CRESWELL CITY COUNCIL AGENDA

April 13, 2026
Creswell City Hall - McCluskey Chambers
13 South 1st Street
6:00 PM

Nicholas Smith, Mayor Presiding
City Councilors:
Alonzo Costilla, Alan Dukes, Staci Holt,
Clark Kent, Mark Kremer, Joan Morris

Please silence your cell phones as a courtesy to everyone

Pledge of Allegiance

1. **Public Forum-** Maximum time 30 Minutes. Speakers will be limited to three (3) minutes each. The Council will not engage in discussion or make decisions based on public comment at this time. The Mayor may direct the City Manager to follow up on comments received.

2. **Mayor's Report**
   i. Arbor Day Proclamation
   ii. Finance and Administration City Attorney Evaluation Charge Update

3. **Correspondence**
   i. John Payne – Email 2026 Preliminary Flood Insurance Rate Map (FIRM) and specific regulatory concerns involving the Silk Creek basin and Hill Creek

4. **Consent Calendar -** *All items listed are considered routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a City Councilor requests that an item be removed from the Consent Calendar and considered separately.*
   A. Approval of Minutes:
   i. March 09, 2026 – City Council Meeting Minutes
   ii. March 16, 2026 – City Council Special Meeting Minutes
   iii. March 23, 2026 – City Council Work Session Minutes

5. **March 2026 Administrative Report – City Manager Vincent Martorello**
   A. Finance Expenditures Report
   B. Lane County Sheriff's Report
   C. City Attorney Report
   D. Code Enforcement Report
   E. Building Permit Recap Report

6. **Council Action Items**
   A. Resolution 2026 -03 A Resolution Authorizing the City Manager to Terminate the Intergovernmental Agreement Establishing the System Benefit Fee with Lane County – City Manager Vincent Martorello
   B. Resolution 2026-04 A Resolution Appropriating Expenditures Within the General Fund – Finance Director James Piper
   C. Resolution 2026-05, A Resolution Appropriating Expenditures Within the Sewer Fund – Finance Director James Piper
   D. Awarding City of Creswell's Insurance Agent of Record Contract – Finance Director James Piper
   E. Authorizing a Sole Source Procurement – Finance Director James Piper
   F. Awarding of Contract for Creswell Butte Transmission Main project – Public Works Director Cliff Bellew
   G. Approval or Denial of Creswell Rodeo Temporary Liquor License – City Recorder Caitlin Born

The meeting location is wheelchair accessible. Anyone needing special accommodations (hearing impaired, language translation, large print, etc. please make your request at least 2 Business Days prior to the meeting at 541- 895-2531. Creswell is an Equal Opportunity provider and employer and complies with Section 504 of the Rehabilitation Act of 1973. Questions about this agenda from the hearing impaired can use TTY and call at 1-800-735-2900; Spanish TTY at 1-800-735-3896.

7. Upcoming Meetings

- **A.** April 16, 2026 – Planning Commission Meeting – 5:00 PM
- **B.** April 23, 2026 – Park and Tree Advisory Board Meeting – 9:30 AM
- **C.** April 26, 2026 – Arbor Day Celebration – Harry Holt Park – 11 AM
- **D.** April 27, 2026 – City Council Work Session - 6:00 PM

8. Adjournment

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Mayor's Report
Agenda Item No. 2

Office of the Mayor

City of Creswell, Oregon

Proclamation

~ Arbor Day ~

Whereas: In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas: This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas: Arbor Day is now observed throughout the nation and the world, and

Whereas: Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas: Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas: Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas: Trees, wherever they are planted, are a source of joy and spiritual renewal, and

Whereas: The City of Creswell has maintained its status as a Tree City USA for thirteen years, in recognition of its dedication to the preservation and value of its urban forest,

Now, Therefore, I, Nicholas Smith, Mayor of the City of Creswell, do hereby proclaim April 26, 2026, as Arbor Day in the City of Creswell, and I urge all citizens to participate in the celebration at Harry Holt Park on Sunday, April 26, 2026 from 11 a.m. to 2 p.m. and to celebrate and support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this day of April 13, 2026

Mayor Nicholas Smith

Correspondence
Agenda Item No. 3

Historical Context and the Evolution of Flood Risk Management in the Silk Creek Basin

The Federal Emergency Management Agency (FEMA) has undertaken a multi-year effort to modernize the Flood Insurance Rate Maps (FIRMs) across central Lane County, Oregon. For the City of Creswell, this represents a fundamental re-evaluation of the Silk Creek and Hill Creek basins.[1] The transition from the 1999 Effective FIRM to the 2026 Preliminary FIRM—specifically the revised iteration released on **April 18, 2025**—employs detailed "Zone AE" hydraulic modeling intended to provide a more precise understanding of risk.

Historically, the Silk Creek floodplain was mapped as a broad Zone A area.[2] As the community expanded, pressure to reclaim land from the Special Flood Hazard Area (SFHA) led to various infill projects, most notably the development spanning **267 through 417 Sunday Drive**.[2] The April 18, 2025 revision utilizes high-resolution LiDAR data to define the ground surface. However, visual analysis of the **Preliminary Floodplain Assessment** reveals that the topography includes fill material placed in a manner that removes the Sunday Drive addresses from the high-risk zone while simultaneously adding a massive swath of existing neighboring properties to it.

The Regulatory Framework Governing Floodplain Development and Map Revisions

The validity of the 2026 Preliminary FIRM must be assessed through the lens of overlapping federal, state, and local regulations.

Federal Requirements Under 44 CFR 60.3

Title 44 of the Code of Federal Regulations, Section 60.3(a)(2), mandates that the community "review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law". This places an affirmative duty on the City to verify compliance with Oregon DEQ and DSL requirements *before* allowing the placement of fill in the SFHA. If fill was placed at **267–417 Sunday Drive** without these prior approvals, the City's failure to prevent it constitutes a breach of its NFIP obligations.[3]

Local Standards and Creswell Municipal Code Section 2.7

The City of Creswell codified its floodplain management in Section 2.7 of the Creswell Development Code (CDC).[4] According to CDC 2.7.180, "No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations".[5] This includes the requirement for a Floodplain Development Permit detailing the "amount of fill to be placed" and the "top of new compacted fill elevation".[6] If a developer fails to obtain this permit, any resulting change to topography violates both local and federal standards.[2]

Investigative Chronology of the Sunday Drive Fill Event

The development at **267–417 Sunday Drive** underwent a transformation in 2021 to elevate the properties above the BFE.[2]

The Hobby Field Material Transfer and "Value Exchange"

The fill material was sourced from Hobby Field (77S). During 2021 infrastructure improvements, between 1,000 and 2,000 cubic yards of surplus material were generated.[7] Internal records reveal this transfer was handled through an unbid verbal agreement established as a "value exchange" of $24,000, where the contractor was "paid" by taking the soil [25, 25]. This transaction triggered a formal FAA investigation under a Part 13 complaint [25, 25]. Satellite imagery confirms that significant grading at the Sunday Drive addresses began as early as July 2021.[2]

The Permit Gap and Regulatory Conflict

The records for the Sunday Drive development reveal a stark permit gap:

Event Description	Recorded Date	Primary Evidence Source
Initial Earthmoving and Grading	July 2021	Google Earth Pro [2]
Bulk Fill Placement (267–417 Sunday Dr)	Aug–Sept 2021	Exhibit B & C [2]
DEQ 1200-C Application Received	Sept 23, 2021	DEQ RID: 152 [2]
DEQ 1200-C Final Approval	Nov 23, 2021	NPDES #NGEN12C-ORR10H038 [2]

Construction activity preceded the state-mandated stormwater permit by four months.[2] Under 44 CFR 60.3(a)(2), the City was obligated to ensure this permit was in hand *before* construction began.

Analysis of the LOMR-F Certification Process and Misrepresentation

The developer legalized the Sunday Drive fill retroactively through the FEMA Letter of Map Revision Based on Fill (LOMR-F) process.[2]

The Role of the Community Acknowledgment Form

FEMA requires that every LOMR-F application include a "Community Acknowledgment Form" where

the local Floodplain Administrator certifies that the project meets all community requirements. When the City signed the forms for **Case No. 21-10-1413A** (**316, 320, and 324 Sunday Drive**) and **Case No. 22-10-0284A** (**Tract E**) on January 13, 2022, they provided federal assurance that the fill was "legally placed" [25, 25]. The appeal argues this certification was factually incorrect because the fill placement predated the DEQ permit.[2]

Rebuttal to City Deflections

Leni Crow, the Floodplain Manager, has claimed that "no Zone A exists" along Sunday Drive and that the update is merely moving the designation to "AE".[2] This is refuted by the **Effective Floodplain map (as of August 26, 2022)**, which clearly shows the area was designated as a 1% Annual Chance high-risk area [User Image 1]. Furthermore, 44 CFR 60.3(c)(10) mandates that in AE zones without a designated floodway, development cannot increase the BFE by more than one foot. No engineering study has been provided to prove compliance for the 2,000 cubic yards of fill.[2]

Hydraulic Impact of Storage Loss and Floodwater Displacement

The removal of volume from the basin forces floodwaters toward surrounding properties.[2]

Quantitative Assessment and Visual Verification of Storage Loss

The placement of 2,000 cubic yards of fill is equivalent to 1.24 acre-feet of storage removed from the Silk Creek basin. The **Flood Risk Products - Flood Depth Grid (as of May 28, 2025)** confirms that the 1% annual chance event in this specific reach has the potential for significant inundation depths, which are now being diverted. Visual evidence verifies this "manufactured elevation change" [2]:

- **Between 270 and 302 Sunday Drive:** Imagery shows homes on engineered pads several feet higher than the natural grade of adjacent land to the west, where a sharp vertical drop-off illustrates the extent of the hydraulic obstruction.
- **336 Sunday Drive (formerly Lot 132):** Shows a completed home on a pad consistent with the "Final Pad Preparation" documented in Exhibit D.[2]
- **267 Sunday Drive:** Built in 2022, this property sits as the leading edge of the "mound" identified as a direct hydraulic encroachment.[2]

The "Natural Ground" Technical Error in 2026 Modeling

The 2026 Preliminary FIRM iteration from April 18, 2025, appears to have used LiDAR captured *after* the 2021 fill event, "baking in" this unpermitted hydraulic obstruction as natural high ground. This fails to account for the increased BFEs forced onto neighbors in the **Spyglass and Augusta corridors**.[2]

Socio-Economic Impact and State Compliance

The primary consequence of this regulatory failure is the expansion of high-risk flood zones into established neighborhoods.

The 351% Increase in High-Risk Designations: Visual Proof

The **Preliminary Floodplain Assessment (as of April 18, 2025)** provides the strong basis for this technical appeal. The map utilizes a color-coded analysis of changes since the last FIRM:

- **Pink Zones ("Added to Area of High Flood Risk"):** A massive pink area blankets the **Spyglass and Augusta corridors**, encompassing approximately 102 downstream structures now newly designated as high-risk Zone AE.
- **Green Zones ("Removed from Area of High Flood Risk"):** In contrast, the newly filled properties at **267–417 Sunday Drive** are marked in green or show no change, indicating they have been "mapped out" of the high-risk area precisely because of the unpermitted fill.

Oregon Removal-Fill Law Violations

Oregon law requires a Removal-Fill Permit for projects involving 50 cubic yards or more of material within "waters of the state".[8] The Sunday Drive project exceeded this threshold by a factor of forty.[2] Knowingly filling Oregon waters without a permit is a misdemeanor punishable by fines up to **$10,000 per day** .

Procedural Strategy for the Technical Appeal

The 90-day appeal period ends on **April 16, 2026**.[1] The appeal will be based on the following pillars:

1. **Challenging Topography:** Using the April 18, 2025 assessment map to prove the 2026 model uses post-fill topography resulting from unpermitted landform alterations.
2. **Demanding Sensitivity Analysis:** We demand that FEMA's contractors remove the Sunday Drive hydraulic obstruction from the model to determine the actual natural BFEs for the Spyglass and Augusta corridors.[2]
3. **Rescission of LOMR-Fs:** Formally request FEMA to rescind **Case Nos. 21-10-1413A** and **22-10-0284A** due to false certifications of permit compliance.[2]

Conclusion: The Path Toward Hydraulic Restitution

The technical validity of the 2026 Preliminary FIRM for Creswell is terminally compromised. By allowing the **267–417 Sunday Drive** corridor to be elevated before obtaining DEQ and DSL permits, the City failed NFIP standards.[3] The resulting 351% increase in high-risk designations for neighbors—vividly documented as "Pink" zones in the April 2025 assessment—is a direct outcome of this regulatory failure, which can only be corrected by restoring the Silk Creek basin's hydraulic modeling to its legal, natural baseline [25].

