



City Council Meeting
January 5, 2026, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Agenda

- I. Call to Order—Christie Knutson, Mayor**
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Adjustments to the Agenda
- II. Consent Agenda**
 - A. Approval of Council Minutes
 - 1. December 1, 2025
 - 2. October 6, 2025, Workshop
 - 3. November 3, 2025
 - B. Acceptance of Minutes for Boards and Committees
 - 1. Traffic and Public Safety, April 28, 2025
 - 2. Economic Development, December 10, 2025
- III. Comments from the Audience—***anyone wishing to discuss items not covered on this agenda is welcome to address the City Council as a whole. Please state your name and address for the record. Each speaker will be given a maximum of 3 minutes. Speakers may not defame, intimidate, or use profanity or personal affronts. The Council reserves the right to delay action until they have full information on the issue.*
- IV. Reports: Boards, Commissions, Committees and Schools**
 - A. Douglas High School—*DHS Student Representative*
 - B. Economic Development for December 10, 2025—*Dave Cunningham, Liaison*
 - C. Friends of the Winston Library for December 10, 2025—*Allen Hobson, Liaison*
- V. Department Reports**
 - A. Community Development—*Landon Stevens, City Planner*
 - B. Police—*Brandon Sarti, Chief of Police*
 - C. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. New Business Licenses
 - 1. Superior Sewing Service—*Larry Reeves*
 - 2. Troy Bryan Photography—*Troy Bryan*
 - B. Set Council Workshop for January 12, 2026 on Grant Opportunities
 - C. Resolution No. 26-1213 Douglas County IGA Leachate 6th Extension
 - 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

VIII. Upcoming Agenda Items

- Business Oregon Agreement
- Grant Funding for Highway 42 Sewer Project

IX. Non-Agenda Items from Council

X. Good of the Order

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

XI. Announcements

- Chamber of Commerce monthly board meeting, Jan. 8th 6pm; City Hall
- Park Board, Jan. 13th at 4; City Hall
- Economic Development, Jan. 14th at noon; City Hall
- Friends of the Winston Library will not meet in January
- Planning Commission, Jan. 14th 7pm; City Hall
- Urban Renewal Agency, Jan. 15th at 5:30; City Hall
- Monday, January 19th, Martin Luther King Jr. Day—***City offices will be closed.***
- Tuesday, Jan. 20th, City Council meeting, 7pm; City Hall

XII. Executive Session—*Pursuant to ORS 192.660 (2)*

XIII. Adjournment

AMERICANS WITH DISABILITIES NOTICE

As part of public policy, the City of Winston will attempt to provide public accessibility to services, programs, and activities. If accommodation is needed to participate in this meeting, please contact Winston City Hall at 541-679-6739, at least 48 hours prior to the scheduled meeting time.



City Council Workshop
October 6, 2025, 5:30 pm
Winston Community Center
440 SE Grape Avenue
541.679.6739 Info.

Minutes

I. Open Workshop—Christie Knutson, Mayor

The workshop was opened at 5:30. Mayor Christie Knutson was present along with councilors Dorie White, Dave Cunningham, Allen Hobson, and Nick Wiggins. City Manager Thomas McIntosh led the discussion.

II. Discussion

A. Property Taxes

McIntosh began by discussing how the property tax platform operates and how it affects citizens. Winston's tax rate is \$16.63/\$1 thousand of assessed property value. The taxes are split between schools, fire, local government, urban renewal and other educational programs. The effects of measures 5 and 50 prevent the county from raising taxes more than 3% annually. Property taxes fund the police department where state gas taxes help to fund roadway improvements. Fees collected from sewer services fund maintenance and repair of the sewer system.

III. Adjournment

The discussion closed at 6:15. Submitted by Cindy M. Sarti, City Recorder.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



City Council Meeting
November 3, 2025, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Minutes

The meeting was called to order by Mayor Christie Knutson. Councilors Dorie White, Dave Cunningham, Allen Hobson and Nick Wiggins were in attendance. Staff in attendance were Thomas McIntosh, Andy Howell, and Debra DeMasters. Add items V (E), Chamber Report and introduction of new executive director, and VIII (I), Community Park Pavilion and Plaque.

