



City of Union

Agenda

City Council Meeting

Monday, July 12, 2021 @ 7:00 PM

Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. PUBLIC HEARING:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. CDBG - Public Hearing - Water Project	4
PN CDBG Water Backup & Telemetry Construct	
4. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Chamber Letter in support of ED Funds - Tabled	5 - 6
Chamber Letter - Pdf	
5. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5.1. Resolution 21-06	7 - 15
LOC Attorney - 15 hours of Use - Pdf	
5.2. Resolution 21-07	16 - 31
Resolution 21-07 Retirement Plan	
20210701 City of Union MP SPD	
5.3. Wastewater Influent Pump	
6. CONSENT AGENDA:	
6.1. Business/Special Meeting Minutes	
• June 14, 2021 Business Minutes	32 - 35
City Council - Jun 14 2021 - Minutes - Pdf	
6.2. Work Session Minutes	
• June 14, 2021 Work Session Minutes	36 - 37
Council Work Session - Jun 14 2021 - Minutes - Pdf	
6.3. Information Reports	
• Office Manager Monthly Report/Vouchers	38 - 50

	June Report - Pdf	
•	Sheriff's Monthly Report Sheriff's Monthly Report - Pdf	51 - 53
•	Ordinance Officer Report for June June Ordinance Officer Report - Pdf	54 - 56
•	Animal Control Monthly Report June Report - Pdf	57 - 59
•	Library Monthly Report June Report - Pdf	60 - 61
•	Fire/Ems Monthly Report June Report - Pdf	62 - 63
7.	CITY COUNCIL WORKING COMMITTEE UPDATES:	
8.	CITY ADMINISTRATOR / PUBLIC WORKS REPORT:	
8.1.	Admin Monthly Report June Report - Pdf	64 - 65
8.2.	PW Monthly Report June Report	66
8.3.	Wastewater Monthly Report June Report - Pdf	67 - 68
9.	PUBLIC COMMENT <i>Audience members may bring any concern before the Council at this time.</i> <i>Public comment rules:</i> <i>All public comment is subject to 3 minutes per individual and time may be cut short by the Mayor if the information addressing the Council becomes redundant. All persons addressing the Council must speak at the lectern and prior to speaking must state their name and address.</i>	
10.	UPCOMING MEETINGS AND SUGGESTIONS:	
10.1.	July 26, 2021 Work Session @ 6:00pm	
10.2.	August 9, 2021 Work Session @ 6:00pm	
10.3.	August 9, 2021 Business Meeting @ 7:00pm	
11.	ADJOURNMENT: The City of Union Regular Business Meeting will be streamed live on our Facebook page beginning at 7:00pm. Please like and follow our Facebook page (http://www.facebook.com/cityofunion.ontheweb), to be notified and view our live feed. The feed will be monitored and pertinent comments to all matters being discussed will be shared with Council. You may also email comments to admin@cityofunion.com during the meeting, which will be shared with Council at the appropriate time.	

For any questions, please contact us at 541-562-5197.

Seating in the Leonard Almquist Chambers is open to the public.

If you have a disability that requires any special materials, services, or assistance, please contact City Hall at 541-562-5197 so we may arrange appropriate accommodations.



Public Notice and Notice of Public Hearing

The City of Union is eligible to apply for a 2021 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes. Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2021. The maximum grant that the City of Union can receive is 2.5 million dollars. **The City of Union is preparing an application for a 2021 Community Development Block Grant from Business Oregon for water infrastructure backup and control systems.** It is estimated that the proposed project will benefit at least 2150 persons, of whom 51.5% will be low or moderate income.

A public hearing will be held by the Union City Council at 7:00pm on July 12, 2021, at the Leonard Almquist Council Chambers in Union, Oregon. The purpose of this hearing is for the Union City Council to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project. Written comments are also welcome and must be received by July 12, 2021, at PO Box 529, Union, Oregon 97883. Both oral and written comments will be considered by the City of Union in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact Union City Hall at 541-562-5197 if you will need any special accommodations to attend or participate in the meeting. More information about Oregon Community Development Block Grants, the proposed project, and records about the City of Union's past use of Community Development Block Grant funds is available for public review at 342 S. Main, Union, Oregon during regular office hours. Advance notice is requested if special accommodations are needed. Please notify City Hall at 541-562-5197 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing that is demolished or converted to another use will be replaced.



Memorandum

Subject: Chamber Letter in support of ED Funds
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Discussion on giving ED funds to chamber to administer for business development in Union.

FINANCIAL IMPACT:

Would depend upon the money allocated by Council but would not anticipate more than 50% of that budgeted line item to be allocated to the Chamber for ED. For FY 21-22

RECOMMENDATION:

Allocate no more than 50% of funds to Chamber for support of the smaller programs.

ATTACHED:

[Chamber Letter](#)

Doug Wiggins	None
Tanya Freeman	None

City of Union Chamber of Commerce

May 19, 2021

Honorable Leonard Flint-Mayor
City of Union
342 S Main St, Union, OR 97883
Mailing Address: PO Box 529, Union, OR. 97883

Dear Mayor Flint,

It was brought to the attention our organization (City of Union Oregon Chamber of Commerce) that the City of Union may wish to transfer some of its Community and Economic development functions to an organization capable of overseeing and administering these activities.

The Chamber is a 501(c)6 organization capable of performing this function for the City. The chamber carries Directors and Officers insurance and has established accounting protocols within the organization to ensure the safe handling of funds in its care.

Currently the Chamber is overseeing Union's Grassroots celebration, Winter Wonderland celebration, and Thunder at the Peak 4th of July celebration . It has been and continues to be the goal of the Chamber to promote Economic and Community Development through promotion of business, community events and economic growth.

The Chamber is prepared to assist the City of Union by administering funds provided to it by the City to continue and expand the above state goal.

A policy and procedure to account for funds received from the City and administered by the Chamber will be developed to both entities satisfaction. Annually, prior to receiving new funding from the City of Union, the Chamber will provide a full disclosure of where funds were allocated and how it benefited the City from an Economic and Community Development standpoint.

The Chamber looks forward to working with the City on this important community activity.

Sincerely,



Donna Beverage-President
City of Union Chamber of Commerce



Memorandum

Subject: Resolution 21-06
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

LOC began this program a couple of years ago and has decided to extend the program while offering 15 hours of free legal services as outlined in the document included. These are all included with LOC membership fees to the Cities.

FINANCIAL IMPACT:

Only cost to the City is if we exceed the hours on a project, they will complete at a nominal rate.

RECOMMENDATION:

To accept the resolution and allow the City Administrator to sign for services.

ATTACHED:

[Resolution 21-06 LOC Attorney](#)

Doug Wiggins

None

CITY OF UNION, OREGON
Resolution 21-07

RESOLUTION AUTHORIZING THE CITY’S PARTICIPATION IN THE LEAGUE OF OREGON CITIES’ LEGAL ADVICE PROGRAM PROVIDING LIMITED FREE LEGAL ADVICE TO OREGON CITIES LOCATED IN EASTERN OREGON

WHEREAS, the League of Oregon Cities (“LOC”) is a consolidated department of Oregon’s 241 incorporated cities which was founded in 1925 to be, among other things, the go-to place for and about cities as a dynamic resource hub for advocacy, education and best practices; and

WHEREAS, the LOC has divided the State of Oregon into twelve regions, with Regions 11 and 12 located in Eastern Oregon; and

WHEREAS, on June 18, 2021, the LOC’s Board of Directors, at a public meeting, formally created the Legal Advice Program (“Program”), a Program intended to be a permanent part of LOC’s portfolio, wherein the LOC’s attorneys may provide direct legal advice, under certain conditions and parameters, to cities located in Regions 11 and 12, provided the city adopts a resolution, and enters into a contractual agreement with the LOC agreeing to the terms and conditions of the Program; and

WHEREAS, the Program described herein becomes effective July 1, 2021; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL UNION, OREGON, THAT:

SECTION 1. It is in the best interests of the citizens of Union, Oregon, to participate in the Program described herein, under the terms and conditions of the attached Program Agreement (Exhibit A).

SECTION 2. The City Council of Union, Oregon, as the fiscal and legislative body of the City of Union, Oregon, hereby approves the Program Agreement.

PASSED AND ADOPTED by the City Council of Union, Oregon, upon this 12 day of July, 2021 by ____ members of the Council.

Mayor, Leonard Flint

Attest:

Administrator, Doug Wiggins

**PERSONAL SERVICES AGREEMENT
FOR LEGAL ADVICE PROGRAM**

This Agreement is made between:

The League of Oregon Cities,
an Oregon Municipal Corporation
(LOC)

and

The City of Union
(City)

as an engagement for the provision of
Limited Legal Advice and Services

INDUCEMENTS

WHEREAS, the LOC’s developed a Legal Advice Program (“Program”), beginning July 1, 2021, to provide limited legal advice, under the terms and conditions described in this Agreement, to cities located in Eastern Oregon, specifically Regions 11 and 12 as those regions have been established by the LOC; and

WHEREAS, the City wishes to participate in the LOC’s Program and receive free limited legal advice in accordance with the terms and conditions of this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the inducements, covenants, agreements, and conditions herein contained, the parties (this term is used throughout the Agreement to mean the LOC and the City) agree as follows:

- 1. Purpose.** The purpose of this Agreement is for the LOC to provide professional, free, and limited legal services to the City, as described herein.
- 2. Term.** The term of this Agreement shall be effective July 1, 2021, or upon the signature of all parties, whichever date is later, and expire on June 30, 2024, unless terminated in accordance with Paragraph 10 of this Agreement. Upon mutual agreement of the parties, the term of this Agreement may be extended an unlimited number of times, with each

term extension lasting no more than three years. Such extensions may be made subject to the terms and conditions hereunder and to any other terms and conditions as the LOC may determine to be necessary or advisable.

- 3. Services to be Provided by the LOC.** The LOC shall provide legal services to the City in accordance with the following:
- A. For each fiscal year within the term of this Agreement, fiscal year being defined to mean July 1 to June 30, the LOC shall provide the City 15 hours of free legal advice.
 - a. The LOC shall track the legal advice it gives to the City in thirty-minute increments.
 - b. Upon request by the City, the LOC shall provide the City an accounting of the legal services it has used to date and the number of available hours of free legal advice the City has left for the relevant fiscal year.
 - B. The LOC shall not assist or represent the City in any litigation, mediation, adjudication proceedings, administrative hearings, quasi-judicial hearings, appellate proceedings, or any other matter that is reasonably likely to result in or lead to one of the events described herein. This provision does not impact or prevent a city from requesting amicus assistance by the LOC via the LOC's Legal Advocacy Committee.
 - C. The LOC shall not assist, represent or provide advice to the City in any matter that involves another LOC member or has the potential to impact another LOC member.
 - D. The LOC shall not assist, represent or provide advice to the City on any intracity disputes. This provision does not impact or prevent the LOC from performing its normal training, facilitation or medication services.
 - E. The LOC shall not attend or represent the City, or any of its boards and commissions, at any public meeting or hearing. This provision does not impact or prevent the LOC from performing its normal representative duties before the State Legislature or State agencies as part of its overall lobbying efforts on behalf of all Oregon cities and the protection of home rule. However, at the LOC's sole discretion, if the LOC believes it has the staffing resources available to do so, the LOC may attend a city council meeting, via telephone or video conference, to provide answers to the council on work the LOC has performed on behalf of the city.
 - F. The LOC shall not provide the City any employment law advice, unless the advice is related to wage and hour matters. Any questions or inquiries received by the LOC that relate to employment law, except for wage and hour advice, will be directed to CityCounty Insurance Services.
 - G. The LOC shall not provide the City any advice related to franchises or telecommunication matters, including reviewing contracts, or potential contracts,

- between the City and any company or entity wishing to secure a franchise from the city or provide telecommunication services to, within or through the city.
- H. The LOC shall furnish all labor, materials, supplies, equipment, office space, shop space, reference and background data and information, and all other things necessary to the performance of the work described in this Agreement.
- I. Work performed by the LOC shall meet or exceed the standard of professional quality of the municipal legal profession in the State of Oregon at the time such work was performed. Pursuant to the standard of professional care owed to the City, the LOC shall endeavor to keep the City fully informed about all material matters relating to the legal services provided under this Agreement.
- J. The City acknowledges that information generated in the course of representation of a governmental body may be subject to the Oregon Public Records Law, Chapter 192 of the Oregon Revised Code. The LOC will exercise professional judgment and care when creating documents or other media intended to be confidential or privileged attorney-client communications that may be subject to disclosure under the Oregon Public Records Law. The LOC shall mark confidential or privileged attorney-client communications as confidential. This subsection shall not be interpreted to limit the LOC's duty to provide full disclosure to the City as necessary in the LOC's judgement to represent the City with due professional care or as required by applicable law or disciplinary rules.
- K. If the LOC is asked to provide legal advice that requires it to work past the fiscal years relevant to this Agreement, the LOC and the City will reach a mutually agreed upon time for the completion deadline and use of available Program hours.
- L. LOC reserves the right to refuse to assist a City on a given project. The refusal is to be based on one of the following:
- a. LOC attorneys determine that they are not qualified to provide legal advice on the project because the project requires an attorney with a particular specialty; or
 - b. LOC attorneys determine that given existing staffing schedules, project commitments, and other deadlines, the attorneys do not have adequate time to meet the City's needs.
- 4. Personal Services.** The parties agree that this is an agreement for personal services and that the LOC shall be the entity who will fulfill the services under this Agreement.
- 5. Independent Contractor.** The LOC shall perform the work required by this Agreement as an independent contractor. The LOC's duties will be performed with the understanding that it has special expertise as to the services which it is to perform.

