



City Council Meeting
July 20, 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. Public Hearing**
 - A. Appeal Ordinance No. 26-723 Moratorium on New and Additional Marijuana Business Licenses
 1. Read Public Hearing Process—*Mayor Knutson*
 2. Open Hearing
 3. Staff Report—*Thomas McIntosh, City Manager*
 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 July 6, 2026
 - B. Acceptance of Minutes—Boards, Commissions, Committees
 1. Economic Development, June 10, 2026
 2. Park Board, June 9, 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**
 - A. Economic Development, July 8, 2026—*Draft of Minutes for July 8th Included in Packet*
 - B. Traffic & Public Safety, July 13, 2026—*Nick Wiggins, Council Liaison*
 - C. Park Board, July 14, 2026—*Dorie White, Council Liaison; Draft Minutes for July 14th Included in Packet*
- VI. Department Reports**

- A. Wastewater—*Christopher Sherlock, Superintendent*
- B. Administration—*Thomas McIntosh, City Manager*

VII. Old Business

VIII. New Business

- A. New Business Licenses
 - 1. Emilie Pressel, Independent Contractor—*Emilie Pressel*
 - 2. JJWJJW Inc. dba Winston Grocery Outlet—*Josh Wilson*
- B. Council Workshop Dates, *if necessitated*
- C. Park Project for Civic Wayside Park—*Parks Board Recommendation*
- D. Resolution No. 26-1233 Chamber of Commerce Agreement Extension
 - 1. Read by Title Only—*Thomas McIntosh*
 - 2. Staff Report
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Council Action

IX. Non-Agenda Items from Council

X. Upcoming Agenda Items

XI. Good of the Order

- A. Check Copies
- B. Claims in Excess of \$500

XII. Announcements

- City Council Meeting August 3rd at 7pm; City Hall
- Riverbend Live! Free Summer Concerts 7pm Fridays in July; Riverbend Park
- Riverbend Live! Youth Theatre Performances July 31st and August 1st at 7 pm; Riverbend Park

XIII. Executive Session—*Pursuant to ORS 192.660 (2)(h); To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Estimated time: 10 Minutes.*

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.

Appeal to the Winston City Council Regarding the Marijuana Retail Moratorium

Dear Mayor and Members of the Winston City Council,

I respectfully request that the City Council reconsider the recently adopted moratorium on new retail marijuana business licenses.

I understand the City's responsibility to balance economic development, public safety, and community concerns. However, I believe a permanent prohibition on additional retail licenses is not the best long-term approach for Winston.

Oregon has established a comprehensive regulatory framework for licensed cannabis businesses through the Oregon Liquor and Cannabis Commission. Licensed retailers must meet strict standards for security, inventory tracking, employee training, age verification, recordkeeping, and compliance. These regulations are designed to protect the public while allowing legal businesses to operate responsibly.

Allowing additional licensed retailers could provide meaningful benefits to Winston, including increased local investment, new employment opportunities, additional commercial occupancy, and increased local marijuana tax revenue. Competition can also improve consumer access and encourage higher standards of service while reducing incentives for consumers to purchase from unregulated sources or travel to neighboring communities.

If the City's concerns involve location, compatibility with surrounding properties, or operational impacts, those concerns can be addressed through zoning requirements, conditional use permits, security plans, operating standards, and other reasonable local regulations. These tools allow the City to manage potential impacts without preventing otherwise qualified businesses from operating.

I respectfully ask the Council to revisit the moratorium and consider replacing it with a regulatory approach that allows additional licensed retailers to apply on a case-by-case basis under clearly defined standards. Such an approach would preserve local oversight while encouraging responsible economic development and providing equal opportunities for qualified businesses.

Oregon House Bill 4121 does not give cities authority to choose how many dispensaries they want. Instead, it created a statewide population-based licensing cap that limits when the Oregon Liquor and Cannabis Commission can accept new applications for cannabis licenses.

For this appeal to Winston, this distinction is important. If the city's ordinance suggests that HB 4121 authorizes Winston to permanently limit the city to one dispensary, that would not be an accurate reading of the bill. HB 4121 addresses OLCC licensing statewide, not municipal authority to fix the number of retailers in a city.

Thank you for your time and consideration. I appreciate your service to the Winston community and your willingness to consider this request.

Respectfully,

Zack Kohler
Emerald Triangle
246 east 10th street
5418408389
emeraldtriangle8@gmail.com

A handwritten signature in blue ink, appearing to read 'Zack Kohler', with a long horizontal flourish extending to the right.

RECEIVED	
CITY OF WINSTON	
JUL 01 2026	REC # _____
CK # _____	CA \$ _____
BY <u>OKS</u>	OTHER _____



OREGON LIQUOR & CANNABIS COMMISSION REQUEST Land Use Compatibility Statement

5

CITY/COUNTY USE ONLY
RECEIVED
Date delivered by licensee/applicant:
CITY OF WINSTON
JUL 01 2026
REC #
Received by (print) CA \$
BY [Signature] OTHER
Initial:

What is a land use compatibility statement (LUCS)? The LUCS is a form used by a state agency and local government to determine whether a land use proposal is consistent with local government's comprehensive plan and land use regulations.

Why is a LUCS required? OLCC and other state agencies with permitting or approval activities that affect land use are required by Oregon law to be consistent with local comprehensive plans and to have a process for determining consistency. Section 34(4)(a) of 2015 Oregon Laws, Chapter 614, requires OLCC to request and obtain the LUCS and have a positive LUCS prior to issuing a license.

When is a LUCS required? A LUCS is required for all proposed marijuana facilities before an OLCC license can be obtained.

How to complete a LUCS:

- Step 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county planning office. Applicant verifies with local jurisdiction whether additional forms, applications, or permits are required.
- Step 2: Local jurisdiction** completes Section 2 of this form indicating whether the proposed use is compatible with the acknowledged comprehensive plan and land use regulations and returns signed and dated form to the applicant.
 - Applicant completes payment to local jurisdiction for processing application.
 - Local jurisdictions are **NOT required** to begin processing LUCS forms until **January 4, 2016 at 8:30 AM**.
- Step 3: Applicant** submits this date-stamped form and any supporting information provided by the city or county to the OLCC with the license application. This form may be submitted while Section 2 is in process with the local governing body.

Section 1 – To be Completed by Applicant

**Sections marked with an asterisk should be verified with the local planning department prior to submitting this form.*

Applicant Name: Zack Kohler Phone: 5418408389

Mailing Address: 246 east 10th street Rm/Ste:

City: medford State: or ZIP: 97501

☒ Site plan of the subject property and proposed development attached? (required)

Proposed Premises Address: 309 SW Main St Rm/Ste:

City: winston County: douglas ZIP: 97496

Tax Lot #: 6800 Range/Section*: 06/21 Latitude: -123.41

Township*: 28 Map*: 280621DB06800 Longitude: 43.11

Proposed use/permit type sought (A separate LUCS may be necessary for each proposed use even if it is on the same property):

☐ Producer ☐ Wholesaler ☐ Processor ☒ Retailer ☐ Laboratory ☐ Research Certificate

Note indoor or outdoor below List endorsements below

Details of proposed use (note any attachments):

Recreational cannabis Retailer

Section 2 -- To be Completed by Local Jurisdiction

Site Location:

☐ Inside city limits ☐ Inside UGB ☐ Outside UGB

Name of Jurisdiction:

Property Zoning of
Proposed Premises:☐ The proposed land use has been reviewed and is prohibited.☐ The proposed land use has been reviewed and is not prohibited.*If the proposed land use is allowable only as a conditional use, permits are required as noted below.*

Comments:

Name of Reviewing Local Official (print):

Title:

Date:

Email:

