



City Council Meeting
December 1, 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. 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.*
- III. Reports: Boards, Commissions, Committees and Schools**
 - A. Douglas High School
 - B. Friends of the Winston Library—*Paula Fetzer, Director*
 - C. Economic Development, November 12, 2025—*Dave Cunningham, Liaison*
 - D. Park Board, November 12, 2025—*Dorie White, Council Liaison*
- IV. Department Reports**
 - A. Community Development—*Landon Stevens, City Planner*
 - B. Administration—*Thomas McIntosh, City Manager*
- V. Old Business**
- VI. New Business**
 - A. New Business Licenses
 - 1. Nails by Crystal—*Crystal Couey, Owner*
 - 2. Pathways Bookkeeping and Business Solutions, LLC—*Christie Wuerst, Owner*
 - 3. Umpqua Pressure Washing, LLC—*Devin Boyd, Owner*
 - B. Set Council Workshop Dates, *if necessitated*
 - C. Holiday Gift Cards for Staff
 - D. Traffic & Public Safety Committee Reappointment
 - 1. Susan Chase
 - E. Resolution No. 25-1211 Property Surplus Kubota Tractor
 - 1. Read by Title Only—*Cindy Sarti, City Recorder*
 - 2. Staff Report—*Thomas McIntosh*
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Council Action

F. Resolution No. 25-1212 Purchase of Variable Frequency Drive for Influent Pumps

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

VII. Upcoming Agenda Items

VIII. Non-Agenda Items from Council

IX. Good of the Order

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

X. Announcements

XI. Executive Session—Pursuant to ORS 192.660 (2) (e) and (i)

To conduct deliberations with persons designated by the governing body to negotiate real property transactions. 15 minutes.

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing. 5 minutes.

XII. 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 OF WINSTON
ECONOMIC DEVELOPMENT

November 12, 2025 12PM
Winston City Hall
541.679.6739

Minutes

I. CALL TO ORDER By Valynn Currie, Chairman .

Board members present were, Steve Johnson, and Valynn Currie.

No quorum so minutes will have to be approved when quorum present.

Guests: Don Cook

II. Comments from the Audience

None

III. Committee Reports

1. Community Development- Landon Stevens, city planner, reported that city approved renewal of Lovelace Subdivision by Tabor Construction. The Stone area beside Abby's is being looked at by coffee house. Minor Land Partition on Civil Bend is in review. Red Barn Dispensary will be getting final approval. Mr. Stipe bought the Antique Mall and was approved for a 250K matching grant. CORE is still in receivership. 2. Events - Chamber Report- Looking for new director. News letter went out to 2723 households. Will receive \$740.00 back from post office for refund on permit. Thank you Steve Johnson for all your work.

IV. OLD BUSINESS- Need Economic Development Board members..

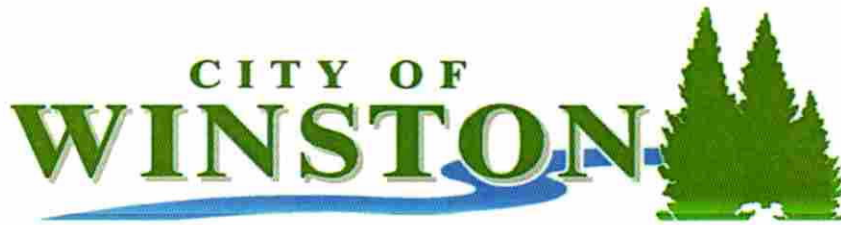
V. NEW BUSINESSES- Rob's German Auto repair going in on Sherry Street..Excavation company, Dominoes Pizza has new owner. Pressure Washing Company, and a Photographer.

VII. GOOD OF THE ORDER

The Partnership directors are meeting. The VA Parade was well attended..UV Wine Growers are doing Strategic Planning..

VIII. ADJOURNMENT

Next meeting will be December 10, 2025 at noon.



Park Board 2025

Park Board Meeting Minutes
November 18, 2025, at 4:00 pm
Winston City Hall

1. Call to Order:

The meeting was called to order at 4:04 pm.

Roll Call

Jack Holland, President	Onikka Driscoll
Raeann Rutledge, Secretary	Melissa Tristany
Deb DeMasters, Public Works	Jason Neiss

2. Minutes

The minutes have been read by all present. Minutes amended to include Jason Neiss present at 10/14/25 meeting and a typographical error on the Call to Order. Onikka made a motion to approve the amended minutes. Jason seconded the motion. All in favor. Motion passed.

