CITY OF WINSTON, OREGON

Park Advisory Committee

Monday, November 16, 2026 | 6:00 p.m.

Public Works Department | 245 SE Thompson

541-679-6114

AGENDA

I. Call to Order —

A. Roll Call

B. Adjustments to the Agenda

II. Consent Agenda

A. Approval of Park Advisory Minutes for October 19, 2026

III. Comments from the Audience

Anyone wishing to discuss an item not listed on this agenda may address the Park Advisory Committee. 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 Committee may delay action until it has sufficient information on the issue.

IV. Department Reports

A. Public Works – Staff

1. Partitions placed between urinals in the men's restrooms and locks installed on doors at Riverbend and Community Park.
2. Daily Cost for Community Center
3. Completed waterline replacement at Riverbend Park, saving $162.00 from water bill.
4. Request for Possible Speed bumps to be at installed at the Community Park.
5. Public Works recommends that current deficiencies are addressed prior to new projects, due to funding constraints.

V. Old Business

A. Reports Line item removed.

VI. New Business

A. Staff and Park Advisory playground site visit October 22,2026, at Riverbend Park.

B. Riverbend Park playground site visit on October 23, 2026, by Community Unity.

C. Location and specifications for bike track (Will require parks project worksheet)

D. Application review for tracking fee reduction request.

E. Updated rental fees for Parks and Community Center.

F. Discuss current meeting date and time that does not conflict with City Council 1st and 3rd Monday of the month at 7:00pm

G. Comments from the Audience (three minutes each speaker)

H. Committee Action

VII. Upcoming Agenda Items

VIII. Non-Agenda Items from Committee

IX. Announcements

- Park Advisory Committee TBD

X. 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 Public Works Department at 541-679-6114 at least 48 hours before the scheduled meeting time.

CITY OF WINSTON, OREGON
PARK ADVISORY COMMITTEE MEETING MINUTES

October 19, 2026

1. Meeting Information

Field	Detail
Meeting	Winston Parks Advisory Committee Meeting
Date	October 19, 2026
Time	6:00 PM
Location	Public Works Building
Presiding Officer	Chair- David Hopkins
Meeting Type / Status	Draft — prepared from meeting recording transcript (DM420493)

2. Attendance

Roll call was taken.

Committee Members Present/Absent

Name / Title
David Hopkins-Chair-Present
Brett Bustrum-Present
Israel A Wafer-Present
Shawn Bateson – Excused Absent
Dorie White – Council Liason-Present

Staff and Others Present

Name / Title
Andy Howell, Public Works
Megan Hamilton-Public Works
Angela Howell-Public Works-Secretary

Members of the Public

Names
Link Rodriguez
Clay Caldwell
Lynda Harding
Bernard Arenz
Onika Driscoll

3. Call to Order / Roll Call

Meeting was called to order at 6:00PM, followed by roll call (see Section 2).

Agenda Adjustment

None.

4. Consent Items — Approval of Minutes

The minutes of September 28, 2026 were presented for approval.

Motion	Result
Motion to approve the minutes of September 28, 2026; seconded.	PASSED
Motion to elect David Hopkins as Chair; seconded.	PASSED

Reports Line Item

No reports were given. This standing line item will be removed from future agendas.

5. Public Works Department Report

5.1 Priority Park Items

- **Boat ramp:** Parking striping and motor access; possible dry camping added. Staff noted the Oregon State Marine Board maintenance assistance grant ($4,100 per year) could be at risk if changes affect the ramp.
- **Pocket Park (on Cary):** Install a fence and basketball hoop or sell or lease the property. The City has owned it for years; it includes a sewer easement and began as a scout project.
- **Civic Park:** ADA-approved water fountain; very limited space beside City Hall.
- **Riverbend Park:** Replace the playground (top priority), renovate restrooms, repair the decaying roof on pavilion, and address the bird issue at the stage.
- **Community Park:** Replace the restrooms.

5.2 Fee Waiver Follow-Up

- Staff estimated the average Public Works cost of facility use at about $101 per day, based on last year's figures. For the Grand Room, average daily costs were about $40.00 for power, STR-1hr $48.04, $6.15 for water, and $7.25 for supplies.

- Past fee waivers were discussed by the prior park board but never adopted as policy.
- A sample park facility fee waiver application was provided for information only. It has not been finalized.