- A. Although the City reserves the right to determine and modify the work to be performed and to evaluate the quality of the completed work product, the City cannot control the means or manner of the LOC's performance.
 - B. The LOC is responsible for determining the appropriate means and manner of performing the work.
 - C. The LOC is not an "officer", "employee", or "agent" of the City, as those terms are used in ORS 30.265.
 - D. The LOC is not to be deemed an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided in this Agreement.
- 6. Compensation.** The annual LOC membership dues the City pays the LOC shall cover the services the LOC provides the City under this Program.
- 7. Obligations of the City.** The City's obligations under this Agreement include:
- A. The City shall notify its appointed City Attorney of this Agreement, as well as the Resolution that approved the Agreement, prior to utilizing the LOC's services under this Agreement. The City shall provide the LOC with the name and contact number of its City Attorney.
 - B. The City shall designate no more than two people who are employed by or elected to represent the City that may communicate with the LOC regarding legal questions. The City shall provide the names of these two people to the LOC prior to utilizing the LOC's services under this Agreement.
 - C. The City shall not ask the LOC to perform any services the LOC is specifically prohibited from providing under Section 3 of this Agreement.
- 8. Records and Inspection.**
- A. All drawings, specifications, data, maps, photographs, renderings, documents, reports, recordings, computer files (including but not limited to programs), and other like materials furnished by the City whether the project is completed or not are the City's property. The LOC is granted a limited license to use such materials in conjunction with work under this Agreement only and shall not use them for any other purpose.
 - B. All of the LOC's work product generated, created, compiled, or assembled in furtherance of this Agreement shall remain the property of the LOC.

- 9. Notices.** Any notice permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, and with return receipt requested, to the persons and addresses shown herein. Notices sent by certified mail will be deemed delivered three business days after placement in the mail.

City: City of Union, PO Box 529, 342 S. Main Street, Union, OR 97883
 LOC: League of Oregon Cities, c/o General Counsel, 1201 Court Street NE,
 #200, Salem, Oregon 97301.

Parties are responsible for notifying one another of any change in the name or address to be used for delivery of notices.

- 10. Termination.** Notwithstanding any other provision to the contrary, this Agreement may be terminated as follows:
- A. Either party may terminate this Agreement at any time or for any reason, upon not less than ten days' notice in advance of the termination date.
 - B. In the event of a termination, the LOC shall return all documents and work belonging to the City within ten days of the termination becoming effective.
- 11. Liability.** The parties will not be liable for incidental, consequential, or other indirect damages arising out of or related to this Agreement, regardless of whether the liability claim is based in contract, tort (including negligence), strict liability, product liability or otherwise. The parties will not be liable for any damages of any sort arising solely from the termination of this Agreement in accordance with its terms.
- 12. Assignment/Subcontracting.** Assignment and subcontracting, by either party, of any of the duties and responsibilities outlined in this Agreement is not permitted.
- 13. Modification.** No modification of this Agreement is enforceable unless it is in writing and signed by both parties. If the City receives a communication from the LOC that it believes is a modification of this Agreement, it shall, within ten days after receipt, make a written request for modification to the LOC. The City's failure to submit such written request for modification in a timely manner may be the basis for refusal by the LOC to treat said communication as a basis for modification.
- 14. Governing Law and Venue.** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon. The provisions required by ORS 279 to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth.

- A. Any claim, action, or suit between the LOC and City that arises out of or relates to performance of this Agreement shall be brought and conducted solely and exclusively within the Circuit Court for Marion County, for the State of Oregon.
 - B. If any such claim, action, or suit may be brought only in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.
- 15. Adherence to Law.** The LOC shall adhere to all applicable federal and state laws which may be applicable to this Agreement. The LOC shall maintain any certificates, licenses, or permits required by statute, administrative rule, or local ordinance throughout the term of this Agreement.
- 16. Attorney Fees.** In the event of any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorney fees incurred in the proceeding, as set by the court, at trial, on appeal or upon review.
- 17. Force Majeure.** Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder to the extent such failure or delay both:
- A. Is caused by any of the following:
 - a. Acts of war;
 - b. Terrorism;
 - c. Civil riots or rebellions;
 - d. Quarantines, embargoes, and other similar unusual governmental action;
 - e. Extraordinary elements of nature or acts of God; and
 - B. Could not have been prevented by the non-performing party's reasonable precautions or commercially accepted processes or could not reasonably be circumvented by the non-performing party through the use of substitute services, alternative sources, workaround plans or other means by which the requirements of a buyer of services substantially similar to the services hereunder would be satisfied.

Events meeting both the criteria set forth above are referred to individually and collectively as "Force Majeure Events."

The parties expressly acknowledge that Force Majeure Events do not include vandalism, labor strikes, or the nonperformance of third parties or subcontractors relied on for the delivery of the services outlined in this Agreement, unless such failure or

nonperformance by a third party or subcontractor is itself caused by a Force Majeure Event.

Upon the occurrence of a Force Majeure Event, the nonperforming party shall be excused from any further performance or observance of the affected obligation(s) for as long as such circumstances prevail, and such party continues to attempt to recommence performance or observance to the greatest extent possible without delay.

18. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of City and the LOC as set forth in this Agreement.

19. Integration. This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained in this Agreement. This Agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.

Patricia M. Mulvihill, General Counsel
League of Oregon Cities

Date

Doug Wiggins, City Administrator
City of Union

Date

CITY OF UNION
Resolution: 21-07

RESTATEMENT OF QUALIFIED RETIREMENT PLAN

The City of Union, hereby certifies that at the July 12, 2021 meeting of the governing body for the City of Union (“Employer”), the following:

WHEREAS, the Employer has maintained the City of Union Pension Plan (“Plan”) since 8-1-1992 for the benefit of eligible employees; and

WHEREAS, the Employer is restating the above-referenced Plan to comply with the requirements of the 2017 IRS Cumulative List (IRS Notice 2017-37), the American Taxpayer Relief Act of 2012, the Tax Cuts and Jobs Act of 2017 and other applicable guidance (collectively referred to herein as the Cycle 3 restatement).

NOW, THEREFORE, BE IT RESOLVED that the Employer adopts the City of Union Pension Plan as the complete Cycle 3 restatement of the prior Plan, to be effective on 7-1-2021; and

RESOLVED FURTHER that the governing body for the City of Union authorize the execution of the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Cycle 3 Plan restatement; and

RESOLVED FURTHER the City Council designates the Mayor and/or City Administrator to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the members of the governing body, along with a copy of the prior Plan; and

RESOLVED FURTHER that the Employer will act as administrator of the Plan and be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period following the adoption of the restated Plan; and

RESOLVED FURTHER that undersigned hereby certify they are Authorized Representative of the Employer and that the foregoing is a true record of resolution duly adopted at the governing body for the City of Union.

Passed this 12 day of July 2021 by ____ votes of the Common Council.

Mayor, Leonard Flint

Attest:

City Administrator, Doug Wiggins

**SUMMARY PLAN DESCRIPTION
FOR**

City of Union Pension Plan

July 01, 2021

Table of Contents

Article 1	Introduction
Article 2	General Plan Information and Key Definitions
Article 3	Description of Plan
Article 4	Eligibility Requirements
Article 5	Plan Contributions
Article 6	Limit on Contributions
Article 7	Determination of Vested Benefit
Article 8	Participant Loans
Article 9	Plan Distributions
Article 10	Plan Administration and Investments
Article 11	Plan Amendments and Termination

City of Union Pension Plan SUMMARY PLAN DESCRIPTION

ARTICLE 1 INTRODUCTION

City of Union has adopted the City of Union Pension Plan (the “Plan”) to help its employees save for retirement. If you are an employee of City of Union, you may be entitled to participate in the Plan, provided you satisfy the conditions for participation as described in this Summary Plan Description.

This Summary Plan Description (“SPD”) is designed to help you understand the retirement benefits provided under the Plan and your rights and obligations with respect to the Plan. This Summary Plan Description contains a summary of the major features of the Plan, including the conditions you must satisfy to participate under the Plan, the amount of benefits you are entitled to as a Plan participant, when you may receive distributions from the Plan, and other valuable information you should know to understand your Plan benefits. We encourage you to read this SPD and contact the Plan Administrator if you have any questions regarding your rights and obligations under the Plan. (See Article 2 below for the name and address of the Plan Administrator.)

This SPD does not replace the formal Plan document, which contains all of the legal and technical requirements applicable to the Plan. However, this SPD does attempt to explain the Plan language in a non-technical manner that will help you understand your retirement benefits. If the non-technical language under this SPD and the technical, legal language under the Plan document conflict, the Plan document always governs. If you have any questions regarding the provisions contained in this SPD or if you wish to receive a copy of the legal Plan document, please contact the Plan Administrator.

The Plan document may be amended or modified due to changes in law, to comply with pronouncements by the Internal Revenue Service (IRS) or due to other circumstances. If the Plan is amended or modified in a way that changes the provisions under this SPD, you will be notified of such changes.

This SPD does not create any contractual rights to employment nor does it guarantee the right to receive benefits under the Plan. Benefits are payable under the Plan only to individuals who have satisfied all of the conditions under the Plan document for receiving benefits.

ARTICLE 2 GENERAL PLAN INFORMATION AND KEY DEFINITIONS

This Article 2 contains information regarding the day-to-day administration of the Plan as well as the definition of key terms used throughout this Summary Plan Description.

Plan Name: City of Union Pension Plan

Plan Number: 001

Employer:

Name: City of Union

Address: 342 S Main

City, State, Zip Code: Union, Oregon 97883

Telephone number: 541-562-5197

Employer Identification Number (EIN): 93-6002271

Plan Administrator:

The Plan Administrator is responsible for the day-to-day administration and operation of the Plan. For example, the Plan Administrator maintains the Plan records, provides you with forms necessary to request a distribution from the Plan, and directs the payment of your vested benefits when required under the Plan. The Plan Administrator may designate another person or persons to perform the duties of the Plan Administrator. The Plan Administrator or its delegate, as the case may be, has full discretionary authority to interpret the Plan, including the authority to resolve ambiguities in the Plan document and to interpret the Plan's terms, including who is eligible to participate under the Plan and the benefit rights of participants and beneficiaries. All interpretations, constructions and determinations of the Plan Administrator or its delegate shall be final and binding on all persons, unless found by a court of competent jurisdiction to be arbitrary and capricious. The Plan Administrator also will allow you to review the formal Plan document and other materials related to the Plan.

The Employer listed above is acting as Plan Administrator. The Plan Administrator may designate other persons to carry on the day-to-day operations of the Plan. If you have any questions about the Plan or your benefits under the Plan, you should contact the Plan Administrator or other Plan representative.

Trustee:

All amounts contributed to the Plan are invested exclusively with custodial accounts, annuity contracts and/or insurance contracts. For purposes of the Plan, the custodial accounts, annuity contracts and/or insurance contracts serve as the Plan's trust and the Employer is treated as the Plan's trustee. The custodial accounts, annuity contracts and/or insurance contracts established on behalf of the Plan will be the funding medium used for the accumulation of assets from which Plan benefits will be distributed.

Service of Legal Process:

Service of legal process may be made upon the Employer. In addition, service of legal process may be made upon the Plan Trustee or Plan Administrator.

Effective Date of Plan:

This Plan is a restatement of an existing Plan to comply with current law. This Plan was originally effective 8-1-1992. However, unless designated otherwise, the provisions of the Plan as set forth in this Summary Plan Description are effective as of 7-1-2021.

Plan Year:

Many of the provisions of the Plan are applied on the basis of the Plan Year. For this purpose, the Plan Year is the 12-month period ending 06/30.

Plan Compensation:

In applying the contribution formulas under the Plan (as described in Section 5 below), your contributions may be determined based on Plan Compensation earned during the Plan Year. However, in determining Plan Compensation, no amount will be taken into account to the extent such compensation exceeds the compensation dollar limit set forth under IRS rules. For 2021, the compensation dollar limit is \$290,000. Thus, for Plan Years beginning in 2021, no contribution may be made under the Plan with respect to Plan Compensation above \$290,000. For subsequent plan years, the compensation dollar limit may be adjusted for cost-of-living increases.

For purposes of determining Plan Compensation, your total taxable wages or salary is taken into account, including any pre-tax salary reduction contributions you may make under any other plans we may maintain, which may include any pre-tax contributions you make under a medical reimbursement plan or "cafeteria" plan.

Generally, all includible compensation you earn will be taken into account for purposes of determining Plan Compensation, including any compensation you earn while you are not a participant in the Plan.

Normal Retirement Age:

You will reach Normal Retirement Age under the Plan when you turn age 65.

Disabled:

You generally will be considered Disabled for purposes of certain Plan rules, such as those that may apply to Plan distributions, vesting and allocations, under the following hierarchy:

- You are disabled under the terms of our disability insurance plan
- You are determined to be Disabled by the Social Security Administration under Section 223(d) of the Social Security Act for purposes of determining eligibility for Social Security benefits.
- You are unable to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment that can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. The Plan Administrator may establish reasonable procedures for determining whether you are disabled for purposes of applying the provisions of the Plan.

