



City Council Meeting
May 4, 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 for April 20, 2026
- 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. Friends of the Winston Library—*Paula Fetzer, Library Director*
 - B. LOC Spring Conference Report—*Dave Cunningham, City Councilor*
- V. Department Reports**
 - A. Public Works—*Andy Howell, Superintendent*
 - B. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. New Business Licenses
 1. Long's Heating, Air Conditioning & Electric LLC—*Valerie DeBenedetti*
 2. Outskirts Landscaping LLC—*Michael Williamson*
 - B. Donation Request DHS Grad Night Celebration—*Stephanie Dahlenburg*
- 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**
 - Second Budget Committee Meeting May 11th at 4; Community Center
 - Park Board May 12th at 4; City Hall
 - FOWL May 13th at 11; Winston Library
 - Economic Development May 13th at noon; City Hall

- Winston Planning Commission May 13th at 5:30; City Hall
- Winston City Council Meeting May 18th at 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 Meeting
April 20, 2026, 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 at 7 o'clock by Mayor Christie Knutson. Councilors Dorie White, Dave Cunningham, Allen Hobson, and Nick Wiggins were also present. Staff members in attendance were city manager Thomas McIntosh, public works superintendent Andy Howell, police chief Brandon Sarti, and city recorder Cindy Sarti. Add items VII(E), Resolution 26-1225 DEQ Loan Amount Amendment; and VII(F), Request for Fee Waiver at Community Center for Medicare Consulting.

Consent Agenda

Approval of Council Minutes

1. April 6, 2026, Regular Meeting
2. April 20, 2026, Workshop

Motion to approve with one correction on the April 20th workshop minutes by Hobson; second by White. Unanimous. In the workshop minutes, the date to dedicate the Community Park Pavilion was amended to May 23rd.

Comments from the Audience

Kathi Wall-Meyer, 1026 Fir Avenue, Reedsport, is running for county commissioner.

Reports: Boards, Commissions, Committees, and Schools

Economic Development—*Dave Cunningham, Council Liaison*

The chamber is looking for ideas to get more involved in the community. Redbarn Dispensary is open for business. Sutherlin's dog park is a success and it would be a good idea for Winston to partner with Wildlife Safari. It was suggested that talking about Winston's growth and outlook for the future be published in the monthly newsletter.

Park Board—*Dorie White, Liaison*

Ellen Porter of Riverbend Live! asked for fee waivers for Riverbend Live! Youth Theater and for extra space to store carpet that was purchased for performance nights. A circus without animals was approved by the board. The park board tabled the discussion for extra space until more information could be gathered.

Friends of the Winston Library—*Paula Fetzter, Director*
Fetzter was not present at the meeting.

Department Reports

Wastewater—*Christopher Sherlock, Superintendent*
Written report submitted.

Police—*Brandon Sarti, Chief*

The agency hired to collect on court fines has been fired and a new Point-and-Pay system has been activated. \$1 million is owed to Winston in court fines. The City should see a return of \$100 thousand this fiscal year. It is anticipated that a 40% increase in court payments will occur due to the implementation of the new system. Turnout for the annual policemen's ball, sponsored by the Oregon Fallen Badge Foundation, was a success. Shelving is going up in the evidence room and accreditation is moving forward. The chief discussed the need for a detective and the benefits of our agency participating in the DINT (Douglas Interagency Narcotics Team) program. Another patrol dog is in the works. Drug dogs are no longer feasible since warrants need to be requested for everything. There will be a tour of the evidence room upon completion.

Public Works—*Andy Howell, Superintendent*

Public works utilized the police department's drone to identify a mainline break. The team is aware of the pothole problems. A preconstruction meeting for the siphon project was held. There is not a start date yet, as the contractor is reviewing the agreement. The project was started roughly 5 ½ years ago. Howell discussed the park project form and procedure. The process works well and keeps everything well organized.

