



CITY COUNCIL PACKET

Regular Meeting

Tuesday, September 8, 2026 | 7:00 p.m.

City Hall Council Chambers

201 NW Douglas Blvd. | Winston, Oregon | 541-679-6739

Prepared for the Winston City Council

This organized edition presents the complete original packet and supporting attachments.



CITY OF WINSTON, OREGON

MEETING AT A GLANCE

Meeting Information

Date and time	Tuesday, September 8, 2026 at 7:00 p.m.
Location	City Hall Council Chambers, 201 NW Douglas Blvd.
Presiding officer	Mayor Christie Knutson

Council Action Items

Agenda Item	Subject	Type
Consent Agenda	Approve August 17, 2026 City Council regular meeting minutes	Action
Business Licenses	Consider four business license applications	Action
Council Workshop	Set Council workshop dates	Action
Parks Advisory	Consider Parks Advisory Committee applicants	Action
Resolution No. 26-1238	Police Department vehicular evidence storage area	Action

See agenda and supporting materials for complete language, staff details, and legal items.



CITY OF WINSTON, OREGON

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AGENDA

Meeting order and public notice

- Regular meeting agenda
- Public comment procedures
- Announcements and executive session notice



CITY OF WINSTON, OREGON

CITY COUNCIL REGULAR MEETING

Tuesday, September 8, 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 August 17, 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

V. Department Reports

- A. Public Works – Andy Howell, Superintendent
- B. Administration — Thomas McIntosh, City Manager

VI. Old Business

VII. New Business

- A. Business Licenses
 - 1. Clueless Sports LLC – Kyle Barnes
 - 2. Obsidian Ink – Asia Quarles
 - 3. Kchemical Kreations Studio – Kelsea Adkins
 - 4. Mobile Home Men, LLC – Nathan Cole
- B. Set Council Workshop Dates
- C. Parks Advisory Committee Applicants
- D. Resolution No. 26-1238 Police Department Vehicular Evidence Storage
 - 1. Read by Title Only — Thomas McIntosh

2. Staff Report — Andy Howell
3. Comments from the Audience (three minutes per speaker)
4. Council Action

VIII. Upcoming Agenda Items

IX. Non-Agenda Items from Council

X. Good of the Order

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

XI. Announcements

- Friends of the Winston Library Board Meeting September 9th at 11; Library
- Economic Development Committee Meeting September 9th at noon; City Hall
- Melon Festival September 18 – 20; Riverbend Park; www.wdfassociation.org for info.
- City Council Meeting September 21st at 7pm; City Hall

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

XIII. Adjournment

AMERICANS WITH DISABILITIES NOTICE

The City of Winston will make reasonable efforts to provide public accessibility to its services, programs, and activities. To request accommodation for this meeting, contact Winston City Hall at 541-679-6739 at least 48 hours before the scheduled meeting time.



CONSENT AGENDA

Items presented for Council approval or acceptance

- August 17, 2026 City Council regular meeting minutes



CITY OF WINSTON, OREGON

CITY COUNCIL REGULAR MEETING MINUTES

August 17, 2026

1. Meeting Information

Meeting	Winston City Council Regular Meeting
Date	August 17, 2026
Location	Winston City Hall
Presiding Officer	Mayor Christie Knutson
Prepared By	Transcription Record
Status	Draft — Pending Approval at Next Regular Meeting

2. Attendance

A roll call was conducted at the start of the meeting.

Name / Title	Role	Status
Mayor Christie Knutson	Presiding Officer	Present
Councilor Allen Hobson	Council Member	Present
Councilor Dorie White	Council Member	Present (recused from Item 7.3 — Winston-Dillard Water District franchise agreement)
Councilor Dave Cunningham	Council Member	Present
Councilor Nicholas Wiggins	Council Member	Excused (family visiting from Florida)

Staff and Presenters Identified in the Recording

- Thomas McIntosh — City Manager
- Brandon Sarti — Winston Police Chief
- Chris Sherlock — Wastewater Treatment Plant Superintendent
- Paula Fetzer — Director, Friends of the Winston Library

Members of the Public Providing Testimony

- Steve Hammerson — Roseburg, Oregon resident

3. Call to Order / Pledge of Allegiance / Agenda Adjustments

The meeting opened with the Pledge of Allegiance, followed by roll call (see Attendance, above). The Mayor asked whether there were any adjustments to the agenda; none were requested.

4. Consent Agenda

4.1 Approval of August 3, 2026 Council Minutes

A motion was made to approve the August 3, 2026 Council minutes as presented.