**ARTICLE 3
DESCRIPTION OF PLAN**

Type of Plan. This Plan is a special type of retirement plan commonly referred to as a money purchase plan. A money purchase plan allows you to receive Employer Contributions, which we make on your behalf to the Plan, without having to include such amounts in income. If you have satisfied all of the eligibility conditions described in Article 4 for receiving an Employer Contribution, we will deposit such contribution directly into the Plan on your behalf. Because this money is not reported as income, you do not have to pay any income tax while the money is held in the Plan, and any earnings on such contributions are not taxed while they stay in the Plan. (See Article 5 below for a description of the Employer Contributions authorized under the Plan.)

This money purchase plan is a defined contribution plan, which is intended to qualify under Section 401(a) of the Internal Revenue Code. As a defined contribution plan, it is not covered under Title IV of ERISA and, therefore, benefits are not insured by the Pension Benefit Guaranty Corporation.

**ARTICLE 4
ELIGIBILITY REQUIREMENTS**

This Article sets forth the requirements you must satisfy to participate under the Plan. To qualify as a participant under the Plan, you must:

- be an Eligible Employee
- satisfy the Plan's minimum age and service conditions and
- satisfy any allocation conditions required under the Plan.

Employees who are residents of Puerto Rico may not participate in the Plan unless otherwise specifically included below.

Eligible Employee

To participate under the Plan, you must be an Eligible Employee. For this purpose, you are considered an Eligible Employee if you are an employee of City of Union, provided you are not otherwise excluded from the Plan.

Excluded Employees. For purposes of determining whether you are an Eligible Employee, the Plan excludes from participation certain designated employees. If you fall under any of the excluded employee categories, you will not be eligible to participate under the Plan (until such time as you no longer fall into an excluded employee category). [See below for a discussion of your rights upon changing to or from an excluded employee classification.]

The following categories of employees are not eligible to participate in the Plan:

- Police Officers, seasonal Employees and Employees who work 30 or less hours per week.

Minimum Age and Service Requirements

In order to participate in the Plan, you must satisfy certain age and service conditions under the Plan.

- **Minimum age requirement.** In order to participate in the Plan you must be at least age 21.
- **Minimum service requirement.** In order to participate under the Plan, you must complete 1 Year(s) of Service with us.
 - **Definition of Year of Service.** For this purpose, you will earn a Year of Service if you work at least 1,560 hours for us during the 12-month period immediately following your date of hire. If you do not work at least 1,560 hours during the 12-month period immediately following your date of hire, you will earn a Year of Service for purposes of Plan participation if you work at least 1,560 hours during any Plan Year beginning after your date of hire.

You will be eligible to participate in the Plan as of the first Entry Date based on when you satisfy the minimum age and service requirements.

Entry Date. Once you have satisfied the eligibility conditions described above, you will be eligible to participate under the Plan on your Entry Date. For this purpose, your Entry Date is the first day of the payroll period coinciding with or next following the date you satisfy the eligibility conditions described above. For example, if you satisfy the Plan's eligibility conditions during a payroll period, you will be eligible to enter the Plan on the first day of the next payroll period.

Crediting eligibility service. In determining whether you satisfy any minimum age or service conditions under the Plan, all service you perform during the year is counted. In addition, if you go on a maternity or paternity leave of absence (including a leave of absence under the Family Medical Leave Act) or a military leave of absence, you may receive credit for service during your period of absence for certain purposes under the Plan. You should contact the Plan Administrator to determine the effect of a maternity/paternity or military leave of absence on your eligibility to participate under the Plan.

Eligibility upon rehire or change in employment status. If you terminate employment after satisfying the minimum age and service requirements under the Plan and you are subsequently rehired as an Eligible Employee, you will enter the Plan on the later of your rehire date or your Entry Date. If you terminate employment prior to satisfying the minimum age and service requirements, and you are subsequently rehired, you will have to meet the eligibility requirements as if you are a new Employee in order to participate under the Plan.

If you are not an Eligible Employee on your Entry Date, but you subsequently change status to an eligible class of Employee, you will be eligible to enter the Plan immediately (provided you have already satisfied the minimum age and service requirements). If you are an Eligible Employee and subsequently become ineligible to participate in the Plan, all contributions under the Plan will cease as of the date you become

ineligible to participate. However, all service earned while you are employed, including service earned while you are ineligible, will be counted when calculating your vested percentage in your account balance.

Allocation Conditions

If you are an Eligible Employee and have satisfied the minimum age and service requirements described above, you are entitled to share in the contributions described in Article 5, provided you satisfy the allocation conditions described below.

Employer Contributions. You will be entitled to share in any Employer Contributions we make to the Plan if you satisfy the eligibility conditions described above. You do not need to satisfy any additional allocation conditions to receive an Employer Contribution. You will receive your share of the Employer Contributions regardless of how many hours you work during the year or whether you terminate during the year.

Employer Pick-Up Contributions. You do not need to satisfy any additional allocation conditions to make Employer Pick-Up Contributions under the Plan. Thus, if you satisfy the eligibility conditions described above, you will be eligible to make Employer Pick-Up Contributions regardless of how many hours you work during the year or whether you terminate employment during the year. However, you may not continue to make Employer Pick-Up Contributions after you terminate employment.

ARTICLE 5 PLAN CONTRIBUTIONS

The Plan provides for the contributions listed below. Article 4 discusses the requirements you must satisfy to receive the contributions described in this Article 5. Article 7 describes the vesting rules applicable to your plan benefits. Special rules also may apply if you leave employment to enter qualified military service. See your Plan Administrator if you have questions regarding the rules that apply if you are on military leave.

“Pick-Up” Contributions

If you have satisfied the conditions for participating under the Plan (as described in Article 4) you are eligible to make “Pick-Up” contributions to the Plan. A Pick-Up contribution is a contribution you make to the Plan which is “picked-up” by us and treated as an Employer contribution. As a Pick-Up contribution, you make a contribution to the Plan and we pick up the tax liability with respect to that contribution. Thus, if you make a Pick-Up contribution to the Plan, you will not have to pay income taxes on such amounts or on any earnings until you withdraw those amounts from the Plan. If you make a Pick-Up contribution to the Plan, we will deduct the amount of the contribution from your paycheck and contribute such amount directly to the Plan. Any Pick-Up contributions you make to the Plan will be invested in accordance with the Plan’s investment policies. You will be 100% vested in all amounts contributed to your Pick-Up contribution account.

If you are eligible to make a Pick-Up contribution to the Plan, we will automatically withhold 6% of your compensation from each paycheck and contribute those amounts into the Plan. You may not opt out of the Pick-Up contribution or receive the contributed amounts directly instead of having them paid into the Plan. You may contact the Plan Administrator if you have questions regarding the application of the Pick-Up contribution provisions under the Plan.

Employer Contributions

We are authorized under the Plan to make Employer Contributions on behalf of our employees. In order to receive an Employer Contribution, you must satisfy all of the eligibility requirements described in Article 4 for Employer Contributions. If you do not satisfy all of the conditions for receiving an Employer Contribution, you will not share in an allocation of such Employer Contributions for the period for which you do not satisfy the eligibility requirements.

Employer Contribution Formula. Employer Contributions will be contributed to your Employer Contribution account under the Plan at such time as we deem appropriate. Generally, Employer Contributions may be

contributed during the Plan Year or after the Plan Year ends. Any Employer Contributions we make will be made in accordance with the following Employer Contribution formula.

- **Fixed Employer Contribution formula.** We will make a contribution to the Plan on behalf of eligible participants equal to 8% of such participant's compensation. Such contribution will be placed in an account under the Plan on your behalf, provided you satisfy the eligibility conditions described in Article 5 below. We retain the right to amend the Plan to reduce or eliminate this contribution. If we amend the Plan to reduce or eliminate this fixed contribution, you will be notified of such change. (See Article 11 below for more information regarding Plan amendments.)

Rollover Contributions

If you have an account balance in another qualified retirement plan or an IRA, you may move those amounts into this Plan, without incurring any tax liability, by means of a "rollover" contribution. You are always 100% vested in any amounts you contribute to the Plan as a rollover from another qualified plan or IRA. This means that you will always be entitled to all amounts in your rollover account. Rollover contributions will be affected by any investment gains or losses under the Plan.

You may accomplish a rollover in one of two ways. You may ask your prior plan administrator or trustee to directly rollover to this Plan all or a portion of any amount which you are entitled to receive as a distribution from your prior plan. Alternatively, if you receive a distribution from your prior plan, you may elect to deposit into this plan any amount eligible for rollover within 60 days of your receipt of the distribution. Any rollover to the Plan will be credited to your Rollover Contribution Account. See Article 9 below for a description of the distribution provisions applicable to rollover contributions.

Generally, the Plan will accept a rollover contribution from another qualified retirement plan or IRA. The Plan Administrator may adopt separate procedures limiting the type of rollover contributions it will accept. For example, the Plan Administrator may impose restrictions on the acceptance of After-Tax Contributions or Salary Deferrals (including Roth Deferrals) or may restrict rollovers from particular types of plans. In addition, the Plan Administrator may, in its discretion, accept rollover contributions from Employees who are not currently participants in the Plan. You also must be a current Employee to make a Rollover Contribution to the Plan. Any procedures affecting the ability to make Rollover Contributions to the Plan will not be applied in a discriminatory manner.

If you have questions about whether you can rollover a prior plan distribution, please contact the Plan Administrator or other designated Plan representative.

ARTICLE 6 LIMIT ON CONTRIBUTIONS

The IRS imposes limits on the amount of contributions you may receive under this Plan, as described below.

IRS limit on total contributions under the Plan. The IRS imposes a maximum limit on the total amount of contributions you may receive under this Plan. This limit applies to all contributions we make on your behalf, all contributions you contribute to the Plan, and any forfeitures allocated to any of your accounts during the year. Under this limit, the total of all contributions under the Plan cannot exceed a specific dollar amount or 100% of your annual compensation, whichever is less. For 2021, the dollar limit is \$58,000. (For years after 2021, this amount may be increased for inflation.) For purposes of applying the 100% of compensation limit, your annual compensation includes all taxable compensation, increased for any pre-tax contributions you may make to any other plan we may maintain, such as a cafeteria health plan.

Example: Suppose in 2021 you earn compensation of \$50,000. The maximum amount of contributions you may receive under the Plan for 2021 is \$50,000 (the lesser of \$58,000 or 100% of \$50,000).

**ARTICLE 7
 DETERMINATION OF VESTED BENEFIT**

Vested account balance. When you take a distribution of your benefits under the Plan, you are only entitled to withdraw your *vested* account balance. For this purpose, your *vested* account balance is the amount held under the Plan on your behalf for which you have earned an ownership interest. You earn an ownership interest in your Plan benefits if you have earned enough service with us to become *vested* based on the Plan’s vesting schedule. If you terminate employment before you become fully vested in any of your Plan benefits, those non-vested amounts may be forfeited. (See below for a discussion of the forfeiture rules that apply if you terminate with a non-vested benefit under the Plan.)

The following describes the vesting schedule applicable to contributions under the Plan.

- **Employer Contributions.** You become *vested* in your Employer Contributions account under a “6-year graded vesting schedule.” Under this vesting schedule, you will have a complete ownership interest in your Employer Contributions once you have completed six (6) Years of Vesting Service. Prior to the completion of six Years of Vesting Service, you will be vested in your Employer Contribution account under the following schedule:

Years of Vesting Service	Vested percentage
0 – 1	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

- **Employer Pick-Up Contributions.** You are always 100% vested in your Employer Pick-Up Contributions. In other words, you have complete ownership rights to your Employer Pick-Up Contributions under the Plan. Thus, you will never lose your Employer Pick-Up Contributions once they are contributed to the Plan. It is possible that your Employer Pick-Up Contributions account will decrease as a result of investment losses. If your Employer Pick-Up Contribution account decreases because of investment losses, you will only be entitled to the amount in your Employer Pick-Up Contribution account at the time of distribution.
- **Rollover Contributions.** If you rollover amounts from an IRA or another qualified plan to this Plan, you will be 100% vested in such amounts. Thus, you will never lose your rollover contributions once they are rolled over to this Plan. If your rollover contribution account decreases because of investment losses, you will only be entitled to the amount in your rollover contribution account at the time of distribution.

Protection of vested benefit. Once you are vested in your benefits under the Plan, you have an ownership right to those amounts. While you may not be able to immediately withdraw your vested benefits from the Plan due to the distribution restrictions described under Article 9 below, you generally will never lose your right to those vested amounts. However, it is possible that your benefits under the Plan will decrease as a result of investment losses. If your benefits decrease because of investment losses, you will only be entitled to the vested amount in your account at the time of distribution.

Exception to vesting schedule. The above vesting schedule no longer applies once you reach Normal Retirement Age under the Plan. Thus, if you are still employed with us at Normal Retirement Age, you will automatically become 100% vested in all contributions under the Plan. You also will be fully vested in your entire account balance (regardless of the Plan’s vesting schedule) if the plan is terminated. In addition, if you:

- die
- become disabled

while you are still employed with us, you will automatically become 100% vested.

Years of Vesting Service. To calculate your vested benefit under the Plan, your Years of Vesting Service are used to determine where you are on the vesting schedule. You will be credited with a Year of Vesting Service for each year in which you work at least 1,000 hours. The Plan Administrator will track your service and will calculate your years of service in accordance with the Plan requirements.

In calculating your Years of Vesting Service, all of your service with us is taken into account, including service you may have earned before the Plan was adopted.