Works cited

1. FEMA Updates Flood Maps in Central Lane County, Oregon, accessed on April 8, 2026, https://www.fema.gov/press-release/20260126/fema-updates-flood-maps-central-lane-county-oregon
2. Emails.pdf

3. COMMUNITY ROLES DURING THE LOMCPROCESS, accessed on April 8, 2026, https://starr-team.com/starr/RegionalWorkspaces/RegionX/Documents/Community%20Roles%20in%20LOMC.pdf
4. Flood Risk Map Amendment | City of Creswell, accessed on April 8, 2026, https://www.ci.creswell.or.us/page/flood-risk-map-amendment
5. Creswell Development Code complete (7/22) - AWS, accessed on April 8, 2026, https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/4294/city/3610485/Creswell_Development_Code.pdf
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7. CRESWELL CITY COUNCIL AGENDA - Thrillshare, accessed on April 8, 2026, https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/4294/City/fc0a8614-de96-4d4a-81c5-af7c581ca326/2021-09-13_council_packet.pdf?disposition=inline
8. Working in a wetland or waterway? Oregon State Lands brochure - Scappoose, accessed on April 8, 2026, https://www.scappoose.gov/sites/default/files/fileattachments/engineering/page/745/working_in_wetlands_or_waterway._state_lands_brochure.pdf

Exhibit A: Source Material Removal at Hobby Field (77S) Date: September 2021







Exhibit B: Initial Placement and Hydraulic Encroachment Date: September 27, 2021



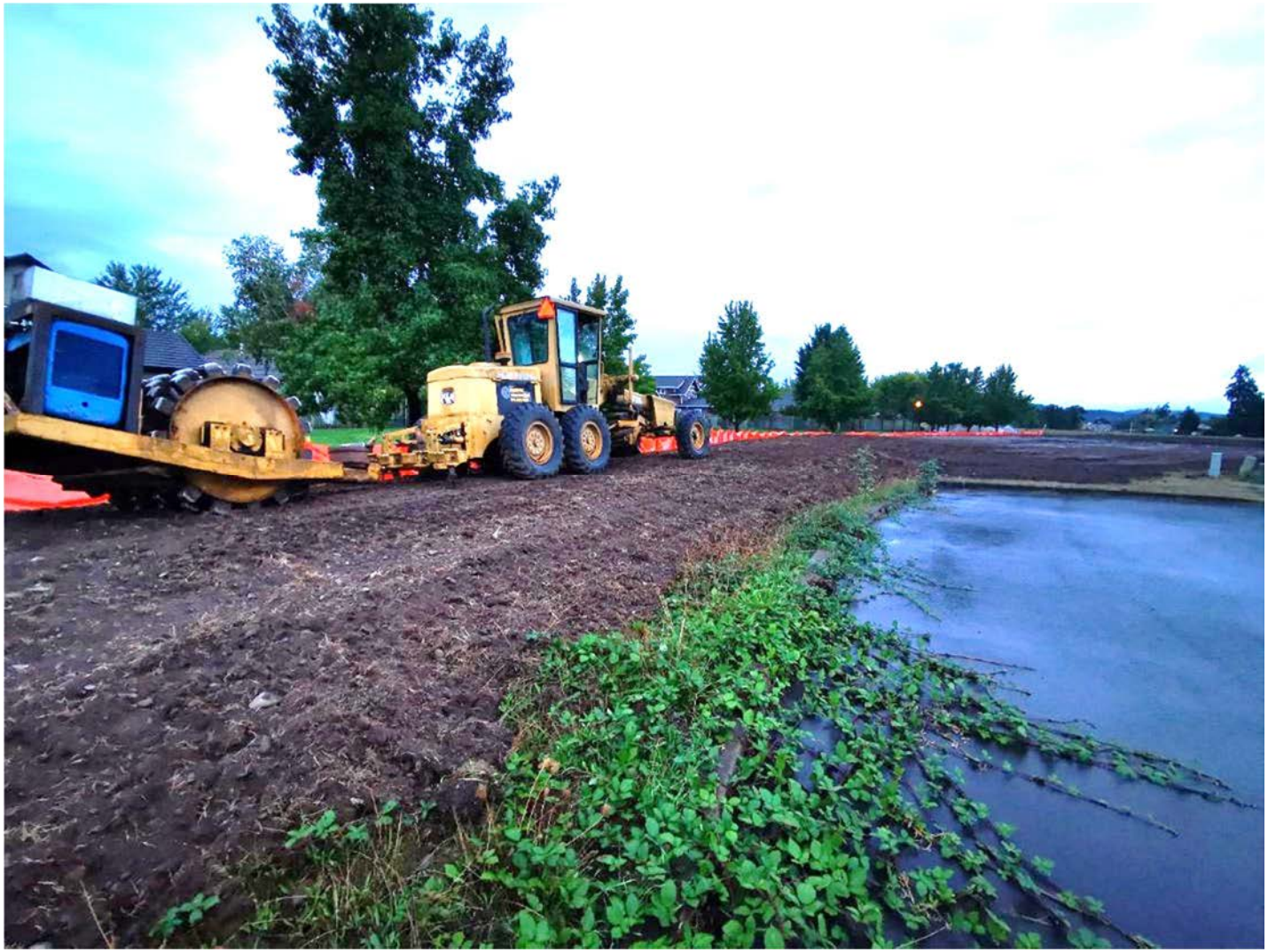
Exhibit B: Initial Placement and Hydraulic Encroachment Date: September 27, 2021



Exhibit B: Initial Placement and Hydraulic Encroachment: September 27, 2021

Initial placement of fill material at the Sunday Drive curve (Lots 267–417). This "mound" creates a direct hydraulic obstruction in an area previously designated as **Zone A**. This encroachment displaces flood storage capacity, increasing risk to adjacent residential properties The "Spyglass" and "Augusta" Corridors: The neighborhood to the west of Sunday Drive (Augusta Ct, Spyglass Dr, Pebble Beach Dr) is seeing a significant expansion of the 1% annual chance flood zone.

Exhibit C: Professional Grading and Compaction Date: September 27, 2021



Heavy machinery (Motor Grader) leveling and compacting airport-sourced fill at Sunday Drive. The scale of this operation, involving over an acre of land, and thousands of cubic yards of fill triggers mandatory Oregon DSL Removal-Fill and DEQ 1200-C permits.



Exhibit C: Professional Grading and Compaction Date: September 27, 2021

This "mound" creates a direct hydraulic obstruction in an area previously designated as **Zone A**. This encroachment displaces flood storage capacity, increasing risk to adjacent residential properties and airport industrial sites. The "Spyglass" and "Augusta" Corridors: The neighborhood to the west of Sunday Drive (Augusta Ct, Spyglass Dr, Pebble Beach Dr) is seeing a significant expansion of the 1% annual chance flood zone.



Exhibit D: Final Pad Preparation – Lot 132 Date: August 11, 2022

Completed fill pad for Clearwater Homes (Lot 132). This manufactured elevation change is the basis for the area being "mapped out" into Zone X in the 2026 preliminary updates.



Exhibit E: Four Google Street view photos with homes on Sunday Drive showing elevation due to fill



Exhibit E: Four Google Street view photos with homes on Sunday Drive showing elevation due to fill



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Consent Calendar
Agenda Item No. 4

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio/video recordings of the meeting and may be reviewed upon request to the City Recorder.

City of Creswell City Council Meeting

Council Members Present:

- Mayor Smith
- Councilor Costilla, Council President
- Councilor Holt
- Councilor Kent
- Councilor Kremer
- Councilor Morris
- Councilor Dukes

Audience: 9

Press: 0

Staff Present

- City Manager Vincent Martorello
- Finance Director Jim Piper
- Public Works Director Cliff Bellew
- Assistant to City Manager Angela Keppler
- City Recorder Caitlin Born
- Airport Manager Shelley Humble
- Sergeant Alex Speldrich

Opening of the Meeting

Mayor Smith thanked everyone for coming to the City Council Meeting on February 09, 2026, opening the meeting at 6:00 p.m. He asked everyone to stand for the Pledge of Allegiance.

Public Forum

Two speakers addressed the City Council during the public forum.

Bjorn Dahlen, editor-in-chief of Oregon Aviation News and a 30-year user of the Creswell Airport, raised concerns about what he characterized as a "severe crisis of authority and apparent financial cover-up" regarding airport litigation. Mr.Dahlen argued that under Section 6 of the Creswell City Charter, the City Council holds all substantive powers including policy and financial decisions to engage in civil litigation and questioned whether the City Manager had unilateral authority to wage

legal action against airport tenants. He specifically referenced an $800,000 lawsuit with an airport tenant, stating that either the Council authorized the litigation during a secret executive session violating Oregon public meeting law, or the Council never voted at all, meaning the administration violated the charter by spending taxpayer money without authorization.

Dahlen presented evidence showing nearly $30,000 in Montoya law payments over the last three months that were categorized under general fund materials and services, which he claimed was being used to hide litigation costs. He requested that the Mayor and City Council state for the record whether they authorized the current Meadowbrook Investments litigation in executive session or if the City Manager acted unilaterally and called for explicit transparency in transfers from the General Fund to the airport fund.

Debbie Yee, a Creswell resident, spoke about staffing and financial challenges facing the South Lane Fire District. She explained that the district typically operates with only two firefighters on duty at any given time who must cover both fire and EMT services, creating situations where emergency response is compromised when crews are already committed to calls. She described instances where only one person drove a fire truck to emergencies and spent 15 minutes alone at fires, and cited a recent total loss in Cottage Grove where only four firefighters responded instead of the ten or more typically needed.

Debbie acknowledged voting against the fire district levy in November 2024 but expressed concern that the district is now in a "spiral" of being unable to hire adequate staff or compete with other fire districts. She noted that the district will place the levy back on the ballot in May and encouraged residents to research the issue, stating that while she doesn't want to pay more taxes, she also doesn't want lives to be at risk due to inadequate emergency services.

Mayor's Report

Mayor Smith referenced letters from the governor and the Brownsville mayor regarding transparency. He also recognized the achievements of local sports teams, noting that the girls high school basketball team placed fifth in state, the boys high school team placed fourth, and the cheerleading team placed second at state competitions.

Correspondence

No Correspondence were in the packet..

Consent Calendar

Mayor Smith asked if all councilors had been able to review the minutes. He noted all items are considered routine and would be enacted unless pulled for correction. After confirming everyone had a chance to view the minutes, he entertained a motion to accept the minutes as presented.

> Councilor Kent moved to accept the council meeting minutes as currently written. The motion was seconded by Councilor Dukes. All voted in favor. Motion passed unanimously.

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February 2026 Administrative Report

Finance Expenditures Report

Finance Director Jim Piper fielded questions from the Council regarding various expenditures. Councilor Staci Holt inquired about several significant payments, including:

A $50,000 payment to Rontech Technologies, which Finance Director James Piper explained was a progress payment for bathrooms being installed at Second Street Park (Robinett-Hughes Park). Councilor Holt noted this was part of a $283,000 grant-funded project that requires the city to expend funds first and then receive reimbursement.

Councilor Holt asked about the Century West Engineering for $61,442 City Manager Vincent Martorello. stated it was for the airport master plan

Councilor Holt asked about the Lane County Department of Finance received $156,000, which Finance Director James Piper clarified was the quarterly payment for sheriff services, not court fines as initially discussed.

Councilor Holt asked about a $53,000 payment to Trojan Technologies for water plant modules, which are replaceable components budgeted at $55,000 for the fiscal year.

The city also refunded Taco Bell for sewer charges they had been incorrectly assessed, as they are connected to a private sewer system on the east side.

Lane County Sheriff's Report

Sergeant Alex Speldrich reported that calls for service remained within normal ranges. He highlighted that three out of four deputies recently completed 40-hour Crisis Intervention Team training focused on mental health and alternatives to incarceration, with the fourth deputy having previously completed the training. He noted that he served as one of the instructors for the program.

Sergeant Alex Speldrich reported praised his team's work, stating they are "solving cases that we thought would never be solved" and successfully recovering stolen items and holding people accountable for crimes.

Mayor Smith expressed his gratitude to the Sheriff's team for their efficient handling of a personal matter that occurred in his residence. He praised Deputy Dills and the deputies for their quick and efficient resolution, highlighting how they managed to figure out and handle the situation in just a couple of days. Mayor Smith acknowledged that the swift adjudication and resolution were particularly commendable. He further appreciated the deputies' overall performance and effectiveness, noting that the incident was resolved fairly, which reinforced his trust in their capabilities to maintain safety and order in the community.

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Councilor Holt asked about a recent incident that made news on her street. Sergeant Speldrich reported confirmed that the person arrested in connection with that incident remains in jail and is facing trial for serious offenses.

Councilor Kremer inquired about two Measure 11 cases Sergeant Speldrich reported that one was unfounded and involved computer content, while the other was a domestic violence disclosure that is still being investigated by the detective division.

He announced plans to deploy a speed trailer near the bridge area once he identifies appropriate property and obtains necessary approvals from property owners.

City Attorney Report

City Manager Martorello reported that the city attorney accrued 13 hours in February. Councilor Staci Holt questioned several entries, particularly work on "options for the city to consider in adjusting conditional use standards" and preparation for a land use public hearing.

City Manager Martorello explained that these items related to the US Market application, which was a proposal for a gas station with drive-through located east of McDonald's. The Planning Commission denied the application, primarily due to concerns about the traffic impact analysis that wasn't supported by the Oregon Department of Transportation. The applicant chose to resubmit the application rather than appeal to the City Council, addressing the Planning Commission's concerns. Much of the attorney's work involved reviewing the legal mechanisms for resubmission and evaluating the Planning Commission's findings.

Code Enforcement Report

Code Enforcement Officer Pierre presented cases in the new spreadsheet format. Councilor Mark Kremer raised concerns about Case 443, where a vehicle was moved from the street to a driveway but now appears to obstruct the sidewalk, Code Enforcement Officer Pierre acknowledged that while the situation was improved, the vehicle positioning might still be problematic and agreed to revisit the property to work with the owner on better placement.

Councilor Holt asked about Case 424, which involves a nuisance affecting public health with significant accumulations of junk and trash. Code Enforcement Officer Pierre explained this was one of his first cases involving multiple neighbor complaints and represents a complex situation with both junk (defined as appliances, refrigerators, machine parts) and general trash. He recently met with the property owners to outline expectations and will revisit on March 23rd. If not corrected, the case could escalate to the city's derelict property process involving potential abatement.

Councilor Holt questioned whether the city proactively looks for code violations or relies primarily on complaints. City Manager Martorello explained that with one officer, enforcement is largely complaint-driven, though Pierre is empowered to act on violations he observes while conducting other duties. Pierre noted that citizen complaints carry more weight in enforcement actions and

encouraged residents to report issues, acknowledging that many people hesitate to file complaints due to fear of retaliation.

Building Report

No discussion occurred regarding the February building permit summary.

City Manager's Update

FEMA Flood Plain Update

City Manager Martorello reported that the city has updated its website with appeal information following concerns raised during previous public forums. The city reached out to Cottage Grove's floodplain administrator Leni Crow to discuss the appeal process and potential flood insurance impacts.

The city included a flyer with recent utility bills explaining the appeal process and advising residents that purchasing flood insurance before FEMA's remapping takes effect would allow them to be grandfathered in at cheaper rates. City Manager Martorello met with Leni Crow for an hour and a half and invited her to attend the April 27th work session to provide detailed information about the appeal process, elevation certificates, and flood insurance impacts.

The city can help residents obtain larger discounts on flood insurance through a point-based system where communities receive scores for various activities like education and outreach. Higher scores translate to greater discounts for community members, so planning staff is working with Leni Crow to maximize the city's point total.