Motion	Result
To approve August 3, 2026 Council minutes as presented by Hobson; second by White	PASSED — Unanimous (Aye); no opposition voiced

4.2 Acceptance of Economic Development Committee Minutes — July 8, 2026

Before the vote, Councilor Cunningham asked to make a brief comment for the benefit of the audience regarding a potential theme park development in the area of Lookingglass and Safari Roads that could have an indirect impact on the city, particularly the sewer department. No formal application has been filed on the project; the comment was offered only to put the matter on the record. It was also noted that the Douglas County Commissioners have granted \$150,000 for a research study related to the project.

Motion	Result
To accept Economic Development Committee minutes of July 8, 2026, as read by Cunningham; second by Hobson	PASSED — Unanimous (Aye); no opposition voiced

5. Public Comment

5.1 Flock Camera Transparency — Steve Hammerson, Roseburg

Steve Hamerson, a resident of Roseburg, Oregon, commended the Council and Mayor for their transparency regarding the Flock camera program, describing the topic as controversial and noting significant public interest (citing videos on the subject that received tens of thousands of views). He stated that placing the item on the agenda and allowing public discussion helped address a lack of proactive communication that has fueled controversy elsewhere.

6. Reports, Boards, Commissions, Committees, and Schools

6.1 Friends of the Winston Library — Paula Fetzer, Library Director

- Presented the library's FY2025-26 year-end statistics and budget, and previewed the proposed FY2026-27 budget.
- Reported continued growth in patronage, including residents of the Green area, who use the Winston library because Roseburg charges a \$60 non-resident membership fee.
- Explained a roughly \$3,000 budget increase is driven by a state requirement that the library director work 20 hours/week (the state's definition of "part-time" for library certification purposes) rather than the 12 hours/week previously worked — a standard the prior director had misapplied. Grant funding does not cover the additional salary cost; grants may only be used for library provisions/materials.
- The library board will review and approve the FY2026-27 budget before it is brought back to the City Council for consideration.

6.2 Economic Development Committee — Dave Cunningham

- Reported on a proposed theme park concept in the area of Lookingglass and Safari Roads, a timber-themed development involving approximately 600 acres.
- Identified two areas of city concern: water demand on the water department, and sewage generation affecting the sewer/wastewater plant.
- Estimated jobs created at approximately 800 full-time jobs with up to 2,000 seasonal/peak positions.
- The property is located in tribal trust land within the Urban Growth Boundary but outside Winston city limits; because jurisdictional boundaries do not apply to tribal trust land in the same way, the city's regulatory involvement would be through local permitting and property tax mechanisms rather than direct annexation authority.
- The Douglas County Commissioners have granted \$150,000 for a research/feasibility study on the project. Developers had previously asked local officials to keep the project confidential; it was noted that the developers/investors have since begun discussing it publicly, so the confidentiality request no longer applies.
- No formal application or permit request has been filed; the item was accepted as informational only, with no council action taken.

6.3 Wastewater Treatment Plant — Chris Sherlock

- Routine operations update; staff have been managing various plant issues, described informally as "siphon debacles."
- Staff discovered structural cracks in the flume of inflow pump #3 (not currently leaking, but at the end of its service life). Replacement pumps were already budgeted and purchased this year and are available to install.
- On plant capacity: a prior flow-and-load study indicated the plant was over capacity in several areas, but that data included "recycle streams" that artificially inflated the load figures. Those recycle streams have since been removed. A more detailed facilities plan study is scheduled this year to produce a more accurate capacity picture; in the meantime, the plant continues to meet its discharge permit.
- Staff have no information indicating whether the proposed theme park development (Item 6.2) would connect to the city's wastewater system or construct its own facility.
- Discussed summertime plant discharge temperatures: the plant's effluent is currently cooler than the river itself, an unusual condition attributed to a mild summer without prolonged extreme heat (river temperatures cited at 79°F and, more recently, 75°F). Future facility planning will still need to address cooling requirements for warmer years.

6.4 Police Department — Chief Sarti

Grants

- \$5,000 CIS grant for administrative/operations support.
- \$10,000 body camera grant (CIS).
- \$5,000 evidence property grant, to fund an evidence dryer used to preserve evidence for prosecution.
- A grant to help fund the department's Lexipol policy/document management subscription, which supports the department's accreditation effort; Lexipol is used by nearly all Douglas County agencies (and widely across Oregon) to keep department policy current with case law, and Winston has used the system for approximately 15 years.
- \$5,000 officer wellness grant, written with a focus on encouraging time off after traumatic incidents (e.g., death notifications) rather than a more traditional counseling-benefit framing.
- A federal COPS hiring grant application (approximately \$125,000) submitted to help recover a currently-unfilled officer position; submitted based on current (reduced) staffing levels.
- An Oregon Business Development seismic retrofit grant (approximately \$2.3 million) — the Chief indicated the department believes this award is proceeding.

