



City Council Meeting
July 6, 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
 - 1. June 15, 2026, Regular Council Meeting
 - 2. June 22, 2026, Special Council Meeting
- 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**
- V. Department Reports**
 - A. Police—*Chief Sarti*
 - B. Public Works—*Andy Howell, Superintendent*
 - C. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. New Business Licenses
 - 1. Way Maker Yard Maintenance—*Scott Ellsworth Mickel*
 - 2. DML Services—*David Lynes*
 - 3. Lair Pro Service—*Daniel Lair*
 - 4. Golden Fortune Asian Cuisine—*Sean Ye*
 - 5. Ramsay Signs, Inc.—*Wendy Gibson*
 - B. Resolution No. 26-1232 IGA Douglas County Senior Services
 - 1. Read by Title Only—*Thomas McIntosh*
 - 2. Staff Report—*Thomas McIntosh*
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Council Action
 - C. Resolution No. 26-1233 Chamber of Commerce Agreement Extension
 - 1. Read by Title Only—*Thomas McIntosh*
 - 2. Staff Report—*Thomas McIntosh*

3. Comments from the Audience (3 minutes each speaker)
4. Council Action
- D. Resolution No. 26-1234 IGA Douglas County Abandoned RV Storage & Disposal
 1. Read by Title Only—*Thomas McIntosh*
 2. Staff Report—*Chief Sarti*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
- E. Resolution No. 26-1235 Sewer Certifications
 1. Read by Title Only—*Thomas McIntosh*
 2. Staff Report—*Ann Munson*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action

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

- July 8th Friends of the Winston Library at 11 am; Winston Library
- July 8th Economic Development at noon; City Hall
- July 11th Summer Nite Cruise 5 – 10 pm. Register at Civic Wayside Park
- July 12th Car Show at Riverbend Park
- July 14th Park Board at 4; 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 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



CITY OF WINSTON

City Council Special Meeting

Meeting Minutes — June 22, 2026

Date: Monday, June 22, 2026
Time: 7:00 pm
Location: Winston City Hall, Winston, Oregon
Presiding: Mayor Knutson
City Manager: Thomas McIntosh

1. Call to Order & Roll Call

Mayor Knutson called the meeting to order. The Pledge of Allegiance was led for all in attendance. City staff member Thomas noted two adjustments to the agenda:

- Addition of a formal Roll Call (for transcription and future approval purposes)
- Addition of a Good of the Order section (Item B)

Members Present:

- Councilor Nick Wiggins
- Councilor Allen Hobson
- Councilor Dorie White
- Councilor Dave Cunningham (Council President)
- Mayor Christie Knutson

Members Absent:

- None — full council present

Others Present:

- Thomas McIntosh — City Staff / City Manager
- Onikka Driscoll, 290 SE Grape Avenue — President, Winston Area Independence Day Committee (WAID)
- Raeann Rutledge, 209 NW Glenhart, Apt. 15 — Vice President, WAID
- WAID Financial Secretary and three additional board members (present, not individually named in transcript)
- Members of the public

2. New Business

A. Funding Request — Winston Area Independence Day Committee (WAID) / Independence Day Celebration

Background:

At the previous meeting on June 15, 2026, a representative from WAID (Winston Area Independence Day) Committee had provided a preliminary presentation regarding the upcoming July 4th Independence Day celebration. The purpose of this agenda item was to continue that presentation, receive updated financial information, and allow the Council to deliberate and potentially make a funding decision.

Presenters:

- Onikka Driscoll, President, WAID
- Raeann Rutledge, Vice President, WAID

WAID Presentation Summary:

Ms. Driscoll and Ms. Rutledge outlined the current financial status and needs of the Independence Day celebration:

- Event goal: \$35,000 total budget
- Current funds raised: approximately \$22,000 (second payment pending)
- Shortfall: approximately \$13,000 with 13 days remaining before the event
- WAID requested a monetary sponsorship contribution from the City in addition to the existing fee waivers already granted

Event Highlights Noted by Presenters:

- One of the few venues in the region hosting fireworks on the actual July 4th date (fairgrounds and racetrack events scheduled for Friday)
- Expected attendance: several thousand community members
- Family-oriented event with new vendors, car show (returning), two live bands, and a children's pageant
- A county-wide parade with 4-H groups, riding groups, motorcycle clubs (Abate), and local car groups participating
- Weather forecast for July 4th: mid-80s
- Special significance: 250th anniversary celebration
- A dance group from Grants Pass confirmed to perform

Existing Sponsors / Fundraising Efforts:

- Outreach conducted to local businesses
- Application submitted to Pacific Power for funding
- Additional Roseburg-area businesses actively donating
- Note: A previously significant donor / venue partner (new property owner, Bob Stipe) declined participation; property management company sent a form for parade route use only. WAID had been attempting to establish a relationship since October

City's Existing Contributions to the Event (presented by Thomas):

- Police Department holiday/overtime pay: approximately \$7,900
- Fee waiver for park use: approximately \$550
- Total existing direct/indirect city contribution: estimated \$8,400–\$8,500

Available City Budget for Additional Contribution (presented by Thomas):

- Community Activities line item: approximately \$2,000 total budget; mostly expended (only a few hundred dollars remaining after contributions to the high school and one other matter)
- Transient Room Tax (TRT) fund: \$1,000/month contributed to the Chamber of Commerce; one more payment remaining this fiscal year; remaining available balance: \$5,895
- Approximate total available for discretionary use: \$5,895 in TRT funds

Council Discussion:

Mayor Knutson expressed strong personal support for the event and community effort, but voiced significant concern over the city's financial position:

