



City Council Meeting  
**June 1, 2026, 7:00pm**  
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

### \*\*\*SUSPEND COUNCIL MEETING—CALL TO ORDER URBAN RENEWAL AGENCY MEETING\*\*\*

#### I. Call to Order—*Allen Hobson, Chair*

#### II. Public Hearing

- A. Proposed Winston Urban Renewal Agency 2026 - 2027 Budget
  1. Read Public Hearing Process—*Allen Hobson*
  2. Open Hearing
  3. Staff Report—*Ann Munson, Finance Director*
  4. Out of Meeting or Conflict of Interest Disclosures
  5. Public Statements
    - a. In Opposition
    - b. In Favor
    - c. In General
  6. Council Questions/Comments
  7. Close Hearing

### \*\*\*ADJOURN URA MEETING—CALL BACK TO ORDER CITY COUNCIL MEETING\*\*\*

#### II. Public Hearing

- A. Proposed City of Winston 2026 - 2027 Budget
  1. Read Public Hearing Process—*Christie Knutson, Mayor*
  2. Open Hearing
  3. Staff Report—*Ann Munson*
  4. Out of Meeting or Conflict of Interest Disclosures
  5. Public Statements
    - a. In Opposition
    - b. In Favor
    - c. In General
  6. Council Questions/Comments
  7. Close Hearing

#### III. Consent Agenda

- A. Approval of Council Minutes for May 18, 2026

#### IV. 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.*

- V. Reports: Boards, Commissions, Committees and Schools**
- VI. Department Reports**
  - A. Police Dept—Chief Sarti
  - B. Public Works—Andy Howell
  - C. Administration—*Thomas McIntosh, City Manager*
- VII. Old Business**
- VIII. New Business**
  - A. New Business Licenses
    - 1. Wiley Wagon—*Careyne Wiley*
  - B. Set Council Workshop Dates, *if necessitated*
  - C. Resolution No. 26-1226 DC Narcotics Agreement
    - 1. Read by Title Only—*Thomas McIntosh*
    - 2. Staff Report—*Chief Sarti*
    - 3. Comments from the Audience (3 minutes each speaker)
    - 4. Council Action
  - D. Ordinance No. 26-723 Oregon HB4121 Compliance
    - 1. Read by Title Only Second Reading—*Thomas McIntosh*
    - 2. Staff Report—*Thomas McIntosh*
    - 3. Comments from the Audience (3 minutes each speaker)
    - 4. Council Action
  - E. Ordinance No. 26-724 Park Board Amendments
    - 1. Read by Title Only Second Reading—*Thomas McIntosh*
    - 2. Staff Report—*Thomas McIntosh*
    - 3. Comments from the Audience (3 minutes each speaker)
    - 4. Council Action
- IX. Upcoming Agenda Items**
- X. Non-Agenda Items from Council**
- XI. Good of the Order**
  - A. Check Copies
  - B. Claims in Excess of \$500
- XII. Announcements**
  - Coffee with Christie June 6<sup>th</sup> 10-noon; City Hall Annex
  - Park Board June 9<sup>th</sup> 4PM; City Hall
  - June 10<sup>th</sup>
    - 11AM Friends of the Winston Library; Winston Library
    - Economic Development at noon; City Hall
    - Planning Commission at 5:30PM; City Hall
  - June 14<sup>th</sup> Flag Day—*Fly the Flag!*
  - City Council Meeting June 15<sup>th</sup> at 7:00PM; City Hall
- XIII. Executive Session—Pursuant to ORS 192.660 (2)**
- XIV. 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

## City Council Regular Meeting

### *Meeting Minutes*

|                    |  |
|--------------------|--|
| <b>Date</b>        | May 18, 2026   |
| <b>Time</b>        | Called to order at approximately 7:00 PM; adjourned at 7:47 PM |
| <b>Location</b>    | Winston City Council Chambers, Winston, Oregon                 |
| <b>Presiding</b>   | Mayor Knutson  |
| <b>Prepared By</b> | 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 Wiggins 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.*

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**Mayor Christie Knutson**  
City of Winston, Oregon

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**Thomas McIntosh, City Manager**  
City of Winston, Oregon