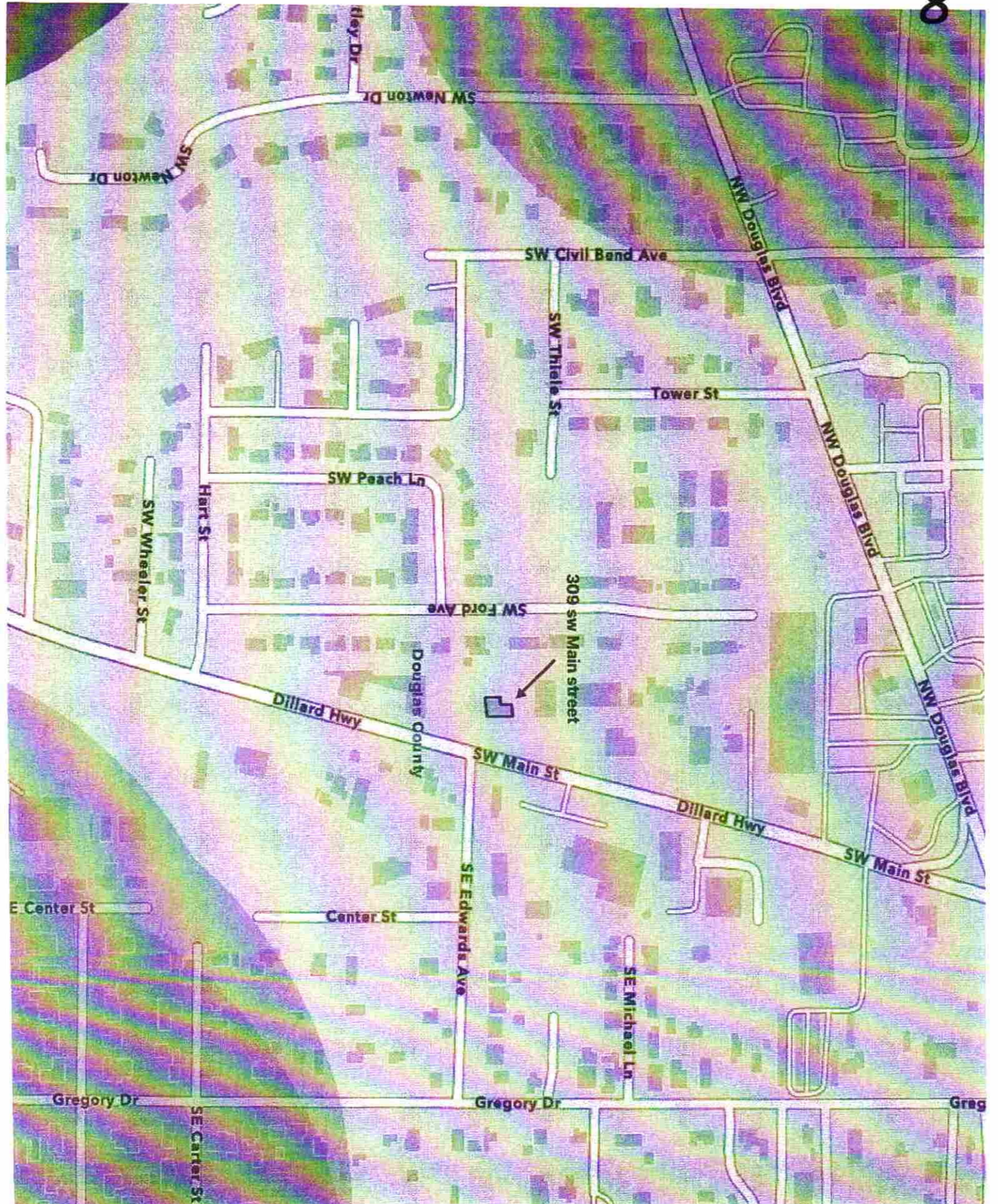
Phone:

Signature:

Check this box if there are attachments to this form:

☐

REMINDER: Local jurisdictions are **NOT** required to begin processing
LUCS forms until January 4, 2016 at 8:30 AM





OREGON LIQUOR & CANNABIS COMMISSION REQUEST Land Use Compatibility Statement

9

CITY/COUNTY USE ONLY	
RECEIVED	
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City:	medford	State:	or ZIP: 97501

☐ Site plan of the subject property and proposed development attached? (required)

Proposed Premises Address:	1 NE MAIN STREET	Rm/Ste:	101
City:	winston	County:	douglas ZIP: 97496
Tax Lot #*:	6800	Range/Section*:	06/21 Latitude: -123.41
Township*:	28	Map*:	280621DB06800 Longitude: 43.12

Proposed use/permit type sought (A separate LUCS may be necessary for each proposed use even if it is on the same property):

- | | | | | | |
|---|-------------------------------------|---|-----------------------------------|-------------------------------------|---|
| ☐ Producer
Note indoor or outdoor below | ☐ Wholesaler | ☐ Processor
List endorsements below | ☐ Retailer | ☐ Laboratory | ☐ Research Certificate |
|---|-------------------------------------|---|-----------------------------------|-------------------------------------|---|

Details of proposed use (note any attachments):

Recreational cannabis

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Site Location:

☐ Inside city limits ☐ Inside UGB ☐ Outside UGB

Name of Jurisdiction:

Property Zoning of
Proposed Premises:

- ☐ The proposed land use has been reviewed and **is prohibited.**
- ☐ The proposed land use has been reviewed and **is not prohibited.**

If the proposed land use is allowable only as a conditional use, permits are required as noted below.

Comments:

Name of Reviewing Local Official (print):

Title:

Date:

Email:

Phone:

Signature:

Check this box if there are attachments to this form:

☐

REMINDER: Local jurisdictions are NOT required to begin processing
LUCS forms until January 4, 2016 at 8:50 AM

Life of a License Application ¹¹

Submitted

Applicant submits marijuana license application in online licensing system and paid application fee.

Received

OLCC License Investigator receives application and begins review.

Local Government

Land Use Compatibility Statement and local opt-out reviewed for prohibited use.

Prohibited Use

Denied

House Bill 3400 prohibits the OLCC from issuing a recreational marijuana license if the proposed use is prohibited by the local governing body.

Completeness Review

License Investigator and Applicant collect all additional necessary information.

Application Review

License Investigator reviews application to determine if submitted information meets requirements.

Non-Compliant

Possible Denial

The OLCC must review for compliance with administrative rules and Oregon law. In some cases, a potential denial may be overcome if the applicant can correct the issue or otherwise show good cause to overcome the denial basis.

Premises Inspection

OLCC Inspector visits site to determine compliance with physical requirements: Security, operations, etc.

Non-Compliant

Possible Denial

A failed inspection means that a premises does not meet security, operational, or other requirements. An opportunity is provided to correct any compliance issues, but failure to do so or a second failed inspection may result in application denial.

Approved

Applicant has met all requirements of application and premises inspection.

License Fee Due

Applicant pays the licensing fee in the online system.