- City finances are described as extremely constrained — operating at a 3% expenditure cap while inflation has exceeded 4%
- General fund carryover is at a historic low due to rising costs (labor, police vehicles, fuel, capital projects)
- Public Works has zero capital project funding
- A code compliance vehicle engine failure had just been reported at \$12,000 to repair or replace (2001 model vehicle)
- Mayor noted the city had already provided over \$8,400 in direct/indirect support and expressed concern about further expenditure, though acknowledged support for the event's value to the community

Council members acknowledged the fiscal difficulty but recognized the tourism and community value of the event. A compromise was sought between full support and fiscal prudence. Discussion included:

- Whether uncommitted TRT funds would roll over at fiscal year end (confirmed: any unspent funds would carry into the next fiscal year, though the general fund carryover is already diminished)
- Recognition that the city's general fund reserve stands at \$163,000 against a safe reserve target of approximately 20% of its \$4 million budget (~\$800,000)
- WAID President Driscoll indicated that if insufficient funds were available from the city, she would personally cover the remaining shortfall and may not be able to sustain the event in future years
- Thomas offered context that the event was very well received in 2026 and was family-oriented and professionally organized

Motion and Vote:

A motion was made by Wiggins and seconded by Hobson to contribute \$2,500 from the Transient Room Tax fund to WAID for the Independence Day celebration.

Motion:	Contribute \$2,500 (from TRT fund) to WAID for the July 4th Independence Day Celebration
Moved by:	Councilor Wiggins
Seconded by:	Councilor Hobson
Vote:	Councilor Wiggins — Aye Councilor Hobson — Aye Councilor White — Aye Mayor Knutson — Aye Councilor Cunningham — Nay
Result:	Motion PASSES — 4 to 1
Notes:	Councilor Cunningham indicated a preference for a lower amount (\$2,250) but voted nay on the \$2,500 motion

A prior informal discussion considered amounts of \$2,000 and \$2,500 as compromise figures. The \$2,500 motion prevailed. Remaining TRT balance after contribution: approximately \$3,395.

Sponsor Recognition Protocol (Post-Vote Discussion):

Following the vote, WAID President Driscoll asked about proper protocol for acknowledging the city as a sponsor. Direction from the Mayor and Council:

- Provide separate recognition for each contribution: (1) Police Department holiday coverage, (2) fee waiver, and (3) the monetary grant
- City of Winston logo may be used on promotional materials (flyers, social media/TikTok) when recognizing the city as a sponsor
- Staff will provide the logo to WAID if needed

3. Good of the Order

B. Public Facilities Safety — City Hall Building & Police Department

Discussion Initiated by: Councilor Cunningham (Council President)

Overview:

Councilor Cunningham raised concerns about the structural and health safety of two key city-owned buildings: City Hall and the Winston Police Department. This issue arose organically following an earlier URA-funded project to renovate the council chamber, which uncovered broader building concerns.

Police Department Building:

- Building was originally constructed as a post office in the late 1970s / early 1980s, later converted to a public library before becoming the PD
- A \$2.4 million seismic study grant (100% externally funded) has been awarded and is underway
- The seismic study will determine whether the building can be retrofitted for earthquake resilience or must be demolished and rebuilt
- Health concerns: Three long-tenured staff members (each with ~30-year careers in the building) have died from cancer-related conditions; no definitive causal connection established, but concerns noted
- Black mold has been identified in the building
- An evidence building addition is in progress; a drainage issue causing water intrusion has been resolved
- Natural Hazard Mitigation Plan (NHMP) currently designates the Police Department as the crisis command center — this designation would need to change if the building is deemed unsafe

City Hall Building:

- Building is aging with known concerns including potential asbestos and electrical issues
- Health concerns: Three long-tenured staff members (each with ~30-year careers in the building) have died from cancer-related conditions; no definitive causal connection established, but concerns noted
- An independent inspection of the building has been commissioned by Thomas (via Public Works); scope includes electrical systems, asbestos survey, and overall structural integrity
- Inspection cost: estimated at a few hundred dollars (similar to a prior community center inspection)
- \$72,000 in URA (Urban Renewal Agency) funding was previously approved for a council chamber renovation — the engineering review associated with that project surfaced the broader building concerns
- Building carries approximately \$90,000/year in overhead costs to the general fund
- Asbestos is anticipated to be present given the building's age; special abatement funding may be available

Contingency Planning Discussion:

Councilor Cunningham proposed developing a formal contingency plan for city operations in the event that one or both buildings are lost or condemned. Key discussion points:

- The Community Center was identified as the most viable alternative facility for city administration and/or police operations
- City Hall could temporarily house both City Administration and the PD if the PD building is condemned — this arrangement has occurred previously
- If both buildings fail simultaneously, the Community Center becomes the only available option
- The city's general fund reserve (\$163,000) is well below the recommended 20% reserve (~\$800,000) for a \$4 million budget; this limits capital response options
- URA funds and seismic grant do not cover City Hall, as it was not included in the urban renewal area (public facilities were excluded at formation)
- Community members expressed frustration about public perception of the city's financial situation; council members noted they actively engage with the community on social media to explain infrastructure challenges
- Thomas committed to bringing the inspection report to a future council meeting; timing depends on contractor availability

City Staff Response (Thomas):

- Staff is already in the process of procuring an independent building inspection for City Hall
- If the inspection reveals serious issues, the City would need to immediately reassess staff safety and operational continuity
- Staff are exploring all options; no decisions on demolition, sale, or relocation have been made
- City Hall's location on the highway was noted as a potentially attractive commercial redevelopment site if the building were ever to be vacated

Outcome:

No formal motion was made. Council directed staff to:

- Complete the independent building inspection for City Hall
- Report findings at an upcoming council meeting
- Begin preliminary planning for contingency scenarios involving the community center