Public Hearing

Business License Revocation Appeal; Northern Auto Wholesale Truck Auto and Equipment

A motion to open the public hearing was made by Hobson; second by Cunningham. Unanimous. 7:03pm. McIntosh briefly reviewed his previous staff report and recommended upholding the business license revocation. There were no conflicts of interest or disclosures and so the council was qualified. The applicant was absent. The applicant's neighbor, Mary Staatz, known to the applicant for 18 years, testified on his behalf urging council to give more time for the applicant to gain compliance. Claiming his situation has changed and if he just had more time, he could gain compliance. McIntosh acknowledged that Staatz contacted him regarding the changes in Hurd's situation.

Staatz was thanked for her statement. Council members considered the length of time already surpassed and noted that the Winston Municipal Code does not dictate in any other manner than that of complying.

There were no public comments, and a motion was made to close the hearing by Cunningham; second by Hobson. Unanimous. 7:32pm.

A motion was made to uphold the revocation by Cunningham; second by White. Unanimous. Hurd was given until December 31, 2025, to abate the nuisance, otherwise the city will take action.

Approval of Council Minutes; October 6, 2025, Regular Meeting
Motion to approve by Hobson; second by Wiggins. Unanimous.

Comments from the Audience

Teri Fink, 1100 Abraham and board chair for the traffic and public safety committee, was following up on the committee's recommendation that council approve stop signs installed at Abraham and Timothy. According to Fink, who is a frequent pedestrian of the area, it is dangerous to pedestrians. The recommendation was made to council 5 months ago. Council will look at the matter again. There are many factors to consider like costs; traffic studies.

Park board president, Jack Holland, is asking that fees associated with the Community Center Grand Room be waived for the upcoming Community Christmas and Christmas Ball events. These annual

events have a history and are completely community oriented. Motion to waive fees by Hobson; second by Cunningham. Unanimous.

Reports: Boards, Commissions, Committees and Schools

Douglas High School—*Gracie Byers, DHS Student Representative*

Gracie Byers was not in attendance this time, however metal shop students senior Danielle Mihevc, and sophomore Summit Schaerer were present and reported to the council how and why they chose metal shop and the benefits of learning to weld and cut metal. They praised their instructor for their dedication to the students.

Economic Development October 8, 2025—*Dave Cunningham, Liaison*

Written minutes were provided in the packet.

Park Board October 14, 2025—*Dorie White, Council Liaison*

A standard was created for the memorial park benches. They are to be constructed of expanded metal; it is possible that the metal shop at Douglas High School could be of assistance.

Friends of the Winston Library October 15, 2025—*Allen Hobson, Liaison*

New library cards were ordered and obtained at a bulk rate; the Summer Reading Program was successful. Received a \$1 thousand grant for the Ready Readers program. A computer issue with internet connection was resolved.

Department Reports

Administration—*Thomas McIntosh, City Manager*

The city saved money this year by reducing the water meter size at the community center resulting in savings of roughly \$500/month in the water bill. Also, staff were able to perform in-house labor on the Riverbend Park stage stain project, saving thousands in labor costs that would have otherwise been contracted out. City staff are talented and dedicated to the improvement of Winston.

New Business

New Business Licenses

Hurricane Pizza, Inc.—*Angelique Martinez, Owner*

Thomas Excavation, Inc.—*Jason Thomas*

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

Resolution No. 25-1205 Undertaking the Sewer Siphon Project

McIntosh noted his staff report covers this Resolution and the next three, setting a foundation for the siphon project set for completion at the end of 2026.

Motion to approve 25-1205 as presented, by Hobson; second by White. Unanimous.

Resolution No. 25-1206 DEQ Loan Agreement for Siphon Project

Loan amount of \$2,508,000 with half, \$1,254,000, being forgiven.

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

Resolution No. 25-1207 Civil West Engineering for Construction Management Siphon Project

Hobson asked if existing pipes would cause future problems. Howell said no. Motion to approve by Cunningham; second by Hobson. Unanimous.

Resolution No. 25-1208 CCD Business Development Corporation Agreement

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

Resolution No. 25-1209 Winston Dillard Senior Citizens Agreement

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

Resolution No. 25-1210 Fee Schedule Amendment

Passage of this Resolution would save roughly \$2,200/month, or \$26,000/year in fees for payments received by credit and debit cards.