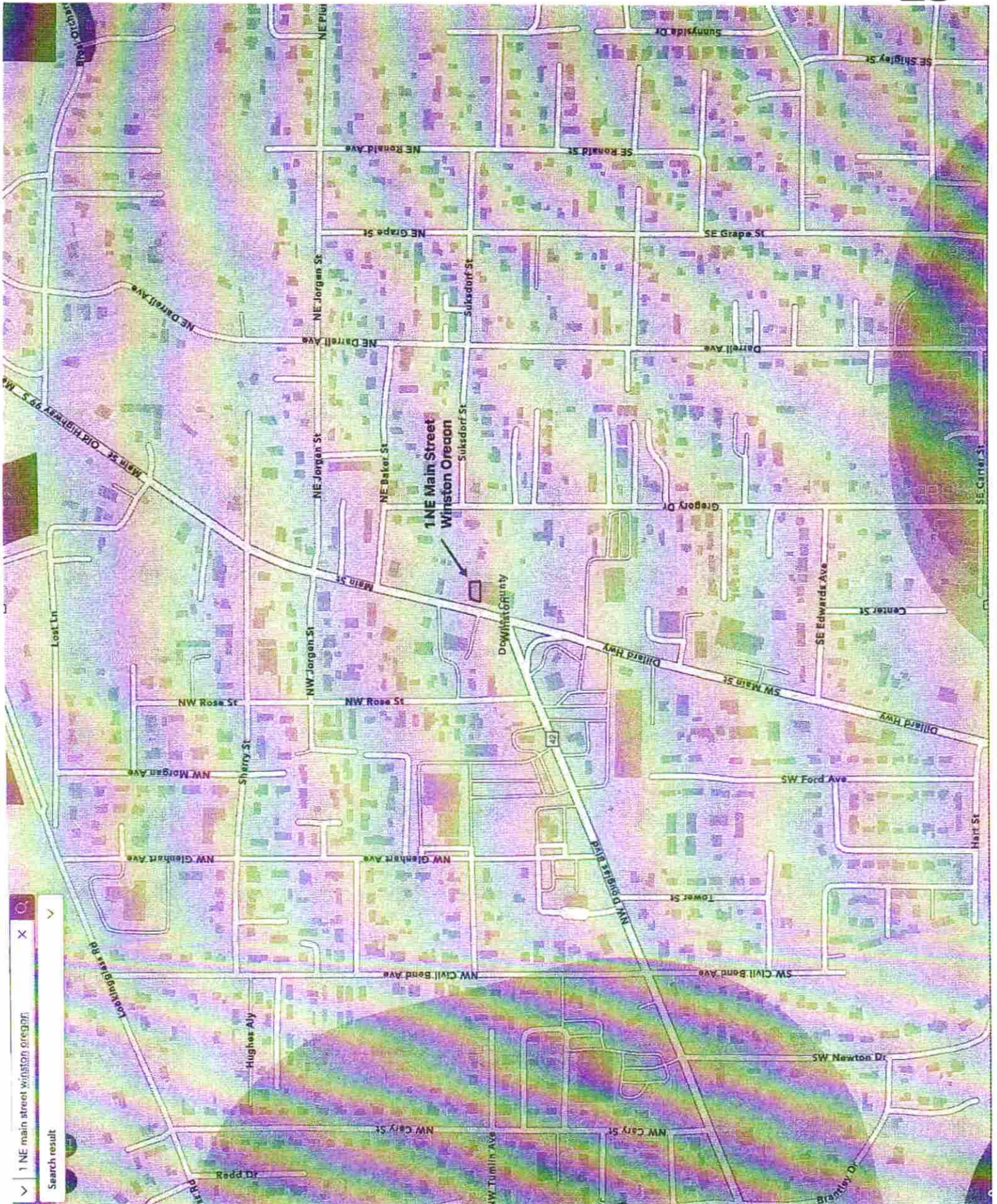
All Fees Paid

License Issued

The license is issued and can be printed by the applicant. It must be displayed prominently at the location.

1 NE MAIN STREET
SUITE 101 WINSTON
OREGON 97496







Staff Report

ADMIN 26-10

Subject: Appeal of Ordinance No. 26-723
Date: July 17, 2026
Prepared by: Thomas McIntosh, City Manager
Title: Ordinance No. 26-723

Background: 2024 Oregon HB 4121 imposes a moratorium on marijuana retail licenses issued by the state at 1 license for every 7,500 persons over 21 years of age (the City also requires a City Marijuana Business license). This statute restricts only the issuance of state licenses. Early this calendar year, medical marijuana dispensaries were codified as a commercial use in appropriate zoning districts through legislative amendment.

Analysis: The appeal submitted by Emerald Triangle outlines several areas they feel are deficiencies with the city's adopted ordinance. The largest of which indicates the ordinance was passed based on extracting authority from Oregon House Bill 4121. The adherence and compliance requirements for this particular bill mainly fall on OLCC with respect to regulatory measures, however the bill itself highlights are very prevalent issue many cities face regarding market saturation. The city's local ordinance was adopted to combat any issues that may arise in that regard. In addition, the consideration of recreational marijuana dispensaries was a highly confrontational process with a considerable amount of public participation. Allowing one dispensary has the effort of a culture shock for this community given its high percentage of senior citizen demographics. For those reasons, Winston City Council used its municipal authority to adopt an independent ordinance prohibiting any additional dispensaries.

Recommendation: Uphold Ordinance No. 26-723

City Council Options:

- 1) Uphold(Affirm): The City Council agrees with the original ordinance and leaves it in place.
- 2) Reverse: The City Council disagrees with the original ordinance and overturns it.
- 3) Modify: The City Council changes specific parts of the original ordinance.



CITY OF WINSTON, OREGON

CITY COUNCIL MEETING MINUTES

July 6, 2026

1. Meeting Information

Meeting	Winston City Council Regular Meeting
Date	July 6, 2026
Location	Winston City Hall
Presiding Officer	Mayor Christie Knutson
Prepared By	Transcription Record

2. Attendance

Member	Title	Status
Christie Knutson	Mayor / Presiding Officer	Present
Dorie White	Council Member	Present
Allen Hobson	Council Member	Present
Nick Wiggins	Council Member	Present
Dave Cunningham	Council Member	Absent/Excused

Staff and presenters identified in the recording:

- Thomas McIntosh — City Manager
- Brandon Sarti — Police Chief
- Ralph Stiffler — Police Department, Patrol Lieutenant
- Chris Sherlock — Wastewater Treatment Plant Superintendent

3. Call to Order / Agenda Adjustments

3.1 Agenda Adjustments

- Resolution 26-1233 (Chamber of Commerce) was pulled from tonight's agenda and rescheduled to the July 20, 2026 meeting, because no Chamber representative was present to speak to the item.
- Resolution 26-1236 was added to New Business as Item G (a vehicle purchase for the Winston-Green wastewater treatment facility — see Section 6.5).

4. Approval of Council Minutes

A correction was noted to the June 15 minutes: statements on page 3 regarding strong personal support for the fireworks event alongside concern over the city's financial exposure were misattributed to Mayor Knutson; the speaker was actually Councilor Cunningham.

Motion	Result
Motion to approve the June 15 and June 22 Council minutes as amended by Hobson; second by White. Unanimous.	PASSED — Unanimous (Aye); no opposition voiced

5. Public Comment

5.1 Fourth of July Celebration Recap — Raeann Rutledge (WAID)

Raeann Rutledge, 209 Glenhart Avenue #15, Vice President of the Winston Area Independence Day committee (WAID), reported on behalf of Onikka Driscoll (absent due to a prior commitment). Key points:

- Attendance was the largest ever — an estimated 2,000+ people; the parade was described as the biggest and best yet.
- New "Little Stars" pageant crowned Little Miss Firecracker 2026 and Mr. Liberty Bell, who led the Pledge of Allegiance.
- The car show drew about 80 vehicles versus an expected 20; organizers plan to add vehicle classes next year.
- Equestrian drill team received the grand parade award; a representative was recognized and photographed at the meeting.
- Vendors reported running out of food and supplies; volunteer trash cleanup (led by Summer Caldwell and her husband) left minimal mess.
- Fundraising: approximately \$1,700 was raised the night of the event through sales, raffles, and trinkets (raffle winner won a leather purse); a related fundraiser benefiting BreeAnn Ricks (Chad Reams' mother) also did well. Total funds raised across the effort were reported in the range of \$33,000–\$35,000 — slightly short of the full funding goal, with additional donations still expected, leaving a good starting balance for next year.
- Council thanked WAID and the Winston Police and Fire Departments for their support.

5.2 Traffic & Public Safety Committee Reminder — Teri Fink

Teri Fink, 1100 Abraham Avenue, reminded Council that the Traffic & Public Safety Committee will meet Monday at 7:00 PM.

5.3 Marijuana Business Moratorium Appeal — Zach Koehler

Zach Koehler, 309 SW Main Street, asked Council to reconsider the city's recently adopted moratorium on new marijuana business licenses. He described a long personal connection to Winston, noted the city has received only two retail marijuana license applications (arguing the market is not over-saturated), and asked that qualified applicants be evaluated under objective standards rather than a blanket prohibition. He stated redevelopment of a local property could create approximately 10 jobs and additional local marijuana tax revenue.

Staff response: a formal appeal of the moratorium ordinance has been timely filed with the city under the 30-day appeal window available for any ordinance. A public hearing on the appeal is scheduled for the July 20, 2026 meeting, at which the applicant and the public will be able to present testimony; Council was cautioned to avoid forming a position before that hearing.

6. Department & Committee Reports

6.1 Police Department — Chief Sarti

Municipal Court:

- The Point and Pay online payment program has driven roughly a 420% increase in court revenue; the relevant account balance grew from \$2,262.42 a year ago to \$11,742.12 currently.
- A new diversion program was added for other traffic infractions: a \$150 fee with a one-year probation period, in addition to the existing \$20 administrative diversion for basic equipment violations.
- The fix-it ticket fee was raised from \$20 (unchanged for over 20 years) to \$35.
- A new \$50 administrative fee was implemented for defendants filing motions challenging probable cause, to help offset the city's cost of convening a motion hearing.
- The court has never had a formal policy and procedure manual; the Chief is developing one modeled on Springfield's Lexipol-based system, adapted to Winston's needs and applicable Oregon statutes/administrative rules.

Facilities:

- The evidence room has been reorganized and completed; available for Council or public viewing by request. Some internal office reassignments are under discussion.

