



CITY OF WINSTON, OREGON

CITY COUNCIL REGULAR MEETING

Monday, September 21, 2026 | 7:00 p.m.

City Hall Council Chambers | 201 NW Douglas Blvd.

541-679-6739

AGENDA

I. Call to Order — Christie Knutson, Mayor

- A. Pledge of Allegiance
- B. Roll Call
- C. Adjustments to the Agenda

II. Consent Agenda

- A. Approval of Council Minutes for September 8, 2026
- B. Acceptance of Minutes for Economic Development, August 12, 2026

III. Comments from the Audience

Anyone wishing to discuss an item not listed on this agenda may address the City Council. Please state your name and city of residence for the record. Each speaker is limited to three minutes. Speakers may not defame, intimidate, use profanity, or make personal affronts. The Council may delay action until it has sufficient information on the issue.

IV. Reports: Boards, Commissions, Committees, and Schools

- A. Economic Development September 9, 2026 – Thomas McIntosh, City Manager

V. Department Reports

- A. Public Works – Andy Howell, Superintendent
- B. Wastewater Treatment – Chris Sherlock, Superintendent
- C. Administration — Thomas McIntosh, City Manager

VI. Old Business

VII. New Business

- A. Business Licenses
 - 1. RN Patient Consulting, LLC – Angie Yow
 - 2. Northwest Pool and Excavation, LLC – Derek Bates
 - 3. Ballard Oyster Co. – Joseph Ballard
 - 4. Abodes Immaculate – Reilly Johnson

- B. Set Council Workshop Dates
- C. Parks Advisory Committee Appointments

VIII. Upcoming Agenda Items

IX. Non-Agenda Items from Council

X. Good of the Order

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

XI. Announcements

- Coffee with Christie October 3rd 10 – Noon; City Hall
- City Council Meeting October 5th at 7 pm; City Hall

XII. Executive Session — Pursuant to ORS 192.660(2)

XIII. Adjournment

AMERICANS WITH DISABILITIES NOTICE

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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

CITY OF WINSTON, OREGON
ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
August 12, 2026

1. Meeting Information

Field	Detail
Meeting	Winston Economic Development Committee — Regular Meeting
Date	August 12, 2026
Location	Winston City Hall
Presiding Officer	Valynn Currie, Chair
Prepared By	Transcription Record
Status	Draft — Pending Approval at Next Regular Meeting

2. Attendance

The Chair stated current committee membership as Craig Wilson, Mike Schneider, herself, Valynn Currie, and Steve Johnson, noting that two other members, Kem and one additional member, had recently resigned and that the committee is seeking replacements.

Name / Title	Role	Note
Valynn Currie	Chair, Presiding Officer	Called meeting to order and presided
Craig Wilson	Committee Member	Present; moved to approve July 8 minutes
Mike Schneider	Committee Member	Present; seconded approval of minutes; active in discussion
Steve Johnson	Committee Member	Absent — noted as unavailable to give the Chamber of Commerce report
Dave Cunningham	City Council Liaison	Presented the Community Development report

Members of the Public

- Sue Terwilliger— audience member; first time attending, offered brief introductory comments

3. Call to Order / Approval of Minutes

Chair Valynn Currie called the meeting to order. The Committee then took up approval of the minutes from the July 8, 2026 meeting.

Motion	Mover / Second	Vote	Result
Approve the July 8, 2026 Economic Development Committee minutes	Craig Wilson moved; Mike Schneider seconded	Unanimous — Aye; none opposed	PASSED

The Chair noted she would sign the approved minutes and forward them to the City.

4. Public Comment

4.1 Introduction — Sue Terwilliger

Sue introduced herself as attending an Economic Development Committee meeting for the first time, stating she wanted to observe the committee's work.

The Chair noted the committee's membership situation: current members are Craig, Mike, Valynn, and Steve; two members, Kem and one other, recently resigned. The Chair asked that anyone aware of interested candidates encourage them to apply, stressing that consistent attendance is necessary to maintain quorum as membership grows.

5. Community Development Report — Dave Cunningham

Dave Cunningham gave an informational report described as not strictly economic development in nature but relevant for the Committee's awareness.

5.1 Derelict Property — Cary Street

- A house on Cary Street has had water and electricity shut off and is occupied by squatters; the property owner (who inherited it) was recently released from jail.
- Neighbors are upset about the condition of the property, which was described as a significant trash and nuisance problem.
- The City has previously spent thousands of dollars on cleanup at the property, which Cunningham characterized as a temporary fix that does not resolve the underlying problem.
- The City is looking to Douglas County for a possible "red tag" (condemnation) action, which would allow the County to step in, though the County has stringent guidelines that must be met first.
- Property taxes on the property are current; other financial obligations tied to the property are in arrears. Cunningham characterized the situation as an ongoing work in progress.

5.2 City Budget Shortfall

- The City is experiencing a structural budget shortfall: annual revenue growth is only slightly more than 2%, while inflation and operating costs are rising faster, requiring significant budget cuts.
- This is part of the reason the City did not rehire a City Planner, saving approximately \$100,000 in pay and benefits; Thomas McIntosh, who has planning credentials, has absorbed those duties, with some minor responsibilities cross-trained to other staff.
- Cunningham credited close work between the Mayor, himself, and Thomas McIntosh in managing the situation, and expressed cautious optimism that the City can remain financially solvent if current efforts succeed.

