



CITY OF WINSTON, OREGON
CITY COUNCIL REGULAR MEETING MINUTES
September 8, 2026

1. Meeting Information

Field	Detail
Meeting	Winston City Council Regular Meeting
Date	September 8, 2026
Location	Winston City Hall
Presiding Officer	Mayor Christie Knutson
Meeting Type / Status	Regular Meeting — Draft, Pending Approval at Next Regular Meeting

2. Attendance

Council Members (per roll call)

Name (as called at roll)	Status	Vote Recorded As
Councilor Nick Wiggins	Present	“Here”
Councilor Allen Hobson	Present	“Here”
Councilor Dorie White	Present	“Here”
Councilor Dave Cunningham	Present	“Here”
Mayor Christie Knutson	Present	Confirmed full attendance after roll call

Staff and Presenters

Name / Title	Note
Thomas McIntosh, City Manager	Gave the Administration report and read Resolution 26-1238 by title
Steve Johnson	Presented the Christmas light-pole prototype (Item 5.2)

3. Call to Order / Pledge of Allegiance / Roll Call

The meeting was called to order and opened with the Pledge of Allegiance, followed by roll call (see Section 2).

Agenda Adjustment

One item was added to New Business as Item E: nomination of the League of Oregon Cities (LOC) voting delegate (see Section 6.5).

4. Consent Calendar — Approval of Council Minutes

A correction was requested to the draft minutes: under the Municipal Court item, the text stated “the audit uncovered...”; a council member noted that it was actually a staff member, Katie Starkel, who uncovered the issue, not a formal audit. The minutes were corrected to attribute the finding to Katie.

Motion	Result
Motion to approve the Council minutes, as amended (Katie’s name substituted for “the audit”) by White; second by Hobson.	PASSED — Unanimous (Aye); no opposition voiced

5. Public Comment

The floor was opened for public comment on items not listed on the agenda. No members of the public came forward to speak.

6. Reports — Boards, Commissions, Committees, and Departments

6.1 Police Department

The Police Chief was absent and sent apologies (reported to be working a swing shift). The Public Works Superintendent (“Andy”), who was also expected to give a verbal report, was absent due to his wife’s knee injury. Staff indicated a written report would be sent out and a fuller verbal report would be given at the next meeting.

A council member asked staff to expand on a reported \$3.2 million in federal funding applications to support police patrol operations. Staff explained that the Chief has been pursuing a broad (“shotgun approach”) grant strategy, aided by an electronic grant-tracking platform, including opportunities through the Oregon Department of Justice’s state grant platform aimed at police sustainability. No awards have yet been confirmed. Specific items discussed:

- One pending grant of approximately \$125,000 (about \$40,000/year over four years), applied for roughly three to four weeks before this meeting; a decision was expected soon.
- A second, more recently submitted grant (within the past few days) of approximately \$200,000 per officer for four officers.

6.2 Administration — Christmas Light-Pole Program

Thomas McIntosh introduced a presentation by Steve Johnson on a prototype decorative light display to be installed on city street poles for the Christmas season. Key points:

- Six units are planned to be built and installed this year, based on the prototype shown to Council.
- A volunteer group informally known as the “Teal Street Gang” (neighbors who have repeatedly volunteered for holiday flag and decoration efforts) built the prototype through welding and painting, using a neighbor’s (Mr. Peach’s) welding equipment; the local high school will build the remaining cranes, with the Teal Street Gang assisting with installation of lights.
- Material cost for the lights on each unit is just over \$100.
- Eleven candidate utility poles were initially identified; only six are usable this year due to PPL (utility) restrictions (e.g., poles cannot have a transformer). Staff has received informal assurance from PPL’s government affairs office (contact: Sam Carter) that PPL will work with the city on an updated pole list, as it does with other cities.
- A council member asked whether outside donations could fund additional units before this holiday season; staff indicated this would depend on the high school’s capacity to build additional units in time.