Forfeiture of nonvested benefits. If you terminate employment before you become fully vested in your Plan benefits, you will be entitled to receive a distribution of your *vested* benefits under the Plan. Your non-vested benefits will be *forfeited* as described below. You are not entitled to receive a distribution of your non-vested benefits.

If you terminate employment at a time when you are only partially-vested (or totally non-vested) in any of your Plan benefits, how the Plan treats your non-vested balance will depend on whether you take a distribution when you terminate employment.

- ❖ **Forfeiture upon distribution.** If you take a distribution of your entire vested benefit when you terminate employment, your non-vested benefit will be forfeited in accordance with the terms of the Plan. If you are totally non-vested in any contributions we made on your behalf, you will be deemed to receive a distribution for purposes of applying these forfeiture rules.
- ❖ **Forfeiture upon five consecutive Breaks in Service.** Depending on the value of your vested benefits, you may be able to keep your benefits in the Plan when you terminate employment. If you do not take a distribution of your entire vested benefit when you terminate employment, your non-vested benefit will remain in your account until you have incurred five consecutive Breaks in Service, at which time your non-vested benefit will be forfeited in accordance with the terms of the Plan. For this purpose, you will have a Break in Service for each year in which you work less than 501 hours. Your vested benefits will not be forfeited under this forfeiture rule. If you have any questions regarding the application of these rules, you should contact the Plan Administrator.

Treatment of forfeited benefits. If any of your benefits are forfeited, we may decide in our discretion how to use those forfeited amounts. For example, we may use such forfeitures to pay Plan expenses. If any forfeitures are not used to pay Plan expenses, such forfeitures may be allocated as additional Employer contributions or we may use the forfeitures to reduce other Employer Contributions under the Plan. We will determine each year the amount of any forfeitures for such year and will use those forfeitures in the Plan Year for which the forfeiture occurs or in the following Plan Year.

ARTICLE 8 PARTICIPANT LOANS

The Plan permits Participants to take a loan from the Plan. Thus, you may take a loan from your vested benefits under the Plan. The following procedures generally apply for purposes of administering Participant loans. The Plan Administrator may modify these procedures in a separate, written loan policy. For more information regarding the procedures for receiving a Participant loan, please contact the Plan Administrator.

- **Availability of Participant loans.** Participant loans are available to Participants and Beneficiaries who are parties in interest under the Plan. To receive a Participant loan, you must sign a promissory note and pledge your Account Balance as security for the loan. You will have to enter into a written loan agreement that specifies the amount and term of the loan, and the repayment schedule.
- **Loan limitations.** The total amount you may take as a loan from the Plan may not exceed one-half ($\frac{1}{2}$) of your vested Account Balance. In addition, the total amount you may have outstanding as a loan during any 12-month period may not exceed \$50,000. If you have any questions regarding the amount that is available as a Participant loan under the Plan, please contact the Plan Administrator.

- **Number of outstanding loans and minimum loan amounts.** The Plan may limit the minimum amount available for a loan and the number of loans you may take under the Plan. In determining the availability of a Plan loan, you may only have one outstanding loan at any time. The minimum amount you may take as a loan is \$1,000. The Plan Administrator may refuse to make a loan if it is decided that you are not creditworthy to receive a Participant loan.
- **Reasonable rate of interest and periodic repayment requirement.** If you take a loan from the Plan, you will be charged a reasonable rate of interest. For this purpose, a reasonable rate of interest will be based on the prime interest rate plus 2 percentage points determined at the time you take a loan from the Plan. The Plan Administrator will disclose the applicable interest rate at the time you request the loan. The Plan Administrator will provide you with an amortization schedule providing for level periodic payments. The loan repayment period generally may not extend beyond five years. However, if you take a loan for the purchase of your primary residence, the loan period may extend beyond five years (but in no case more than 15 years). Loan repayments must be made through payroll withholding, except to the extent the Plan Administrator determines payroll withholding is not practical given the level of your wages, the frequency with which you are paid, or other circumstances. Please contact the Plan Administrator if you have any questions regarding the rate of interest or repayment period applicable to a Participant loan.
- **Adequate Security.** All Participant loans must be adequately secured. If you take a loan from the Plan, your vested Account Balance will be used as security for the loan. The Plan Administrator may require you to provide additional collateral if the Plan Administrator determines such additional collateral is required to protect the interests of Plan participants.
- **Loan repayment and default procedures.** If you take a loan from the Plan, you must make periodic loan payments, at least quarterly, throughout the loan period. The loan period generally cannot exceed 5 years from the date of the loan. You may be able to enter into a longer loan period if the loan is for the purchase of your principal residence. You will receive an amortization schedule setting forth the required payments under the terms of the loan. If you fail to make a required loan payment by the end of the calendar quarter following the calendar quarter in which the loan payment is due, you will be taxed on the entire amount of the outstanding loan (plus accrued interest) through the date of the default.

If you take a loan from the Plan, the loan will become due and payable in full upon your termination of employment. Upon your termination of employment, you may repay the entire outstanding balance of the loan (including any accrued interest) within a reasonable period following your termination of employment. If you do not repay the entire outstanding loan balance, your vested Account Balance will be reduced by the remaining outstanding balance of the loan and you will be taxed on the entire amount of the outstanding loan (plus accrued interest). Alternatively, you may be able to rollover your loan to a qualified plan maintained by another employer (provided such employer will accept a rollover of your loan note).

ARTICLE 9 PLAN DISTRIBUTIONS

The Plan contains detailed rules regarding when you can receive a distribution of your benefits from the Plan. As discussed in Article 7 above, if you qualify for a Plan distribution, you will only receive your vested benefits. This Article 9 describes when you may request a distribution and the tax effects of such a distribution.

Distribution upon termination of employment. When you terminate employment, you may be entitled to a distribution from the Plan. The availability of a distribution will depend on the amount of your vested account balance.

- **Vested account balance in excess of \$5,000.** If your total vested account balance exceeds \$5,000 as of the distribution date, you may receive a distribution from the Plan within a reasonable period following your termination of employment. If you do not consent to a distribution of your vested account balance, your balance will remain in the Plan. If you receive a distribution of your vested

benefits when you are only partially-vested in your Plan benefits, your non-vested benefits will be forfeited.

You may elect to take your distribution in any of the following forms. Prior to receiving a distribution from the Plan, you will receive a distribution package that will describe the distribution options that are available to you. If you have any questions regarding your distribution options under the Plan, please contact the Plan Administrator.

- **Lump sum.** You may elect to take a distribution of your entire vested account balance in a lump sum. If you take a lump sum distribution, you may elect to rollover all (or any portion) of your distribution to an IRA or to another qualified plan. See the *Special Tax Notice*, which you may obtain from the Plan Administrator, for more information regarding your ability to rollover your plan distribution.
- **Installment payments.** You may elect to receive a distribution in the form of a series of installment payments. If you elect distribution in the form of installments, your vested benefit will be paid out in equal annual installments over a set number of years. If the installment period is 10 years or greater, you may not rollover any of the installment payments into an IRA or into another qualified plan. The Plan Administrator will provide you with forms necessary to elect an installment distribution under the Plan.
- **Vested account balance of \$5,000 or less.** If your total vested account balance under the Plan is \$5,000 or less as of the distribution date, you will be eligible to receive a distribution of your entire vested account balance in a lump sum within a reasonable period following your termination of employment. If you receive a distribution of your vested benefits when you are partially-vested in your Plan benefits, your non-vested benefits will be forfeited.

You may elect to receive your distribution in cash or you may elect to rollover your distribution to an IRA or to another qualified plan.

If your total vested benefit under the Plan is \$1,000 or less as of the distribution date, your entire vested benefit will be distributed to you in a lump sum, even if you do not consent to a distribution. If your total vested benefit exceeds \$1,000, no distribution will be made from the Plan without your consent.

In-service distributions. You may not withdraw amounts attributable to your Employer Contributions while you are still employed. However, you may withdraw amounts attributable to Rollover Contributions at any time.

See Article 10 below for a discussion of the Plan's rules regarding the availability of a loan from the Plan.

In-service distributions. You may withdraw vested amounts from the Plan while you are still employed with us, but only if you satisfy the Plan's requirements for in-service distributions. In addition, you may withdraw amounts attributable to Rollover Contributions at any time.

Under the Plan, you may take an in-service distribution upon any of the following events:

Required distributions. If you have not begun taking distributions before you attain your Required Beginning Date, the Plan generally must commence distributions to you as of such date. For this purpose, your Required Beginning Date is April 1 following the end of the calendar year in which you attain age 70½ (age 72, if you were born after June 30, 1949), or terminate employment, whichever is later.

Once you attain your Required Beginning Date, the Plan Administrator will commence distributions to you as required under the Plan. The Plan Administrator will inform you of the amount you are required to receive once you attain your Required Beginning Date.

Distribution upon disability. If you should terminate employment because you are disabled, you will be eligible to receive a distribution of your vested account balance under the Plan's normal distribution rules.

Distributions upon death. If you should die before taking a distribution of your entire vested account balance, your remaining benefit will be distributed to your beneficiary or beneficiaries, as designated on the appropriate designated beneficiary election form. You may request a designated beneficiary election form from the Plan Administrator.

If you are married, your spouse generally is treated as your beneficiary, unless you properly designate an alternative beneficiary to receive your benefits under the Plan. The Plan Administrator will provide you with information concerning the availability of death benefits under the Plan and your rights (and your spouse's rights) to designate an alternative beneficiary for such death benefits. For purposes of determining your beneficiary to receive death distributions under the Plan, any designation of your spouse as beneficiary is automatically revoked upon a formal divorce decree unless you re-execute a new beneficiary designation form or enter into a valid Qualified Domestic Relations Order (QDRO).

Default beneficiaries. If you do not designate a beneficiary to receive your benefits upon death, your benefits will be distributed first to your spouse. If you have no spouse at the time of death, your benefits will be distributed equally to your surviving children. If you have no children at the time of your death, your benefits will be distributed to your estate.

Taxation of distributions. Generally, you must include any Plan distribution in your taxable income in the year you receive the distribution. More detailed information on tax treatment of Plan distributions is contained in the "Special Tax Notice" which you may obtain from the Plan Administrator.

Distributions before age 59½. If you receive a distribution before age 59½, you generally will be subject to a 10% penalty tax in addition to regular income taxation on the amount of the distribution that is subject to taxation. You may avoid the 10% penalty tax by rolling your distribution into another plan or IRA. Certain exceptions to the penalty tax may apply. For more information, please review the "Special Tax Notice," which may be obtained from the Plan Administrator.

Rollovers and withholding. You may "roll over" most Plan distributions to an IRA or another qualified plan and avoid current taxation. You may accomplish a rollover either directly or indirectly. In a direct rollover, you instruct the Plan Administrator that you wish to have your distribution deposited directly into another plan or an IRA. In an indirect rollover, the Plan Administrator actually makes the distribution to you and you may rollover that distribution to an IRA or another qualified plan within 60 days after you receive the Plan distribution.

If you are eligible to directly rollover a distribution but choose not to, the Plan Administrator must withhold 20% of the taxable distribution for federal income tax withholding purposes. The Plan Administrator will provide you with the appropriate forms for choosing a direct rollover. For more information, see the "Special Tax Notice," which may be obtained from the Plan Administrator.

Certain benefit payments are not eligible for rollover and therefore will not be subject to 20% mandatory withholding. The types of benefit payments that are not "eligible rollover distributions" include:

- annuities paid over your lifetime,
- installments payments for a period of at least ten (10) years,
- minimum required distributions at age 70½ (age 72, if you were born after June 30, 1949),
- hardship withdrawals, and
- Certain "corrective" distributions.

[Note: All of the above distribution options may not be available under this Plan.]

Non-assignment of benefits and Qualified Domestic Relations Orders (QDROs) Your benefits cannot be sold, used as collateral for a loan, given away, or otherwise transferred, garnished, or attached by creditors, except as provided by law. However, if required by applicable state domestic relations law, certain court orders could require that part of your benefit be paid to someone else—your spouse or children, for example.

This type of court order is known as a Qualified Domestic Relations Order (QDRO). As soon as you become aware of any court proceedings that might affect your Plan benefits, please contact the Plan Administrator. You may request a copy of the procedures concerning QDROs, including those procedures governing the qualification of a domestic relations order, without charge, from the Plan Administrator.

ARTICLE 10 PLAN ADMINISTRATION AND INVESTMENTS

Investment of Plan assets. You have the right to direct the investment of Plan assets held under the Plan on your behalf. The Plan Administrator will provide you with information on the amounts available for direction, the investment choices available to you, the frequency with which you can change your investment choices and other investment information. Periodically, you will receive a benefit statement that provides information on your account balance and your investment returns. If you have any questions about the investment of your Plan accounts, please contact the Plan Administrator or other Plan representative.

Although you have the opportunity to direct the investment of your benefits under the Plan, the Plan Administrator may decline to implement investment directives where it deems it is appropriate in fulfilling its role as a fiduciary under the Plan. The Plan Administrator may adopt rules and procedures to govern Participant investment elections and directions under the Plan.

Valuation Date. To determine your share of any gains or losses incurred as a result of the investment of Plan assets, the Plan is valued on a regular basis. For this purpose, we will determine your share of any gains or losses as of the following dates: First day of the Plan Year

In addition to any specific Valuation Dates described above, the Employer may elect operationally to perform interim valuations. You will be informed if an interim valuation is performed with respect to your Plan Accounts.