4. Action Items Summary

Action Item	Responsible Party	Status / Notes
Disburse \$2,500 to WAID from Transient Room Tax fund for July 4th Independence Day Celebration	City Staff (Thomas)	Approved by Council vote (4-1); to be processed
Reach out to new property owner ("Bob") of former venue site regarding parade route and community partnership	Mayor / City Staff	In progress; WAID has been attempting outreach since October
Provide City of Winston logo to WAID for sponsor recognition use in promotional materials	City Staff	Pending; staff to supply logo
Complete independent building inspection of City Hall (electrical, asbestos, structural integrity)	Public Works / Thomas	In motion; contractor being engaged; report

		expected at a future meeting
Develop preliminary contingency plan for city operations if City Hall and/or PD become unusable (Community Center as primary alternative)	City Administration (Thomas) / Council	Initiated in discussion; no formal plan yet
Monitor seismic study results for Police Department building and report outcomes to Council	City Staff / Public Works	Study underway; \$2.4M grant fully funded externally
Determine repair or replacement options for code compliance vehicle (engine failure; estimated cost \$12,000)	City Staff	Pending; vehicle is a 2001 model
WAID to pursue grant funding for future events to reduce reliance on city contributions	WAID (Onikka Driscoll)	Committed by presenter; targeting next fiscal year

5. Adjournment

The meeting was adjourned following completion of the Good of the Order discussion.

Approved By: Christie Knutson, Mayor

Attest: Thomas McIntosh, City Manager

WAY MAKER YARD MAINTENANCE

93229



Application for Business License

Tell us about you:

Applicant: Scott Ellsworth Mickel
Date of Birth: [REDACTED] Driver's License/ID#: [REDACTED] State: [REDACTED]
Mailing Address: 192 Reston Ave
City: Winston State: OR Zip: 97496
Phone: 541-221-8208 Email: waymaker yard maintenance@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: Way Maker Yard Maintenance
Street Address: 192 Reston Ave
Mailing Address: Same PO Box: _____
City: Winston State: OR Zip: 97496
Business Type: Lawn Care Secondhand Property Dealer? NO
Description of business to include hours of operation and expected number of employees: _____
Lawn maintenance & brush hauling, 7AM-7pm
no other employees other than myself

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 # 21-26

Way Maxer Yard Maintenance

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

LICENSE # 21-26

Business Location NA Zoning NA

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

Planning Official Thomas McIntosh Date 7-2-26
Comments:

NO LAND USE REQUIRED

Police Chief [Signature] Date _____

Recommendation: ☒ Recommended ☐ Not Recommended
Comments:

City Manager Thomas McIntosh Date 7-2-26

Billing Clerk _____ Date _____

Fee \$50 Receipt # 93229 CC 7/6/26 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 # 21-26

Revised 06.01.2026 cms

DML Services



Application for Business License

Tell us about you:

Applicant: DML SERVICES David M Lyles
Date of Birth: 11/11/1978 Driver's License/ID#: OR 123456789 State: OR
Mailing Address: 14584 Old Highway 99 South
City: Myrtle Creek State: OR Zip: 97457
Phone: 541 670 7083 Email: DMLServices1@hotmail.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: DML SERVICES
Street Address: 14584 Old Highway 99S
Mailing Address: SAME AS ABOVE PO Box: _____
City: Myrtle Creek State: OR Zip: 97457
Business Type: Sole Proprietorship Secondhand Property Dealer? _____

Description of business to include hours of operation and expected number of employees: M-F 8am-5pm
Sat. 9-2

Fire Fuel Reduction Services, property
maintenance, Lot Cleaning, Lawn Services
Ladder fuel Reduction 3 Family members

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 # 22-26

DML Services

*** STAFF USE ONLY ***

LICENSE #

2226

Business Location NA Zoning NA

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

Planning Official

THOMAS MCINTOSH

Date

7-2-26

Comments:

NO LAND USE REQUIRED.

Police Chief



Date

06/6/26

Recommendation:

☒ Recommended

☐ Not Recommended

Comments:

City Manager

THOMAS MCINTOSH

Date

7-2-26

Billing Clerk

Date

Fee \$50 Receipt #

CC 7/6/26

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 #

22-26

Revised 06.01.2026 cms



Lair Pro Service

Application for Business License

Business Name: Lair Pro Service
Owner/Agent: Daniel Lair Date of Birth: [REDACTED]
Driver's License/ID#: [REDACTED] State: [REDACTED] Phone: 541 537 3738
Business Location: 2380 Landers Ave
Business Mailing Address: 2380 Landers Ave
City: HSBG State: OR Zip: 97471
Business Phone: 541 537-3738 Email: Daniel W Lair gmail.com

Scope of Business:

Business Type: Property Maintenance / Landscaping

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

Applicant Signature: Daniel Date: 6/11/2026

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 # 23-26

Revised 06.01.2026 cms

Lair Pro Service

*** STAFF USE ONLY ***

LICENSE # 23-26

Business Location NA Zoning NA

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

Planning Official Thomas McIntosh Date 7-2-26
Comments:

NO LAND USE REQUIRED

Police Chief [Signature] Date 06-16-26

Recommendation: ☒ Recommended ☐ Not Recommended
Comments:

City Manager Thomas McIntosh Date 7-2-26

Billing Clerk _____ Date _____

Fee \$50 Receipt # 93235 CC 7/6/26 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 # 23-26

Revised 06.01.2026 cms

Golden Fortune Asian Cuisine



Application for Business License

RECEIVED

JUN 16 REC'D

CITY OF WINSTON

Receipt
#93257
CASH
AMT 50-
REV DD

Business Name: Golden Fortune Asian Cuisine
Owner/Agent: Sean Ye Date of Birth: [REDACTED]
Driver's License/ID# [REDACTED] State: OR Phone: 541 580 8969
Business Location: Mobile Food Truck / Various Location in Winston, OR
Business Mailing Address: 154 Coles Valley St
City: Sutherlin State: OR Zip: 97479
Business Phone: 541 580 8969 Email: Jfortune101@gmail.com

Scope of Business:

Business Type: Mobile Food Vendor / Food Truck - Asian Cuisine

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

Complete the following where applicable, and sign below:

CCB#: N/A Douglas County Environmental Health - Mobile Food Unit License
DC Health Dept: 102374 Other: N/A

Current/Upcoming Projects (Input N/A if none): Mobile food truck vending at approved locations / events in Winston. No construction or development projects

Applicant Signature: Sean Ye Date: 6.16.26

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.