5.3 Riverbend Park Playground

- A letter to Public Works raised concerns about the current fence being too close and other safety issues.
- A community group supporting the project reported that $75,000 covers full installation. The City would only prepare the existing fenced area and move existing wood chips. Volunteers will handle pickup and delivery (about 40% savings), and Playcraft technicians will install.
- The Playcraft representative, who is also a state-certified safety inspector, said the existing enclosure is not up to code. He recommended moving the new playground further back from the parking lot, citing existing concrete, use-zone issues, and trees.

5.4 Waterline

Public Works is replacing and rerouting water lines serving the park to address ongoing, costly leaks.

6. Fee Waiver Discussion

The chair presented a proposed tiered decision flow for fee waivers: City events at no cost; for-profit and community groups not eligible; nonprofits assessed by whether they make money, whether they are Winston-based, whether the event benefits the City, and whether it is held during business hours. A committee member supported the approach. Staff noted a tracking sheet would improve oversight and share the department's position that facility use always carries a cost. The chair also cautioned that the committee should consider why groups might book facilities elsewhere.

6.1 Request 1 — Craft Fair Fundraiser, Grand Room, Winston Community Center

- **Applicant:** Winston-Dillard Seniors (Link Rodriguez). Event on 11/28/26
- **Details:** Daytime holiday crafts and hobbies fair; $10 per vendor table; admission by food donations. Proceeds benefit the food pantry and teen center. The group previously donated an AED (about $2,500) and is funding a second (about $1,300) for the building.
- **Staff note:** The seniors pay $103 per month under contract, including one free Grand Room use per month; this event falls on a Saturday.
- **Public comment:** Onika Driscoll and Bernie Arnez spoke in support. Clay Caldwell (Winston Festival Association) spoke in support while acknowledging the City's cost concerns. Council Liason Dorie favored a middle path.

Motion	Result
Motion by the chair to reduce rental from $275.00 to $55.00; seconded.	PASSED

The applicant will take the offer back to his board.

6.2 Request 2 — Community Christmas Event

- **Applicant:** Onika Driscoll, president, Winston Area Independence Day.
- **Details:** Free event on Friday, December 11, in its fifth year, funded by donations and the applicant's own money. Expected to serve about 100 families, with Santa, the high school band, a musician, bingo, reading activities, a cake walk, and a food pantry collection. Facility fee quoted at $495; the applicant said the event could not proceed if the fee is not waived.
- **Staff note:** City cost recovery estimated at about $105.

- **Discussion:** Members noted that they valued the event and the group's cleanup but stressed the need to recover some City costs. Staff suggested another community group might help cover the fee. The applicant said she would take the matter to her board.

Motion	Result
Motion to reduce the fee to $105; seconded.	PASSED

7. Riverbend Park Playground

- Staff stressed that now is the time to settle concerns, as the City has very limited funds.
- Lynda Harding-Community Unity gave a breakdown to the Grant funding to date: $30,000 from WACP and $15,000 from the Ford Family Foundation. The grant proposal includes a $5,000 in-kind City contribution for site preparation. A foundation site visit at Riverbend Park is set for Friday 23rd of October at 1:00 PM.
- **Tree concern:** A member noted tree roots reach only about 24 inches deep, and digging could damage them; the tree provides shade.
- **Swing set (Clay Caldwell):** The swing set need not be removed. The Playcraft inspector's concerns were its proximity to the concrete walkway, the monkey bars, and the balance beam. Removing those items and the walkway (about 4 inches thick, with two benches and a former fountain) would address the issue. The swing set is used far more than the other equipment, and suggested placement of boulders in front of playground.
- **Staff note:** The fence has been hit several times; adding rocks in front was suggested.
- **Consensus:** The exact location for the playground equipment is to be determined after a site visit. Per staff, fact-finding site visits do not require a public meeting notice under Oregon law.
- **Site visit:** Thursday the 22nd at 4:00 PM.

8. Public Comment

- **Community Park speed bumps (Clay Caldwell):** Requested speed bumps near the restrooms to slow traffic where pedestrians cross. Staff will look into it and add it to a future agenda.
- **Bike track donation (Onika Driscoll):** Thundering Waters offered to donate its bike track (about 55 by 23 feet, valued at $40,000) for permanent installation; it needs a flat surface, and the donor would help install and hopes for a trade such as a used covered snowmobile trailer. She asked the committee to identify a possible home. The chair added it to the items to review at the Thursday site visit and for further discussion at the next meeting.

9. Consolidated Voting Summary

Item	Description	Result
Minutes	Approval of minutes of September 28	PASSED
Fee Waiver — Request 1	Reduce Grand Room fee from $275.00 to $55.00 (craft fair)	PASSED
Fee Waiver — Request 2	Reduce Grand Room fee from $495.00 to $105.00 (community Christmas event)	PASSED

10. Non-Agenda Items

No non-agenda items were raised.

