



City Council Meeting
February 17, 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. Acceptance of Committee Minutes
 - 1. Economic Development
 - 2. Park Board
- 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. Economic Development for February 11, 2026—*Dave Cunningham, Liaison*
 - B. Park Board for February 10, 2026—*Dorie White, Liaison*
 - 1. Recommendations from the Board
 - a. Park fees waiver for a community fundraising event at Riverbend Park
 - b. Community Unity—Community Garden proposal for Community Park
 - C. Friends of the Winston Library Executive Director Report—*Paula Fetzer, Ex. Director*
- V. Department Reports**
 - A. Wastewater Plant—*Chris Sherlock, Plant Superintendent*
 - B. Police
 - 1. Department Report—*Chief Sarti*
 - 2. Code Enforcement Report—*Dana Parker, Code Enforcement Officer*
 - C. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. New Business Licenses
 - 1. Arizona Solar Solutions Inc.—*Emily Stipp*
 - 2. Winston Antiques & Collectibles—*Teri Henderson*

3. Mama Ginger's Cookies—*Tim & Virginia Lacey*
- B. Committee Appointment/Re-appointment Requests
 1. Onikka Driscoll, Re-appointment to Park Board
 2. Lucy Tripp, New Appointment to Economic Development Committee
 3. Sara Melendez, New Appointment to F. O. W. L.
 4. RoseAnn Pierce, Re-appointment to F. O. W. L.
 5. Robert Bell, Re-appointment to F. O. W. L.
 6. Elton King, Re-appointment to F. O. W. L.
 7. Steven Johnson, Re-appointment to Budget Committee
 8. Levi Zundel, New Appointment to Park Board
- C. Resolution No. 26-1215 Douglas County IGA Work Crew
 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. Discussion—Mayor Craven's Letter to the Governor

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

- Due to lack of agenda items, the Urban Renewal Agency will not meet on February 19th. The next regular meeting is scheduled for March
- The next City Council meeting is scheduled for March 2nd at 7 pm; City Hall
- BiMart's main entrance will close for emergency sewer mainline replacement for approximately two weeks beginning Feb. 23rd. A detour will be in place. Access will be off NW Civil Bend.
- Vacancies exist on Budget and Economic Development committees. Both have three-year terms.

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 OF WINSTON
ECONOMIC DEVELOPMENT**

January 14,2026 12PM

Winston City Hall
541.679.6739

Minutes

I. CALL TO ORDER By Valynn Currie, Chairman .

Board members present were, Steve Johnson, Kem Todd, Dave Carlton and Valynn Currie. Steve moved to approved the minutes for November and December, Kem seconded. Passed. Guests: David Cunningham, Landon Stevens, Teri Fink, Don Cook, and Lucy Tripp.

II. Comments from the Audience

We have an approved new member, Michael Schneider.

III. Committee Reports

1. Community Development- Landon Stevens, city planner, reported that city approved the 20 lot development on Logan Street. 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 early stage will take approximately 6 months for zone change..Goal setting will be set up for later in Spring. URA is getting a new attorney. URA has approximately 300k for grants for facades. There is a workshop on changing light poles to LED. There are 303 lights. Looking at grant from Energy Trust.

Chamber has new director Megan Larson. There will be a meeting Jan 15 at 6 pm in annex. No 1st Citizen banquet this year. Shannon will be communications liaison.

Newsletter needs articles by the 3rd Tuesday. The City and WACP will meet regarding the different committees; Festival, Food Bank, Library, Meals on wheels, VFW, Boy Scouts, and Seniors. .

IV. OLD BUSINESS- Lucy Tripp put in application for Economic Development Board.. David Herd is going to court regarding the cease and desist letter.

V. NEW BUSINESSES-B&S Auto has a new RV Supply Store..

VI. GOOD OF THE ORDER

Pitch nights are being set up with Partnership and SBDC. The colors on Antique mall were mentioned. The Partnership hired Brandi Maderos for operations. They are pivoting to be for resources..

VII. ADJOURNMENT

Kem moved to adjourn, Dave Seconded, passed. Next meeting will be February 11,2026 at noon.

CITY OF WINSTON
ECONOMIC DEVELOPMENT

February 11,2026 12PM

Winston City Hall
541.679.6739

Minutes

I. CALL TO ORDER By Valynn Currie, Chairman .

Board members present were, Steve Johnson, Kem Todd, Michael Schneider, and Valynn Currie. Kim moved to approved the minutes for January, Michael seconded. Passed.

Guests: David Cunningham, Landon Stevens, Teri Fink, Don Cook, and Craig Wilson.

II. Comments from the Audience

Introductions of new member Michael Schneider.

III. Committee Reports

1. Community Development- Landon Stevens, city planner, Landon will be moving on to Redmond as a City planner. Thomas will be covering for him. The Subdivision on Logan Street was officially approved. New projects include variances for ADUs. Lot size variances and some lot lines need moving in Seranghetti subdivision. URA is expanding its limits. Kem suggested she help get word out to businesses. Antique Mall will be repainted.

Chambers new director Megan Larson is working on getting Chamber up to speed. 2 meetings a month. Goals include projects like Wander Winston, 4th of July, street decorations, and Flags on businesses.

Newsletter has positive attention will be feature a business a month. Dave volunteered to hand it out.

IV. OLD BUSINESS- Goal setting will be done on quarterly basis

V. NEW BUSINESSES- 2 mobile vendors, one solar/ electric and one food truck. 131 Main will be Antique business. Red Barn plans to open Mid March..

VI. GOOD OF THE ORDER

The Partnership is healthy and moving forward now located at 727 Jackson along with the SBDC. The college bought the old post office and will make it housing for families. The Umpqua Indian Development Center will be working out of old SBDC building. The news review is doing Large video studeos...

VII. ADJOURNMENT

Steve moved to adjourn, Michael Seconded, passed. Next meeting will be March 11,2026 at noon.



Park Board 2026

Park Board Meeting Minutes

February 10, 2026, 4:00 pm

Winston City Hall

1. Call to Order:

The meeting was called to order at 4:02 pm.

Roll Call

Jack Holland, President	Onikka Driscoll
Raeann Rutledge, Secretary	Melissa Tristany
Deb DeMasters, Public Works	
Dorie White City Council Liaison	

2. Minutes

The minutes have been read by all present. Onikka made a motion to approve the minutes. Melissa 2nd the motion. All in favor. Motion passed.

3. Guests

Edie Young
Lynda Harding from Community Unity
Philip Morton from Community Unity

Presentation: proposed an idea for three new projects at Winston Community Park:

Community Garden – Overseen by Philip Morton. A map was provided, and the garden will have an independent water system.

Dog Park – Proposed by Linda Harding.

Playground Upgrades – Suggested by Edie Young

Discussion:

The preliminary details of the community garden were discussed, including its location and water system. The projects were unanimously approved by the board and will be forwarded to the Winston City Council for further approval.

Motion:

Motioned by Onikka

Seconded by Melissa

Unanimously approved.

4. Old Business

A. Park Board Term Applications

Onikka Driscoll submitted an application for the next term.

Jason has stepped down and will not be reapplying.

Levi Zundel has expressed interest and picked up an application.

Clay Caldwell will be reapplying and will drop application off at City Hall.

B. Levi Zundel's Nonprofit Food Drive Ca Jam Music Festival.

Levi Zundel presented his nonprofit food drive music festival, scheduled for August 29th from 12 PM to 10 PM at Riverbend Park.

The festival will feature 20 to 24 bands, and all proceeds will go to the Winston Community Food Bank. Entrance will be by canned food donations.

Levi requested that the fees for using Riverbend Park for the event be waived or discounted.

Onikka motioned to waive or discount the fees, Raeann seconded, and the motion was unanimously approved to recommend the waiver to the City Council.

Levi will present this recommendation at the next City Council meeting.