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 # 24-26

Revised 06.01.2026 cms

Golden Fortune Asian Cuisine

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

LICENSE # 24-26

Business Location NA Zoning NA

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

Planning Official THOMAS MCINTOSH Date 7-2-26
Comments:

NO LAND USE REQUIRED

Police Chief [Signature] Date 061826

Recommendation: ☒ Recommended ☐ Not Recommended
Comments:

City Manager THOMAS MCINTOSH Date 7-2-26

Billing Clerk _____ Date _____

Fee \$50 Receipt # 93257 CC 7/6/26 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 # 24-26

Revised 06.01.2026 cms



Revised 06.01.2026 cms

Ramsay Signs Inc.

*** STAFF USE ONLY ***

LICENSE # 26-2026

Business Location NA Zoning NA

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

Planning Official Thomas McINTOSH Date 7-2-26
Comments:

NO LAND USE REQUIRED

Police Chief [Signature]

Date 663034

Recommendation: ☒ Recommended ☐ Not Recommended
Comments:

City Manager Thomas McINTOSH

Date 7-2-26

Billing Clerk _____

Date _____

Fee \$50 Receipt # 93306 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 # 26-2026

Revised 06.01.2026 cms



RESOLUTION NO. 26-1232

A RESOLUTION OF THE CITY OF WINSTON, OREGON, CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DOUGLAS COUNTY, A POLITICAL SUBDIVISION IN THE STATE OF OREGON, FOR SENIOR CENTER SPACE IN THE WINSTON COMMUNITY CENTER.

WHEREAS The City of Winston and Douglas County, a political subdivision of the State of Oregon, last entered into a Lease Agreement dated July 10, 2024, for facilities located inside the Winston Community Center building located at 440 SE Grape Ave., Winston, Oregon 97496; and,

WHEREAS The City of Winston and Douglas County desire to continue the lease agreement after its expiration on June 30, 2026.

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 Douglas County to provide Senior Center space in the Winston Community Center as outlined in the agreement titled "*Lease for Senior Center Space in the Winston Community Center*" and Admin Staff Report No. 26-08, dated June 30, 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 6TH DAY OF JULY 2026.

APPROVED BY THE MAYOR ON THIS 6TH DAY OF JULY 2026.

Christie Knutson, Mayor

Attest:

Thomas McIntosh, City Manager

**FIRST EXTENSION OF LEASE NO. 30002239
FOR WINSTON COMMUNITY CENTER**

This first extension of lease ("first extension") is made on the ____ day of _____ 2026, between CITY OF WINSTON, an Oregon municipal corporation ("Lessor"), and DOUGLAS COUNTY, a political subdivision of the State of Oregon ("Lessee" or "County").

Lessor and Lessee entered into a lease on or about July 10, 2024, filed in the Douglas County Court Journal on July 10, 2024, under recording No. CJ 2024-0748 ("original lease"). The original lease and this first extension together shall be referred to as "this agreement."

IT IS HEREBY AGREED:

1. EXTENSION: The term of this agreement is extended to June 30, 2028, subject to early termination as otherwise provided.

2. PAYMENT:

3.1. Lessee shall pay Lessor as rent for the Premises from July 1, 2026 to June 30, 2027 in the amount of \$580.42 for each month Lessee uses the facilities for activities specified in section 4 of the original lease.

3.2. Lessee shall pay Lessor as rent for the Premises from July 1, 2027 to June 30, 2028 in the amount of \$592.02 for each month Lessee uses the facilities for activities specified in section 4 of the original lease.

3. INSURANCE: Current insurance certificates and endorsements that satisfy this agreement are attached hereto.

4. ENTIRE LEASE: Except as modified herein, the terms and conditions of the original lease shall apply.

LESSOR

By _____

Title _____

Print Name _____

Date _____

REVIEWED AS TO CONTENT

By _____

County Department Head

Date _____

Coding _____

DOUGLAS COUNTY, OREGON

By _____

Daniel E. Wilson, Chief Financial Officer
Authority to sign contract granted by order
of the Board of County Commissioners
Dated October 16, 2024.

Date _____

REVIEWED AS TO FORM

By _____

Office of County Counsel

Date _____



Staff Report

Admin 26-08

Subject: Resolution 26-1232

Date: June 30, 2026

Prepared by: Thomas McIntosh, City Manager

Title: A Resolution of the City of Winston, Oregon, City Council, authorizing the City Manager to enter into an agreement with Douglas County, A political subdivision in the State of Oregon, for senior center space in the Winston Community Center.

Background: The senior center occupies a space within the community center facility under contract and has maintained their program for many years in Winston. The contract has always run through the fiscal year from July 1st through June 30th. The Douglas County Lands Department now proposes a renewal of the senior center agreement that will run through 2026-2028.

Analysis: One of the main benefits of the senior center program is the meals on wheels operation that facilitates healthy food choices to the seniors and offers delivery in some capacity. This benefit will continue in the updated lease agreement in addition to all the normal activities that take place in the occupied space within the community center. The new agreement includes a two percent increase each year its in force (2026/2027 - \$580.42 and 2027/2028 - \$592.02).