Councilor Holt expressed concern about the specificity of discount information, questioning whether all insurance carriers would honor grandfathered rates or if this applied only to FEMA programs. City Manager Martorello acknowledged the need for clearer information and confirmed that Leni would provide firsthand details at the April 27th work session.

2nd Street Neighborhood Meeting Update

City Manager Martorello reported that approximately ten people attended the neighborhood meeting regarding upcoming construction. The meeting included a layout of the entire construction area, general updates, and individual consultations with neighbors to address specific questions. The city committed to posting and emailing the final construction schedule once available and encouraged residents to contact him with any questions before construction begins.

City Manager Martorello emphasized that this proactive approach was designed to prevent the communication problems experienced during previous projects, ensuring neighbors are well-informed before work begins. Mayor Smith noted that he saw documentation of the meeting including live streaming and photographs.

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City Manager Martorello also announced that an executive session might be scheduled for the following Monday to discuss litigation matters, pending Council member availability.

Council Action Items

Resolution 2026-02 A Resolution Dissolving Resolution 2020-24 A Resolution Authorizing the City Manager to Enter Into A Property Swap with South Lane County Fire and Rescue

City Manager Martorello explained that during the January 26th work session, he discussed the previously proposed land swap with the fire district where the city would give up its community center in exchange for the current fire station location to create a parking lot. Since the original 2020 agreement, circumstances have changed significantly - the community center is now more heavily utilized, and the fire district no longer considers the downtown location as desirable as other potential sites in Creswell.

Following the work session, there was consensus to formally dissolve the previous resolution. The fire district has already passed their resolution dissolving their authorization. Since no actual agreement was ever executed between the parties, dissolving the authorizing resolution would formally close the matter.

Motion: Councilor Joan Morris moved that the City Council approve Resolution 2026-02, a resolution repealing Resolution 2020-24, a resolution authorizing the City Manager to enter into a property swap with South Lane County Fire and Rescue. Councilor Clark Kent seconded the motion. The motion passed unanimously.

Adjournment

With no further business Mayor Smith adjourned the meeting at 6:40 p.m.

_____

Nicholas Smith, Mayor

Attest:

_____

Caitlin Born, City Recorder

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City of Creswell
City Council Special Meeting Minutes
March 16, 2026

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City of Creswell City Council Special Meeting

Council Members Present:

- Mayor Smith
- Councilor Costilla, Council President
- Councilor Holt
- Councilor Kent
- Councilor Kremer
- Councilor Morris
- Councilor Dukes

Audience: 4

Press: 1

Staff Present

- City Manager Vincent Martorello
- Finance Director Jim Piper
- Public Works Director Cliff Bellew
- Assistant to City Manager Angela Keppler
- City Recorder Caitlin Born
- Airport Manager Shelley Humble
- Sergeant Alex Speldrich

Opening of the Meeting

Mayor Smith thanked everyone for coming to the City Council Special Meeting on March 16, 2026, opening the meeting at 6:00 p.m. He asked everyone to stand for the Pledge of Allegiance.

Executive Sessions Pursuant to ORS 192.660(2)

Mayor Nicholas Smith explained the purpose of the executive session. The executive session was held pursuant to ORS 192.660(2) for multiple justifications. First, the Creswell City Council would hold an executive session pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of public body with regard to current litigation or litigation likely to be filed. Second, the Council would hold an executive session pursuant to ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member, or individual agent and ORS

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192.660(2)(f) to discuss matters related to the consideration of information or records that are exempt from public disclosure under Oregon law.

Mayor Smith announced that representatives of the news media and designated staff would be allowed to attend the executive session. He explained that attendees of the executive session would be moving into the conference room while all other members of the audience were asked to remain in the council chambers. He specifically directed representatives of the news media not to report on any deliberations during the executive session except to state the general subject of the session as previously announced, noting that no decision may be made in executive session.

Mayor Smith addressed a specific issue regarding Oregon Aviation News, stating that the council was aware of a letter from City Manager Martorello to Oregon Aviation News dated March 13, 2026. In this letter, the city had requested information to assist in determining whether representatives of Oregon Aviation News may be admitted to an executive session. He explained that to date, the requested information had not been received nor had it been verified by the city. Until such time as the information was submitted and verified, representatives of Oregon Aviation News would not be permitted to attend the executive session.

A representative of Oregon Aviation News questioned under what statute and who was making that determination, asking whether it was Mayor Smith himself or the city attorney. Mayor Smith responded that it was city staff, city attorney, and city manager in a collaborative role making that determination. The representative attempted to continue the questioning, but Mayor Smith indicated they were moving to executive session and could move on.

The council then proceeded to executive session. At 6:10 p.m.

Possible Council action following executive sessions, including possible directions on appointments of municipal court judge and city attorney

Upon returning from executive session at 7:11 p.m. Mayor Smith announced the actions taken during the closed session. He stated that during the executive session, authorization was given for the mayor and city manager to negotiate an employment agreement with the selected candidate for city attorney. Additionally, authorization was provided for the mayor, city manager, and city attorney to negotiate an employment agreement with the selected candidate for municipal judge.

Mayor Smith announced that City Manager Vincent Martorello would contact both candidates the following day to start the negotiation process.

Adjournment

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio/video recordings of the meeting and may be reviewed upon request to the City Recorder.

With no further business Mayor Smith adjourned the meeting at 7:12 p.m.

_____

Nicholas Smith, Mayor

Attest:
*

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Caitlin Born, City Recorder

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City of Creswell City Council Work Session Meeting

Council Members Present:

- Mayor Smith
- Councilor Costilla, Council President
- Councilor Dukes
- Councilor Holt
- Councilor Kent – excused absence
- Councilor Kremer
- Councilor Morris – excused absence

Audience Present: 9

Press Present: 0

Staff Present:

- City Manager Vincent Martorello
- Public Works Director Cliff Bellew
- Airport Manager Shelley Humble
- Finance Director Jim Piper
- City Planner Curtis Thomas
- City Recorder Caitlin Born

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Open Meeting

Mayor Smith opened the March 23, 2026, City Council Work Session at 6:01 PM. Mayor Smith asked everyone to stand for the Pledge of Allegiance.

Committee Reports

A. Park and Tree Advisory Board

City Manager Martorello provided the report for the Parks and Tree Advisory Board. The board's recent discussions centered around Arbor Day preparations, with vendor applications being distributed and 4-5 applications already received. The board also discussed updating the current parks master plan, with options ranging from a full update to a technical addendum that would identify which recommendations have been implemented and which remain valid. The board is

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leaning toward the technical addendum approach and plans to bring their findings to council when complete.

City Manager Martorello reported that Public Works has completed the path at Garden Lake that had been discussed previously. The path leads to a large rock with a plaque and was constructed using compacted three-quarter minus material with a soldier course on the sides, maintaining consistency with the existing appearance rather than using pavers as originally considered.

Discussion Items

A. Richard Heyman Proclamation

Mayor Smith requested council feedback on establishing a proclamation for Richard Heyman Day on May 25th, which is Colonel Heyman's birthday. Mayor Smith proposed flying flags down Main Street in recognition of the day. Council members expressed no objections to moving forward with the proclamation.

Mayor Smith also discussed the possibility of celebrating Creswell's birthday, noting that this year marks the city's 158th year of incorporation (July 16, 1868, making 2026 the 158th anniversary). He suggested working with City Manager Martorello to potentially display a banner celebrating Creswell's birthday around July 16th, which falls close to July 4th celebrations. Council members were supportive of exploring this celebration.

B. System Benefit Fee / IGA Follow

i. Follow Up To January 26, 2026, Conversation Regarding IGA and Potential Increase of Sanipac Fee

City Manager Martorello presented a follow-up memo regarding the potential termination of the Intergovernmental Agreement (IGA) that currently has Sanipac absorbing system benefit fees charged by Lane County at Short Mountain. His analysis showed that if Sanipac no longer absorbs these costs, the most common 35-gallon cart would see approximately a 4% rate increase for residents. For commercial accounts, including Creswell Mobile Home Park and the school district, increases would range from $125 to $160 per month.

City Manager Martorello outlined two options for council: continue with terminating the IGA or postpone termination until negotiations between Sanipac and Lane County conclude. He noted that Sanipac and Lane County are attempting to negotiate a lower system benefit fee or compromise, though recent discussions have not progressed significantly. City Manager Martorello emphasized that the city does not want to be placed in the middle of these negotiations or bound by their timeline.

He reported that Sanipac has agreed to maintain current fee structures (status quo) until they reach a negotiated outcome with Lane County, should the council prefer to wait. However, even with a negotiated outcome, fees are anticipated to increase, though potentially not by the full 4%.

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Councilor Holt emphasized that terminating the agreement would free Creswell from future obligations to Lane County, which she viewed as the most important consideration. Council President Costilla confirmed that any fee increases would be in addition to Sanipac's typical yearly CPI increases already built into current fees.

Mayor Smith and several councilors expressed distrust of Lane County's handling of waste management issues, referencing previous contract problems. City Manager Martorello noted that Lane County has mentioned potential consequences including closure of transfer stations or reduction of programs, though he clarified there is no direct correlation between Creswell canceling the IGA and what might happen to the Creswell transfer station.

Councilors questioned whether Lane County was using intimidation tactics by raising these potential consequences without providing specific data or numbers. The consensus among council members was to proceed with terminating the IGA to avoid future entanglements with Lane County's waste management decisions.

The council provided unanimous consent through head nods for City Manager Martorello to proceed with terminating the IGA. City Manager Martorello will bring a resolution to the next council session for formal action.

C. Creswell Chamber of Commerce Annual Report

Mandy Hoggard, Chamber Secretary, and Kelly Makinson, Chamber President, presented the annual report for the Creswell Chamber of Commerce. They explained that 2025 began with a newly formed executive board after the previous president stepped down following years of service.

The Chamber expanded its board to broaden representation and bring fresh perspectives, with all board positions now filled. Their goals included reconnecting with existing members, bringing back former members, and celebrating new business growth through grand openings for McDonald's in August and Humble Bumble Nutritionals in December.

2025 Event Highlights:

- April awards banquet honoring local businesses and citizens
- May garage sale weekend with over 80 participants, including expansion with the Bulldog Market
- July 4th celebration with expanded parade route and over 115 parade entries, continuing pancake breakfast partnership with local churches
- December Winter Lights Festival, which received positive feedback as their best yet

Website Statistics:

- Fourth of July celebration: 9,600 views
- Winter Lights Festival: 2,900 views

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- Citywide Garage Sale: 1,200 views

The Chamber is working to revamp their website with fresh content and rotating pictures to better serve visitors and new community members.

Financial Health:

- 2025 operating income: $83,000
- 2025 expenses: $77,000
- Primary revenue sources: membership dues, Tourism and Recreation Tax (TRT) from the city, and modest event profits
- Primary expenses: advertising, staffing, and event costs

Community Impact Areas:

- Development of local tourism visitor information guidebook (expected May release in partnership with Chronicle)
- Coordination of community events
- Operation of state-recognized visitor and travel center
- Support for local nonprofits and schools
- Business development and recruitment services
- Leadership development and legislative support

2026 Initiatives: The Chamber plans to enhance their "Business After Hours" events, with the most recent at Banner Bank drawing over 40 attendees. They are exploring having the city sponsor future after hours events.

For the Fourth of July 2026, celebrating America's 250th anniversary, the Chamber plans to make the celebration "bigger and more spectacular" with a festival-style event. Due to fire safety concerns and lack of adequate snowpack, they are moving fireworks to the old mill location using a local, federally licensed company providing 1.4 class fireworks rather than 1.3 class to reduce fire risk and fallout.

Construction at the high school will require different parade staging arrangements, but the Chamber plans to accommodate more participants rather than limiting entries. They are also developing partnerships with local companies for fire safety support and exploring vendor opportunities.

The Chamber emphasized their central role in strengthening the local economy through steady leadership, business connections, tourism efforts, and partnerships with schools, nonprofits, and civic organizations. They are working on a farm-to-table event during garage sale weekend and expanding the Bulldog Market.

High school students will help produce promotional materials including buttons, t-shirts, and tank tops with the slogan "The place to be to celebrate 250."

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Council members inquired about the hotel tax increases, with Mandy Hoggard confirming significant improvement in 2024-2025 after difficult years in 2022-2023. They discussed membership levels and coordination opportunities with other city events, including the airport's Young Eagles flights.

D. Short Take-Off and Landing (STOL) Discussion

Airport Manager Shelley Humble, accompanied by Airport Commissioner Kyle Bushman and online participants Tom Wolf and Karen Flannery (National STOL founders), presented a proposal to bring a National STOL competition to Creswell Airport.

About National STOL: Tom Wolf explained that STOL (Short Take-Off and Landing) competitions feature aircraft competing head-to-head in both takeoff and landing distances, with combined times determining winners. The organization has held over 30 events nationwide since 2020, maintains FAA safety accreditation, and has achieved no incidents or injuries over five years of operations.

National STOL has significant social media presence with 625,000 followers, generating 267 million impressions and views in the previous year. Their events feature live broadcasts and attract pilots from across the United States and Canada, creating destination-style events where participants stay for the full week.

Economic Impact: Using Pinedale, Wyoming (population 2,700) as a benchmark, their event attracted 900 attendees with 30% being non-local visitors who spent 257 nights in hotels, generating $63,000 in direct visitor spending. Including pilot spending, Wolf projected a conservative $135,000 economic impact for Creswell, noting that Creswell's population and regional draw is significantly larger than Pinedale's.

The events typically run Thursday through Sunday, with pilots arriving Thursday and staying through Sunday. Ticket prices are $15 presale online (increasing to $20 closer to the event), with children 12 and under free. Revenue would be split 50/50 between National STOL and the city.

Proposed Partnership: National STOL requested a $30,000 partnership fee to cover production, staffing, and logistics costs. Airport Manager Humble reported having five verbal commitments from local businesses for sponsorships and set a goal of raising $40,000 to ensure the event breaks even or generates profit.

Airport Manager Humble emphasized her track record of successful fundraising, having raised $3,250 in two days for the previous autumn airport event. She noted strong community interest, with businesses on the airport field committed to supporting the event and multiple local STOL participants already identified.

Proposed Date and Logistics: The event would be held August 28-30, 2026. Airport Manager Humble addressed fire safety concerns, noting the airport already has water trucks available and her plan to work around any fire restrictions. She confirmed discussions with the FAA, who are

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supportive and willing to assist, and that National STOL carries their own insurance with a rider covering the city at no additional cost.