Accreditation

- The department's Lieutenant completed the department's accreditation work prior to his retirement (see below); the inspection component remains outstanding and the Chief will take it over directly. Successful accreditation is expected to yield approximately a 1% reduction in the city's insurance costs (roughly \$5,500/year).

Budget Reductions and Staffing

- The Chief described this year's budget reduction request as the largest he has experienced since becoming a manager with the city in 2004: the city requested a \$215,000 cut, well above his expectation of a \$50,000–\$80,000 reduction.
- The department's Lieutenant — 24 years of service with Winston and 30 years total in law enforcement — is retiring effective September 1, 2026. The Chief characterized the departure as related to budget-driven frustration rather than dissatisfaction with the department itself, and stated he does not yet have a plan for covering the resulting supervisory gap.
- The department is currently short-staffed by three positions: the outgoing Lieutenant, one officer assigned to D. I. N. T., and one officer on medical leave for back surgery (expected out approximately six months). The Chief indicated he may personally return to patrol duty on a short-term basis.

Flock Camera Program

- The Chief announced he has cancelled the city's Flock license-plate-reader camera contract effective immediately (vendor notified the same day), citing the program's cost as a significant factor in closing the budget gap.
- The Chief acknowledged the program's investigative value, including its role in solving a homicide, a drive-by shooting, and multiple park-area cases, but stated that public concern over privacy/"Big Brother" surveillance, combined with the budget shortfall, led to the decision to discontinue it.
- The eight Flock cameras were located just outside city limits.
- In discussing camera misuse elsewhere, the Chief noted that officers at another agency were previously terminated for improperly accessing camera data (described as using it to look up personal contacts); he clarified that such misuse is a LEDS/CJIS violation independent of the Flock system itself, and would result in termination regardless of which camera system was involved.

Municipal Court

- The court has never had a formal written policy and procedure manual; the Chief is developing one and cross-training staff to reduce costs.
- The Chief has engaged a retired dispatch supervisor to help audit and correct historical billing and fee-collection irregularities in the court.
- The audit uncovered systemic historical problems in the court's billing practices, including instances of overcharging and instances where owed fees were never collected or were collected longer than required. The Chief indicated similar training and procedural gaps have affected municipal courts in other Douglas County jurisdictions.

Community Outreach and Canine Program

- The Chief addressed public criticism he has received over discontinuing community-outreach programs, clarifying that the reductions are driven entirely by lack of funding rather than lack of commitment. He noted he personally created most of the department's community outreach programs over his eight years as chief (growing the department's community functions from 2 to approximately 16) and utilizes a certified officer serving as administrative assistant ("Sandy") to help staff these events; the programs are not affected by any lack of volunteers.
- On the canine unit: the Chief noted the unit and vehicle were funded through donations, but that the roughly \$8,600/year operating cost is difficult to justify given current overtime pressures — citing \$13,000 in overtime incurred on July 4th alone.

6.5 Administration — Thomas McIntosh

Mr. McIntosh acknowledged the difficulty of the police department's budget reductions and thanked the Chief for his service, describing the reductions as one of the hardest parts of his role as City Manager. He cited rising costs generally, and rising medical insurance costs in particular, as key drivers of the city's budget shortfall.

7. Old Business

7.1 Resolution 26-1237 — IGA with the State of Oregon (ODOT) for Automatic License Plate Reader Installation Along OR-42

Read by title only. This resolution would have authorized an intergovernmental agreement with the Oregon Department of Transportation for the installation of automatic license plate reader (LPR) equipment along OR-42.

- The Mayor reported attending the Oregon Mayors Association (OMA) meeting in Ashland the prior week, where Flock cameras were discussed statewide; the Mayor noted Florence, Oregon was the only community that favored keeping its cameras, while public backlash in other communities led to their removal. The Mayor stated a personal belief that the cameras are valuable but acknowledged significant public concern.
- Staff reported that the city's Flock camera locations and list of authorized users have been posted publicly on the police department's website for transparency and oversight purposes. The cameras remain technically active but are in the process of being deactivated per the Chief's direction.
- Discussion covered the cost structure of LPR technology generally: Flock cameras cost approximately \$3,000 per camera plus \$500 installation; a comparison was drawn to the county-wide Douglas County LPR network, which reportedly includes approximately 8 cameras at the county level and approximately 6 in Roseburg. Other agencies also use similar LPR technology from other vendors (e.g., Taser-brand systems).
- Staff recommended the Council deny/terminate Resolution 26-1237, consistent with the decision to discontinue the Flock camera program, given the approximately \$24,000/year cost of the ODOT agreement and other higher-priority budget needs.
- No members of the public offered comment when the floor was opened.

