



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

A public meeting of the Winston City Council 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 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 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	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



RESOLUTION NO. 25-1185

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MIDEA DEVELOPMENT, LLC FOR AN ENGINEERED EVALUATION OF THE LOOKINGGLASS CREEK PUMP STATION FOR AN AMOUNT NOT TO EXCEED \$35,000.

WHEREAS the City of Winston owns and operates a sewer utility; and,

WHEREAS the Lookingglass Creek pump station is badly in need of evaluation to determine how the city must address identified deficiencies; and,

WHEREAS Midea Development, LLC has agreed to perform such an evaluation and provide the city with recommended solutions.

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 Midea Development, LLC for an engineered evaluation as outlined in the agreement and Public Works Staff Report No. 25-008, 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 2ND DAY OF JUNE 2025.

APPROVED BY THE MAYOR ON THIS 2ND DAY OF JUNE 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

CLIENT: City of Winston

PROJECT NAME: Lookingglass Pump Station Preliminary Design

PROJECT NUMBER: WN 25-03

REVISION HISTORY:

Rev.	Date	Change Summary
1.0	19 MAY 2025	Draft Submittal for Initial Review and Feedback

PROJECT GOALS

Conduct detailed assessment of pump station deficiencies. Collaborate with City Staff, Civil West, and other stakeholders to provide a detailed evaluation of alternatives, build-out projected demand, and costs to inform prudent decision-making process. Develop a preliminary design and pre-design report for submission and approval from DEQ.

BACKGROUND & SCOPE

Lookingglass Creek Pump Station is small pump station providing wastewater service to an area on the western portion of the city. The pump station has several deficiencies that must be addressed. Electrical and controls issues have recently caused major failures and unreliable service. Recent flooding proved that the pump station is not properly designed to resist flooding risks. The force main is believed to constructed of schedule 40 PVC and may need to be replaced or rerouted. Wastewater build-out demand must be evaluated to ensure proper pump station design and sizing to ensure pump station performance. A nearby project is evaluating the feasibility of installing a new gravity sewer line to enable the removal of STEP systems in the area which could potentially add additional demand to the pump station. This project calls for a predesign evaluation to fully develop the best solution to serve the build-out demand for the area.

The scope for this project will be to follow a multi-phased evaluation, design and construction process to first define the proper solutions for the project, then to determine the best pathway forward to construct the improvements.

The initial funded scope will include Phase 1 tasks.

PHASED APPROACH FOR PUMP STATION IMPROVEMENTS

Phase 1 – Pump Station Evaluation & Pre-Design Report

Midea will collaborate closely with Winston Staff, Civil West, and Suppliers to evaluate current pump station deficiencies and to develop feasible alternatives for the pump station and force main. Alternatives to be evaluated which will include improvements to the current pump station and force main, as well as the potential to develop an entirely new pump station site and force main.

Midea Will:

- Collaboratively evaluate current pump station deficiencies
- Review and integrate all existing documentation to the project evaluation
- Support the development of build-out design demand working with city staff and Civil West
- Provide comprehensive evaluation of hydraulic characteristics to inform proper sizing
- Develop pre-design report of high quality for submission, review and approval by DEQ
- Provide recommendation and present to Council and the public as directed
- Provide preliminary design drawings, calculations and estimated costs for improvements
- Develop a list of interim projects and costs that may be needed.
- Provide an updated SoW to include Phase 2 and Phase 3 work as directed

Please note Phase 2 and Phase 3 will be determined as part of Phase 1 evaluation.

Phase 2 – Construction Contractor Procurement

This phase will comprise the formulation of a contracting structure to procure a construction contractor to perform the work. Several pathways will be evaluated, and the selected alternative will be implemented to procure the contractor for construction of the pump station. Engineering costs will be provided as an output of Phase 1.

Midea Will:

- Lead the process of development for procurement of a construction contractor.

Phase 3 – Construction Support & Closeout

Midea Will:

- Support the construction and closeout process as determined by the contract documents.

MIDEA DELIVERABLES

- Conceptual design alternatives and cost estimates for evaluation (drawings and cost estimates).
- Development of detailed design and technical specifications of the selected alternatives.
- Communication support materials for staff, Council and the public as directed.