City Manager Martorello framed the proposal as a community investment, noting that even if the city invested $10,000 after sponsorships, the broader economic benefits to local businesses, hotels, and restaurants would justify the expense. He emphasized the airport as one of Creswell's stronger identities and this event as supporting economic development and community engagement.

Finance Director Jim Piper identified available funding sources including tourism funds budgeted annually ($3,000 minimum) and discretionary funds from programs like Movies in the Park that could provide seed money for the event.

Council Discussion: Councilors expressed enthusiasm for the event while raising practical questions. Councilor Holt emphasized the need to ensure the city wouldn't face ongoing financial obligations if the event proved unsuccessful. Airport Manager Humble assured council that businesses on the airport field were committed to preventing any failure.

Kyle Bushman, speaking as both Airport Commissioner and experienced STOL pilot, endorsed the event's quality and community impact potential. He noted STOL competitions represent "the hottest thing in aviation" and draw significant participation and spectator interest.

Council members discussed the event's potential to establish Creswell as a destination location, similar to how other communities lack significant attractions compared to neighboring Cottage Grove. They saw this as an opportunity to create something uniquely associated with Creswell.

Concerns were raised about hotel capacity, with acknowledgment that visitors would likely stay in Eugene and surrounding areas, benefiting the broader regional economy. The broadcasting aspect was emphasized as providing worldwide exposure for Creswell and local businesses.

Community Integration: Plans include coordination with the Chamber of Commerce for cross-promotion, working with local media including the Chronicle, and incorporating local businesses as vendors and sponsors. The EAA (Experimental Aircraft Association) committed to providing breakfast service, and discussions included possibilities for wine tours and other complementary activities.

Airport Manager Humble noted coordination with the airport's Young Eagles program and potential scheduling considerations with other community events.

The council provided unanimous consent through head nods for Airport Manager Humble and City Manager Martorello to proceed with developing the National STOL event, including pursuing sponsorships and preparing detailed financial planning for council review.

City Manager Martorello committed to providing detailed financial analysis in an upcoming city manager update, and Airport Manager Humble will coordinate with National STOL and local sponsors to minimize city financial exposure while maximizing community benefit.

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Adjournment

With no further business Mayor Smith adjourned the meeting at 7:10 p.m.

_____

Nicholas Smith, Mayor

Attest:

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Caitlin Born, City Recorder

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Administrative Report
Agenda Item No. 5

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
03/26	03/05/2026	36381	135	ANALYTICAL LABORATORY GROUP	Multiple	03-40-670	285.60	2,570.40
03/26	03/05/2026	36382	175	AUTOMATION GROUP INC, THE	Multiple	02-40-673	.00	5,519.49
03/26	03/05/2026	36383	210	BANNER BANK	Multiple	01-59-620	.00	2,026.16
03/26	03/05/2026	36384	340	BUCKS SANITARY SERVICE	Multiple	01-63-645	.00	1,071.00
03/26	03/05/2026	36385	515	CITY COUNTY INSURANCE SERVICES	CRW-GASB75-	01-40-681	.00	1,923.50
03/26	03/05/2026	36386	520	CITY OF COTTAGE GROVE	14384	10-40-650	.00	383.00
03/26	03/05/2026	36387	580	COMFORT FLOW HEATING COMPANY	147181	01-63-602	.00	193.00
03/26	03/05/2026	36388	650	COYOTE STEEL & CO	420959	01-63-645	.00	321.50
03/26	03/05/2026	36389	950	FERGUSON WATERWORKS INC #301	1362528	04-80-801	.00	841.00
03/26	03/05/2026	36390	1155	HORNER'S INC	442781	04-80-801	.00	1,614.96
03/26	03/05/2026	36391	1420	LANE COUNTY SHERIFF'S OFFICE	SO9470	01-51-660	.00	314,306.25
03/26	03/05/2026	36392	1435	LANE ELECTRIC COOPERATIVE INC	FEB26-3276900	03-40-625	.00	156.77
03/26	03/05/2026	36393	1690	NATIONAL BUSINESS SOLUTIONS	IN159012	15-40-646	.00	364.13
03/26	03/05/2026	36394	1980	ORKIN	393765327	01-63-690	.00	80.42
03/26	03/05/2026	36395	1985	ORRCO	480142	15-40-602	.00	150.00
03/26	03/05/2026	36396	2050	PACIFIC POWER	Multiple	01-51-625	.00	893.67
03/26	03/05/2026	36397	2525	STEPUP IT SERVICES LLC	Multiple	05-80-803	.00	4,752.85
03/26	03/05/2026	36398	2680	TWGW INC WILSON'S NAPA	Multiple	03-40-650	.00	1,215.69
03/26	03/05/2026	36399	2755	VERIZON	6135747394	03-40-646	.00	75.01
03/26	03/05/2026	36400	2865	WILLAMETTE GRAYSTONE INC	32984455	04-40-602	.00	270.84
Grand Totals:							285.60	338,729.64

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
03/26	03/12/2026	36401	260	BI-MART CORPORATION	877067500	15-40-602	.00	32.76
03/26	03/12/2026	36402	275	BLUE SAND ELECTRIC LLC	Multiple	05-80-803	.00	5,168.00
03/26	03/12/2026	36403	410	CASCADE HOME CENTER	Multiple	01-63-645	.00	1,670.14
03/26	03/12/2026	36404	460	CENTURYLINK	Multiple	02-40-626	.00	285.19
03/26	03/12/2026	36405	460	CENTURYLINK	MAR26-666989	03-40-626	.00	101.99
03/26	03/12/2026	36406	505	CINTAS CORPORATION #3	Multiple	01-63-690	.00	1,413.86
03/26	03/12/2026	36407	665	CRESWELL COMMERCIAL SERVICE I	Multiple	03-40-672	.00	1,365.41
03/26	03/12/2026	36408	810	DOUGLAS FAST NET	Multiple	03-40-626	.00	1,482.64
03/26	03/12/2026	36409	905	EPUD	Multiple	03-40-625	.00	9,608.37
03/26	03/12/2026	36410	1070	H D FOWLER COMPANY	I7245289	01-63-645	.00	128.32
03/26	03/12/2026	36411	1075	HACH COMPANY	14893269	02-40-673	.00	48.25
03/26	03/12/2026	36412	1400	LANE COUNTY DEPT OF FINANCE	122013	01-51-643	.00	1,220.13
03/26	03/12/2026	36413	1585	MEAD & HUNT	387937	15-80-802	.00	7,000.00
03/26	03/12/2026	36414	1710	NET ASSETS CORPORATION	94-202602	01-59-613	.00	120.00
03/26	03/12/2026	36415	1720	NORTH COAST ELECTRIC COMPANY	SO14875740.00	01-51-695	.00	385.75
03/26	03/12/2026	36416	1800	ONE CALL CONCEPTS INC	6020341	02-40-650	.00	123.24
03/26	03/12/2026	36417	1875	OREGON DEPT OF REVENUE	71000	01-51-643	.00	710.00
03/26	03/12/2026	36418	2050	PACIFIC POWER	Multiple	01-63-640	.00	4,311.37
03/26	03/12/2026	36419	2345	ROMTEC INC	INV2890	16-80-801	.00	26,500.00
03/26	03/12/2026	36420	2355	RSINET	8919	15-40-687	.00	180.00
03/26	03/12/2026	36421	2370	SAIF CORPORATION	1001968150	15-40-551	.00	1,426.19
03/26	03/12/2026	36422	2380	SANIPAC INC	Multiple	01-63-645	.00	742.20
03/26	03/12/2026	36423	2780	W C & L ENTERPRISES INC	43384	04-40-686	.00	1,781.25
03/26	03/12/2026	36424	2820	WELLS FARGO FINANCIAL LEASING	5037716042	03-40-650	.00	326.00
Grand Totals:							.00	66,131.06

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
03/26	03/19/2026	36425	400	CASCADE COLUMBIA DISTRIBUTION	Multiple	03-40-665	.00	3,947.76
03/26	03/19/2026	36426	425	CASELLE INC	INV-17260	04-40-646	.00	2,969.00
03/26	03/19/2026	36427	460	CENTURYLINK	MAR264964938	03-40-626	.00	107.76
03/26	03/19/2026	36428	470	CHARTER COMMUNICATIONS	Multiple	03-40-626	.00	510.41
03/26	03/19/2026	36429	495	CHRONICLE, THE	Multiple	01-40-630	.00	299.20
03/26	03/19/2026	36430	500	CINTAS CORPORATION #2	Multiple	01-63-602	.00	208.00
03/26	03/19/2026	36431	645	COUNTRY MEDIA INC	3978-26	01-40-630	.00	90.00
03/26	03/19/2026	36432	905	EPUD	Multiple	01-51-625	.00	3,322.53
03/26	03/19/2026	36433	950	FERGUSON WATERWORKS INC #301	1364292	04-80-801	.00	196.06
03/26	03/19/2026	36434	1040	GOVERNMENT FINANCE OFFICERS A	867375	01-40-630	.00	275.00
03/26	03/19/2026	36435	1070	H D FOWLER COMPANY	I7241449	02-80-801	.00	1,952.00
03/26	03/19/2026	36436	1075	HACH COMPANY	14898190	02-40-673	.00	81.80
03/26	03/19/2026	36437	1440	LANE FOREST PRODUCTS INC	E68138-01	04-40-602	.00	1,108.00
03/26	03/19/2026	36438	1475	LOCAL GOVERNMENT LAW GROUP	73714	03-40-682	.00	3,392.00
03/26	03/19/2026	36439	1755	NW NATURAL	Multiple	03-40-625	.00	1,209.20
03/26	03/19/2026	36440	1860	OREGON DEPT OF ENVIRONMENTAL	101060	15-80-802	.00	3,195.92
03/26	03/19/2026	36441	2220	PROFECTUS INC	EUG03260104	01-63-690	.00	795.98
03/26	03/19/2026	36442	2410	SEPTECH	Multiple	03-40-650	.00	220.00
03/26	03/19/2026	36443	2490	STAFFENSON RESOURCES LLC	2026207	01-59-680	.00	2,026.65
03/26	03/19/2026	36444	2820	WELLS FARGO FINANCIAL LEASING	5037834226	15-40-646	.00	334.00
03/26	03/19/2026	36445	2825	WEST YOST & ASSOCIATES	2066376	20-80-801	.00	3,567.97
Grand Totals:							.00	29,809.24

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
03/26	03/26/2026	36446	55	AIRGAS-NOR PAC INC	5523267485	02-40-665	.00	91.84
03/26	03/26/2026	36447	135	ANALYTICAL LABORATORY GROUP	Multiple	03-40-670	171.10	2,239.90
03/26	03/26/2026	36448	255	BEST LITTLE PRINTHOUSE	34968	03-40-620	.00	523.50
03/26	03/26/2026	36449	325	BRIDGE TOWER OPCO LLC	745853580	01-40-613	.00	67.52
03/26	03/26/2026	36450	397	CARTER, CHRISTOPHER	2026-0004	01-63-680	.00	375.00
03/26	03/26/2026	36451	455	CENTURY WEST ENGINEERING COR	251643	15-80-888	.00	29,146.13
03/26	03/26/2026	36452	525	CITY OF CRESWELL	Multiple	01-63-679	.00	307.43
03/26	03/26/2026	36453	580	COMFORT FLOW HEATING COMPANY	331983811	01-40-602	.00	172.50
03/26	03/26/2026	36454	635	COSTILLA, ALONZO	MAR26	01-40-632	.00	175.00
03/26	03/26/2026	36455	830	DUKES, ALAN D	MAR26	01-40-632	.00	150.00
03/26	03/26/2026	36456	976	FRANCIA. PIERRE MICHAEL	Multiple	01-51-630	.00	277.90
03/26	03/26/2026	36457	995	GANNETT OREGON LOCALiQ	7474801	01-40-613	.00	872.71
03/26	03/26/2026	36458	1070	H D FOWLER COMPANY	I17251839	02-40-650	.00	923.94
03/26	03/26/2026	36459	1140	HOLT, STACI	MAR26	01-40-632	.00	150.00
03/26	03/26/2026	36460	1305	KENT,CLARK A	MAR26	01-40-632	.00	150.00
03/26	03/26/2026	36461	1360	KREMER, MARK	MAR26	01-40-632	.00	150.00
03/26	03/26/2026	36462	1655	MORRIS, JOAN	MAR26	01-40-632	.00	150.00
03/26	03/26/2026	36463	2050	PACIFIC POWER	Multiple	01-51-625	.00	1,158.42
03/26	03/26/2026	36464	2395	SECURITY MONSTER	236407	04-40-602	.00	220.85
03/26	03/26/2026	36465	2440	SMITH, NICHOLAS A	MAR26	01-40-632	.00	225.00
03/26	03/26/2026	36466	2710	UMPQUA VALLEY FIRE SERVICES INC	12488297	15-40-646	.00	308.50
03/26	03/26/2026	36467	2770	VISCO INC	46455	01-51-695	.00	8,330.00
03/26	03/26/2026	36468	2830	WESTECH ENGINEERING INC	Multiple	02-80-806	.00	79,367.25
03/26	03/26/2026	36469	2865	WILLAMETTE GRAYSTONE INC	33213680	01-63-645	3.80	186.10
Grand Totals:							174.90	125,719.49

Check Number	Check Issue Date	Payee	Amount	Check Printed	Void
3636	03/02/2026	TIMOTHY PARHAM	160.00	Yes	No
3637	03/02/2026	CONNIE MCMAHAN	160.00	Yes	No
3638	03/05/2026	TACO BELL (IRRIGATION)	466.72	Yes	No
3639	03/09/2026	COLE, MELISSA	110.40	Yes	No
3640	03/16/2026	PAUL CARTER	160.00	Yes	No
3641	03/18/2026	ZETTERVALL, RICHARD	187.86	Yes	No
3642	03/24/2026	ARNOLDO CARLOS	360.00	Yes	No
3643	03/26/2026	BRANSCOMB,ALLEN	63.93	Yes	No
3644	03/26/2026	LUPINSKI, HALEY	102.50	Yes	No
3645	03/30/2026	US POSTAL SERVICE	1,128.66	Yes	No
Grand Totals:			2,900.07		
			10		