11. Action Items

Action Item	Responsible Party	Deadline / Status
Recommendation to Council to reduce fee: Request (1) from $275.00 to $55.00 Request (2) from $495.00 to $105.00	Staff / chair	Not stated
Conduct the Riverbend Park playground site visit	Committee members and Public Works	Thursday the 22nd, 2026 @ 4:00 PM
Public Works to Provide Parks Committee support at the foundation site visit	Public Works and a Committee Representative	Friday the 23rd, 2026 @ 1:00 PM
Evaluate additional speed bumps at Community Park and place on a future agenda	Public Works	Future agenda
Review possible locations for the donated bike track photos and specifications needed	Onika Driscoll/ Park Advisory Committee	Thursday site visit; next meeting
Remove the reports line item from future agendas	Staff	Future agendas
Continue refining the fee waiver flow chart and application, track fee waiver requests	Chair and staff	Ongoing
Complete waterline replacement near the pavilion/kitchen	Public Works	In progress

12. Adjournment

The next meeting will be on November 16, 2026, at 6:00 PM at the Public Works Building.

Meeting was adjourned at 7:10PM.

Winston Community Center
2025-2026

	Year	Month	Daily	Rental Agreements 2025-2026		
Walter Nelson Supplies	$2,609.31	$217.44	$7.24	Year	Month	Daily
PP&L	$18,260.00	$1,521.66	$50.72	$43,885.60	$3,657.13	$121.90
Water	$2,211.48	$184.29	$6.14			
Roseburg Refrigeration	$8,409.84	$700.82	$23.36			
Umpqua Valley Fire	$1,562.25	$130.18	$4.33			
Avista Gas	$5,200.00	$433.33	$14.44			
Floor Maintenance	$1,600.00	$133.33	$4.44			
STR @ 1 HR	$11,541.60	$961.80	$48.09			
Winston Sanitary	$4,026.00	$335.56	$10.82			
Infinity Cleaners	$10,128.00	$844.00	$27.23			
Insurance	$11,712.00	$976.00	$31.48			
Cost Breakdown	**$77,260.48**	**$6,438.41**	**$228.29**	**$43,885.60**	**$3,657.13**	**$121.90**

This does not include fulltime Custodian

2025-2026 Custodian 963 Hours $20,223.00 Year,$1685.25 Month, $56.17 Day

CITY OF WINSTON PUBLIC WORKS

Park Facility Application for Fee Reduction

Submit to: City of Winston, 245 SE Thompson Ave, Winston, OR 97496 – (541) 679-6114
publicworks@cityofwinston.org

1. Applicant Information

Organization name: _____

Contact person and title: _____

Mailing address: _____

Phone: _____

Email: _____

Nonprofit status (EIN / registration no., or N/A): _____

2. Event Information

Event name: _____

Event date(s): _____

Start and end time (incl. setup/cleanup): _____

Expected attendance: _____

Brief description of the event

_____

_____

_____

_____

_____

3. Facility Requested

Park or facility (field, other): _____

Equipment or services needed (tables, electricity, water, etc.): _____

Standard rental fee(s) to be reduced: _____

Park or facility reservation request submitted with this application: ☐ Yes ☐ No

4. Statement of Public Benefit

Explain how this event benefits the Winston community and why a reduction is requested:

_____

_____

_____

_____

5. Financial Information (if requested by the City)

If the City asks for financial information, attach a simple event budget or your organization's financial statement.

☐ Budget or financial statement attached ☐ Not requested

6. Acknowledgments

By signing below, I certify that the information in this application is true and complete. I understand that:

- Submitting this application does not guarantee that fees will be reduced.
- Application for a fee reduction may apply only to the facility rental fee and not to deposits, staff time, utilities, equipment, or required permits and insurance.
- The City may attach conditions to any approved application, such as acknowledging the City in event publicity.
- My organization is responsible for following all park and facility rules and for cleanup and any damage during the event.

