Link to view meeting virtually youtube.com/@cityofcreswell1909

CRESWELL CITY COUNCIL AGENDA

May 11, 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. Colonel Richard Heyman Proclamation

3. **Correspondence**

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 23, 2026 – City Council Work Session Minutes
      iii. Movies in the Park Noise Ordinance Waiver

5. **April 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 2026-06 A Resolution Establishing Public Records Request Policies and Procedures for the City of Creswell and Repealing Resolution 2017-20- Finance Director James Piper
   B. Resolution 2026-07A Resolution Allowing City Manager Vincent Martoello to renew the Intragovernmental Agreement between Lane County Sheriffs and the City of Creswell. – City Manager Vincent Martorello

7. **Upcoming Meetings-**
   A. May 12, 2026 – Park and Tree Advisory Board Meeting – 9:30 A.M.
   B. May 19, 2026 – Budget Committee Meeting – 6:00 P.M.
   C. May 21, 2026 – Planning Commission Meeting – 5:00 P.M.
   D. May 26, 2026 – City Council Work Session – 6:00 PM

8. **Adjournment**

The meeting location is wheelchair accessible. Anyone needing special accommodations (hearing impaired, language translation, large print, etc. please make your request to Caitlin Born 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.

Mayor's Report
Agenda Item No. 2

Office of the Mayor

City of Creswell, Oregon

Proclamation

~ Colonel Richard "Dick" Heyman Jr. Day ~

Whereas: Colonel Richard "Dick" Michael Heyman Jr. (1924–2026) honorably served the United States for 32 years as a highly decorated Air Force pilot, beginning with his enlistment in the U.S. Army Air Corps in 1942 at age 18, becoming the youngest pilot in the 8th Air Force, flying 342 combat missions in World War II—including support of the D-Day invasion on June 6, 1944 and continuing his distinguished service in the Korean and Vietnam Wars, earning numerous commendations including the Silver Star, Distinguished Flying Cross, Legion of Merit, and multiple Air Medals; and

Whereas: following his retirement in 1973, Colonel Heyman became a dedicated member of the Creswell, Oregon community, serving as a City Councilor at age 91, contributing to local journalism, and supporting charitable causes including education, children's health, and animal welfare; and

Whereas: known for his humility, integrity, and lifelong commitment to service, Colonel Heyman was a devoted husband, father, and grandfather whose legacy continues through his family and community; and

Whereas: in recognition of his extraordinary military service and enduring contributions, Colonel Heyman was posthumously awarded the French Legion of Honor in 2026;

Now, Therefore, I, Nicholas Smith, Mayor of the City of Creswell, do hereby proclaim May 25th of each year as Colonel Richard "Dick" Heyman Jr. Day in the City of Creswell, and encourage all residents to honor his life, reflect on his service, and recognize the enduring importance of courage, humility, and commitment to community.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2026.

Mayor Nicholas Smith

Correspondence
Agenda Item No. 3

Consent Calendar
Agenda Item No. 4

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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 March 13, 2026, opening the meeting at 6:00 p.m. He asked everyone to stand for the Pledge of Allegiance.

Public Forum

The public forum session began with firefighters Amanda Huckins and Stephen Beach representing the Union for South Lane Firefighters L851, which covers Cottage Grove and Creswell areas. They sought support for their upcoming May ballot levy that would increase property tax by $0.47 per $1,000 of assessed value. The funding would be used exclusively for staffing purposes to increase coverage across all three shifts. Amanda explained that high call volumes for medical emergencies were reducing their fire coverage capacity, leaving inadequate personnel to respond to house fires

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when others were on medical calls. The levy had previously failed, which they attributed to inaccurate information being circulated.

Stephen provided scenarios from Fire Chief regarding potential consequences if the levy fails. He noted that currently only five personnel were on shift - two at Cottage Grove, a division chief, and two in Creswell. If the levy fails, starting July 1, 2026, the district will reduce to operating only one ambulance since their primary obligation is fire service protection, though they staff ambulances for additional revenue and community service.

Mayor's Report

i. Arbor Day Proclamation

Mayor Smith presented the annual Arbor Day proclamation, recounting the holiday's origins when James Sterling Morton proposed to the Nebraska Board of Agriculture in 1872 that a special day be designated for tree planting. He highlighted the environmental and economic benefits of trees, including erosion prevention, energy cost reduction, air purification, oxygen production, and wildlife habitat provision. The mayor emphasized trees' role in increasing property values, enhancing business district vitality, and beautifying the community. He noted that Creswell has maintained its Tree City USA status for 15 consecutive years. Mayor Smith officially proclaimed April 26, 2026, as Arbor Day in Creswell and encouraged citizen participation in the celebration at Harry Holt Park on Sunday, April 26th from 11 AM to 2 PM.

ii. Finance and Administration City Attorney Evaluation Charge Update

Mayor Smith announced a clarification to the 2026 charge for the Finance and Administrative Committee, which now includes reviewing the city attorney evaluation process and timeline. The committee is authorized to assess the effectiveness, efficiency, and transparency of the current evaluation framework. Based on their review, the committee may recommend maintaining the existing process or propose alternative evaluation procedures that improve clarity, consistency, and alignment with City Council oversight. The committee will present their findings and recommendations to the mayor for review and potential adoption.

Correspondence

Mayor Smith presented correspondence from (John Payne) about FEMA regarding the 2026 Preliminary Flood Insurance Rate Map and specific regulatory concerns involving the Silk Creek basin and Hill Creek. No council members raised questions about this correspondence.

Consent Calendar

The consent calendar included approval of three sets of meeting minutes: March 9, 2026 City Council Meeting Minutes, March 16, 2026, City Council Special Meeting Minutes, and March 23, 2026 City Council Work Session Minutes.

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Motion: Councilor Kent moved to accept the minutes as presented. Councilor Morris seconded the motion. Motion passed unanimously

March 2026 Administrative Report

Finance Expenditures Report

City Manager Martorello presented the finance expenditures report. Councilor Holt inquired about a small item listed as "Country Media" on page 3. City Manager Martorello clarified this was the annual newspaper subscription renewal for Cottage Grove Sentential. Council President Costilla asked about a Taco Bell irrigation payment on the last page, which it was confirmed as a reimbursement for overpayment.

Lane County Sheriff's Report

Sergeant Speldrich reported a significant increase in property crimes for the month, attributing this to two particular nights of major car prowling incidents involving unlocked vehicles. The 24 property crime case numbers included several juvenile vandalism and criminal mischief incidents, now being addressed through juvenile court. Sergeant Speldrich noted that offense-against-state numbers were high, which he characterized as positive since these typically involve self-initiated actions like warrant arrests and drug offenses, indicating proactive law enforcement.

When asked about spring break correlation, Sergeant Speldrich confirmed that vandalism incidents coincided with spring break, involving the same group of local juveniles getting into trouble while staying out late. The incidents occurred primarily on the west side of town. Sergeant Speldrich explained that the car prowling involved local Creswell residents whom they had either contacted or planned to contact.

Councilor Kent commended the staff's flexibility in adjusting schedules to be less predictable following the car prowling incidents. Speldrich explained they implemented randomized scheduling to potentially deter criminal activity.

Councilor Holt asked about community prevention measures, Sergeant Speldrich emphasized locking vehicles, removing valuables from sight, and reporting suspicious activity rather than assuming others would call. He confirmed that residential security camera footage was valuable for prosecution and encouraged residents to check cameras and share relevant footage when incidents occur in their neighborhoods.

Councilor Morris asked when to call 911 versus non-emergency numbers, Sergeant Speldrich advised using non-emergency for non-aggressive incidents, with deputies typically responding promptly when available. And 911 for in progress situations.

City Attorney Report

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City Manager Martorello reported that the city attorney accrued 29 hours last month. No council members raised questions about this report.

Code Enforcement Report

City Manager Martorello presented the code enforcement spreadsheet showing open and closed cases with photographs demonstrating progress made during the month. Mayor Smith inquired about signage on the Creswell Market building, noting that some signs had been removed. City Manager Martorello explained that the building exceeded the allowable number of signs and square footage requirements based on building faces and street frontage. Code Enforcement Officer Pierre confirmed.

Building Permit Recap Report

The building permit recap included a comparison spreadsheet. Mayor Smith asked about a commercial structural permit with high job value. Building Permit Technician Keppler indicated she would need to research the specific project in another program and agreed to email details to the council if not available by meeting's end. It was stated that the structural permit was for the Robinett–Hughes Park.

Council Action Items

Resolution 2026-03 A Resolution Authorizing the City Manager to Terminate the Intergovernmental Agreement Establishing the System Benefit Fee with Lane County

City Manager Martorello presented the resolution he was instructed to draft for terminating the IGA with Lane County regarding the system benefit fee. He noted that recent communications between the city, Lane County, and Sanipac had been distributed to provide current information before the decision.

Motion: Councilor Kent moved 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. Councilor Costilla seconded the motion. Motion passed unanimously.

Resolution 2026-04 A Resolution Appropriating Expenditures Within the General Fund

Finance Director Piper explained that this resolution amends the fiscal year 2025-26 budget by moving $50,000 from contingency to administrative expenses for an unforeseen expenditure not included in the original budget.

Motion: Councilor Morris moved that the City Council approve Resolution 2026-04, a resolution appropriating expenditures within the general fund. Councilor Dukes seconded the motion. Motion passed unanimously.

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Resolution 2026-05, A Resolution Appropriating Expenditures Within the Sewer Fund

Finance Director Piper presented this resolution to amend the sewer fund budget by moving funds from contingency to materials and services for consulting work by their wastewater facilities plan engineer to assist with meetings.

