of Commerce
3. M. A. Woodward Plumbing

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

Set Council Workshop Dates, *if necessitated*

A workshop was scheduled for May 19th at 6 to discuss information from the League of Oregon Cities conference in North Bend.

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

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

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

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

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

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

~~A. 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~~

Item removed from the agenda.

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

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

**Upcoming Agenda Items—Ordinance No. 25-719 Amendment to STEP System Provision
Good of the Order**

- A. Check Copies
- B. Claims in Excess of \$500

Announcements

- Budget Committee May 12th at 4; Community Center
- Park Board May 13th at 4; City Hall
- Economic Development May 14th at noon; City Hall
- Friends of the Winston Library May 14th at 11; Library
- Planning Commission May 14th at 7; City Hall

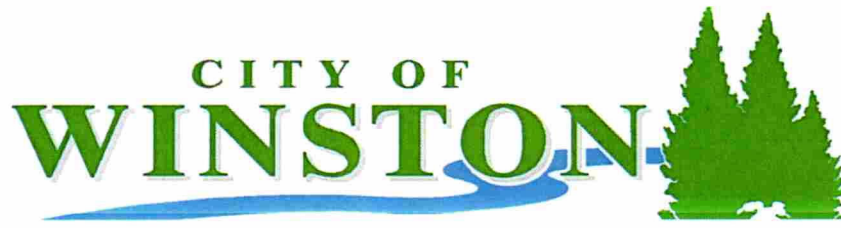
Adjournment

There being no further business, the meeting was adjourned. 7:55. Respectfully submitted by Cindy Sarti, City Recorder.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Park Board 2025

Park Board Meeting Minutes
May 13th, 2025 at 4:00 pm
Winston City Hall

1. Call to Order The meeting was called to order at 4:03 pm

A. Roll Call

Jack Holland, President	Melissa Tristany
Raeann Rutledge, Secretary	Onikka Driscoll
Ernest Bramucci.	Dorie White
Deb DeMasters.	

2. Minutes

The minutes have been read by all present.
Jack made a motion to approve the amended minutes.
Ernest seconded the motion. All in favor. Motion passed.

3. Guests:

Clay Caldwell

4. Old Business

A. Community Park Restroom Project Grant Funding Progress:
1. Grant submitted and received by ORPD

5. New Business

A. Park Bench/Table Standards.

1. Discussion on how the Park Board would like to have a uniform set standard for that type of equipment to be placed in parks:

- Fixed in place, and
- Durable and Weather Resistant.

There was continued discussion on getting catalogs to order such items from. Jack suggested we table further. Discussion pending further investigation. Melissa made a motion to table, Ernest 2nd the motion, motion passed unanimously.

B. Citizen Involvement Application for Appointment.

- Clay Caldwell submitted application. Mr. Caldwell is a respected and valued member of our community, being actively involved on the Board for The Winston/Dillard Melon Festival and the Central Douglas Fire Board for many years. The Park Board feels he would be a valuable asset to the City of Winston Park Board. Raeann made a motion to recommend approval of Mr. Caldwell's

Application for Appointment, Ernest 2nd, motion passed unanimously. Will be sent to City Council.

C. One Way Signs for Riverbend Park.

1. Onikka brought up the need for more, strategically placed One Way signs around the roadway in RBP particularly near the stage, and down by the river. Onikka made motion for Public Works to look into getting the signs, Raeann 2nd the motion, motion passed unanimously.

6. Discussion

A. Public Works.

1. Deb informed the board that the rocks have been placed along the RBP roadway, access post installed, and Skatepark signs have arrived and will be placed.

B. Talked about playground equipment and focus right now needs to be on safety and repairing where possible rather than replacement.

C. Board would like to start looking into updating the current Park Master Plan, as it is outdated.

D. Jack shared that he believed that Job Corps may have a Masonry Program that we could possibly contact about having concrete benches replaced at RBP that were damaged in the storms and flood.

Next Meeting Date; June 10, 2025, 4:00pm. **Location:** Winston City Hall

Meeting Adjourned 4:42pm

Raeann Rutledge



Park Board 2025

Agenda

Park Board Meeting

May 13th, 2025, 4:00 pm

Winston City Hall

Call to Order:

Roll Call

Acceptance of minutes

Comments from the Audience- anyone wishing to discuss items not covered on this agenda are welcome to address the Park Board as a whole. Please state your name and address for the record. The Park board reserves the right to delay action until they have full information on the issue.