5.3 Shopping Center Progress

- The shopping center across from City Hall is reported to be progressing well, though there are no confirmed tenant leases at this time. Cunningham noted some prospective tenants have shown interest, but that such matters are not typically discussed publicly until a lease is signed.

5.4 Chamber of Commerce

- Committee members expressed concern about a lack of recent activity from the Chamber of Commerce and a desire for greater financial accountability regarding City funds provided to the Chamber.
- Steve is currently acting Chamber chair but reportedly does not wish to continue in that role; the Chamber needs someone willing to take on the chair position.
- The Chamber does have a treasurer and a bank account, though the treasurer's name was not recalled by anyone in the discussion.
- Members noted several longstanding Chamber activities (e.g., a "First Citizens" type recognition) have not been held in five to six years, unlike neighboring cities in the county that maintain active chambers.

- One member suggested exploring a return to a joint, multi-city model similar to a past "Douglas County chamber," potentially rejoining with the Sutherlin and Myrtle Creek chambers, if Winston's Chamber cannot maintain a solid board.
- No Chamber events are currently being planned; a past graffiti-related event was reported to have gone well, and the Chamber has been fairly active in recruiting new members.

5.5 Melon Festival

- The Melon Festival Committee is reportedly short on volunteers. A committee member (Clay) recently lost a co-organizer (Donna); it is uncertain whether the festival committee can pull off the event, which is roughly three to four weeks away.
- No one present had further information on the festival's status; it was noted that Thomas McIntosh might know more.

6. Urban Renewal Agency (URA) and Facade Grants

- The Committee asked about the availability of URA funds and active facade grants. Cunningham reported this as good news.
- URA funds are restricted in use but the URA is well-financed and in the black; funding is also tied in part to continued participation by the fire district, water district, and school district.
- The current URA boundary stops near the post office, leaving several nearby businesses and "donut holes" outside the district. The City, working with its URA attorney, is actively working to expand the URA boundary to close these gaps.
- The URA has several hundred thousand dollars available for development, with additional funds expected from upcoming property tax collections; all URA funds are earmarked for development purposes.
- The City is looking to raise the facade grant amount, currently \$10,000, citing the rising cost of doing business.
- It was suggested this could be a good Chamber of Commerce project — reaching out to businesses about facade grant availability, potentially including a signage inventory of properties needing improvement.
- Discussion noted that tenants (who do not own their buildings) can apply for facade grants, but the property owner/landlord must approve the work.
- The City is closely monitoring a specific property regarding a potential zoning violation, where a person appears to be operating a business without a valid license after the Planning Commission revoked prior approvals; residential use above a commercial space is allowed under current zoning, but unlicensed business activity is not.

7. New Business License Update

- New business license applications continue to come in weekly, primarily LLCs and contractors, along with home-based ("mom-and-pop") businesses.
- Food trucks operating within the city are required to obtain business licenses and have generally been doing so.
- Lookingglass Brewery has been listed for sale, reportedly around \$2 million, with no known buyer at this time.
- Breweries and wineries in the area are described as facing difficulty, attributed in part to low grape prices and some vineyard ownership shifting to California-based owners.
- Spangler's property has been for sale for roughly a decade with no offers, which members characterized as an indicator of reduced investment interest in that industry.
- Alcohol sales across categories (beer, wine, and liquor) were described as declining, with members speculating this may relate to health concerns (e.g., diabetes risk) and younger consumers shifting toward energy drinks or marijuana rather than alcohol.

8. Good of the Order

8.1 "Timberland" Theme Park Project

A committee member raised a recent newspaper article referencing a proposed large-scale development, previously discussed only in general terms by the Committee. Cunningham provided additional detail:

- Douglas County commissioners have provided \$150,000 for a feasibility study, and surveyors have begun work at the site.
- The project, referred to as "Timberland," is described as a theme-park-style development (compared informally to Disneyland) proposed for a roughly 116-acre site at the corner of Lookingglass Road and Safari Road.
- The land is associated with the Cow Creek Band of Umpqua Tribe of Indians. Developers reportedly have prior ties to California and Disneyland; a Lane County commissioner is described as helping spearhead the project.
- Plans reportedly include several themed sections, Indian rodeo-style attractions and rides, and a large hotel with a water feature. Proponents hope to break ground this year, with an estimated two-year construction timeline; whether the project proceeds depends on the feasibility study.
- The development is expected to create approximately 600 new jobs and could have a significant indirect economic impact on Winston, particularly through increased demand for services such as fast food, motels, gas stations, and housing.
- Members raised concerns about whether the City of Winston has sufficient sewer and water capacity to serve the project, since the site may fall outside city limits but could still rely on city or Green Area Water and Sanitary Authority ("Green") infrastructure. It was noted the Green Area Water and Sanitary Authority has purchased an adjacent ranch that could expand capacity.
- Because the property may be Cow Creek tribal-owned land, its property tax status is unclear; members discussed (without reaching a conclusion) whether the tribe or a project developer would be liable for property taxes, system development charges, or other City fees, and how tribal versus reservation land is treated differently under federal law. Examples were raised of other Cow Creek-owned rental properties within city limits that are reportedly not on the tax rolls.

8.2 Meeting Frequency

A member raised the possibility of reducing how often the Committee reviews certain numbers/reports, suggesting a shift to bi-monthly. It was noted that changing the Committee's meeting frequency (e.g., to quarterly) would need to originate from the City, since the City establishes the Committee's meeting schedule. No action was taken.