Motion: Council President Costilla moved that the City Council approve Resolution 2026-05, a resolution appropriating expenditures within the sewer fund. Councilor Kramer seconded the motion. Motion passed unanimously.

Awarding City of Creswell's Insurance Agent of Record Contract

Finance Director Piper recommended awarding the contract to Marsh McLennan Agency following an RFP process that yielded one proposal from the same agency but with improved terms. The new agent offered more involvement and reduced fees from percentage commission to a flat fee, saving the city approximately $4,000 annually or $20,000 over the five-year contract term. City staff, including the City Manager, Finance Director, Public Works Director, and Airport Manager, evaluated the proposal using a scoring system included in the agenda packet.

Councilor Holt thanked staff for the cost savings effort. Mayor Smith asked if the coverage remained the same. Finance Director confirmed it did, while expecting improved service and responsiveness without overcharges.

Motion: Councilor Morris moved 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. Council President Costilla seconded the motion. Motion passed unanimously.

Authorizing a Sole Source Procurement

Finance Director Piper requested authorization for City Manager Martorello to execute contracts for continuing services with Montoya Law LLC, not to exceed $100,000. He explained this was a sole source procurement based on background information provided in the agenda item summary. The expense would be covered by general fund operating contingency of $373,625, with additional savings anticipated from other general fund administrative department areas. Finance Director Piper clarified that no transfers from the airport were required since general fund monies are not restricted for specific purposes, unlike dedicated funds such as the public safety fee.

Councilor Kent appreciated having the background and financial considerations included in the official agenda item, noting that this information addressed public interest over recent months.

Motion: Council President Costilla moved that the City Council authorize City Manager Martorello to execute the necessary contract documents to procure the continuing services of Montoya Law LLC, not to exceed $100,000. Councilor Kent seconded the motion. Motion passed unanimously.

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Awarding of Contract for Creswell Butte Transmission Main project

Public Works Director Bellew requested approval to contract with Windrose Excavation for constructing the Creswell Butte water main transmission line. This project would replace the original 8-inch asbestos transmission line installed in the 1960s that currently runs cross-country through private properties via easements, creating liability issues for the city. The new 12-inch main would be relocated to public right-of-way, increase fire flows, improve service to the south part of town, and provide better service to reservoirs from the water plant.

Seven proposals were received with Windrose Excavation submitting the low bid of $1,417,394.83. Public Works Director Bellew noted this contractor had previously completed two successful projects for the city. Funding would come partially from a FEMA hazard mitigation program grant of approximately $1 million, with the remainder funded by water capital reserve funds. A 15 percent contingency of approximately $200,000 was recommended for unknown conditions.

The project would begin in early to mid-May with an estimated 120-day completion timeline, finishing before winter. Council President Costilla inquired whether the project would address any DEQ list items, but Public Works Director Bellew clarified this was strictly a water project under Oregon Health Division oversight, not DEQ-related.

Motion: Councilor Kent moved that the City Council approve City Manager Martorello to enter into a contract with Windrose Excavation for construction of the Creswell Butte transmission line for the amount of $1,417,394.83 with a contingency budget of 15 percent of bid total, i.e., $200,000, for a total budget of $1,617,394.83. Councilor Morris seconded the motion. Motion passed unanimously.

Approval or Denial of Creswell Rodeo Temporary Liquor License

City Recorder Born presented the liquor license application for the Creswell Rodeo's Fourth of July event. The application was submitted on April 3rd with all proper documentation. Sergeant Speldrich reviewed and approved the application, noting no issues with the previous year's event. The only change from last year was extending the event by one hour due to the fireworks location change, allowing people to view fireworks from the venue.

City Manager Martorello noted that a public hearing was required before voting on this agenda item. Mayor Smith opened the public hearing at 6:38 p.m. and closed the public hearing at 6:39 p.m. with no public comment.

Motion: Councilor Kent moved that the City Council recommend approval of the liquor license application as presented. Councilor Dukes seconded the motion. Motion passed unanimously.

Upcoming Meetings

Mayor Smith directed everyone to review the city website and calendar for upcoming events and meetings to stay informed about city activities and opportunities for participation.

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Adjournment

With no further business Mayor Smith adjourned the meeting at 6:43 p.m.

_____

Nicholas Smith, Mayor

Attest:

_____

Caitlin Born, City Recorder

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City of Creswell City Council Work Session Meeting

Council Members Present: **Audience Present: 8**

- Mayor Smith
- Councilor Costilla, Council President **Press Present: 0**
- Councilor Dukes
- Councilor Holt
- Councilor Kent
- Councilor Kremer
- Councilor Morris

Staff Present:

- City Manager Vincent Martorello
- Public Works Director Cliff Bellew
- Airport Manager Shelley Humble
- Finance Director Jim Piper
- City Planner Curtis Thomas
- Utility Clerk Wendy Bair

Open Meeting

Mayor Smith opened the April 27, 2026, City Council Work Session at 6:00 PM. Mayor Smith asked everyone to stand for the Pledge of Allegiance.

Committee Reports

A. Public Safety Committee

Councilor Kremer reported that the committee unanimously voted Councilor Kent as secretary. Meeting minutes from the previous session were unavailable due to an old email address issue and will be recreated and ratified. The committee recommended a 6 percent increase to the public safety fee, resulting in an increase of $1.20 per month to residents. Councilor Kremer clarified that

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the fee covers the Lane County Sheriff's contract, which includes deputies, a sergeant, dispatch, and records, with a provision for overtime.

Finance Director Jim Piper provided additional context, noting that the annual contract came in at nearly a 12 percent increase overall, and that because the contract is split equally between the public safety fee and property tax revenues, only half of the contract increase was recommended to be passed through to the fee — covering costs without adding margin.

Councilor Kremer also announced that National Night Out is scheduled for Tuesday, August 4, from approximately 5:00 to 7:00 PM. He noted he was asking that Fourth Street between Oregon and Main will be closed for the event. Activities under consideration include the return of the dunk tank and, in place of the prior pie contest, a donut-eating contest.

B. Parks and Tree Advisory Board

Councilor Morris reported that the most recent Parks and Tree Advisory Board meeting was primarily focused on planning for the Arbor Day celebration, which took place the prior day and was deemed a success. Native trees — including Grand Firs and Willamette Valley-bred Ponderosa Pine — as well as a variety of nursery plants were distributed to residents. The next meeting is scheduled for May 12. Mayor Nicholas Smith took a moment to recognize Public Works staff, particularly the crew for the excellent condition of the park. Councilor Morris mentioned how great Jayden was.

C. Airport Commission

Council President was unable to attend the work session and passed it over to Airport Manager Shelley Humble to deliver the commission's report. The April 15 meeting included a work session to finalize minor revisions to the airport's rules and regulations, which will be brought before the Council for approval. City Manager Vincent Martorello suggested scheduling a work session to walk the Council through the changes prior to a vote, and Mayor Nicholas Smith concurred.

Airport Manager Humble provided updates on several ongoing grant projects, noting that the Hand Base station grant is nearly closed, with the final radio equipment on order. Volunteer staff from the Oregon Resiliency Team are scheduled to assemble the equipment in advance of the ODART (Oregon Disaster Airlift Response Team) disaster exercise on June 13–14, which will use the airport as a food distribution hub in a simulated Cascadia Subduction Zone event. The Council was invited to volunteer.

The north taxi lane project is expected to break ground within 60 days, with the goal of completing construction prior to the National STOL (Short Takeoff and Landing) competition. The EPUD electrical project is nearly complete. Airport Manager Humble also reported on the STEM aviation partnership with Creswell School District, noting that the district is exploring how to allow students to earn a private pilot license alongside their diploma, and that the new STEM building will include an aircraft maintenance component. Young Eagle rides are planned for July 4, starting at 9:00 AM, with a goal of surpassing last year's 75 rides. The National STOL competition is confirmed for August 28–29, with 16 contestants already registered and an anticipated total of 35–50 participants from multiple states, including five local pilots as of now.

D. LaneAct (Lane Area Commission on Transportation)

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Councilor Kent reported that he was unable to attend the most recent LaneAct meeting but shared a related update: Lane County has received transportation funding through its transportation plan and reached out to the City regarding a letter of interest to participate in projects that could include safe school routes, speed signs, and traffic calming measures. City Manager Vincent Martorello confirmed no additional action was needed beyond what was noted. The Council briefly acknowledged that prior Safe Routes to School work had already produced results, including a completed crosswalk improvement.

E. Administration and Finance Committee

The committee's brief report touched on the scheduling of municipal court dates. Discussion clarified that, given the impending transition to a new municipal judge — with the current judge departing in August — the committee recommended forgoing further formal evaluations of the outgoing judge and instead focusing efforts on the new judge and an updated review structure. City Manager Vincent Martorello noted that the process would mirror the recently revised city attorney review framework, incorporating quarterly check-ins with the judge. The Council agreed to schedule a work session to finalize the new charge for the municipal judge position.