Motion	Vote	Result
To terminate Resolution 26-1237 (State of Oregon/ODOT automatic license plate reader agreement) by Cunningham; second by Hobson	Aye; no opposition voiced	PASSED (resolution terminated — IGA not adopted)

7.2 Business License Revocation — 92 NW Glenhart

- Staff reported that a letter has already been sent to the business owner, initiated on a recommendation from the Police Department, giving the owner notice and an opportunity to participate in the process before the Council considers revocation at its next meeting.
- A council member raised due-process concerns, questioning whether a criminal charge, conviction, or formal adjudication had occurred prior to any revocation action, noting the presumption of innocence.
- In response, it was indicated by Chief Sarti that the police department would not want the individual doing business in the city regardless of the criminal case outcome, and that the department's investigation into the underlying matter has concluded and been referred to the District Attorney.
- The Council opted to withhold public details until the business owner has had an opportunity to respond.

7.3 Ordinance 26-725 — Franchise Agreement with Winston-Dillard Water District (Second Reading)

Read by title only — second reading. This ordinance grants a non-exclusive franchise to the Winston-Dillard Water District for maintenance and operation of a water system within city right-of-way.

- Staff (Mr. McIntosh) reported this is the same franchise agreement structure that has been in place for the previous five years, renewed without substantive changes other than updated dates. The city collects a 6% franchise fee on the District's gross revenue, generating approximately \$104,000–\$105,000 annually.
- In response to a council question, staff confirmed 6% is not the statutory maximum, but recommended maintaining the current rate to preserve the working relationship with the District, noting that rate increases are typically passed through to the District's ratepayers.
- Councilor White recused herself from the discussion and vote because she serves on the Winston-Dillard Water District board; a quorum was maintained among the remaining council members.

Motion	Vote	Result
Full adoption of Ordinance 26-725 (Winston-Dillard Water District franchise agreement) by Hobson; second by Cunningham.	Aye; Councilor White recused	PASSED

8. Consolidated Voting Summary

Item	Description	Vote	Result
Consent Agenda	Approval of August 3, 2026 Council minutes	Unanimous Aye	PASSED
Consent Agenda	Acceptance of Economic Development Committee minutes, July 8, 2026	Unanimous Aye	PASSED
Res. 26-1237	Termination of IGA with ODOT — automatic license plate reader installation	Aye	PASSED (terminated)
Ord. 26-725	Franchise agreement with Winston-Dillard Water District (2nd reading, full adoption)	Aye (White recused)	PASSED

9. Non-Agenda Items / Good of the Order

- Check copies, and claims in excess of \$500 were included in Council packets per standard practice.
- Announcement: the Urban Renewal Agency will meet Thursday at 5:30 PM at City Hall.
- Announcement: a free walk-in Medicare/Medicaid assistance event with SHIBA will be held Wednesday, August 26, all day, at City Hall.
- Executive session: none held.

Informal Follow-Up Discussion

Following the formal announcements, council members briefly discussed a nearby development property. Staff advised that a public hearing before the Planning Commission is scheduled for September 2, 2026, regarding a plan amendment/zone change to high-density residential to accommodate a proposed apartment development of approximately 105 units. The site has encountered archaeological areas that will need to be worked around. Staff noted the submitted application meets the applicable code criteria, which constrains staff to a recommendation of approval, though the school district may raise separate capacity concerns.

10. Action Items & Follow-Up

Action Item	Responsible Party	Deadline / Notes
Present FY2026-27 library budget to the Library Board, then return to Council for approval	Paula Fetzer / Library Board	Timing not specified
Complete wastewater facilities plan study to establish accurate plant capacity	Wastewater Treatment staff	This fiscal year
Install budgeted replacement inflow pump (pump #3)	Wastewater Treatment staff	Timing not specified
Finalize cancellation of Flock camera contract with vendor	Chief Sarti	In progress

Action Item	Responsible Party	Deadline / Notes
Complete accreditation inspection component	Chief Sarti	Timing not specified
Pursue federal COPS hiring grant and Oregon seismic retrofit grant awards	Chief Sarti	In progress
Develop formal municipal court policy and procedure manual; continue audit of historical court billing/collections	Chief Sarti / Court staff	Ongoing
Attend meeting regarding municipal court procedures	Chief Sarti	Day following this meeting
Planning Commission public hearing on plan amendment/zone change for ~105-unit apartment development	Planning Commission / Staff	September 2, 2026

11. Adjournment

There being no further business, the meeting was adjourned. 8:02.

