



CITY OF WINSTON, OREGON

CITY COUNCIL MEETING MINUTES

June 15, 2026

1. Meeting Information

Meeting	Winston City Council Regular Meeting
Date	June 15, 2026
Location	City of Winston, Oregon
Presiding Officer	Mayor Knutson
Prepared By	Transcription Record
Status	Approved Pending Signature

2. Members Present

Member	Title	Status
Mayor Christie Knutson	Mayor / Presiding Officer	Present
Councilor Nick Wiggins	Council Member	Present
Councilor Allen Hobson	Council Member	Present
Councilor Dorie White	Council Member	Present
Councilor Dave Cunningham	Council Member	Excused (family in town)

Also present: Thomas McIntosh (Administration/Staff), Ms. Ann Munson (Finance), and various members of the public.

3. Call to Order

Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was conducted confirming four members present. Councilor Cunningham was excused due to family obligations. No adjustments were made to the agenda.

4. Urban Renewal Agency (URA) — Special Session

Mayor Knutson suspended the regular City Council meeting and URA president Allen Hobson called to order the Urban Renewal Agency (URA) meeting.

4.1 Resolution 26-055 — URA Budget Adoption FY 2026–2027

Mr. McIntosh introduced Resolution 26-055, read by title only. Ms. Munson provided the staff report:

- Purpose: Adoption of the Urban Renewal Agency budget for FY 2026–2027.
- Total budget amount: \$826,620, as approved by the Budget Committee and presented at the budget hearing.

No public comments were offered. The board voted:

- Motion to accept Resolution 26-055 by member Knutson; seconded by member White.
- Vote: Unanimous — Ayes all present; none opposed.
- Result: PASSED. The URA session was adjourned and the regular Council meeting was reopened.

5. Consent Agenda

5.1 Approval of Council Minutes

A motion was made by Hobson and seconded by Wiggins to approve the June 1, 2026 Council meeting minutes. The motion passed unanimously.

6. Public Comment

6.1 Fireworks Funding Request — Onikka Driscoll

Onikka Driscoll, 290 SE Grape Avenue, Winston, addressed the Council on behalf of the Winston Area Independence Day (WAID) celebration, requesting city financial assistance to fund the annual July 4th fireworks display.

Key points presented:

- Fireworks budget deficit stands at approximately \$14,200–\$15,000.
- A \$5,000 donation from WACP was just confirmed, reducing the gap.

- Commitments pending from Mercy and other local businesses.
- Request is for Transient Room Tax (TRT) funding or other city discretionary funds.

Staff (Thomas McIntosh) advised:

- Any action using TRT funds requires proper agenda placement per Oregon statutes.
- The item was not on this meeting's agenda; action cannot be taken tonight.
- TRT carryover estimated at approximately \$6,800–\$7,000 (subject to verification).
- The next regular Council meeting is July 6th — after the July 4th event.

Council discussion led to scheduling a Special Meeting:

- A special meeting was agreed upon for the following Monday evening at 5:30 PM.
- Staff will provide proper 24-hour advance notice as required by Oregon statute.

7. Reports — Boards, Commissions & Committees

7.1 Economic Development Committee — Thomas McIntosh

- The committee met but lacked a quorum; no formal votes or minutes were approved.
- Discussion focused on the upcoming Economic Opportunities Analysis (EOA) — a major planning effort to assess commercial and industrial needs.
- The RFP/bid process will begin shortly after the new fiscal year commences (July 1, 2026).
- Unlike the previous cycle, the State DLCD will not hire a consultant on the city's behalf; the city must conduct its own procurement.
- Council expressed interest in leveraging prior positive experience with 3J Consulting; staff confirmed stringent requirements can be set within procurement rules.
- Current board vacancies: Two open seats (one ratified member has not been attending; status being investigated).

7.2 Park Board — Dorie White (reporting)

- Playground equipment was removed from a park location; residents expressed frustration — particularly about the lack of advance signage or alternative information.
- Park Board and Onikka Driscoll are actively monitoring social media to provide constructive responses and encourage community participation.
- Efforts are underway to generate fundraising ideas for a future splash pad.
- Tree damage at Riverbend Park was noted following recent flooding; Public Works was contacted to address safety-related removal.

WAID Park Fee Waiver:

- Onika Driscoll and Board member Rihanna addressed the Park Board requesting a fee waiver (valued at \$500) for use of Riverbend Park facilities on July 4th.
- Clay put forward a motion at the Park Board level to waive or reduce fees; the motion was approved by the board.

Council Action on Fee Waiver:

- Motion by Hobson and seconded by White to accept the WAID park fee waiver for July 4th celebration.
- Vote: Unanimous — Ayes all present.
- Result: PASSED. Park use fees for the WAID July 4th event are waived.