Recommendation: Staff recommends Council approve Resolution 26-1232 and approve the senior center lease agreement.

Financial Impact: The City will receive a \$580.42 the first year and \$592.02 the second year of the contract in monthly payments.



RESOLUTION NO. 26-1233

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO THE FIRST EXTENSION AGREEMENT WITH WINSTON AREA CHAMBER OF COMMERCE FOR THE USE OF TRANSIENT ROOM TAX FUNDS FOR TOURISM PROMOTION.

WHEREAS Winston City Council has deemed it to be in the best interest of the City to contract with the Winston Area Chamber of Commerce to provide the services of promoting tourism to be used in accordance with the terms and provisions set forth; and

WHEREAS the Chamber is willing to provide tourism promotion services for the city, and the City is willing to compensate the Chamber for such services with tourism-related taxes levied throughout the City; and

WHEREAS the City recognizes the value of maintaining a Chamber of Commerce to help offer positive tourism promotion; and

WHEREAS the City desires to enter into this Agreement with the Winston Area Chamber of Commerce for tourism promotion.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON OREGON CITY COUNCIL:

SECTION 1. The City Manager is hereby authorized to enter into the first extension of the agreement with the Winston Area Chamber of Commerce as outlined in the attached agreement and Staff Report No. 26-09, 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 6TH DAY OF JULY 2026.

APPROVED BY THE MAYOR ON THIS 6TH DAY OF JULY 2026.

Christie Knutson, Mayor

Attest:

Thomas McIntosh, City Manager



201 NW Douglas Blvd • Winston, OR 97496 • 541.679.6739 • Fax 541.679.0794

AGREEMENT BETWEEN THE CITY OF WINSTON AND THE WINSTON AREA CHAMBER OF COMMERCE

This Professional Services Agreement ("Agreement") is between the City of Winston, a municipal corporation hereinafter referred to as ("City"), and the Winston Area Chamber of Commerce hereinafter referred to as ("Chamber"). This Agreement supersedes all prior agreements between the City and the Chamber regarding the matters contained herein.

RECITALS

1. Intent

The intent of this Agreement is to establish a cooperative arrangement in which the City contracts with the Chamber for the provision of independent professional services to promote local tourism. This arrangement is memorialized to:

- a. Define the roles and responsibilities of each party concerning the promotion of local tourism.
- b. Confirm the City's commitment to allocate a portion of transient room tax ("TRT") revenue to the Chamber through the annual budget process.
- c. Permit the use of City-owned property located at 201 NW Douglas Blvd for holding chamber meetings necessary for their functionality.

2. Funding

The Chamber agrees to manage funds provided by the City to promote tourism. The City will allocate a portion of its annual TRT revenue, consistent with ORS 320.350. The proper use and accounting of TRT funds are outlined in this Agreement to ensure compliance and guidance.

3. Independent Contractor Status

The Chamber is recognized as an independent contractor. No employer-employee relationship is created under this Agreement. The Chamber assumes full control over the services performed and will employ experienced personnel to carry out its responsibilities. The Chamber will not have claims against the City for employee benefits such as wages, vacation pay, sick leave, or insurance.

TERMS AND CONDITIONS

A. TERM OF AGREEMENT

The Agreement term begins on July 1, 2026, and ends on June 30, 2027. It will automatically renew for an additional six months unless terminated as outlined in Section B.

B. TERMINATION OF AGREEMENT

1. At Will

Either party may terminate this Agreement without cause by providing a one hundred eighty (180) day written notice.

2. For Cause

By either party in the event of default by the other party. A party will be in default under this Agreement if that party breaches this Agreement by failing to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the nature of the breach. If the breach specified in the notice cannot be cured within the ten (10) day period to the satisfaction of the other party, a default will occur – unless the party in default begins curative action within the ten (10) day period and establishes a deadline for curing said default that is mutually agreed to by both parties.

3. By Mutual Agreement

The Agreement may be terminated at any time by mutual consent.

C. CHAMBER SERVICES AND RESPONSIBILITIES

The Chamber agrees to:

1. Develop an Operations and Promotion Plan and Budget

- a. Prepare an annual Operations and Promotion Plan ("Plan") and Financial Budget ("Budget").
- b. Submit the Plan and Budget to the City Manager or Council-appointed Budget Officer annually by March 20 for review and approval.

2. Annual Financial Report

The Chamber, as a non-profit organization utilizing City-allocated TRT funding to provide programs and services aimed at promoting local tourism, shall be required to prepare an Monthly Financial Report at the end of each month. This report shall detail the programs and services and the amount of TRT funds expended for each. The Monthly Financial Report shall also include the amount of unexpended TRT funding that remains.

Unexpended funds shall be rolled over into the next budget year after a 60-day grace period to allow for the distribution of funds for programs that are in the process of being completed. Any rolled-over TRT funds that remain after the 60-day grace period shall be applied to, and deducted from, the City's total annual TRT allocation, thereby reducing the City's funding contribution for the next budget year.

3. Promote Tourism

The Chamber will promote Winston as a tourist destination, working with affiliated organizations as appropriate. The Chamber will provide all necessary staff, materials, literature, brochures, services, information, and advertising to adequately promote Winston with assigned TRT funds as a tourist destination in accordance with the City-approved Plan. The Chamber will coordinate activities, as appropriate, with affiliated organizations such as Travel Oregon and other visitor

promotional entities. Membership in the Chamber shall not be a prerequisite for equal representation in any tourism promotion activities funded with TRT revenues.