Certification

These minutes are a draft record of the Winston City Council meeting held on August 17, 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



NEW BUSINESS

Business and Council action items

- Business Licenses - Clueless Sports LLC, Obsidian Ink, Kchemical Kreations Studio, Mobile Home Men, LLC
- Set Council workshop dates
- Parks Advisory Committee applicants



Application for Business License

Business Name: Clueless Sports LLC
Owner/Agent: Kyle Barnes Date of Birth [REDACTED]
Driver's License/ID#: [REDACTED] State: [REDACTED] Phone: 541-733-1995
Business Location: ~~708 se Masher Ave~~ 155 NW Douglas Blvd.
Business Mailing Address: ~~1234~~ 708 se Masher Ave
City: Roseburg State: OR Zip: 97470
Business Phone: 541-733-1995 Email: CluelessSports76@gmail.com

Scope of Business:

Business Type: TCG Card Shop

- ☒ Permanent (Business addressed and/or located within city limits)
Sq. Ft. of Building for Business: 1036 No. of Parking Spaces: 10
☐ 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: 8-10-26

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 # 30-26

Revised 06.01.2026 cms

*** STAFF USE ONLY ***

LICENSE # 30-26

Business Location 155 NW Douglas Zoning C6

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

Planning Official THOMAS MCINTOSH Date 9-7-26
Comments:

CHANGE OF USE PROCESSED

Police Chief [Signature] Date 08/19/26

Recommendation: ☒ Recommended ☐ Not Recommended
Comments:

City Manager THOMAS MCINTOSH Date 9-3-26

Billing Clerk Raeey Curiello Date 9-4-2026

Fee \$50 Receipt # 93530 cc 9/8/26 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 # 30-26

Revised 06.01.2026 cms



Application for

Business License

Business Name: Obsidian Ink
Owner/Agent: Asia Reyes Date of Birth: [REDACTED]
Driver's License/ID: [REDACTED] State: Ore Phone: 541.660.8478
Business Location: 1 NW main St #116
Business Mailing Address: 421 NW Cerny St.
City: Winston State: OR Zip: 97496
Business Phone: 541.660.8478 Email: asier1432@hotmail.com

Scope of Business:

Business Type: Tattoo Studio

- ☒ Permanent (Business addressed and/or located within city limits)
Sq. Ft. of Building for Business: 500 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: 8-10-26

Development Notice:

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Application # 31-26

*** STAFF USE ONLY ***

LICENSE # 31-26

Business Location 1 NE Main St. #16 Zoning CG

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

Planning Official Thomas McIntosh Date 9-3-26
Comments:

CHANGE OF USE PROCESSED

Police Chief [Signature]

Date 08/19/26

Recommendation: ☒ Grant ☐ Deny
Comments:

City Manager Thomas McIntosh

Date 9-3-26

Billing Clerk Laery Canale

Date 9-4-2026

City Recorder _____

Date _____

Fee \$50 Receipt # _____ 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 # 31-26



Application for Business License

Business Name: Chemical Creations Studio
Owner/Agent: Helsea Adkins Date of Birth: 1/3/1985
Driver's License/ID# [REDACTED] Phone 541-670-3127
Business Location: inside Dandelion Dreams 263 SW Main Street
Business Mailing Address: 1141 Mark Ct
City: Winston State: OR Zip: 97496
Business Phone: 541-670-3127 Email: chemicalcreationsstudio@gmail.com

Scope of Business:

Business Type: Salon/Spa

- ☒ 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: Helsea Adkins Date: 8/26/26

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 # 33-26

Revised 06.01.2026 cms

*** STAFF USE ONLY ***

LICENSE # 33-26

Business Location 263 SW Main Street Zoning C6

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

Planning Official NO LAND USE Date 9-3-26
Comments:

Police Chief [Signature] Date 09/01/26

Recommendation: ☒ Recommended ☐ Not Recommended
Comments:

City Manager THOMAS MCINTOSH Date 9-3-26

Billing Clerk _____ Date _____

Fee \$50 Receipt # 93558 CC 9/8/26 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 # 33-26

Revised 06.01.2026 cms



Application for Business License

Business Name: Mobile Home Men LLC
Owner/Agent: Nathan Cole Date of Birth: [REDACTED]
Driver's License/ID#: [REDACTED] State: OR Phone: 503-302-1473
Business Location: 1825 18th St NE Salem, OR 97301
Business Mailing Address: 1825 18th St NE Salem, OR 97301
City: Salem State: OR Zip: 97301
Business Phone: 503-302-1473 Email: nate@mobilehomenmen.com

Scope of Business:

Business Type: _____

- ☐ 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#: 256593 DC Health Dept: _____ Other: _____

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

Applicant Signature: [Signature] Date: 7-23-26

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.