Plan fees. There may be fees or expenses related to the administration of the Plan or associated with the investment of Plan assets that will affect the amount of your Plan benefits. Any fees related to the administration of the Plan or associated with the investment of Plan assets may be paid by the Plan or by the Employer. If the Employer does not pay Plan-related expenses, such fees or expenses will generally be allocated to the accounts of Participants either proportionally based on the value of account balances or as an equal dollar amount based on the number of participants in the Plan. If you direct the investment of your benefits under the Plan, you will be responsible for any investment-related fees incurred as a result of your investment decisions. Prior to making any investment, you should obtain and read all available information concerning that particular investment, including financial statements, prospectuses, and other available information.

In addition to general administration and investment fees that are charged to the Plan, you may be assessed fees directly associated with the administration of your account. For example, if you terminate employment, your account may be charged directly for the pro rata share of the Plan's administration expenses, regardless of whether the Employer pays some of these expenses for current Employees. Other fees that may be charged directly against your account include:

- Fees related to the processing of distributions upon termination of employment.
- Fees related to the processing of in-service distributions.
 - Fees related to the processing of required minimum distributions at age 70½ (age 72, if you were born after June 30, 1949), or termination of employment, if later.
- Participant loan origination fees and annual maintenance fees.
- Charges related to processing of a Qualified Domestic Relation Order (QDRO) where a court requires that a portion of your benefits is payable to your ex-spouse or children as a result of a divorce decree.

If you are permitted to direct the investment of your benefits under the Plan, each year you will receive a separate notice describing the fees that may be charged under the Plan. In addition, you will also receive a separate notice describing any actual fees charged against your account. Please contact the Plan Administrator if you have any questions regarding the fees that may be charged against your account under the Plan.

ARTICLE 11 PLAN AMENDMENTS AND TERMINATION

Plan amendments. We have the authority to amend this Plan at any time. Any amendment, including the restatement of an existing Plan, may not decrease your vested benefit under the Plan, except to the extent permitted under the Internal Revenue Code, and may not reduce or eliminate any “protected benefits” (except as provided under the Internal Revenue Code or any regulation issued thereunder) determined immediately prior to the adoption or effective date of the amendment (whichever is later). However, we may amend the Plan to increase, decrease or eliminate benefits on a prospective basis.

Plan termination. Although we expect to maintain this Plan indefinitely, we have the ability to terminate the Plan at any time. For this purpose, termination includes a complete discontinuance of contributions under the Plan or a partial termination. If the Plan is terminated, all amounts credited to your account shall become 100% vested, regardless of the Plan’s current vesting schedule. In the event of the termination of the Plan, you are entitled to a distribution of your entire vested benefit. Such distribution shall be made directly to you or, at your direction, may be transferred directly to another qualified retirement plan or IRA. If you do not consent to a distribution of your benefit upon termination of the Plan, the Plan Administrator will transfer your vested benefit directly to an IRA that we will establish for your benefit. Except as permitted by Internal Revenue Service regulations, the termination of the Plan shall not result in any reduction of protected benefits.

A partial termination may occur if either a Plan amendment or severance from service excludes a group of employees who were previously covered by this Plan. Whether a partial termination has occurred will depend on the facts and circumstances of each case. If a partial termination occurs, only those Participants who cease participation due to the partial termination will become 100% vested. The Plan Administrator will advise you if a partial termination occurs and how such partial termination affects you as a Participant.



MINUTES

City Council Meeting

7:00 PM - Monday, June 14, 2021

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:

The City Council of the City of Union was called to order on June 14, 2021, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Leonard Flint, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: John Farmer and Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

3. OLD BUSINESS:

4. PUBLIC HEARING 7:15PM

- a) FY 2021 -2022 LB 1 Budget Hearing and Property Tax Document

The Budget Public Hearing opened at 7:15 p.m.

Under public comment, Dick Middleton 10th Street asked about the economic development line item which was increased. CA Wiggins explained that the discussion was about where and how to use the money that was put into that line item.

The public hearing was closed at 7:22 p.m.

5. NEW BUSINESS:

- a) FY 20-21 End of Year - Budget Adjustments

CA Wiggins stated we had to make some adjustments to the current budget year to be compliant with the law. Councilor Hawkins read the Resolution for the record. CA Wiggins said I made some errors in personnel time and over time.

Tim Cox made a motion to accept Resolution 21-03 with exhibit A Terra Richter seconded the motion. Carried unanimously.

- b) FY 2021-2022 Budget Resolution

CA Wiggins read the Resolution for the record.

Tim Cox made a motion accept the 2021-2022 Budget. Susan Hawkins seconded the motion. Carried unanimously.

c) State shared Revenue Resolution

Councilor Cox read the Resolution for the record.

Tim Cox made a motion accept the State shared revenue resolution. Terra Richter seconded the motion. Carried unanimously.

d) Ranger Station Reside Labor Bids

CA Wiggins said we got two bids to reside this building. One bid is for \$17,000 and the other is not to exceed \$10,000. Both contractors can start work quickly, the only difference is the speed in which the project would be completed.

Tim Cox made a motion to approve Big Red for labor to apply new siding to the remodel at the Ranger Station. Susan Hawkins seconded the motion. Carried unanimously.

e) Chamber Letter in support of ED Funds

After further discussion by Council and staff, it was decided that CA Wiggins and the Economic Development Committee should discuss further with the Chamber of Commerce on guidelines for this.

Leslie McMillan made a motion to table this item until further information is obtained. Terra Richter seconded the motion. Carried unanimously.

f) Union CBA 2021-2026

CA Wiggins stated we changed the floater holidays, changed the way they accumulate time off, we got rid of comp time, and retirement pay in changed. We continue to pay for health insurance benefits. A deferred compensation plan was added and updated steps and allies. There will be no COLA this year but will return next year at 2%.

Tim Cox made a motion to accept the CBA as presented and allow the Mayor and City Administrator to sign. Susan Hawkins seconded the motion. Carried unanimously.

g) Resolution supporting the 2nd Amendment

CA Wiggins read the Resolution for the record.

Tim Cox made a motion To adopt Resolution 21-06 Susan Hawkins seconded the motion. Carried unanimously.

6. CONSENT AGENDA:

6.1. BUSINESS/SPECIAL MEETING MINUTES

6.1.1. May 10, 2021 Business Meeting

6.2. WORK SESSION MINUTES

6.2.1. May 10, 2021 Work Session

6.3. INFORMATION REPORTS

6.3.1. Office Manager Report & Vouchers - May

6.3.2. Ordinance Officer Report - May

6.3.3. Library Report - May

6.3.4. Fire and EMS Report - May

6.3.5. Sheriff's Report - May

6.3.6. Animal Report - May

RES-8-2021

Tim Cox made a motion to accept the consent agenda as presented. Terra Richter seconded the motion. Carried unanimously.

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

CA Wiggins said that the new draft ordinance on the water and sewer rate was sent to the attorney for review.

Council and staff discussed the clean up day June 17, 2021 at 4 p.m. to 6 p.m. for Main Street and the park. They also discussed the tree fund and setting up vendors for the 4th of July Fireworks Show.

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Admin Report - May
- b) Public Works Report - May
- c) Wastewater Report - May

9. PUBLIC COMMENT

There wasn't any further public comment.

10. UPCOMING MEETINGS AND SUGGESTIONS:

Mayor Flint said we are having issues getting vouchers signed, please let city staff know if you can't make it so someone else can be contacted. If we continue this we will get late fees. Council discussed the last work session scheduled for June 28, 2021 at 6 p.m. and decided to cancel it so that we can continue to work on other things.

11. ADJOURNMENT:

This meeting adjourned at 8:13 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, June 14, 2021

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:

The City Council of the City of Union was called to order on June 14, 2021, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Mayor Leonard Flint, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: John Farmer and Councilor Heidi Denton

2. UPCOMING BUSINESS DISCUSSIONS:

Councilor McMillan asked about the property tax form. CA Wiggins answered I have to submit this form in order to collect the property taxes.

Councilor McMillan asked about the letter regarding the economic development money. CA Wiggins answered we are looking at donating some money to the Chamber of Commerce to be distributed to help small programs. The small programs will have to go through the Chamber to get the money.

Councilor Richter said part of this is misguided, I think Council should have more say in this issue. CA Wiggins said there will be stipulations on the money, the businesses have a say in what will help business in Union.

Councilor Hawkins said we know as a Council the money would be put to good use, perhaps a liaison between the Chamber and Council should be created.

Council and staff discussed that Council is in place to facilitate and not do these things because of the many factors involved. CA Wiggins stated if we were in charge of distributing this money it would make our auditing process a nightmare. It is simpler to do it this way, if we don't like it we only try it this one year.

After further discussion, Council and staff agreed that this needs more guidelines and discussion. The Economic Development Committee also needs a stronger definition as to its purpose.

3. COMMITTEE DISCUSSIONS:

4. ORDINANCE/CHARTER REVIEW:

- a) Water/Sewer Rates - Updates

CA Wiggins said I sent the draft over to the attorney for review, hopefully it will be back for our review soon and a first reading in July.

5. PRESENTATIONS:

- a) Sheriff's Report

Sheriff Cody Bowen said we are getting good feedback on Deputy Johnson. We staffed the stock show with full time deputies, we had one fight at the carnival and one heavily intoxicated person who went home with a loved one. Councilor Richter asked about the recent graffiti and what could be done about that. Sheriff Bowen said we can take a report and investigate it, I believe that Deputy Johnson is already investigating this.

Deputy Johnson said stock show went well, I was able to manage my time between my different duties well this month. I had one DUI and there has been more drug activity around the park. I also responded to an over dose. I have been educating people on the ATV ordinance a lot too. Council and Deputy Johnson further discussed the graffiti problem and how to resolve it.

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:55 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report - Vouchers June 2021
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Office Manager Report-June
AP's June 2021](#)

Doug Wiggins

None

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

Home to the Buffalo Peak Golf Course

MEMORANDUM

July 6, 2021

TO: Doug Wiggins, City Administrator
FROM: Laura Dodds, Office Manager

SUBJECT: Office Manager Staff Report – June 2021

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of June: **\$145,266.58**
- ❖ Total expenditures (includes payroll) for the month of June: **\$102,413.04**
- ❖ A total of **\$111,147.62** was billed out for the month of June
- ❖ We received **\$342.21** from the Union Hotel for the month of May. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 58 late reminder notices on June 30th , although there will not be any regular shut offs for the month due to the continued COVID-19 crisis relief. There will, however, be shut off's for customers with a balance past due in the amount of \$150.00 or higher, and at this time we have 12 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Those notices were delivered to the customers home on June 30th, and shut offs will be July 8th.
- ❖ In June, the total amount billed for late fees was **\$1275.00**

*We welcomed Krista Griffiths on June 28th in our front office. She has lived in Union her whole life and is a familiar face for people when they come to the window. She is a great addition to our office!

*July 8th will be our Ordinance Officer Becka Coles last day. She has accepted a job with a great opportunity for her to follow her career goals. We wish her all the best, and will miss her greatly!

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Allstream, PO Box 734521, Chicago, IL, 60673-4521	3	06/30/21	06/09/21 city well	06/30/21	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$4,000.00	(\$767.69)
	May '21	06/30/21	06/09/21 treatment plant	06/30/21	\$75.47	\$75.47	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,209.40
					\$146.84					
Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	2	06/30/21	06/09/21 engineering	06/30/21	\$1,810.00	\$1,810.00	200-200-5202120	Engineering	\$25,000.00	(\$527.15)
	70464	06/30/21	06/09/21 CDBG grant work	06/30/21	\$14,765.00	\$14,765.00	210-000-5405990	CDBG Water Grant	\$220,000.00	\$172,524.71
	70464	06/30/21	06/09/21 engineering	06/30/21	\$1,810.00	\$1,810.00	300-300-5202120	Engineering	\$22,000.00	(\$7,890.01)
	70464	06/30/21	06/09/21 engineering	06/30/21	\$1,810.00	\$1,810.00	500-500-5202120	Engineering	\$7,500.00	\$6,633.75
					\$20,195.00					
Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	4	06/30/21	06/09/21 city hall	06/30/21	\$27.50	\$27.50	100-110-5202501	Heat	\$800.00	\$62.94
	May 2021	06/30/21	06/09/21 city hall	06/30/21	\$27.50	\$27.50	200-200-5202501	Heat	\$1,000.00	(\$541.58)
	May 2021	06/30/21	06/09/21 treatment plant	06/30/21	\$73.12	\$73.12	300-300-5202501	Heat	\$3,000.00	\$337.17
	May 2021	06/30/21	06/09/21 city hall	06/30/21	\$27.50	\$27.50	300-300-5202501	Heat	\$3,000.00	\$337.17
	May 2021	06/30/21	06/09/21 treatment plant	06/30/21	\$17.34	\$17.34	300-300-5202501	Heat	\$3,000.00	\$337.17
	May 2021	06/30/21	06/09/21 library	06/30/21	\$47.78	\$47.78	600-600-5202501	Heat	\$1,600.00	\$172.88
	May 2021	06/30/21	06/09/21 ranger station	06/30/21	\$10.71	\$10.71	800-800-5202501	Heat	\$650.00	\$535.93
					\$231.45					
Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178	326	06/30/21	06/09/21 books	06/30/21	\$81.85	\$81.85	600-600-5203410	Library Books/Magazines	\$9,000.00	\$939.05
	1225140					\$81.85				
Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	41	06/30/21	06/09/21 water testing	06/30/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	\$1,689.00
	xo45793					\$38.50				
Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	6	06/30/21	06/09/21 internet/phone	06/30/21	\$28.41	\$28.41	100-110-5202570	Telephone/Cell	\$650.00	\$248.92
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$17.00	\$17.00	100-110-5203800	IT/Computer/Software	\$6,000.00	(\$2,129.97)
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$116.17	\$116.17	200-200-5202570	Telephone/Cell	\$4,000.00	(\$767.69)
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$59.74	\$59.74	200-200-5203800	IT/Computer/Software	\$10,000.00	\$4,592.85
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$55.06	\$55.06	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,209.40
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$134.74	\$134.74	300-300-5203800	IT/Computer/Software	\$10,000.00	(\$307.04)
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$34.09	\$34.09	500-500-5202570	Telephone/Cell	\$500.00	\$133.32
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$34.25	\$34.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$449.07
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$82.38	\$82.38	600-600-5202570	Telephone/Cell	\$950.00	\$64.87
	May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$65.00	\$65.00	600-600-5203800	IT/Computer/Software	\$5,197.00	\$932.80
May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$3.28	\$3.28	700-710-5202570	Telephone/Cell	\$350.00	\$310.64	
May '21	06/30/21	06/09/21 internet/phone	06/30/21	\$2.13	\$2.13	700-710-5203800	IT/Computer/Software	\$750.00	\$602.39	