4. Quarterly Reports

Quarterly progress reports are required, detailing accomplishments relative to the City-approved Plan. The Chamber shall provide written reports to the City Manager on a quarterly basis (January-March, April-June, July-September, and October-December), detailing progress on the goals, objectives, and tasks identified in the City-approved Plan. Such reports shall be furnished to the City within thirty (30) days following the end of the quarter being reported. Quarterly reports shall be presented to the City Council by the Chamber at regularly scheduled City Council meetings for informational and discussion purposes in accordance with the above-mentioned schedule.

5. Records and Accounting

The Chamber will maintain records accounting for TRT funds expended during the budget year and provide the City with access to said information for annual audits and/or routine periodic reviews. To ensure proper use of the City allocated TRT funding, the Chamber shall maintain records accounting for said TRT funds in a manner and form as directed or approved by the City's Director of Finance. The City Manager, Director of Finance, or any person authorized by the City Manager, may examine, during normal business hours, the books, papers, and accounting records of the Chamber relating to TRT funds and services covered under this Agreement, after providing advance written notification to the Chamber.

6. Insurance and Liability

The Chamber shall indemnify and hold harmless the City, its elected officials, officers, agents, and employees from and against any and all claims, damages or suits resulting from the operation of the City Hall, Chamber Board Room and the provision of any and all services and activities under this Agreement. The Chamber shall furnish to the City a Certificate of Insurance showing that adequate insurance coverage, in an amount and form as specified by the City, has been provided and that the City has been named as an additional insured on the Chamber insurance policy. Such certificate shall be furnished to the City upon execution of the Agreement, and subsequent proof of continued insurance coverage shall be furnished annually.

D. CITY CONTRIBUTION

The City agrees to allocate TRT funds to the Chamber for promoting local tourism as follows:

- 1. FUNDING ALLOCATION AND PAYMENTS.** In accordance with the terms of this Agreement, the City will allocate \$1,000 per month in TRT funding to the Chamber for promoting local tourism beginning July 1, 2026, and ending June 30, 2027. Monthly payments of \$1,000 will be allocated by the City to Winston Area Chamber of Commerce after receipt of invoice.

Unexpended TRT funding allocated to the Chamber that remains at fiscal year-end shall roll over into the next budget year, per Section C2.

- 2. REVIEW AND OVERSIGHT OF TRT EXPENDITURES.** As necessary and appropriate, the City Manager or designee will provide guidance to the Chamber regarding performance of services and responsibilities required under this Agreement and City-approved Plan, and proper accounting for those expenditures. To ensure the proper expenditure of TRT funds in accordance with the City-approved Plan and Budget and ORS 320.350, the City Manager, Director of Finance

or designee, will perform an audit of the Chamber's expenditure of TRT funds. An audit of the prior fiscal year will be performed annually during January of each year, or at some other time as mutually agreed to by both parties.

NONAPPROPRIATION OF FUNDS:

In the event no funds or insufficient funds are appropriated and budgeted or are otherwise available by any means whatsoever in any fiscal period for payments due under this Contract, then the City will immediately notify the Chamber of such occurrence and this Contract shall terminate on the last day of the fiscal year for which the appropriations were received without penalty or expense to City of any kind whatsoever, except to the portions of payments herein agreed upon for which funds shall have been appropriated and budgeted or amounts are otherwise available.

E. COMMUNICATION AND NOTICES

Notices shall be sent to the following:

City:

City Manager
City of Winston
201 NW Douglas Blvd
Winston, OR 97496

Chamber:

Executive Director
Winston Area Chamber of Commerce
PO Box 142
Winston, OR 97496

F. ENTIRE AGREEMENT

This document represents the entire Agreement. Amendments must be made in writing and signed by both parties.

G. SEVERABILITY

If any provision of this Agreement is deemed invalid, the remaining provisions will remain in effect.

SIGNATURES

FOR THE CITY OF WINSTON:

FOR THE CHAMBER OF COMMERCE:

City Manager

Executive Director

Date

Date



Staff Report

26-09

Subject:	Resolution authorizing the City Manager to enter into an agreement with the Winston Area Chamber of Commerce for Tourism Promotion.
Date:	June 30, 2026
Prepared by:	Thomas McIntosh, City Manager
Title:	Chamber of Commerce
Background:	The City has operated several years without an active Chamber of Commerce. A new drive began last year during an economic development committee meeting. An active member of that committee has played a prominent role in creating a new chamber that will foster tourism promotion. They now have an executive board that meets actively and an executive director.
Analysis:	It's a common practice for cities throughout Oregon to defer their transient room tax non-discretionary funds to an active chamber of commerce, particularly in Douglas County. There are specific rules around the usage of such funds that are governed by ORS 320.350. Numerous discussions have been held during open council meetings regarding how an agreement could be drafted between the newly created Winston Area Chamber of Commerce and the City. The attached agreement has factored in all materials thus far and has been reviewed by the City Attorney.
Recommendation:	Determine how to assist the Chamber while remaining conservative monetarily.
Financial Impact:	A maximum amount of \$12,000 over a full-year time period.



RESOLUTION NO. 26-1234

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH DOUGLAS COUNTY SOLID WASTE FOR STORAGE AND DISPOSAL OF ABANDONED RECREATIONAL VEHICLES AND MOTORHOMES TOWED FROM CITY PROPERTY.

WHEREAS on occasion, the Winston Police and Public Works Departments are required to manage the removal of abandoned RV's, bumper trailers, 5th wheel trailers and motorhomes, in a city right of way, park or other publicly owned properties; and,

WHEREAS the Douglas County Solid Waste Department has identified an area to allow for the City's abandoned RV's, at a rate of \$10.00 per day, to be stored or until such time as the City can locate the owner of the RV or the State required 90 days elapses before it can be sold or destroyed; and,

WHEREAS at the end of the 90-day period, at the City's request and expense, the County may dispose of the abandoned RV; and,

WHEREAS the City first entered into an agreement with Douglas County for this purpose in July of 2021.