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Application # 34-26

Paid 8-26-2026
92226

Revised 06.01.2026 cms

*** STAFF USE ONLY ***

Mobile Home Men LLC

LICENSE # 34-26

Business Location Salem, OR Zoning GC

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

Planning Official NO LAND USE Date

Comments:

Police Chief [Signature] Date 09/01/26

Recommendation: [X] Recommended [] Not Recommended

Comments:

City Manager THOMAS MCINTOSH Date 7-3-26

Billing Clerk Date

Fee \$50 Receipt # 93559 CC 9/8/26 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 # 34-26

Revised 06.01.2026 cms



**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 SHAWN BATESON
Residence Address 610 WIL WAY Mailing SAME
City WINSTON State OR Zip Code 97496
How Long? 8 Yrs Age Group 18-25 26-35 36-50 ☒ 51-60 61+
Phone 541-430-4112 Email Address taytar68@gmail.com
Occupation GENERAL CONTRACTOR Hobbies/Interests HUNTING, FISHING, CAMPING
Previous 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**

RECEIVED

JUL 28 2020

CITY OF WINSTON

CITY OF WINSTON
CASH
AME
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)

☐ OTHER _____

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 Finance Director Hobbies/Interests _____
Previous community involvement experience? Planning Comm 2 or 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: [Signature] Date 7/28/20

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 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****

RECEIVED

PK#

CASH

JUL 24 REC'D

AMT.

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 Caldwell

Residence Address 190 4th Street, Dillard, OR. Mailing 190 4th St.

City Winston State OR Zip Code 97496

How Long? 53 Yrs Age Group 18-25 26-35 36-50 51-60 ☒ 61+

Phone 541-530-7862 Email Address ccaldwell@gmail.com

Occupation Retired Hobbies/Interests working with community

Previous community involvement experience? W-D Festival Association - previous
Park 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 Caldwell Date 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*****



**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

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

X 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*****



RESOLUTION NO. 26-1238

Police Department Vehicular Evidence Storage

- Resolution authorizing a 25 x 40 secured vehicle evidence storage area
- Quality Fence proposal and site/fence diagram
- Public Works staff report, financial impact, Council options, and suggested motion



RESOLUTION NO. 26-1238

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO PROVIDE A 25' X 40' SECURED AREA LOCATED AT THE WINSTON PUBLIC WORKS YARD FOR THE PURPOSE OF THE REQUIRED STORAGE AND RETENTION OF VEHICULAR EVIDENCE OBTAINED BY THE WINSTON POLICE DEPARTMENT.

WHEREAS the City of Winston operates a fully functional police department; and,

WHEREAS the police department has a statutory requirement to maintain a safe and secure location for items determined to be evidence and have the ability to facilitate full retention; and,

WHEREAS the Winston Public Works department has identified an area on site at the Winston Public Works yard to facilitate the storage of vehicular evidence obtained by the Winston Police department; and,

WHEREAS in order to provide secure access to the site, the installation of fencing around the area will be required; and,

WHEREAS an estimate in the amount of \$9,972 for the installation of the fence has been provided by Quality Fence Co. Inc., a vendor licensed to do business in Winston, and regularly utilized by the City on previous projects; and,

WHEREAS Quality Fence Co. Inc. stands ready, willing, and able to perform the task.

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

SECTION 1. The City Manager is hereby authorized provide a 25' X 40' storage area located at the public works yard and secured by fencing installed by Quality Fence Co. Inc. in an amount not to exceed \$9,972 with a 10% contingency added for a total amount not to exceed \$10,969 for the purpose of storing vehicular evidence obtained by the Winston Police department as outlined in Public Works Staff Report No. 26-02, 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 8TH DAY OF SEPTEMBER 2026.

APPROVED BY THE MAYOR ON THIS 8TH DAY OF SEPTEMBER 2026.

Christie Knutson, Mayor

Attest:

Thomas McIntosh, City Manager



...NO JOB TOO LARGE
...NO JOB TOO SMALL

PROPOSAL QUALITY FENCE COMPANY

CCB # 8936

2077 NE Diamond Lake Blvd
Roseburg, OR 97470

(541) 673-8055
Fax: (541) 672-8892



Find us also at:
180 McDonald Lane
Grants Pass, OR 97527

114 W. Pine Street
Central Point, OR 97502

PROPOSAL SUBMITTED TO City of Winston - Public Works	PHONE 541-671-0925	DATE August 19, 2026
STREET 201 NW Douglas Blv	JOB NAME City of Winston	
CITY, STATE AND ZIP CODE Winston, OR 97496	JOB LOCATION 240 SE Thompson Ave. Winston	
ATTENTION Dave	EMAIL david.beals@cityofwinston.org	CELL PHONE

We hereby submit specifications and estimate for:

#1 Vehicle Storage Area:

Install approximately 90 linear feet of 7' high + 1' galvanized chain link fencing with barbed/ razor wire (8' overall height) & (1) 40' wide x 7' + 1' double swing gate. Includes 130 feet of 7' high bottom lock slats.

1Total: \$9,972.00

#2 Install automatic entry gate and add barbed wire extension to existing fence line.