CITY OF WINSTON

- Provide necessary funding for the project.
- Provide review feedback, guidance of priorities, and approval of work.
- Provide background information, access to the site and personnel support as needed to assess and complete the needed work.
- Request survey work from preferred survey contractor if needed.
- Facilitate discussions with property owners concerning potential pump station site development and improvements as required.
- Provide personnel to review and support the project.
- Provide in-kind work as practical.

PROJECT SCHEDULE

Overall schedule for the project will be determined during Phase 2 of the project.

KEY STAKEHOLDERS:

Role	Contact
Owner	Thomas McIntosh, City Manager Andy Howell, Public Works Superintendent
Engineer	Midea Development, LLC Sean Moran, PE, MS, MBA, President 8295 NW Wynoochee Drive Corvallis, OR 97330 541.404.3729 mideallc@gmail.com

ESTIMATED ENGINEERING BUDGET

Midea's project budget estimate is outlined below. Rate is \$145 per hour. Expenses invoiced at cost. This is an estimate with actual hours and expenses invoiced. Hours not utilized in Phase 1 will be transferred to subsequent phases.

Project Phases	Description	Est. Hours
1 – Pump Station Evaluation, Predesign Report & Regulatory	Develop report with recommended plan for improvements in two categories; immediately needed and needed in the future.	228
2 – Construction Contractor Procurement	Bidding, or procurement of construction contractor per the selected procurement process. Budget TBD depending upon procurement pathway.	TBD
3 – Construction & Closeout	Support construction process as defined in Phase 2. Closeout of project per requirements.	TBD
	Total Estimated Labor Hours	\$33,000
	Estimated Expenses	\$2,000
	Total Estimated Cost	\$ 35,000

CONSTRAINTS, ASSUMPTIONS, RISKS & DEPENDENCIES

- Budgetary constraints are present and will be mitigated with thoughtful design and the process of seeking funding opportunities.

Thank you for the opportunity to support your mission!

Sean Moran
President / Midea

APPROVALS

CITY OF WINSTON

By: _____

Name: _____

Title: _____

Date: _____

MIDEA DEVELOPMENT, LLC

By: Sean T. Moran

Name: Sean Moran

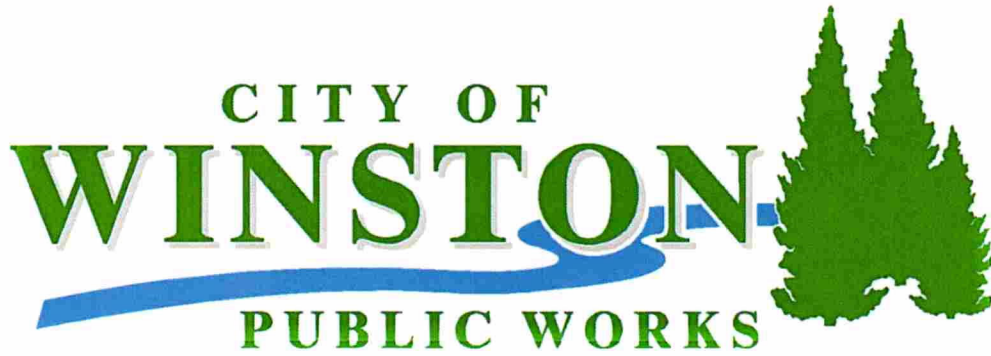
Title: President

Date: May 19, 2025

midea

Midea has the expertise and integrity to support the mission of the City of Winston and will work collaboratively with Winston's Leadership Team to determine the best outcome possible for the needed Lookingglass Pump Station Improvements. Midea has helped small communities plan for their future for over 20 years and has implemented all types of infrastructure projects large and small. Midea currently supports organizations in the area, including South Umpqua School District, the City of Riddle and Tri City Water & Sanitary District.

Sean Moran founded Midea with a mission to help small communities to responsibly and sustainably live and grow. Born and raised in Roseburg, Oregon to a family supported by the lumber industry (Roseburg Lumber), Sean continues to help small communities plan for their future. Sean holds a masters degree in mechanical engineering from Oregon State University and a masters degree in business administration from Portland State University that he leverages on behalf of small communities to provide broad engineering, financial, strategic planning, and project successes.



