



City Council Meeting
October 6, 2025, 7:00 pm
Winston Community Center
440 SE Grape Avenue
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 September 15, 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**
- V. Department Reports**
 - A. Police—*Brandon Sarti, Chief*
 - B. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. New Business Licenses
 - 1. Rob's German Auto Inc.—*Krisstal Hall, Owner*
 - B. Set Council Workshop Dates
 - C. Resolution No. 25-1203 Property Surplus 2014 Chevrolet Caprice
 - 1. Read by Title Only—*Cindy Sarti, City Recorder*
 - 2. Staff Report—*Chief Sarti*
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Council Action
 - D. Resolution No. 25-1204 Technical Assistance Grant for Economic Opportunities Analysis
 - 1. Read by Title Only—*Cindy Sarti*
 - 2. Staff Report—*Thomas McIntosh*
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Council Action
- VIII. Upcoming Agenda Items**
- IX. Non-Agenda Items from Council**
- X. Good of the Order**

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

XI. Announcements

- Friends of the Winston Library, Oct. 15th at 11; Winston Library
- Economic Development, October 8th at noon; City Hall
- Planning Commission, October 8th at 7pm; City Hall
- Columbus Day, October 13th. City offices will be open.
- Park Board, October 14th at 4; 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
September 15, 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 o'clock by Mayor Knutson. Councilors Dorie White, Dave Cunningham, Allen Hobson, and Nick Wiggins were all in attendance. Staff members, Thomas McIntosh, Andy Howell, and Chris Sherlock were also present. Cindy Sarti was absent. Items V (A), and (C) were removed and item IV (C) was added as a Chamber report.

Consent Agenda

Approval of Council Minutes for September 2, 2025.
Motion to approve as presented by Hobson; second by White. Unanimous.

Reports: Boards, Commissions, Committees, and Schools

Economic Development—*Thomas McIntosh, City Manager*

The meeting was brief. A discussion took place regarding the grant the city was awarded by the state to extend the sewer line west of town making the area more attractive to developers. The Volante Project in Green off Winery Ln. is moving forward after some financial delays.

Park Board—*Dorie White, Liaison*

Replacement signage has arrived for the vault toilet at the boat ramp. Public Works will clean up the building prior to installation of the new signs. OPRD grant for the Community Park restroom project has fallen through. A concerned resident suggests more lighting at the Community Park due to suspicious activity they witnessed. Thanks to Wildlife Safari for the purchase of a new entry sign for Riverbend Park.

Department Reports

Public Works—*Andy Howell, Superintendent*

Howell talked about the impacts of the ODOT paving project, a five-mile stretch of roadway between Winston and Interstate 5. The project completion date is November of 2026. The project aims to improve traffic and pedestrian safety including updated crosswalks and the addition of a traffic control light at HWY 42 and Rolling Hills Road.

Administration—*Thomas McIntosh*

The City is working with FEMA to recover funds expended during March's flood event that damaged the Lookingglass Creek sewer pump station. Another public assistance program would provide additional funding to not only bring the pump station back to original pre-disaster condition but make it more robust against future disasters.

New Business

City Council Workshop—Property Taxes, October 6th at 5:30; Community Center

Request for Fee Waiver/Reduction—Winston Dillard Area Festival Association, Clay Caldwell, President.

After receiving paperwork back for the Melon Festival event, WDAFA is asking for a waiver of fees listed by the police department in the amount of \$1,820. McIntosh stated the fees aren't owed but that it shows the value of how the police department contributes to the event, but that the council can waive them. Motion to waive \$1,820 police department fees by Wiggins; second by Cunningham. Unanimous.

Business License Revocation—Rolling Used Goods. Eric Walker, Owner.

The business has a history of code violations without providing any remedies for compliance. The planning commission recently upheld the decision of the city manager to revoke its conditional use permit. Without the permit, the business license becomes invalid. Motion to revoke the business license for Rolling Used Goods by Cunningham; second by Wiggins. Unanimous.

Business License Revocation—Northern Wholesale Truck, Auto & Equipment, LLC. Dave Hurd, Owner.

This business is pretty much the same as above only with several years more history. Both the mayor and councilor Cunningham commented on the history of violations having never been rectified with this business. McIntosh stated it was permitted for selling used automobiles and has essentially turned into a wrecking yard. The planning commission also recently upheld the city manager's decision to revoke the conditional use permit for this business. Without the permit, the business license becomes invalid. Motion to revoke the business license for Northern Wholesale Auto Truck and Equipment by Wiggins; second by Hobson. Unanimous.

Resolution 25-1200 Supplemental Budget FY 2025-26

The resolution was read by title only and McIntosh delivered the staff report. The supplemental budget adds \$24,000 grant for radar speed signs and an interfund loan from the sewer fund to the general fund in the amount of \$245,000. Motion to approve by Hobson; second by Wiggins. Unanimous.

Resolution 25-1201 Pumps Purchase for Wastewater Treatment Facility

The resolution was read by title and Sherlock delivered the staff report. Motion to approve by Wiggins; second by White. Unanimous.

Resolution 25-1202 Acceptance of State Capital Funding Grant.

The resolution was read by title and McIntosh delivered the staff report. The resolution will allow the city manager to sign for and accept the funds. Motion to approve by Hobson; second by Cunningham. Unanimous.