3. Guests

None

4. Old Business

- A. Waiver of fees for 2025 WAID Community Christmas was approved by City Council 11/3/25
- B. Guest Kelly Edwards was referred to the Winston Chamber of Commerce for further investigation into a "Town Square".

5. New Business

- A. Park Benches. It was decided to put together a binder for bench standards, photos and catalog information.

6. Public Works

Public Works is assisting WDMFA with the planting of a permanent live Christmas Tree in Civic Park on the Dickerhoof side of the park on 12/2/25.

7. Other

A. Onikka presented a motion to defer the December Park Board meeting as per tradition and reconvenes January 13, 2026. Jason seconded the motion. Vote was unanimous. Motion passed.

- A. During the recent Park Board meeting, member Jason Neiss highlighted a safety concern regarding the Winston Community Center's parking lot, noting that there is only one entrance and one exit. This poses a potential hazard in the event of an emergency, such as a fire. After a productive discussion, the Park Board agreed that adding another entrance or exit would significantly improve safety and accessibility. The board now recommends that the City Council review this matter and consider the next steps, potentially involving Public Works, Traffic Safety, or Public Safety departments.

Next Meeting: January 13, 2026, 4:00pm. **Location:** Winston City Hall

Meeting Adjourned 4:37pm

Raeann Rutledge, Secretary



Application for Business License

Tell us about you:

Applicant: Crystal Covey
Date of Birth: [REDACTED] Driver's License/ID#: [REDACTED] State: OR
Mailing Address: 686 Upper Camas Rd.
City: Camas Valley State: OR Zip: 97416
Phone: 541-643-7253 Email: crystalc34@yahoo.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: Nails by Crystal LLC.
Street Address: 133 Douglas Blvd. Winston OR 97496
Mailing Address: 686 Upper Camas Rd PO Box: _____
City: ~~Winston~~ Camas Valley State: OR Zip: 97416
Business Type: Nail-Salon Secondhand Property Dealer? NO
Description of business to include hours of operation and expected number of employees: 1-Self
nail salon owner/operator - no employees
Sun, Mon, Tue, Wed, Thurs, Fri 8:30 AM - 6 pm

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 # 29-25

Phone: 541-643-7253 Email: CrystalC34@yahoo.com
Property Owner (if other than applicant): Darren Dickerhoof properties
Sq. Ft. of Building for Business: 475 sq ft No. of Parking Spaces: _____
Applicant Signature: Crystal Corey Date: _____
* Property Owner Signature: See next page Date: _____
(If different from applicant)

Section B:

Business Name: _____
Business Type: _____
Owner/Agent: _____
Street Address: _____
Mailing Address: _____ PO Box: _____
City: _____ State: _____ Zip: _____
Email: _____ Phone: _____

Complete the following where applicable, and sign below:

CCB#: _____ DC Health Dept: _____ Other: _____
Current/Upcoming Projects (Input N/A if none): _____

Applicant Signature: Crystal Corey Date: 10/3/2025

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 # 29-25

Phone: 541-643-7253 Email: CrystalC34@yahoo.com
Property Owner (if other than applicant): Darren DICKERHOFF properties
Sq. Ft. of Building for Business: 475 sq ft No. of Parking Spaces: _____
Applicant Signature: Crystal Corey Date: _____
* Property Owner Signature: Ann Dill Date: 10-1-25
(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: Crystal Corey Date: 10/3/2025

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.

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Application # 29.25

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

LICENSE # 29-25

Business Location 133 NW DOUGLAS BLVD Zoning CG

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

Planning Official Landen Stevens Date 11/3/25

Comments: Property Zoned General Commercial - Use of "Nail Salon"
to be included under Specified use "Beauty Shop". Strip
Mail is not fully occupied w/ tenants and proposed business is
expected to generate minimal traffic. 2-3 spaces is sufficient.

Police Chief [Signature] W7 Date 11-4-25

Recommendation: ☒ Grant ☐ Deny
Comments:

City Manager Thomas McIntosh Date 11-13-26
Billing Clerk [Signature] Date 11/25/2025
City Recorder [Signature] Date 11/25/25

Fee \$50 Receipt # 92256 CC 12/1/25 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 # 29-25



Application for Business License

Tell us about you:

Applicant: Christie Wuerst

Date of Birth: [REDACTED] Driver's License/ID [REDACTED] St [REDACTED]

Mailing Address: 674 SE Garden Way Dr.