5. New Business

A. "Turface" has been ordered for both baseball fields. Coach Jesse Curry will be applying it.

6. Public Works None.

7. Other None.

Next Meeting: March 10, 2026, 4:00pm. **Location:** Winston City Hall

Meeting Adjourned 4:28pm

Raeann Rutledge, Secretary



Park Reservation Agreement

City of Winston

245 SE Thompson Ave. Winston, Oregon 97496

For consideration herein specified, the City of Winston does hereby lease the use of

Riverbend Park

located at 243 SE Thompson Ave. unto:

Name/Organization: Southern Oregon Can Jam

Date/Time of use: 8/29/25

(Set up and tear down must be completed by end of use date/dates)

For the sole purpose of: Fundraising Event

(Type of event, i.e birthday party; wedding/reception; festival)

With an estimated attendance of:

Stage and Grass Area Zone # 3

\$300 +150 Deposit

Sound System Power

(lessee must provide 1015 Cam Lock connection and sound equipment)

Pavilion and Grass Area Zone # 2

\$100 + 150 Deposit

With outside Electricity/Water \$25

Concession Area

\$50+150 Deposit

Park Lights

\$50

Basketball Court

(4-hour reservation) \$25

Skate Park

(4-hour reservation) \$25

Grass Area Zone # 2

Grass Area Zone # 4

Grass Area Zone # 5

Grass Area Zone # 6

Grass Area Zone # 7

ALL FACILITIES

\$550+300 Deposit

NOT INCLUDED IN 'ALL FACILITIES'

Event Dry Camping Tents _____

\$10/night (# tents)

Event Dry Camping RV _____

\$25/night (# RVs)

Activities (mark activities listed here and attach a separate sheet if necessary)

Amplified Sound Bounce House / Water Slide Vendors

- **Park irrigation schedule:** Varies
- *The undersigned shall not use or permit the same to be used for any other purpose than what is listed in this agreement.*
- *Additional power source supply may be required if Lessee's needs exceed what is available.*
- *Attendance over 500 will require 2 portable toilets.*
- **Staff Time Reimbursement (STR)**
- Staff time reimbursement for all departments is equal to the current wage + benefits for the staff member performing the task.

CANCELLATION POLICY: Notification of cancellation prior to 60 days of event will entitle Lessee to a 100% refund of reservation fee; 30 days prior - 75%; 7 days prior - 25%; less than 7 days - 0%.

The City of Winston, at the commencement of the terms herein provided, shall deliver the premises herein leased in a neat and clean condition; and the undersigned shall not permit any alteration or undue wear or deterioration upon the same. At the conclusion of the term provided in the agreement, the undersigned shall return said premises to the City of Winston in a neat and clean condition, reasonable wear thereof excepted. Failure to do so will result in additional charges by the City of Winston at the rates listed above for which the undersigned shall be liable. The costs will first be taken from the deposit and if that is not sufficient, necessary action will be taken against the undersigned to recover the additional costs. Damages will be handled in the same manner. The security deposit will be returned to the undersigned if there is no damage to the facilities and the area has been cleaned.

The City of Winston shall not be responsible for any loss or damage whatsoever of any kind to the undersigned, or its invitees, upon the premises herein leased, and the undersigned shall save and hold harmless the City of Winston from any loss or liability whatsoever arising out of the use of such premises. *Please Note: While City of Winston staff will make every effort to accommodate Lessee's requests, staff cannot offer or make any guarantees.*

Should suits, action or other proceedings be brought to enforce any of the terms and provisions hereof, the City of Winston may recover, in addition to costs and disbursements provided by statute, such additional sum as the Court shall deem as a reasonable attorney's fee.

The undersigned hereby agrees that in consideration of the City of Winston allowing use of its facilities, he/she, or the designated responsible party, will be physically present at the facility during all use by this group and that he/she will reimburse and indemnify the City of Winston for any costs incurred in the repair or cleaning of the facilities necessitated by this group's use of the facilities and failure to clean same. In the event it is determined that the facilities are in use during the absence of the undersigned, permission to use same can be immediately revoked and all occupants will be required to leave.

Should the undersigned be in default of any of the terms and conditions herein contained, the City of Winston may, at its option, elect to terminate this agreement without notice.

Applicant shall provide a certificate of liability insurance with coverage of no less than \$1M and naming the City of Winston as additional insured for the event described herein.

Insurance certificate, fees and security deposits are due at time of reservation unless prior arrangements have been made. Due to provisions within the city's insurance policy, all lessees are required to produce a certificate of liability insurance naming the City of Winston as "**Additional Insured**" for the event specified herein. There are no exceptions to this rule. Park hours are from daylight to dusk.

I, the undersigned, have read the above conditions concerning the use of the above-mentioned park area and by signing below I agree to abide by the conditions set forth herein and be the responsible point of contact for the above-mentioned event

Name: Levi Zundel

Mailing Address:

City: _____ State: _____

Zin

Phone Number: 541-680-1641

Email: lztromboneman2@gmail.com

Lessee Signature

Date

STAFF USE ONLY

Total Amount Due \$ 300.00

Please make checks payable to City of Winston
If mailing please send to 201 NW Douglas BLVD, Winston 97496

***Please make a separate check of 150.00 for refundable deposit**

Winston- Green WWTF Monthly Numbers

January 2026

General

1.) Plant Flow (MG)	2026		2025	
Winston	32.08	45%	37.473	54%
Green	28.83	55%	31.597	46%
Rainfall	2.45 Inches		2.98 Inches	
2.) Leachate				
WWTF:	0		1710500	
Ingram:	1,166,000			
Total:	1,166,000		1,710,500	
3.) Bio-Solids				
1.) Drying Beds: 0				
2.) Land Application: 0				

Monthly Notes

- Blower # 3 has been plumbed to act as the dedicated air scour blower for filter backwashes
- Chlorine Tank # 3 Plastic repair
- Annual Biosolids Report
- Polymer system failure
 - Bearings seized up from seal failure. Seal is no longer available. Sealed bearings installed instead of the non-sealed open bearings that were previously in it.
- Water line leaking near Secondary Clarifier # 1
- RBC Blower # 2 Bearing Failure
 - Staff was able to replace both bearings and seals on this blower with parts that we had on hand
- RBC # 6 Bearing failure
 - This bearing ate into the shaft. Bearing Replaced. Damage occurred to the air diffusers during the bearing repair. Staff are still looking into options for repairing this item
- RBC # 1 Shaft Sleeve Failure causing bearing failure

FLOW ALLOCATION CHART

MONTH	WINSTON	GREEN	GREEN Calculated	LANDERS LN.	LEACHATE	TOTAL (Ingram)	RAINFALL
	MG	MG	MG	MG	MG		
Jan.26	32.08	28.83	28.55	0.891	1.166	60.63	2.45
Feb.25	33.23	29.76	29.49	0.789	1.062	62.72	3.99
Mar.25	47.88	37.97	37.77	1.089	1.293	85.65	8.36
Apr.25	26.89	34.25	33.76	0.560	1.051	60.65	0.81
May.25	17.41	21.16	20.97	0.352	0.539	38.38	0.57
June.25	14.22	18.66	18.55	0.334	0.435	32.78	0.18
July.25	14.03	17.51	17.45	0.339	0.396	31.48	0.10
Aug.25	13.49	16.49	16.49	0.392	0.385	29.98	0.14
Sept.25	13.17	17.00	17.16	0.469	0.308	30.33	1.02
Oct.25	15.67	20.60	20.55	0.531	0.583	36.22	3.19
Nov.25	15.23	20.40	20.27	0.595	0.732	35.50	2.85
Dec.25	27.75	29.83	29.45	0.595	0.974	57.20	6.16
TOTAL	271.06	292.45	290.47	6.937		561.52	29.82
GREEN Flow Calculated		290.47					
APPORTIONMENT	48.27%	51.73%			100%		