Guest: Clay Caldwell-Submitted Citizen Involvement Application for Appointment

Business:

Old-

Grant submitted and received by ORPD

Specs and Preliminary Estimate for Winston Community Park Project

Clay Caldwell reported a man metal detecting and digging up the grass area in front of and beside stage, plus in the ballfields. This has been reported to PD. (Update: The gentleman reached out to see what the procedure is for metal detecting in the parks. He was called and a message was left on what he would need to do, which was come before Park Board to get permission to do so in designated areas only. We never heard anything back)

New-Discuss Park benches / table standards

-Vote on new PB member

Public Works- Rocks placed, access post installed, signs have arrived and will be placed.

Other-

Next Meeting Date / Location: 6/10/25, City Hall, 4PM

**CITY OF WINSTON
ECONOMIC DEVELOPMENT**

May 14, 2025 12PM
Winston City Hall
541.679.6739

Minutes

I. CALL TO ORDER By Valynn Currie, Chairman .

Board members present were, Steve Johnson, Kem Todd, Shannon Nelson and Valynn Currie. Kem moved to approve the minutes, Steve seconded, motion passed.
Guests: Landon Stevens, Thomas McIntosh, and Nicholas Wiggins.

II. Comments from the Audience

None

III. Committee Reports

1. Community Development- Landon Stevens discussed phase approval on Ryan Short Subdivision 57 lots, designs are submitted. There will be a Planning Commission workshop tonight. Have had several mobile home application. Kelly apartments are proceeding. Jim Jones floated idea of restaurant in Loggers old site..

2. Events- The chamber needs treasurer and new VP. They are narrowing down dates for events. They are meeting on second Thursday of each month 6 to 7 pm in VIC site. They will do Citizens Banquet, wine walk, and event at graffiti. Discussing video commercial.

IV. OLD BUSINESS- Newsletter is being worked on with funding major hurdle. Looking to Chamber to request grant from URA. The need is \$1450 per month to proceed with Staples putting together and Post Office getting to all residents.

The URA has budgeted funds for analysis by Elaine Howard. Will review after July 1st. Legislature wants support from cities for Bill 3962. RV parks are currently transients, but most are occupied for longer periods to avoid Motel Tax Will be introducing language to show 29 days or less for sites.

V. NEW BUSINESSES- Mobile vendors and contractors..

VII. GOOD OF THE ORDER

Brian Prawitz is leaving Partnership to move East.

VIII. ADJOURNMENT

Steve moved to adjourn and Shannon seconded, passed.

Next meeting will be June 11, 2025 at noon.

FLOW ALLOCATION CHART

MONTH	WINSTON	GREEN	GREEN Calculated	LANDERS LN.	LEACHATE (Ingram)	TOTAL	RAINFALL
	MG	MG	MG	MG	MG	MG	
Jan.25	37.47	31.60	31.92	0.891	0.567	69.39	2.98
Feb.25	33.23	29.76	29.49	0.789	1.062	62.72	3.99
Mar.25	47.88	37.97	37.77	1.089	1.293	85.65	8.36
Apr.25	26.89	34.25	33.76	0.560	1.051	60.65	0.81
May.24	24.43	22.27	22.62	0.352		47.05	2.02
June.24	15.59	17.17	17.50	0.334		33.09	0.50
July.24	15.43	15.43	15.77	0.339		31.20	0.15
Aug.24	14.86	16.96	17.35	0.392		32.21	1.59
Sept.24	13.39	15.48	15.95	0.469		29.34	0.43
Oct.24	15.49	17.66	18.19	0.531		33.68	1.86
Nov.24	28.71	31.80	32.40	0.595		61.11	8.54
Dec.24	39.53	40.32	40.91	0.595		80.44	9.14
TOTAL	312.90	310.67	313.63	6.937		626.53	40.37
GREEN Flow Calculated		313.63					
APPORTIONMENT	49.94%	50.06%					
				100%			

Winston- Green WWTF Monthly Numbers

April 2025

General

1.) Plant Flow (MG)	<u>2025</u>		<u>2024</u>	
<i>Winston</i>	26.89	56%	23.71	53%
<i>Green</i>	34.25	44%	20.61	47%
<i>Rainfall</i>	0.81		1.91	