8.3 Committee Purpose / Mission Statement

Members expressed a shared sense that the Committee lacks a clear function, purpose statement, or mission statement from the City Council, describing the group at times as "rudderless." A comparison was drawn to the City's Parks Committee, which recently had its role clarified by the City, granting it more defined direction while also increasing its latitude to organize volunteer support for park projects.

Members also cited the "Timberland" project as an example of a matter the Committee felt it should have had earlier input on. The Chair agreed to raise the issue with City Manager Thomas McIntosh and to strongly recommend that a draft mission/purpose statement be developed for the Committee.

9. Action Items & Follow-Up

Action Item	Responsible Party	Deadline / Notes
Recruit new Economic Development Committee members to replace two recent resignations	Committee / Chair	Ongoing
Identify a new Chamber of Commerce chair (Steve does not wish to continue)	Chamber of Commerce	Not specified
Consider a Chamber-led facade grant outreach / signage inventory project	Chamber of Commerce	Not specified
Monitor status of Melon Festival planning given volunteer shortage	Festival Committee / City	Event is approximately 3–4 weeks out

Action Item	Responsible Party	Deadline / Notes
Continue expansion of the Urban Renewal Area boundary	City / URA Attorney	Ongoing
Evaluate raising the facade grant award amount above \$10,000	URA	Not specified
Monitor zoning/business-license compliance at flagged property	City / Code Enforcement	Ongoing
Track sewer/water capacity implications of the proposed Timberland development	City / Green Area Water and Sanitary Authority	Pending feasibility study results
Raise Committee mission/purpose statement with City Manager; draft language for Council consideration	Chair Valynn Currie / Thomas McIntosh	Not specified

11. Adjournment

The meeting was adjourned by unanimous vote following a motion by Mike and second by Craig. 12:35.

Certification

These minutes are a draft record of the Winston Economic Development Committee meeting held on August 12, 2026, reconstructed from an audio transcript, and are subject to review and approval at a subsequent regular meeting.


Valynn Currie, Chair


Thomas McIntosh, City Manager



CITY OF WINSTON, OREGON
ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
September 9, 2026

1. Meeting Information

Field	Detail
Meeting	Economic Development Committee, Regular Meeting
Date	September 9, 2026
Location	Winston City Hall
Presiding Officer	Committee Chair Valynn Currie
Status	Draft — Pending Approval at Next Regular Meeting

2. Attendance

Name / Title	Role	Status
Valynn Currie, Committee Chair	Chair, Presiding Officer	Present
Craig Wilson	Committee Member	Present
Mike Schneider	Committee Member	Present
Thomas McIntosh	City Manager	Present
Cindy Sarti	Finance Clerk	Present

3. Approval of Minutes

The committee's prior meeting minutes, only recently transcribed, were distributed and briefly reviewed at the table.

Motion	Result
To approve the previously-transcribed minutes as submitted by Wilson; second by Schneider.	PASSED — Unanimous (Aye);

4. Discussion Highlights

Community Development / Planning Commission Report (Thomas McIntosh)

- Planning Commission held a public hearing September 2nd on a plan amendment and zone change for the Birch Springs development at Brockway and Highway 42 (southeast corner, south of the high school).
- The request eliminates the Ag-Open zoning designation and relocates the high-density area from the south end of the property to the north near the road, redesignating the remaining southern portion as residential low density; intent is to enable future apartment and subdivision development (this action is a zoning change only, not development approval).
- Planning Commission recommended approval; forwarded to City Council with that recommendation. Applicant has completed a traffic impact analysis; an anticipated 8–10 dwelling units will require a left-turn lane off Highway 42.

- A roundabout previously discussed for that intersection is a separate ODOT project, not tied to this development, and is expected to be delayed by ODOT funding constraints.

Committee Role & Transient Room Tax / URA Funding

- Committee expressed frustration that its powers/duties under city ordinance are vague; clarified duties include reviewing Urban Renewal Agency (URA) activity/funding and making recommendations on tourism grants funded by the transient room tax (TRT).
- TRT fund is small (~\$12,000/year) and is fully allocated to the Chamber of Commerce for tourism promotion; the city currently has only one hotel (down from two) and no funding is available for additional grant activity beyond that. Facade grants tied to the URA (e.g., the recent coffee shop drive-through project) are brought to this committee when they arise.
- TRT applies to hotel/motel stays and short-term (under 30 days) vacation rentals (7% of gross); RV park residents are classified as permanent and do not generate TRT. Vacation rental registrations have grown, partly offsetting the loss of one hotel, but total TRT revenue remains below historical levels.
- Staff clarified the committee's practical scope: business license issuance is reactive, staff-driven processing; proactive business attraction and community economic-vitality efforts are the committee's own function, since current staff (already covering an unfilled City Planner position) has little capacity for proactive outreach.