Winston-Green WWTF

SYSTEM CLASSIFICATION: IV

PERMIT # 100554

January 2026

FILE # 98400

D	A	TOTAL FLOW	INF PH	BOD mg/l	NH3 N	EFF PH	EFF TEMP	EFF BOD mg/l	% REM BOD	POPULATION: 10000			TYPE: RBC / ACTIVATED SLUDGE				
										LBS DIS mg/l	CL2 RES mg/l	ECOLI COL	CL2 USED LBS	ECOLI LAND	BIOSOLIDS		
1	2,408	7.4	287	429	7.7	15.3	19.1	93%	363	15.8	96%	301	0.07	653	43.6		
2	2,281	7.5			7.8	15.4	15.4					0.06	640	42.7			
3	2,372	7.4			7.6							0.09	650	43.4			
4	3,736	7.6			7.7	14.9	14.9					0.09	771	51.4			
5	2,915	7.3	130	169	6.76	7.2	14.9	90%	323	14.0	92%	340	0.09	711	47.4		
6	2,377	7.3			7.4	14.8						0.08	651	43.4			
7	3,213	7.3	205	227	9.96	7.4	14.8	6.8	97%	182	7.2	97%	193	0.07	713	47.6	
8	3,619	7.3			7.3								0.09	783	52.2		
9	2,781	7.3	130	161									0.09	667	44.5		
10	2,389	7.4			7.5	14.4							0.09	610	40.7		
11	2,211	7.4			7.5	14.4							0.09	542	36.2	<1	
12	1,976	7.2	237	249	8.36	7.4	14.2	16.2	93%	267	8.6	97%	142	0.08	498	33.2	
13	1,797	7.3			7.6	14.6						0.05	484	32.3			
14	1,720	7.4	263	271	15.60	7.6	14.6	12.2	95%	175	5.2	98%	75	0.06	479	32.0	
15	1,614	7.4			7.7	14.6							0.03	471	31.4		
16	1,615	7.6	246	332									0.09	471	31.4		
17	1,557	7.4			7.9	14.5						0.07	466	31.1			
18	1,504	7.5			7.8	14.4						0.03	463	30.9	<1		
19	1,462	7.5			7.7	14.4						0.07	460	30.7			
20	1,402	7.5	268	315	15.70	7.8	14.5	8.3	97%	97	6.8	98%	80	0.04	439	29.3	
21	1,340	7.4	243	285	27.30	7.7	14.4	11.4	95%	127	7.0	98%	78	0.04	394	26.3	
22	1,320	7.4			7.7								0.02	347	23.2		
23	1,368	7.4	302	344									0.02	349	23.3		
24	1,334	7.5			7.8	14.0							0.03	348	23.2		
25	1,414	7.5			7.7	13.8							0.03	352	23.5		
26	1,304	7.6	429	451	20.70	8.0	14.2	6.6	98%	72	4.8	99%	52	0.06	245	16.3	
27	1,263	7.6			8.0	14.0							0.04	344	23.0		
28	1,240	7.3	354	359	28.50	7.7	14.3	9.8	97%	101	4.6	99%	48	0.03	342	22.8	
29	1,261	7.4			7.7	14.5							0.03	343	22.9		
30	1,264	7.3	342	348									0.02	344	23.0		
31	1,226	7.5			7.8	14.4							0.04	342	22.8		
TOT	59,283									2,561			1,678		15,372	1025.61	2.45
MAX	3,736	7.6	429	451	28.50	8.0	15.4	24.2	98%	363	15.8	99%	340	0.09	783	52.24	16.8
MIN	1,226	7.2	130	161	6.76	7.2	13.8	6.6	90%	72	4.2	92%	48	0.02	245	16.35	<1
AVG	1,912	7.4	264	303	16.61	7.6	14.5	13.0	95%	197	7.5	97%	129	0.06	496	33.08	1.6

I certify that I am familiar with the information contained in this report and that to the best of my knowledge such information is true, complete and accurate.

Christopher W. Sherlock
SUPERINTENDENT IV

PERMIT LIMITS: 2.35MGD, pH 6.0 to 9.0, BOD TSS Conc. 30 monthly/45 weekly, Mass BOD TSS 1200 daily/880 weekly/590 monthly, EC 726 monthly

Suntria

1/3



Application for Business License

Tell us about you:

Applicant: Emily Stipp

Date of Birth: 12/20/1982 Driver's License/ID#: 1234567890123456789012 State: OR

Mailing Address: 2141 E Broadway Rd, Ste 202

City: Tempe State: AZ Zip: 85282

Phone: 623-337-7909 Email: permitting@suntria.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: Arizona Solar Solutions Inc. DBA Suntria

Street Address: 2141 E Broadway Rd, Ste 202, Tempe, AZ 85282

Mailing Address: 2141 E Broadway Rd, Ste 202 PO Box:

City: Tempe State: AZ Zip: 85282

Business Type: Solar/electrical contractor Secondhand Property Dealer? No

Description of business to include hours of operation and expected number of employees: 0

Solar and electrical installations

Mon-Fri, 7-6

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 # 01-26

Suntria

2/3

Phone: 877-786-6691 Email: permitting@suntria.com

Property Owner (if other than applicant): N/A

Sq. Ft. of Building for Business: N/A No. of Parking Spaces: N/A

Applicant Signature: Rachid Sefrioui Date: 1/13/26

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

Section B:

Business Name: Arizona Solar Solutions Inc. DBA Suntria

Business Type: Solar/electrical contractor

Owner/Agent: Rachid Sefrioui

Street Address: 2141 E Broadway Rd, Ste 202, Tempe, AZ 85282

Mailing Address: 2141 E Broadway Rd, Ste 202 PO Box: _____

City: Tempe State: AZ Zip: 85282

Email: permitting@suntria.com Phone: 877-786-6691

Complete the following where applicable, and sign below:

CCB#: 255495 DC Health Dept: _____ Other: _____

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

Applicant Signature: Rachid Sefrioui Date: 1/13/26

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 # 01-26

Suntria

3/3

*** STAFF USE ONLY ***

LICENSE # 01-26

Business Location Mobile Zoning -

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

Planning Official Landon Stevens Date 2/11/26

Comments:

Mobile Contractor for Solar/Electrical Contractor. No future projects mentioned, however any and all future projects will require Planning Clearance Worksheet.

Police Chief 3h St. Date 020426

Recommendation: Grant Deny

Comments:

City Manager Thomas McIntosh Date 2-12-26

Billing Clerk N/A Date

City Recorder DM Date 2/13/26

Fee \$50 Receipt # 92688 CC 2/17/26 Letter/Label Entered/Mailed

Additional Remarks:

2/12 call from Sandi; rec'd inquiry from citizen; Levi is door knocking. Called Emily; Levi is employed; will send bkg info for Levi.

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 # 01-26



Winston Antiques &
Collectibles

Application for

Page 1/6

Business License

Tell us about you:

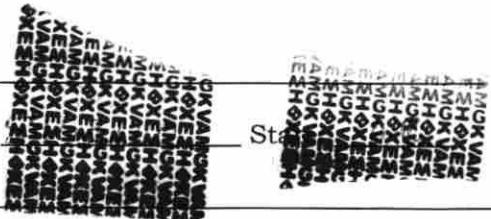
Applicant: Teri Henderson

Date of Birth: 12/12/1980 Driver's License/ID#: 123456789012345678 State: OR

Mailing Address: PO Box 795

City: Myrtle Creek State: OR Zip: 97457

Phone: 541-860-8125 Email: admin@familyloyaltyholdings.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: Winston Antiques & Collectibles

Street Address: 131 NE Main St. Winston, OR 97496

Mailing Address: _____ PO Box: 795

City: Myrtle Creek State: OR Zip: 97457

Business Type: Retail Secondhand Property Dealer? _____

Description of business to include hours of operation and expected number of employees: _____

Retail: Antiques & Collectibles

Tuesday - Saturday: 10am - 4pm

of employees: 3

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 # 02-24

2/6

Phone: 541-500-0800 Email: Kstutte@realwise.com or skowalski@realwise.com
Property Owner (if other than applicant): Millie Wilson; Managed by Realwise Property Management
Sq. Ft. of Building for Business: 1350 No. of Parking Spaces: _____
Applicant Signature: DA Date: 2-4-2026
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 # 02-26

3/6

*** STAFF USE ONLY ***

LICENSE # 02-26

Business Location 131 NE MAIN ST Zoning CG

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

Planning Official Zander Stevens Date 2/11/26

Comments: Business has completed Planning Worksheet (06-26) for Change of use review. This business is allowed based on Zoning and Worksheet #06-26. Future Signage, if any, will require Sign Review and Permit.