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 Intergovernmental Agreement with Douglas County for the storage and eventual disposal of abandoned RV's and Motorhomes removed from city property for a fee of \$10 per day for storage and all costs incurred at time of disposal as outlined in the intergovernmental agreement for towed RV's and Winston Police Department Staff Report No. 26-05 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 6TH DAY OF JULY 2026.

APPROVED BY THE MAYOR ON THIS 6TH DAY OF JULY 2026.

Christie Knutson, Mayor

Attest:

Thomas McIntosh, City Manager

INTERGOVERNMENTAL AGREEMENT

This intergovernmental agreement is entered into on this ____ day of _____, 20__, by and between CITY OF WINSTON, a municipal corporation (CITY) and DOUGLAS COUNTY, a political subdivision of the State of Oregon (COUNTY).

RECITALS

WHEREAS ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers or agents have the authority to perform;

WHEREAS CITY desires to contract with COUNTY to have COUNTY store Recreational Vehicles (RVs) towed by CITY; and to have COUNTY dispose of such RVs upon request by CITY; and

WHEREAS COUNTY has the capacity and desire to provide such services to CITY on a contractual basis.

NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

AGREEMENT

1. SCOPE OF SERVICES. For RVs that were towed at the direction of CITY (hereinafter "City Towed RVs"), COUNTY agrees to provide CITY with the following services:

1.1 Storage: COUNTY agrees that CITY may store City Towed RVs at I-5 Recycling, located at 10303 Old Hwy 99 N, Sutherlin, OR 97479 ("Storage Location"), in the location depicted on Exhibit A.

1.1.1 COUNTY reserves the right to decline to store any City Towed RV at its sole discretion.

1.1.2 COUNTY grants CITY permission to access the RV for the duration of the storage process.

1.1.3 CITY must provide prior notification to COUNTY and coordinate before it may tow or store any City Towed RV.

1.2 Disposal: COUNTY agrees to dispose of any City Towed RV upon the request and direction of CITY. CITY shall have full responsibility for determining the lawful disposition of such RVs, and CITY shall provide all necessary direction to COUNTY as to when COUNTY shall dispose of any City Towed RV.

COUNTY shall have no involvement in or responsibility or liability for determining the lawful disposition of any RV.

1.3 This Agreement is limited to the following types of RVs: bumper pull travel trailers; fifth wheel trailers; and motor homes.

1.4 The parties shall work out the details of the above-services as necessary.

2. COMPENSATION.

2.1 Storage: CITY shall pay COUNTY \$10.00 per day per RV.

2.2 Disposal: CITY shall pay COUNTY the actual costs incurred by COUNTY for disposal of each RV. CITY acknowledges that the actual costs will vary for each RV.

2.3 Any request for a change in the compensation shall be set forth in writing and shall explain the reason for the requested change. If a change in the rate of compensation is agreed upon, such change shall be documented by a written amendment to this Agreement signed by both Parties; and the new rate of compensation shall be in effect the first day of the following month.

2.4 COUNTY shall invoice CITY on a monthly basis. Upon receipt of said invoice, CITY shall have thirty (30) days to submit payment.

3. TERM. This Agreement shall be effective upon the date this Agreement has been signed by both parties and shall continue until terminated by either party.

4. TERMINATION.

4.1 Upon thirty (30) days' prior written notice delivered to the person designated in Section 12 of this Agreement, either party may, without cause, terminate this Agreement.

4.2 CITY shall remove any City Towed RVs from the storage location prior to the expiration or earlier termination of this Agreement.

5. AMENDMENTS. This Agreement may be modified or extended only by written amendment signed by both parties.

6. INDEMNIFICATION.

6.1 Within the limits of the Oregon Tort Claims Act and the Oregon Constitution; CITY shall indemnify, defend, and hold harmless COUNTY and COUNTY's officers, employees, and agents from all claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding:

6.1.1 The negligence, or wrongful errors or omissions of CITY, and CITY's officers, employees and agents, acting pursuant to the terms of this Agreement;

6.1.2 Any actual, alleged, or implied failure of CITY or COUNTY, or of the officers, employees, or agents of either CITY or COUNTY, to lawfully determine the disposition of a City Towed RV, except when COUNTY performs an act clearly contrary to the direction provided by CITY or in the case of gross negligence by County.

6.2 Except as provided in Subsection 6.1.2, and within the limits of the Oregon Tort Claims Act and the Oregon Constitution, COUNTY shall indemnify, defend and hold harmless CITY and CITY's officers, employees, and agents from all claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding the negligence or wrongful errors or omissions of COUNTY and COUNTY's officers, employees, and agents acting pursuant to the terms of this Agreement.

7. INSURANCE.

7.1 Worker's Compensation: Each party working under this Agreement is a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers.

7.2 Liability Insurance: For as long as this Agreement remains in effect, each party shall continuously keep in force either commercial general liability and commercial automobile liability insurance policies or a program of self-insurance sufficient to pay third-party claims that may be made in connection with the performance of this Agreement. If a party to this Agreement fulfills the latter requirement by maintaining commercial general liability and commercial automobile insurance policies rather than by maintaining a program of self-insurance, that party shall make the other party and its officers, employees, and agents additional insured by endorsement on said policies and shall provide certificates of insurance and copies of applicable endorsements to the other party.

8. ASSIGNMENT. Neither party shall assign this Agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.

9. COMPLIANCE WITH LAWS. CITY and COUNTY shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times in performing this Agreement.

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10. NOTICES. Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested and addressed as noted below to the representative designated herein. Either party may change its address by notice given to the other in accordance with this section.