Discussion Items

A. Creswell First! – Joe Walters

Joe Walters presented the annual report on behalf of Creswell First!, the City's community giving organization. Of the $22,000 allocated by the City for the year, all but $300 was distributed. Recipients included:

- Family Relief Nursery – preventive family education and support
- Intergenerational Reading Collaboration – $2,000 to restock a book vending machine at the grade school
- Hope and Safety Alliance (formerly Women's Space) – $3,000 for domestic abuse services used within Creswell
- Community Food for Creswell – $3,000 to support the local food bank
- Creswell Clubhouse – support for an after-school K–12 program
- Family Resource Center – operated by the Creswell School District to connect families to essential resources
- Caring for Creswell Kids – $2,000 for clothing and shoes for K–12 students, used specifically for shoes
- Community Sharing – $3,000 to assist Creswell residents with utility bill payments

Joe Walters also noted that Creswell First! conducts independent fundraising throughout the year to support additional programs, including the local eye center and public library. Councilor Kent expressed interest in making the donation process more accessible online, and it was acknowledged that a website revamp is in progress. Mayor Smith asked is Creswell! First separate from Creswell Clubhouse? Joe Walters Stated it was Different. Debbie Yee asked if all recipients were nonprofit 501(C)(3) designees, it was clarified that Creswell First! operates as an umbrella giving

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organization and is a 501(c)(3), though not all recipient organizations hold that designation. The organization performs due diligence on each recipient's charitable status and accountability.

B. South Lane County Fire and Rescue District Levy Presentation – Chief Wooten

Fire Chief Wooten appeared before the Council with Deputy Chief Justin Baird and Senior Division Chief Aaron Smith to present the district's May 19 levy measure, which requests an increase in the permanent tax rate from $0.47 to $1.335 per $1,000 of assessed value. This is the first such request since the levy's original passage in 2012.

Chief Wooten highlighted an operational crisis with a 62 percent increase in call volume since 2012, rising from approximately 9 to 15 or more calls per day. Despite increased demand, the district operates with only 5 people on duty district-wide, with just 2 stationed at Creswell at any time. Consequently, when an ambulance call occurs, those 2 personnel may leave for up to 2 hours, leaving the station unstaffed for fire response, which currently occurs around 19.2 hours per day. The district also faces a shortage of 3 from a budget of 7 positions due to resignations attributed to burnout from high workloads.

Adding to the challenges are a decline in volunteerism, making it unfeasible to rely on volunteers for high call volumes. Extensive training and time commitments deter potential volunteers, compounding pressure on limited full-time staff. Chief Wooten detailed the consequences if the levy fails, including alternating staffing between an engine in Cottage Grove and an ambulance in Creswell, significantly increasing response times. He cautioned that this could worsen the district's ISO Class 2 rating, leading to higher homeowner insurance premiums.

Wooten linked the rise in ambulance demand to factors like an aging population, corporate clinic consolidations, and reliance on EMS for primary care by Oregon Health Plan recipients. He noted hospital offload times of up to 3 hours contribute to the issue. To reduce call volumes, the district contracted a subcontractor for interfacility hospital transfers, incurring about $2 million in annual foregone billable revenue. If the levy is approved, Creswell staffing will increase to 4 personnel, allowing independent fire engine and ambulance staffing, restoring 24-hour fire coverage.

Chief Wooten referenced two fire incidents. First, the fatal Cottage Grove fire underlined the strain on resources. With 5 personnel responding, they managed to contain the fire, preventing it from worsening and avoiding further fatalities. Second, the Creswell shop fire required a response involving splitting crews, with 2 personnel arriving to assess and control the situation before additional assistance arrived. This approach ensured the family residence was preserved despite the initial intensity.

Addressing Councilor Holt's concern about a proposed unhoused village strain on resources, Wooten stated he would only endorse such models if mandatory treatment was involved. This came after the Cottage Grove encampment resulted in an additional 4 calls per day. The district lacks resources to absorb such demands at current staffing levels.

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The Council considered supporting the levy campaign through City website postings and newsletter content referencing open houses. Individual councilors discussed displaying yard signs for outreach. City Manager Martorello confirmed that open house events could be promoted via City communication channels.

C. Floodplain Update – Leni Crow

Floodplain Manager Leni Crow provided an update on the status of the new FEMA flood risk maps and the Community Rating System (CRS).

Floodplain Manager Leni Crow reported that the appeal period for the new preliminary flood maps has closed, with approximately 65 appeals submitted by Creswell residents. However, with FEMA currently operating under a shutdown, direct communication has been limited, and the outcome of the appeals remains uncertain. Floodplain Manager Leni Crow confirmed she was able to briefly reach the FEMA project manager but received no indication of whether appeals would be successful. The next formal step will be a Letter of Final Determination, after which the City will have 6 months to adopt the new maps.

On the Community Rating System (CRS) — a program through which communities with higher floodplain management standards can earn discounts on residents' flood insurance premiums — She noted that while FEMA has paused the acceptance of new communities into the program due to the shutdown and non-renewal of administrative contracts, Creswell is well-positioned to apply when the program reopens. The City's existing code already meets or exceeds many CRS standards, and Floodplain Manager Leni Crow Crow estimated the City could potentially qualify for a 15 to 20 percent discount once enrollment is available. She emphasized that preparation work is ongoing so that the City can enter the program at the highest eligible class.

Crow also noted that many residents who submitted elevation certificates during the appeal process are in strong positions to pursue individual map amendments (LOMAs) removing their properties from the Special Flood Hazard Area. She offered to assist those residents through that process.

Regarding the pre-implementation compliance measures tied to ESA (Endangered Species Act) requirements — specifically the "no net loss" and compensatory storage provisions — Crow reported that she and City Planner Curtis are collaborating with University of Oregon students on a statewide pilot program to develop an off-site mitigation framework, with a draft expected around September.

The City is also partnering with a company called Forerunner to provide a public-facing web tool where residents can type in their address to view both their current and proposed floodplain status, including any elevation certificate data on file. This tool will be linked from the City's website.

Councilor Holt and others noted the financial burden the new maps would place on residents, including those not directly in the floodplain, as insurance rates are assessed on a community-wide basis. Debbie Yee raised the point that Cottage Grove holds a 20 percent CRS discount while Creswell does not and emphasized there is no guarantee the City will obtain that status. Crow

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acknowledged that reality while reaffirming her commitment to setting the City up for success. Thomas Yee raised concerns about enforcement implications for manufactured home parks and RV spaces within newly designated flood zones, and Crow confirmed that code enforcement is complaint-based, and that the focus will be on resident education and finding workable solutions rather than punitive enforcement.

Floodplain Manager Leni Crow announced she will be attending the National Floodplain Conference at the end of May and will prepare a summary of insights and ideas upon her return.

D. Family Oriented Everyone Village Check in

City Manager Vincent Martorello briefly introduced the item, presenting the Council with two options: continue exploration of the Family Oriented Everyone Village initiative and schedule a June work session, or discontinue the effort at this time.

Mayor Nicholas Smith opened discussion by delivering a prepared statement, noting that after allowing time for community input, he had reached a firm conclusion. He stated he does not support the Everyone Village model for Creswell, citing the clear opposition heard from the majority of the community. Mayor Nicholas Smith proposed an alternative: a year-round "Giving Tree" initiative that would leverage the City's Tree City USA designation, partnering with Creswell School District Family Resource Services and Creswell First! to create an anonymous platform where residents could anonymously select and fulfill specific needs for Creswell families — such as clothing, utility payments, transportation assistance, and employment connections.

Council President Costilla stated he had heard no community support for the project and, given the City's recent experience with homelessness-related legislation, was not prepared to move forward. He chose option two — discontinuation.

Councilor Morris expressed mixed feelings, acknowledging the genuine housing need and the human dimension of the affected families, but ultimately concluded that the potential for unintended consequences — including the risk of serving residents from outside the community — led her to a no position as well.

Councilor Holt was unequivocal in her opposition, stating she had been a "no" throughout. She raised concerns about the strain on community resources, the absence of local social services to support a village population, the ongoing financial pressures already facing Creswell residents, and specific policy concerns about the model's allowance for off-site substance use. She requested that the discussion be discontinued.

Councilor Dukes expressed concern that the model lacked a sunset provision or pathway to self-sufficiency, stating that effective support systems should help people get back on their feet and become independent — not provide indefinite housing.

Councilor Kent stated he had been drawn to the idea of limiting eligibility to families registered with the school district, but after hearing Fire Chief Wooten's presentation on the impacts of the Cottage Grove encampment, he was persuaded that unintended consequences could not be adequately mitigated. He voted no.

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Councilor Kremer added that, given the fire district's resource constraints, the Lane County Sheriff's staffing challenges, and the potential for the site to be within a floodplain, the financial and operational risks to the City were too significant. He echoed support for the Mayor's Giving Tree concept as a constructive alternative.

Debbie Yee offered public comment encouraging the Council to explore community-based giving and volunteerism as an alternative path to supporting vulnerable Creswell families, noting that many residents may not be aware of the depth of local need.

City Manager Vincent Martorello briefly clarified that the initiative was intended for families only not the general unhoused population and noted that at least one of the families had since secured housing independently. The Council took note but affirmed its consensus position.

The Council reached a unanimous consensus to discontinue exploration of the Family Oriented Everyone Village initiative, with Mayor Nicholas Smith noting that the conversation about how to better support Creswell families through community-based alternatives would continue.

Adjournment

With no further business Mayor Smith adjourned the meeting at 7:29 p.m.

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Nicholas Smith, Mayor

Attest:

_____

Caitlin Born, City Recorder

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CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item (MOTION) – Waive CMC 9.25 for 2026 Movies in the Park**
Date:	**April 16, 2026**
Staff Contact:	Heather Prociw, Administrative Assistant

AGENDA ITEM SUMMARY
The City is petitioning City Council for a waiver of the Creswell Municipal Code chapter 9.25 relating to noise, to allow for Movies in the Park.

BACKGROUND

CMC 9.25.180 reads as follows:

Producing sound by any means or through any activity other than those listed in this section or in CMC 9.25.300 through 9.25.330 which:

A. Between the hours of 7:00 a.m. and 9:00 p.m. creates a noise disturbance; or

B. Between the hours of 9:00 p.m. and 7:00 a.m. is plainly audible within any noise-sensitive unit which is not the source of the sound or 50 feet or more from such device. [Ord. 447 § II, 2007].