2.) Leachate

WWTF:	77,000	605,000
Ingram:	?	
Total:	#VALUE!	605,000

3.) Bio-Solids

*Storing solids

Monthly Notes

- Effluent filter # 3 actuator failure.
 - Actuator replaced with a used one we had on hand
- Spring Clean Up Around Facility
- Blower # 4 conduit has been ran and we are waiting for the electricians to build a new breaker panel for inside the electrical bucket
- Lab Computer Replaced. This was done for security reasons since the other one was too old to have the appropriate security software on it
- Annual Service on Kubota RTV
- Annual Service on Poo Truck
- RBC's offline for the season
- Flare condensation trap failure. Replaced it with a new one
 - This was an item that we fortunately had on order and it arrived a few days after the failure
- DEQ Inspection
 - This was a 3 hour inspection performed by Andy Ullrich from DEQ. He is our permit coordinator. We passed with no major comments or violations
- Call out 4-19-25 @ 4:30 AM
 - Influent pump # 3 fault. After looking into the pump and the motor it was determined that the pump needed a new impeller and the electric motor needed rebuilt.
- Digester Gas regulator for both digesters failed. We were unable to get parts for it so a new regulator and flame arrester was ordered. Staff also replaced the plug valve going to the flare and the 2 flex couplers on either end of the setup
- Effluent Filter # 2 actuator control card failure
 - This was repaired with parts on hand

Winston-Green WWTF

April 2025

SYSTEM CLASSIFICATION: IV PERMIT # 100554
COUNTY: DOUGLAS

FILE # 98400

DATE	POPULATION: 10000										TYPE: RBC / ACTIVATED SLUDGE										BIOSOLIDS		
	EFF					LBS					CL2					CL2					LAND		
	TOTAL	INF	INF	PH	TEMP	BOD	%	BOD	DIS	SS	RES	USED	USED	COL	ECOLI	RES	USED	USED	COL	LBS	gallons	gallons	inches
1	3,743	7.3	169	7.1	13.9	12.6	93%	393	393	5.6	95%	174.8	0.06	620	41.4	0.06	620	41.4				0.16	
2	3,238	7.3	156	6.9	14.1	7.2	95%	194	194	3.2	98%	86.4	0.02	620	41.4	0.02	620	41.4				0.12	
3	3,091	7.2		7.0	14.4								0.09	612	40.8	0.09	612	40.8	2.0				
4	2,779	7.2	282	7.0	14.6	9.4	97%	218	218	4.4	98%	102.0	0.08	615	41.0	0.08	615	41.0					
5	2,537	7.2		7.3	15.1								0.04	615	41.0	0.04	615	41.0					
6	2,820	7.3		7.3	15.0								0.05	615	41.0	0.05	615	41.0	18.9			0.43	
7	2,743	7.2	242	7.1	14.9	9.9	96%	226	226	4.4	98%	100.7	0.05	615	41.0	0.05	615	41.0				0.08	
8	2,767	7.3		7.3	14.3								0.09	579	38.6	0.09	579	38.6	25.9			0.02	
9	2,447	7.2	302	7.2	14.4	6.7	98%	137	137	4.2	98%	85.7	0.06	570	38.0	0.06	570	38.0					
10	2,110	7.3		7.2	15.5								0.09	586	39.1	0.09	586	39.1					
11	2,110	7.4	390	7.3	15.4	7.1	98%	125	125	3.0	99%	52.8	0.09	597	39.9	0.09	597	39.9					
12	2,050	7.4		7.1	15.5								0.09	475	31.7	0.09	475	31.7					
13	1,932	7.3		7.4	15.7								0.09	579	38.6	0.09	579	38.6	<1				
14	1,969	7.3	461	7.1	16.3	7.5	98%	123	123	3.8	99%	62.4	0.06	538	35.9	0.06	538	35.9	9.6				
15	1,807	7.4		7.2	16.5								0.09	362	24.2	0.09	362	24.2					
16	1,774	7.3	368	7.1	16.6	7.6	98%	112	112	4.6	98%	68.1	0.02	385	25.7	0.02	385	25.7					
17	1,667	7.3		7.3	16.6								0.08	357	23.8	0.08	357	23.8					
18	1,650	7.3		7.2	16.6								0.09	347	23.1	0.09	347	23.1					
19	1,572	7.4		7.4	16.7								0.04	345	23.0	0.04	345	23.0					
20	1,555	7.4		7.4	16.7								0.04	421	28.1	0.04	421	28.1					
21	1,598	7.4	510	7.3	16.8	8.0	98%	107	107	3.4	99%	45.3	0.05	404	26.9	0.05	404	26.9					
22	1,528	7.4		7.3	16.9								0.05	462	30.8	0.05	462	30.8	177.7				
23	1,475	7.3	544	7.2	17.1	6.9	99%	85	85	3.8	99%	46.7	0.09	384	25.6	0.09	384	25.6	<1				
24	1,492	7.4		7.2	17.3								0.06	431	28.8	0.06	431	28.8					
25	1,487	7.4	374	7.2	16.8	4.1	99%	51	51	1.2	99%	14.9	0.05	420	28.0	0.05	420	28.0					
26	1,419	7.4		7.1	16.8								0.05	481	32.1	0.05	481	32.1					
27	1,441	7.0		7.0	17.2								0.04	463	30.9	0.04	463	30.9	71.7				
28	1,501	7.3	497	7.0	17.5	4.1	99%	51	51	1.8	99%	22.5	0.03	428	28.6	0.03	428	28.6					
29	1,424	7.4		7.2	17.9								0.08	453	30.2	0.08	453	30.2	<1				
30	1,414	7.3	454	7.3	17.9	3.4	99%	40	40	1.4	100%	16.5	0.01	529	35.3	0.01	529	35.3					
TOT	61,140							1,863				878.8		14,908	994.64		14,908	994.64				0.81	
MAX	3,743	7.4	544	7.4	17.9	12.6	99%	393	393	5.6	100%	174.8	0.09	620	41.37	0.09	620	41.37	177.7			0.43	
MIN	1,414	7.0	156	6.9	13.9	3.4	93%	40	40	1.2	95%	14.9	0.01	345	23.05	0.01	345	23.05	<1			0.02	
AVG	2,038	7.3	365	7.2	16.0	7.3	97%	143	143	3.4	98%	67.6	0.06	497	33.15	0.06	497	33.15	7.9			0.16	