Signature: _____

Printed name and title: _____

Date: _____

For City Use Only

☐ Approved ☐ Approved with conditions ☐ Denied

Amount Reduced: _____

Conditions or comments: _____

Reviewed by / Date: _____

CITY OF
WINSTON
PUBLIC WORKS

COMMUNITY CENTER-CURRENT PRICING

245 Thompson Ave
Winston, OR, 97496

Phone: 541-679-6114

	Fri-Sun ½ Day	Fri-Sun Full Day	Mon-Thurs ½ Day	Mon-Thurs Full Day
Grand Room Table seating 200/ Sit or Stand 300 3,900 SQ FT	$330.00 8:30 AM-2:30 pm Or 3:00 pm – 10:00 pm	$495.00 8:30am -10:00pm	$193.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$275.00 8:30am -10:00pm
Ford Room (A) Table seating 96/ Sit or Stand 160	$215.00 8:30 AM-2:30 pm Or 3:00 pm – 10:00 pm	$303.00 8:30am -10:00pm	$143.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$187.00 8:30am -10:00pm
Premier Room (B) Table seating 40/ Sit or Stand 80	$110.00 8:30 AM-2:30 pm Or 3:00 pm – 10:00 pm	$193.00 8:30am -10:00pm	$83.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$110.00 8:30am -10:00pm
Woods Room(C) Table seating 40/ Sit or Stand 80	$110.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$193.00 8:30am -10:00pm	$83.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$110.00 8:30am -10:00pm
B&C Combined Table seating 80/ Sit or Stand 160	$215.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$303.00 8:30am -10:00pm	$143.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$187.00 8:30am -10:00pm
Wooley Conference Room (D) Seated 8	$55.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$110.00 8:30am -10:00pm	$55.00 8:30 AM-2:30 pm Or 3:00pm – 10:00 pm	$83.00 8:30am -10:00pm
Event Package Special: Grand Room ½ day 3:00pm -10pm Grand Room full day 8:30am-10pm+ RM D full day	$842.00 W/10% Discount			

CITY OF
WINSTON
PUBLIC WORKS

COMMUNITY CENTER-NEW PRICING

245 Thompson Ave
Winston, OR. 97496

Phone: 541-679-6114

Rentals include table and chairs	Half Day Rental	Full Day Rental
Premier Room Table seating 200/ Sit or Stand 300 3,900 SQ FT **Catering Kitchen Included**	$330.00 8:30 am - 2:30 pm Or 3:00 pm – 10:00 pm	$475.00 8:30 am -10:00pm
Ford Room (A) Table seating 96/ Sit or Stand 160	$175.00 8:30 am - 2:30 pm Or 3:00 pm – 10:00 pm	$300.00 8:30 am - 10:00 pm
Wood Room (B) Table seating 40/ Sit or Stand 80 **Catering Kitchen available to rent**	$175.00 8:30 am - 2:30 pm Or 3:00 pm – 10:00 pm	$300.00 8:30 am -10:00 pm
Wooley Conference Room **(C)** Table Seating 8	$50.00 8:30 am - 2:30 pm Or 3:00 pm – 10:00 pm	$100.00 8:30 am - 10:00 pm
Catering Kitchen ***Only available with Premier Room or Wood room***	$25.00 8:30 am – 2:30 pm Or 3:00 pm – 10:00 pm	$50.00 8:30 am – 10:00 pm

CITY OF WINSTON PUBLIC WORKS

RIVERBEND PARK RENTAL FEES

Current

Facilities

Pavilion and Grass Area Zone # 2
$100 + $150 Deposit
Stage and Grass Area Zone # 3
$300 + $150 Deposit
Concession Area
$50 + $150 Deposit
Park Lights
$50
Electricity/Water
$25 ea.
Basketball Court
(4-hour reservation) $25
Skate Park
(4-hour reservation) $25

Grass Area Zone # 2-No Fee
Grass Area Zone # 4-No Fee
Grass Area Zone # 5-No Fee
Grass Area Zone # 6-No Fee
Grass Area Zone # 7&8-No Fee

All Facilities
$550 + $300 Deposit
(Included everything above)

Ball Field Rentals stay the same

NOT INCLUDED IN 'ALL FACILITIES'
Event Dry Camping Tents-$10/night
Event Dry Camping RV-$25/night