6.3 Administration — General Fund Budget Update

Thomas McIntosh presented two handouts on the general fund’s financial condition. He noted the numbers reflect budget totals only, not a judgment on department value or impact.

Carryover decline: The general fund carryover has declined significantly over the past three years, from approximately \$838,699 toward roughly \$743,000 and down to approximately \$119,000 heading into the current year.

Current-year operating gap: Current-year general fund resources were reported at approximately \$2.83 million against expenditures of approximately \$3.45 million. The largest single driver of the increase was the Police Department, whose expenditures rose by approximately \$321,000.

Revenue vs. expenditure growth: Year-over-year revenue growth is approximately 0.9% (about \$130,000), while expenditure growth is approximately 13.1%. Staff defined a sustainable budget as one where annual spending does not exceed annual revenue, and stated that closing this gap is the department’s central budget priority.

Restoration plan: Staff proposed a carryover restoration plan consisting of transferring approximately \$130,000 from reserves and a \$215,000 reduction package within the Police Department — which includes discontinuing the Flock license-plate-reader camera program (approximately \$24,000) — to bring the carryover back up to approximately \$464,000 (incrementally, toward a target healthy carryover of roughly \$500,000 at the start of the fiscal year on July 1). Staff emphasized July 1 through November 15 as a critical period each year, since the city must have sufficient carryover to operate until property tax revenue (the general fund’s largest revenue source, along with franchise fees) begins arriving.

Other revenue notes: Marijuana dispensary tax revenue is currently estimated at approximately \$45,000/year (originally projected at \$75,000, with a revised hope of reaching \$60,000). New utility revenue tied to transportation and storm drainage rate increases is directed to those funds directly and does not benefit the general fund.

Public Safety Fee: Staff discussed a possible future change to separate the Public Safety Fee out of the general utility billing into its own dedicated fund (as was reportedly done in the past), which would shift how police operating expenses are recorded but would be a wash for the general fund overall (removing both an expense and its offsetting revenue). Staff was clear that no fee increase is being proposed at this time and that the current approach is to first address the budget gap through internal reductions, before considering additional revenue measures such as fee increases or further grants.

7. New Business

7.1 New Business License Applications

- Clueless Sports LLC — Kyle Barnes
- Obsidian Ink — Asia Quarles
- Kchemical Kreations Studio — Kelsey Adkins
- Mobile Home Men LLC — Nathan Cole

Motion	Result
Motion to approve all four business license applications as presented by Cunningham; second by Wiggins.	PASSED — Unanimous (Aye); no opposition voiced

7.2 Set Council Workshop Dates

None at this time.

7.3 Parks Advisory Committee Applicants

Six applications were received for four vacant seats on the Parks Advisory Committee (the reconstituted park board, which now includes two ex-officio staff members for continuity). Public Works’ recommendation was to seat Shawn Bateson, David Hopkins, Brett Bustrum, and Israel Wafer; Clay Caldwell and Jack Holland had originally been suggested as Parks Volunteer Coordinators for a separate, fundraising-focused Parks Volunteer Program that operates alongside the Advisory Committee.

Distinction between the two bodies (explained by staff)

The Parks Advisory Committee is a governing body that makes decisions on the dais and, because of that role, is subject to fundraising-related conflict-of-interest limitations. The Parks Volunteer Program is run by one or more volunteer coordinators, can have unlimited membership, and exists specifically to raise funds for park projects without the restrictions that apply to the Advisory Committee. The two bodies are intended to work together.

Applicants and Backgrounds

- Shawn Bateson (not present) — Owner of a wastewater pump-station company; recently performed work on the city’s parkway pump station; brings facilities/grant-coordination knowledge.
- David Hopkins — Funeral home owner in Roseburg and cemetery director; sexton of the Douglas County Pauper Cemetery; approximately 15 years living in the Winston area; interested in the Advisory Committee.
- Brett Bustrum — 11-year Winston resident; four sons involved in local schools and sports; quality management systems role at Riddle Plywood (12 years); serves on the school board and fire district budget committee; regular attendee at Council meetings.