Chamber Report

Lenny Huiras, Winston Area Chamber of Commerce secretary, said the Chamber has received \$6,000 so far and is trying to figure out how to best utilize the money to attract people to the area. One idea is wayfinding signage. Right now would be a good time to plan since ODOT is currently making roadway improvements between Winston and the freeway and the signs would potentially be located within the improvement areas.

Announcements

- The new City website is live! Visit us at www.WinstonCity.org
- The Urban Renewal Agency will not meet in September. The next meeting is scheduled for October 16th.
- The next City Council meeting will be October 6th at 7pm at the Community Center
- City Council Workshop on Property Taxes, October 6th at 5:30; Community Center

Adjournment

There being no further business, the meeting was adjourned. 7:50. Respectfully submitted by Cindy Sarti, City Recorder.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Application for Business License

Business Name: Rob's German Auto LLC
Owner/Agent: Kristal Hall Date of Birth: [REDACTED]
Driver's License/ID#: [REDACTED] State: OR Phone: (541) 404-6518
Business Location: 21 Sherry ST
Business Mailing Address: PO Box 61
City: Powers State: OR Zip: 97466
Business Phone: (541) 671-2012 Email: robsgermanauto@gmail.com

Scope of Business:

Business Type: Auto repair

- Permanent (Business addressed and/or located within city limits)
Sq. Ft. of Building for Business: 2600 No. of Parking Spaces: 5
- Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits)

Complete the following where applicable, and sign below:

CCB#: _____ DC Health Dept: _____ Other: _____

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

Applicant Signature: Kristal Hall Date: 10/2/25

Development Notice:

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

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays,

025-25

201 NW Douglas Blvd. (541) 679-6739 for info.

Application # _____

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

LICENSE # 025-25

Business Location 21 NW Sherry Zoning CG

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

Planning Official _____ Date _____ Comments: _____

Police Chief _____ Date _____

Recommendation: Grant Deny
Comments: _____

City Manager _____ Date _____ Billing Clerk _____

_____ Date _____ City Recorder _____

_____ Date _____

Fee \$50 Receipt # 91905 cc 10/6/25 Letter/Label Entered/Mailed

Additional Remarks: _____

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 # _____ - _____



RESOLUTION NO. 25-1203

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, DECLARING AS SURPLUS, AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF, ONE 2014 CHEVROLET CAPRICE.

WHEREAS the City of Winston owns and operates multiple vehicle fleets; and,

WHEREAS a 2014 Chevrolet Caprice currently used by the Police Department has been replaced with a newer more reliable vehicle; and,

WHEREAS the Chevrolet Caprice has outlived its useful life and is ready for surplus.

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

SECTION 1. The City Manager is hereby authorized to surplus one 2014 Chevrolet Caprice as outlined in staff report no. WPD 25-06 dated October 6, 2025, 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 6TH DAY OF OCTOBER 2025.

APPROVED BY THE MAYOR ON THIS 6TH DAY OF OCTOBER 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Staff Report

WPD 25-06

Subject: Resolution 25-1203

Date: October 6th, 2025

Prepared by: Brandon Sarti, Chief of Police

Background: Currently the police department has a 2014 Chevy Caprice that has major mechanical issues and is ready to be taken out of service as a police vehicle.

Analysis: This year the City of Winston budgeted and purchased one new 2025 Ford pickup to replace the 2014 Chevy Caprice.

Recommendation: Staff recommends that council allow city management to surplus the one chevy caprice, vehicle Unit number 417

Financial Impact: No financial impact for approval.



RESOLUTION NO. 25-1204

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPLY FOR A TECHNICAL ASSISTANCE GRANT THROUGH THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR THE COMPLETION OF AN ECONOMIC OPPORTUNITIES ANALYSIS.

WHEREAS the City of Winston currently has a functional comprehensive plan; and,
WHEREAS an economic opportunities analysis is a major element of the comprehensive plan that gives the jurisdiction data on its commercial and industrial stock; and,
WHEREAS the city's economic opportunities analysis is severely out of date and stands in dire need of update to reflect current conditions.

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

SECTION 1. The City Manager is hereby authorized to apply for the technical assistance grant for the completion of an economic opportunities analysis.

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 6TH DAY OF OCTOBER 2025.

APPROVED BY THE MAYOR ON THIS 6TH DAY OF OCTOBER 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Staff Report

Admin 25-17

Subject:	Resolution 25-1204
Date:	October 6, 2025
Prepared by:	Thomas McIntosh, City Manager
Background:	The city currently has a functional comprehensive plan that offers data for all manner of city needs. One aspect of the plan analysis how the city should take action to improve its commercial and industrial situation. Economic Vitality takes a vital role in the sustainability of the city. The city's current economic opportunities analysis is currently outdated (1992). Its not only in the best interest of the city to complete an update of the plan but it also stands a statutory requirement for the plan to be dated within the past 10 years.
Analysis:	Now that the new chamber of commerce is well established and the main street program is fully adopted, its stands necessary for the city to study its commercial and industrial condition. Sustaining good business along with attracting new ones must be studied in order to offer good recommendations for the city to pursue. Once the plan is fully updated we will be in compliance with the associated Oregon revised status while also have relevant data to operate under.
Recommendation:	Approve Resolution 25-1204
Financial Impact:	The grant will be fully funding and is estimated to be between \$50,000 - \$70,000.