City of Union
Council Approval Report
 (Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
May '21	06/09/21	internet/phone	06/30/21	\$3.28	\$3.28	700-720-5202570	Telephone/Cell	\$650.00	\$118.35
May '21	06/09/21	internet/phone	06/30/21	\$2.13	\$2.13	700-720-5203800	IT/Computer/Software	\$750.00	(\$170.61)
					\$637.66				
76	06/09/21	Clark Welding, PO Box 866, Union, OR, 97883	06/30/21	\$1,289.00	\$1,289.00	115-000-5403203	Land/Buildings	\$337,500.00	\$293,719.84
2096	06/09/21	library fence			\$1,289.00				
8	06/09/21	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	06/30/21	\$339.76	\$339.76	100-130-5202181	Supplies (Janitorial & Ope	\$2,000.00	\$1,003.56
73784	06/09/21	park supplies	06/30/21	\$80.00	\$80.00	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$19,524.48
73784	06/09/21	supplies			\$419.76				
9	06/09/21	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	06/30/21	\$41.28	\$41.28	100-110-5202190	Contract Services	\$4,000.00	\$163.41
88630	06/09/21	contract services	06/30/21	\$41.29	\$41.29	200-200-5202190	Contract Services	\$7,500.00	\$2,517.80
88630	06/09/21	contract services	06/30/21	\$41.29	\$41.29	300-300-5202190	Contract Services	\$15,000.00	\$9,750.33
88630	06/09/21	contract services			\$123.86				
350	06/09/21	Farallon Consulting, 975 5th Ave. Northwest, Issaquah, WA, 98027	06/30/21	\$2,000.00	\$2,000.00	210-000-5405990	CDBG Water Grant	\$220,000.00	\$172,524.71
39890	06/09/21	CDBG grant work			\$2,000.00				
130	06/09/21	General Pacific, PO Box 70, Fairview, OR, 97024	06/30/21	\$324.00	\$324.00	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$19,524.48
1410109	06/09/21	water meter supplies			\$324.00				
79	06/09/21	George, Jodi, 450 E. Fulton, Union, OR, 97883	06/30/21	\$570.00	\$570.00	100-120-5202630	Abatement	\$4,000.00	\$2,619.22
arch street	06/09/21	arch street abatement tractor hours and roll offs	06/30/21		\$570.00				
10	06/09/21	Hometown Hardware, PO Box 1024, Union, OR, 97883	06/30/21	\$100.00	\$100.00	100-110-5202920	Economic Development	\$7,500.00	\$1,303.00
54697	06/09/21	city hall/city entrance flowers	06/30/21	\$68.40	\$68.40	100-130-5202181	Supplies (Janitorial & Ope	\$2,000.00	\$1,003.56
55221	06/09/21	park supplies	06/30/21	\$12.80	\$12.80	100-150-5202991	Misc Expense	\$200.00	\$200.00
54627	06/09/21	transfer station supplies	06/30/21	\$321.35	\$321.35	300-300-5202181	Supplies (Janitorial & Ope	\$36,000.00	\$5,254.08
54685	06/09/21	treatment plant supplies	06/30/21	\$165.25	\$165.25	600-600-5202820	Maintenance (Building &	\$10,000.00	\$5,476.62
54693	06/09/21	library/building maint	06/30/21	\$32.75	\$32.75	700-710-5202181	Supplies (Janitorial & Ope	\$4,000.00	\$1,958.71
55238	06/09/21	fire dept supplies	06/30/21	\$42.15	\$42.15	800-800-5202181	Supplies (Janitorial & Ope	\$1,500.00	\$936.44
54647	06/09/21	supplies			\$742.70				
232	06/09/21	La Grande Observer, PO Box 6020, Bend, OR, 97708	06/30/21	\$280.83	\$280.83	100-110-5202727	Advertising/Publishing	\$1,250.00	(\$243.16)
245180	06/09/21	LB1 notice publication			\$280.83				

City of Union Council Approval Report (Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
45	Ladco Electric, PO Box 123, Imbler, OR, 97841	06/09/21	equip maint ✓	06/30/21	\$105.00	\$105.00	300-300-5202880	Equipment Repair/Maint	\$15,000.00	\$6,361.33
9529		06/09/21	treatment plant facility improvements	06/30/21	\$377.21	\$377.21	310-000-5404550	Treatment Facility Improve	\$435,500.00	\$387,441.03
						\$482.21 <i>(LW) OK</i>				
16	Norco, Inc, PO Box 413124, Salt Lake City, UT, 84141-3124	06/09/21	ambulance supplies ✓	06/30/21	\$68.82	\$68.82	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$5,933.31
32217306						\$68.82 <i>(LW) OK</i>				
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	06/09/21	water/sewer locates ✓	06/30/21	\$21.00	\$21.00	200-200-5202190	Contract Services	\$7,500.00	\$2,517.80
1050508		06/09/21	water/sewer locates ✓	06/30/21	\$21.00	\$21.00	300-300-5202190	Contract Services	\$15,000.00	\$9,750.33
						\$42.00 <i>(LW) OK</i>				
239	Oregon DEQ, Business Office, 700 NE Multnomah St. Ste 600, Portland, OR, 97232	06/09/21	operators cert renewal ✓	06/30/21	\$160.00	\$160.00	300-300-5202600	Dues/License/Certs	\$2,500.00	\$188.28
2021-2023						\$160.00 <i>(LW) OK</i>				
17	O'Reilly Enterprises, PO Box 448, Union, OR, 97883	06/09/21	IT services ✓	06/30/21	\$420.00	\$420.00	100-110-5203800	IT/Computer/Software	\$6,000.00	(\$2,129.97)
558		06/09/21	IT services ✓	06/30/21	\$121.77	\$121.77	100-110-5203800	IT/Computer/Software	\$6,000.00	(\$2,129.97)
560		06/09/21	IT services ✓	06/30/21	\$420.00	\$420.00	200-200-5203800	IT/Computer/Software	\$10,000.00	\$4,592.85
558		06/09/21	IT services ✓	06/30/21	\$121.77	\$121.77	200-200-5203800	IT/Computer/Software	\$10,000.00	\$4,592.85
560		06/09/21	IT services ✓	06/30/21	\$70.00	\$70.00	200-200-5203800	IT/Computer/Software	\$10,000.00	\$4,592.85
561		06/09/21	IT services ✓	06/30/21	\$420.00	\$420.00	300-300-5203800	IT/Computer/Software	\$10,000.00	(\$307.04)
558		06/09/21	IT services ✓	06/30/21	\$121.77	\$121.77	300-300-5203800	IT/Computer/Software	\$10,000.00	(\$307.04)
560		06/09/21	IT services ✓	06/30/21	\$420.00	\$420.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$449.07
558		06/09/21	IT services ✓	06/30/21	\$121.74	\$121.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$449.07
560		06/09/21	IT services ✓	06/30/21	\$175.00	\$175.00	700-720-5203800	IT/Computer/Software	\$750.00	(\$170.61)
559						\$2,412.05 <i>(LW) OK</i>				
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	06/09/21	treatment plant supplies ✓	06/30/21	\$368.33	\$368.33	300-300-5202181	Supplies (Janitorial & Ope	\$36,000.00	\$5,254.08
31255591		06/09/21	ambulance supplies	06/30/21	\$21.70	\$21.70	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$5,933.31
60918439						\$390.03 <i>(LW) OK</i>				
21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850	06/09/21	city hall ✓	06/30/21	\$37.90	\$37.90	100-110-5202181	Supplies (Janitorial & Ope	\$4,500.00	\$515.82
May '21		06/09/21	library	06/30/21	\$50.50	\$50.50	600-600-5202991	Misc Expense	\$1,000.00	\$591.00
May '21						\$88.40 <i>(LW) OK</i>				
217	Ridley Pest Control, PO Box 2795, La Grande, OR, 97850	06/09/21	weed maint ✓	06/30/21	\$375.00	\$375.00	100-120-5202630	Abatement	\$4,000.00	\$2,619.22
873		06/09/21	weed maint ✓	06/30/21	\$157.50	\$157.50	100-130-5202820	Maintenance (Building &	\$3,000.00	\$2,570.88
873						\$532.50				

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	873	06/09/21	weed maint	06/30/21	\$720.00	\$720.00	200-200-5202820	Maintenance (Building & Maintenance)	\$2,000.00	(\$1,411.54)
	873	06/09/21	weed maint	06/30/21	\$427.50	\$427.50	300-300-5202820	Maintenance (Building & Maintenance)	\$5,000.00	\$2,505.12
	873	06/09/21	weed maint	06/30/21	\$67.50	\$67.50	800-800-5202820	Maintenance (Building & Maintenance)	\$2,000.00	\$1,888.00
						\$1,747.50				
	24	05/25/21	volunteer insurance	05/31/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,143.00	\$1,257.86
	June '21	05/25/21	volunteer insurance	05/31/21	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,395.00	\$1,035.70
						\$12.06				
	297	06/09/21	mobile internet	06/30/21	\$11.27	\$11.27	200-200-5203800	IT/Computer/Software	\$10,000.00	\$4,592.85
	May '21	06/09/21	mobile internet	06/30/21	\$11.26	\$11.26	300-300-5203800	IT/Computer/Software	\$10,000.00	(\$307.04)
						\$22.53				
	68	06/09/21	street signage	06/30/21	\$330.92	\$330.92	500-500-5205050	Signage	\$3,000.00	\$2,107.51
	38296	06/09/21	street signage	06/30/21	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	\$1,689.00
						\$330.92				
	25	06/09/21	water testing	06/30/21	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	\$1,689.00
	T004440	06/09/21	water testing	06/30/21	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	\$1,689.00
						\$51.00				
	84	06/09/21	supplies	06/30/21	\$40.76	\$40.76	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$19,524.48
	May '21	06/09/21	supplies	06/30/21	\$39.63	\$39.63	100-130-5202181	Supplies (Janitorial & Ope	\$2,000.00	\$1,003.56
	May '21	06/09/21	park supplies	06/30/21	\$30.40	\$30.40	700-710-5202181	Supplies (Janitorial & Ope	\$4,000.00	\$1,958.71
	May '21	06/09/21	supplies	06/30/21	\$30.40	\$30.40	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$5,933.31
						\$141.19				
	26	06/09/21	public works cell phones	06/30/21	\$112.62	\$112.62	200-200-5202570	Telephone/Cell	\$4,000.00	(\$767.69)
	May '21	06/09/21	treatment plant cell phone	06/30/21	\$40.05	\$40.05	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,209.40
	May '21	06/09/21	ambulance cell phone	06/30/21	\$45.35	\$45.35	700-720-5202570	Telephone/Cell	\$650.00	\$118.35
						\$198.02				
	209	06/09/21	post office box fee	06/30/21	\$25.20	\$25.20	100-110-5202640	Postage/Shipping	\$1,750.00	(\$229.83)
	2021-2022	06/09/21	post office box fee	06/30/21	\$5.80	\$5.80	100-140-5202640	Postage/Shipping	\$50.00	\$50.00
	2021-2022	06/09/21	post office box fee	06/30/21	\$40.60	\$40.60	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,016.66
	2021-2022	06/09/21	post office box fee	06/30/21	\$40.60	\$40.60	300-300-5202640	Postage/Shipping	\$3,750.00	\$766.56
	2021-2022	06/09/21	post office box fee	06/30/21	\$4.90	\$4.90	700-710-5202640	Postage/Shipping	\$300.00	\$48.82
	2021-2022	06/09/21	post office box fee	06/30/21	\$4.90	\$4.90	700-720-5202640	Postage/Shipping	\$150.00	(\$101.18)
						\$122.00				

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
	1 Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293										
	May '21	06/09/21	park mower fuel	06/30/21	\$46.29	\$46.29	100-130-5202490	Fuel	\$500.00	\$95.74	
	May '21	06/09/21	park mower fuel	06/30/21	\$46.74	\$46.74	100-130-5202490	Fuel	\$500.00	\$95.74	
	May '21	06/09/21	park mower fuel	06/30/21	\$45.94	\$45.94	100-130-5202490	Fuel	\$500.00	\$95.74	
	May '21	06/09/21	fuel	06/30/21	(\$0.31)	(\$0.31)	200-200-5202490	Fuel	\$2,750.00	\$765.06	
	May '21	06/09/21	public works fuel	06/30/21	\$97.57	\$97.57	200-200-5202490	Fuel	\$2,750.00	\$765.06	
	May '21	06/09/21	public works fuel	06/30/21	\$96.67	\$96.67	200-200-5202490	Fuel	\$2,750.00	\$765.06	
	May '21	06/09/21	wwtp fuel	06/30/21	\$150.00	\$150.00	300-300-5202490	Fuel	\$2,500.00	\$685.45	
	May '21	06/09/21	wwtp fuel	06/30/21	\$57.81	\$57.81	300-300-5202490	Fuel	\$2,500.00	\$685.45	
	May '21	06/09/21	fuel	06/30/21	(\$0.31)	(\$0.31)	300-300-5202490	Fuel	\$2,500.00	\$685.45	
	May '21	06/09/21	medic 9	06/30/21	\$82.87	\$82.87	700-720-5202490	Fuel	\$2,500.00	\$1,829.04	
	May '21	06/09/21	fuel	06/30/21	(\$0.30)	(\$0.30)	700-720-5202490	Fuel	\$2,500.00	\$1,829.04	
						\$622.97					
	52 Wiggins, Doug, PO Box 338, Cove, OR, 97824										
	Jan '21-June '21	06/09/21	phone stipend	06/30/21	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$650.00	\$248.92	
	Jan '21-June '21	06/09/21	phone stipend	06/30/21	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$4,000.00	(\$767.69)	
	Jan '21-June '21	06/09/21	phone stipend	06/30/21	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,209.40	
						\$240.00					
						\$34,213.15					

Total Bills To Pay:

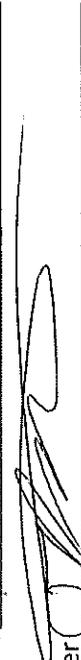
City of Union

Expenditures Register Approval

We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of our knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 9 day of June, 2021.