Police Chief Mr. B Date 020426

Recommendation: Grant Deny

Comments:

City Manager Thomas McIntosh Date 2-12-26

Billing Clerk Wm B Date

City Recorder Wm B Date 2/13/26

Fee \$50 Receipt # CC 2/17/26 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 # 02-26



WORKSHEET NO.

06-26

4/6

JOB SITE INFORMATION

ADDRESS 131 NE MainT-28 R06W SECTION 21AB TAX LOT 1200 TAX ID R51398

Community Development

Landon Stevens, City Planner
541-679-6739 x205Landon.Stevens@CityofWinston.org

Public Works

Andy Howell, Director
541-679-6114Andy.Howell@CityofWinston.org

Administration/Fees

Cindy Sarti, City Recorder
541-679-6739 x203Cindy.Sarti@CityofWinston.org

TYPE OF CONSTRUCTION

NON-STRUCTURAL MANUFACTURED _____ CONSTRUCTION _____ DEMOLITION _____

CATEGORY OF CONSTRUCTION

RESIDENTIAL _____ COMMERCIAL GOVERNMENT _____

PROPERTY OWNER INFORMATION

NAME Teri Henderson (Winston Antiques and Collectibles) - leasing buildingEMAIL Admin@familyloyaltyholdings.comPHONE 541-860-8125 ADDRESS 131 Main StCITY Winston STATE OR ZIP 97496SIGNATURE [Signature] DATE _____

CONTRACTOR INFORMATION

COMPANY NAME _____

CONTACT _____ PHONE _____ CELL _____

EMAIL _____

ADDRESS _____

CCB # _____ CITY BUSINESS LICENSE # _____

AUTHORIZED SIGNATURE _____ DATE _____

BRIEFLY DESCRIBE PROPOSED CONSTRUCTION no structural changes - movingnew business



FILE NO. 06-26

Administration
P/W Supt. ✓
Code EnforcementPlanning ✓
Foreman ✓
Billing OB

516

*****LOCAL GOVERNMENT APPROVAL*****

CITY

UGB

PROJECT/ PROJECT ADDRESS: Change of Use - 131 & 133 NE Main Street (R51398)

PLANNING:

Land Use Action Required? YES (Attach Conditions of Approval) NO

Zoning Overlays: General Commercial (CG)

Setbacks from Property Lines - Front: 0' Side: 0' Rear: 0' Exterior Side: 0'

Maximum Building Height: 30' Required Parking Spaces: 4

In Floodplain? YES (Attach Elevation Certificate) NO Floor Height above Flood: N/A

LAND USE REVIEW AND APPROVAL FOR A NEWLY ESTABLISHED BUSINESS WITHIN AN EXISTING BUILDING LOCATED AT 131 AND 133 NE MAIN STREET. THE BUSINESS IS RETAIL AND SHALL CONSIST OF THE SELLING OF ANTIQUES AND COLLECTIBLES. THIS USE IS PERMITTED WITHIN THE GENERAL COMMERCIAL ZONE. THE SCOPE OF THE BUSINESS SHALL BE REQUIRED TO TAKE PLACE ENTIRELY WITHIN THE BUILDING. NO ITEMS SHALL BE PERMITTED TO BE LOCATED OR STAGED OUTSIDE. BASED ON THE SQUARE FOOTAGE OF THE BUILDING AND BUSINESS, FOUR (4) PARKING SPACES ARE REQUIRED. CURRENTLY, THERE ARE SIX (6) SPACES BEHIND THE BUILDING. ALL SIGNAGE SHALL CONFORM TO THE SIGN PROVISIONS OF THE WINSTON MUNICIPAL CODE. THE BUSINESS IS REQUIRED TO OBTAIN A WINSTON BUSINESS LICENSE.

SANITATION (circle one)

STREETS

Gravity Step Septic Grinder Pump Private N/A

Access Permits City County State N/A

Public Works Andy Howell
Print NameAndy Howell
Signature2-6-26
DatePlanning Landon Stevens
Print NameLandon Stevens
Signature2/5/26
DateFinance Cindy Sarti
Print NameCindy Sarti
Signature2/6/26
DateAdmin. Thomas McIntosh
Print NameThomas McIntosh
Signature2-6-26
Date

FEES

Review 50.00

	Residential SDCs	Commercial SDCs
Sewer		Use
Streets		Sewer
Parks		Streets
Admin (5%) <u>50.00</u>		