CITY OF WINSTON
ATTN: CITY MANAGER
201 NW DOUGLAS BLVD.
WINSTON, OR 97496

DOUGLAS COUNTY
ATTN: Solid Waste Director
1036 SE Douglas Ave., Rm 308
Roseburg, OR 97470

11. DEFAULT.

11.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten days after the other party gives notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten day period and proceeds to cure the breach as soon as practicable.

11.2 Notwithstanding Subsection 11.1, any party may declare a default by written notice to the other party, without allowing an opportunity to cure, if the other party intentionally or repeatedly, materially breaches the terms of this Agreement.

11.3 In the event of a default, before either party may bring an action in any court concerning this Agreement, that party must first seek in good faith to resolve the dispute through mediation, negotiation, or other non-binding alternative dispute resolution.

11.4 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation will be conducted in the Circuit Court of the State of Oregon for Douglas County.

12. CONTRACT ADMINISTRATION. Each party designates the following as its representative for purposes of administering this Agreement:

12.1 COUNTY: Nicholas A. Frisinger, Solid Waste Director

12.2 CITY: Thomas McIntosh, City of Winston

13. INTEGRATION. This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This Agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties concerning the subject matter of this Agreement.

14. INTERPRETATION. This Agreement shall be governed by and interpreted in accordance with the laws of the state of Oregon.

15. NO WAIVER. No provision of this Agreement shall be deemed waived unless such waiver is in writing and signed by the party waiving its rights. Any waiver of a breach by either party, whether express or implied, shall not constitute a waiver of any other different or subsequent breach.

16. NO THIRD-PARTY RIGHTS. No third-party rights are created by this Agreement, and only the parties to it may enforce its terms and conditions.

17. SEVERABILITY. If any provision of this Agreement is held by any court to be invalid, such invalidity shall not affect any other provision of this Agreement.

18. COUNTY OFFICERS, AGENTS, AND EMPLOYEES. County officers, employees, and agents are prohibited from receiving any pecuniary or material benefit from CITY in violation of ORS Chapter 244 or the County's policy on employee ethics set forth in the County Personnel Rule 20.2. CITY shall not confer any appreciable pecuniary or material benefit on any officer, employee, or agent of the County during the term of this Agreement.

CITY OF WINSTON

By _____
City Manager
Date _____

ATTEST

By _____
City Recorder
Date _____

DOUGLAS COUNTY BOARD OF COMMISSIONERS

By _____
Chair
By _____
Commissioner
By _____
Commissioner
Date _____

REVIEWED AS TO CONTENT

By _____
County Department Head
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____



Staff Report

WPD 26-05

Subject: Resolution 26-1234

Date: 07-06-2026

Prepared by: Brandon Sarti, Chief of Police

Attachments: Intergovernmental (IGA) Douglas County Solid Waste Department.

Background: For the last couple of years tow companies throughout Oregon have stopped towing RV's and motorhomes. This is because of the cost of disposing one of these vehicles. The overall costs are more then what the vehicle is worth. Douglas County Sheriffs have been storing RVs in a lot at the Douglas County Land Fill per an agreement made between Douglas County and the Sheriff's Office. The City of Winston reached out to Douglas County to see if we could get into an agreement with them to store and eventually dispose of these types of vehicles.

Analysis: After discussion with Douglas County, we have created an IGA that will allow the city of Winston to have a location to store and eventually dispose of RV's and motorhomes. Douglas County will charge the City of Winston \$10.00 per day for each day of storage. Douglas County will charge the City of Winston all incurred costs if the RV is being disposed of.

Recommendation: Staff recommends Council approve Resolution 26-1234 approving the intergovernmental agreement with Douglas County for storage and disposal of RVs.

Financial Impact: The financial impact of this agreement will be incurred costed of \$10.00 per day of storage and all occurred cost to dispose of the RV or motorhome.



RESOLUTION NO. 26-1235

A RESOLUTION OF THE CITY OF WINSTON, OREGON, CITY COUNCIL, TO CERTIFY DELINQUENT SEWER USER CHARGES TO THE DOUGLAS COUNTY ASSESSOR.

WHEREAS, certain individuals owning property within the City of Winston are delinquent in the payment of their sewer user charges as duly and regularly established by the City Council of the City of Winston, Douglas County, Oregon.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON, OREGON, CITY COUNCIL:

SECTION 1. City of Winston, Douglas County Oregon, pursuant to the Ordinances of the City of Winston and the laws and statutes of the State of Oregon, that the City Recorder of said City is hereby authorized to certify over to the Assessor of Douglas County for collection of the delinquent charges for said City as set forth in Exhibit A, updated for payments made before 5:00 p.m. on Tuesday, July 7, 2026, as attached hereto and made a part hereof.

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 6TH DAY OF JULY 2026.

APPROVED BY THE MAYOR ON THIS 6TH DAY OF JULY 2026.

Christie Knutson, Mayor

Attest:

Thomas McIntosh, City Manager



Staff Report

Finance 26-03

Subject: Resolution 26-1235

Date: July 6, 2026

Prepared by: Ann Munson, Finance Director

Title: A Resolution to Certify Delinquent Sewer User Charges to the Douglas County Assessor.

Background: This is the annual resolution to turn over delinquent sewer accounts to the Assessor's office and to place a lien on the property.

Analysis: This is the remedy provided to the city to collect delinquent accounts per ORS 454.225.

Recommendation: I recommend the City Council approve Resolution 26-1235.

Financial Impact: This will transfer approximately \$101,371.83 of fees from the sewer utility billing and add \$43,500.00 of penalties for a total of \$144,871.83 to the assessor's office for collection. This is a 18.1% increase from last year's \$122,636.34.