City of Creswell Budget and Actual Fiscal Year-to-Date as of March 31, 2026

General Fund

		Projected	Percent of Budget	Budget
01-40: Administration	388,539.86	518,053.15	69.71%	557,406.00
01-51: Public Safety Department	1,081,191.18	1,441,588.24	70.04%	1,543,669.00
01-59: Planning & Land Use Department	164,030.61	218,707.48	53.99%	303,821.00
01-63: Culture & Recreation Departmnt	356,625.75	475,501.00	55.46%	642,996.00

Water Fund

		Projected	Percent of Budget	Budget
02-40-5: Personal Services	609,265.15	812,353.53	66.61%	914,738.00
02-40-6: Materials And Services	385,633.78	514,178.37	57.17%	674,593.00
02-80-8: Capital Outlay	51,777.93	69,037.24	5.34%	970,502.00

Sewer Fund

		Projected	Percent of Budget	Budget
03-40-5: Personal Services	490,464.81	653,953.08	65.96%	743,634.00
03-40-6: Materials And Services	238,333.47	317,777.96	47.18%	505,149.00
03-80-8: Capital Outlay	81,483.00	108,644.00	8.01%	1,017,152.00

Street Fund

		Projected	Percent of Budget	Budget
04-40-5: Personal Services	170,665.30	227,553.73	62.47%	273,214.00
04-40-6: Materials And Services	78,494.07	104,658.76	47.25%	166,125.00
04-80-8: Capital Outlay	60,111.72	80,148.96	28.71%	209,342.00

Airport Fund

		Projected	Percent of Budget	Budget
15-40-5: Personal Services	191,677.55	255,570.07	70.91%	270,317.00
15-40-6: Materials & Services	188,420.94	251,227.92	73.43%	256,585.00
15-80-8: Capital Outlay	174,354.69	232,472.92	9.98%	1,747,590.00

City of Creswell Budget and Actual Fiscal Year-to-Date as of March 31, 2026

Building Department Fund



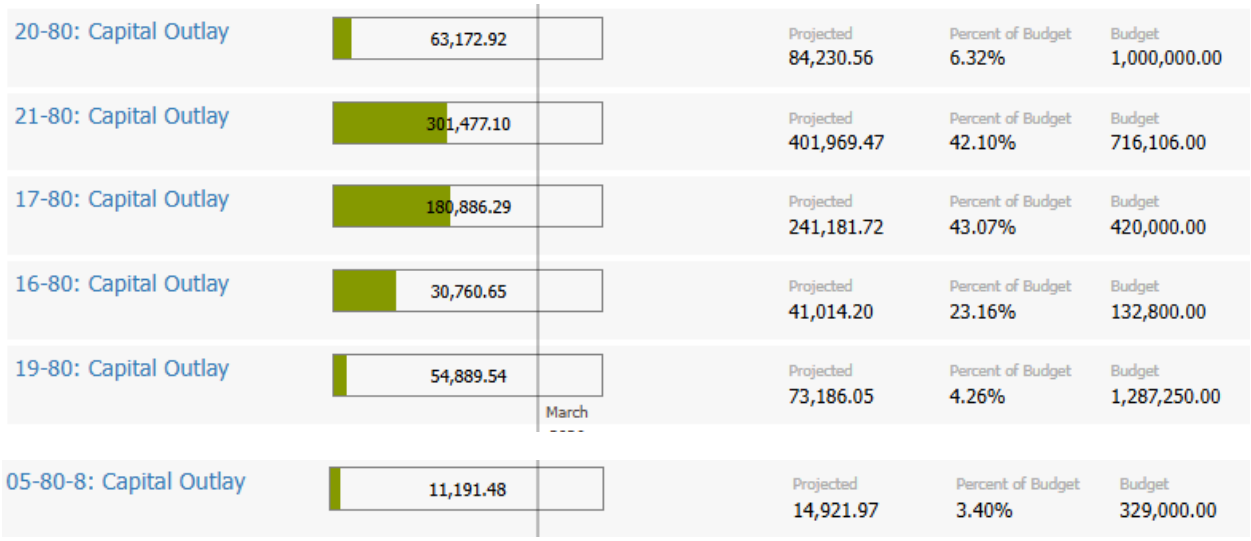
Urban Renewal



Bicycle/Foot Path Fund



Capital Improvement Reserve Funds and SDC Funds



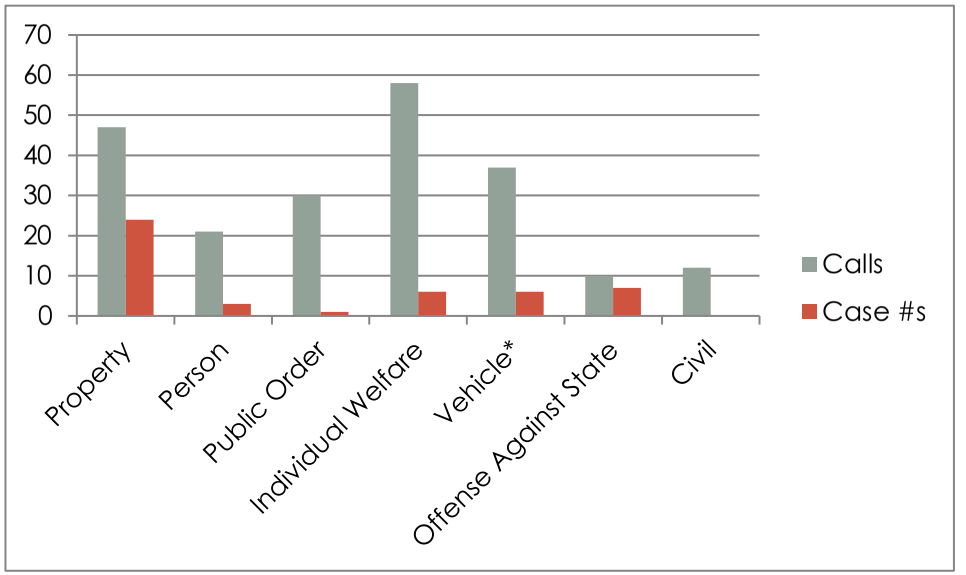
Funds 05 = Capital Improvements; 12 = Bike/Foot Path; 20 = Sewer Capital Improvements; 21 = Street Capital Improvements; 17 = Street SDCs; 16 = Park SDCs; 19 = Water Capital Improvements

City of Creswell Monthly Police Activity- March 2026

Prepared by Sgt. Alex Speldrich, LCSO

Calls for Service by Incident Types:

Incident Type	Calls	Case #s
Property	47	24
Person	21	3
Public Order	30	1
Individual Welfare	58	6
Vehicle*	37	6
Offense Against State	10	7
Civil	12	0
Total	215	47
Measure 11	0	0
Self-Initiated Activity	205	9



Property (Burglary, Thefts, Criminal Mischief, Trespass, Found Property, UUV, UEMV)
Person (Assaults, Menacing, Harassment, Viol. Restraining Order)
Public Order (Disorderly Subjects, Suspicious Vehicles/Persons, Animal Calls, Citizen Initiated Contacts)
Individual Welfare (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects)
Vehicle (DUII, DWS, Illegal Parking/Vehicles, Traffic Hazard, Crash)
Offense Against State (Drug, Warrants)
Civil (Civil Service, Eviction Process, Gov't Administration)
Measure 11 (Murder, Manslaughter 1&2, Agg. Veh. Homicide, Assault 1&2, Kidnap 1&2, Rape 1&2, Sodomy 1&2, Unlawful Sex

Aggregate Calls Month/Year	Total
Jan-26	**151**
Feb-26	**170**
Mar-26	
Apr-26	
May -26	
June -26	
July-26	
Aug-26	
Sept-26	
Oct-26	
Nov-26	
Dec-26	

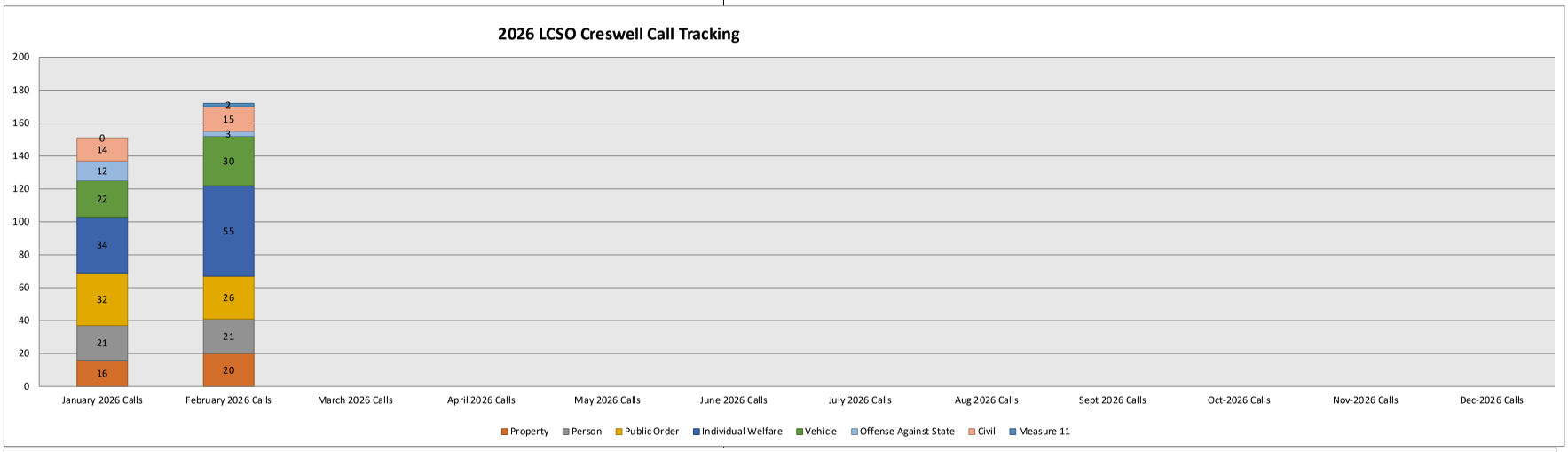
Measure 11 is not included in total of calls or case numbers

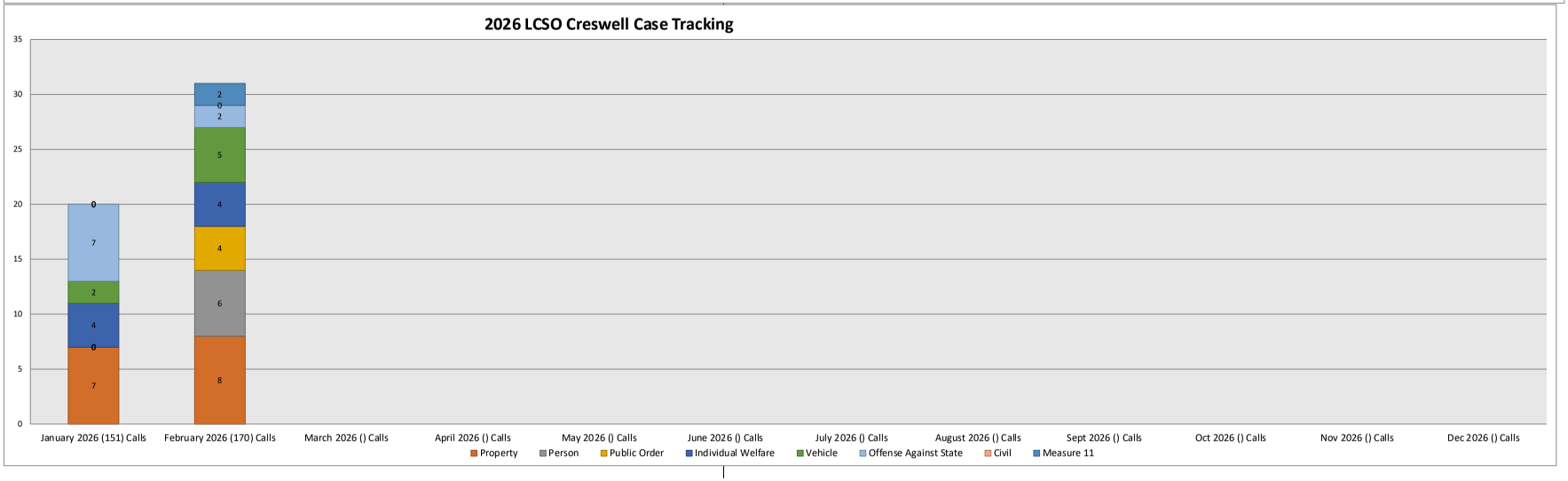
Calls Month/Year	Property	Person	Public Order	Individual Welfare	Vehicle	Offense Against State	Civil	Measure 11
January 2026 Calls	16	21	32	34	22	12	14	0
February 2026 Calls	20	21	26	55	30	3	15	2
March 2026 Calls								
April 2026 Calls								
May 2026 Calls								
June 2026 Calls								
July 2026 Calls								
Aug 2026 Calls								
Sept 2026 Calls								
Oct-2026 Calls								
Nov-2026 Calls								
Dec-2026 Calls								

