



City of Union

Agenda

City Council Meeting

Monday, May 9, 2022 @ 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:	
2.1. Buffalo Flats Correspondence	3 - 21
April 2022 - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Operating Budget Adjustments FY 21-22	22 - 25
Resolution 22-06 - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• April 11, 2022 Business Meeting	26 - 30
City Council - Apr 11 2022 - Minutes - Pdf	
5.2. Work Session Minutes	
• April 11, 2022 Work Session	31 - 33
Council Work Session - Apr 11 2022 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Monthly Report	34 - 53
April 2022 Office Manager - Pdf	
• Library Monthly Report	54 - 55
April 2022 - Pdf	
• Animal Enforcement Monthly Report	56 - 58
April 2022 - Pdf	
• Ordinance Officer Monthly Report	59 - 60
April 2022 - Pdf	
• Sheriff's Monthly Report	61 - 64

[April 2022 - Pdf](#)

6. **CITY COUNCIL WORKING COMMITTEE UPDATES:**

- 6.1. Administrative Ordinance Committee Report 65 - 69
[April 2022 - Pdf](#)

7. **CITY ADMINISTRATOR / PUBLIC WORKS REPORT:**

- 7.1. Admin Monthly Report 70 - 71
[April 2022 Admin - Pdf](#)
- 7.2. Public Works Monthly Report 72 - 73
[April 2022 - Pdf](#)
- 7.3. Wastewater Monthly Report 74 - 75
[April 2022 Wastewater - Pdf](#)

8. **PUBLIC COMMENT**

Audience members may bring any concern before the Council at this time.

Public comment rules:

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.

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- May 23, 2022 - Council Work Session @ 6pm
June 13, 2022- Council Work Session @ 6pm
June 13, 2022 - Council Business Meeting @ 7pm

10. **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.

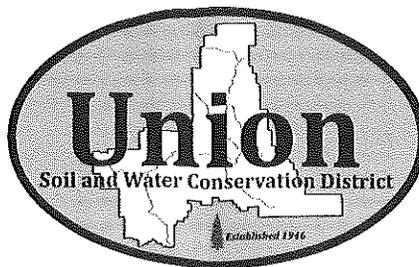


Memorandum

Subject: Buffalo Flats Correspondence
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Buffalo Flats Correspondence 4-4-22 Letter](#)
[Buffalo Flats Correspondence 4-6-22 Letter](#)
[Buffalo Flats Correspondence 4-20-22 Letter](#)



RECEIVED

APR 11 2022

BY: _____

**10507 N. McAlister Rd.
La Grande, OR 97850
(541)-963-1313**

April 4, 2022

City of Union, Oregon
Attention: Mayor Leonard Flint
342 S. Main Street
Union, Oregon 97883

Subject: Response to letter Referring to Buffalo Flats dated December 7, 2021

Dear Mayor Flint,

The Board of Directors of the Union Soil and Water Conservation District (District) is providing this letter as a direct response to the concerns stated in your letter dated December 7, 2021, and received at our December 8, 2021, Board meeting. As you know, the mission of the District is focused on assisting farm and ranch operators with implementing conservation and management practices to protect and improve soil and water resources.

The District's involvement with the Buffalo Flats Floodplain Planning Project is intended to accomplish that mission by assisting the owners of Buffalo Peak Land & Livestock, LLC with designing and implementing project actions to improve water quality conditions and restore natural floodplain processes. Owners of Buffalo Peak Land & Livestock approached the District and requested assistance with conservation planning. The District is meeting that request in a manner that is consistent with our mission.

The first concern you identify in your letter is regarding communication about the project with the City of Union, and specifically about enhancing the communication because part of the proposed project area is within the city boundary. The Directors agree that good communication and information sharing is important for successful projects. The District staff has been in communication with the Mayor's office, City Council, and City of Union staff and we will continue to communicate with these groups and provide project information.

