



City Council Meeting
June 2, 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

*****SUSPEND COUNCIL MEETING—CALL TO ORDER URBAN RENEWAL AGENCY MEETING*****

I. Call to Order—Allen Hobson, Chair

II. Public Hearing

- A. Proposed Winston Urban Renewal Agency 2025 - 2026 Budget
 - 1. Read Public Hearing Process—Allen Hobson
 - 2. Open Hearing
 - 3. Staff Report—Ann Munson, Finance Director
 - 4. Out of Meeting or Conflict of Interest Disclosures
 - 5. Public Statements
 - a. In Opposition
 - b. In Favor
 - c. In General
 - 6. Council Questions/Comments
 - 7. Close Hearing

*****ADJOURN URA MEETING—CALL BACK TO ORDER CITY COUNCIL MEETING*****

II. Public Hearing

- A. Proposed City of Winston 2025 - 2026 Budget
 - 1. Read Public Hearing Process—Christie Knutson, Mayor
 - 2. Open Hearing
 - 3. Staff Report—Ann Munson
 - 4. Out of Meeting or Conflict of Interest Disclosures
 - 5. Public Statements
 - a. In Opposition
 - b. In Favor
 - c. In General
 - 6. Council Questions/Comments
 - 7. Close Hearing

III. Consent Agenda

- A. Approval of Council Minutes
 - 1. May 19, 2025 Workshop
 - 2. May 19, 2025 City Council

IV. 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.

V. Reports: Boards, Commissions, Committees and Schools

A. Douglas High School—*Cerenity Moreno and Gracie Byers, Student Representatives*

VI. Department Reports

A. Administration—*Thomas McIntosh, City Manager*

VII. Old Business

VIII. New Business

A. New Business Licenses

1. Gifts by Gale—*Gale Johnson, Owner*

B. Set Council Workshop Dates, *if necessitated*

C. Resolution No. 25-1185 Lookingglass Creek Pump Station Evaluation

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. 25-1186 Parkway Pump Station Evaluation

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. 25-1187 Winston Sanitary Rate Increase

1. Read by Title Only—*Cindy Sarti*

2. Presentation—*Steve Evans, Winston Sanitary Owner*

3. Comments from the Audience (3 minutes each speaker)

4. Council Action

F. Resolution No. 25-1188 Agreement, Jeremy Hunt Building Co. for Police Evidence Building

1. Read by Title Only—*Cindy Sarti*

2. Staff Report—*Thomas McIntosh*

3. Comments from the Audience (3 minutes each speaker)

4. Council Action

IX. Upcoming Agenda Items

A. 2024-25 Supplemental Budget Resolution

B. 2025-26 Budget Resolution

X. Non-Agenda Items from Council

XI. Good of the Order

A. Check Copies

B. Claims in Excess of \$500

XII. Announcements

- Park Board June 10th at 4, City Hall
- Friends of the Winston Library June 11th, at 11, Winston Library
- Economic Development June 11th at noon, City Hall
- Planning Commission June 11th at 7pm, City Hall
- City Council Meeting June 16th at 7, City Hall

XIII. Executive Session—Pursuant to ORS 192.660 (2)

XIV. 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.

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Winston Urban Renewal Agency will be held on June 2, 2025 at 7:00 pm at 201 NW Douglas Blvd., Winston, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the City of Winston Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 201 NW Douglas Blvd., Winston, OR, between the hours of 9:00 a. m. and 5:00 p. m. or online at www.winstoncity.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Ann Munson

Telephone: (541) 679-6739

Email: ann.munson@cityofwinston.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2023-2024	Adopted Budget This Year 2024-2025	Approved Budget Next Year 2025-2026
Beginning Fund Balance/Net Working Capital	197,323	342,972	566,250
Federal, State and All Other Grants	0	0	0
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers	0	0	0
All Other Resources Except Division of Tax & Special Levy	677	600	600
Revenue from Division of Tax	258,348	272,000	280,000
Revenue from Special Levy	0	0	0
Total Resources	456,348	615,572	846,850

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	0	0
Materials and Services	15,895	19,600	26,600
Capital Outlay	1,100	545,972	780,250
Debt Service	80,119	0	0
Interfund Transfers	0	0	0
Contingencies	0	0	0
All Other Expenditures and Requirements	18,000	50,000	40,000
Unappropriated Ending Fund Balance	341,234	0	0
Total Requirements	456,348	615,572	846,850

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
General Fund	456,348	615,572	846,850
FTE	0	0	0
Total Requirements	456,348	615,572	846,850
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	
Resources are property taxes and interest income. Expenditures are materials and services, capital outlay and the façade grant program.	