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

Community Park Pavilion Plaque/Proclamation; the Lloyd Stutzman Memorial Pavilion.

Announcements

Planning Commission Meeting - November 5th at 7pm – City Hall

Coffee w/ Mayor Christie – November 8th at 10am – City Hall

Friends of the Winston Library - November 12th at 11am – Winston Library

Economic Development – November 12th at noon – City Hall

Winston Chamber of Commerce Meeting – November 13th at 6pm – City Hall

Winston Park Board Meeting – November 18th at 4pm – City Hall

Urban Renewal Meeting – November 20th at 5:30pm – City Hall

Adjournment

There being no further business, the meeting was adjourned. 8:55. Respectfully submitted by Cindy Sarti, City Recorder.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



City Council Meeting
December 1, 2025, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Minutes

Call to Order—Christie Knutson, Mayor

The meeting was called to order by Mayor Christie Knutson. Councilors Dorie White, Dave Cunningham, Allen Hobson and Nick Wiggins were in attendance. Staff in attendance were Thomas McIntosh, Cindy Sarti, Landon Stevens, Chris Sherlock, and Brandon Sarti. Add item VI (G), Christmas Lights/Business District Participation.

Comments from the Audience

Bill Warmack, 525 SE Parkway Drive. Warmack raised concerns with several traffic complaints, including the running stop signs, loud mufflers, and parking issues. Warmack would like to see laws enforced. Police chief Brandon Sarti said motorized bikes with engines under 40ccs can use bicycle rules and under ORS, bicycles can consider stop signs to be yield signs. McIntosh will reach out to property owners for any ideas for solutions regarding parking.

Brooke Bustrum, 184 Danielle Drive, has received parameters for the baseball teams to bring the fields up to Cal Ripken standards. McIntosh and sent them to the park board for their review.

Reports: Boards, Commissions, Committees and Schools

Douglas High School

Kimberlee Lyman from the leadership department at Douglas High School reported visiting over 120 businesses for the canned food drive competition. Food donation barrels are located at the main office at DHS; Lyman also participated in a gift drive for those less fortunate in the community. The culinary club will be making 50 cookies for the Christmas tree lighting ceremony.

Friends of the Winston Library—Paula Fetzer, Director

Fetzer reported that numbers keep going up. A STEAM event is planned for Dec. 30th at the Winston Community Center. Riddle and Myrtle Creek libraries will also be participating. A written financial report was given to the council.

Economic Development, November 12, 2025—*Dave Cunningham, Liaison*
Cunningham reviewed the minutes of the meeting. URA approved a \$250 thousand grant to the new owners of the Winston Shopping Center, commonly referred to as the “Antique Mall”. The grant is for façade improvements to the property. In addition to the grant, property owners, the Stipe brothers, plan on using \$1 million of their own money toward the improvements. The Core project had a price drop of \$500 thousand and is currently in escrow with a purchase agreement. The December newsletter is out. New members are needed for the Economic Development board.

Park Board, November 12, 2025—*Dorie White, Council Liaison*
A waiver of fees for the WAID Christmas celebration was approved; a new town square concept has been referred to the Chamber of Commerce. The parks master plan is from 2016 and needs updated.

Department Reports

Community Development—*Landon Stevens, City Planner*
A tentative approval has been given for the Lovelace subdivision, meaning homes may be going up within the next year. Lovelace is a 23-lot subdivision and will not require a traffic study. No idea on the price range for the new homes by Tabor Building that will mostly be 3 bedrooms with 2 baths at around 1,600 square feet in size. The Rolling Meadows subdivision has new roads in with 3 new homes currently under construction with 20 more anticipated in the upcoming year. 15-20 homes need to be sold before phase two entry.

New Business

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*

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

Holiday Gift Cards for Staff

A motion to purchase 35 gift cards for \$50 each to distribute among employees was made by Wiggins; second by Cunningham. Unanimous.

Traffic & Public Safety Committee Reappointment

1. Susan Chase

Motion to re-appoint by Hobson; second by Cunningham. Unanimous.

Resolution No. 25-1211 Property Surplus Kubota Tractor

The resolution was read by title only—*Cindy Sarti, City Recorder*

Staff Report—*Thomas McIntosh*. The tractor has outlived its useful life and has been replaced.