Wiley Wagon

1

Application for Business License

Business Name: Wiley Wagon
Owner/Agent: Caryne Wiley
Date of Birth: [redacted]
Driver's License/ID#: [redacted]
Phone: 541-430-5359
Business Location: Winston
Business Mailing Address: 150 Reston Ave
City: Winston Or State: Or Zip: 97496
Business Phone: 541-430-5359 Email: Jared Wily 21@gmail.com

Scope of Business:

Business Type: Food Truck

- Permanent (Business addressed and/or located within city limits)
Sq. Ft. of Building for Business: No. of Parking Spaces:
Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits)

Complete the following where applicable, and sign below:

CCB#: DC Health Dept: 102365 Other:
Current/Upcoming Projects (Input N/A if none): Winston 4th

Applicant Signature: Caryne Wiley Date: 5/28/2016
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 # 20.26

# WILEY WAGON (2)

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

LICENSE # 20-26

Business Location NA Zoning NA

Change of Occupancy  N Sign Permit Required  N 2<sup>nd</sup> Hand Property Dealer  N

Planning Official Thomas McIntosh Date 5-29-26  
Comments:

NO LOCATION: NO CHANGE IN USE

Police Chief waived - City employee Date 5/29/26

Recommendation:  Grant  Deny  
Comments:

City Manager See Planning official Date \_\_\_\_\_

Billing Clerk N/A Date \_\_\_\_\_

City Recorder [Signature] Date 5/29/26

Fee \$50 Receipt # 93184 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 # 20-26



## **RESOLUTION NO. 26-1226**

**A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE DOUGLAS INTERAGENCY NARCOTICS TEAM (DINT), TO ALLOW FULL ASSIGNMENT OF ONE FULL TIME CERTIFIED POLICE OFFICER.**

**WHEREAS** the City of Winston operates a fully functional police department that provides law enforcement support and as provided in Oregon Revised Statute 133; and,  
**WHEREAS** Douglas County has a widely respected narcotics team with the sole focus of criminal activity with a drug nexus; and,  
**WHEREAS** the City of Winston acknowledges on both empirical and anecdotal levels that drug related crime is prevalent at an alarmingly high rate and further assistance is needed; and,  
**WHEREAS** the DINT agreement would allow Winston to be a focused community for all their operations in addition to receiving full training and reimbursement for all officer-related duties.

**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 agreement with DINT for a one-year period as outlined in an agreement titled "*Modification of Douglas Interagency Narcotics Agreement*", and WPD Staff Report No. 26-04 dated June 1, 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 1<sup>ST</sup> DAY OF JUNE 2026.**

**APPROVED BY THE MAYOR ON THIS 1<sup>ST</sup> DAY OF JUNE 2026.**

\_\_\_\_\_  
*Christie Knutson, Mayor*

Attest:

\_\_\_\_\_  
*Thomas McIntosh, City Manager*

**MODIFICATION OF DOUGLAS COUNTY  
INTERAGENCY NARCOTICS AGREEMENT**

DOUGLAS COUNTY CLERK

This modification is made on the 21 day of May 2025, between DOUGLAS COUNTY, a political subdivision of the State of Oregon; the DOUGLAS COUNTY SHERIFF; the DOUGLAS COUNTY DISTRICT ATTORNEY; the OREGON STATE POLICE; the CITY OF ROSEBURG, an Oregon municipal corporation (collectively "Douglas Interagency Narcotics Team" or "DINT"); and the BUREAU OF LAND MANAGEMENT ("BLM"), a federal agency within the United States Department of the Interior.

**RECITALS:**

On or about July 18, 1990, Douglas County, the Douglas County Sheriff, the Douglas County District Attorney, the Oregon State Police, and the City of Roseburg entered into an agreement to establish a multi-agency drug enforcement team, known as DINT ("original agreement"), a copy of which is attached to this modification and herein incorporated by this reference.

WHEREAS, it is the desire of the parties to modify the agreement to add the BLM as a participating agency on DINT and set forth the rights and responsibilities of the parties.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. AGREEMENT:** The original agreement is modified and amended to add the BLM as a participating agency on DINT. The BLM agrees to assign one BLM agent to DINT for the term of this modification.

**2. APPLICABILITY OF ORIGINAL AGREEMENT:** As a participating agency in DINT, the BLM shall be subject to all the provisions and responsibilities set forth in the original agreement.