Project Status Updates

- Timberland project: no new updates since last meeting; a county-led visibility study has reportedly gone favorably, but the city has not received further communication since a previously reported \$150,000 county grant. Timeline appears to be slipping — an initial hope to break ground this year now looks more like a multi-year (potentially up to five-year) process just to reach groundbreaking.
- Two subdivisions are underway on the east side of the city: a 57-lot subdivision being developed in three phases (~20 lots/phase, sewer and water complete for phase one only) and a second, smaller project.
- Wastewater capacity: existing plant capacity is considered adequate for current residential zoning; low-strength residential flow is treated differently than high-strength commercial/restaurant waste. A recent "siphon project" upsized three conveyance pipes (from 2"/12"/16" to 12"/16"/18") to ensure adequate flow capacity going forward, without materially changing overall plant discharge. The plant (built in 1978) has ample adjacent land for future mechanical expansion and is being evaluated for eventual land-based biosolids disposal; a wastewater facilities plan is underway to address long-term capacity and evolving DEQ permit requirements. Plant performance (pH, alkalinity) was described as normal; downstream algae was attributed to effluent temperature/elevation rather than a treatment issue.
- Mathis Mall (long-vacant retail site): still vacant. The Mayor and Thomas McIntosh are running a letter-writing campaign targeting urgent-care operators (e.g., Evergreen, MedExpress-type providers) to fill the space, citing a local gap in walk-in urgent care with on-site labs (residents currently travel to Roseburg for labs). Incentives discussed include URA funds, a staggered lease arrangement with the property owner, and Main Street program support for interior upgrades, which can be layered together.
- Excavation activity noticed near a nearby vacant lot ("Lauren Young lot") was confirmed to be ODOT Highway 42 project material (asphalt millings), not a new development.
- A separate long-vacant property owner (referred to as "Dean") has reportedly become more open to selling/leasing after a previously stalled, unrelated real-estate matter was recently resolved with city assistance; staff will keep the committee posted.

Chamber of Commerce Update

- Former Chamber Chair Steve has stepped down; the new President, "Matt" (an Oregon Pacific Bank employee, also seeking a City Council seat in another city, and active in that city's Chamber as well), made a positive early impression on the committee member who attended the Chamber's last meeting.
- The Chamber's First Citizens Banquet is being targeted for March 2027. No Chamber-run or city-run community events (e.g., a previously planned "wine walk") materialized this year; the committee voiced some frustration at the lack of results relative to continued funding.
- The city renewed its Chamber contract for another year, but reduced Transient Room Tax funding from \$1,000/month to \$500/month.

Old Business

- A member raised concern that committee meetings should produce concrete results rather than just discussion. Staff noted that, beyond items staff can place on the agenda (URA- or TRT-related matters, which arise infrequently), the committee is expected to generate its own actionable goals; a goal-setting session was suggested as a next step, using the URA and Main Street programs as available tools.

New Business — Recent Business Licensing Activity

- New trading (sports) card store opening in the former Cricket Wireless location (between Dollar Tree and the former drug store site).
- New salon activity at 261 Main (behind JM Market), including a business called Dandelion Dreams, subleasing space within an existing storefront.
- New tenant recently leased the former martial-arts studio space (use not yet specified).
- At the most recent City Council meeting, four business licenses were approved: two mobile vendors, one mobile home placement/contractor, and a new tattoo shop at the former Core project site; additional hair-stylist and contractor licenses were also processed.
- Core project (formerly in receivership): sold roughly a year ago to a Roseburg-based couple (last name Hedrick); leasing of remaining units (including the former “Loggers” restaurant space, for which system development charges are already paid) has been slow. The committee discussed a possible outreach/letter-writing effort to help find tenants.

Good of the Order

- The city newsletter continues to be well received; formatting is being redesigned by the city's web contractor, Matt (based in San Diego, a longtime city contractor who previously led the website overhaul), to modernize its appearance beyond the prior clip-art style.
- The city website functions primarily as a self-service portal for city services (utility payments, planning permits, etc.); business promotion/linking is handled mainly by the Chamber and its own social media.
- The city is preparing to launch Express Bill Pay, adding autopay and paperless billing options for utility customers.

5. Motions & Votes

Item	Description	Vote	Result
Minutes	Accept prior meeting minutes as submitted	Unanimous Aye	PASSED
Adjourn	Motion to adjourn	Unanimous Aye	PASSED

6. Action Items

Action Item	Responsible Party	Notes
Continue letter-writing outreach to urgent-care operators for the Mathis Mall site	Mayor / Thomas McIntosh	In progress
Provide update on Timberland project once county communication resumes	Thomas McIntosh / Staff	No timeline given
Consider a committee goal-setting session to define actionable priorities	Committee	Suggested by staff; not yet scheduled
Consider outreach/letter-writing to Core project owners (Hedrick) re: vacant unit leasing	Committee	Discussed, not yet assigned

7. Adjournment

The meeting was adjourned following a motion, second, and unanimous vote in favor. The next meeting is scheduled for October 14, 2026.

Certification

These minutes are a draft record of the Winston Economic Development Committee meeting held on September 9, 2026, reconstructed from an audio transcript, and are subject to review and approval at a subsequent regular meeting.

Winston- Green WWTF Monthly Numbers

August 2026

General

1.) Plant Flow (MG)	<u>2026</u>		<u>2025</u>	
<i>Winston</i>	13.66	46%	13.49	45%
<i>Green</i>	15.78	54%	16.49	55%
<i>Rainfall</i>	0.00		0.14	

2.) Leachate

WWTF:	0	0
Ingram:	0	385,000
Total:	0	385,000

3.) Bio-Solids

1.) Drying Beds: 63,270 gallons

2.) Land Application: 207,000 gallons

Monthly Notes

- Hauled Liquid Biosolid's
 - We are leaning on our hauled biosolids this year instead of drying beds due to half of our beds being offline because of The City of Winstons siphon project
- Polymer System mixing chamber replaced
- Sewer line that comes from Landers and the main line for the treatment facility has been ruptured by the Siphon boring. It is now being bypass pumped until boring has been completed.
- Annual Maintenance on clarifiers including epoxy coating of the weirs
- Began dichlorination pump replacement project.
 - Pump are getting replaced with new and plumping on the intake and discharge is getting replaced.