Staff Report

Public Works 25-08

Subject: Lookingglass Creek Pump Station

Date: June 2, 2025

Prepared by: Andy Howell

Title: Lookingglass Creek Pump Station Preliminary Design

Background: LGCPs is a small station built in 2006 providing service to the western area of the city. The pump station has several deficiencies that must be addressed including electrical and control issues that have caused major failures and unreliable service. The recent flood has proved the station is not properly designed to avoid flooding risks and must be evaluated for corrective measures.

Analysis: Midea Engineering has provided a statement of work to provide an Evaluation & Pre-Design Report. This report will recommend a plan for improvements into two categories; immediately needed and needed in the future.

Recommendation: Staff recommend that council approve the statement of work from Midea Development, LLC for the recommended plan for Lookingglass Creek Pump Station improvements, immediately needed and future needs.

Financial Impact: Total labor hours 228 X \$145 per hour = \$33,000.00 Expense cost \$2,000.00 for total Engineering budget of \$35,000.00



RESOLUTION NO. 25-1186

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MIDEA DEVELOPMENT, LLC FOR AN ENGINEERED EVALUATION OF THE PARKWAY PUMP STATION FOR AN AMOUNT NOT TO EXCEED \$17,000.

WHEREAS the City of Winston owns and operates a sewer utility; and,

WHEREAS the Parkway pump station is badly in need of evaluation to determine how the city must address identified deficiencies; and,

WHEREAS Midea Development, LLC has agreed to perform such an evaluation and provide the city with recommended solutions.

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 Midea Development, LLC for an engineered evaluation as outlined in the agreement and Public Works Staff Report No. 25-009, 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 2ND DAY OF JUNE 2025.

APPROVED BY THE MAYOR ON THIS 2ND DAY OF JUNE 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

CLIENT: City of Winston

PROJECT NAME: Parkway Pump Station Improvements

PROJECT NUMBER: WN 25-02

REVISION HISTORY:

Rev.	Date	Change Summary
1.0	19 MAY 2025	Draft Submittal for Initial Review and Feedback

PROJECT GOAL

Collaborative evaluation of deficiencies for Parkway Pump Station. Analysis of demand schemes to inform best long-term pump station configuration. Develop scope and costs for needed improvements to be implemented in a 2-phased approach. Phase 1 to include minimum of pump replacement but may include VFDs and other improvements depending upon budget. Procure contractor to construct Phase 1 improvements. SoW, scope and costs for Phase 2 improvements as directed.

BACKGROUND & SCOPE

Parkway Pump Station is a major pump station in Winston's wastewater conveyance system and is the final pump station conveying wastewater to the regional wastewater treatment plant (WWTP). The pump station is in good operational condition; however, several aspects of the pump station must be evaluated and improved. Needs include modifications to enable the installation of a new pump, variable frequency drives, and site improvements to enhance security. A draft of the recent Wastewater Collection System Master Plan (WWCSMP) was reviewed for completeness and consistency. Several aspects of the pump station must be assessed, verified and plans of action developed to address deficiencies. One example is the lack of redundancy, and overreliance on the smaller 28hp pump.

The scope for this project will be to follow a multi-phased evaluation, design and construction process to first define the proper solutions for the project, then to determine the best pathway forward to construct the improvements.

Phase 1 only is funded as part of the SoW.

Phase 1 Tasks:

- Evaluation of existing pump station deficiencies
- Review of all existing documentation
- Evaluate pump station sizing, seasonal pump configuration, and control scheme
- Layout design alternatives for security and access improvements to the site
- Evaluate telemetry system needs and recommendations
- Preliminary equipment selection
- Develop a list of improvements and costs separated into Phase 1 and Phase 2 improvements.
 - Phase 1 to include a minimum of pump replacement, VFDs and miscellaneous improvements as directed.
 - Phase 2 to include other improvements such as pump wiring and site improvements to enhance security.
- Review findings with industry experts
- Support construction of Phase 1 improvements.
- Provide scope and estimated costs for Phase 2 improvements.
- Evaluate plan of action for design, contractor procurement, and construction for Phase 2 improvements. Conventional versus progressive design-build process will be considered.
- Provide SoW for Phase 2 as directed.