I certify that I am familiar with the information
contained in this report and that to the best of my
knowledge such information is true, complete
and accurate.

Christopher W. Sherlock
SUPERINTENDENT T IV

PERMIT LIMITS: 2.35MGD, pH 6.0 to 9.0, BOD TSS Conc-30 monthly/43weekly, Mass BOD TSS 1200 daily/880 weekly/590 monthly, EC/126 monthly



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:

- ☐ CITY COUNCIL
☐ PLANNING COMMISSION
☒ PARKS BOARD
☐ BUDGET COMMITTEE
☐ URBAN RENEWAL ADVISORY
☐ ECONOMIC DEVELOPMENT
☐ TRAFFIC & PUBLIC SAFETY
☐ LIBRARY, (FOWL)
☐ VISITOR'S INFO. CENTER

Name

Clay Caldwell

Residence Address

126 Fourth St.

Mailing

190 Fourth St. Winston, OR

City

Dillard

State

OR

Zip Code

97432

How Long?

31

Yrs

Age Group

18-25

26-35

36-50

51-60

61+

Phone

541-530-7862

Email Address

cclaydwell@gmail.com

Occupation

Retired

Hobbies/Interests

community involvement

Previous community involvement experience?

W-D Fest, Assn, member 27 years

W-D Fire Board 4 years

Community Unity 2 years

I understand most correspondence is done by email. I have, or will obtain, an email address and check it regularly. Resumes are encouraged, not required. Feel free to attach whatever you feel is relevant to being appointed to the board, commission, or committee you wish to serve.

I can commit any daytime hours, and/or I can commit any evening hours per month.

Applicant Signature:

Clay Caldwell

Date

5/5/2025

Feel free to use the space below to add relevant information you feel would have an impact on your appointment.