When District staff first presented this project to the Board of Directors and discussed it with the landowners and other project partners, it was recognized there could be concerns about the effects of the project on surrounding properties and downstream within the City of Union. Being aware of these

concerns, the design team first met with the Union City Administrator on April 3, 2019 to discuss potential design issues. The planning team also provided sketches of the initial concepts to City staff at that time. This meeting was then followed by District staff attending the Union City Council Work Session on May 13, 2019 to initiate lines of communication between the District and Union City Council, provide information about the District's history and mission, explain the project purpose and goals, and answer questions. During the past three years District staff has continued to provide constant and frequent project information and updates through several methods that included monthly updates provided to the Union City Council (both in-person and written) beginning in December 2019 and extending through February 2021, several additional project updates as requested, organization and sponsorship of a community informational meeting on January 30, 2020, development of the Buffalo Flats Fact Sheet based on questions and concerns provided by the community, formation of the Buffalo Flats Focus Group, and convened the Focus Group to present information about the first conceptual design information for Little Creek. With all these actions, the Directors are confident that our staff has developed and implemented effective outreach actions, provided frequent and accurate project information to the City of Union and the local community, and has made this information available and accessible through the District website and upon request.

The second concern you identify is pest and weed control and the potential for our project to exacerbate a problem. Project goals for the District are focused on protecting and improving natural resource conditions and not creating additional problems. Therefore, it is important to the Directors and staff that projects are designed and implemented in a way that considers the impacts of pests and weeds. These concerns will be considered on the Buffalo Flats project as the following discussion demonstrates.

Three main factors about the Buffalo Flats project area are potentially beneficial to decreasing mosquito populations including the temperature and flow regime, proposed restoration project channel changes, and changes in irrigation management. The first positive factor is that air temperature data for Union County, Oregon suggest conditions for peak mosquito activity occurs between the months of June and October, while peak stream flows typically occur from February through May. The timing of typical peak flows and project area inundation do not occur at the same time as when average temperatures for optimal mosquito breeding. The second positive factor for reducing mosquito populations is the design of stream channel formations and how channels will transport water at high flows and then recede during low flows. The creation of a braided network of channels will allow flood waters access to the floodplain and will also allow for an efficient network to keep water moving and return to the main channel as flows recede. The added benefit of creating a connected complex of channels in the floodplain is that these channel networks allow fish to move out into the floodplain and forage on larval insects, including mosquitos. The third and most significant factor for reducing mosquito outbreaks at the project site is the change in agricultural management and irrigation practices. These changes in management have been initiated and implemented by the landowners and are not directly related to the floodplain restoration effort. Prior to management changes, the project site was flood irrigated through the months of June, July, and August. This practice often left standing water in depressions in the meadow throughout the summer months and provided habitat during the optimal temperature periods for mosquitos to successfully reproduce. According to Union County Vector Control, the

reduction of late season irrigation and ponded water has led to a decrease in the number of mosquitos observed in the area during the past two summer seasons.

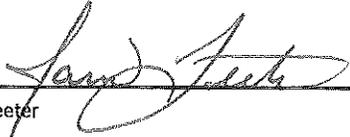
Noxious weed control is considered in the design and maintenance of all projects the District completes and manages. The District is collaborating with the landowners and will ask for input from the Union County Weed Control office to develop a weed management plan for the Buffalo Flats project area in accordance with local, state, and federal laws and funding requirements. The weed management plan will begin to be developed at the 30% design period and finalized at the time the 100% design is completed. This will allow incorporation of any changes to occur. The management plan will use a two-prong approach to first, minimize invasive plant species establishment and second, remove weeds if encountered. The management plan will include an aggressive revegetation plan that includes planting native trees and shrubs as well as grass seeding in the project area. Invasive species removal will be a part of the management plan and may include manual removal, biological controls, and chemical treatment. The District will conduct regular site visits and continue coordination with the landowners after implementation to assure that stocking rates are meeting objectives and non-native invasive species are being controlled. The weed management plan will be actively implemented during the first three years after project completion and will then be reevaluated to determine if more management actions are needed.

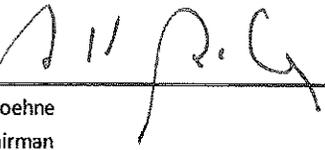
The third concern you identify are changes to floodplains within the City limits. The conceptual design alternatives for Little Creek do propose to restore active floodplain surfaces and reconstruct side channels on the Buffalo Peak Land & Livestock property within the city boundary. These actions are consistent with Union City Ordinance 155.04, Part E *Preserve and restore natural floodplains, stream channels, and natural protective barriers which carry and store flood waters*. In addition, the District through the design team will complete all requirements of Union City Ordinance 153.33 and 153.34 through coordination with the Floodplain Administrator (City Administrator) as designated in Ordinance 153.30.