Council Member 

Council Member 

City Administrator 

City of Union
Council Approval Report
 (Council Approval Report)

6/23/2021 10:57am

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Barco Products, 24 N. Washington Ave, Batavia, IL, 60510	365	06/22/21	dog poo waste baggies ✓	06/30/21	\$198.56	\$198.56	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$555.77
	SORCO65214					<u>\$198.56</u>	<i>JK HD</i>			
Cole, Becka, 912 N First, Union, OR, 97883	357	06/22/21	janitorial contract services ✓	06/30/21	\$150.00	\$150.00	100-110-5202190	Contract Services	\$4,000.00	\$122.13
	June '21					<u>\$150.00</u>	<i>JK HD</i>			
Cox, Timothy, 615 N College, Union, OR, 97883	299	06/22/21	quarterly stipend ✓	06/30/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$8,117.65
	June '21					<u>\$225.00</u>	<i>JK HD</i>			
Demco, PO Box 8048, Madison, WI, 53708	102	06/22/21	dvd cases ✓	06/30/21	\$45.85	\$45.85	600-600-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,036.57
	6962271					<u>\$45.85</u>	<i>JK HD</i>			
Denton, Heidi, 1488 W Bryan, Union, OR, 97883	358	06/22/21	quarterly stipend ✓	06/30/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$8,117.65
	June '21					<u>\$225.00</u>	<i>JK HD</i>			
Farmer, John, PO Box 1173, Union, OR, 97883	109	06/22/21	quarterly stipend ✓	06/30/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$8,117.65
	June '21					<u>\$225.00</u>	<i>JK HD</i>			
Flint, Leonard, 840 N Fourth, Union, OR, 97883	106	06/22/21	quarterly stipend ✓	06/30/21	\$375.00	\$375.00	100-110-5202040	Mayor/Council	\$15,000.00	\$8,117.65
	June '21					<u>\$375.00</u>	<i>JK HD</i>			
Hawkins, Susan, PO Box 788, Union, OR, 97883	44	06/22/21	quarterly stipend ✓	06/30/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$8,117.65
	June '21					<u>\$225.00</u>	<i>JK HD</i>			
Lane, Jessica, 787 N Cove, Union, OR, 97883	223	06/22/21	janitorial ✓	06/30/21	\$150.00	\$150.00	600-600-5202820	Maintenance (Building &	\$9,697.00	\$5,008.37
	June '21					<u>\$150.00</u>	<i>JK HD</i>			
McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	15	06/22/21	ambulance supplies ✓	06/30/21	\$134.96	\$134.96	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,812.39
	18215612									
	18242576									
	18243127									
McMillan, Leslie, PO Box 92, Union, OR, 97883	178	06/22/21	quarterly stipend ✓	06/30/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$8,117.65
	June '21					<u>\$225.00</u>	<i>JK HD</i>			

City of Union Council Approval Report (Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711											
	271	06/22/21	ackspace email	06/30/21	\$52.75	\$52.75	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$477.92		
	June '21	06/22/21	city hall lunch for Tanya going away	06/30/21	\$18.60	\$18.60	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$477.92		
	June '21	06/22/21	scout dns filtering	06/30/21	\$52.00	\$52.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$477.92		
	June '21	06/22/21	cash back rebate	06/30/21	(\$47.35)	(\$47.35)	100-110-5202993	Bank Charges	\$750.00	\$887.93		
	June '21	06/22/21	public works crew/lunch	06/30/21	\$21.13	\$21.13	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,079.72		
	June '21	06/22/21	visa	06/30/21	\$37.20	\$37.20	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,079.72		
	June '21	06/22/21	visa	06/30/21	\$91.00	\$91.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,079.72		
	June '21	06/22/21	visa	06/30/21	\$101.85	\$101.85	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,079.72		
	June '21	06/22/21	visa	06/30/21	\$91.00	\$91.00	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$4,564.40		
	June '21	06/22/21	visa	06/30/21	\$21.12	\$21.12	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$4,564.40		
	June '21	06/22/21	visa	06/30/21	\$37.20	\$37.20	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$4,564.40		
	June '21	06/22/21	visa	06/30/21	\$101.85	\$101.85	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$4,564.40		
	June '21	06/22/21	visa	06/30/21	\$13.00	\$13.00	500-500-5202181	Supplies (Janitorial & Op	\$7,500.00	\$5,861.48		
	June '21	06/22/21	visa	06/30/21	\$17.28	\$17.28	500-500-5202181	Supplies (Janitorial & Op	\$7,500.00	\$5,861.48		
	June '21	06/22/21	return	06/30/21	(\$4.99)	(\$4.99)	600-600-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,036.57		
	June '21	06/22/21	return	06/30/21	(\$20.00)	(\$20.00)	600-600-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,036.57		
	June '21	06/22/21	ACLS training/Tony Davis	06/30/21	\$200.00	\$200.00	700-720-5202010	Travel/Training	\$3,500.00	\$3,450.00		
	June '21	06/22/21	supplies	06/30/21	\$11.97	\$11.97	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,812.39		
	June '21	06/22/21	office supplies	06/30/21	\$27.95	\$27.95	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,812.39		
	June '21	06/22/21	office supplies	06/30/21	\$32.40	\$32.40	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,812.39		
	June '21	06/22/21	EMT Cert renew/Hull	06/30/21	\$125.00	\$125.00	700-720-5202600	Dues/License/Certs	\$500.00	\$45.00		
	June '21	06/22/21	visa	06/30/21	\$17.27	\$17.27	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$894.29		
	June '21	06/22/21	visa	06/30/21	\$13.00	\$13.00	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$894.29		
						\$1,011.23						
	48	OTEC, PO Box 226, Baker City, OR, 97814										
	June '21	06/23/21	city hall	06/30/21	\$37.70	\$37.70	100-110-5202540	Electricity	\$800.00	\$317.09		
	June '21	06/23/21	park lights	06/30/21	\$94.05	\$94.05	100-130-5202540	Electricity	\$1,200.00	\$162.01		
	June '21	06/23/21	transfer station	06/30/21	\$49.59	\$49.59	100-150-5202540	Electricity	\$700.00	\$150.70		
	June '21	06/23/21	city well	06/30/21	\$1,068.89	\$1,068.89	200-200-5202540	Electricity	\$32,000.00	\$7,489.85		
	June '21	06/23/21	public works shop	06/30/21	\$104.57	\$104.57	200-200-5202540	Electricity	\$32,000.00	\$7,489.85		
	June '21	06/23/21	public works shop	06/30/21	\$77.78	\$77.78	200-200-5202540	Electricity	\$32,000.00	\$7,489.85		
	June '21	06/23/21	city hall	06/30/21	\$37.71	\$37.71	200-200-5202540	Electricity	\$32,000.00	\$7,489.85		
	June '21	06/23/21	city well	06/30/21	\$1,781.63	\$1,781.63	200-200-5202540	Electricity	\$32,000.00	\$7,489.85		
	June '21	06/23/21	city hall	06/30/21	\$37.71	\$37.71	300-300-5202540	Electricity	\$35,000.00	\$1,633.75		
	June '21	06/23/21	lift station	06/30/21	\$88.30	\$88.30	300-300-5202540	Electricity	\$35,000.00	\$1,633.75		
	June '21	06/23/21	pumphouse	06/30/21	\$1,916.33	\$1,916.33	300-300-5202540	Electricity	\$35,000.00	\$1,633.75		
	June '21	06/23/21	treatment plant	06/30/21	\$2,023.34	\$2,023.34	300-300-5202540	Electricity	\$35,000.00	\$1,633.75		
	June '21	06/23/21	street lights	06/30/21	\$2,158.23	\$2,158.23	500-500-5202540	Electricity	\$26,500.00	\$2,079.44		
	June '21	06/23/21	dearborn street lights	06/30/21	\$58.71	\$58.71	500-500-5202540	Electricity	\$26,500.00	\$2,079.44		

Council Approval Report
(Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	June '21	06/23/21	library	06/30/21	\$127.22	\$127.22	600-600-5202540	Electricity	\$3,000.00	\$1,001.14
	June '21	06/23/21	ranger station	06/30/21	\$58.17	\$58.17	800-800-5202540	Electricity	\$800.00	(\$244.27)
	June '21	06/23/21	ranger station	06/30/21	\$33.50	\$33.50	800-800-5202540	Electricity	\$800.00	(\$244.27)
						\$9,753.43				
22	17085150	06/22/21	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	06/30/21	\$40.80	\$40.80	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$477.92
	17085150	06/22/21	supplies	06/30/21	\$71.43	\$71.43	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,079.72
	17085150	06/22/21	copy paper, label tape	06/30/21	\$71.43	\$71.43	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$4,564.40
	17085150	06/22/21	supplies	06/30/21	\$10.21	\$10.21	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,895.56
	17085150	06/22/21	supplies	06/30/21	\$10.21	\$10.21	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,812.39
						\$204.08				
306	June '21	06/22/21	Richter, Terra, PO Box 184, Union, OR, 97883	06/30/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$8,117.65
	5062112203	06/22/21	quarterly stipend			\$225.00				
						\$41.95				
23	5062112203	06/22/21	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850	06/30/21	\$41.95	\$41.95	600-600-5202190	Contract Services	\$603.00	(\$94.89)
	July '21	06/22/21	copier contract services	06/30/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,143.00	\$1,257.86
	July '21	06/22/21	volunteer insurance	06/30/21	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,395.00	\$1,035.70
						\$12.06				
24	1043	06/22/21	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	06/30/21	\$973.61	\$973.61	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$1,882.17
	1043	06/22/21	June rent/utilities	06/30/21	\$973.61	\$973.61	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$1,882.13
						\$1,947.22				
209	June '21	06/22/21	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	06/30/21	\$212.00	\$212.00	600-600-5202640	Postage/Shipping	\$350.00	\$295.00
	June '21	06/22/21	June rent/utilities	06/30/21	\$173.08	\$173.08	100-110-5202640	Postage/Shipping	\$1,750.00	(\$255.03)
	June '21	06/22/21	June rent/utilities	06/30/21	\$227.29	\$227.29	200-200-5202640	Postage/Shipping	\$4,000.00	\$976.06
						\$212.00				
50	321710	06/22/21	US Postal Service, PO Box Fee Payment, , ,	06/30/21	\$173.08	\$173.08	100-110-5202640	Postage/Shipping	\$1,750.00	(\$255.03)
	321710	06/22/21	post office box fee	06/30/21	\$227.29	\$227.29	200-200-5202640	Postage/Shipping	\$4,000.00	\$976.06
	321710	06/22/21	billing/postage	06/30/21	\$227.29	\$227.29	300-300-5202640	Postage/Shipping	\$3,750.00	\$725.96
	321710	06/22/21	billing/postage	06/30/21	\$10.61	\$10.61	700-710-5202640	Postage/Shipping	\$300.00	\$43.92
	321710	06/22/21	billing/postage	06/30/21	\$10.61	\$10.61	700-720-5202640	Postage/Shipping	\$150.00	(\$106.08)
						\$648.88				
321	June '21	06/22/21	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693	06/30/21	\$123.06	\$123.06	200-200-5202570	Telephone/Cell	\$4,000.00	(\$1,147.85)
	June '21	06/22/21	internet/phone	06/30/21	\$123.06	\$123.06	200-200-5202570	Telephone/Cell	\$4,000.00	(\$1,147.85)

City of Union

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
						\$123.06	90224			
Total Bills To Pay:						\$17,314.74				

City of Union

Expenditures Register Approval

We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of our knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 23 day of Jan, 2021.