City: Winston State: OR Zip: 97496

Phone: 541.670.7269 Email: pathwayschristie@gmail.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: Pathways Bookkeeping and Business Solutions, LLC

Street Address: 674 SE Garden Way Dr

➤ Mailing Address: Same PO Box: _____

City: Winston State: OR Zip: 97496

Business Type: Bookkeeping and Business Services Secondhand Property Dealer? _____

Description of business to include hours of operation and expected number of employees: I Will be offering bookkeeping and business services like payroll processing, paybles and receiveble management, and

HR consulting. I will be going to business as wells as working out of my home. I am planning office hours of

9:00 am to 5:00pm Monday thru Friday or by appointment. I forsee that I will be hiring a part-time employee in 1-2 years.

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 # 30 - 25

Phone: 541.670.2599 Email: pathwayschristie@gmail.com

Property Owner (if other than applicant):

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

Applicant Signature: Christie Wuent Date: 11-6-2025

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

Section B:

Business Name:

Business Type:

Owner/Agent:

Street Address:

Mailing Address: PO Box:

City: State: Zip:

Email: Phone:

Complete the following where applicable, and sign below:

CCB#: DC Health Dept: Other: EIN #39-4966744

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

Applicant Signature: Christie Wuent Date: 11-6-2025

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 # 30 - 25

*** STAFF USE ONLY ***

LICENSE # 30-25

Business Location 674 SE GARDEN WAY DR Zoning RLA

Change of Occupancy ☒ (N) Sign Permit Required ☒ (N) 2nd Hand Property Dealer ☒ (N)

Planning Official Landon Stevens Date 11/7/25

Comments: Permitted as "Limited Home Occupation" per WMC 154.031(A)(F)

Subject to Limitations found under definition of "Limited Home Occupation"
Conditional Use Permit shall be required if and when a non-
resident employee is hired and works on site.

Police Chief [Signature] Date 11-20-25

Recommendation: ☒ Grant ☐ Deny
Comments:

City Manager Thomas McIntosh Date 11-13-25

Billing Clerk N/A Date

City Recorder [Signature] Date 11/25/25

Fee \$50 Receipt # 92235 11/6 CC 12/1/25 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 # 30-25



Application for Business License

Tell us about you:

Applicant: Devin Boyd
Date of Birth: [REDACTED] Driver's License/ID: [REDACTED]
Mailing Address: 508 NW Elwood DR
City: Winston State: OR Zip: 97496
Phone: 541-530-5869 Email: DevinJcp93@gmail.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: _____
Street Address: _____
Mailing Address: _____ PO Box: _____
City: _____ State: _____ Zip: _____
Business Type: _____ Secondhand Property Dealer? _____
Description of business to include hours of operation and expected number of employees: _____

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 # 31-25

Phone: _____ Email: _____

Property Owner (if other than applicant): _____

Sq. Ft. of Building for Business: _____ No. of Parking Spaces: _____

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____
(If different from applicant)

Section B:

Business Name: Unique Pressure Washing LLC

Business Type: Pressure Washing

Owner/Agent: Denn Boyd

Street Address: 508 NW Elwood DR Winston OR 97496

Mailing Address: 508 NW Elwood DR PO Box: _____

City: Winston State: OR Zip: 97496

Email: uniquepressurewashingllc@outlook.com Phone: 541-236-5167

Complete the following where applicable, and sign below:

CCB#: _____ DC Health Dept: _____ Other: LLC 39-5100996

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

Applicant Signature: Denn Boyd Date: 10/31/25

Development Notice:

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

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

Application # 31-25

*** STAFF USE ONLY ***

LICENSE # 31-25

Business Location 508 NW Elwood Dr Zoning RLA

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

Planning Official London Stevens Date 11/12/25

Comments: Purpose of License is to have a business mailing address -
Pressure washing business - No on-site materials aside from truck
and utility trailer. No employees, no additional traffic generated.
See Email.

Police Chief [Signature] Date 11/20/25

Recommendation: ☒ Grant ☐ Deny

Comments:

City Manager THOMAS MCINTOSH Date 11-13-25

Billing Clerk N/A Date

City Recorder [Signature] Date 11/25/25

Fee \$50 Receipt # 92305 CC 12/1/25 Letter/Label ☐ Entered/Mailed ☐

Additional Remarks:

License fee applied to 2026. VMQ

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 # 31-25

Landon Stevens

From: Umpqua pressure washing Llc <umpquapressurewashingllc@outlook.com>
Sent: Friday, November 7, 2025 6:09 PM
To: Landon Stevens
Subject: Re: Business License

This is a mobile pressure washing business. I am part owner, the other owner Angus Swan lives in Oakland Oregon. I just put my address down if you had to send mail somewhere. We don't have a physical business address.

For equipment it is just a truck and utility trailer that I have at my house and he has a setup as well.