Budget Reductions:

Chief Sarti described this year's budget as the most difficult since he began in 2004, and announced cuts to numerous community-engagement programs in order to preserve core public-safety functions (patrol, investigations). Programs being paused or eliminated include:

- Fourth of July department booth participation, the Melon Festival booth, Halloween at Grocery Outlet, the high school career-day recruiting booth, the UCC job fair booth, Coffee with a Cop, Christmas Parade tree lighting participation, Canines with Cops, and the K9 Unleashed fairgrounds event.
- The National Medication Take-Back Day event is being discontinued, though the department's ongoing medication take-back program itself continues.
- The cadet program and new reserve officer recruiting are paused (existing reserve officers are being retained).
- The Flock license-plate-reader camera program will be discontinued to save approximately \$24,000/year, making Winston the first department in the county to do so. The Chief noted the system had aided investigations into a homicide, a drive-by shooting, and park vandalism, and is used to flag stolen vehicles and high-level threats.
- The Chief stated he will not lay off any sworn officer and that if layoffs occur, he would be the first to go. He is pursuing a federal COPS hiring grant (approximately \$125,000 over three years) to help offset staffing costs, and is separately still considering funding a canine unit (potentially ~\$50,000 in donations, unconfirmed) despite an estimated \$8,600 year in overtime costs to operate it.
- A prioritized list of software technology programs for possible further cuts is being developed by the Lieutenant and Sergeant, pending direction from the City Manager on required budget reductions.

Vehicles & Code Enforcement:

- The department's 25-year-old code enforcement pickup needs a roughly \$12,000 engine repair; a replacement vehicle request was not funded this budget cycle.
- With no cleanup budget this year, the code enforcement officer is relying on a letter/citation campaign; one exception will be pursued this year for a property discharging waste into a storm drain.

Accreditation:

- Lieutenant Stiffler has three objectives remaining out of more than 200 for state accreditation, with a target completion date of July 15, 2026. Accreditation is expected to yield an estimated 4–6% reduction in the city's insurance costs.

Radio System Update:

- Douglas County is standardizing on a Kenwood radio platform; Winston is remaining on Motorola after an investment of roughly \$380,000 in vehicle radios, repeaters, and portables.
- A previously discussed \$72,000 county reimbursement toward vehicle radios did not materialize.
- It was discovered that Winston's existing radios are not P25-capable; making them P25-capable is estimated to cost an additional \$80,000 or more. The City Manager negotiated a three-to-five-year payment plan under which the county will front the cost and the city will repay over time.

6.2 July 4th After-Action Report — Lieutenant Stiffler

- The parade and evening celebration drew some of the largest crowds on record and were among the best-behaved, with only one minor disturbance at the end of the evening.
- Eight officers were deployed in the park with two in plainclothes; citations were issued for public marijuana use near the river.
- One peaceful First Amendment demonstration occurred at the event (no amplified sound); no conflicts arose.
- The park cleared in 45–55 minutes after the event. A separate, unrelated traffic accident on the Green Bridge caused additional congestion near Main and Douglas.
- Recommendations for next year: add and better disperse portable restrooms; arrange for Public Works to be on call on-site for restroom plumbing issues (restrooms were left fouled by a prior-night event and had to be cleaned before the celebration); require alcohol vendors to submit OLCC permit applications earlier so compliance (e.g., designated-area monitors) can be verified in advance; limit to one alcohol vendor with clearer roped-off signage; and establish a defined parking capacity limit to manage congestion.
- Over 27 calls for service were handled during the night, including two arrests; one report of a missing child was resolved quickly.
- Cost: because the holiday fell on the event date, union contract terms applied. Straight overtime totaled \$5,540 (\$2,340 for the parade, \$3,200 for the fireworks celebration). Comp time added \$7,900 (\$1,100 parade, \$6,800 fireworks), for an all-in cost of \$13,536 — above the original estimate of roughly \$8,900–\$12,000. This is funded from the department's \$55,000 annual overtime line item, which the Chief noted must also cover unpredictable events such as a homicide investigation.
- Going forward, the department will not staff a dedicated booth at the event to help reduce these costs.

6.3 Wastewater Treatment Plant — Chris Sherlock

- An unknown "slug load" entered the plant around the end of May and disrupted nitrification (ammonia treatment) for the entire month of June — an unusually long recovery period (typically hours to days, rarely a full week).
- Core treatment continued throughout, but nitrifying bacteria could not be sustained. A lab in Virginia identified the contaminant as a cationic cleaning agent/sanitizer that bonded to the plant's sludge and killed the nitrifying organisms.
- Staff purchased an oxidizer treatment to help break the chemical bond; the plant showed signs of natural recovery after approximately 31 days and returned to full permit compliance on the day of this meeting.
- DEQ was kept informed throughout via the plant's self-reporting process; the official monthly report is not due until July 15, and any enforcement fine determination typically takes a long time — a 2023 mechanical-failure violation only resulted in a fine notice within roughly the last year.
- The plant now has equipment to test specifically for this compound (a quaternary ammonium compound, or QAC) going forward, which may help trace the source: preliminary flow/dissolved-oxygen data suggested a possible origin on the "Green" side (Green Area Water and Sanitary Authority service area), though this is unconfirmed.

6.4 Administration — Thomas McIntosh

- The general fund faces a structural gap of roughly \$200,000–\$250,000 in annual expenditure growth without corresponding new revenue.
- Revenue measures adopted last year — a 3% tax, allowing dispensaries, and reclassifying year-round RV parks onto standard residential utility rates — generated an estimated \$128,000 in new revenue, which was helpful but insufficient to close the gap.
- Staff is completing a five-year budget look-back and a three-year forward projection (beyond the standard 3% assumption) to better identify cost trends; results will be shared with Council and the Police Chief.
- Without corrective budget action, staff cautioned that layoffs could be necessary as soon as next fiscal year. The city has already effectively absorbed one loss — a vacant City Planner position (budgeted at roughly \$140,000 year fully loaded) was not backfilled, with duties being absorbed by the City Manager.

7. New Business

7.1 New Business License Applications

Staff presented five new business license applications, all vetted:

- Way Maker Yard Maintenance — Scott Ellsworth Mickel
- DML Services — David Lynes
- Lair Pro Service — Daniel Lair
- Golden Fortune Asian Cuisine (food truck) — Sean Ye
- Ramsay Signs, Inc. — Wendy Gibson

Motion	Vote	Result
Motion to approve all five business license applications as presented by Wiggins; second by Hobson.	Unanimous — Aye: none opposed	PASSED

7.2 Resolution 26-1232 — IGA with Douglas County for Senior Center Space

Read by title only. This resolution authorizes the City Manager to enter into an agreement with Douglas County for senior center space at the Winston Community Center, supporting the Meals on Wheels program. Staff described it as a standard (two-year-term) renewal within a three-way arrangement — the county selects the meal vendor (currently "E&S," which uses food trucks) and the city separately contracts with that vendor. A nominal 2% annual increase applies.

Motion	Vote	Result
Motion to approve Resolution 26-1232 IGA — Douglas County Senior Services by Wiggins; second by White	Unanimous — Aye: none opposed	PASSED

7.3 Resolution 26-1234 — IGA with Douglas County for Abandoned RV Storage & Disposal

Read by title only. This resolution authorizes an intergovernmental agreement with Douglas County Solid Waste for storage and disposal of abandoned RVs and motor homes towed from city property. Staff described it as an unchanged, standard renewal of the existing arrangement (vehicles held 60 days at a \$10/day rate).

Motion	Vote	Result
Approve Resolution 26-1234 IGA — Abandoned RV Storage & Disposal by Hobson; second by Wiggins.	Unanimous — Aye: none opposed	PASSED

7.4 Resolution 26-1235 — Certification of Delinquent Sewer Charges

Read by title only. This annual resolution certifies delinquent sewer and plant-upgrade utility charges to the Douglas County Assessor for collection through property tax rolls, per statute — the only utility fee categories that can be certified this way. Staff noted that public-safety, transportation, and storm-fee arrears cannot be recovered through this mechanism, though a new collections platform (also benefiting municipal court collections) may help recover some of those amounts separately. Council also raised the question of passing the roughly 4% credit-card processing fee (an estimated \$32,000/year, largely be brought forward).

Motion	Vote	Result
Approve Resolution 26-1235 Certification of Delinquent Sewer Charges by Wiggins; second by White	Unanimous — Aye: none opposed	PASSED

7.5 Resolution 26-1236 — Vehicle Purchase for Winston Green Wastewater Facility (added to agenda)

Read by title only. This resolution authorizes the City Manager to purchase a department vehicle for the Winston Green wastewater treatment facility, with cost shared 50/50 with the Green Area Water and Sanitary Authority. As introduced, the not-to-exceed figure was stated as \$44,137.90 total (\$22,068.95 per party); staff corrected this at the meeting to reflect the actual purchase price of \$49,982.66 total (\$24,991.33 per party).