Measure 11 is not included in total of calls or case numbers

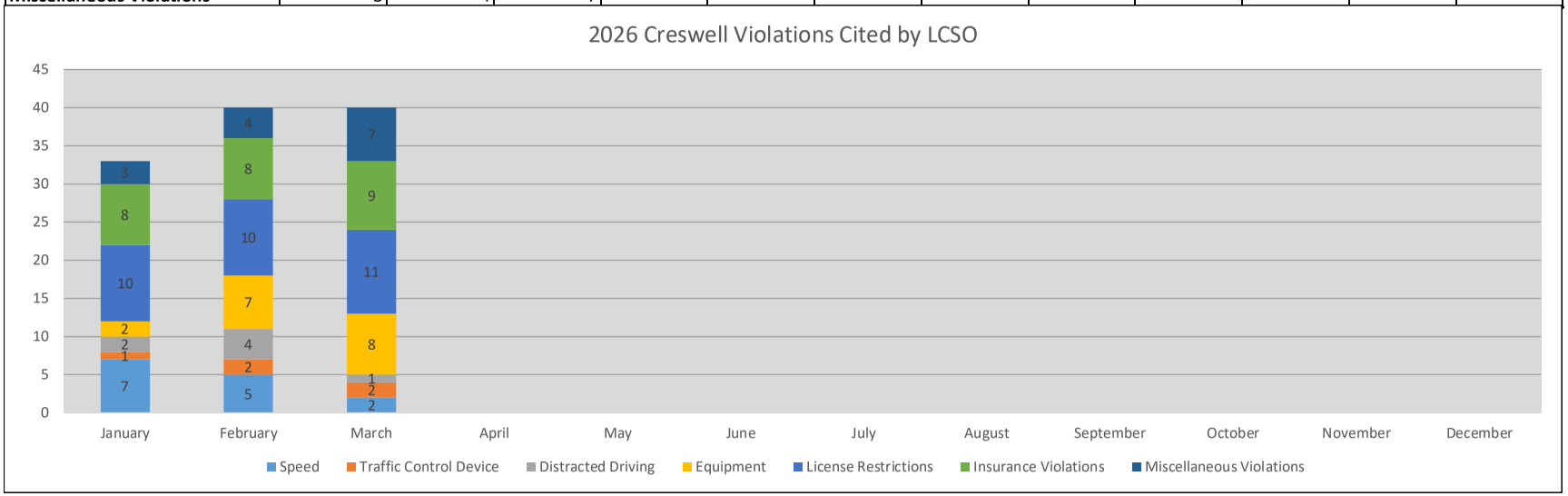
Cases Month/Year	Property	Person	Public Order	Individual Welfare	Vehicle	Offense Against State	Civil	Measure 11	Total
January 2026 (151) Calls	7	0	0	4	2	7	0	0	20
February 2026 (170) Calls	8	6	4	4	5	2	0	2	29
March 2026 () Calls									
April 2026 () Calls									
May 2026 () Calls									
June 2026 () Calls									
July 2026 () Calls									
August 2026 () Calls									
Sept 2026 () Calls									
Oct 2026 () Calls									
Nov 2026 () Calls									
Dec 2026 () Calls									

Measure 11 is not included in total of calls or case numbers





	January	February	March	April	May	June	July	August	September	October	November	December
Speed	7	5	2									
Traffic Control Device	1	2	2									
Distracted Driving	2	4	1									
Equipment	2	7	8									
License Restrictions	10	10	11									
Insurance Violations	8	8	9									
Miscellaneous Violations	3	4	7									



NOTE: This data only includes violations cited into Creswell Municipal Court. This does not include violations cited into Circuit Court or verbal warnings.

LOCAL
GOVERNMENT
LAW GROUP
An Oregon Professional Corporation

Carolyn H. Connelly
Ross M. Williamson*
Mark A. Wolf
Diana Moffat
Lori Cooper
Truman Stone
Armand Resto-Spotts
Neil F. Taylor
*Also Admitted in Washington

CITY ATTORNEY REPORT
CRESWELL CITY COUNCIL
(APRIL 2026)

March work:

General

Ross worked with Caitlin, Vincent, and Jim on various public records tasks.

Ross worked with Jim on public contracting solicitation process question.

Ross worked with staff to prepare for special Council meeting; Ross attended special Council meeting.

Ross worked with Pierre on code enforcement questions.

Airport

Ross worked with Vincent and Shelley on a hangar lease question.

Planning

Ross worked with Curtis and Fabian on processing a commercial development application.

March work totaled approximately 29 hours of attorney time (through March 26).

Code Enforcement Report

	Community Engagement / Field Questions & Warnings
37	Engagement/Education
23	Warnings issued (Parking included)

03/01/2026 - 03/27/2026

Case Date	Violation Name	Closed Date	Violation Status
	Open cases from previous Code Enforcement Report (s)		
12/31/2025	8.15.030 Public responsibilities. 8.05.040 Nuisances pub.health, 8.30.50 Prop maint. standards, 8.05.140 Junk		*Open*
1/12/2026	15.20.070 Prohibited signs		*Open*
2/3/2026	10.10.070 Storage of vehicles and recreational vehicles on streets.-No Code Violation	3/5/2026	Closed
2/18/2026	15.20.090 Temporary signs.	3/23/2026	Closed
2/18/2026	15.20.070 Prohibited signs		*Open*
2/19/2026	10.10.070 Storage of vehicles and recreational vehicles on streets.10.15.010 Method of parking	3/5/2026	Closed
2/25/2026	15.20.090 Temporary signs.	3/27/2026	Closed
2/26/2026	15.20.060 Sign regulations for commercial and industrial sign district.	3/2/2026	Closed
2/26/2026	15.20.060 Sign regulations for commercial and industrial sign district.		*Open*
	New cases for March		
3/2/2026	No Code violation	3/2/2026	Closed
3/4/2026	No Code violation	3/6/2026	Closed
3/4/2026	3.3.300 Automobile Parking Standards. (Building Lighting)		*Open*
3/5/2026	15.20.090 Temporary signs.	3/9/2026	Closed
3/6/2026	No Code violation	3/10/2026	Closed
3/9/2026	8.05.050 Creating a hazard	3/11/2026	Closed
3/9/2026	8.05.050 Creating a hazard. 15.20.070 Prohibited signs	3/16/2026	Closed
3/10/2026	10.10.070 Vehicles and recreational vehicles on streets.	3/16/2026	Closed
3/12/2026	10.10.070 Vehicles and recreational vehicles on streets.	3/16/2026	Closed
3/16/2026	10.10.070 Vehicles and recreational vehicles on streets.	3/20/2026	Closed
3/16/2026	15.20.090 Temporary signs.	3/16/2026	Closed
3/17/2026	10.10.070 Vehicles and recreational vehicles on streets.	3/18/2026	Closed
3/17/2026	15.20.090 Temporary signs.	3/18/2026	Closed
3/17/2026	8.05.040 Nuisances affecting public health. 8.05.140 Junk		*Open*
3/20/2026	10.10.070 Vehicles and recreational vehicles on streets.	3/23/2026	Closed
3/23/2026	10.10.070 Vehicles and recreational vehicles on streets. 8.05.050 Creating a hazard	3/24/2026	Closed
3/23/2026	9.30.020 General rules-No Code violation	3/24/2026	Closed
3/23/2026	6.05.200 Dogs at large prohibited.	3/25/2026	Closed
3/24/2026	10.10.070 Vehicles and recreational vehicles on streets.	3/26/2026	Closed

New Records: 19

03/27/2026

Resolved Municipal Violations

1. Case #453 (15.20.060 sign regulations for commercial and industrial sign district) Closed 3/02/26



Looking East



Looking East

---

2. Case # 470 (10.10.070 Vehicles and Recreational vehicles on street, 8.05.050 Creating a hazard) Closed 3/24/26



Looking East



Looking East

Outstanding Municipal Violations

1. Case # 468 (8.05.140 Junk, 8.05.040 Nuisances affecting public health)



Looking East



Looking East

---

2. Case # 452 (15.20.060 Sign Regulations for commercial and industrial sign district)



Looking South



Looking Northeast

PERMITS ISSUED SUMMARY

Report parameters:

Date start from 3/1/2026 to 3/31/2026

Minimum valuation is $0.00

Record type	Permits issued	Fees paid	Job value
Residential Demolition	1	$52.50	$0.00
Commercial Plumbing	1	$573.30	$0.00
Residential Mechanical	2	$224.64	$5,890.00
Commercial Structural	1	$3,372.27	$274,000.00
Residential Plumbing	2	$414.18	$5,000.00
Commercial Electrical	2	$237.51	$10,050.00
Residential Structural	1	$1,123.95	$48,190.65
Residential Electrical	4	$446.94	$1,500.01

Overall summary

Total	**14**	**$6,445.29**	**$344,630.66**

Council Action Items
Agenda Item No. 6

CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item 6 A - (MOTION) – Resolution 2026-03, A Resolution Authorizing the City Manager to Terminate the Intergovernmental Agreement Establishing the System Benefit Fee with Lane County.**
Date:	**April 13, 2026**
Staff Contact:	**Vincent Martorello**

AGENDA ITEM SUMMARY
This resolution terminates the Intergovernmental Agreement between Lane County and the City of Creswell regarding the establishment of the System Benefit Fee.

BACKGROUND
The City of Creswell and Lane County established a System Benefit Fee (SBF) in 2000 through an Intergovernmental Agreement to support waste-management programs that benefit the community. Under this agreement and Lane County Code Chapter 9, the SBF is charged to haulers who dispose of waste at the Short Mountain Landfill or transport Lane County–generated waste to facilities outside the county.

In 2022, Sanipac acquired Rogue Disposal & Recycling, including the Dry Creek Landfill in White City. Although Sanipac currently pays the SBF for Creswell waste taken to Short Mountain and has been absorbing the cost, applying the SBF to waste hauled to Dry Creek under the 2000 agreement could lead to rate increases of up to four percent for Creswell customers.

The 2023 franchise agreement amendment between the city and Sanipac did not include the SBF in the approved rate schedule. It does, however, allow Sanipac to request rate adjustments when disposal costs increase or when circumstances significantly affect its operating costs or revenues.

After reviewing the issue several times, the City Council has concluded that passing these potential rate increases on to Creswell residents conflicts with its goal of reducing the local cost of living whenever possible.

Financial Considerations:
By ending the agreement, the City would prevent a potential rate increase of up to four percent for Creswell Sanipac customers, as well as an estimated $125–$160 increase for the community's two largest commercial accounts—the Creswell School District and the Creswell Mobile Home Park.

Other Considerations:
These considerations were outlined in a March 10, 2026, email from County Administrator Steve Mokrohisky, who emphasized that the System Benefit Fee supports essential services such as transfer station operations, recycling programs, and hazardous waste management.

No specific information, to date, has been provided regarding the transfer station within Creswell.

Council Goal:
Reducing the cost of living for Creswell residents whenever possible.

Staff Recommendation:
Staff recommends adopting Resolution 2026-03.

SUGGESTED MOTION
I MOVE THAT THE CITY COUNCIL APPROVE RESOLUTION 2026-03, A RESOLUTION AUTHORIZING THE CITY MANAGER TO TERMINATE THE INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE SYSTEM BENEFIT FEE WITH LANE COUNTY.

ATTACHMENT(S)
Resolution 2026-03, A resolution authorizing the City Manager to terminate the Intergovernmental Agreement establishing the System Benefit Fee with Lane County.

Resolution 2026-03

Resolution Authorizing the City Manager to the Terminate the Intergovernmental Agreement Establishing the System Benefit Fee with Lane County.

WHEREAS, the City of Creswell and Lane County entered into an Intergovernmental Agreement in October 2000 establishing a System Benefit Fee (SBF) to fund waste management programs and services that provide community benefit; and

WHEREAS, the SBF is assessed to haulers disposing of waste at the Short Mountain Landfill and to haulers transporting waste generated in Lane County to a non-county facility, pursuant to Lane County Code, Chapter 9; and

WHEREAS, in 2022, Sanipac acquired Rogue Disposal & Recycling, a waste and recycling company based in Medford, Oregon, including the Dry Creek Landfill located in White City, Oregon; and

WHEREAS, the 2023 amendment to the franchise agreement between Sanipac and the city did not include the SBF in the adopted rate increase schedule, and provides Sanipac an adjustment mechanism to the rate under certain circumstances, including disposal or service cost increases established by the owner of the applicable disposal site, and in the event of circumstances arise which materially affect Sanipac's cost or revenues under this agreement, and

WHEREAS, the recently discovered IGA between Lane County and the city represents an unforeseen circumstance, and the assessment of the SBF to Sanipac after the discovery of the IGA may potentially represent a new disposal and service cost increase, and

WHEREAS, continued application of the SBF to waste transported to the Dry Creek Landfill, pursuant to the 2000 Intergovernmental Agreement, may result in increased rates up to four (4) percent to Creswell Sanipac customers; and

WHEREAS, Sanipac has demonstrated to the City Council that waste generated in Creswell can be transported to the Dry Creek Landfill at a lower cost than disposal at the Short Mountain Landfill; and

WHEREAS, the City Council finds that termination of the Intergovernmental Agreement is in the best interest of the City of Creswell.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESWELL:

The City Council hereby authorizes the City Manager to terminate the Intergovernmental Agreement establishing the System Benefit Fee with Lane County.

Adopted by the Common Council of the City of Creswell, this 13th day of April 2026.

_____

Nicholas Smith, Mayor

ATTEST:

_____

Caitlin Born, City Recorder

CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item 6 B - (MOTION) – Resolution 2026-04, A Resolution Appropriating Expenditures Within the General Fund**
Date:	**April 13, 2026**
Staff Contact:	**Jim Piper, Finance Director**

AGENDA ITEM SUMMARY
This resolution amends the fiscal year 2025-26 budget and appropriates expenditures within the General Fund.

BACKGROUND
The City of Creswell has been working with Kenny Montoya. a litigation defense attorney, since January 2025 to respond to a claim made against the City of Creswell and the former City Manager. The estimate for the defense was estimated not to exceed $25,000 per annum. However, as discovery requests for both sides have required more time to assemble it has escalated the costs.

A separate procurement resolution will also come before the City Council to continue the city's defense as costs are now expected to exceed $25,000 per annum.

Financial Considerations:
The services will be paid for by General Fund contingency of $50,000 out of contingency of $373,625.

Council Goal:
Fiscal Stability

Staff Recommendation:
Staff recommends adopting Resolution 2026-04.

SUGGESTED MOTION
I MOVE THAT THE CITY COUNCIL APPROVE RESOLUTION 2026-04, A RESOLUTION APPROPRIATING EXPENDITURES WITHIN THE GENERAL FUND

ATTACHMENT(S)
Resolution 2026-04, A Resolution Appropriating Expenditures Within the General Fund

RESOLUTION 2026-04

A RESOLUTION APPROPRIATING EXPENDITURES WITHIN THE GENERAL FUND

WHEREAS: The City of Creswell had responded to litigation brought against the city and the former City Manager; and

WHEREAS: The legal expenditures have accumulated as the case has been approaching trial; and

WHEREAS: The city did not anticipate legal expenditures to exceed initial estimates; and

WHEREAS: This was unforeseen and unanticipated during the process of approving and adopting the fiscal year 2025-26 Budget; and

NOW, THEREFORE, BE IT RESOLVED: That the amounts for the fiscal year beginning July 1, 2025, and for the purpose shown below are hereby amended as follows:

General Fund	Amended Appropriation	Proposed Change	Approved Revision
Administrative	$ 557,406	$ 50,000	$ 607,406
Culture and Recreation	642,996		642,996
Public Safety	1,543,669		1,543,669
Planning & Land Use	303,821		303,821
Non-departmental			
Transfer to Building Department Fund	20,000		20,000
Transfer to Airport Fund	150,000		150,000
General Operating Contingency	373,625	(50,000)	323,625
Total Appropriations For General Fund	$ 3,591,517	$ -	$ 3,591,517

Adopted by the Common Council of the City of Creswell, this 13th day of April 2026.