FLOW ALLOCATION CHART

MONTH	WINSTON	GREEN	GREEN Calculated	LANDERS LN.	LEACHATE (Ingram)	TOTAL	RAINFALL
	MG	MG	MG	MG	MG	MG	
Jan.26	32.08	28.83	28.55	0.891	1.166	60.63	2.45
Feb.26	38.35	33.73	33.45	0.789	1.067	71.80	6.04
Mar.26	36.73	29.78	29.20	0.486	1.062	65.93	1.99
Apr.26	30.05	26.87	26.52	0.401	0.748	56.57	3.52
May.26	18.95	19.69	19.39	0.193	0.495	38.33	0.42
June.26	14.75	16.72	16.87	0.189	0.044	31.62	0.42
July.26	14.16	16.43	16.59	0.159	0.000	30.74	0.00
Aug.26	13.67	15.78	15.99	0.207	0.000	29.65	0.00
Sept.25	13.17	17.00	17.16	0.469	0.308	30.33	1.02
Oct.25	15.67	20.60	20.55	0.531	0.583	36.22	3.19
Nov.25	15.23	20.40	20.27	0.595	0.732	35.50	2.85
Dec.25	27.75	29.83	29.45	0.595	0.974	57.20	6.16
TOTAL	270.55	275.66	273.98	5.505		544.53	28.06
GREEN Flow Calculated		273.98					
APPORTIONMENT	49.68%	50.32%					
				100%			

WINSTON-GREEN WWTF

August 2026

SYSTEM CLASSIFICATION: IV PERMIT # 100554
COUNTY: DOUGLAS

FILE # 98400

COUNTY: DOUGLAS										POPULATION: 10000										TYPE: RBC / ACTIVATED SLUDGE										BIOSOLIDS			RAIN	
D A T E	TOTAL FLOW MGD	INF PH	INF CBOD mg/l	INF SS mg/l	NH3 N EFF	TKN EFF	NO2 EFF	NO3 EFF	TOTAL P EFF	EFF PH	EFF TEMP MAX	EFF CBOD mg/l	% REMOVED	LBS CBOD DIS	EFF SS mg/l	% REMOVED	LBS DIS SS	CL2 RES mg/l	CL2 USED GAL.	ECOLI COL	LAND gallons	DRYING BEDS gallons	FALL inches											
1	1.068	7.4							6.4	24.8				0.05	472																			
2	1.136	7.4							6.8	24.6				0.09	473																			
3	1.123	7.6	244	320	0.05	0.63	0.04	19.8	1.4	7.1	24.5	2.3	99%	22	2.0	99%	19	0.04	473	<1														
4	1.099	7.6							7.0	24.8				0.05	473							13,320												
5	1.106	7.4	218	324	0.13					7.1	24.9	2.8	99%	26	2.2	99%	20	0.06	472			4,500												
6	1.072	7.6							7.1	25.0				0.08	472							4,500												
7	1.105	7.5	201	339	0.14					7.1	25.3	3.2	98%	29	2.8	99%	26	0.07	472			4,500												
8	1.066	7.4							6.6	25.2				0.09	472																			
9	1.100	7.4							6.9	25.1				0.08	473																			
10	1.079	7.5	233	291	0.15				7.2	25.1		3.6	98%	32	2.6	99%	23	0.09	408	1.0														
11	1.064	7.5							7.1	25.1				0.06	327						4,500	12,950												
12	1.110	7.5	202	366	0.09	1.93	0.04	18.8	0.7	7.2	25.3	4.1	98%	38	4.0	99%	37	0.03	332			37,000												
13	1.067	7.3							6.7	25.2				0.04	323																			
14	1.084	7.4	221	410						7.0	25.0	3.9	98%	35	3.8	99%	34	0.04	326			4,500												
15	1.097	7.3							6.9	25.1				0.09	360																			
16	1.106	7.5							7.1	25.1				0.06	379																			
17	1.120	7.5	230	294	0.06	1.15	0.04	15.9	1.1	7.1	25.0	3.8	98%	35	5.2	98%	49	0.07	396	10.9		4,500												
18	1.061	7.5							7.3	25.1				0.08	395																			
19	1.089	7.5	176	221	0.09					7.1	25.3	4.1	98%	37	5.0	98%	45	0.07	400			9,000												
20	0.912	7.5							7.1	25.5				0.06	366							4,500												
21	0.981	7.4	232	356						7.1	25.6	4.8	98%	39	5.2	99%	43	0.07	365															
22	0.950	7.3							6.3	25.5				0.09	365																			
23	0.996	7.4							6.8	25.5				0.09	383						1.0													
24	0.954	7.5							7.0	25.6				0.07	358							22,500												
25	0.924	7.5							7.1	25.7				0.02	400							27,000												
26	0.957	7.5	146	200	0.12	1.61	0.04	19.2	1.6	6.9	25.5	3.4	98%	27	3.6	98%	29	0.01	420	16.4		22,500												
27	0.900	7.4								6.9	25.6			0.02	432							27,000												
28	0.928	7.5	144	290	0.09					6.8	25.3	3.3	98%	26	3.0	99%	23	0.02	437			31,500												
29	0.917	7.4							6.9	24.9				0.02	429																			
30	1.004	7.2							6.7	24.7				0.02	425						<1	9,000												
31	0.941	7.4	200	288	1.18	3.87	0.12	20.2	4.2	7.1	25.0	2.5	99%	20	4.0	99%	31	0.08	424	<1		22,500												
TOT	32.116																																	
MAX	1.136	7.6	244	410	1.18	3.87	0.12	20.2	4.2	7.3	25.7	4.8	99%	367			379				12,700		0.00											
MIN	0.900	7.2	144	200	0.05	0.63	0.04	15.9	0.7	6.3	24.5	2.3	98%	19.6	2.0	98%	48.6	0.09	473	16.4			0.00											
AVG	1.036	7.4	204	308	0.21	1.84	0.05	18.8	1.8	7.0	25.2	3.5	98%	30.6	3.6	99%	31.6	0.06	410	<1			0.00											
BS AVG																							27.333											