**3. TERM AND TERMINATION:** This modification shall be effective upon signature of all parties and shall continue in effect until terminated by any party. Any party may terminate this agreement for its own convenience upon thirty (30) days written notice to the other party.

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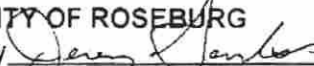
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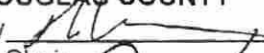
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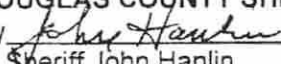
**4. ENTIRE AGREEMENT:** The foregoing constitutes the entire agreement between the parties and supersedes all previous agreements. Except as modified herein, the terms and conditions of the original agreement shall apply.

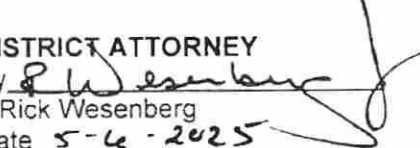
**CITY OF ROSEBURG**  
By   
Name JEREMY SAMUELS  
Date 5-6-25

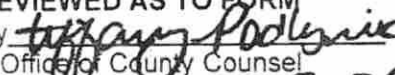
**OREGON STATE POLICE**  
By   
Name Jim Andrews  
Date 5/15/25

**BUREAU OF LAND  
MANAGEMENT**  
By   
Name Adam Sully, ASAC  
Date 05/05/2025

**BOARD OF COMMISSIONERS  
DOUGLAS COUNTY**  
By   
Chair  
By   
Commissioner  
By   
Commissioner  
Date May 21, 2025

**DOUGLAS COUNTY SHERIFF**  
By   
Sheriff John Hanlin  
Date 5-6-2025

**DISTRICT ATTORNEY**  
By   
Rick Wesenberg  
Date 5-6-2025

**REVIEWED AS TO FORM**  
By   
Office of County Counsel  
Date May 19, 2025

DOUGLAS COUNTY  
INTERAGENCY NARCOTICS TEAM  
AGREEMENT

1990 JUL 20 PM 2:40

GAY FIELDS  
DOUGLAS COUNTY CLERK

This agreement is entered into among and between the undersigned agencies for the purpose of securing to each the benefits of mutual assistance in addressing common problems and goals specifically related to the enforcement of State and Federal drug laws. Participating agencies in this agreement include: The Douglas County Sheriff's Office, Douglas County, Oregon State Police, Roseburg Police Department, and the Douglas County District Attorney's Office.

The objective of this agreement is to establish a multi-agency drug enforcement team approach in cases where these agencies deem it appropriate to do so.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

**DINT GOALS**

- 1) To detect, apprehend and prosecute drug manufacturers and traffickers;
- 2) To gather and disseminate narcotics related intelligence information;
- 3) To enhance and maintain an effective spirit of continuing cooperative efforts among the county's criminal justice agencies;
- 4) To conduct long-term investigations into narcotics trafficking conspiracies or cartels.

**DINT OBJECTIVES**

- 1) Identify, apprehend and prosecute individuals responsible for significant criminal drug activity;
- 2) To stay abreast of the current case laws and investigative techniques to ensure the most professional approach to criminal drug investigations;
- 3) Suppress patterns of major criminal drug activity within Douglas County;
- 4) Suppress organized criminal activity within Douglas County and related efforts taking place on a regional level;
- 5) Enhance cooperation and coordination of effort and resources of the participating criminal justice agencies;
- 6) Establish a central collection point for information relating to criminal drug activity in Douglas County.

RECEIVED

AUG 27 1990

DOUGLAS COUNTY  
COUNTY COUNSEL

#### **PARENT AGENCY**

The "Parent Agency" will be the Douglas County Sheriff's Office.

#### **POLICY BOARD**

The DINT Policy Board will be comprised of the department head, or his/her designee from each participating agency. Chairmanship of the DINT Policy Board will be on a rotational basis and will be for a term of one year. The chairman shall be the department head or his/her designee of one of the participating agencies. The board will meet a minimum of once a month, or at any time upon request to the board chairman by a member agency. The overall direction of the DINT Task Force's operations, including the setting of investigative priorities and general operating procedures, shall be vested in the DINT Policy Board. Each member of the Policy Board shall have equal voice in the conduct of business.