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	0	0

FORM OR-LB-1

NOTICE OF BUDGET HEARING

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Contact: Ann Munson

Telephone: (541) 679-6739

Email: ann.munson@cityofwinston.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2023-2024	Adopted Budget This Year 2024-2025	Approved Budget Next Year 2025-2026
Beginning Fund Balance/Net Working Capital	5,051,633	4,850,740	4,247,349
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,418,944	3,748,350	4,139,000
Federal, State & all Other Grants, Gifts, Allocations & Donations	927,574	866,000	1,036,022
Revenue from Bonds and Other Debt	0	4,100,000	4,035,886
Interfund Transfers / Internal Service Reimbursements	726,836	1,738,844	1,638,981
All Other Resources Except Current Year Property Taxes	300,733	213,000	218,000
Current Year Property Taxes Estimated to be Received	1,345,536	1,445,000	1,505,000
Total Resources	11,771,256	16,961,934	16,820,238

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	3,530,072	4,236,790	4,687,046
Materials and Services	1,926,486	2,851,904	2,979,726
Capital Outlay	1,160,879	6,208,053	6,387,057
Debt Service	169,970	168,693	168,086
Interfund Transfers	222,711	750,871	575,532
Contingencies	0	353,067	12,200
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	4,761,138	2,392,556	2,010,591
Total Requirements	11,771,256	16,961,934	16,820,238

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Fund	3,629,622	4,150,161	4,288,152
FTE	18.28	18.29	18.29
Street & Drainage Fund	1,189,782	1,149,967	891,776
FTE	4.36	4.23	4.23
Sewer Fund	3,257,768	7,721,003	7,624,738
FTE	6.16	6.13	6.13
Reserve Fund	2,393,223	2,392,556	2,393,223
FTE	0	0	0
Winston-Green Wastewater Treatment Facility Fund	984,636	1,317,247	1,434,049
FTE	5	5	5
Community Center Fund	176,383	165,000	118,300
FTE	0.20	0.35	0.35
Transportation Fund	139,842	66,000	70,000
FTE	0	0	0
Total Requirements	11,771,256	16,961,934	16,820,238
Total FTE	34	34	34

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	
We have budgeted for a continued modest increase in housing growth resulting in a modest increase in property taxes. We are budgeting for a DEQ loan for the completion of our sewer siphon project in the amount of \$4,000,000.00 with a 50% Loan Forgiveness.	

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2023-2024	Rate or Amount Imposed This Year 2024-2025	Rate or Amount Approved Next Year 2025-2026
Permanent Rate Levy (rate limit 4.2718 per \$1,000)	4.2718 per \$1,000	4.2718 per \$1,000	4.2718 per \$1,000
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$1,633,710	\$4,000,000
Total	\$1,633,710	\$4,000,000



City Council Workshop
May 19, 2025, 6:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 Info.

Minutes

Workshop Discussion Items

League of Oregon Cities 2025 Spring Conference

Mayor Knutson and councilors discussed information gathered from the recent League of Oregon Cities conference. Topics included homelessness, room tax collection from Air B & Bs & VBRO, and costs associated with transitioning the city's streetlights to LED.

Adjournment

There being no further discussion, the workshop was adjourned. 6:47. Respectfully submitted by Cindy Sarti, City Recorder.

Christie Knutson, Mayor

Attest:

Cindy Sarti, City Recorder



City Council Meeting
May 19, 2025, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Minutes

The meeting was called to order at 7 o'clock by Mayor Christie Knutson. Councilors Dorie White, Dave Cunningham, Allen Hobson, and Nick Wiggins were present along with staff members Thomas McIntosh, Cindy Sarti, Andy Howell, Chris Sherlock, and Brandon Sarti.

Consent Agenda

Approval of Council Minutes for May 5, 2025
Motion to approve by Hobson; second by White. Unanimous.

Comments from the Audience

Arlene Morris, 35 SE Darrell, has an issue with loose dogs trespassing on her property and harassing her dog. This has happened more than once and the dogs are always different. She would like to build a fence open to suggestions on how to combat the issue.

Reports: Boards, Commissions, Committees, and Schools

Park Board May 13, 2025—*Dorie White, Liaison*

The Community Park restroom project is underway; discussion on the best types of park benches; received citizen involvement application for appointment.

Friends of the Winston Library May 14, 2025—*Allen Hobson, Liaison*

The Summer Reading Program is completely booked; there is a need for an increase in the amount of audio books available; volunteers are needed to help staff events; actively pursuing grants and fundraising activities to fund future projects.