The District is aware of past flooding issues in the City of Union and understands the valid concerns the community may have about this project. We are also aware of the potential to increase flooding risk and damage if a project of this magnitude is negligently or inadequately designed and implemented. For this reason, we have assembled a design team with expertise and experience in this type of design and are being meticulous in completing the analysis and engineering design.

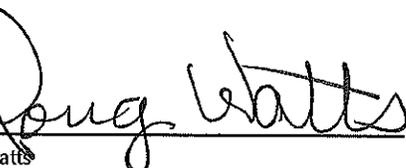
We want to assure you and the Union City Council, the Union SWCD Board of Directors and staff have the safety and economic wellness of the local community at the forefront of our planning and design efforts. The project is required to be designed with no negative impacts to surrounding properties. All legal regulations and requirements will be followed and achieved by this design, including those set by the Federal Emergency Management Agency (FEMA). As always, additional information about the project can be found on our website at www.UnionSWCD.org or by contacting Jim Webster at 541-969-3126 or jwebster@unionswcd.org.

Respectfully,

X 
Jarod Teeter
Chairman

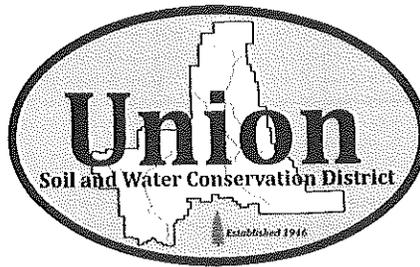
X 
Paul L. Boehne
Vice Chairman

X 
Curtis A. Ricker
Treasurer

X 
Doug Watts
Secretary

X 
Fred Wallender
Director

Cc: Buffalo Peak Land & Livestock, LLC
Donna Beverage, Union County Commissioner
Doug Wiggins, Union City Administrator



**10507 N. McAlister Rd.
La Grande, OR 97850
(541)-963-1313**

April 6, 2022

Mark and Donna Beverage
57843 High Valley Road
Union, Oregon 97883

Subject: Response to letter of concerns about the Buffalo Flats Project dated December 2021

Dear Mark and Donna,

The Board of Directors of the Union Soil and Water Conservation District (District) is providing this letter in response to the concerns stated in your letter dated December 2021, and received at our December 8, 2021, Board meeting. We appreciate your interest in the work of the District and will address many of your questions and concerns in this letter. In addition to this response, the updated Buffalo Flats Fact Sheet is included and provides more information about your questions and concerns. The Fact Sheet and other project information is also available at www.UnionSWCD.org.

As you know, the mission of the District is focused on assisting farm and ranch operators with implementing conservation and management practices to protect and improve soil and water resources. The District's involvement with the Buffalo Flats Floodplain Planning Project is intended to accomplish that mission by assisting the owners of Buffalo Peak Land & Livestock, LLC with designing and implementing project actions to improve water quality conditions and restore natural floodplain processes. The District became involved with this project when the owners of Buffalo Peak Land & Livestock approached us and requested assistance with conservation and restoration planning. The District is meeting that request in a manner that is consistent with our mission.

We want to be clear about the intended outcome for the project area and provide a vision of the proposed stream channel and floodplain. In your letter you state concerns about the creation of wetland conditions, suggest a wetland will encompass a large portion of the project, and have impacts outside the project area. The creation of an expansive wetland is not a correct representation of the proposed project nor a correct interpretation of the proposed restoration actions. The proposed vision is to restore the stream channel to its more natural form that includes curving and meandering main channels and side channels, thereby increasing the stream lengths of Catherine Creek and Little Creek. Large woody material will be added within the channels and floodplain and conditions will be improved

for establishing riparian vegetation. The project will result in restoration of a system of relatively stable surface stream channels connected with the surrounding floodplain through a range of low to high water flows. Based on the valley width and slope in the Buffalo Flats area, both Catherine Creek and Little Creek are expected to have one to three main channels with multiple side or flood channels. The channels will curve and meander across the valley floor. The stream channel beds and banks will be stable over long periods of time but may have specific areas of sediment deposition and erosion. During spring runoff, water will flow out of the channel and spread across the floodplain in a manner that will not create significant erosion or bank failure. Riparian vegetation will be improved and help stabilize streambanks and soil surfaces, as will plants in the higher elevation portions of the meadow. As spring flows recede toward the summer low flow condition, water is expected to be flowing mainly in the primary channels—there will be little or no standing surface water during the summer months.