_____
Nicholas Smith, Mayor

ATTEST:

_____
Caitlin Born, City Recorder

CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item 6 C - (MOTION) – Resolution 2026-05, A Resolution Appropriating Expenditures Within the Sewer Fund**
Date:	**April 13, 2026**
Staff Contact:	**Jim Piper, Finance Director**

AGENDA ITEM SUMMARY
This resolution amends the fiscal year 2025-26 budget and appropriates expenditures within the Sewer Fund.

BACKGROUND
The City of Creswell has been working with West Yost Engineering to update the Wastewater Facilities Plan. The updated Wastewater Facilities Plan was adopted by City Council and the recommended solution is to connect to the regional wastewater facility near Goshen.

Since the adoption of the updated Wastewater Facilities Plan, West Yost has been working with city staff to provide additional analysis and come to meetings with city staff in support of getting approval by Metropolitan Wastewater Management Commission (MWMC) and answering technical questions at those meetings.

These additional services are expected not to exceed $50,000 in the fiscal year ending June 20, 2026. This was unforeseen and unanticipated during the process of adopting the fiscal year 2025-26 budget.

Financial Considerations:
The services will be paid for by Sewer Fund contingency of $50,000 out of operating contingency of $235,000.

Council Goal:
Fiscal Stability

Staff Recommendation:
Staff recommends adopting Resolution 2026-05.

SUGGESTED MOTION
I MOVE THAT THE CITY COUNCIL APPROVE RESOLUTION 2026-05, A RESOLUTION APPROPRIATING EXPENDITURES WITHIN THE SEWER FUND

ATTACHMENT(S)
Resolution 2026-05, A Resolution Appropriating Expenditures Within the Sewer Fund

RESOLUTION 2026-05

A RESOLUTION APPROPRIATING EXPENDITURES WITHIN THE SEWER FUND

WHEREAS: The City of Creswell has been working with West Yost Engineering to update the Wastewater Facilities Plan; and

WHEREAS: The City of Creswell completed and adopted the updated Wastewater Facilities Plan; and

WHEREAS: The recommended solution in the updated Wastewater Facilities Plan is to connect to a regional wastewater treatment facility near Goshen; and

WHEREAS: West Yost Engineering's services are needed to negotiate this solution with Metropolitan Wastewater Management Commission (MWMC) and its partner organizations to get approval to connect to MWMC; and

WHEREAS: West Yost will be asked to provide additional analysis related to the connecting to MWMC; and

WHEREAS: This was unforeseen and unanticipated during the process of approving and adopting the fiscal year 2025-26 Budget; and

NOW, THEREFORE, BE IT RESOLVED: That the amounts for the fiscal year beginning July 1, 2025, and for the purpose shown below are hereby amended as follows:

Sewer Fund	Original Appropriation	Proposed Change	Approved Revision
Personal Services	$ 743,634	$ -	743,634
Materials and Services	505,149	50,000	555,149
Transfer to Wastewater Capital Improvement Reserve Fund	404,799	0	404,799
Debt Service	131,890	0	131,890
Capital Outlay	1,017,152	0	1,017,152
General Operating Contingency	235,000	(50,000)	185,000
Total Appropriations For Sewer Fund	$ 3,037,624	$ -	$ 3,037,624

Adopted by the Common Council of the City of Creswell, this 13th day of April 2026.

_____
Nicholas Smith, Mayor

ATTEST:

_____
Caitlin Born, City Recorder

CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item 6 D (MOTION) – Authorizing City Manager, Vincent Martorello, to enter into a contract with Marsh McLennan Agency as the City's Insurance Agent of Record**
Date:	April 13, 2026
Staff Contact:	Jim Piper, Finance Director

AGENDA ITEM SUMMARY

BACKGROUND
The City of Creswell published a request for proposals (RFP) for the City's Insurance Agent of Record on February 26, 2026. The RFP was advertised in the Register Guard and posted on the City's website. One agent, Pat Boyle of Marsh McLennan Agency, responded with a proposal. The agent is affiliated with the same company that the City has used previously. However, the previous agent is no longer with Marsh McLennan and Pat has proposed a better relationship with the City of Crewell. According to Pat, "the RFP was viewed as an opportunity to reassess and refine their services to better meet the City's evolving needs and to establish clear, ongoing expectations."

Marsh McLennan Agency (MMA) has a long history of serving public entities. Their current client list includes Medford Water Commission, Jefferson County School District 509J, City of Madras, and Jefferson County to name a few. Pat Boyle is located in the Madras office, but MMA has an office in Cottage Grove.

The proposal was responsive and met all of the criteria listed in the RFP. The City's procurement rules require the contract to be revisited every 5 years.

FINANCIAL CONSIDERATIONS:
Marsh McLennan proposed a flat fee of $10,000 annually instead of a 10% commission fee of the annual premiums. The last annual premium was $140,783.90 and the commission was $14,078.39. The proposed flat fee will save the City approximately $4,000 annually which adds up to approximately $20,000 over 5 years.

COUNCIL GOAL:
Fiscal Stability

STAFF RECOMMENDATION:
Staff recommends authorizing the City Manager to contract with Marsh McLennan Agency.

SUGGESTED MOTION
I MOVE THAT THE CITY COUNCIL AUTHORIZE CITY MANAGER, VINCENT MARTORELLO, TO ENTER INTO A CONTRACT WITH MARSH MCLENNAN AGENCY AS THE CITY'S INSURANCE AGENT OF RECORD FOR A TERM NOT TO EXCEED 5-YEARS.

ATTACHMENT(S)
Creswell Insurance Agent of Record Scoring Sheet

Insurance Agent of Record Scoring Sheet

Marsh McLennan Agency

Criteria	Points Available	Vincent	Clff	Caitlin	Shelley	Jim
Proposal responsiveness to requirements of RFP	15	15	12	15	14	15
Creativeness in proposing alternative services to reduce risk and/or premium costs to the City	20	15	18	14	15	12
Compensation	15	10	5	15	10	15
Experience and expertise of key personnel, quality of service and performance record	20	15	20	16	20	17
Service reputation and length of time in business	15	15	15	15	15	15
References	15	12	10	13	15	12
Total Scores	100	82	80	88	89	86

CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item 6 E - (MOTION) – Authorizing the City Manager, Vincent Martorello, To Execute the Necessary Contract Documents to Procure the Continuing Services of Montoya Law LLC**
Date:	**April 13, 2026**
Staff Contact:	**Jim Piper, Finance Director**

AGENDA ITEM SUMMARY
This resolution authorizes the City Manager to contract with Montoya Law LLC under the sole source process in City Rule 137-047-0275.

BACKGROUND
The City of Creswell and the former City Manager were named in a lawsuit in December 2024. The City of Creswell has been working with Kenny Montoya. a litigation defense attorney, since January 2025 to respond to the claim made against the City of Creswell and the former City Manager.

The basis of the initial claim filed was damages to the plaintiffs caused by retaliation by the City Manager and violation of the plaintiffs' civil rights. The City of Creswell asserts that their leases have been terminated and/or expired under the terms of their lease agreements. Our insurance agent reviewed the claim and denied insurance coverage on the basis that it was a civil rights case. The plaintiffs filed a second claim removing the retaliation count and our insurance agent reviewed the second claim, citing that the claim stems from breach of contract, not personal injury, bodily injury, or property damage at the airport and the second insurance claim was denied. Because of this analysis, the claim was determined to be outside the scope of airport operations and stems from administrative action. The Administrative department of the General Fund has been responsible for defending this claim.

The initial costs for the defense were estimated not to exceed $25,000 per annum. The contract amount is within the spending authority of the City Manager and did not take the action of the City Council to execute.

Pursuant to ORS 279A.060, the Creswell City Council (City) is the local contract review board for the City. The City has adopted separate public contracting rules, the City of Creswell Public Contracting Rules ("City Rules"). Solicitation procedures were not required for the initial contract with Montoya Law LLC, as the contract amount fell within Class Exemption E-17 of the City Rules which allows personal service contracts that are less than $25,000 per annum (12 consecutive months) to be awarded with any qualified contractor it selects.

At this point, the City did not anticipate that the case would result in a trial.

However, as discovery requests for both sides have required more time to assemble and review documents, attorney costs have escalated. The City will require the services of Montoya Law LLC beyond $25,000 annum. Purchase of these services via special procurement and sole source procurement avoids the need to conduct additional costly procurement procedures and assures City and the public of additional cost savings

To bring in another attorney at this point would require duplicated efforts to review the discovery documents provided by both sides, costing the City of Creswell unnecessarily more. As the trial date is approaching in the coming weeks, it would be detrimental to the defense of the City of Creswell to change attorneys and could result in additional costs to the city as well.

Efficient utilization of on-going litigation services requires the continued services of the City's current litigation services firm, Montoya Law LLC. While legal services are available from other sources, only one firm has the ability to efficiently serve the City at this point in the litigation and efficiently act on the City's behalf in the on-going litigation given the court-imposed litigation timelines.

Pursuant to ORS 279B.075 and City Rule 137-047-0275, the City desires to award a public contract to Montoya Law LLC without competition for its services, as a sole source procurement not to exceed $100,000.

Financial Considerations:

Transfers to the Airport are not required as this expenditure is paid out of the General Fund Administrative department. General Fund resources are not restricted funds and attorney fees for policy decisions, compliance matters, and civil litigation defense are routinely paid and included in the General Fund Administrative department budget.

The unanticipated costs of services for fiscal year 2025-26 will be paid for by General Fund contingency of $50,000 out of amended operating contingency of $373,625. Although it is difficult to estimate individual line items in the department, such as legal expenditures, the total legally adopted appropriations of the amended budget for General Fund Administrative department of $607,406 is sufficient as there are other individual line items in the department that the City of Crewell does not anticipate spending.

Council Goal:

Fiscal Stability

Staff Recommendation:

SUGGESTED MOTION

I MOVE THAT THE CITY COUNCIL AUTHORIZES THE CITY MANAGER, VINCENT MARTORELLO, TO EXECUTE THE NECESSARY CONTRACT DOCUMENTS TO PROCURE THE CONTINUING SERVICES OF MONTOYA LAW LLC, NOT TO EXCEED $100,000.

CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item 6 F (MOTION) – Award Contract for Creswell Butte Transmission Main**
Date:	April 13, 2026
Staff Contact:	Cliff Bellew / Public Works Director Vincent Martorello / City Manager

AGENDA ITEM SUMMARY
This item is to receive Council approval to enter into a contract with Wind Rose Excavation for construction of Creswell Butte Water Transmission Main. This work includes Approximately 5000 ft. of 12-inch waterline, 17 reconnections to existing waterlines, 70 water services, and 6 fire hydrants.

BACKGROUND
This work will replace the original 8-inch asbestos transmission waterline that has been in service since the 1960s. The new 12-inch water line will be located in the city's road right-of-way as the existing 8-inch water line is located in an easement across private property in close proximity to residents. The new water line installation provides seismic protection to the backbone of our water system that conveys water from our water reservoirs on Creswell Butte to the city. This new line also shores up our fire flows in the south-west portion of the city. Engineering for this project has been completed by our engineer of record Westech Engineering. Westech developed a request for proposals, and we received 7 proposals with Wind Rose excavation coming in with the low bid.

FINANCIAL CONSIDERATIONS:
Funds for the Creswell Butte Transmission main installation are provided by approximately a $1,000,000.00 FEMA Hazard Mitigation Program Grant (HMPG) the remaining total to be funded by water capitol reserve funds.
The low bid for this project is Wind Rose Excavation for a total of $1,417,394.83.
A 15% contingency of the bid total ($200,000.00) is recommended to address unknown conditions or issues that may arise during construction.

COUNCIL GOAL: 4.1 – Ensure that safe, quality water, sewer, and transportation service is available to meet the current and future needs of the community.

STAFF RECOMMENDATION:
Staff recommends the City Council authorize City Manager Vincent Martorello to enter into a contract with Wind Rose Excavation for the installation of Creswell Butte Transmission Water Main.

SUGGESTED MOTION
I MOVE THAT THE CITY COUNCIL APPROVE CITY MANAGER, VINCENT MARTORELLO TO ENTER INTO A CONTRACT WITH WIND ROSE EXCAVATION FOR CONSTRUCTION OF THE CRESWELL BUTTE TRANSMISSION MAIN FOR THE AMOUNT OF $1,417,394.83 WITH A CONTENGENCY BUDGET OF 15% OF BID TOTAL (IE $200,000.00) FOR A TOTAL BUDGET OF $1,617,394.83

ATTACHMENT(S)
Recommendation for award from Westech Engineering.
Bid Tabulation sheets.

WESTECH ENGINEERING, INC.
CONSULTING ENGINEERS & PLANNERS

March 17, 2026

The Honorable Mayor and City Council
City of Creswell
P.O. Box 276
Creswell, OR 97426

RE: Recommendation for Award, Creswell Butte Transmission Main
JO. 2842.4050.0

Ladies and Gentlemen:

Bids for the above referenced project were received and opened at our office at 2:00 p.m. on February 24, 2026. There was a total of seven (07) bids received from qualified bidders. We are pleased with the level of interest the project generated among contractors, and with the bid response.

The low bid was submitted by Wind Rose Excavation) of Junction, City Oregon. The bid prices, in addition to our estimate for the work, are shown in the table below. Complete bid tabulations are also attached for your review and records.