The City plans to hold Movies in the Park in Holt Park on the following schedule:

- Cars (G) - July 18th, 2026
- How to Train Your Dragon (Animated)(PG) - August 1st, 2026
- Wall-E (G) - August 15th, 2026
- Zootopia 2 (PG) - August 29th, 2026

It is anticipated that the movies will last no later than 11:00 pm.

The City will notify Holt Park neighbors by:
- Placing door hangers at least 24 hours in advance within the impacted neighborhood
- Sending texts to the community via TextMyGov
- Posting on official City of Creswell social media
- Utilizing the Creswell City Hall reader board
- Sharing the events and information on the City of Creswell website

The City Manager does not have the authority to waive this section of the municipal code.

FINANCIAL CONSIDERATIONS:

None

COUNCIL GOAL:
None

STAFF RECOMMENDATION:
None

SUGGESTED MOTION
I MOVE THAT THE CITY COUNCIL GRANT A WAIVER OF CMC 9.25 FOR MOVIES IN THE PARK ON JULY 18TH, AUGUST 1ST, AUGUST 15TH, AND AUGUST 29TH, 2026.

ATTACHMENT(S)
None

Creswell Movies in the Park 2026

by Heather Prociw, Administrative Assistant

Background:

Each summer, the City of Creswell hosts Movies in the Park at Harry Holt Memorial Park. On average, four films are shown each year on alternating Saturdays. Since 2023, the films shown have been voted on by the people of Creswell, with online voting being available on the City's website and in-person voting hosted by the Creswell library. The films selected are intended to appeal to a wide variety of our constituents, ranging from early childhood to late adulthood. These events are held free of charge to our community and have proven to be a great way for the City to engage with our residents.

How Movie Candidates are Chosen:

- Feedback from the community. In years past, Creswell residents have offered movie suggestions to City staff. Many of the film candidates for 2026 were suggestions from residents in 2024 and 2025.
- Content of the films. Movies rated G and PG should be appropriate for the general public while PG-13 movies should be appropriate for pre-teens and older. Movies with R ratings are not considered for candidacy.
- Popularity and likelihood of attendance. These movies are an investment in the community and tax payer money is used to finance them. It is important that the movies being funded are ones that the majority of our residents are interested in seeing.
- Appropriate for promotion. The City of Creswell relies on local organizations and businesses to assist in getting the word out to the community about these events by hanging posters in the windows of their buildings. No organization or business should feel uncomfortable with the films they would be promoting.

Movie Selection Process:

- Since 2023, the City of Creswell has put the movies up to a vote by the public. In the past, we have done multiple rounds that each lasted a week and had four options, with the most popular option advancing to the actual event series. After receiving feedback from Creswell Library staff members as well as parents and children in the community, the voting model was changed to only one round of voting with ten choices and the four films with the most votes being shown in the summer. This was done in response to learning that many of our younger voters wanted more time to think over which movie they wanted to vote for.
- Residents were able to cast their votes via a link on the City of Creswell website or in person at the Creswell Library. Paper ballots were designed in-house with instructions to select up to four options.
- There was one round of voting, which began on March 13th, 2026, and concluded on April 4th, 2026. Voting was advertised on the City of Creswell's website, social media channels, and electronic message board.
- There were a total of 185 voters this year.



1. From the following options, select four movies that you would like to see at Movies in the Park this summer *

185 out of 185 people responded to this question

Wall-E (G)	**44.32%**| 82 people chose this answer
Cars (G)	**41.08%**| 76 people chose this answer
Superman (2025) (PG-13)	**24.32%**| 45 people chose this answer
Fantastic Four: First Steps (PG-13)	**16.76%**| 31 people chose this answer
Zootopia 2 (PG)	**59.46%**| 110 people chose this answer
How to Train Your Dragon (Animated) (PG)	**44.32%**| 82 people chose this answer
Big Hero 6 (PG)	**33.51%**| 62 people chose this answer
Sonic (PG)	**23.78%**| 44 people chose this answer
Inside Out 2 (PG)	**40.54%**| 75 people chose this answer
Jumanji (PG)	**31.35%**| 58 people chose this answer

This is a breakdown of the movie candidates as well as the number of people that voted for them.

The City of Creswell has secured the rights to show the four films selected and is currently in the process of recruiting local businesses and organizations to sell concessions and host activities before the movies begin. As of April 16th, 2026, we have booked Made it Myself Bakery for all four dates and have Creswell Library set to promote their youth programming at the first three events. We anticipate securing more vendors within the next three months.

We are looking forward to another fun season of outdoor movies with the people of Creswell and are grateful for our residents' support in bringing these events together.

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
04/26	04/01/2026	36473	135	ANALYTICAL LABORATORY GROUP	Multiple	03-40-670	194.50	1,750.50
04/26	04/01/2026	36474	320	BRENNTAG PACIFIC INC	BPI590419	03-40-665	.00	8,023.40
04/26	04/01/2026	36475	510	CITI CARDS	Multiple	02-40-650	.00	3,041.31
04/26	04/01/2026	36476	1070	H D FOWLER COMPANY	I7254078	02-40-650	.00	14,586.50
04/26	04/01/2026	36477	1155	HORNER'S INC	444213	04-40-601	.00	419.50
04/26	04/01/2026	36478	1165	HR SPECIALISTS; EMPLOYMENT LAW	43736136	01-40-630	.00	149.00
04/26	04/01/2026	36479	1435	LANE ELECTRIC COOPERATIVE INC	MAR26-327690	03-40-625	.00	126.24
04/26	04/01/2026	36480	2043	PACIFIC NW FLOORING, THE	217873	02-40-673	.00	2,178.73
04/26	04/01/2026	36481	2755	VERIZON	6138265889	03-40-626	.00	59.71
04/26	04/01/2026	36482	2790	WAGON WHEEL FEED & GRAIN	606026	03-40-673	.00	759.00
04/26	04/01/2026	36483	2820	WELLS FARGO FINANCIAL LEASING	5038046441	03-40-620	.00	326.00
Grand Totals:							194.50	31,419.89

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
04/26	04/09/2026	36484	210	BANNER BANK	Multiple	10-40-620	.00	4,463.10
04/26	04/09/2026	36485	340	BUCKS SANITARY SERVICE	Multiple	01-63-645	.00	945.94
04/26	04/09/2026	36486	410	CASCADE HOME CENTER	Multiple	01-63-645	.00	1,319.71
04/26	04/09/2026	36487	505	CINTAS CORPORATION #3	Multiple	15-40-602	.00	1,488.30
04/26	04/09/2026	36488	590	COMMUNITY SHARING PROGRAM	29028	02-202	.00	290.28
04/26	04/09/2026	36489	755	DEPT OF CONSUMER & BUSINESS SE	Multiple	10-40-604	.00	3,063.41
04/26	04/09/2026	36490	810	DOUGLAS FAST NET	Multiple	03-40-626	.00	1,479.67
04/26	04/09/2026	36491	995	GANNETT OREGON LOCALiQ	7614843	02-40-613	.00	479.36
04/26	04/09/2026	36492	1130	HERB NEWELL	201406	15-40-602	.00	32.00
04/26	04/09/2026	36493	1505	MALLORY SAFETY & SUPPLY	3996257	03-40-650	3.66	362.04
04/26	04/09/2026	36494	1690	NATIONAL BUSINESS SOLUTIONS	IN160470	15-40-646	.00	481.31
04/26	04/09/2026	36495	1715	NEWELL, JOEL	5700	03-40-685	.00	57.00
04/26	04/09/2026	36496	1800	ONE CALL CONCEPTS INC	6030338	02-40-650	.00	37.92
04/26	04/09/2026	36497	1980	ORKIN	295149838	01-63-690	.00	80.42
04/26	04/09/2026	36498	2050	PACIFIC POWER	Multiple	01-63-640	.00	3,351.63
04/26	04/09/2026	36499	2480	SQUARE DEAL LUMBER COMPANY	198988	01-63-645	.00	120.62
04/26	04/09/2026	36500	2525	STEPUP IT SERVICES LLC	13637	15-40-645	.00	3,667.06
04/26	04/09/2026	36501	2590	TAYLOR'S TOWING & AUTO WRECKIN	356455	01-51-688	.00	564.00
04/26	04/09/2026	36502	2640	TOWNSEND, JEREMY	5700	03-40-685	.00	57.00
04/26	04/09/2026	36503	2680	TWGW INC WILSON'S NAPA	Multiple	04-40-601	.00	425.38
04/26	04/09/2026	36504	2780	W C & L ENTERPRISES INC	43527	04-40-686	.00	1,812.50
04/26	04/09/2026	36505	2785	WAGGONER, BRANDON	5700	03-40-685	.00	57.00
04/26	04/09/2026	36506	2825	WEST YOST & ASSOCIATES	22066755	20-80-801	.00	2,626.42
Grand Totals:							3.66	27,262.07