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

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

The resolution was read by title only—*Cindy Sarti*

Staff Report—*Thomas McIntosh*. The City currently has a contract with The Automation Group (TAG). This is a budgeted item.

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

Add item VI (G) Business Christmas Lights Project

McIntosh stated that Chamber will be involved with recruiting businesses to decorate with Christmas lights after research has been done regarding the URA funding the project. Research showed that the URA is not an appropriate funding source. The City has a line item for community activities and there are discretionary funds from transient room tax revenue in the amount of 30% of total funds collected. There was conversation about whether it is too late to start this project. The council members agreed to look at this for next year. The community center needs decorations and lights are needed in other public areas.

A motion was made by Cunningham to allocate \$500 for decorations and lights for the community center and other locations; second by Hobson. Unanimous.

Break for Executive Session. 8:07

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.

Reconvene from Executive Session. 8:30.

There being no further business, the meeting was adjourned. 8:30. Respectfully submitted by Cindy Sarti, city recorder.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder.

Traffic and Public Safety Committee Meeting
Monday April 28, 2025 at 7:00 PM
Winston Police Department 131 Rose Avenue
Minutes



- I. Call to Order
 - a. Roll call. In attendance was Chair Teri Fink, Vice-Chair Chad Myers, Frank Peach, Judy Ode, Dave Cunningham and Chief Brandon Sarti.
- II. Consent Agenda
 - a. Approval of Minutes from October 14, 2024 by Chad Myers and Frank Peach. Voted unanimously by committee.
- III. Comments from the audience – Anyone wishing to discuss items not covered on this agenda is welcome to address the Board. 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 Board reserves the right to delay action until they have full information on the issue.
- IV. Old business
 - a. Speeding on Pintail. Will be recommending to council to buy new “slow down” signs for this area. Also to research a new speed trailer. This was voted in by Chad Myers and Frank Peach and was unanimous with the committee.
 - b. Speeding on Abraham. Decision was made to recommend stop signs placed at Timothy and Abraham to council. This was voted on by Frank Peach and Judy Ode and was unanimous with the committee.
- V. New business
 - a. Radar trailer printouts were read and discussed.

VI. Good of the order

a. Next meeting Monday, July 14, 2025

VII. Adjournment

AMERICANS WITH DISABILITIES NOTICE

As part of public policy, the Winston Police Department will attempt to provide public accessibility to services, programs, and activities. If accommodation is needed to participate in this meeting, please contact the Winston Police Department at 541-679-8706, at least 48 hours prior to the scheduled meeting time.

CITY OF WINSTON
ECONOMIC DEVELOPMENT

December 10, 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: David Cunningham, Landon Stevens, Teri Fink, and Midge Peach

II. Comments from the Audience

None

III. Committee Reports

1. Community Development- Landon Stevens, city planner, reported that city approved phase 2 of the Lance Short 57 lot development and is close to being finalized. Roads are in. Tokay project of 23 lots is approved. Sidewalks for Cary Street for Safe Schools grant is being proposed. Mike Kelly has made application for zone change on apartment complexes on Brockway. We received the grant for sewer extension. An Analysis grant of 70k has been approved for Needs on Businesses. This may go to bid. The Red Barn Dispensary needs a business application. System Development charges are being discussed for storm sewers.

Chamber reorganization is being done. We have full board. Have 20 current members. Meeting Dec 11th at 6 pm.

IV. OLD BUSINESS- Requested Economic Development Board members. News letter is out for December and we have content for January news letter..

V. NEW BUSINESSES- Sewing machine operator, Thomas Construction, Pathway Bookkeeping. Nails by Chrystal.

VI. GOOD OF THE ORDER

City Conference was in Canyonville and many grants are available. The city will meet to prioritize.

VII. ADJOURNMENT

Next meeting will be January 14, 2026 at noon.