Floodplain 50.00Sewer Connection 50.00

Other (must specify) _____

Total Due 50.00

Amount this Payment _____

Receipt No. _____

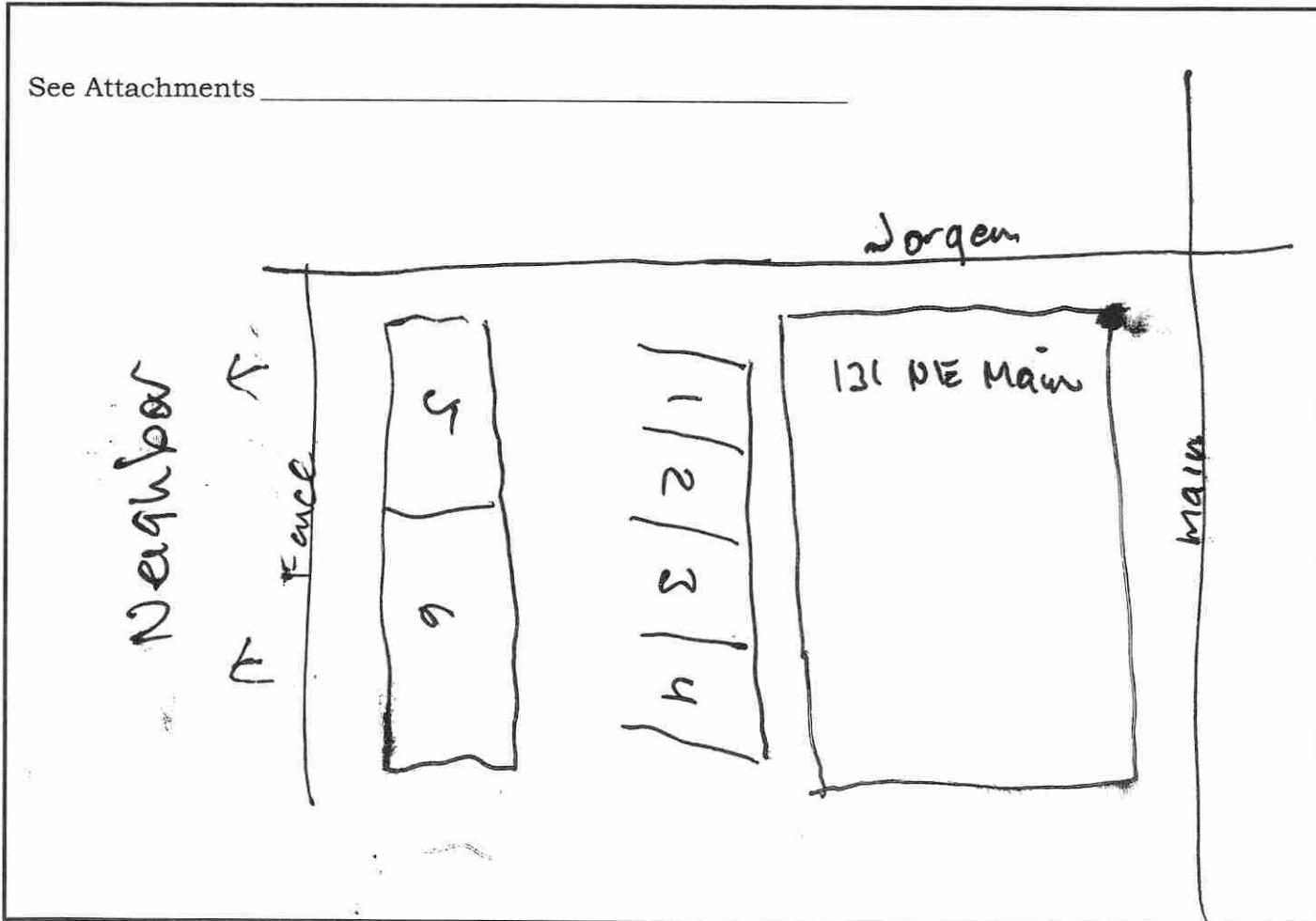
Balance 50.00

Receipt No. _____

BUILDING LOCATION PLAN

Include the following Information:

1. Property Lines and Dimensions
2. Permanent Landmarks (existing structures, streets, waterways)
3. Distance of Proposed Construction from Landmarks and Property Lines
4. Access Location
5. Location and Direction of Drainage



Applicant understands that approval of the Planning Clearance Worksheet and Building Location plan does not release the applicant from compliance with private covenants, restrictions, or easements affecting the property.

It is the responsibility of the applicant to consider issues such as drainage, flooding, soil stability or excessive slopes in this project.

Call 811 for location of underground utilities. It is the law to call for utility locates prior to the beginning of construction.

Signature Applicant/Agent

Lauren Stevens / City Planner
Signature City Official/Title

Date

2/5/20
Date



Mama Ginger's Cookies Page 1/3

Application for Business License

Tell us about you:

Applicant: Tim Lacey VIRGINIA Lacey

Date of Birth: 12/24/1982 Driver's License/ID#: 1234567890 1234567890

Mailing Address: 1224 NE Walnut Ave

City: Roseburg State: OR Zip: 97470

Phone: 541 530 3570 Email: TimLacey68@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: MAMA GINGER'S COOKIES

Street Address: 2933 W Lorraine Ave. Rsg OR 97471

Mailing Address: 1224 NE Walnut Ave PO Box: 503

City: Roseburg State: OR Zip: 97471

Business Type: Domestic Kitchen Bakery Secondhand Property Dealer? _____

Description of business to include hours of operation and expected number of employees: _____

We bake and prepackage cookies, then we setup at different businesses and sell them also vend at different events around the area.

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 # 03-26

2/3

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: _____

Business Type: _____

Owner/Agent: _____

Street Address: _____

Mailing Address: _____ PO Box: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Complete the following where applicable, and sign below: *OREGON DEPT OF AGRICULTURE*

CCB#: _____ DC Health Dept: _____ Other: AG-L 1099775 DKG

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 # 03 - 26

3/3

*** STAFF USE ONLY ***

LICENSE # 03-26

Business Location N/A - Mobile Zoning -

Change of Occupancy Sign Permit Required 2nd Hand Property Dealer

Planning Official Landen Stevens Date 2/11/26

Comments: Mobile food truck to Set up in Various Locations around Winston on occasion. Business Shall be conducted in Non-Residential Zoned areas.

Police Chief SL BB Date 02-10-26

Recommendation: Grant Deny

Comments:

City Manager Thomas McIntosh Date 2-12-26

Billing Clerk N/A Date

City Recorder John Date 2/13/26

Fee \$50 Receipt # 92689 cc 2/17/26 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 # 03-26



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION**

Application for Appointment

Which, of the following, are you interested in?

Library Planning Commission Park Board URA Advisory Committee
 Budget Committee Economic Development Traffic Safety Committee

Other (specify) _____

Name ONIKKA DRISCOLL Phone 541-430-7298

Residence Address 290 SE GRAPE AVE

Mailing Address (if different)

City WINSTON OR 97496 Phone 541-430-7298

Email Address onikkanielsen@gmail.com

Occupation PROPERTY MANAGER Length of time in Winston 7.5 years
(If retired, list previous occupation)

Age: (Circle one) 18-25 26-55 36-50 51-60 61-64 65+

Please give an approximation of the number of hours per month you could devote to the committee and/or commission activities. We estimate the Planning Commission requires 8-10 hours per month; Park Board 6-8; Traffic Safety requires 4-6 hours per month.

Daytime hours Any Evening hours Any

Applicant's Signature [Signature] Date 2/10/24

*Return to: Winston City Hall, 201 NW Douglas Blvd., Winston, Oregon 97496
Questions? Please call 541-679-6739.*

*Feel free to use the back of this form to tell us why you
Would like to be appointed or for any other information you feel relevant.*

RECEIVED

JAN 14 2020

CASH _____

AMT _____



CITY OF WINSTON BLDG

I AM INTERESTED IN:	
<input type="checkbox"/>	PLANNING COMMISSION
<input type="checkbox"/>	PARKS BOARD
<input type="checkbox"/>	BUDGET COMMITTEE
<input type="checkbox"/>	URBAN RENEWAL ADVISORY
<input checked="" type="checkbox"/>	ECONOMIC DEVELOPMENT
<input type="checkbox"/>	TRAFFIC & PUBLIC SAFETY
<input type="checkbox"/>	LIBRARY, (FOWL)
<input type="checkbox"/>	OTHER _____

**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

Name lucy TrippResidence Address 361 NW Civil Bend Ave Mailing SameCity Winston State OR Zip Code 97496How Long? 15 Yrs Age Group 18-25 26-35 36-50 51-60 61+Phone 541-643-2034 Email Address tripp.lucyb@outlook.comOccupation Retired Hobbies/Interests Reading, TV, P.computerPrevious community involvement experience? None in Winston
Volunteered at Merry Medical - Roseburg

Most correspondence is done by email. Please 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 8 daytime hours, and/or I can commit _____ evening hours per month.Applicant Signature: lucy Tripp Date 1-14-2020

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

Legal secretary 25 years
Any office administrative work
Organizational skills

*****See Reverse Side for Important Information*****

CC for R/A 2/17/26



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:

PLANNING COMMISSION

PARKS BOARD

BUDGET COMMITTEE

URBAN RENEWAL ADVISORY

ECONOMIC DEVELOPMENT

TRAFFIC & PUBLIC SAFETY

LIBRARY, (FOWL)

OTHER _____

Name Sarah Melendez

Residence Address 7049 HWY 42 Mailing Same

City Tennile State OR Zip Code 97471

How Long? 3 Yrs Age Group 18-25 26-35 36-50 51-60 61+

Phone 310-292-6459 Email Address srm4christ@gmail.com

Occupation homemaker Hobbies/Interests guitar, organizing

Previous community involvement experience? community wetlands preserve
upkeep, library volunteer

Most correspondence is done by email. Please 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 10 daytime hours, and/or I can commit 10 evening hours per month.