7.3 Friends of the Winston Library — Councilor Hobson

Report from the library board meeting held June 10, 2026:

- Summer Reading Program: Begins June 23rd, held every Tuesday at 1:00 PM (one Tuesday in July excepted). Schedule is posted in the library. Activities include tie-dye and balloon animal demonstrations. Open to all ages.
- Staffing Compliance Issue: The Oregon State Library Support and Development Service now requires part-time library employees to work a minimum of 20 hours per week. The Winston Library's sole part-time employee currently works 12 hours per week.
- Recovery Status: The library enters "recovery status" on July 1, 2026. Libraries have two consecutive fiscal years (through FY 2027–2028, reported fall 2028) to meet staffing minimums or risk losing public library recognition.
- Consequences of Non-Compliance: Loss of public library status would eliminate access to Ready to Read grants, E-rate eligibility, LSTA-funded grants, and statewide databases/consulting.
- Path Forward: Library employee Paula is willing to increase to 20 hours beginning January 1, 2027. The library can internally sustain the additional cost in the near term but may eventually need city support.
- Additional funding needed: Estimated approximately \$5,000 per year above current support. Library Director Paula will prepare a formal request prior to the next budget cycle.

8. Department Reports

8.1 Administration — Thomas McIntosh

A congratulatory letter from Business Oregon was shared with the Council regarding a significant seismic retrofitting grant for the Winston Police Station:

- Grant Amount: \$2,345,848 (total, inclusive of full amount).
- Purpose: Seismic retrofitting of the Winston Police Station, which scored highest in the state for structural deficiency qualifying criteria.
- Process: The Police Chief was the principal in securing this grant; staff conducted an evaluation that ranked Winston #1 in the state for need.
- City of Sutherlin Precedent: The City Manager and Police Chief visited Sutherlin, which received a comparable \$2.1M seismic grant; their project is substantially complete and reviewed favorably.
- Impact: This grant pushes the city above the \$8 million threshold in total grant cycling — a significant milestone for a community of Winston's size.
- Next Steps: City will work with Business Oregon to finalize the process.

9. New Business

9.1 Business License — Pure Pressure, Pressure Washing and Landscaping (DENIED)

A new business license application was presented for " Pure Pressure, Pressure Washing and Landscaping." Law enforcement provided a confidential recommendation of denial. Council members were advised that detailed reasons could not be disclosed publicly due to confidentiality laws; the city may purchase an OSB (Oregon State Background) report if further information is desired.

- Motion by Hobson and seconded by White to deny the business license application.
- Vote: Unanimous — Ayes all present.
- Result: DENIED.

9.2 Chamber of Commerce Agreement Extension — Discussion

Staff introduced Theresa DeWald (outgoing President) and Steven Johnson (newly appointed Vice President) of the Winston Chamber of Commerce. The Chamber's contract with the City — providing \$1,000/month from Transient Room Tax funds for tourism-related and chamber operations — expired at the end of March 2026.

Chamber activities and accomplishments presented:

- Active social media promotion of local events across Oregon chambers and regional groups.
- Tourism brochures and informational packets included in membership outreach.
- Approved for the Regional Main Street Program (activation pending new Sutherlin executive director getting oriented).
- Christmas Light Project: Working with the Winston High School metal shop teacher to design and fabricate 10–12 downtown holiday light displays as a student project.
- City newsletter: Chamber manages the newsletter fund account, coordinates payments to the designer (Shannon) and publisher (Douglas ESD).
- Membership: Approximately 40 members and growing (compared to Sutherlin's 161 after 70 years).
- First Citizens Banquet: Planned for March of next year.

Financial Context (Staff):

- TRT revenue has declined since the city lost one of its two hotels — current annual gross is approximately \$12,000–\$13,000.
- The prior budget allocated \$20,000 in TRT expenditures, which was unsustainable; reduced to \$13,000.
- Committing \$12,000/year to the Chamber would leave only \$1,000 for other TRT-eligible expenditures.
- Community Activities line item: \$2,000 annually for local events/requests; council noted this will require strategic prioritization.

Audience Comment — Shannon Nelson, 1060 NW Matthew Street:

- Asked about Red Barn revenue potentially flowing to TRT

- Expressed concern that loss of Chamber funding could jeopardize the Main Street Program and the newsletter.

Outcome: No vote was taken tonight. The item will be placed on the next regular Council meeting agenda as a formal resolution for action.