Application for Business License

Tell us about you:

Applicant: Larry D Reeves
Date of Birth: [REDACTED] Driver's License/ID#: [REDACTED] State: [REDACTED]
Mailing Address: 100 Kenya Ct
City: Winston State: OR Zip: 97496
Phone: 310-613-4874 Email: Larry a Reeves 1776@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: Superior Sewing Service
Street Address: 100 Kenya Ct
Mailing Address: Same PO Box: _____
City: Winston State: OR Zip: 97496
Business Type: Sewing Machine Service Secondhand Property Dealer? No
Description of business to include hours of operation and expected number of employees: _____
Sewing Machine Service by Appointment Only

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 # 28-25

* SUPERIOR SEWING

Phone: 310-613-4874 Email: Larry. Reeves 1776@gmail.com

Property Owner (if other than applicant): Same

Sq. Ft. of Building for Business: 500 No. of Parking Spaces: 10

Applicant Signature: Larry D Reeves Date: 11/10/2025

Property Owner Signature: Same 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: _____ 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 # 28-25

* SUPERIOR SEWING

*** STAFF USE ONLY ***

LICENSE # 28-25

Business Location 100 Kenya Ct Zoning RLB

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

Planning Official Landen Stevens Date 11/20/25

Comments: RLB Allows "Limited Home Occupation" as Permitted use.

Operation must meet and continue to meet Standards Listed in
definition for "Limited Home Occupation" within Chapter 154 WMC.

Police Chief See Next Page Date _____

Recommendation: ☐ Grant ☐ Deny

Comments:

City Manager Thomas McIntosh

Date 11-25-25

Billing Clerk N/A

Date _____

City Recorder [Signature]

Date 11/25/25

Fee \$50 Receipt # 92278 cc 12/1/25 Letter/Label ☐ Entered/Mailed ☐

Additional Remarks:

Sent to P/D 11/18.

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 # 28-25

* SUPERIOR SEWING

*** STAFF USE ONLY ***

LICENSE # 28-25

Business Location 100 Kenya Ct. Zoning _____

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

Planning Official _____ Date _____
Comments: _____

Police Chief [Signature] Date 11-20-25
Recommendation: ☒ Grant ☐ Deny
Comments: _____

City Manager _____ Date _____
Billing Clerk _____ Date _____
City Recorder _____ Date _____

Fee \$50 Receipt # 92278 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 # 28-25



Application for Business License

Tell us about you:

Applicant: Troy Bryan
Date of Birth: 11/15/1980 Driver's License/ID#: 1 State: OR
Mailing Address: NEWTON DR
City: WINSTON State: OR Zip: 97496
Phone: 347-638-6283 Email: troybryanphotos@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: Troy Bryan photography
Street Address: 30 SW Newton DR
Mailing Address: Same PO Box: _____
City: Winston State: OR Zip: 97496
Business Type: Photography Secondhand Property Dealer? _____
Description of business to include hours of operation and expected number of employees: _____
Photography, No 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 # 27-25

*Troy Bryan Photography

Phone: 347-638-6283 Email: troybryanphotos@gmail.com

Property Owner (if other than applicant): _____

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

Applicant Signature: Troy Bryan Date: Oct 16, 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: _____

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 # 27-25

* Troy Bryan Photography

*** STAFF USE ONLY ***

LICENSE # 27-25

Business Location 30 SW Newton Zoning RH

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

Planning Official Landon Stevens Date 10/27/25

Comments: Photography business based in Winston - Permitted
as home occupation for RH Zoning - No employees

Update 12/4/25: Spoke with Troy - Home is for address only - no clients coming to home,
no home studio, no equipment stored at home other than camera. Mobile Vendor

Police Chief SEE NEXT Page CND

Date _____

Recommendation: ☐ Grant ☐ Deny

Comments: _____

City Manager Theresa McIntosh

Date 11-25-25

Billing Clerk [Signature]

Date _____

City Recorder [Signature]

Date 11/25/25

Fee \$50 Receipt # 92161 CC 12/1/25 Letter/Label ☐ Entered/Mailed ☐

Additional Remarks:

Sent to Pld 11/18

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 # 27-25

Troy Bryan Photography

*** STAFF USE ONLY ***

LICENSE # 27-25

Business Location 30 SW Newton Dr. Zoning _____

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

Planning Official _____ Date _____

Comments: _____

Police Chief [Signature]

Date 10/20/25

Recommendation: ☒ Grant ☐ Deny

Comments: _____

City Manager _____

Date _____

Billing Clerk _____

Date _____

City Recorder _____

Date _____

Fee \$50 Receipt # 92161 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 # 27-25



RESOLUTION NO. 26-1213

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO THE SIXTH EXTENSION OF THE DOUGLAS COUNTY LEACHATE AGREEMENT #30000175.