Install approximately 24 feet of 6' high + 1' 2-9 galvanized chain link fencing and (1) 20' wide x 6'+1' high single swing chain link gate Automated with Door king 6300 HP swing gate operator. Also add 120 feet of 3-strand barbed wire to the existing fencing.

#2Total: \$15,667.00

NOTE: Estimate is based upon 120vac 20A power supplied to the gate operator site by others.

Automation Materials:

- 1-Door king model 6300 master swing gate operator
- 1- Post mount kit
- 1-LCR Receiver with commercial antenna
- 1-Reversing loop with detector
- 1-Photo eye reversing device
- Misc. Conduit, Wire, etc.

Add-on Options:	LCR hand-held transmitters..... \$35/ each
	Door King Model 1515 Keypad mounted on gooseneck stand.... \$675.00 additional
	Free exit loop with detector..... \$950.00 additional
	Door King Fire Box (accepts Know Padlock NOT included) \$ 275.00 additional

****3% CONVENIENCE FEE WILL BE ADDED TO THE TOTAL IF PAID BY CREDIT CARD****

**** DUE TO CURRENT MARKET INFLATION, PROPOSAL IS SUBJECT TO REVIEW AFTER 14 DAYS FROM PROPOSAL DATE ****

We Propose hereby to furnish materials and labor—complete in accordance with above specifications, for the sum of:

Please Refer to Above Listed Estimate Options

Payment to be made as follows:

DEPOSIT 1/2 DOWN, BALANCE ON COMPLETION

3% CONVENIENCE FEE ADDED TO ABOVE TOTAL IF PAID BY CREDIT CARD

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal is also subject to all terms and conditions contained on the reverse side hereof.

Authorized

Signature Greg Rietmann

km

Note: This proposal may be withdrawn if not accepted within 14 days

Acceptance of Proposal--All prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I have read the entire contract and agree to its content. content content.