Staff reported finding a used 2024 Ford pickup with approximately 2,800 miles at Kendall Ford — effectively new, within budget, and less expensive than a comparable new half-ton pickup. The vehicle qualifies for a Ford Certified Gold Warranty (7 years/100,000 miles, exceeding the standard 5-year/60,000-mile new-vehicle warranty). Staff confirmed the purchase was already anticipated in the current budget.

Motion	Vote	Result
Approve Resolution 26-1236 Winston-Green vehicle purchase, cost-shared with Green Area Water and Sanitary Authority by White; second by Hobson	Unanimous — Aye; none opposed	PASSED

8. Consolidated Voting Summary

Item	Description	Vote	Result
Minutes	Approval of June 15 & June 22 minutes, as amended	Unanimous Aye	PASSED
Business Licenses	5 new business license applications	Unanimous Aye	PASSED
Res. 26-1232	IGA — Douglas County Senior Services (Meals on Wheels space)	Unanimous Aye	PASSED
Res. 26-1234	IGA — Douglas County Abandoned RV Storage & Disposal	Unanimous Aye	PASSED
Res. 26-1235	Certification of Delinquent Sewer User Charges	Unanimous Aye	PASSED
Res. 26-1236	Winston Green Wastewater Facility Vehicle Purchase (cost-shared)	Unanimous Aye	PASSED

9. Non-Agenda Items / Good of the Order

- A thank-you card was received from the Douglas High School Parents Committee (Class of 2026) for the city's support of Grad Night.
- Checks, copies, and claims in excess of \$500 were included in Council packets per standard practice.
- Announcement: the Friends of the Winston Library will not meet in July.

10. Action Items & Follow-Up

Action Item	Responsible Party	Deadline / Notes
Place Resolution 26-1233 (Chamber of Commerce agreement) on the agenda	Staff	July 20, 2026 meeting
Hold public hearing on marijuana moratorium ordinance appeal (Zach Koehler)	Council / Staff / City Attorney	July 20, 2026 meeting
Bring forward resolution on passing through -4% credit card processing fee to utility customers	Thomas McIntosh / Finance	Upcoming meeting, timing not specified
Prepare prioritized list of PD software technology programs for potential further budget cuts	Lieutenant & Sergeant, Winston PD	Pending direction from City Manager
Pursue federal COPS hiring grant application	Chief Sarti	Application in progress; meeting scheduled
Finalize accreditation objectives (3 remaining)	Lieutenant Stiffler	Target: July 15, 2026
Submit official DEQ monthly report on plant nitrification incident	Wastewater Treatment staff (Chris)	Due July 15, 2026

Action Item	Responsible Party	Deadline / Notes
Complete 5-year budget look-back / 3-year forward projection and share with Council	Thomas McIntosh	Timing not specified
Finalize radio system P25 upgrade and county repayment plan	City Manager / Chief Sarti	Ongoing, 3-5 year repayment plan

11. Adjournment

The meeting adjourned at 8:20.

CERTIFICATION

These minutes are a true and accurate record of the Winston City Council meeting held on July 6, 2026, and are subject to approval at the next regular meeting.

Mayor Christie Knutson, Presiding Officer

Thomas McIntosh, City Manager



City of Winston

Economic Development Committee — Meeting Minutes

Date: June 10, 2026

Location: Winston City Hall

Attendance

Members Present:

- Craig Wilson
- Steve Johnson
- Valynn Currie

Members Absent / Status Noted:

- Dave Carton
- Mike Schneider —out of town
- Lucy Tripp — appointed/approved but has not attended any meeting since appointment
- Kem Todd — resigned from the committee (resignation not yet formally reflected in prior minutes; staff to confirm and document)

Staff/Guests Present:

- Thomas McIntosh— City Manager, gave committee report
- Valynn Currie — Chair, conducted roll call
- Additional community members in attendance

Note on Quorum: With only three of six seats represented, the Committee did not have a quorum. As a result, no minutes were approved, and no motions or formal actions could be taken. The meeting proceeded informally for reporting and discussion purposes only

Call to Order & Roll Call

The Chair called the meeting to order and conducted roll call. Present: Craig Wilson, Steve Johnson, and Valynn Currie. The Committee discussed the status of vacant/non-participating seats, including confirming that Kem Todd has resigned and that Lucy Tripp, though approved and appointed, has never attended a meeting. Staff agreed to verify whether Kem Todd's resignation has been recorded in prior minutes.

Public Comment

No public comments were offered.

Approval of Prior Minutes

Minutes from the previous meeting were not available for review and, in any case, could not be acted upon due to lack of quorum. Approval was deferred to a future meeting.

Staff Report, Thomas McIntosh

Development Applications

- Limited new applications have come in; staff focus remains on processing approvals for existing projects.
- Brockway and 42 (Mike Kelly) — large-scale development application is progressing through ODOT review to obtain concurrence; appears to be nearing that step. Given the complexity of this application, the City may seek planning assistance from the Lane Council of Governments (LCOG). LCOG would assist with planning only — infrastructure work remains the responsibility of the developer/City per jurisdictional breakdown.

Housing Needs / Subdivisions

- A prior housing needs analysis (via the Planning Commission) projected a need for 732 additional housing units by 2042 — roughly 28–32 new lots per year, a pace the City (like most cities) has not kept up with.
- Two active subdivisions with approvals: a 57-lot and a 23-lot development (Tokay/Johnson area). These will continue over time.
- The previously approved 91-lot Safari development has stalled and its approval has expired. The stall was caused by an internal/civil dispute among the original property owners (associated with Joe Russi), which was resolved through the courts. The property is now owned by three investors who are not developers and wish to sell. Staff have met with them and provided potential strategies; the property also has some wetland constraints. The property remains inactive for now.

Property Near Hwy 99 / Lookingglass (Tribal Property)

- There has been surveying activity on tribal-owned property near the corner of Hwy 99 and Lookingglass. Staff confirmed they are aware of conceptual interest but were asked by the property owners to keep details confidential at this stage so as not to discourage other prospective buyers/investors. Staff committed to sharing more information when appropriate.

Wastewater (Sewage Capacity)

- If significant new development proceeds, current sewage/wastewater capacity is uncertain. The City is commissioning a facilities plan to better understand capacity constraints (e.g., aeration basin/digester needs) and identify concrete engineering solutions, not just capacity percentages. Any plant upgrades would be the City's responsibility, not the developer's.
- Utility rates were recently raised by \$3 out of necessity; encouraging development. More ratepayers/taxpayers is viewed as the best long-term way to manage utility costs.

Water Supply

- Questions were raised about water supply capacity (e.g., purchasing additional water from Berry Creek/Galesville) and the possibility of a moratorium due to water shortages. The Winston-Dillard Water District operates as a separate entity; the City coordinates with them on development matters but does not manage their operations directly.
- Staff believe the water district is in reasonable shape, citing new reservoir tower construction (soil from this project has been deposited on a member's field with permission).

Chamber of Commerce / Events Report

- The Chamber is "plugging along" through some current difficulties, with a resolution expected soon.
- Newsletter: performing well; circulation will expand from 2,600 to about 3,600 copies starting in August (an increase of roughly 1,000+).
- The Chamber lacked a quorum at its last board meeting (several members out of town); however, a regular Chamber meeting was scheduled for the evening of June 10.
- No Chamber-sponsored events are currently on the horizon. A possible speaker presentation opportunity was mentioned, but follow-up is pending with Megan.
- Concerns were raised about communication: Chamber members report not receiving meeting notices or agendas despite paying membership dues. The Committee discussed converting/duplicating the Chamber's mailing list to include email distribution and calendar invitations (similar to the City's 108-recipient email distribution list maintained by Cindy for board/commission meetings), to improve attendance and engagement.
- A request was made to invite the Chamber board president/chair to a future meeting; staff noted she works a regular daytime job (with HODOT) and attendance may depend on meeting timing. Staff (Steve) will ask Megan about availability for the next meeting.
- The City's newsletter is currently distributed only by postal mail to every mailbox in town (reaching residents who may not be online, an estimated 40% of the community); it is also posted on the City website. Staff will look into adding an email distribution option in addition to print, while recognizing some duplication with existing distribution.