Phase 2 Tasks (Future):

- Design and construction of Phase 2 improvements

PROJECT SCHEDULE

Schedule for Phase 1 will be determined during Phase 1 of the project.

Schedule for Phase 2 work will be evaluated during Phase 1 to help inform the Phase 2 work.

KEY STAKEHOLDERS:

Role	Contact
Owner	<i>Thomas McIntosh, City Manager Andy Howell, Public Works Superintendent</i>
Engineer	<i>Midea Development, LLC Sean Moran, PE, MS, MBA, President 8295 NW Wynoochee Drive Corvallis, OR 97330 541.404.3729 mideallc@gmail.com</i>

ESTIMATED ENGINEERING BUDGET

Midea's project budget estimate is outlined below. Rate is \$145 per hour. Expenses invoiced at cost. This is an estimate with actual hours and expenses invoiced. Hours not utilized in Phase 1 will be transferred to subsequent phases.

Project Phases	Description	Est. Hours
1 – Pump Station Evaluation & Phase 1 Improvements	Evaluation of pump station. Development of Phase 1 & Phase 2 scope and costs. Procure Phase 1 Contractor. Construction of Phase 1 improvements.	100
2 – Design & Construction of Phase 2 Improvs.	Detailed design of and Construction of Phase 2 Improvement determined in Phase 1.	TBD
	Total Estimated Labor Hours	\$14,500
	Estimated Expenses	\$2,500
	Total Estimated Cost	\$ 17,000

CONSTRAINTS, ASSUMPTIONS, RISKS & DEPENDENCIES

- Budgetary constraints are present and will be mitigated with thoughtful design and the process of seeking funding opportunities.

Thank you for the opportunity to support your mission!

Sean Moran
President / Midea

APPROVALS

CITY OF WINSTON

By: _____

Name: _____

Title: _____

Date: _____

MIDEA DEVELOPMENT, LLC

By: Sean T. Moran

Name: Sean Moran

Title: President

Date: May 19, 2025

midea

Midea has the expertise and integrity to support the mission of the City of Winston and will work collaboratively with Winston's Leadership Team to determine the best outcome possible for the needed Parkway Pump Station Improvements. Midea has helped small communities plan for their future for over 20 years and has implemented all types of infrastructure projects large and small. Midea currently supports organizations in the area, including South Umpqua School District, the City of Riddle and Tri City Water & Sanitary District.

Sean Moran founded Midea with a mission to help small communities to responsibly and sustainably live and grow. Born and raised in Roseburg, Oregon to a family supported by the lumber industry (Roseburg Lumber), Sean continues to help small communities plan for their future. Sean holds a masters degree in mechanical engineering from Oregon State University and a masters degree in business administration from Portland State University that he leverages on behalf of small communities to provide broad engineering, financial, strategic planning, and project successes.



Staff Report

Public Works 25-09

Subject: Parkway Pump Station

Date: June 2, 2025

Prepared by: Andy Howell

Title: Parkway Pump Station Improvements

Background: The original station was built in 1979, new facility was built in 2004. Parkway Pump Station is a major station in our wastewater conveyance system and the final pump station that moves the wastewater to the wastewater treatment plant from submersible pumps. The pump station is in overall good operational condition, but several aspects must be evaluated and improved: including installing a new pump to replace the original KSB pump, new VFDs (variable frequency drives) and site improvements for access and security.

Analysis: Midea Engineering has provided a statement of work to provide an evaluation of existing pump station and needed improvements, this to include pump sizing, seasonal pump configuration, and pump control, develop list of improvements and cost separated into phase 1 and phase 2 improvements. Phase 1 will include at minimum pump replacement and new VFDs. Phase 2 to include pump wiring and site improvements for security and access.

Recommendation: Staff recommend that the council approve the statement of work from Midea Development, LLC for evaluation and phase 1 improvements

Financial Impact: Total labor hours 100 X \$145 per hour = \$14,500 + Expense cost \$2,500.00 for total Engineering budget of \$17,000.00



RESOLUTION NO. 25-1187

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AMENDING EXHIBIT "A" OF ORDINANCE NO. 21-697 AND APPROVING AN 8% RATE INCREASE FOR SOLID WASTE COLLECTION BY WINSTON SANITARY SERVICE.