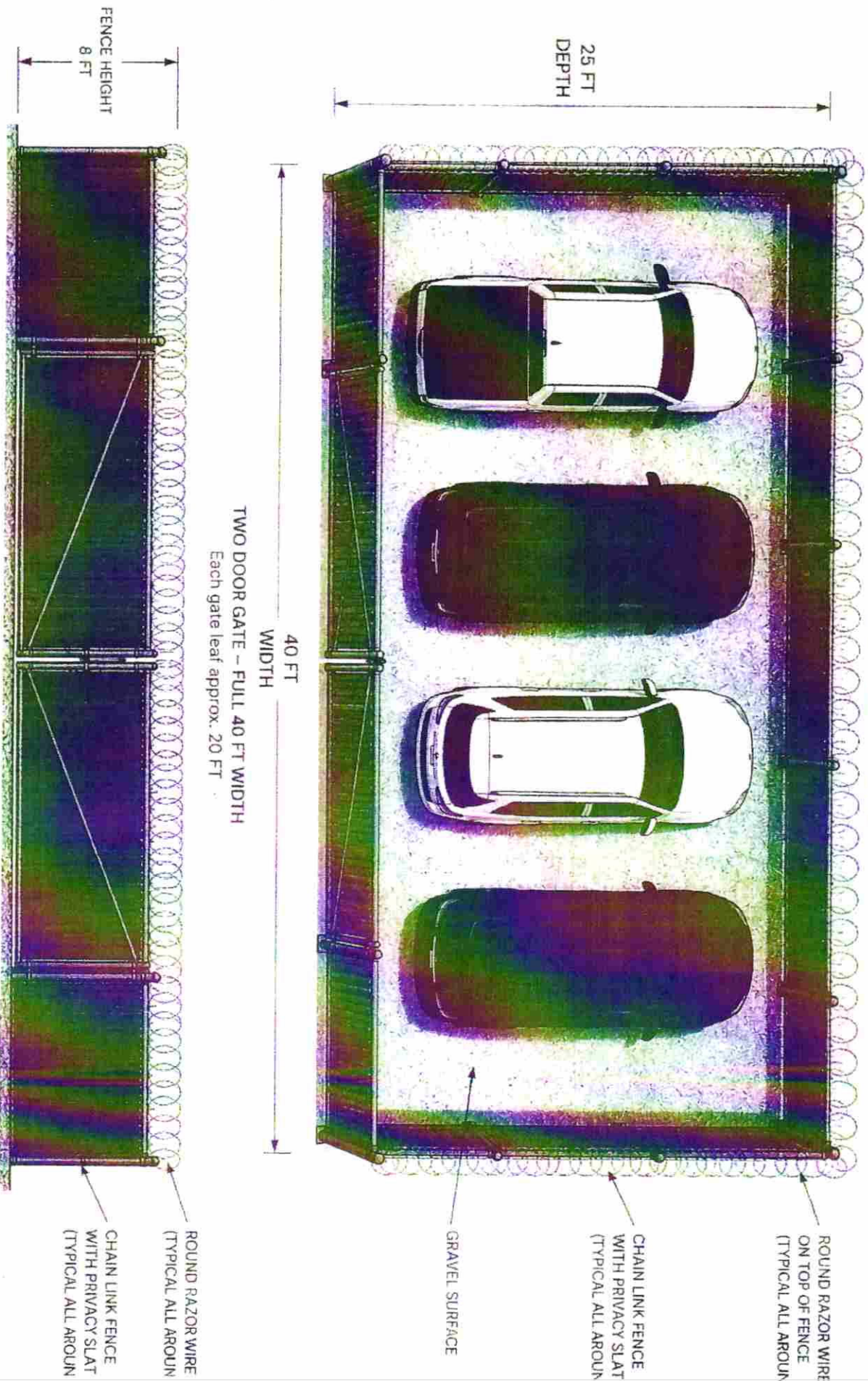
Signature _____

Signature _____

Date of acceptance: _____

Note: Quality Fence Co. not responsible for any damage to anything in or below the ground or concrete. This includes private water line, electrical line, sprinkler systems, etc. Your signature indicates that you fully understand the limits of Quality Fence Co.

SECURE VEHICLE STORAGE AREA 40 FT WIDE x 25 FT DEEP



NOTES:

- ALL DIMENSIONS ARE INSIDE CLEAR DIMENSIONS.
- FENCE HEIGHT: 8 FEET WITH PRIVACY SLATS.
- ROUND RAZOR WIRE ON TOP OF FENCE PERIMETER.
- GATE SPANS THE ENTIRE 40 FT SIDE.
- VERIFY LOCAL CODES AND REQUIREMENTS.

CITY OF WINSTON

CITY COUNCIL STAFF REPORT

Meeting Date	September 8, 2026
Agenda Item	Resolution No. 26-1238 - Police Department Vehicle Evidence Storage
Subject	Police Department Vehicle Evidence Storage Area - Security Fence at Public Works
Department	Public Works
Prepared By	Andy Howell
Attachments	Resolution No. 26-1238; Quality Fence Estimate dated September 7, 2026

BACKGROUND

The Douglas County Sheriff's Office has requested that the Winston Police Department remove vehicles being held in connection with accident investigations from the County's secured facility. Public Works has identified space at the Public Works site that can accommodate a secured vehicle evidence storage area for Police Department use. Resolution No. 26-1238 has been prepared to authorize the City Manager to establish the secured storage area and complete the required fencing improvements.

DISCUSSION

Proposed Storage Area: Public Works has identified an approximately 25-foot by 40-foot area at the Public Works facility for secured Police Department vehicular evidence storage, consistent with Resolution No. 26-1238.

Security Fence: Staff obtained a proposal from Quality Fence Co. Inc. for the security fencing needed to establish the storage area. The proposal amount is \$9,972. Resolution No. 26-1238 authorizes this work with a 10% contingency, for a total amount not to exceed \$10,969.

Operational Need: Creating a secured storage area at the Public Works site would allow the Police Department to relocate vehicles currently stored at the Douglas County Sheriff's secured facility and maintain a dedicated City-controlled location for vehicular evidence and vehicles associated with accident investigations.

FINANCIAL IMPACT

The Quality Fence Co. Inc. proposal is \$9,972. Resolution No. 26-1238 includes a 10% contingency and authorizes a total project amount not to exceed \$10,969.

PUBLIC BENEFIT

- Provides a secure City-controlled location for Police Department vehicle evidence and accident-investigation storage.
- Allows the City to respond to the Douglas County Sheriff's request to remove vehicles from the County's secured facility.
- Uses available space at the Public Works site for a defined operational need.

CITY COUNCIL OPTIONS

1. Adopt Resolution No. 26-1238, authorizing the City Manager to establish the 25-foot by 40-foot secured vehicular evidence storage area at the Public Works yard and approve the Quality Fence Co. Inc. fencing work in an amount not to exceed \$10,969, including contingency.
2. Continue consideration of Resolution No. 26-1238 and direct staff to obtain additional information or proposals.
3. Decline to adopt Resolution No. 26-1238 and not proceed with the proposed vehicle evidence storage area at this time.

STAFF RECOMMENDATION

Staff recommends adoption of Resolution No. 26-1238, authorizing the City Manager to establish the secured Police Department vehicular evidence storage area at the Public Works yard and complete the Quality Fence Co. Inc. fencing work for a total project amount not to exceed \$10,969, including contingency.

SUGGESTED MOTION

I move to adopt Resolution No. 26-1238, authorizing the City Manager to provide a 25-foot by 40-foot secured vehicular evidence storage area at the Public Works yard and to proceed with the Quality Fence Co. Inc. fencing installation in an amount not to exceed \$10,969, including contingency.