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
04/26	04/16/2026	36507	135	ANALYTICAL LABORATORY GROUP	Multiple	03-40-670	64.40	579.60
04/26	04/16/2026	36508	175	AUTOMATION GROUP INC, THE	W17027	02-40-673	.00	1,710.00
04/26	04/16/2026	36509	260	BI-MART CORPORATION	Multiple	01-63-645	.00	417.52
04/26	04/16/2026	36510	425	CASELLE INC	INV-18179	04-40-646	.00	2,969.00
04/26	04/16/2026	36511	460	CENTURYLINK	Multiple	03-40-626	.00	392.23
04/26	04/16/2026	36512	460	CENTURYLINK	APR26-333656	03-40-626	.00	101.99
04/26	04/16/2026	36513	500	CINTAS CORPORATION #2	Multiple	01-63-602	.00	208.00
04/26	04/16/2026	36514	520	CITY OF COTTAGE GROVE	15770	10-40-652	.00	20,751.47
04/26	04/16/2026	36515	665	CRESWELL COMMERCIAL SERVICE I	Multiple	04-40-672	.00	1,880.90
04/26	04/16/2026	36516	695	CRESWELL SCHOOL DISTRICT NO 40	81480	01-227	.00	814.80
04/26	04/16/2026	36517	905	EPUD	Multiple	01-63-695	.00	11,101.58
04/26	04/16/2026	36518	963	FORERUNNER	1581	01-59-680	.00	1,500.00
04/26	04/16/2026	36519	976	FRANCIA. PIERRE MICHAEL	24640	01-51-630	.00	246.40
04/26	04/16/2026	36520	1220	INTEGRATED ELECTRONIC SYSTEMS	2026-04-01-P9J	01-40-602	.00	135.00
04/26	04/16/2026	36521	1270	JBL SIGNS	3139	01-63-645	.00	225.00
04/26	04/16/2026	36522	1400	LANE COUNTY DEPT OF FINANCE	87725	01-51-643	.00	877.25
04/26	04/16/2026	36523	1440	LANE FOREST PRODUCTS INC	Multiple	04-40-602	.00	1,795.00
04/26	04/16/2026	36524	1710	NET ASSETS CORPORATION	94-202603	01-59-613	.00	195.00
04/26	04/16/2026	36525	1755	NW NATURAL	Multiple	01-63-695	.00	821.76
04/26	04/16/2026	36526	1875	OREGON DEPT OF REVENUE	51225	01-51-643	.00	512.25
04/26	04/16/2026	36527	2220	PROFECTUS INC	EUG04260103	01-63-690	.00	795.98
04/26	04/16/2026	36528	2345	ROMTEC INC	2957	16-80-801	.00	21,674.00
04/26	04/16/2026	36529	2380	SANIPAC INC	Multiple	01-63-625	.00	731.14
04/26	04/16/2026	36530	2820	WELLS FARGO FINANCIAL LEASING	5038182040	15-40-646	.00	334.00
04/26	04/16/2026	36531	2863	WILLAMETTE CONSTRUCTION SOLU	26-4028	05-80-803	.00	8,309.00
Grand Totals:							64.40	79,078.87

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
04/26	04/23/2026	36532	55	AIRGAS-NOR PAC INC	5523952325	02-40-665	.00	101.68
04/26	04/23/2026	36533	85	ALL THE KINGS FLAGS	39083-2	15-40-602	.00	698.99
04/26	04/23/2026	36534	275	BLUE SAND ELECTRIC LLC	1624	05-80-803	.00	2,570.00
04/26	04/23/2026	36535	290	BORN, CAITLIN	18300	01-51-643	.00	183.00
04/26	04/23/2026	36536	455	CENTURY WEST ENGINEERING COR	251856	15-80-888	.00	28,138.63
04/26	04/23/2026	36537	470	CHARTER COMMUNICATIONS	Multiple	03-40-626	.00	510.25
04/26	04/23/2026	36538	520	CITY OF COTTAGE GROVE	15777	01-59-680	.00	973.40
04/26	04/23/2026	36539	580	COMFORT FLOW HEATING COMPANY	Multiple	01-40-602	.00	1,175.50
04/26	04/23/2026	36540	635	COSTILLA, ALONZO	APR26	01-40-632	.00	175.00
04/26	04/23/2026	36541	830	DUKES, ALAN D	APR26	01-40-632	.00	150.00
04/26	04/23/2026	36542	1045	GRADIENT	287505	01-40-630	.00	120.00
04/26	04/23/2026	36543	1140	HOLT, STACI	APR26	01-40-632	.00	150.00
04/26	04/23/2026	36544	1305	KENT,CLARK A	APR26	01-40-632	.00	150.00
04/26	04/23/2026	36545	1310	KEPPLER, ANGELA	Multiple	01-51-643	.00	336.70
04/26	04/23/2026	36546	1360	KREMER, MARK	APR26	01-40-632	.00	150.00
04/26	04/23/2026	36547	1475	LOCAL GOVERNMENT LAW GROUP	73853	15-40-682	.00	8,630.63
04/26	04/23/2026	36548	1655	MORRIS, JOAN	APR26	01-40-632	.00	150.00
04/26	04/23/2026	36549	1750	NV5 INC	502490	15-80-802	.00	34,775.66
04/26	04/23/2026	36550	2085	PAYNTER, THE	487238	01-63-680	.00	300.00
04/26	04/23/2026	36551	2355	RSINET	EIEXJ4PF-0001	15-40-687	.00	180.00
04/26	04/23/2026	36552	2395	SECURITY MONSTER	237185	04-40-602	.00	220.85
04/26	04/23/2026	36553	2440	SMITH, NICHOLAS A	APR26	01-40-632	.00	225.00
04/26	04/23/2026	36554	2495	STAPLES ADVANTAGE	7009405533	15-40-620	.00	86.28
04/26	04/23/2026	36555	2830	WESTECH ENGINEERING INC	Multiple	20-80-801	.00	2,805.50
Grand Totals:							.00	82,957.07

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
04/26	04/29/2026	36559	495	CHRONICLE, THE	3054	01-63-661	.00	450.00
04/26	04/29/2026	36560	510	CITI CARDS	Multiple	01-63-645	.00	3,673.30
04/26	04/29/2026	36561	525	CITY OF CRESWELL	Multiple	01-63-679	.00	328.47
04/26	04/29/2026	36562	947	FEI TESTING & INSPECTION INC	39067	16-80-801	.00	448.75
04/26	04/29/2026	36563	1075	HACH COMPANY	Multiple	03-40-673	.00	459.25
04/26	04/29/2026	36564	1895	OREGON EMPLOYMENT DEPARTMEN	L0017061420	04-40-555	.00	3,137.99
04/26	04/29/2026	36565	2050	PACIFIC POWER	Multiple	01-51-625	.00	966.38
04/26	04/29/2026	36566	2755	VERIZON	6140793355	03-40-626	.00	212.71
Grand Totals:							.00	9,676.85

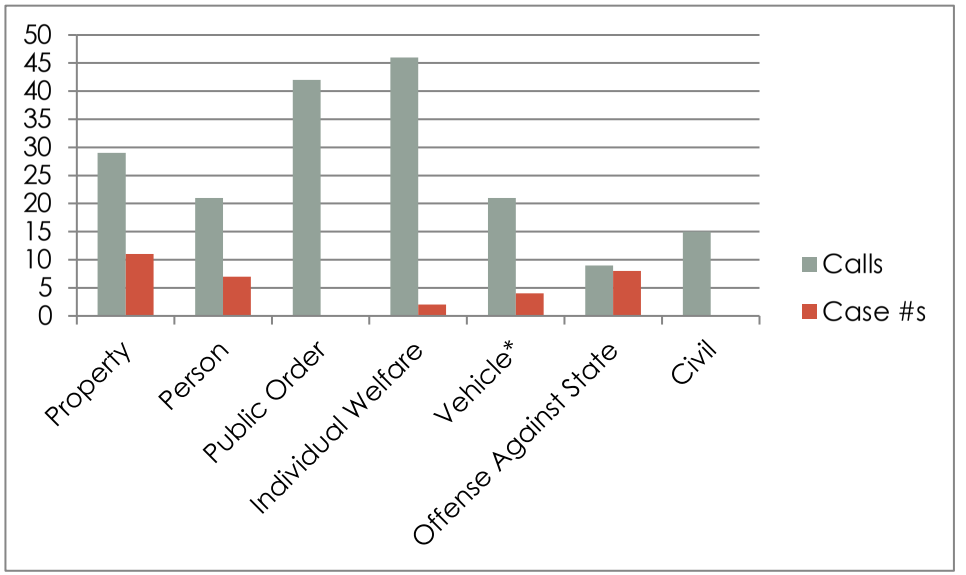
Check Number	Check Issue Date	Payee	Amount	Check Printed	Void
3646	04/09/2026	WIEDERRICH, LISA	44.97	Yes	No
3647	04/22/2026	SHERRI RANEA WRIGHT	160.00	Yes	No
3648	04/28/2026	US POSTAL SERVICE	1,121.64	Yes	No
Grand Totals:			1,326.61		
			3		

City of Creswell Monthly Police Activity- April 2026

Prepared by Sgt. Alex Speldrich, LCSO

Calls for Service by Incident Types:

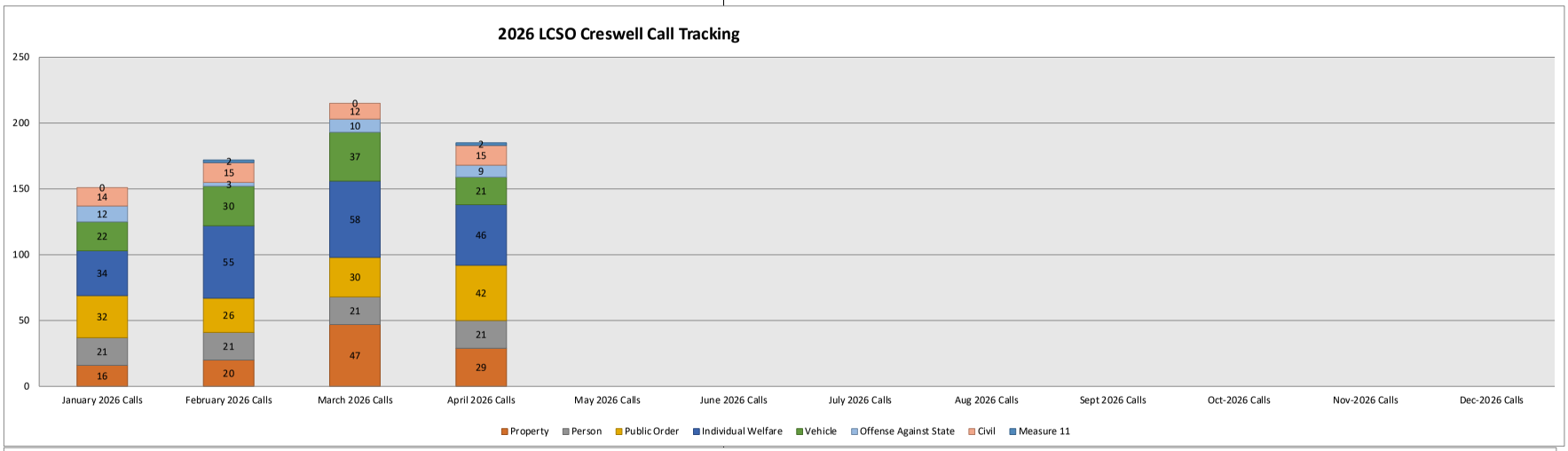
Incident Type	Calls	Case #s
Property	29	11
Person	21	7
Public Order	42	0
Individual Welfare	46	2
Vehicle*	21	4
Offense Against State	9	8
Civil	15	0
Total	183	32
Measure 11	2	2
Self-Initiated Activity	213	11

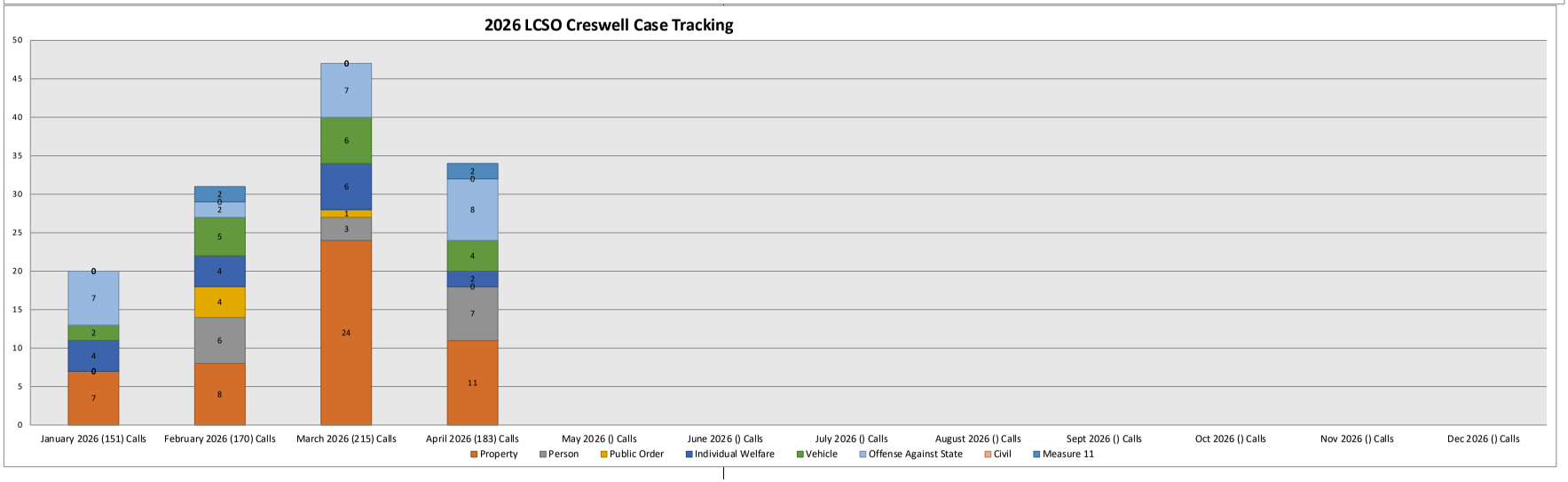


Property (Burglary, Thefts, Criminal Mischief, Trespass, Found Property, UUV, UEMV)
Person (Assaults, Menacing, Harassment, Viol. Restraining Order)
Public Order (Disorderly Subjects, Suspicious Vehicles/Persons, Animal Calls, Citizen Initiated Contacts)
Individual Welfare (Welfare Checks, Missing Persons, 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

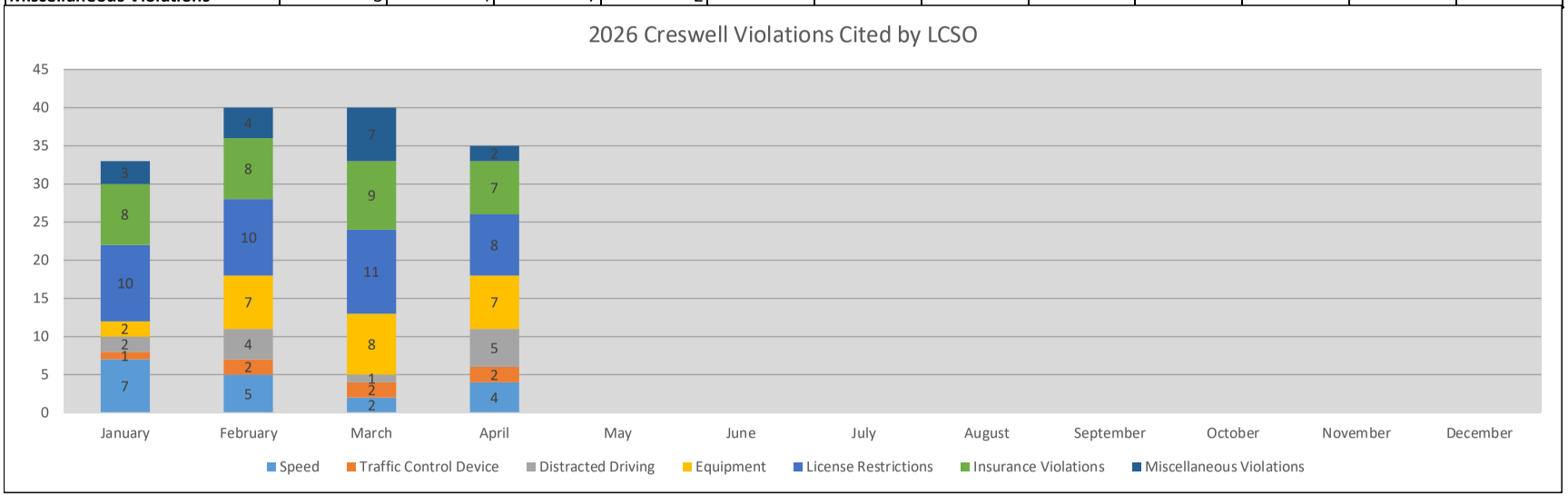
Aggregate Calls Month/Year	Total	Calls Month/Year	Property	Person	Public Order	Individual Welfare	Vehicle	Offense Against State	Civil	Measure 11
Jan-26	**151**	January 2026 Calls	16	21	32	34	22	12	14	0
Feb-26	**170**	February 2026 Calls	20	21	26	55	30	3	15	2
Mar-26	**215**	March 2026 Calls	47	21	30	58	37	10	12	0
Apr-26	**183**	April 2026 Calls	29	21	42	46	21	9	15	2
May -26		May 2026 Calls								
June -26		June 2026 Calls								
July-26		July 2026 Calls								
Aug-26		Aug 2026 Calls								
Sept-26		Sept 2026 Calls								
Oct-26		Oct-2026 Calls								
Nov-26		Nov-2026 Calls								
Dec-26		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 (215) Calls	24	3	1	6	6	7	0	0	47
April 2026 (183) Calls	11	7	0	2	4	8	0	2	32
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	4								
Traffic Control Device	1	2	2	2								
Distracted Driving	2	4	1	5								
Equipment	2	7	8	7								
License Restrictions	10	10	11	8								
Insurance Violations	8	8	9	7								
Miscellaneous Violations	3	4	7	2								



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
(MAY 2026)

April work:

General

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

Ross worked with Jim on revisions to public records procedures.

Ross worked with Caitlin on a public meeting grievance matter.

Ross worked with Caitlin on code enforcement questions.

Airport

Ross worked with Shelley on a contract for an airport special event.

Planning

Ross worked with Vincent on questions related to final decision-making authority for land use applications.

Ross worked with Curtis on a lot consolidation matter.

Ross worked with Curtis on evaluating a use in the commercial zone.

April work totaled approximately 26 hours of attorney time.