LBS AVG 27.333

I certify that I am familiar with the information contained in this report and that to the best of my knowledge such information is true, complete and accurate.

Christopher W. Sherlock
SUPERINTENDENT T IV

PERMIT LIMITS: 1.6MGD, pH 6.2 to 8.5, BOD TSS Conc-10 monthly/15 weekly, Mass BOD TSS 270 daily/200 weekly/130 monthly, EC/126 monthly



Application for Business License

Business Name: RN Patient Consulting, LLC
Owner/Agent: Angie Yow Date of Birth: 2/25/1977
Driver's License/ID: 20000000000000000000 State: OR Phone: 541-580-3258
Business Location: 510 SE Garden Way Drive Winston, OR 97496
Business Mailing Address: Same
City: _____ State: _____ Zip: _____
Business Phone: 541-580-3258 Email: Angie@rnpatientconsulting.com

Scope of Business:

Business Type: Contract Community Nurse Care with ODHS

- ☒ Permanent (Business addressed and/or located within city limits)
Sq. Ft. of Building for Business: 100 sq. ft No. of Parking Spaces: 0
☐ 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: Angie Yow Date: 8/21/26
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 # 32-26

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

RN Patient Consulting LLC

LICENSE # 32-26

Business Location 510 SE Garden Way Dr. Zoning RLA

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

Planning Official Thomas McIntosh Date 9-16-26
Comments:

NO LAND USE REQUIRED

Police Chief [Signature] Date _____

Recommendation: ☒ Recommended ☐ Not Recommended
Comments:

City Manager * See Planning Date _____

Billing Clerk Lacy Canale Date 9-16-2026

Fee \$50 Receipt # 93541 CC 9/21/26 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 # 32-26

Revised 06.01.2026 cms



Application for Business License

Business Name: Northwwest Pool and Excavation LLC.
Owner/Agent: Derek Bates Date of Birth: [REDACTED]
Driver's License/ID# [REDACTED] State: Oregon Phone 541-890-3899
Business Location: 1679 Jackson Road
Business Mailing Address: 1679 Jackson Rd. Ashland Oregon 97520
City: Ashland State: Oregon Zip: 97520
Business Phone: 541-890-3899 Email: derek@nwpeoregon.com

Scope of Business:

Business Type: Pool Builder, Pool Remodeler, Excavation and General Contractor

- ☐ 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#: 249680 DC Health Dept: _____ Other: _____

Current/Upcoming Projects (Input N/A if none): new pool construction, 430 Serengeti Drive, Winston

Applicant Signature: Derek Bates Date: 09/01/2026
Signer ID: YFBZ3ZKK13...

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 # 35-26

Revised 06.01.2026 cms

*** STAFF USE ONLY ***

Northwest Pool and Excavation LLC

LICENSE # 35-26

Business Location _____ Zoning _____

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

Planning Official Thomas McIntosh Date 9-16-26
Comments: NO LAND USE REQ'D

Police Chief [Signature] Date 9-16-2026

Recommendation: ☒ Recommended ☐ Not Recommended
Comments: Admin Assistant Koberstein signing for Chief

City Manager *See Planning Date _____

Billing Clerk N/A Date _____

Fee \$50 Receipt # 93611 CC 9/21/26 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 # 35-26

Revised 06.01.2026 cms



Application for Business License

Business Name: Ballard Oyster Co.

Owner/Agent: Joseph C. Ballard Date of Birth: [REDACTED]

Driver's License/ID# [REDACTED] State: Or. Phone: 541-808-8652

Business Location: 620 N 8th St., Lakeside, OR 97449

Business Mailing Address: Same as Above

City: _____ State: _____ Zip: _____

Business Phone: 541-808-8652 Email: ballardshellfishfarm@gmail.com

Scope of Business:

Business Type: Shellfish Vendor/Wholesale

- ☐ 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: Or21155D Cent#

Current/Upcoming Projects (Input N/A if none): Melon Festival vendormkt.

Applicant Signature: [Signature] Date: 09-14-2024

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 # 36-26

Revised 06.01.2026 cms

*** STAFF USE ONLY ***

Ballard Oyster Co.