Summary of Bids		
Bidder	Bid Total	Difference from Eng. Estimate
Engineers Estimate	$1,665,740.00	-
Wind Rose Excavation	$1,417,394.83	-15%
Turney Excavating Inc.	$1,446,573.25	-13%
Northcore USA	$1,488,331.00	-11%
Delta Construction	$1,565,609.80	-6%
Pacific Excavation Incorporated	$1,566,880.00	-6%
Wildish Construction Co.	$1,657,955.00	0%
MJ Hughes Construction	$2,741,740.00	65%

As shown above, the low bid was approximately 15% below the engineer's estimate. Based on prior work for the City, Wind Rose Excavation is a well established firm capable of performing this work for the City.

A review of the full bid tabulation document shows that three alternates were included in the bidding process. From Cliff Bellew, Public Works Director, Westech Engineering understands that due to available funding the City intends to award only the base bid work at this time. It is also Westech's understanding that should additional funding become available at a later date the City could award additional work subject to agreement by Wind Rose Excavation.

3841 Fairview Industrial Dr. S.E., Suite 100, Salem, Oregon 97302
Phone: (503) 585-2474 Fax: (503) 585-3986

If it is the City's desire to proceed with the base bid portion of the project at this time, we recommend that the City authorize award of a contract to Wind Rose Excavation, subject to final authorization by any applicable funding agencies. Based on the units and prices listed in the bid schedule, the amount of the contract will be $1,417,394.83 *(for the entire project)*.

We further recommend that the City Council approve a construction contingency budget of ±15% of the bid total *(ie. $200,000)*, to address unknown conditions or issues that may come to light during construction.

We will be sending out the Notice of Intent to Award to all bidders as required by OAR 137-049-0395.1 *(the notice is subject to final authorization by the City Council, and approval by applicable funding agencies)*. Sending out the Notice of Intent to Award will start the statutory time limit for the 7 day bid protest period, but does not obligate the City to issue the final Notice of Award.

Upon expiration of the 7 day protest period *(assuming no bid protests)* and approval by the City Council and applicable funding agencies, we will then proceed to issue a Notice of Award to the Contractor, after which we will proceed with obtaining the required signatures for the Contract Documents, and schedule a preconstruction conference with the Contractor, the City and any affected utilities. We plan to issue the notice to proceed as soon as practical after contracts are signed and the preconstruction conference is held.

We hope this information is useful and will assist the City Council in making a final decision on the award of this project. We are happy to attend the City Council meeting and to answer questions or to discuss the project in more detail if you desire.

If you have any questions or need additional information regarding this matter, please contact us at (503) 585-2474.

Sincerely,

WESTECH ENGINEERING, INC.

RC Engel

Raymond C. Engel, P.E.
Project Manager

rce
encl. Bid Tabulations
cc: Vincent Martorello, City Manager, City of Creswell
- Cliff Bellew, Public Works Director, City of Creswell

CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item 6 G (MOTION) – Public Hearing on Liquor License Application for Creswell Rodeo**
Date:	**April 13, 2026**
Staff Contact:	Caitlin Born, City Recorder

AGENDA ITEM SUMMARY
A Public Hearing will be held for Public Comment on the approval or denial of the liquor license application received for the Creswell Rodeo.

BACKGROUND
The City of Creswell received the liquor license application for the Creswell Rodeo on April 3, 2026. Sgt. Speldrich has provided a recommendation for the application.

FINANCIAL CONSIDERATIONS:
None

COUNCIL GOAL:
None

STAFF RECOMMENDATION:
Staff has no recommendation. The Governing Body must provide approval or denial.

SUGGESTED MOTION
I MOVE THAT THE CITY COUNCIL RECOMMEND (EITHER APPROVAL OR DENIAL) OF THE LIQUOR LICENSE APPLICATION AS PRESENTED.

- *If you are denying a license renewal, please list licensee, in your motion and state the reason why you are issuing a recommendation for denial.*

ATTACHMENT(S)
Liquor License Application
Recommendation from Lane County Sheriff's Creswell Office

Instructions for Local Government Recommendation – Special Events License

The local government is as follows:
(a) If the address of the event is within a city's limits, the local government is the city.
(b) If the address of the event is not within a city's limits, the local government is the county.

The OLCC will accept local government recommendations for alcohol special events in two formats: the commission produced form, or a written endorsement produced by the local government that meets our standards described below. Annual Liquor License applications must have their recommendation given on their specific form, which is different from this special event form.

FORM INSTRUCTIONS:

- **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**

- **Section 2: Local government** completes Section 2 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

WRITTEN RECOMMENDATION INSTRUCTIONS:

Instead of using this form, The OLCC will accept a written recommendation produced by the Local Government and given to the applicant to submit. The recommendation must be in written format such as letter or email, and includes the required information described below. Applicant uploads this recommendation and any supporting information provided by the city or county to CAMP.

Required Recommendation Information: The written recommendation must include the event applicant name, event name, event address, event license type, event dates, name of local government, name & title of reviewing official, date of review, and the recommendation outcome. Recommendation outcomes can be: Recommend Granting License, No Recommendation given/Neutral, or Recommend Denial. If recommending denial, please explain as to why it would meet the denial criteria in OAR 845-005-0308.

Special Event License Types	
Temporary Sales License, For Profit (TSL-FP)	Special Event Brewery-Public House (SEBPH)
Temporary Sales License, Non-Profit 1 (TSL-NP1)	Special Event Brewery (SEB)
Temporary Sales License, Non-Profit 2 (TSL-NP2)	Special Event Distillery (SED)
Temporary Use of Annual License – Limited (TUAL-L)	Special Event Grower Sales Privilege (SEG)
Temporary Use of Annual License – Full (TUAL-F)	Special Event Winery (SEW)

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Special Event License

Section 1 – Submission - To be completed by Applicant:

License Information

Applicant Name(s): Unruh Management & Consulting, LLC ☑ Annual Licensee

Event Name: Rodeo

Event Address: 195 Melton Rd Ste:

City: Creswell County: Lane Zip: 97426

License Type: Temp Use of Annual License ☐ At Existing Licensed Premises

Application Contact Information

Contact Name: Heather Irwin Phone:

Mailing Address: I

City: Salem State: OR Zip: 97308

Email Address:]

Event Details

Event Dates: July 4th, 2026

Event Times: 12pm - 10 pm (gates at 1, show starts at 3 pm, live music to follow)

Expected Daily Attendance: 1500 Peak Expected Attendance: 300

To the best of your knowledge, is this the only special event application for this event? Y/N? Yes

Please check all that apply to your proposed event:

Off-Premises Sales:	☐ Beer/Wine/Cider	☐ Distilled Spirits
Tastings only:	☐ Beer/Wine/Cider	☐ Distilled Spirits
On-Premises Consumption:	☑ Beer/Wine/Cider	☑ Distilled Spirits

☐ Indoor Consumption ☑ Outdoor Consumption

Food Service Available:

☑ Proposing to Allow Minors

Section 1 Continued on next page

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Special Event License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: Unruh Management and Consulting, LLC - DBA Oregon Beverage Servic

Event Name: Creswell Rodeo

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Recommendation - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

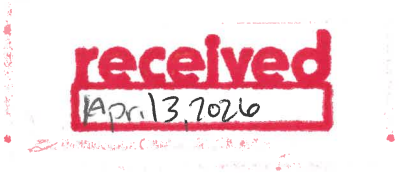
After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: City of Creswell

Date Application Received: April 3, 2026

Received by: Caitlin Born

Optional Date Received Stamp



- ◯ **Recommend this license be granted**
- ◯ **Recommend this license be denied** (Please include documentation that meets OAR 845-005-0308)
- ◯ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

OREGON LIQUOR & CANNABIS COMMISSION

Instructions for Special Event – Operational Plan

When this form is required: This operational plan form will be required to be completed and submitted as part of a special event application if the event has an expected daily attendance of 501 or more.

INSTRUCTIONS:

Applicants or third-party preparers will complete all required sections. Applicants will upload the completed form to CAMP as part of their special event application on the documents tab of the application.

SECTION SPECIFIC INFORMATION:

- **Section 1: Required.** Daily Attendance would be the total attendees visiting the event in a day, Peak Attendance is the maximum attendees that would be at the event during the busiest times.

- **Section 2: Required.** An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur

- **Section 3: Required.** Minor patrons are persons under 21 years of age.

- **Section 4: Required.** Please fill out the table of drink sizes based on what drinks you will be serving at your event. The left column is the size of the containers themselves they would be served in, such as cups or glasses, with the right column the amount of alcohol of that type in that container. Examples would be 20oz cups with 16oz of malt beverages, or 5oz cups used for distilled spirits drinks with a max of 2 oz of distilled spirits in those drinks.

- **Section 5: Required for Non-Profit or Charities registered in Oregon only.** Applicants who are not non-profits or charities registered in the state of Oregon must skip this section.

- **Section 6: Optional.** This section is for any additional alcohol control information the applicant would like to provide. Additional documents can be submitted as part of the application as well.

- **Section 7: Required for Third-Party Preparers only.** If this form is being prepared by a third party (not the applicant), fill out this section with the third-party preparer's information. For events with multiple special event licenses being submitted, as it is common that they share the same overall operational plan, include the number of special event licenses that are being submitted for the event (estimate if exact number isn't known).

OREGON LIQUOR & CANNABIS COMMISSION

Special Event – Operational Plan

Section 1 – General Event Info

Applicant name(s): Unruh Management & Consulting, LLC - DBA Oregon Beverage Services

Event name: Rodeo

Event address: 195 Melton Rd Ste:

City: Creswell County: Lane Zip: 97426

License type: TUAL

Event dates: July 4th, 2026

Start/End times of event: 12 pm - 10 pm

Start/End times of alcohol service: 1:00 pm - 10:00 pm

Expected daily attendance: 1500 Peak expected attendance: 1500

Section 2 – Alcohol Management

1. Describe the primary activities within the licensed area:

Rodeo/Entertainment + Food

2. List the name, contact phone, and service permit numbers (if applicable) of alcohol managers on-duty in the licensed areas:

Jordan Hatfield P24S22 - 503-362-3391

3. During the event, what will be the average number of on-site staff on-duty whose job includes monitoring patron behavior? 10-16+

4. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

Yes, natural light and overhead event lighting (however, the end of event is when it gets dark anyway)

Section 2 Continued on next page

Section 2 – Alcohol Management (Continued)

5. Will Alcohol Monitors work in the licensed area?

(●) Yes. Please answer questions 6, 7, and 8 in this section

( ) No. Please Skip to Section 3

6. List the minimum number of Alcohol Monitors you estimate will work during peak event attendance and outside of peak event attendance times:

a. Minimum number during peak event attendance: 2-4+

b. Minimum number outside of peak event attendance: 1-2+

7. Describe how alcohol monitors will be readily identifiable to patrons:

Hired from licensed/insured/bonded company and in logo attire (plus lanyards sometimes).

8. Are you requiring your alcohol monitors to have OLCC issued service permits? Yes

Section 3 – Minor Patrons

9. Will you be allowing minor patrons at your event?

(●) Yes. Please continue answering the questions in this section

( ) No. Please Skip to Section 4

10. Will minors and on-premises consumption of alcohol be allowed in the same areas? Yes

11. Will any portion of the licensed premises be prohibited to minors? No

12. If your answer to question 12 is yes, please describe the prohibited areas and your control measures to prevent access by minors:

All sales will be restricted to two controlled alcohol sales and/service and consumption zones. One area will host family friendly grandstands with alcohol service, and the other will be located in the VIP area. The controlled service locations will be all ages, as a preventative to seperate children from families and mitigate lost children. ID checkers/Alcohol Monitors will work the entrance/exit, and rove the fully fenced in area. ID checked at point of purchase and wristbands used to identify those who have had their ID checked and are 21+ years of age.

Section 4 – Alcohol Service

13. Describe this event's serving sizes for alcoholic beverages meant for on-premises consumption:

	Size of container alcohol will be served in (ex. 16oz):	Maximum amount of alcohol in container (ex. 6 oz):
Malt Beverages & Cider	16 - 24 oz	16 oz
Wine	7 oz	6 oz
Distilled Liquor	12-24 oz	1.5 - 3 oz

14. Describe how containers used to serve alcoholic beverages for on-premises consumption will be visually different from containers of non-alcoholic beverages:

All containers will be different in style and size from NA drinks, some with logos and some may be in og. package

15. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that you will allow a patron to possess at one time? 2

Section 5 – Non-Profit and Registered Charity Information

Oregon registered non-profit organizations or charities ONLY

16. Is the applicant a nonprofit or charitable organization registered with Oregon? No

17. How will your alcohol servers meet the training requirements for alcohol service?

☐ OLCC Service Permit | ☐ Read & Sign What Every Volunteer Alcohol Server Needs to Know

☐ (Exempt Event Applicants Only) Pre-Event Training

18. How will your Alcohol Monitors or Security successfully ensure alcohol service safety?

☐ OLCC Service Permit | ☐ Read & Sign What Every Volunteer Alcohol Server Needs to Know

☐ Pre-Event Training

If you are conducting pre-event training to service staff, **please describe your plan in Section 6** to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons.

MEMORANDUM
LANE COUNTY SHERIFF'S OFFICE
POLICE SERVICES DIVISION

TO: **Caitlin Born, City of Creswell**
FROM: **Sgt. Alex Speldrich, Lane County Sheriff's Office**
DATE: **4/7/26**
SUBJECT: **Creswell Rodeo Temporary Liquor License Application**

I have reviewed the OLCC Special Event Operational Plan for Creswell Rodeo located at 195 Melton Road in Creswell. The application was received on 4/7/26. The application indicates that alcohol will be served on 7/4/26. I have conducted a background of the ownership. The ownership has no local issues and I have no immediate concerns with ownership. The business has no criminal history.

At this time my recommendation is approval of the temporary application for a liquor license.

Respectfully submitted,
Sgt. Alex Speldrich

#307

City of Creswell
PO Box 276
13 South 1st Street
Creswell OR 97426 541-895-2531

Receipt No: 3.000001905 Apr 8, 2026

Creswell Rodeo Special Event

Previous Balance:	.00
Miscellaneous Revenue	
Fees & Licenses Liquor	35.00
Invest.	
01-34-436	
FEES & LICENSES LIQUOR INVEST.	
Total:	35.00
Check	
Check No: 22788	35.00
Payor:	
Oregon Beverage Services	
Total Applied:	35.00
Change Tendered:	.00

04/08/2026 12:17 PM