Code Enforcement Report

	Community Engagement / Field Questions & Warnings
39	Engagement/Education
26	Warnings issued (Parking included)

03/31/2026 - 04/30/2026

Case Date	Violation Name	Closed On	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*
2/18/2026	15.20.070 Prohibited signs	3/30/2026	Closed-Resolved
2/26/2026	15.20.060 Sign regulations for commercial and industrial sign district. 15.20.090 Temporary signs.	4/16/2026	Closed-Resolved
3/4/2026	3.3.300 Automobile Parking Standards. (Building Lighting)	4/17/2026	Closed
3/17/2026	8.05.040 Nuisances affecting public health. 8.05.140 Junk		*Open*
	New cases for April		
3/31/2026	8.30.50 Property Maintenance standards		*Open*
3/31/2026	15.20.090 Temporary signs. 15.20.100 Permits		*Open*
3/31/2026	8.15.030 Public responsibilities.	4/17/2026	Closed-Resolved
3/31/2026	15.20.090 Temporary signs.		Closed-Resolved
3/31/2026	15.20.060 Sign regulations for commercial and industrial sign district.		*Open*
4/1/2026	6.05.200 Dogs at large prohibited. 6.05.110 Dog licenses	4/3/2026	Closed-Resolved
4/3/2026	8.05.140 Junk		*Open*
4/3/2026	8.05.040 Nuisances affecting public health	4/23/2026	Closed-No violation
4/3/2026	8.05.050 Creating a hazard	4/15/2026	Closed-Resolved
4/3/2026	13.10.290 Prohibited discharge, 13.10.060 Prohibited deposits.10.10.070 Storage of vehicles.	4/17/2026	Closed-No violation
4/7/2026	8.05.090 Scattering Rubbish	4/13/2026	Closed-Resolved
4/13/2026	10.10.070 Storage of vehicles and recreational vehicles on streets.	4/15/2026	Closed-Resolved
4/14/2026	15.20.090 Temporary signs.		*Open*
4/14/2026	15.20.090 Temporary signs.	4/14/2026	Closed-Resolved
4/14/2026	15.20.090 Temporary signs.		*Open*
4/14/2026	15.20.090 Temporary signs.		*Open*
4/15/2026	8.05.050 Creating a hazard	4/15/2026	Closed-Resolved
4/17/2026	8.30.50 Property Maintenance standards		*Open*

Case Date	New cases for April Cont.	Closed On	Violation Status
4/24/2026	8.30.50 Property Maintenance standards, 8.05.140 Junk		*Open*
4/28/2026	6.05.110 Dog licenses		*Open*
4/28/2026	10.15.010 Method of parking, 10.15.020 Prohibited parking or standing.	5/1/2026	Closed-Resolved
4/29/2026	10.15.020 Prohibited parking or standing.	4/29/2026	Closed-Resolved
4/29/2026	Pending- Complaint Received, investigation pending		New
4/29/2026	Pending- Complaint Received, investigation pending		New
4/29/2026	Pending- Complaint Received, investigation pending		New
4/30/2026	Pending- Complaint Received, investigation pending		New

Resolved Municipal Violations

1. Case #480 (10.10.070 Storage of vehicles and recreational vehicles on streets) Closed 4/13/26



Looking Southeast



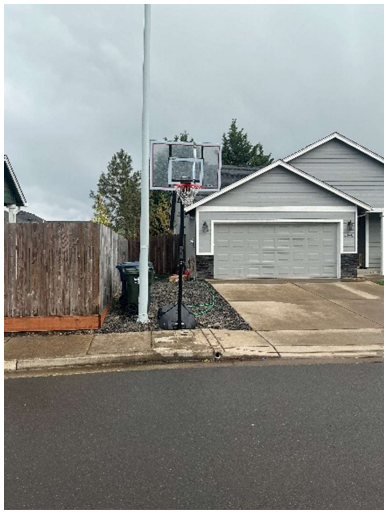
Looking Southeast

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2. Case # 485 (8.05.050 Creating a hazard) Closed 4/15/26



Looking East



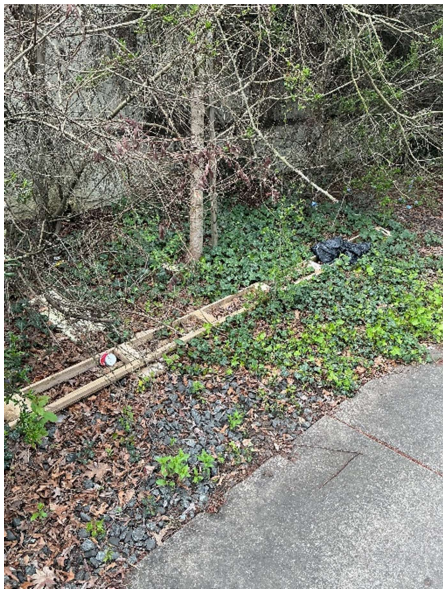
Looking East

Outstanding Municipal Violations

1. Case # 475 (8.30.50 Property Maintenance Standards)



Looking North



Looking West

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2. Case # 474 (15.20.090 Temporary Signs, 15.20.100 Permits)



Looking Northwest

PERMITS ISSUED SUMMARY

Report parameters:

Date start from 4/1/2026 to 4/30/2026

Minimum valuation is $0.00

Record type	Permits issued	Fees paid	Job value
Residential 1 & 2 Fam Dwelling (New Only)	1	$23,832.12	$326,711.39
Commercial Alarm or Suppression Systems	1	$287.80	$4,500.00
Residential Manufactured Dwelling	2	$10,410.76	$0.00
Residential Mechanical	8	$829.53	$70,268.00
Commercial Mechanical	1	$309.65	$5,655.00
Commercial Structural	2	$3,146.34	$215,000.00
Residential Plumbing	2	$511.29	$2,743.00
Commercial Electrical	3	$341.64	$5,870.00
Residential Structural	2	$1,635.62	$116,085.00
Residential Electrical	5	$1,096.29	$61,548.60

Overall summary

Total	**27**	**$42,401.04**	**$808,380.99**

Council Action Items
Agenda Item No. 6

CRESWELL CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item Number and Title:	**Item 6 A (MOTION) – Resolution 2026-06 A Resolution Establishing Public Records Request Policies and Procedures for the City of Creswell and Repealing Resolution 2017-20**
Date:	**May 11, 2026**
Staff Contact:	Jim Piper, Finance Director

AGENDA ITEM SUMMARY
This resolution updates the public records request policies and procedures to define the accepted payment methods.

BACKGROUND
The City's existing policies and procedures for public records requests do not define the accepted payment methods. The City accepts credit card and debit card payments using a third-party merchant services provider as a means of payment for public records request.

Public records request estimates are made based on the likely hours needed to provide the records and labor costs associated with the request. Actual hours are not known until the work is completed. Significant record requests that exceed $25.00 are not started until the fee is paid. After the fee estimate is paid, it may take up to seven days to complete the work due to the scale of the request and employee availability.

In March 2026, a large-scale public records request was received by the City Recorder, and an estimate was prepared in the amount of $237.66. The requester came to City Hall and paid the estimated amount of $237.66 by credit card. The requester then received the records before the statutory deadline of 7 days.

In April 2026, the requester of the previously mentioned public records, also later referred to as card holder, disputed the credit card charge of $237.66 with their credit card company. The card holder's credit card company required a refund from the City's merchant service provider, and the request was complied with under law. The funds were then withheld from City of Creswell's bank account until the dispute could be further investigated.

The City of Creswell received a letter of dispute from the merchant services provider in April 2026 explaining the process of the dispute and that the City could challenge the dispute with a letter and attachments showing proof that the card holder has requested and received the "merchandise".
The City of Creswell responded with a letter of challenge to the letter of dispute and supplied a signed copy of the sales receipt that the cardholder had signed. The City also furnished a copy of the email

string from the requester and city staff showing the date records were sent with date and time showing in the header of the email.

Then, after the merchant services agent reviewed the letter of challenge from the City of Creswell and reviewed the evidence, the merchant services provider replied with a letter of Issuer Collaboration Pre-arbitration. The letter stated that arbitration would result in a $500 fee if the card holder prevailed. The letter stated that the card holder asserts that they have not received any public records requested, the merchant failed to provide proof of service logs with timestamp showing that services were rendered.

City staff followed up the merchant services agent with a letter from the Lane County District Attorney's Office (DA's) that included a statement that the records were received by the requester, albeit right up to the deadline. The DA's letter also requested a partial refund of $90.80 from the City of Creswell to the records requester. City staff has not asked for arbitration due the associated costs, but asked the merchant service agent to reconsider the evidence previously provided in the challenge.

In further discussion with the merchant services agent, city staff learned that these transactions are problematic if disputed by the card holder. For instance, the fee is an estimate of charges and not actual charges. The services are not rendered until days after the charges are made on the card holder's account. The merchant services agent confirmed that the arbitration fee would be up to $500 to cover legal expenses and shared that it would be likely that the card holder would win this case.

City staff reached out to the City Attorney and were advised that updating the public records request policy to accept cash and check as the methods of payment and to not allow credit card and debit card payments would protect the city from further chargebacks like this example. The public records laws require that the City accept payment but it is silent about the type of payment.

FINANCIAL CONSIDERATIONS:
Chargeback fees are $15 per dispute and up to $500 for arbitration.

COUNCIL GOAL:
Accountable Government

STAFF RECOMMENDATION:
Staff recommend that City Council adopt Resolution 2026-06.

SUGGESTED MOTION
I MOVE THAT THE CITY COUNCIL ADOPT RESOLUTION 2026-06 A RESOLUTION ESTABLISHING PUBLIC RECORDS REQUEST POLICIES AND PROCEDURES FOR THE CITY OF CRESWELL AND REPEALING RESOLUTION 2017-20.

ATTACHMENT(S)

Resolution 2026-06 – Establishing Public Records Request Policies and Procedures for the City of Creswell and Repealing Resolution 2017-20

RESOLUTION 2026-06

A RESOLUTION ESTABLISHING PUBLIC RECORDS REQUEST POLICIES AND PROCEDURES FOR THE CITY OF CRESWELL AND REPEALING RESOLUTION 2017-20

WHEREAS; The City of Creswell has deemed it necessary to update its written policy establishing procedures for public records, and

WHEREAS; This policy shall continue to set said procedures to handle written requests for extracts, excerpts, copies, or any portion of public records made under Oregon Public Records Law, and

WHEREAS; This policy is intended to provide timely response from the City and route requests to the appropriate respondent(s) while ensuring protection and confidentiality where warranted.