LICENSE # 36-26

Business Location Lakeside, Oregon Zoning N/A

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

Planning Official Thomas McIntosh Date 9-16-26
Comments: NO LAND USE REQ'D

Police Chief [Signature] Date 9-16-2026

Recommendation: ☒ Recommended ☐ Not Recommended
Comments: Admin Assistant Koberstein signing for Chief

City Manager *See planning Date _____

Billing Clerk N/A Date _____

Fee \$50 Receipt # 93627 CC 9/21/26 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 # 36-26

Revised 06.01.2026 cms



Application for Business License

Business Name: abodes Immaculate
Owner/Agent: Reilly D Johnson Date of Birth: [REDACTED]
Driver's License/ID#: [REDACTED] State: OR Phone: (541) 733-2116
Business Location: 1531 SE Grape Ave. #5 Winston, OR 97496
Business Mailing Address: Same as above
City: Winston State: OR Zip: 97496
Business Phone: (541) 733-2116 Email: _____

Scope of Business:

Business Type: Cleaning Services

- ☒ 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: [Signature] Date: 9/15/26

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 # 37-26

Revised 06.01.2026 cms

*** STAFF USE ONLY ***

abodes Immaculate

LICENSE # 37-26

Business Location 53 SE Grape #5 Zoning RLA

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

Planning Official Thomas McIntosh Date 9-16-26

Comments: NO LAND USE REQ'D.

Police Chief [Signature] Date 9-16-2026

Recommendation: ☒ Recommended ☐ Not Recommended

Comments: Admin Assistant S. Koberstein signing for Chief

City Manager * See Planning Date

Billing Clerk [Signature] Date 9-16-2026

Fee \$50 Receipt # 93631 CC 9/21/26 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 # 37-26

Revised 06.01.2026 cms



RECEIVED

JUL 28 REC'D

CITY OF WINSTON

CHK#

CASH

AMT.

BY:

I AM INTERESTED IN:

PLANNING COMMISSION

☒ ^{#1} PARKS ADVISORY COMMITTEE

PARKS VOLUNTEER PROGRAM

☒ BUDGET COMMITTEE

URBAN RENEWAL ADVISORY

ECONOMIC DEVELOPMENT

TRAFFIC & PUBLIC SAFETY

LIBRARY, (FOWL)

OTHER _____

per our
case talk
8-4-20
AHT

**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

Name David Hopkins
Residence Address 160 SE Grape Ave Mailing _____
City Winston State OR Zip Code 97796
How Long? 16 Yrs Age Group 18-25 26-35 ☒ 36-50 51-60 61+
Phone 541 637 8153 Email Address _____
Occupation Forest Dir Hobbies/Interests _____
Previous community involvement experience? Planning Comm 20-3 yrs

Most correspondence is done by email. Please check it regularly. Resumes are encouraged, not required. Feel free to attach whatever you feel is relevant to being appointed to the board, commission, committee, or volunteer program you wish to serve.

I can commit _____ daytime hours, and/or I can commit _____ evening hours per month.

Applicant Signature: _____ Date 7/28/26

Feel free to use the space below to add relevant information you feel would have an impact on your appointment.

****See Reverse Side for Important Information****



RECEIVED

AUG 04 REC'D

CITY OF WINSTON

CHK#

CASH

AMT.

BY

I AM INTERESTED IN:

☐ PLANNING COMMISSION☒ PARKS ADVISORY COMMITTEE☐ PARKS VOLUNTEER PROGRAM☐ BUDGET COMMITTEE☐ URBAN RENEWAL ADVISORY☐ ECONOMIC DEVELOPMENT☐ TRAFFIC & PUBLIC SAFETY☐ LIBRARY, (FOWL)☐ OTHERCITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENTName SHAWN BATESONResidence Address 610 WIL WAY Mailing SAMECity WINSTON State OR Zip Code 97496How Long? 8 Yrs Age Group 18-25 26-35 36-50 ☒ 51-60 61+Phone 541-430-4112 Email Address taytar68@gmail.comOccupation GENERAL CONTRACTOR Hobbies/Interests HUNTING, FISHING, CAMPINGPrevious community involvement experience? NO

Most correspondence is done by email. Please check it regularly. Resumes are encouraged, not required. Feel free to attach whatever you feel is relevant to being appointed to the board, commission, committee, or volunteer program you wish to serve.

I can commit _____ daytime hours, and/or I can commit 2-4 evening hours per month.Applicant Signature: Shawn Bateson Date 7-31-26

Feel free to use the space below to add relevant information you feel would have an impact on your appointment.

I HAVE BEEN AN INDEPENDENT CONTRACTOR
WORKING ON PUBLIC WORKS JOBS FOR 20+ YEARS.
I FEEL I COULD BRING SOME FRESH INSIGHT
TO CITY IMPROVEMENTS.

****See Reverse Side for Important Information****



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:

- ☐ PLANNING COMMISSION
☒ PARKS ADVISORY COMMITTEE
☐ PARKS VOLUNTEER PROGRAM
☐ BUDGET COMMITTEE
☐ URBAN RENEWAL ADVISORY
☐ ECONOMIC DEVELOPMENT
☐ TRAFFIC & PUBLIC SAFETY
☐ LIBRARY, (FOWL)
☐ OTHER _____

Name Brett Bustrum

Residence Address 184 Danielle Drive

Mailing _____

City Winston State Or Zip Code 97496

How Long? 10 Yrs Age Group 18-25 26-35 ☒ 36-50 51-60 61+

Phone (541) 900-7279

Email Address brettbustrum@gmail.com

Occupation Quality Manager

Hobbies/Interests Fishing, Coaching

Previous community involvement experience? Fire Department budget committee, current wdsd board member

Most correspondence is done by email. Please check it regularly. Resumes are encouraged, not required. Feel free to attach whatever you feel is relevant to being appointed to the board, commission, committee, or volunteer program you wish to serve.

I can commit 8 daytime hours, and/or I can commit 8 evening hours per month.