Economic Development May 14, 2025—*Nicholas Wiggins, Liaison*

The Chamber of Commerce is seeking a treasurer; the committee will be taking over production of the monthly newsletter to be included in all service bill mailouts.

Department Reports

Wastewater—*Christopher Sherlock, Superintendent*

The plant was inspected for the first time in a long time. The inspection went well. There was one call-out to repair a pump. No word from DEQ on minor spill; the new computer system is going well.

Police—*Brandon Sarti, Chief*

Chief Sarti and his department were well represented at this year's Police Memorial held at the front steps of the Douglas County Courthouse. Officer Cordell and his partner K9 Officer Nike attended and participated in the K9s Unleashed event held on Sunday at the Douglas County Fairgrounds with multi-agency participation. For being almost 9 years old, K9 Nike performed well against his

counterparts. A car crash at the intersection of Lookingglass Rd. and Highway 99 took the life of a 22-year-old on his way to work. Impairment is suspected of the other driver. Space is needed to store wrecked vehicles that are evidence of crime. They are being stored at a county facility now but will need to be moved as the county can is unable to continue providing the space. An intern from Michigan has been hired. The chief is working on becoming an accredited agency.

Administration—*Thomas McIntosh, City Manager*

A \$20,000 grant is available from Microsoft for cyber-security upgrades. A motion to pursue the grant was made by Cunningham and seconded by White. All were in favor and the motion carried. A discussion regarding recreational marijuana transpired and as a result, Dorie White made a motion to allow the city manager to bring forward a legislative amendment package permitting recreational marijuana facilities to operate within Winston's incorporated limits as a dedicated funding source for the sewers. Nick Wiggins made the second and the roll was called for the vote: Cunningham, abstain; White, aye; Hobson, abstain; Wiggins, aye; Knutson, aye. The motion carried 3-2.

New Business

Traffic & Public Safety Committee Recommendation

Requests for crosswalks on Pintail and a three-way stop at Timothy and Abraham. The estimated cost for one stop to be installed is \$815. Council would like to take some time and gather more information.

Park Board Recommendation for Appointment, Clay Caldwell

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

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

Motion to adopt by Hobson; second by Cunningham. Unanimous.

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

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

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

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

Adjournment

There being no further business, the meeting was adjourned. 8:13. Respectfully submitted by Cindy Sarti, City Recorder.

Christie Knutson, Mayor

Attest:

Cindy Sarti, City Recorder



Application for Business License

Tell us about you:

Applicant: Gale Johnson
Date of Birth: 9/15/1970 Driver's License/ID# [REDACTED] State: OR
Mailing Address: 318 NW Teal St.
City: Winston State: OR Zip: 97496
Phone: 360-440-4184 Email: gifts by gale@hotmail.com

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: Gifts by Gale
Street Address: 315 NW Teal St
Mailing Address: Same as above PO Box: _____
City: Winston, OR State: OR Zip: 97496
Business Type: Sewing Business Secondhand Property Dealer? NO
Description of business to include hours of operation and expected number of employees: _____

Oregon State Registry # 19032987

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 # 14-25

Phone: 360-440-4184 Email: giftsbygale@hotmail.com

Property Owner (if other than applicant): _____

Sq. Ft. of Building for Business: 140 ft. No. of Parking Spaces: 3

Applicant Signature: Gale Johnson Date: 5/15/25

Property Owner Signature: Gale Johnson Date: 5/15/25
(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: _____

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

Applicant Signature: _____ Date: _____

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 # 14-25

*** STAFF USE ONLY ***

LICENSE # 14-25

Business Location 318 NW TEAL ST Zoning RLA

Change of Occupancy ☒ Y ☐ N Sign Permit Required ☒ Y ☐ N 2nd Hand Property Dealer ☒ Y ☐ N

Planning Official Randon Stevens

Date 5/21/25

Comments:

Allowable in the RLA Zone as "Limited Home Occupation"
Per NMC 154.031(A)(f) - Must meet Requirements Listed
Under definition of "Limited Home Occupation".

Police Chief [Signature]

Date 052125

Recommendation:

☒ Grant

☐ Deny

Comments:

City Manager Thomas McIntosh

Date 5-29-25

Billing Clerk [Signature]

Date _____

City Recorder [Signature]

Date 5/30/2025

Fee \$50 Receipt # 91059

CC 6/2/25

Letter/Label ☐ Entered/Mailed ☐

Additional Remarks:

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 # 14-25