Main Street Holiday Lighting Project

- The City is planning a downtown holiday lighting initiative for the light poles on Main Street (referred to informally as "Main Street Decorations"), featuring large decorative displays (approx. 30 feet by 40 inches).
- To reduce cost, the project will be developed locally: Steve and a neighbor will build a prototype fixture, leveraging in-house engineering expertise to create plans. The prototype will then be handed off to the Douglas High School metal shop class (instructor Mr. Alvey) to duplicate. Staff and Steve planned to meet with Mr. Alvey immediately following this meeting.
- The plan is to start with 10–12 fixtures and expand in future years.
- An electrician will need to be hired to wire outlets on the light poles before string lights can be installed.
- The project will be funded through the City budget rather than a grant; a donation drive/fundraiser was considered but the Festival Association cannot be officially associated with the City or Council for fundraising purposes.

- Staff noted the project started too late last year to execute properly; planning began earlier this year to allow adequate time for budgeting and coordination with the high school.

General Fund Budget Update

- The City's general fund is facing serious budget pressure and, without changes, is projected to be insolvent ("go broke") within a relatively short timeframe.
- The primary driver is rising law enforcement personnel costs (salary increases stemming from a police union negotiation roughly 3–4 years ago, benchmarked against comparable cities), not fuel or state funding reductions. Expenditures are outpacing revenues by a significant margin.
- New revenue sources identified include a 3% tax on licensed dispensaries (estimated \$60,000–\$70,000 annually), bringing total new revenue to approximately \$128,000 — not enough to offset an approximately \$220,000 increase in police department expenditures alone.
- All general fund program areas (Parks, Community Center, Administration/Non-Departmental, and Police) were effectively defunded for discretionary programs/spending this year. Staff emphasized this is not a targeted cut to police — it reflects the overall budget reality.
- No layoffs are planned for this fiscal year; the City will instead cut back on programs to avoid layoffs in future years. Staff noted that without further changes, the FY2027-28 budget situation will be considerably more difficult, potentially affecting staffing.
- The City did lose one position this year — a Planner — which was not refilled due to budget constraints. Staff indicated this mainly increases workload for remaining staff rather than directly affecting near-term revenue or growth.
- Police union contract terms were discussed: officers called in on a day off receive a minimum four-hour call-out at time-and-a-half, plus holiday pay if applicable on a holiday.
- The Committee discussed how Douglas County addressed similar pressures by introducing fees for some (but not all) parks and facilities (e.g., Winchester Bay RV improvements) to generate additional revenue while keeping core/free parks available.
- The City currently avoids charging for park access/parking at its three parks (a common approach for small communities) but does charge — and is increasing — fees for reserving community center rooms and pavilions. The current public safety fee is \$8.
- The budget is balanced for the upcoming fiscal year, consistent with legal requirements, but further cuts will likely be necessary heading into FY2027-28 if expenditure trends continue.

Festivals, Events & Public Safety Coordination

- Staff met with WAID and the Winston Festival Association (the nonprofit responsible for the fireworks event) the day prior regarding budget challenges; the Festival Association is reportedly behind on its own fundraising/budget.
- 4th of July: The City will continue to support festival events with law enforcement this year (approval already given), though this will mean additional overtime costs. Future-year support levels may need to be reevaluated.
- Melon Festival: Scheduled for the normal timeframe in September (third week). The City has given the Festival Association advance notice this year so they can recruit volunteers for tasks such as flagging traffic and street closures.

- Graffiti event: The City of Winston will participate and will provide law enforcement support, citing past incidents at other community parades nationally as a reason for maintaining a law enforcement presence at large public events.
- Mutual aid: Winston participates in long-standing reciprocal law enforcement support arrangements with neighboring agencies (Sutherlin, Myrtle Creek, Douglas County, etc.), sending and receiving officer support for events such as the county fair and other gatherings. This reciprocal arrangement was described as a net benefit to Winston.

Community Announcements

- Riverbend Live: The summer concert series begins June 26 and continues every Friday night through approximately July 31/August 1.
- Cowboy Poetry & Western Music Night: Scheduled for July 24 at Riverbend Live, featuring Andy Hedges, Dakota Robinson, Crystal Harris, and Jake Riley.
- Winston Public Library: Has a number of summer activities planned (details distributed separately).

Flag Day Volunteers Needed (Sunday, June 14):

- The City is required to display American flags throughout town for Flag Day — approximately 80–88 flags placed on business fronts and light poles, following a mapped layout.
- Flags must be put up at 7:00 a.m. and taken down at 6:00 p.m. on Sunday, June 14.
- A staff member has been newly assigned to lead this effort (the VFW historically handled this but no longer does). Volunteers are needed, as several regular helpers will be unavailable (graduation weekend). Staff will also reach out to local veterans for assistance.

Old / New Business

New Business — Wiley Wagon

- A new mobile food business, Wiley Wagon (Indian tacos), was approved at the last City Council meeting. The business is owned by the husband of Karen Wiley, a City employee who has submitted her resignation in order to focus on the business full-time. The business has reportedly been very successful.

Small Business Development Center — Pitch Night

- The next “pitch night,” sponsored by the Small Business Development Center and its partners, is scheduled for August 13. The sign-up deadline was originally this week but may be extended by about one week.
- Eligibility generally requires at least one year in business, at least \$1,000 in revenue, and that the business not currently be for sale.
- Selected participants commit to coaching/training for their pitch and, depending on outcome, may gain access to a Ford Family Foundation-supported, nine-month Small Business Development class series — described as highly valuable for business growth.
- Aaron Larson (Small Business Development Center, Roseburg, operating through UCC on Jackson Street) is the point of contact and can provide full details.
- The Committee discussed a new local business (a spa opening behind the JM Market on Main Street, in the former Workman's Restaurant location in the strip mall) as a possible candidate to pitch and/or apply for facade grant funding.

Urban Renewal Area (URA) Facade Grant Program Update

- The City still has funds available in its Urban Renewal facade grant program for this fiscal year (closing out within the next couple of weeks).
- The facade grant program is being restructured: previously, applicants had to demonstrate \$20,000 in qualifying spend to receive a \$10,000 reimbursement (50%). Under the revised program, the reimbursement amount increases to \$20,000, with applicants only needing to demonstrate \$10,000 in spend — intended to make the program more attractive given that \$10,000 “doesn't get you very much” for facade improvements currently.
- Staff noted the City has a number of blighted areas that could benefit from increased participation in this program.

Mainstreet Program / Layered Funding

- The City has re-established a relationship with the “Mainstreet” program, which can provide qualifying businesses with up to \$400,000 in funding. URA facade grant funds can be used to cover required local match, allowing businesses to layer multiple funding sources.
- Staff noted that a key barrier is awareness — many businesses are unaware these programs exist. The City is working to improve outreach via its newsletter, a new website, and new social media presence (Facebook and Instagram).

URA Property Cleanup (Vehicle Storage Site)

- A previously cited property (used for vehicle/collectible storage) has been substantially cleaned up as part of URA efforts, and the surrounding fencing is more open. However, the Committee noted the owner appears to be bringing vehicles back onto the site; staff confirmed they are monitoring this.
- A suggestion to facilitate a property trade to relocate the owner was raised, but staff noted the City does not own a property that would meet the owner's needs. Staff can, however, connect the owner with private commercial property owners in the area.

Antique Mall / Commercial Vacancies

- The antique mall across the street remains largely vacant. The building has been repainted (replacing a previously unpopular blue color scheme) and signage has been cleaned up, improving its appearance, but it remains at risk of becoming blighted without tenants.
- The property owner recently engaged a seasoned commercial broker who is reportedly marketing the space aggressively. Commercial vacancy was described as a broader regional challenge (citing similar conditions at “Core properties” and reports from Century 21).
- A question was raised about whether the City maintains a list of available commercial vacancies; staff confirmed the City does not maintain such a list, as this is considered a private real estate matter. Staff noted they had hoped the Chamber of Commerce would take a more active role in promoting available commercial space but that the Chamber currently lacks the capacity/membership numbers to do so effectively.

Other Discussion

- Members discussed broader challenges with information flow to the community and Chamber members, including underuse of digital channels (website, Facebook) versus

the value of calendar invitations and direct email/postal reminders for driving meeting attendance.

Next Meeting

The next regular meeting of the Economic Development Committee is scheduled for Tuesday, July 8, 2026. The Chair noted a preference against canceling the July meeting, citing the importance of maintaining momentum and cohesiveness.

Adjournment

As the Committee lacked a quorum, no formal motion to adjourn could be made or voted upon. The meeting concluded informally.



Park Board 2026

Park Board Meeting Minutes
June 9, 2026 4:00 pm
Winston City Hall

1. Call to Order:

The meeting was called to order at 4:02pm.