From: Landon Stevens <landon.stevens@cityofwinston.org>
Sent: Friday, November 7, 2025 2:04 PM
To: umpquapressurewashingllc@outlook.com <umpquapressurewashingllc@outlook.com>
Subject: Business License

Hello,

This email is intended for Devin Boyd.

You recently applied for a Winston business license for a pressure washing business. On the application, you indicated that this is a mobile/contractor request and that the business is not headquartered within the city limits of Winston. Based on the street address of the business, it appears to be located within Winston city limits. You will need to provide a written response to the questions listed in "Section A" of the business license. This can be done via this email thread – no need to submit anything in physical form.

What we are looking for is whether or not this business complies with the zoning code relating to home based businesses and residential areas. Details like employees, outdoor storage, vehicle trips, noise, and other factors come into play when discussing a business that is based in a residential area.

Thank you and let me know if you have any questions.

Landon Stevens | City Planner
City of Winston
458-803-0532
Landon.stevens@cityofwinston.org



**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 Susan Chase
Residence Address 2373 Brockway Rd Mailing same
City Winston State OR Zip Code 97496
How Long? 25 Yrs Age Group 18-25 26-35 36-50 51-60 ☒ 61+
Phone 541 580-7775 Email Address sgiam@hotmail.com
Occupation Retired Hobbies/Interests Busy/Administration
Previous community involvement experience? Public Safety Comm - WD
School Board - Church

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 2 daytime hours, and/or I can commit 2 evening hours per month.

Applicant Signature: S Chase Date 10/30/25

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

You know me i'





RESOLUTION NO. 25-1211

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL DECLARING AS SURPLUS AND AUTHORIZING THE CITY MANAGER A SALES PROCESS THROUGH THE I-5 AUCTION, ONE KUBOTA TRACTOR.

WHEREAS the City of Winston owns and operates fleets of equipment or vehicles; and,

WHEREAS the Kubota tractor L3010 F has outlived its useful life and is no longer in use; and,

WHEREAS the City of Winston Public Works Department previously proposed and gained approval to replace this equipment.

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

SECTION 1. The City Manager is hereby authorized to surplus one Kubota tractor L3010 F as outlined in Public Works Staff Report No. 25-14 dated December 01, 2025 attached hereto and incorporated by reference.

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

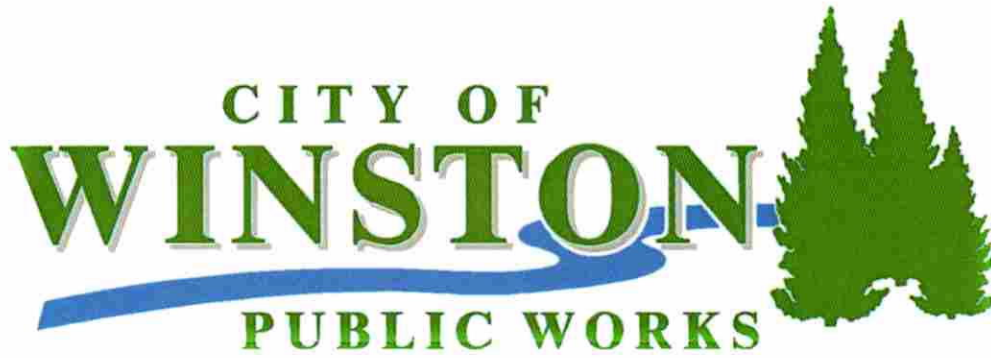
ADOPTED BY THE CITY OF WINSTON, OREGON, CITY COUNCIL ON THIS 1ST DAY OF DECEMBER 2025.

APPROVED BY THE MAYOR ON THIS 1ST DAY OF DECEMBER 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Staff Report

Public Works 25-14

Subject: Public Works surplus item

Date: December 1, 2025

Prepared by: Andy Howell

Title: Surplus Kubota Tractor L3010 F

Background: Tractor has been replaced with new Kubota tractor

Analysis: The tractor has outlived its useful life and is no longer used.

Recommendation: Staff recommend Council allow staff to surplus the Kubota L3010F at next available I-5 Auction

Financial Impact: N/A



RESOLUTION NO. 25-1212

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL AUTHORIZING THE CITY MANAGER TO PURCHASE VARIABLE FREQUENCY DRIVES TO CONTROL THE SPEED FOR THE PUMPING SYSTEM FOR THE WINSTON-GREEN WASTEWATER TREATMENT FACILITY SHARING 50% OF THE COST WITH THE GREEN AREA WATER AND SANITARY AUTHORITY FOR AN AMOUNT NOT TO EXCEED \$77,472 OR \$38,736 EACH.