RECEIVED
CITY OF WINSTON

REC #

MAY 05 2025

CK #

CA\$

BY

[Signature]

OTHER

****See Reverse Side for Important Information****

Winston Municipal Code Title III; Chapter 30; Section 30.10 (C) Committee Appointments, states the following:

“Appointments to all boards, commissions and committees shall be made in accordance with applicable state law and city ordinance. In the absence of a law or ordinance, appointments shall be made by the Mayor with the concurrence of the Council. The following rules shall govern all appointments:

- (1) All boards, commissions and committees shall be balanced, insofar as possible, between the different economic, social geographic, racial, sex and age groups in the city;*
- (2) Insofar as practicable, all boards, commissions and committees shall contain a variety of philosophies among the different members;*
- (3) Individuals possessing a special area of expertise that would be of direct benefit to a board, commission or committee should be given special consideration;*
- (4) Individuals being considered must be willing to dedicate, at a minimum, two nights per month to the board, commission or committee on which they serve;*
- (5) Any individual or group is encouraged to submit an application for consideration to the Mayor, Council members or City Manager;*
- (6) Reappointments to a board, commission or committee must reapply and shall be considered in accordance with these guidelines, together with the type of service the individual has already given to the city and his or her stated willingness to continue;*
- (7) Appointees must be, and remain, in compliance at all times with all ordinances, bylaws, Charter provisions, or state or federal laws.*
- (8) No individual should be considered for appointment to a position on any board, commission or committee where a conflict of interest may result.*
- (9) (a) No appointee shall be appointed a member on more than one Board, Commission, or Committee at a time, except for the budget committee.*
(b) Should a vacancy exist for longer than 90 days, any qualified person may apply and be accepted to fill that vacancy regardless if they already sit on a citizen Board, Commission or Committee.

For descriptions, duties, and responsibilities of Winston’s involved citizens, refer to the following sections of the Winston Municipal Code. For Urban Renewal Advisory, see URA policies and procedures. For Budget see Oregon Revised Statutes (ORS).

- | | |
|--|---|
| • Mayor/City Councilor | Title III; Chapter 30; Sections 30.01 - 30.25 |
| • Planning Commission | Title III; Chapter 31; Sections 31.020 - 31.034 |
| • Traffic & Public Safety | Title III; Chapter 31; Sections 31.060 – 31.067 |
| • Economic Development | Title III; Chapter 31; Sections 31.125 – 31.133 |
| • Friends of the Winston Library
(FOWL) | Title III; Chapter 31; Sections 31.140 – 31.146 |
| • Parks Board: | Title IX; Chapter 93; Sections 93.01 – 93.20 |
| • Budget Committee | ORS 294.414 |
| • Urban Renewal Advisory | Article II URA Policies and Procedures 2012-02-09 |

View it 24/7 at www.WinstonCity.org under the Government tab, or in person at City Hall during normal business hours, 201 NW Douglas Blvd. (541) 679-6739.



ORDINANCE NO. 25-719

AN ORDINANCE OF THE CITY OF WINSTON OREGON CITY COUNCIL AMENDING THE WINSTON MUNICIPAL CODE TITLE IX, CHAPTER 91 ADDING SECTION 91.100 REGARDING ANIMAL REGULATIONS AND DECLARING AN EMERGENCY.

WHEREAS the City of Winston has Animal Control provisions located in the Municipal Code; and,

WHEREAS the Winston Police Department has an active K-9 program; and,

WHEREAS there are currently no exemptions to Winston's Animal Control regulations for police service and K-9 dogs.

NOW, THEREFORE, THE CITY OF WINSTON OREGON CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Winston Municipal Code Title IX Section 91.100 titled "Exemptions" is hereby added to read as follows:

91.100 EXEMPTIONS.

Police service and K-9 dogs actively employed by a police agency are exempt from the provisions located in title IX Section 91 of the Winston Municipal Code.

SECTION 2. This Ordinance will be in full force and effect on the day it is adopted by Council.

FIRST READING AND ADOPTION BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 19TH DAY OF MAY 2025

APPROVED BY THE MAYOR ON THIS 19TH DAY OF MAY 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Staff Report

WPD 25-05

Subject: Ordinance: 25-719

Date: May 15th, 2025

Prepared by: Brandon Sarti, Chief of Police

Analysis: Exemption of Police K-9's from all City Ordinance pertaining to Animal Control while in the performance of their duties.

Background: Defense attorneys are starting to use city ordinance as a defense against the police and their K-9's when a K-9 is deployed within the city limits.

Recommendation: Approve Ordinance 25-719 approving the emergency update for City Ordinances to allow K-9 officers and their animals to operate clearly within the City of Winston without any violations of City Ordinances.

Financial Impact: No financial impact on this emergency update.



ORDINANCE NO. 25-720

AN ORDINANCE OF THE CITY OF WINSTON, OREGON, CITY COUNCIL AMENDING TITLE 5 OF THE WINSTON MUNICIPAL CODE PLACING A MORATORIUM ON THE STEP SYSTEM PROGRAM AND DECLARING AN EMERGENCY.