- Israel Wafer — 14-year Winston resident and Douglas High School graduate; owns a construction company currently doing city work; coaches youth baseball and sits on two county youth baseball boards; raised concerns about out-of-town (Roseburg-based) teams booking Winston fields ahead of local teams (see field-reservation discussion below).
- Clay Caldwell — Dillard resident who spends significant time in Winston; president of the Winston-Dillard Area Festival Association; past Winston Fire Board member; organizes the Winston Christmas tree lighting and other community events; was part of the group that helped rebuild Civic Wayside Park; expressed interest in the Advisory Committee rather than the Volunteer Program.
- Jack Holland — Roseburg resident with a long history in Winston; longest-serving former member of the Winston City Park Board; runs the Winston Teen Center; involved with the Winston Area Community Partnership, the festival committee, and the community choir; stated a preference for the Advisory Committee over the Volunteer Program.

Ball Field Reservation Discussion (raised by Israel Wafer)

Mr. Wafer raised a concern that out-of-town teams (primarily from Roseburg) are able to reserve Winston ball fields ahead of Winston-resident teams under the current first-come, first-served system, despite the fields being maintained by local volunteers. He cited approximately 40 Winston-area youth who played baseball in the city last year across multiple age divisions. Council discussed, but did not formally vote on, a proposed approach: opening reservations on January 1 each year, with a roughly 14-day priority window reserved for Winston teams before the schedule opens to outside groups, publicized on the city website and social media. A nominal fee for non-resident use of the fields was also discussed favorably by Mr. Wafer, paired with a request that the city commit more resources to field maintenance if such a fee were adopted.

Council Action

Motion	Result
Motion to table the Parks Advisory Committee appointment decision to the next regular meeting (September 21, 2026) by White; second by Wiggins.	PASSED — Unanimous (Aye); no opposition voiced

7.4 Resolution 26-1238 — Police Department Vehicular Evidence Storage

Read by title by Thomas McIntosh: a resolution authorizing the City Manager to provide a 25’ x 40’ secured area at the Winston Public Works yard for required storage and retention of vehicular evidence obtained by the Winston Police Department.

Thomas McIntosh presented the staff report in place of the Public Works Superintendent. Key points:

- Douglas County can no longer house the city’s wrecked/impounded vehicles connected to homicide or fatality investigations at its own yard, requiring the city to build a dedicated, secured storage area.
- The facility will be located at the Public Works yard, replacing an existing Conex container, and will use a fully privacy-slatted fence approximately eight feet tall (taller than the city’s standard six-foot fence maximum) due to accreditation and security requirements; the area will be monitored and alarmed, with no visibility into the enclosure.
- Total cost, including contingency, is \$10,969 — the lowest of three quotes received, awarded to Quality Fence Company Incorporated — funded through the Public Works Department budget.
- The facility is designed to hold up to four vehicles (increased from an originally planned three); the department currently has approximately two vehicles requiring this type of storage.
- Vehicles are typically retained for an incremental period of one to two years after a case closes (not permanently), due to the time required for trials and appeals to conclude; this is separate from the standard records retention schedule.
- The Public Works yard was selected because the Police Department’s own lot lacks adequate secured space, and the Fire Department was asked but declined to share space.

A council member raised a concern about whether wrecked vehicles would be visible from the elevated vantage point of the nearby middle school. Staff responded that all evidentiary material is removed from vehicles before storage, that the vehicles are not kept in a graphic condition, and that the eight-foot privacy fencing is intended to fully screen the area from view regardless.

