



CITY OF WINSTON

City Council Regular Meeting

Meeting Minutes

Date	May 18, 2026
Time	Called to order at approximately 7:00 PM; adjourned at 7:47 PM
Location	Winston City Council Chambers, Winston, Oregon
Presiding	Mayor Knutson
Prepared By	City Staff (AI-assisted transcription)

1. MEMBERS PRESENT

Member	Status
Mayor Knutson	Present
Councilor Wiggins	Present
Councilor Hobson	Present
Councilor White	Present
Councilor Cunningham	Present

Staff Present: Thomas (City Manager), Andy (Public Works Superintendent)

2. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Knutson called the meeting to order and led those present in the Pledge of Allegiance.

3. AGENDA ADJUSTMENTS

Thomas, the City Manager, noted two adjustments to the agenda:

- Announcement added: Lloyd Stutsman Pavilion Dedication at Winston Community Park on May 23rd at 2:00 PM (the Saturday before Memorial Day).
- Two new ordinances added under New Business (Ordinances 26-723 and 26-724), to be read by title only by Thomas McIntosh.

4. CONSENT AGENDA

4A. Approval of Council Meeting Minutes

Mayor Knutson noted a correction to the previous council minutes: on page three of five, the figure regarding the marijuana dispensary (referenced as 'Winston's figure of approximately 4,000') required correction to clarify it placed the city below the relevant threshold, not above.

Thomas highlighted that the minutes format had been improved using AI-assisted audio transcription technology, replacing the previous manual process. Three format types were tested, with the Apple format selected as the most detailed and efficient. This approach will be extended to all boards, commissions, and committee meetings.

Action:

- Motion to accept the minutes as corrected by Hobson and seconded White: Carried (Unanimous Ayes, no Nays or Abstentions)

4B. Acceptance of Minutes — Boards, Commissions & Committees

Minutes accepted for:

- Traffic and Safety Committee — January 12th
- Planning Commission — January 14th
- Park Board — April 10th

Action:

- Motion to accept the minutes by Cunningham and seconded by White: Carried (Unanimous Ayes)

5. COMMENTS FROM THE AUDIENCE (Non-Agenda Items)

Mayor Knutson opened the floor for public comment on items not on the agenda. Speakers are limited to three minutes and may not use defamatory, intimidating, or profane language.

No members of the public came forward. This segment was closed.

6. REPORTS: BOARDS, COMMISSIONS & COMMITTEES

6A. Traffic & Public Safety Committee — Teri Fink (Committee Chair)

Address: 1100 Abraham Avenue

Teri Fink reported on the Traffic and Public Safety Committee's April meeting:

Speed Data Review

- One report showed 28,000 vehicles on Abraham Street (from Looking Glass to the co-op) in a single day. Chief of Police flagged this figure as a likely inaccuracy and will investigate the data.

Citizen Input (February Newsletter Outreach)

Five written responses and one voicemail were received following a call for community input in the city newsletter. Summary of concerns:

- Tokay and Winston Section Road: public nuisance vehicles and speeding near areas with children.

- Rose Ridge development road: multiple stop-sign violations and speeding. Chief will monitor.
- Lily & Thelma Street (near the church): severe potholes on unpaved road. Issue acknowledged; on the city list pending funding.
- Cary Street: lack of sidewalks and speeding. Citizen suggested posting a 25 mph speed limit sign at the Highway 42 end (only the Lookingglass end currently has a sign). Committee discussed adding the sign to an existing pole with no additional cost to the city beyond drilling. Public Works Director Andy to be consulted for follow-up.
- Winston Section Road / Brosi intersection with Highway 99: citizen reported worsening speeding coming downhill, making right turns onto 99 difficult.

ODOT Outreach — Brosi / Hwy 99 Speed Limit

- Teri Fink contacted ODOT regarding the speed limit change at the Brosi/Hwy 99 corridor, which is state-governed.
- After several weeks of contact, Randy Camp (ODOT) listened to the concerns and agreed to bring the matter to his traffic committee.
- Current speed sequence: 30 mph through town → 45 mph near the former hotel/dentist office → 55 mph at Looking Glass. Proposal is to extend the 30 mph zone closer to Brosi to address the sharp speed transition.
- ODOT has rigorous rules requiring incremental speed transitions (30→45→55). Randy Camp will report back.
- Council noted county jurisdiction begins at Brosi Orchard Road; Highway 99 remains under ODOT state authority.

Council liaison confirmed no additional comments. Teri Fink thanked the council.

6B. Park Board — Dorie White (Councilor/Liaison)

Councilor White noted the main agenda item from the Park Board was the memorial bench donation, which was moved up on the agenda for presentation by Clay Caldwell (see New Business, Section 8B below).