WHEREAS under Title V of the Municipal Code residential users can install Septic Tank Effluent Pump (STEP) systems where their residence cannot be served by a standard gravity sewer connection; and,

WHEREAS STEP systems are required to be maintained by the City and the lack of annual maintenance results in complete replacements of pumps motors and other electrical connections as a result of the caustic environment they are installed in; and,

WHEREAS the city has determined the program to be unsustainable and now stands in need of placing a moratorium on its growth.

NOW, THEREFORE, THE CITY OF WINSTON, OREGON, CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Title V, Section 50.043 (C)(2), septic tank effluent pump system allowed as alternative to standard system is further amended as follows:

(2) Upon final approval by the city, the property owner shall ~~dedicate the STEP system, including the service lateral for the septic tank to the sewer main, the tank, pump and pump controls, to the city, along with an easement permitting the city to enter onto the property to inspect, operate and maintain the system~~ **shall sign a waiver acknowledging full responsibility for all aspects of the STEP system. Such waiver shall declare the STEP system private and provide information on whom the property owners may contact for needed assistance for repair or replacement at their expense.** ~~The city shall not be responsible for any damage to the landscaping resulting from accessing the STEP system to inspect, operate and maintain the system.~~

(3) Prior to final approval and acceptance by the city, the property owner shall be responsible for the installation, operation and maintenance of the STEP system, pursuant to the requirements of the city.

(D) ~~Following approval of the STEP system by the city and acceptance by the city, the city shall own operate and maintain the system, except that the property owner shall continue to be responsible for the cost of electricity necessary to operate the system. The sewer line from the benefitted structure to the STEP system shall continue to be owned and maintained by the property owner.~~

(E) (D) If a STEP system becomes inoperable because of failure to pay electric costs or any other reason, the city may declare the property benefitted to be unfit for human habitation. At least five days prior to issuing this declaration, the city shall send written notice to the owner and occupant, if different from the owner. The owner or occupant

may request a hearing before the City Council prior to the declaration. The decision of the City Council shall be final. All of the property shall have 24 hours from the issuance of the declaration to vacate the premises. Premises shall remain uninhabited until the system is restored to operation and the city rescinds the declaration in writing.

~~(F)(1) The property owner or customer shall undertake no alteration or repair of the installed STEP system, including covering or obstructing access to the pump, cleanouts and lockout switch, without prior written approval of the city. Any damage caused to the public system by the owner, occupant, agents or invitees shall be repaired by the city at the owner's expense. (2) The expense shall be billed and collected with the utility fee if the owner is the customer or otherwise has a utility account with the city. The expense shall be billed to the owner directly if the owner is not the customer or has no other utility account with the city.~~

SECTION 2. This Ordinance will be in full force and effect on the day it is adopted by Council.

FIRST READING AND ADOPTION BY THE CITY OF WINSTON, OREGON CITY COUNCIL ON THIS 19TH DAY OF MAY 2025.

APPROVED BY THE MAYOR ON THIS 19TH DAY OF MAY 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

STEP SYSTEM MAINTENANCE TRACKSHEET

Date	Pump out	Control Panel	Alarm	MC Float	Fuse	Floats	Basket/PFV	Liquid End	Pump	Serviced	TOTALS
109 Woodland											\$0.00
109 Romayo Ct	365			90		128			505		\$1,088.00
110 Romayo			170						585	60	\$815.00
115 Romayo Ct						130				120	\$250.00
117 Romayo Ct	460		170							120	\$750.00
120 Romayo Ct						220					\$220.00
120 Woodland	1,605		60			220	225		550	280	\$2,660.00
122 Romayo						220					\$280.00
124 Woodland	778										\$998.00
125 Romayo											\$0.00
126 Romayo											\$0.00
130 Oak	920			110		110					\$1,140.00
140 Oak	460			90			700	256		360	\$1,166.00
150 Oak	425										\$1,125.00
155 Woodland	335					240				650	\$1,225.00
160 Oak	425						700				\$1,125.00
161 Woodland	920					150			550	120	\$1,740.00
163 Woodland	795		150	60						400	\$1,405.00
174 Ronald											\$0.00
229 Woodland	460					120			575	180	\$1,335.00
326 Gregory	460										\$460.00
331 Darrell	460	200	90						650	75	\$1,475.00
450 Galaxy											\$0.00
480 Galaxy	460		60	130							\$650.00
601 Johnson	420									215	\$635.00
745 Edgewood	550					125	322		550		\$1,547.00
825 Thompson	550										\$550.00
1455 Winston Section											\$0.00
2227 Brockway	550										\$1,320.00
2229 Brockway	670					180			550	120	\$1,400.00
2231 Brockway	680										\$680.00
2233 Brockway	920					90					\$1,010.00
2280 Brockway											\$0.00
2367 Brockway	1,780		50	195	180	270					\$2,475.00
2371 Brockway	980					180				300	\$1,460.00
2373 Brockway	400					60					\$460.00
2375 Brockway	400					60					\$460.00
2465 Brockway	785			90							\$875.00
12851 Lookingglass	520		50								\$570.00
12873 Lookingglass	335										\$335.00
12895 Lookingglass	430			285		60			585	330	\$1,690.00
12907 Lookingglass	620					185				60	\$865.00
12929 Lookingglass				90		245					\$335.00
12951 Lookingglass			50			130					\$180.00