Motion	Result
Motion to approve Resolution 26-1238 (Police Department vehicular evidence storage area) by Hobson; second by Cunningham.	PASSED — Unanimous (Aye); no opposition voiced

7.5 League of Oregon Cities (LOC) Voting Delegate (Item E — added to agenda)

Councilor Hobson agreed to serve as the city’s voting delegate at the upcoming League of Oregon Cities board meeting, having previously attended several such meetings; Councilor Hobson confirmed he is already registered and has arranged lodging.

Motion	Result
Motion to nominate Councilor Hobson as the City's voting delegate to the League of Oregon Cities board meeting by Wiggins; second by White.	PASSED — Unanimous (Aye); no opposition voiced

8. Consolidated Voting Summary

Item	Description	Vote	Result
Minutes	Approval of Council minutes, as amended	Unanimous Aye	PASSED
Business Licenses	4 new business license applications	Unanimous Aye	PASSED
Parks Advisory Committee	Appointments to 4 vacant seats	Unanimous Aye	TABLED to 9/21/26
Res. 26-1238	Police vehicular evidence storage area	Unanimous Aye	PASSED
LOC Delegate	Nominate Councilor Hobson as voting delegate	Unanimous Aye	PASSED

9. Other Business

9.1 Check Copies and Claims

Check copies and claims in excess of \$500 were included in Council packets per standard practice.

9.2 Announcements

- Friends of the Winston Library will meet sometime in September; the exact date was not confirmed at the meeting (an initial reference to September 9 was corrected on the record).
- Economic Development Committee meeting: September 9, 2026, at noon, City Hall.
- Melon Festival: September 18–20, 2026, at Riverbend Park
- Next City Council meeting: September 21, 2026, at 7:00 PM, City Hall.
- No executive session was held.

9.3 Non-Agenda Items

A council member relayed a resident's question about where to find information on candidates running for council and mayor, noting the city website currently has nothing posted. Council asked that candidates (including the Mayor, who confirmed running unopposed) submit a short blurb for the website.

Council was reminded of a "Flags on Friday" volunteer event to place city flags, with volunteers (including the "Teal Street Gang") meeting at the Community Center at 7:00 AM.

10. Action Items

Action Item	Responsible Party	Deadline / Status
Send a written and/or fuller verbal Police Department report	Police Chief	Next meeting (Sept. 21, 2026), if back at work
Deliver verbal Public Works report	"Andy," Public Works Superintendent	Next meeting (Sept. 21, 2026)
Continue pursuing federal/state police grant applications	Police Chief	Ongoing; decisions pending on multiple applications
Confirm intermediate-year general fund carryover figures against the source handout	Thomas McIntosh / Finance	Before minutes are finalized

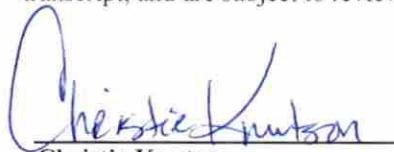
Action Item	Responsible Party	Deadline / Status
Coordinate with high school and PPL to expand light-pole locations; consider donation option	Thomas McIntosh / Public Works	Before Christmas season, if feasible
Resolve Parks Advisory Committee appointments (4 vacant seats)	City Council	Next meeting, September 21, 2026
Develop and publicize a Winston-resident priority window for ball field reservations	Public Works / Administration	Before next reservation season (reservations typically begin in January)
Post council/mayoral candidate information to the city website	Administration	Before the upcoming election
Register/confirm Councilor Hobson as LOC voting delegate	Councilor Hobson / Staff	Already registered, per Councilor Hobson
Coordinate "Flags on Friday" volunteer flag placement	Community volunteers ("Teal Street Gang")	This Friday, 7:00 AM, meet at Community Center

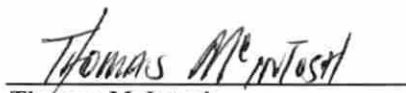
11. Adjournment

The meeting was adjourned at 7:55 PM.

Certification

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


 Christie Knutson
 Mayor, Presiding Officer


 Thomas McIntosh
 City Manager

Winston City Council • September 8, 2026