#### **DINT MANAGEMENT**

Under the direction of the chairman of the policy board, the Unit Commander will:

- 1) Be accountable for the planning and management of the operational activities.
- 2) Be responsible for budget or grant preparation, request control and reporting.
- 3) Direct the day to day activities of DINT, including:
  - a) Assignment of investigations and other tasks to unit personnel.
  - b) Scheduling of personnel for DINT activities.
  - c) Review and approval of investigative reports.
  - d) Supervision of personnel assigned to DINT and of investigations undertaken by DINT.
  - e) Coordinate the DINT liaison with other law enforcement agencies.
- 4) On those occasions when the Unit Commander is not available to provide the necessary management and supervision (i.e., vacations, illness, etc.), temporary supervisory personnel shall be provided by a participating agency.

#### **DINT EVIDENCE HANDLING**

Evidence will be maintained at the Douglas County Sheriff's Office in accordance with the Douglas County Sheriff's Office written procedure and utilizing the Douglas County Sheriff's Office evidence forms.

Any money found and/or seized as a result of a search shall, as soon as practical, be called to the attention of the Unit Commander. The Unit Commander shall be responsible for the accounting and disposition of the money.

#### **DINT FUNDING**

- 1) The county will set up a special account for the funding of the DINT program. The account shall be subject to periodic audits under the same authority as any county revenue account. Accountability for the expenditure of task force funds is vested in the Task Force Commander and the Advisory Board.
- 2) The first fiscal year of DINT operations, the County has proposed a budget of \$363,530.00. In the event the proposed budget is changed prior to adoption by the Douglas County Budget Committee, an addendum will be added to this agreement stating the actual amount.

#### **MANAGEMENT AND FINANCE STATEMENT**

- 1) Douglas County Department of Management and Finance shall administratively handle all seized money.

#### **MONEY FORFEITURE**

- 1) When money is seized for forfeiture in a case that arose from a joint investigation or arrest by DINT, the Unit Commander will be responsible for the transfer of monies, documentation preparation and record keeping functions associated with that forfeiture;
  - a) The State of Oregon Asset Forfeiture Law will be utilized in all seizure cases which meet the State standards.
  - b) Federal Asset Forfeitures will be utilized in cases not filed under the State law.
  - c) All seized assets (monies) shall be placed in a special DINT account.
  - d) Douglas County Department of Management and Finance shall administratively handle all forfeited money.
- 2) It is agreed the DINT revolving account shall be maintained in an interest bearing account by the treasurer of Douglas County.

#### **FORFEITURE ASSET DISBURSEMENT**

- 1) 50% of the forfeited assets shall be used to offset the cost of DINT operations.
- 2) 50% of the forfeited assets shall be shared in equal amounts by the participating agencies.
- 3) In the event that assets are seized pursuant to an investigation, which involves agencies not represented by this agreement, the board may authorize a percentage or sum of the assets to be shared.
- 4) The policy board shall authorize the disbursements quarterly beginning on or before September 30, 1990.

## PERSONNEL

- 1) Each participating agency contributing personnel to the DINT Team shall continue that employee as an employee of the participating agency and shall be solely responsible for that employee. Any duly sworn peace officer, while assigned to duty with the DINT Team as herein provided and working at the direction of the Policy Board Chairman or the DINT Unit Coordinator, shall have the same power, duties, privileges and immunities as are conferred upon a peace officer in the officer's agency.
- 2) In matters not addressed in this interagency agreement and/or policies and procedure manual, assigned investigators will adhere to their agency procedural manual, if addressed therein.
- 3) If a DINT regulation is in conflict with a regulation of a member's agency, that member is to immediately contact the Unit Commander and/or the head of the member's agency. The Unit Commander and the agency head will resolve the conflict and inform the member of the proper course to follow.

## TORT CLAIMS ACT COVERAGE

For the purposes of coverage under the Oregon Tort Claims Act against any losses, damages or liabilities arising out of the services and activities of the Douglas Interagency Narcotics Team (DINT):

- A) Each supporting agency shall protect supporting personnel by workers' compensation insurance which meet the requirements of Oregon law;
- B) Each supporting agency shall maintain in full force and effect adequate public liability and property damage insurance or self-insurance to cover any claims which may arise by virtue of supporting services;
- C) Each party assumes sole responsibility for the torts of its own personnel and agrees to the extent legally possible to hold each other party to this agreement, harmless from liability arising from the acts or omissions of personnel affiliated with such party.