Council Member Archie Denton

Council Member Debra Smith

City Administrator [Signature]



Memorandum

Subject: June Sheriff's Report
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Union Activities JUNE 2021
Yearly](#)

Doug Wiggins

None

Union Activities –JUNE 2021

The Union County Deputies contributed hours to the total for the month. The statistics reflect the activities for the Sheriff's Office.

The following will show the activity done by Sheriff's Deputies:

HOURS	146.50
CRIMINAL CITATIONS	1
TRAFFIC CITATIONS	1
WARNINGS	3
ARRESTS	1
CALLS FOR SERVICE	19
FI'S	27
WALK-INS	0
REPORTS	2
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	66 %	TRAFFIC	19 %
REPORTS	1 %	INVESTIGATIONS	14 %

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Stock show patrol
 One call of animal complain
 Call to report fraud, options explained
 Call of a runaway juvenile
 Drug law violation, follow up to be done
 Responded to domestic disturbance
 Arrested one for DUII
 Call of unauthorized entry of motor vehicle and theft
 Responded to disabled vehicle
 Call of mail theft X 2
 Logged info criminal mischief water tower
 Report of possible theft at consignment store
 Call of civil dispute, parties counseled
 Road hazard, downed tree and utility lines

Union 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	10.00	0.00	0.00	10.00	0.00	0.00						
2	10.00	0.00	0.00	8.00	0.00	13.50						
3	0.00	10.00	9.00	9.00	1.00	10.00						
4	0.00	7.50	10.00	0.00	0.00	8.00						
5	0.00	8.50	9.00	0.00	10.00	5.50						
6	10.00	8.00	7.50	0.00	8.50	0.00						
7	10.00	0.00	0.00	10.00	10.00	0.00						
8	10.00	0.00	0.00	8.50	8.00	0.00						
9	10.00	0.00	0.00	8.50	0.00	10.00						
10	0.00	10.00	10.00	8.00	0.00	11.50						
11	0.00	9.00	8.50	0.00	0.00	12.00						
12	0.00	10.00	10.00	0.00	10.00	17.00						
13	9.00	10.00	9.00	0.00	8.00	7.00						
14	10.00	0.00	0.00	9.00	11.50	0.00						
15	10.00	0.00	0.00	8.50	8.00	0.00						
16	8.00	0.00	0.00	10.00	0.00	10.00						
17	3.00	9.00	10.00	8.00	0.00	8.50						
18	1.00	10.00	10.00	0.00	0.00	9.00						
19	0.00	8.50	8.00	0.00	8.00	0.00						
20	9.00	10.00	10.00	0.00	10.00	0.00						
21	10.00	0.00	0.00	8.50	10.00	0.00						
22	8.00	0.00	0.00	10.00	10.00	0.00						
23	9.00	0.00	0.00	8.00	0.00	0.00						
24	0.00	10.00	10.00	8.50	0.00	0.00						
25	0.00	9.00	10.00	0.00	0.00	9.00						
26	0.00	10.00	10.00	0.00	8.00	8.00						
27	10.00	8.00	7.00	4.00	10.00	0.00						
28	10.00	0.00	0.00	10.00	8.00	0.00						
29	10.00	0.00	0.00	9.00	8.00	0.00						
30	8.00	0.00	0.00	10.00	0.00	7.50						
31	0.00	0.00	8.00	0.00	0.00	0.00						
Total	175.0	147.5	156.00	165.50	147.0	146.5	0.00	0.00	0.0	0.0	0.00	0.000

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	55.00	27.50	36.00	45.50	27.00	26.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Ordinance Officer Report for June
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:
[June 2021 Report](#)

Doug Wiggins

None

June 2021

TO: Doug Wiggins, City Administrator
Leonard Flint, Mayor
Council

FROM: Becka Cole, Ordinance Officer

Main Focus: Handling Citizen Complaints:
Enforcing City Ordinance

Complaints:

17 tall, dry grass (fire hazards) – 17 letters sent

3 occupied trailers – 3 letters sent

3 hazard to public – 3 letter sent

3 clear vision complaint (hanging branches) – 3 letters sent

1 fireworks complaint – forwarded to sheriff

3 noxious vegetation (thistle) – 1 phone call made, sent letters to all 3

1 excess animals – letter sent to tenant & landlord, phone call made to landlord

Citations:

#128 – abandoned vehicle parked in ROW for over a week \$100.00 – dismissed (vehicle has been moved off property)

#129 – inhabited camp trailer for \$500.00

#130 – hazard to public – dismissed (bags were cans for kids to recycle)

#131 – tall, dry grass is fire hazard for \$250.00 (currently has outstanding citations for same violation)

#132 – illegal burn for \$500.00 per Fire Chief

Dismissal:

#128 – was for abandoned vehicle in ROW. Owner is wheelchair bound and couldn't move it right away. Has since been removed from property.

#130 – cans sitting in front of garage, cans are to be recycled by kids so they can buy a pool. Can only recycle so many cans per day.

Forwarded to City Attorney:

Property in 700 block of N Bellwood has been receiving multiple neighbor complaints and has become a health hazard. They have received multiple citations and have had several roll-off dumpsters to clear out the violations, but the violations persist. Neighbors are in the process of filing a lawsuit against tenants. Paige Sully is handling this with Doug Wiggins.



Memorandum

Subject: Animal Control Monthly Report
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[AEO Yearly 2021](#)

[JUNE 21 Animal Activities](#)

Doug Wiggins

None

AEO 2021	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2	1	1			2	0.5						
3					2.5							
4												
5					2							
6						1						
7			2									
8	1					1.5						
9			1.5			3						
10	1.5	1										
11				1								
12				2	1	1						
13				2.5								
14	0.5		2	3.5								
15												
16	1	2.5		3								
17	1		1.5									
18						1						
19	1	1										
20				1								
21												
22			2	2								
23	1	2										
24	2											
25		1										
26		1	2	1								
27				2.5								
28		1										
29			1									
30												
31												
TOTAL	10	11	12	18.5	7.5	8	0	0	0	0	0	0

Union Animal Enforcement Hour—JUNE 2021

Animal Enforcement deputies Lani Jones and Patricia Kelly contributed to these hours which reflect animal control activities only in Union for the month.

HOURS: 8

Calls for Service: 9

Dog at large: 6

Citations: 0
Warnings: 4
Impounds:
Other Action:

Dog Bites: 0

Barking Dog: 2

Citations:
Warnings: 1
Impounds:
Other Actions:

Animal Abuse/Neglect:

Other: See below*

Activities Included:

General patrol including previously reported problem areas
German shepherd loose, contact made w/dog owner and warned
*Abandoned dogs X 2, attempted to find owner
Dogs at large at Stockshow grounds, follow up done and warnings issued
Report of loose dog, unable to locate
Call of barking dog, owner warned
Warned owner regarding dog at large and aggressive
Dogs in hot car, removed



Memorandum

Subject: June Monthly Report
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:
[Monthly Report June 2021](#)

Doug Wiggins

None

June Monthly Report 2021

	Statistics	
	This Year	Last Year
Paton Count	798	426
Circulation Count:	1,007	1245
Adult	322	600
Children	282	654
Audios	103	180
Videos	299	100
Music CD's	1	21
Materials Added	110	95
Materials Discarded	16	14
Reference Questions	11	97
Programs for Patrons	9	0
Participants	255	0
Computer Usage	518.0 hrs	2372 hrs.
New Patrons	4	4
ILL Requests	236	104
Out of City Limit Usage	52	139
Notary	1	0

Events and Additions:

Summer Reading Program Started this month "Reading Colors Your World"

We do Tuesday story time at 10 this month we did western, animals, butterflies.

Summer Reading has been great we have done crafts with sand art, painting, wind chimes.

We are continuing to sanitize and disinfect to keep ourselves and our patrons safe.

We continued to get prizes for our summer program.

We have activities for our younger patrons on Tuesday, Wednesday, and Thursday.



Memorandum

Subject: Fire/Ems Monthly Report
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact: Tod Hull,

ATTACHED:

[Union Emergency service report for May 25 -June 30th.](#)

Doug Wiggins

None



The ambulance had a total of 53 man hours this month. This did not include the rodeo. There were 122 man hours at the rodeo. We were a little tight on help this year but they did it. Runs include MVA x 2, lift assists x3, difficulty breathing x2: our meeting, ALOC x3, diabetic calla, stroke, dizzy and unknown medical. There were two days this month that the ambulance had back to back calls. This kept the Ambulance very busy. As always we need more help and EMT's are necessary to keep us going in the long haul.

The Fire side was rather slow this month but we did have 35.5 man hours this month. The time reflects our meeting, our class, mutual aid call, and a lift assist x2. We have went up and inspected the golf coarse to place fire trucks on the coarse to help with any fire control that might be necessary. Island city will be bringing a truck over as well. We will have our City and Rural equipment out on the coarse with our truck 72 and 70 available in town.

I discussed with Doug today if we are or are not cancelling in town fireworks. I feel that as long as people are not shooting off the illegal fireworks we should be fine not to cancel home use. Most of the local fireworks are lit on the streets where it's safe. It is dry out and Fire is a possibility, but if people water down their used fireworks when they are done and possibly water around where the fireworks will be lit it should be good.

Let's have a safe and great 4 th of July. Let see everyone around the golf coarse a we celebrate America's Birthday.. We all need to do our part to keep Union **safe**. Remember to have a hose ready and do not light fireworks in or around dry vegetation.

Thanks again for your support. Tod Hull City of Union Fire chief.



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report July 2021](#)

Doug Wiggins

None

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

Home to the Buffalo Peak Golf Course

**CITY ADMINISTRATOR REPORT
June 2021**

Ranger Station:

Siding contract was signed and the Ranger Station siding project shall be started and completed by the end of July. Talking with the contractor on the siding, we may have a delay on the new doors.

Water/Sewer:

CDBG Grant- Design continues and application begins for the construction round of funding.

Grease foaming continues to be an issue in the main digester. We continue to feed it some enzymes to battle this issue. Did fix our re-use water pumps, they were clogged with grit and algae.

So far, the water fountains at the golf course have helped with odor, none noted as of now, which is very promising with the heat we have had.

Library:

Summer reading program is very active and growing this summer. They have been utilizing the park for many of their activities.

Parks:

The lights have been delivered and now we are coordinating with our electrician for the install.

Fire/EMS:

No new current information.

City Hall:

The conversion of the bathroom to ADA is near completion.

Administrative:

Given the recent roll back of rules by the governor for COVID-19, we are now near normal operations. I have decided that the COVID-19 information will no longer serve its need to be updated here as the state has reached 70% vaccinated.

Stay safe,

Doug Wiggins
City Administrator

Council report for June 2021 City of Union Public Works

Water: Well #2 pump and motor were pulled then a camera the was sent down the well to inspect the casing and the pump and motor reinstalled on July 3rd. We put the wall and roof back on the building and will be flushing the well out soon. Currently the well is in the backup mode and could run if needed for fire control or other emergency purposes. A ½" polyline was installed with which we can now use a sounder to determine the static and drawdown levels of the water in the well. We have not got the camera results yet but are assuming they are good. Currently we have enough to last us at least 3 months so we are in good shape on the water side of things.

Streets: The County will be chip sealing West Dearborn Main to Tenth and all of Bryan Street. Work will take place on Tuesday July 13th. We will be handing out notices to residents living along those roads and aiding with signage and traffic control during the chip sealing. We repaired a hole in West Bryan Street near North Fifth Street where we had a hole in the top of the culvert.

Park: Danielle is mowing the park on Thursdays. She is leaving the grass a little longer due to the hot weather. We received a FREE bicycle repair station from the City of LaGrande and have installed it by the front bathrooms.

Ranger Station: We will be removing the old siding off the unit closest to LaGrande as it will be getting resided. Plans are to start working on the inside of the building soon.

WWTP: We are in the process of replacing an influent pump as it was installed in 1995 and the housing of the pump has a big hole worn in it and it will no longer function. The two impure reuse water pumps were pulled, and the screens cleaned and reinstalled. The influent channel screw was pulled and cleaned. We are currently experiencing a large growth of vegetation on the effluent pond at the golf course. Plans are to treat it to kill the vegetation.

Misc.: Our 4th person Brandon George started on July 1st. We are happy to have him and thus far he is doing a great job for us.

Paul Phillips

Public Works Lead

July 6th,2021.



Memorandum

Subject: June 2021 Report
Meeting: City Council - Jul 12 2021
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

June 2021 Wastewater Treatment Facility happenings

ATTACHED:

[Wastewater Report June 2021](#)

Doug Wiggins

None

Wastewater Report June 2021

Drying Beds & Sludge removal – We have 3 drying beds with sludge. One drying bed is new to make room and continue the treatment process since a field was not available for the secondary digester earlier in the month. The two remaining drying beds are almost dry from when we had no field available and needed to move sludge, and they are both about to be cleared out.

Maintenance / Repair – Monthly maintenance on the effluent pumps, pumping to the Golf Course. Continued monthly maintenance on Blower's and RBC's. Influent screen at the beginning of the treatment facility we adjusted the brushes in hopes that we would pick up more trash and improve the process.

Golf Course – We are sending Effluent up to the Golf Course, approximately 140,000-170,000 a day going up currently.

Vac Truck work – Removed grit and grease from the influent wet well, also cleared culvert on W Delta.

Other – Training summer employee to help with washdowns, and she has been picking up lots of trash left by our community at the recycle area.

Influent pump #1 is not pumping as it should so we have been trouble shooting problems there.