6C. Economic Development Committee — Councilor Cunningham / City Manager

Councilor Cunningham deferred the report to the City Manager. Key highlights:

- Don Cook (Express Employment) presented information on a mutual participation program between the city and his agency.
- Todd (Amazon Product Services) spoke about programs to allow local small businesses to participate in Amazon's delivery network, enabling same-day local delivery. Described as a potential win-win given Amazon's financial incentives for participating businesses.
- Chamber of Commerce Report (Steve): highlighted newsletter growth and ongoing efforts to expand community outreach.
- Economic Opportunities Analysis: The Economic Development Committee will assist with a \$55,000 grant-funded analysis of the commercial and industrial stock in Winston. A bid will need to go out in short order. Council previously approved a resolution to this effect.
- League of Oregon Small Cities Meeting: June 11th, 11:00 AM – 1:00 PM at the Winston Community Center. Open to jurisdictions with populations of 10,000 or below. Lunch by Carlos will be provided. Wildlife Safari invited to bring an animal exhibit (cheetah presentation noted from prior event). Chamber also invited.

Note: No minutes were available for this meeting as audio recording capability was not in place at the time; future meetings will use the new AI transcription system.

7. DEPARTMENT REPORTS

7A. Public Works — Andy (Superintendent)

Irrigation System

- New irrigation pump installed the prior week. Testing underway over the next 3–4 days to check for leaks and broken components before full-season irrigation begins.
- Water levels are notably lower than normal for this time of year: the longest pipe used first, versus the shorter pipe typically used at season start. Lowest levels observed since the city began irrigating.
- Fertilization program has reduced irrigation frequency from 6 days/week to 3 days/week, reducing water consumption.
- Park irrigation remains fully manual (same system as always). Community Center and Community Park are on timers. Future automation (automatic valves, wiring) is planned incrementally.

End-of-Year Spending

- Spending is at a near-standstill through end of fiscal year, except for emergencies, until the new fiscal year begins.

Ford, Hart, and Peach CCTV Inspection

- A CCTV inspection of the Ford, Hart, and Peach area was completed. This is a Priority 1 item on the city's infrastructure master plan.
- Full restoration estimated at several million dollars. Plan is to address the worst sections in the next fiscal year (approximately 500–600 feet), subject to budget availability. Some painting may also be undertaken.

7B. Administration — City Manager (Thomas)

Website Migration to .gov Domain

- Data migration from the current .org to a .gov domain is scheduled for May 30–31 (Saturday–Sunday) to avoid disruption to daily operations.
- IT staff will update usernames and passwords for all approximately 35 city employees plus council members and the Planning Commission during the following week (Monday, June 1st onward).
- The .gov platform offers the highest level of cybersecurity. The move is designed to reduce phishing and email spoofing attempts.
- Note: City Manager will be traveling for a family graduation in Florida on June 1st. Arrangements to be made by proxy.

City Property / Commercial Development Update

- A city property corner has been cleaned up and brought into compliance after a lengthy process. The owner may approach the Urban Renewal Agency (URA). Multiple commercial operations are now possible at the site.
- Winston Shopping Center (Bob Stipe, owner): A commercial broker has been engaged for approximately one month with wide-area exposure. Interest from a bakery shop and a church has been expressed; confidence is lower that the church inquiry will meet the lease requirements.

- Core Property (Century 21 marketing): Only two inquiries to date. The former lockers unit is largely turnkey-ready for a restaurant. Solar project expected to complete within a couple of months.
- Thai restaurant near the post office is reportedly looking for a larger venue. Staff will attempt to facilitate a connection with available commercial spaces.
- \$3,500/month rent for some commercial spaces is considered steep; staff expressed a preference for staggered rent structures to help attract tenants.

Audit Status

- City Manager praised the city's record of completing annual audits on time. Several Oregon cities (including Drain and Cottage Grove) are at risk of losing their municipal charters due to three consecutive years of non-compliance.
- Winston's audit for the current year is nearly complete. The City Manager expressed appreciation for the Finance Director (Ann)'s work in maintaining audit compliance.

8. NEW BUSINESS

8A. Festival Association — Memorial Bench Donation (Clay Caldwell)

Clay Caldwell, representing the Winston Festival Association, presented a request for council approval of a memorial bench in honor of Donna Caldwell, to be placed at Riverbend Park.

Bench details:

- Material: Expanded metal, hunter green finish — consistent with existing park furniture standards as specified by the Park Board.
- Size: Six-foot bench sourced from Premier Poly Steel (the only vendor found to meet the park board's criteria).
- Location: East end of the Riverbend Park slab, just outside the kitchen area (Donna's customary break spot).
- Features: Arms on both ends (deterrent for skateboard use), tabs on legs for bolting to the cement slab, and a memorial plaque.
- Installation will be coordinated with Public Works Director Andy.

Action:

- Motion to approve the memorial bench installation by White and seconded by Cunningham: Carried (Unanimous Ayes)

8B. Ordinance 26-723 — First Reading: Marijuana Business License Moratorium (Oregon HB 4121 Compliance)

Full title: An Ordinance of the City of Winston, Oregon City Council placing a permanent moratorium on the issuance of new and additional marijuana business licenses, in compliance with Oregon House Bill 4121.