NOW THEREFORE THE CITY OF CRESWELL RESOLVES AS FOLLOWS::

The purpose of this policy is to set a procedure to handle requests for written extracts, excerpts, copies, or any portion of public records made under the Oregon Public Records Law and Freedom of Public Information statutes. It is intended to provide timely response from the City and to route requests to the appropriate respondent(s) while ensuring protection and confidentiality where warranted.

Section 1 Application for Public Records Inspection

1. All applications for inspection of non-exempt public records shall be submitted to the City Recorder using the Public Records Request form (Attachment A).

2. The City Recorder is the official "Records Officer". The Records Officer shall take reasonable measures to preserve the integrity of the City of Creswell's records.

Section 2 Specificity of Request

1. In order to facilitate the public's access to records in the City's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying shall specify the records requested with particularity, furnishing the dates, subject matter, and such other detail as may be necessary to enable City personnel to readily locate the records sought. If the requestor can sufficiently narrow his or her public records request, it would likely reduce the costs of responding to the request.

2. If the person requesting information is unsure of the source document required and the department head is also unable to determine the request, a meeting will be set with the requestor, the City Administrator, the City Recorder, the Department Head(s) concerned, and the City Attorney to discuss the needs. The City Administrator will determine who will be at this meeting.

Section 3 Timely Response

1. All requests will be date stamped with the date received.

2. Requests will be routed to the Department Head for review, noting the response deadline date on the request form.

3. The staff person fulfilling the information request will return the package, including copies of material from City files, etc., to the Department Head. The material to be released will be reviewed by the Department Head for accuracy, City Recorder and/or City Attorney for compliance with Federal, State, and City guidelines.

4. The City shall acknowledge the request within five (5) business days after receiving the written request for public records. The City shall acknowledge the request by informing the requester that:
   A. The City is the custodian of the requested public records,
   B. The City is not the custodian of the requested public records, or
   C. The City is unsure whether it is the custodian of the requested public records

5. The City shall complete its response within fifteen (15) business days after receiving the written request for public records (or provide a statement that the City is still processing the request and provide a date by which it expects to complete the request). The City's response to the request for public records is complete when the City has:
   a. Provided access to or copies of all non-exempt records,
   b. Asserted any exemptions to disclosure,
   c. Complied with ORS 192.338 by separated exempt from non-exempt material and made non-exempt material available,
   d. Provided a written statement that the City is not the custodian for any of the requested records,
   e. Provided a statement that federal or state law prohibits the City from acknowledging whether any requested record exists, and;
   f. Informed the requester of appeals rights if the City asserted any exemptions.

6. If the City asserts any exemptions, the City must include a statement in its response that the requester may seek review of the City's determination pursuant to ORS 192.401, 192.411, 192.415, 192.418, 192.422, 192.427, and 192.431.

7. The time limitations above are suspended if (1) the City informs the requester of any fees due to complete the request (see Section 5 below for more information), or (2) the City requests additional information to clarify or expedite the request. The time limitations resume once the fee is paid, the additional information is provided, or the requester affirmatively declines to provide the additional information. If the requester fails to pay the fee or fails to respond within sixty (60) calendar days of the City's request for a fee or request for additional or clarifying information, the City shall close the request.

8. The time limitations above do not apply to the City if compliance would be impracticable because:
   a. The staff necessary to complete its response to the request is unavailable,
   b. Compliance would demonstrably impede the City's ability to perform necessary services, or
   c. Of the volume of public records requests being simultaneously processed by the City.

Section 4 Reasonable Opportunity to Inspect and Copy

1. The Records Officer shall allow a person applying for inspection and/or copying of public records a reasonable opportunity to inspect the records during usual business hours. All records shall be inspected and copied at the City of Creswell's place of business. Documents may not be removed from the premises, except upon authorization of the Records Officer.

2. A representative of the City shall be present at any time original records are reviewed. If more than one person wants to look at files at the same time, reservations must be made in advance for a reviewing room. The staff time research fee will be charged to cover a staff person's time for remaining in the room with the files.

3. If the person requesting information wishes to access information immediately, the Department Head will determine if it is appropriate and assign staff to provide the information.

4. All requests for information from radio, television, or press media will be immediately referred to the Department Head. If the Department Head is not available within 24 hours, the request will be referred to the City Administrator (or acting City Administrator).

5. If the requested public record is maintained in a machine readable or electronic form, the City shall provide copies of the public record in the form requested, if available. If not available in the form requested, it shall be made available in the form in which it is maintained.

6. The City is not required to produce "lists" of records that are not already available in the form of a "list".

Section 5 Fees for Public Records

1. Oregon law permits the City to charge the actual cost of making the public records available, including the actual costs for any summarizing, compiling, or tailoring of the public records.

2. Cost for copies of documents will be charged in accordance with the City's Fee Schedule as authorized by the City Council.

3. The City will provide a written cost estimate to requestor and must receive written confirmation that the requestor wants the City to proceed with the request. Cost estimates over $25 will be paid in advance. If the actual time and cost are less than estimated, the excess money shall be refunded to the requestor. If the actual time and money are in excess of the estimated cost, the difference shall be paid at the time the records are produced. Otherwise, receipt of payment in full is due at the time copies are provided.

4. If payment is not made within sixty (60) calendar days of notification to the requestor, the City shall close the request.

5. Charges for maps, large documents, or other nonstandard size documents, shall be charged in accordance with the actual costs incurred by the City to reproduce them, including staff time.

6. If a request is of such magnitude and nature that compliance would disrupt the City's normal operation, the City may impose such additional charges as are necessary to reimburse the City for its actual costs of producing the records.

7. Whenever the City determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the City may do so as authorized by ORS 192.324(5).

Section 6 Payment Methods Accepted

1. The City will accept cash or check payment for records requests. Checks may be mailed to P.O. Box 276 Creswell, Oregon 97426 or presented at City Hall.

2. Credit card and debit card payments will not be accepted.

BE IT FURTHER RESOLVED, that Resolution 2017-20 is hereby repealed.

BE IT FURTHER RESOLVED, that this resolution will take effect immediately upon its passage by the City Council. PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 11th DAY OF MAY, 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 2026-07, A Resolution Authorizing the City Manager to sign the Intergovernmental Agreement with Lane County Sherrif's Office for law enforcement services.**
Date:	**May 11, 2026**
Staff Contact:	**Vincent Martorello**

AGENDA ITEM SUMMARY
This annual intergovernmental agreement (IGA) for law enforcement services from Lane County Sherrif's Office (LCSO) expires on June 30, 2026. The City Council needs to authorize the renewal of the IGA for the fiscal year beginning on July 1, 2025, and ending June 30, 2026.

BACKGROUND
The City of Creswell contracts with LCSO for law enforcement services for the City of Creswell. Under this agreement LCSO provides four (4) Deputy Sheriff's and one (1) Sergeant. These services are supported by the General Fund, in part through the Public Safety Fee. The IGA is essentially the same agreement as approved last year.

Exhibit A outlines the scope of work and Exhibit B describes the service rates for FY 2026 - FY 2027. There is an 11.49% increase in costs. The Finance Director has reviewed this increase with the City Council and Budget Committee. The Public Safety Committee has also reviewed the increase. Due to the increase in costs with LCSO, the Public Safety Fee will increase by six percent for FY 2027. The remaining increase in the LSCO costs will be covered by the General Fund.

This IGA has been a cost-effective way to meet the law enforcement needs of the City of Creswell. LCSO provides high quality services to the residents, businesses and visitors of this community.

Financial Considerations:
The FY 2027 budget includes an appropriation of $1,401,667.00 to cover the costs of the contract.

Council Goal:
This IGA addresses Objective 1 of the Strategic Plan under Safety for All, which states "continue to consider Creswell's public safety needs and respond appropriately".

Staff Recommendation:
The Council authorizes renewal of the IGA for the law enforcement service from Lane County Sheriff's Office.

SUGGESTED MOTION

I MOVE THAT RTHE CITY COCUNIL AUTHROIZE THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES FOR THE CITY OF CRESWELL WITH LANE COUNTY FOR THE YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027, IN THE AMOUNT OF $1,401,667.00.

ATTACHMENT(S)

Intergovernmental agreement for the law enforcement services for the City of Creswell beginning July1, 2026.

RESOLUTION 2026-07

Resolution Authorizing the City Manager to sign the Intergovernmental Agreement with Lane County Sheriff's Office for Law Enforcement Services.

Resolution 2026-07

WHEREAS, the City of Creswell and Lane County Sherrif's Office entered into an Intergovernmental Agreement in 2005 for law enforcement services; and

WHEREAS, the IGA is renewed each year; and

WHEREAS, the IGA includes the scope and terms of the agreement; and

WHEREAS, the Council acknowledges the 11.49% cost increase to the contract, and

WHEREAS, the FY 2027 budget includes an appropriation of $1,401,667.00 to cover the costs of the contract.

WHEREAS, this IGA addresses Objective 1 of the Strategic Plan under Safety for All, which states "continue to consider Creswell's public safety needs and respond appropriately".

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

The City Council authorizes the City Manager to execute an intergovernmental agreement for law enforcement services for the City of Creswell with Lane County Sheriff's Office for the year beginning July 1, 2026, and ending June 30, 2027, in the amount of $1,401,667.00

BE IT FURTHER RESOLVED, that this resolution will take effect immediately upon its passage by the City Council. PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 11th DAY OF MAY, 2026.

_____

Nicholas Smith, Mayor

ATTEST:

_____

Caitlin Born, City Recorder