WHEREAS Winston Sanitary Service was granted the right to provide solid waste collection service within the city of Winston pursuant to Ordinance No. 21-697; and,

WHEREAS operating costs of Winston Sanitary Service are being impacted due to increases in labor, insurance, new equipment, and equipment maintenance costs; and,

WHEREAS Winston Sanitary desires to increase their rates to cover such cost increases.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON OREGON CITY COUNCIL:

SECTION 1. Winston Sanitary Service is hereby authorized to increase service rates by 8% as outlined in Exhibit "A", 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 2ND DAY OF JUNE 2025.

APPROVED BY THE MAYOR ON THIS 2ND DAY OF JUNE 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

EXHIBIT A

WINSTON SANITARY SERVICE Douglas County 2021 Rates

	Monthly Charge
35 Gallon Roll Cart - picked up once a week	\$ 18.50
65 Gallon Roll Cart - picked up once a week	\$ 34.00
95 Gallon Roll Cart - picked up once a week	\$ 49.45
Extra bags or cans on any service up to 35 gallon size	1 can \$ 7.80 2 can \$ 12.10 3 can \$ 15.40 4 can \$ 18.70
Cart Replacement Fee	\$ 59.95
Misc. Services (sized where one employee can handle product not inside home)	
Mattresses, box (charged if in box)	\$ 12.00
Passenger Tires (charged if in box) * not accepted	\$ 6.82
Large Passenger Tires (charged if in box) * not accepted	\$ 10.78
Truck Tires (Charged if in box) * not accepted	\$ 16.22
1 Yard / 200 Gallon Containers	
1 time per week pick-up	\$ 90.60
2 times per week pick-up	\$ 164.65
3 times per week pick-up	\$ 238.75
4 times per week pick-up	\$ 312.80
5 times per week pick-up	\$ 386.90
6 times per week pick-up	\$ 461.00
1 1/2 Yard / 300 Gallon Containers	
1 time per week pick-up	\$ 125.45
2 times per week pick-up	\$ 231.45
3 times per week pick-up	\$ 337.65
4 times per week pick-up	\$ 443.40
5 times per week pick-up	\$ 549.35
6 times per week pick-up	\$ 655.30

WINSTON SANITARY SERVICE

4 Yard Containers	Monthly Charge
1 time per week pick-up	\$ 298.75
2 times per week pick-up	\$ 537.95
3 times per week pick-up	\$ 777.20
4 times per week pick-up	\$ 1,016.40
5 times per week pick-up	\$ 1,255.65
6 times per week pick-up	\$ 1,494.90

MULTIPLE TIMES A WEEK SERVICE IS LIMITED TO CERTAIN LOCATIONS

Padlock/Gate fee * no charge	\$ -
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Container Maintenance Services

1-4 yard container cleaning or painting per each occurrence	\$ 49.95
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TEMPORARY DROP BOX (advance payment required on all drop boxes)
C&D Construction and demolition includes roofing

ADDITIONAL CHARGES

Restart fee for accounts that have been discontinued for nonpayment --(35g, 65g, 95g)	\$ 15.00
Restart fee for accounts that have been discontinued for nonpayment -- for (1yd, 200g, 1 1/2yd, 300g, 4yd)	\$ 30.00
Request for special account information or detailed billing descriptions billed per hour with with 1 hour minimum	\$ 50.00

In the case of extra trash or overloaded drop box the driver will charge accordingly knowing the
The Contractor is responsible for all Safety Standards as described in Section 4 of the Franchise Agreement
Therefore, the Contractor may refuse to haul a container or drop box that appears to be overweight.
If the Contractor is hauling a container or box and is ticketed by the State or County weigh master for being
overweight, the generator will be responsible for the ticket.