Staff Report Summary (City Manager Thomas)

- Oregon HB 4121 was enacted approximately two years ago to address market saturation of marijuana dispensaries statewide. There are currently more than 800 dispensaries in Oregon, compared to approximately 273 liquor stores; Roseburg alone has 11 dispensaries.
- Under HB 4121, OLCC (Oregon Liquor Control Commission) will not issue new dispensary licenses in any population area already served by a license per 7,500 residents.

- Winston's applicable population is approximately 4,100 (including a portion extending into the Green area), which falls well below the 7,500 threshold. Therefore, Winston is currently limited to one dispensary license.
- A loophole in HB 4121 allows an existing licensee from another city to transfer their license to Winston without OLCC issuing a technically 'new' license. This ordinance closes that loophole and aligns city code with the intent of state law.
- The city's existing dispensary generates approximately 3% of city revenue. This ordinance is intended to protect that revenue stream from market dilution.

Public Comment:

- No public comments received.

Action:

- Motion to advance Ordinance 26-723 to a second reading by Cunningham and seconded by Wiggins: Carried (Unanimous Ayes)
- Second reading to occur at the next regular City Council meeting.

8C. Ordinance 26-724 — First Reading: Park Board Amendments & Creation of Park Volunteer Program

Full title: An Ordinance of the City of Winston, Oregon City Council amending Winston Municipal Code Chapter 93 regarding the regulatory recommending body of the Park Board and introducing the creation of a Park Volunteer Program.

Staff Report Summary (City Manager Thomas)

Following a comprehensive council workshop on the park board structure, the following substantive amendments are proposed to Winston Municipal Code Chapter 93:

Park Advisory Committee (replacing Park Board)

- The body is renamed from 'Park Board' to 'Park Advisory Committee' to signal a new direction and expanded scope.
- Membership reduced from six voluntary community members to four members who may be from any jurisdictional body (i.e., not required to be city residents).
- Two ex officio staff members added — appointed by the City Manager or designee. Ex officio members hold no voting authority but their recommendations carry weight.
- One consistent council liaison position created, appointed by the council.
- All current park board seats are vacated upon ordinance adoption and 30-day appeal period expiration. New applicants must apply and be individually approved by the council.
- Current park activities (including the upcoming mall and festival) will continue uninterrupted through the transition.

Park Volunteer Program

- A new Park Volunteer Program is established as a subordinate body to the Park Advisory Committee.
- No limitations on participation or activities that benefit Winston's parks.
- Not subject to statutory public meeting rules (Robert's Rules, ORS public hearing requirements) as it is not a governing body.
- A designated coordinator, appointed by the Park Advisory Committee, will report to the committee at least monthly on activities and progress.
- The Park Advisory Committee retains authority to direct the volunteer program and make recommendations to the council.

Key Council Deliberation

Councilor Hobson raised a concern regarding the provision requiring that 'recommendations from the committee shall not advance to City Council unless expressly approved in writing by an ex officio staff member.'

- Councilor argued this effectively gives a single staff member veto power over items the elected committee and council liaison may want to advance.
- City Manager acknowledged the intent was to ensure staff 'keeps items on track' and consistent with the Parks Master Plan, but agreed the language could be revised.
- Council consensus: language to be rephrased so that the council can hear committee recommendations directly, with staff having the opportunity to advise the council on concerns (e.g., budgetary or master plan alignment issues) — but not the ability to block items from reaching the council.
- City Manager confirmed this is what second readings are for; revisions will be made before Ordinance 26-724 returns for a second reading.

Public Comment:

- No public comments (public feedback was provided at a prior workshop).

Action:

- Motion to advance Ordinance 26-724 to a second reading with directed revisions to the ex officio approval language by Wiggins and seconded by Cunningham: Carried (Unanimous Ayes)

9. FINANCIAL MATTERS

Non-agenda items, warrants, and claims in excess of \$500 were included in council packets. No action was taken at the meeting.

10. ANNOUNCEMENTS

- Urban Renewal Agency (URA) Meeting: May 21st at 5:30 PM.
- Lloyd Stutsman Pavilion Dedication: Winston Community Park, May 23rd at 2:00 PM.
- Memorial Day: Monday, May 25th — all city offices closed.
- Flag Placement — Memorial Day Volunteers Needed:
 - Meet at Winston Community Center at 7:00 AM to place flags on poles.
 - Volunteers also needed at 5:30 PM to take flags down.
 - New indoor/outdoor flags ordered; will be placed regardless of weather going forward.
- Next City Council Meeting: June 1st at 7:00 PM.

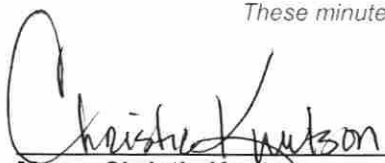
11. EXECUTIVE SESSION

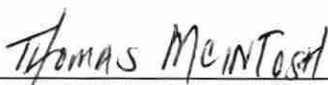
No Executive Session was held.

12. ADJOURNMENT

With no further business, Mayor Knutson adjourned the meeting at 7:47 PM.

These minutes are subject to approval at the next regular City Council meeting.


Mayor Christie Knutson
City of Winston, Oregon


Thomas McIntosh, City Manager
City of Winston, Oregon