9.3 Annual Workers' Compensation Insurance Renewal — Ann Munson

Ms. Munson presented the annual workers' compensation renewal for Council approval:

- Total Premium: \$63,962.05 for FY 2026–2027.
- Increase: \$11,046.85 over the prior year — a 20.9% increase.
- Experience Modifier: Increased from 1.07 (prior year) to 1.20 due to one high-claim year still in the rolling calculation and a new year with smaller claims added.
- City payroll increase: 9.4% — the premium increase outpaces payroll growth due solely to the experience modifier.
- Outlook: The large claim year is expected to drop off the modifier calculation next year, and rates are anticipated to improve toward the target of 1.0 or below.
- Motion by Wiggins and seconded by White to approve the workers' compensation renewal.
- Vote: Unanimous — Ayes all present.
- Result: PASSED.

10. Budget Resolutions — FY 2026–2027

Ms. Munson provided a consolidated staff report covering Resolutions 26-1227 through 26-1231, read by title only by Mr. McIntosh:

- Total Appropriations: \$15,458,113
- Total Budget: \$17,851,336

These resolutions collectively: adopt the operating and capital budget; certify municipal services per ORS 2.221760; declare the city's election to receive state revenues; impose and categorize taxes; and adopt the classification and compensation schedules. Staff recommended approval of all resolutions as required for the city to receive state revenues and operate in FY 2026–2027.

Resolution No. 26-1227 Adoption of Budget FY 2026–2027. A motion to adopt made by Hobson and seconded by Wiggins. Unanimous.

Resolution No. 26-1228 Certifying Services. A motion to adopt made by Wiggins and seconded by Hobson. Unanimous.

Resolution No. 26-1229 Election to Receive State Revenues. Motion to adopt made by White and seconded by Hobson. Unanimous.

Resolution No. 26-1230 Categorizing Taxes. Motion to adopt made by Hobson and seconded by Wiggins. Unanimous.

Resolution No. 26-1231 Classification and Compensation Schedule. Motion to adopt made by Hobson and seconded by White. Unanimous.

10.1 Voting Summary — All Actions

Resolution / Item	Description	Vote	Result
Res. 26-055	URA Budget Adoption FY 2026–2027 — \$826,620	Unanimous Aye	PASSED
Consent	Approval of Council Minutes for June 1, 2026	Unanimous Aye	PASSED
Park Fee Waiver	WAID July 4th Park Use Fee Waiver — Riverbend Park	Unanimous Aye	PASSED
Business License	Pure Pressure, Pressure Washing & Landscaping — Denial	Unanimous Aye	DENIED
Workers Comp	Annual Workers' Compensation Insurance Renewal — \$63,962.05	Unanimous Aye	PASSED
Res. 26-1227	Operating & Capital Budget Adoption FY 2026–2027	Unanimous Aye	PASSED
Res. 26-1228	Certification of Municipal Services	Unanimous Aye	PASSED
Res. 26-1229	Election to Receive State Revenues FY 2026–2027	Unanimous Aye	PASSED
Res. 26-1230	Imposing & Categorizing Taxes FY 2026–2027	Unanimous Aye	PASSED
Res. 26-1231	Classification & Compensation Schedule Adoption	Unanimous Aye	PASSED

11. Action Items & Follow-Up

Action Item	Responsible Party	Deadline / Notes
Post 24-hr notice for Special Meeting re: Fireworks Funding	Staff (Thomas McIntosh)	Before Monday, June 22
Special Meeting on Fireworks / TRT Funding	City Council + Staff	Monday, June 22, 2026 at 5:30 PM
Verify TRT carryover balance (\$6,800–\$7,000 estimate)	Thomas McIntosh	Prior to Special Meeting

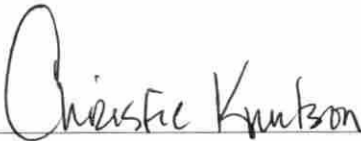
Place Chamber of Commerce Agreement Extension on next agenda as resolution	Staff	Next regular meeting (July 6)
EOA bid/RFP process — begin after July 1, 2026 fiscal year start	Economic Development / Staff	July 2026 onward
Library staffing plan — Director Paula to prepare formal request to city	Library Director Paula	Before next budget cycle
Work with Business Oregon on police station seismic grant process	City Administrator + Police Chief	Ongoing
Christmas Light Project — finalize details with high school metal shop	Steven Johnson / Chamber	Beginning of school year

12. Adjournment & Next Meeting

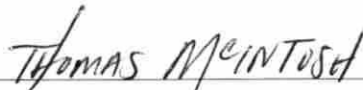
- Special Meeting: Monday, June 22, 2026 at 5:30 PM — single agenda item (Fireworks/TRT Funding).
- Next Regular City Council Meeting: Monday, July 6, 2026.

CERTIFICATION

These minutes are a true and accurate record of the Winston City Council meeting held on June 15, 2026, and are subject to approval at the next regular meeting.



Mayor Christie Knutson, Presiding Officer



Thomas McIntosh, City Manager