Administration—*Thomas McIntosh, City Manager*

McIntosh gave an update on Christmas lighting. He reached out to the metal shop at the high school to make the lights. Steven Johnson could create the templates. It was discovered during the streetlight upgrade to LED, that there were more than 50 streetlights the city has been paying for that are not even within the jurisdiction.

Old Business

Park Board Restructuring

Job descriptions and minutes from a previous meeting were distributed to the board. The city attorney was contacted regarding fundraising. While there is not a full prohibition on fundraising, there are restrictions. Councilor Hobson is okay with having staff on the new board, but not okay with cutting out the community members. He likes 4 community members (rather than 2), 2 staff members and a council liaison. The community members do not need to reside within the boundaries of the city. Councilor Wiggins asked Jack Holland for his opinion on the matter. Jack responded that the restructuring would be an improvement. Brett Bustrum, 184 Danielle Drive, suggested a park board and a volunteer sub-group to do the fundraising. It was consensus of the council to move forward with the restructuring of the board with the new board consisting of 4 community members, not required to live in the city limits, 2 members of staff and one council liaison.

New Business

New Business License

1. True North Restoration

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

Resolution No. 26-1223 Transportation Fee Increase

There was a lengthy discussion. No one likes to see fees increase. This fee has not increased since 2009 and will give public works roughly \$240 thousand to do street repairs. Motion to approve by Cunningham; second by Hobson. Unanimous.

Resolution No. 26-1224 Storm Drainage Fee Increase

Currently the City receives \$38 thousand/year in drainage fees. The increases would occur on July 1st. Emily McCurry, 671 T Street, asked if revenue from the dispensary was considered when calculating the increase.

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

Ordinance No. 26-722 PacifiCorp Franchise Agreement

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

Resolution No. 26-1225

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

Fee Waiver Request—*Cinda Tyler, SHIBA Program*

Tyler asked for a waiver of fees to use space at the community center for Medicare consulting. Most work is done over the phone, and she has secured space in other cities. The discussion was tabled until further review and possibly using space at city hall.

Announcements

- First Budget Committee Meeting, May 4th at 6; City Hall
- City Council Meeting May 4th at 7; City Hall
- Second Budget Committee Meeting, May 11th at 4; Community Center

Break for executive session at 8:50.

Executive Session—*Pursuant to ORS 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

Reconvene after executive session at 9:28.

Resolution No. 26-1222 Winston Area Community Partnership (WACP) Teen Center Agreement

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

Adjournment

There being no further business, the meeting adjourned at 9:31. Respectfully submitted by Cindy Sarti, City Recorder.

Christie Knutson, Mayor

Attest:

Cindy Sarti, City Recorder

Long's Heating & Air Conditioning



Application for Business License

Tell us about you:

Applicant: Valerie De Benedetti
Date of Birth: [REDACTED] Driver's License/ID#: [REDACTED]
Mailing Address: P.O. Box 5145
City: Central Point State: OR Zip: 97502
Phone: 541.772.4201 Email: office@longshvac.com

Scope of Business (select one):

- Permanent (Business addressed and/or located within city limits – **Complete Section A**)
- Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits – **Complete Section B**)

Section A:

Business Name: _____
Street Address: _____
Mailing Address: _____ PO Box: _____
City: _____ State: _____ Zip: _____
Business Type: _____ Secondhand Property Dealer? _____
Description of business to include hours of operation and expected number of employees: _____

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

Application # 16-26

Long's Heating & Air Conditioning

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: Long's Heating, Air Conditioning and
Business Type: HVAC Installation/ Service Electric
Owner/Agent: Tim Clark LLC
Street Address: 4642 Table Rock Rd Central Point, OR
Mailing Address: _____ PO Box: 5145 97502
City: Central Point State: OR Zip: 97502
Email: office@longshvac.com Phone: 541-772-4207

Complete the following where applicable, and sign below:

CCB#: 257014 DC Health Dept: _____ Other: _____

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

Applicant Signature: Valerie Dubuault Date: 4/21/24

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.