WHEREAS the city of Winston and the Green Area Water and Sanitary Authority co-own a wastewater treatment plant; and,

WHEREAS the City of Winston, and the Green Area Water and Sanitary Authority along with Douglas County have been under agreement to treat Douglas County's leachate for several years and entered into a new and updated leachate agreement on or around January 6, 2020; and,

WHEREAS like the old agreement, the new agreement is on an annual basis, and it is time to enter into the sixth extension; and,

WHEREAS all parties wish to enter into the sixth extension of the agreement.

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

SECTION 1. The city manager is hereby authorized to enter into the sixth extension of Douglas County Leachate agreement #30000175. The new term is extended to December 31, 2026. The agreement is 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 5TH DAY OF JANUARY 2026.

APPROVED BY THE MAYOR ON THIS 5TH DAY OF JANUARY 2026.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

SIXTH EXTENSION OF CONTRACT NO. 30000175

This sixth extension of contract ("sixth extension") is made on the ____ day of _____ 20____, between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("County"), GREEN AREA WATER AND SANITARY AUTHORITY ("Authority"), and the CITY OF WINSTON ("City").

IT IS HEREBY AGREED:

Reference is hereby made to prior documents such as the original agreement entered on or about January 8, 2020, by County, Authority (formerly referred to as "District") and City, filed in the Douglas County Court Journal on January 16, 2020, under recording No. CJ 2020-0065 ("original agreement"). The parties then entered into a first extension of contract, filed in the Douglas County Court Journal on December 16, 2020, under recording No. CJ 2020-1336 ("first extension"); a second extension and assignment of contract, filed in the Douglas County Court Journal on January 26, 2022, under recording No. CJ 2022-0070 ("second extension and assignment"); a third extension of contract, filed in the Douglas County Court Journal on February 15, 2023, under recording No. CJ 2023-0226 ("third extension"); a fourth extension of contract, filed in the Douglas County Court Journal on February 7, 2024, under recording No. CJ 2024-0105 ("fourth extension"); and then a fifth extension of contract, filed in the Douglas County Court Journal on February 26, 2025, under recording No. CJ 2025-0192 ("fifth extension"). The original contract, first extension, second extension and assignment, third extension, fourth extension, fifth extension and this sixth extension together shall be referred to as "this agreement."

1. EXTENSION: The term of this agreement is extended to December 31, 2026, subject to early termination as otherwise provided.

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2. ENTIRE CONTRACT: Except as modified herein, the terms and conditions of the original agreement and all prior extensions and modifications shall apply.

**GREEN AREA WATER AND
SANITARY AUTHORITY BOARD**

By _____
Title _____
Print Name _____
Fed ID # _____
Date _____

ATTEST

By _____
Title _____
Print Name _____
Date _____

CITY OF WINSTON

By _____
Title _____
Print Name _____
Date _____

ATTEST

By _____
Title _____
Print Name _____
Date _____

**DOUGLAS COUNTY BOARD OF
COMMISSIONERS**

By _____
Chair
By _____
Commissioner
By _____
Commissioner

Date _____

REVIEWED AS TO CONTENT

By _____
Department Head
Date _____

Coding _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____



Staff Report

WWTF 26-01

Date: January 5, 2026

Prepared by: Christopher Sherlock

Title: **LEACHATE TREATMENT AGREEMENT 30000175 EXTENSION 6**

Background: Currently leachate is being treated by an on-site system at the landfill and then is trucked to either the treatment facility or to a dump station on Ingram Road. Since this system is new and currently still being brought online we do see both Raw and Treated leachate. The Raw leachate only comes directly to the treatment facility and this is only when the leachate treatment facility experiences capacity issues. This extension is through December 31st 2026.

Recommendation: Staff recommends City Council approve the Leachate Extension Number 6.

Financial Impact: The current rate charged is \$0.02 per gallon of leachate treated and an additional \$850 per month for laboratory costs associated with testing ammonia. This amount is split between The City of Winton and Green Area Water and Sanitary Authority.