Applicant Signature: Brett Bustrum

Date _____

Feel free to use the space below to add relevant information you feel would have an impact on your appointment.

*****See Reverse Side for Important Information*****



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:

- ☐ PLANNING COMMISSION
☒ PARKS ADVISORY COMMITTEE
☐ PARKS VOLUNTEER PROGRAM
☐ BUDGET COMMITTEE
☐ URBAN RENEWAL ADVISORY
☐ ECONOMIC DEVELOPMENT
☐ TRAFFIC & PUBLIC SAFETY
☐ LIBRARY, (FOWL)
☐ OTHER _____

Name Israel A. Wafer
Residence Address 140 SE Park Street Mailing 140 SE Park Street
City Winston State Oregon Zip Code 97496
How Long? 12 Yrs Age Group 18-25 26-35 ☒ 36-50 51-60 61+
Phone 541-643-8301 Email Address israel.wafer@yahoo.com
Occupation Comstruction Hobbies/Interests coaching
Previous community involvement experience? Field prep/maintenance, coaching youth and high school sports

Most correspondence is done by email. Please check it regularly. Resumes are encouraged, not required. Feel free to attach whatever you feel is relevant to being appointed to the board, commission, committee, or volunteer program you wish to serve.

I can commit as needed daytime hours, and/or I can commit as needed evening hours per month.

Applicant Signature: [Signature] Date 08/13/2026

Feel free to use the space below to add relevant information you feel would have an impact on your appointment.

I have been involved for over a decade in Winston.

I believe I have a relevant perspective to the current needs of the youth in our community. by serving on the parks advisory committee, I hope to provide more opportunities for our local youth.

*****See Reverse Side for Important Information*****



**CITY OF WINSTON
CITIZEN INVOLVEMENT
APPLICATION FOR
APPOINTMENT**

I AM INTERESTED IN:

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☒ PARKS ADVISORY COMMITTEE
☐ PARKS VOLUNTEER PROGRAM
☐ BUDGET COMMITTEE
☐ URBAN RENEWAL ADVISORY
☐ ECONOMIC DEVELOPMENT
☐ TRAFFIC & PUBLIC SAFETY
☐ LIBRARY, (FOWL)
☐ OTHER _____

Name Jack Holland
Residence Address 175 WHITETAIL LN Mailing SAME
City ROSEBURG State OR Zip Code 97471
How Long? _____ Yrs Age Group 18-25 26-35 36-50 51-60 ☒ 61+
Phone (541) 637-8268 Email Address JACK.HOLLAND59@GMAIL.COM
Occupation RETIRED Hobbies/Interests _____
Previous community involvement experience? C.O.W. PARK BOARD (CHAIR) 15+ yrs
MULTIPLE NON PROFIT ORGANIZATIONS

Most correspondence is done by email. Please check it regularly. Resumes are encouraged, not required. Feel free to attach whatever you feel is relevant to being appointed to the board, commission, committee, or volunteer program you wish to serve.

I can commit _____ daytime hours, and/or I can commit _____ evening hours per month.

Applicant Signature: Jack Holland Date 7/21/26

Feel free to use the space below to add relevant information you feel would have an impact on your appointment.

AFTER MANY YEARS OF PARK BOARD SERVICE, I AM VERY FAMILIAR WITH THE PROCESSES REQUIRED FOR PARK PROJECTS, RENTALS AND MAINTENANCE. I FEEL MY KNOWLEDGE AND EXPERIENCE ARE BEST SERVED ON THE ADVISORY COMMITTEE. ALSO, AS A MEMBER OF A NON PROFIT, I COULD NOT SUPPORT PROJECTS AS A MEMBER OF THE VOLUNTEER COMMITTEE.

*****See Reverse Side for Important Information*****

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CITY OF WINSTON BY _____



CITY OF WINSTON CITIZEN INVOLVEMENT APPLICATION FOR APPOINTMENT

I AM INTERESTED IN:

- ☐ PLANNING COMMISSION
☒ PARKS ADVISORY COMMITTEE
☐ PARKS VOLUNTEER PROGRAM
☐ BUDGET COMMITTEE
☐ URBAN RENEWAL ADVISORY
☐ ECONOMIC DEVELOPMENT
☐ TRAFFIC & PUBLIC SAFETY
☐ LIBRARY, (FOWL)
☐ OTHER _____

Name Clay CaldwellResidence Address 190 4th Street, Dillard, OR.Mailing 190 4th St.City WinstonState ORZip Code 97496How Long? 33 Yrs

Age Group

18-2526-3536-5051-6061+Phone 541-530-7862Email Address cclaydwell@gmail.comOccupation RetiredHobbies/Interests working with communityPrevious community involvement experience? W-D Festival Association - previousPark Board, former Dillard Community Action Assn.Community Unity, Winston Dillard Fire & Central Douglas Fire Rescue Board

Most correspondence is done by email. Please check it regularly. Resumes are encouraged, not required. Feel free to attach whatever you feel is relevant to being appointed to the board, commission, committee, or volunteer program you wish to serve.

I can commit any daytime hours, and/or I can commit any evening hours per month.Applicant Signature: Clay CaldwellDate 7/24/2026

Feel free to use the space below to add relevant information you feel would have an impact on your appointment.

I have helped organize events in Winston area.
Melon Festival, Winston Summer Nite Cruise, Winston
Christmas Tree Lighting, Winston Christmas Ball
Have completed Park Projects in parks successfully

*****See Reverse Side for Important Information*****