Applicant Signature: S. Melendez Date _____

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

*****See Reverse Side for Important Information*****

CC for RA 2/17/20



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:

- PLANNING COMMISSION
- PARKS BOARD
- BUDGET COMMITTEE
- URBAN RENEWAL ADVISORY
- ECONOMIC DEVELOPMENT
- TRAFFIC & PUBLIC SAFETY
- LIBRARY, (FOWL)
- OTHER _____

Name RoseAnn Pierce

Residence Address 110 S.E. Edwards Mailing ✓

City Winston OR State _____ Zip Code 97496

How Long? 17 Yrs Age Group 18-25 26-35 36-50 51-60 61+

Phone 541-621-5507 Email Address rpierce541@charter.net

Occupation retired Hobbies/Interests _____

Previous community involvement experience? _____



Most correspondence is done by email. Please 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 _____ daytime hours, and/or I can commit _____ evening hours per month.

Applicant Signature: RoseAnn Pierce Date 2/12/20

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

*****See Reverse Side for Important Information*****

CC for R/A 2/17/26



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:

PLANNING COMMISSION

PARKS BOARD

BUDGET COMMITTEE

URBAN RENEWAL ADVISORY

ECONOMIC DEVELOPMENT

TRAFFIC & PUBLIC SAFETY

LIBRARY, (FOWL)

OTHER _____

Name Robert M Bell

Residence Address 880 DUKE Rd

Mailing PO Box 195

City Dillard State OR Zip Code 97432

How Long? Yrs Age Group 18-25 26-35 36-50 51-60 61+

Phone 541-670-5267 Email Address rmbell@Teleport.com

Occupation retired Hobbies/Interests painting-drawing

Previous community involvement experience? College board-vice

Most correspondence is done by email. Please 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 _____ evening hours per month.

Applicant Signature: Robert M Bell Date 2/11/2026

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

*****See Reverse Side for Important Information*****



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:

PLANNING COMMISSION

PARKS BOARD

BUDGET COMMITTEE

URBAN RENEWAL ADVISORY

ECONOMIC DEVELOPMENT

TRAFFIC & PUBLIC SAFETY



LIBRARY, (FOWL)

OTHER _____

Name ELTON KING

Residence Address 243 NW GLENHART AVE Mailing SAME

City WINSTON State OR Zip Code 97496

How Long? 8+ Yrs Age Group 18-25 26-35 36-50 51-60 61+

Phone 541-417-1811 Email Address eltonking0047@yahoo.com

Occupation RETIRER Hobbies/Interests _____

Previous community involvement experience? LIBRARY VOLUNTEER (BOARD)

Most correspondence is done by email. Please 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 2-3 daytime hours, and/or I can commit _____ evening hours per month.

Applicant Signature: Elton King Date _____

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

*****See Reverse Side for Important Information*****



**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 STEVEN A JOHNSON

Residence Address 318 NW 1st St. Mailing _____

City WINSTON State OR Zip Code 97496

How Long? 4 1/2 Yrs Age Group 18-25 26-35 36-50 51-60 61+

Phone 360 440 4203 Email Address SAJOHNSON2929@PROTONMAIL.COM

Occupation RETIRED Hobbies/Interests _____

Previous community involvement experience? Planning Comm. Eco Dev.

Budget Comm.

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 12 daytime hours, and/or I can commit 12 evening hours per month.

Applicant Signature: Steve Johnson Date 2/12/26

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

CC for Appointment 2/17/26



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:							
<input type="checkbox"/>	CITY COUNCIL						
<input type="checkbox"/>	PLANNING COMMISSION						
<input checked="" type="checkbox"/>	PARKS BOARD						
<input type="checkbox"/>	BUDGET COMMITTEE						
<input type="checkbox"/>	URBAN RENEWAL ADVISORY						
<input type="checkbox"/>	ECONOMIC DEVELOPMENT						
<input type="checkbox"/>	TRAFFIC & PUBLIC SAFETY						
<input type="checkbox"/>	LIBRARY, (FOWL)						
<input type="checkbox"/>	VISITOR'S INFO. CENTER						

Name Levi Zundel Residence Address 61 SW Civil Bend Ave Mailing PO Box #1193
City Winston State OR Zip Code 97496
How Long? 5 Yrs Age Group ✓ 18-25 26-35 36-50 51-60 61+
Phone 541 680 1641 Email Address 12tromboneman2@gmail.com
Occupation Landscaper Hobbies/Interests Musician, Garden, Cooking
Previous community involvement experience? Involved in the MTL Vocational Program.

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 _____ daytime hours, and/or I can commit 16 evening hours per month.

Applicant Signature: Levi Zundel Date 02/12/2026

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

I am very committed to bringing productive, and beneficial activities to our local community. I have many skills in labor, landscape, and general hard work ethic.



RESOLUTION NO. 26-1215

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH DOUGLAS COUNTY FOR THE USE OF THEIR SUPERVISED WORK CREW PROGRAM TO PERFORM NUISANCE ABATEMENTS AND CLEANUP ACTIVITIES RELATED TO CODE ENFORCEMENT CASES.

WHEREAS the City of Winston employs a full-time code enforcement official for the purpose of maintaining municipal code compliance throughout the city, and

WHEREAS the code enforcement official regularly encounters situations requiring timely and cost-effective abatement services, and

WHEREAS currently the City utilizes contractors from the private sector to provide clean-up activities on non-compliant properties, and

WHEREAS Douglas County operates a supervised work crew program and is willing to enter into an agreement with Winston for supervised work crew services on eligible abatement activities within the City.

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 intergovernmental agreement with Douglas County for the use of supervised work crew services on eligible abatement cases within the city as outlined in Douglas County Intergovernmental Agreement for County Work Crew Services, and Staff Report No. WPD 26-0001 dated January 26, 2026, both of which are 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 17TH DAY OF FEBRUARY 2026.

APPROVED BY THE MAYOR ON THIS 17TH DAY OF FEBRUARY 2026.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

INTERGOVERNMENTAL AGREEMENT

This intergovernmental agreement is entered into on this ____ day of _____, 2026, by and between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("COUNTY"), and the CITY OF WINSTON ("CITY").

RECITALS

WHEREAS ORS 190.010 et seq. authorizes COUNTY and CITY to cooperate for the performance of any functions or activity that a party to the agreement, its officers or agents have the authority to perform;

WHEREAS CITY desires to contract with COUNTY to have COUNTY-supervised work crews clear vegetation and clean up solid waste on or in real property owned or lawfully controlled by CITY; and

WHEREAS COUNTY has the capacity and desire to provide such services to CITY on a contractual basis;

NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

AGREEMENT

1. COUNTY hereby agrees to provide CITY with the following services throughout the term of this Agreement: At the request of CITY's City Administrator, COUNTY will provide a work crew and supervisor to clean up solid waste or clear vegetation on or in real property that CITY owns or over which it has legal authority to exercise control.

1.2 COUNTY's work crews will be comprised of individuals performing community work service in fulfillment of court-ordered sanctions, individuals referred to COUNTY for work crew service by their parole and probation officers, and/or individuals participating in COUNTY's volunteer forestry crew program, also known as the "Firewise" program. Each COUNTY work crew will be supervised by at least one supervisory employee of the work crew division of COUNTY's Public Works Department (hereafter referred to as the "Work Crew Supervisor").

1.3 CITY's City Administrator, as a duly authorized City official, will provide all necessary direction to COUNTY's Work Crew Supervisor regarding cleanup to be performed by COUNTY's work crews at the sites selected by CITY.

1.4 When the cleanup CITY directs COUNTY to undertake is of an area in which camping or similar occupancy not authorized by CITY has occurred or is occurring (hereafter referred to as "illegal camping sites"), CITY's direction of COUNTY additionally shall fulfill the requirements of Subsections 1.4.1, 1.4.2, and 1.4.3, below.

1.4.1 In directing COUNTY's cleanup activities, CITY at all times shall follow and strictly adhere to guidance provided by case law of the United States Supreme Court, Ninth Circuit appellate and district courts, Oregon Supreme Court, and Oregon Court of Appeals pertaining to the rights of individuals, including the homeless, who camp on or otherwise occupy property owned or controlled by government entities.