WHEREAS the City of Winston and the Green Area Water and Sanitary Authority co-own and operate the Winston-Green Wastewater Treatment Facility and share maintenance and upgrades; and,

WHEREAS the Winston-Green Wastewater Treatment Facility, being a large regional facility requires periodic replacement of necessary parts and equipment; and,

WHEREAS the current pumping system has variable frequency drives that control the mode and speed to which the pump moves fluid; and,

WHEREAS two out of the three variable frequency drives are older than 12 years which fall outside the normal 7-10 year lifespan and it now stands necessary to replace them.

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

SECTION 1. The City Manager is hereby authorized to purchase the variable frequency drives for an amount not to exceed \$77,472 and share the cost with the Green Area Water Sanitary Authority 50/50, or \$38,736 each, as outlined in Wastewater Treatment Facility Staff Report No. 25-05 dated November 25, 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 1ST DAY OF DECEMBER 2025.

APPROVED BY THE MAYOR ON THIS 1ST DAY OF DECEMBER 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

QUOTE

Quote #Q251118C
November 17, 2025

Chris Sherlock
Winston-Green

RE: Winston Green Influent Pump #1 & #3 VFD Replacement

Project Scope:

TAG is providing a Quotation to Replace (2) Variable Frequency Drive (VFD) with a Allen Bradley PowerFlex 753 AC Drive- Drive specs are below. TAG will remove the existing Safetronics drive, Install the new PowerFlex 753 Drive, New HIM door module, install a DVDT Filter, Wire up the new drive, configure the parameters. Once the new Drive has been installed and configured, the system will be tested to ensure that it functions properly.

Materials:

- Two (2) Allen Bradley PowerFlex 753 VFD
 - Air Cooled, Open Type, 480 VAC, 3 PH, 125 Amps, 75HP Heavy Duty
- Two (2) Allen Bradley HIM Module
- Two (2) Allen Bradley HIM Bezel Kit for Door Mounting
- Two (2) PowerFlex 120V I/O Card
- Two (2) PowerFlex Ethernet Communications Adapter
- Two (2) MTE DV/DT Filter - 3 to 600 Amp Range (0.5 to 600HP) 380V to 600V, 50/60 Hz, 3-Phase
- Misc Installation Materials (Wire, Connectors, Labels, Etc.)

Tasks:

- Procure Materials Listed Above
- Travel
- Existing Safetronics Drive Removal
- DV/DT Filter Installation
- Install I/O Card and Ethernet Comms Module
- New PowerFlex Drive Installation
- Mount Bezel Kit and HIM Module
- Configure Drive Parameters
- Testing

Clarification/Exclusions:

- PLC/HMI/SCADA Programming and Programming Software
- TAG's Labor Pricing is not affected by the National Supply Chain Shortages, but due to Vendors rapidly increasing material prices, we may need to reprice some materials at time of order.
- Lead Times for specific materials are very unpredictable at this time and cannot be verified until orders are placed. We are also seeing some items slipping from the predicted delivery dates after order by a few weeks and also seeing some items showing up early. TAG will track progress on orders and provide updates.
- Payments with Credit Cards will have additional charges added to the price below based on the current % rate of the processor.

Winston Green Influent Pump #1 & #3 VFD Replacement (Materials Price) \$38,238.00

Winston Green Influent Pump #1 & #3 VFD Replacement (Labor Price) \$39,234.00

Total Price \$77,472.00

Thank you,
Christopher Rodriguez
Christopher Rodriguez
Office: 541-359-3755
estimating@tag-inc.us



Staff Report

WWTF 25-05

Date:	November 25, 2025
Prepared by:	Christopher Sherlock
Title:	Influent Pump Station VFD Purchase
Background:	The treatment facility uses Variable Frequency Drives, VFD's, to control the speed at which a pump moves fluid. The Average lifespan of a VFD is 7-10 years before it is considered obsolete. There are 2 of the 3 VFD's in our pump station that are 12 and 13 years old and are obsolete to the point where we are no longer able to get parts for them. These are a critical part of the facility.
Analysis:	Since staff is currently working on acquiring new pumps for its main pump station now is the time to swap out the 2 older VFD's so that all 3 can age out together.
Recommendation:	Currently The Automation Group, TAG, is the integrator of record for the facility. They have provided a quote for the replacement of 2 VFD's. It is recommended that they perform the installation as they were the ones who performed the last installation and have extensive knowledge of the facility's electrical and programming needs.
Financial Impact:	The total purchase amount is \$77,472. The cost that The City of Winston would incur is \$38,736, leaving Green Area Water and Sanitary Authority responsible for the remainder \$38,736. This is a budgeted item.