Roll Call:

Jack Holland, President	Melissa Tristany
Raeann Rutledge, Secretary	Clay Caldwell
Dorie White City Council Liaison	Levi Zundell
Onikka Driscoll	

2. Minutes:

The minutes have been read by all present. Clay made a motion to approve the minutes. Onikka 2nd the motion. All in favor. Motion passed.

3. Guest:

None.

4. New Business:

A. Some of the Riverbend Park old playground equipment has been removed due to safety concerns. There is still playground equipment available for community use. We discussed scheduling a workshop with Public Works, the city, WAID, and the Melon Festival Committees.

B. Onikka and Raeann recused them selves and spoke on behalf of WAID requesting a fee waiver or reduction of fees (\$500) for the use of Riverbend Park facilities for the 2026 WAID Celebration July 4th. Clay put forward a motion to recommend that the fees for the 2026 WAID Celebration be waived or reduced. Melissa 2nd the motion. Unanimously approved.

5. Old Business:

None.

6. Discussion

A. We discussed the recent removal of the tree at Riverbend Park. A concerned citizen made a social media post, and through that, Public Works was contacted to remove the tree due to cracking and safety concerns.

Next Meeting: July 14th, 2026 4:00pm Location: Winston City Hall

Meeting Adjourned 4:13pm Raeann Rutledge, Secretary



CITY OF WINSTON, OREGON
ECONOMIC DEVELOPMENT COMMITTEE — MEETING MINUTES
 July 8, 2026

1. Meeting Information

Meeting	Winston Economic Development Committee — Regular Meeting
Date	July 8, 2026
Time	12:00 PM (Noon)
Location	Winston City Hall
Presiding Officer	Valynn Currie Committee Chair
Prepared By	Transcription Record
Status	Draft — Pending Approval at Next Regular Meeting

2. Attendance

Committee Members

Name / Title	Role	Note
Valynn Currie, Committee Chair	Presiding Officer	
Craig Wilson	Committee Member	Present
Mike Schneider	Committee Member	Present
Steve Johnson	Committee Member	Present

3. Call to Order

The Chair called the meeting to order at approximately 12:00 PM and conducted a roll call of members present (listed above).

4. Approval of Minutes

- A motion was made to adopt the minutes of the previous meeting.
- Discussion: A member noted that recent minutes (produced with AI assistance) had grown too long (approximately seven pages) and asked that future minutes be condensed to focus on attendance, motions, votes, and discussion items — target of roughly two pages.

Motion	Mover / Second	Vote	Result
Adopt minutes of the previous Economic Development Committee meeting	Mike Schneider / Craig Wilson	Unanimous — Aye; none opposed	PASSED

5. Committee & Liaison Reports

5.1 City Council Recap (Steve Johnson and Teri)

- The regular liaison (Thomas) was absent; Steve Johnson and audience member Teri Fink provided an informal recap of the July 6 City Council meeting.
- Police Chief presented on department budget programs being reduced or discontinued.
- Lieutenant Stiffler reported on July 4th events at Riverbend Park.
- Raeann Rutledge (Vice President of WAID) reported approximately 2,000 attendees, one issue requiring law-enforcement response, and a very well-received, one of the largest parades on record.
- Council passed several resolutions.

5.2 Wastewater Capacity / Development Discussion

- A member asked whether there is sufficient sewer capacity for a large facility reportedly proposed near the entrance to Safari.
- Discussion covered a planned river-crossing siphon/boring project (three new pipes) intended to increase capacity, funded in part by a reported \$4 million grant.
- Consensus was that the treatment plant is currently near capacity, and that a developer would likely need to pay fees and/or await capacity expansion.
- A related question was raised about the status of the Brockway roundabout project; no definitive update was given.

5.3 Community Development / Graffiti Cruise Event

- The upcoming "Summer Nite Cruise" event (Saturday, 5:00–10:00 PM) is being run by the festival committee, not the City.

5.4 Chamber of Commerce Report (Steve Johnson, Acting Chair)

- The Chamber lost its president (resigned); Steve Johnson, previously Vice President, is now Acting Chair.
- The Chamber has three new officers of four positions and is still without a treasurer; a bank account is maintained and new signature cards have been arranged so the Chamber can continue to write checks.

6. Old Business

- A previously mentioned development remains confidential/"under wraps"; no new details were available.
- A trench is being installed for a 23-unit subdivision on the other side of the ark (area referenced by members); the water district is separately installing pipe in the area.
- Continued discussion of the long-vacant former antique mall / old co-op building; members discussed possible uses (medical/professional office, grocery store) but noted plumbing and buildout limitations, uncertain ownership, and a leasing company that has changed hands multiple times without success in filling the space.
- General discussion of attracting retirees and new residents to Winston, including interest expressed by prospective residents from Texas; members noted the city needs more to offer newcomers.
- An idea to convert the old auto-wrecking yard (after required hazmat soil cleanup) into a public pool was discussed; members agreed the City is not positioned to purchase the property or fund such a facility, and that a public pool would likely require a nonprofit sponsor. Myrtle Creek's community pool was suggested as a model to research.

7. New Business

- A new full-service spa/nail salon has opened behind the JM Market.
- Only one new business was listed in the July newsletter; a citizen called asking why new-business newsletter listings don't include phone numbers or addresses. It was clarified that publishing such contact details would constitute advertising, which is not a City function; members suggested the Chamber could compile and publish a business directory, or that City Hall could keep a simple reference list available at the front desk.
- Storefront vacancies (including the former Loggers building) remain a concern; no update on plans for that property.

8. Good of the Order

- Swimming advisory: the South Umpqua River is not safe for swimming after approximately July 1st due to algae; the North Umpqua has clearer water. The YMCA and Myrtle Creek pool were mentioned as alternatives.
- A member noted that Zach Koehler spoke at the July 6 City Council meeting appealing the City's marijuana dispensary ordinance, which currently limits Winston to one dispensary. A public hearing on the appeal is forthcoming. Discussion touched on the state's population-based licensing threshold (one dispensary per 7,000 residents age 21+) and comparisons to Sutherlin's population.
- Extended discussion of potential industrial development along Dillard Garden Road / the Cow Creek area, which is largely agricultural-zoned, privately held, and outside current city limits. Members discussed the tradeoffs of expanding city limits to include the area (utility tax rates would rise from approximately \$11 to \$17 per thousand) versus the challenge of extending sewer service, since the area currently relies on septic and city sewer capacity is already limited.

9. Action Items & Follow-Up

Action Item	Responsible Party	Deadline / Notes
Reach out to owner of vacant former antique mall / co-op store building regarding possible medical-office or retail tenant and marketing needs	Committee Chair	
Follow up with contacts from Texas expressing interest in relocating to Winston	Steve Johnson	
Consider whether the City or Chamber should compile a directory contact list of new businesses for the front desk and newsletter	Steve Johnson	
Continue monitoring wastewater capacity and siphon/boring project relevant to potential large development near Safari entrance	Committee (informational)	Ongoing — tied to City Council Public Works project

10. Adjournment

- The next regular meeting is scheduled for August 12, 2026.

Motion	Mover / Second	Vote	Result
Adjourn the meeting	Steve Johnson / Craig Wilson	Unanimous — Aye: none opposed	PASSED

Certification

These minutes are a draft record of the Winston Economic Development Committee meeting held on July 8, 2026, reconstructed from an audio transcript, and are subject to review and approval at a subsequent regular meeting.



Park Board 2026

Park Board Meeting Minutes
 July 14, 2026, 4:00 pm
 Winston City Hall

1. Call to Order:

The meeting was called to order at 4:02pm.

Roll Call:

Jack Holland, President
 Raeann Rutledge, Secretary
 Levi Zundell
 Onikka Driscoll
 Dorie White City Council Liaison.

Melissa Tristany
 Clay Caldwell
 Thomas McIntosh
 Andy Howell
 Megan Hamilton
 Debra DeMasters

2. Minutes:

The minutes have been read by all present. Onikka made a motion to approve the minutes. Clay 2nd the motion. All in favor. Motion passed.

3. Guest:

Raeann Rutledge discussed concerns regarding coordination between events held at Riverbend Park, specifically Riverbend Live. Topics included restroom maintenance, removal of stage fencing following events, trash cleanup responsibilities, and the importance of improved communication, cooperation, and mutual respect among event organizers and volunteers.

4. New Business:

A. Clay Caldwell recused himself and spoke on behalf of Brian Freed of Cascade Electric regarding the Civic Wayside Park project. All appropriate park paperwork has been submitted, reviewed, and accepted by Public Works. The project will be fully funded and aims to install 50-amp photocells in Civic Wayside Park to eliminate the need for timers, making it more cost-effective, specifically for annual Christmas lights and the tree. Onikka motioned to recommend City Council approval. Melissa seconded, and the motion carried unanimously.