1.4.2 CITY's City Administrator, or his or her designee, shall provide on-site direction to COUNTY's work crew supervisor with respect to the collection and disposition of personal property and items of utility (collectively referred to hereafter as "property") found at illegal camping sites COUNTY is directed by CITY to clean up. CITY shall have full responsibility for determining and effecting the lawful disposition of such property. CITY shall determine whether, for how long, and by what means the property will be stored for possible future retrieval by claimants; how claimants will be notified of CITY's possession and storage of the property; and whether and how the property will be released to claimants who may request its return. COUNTY work crew supervisors shall have no involvement in or responsibility or liability for determining or effecting appropriate disposition of the property.

1.4.3 CITY shall not involve COUNTY's Work Crew Supervisor or work crew personnel in the removal or relocation of any individuals encountered at sites selected for cleanup or in any law enforcement or regulatory action initiated by CITY with respect to such individuals.

2. COMPENSATION. For the services provided pursuant to this Agreement, CITY agrees to pay COUNTY per day as follows: (1) Supervisor, equipment, and supplies and up to four Work Crew Clients - \$1,150.00; and (2) each additional Work Crew Client - \$90 per client. For purposes of billing and payment under this Agreement, a "day" shall consist of any period of time during a single calendar day during which a COUNTY crew works on a CITY project for more than four hours. Work by a COUNTY crew on a CITY project of four hours' duration, or of less than four hours' duration, during a single calendar day shall be billed as a "half-day," for which CITY shall pay COUNTY one-half the payment amount established by this Agreement for a "day." Any request for a change in the compensation shall be set forth in writing and shall explain the reason for the requested change. If a change in the rate of compensation is agreed upon, such change shall be documented by a written amendment to this Agreement signed by both Parties; and the new rate of compensation shall be in effect the first day of the following month.

3. TERM. The initial term of this Agreement shall be one year, effective upon the date this Agreement has been signed by both parties.

4. TERMINATION. Upon thirty (30) days' prior written notice delivered to the person designated in Section 12 of this Agreement, either Party may, without cause, terminate this Agreement. Compensation shall be based upon services actually

provided by COUNTY. Either party also may cease performance of this Agreement immediately if it determines in good faith that continuing performance will violate any applicable law or create an unreasonable risk of harm to persons or property.

5. AMENDMENTS. This Agreement may be modified or extended only by written amendment signed by both Parties.

6. INDEMNIFICATION. To the fullest extent allowed by law, CITY shall indemnify, defend, and hold harmless COUNTY and COUNTY's officers, employees, contractors and agents from all claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding:

6.1 The acts, errors, or omissions of CITY, and CITY's officers, employees and agents, acting pursuant to the terms of this Agreement; and

6.2 Any actual, alleged, or implied failure of CITY or COUNTY, or of the officers, employees or agents of either CITY or COUNTY, to comply with law applicable to the cleanup of illegal campsites, including, without limitation, the Oregon Constitution and United States Constitution, except when COUNTY performs acts clearly contrary to the direction provided by CITY or in the case of gross negligence by COUNTY.

6.3 Except as provided in paragraph 6.1 and 6.2, COUNTY, within the limits of the Oregon Tort Claims Act and the Oregon Constitution, shall indemnify, defend and hold harmless CITY and CITY's officers, employees and agents from all claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding the negligence, errors, or omissions of COUNTY and COUNTY's officers, employees, and agents acting pursuant to the terms of this Agreement.

7. INTENTIONALLY OMITTED.

8. INSURANCE. Each party working under this Agreement is a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers. CITY acknowledges and agrees that COUNTY will fulfill the foregoing requirement through COUNTY's workers' compensation self-insurance, which covers only COUNTY's employees and *not* volunteers, and that work crew participants referred by the courts or by parole and probation officers are deemed to be volunteers. For as long as this Agreement remains in effect, each party shall continuously keep in force either commercial general liability and commercial automobile liability insurance policies or a program of self-insurance sufficient to pay third-party claims that may be made in connection with the performance of this Agreement. If a party to this Agreement fulfills the latter requirement by maintaining commercial general liability and commercial automobile insurance policies rather than by maintaining a program of self-insurance, that party shall make the other party and its officers, employees, and agents additional insured

by endorsement on said policies and shall provide certificates of insurance and copies of applicable endorsements to the other party.

9. SUBCONTRACTING. COUNTY shall not subcontract its work under this Agreement, in whole or in part, without CITY's prior written approval. CITY shall require any approved subcontractor to agree, as to the portion subcontracted, to comply with all obligations of COUNTY specified in this Agreement. Notwithstanding CITY's approval of a subcontractor, COUNTY shall remain obligated for full performance of this Agreement and CITY shall incur no obligation to any subcontractor.

10. ASSIGNMENT. Neither party shall assign this Agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.

11. COMPLIANCE WITH LAWS. CITY and COUNTY shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times in performing this Agreement.

12. NOTICES. Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested and addressed as noted below to the representative designated herein. Either party may change its address by notice given to the other in accordance with this section.

CITY
ATTN: City Administrator
201 NW Douglas Blvd
Winston, OR 97496

DOUGLAS COUNTY
ATTN: Public Works Director
1036 SE Douglas Ave.
Roseburg, OR 97470

13. INTEGRATION. This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This Agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties concerning the subject matter of this agreement.

14. INTERPRETATION. This Agreement shall be governed by and interpreted in accordance with the laws of the state of Oregon.

15. NO WAIVER. No provision of this Agreement shall be deemed waived unless such waiver is in writing and signed by the party waiving its rights. Any waiver of a breach by either party, whether express or implied, shall not constitute a waiver of any other different or subsequent breach.

16. NO THIRD-PARTY RIGHTS. No third-party rights are created by this Agreement, and only the parties to it may enforce its terms and conditions.

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17. SEVERABILITY. If any provision of this Agreement is held by any court to be invalid, such invalidity shall not affect any other provision of this Agreement.

CITY

By _____

Date _____

BOARD OF COUNTY
COMMISSIONERS
DOUGLAS COUNTY

By _____
Chair

By _____
Commissioner

By _____
Commissioner
Date _____

REVIEWED AS TO CONTENT .

By _____
Douglas County Department Head
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____



PUBLIC WORKS DEPARTMENT

Administrative Services
1036 SE Douglas, Room 304 • Roseburg, Oregon 97470 • (541) 440-4208

D I V I S I O N S

Engineering and Construction
1036 SE Douglas, Room 304
Roseburg, Oregon 97470
(541) 440-4481

Natural Resources
1036 SE Douglas, Room 306
Roseburg, Oregon 97470
(541) 440-4255

Operations and Maintenance
433 Rifle Range Road
Roseburg, Oregon 97470
(541) 440-4268

Work Crew
1036 SE Douglas, Room 213
Roseburg, Oregon 97470
(541) 957-2072

March 18, 2025

MEMORANDUM

TO: Partnering Agencies

FROM: Scott Adams, Public Works Director

REFERENCE: 2025 Work Crew Fee Increase

Douglas County Work Crew Division has recently adopted a rate increase effective March 1, 2025. The new rates are as follows:

Supervisor and Crew	\$ 1,150.00
Single Supervisor	\$ 747.50
Single Supervisor and Client(s)	\$ 747.50 + \$103.50 per Client
Transfer Site/Flagger (ea)	\$ 103.50

The crew consists of a Supervisor and 4 Clients. Each Client after the crew of 4 will be a \$90.00/ per client charge.