Long's Heating & Air Conditioning

*** STAFF USE ONLY ***

LICENSE # 16-26

Business Location 4642 Table Rock Rd - Central Point Zoning N/A

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

Planning Official THOMAS MCINTOSH Date 4-30-26
Comments:

NO CITY LOCATION

Police Chief [Signature] Date 04-26-26

Recommendation: Grant Deny
Comments:

City Manager THOMAS MCINTOSH Date 4-30-26

Billing Clerk N/A Date _____

City Recorder [Signature] Date 4/30/26

Fee \$50 Receipt # 93043 cc 5/4/26 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 # 16-26

OUTSKIRTS LANDSCAPING



Application for Business License

Tell us about you:

Applicant: Michael Williamson
Date of Birth: 05/07/1977 Driver's License/ID# 77 State: OR
Mailing Address: 6135 Dole Rd
City: Myrtle Creek State: OR Zip: 97457
Phone: 541-530-1624 Email: MJWilliamson10152025@gmail.com

Scope of Business (select one):

- Permanent (Business addressed and/or located within city limits – **Complete Section A**)
- Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits – **Complete Section B**)

Section A:

Business Name: _____
Street Address: _____
Mailing Address: _____ PO Box: _____
City: _____ State: _____ Zip: _____
Business Type: _____ Secondhand Property Dealer? _____
Description of business to include hours of operation and expected number of employees: _____

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

Application # 17-26

Outskirts Landscaping

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: Outskirts Landscaping LLC

Business Type: Landscaping

Owner/Agent: Michael Williamson

Street Address: 6135 Dole Rd myrtle creek OR

Mailing Address: 6135 Dole Rd PO Box: _____

City: myrtle creek State: OR Zip: 97457

Email: mjwilliamson10152025@gmail.com Phone: 541-530-1624

Complete the following where applicable, and sign below:

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

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

Applicant Signature: Michael Williamson Date: 4/24/26

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.

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Application # 17-26

Outskirts Landscaping

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

LICENSE # 17-26

Business Location 6135 Dole Road Zoning N/A

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

Planning Official THOMAS MCINTOSH Date _____
Comments:

NO CITY LOCATION

Police Chief [Signature] Date 04-30-26

Recommendation: Grant Deny
Comments:

City Manager THOMAS MCINTOSH Date 4-30-26

Billing Clerk N/A Date _____

City Recorder [Signature] Date 4/30/26

Fee \$50 Receipt # _____ CC _____ 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 # 17-26



WINSTON AREA COMMUNITY PARTNERSHIP
Supporting DHS Class of 2026 | Winston, OR

Dear Community Partner,

We would like to invite you to join us in supporting a meaningful milestone for our students, the **DHS Class of 2026 Grad Night Celebration**. This fun, memorable, and drug and alcohol-free event will take place on **Saturday, June 6th**, following graduation, giving our seniors a safe place to celebrate all they have accomplished.

To make this special night possible, we are seeking community partners to support the event through:

- **Financial Sponsorship:** Your contribution will help cover venue rental, refreshments, entertainment, and games.
- **In-Kind Donations:** Gift cards, electronics, or other prize items help make the evening extra special for our graduates.

Cash or check donations may be mailed to:

Project Grad Night 2026
250 NW Main Street
Winston, OR 97496

Please make checks payable to: Winston Area Community Partnership (WACP) with a memo: "2026 Grad Night".

We are grateful for your consideration and continued support of our students. With your help, we can provide a safe, memorable, and joy-filled celebration for the Class of 2026. All donors will be recognized on social media in appreciation of your generosity.

Winston Area Community Partnership is a 501(c)(3) nonprofit organization. We will send a letter of acknowledgment for your records. If you have questions or would prefer that we arrange a donation pickup, please contact Stephanie Dahlenburg at 541-510-8100 or sdahlenburg@hotmail.com.

We kindly ask for donations to be received by May 1, 2026.

With gratitude,
Class of 2026 Grad Night Committee