



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

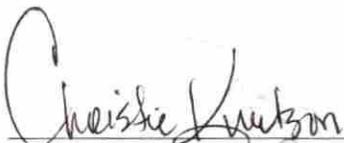
Executive Session—Pursuant to ORS 192.660 (2) (e) and (i)

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.