SAA/llh



Staff Report

WPD 26-0001

Subject:	Resolution 26-1215
Date:	01/26/2026
Prepared by:	Lieutenant R. Stiffler
Background:	<p>The City of Winston currently utilizes outside contractors to perform nuisance abatement and cleanup activities related to code enforcement cases. These services are necessary to address properties that pose health, safety, or welfare concerns when property owners fail to comply with corrective orders.</p>
Analysis:	<p>The Winston Police Department Code Enforcement regularly encounters situations requiring timely and cost-effective abatement services. Entering into an Intergovernmental Agreement (IGA) with Douglas County would allow the City to utilize the county work crew for eligible abatement activities. This agreement would provide an additional resource to address nuisance properties, improve response times, and offer flexibility in selecting the most appropriate service provider based on availability, cost, and scope of work.</p>
Recommendation:	<p>Council approves the Intergovernmental Agreement (IGA) between Douglas County and the City of Winston for the use of the County work crew for abatement services.</p>
Financial Impact:	<p>The agreement will result in costs to the City when the County work crew is utilized for abatement activities, based on established fee rates. However, these rates are generally competitive with, and in some cases lower than, those charged by private contractors or incurred through the use of City employees. Overall, the agreement is not expected to have a significant adverse financial impact and may result in cost savings over time. For a list of fees/pricing for the work crew staff Osee attached rate sheet.</p>



www.ci.brownsville.or.us

Office of Mayor Craven

255 N. Main Street • P.O. Box 188
Brownsville, OR 97327 • 541.466.5666
Fax 541.466.5118 • TT/TDD 800.735.2900

Governor Kotek,

I am writing to you in my capacity as mayor of Brownsville with the support of the signed Mayors below, to express concern regarding the recent letter signed by 31 Oregon mayors and addressed to Secretary Kristi Noem. While I respect the right of those mayors to express their views, I feel compelled to state clearly that the letter does not reflect the perspectives or priorities of many rural communities across our state.

Rural Oregon faces challenges that are often distinct from those of our larger cities. Limited resources, long distances, workforce shortages, public safety constraints, and an ongoing struggle to ensure our voices are heard in statewide and national conversations. When a relatively small group of mayors speaks in a way that appears to represent "Oregon's mayors" broadly, it risks reinforcing the perception that rural communities are either aligned with or indifferent to positions that, we may not share. Framing federal engagement as unwelcome or unnecessary does not reflect the realities on the ground in rural Oregon. Many of us are concerned about rising crime, drug trafficking, human/child trafficking and the strain placed on local law enforcement and emergency services. These are not abstract political issues for us; they are daily realities. When state leadership dismisses or minimizes the value of federal assistance, it leaves rural communities feeling unheard and unsupported.

My concern is not with political disagreement, but with representation. The letter to Secretary Noem projects a unified municipal stance that simply does not exist. Many rural mayors were neither consulted nor given the opportunity to contribute, yet the public framing suggests consensus. That dynamic deepens the urban rural divide and undermines trust among communities that already feel marginalized in statewide discourse.

I believe Oregon is strongest when its leadership recognizes and respects the diversity of its communities geographic, economic, and culturally. Rural mayors are on the front lines of governance just as much as our urban counterparts, and our perspectives deserve equal consideration, particularly when statements are made that may affect intergovernmental relationships or public perception of our state.

I respectfully ask that your office remain mindful that letters or statements signed by a subset of municipal leaders do not necessarily represent the full spectrum of local leadership in Oregon. I also encourage efforts that foster broader consultation and inclusion of rural voices before such communications are advanced as reflective of statewide municipal sentiment. I am a member of the OMA for this reason.

I believe productive dialogue and cooperation between all levels of government are essential. Regardless of political differences, we should be working together to ensure the safety and well-being of our residents. I respectfully ask that you consider the perspectives of Oregon's rural communities, which are often absent from statewide narratives.

Thank you for your time and hope you will seek to represent ALL Oregonians. I am hopeful that we can move toward a more inclusive and balanced approach to representing our state's communities.

Respectfully,



Mayor Adam R. Craven

255 N. Main Street | P.O. Box 188

541.466.5880

P | 541.466.5118

C | 541.223.2174

E | adam.craven.97327@gmail.com



February 5, 2026

The Honorable Kristi Noem
Secretary
U.S. Department of Homeland Security
Washington, D.C. 20528

Mr. Tom Homan
The White House
1600 Pennsylvania Ave. N.W.
Washington, D.C. 20500

Dear Secretary Noem and Mr. Homan,

We write to you as elected leaders who represent Oregon communities that are fearful and morally opposed to the tactics that federal officers are deploying in Oregon and across the country.

Whenever law enforcement uses lethal force, there must be a full, fair investigation and accountability at the highest legal standard. The administration's blatant disregard for the facts on the ground in recent incidents in Minneapolis, coupled with increasingly aggressive tactics and rhetoric against people exercising their First Amendment rights, compromises the integrity of the current investigations. The situation erodes public trust and normalizes an environment where it seems acceptable to harm people who disagree with what the government is attempting to do. This is in direct opposition to the civil liberties and freedoms on which this country was founded.

We demand an immediate halt to federal immigration enforcement actions in Oregon until thorough investigations of use of force incidents in Minneapolis, in Portland, and all other use of force incidents by federal agents are thoroughly investigated and those involved are held accountable to the fullest extent of the law.

State, county, and city law enforcement are on the front lines of keeping communities safe. They provide essential services and have built trust with the people they serve. That trust has been critical to reducing crime and violence across the state. But we are seeing firsthand the fear created by the administration's immigration enforcement tactics. That fear is deepened when local law enforcement is shut out of federal investigations and treated as obstacles rather than partners in addressing real crime.

The actions of your officers are not making our communities safer. Parents are afraid to take their children to school. Families are avoiding health care. People are scared to go to work or even go to the store for essentials, let alone support a range of small businesses. The actions of your officers, especially the use of lethal force, are damaging local economies and hurting the people we are responsible for protecting and serving.

Secretary Noem, Mr. Homan

February 5, 2026

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We will firmly uphold Oregon's Sanctuary Law, protections that have been in place for decades and strengthened over time with bipartisan agreement, and we will defend local resolutions that complement and expand on state law. Lawful immigration enforcement is the work of the federal government, and our resources will continue to be prioritized to solve actual problems and address local criminal activity.

Our message to our immigrant and refugee communities is unequivocal: We stand with you. You belong here. Our message to your administration is equally clear: Current practices must change immediately.

Sincerely,



Governor Kotek

TJ Bailey, Mayor of Falls City

Lisa Batey, Mayor of Milwaukie

Lacey Beaty, Mayor of Beaverton

Craig Berdie, Mayor of Yachats

Rory Bialostosky, Mayor of West Linn

Paul Blackburn, Mayor of Hood River

Joe Buck, Mayor of Lake Oswego

Angelica Ceja, Mayor of Aumsville

Jeffrey Dalin, Mayor of Cornelius

Ed Fitch, Mayor of Redmond

Sean Fitzpatrick, Mayor of Astoria

Annette Frank, Mayor of Dayton

Tonya Graham, Mayor of Ashland

Ki-Yang Hu, Mayor of Tigard

Jan Kaplan, Mayor of Newport

Melanie Kebler, Mayor of Bend

Kaarlin Knudson, Mayor of Eugene

Cecelia Koontz, Mayor of Monmouth

Frank Lonergan, Mayor of Woodburn

Denyse McGriff, Mayor of Oregon City

Christopher McMorran, Mayor of Philomath

Shawn O'Neil, Mayor of Wilsonville

Beach Pace, Mayor of Hillsboro

Jairo Rios-Campos, Mayor of Wood Village

Travis Stovall, Mayor of Gresham

Jim Trett, Mayor of Detroit

Susan Wahlke, Mayor of Lincoln City

Linda Watkins, Mayor of Carlton

Malynda Wenzl, Mayor of Forest Grove

Keith Wilson, Mayor of Portland

Steve Wright, Mayor of Seaside