New

Facilities

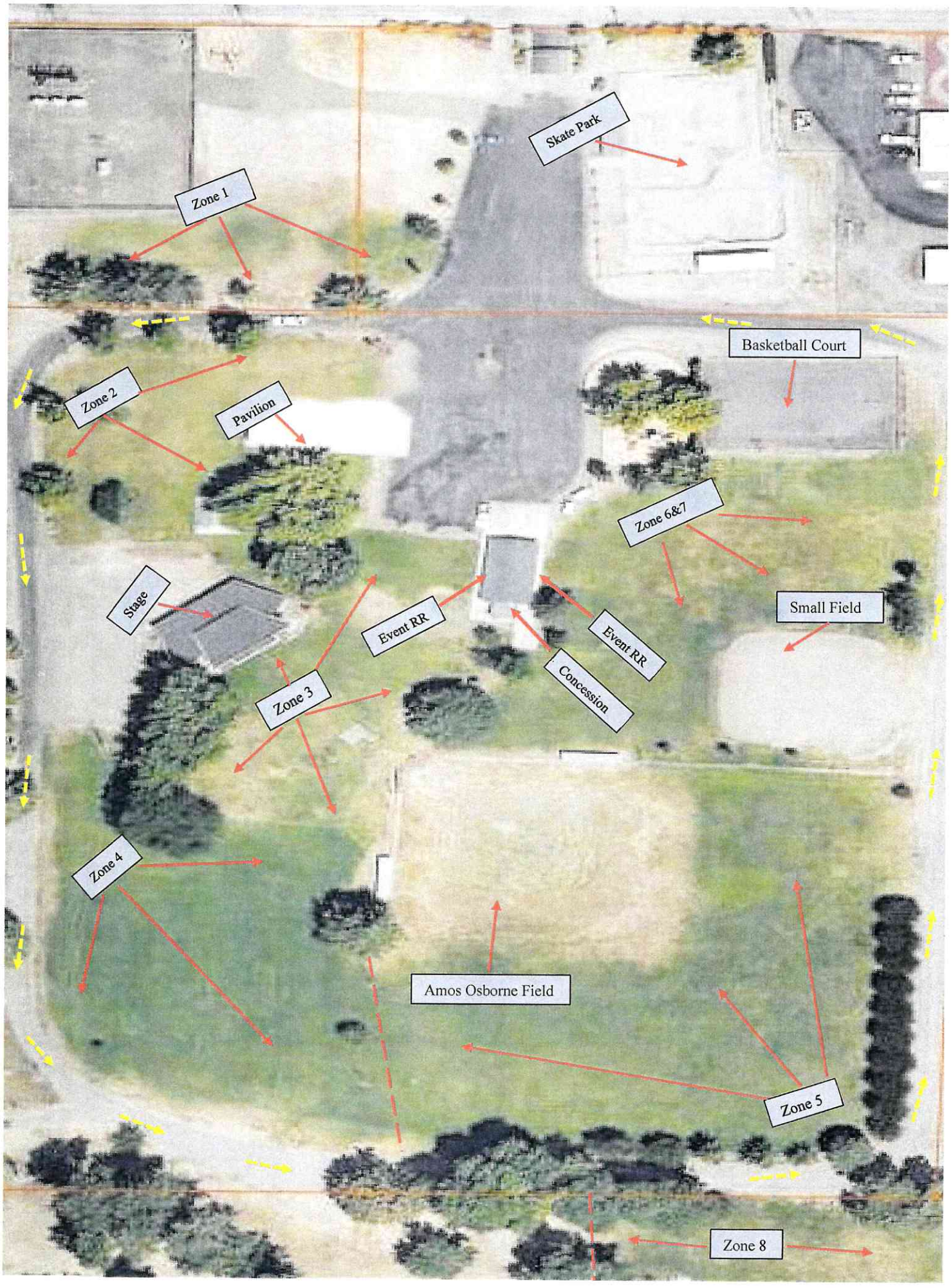
Pavilion **and Grass Area Zone # 2**
$100 + $150 Deposit
Stage and Grass Area Zone # 3
$300 + $150 Deposit
Concession Area
$50 + $150 Deposit
Park Lights
$50
Electricity/Water
$25 ea.
Basketball Court
(4-hour reservation) - $25
Skate Park
(4-hour reservation) - $25

Grass Area Zone # 2 - $20
Grass Area Zone # 4 - $20
Grass Area Zone # 5 - $20
Grass Area Zone # 6 - $20
Grass Area Zone # 7&8 - $20

All Facilities
$550 + $300 Deposit
(Includes everything except grass zones 4-8)

Ball Field Rentals stay the same

NEW ADDITIONAL FEES
Extra Trash Cans - $5/per additional can (2 cans provided per event)
Spider and 100' cord - $25
Event Restrooms - $25
Bleacher Placement - $10 ea.
Park Rental Late Fee - $100 per day
Grass Area Zones -$20 per zone (if not included in rental price)
Seasonal Sport Zones - $25 per Zone 4-8 (flag football, etc.)


Skate Park
Zone 1
Basketball Court
Zone 2
Pavilion
Zone 6&7
Stage
Event RR
Event RR
Small Field
Concession
Zone 3
Zone 4
Amos Osborne Field
Zone 5
Zone 8