Enhanced Service (Where offered)

Enhanced service for non-standard roadways per pick-up	\$ 12.00
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20yd Drop Box (Temp. Roll Off)

Box Rent - Steady \$80.00 plus \$102.00 @Ton
Box Rent - Temp. \$87.00 plus \$102.00 @ Ton
** \$285.00 Deposit plus Mileage if applicable @ \$7.00 per loaded mile

20yd Drop Box Wood Waste

Box Rent - Steady \$80.00 plus \$20.00 @ Ton
Box Rent - Temp. \$87.00 plus \$20.00 @ Ton
** \$125.00 Deposit plus Mileage if applicable @ \$7.00 per loaded mile

WINSTON SANITARY SERVICE
City of Winston
2025 Rates

		Current Monthly Charge	Proposed Monthly Charge
35 Gallon Roll Cart - picked up once a week		\$ 19.25	\$ 20.76
65 Gallon Roll Cart - picked up once a week		\$ 35.35	\$ 38.18
95 Gallon Roll Cart - picked up once a week		\$ 51.45	\$ 55.57
Extra bags or cans on any service up to 35 gallon size	1 can	\$ 8.55	\$ 9.23
	2 can	\$ 13.30	\$ 14.36
	3 can	\$ 16.90	\$ 18.25
	4 can	\$ 20.55	\$ 22.19
Cart Replacement Fee		\$ 59.95	\$ 64.75
Misc. Service (one employee can handle product not inside home)			
Mattresses, box (charged if in box)		\$ 16.00	\$ 16.00
Tires (passenger, large or truck) charged per landfill fee			
1 Yard / 200 Gallon Containers			
1 time per week pick-up		\$ 94.25	\$ 101.79
2 times per week pick-up		\$ 171.25	\$ 184.95
3 times per week pick-up		\$ 248.30	\$ 268.16
4 times per week pick-up		\$ 325.30	\$ 351.32
5 times per week pick-up		\$ 402.40	\$ 434.59
6 times per week pick-up		\$ 479.45	\$ 517.81
1 1/2 Yard / 300 Gallon Containers			
1 time per week pick-up		\$ 130.45	\$ 140.89
2 times per week pick-up		\$ 240.75	\$ 260.01
3 times per week pick-up		\$ 351.75	\$ 379.89
4 times per week pick-up		\$ 461.15	\$ 498.04
5 times per week pick-up		\$ 571.35	\$ 617.06
6 times per week pick-up		\$ 681.50	\$ 736.02
4 Yard Containers			
1 time per week pick-up		\$ 310.70	\$ 335.56
2 times per week pick-up		\$ 559.45	\$ 604.21
3 times per week pick-up		\$ 808.30	\$ 872.96
4 times per week pick-up		\$ 1,057.05	\$ 1,141.61
5 times per week pick-up		\$ 1,305.90	\$ 1,410.37
6 times per week pick-up		\$ 1,554.70	\$ 1,679.08

WINSTON SANITARY SERVICE

	Current Monthly Charge	Proposed Monthly Charge
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MULTIPLE TIMES A WEEK SERVICE IS LIMITED TO CERTAIN LOCATIONS

Padlock/Gate fee * Service not available

Container Maintenance Services

1-4 yard container cleaning or painting per each occurrence	\$ 59.95	\$ 64.75
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ADDITIONAL CHARGES

Restart fee for accounts that have been discontinued for nonpayment (35g to 95g)	\$ 15.60	\$ 16.85
Restart fee for accounts that have been discontinued for nonpayment (200g or larger)	\$ 31.20	\$ 33.70
Restart fee for account turned over for collection action	\$ 41.60	\$ 44.93
Request for special account information or detailed billing descriptions billed per hour with 1 hour minimum	\$ 50.00	\$ 54.00

Enhanced Service (Where offered)

Enhanced service for non-standard roadways per pick-up	\$ 12.00	\$ 12.96
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TEMPORARY DROP BOX (advance payment required)

C&D Construction and demolition includes roofing

20yd Drop Box

Box Rent - **Steady** \$98.80 plus \$94.00 perTon

PROPOSED: Steady \$106.71 plus \$94.00 per ton

Box Rent - **Temp.** \$107.10 plus \$94.00 per Ton

PROPOSED: TEMP. \$115.67 plus \$94.00 per ton

****** \$295.10 Deposit plus Mileage if applicable @ \$7.25 per loaded mile

PROPOSED: **315.00 Deposit plus mileage if applicable @ \$7.83 per loaded mile

20yd Drop Box Wood Waste

Box Rent - Steady \$98.80 plus \$50.00 per Ton

PROPOSED: Steady \$106.71 plus \$94.00 per ton

Box Rent - Temp. \$107.10 plus \$50.00 per Ton

PROPOSED: TEMP. \$115.67 plus \$50.00 per ton

****** \$207.10 Deposit plus Mileage if applicable @ \$7.25 per loaded mile

PROPOSED: **215.00 Deposit plus mileage if applicable @ \$7.83 per loaded mile

In the case of extra trash or overloaded drop box the driver will charge
accordingly knowing the above rates

The Contractor is responsible for all Safety Standards as described in Section 4 of the Franchise Agreement

Therefore, the Contractor may refuse to haul a container or drop box that appears to be overweight.