[illegible]



Staff Report

Admin 25-008

Subject: STEP System Program

Date: May 15, 2025

Prepared by: Thomas McIntosh, City Manager

Title: Ordinance No. 25-720

Background: The STEP system program was adopted and established in 2019 giving residents the ability for alternative options for wastewater discharge. These step systems were meant to operate as satellite pump stations, however over the course of several years liability and cost for the city has increased substantially.

Analysis: Since the programs adoption to date the city has spent over \$42,000 to maintain and repair these systems while mandating our city staff to enter private property at their own risk. We currently have 48 systems within our inventory but due to the liability and unsustainability of the program staff is recommending placing a moratorium on any more growth.

Recommendation: Approve Ordinance No. 25-720

Financial Impact: The city will continue to budget the step system maintenance line item care for the systems currently under our responsibility but will save money in the future but discontinuing accept any further systems.



ORDINANCE NO. 25-721

AN ORDINANCE OF THE CITY OF WINSTON, OREGON, CITY COUNCIL AMENDING TITLE III OF THE WINSTON MUNICIPAL CODE BY MODIFYING THE PLANNING COMMISSION STRUCTURE AND DECLARING AN EMERGENCY.

WHEREAS under Title III of the Winston Municipal Code the structure of the Planning Commission is established; and,

WHEREAS the decision making at the Planning Commission level will be enhanced if restructuring is accomplished to match the format of the Winston City Council; and,

WHEREAS the Planning Commission, being a legislative body, will be better founded in community interest if its members reside within the incorporated limits.

NOW, THEREFORE, THE CITY OF WINSTON OREGON CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Title III, Section 31.021, Members; Terms; Qualifications; Vacancies; Removal is further amended as follows:

The City Planning Commission shall consist of ~~seven~~ **five** members, ~~not less than six of whom shall be residents of the city. Not more than one of the members may be a resident of the urban growth area outside the city.~~ Members of the Planning Commission shall be appointed by the City Council for a term of four years. No member shall be an employee or officer of the city, but the City Building Inspector and City Manager shall be entitled to sit with the Commission, take part in its discussion, but shall not have the right to vote. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Any vacancy shall be filled by the City Council for the unexpired term of the predecessor in office. No more than two members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.

SECTION 2. This Ordinance will be in full force and effect on the day it is adopted by Council.

FIRST READING AND ADOPTION BY THE CITY OF WINSTON, OREGON CITY COUNCIL ON THIS 19TH DAY OF MAY 2025.

APPROVED BY THE MAYOR ON THIS 19TH DAY OF MAY 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Staff Report

Admin 25-007

Subject: Planning Commission Structure

Date: May 15, 2025

Prepared by: Thomas McIntosh, City Manager

Title: Ordinance No. 25-721

Background: The interpretation of the planning commission has recently been clarified by the city attorney which presented the city with a problem regarding its membership. The rule in the Winston Municipal Code requires the first six members to reside within the city limits before allowing a seventh member in the urban growth boundary. The commission currently has six members; one being located within the UGB.

Analysis: The Planning Commission currently operates as a legislative body that performs independent decision making. Staff is recommending, due to the weight of those decisions, to amend the planning commission structure to have a total of five members all mandated to reside inside the city limits.

Recommendation: Approve Ordinance No. 25-721

Financial Impact: There are no financial impacts.