5. Old Business:

A. Riverbend Park Playground: Staff reported that some playground equipment at Riverbend Park has been removed due to safety concerns. Remaining playground equipment is still available for community use. An update was provided regarding the June 24, 2026, workshop held to discuss ideas for replacement equipment and a potential new playground location.

B. Fourth of July Celebration Fees: An update was provided that City Council waived the park fees for the Fourth of July Celebration at Riverbend Park on June 15, 2026.

C. A newly codified Park Advisory Committee has been established. The prior Park Board seats were vacated at the last City Council meeting on 7/14/26. The new committee will consist of four citizen volunteers (who do not need to reside in Winston), along with support staff. Applications will be available online and at City Hall. Dorie White will remain the liaison to City Council. This committee will enable the creation of a Park Volunteer Program, allowing fundraising and additional efforts to support park projects.

Discussion

City Manager Thomas McIntosh thanked all Park Board members for their service, acknowledging these are volunteer, non-paid roles. He expressed gratitude for what was accomplished during the members' tenure. The board was congratulated and thanked by other members present, as well as Public Works. A group photo was taken to commemorate the moment.

Next Meeting, Aug 11th, 2026, 4:00pm. Location: Winston City Hall

Meeting Adjourned 4:23pm Racann Rutledge, Secretary



Application for Business License

Business Name: Emilie Pressel - Independent Contractor
 Owner/Agent: Emilie Pressel Date of Birth: [REDACTED]
 Driver's License/ID: [REDACTED] State: [REDACTED] Phone: 541-530-1861
 Business Location: 263 SW Main Street, Winston, OR 97496
 Business Mailing Address: _____
 City: Winston State: OR Zip: 97496
 Business Phone: 541-671-3477 Email: emilie.pressel01@gmail.com

Scope of Business:

Business Type: Booth Rental Hairstylist

☒ 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): N/A

Applicant Signature: [Signature] Date: 6/24/26

Development Notice:

The issuance of a Winston Business License does not authorize construction outright. Specific projects including, but not limited to, property development, signage, building projects, home construction, solar projects, and fencing require case specific reviews conducted by the City of Winston.

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 # 25-2026

Revised 06.01.2026 cms

*** STAFF USE ONLY ***

LICENSE # 25-2026Business Location 2638W MAIN ST Zoning BCChange of Occupancy ☒ Y ☒ N Sign Permit Required ☒ Y ☒ N 2nd Hand Property Dealer ☒ Y ☒ NPlanning Official THOMAS MCINTOSH Date 7-6-26
Comments: NO LAND USE REQUIREDPolice Chief [Signature]Date 06-20-26Recommendation: ☒ Recommended ☐ Not Recommended
Comments:City Manager THOMAS MCINTOSHDate 7-6-26

Billing Clerk _____

Date _____

Fee \$50 Receipt # 93294 cc 7/20/26 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 # 25-2026

Revised 06.01.2026 cms



Application for Business License

Business Name: JJWJJW INC (DBA Grocery outlet of Winston) 267
 Owner/Agent: Josh Wilson Date of Birth: [REDACTED]
 Driver's License/ID#: [REDACTED] VA Phone: 503-551-9176
 Business Location: 151 NW Douglas Blvd
 Business Mailing Address: 151 NW Douglas Blvd
 City: Winston State: OR Zip: 97496
 Business Phone: 503-551-9176 Email: JWilson.JWilson@gobmio.com

Scope of Business:

Business Type: Grocer
☒ 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: _____ Date: _____

Development Notice:

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Application # 27-26

Revised 06.01.2026 cms

*** STAFF USE ONLY ***

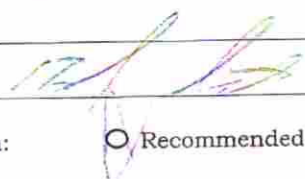
LICENSE # 27-26

Business Location _____ Zoning _____

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

Planning Official _____ Date _____

Comments: _____

_____Police Chief Date 2/25/16

Recommendation:

☒

Recommended

☐

Not Recommended

Comments: _____

City Manager _____

Date _____

Billing Clerk _____

Date _____

Fee \$50 Receipt # 93365 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 # 27-26

Revised 06.01.2026 cms



Parks Project

Date: 6/23/2026

Permit No: _____

I, Bryan Freed hereby make application for permit

(Firm Name / Applicant's Name - Please Print)

For park project located at Civic Wayside Park.

In strict conformity to the attached exhibits. Subject to all terms and conditions contained in the application and permit, and applicable state and local laws, ordinances, rules and regulations regarding city of Winston parks.

Description of work to be performed: Installation of 50A Contactor
with photocell control for the existing 50A spider box receptacle.

(Site Plan is required for application review)

Work will be performed by: Applicant: _____ Contractor: X other: _____Bryan FreedCascade Electric

Authorized Signature

Mailing Address

808 551 9998PO Box 2158

Contact Number

City

Roseburg ✓State OregonZip 97470

Office Use Only

Special provisions:

City Manager: _____ Date _____

Public Works: _____ Date _____

Park Board: _____ Date _____

City Council: _____ Date _____

CITY OF WINSTON- PUBLIC WORKS



201 NW Douglas Blvd.
Winston, NC 27406

Phone: 541-679-6114
Fax: 541-679-0406

City of Winston Park Requirements for Proposed Projects

Winston Park Board, in conjunction with the Public Works Dept., will determine if project will be presented to City Council for approval only after these listed requirements are met:

- Well defined outline of the project in writing, including start and completion dates of project.
- Total cost of the project.
- What, if anything, will be requested from the City? Please provide details of cost and time. Will this project affect the City's insurance?
- What will be the maintenance requirements?
- Will the proposed placement affect other rentals for park activities?
- Provide contact information on who will be in charge of the project.
- All work shall be approved by an authorized representative of the Public Works Department. Any damaged areas shall be restored to original condition.
- Permittee warrants that all work will be free from defects for a period of two years from the date of completion. Permittee, at Permittee's expense, shall correct defects that become apparent within the warranty period. If the Permittee fails to correct the defects, the city may do so and charge the cost to the Permittee.
- Have safety plan in place including, but not limited to, fencing, barricades, warning signs and fall protection.
- Provide updates so information can be passed on to the Park Board, City Manager and City Council.

I have read and understand these terms & conditions.

DATE 6/23/2026

SIGNATURE

Bryan T. Freed

PHONE 808 551 9998

PRINTED NAME

Bryan Freed

CASCADE ELECTRIC**Electrical Contractor**

Ph (541) 673-5957
 Fax (541) 673-7972
 Roseburg, Or 97470

Date: 6/16/2026
 Attn: Bryan Freed
 Re: Winston Dillard Festival Association Spider Box Control

We propose to furnish labor and materials as necessary to install a 50A contactor with photocell control for the existing 50A spider box receptacle on pole as follows:

Option for Controls on PP&L Service Pole

- 1.) Provide and install (1) outdoor rated junction box with 50A rated contactor
- 2.) Provide photocell for control of contactor
- 3.) Provide and install bypass switch to bypass photocell control

Option for Controls on Short Post with 50A Receptacle on it

- 1.) Provide and install (1) outdoor rated junction box with 50A rated contactor
- 2.) Provide photocell for control of contactor
- 3.) Provide and install bypass switch to bypass photocell control
- 4.) Install wire as needed in existing conduit from existing electrical panel to receptacle location to provide power for photocell control

Exclusions / Qualifications

- 1.) Pricing is based on the existing wiring being correct for the installation. Price does not include any corrections found needed with existing wiring (if any)
- 2.) Pricing is based on the existing conduit being adequate and clear for additional 20A circuit to be added for short post option
- 3.) Option on service pole is subject to approval from PP&L & the City

Option on Service Pole = \$870.00

Option on Short Post = \$1,185.00

Note: No Work can begin until a signed proposal is received.

Contractor: Cascade Electric
 PO Box 2158
 Roseburg, OR 97470

Acceptance of Proposal

You are hereby authorized to furnish all material and labor to complete the work described in the above proposal. For which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof.

Date:

6/26/2026

Owner/Contractor:

Bryan Freed



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 20TH DAY OF JULY 2026.

APPROVED BY THE MAYOR ON THIS 20TH 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:

City Manager

Date

FOR THE CHAMBER OF COMMERCE:

Executive Director

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: July 17, 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.