If the Contractor is hauling a container or box and is ticketed by the State or County weigh master for being
overweight, the generator will be responsible for the ticket.

Winston Sanitary Service
P.O. Box 490
Winston, OR 97496
541-679-7777

To Whom It May Concern:

This is a formal request to change the solid waste rates for the City of Winston. The new resolution request is due to the increased cost of equipment, maintenance, insurance and wages.

We are requesting an 8% increase to offset the expenses. Winston Sanitary did not do a rate increase last year hoping the economy would ease up. By not doing an increase last year it created a need to do an 8% increase this year.

We would like to implement the new rates July 1, 2025 if approved. I have attached the current rates and the proposed rates.

Thank you,

Steven A. Evans
Winston Sanitary Service



RESOLUTION NO. 25-1188

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH JEREMY HUNT BUILDING CO., LLC FOR THE CONSTRUCTION AND COMPLETION OF THE POLICE DEPARTMENT EVIDENCE ROOM.

WHEREAS the City of Winston operates a fully functional police department; and,

WHEREAS the police department has a statutory requirement to maintain a safe and secure location for items determined to be evidence and have the ability to facilitate full retention; and,

WHEREAS the URA previously approved a \$180,000 budget for the aforementioned project; and,

WHEREAS City staff solicited bids and received two (S & R Construction, \$172,133.18 and Jeremy Hunt Construction., LLC, \$146,500); and,

WHEREAS Jeremy Hunt Construction., LLC submitted the low bid that met the City's criteria.

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 Jeremy Hunt Building Co., LLC for the construction and completion of the police evidence room as outlined in the Notice of Award and Administrative Staff Report No. 25-009, 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 2ND DAY OF JUNE 2025.

APPROVED BY THE MAYOR ON THIS 2ND DAY OF JUNE 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

NOTICE OF AWARD

Date of Issuance:

Owner: City of Winston Owner's Contract No.: WN 24-01
Engineer: Midea Development, LLC Engineer's Project No.:
Project: Police Department Evidence Building Contract Name:
Bidder: Jeremy Hunt Builders Co., LLC
Bidder's Address: 2373 Glengary Loop Road, Roseburg, OR 97470

TO BIDDER:

You are notified that Owner has accepted your Bid dated May 28, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for the Police Department Evidence Building Project.

The Contract Price of the awarded Contract is: \$ 146,500.00

Digital copies of the unexecuted Agreement, Contract Documents and Drawings have been made available to the Bidder electronically.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner three (3) counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6. Please mail these to the Engineer at 8295 NW Wynoochee Drive, Corvallis, OR 97330.
3. Other conditions precedent (if any): N/A

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten (10) days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Winston

Authorized Signature

By:

Title:

Copy: Engineer



Staff Report

Admin 25-009

Subject: Police Evidence Room – Bid Award

Date: June 2, 2025

Prepared by: Thomas McIntosh, City Manager

Title: Resolution 25-1188

Background: The Winston Police department historically has gathered and processed evidence only to disperse it to several different public facilities located around Winston. Public Works and City Hall both participate in the storing and retaining of evidence materials. In order to remain in good status with state provisions and license requirements, the city must identify one single location that can be properly monitored and secured to house evidence.

Analysis: The URA Board previously approved a budget of \$180,000 in order to carry out the completion of the project. Midea Development, LLC offered engineering support and bid package processing. After bids were submitted, only two were received. This resolution approves moving forward with the bid award for the highest bidder (Jeremy Hunt Construction, LLC).

Recommendation: Approve Ordinance No. 25-1188

Financial Impact: This particular resolution has no financial component, it will only augment a previous financial decision from the council and allow a construction crew to move forward on the project.