Response to comment #1

There are two effective FIRM maps in the Buffalo Flats project area; a 1978 detailed study associated with the incorporated portions of the City of Union, and an older less detailed map for the unincorporated area upstream of Union. The 1978 FIRM defines floodway boundaries for the Base Flood Elevation (100-year flood event), while the less detailed map establishes a regulatory floodplain, but no floodway. The design team does not anticipate changing current FEMA flood boundaries or maps within the City of Union, but the detailed elevation survey data being collected because of the Buffalo Flats project may be used to update the 1978 flood maps **if the City of Union chooses**. Project alternatives that may change the channel location will be contained within the Buffalo Land & Livestock property and potentially on neighboring properties that willingly participate in the project. The proposed project actions will likely dictate that the entire area within the Buffalo Flats project boundary is re-mapped through a Letter of Map Revision (LOMR) process that will define floodway boundaries. This update to the older and more coarse maps of the unincorporated areas will be reviewed by FEMA and is a **benefit to Union County and the City of Union**. Therefore, the only changes to flood zone boundaries or maps will be on those properties owned by willing participants in the project.

Response to comment #2

The conceptual design alternatives for Little Creek do propose to restore active floodplain surfaces and reconstruct side channels on approximately 80 acres of Buffalo Peak Land & Livestock property within the City of Union boundary. These actions are consistent with Union City Ordinance 155.04, Part E *Preserve and restore natural floodplains, stream channels, and natural protective barriers which carry and store flood waters*. In addition, the District through the design team will complete all requirements of Union City Ordinance 153.33 and 153.34 through coordination with the Floodplain Administrator (City Administrator) as designated in Ordinance 153.30.

Approximately 45% of the 80 acres are currently zoned by the 1978 FEMA flood map as zone A or within the regulatory floodway. In accordance with Union City Ordinance 153.51(A)(1) this acreage cannot be developed. In addition, the 80-acre parcel is currently zoned as A-3 Agriculture-Forest and in accordance with Union City Ordinance 155.045 cannot be divided into parcels less than 40 acres. These two ordinances in combination limit the development of the entire 80-acre parcel to one residential development and this project will not diminish that from potentially happening in the future.

Response to comment #3

This project is being proposed at this time and in this location because of the priority for salmonid population recovery, willingness of a landowner to consider changes on their property, and available funding that can only be used for fish habitat restoration. Salmon and steelhead populations in the Grande Ronde River Basin have been declining since the early 1960's and were listed as Threatened under the Endangered Species Act (ESA) in the 1990's. In 2015 federal and state agencies, stakeholders, and non-profit organizations developed a prioritization tool for identifying restoration actions to reduce the risk of salmon and steelhead moving from a listing of Threatened to Endangered. Buffalo Flats is within the highest priority area of Catherine Creek and the stream reaches upstream of Union, Oregon provide the best opportunity for restoration benefits for salmon and steelhead.

Little Creek does provide important habitat for spawning and rearing salmonid fish species. Surveys for fish presence and species types have been completed in the past to understand how and when fish use Little Creek (this data can be provided if requested). Six water diversion structures exist in Little Creek between the Buffalo Flats project area and the confluence with Catherine Creek. All these structures create an obstruction to fish migration at certain times of the year and to various degrees. From the fish surveys, we know that steelhead are able access the upper reaches of Little Creek and pass the structures at specific times of the year. Chinook salmon have only been observed in the lower reaches of Little Creek below Godley Road because of the irrigation dam located at that location. Habitat upstream of Godley Road would support chinook salmon if there was adequate passage.

The District has a goal to improve fish passage in Little Creek in the next few years, as The District has been investigating, planning, and designing improvements to fish migration past these structures for over ten years and collaborated with the Bureau of Reclamation on completing a fishway on the most downstream structure in 2011 (White Diversion). The District is currently working with engineers to complete a design on the two most upstream structures (Weaver Diversion and Israel-Ames Diversion). The District also will be scoping passage solutions for the second (Miller), third (Godley Road), and fourth (Huffman) diversion structures in future years.

Response to comment #4

Increasing shallow groundwater storage within the Buffalo Flats project area will not reduce available water downstream but, on the contrary, may increase late season flows and extend the season for water availability. Increased baseflow and increase shallow groundwater storage due to meadow and stream channel restoration has been shown in other places in the West. On an annual basis, the total amount of water entering and exiting the project area will remain the same, but the timing and magnitude of discharge may change. If the soil and gravel layer across the Buffalo Flats meadow is connected to incoming flow, it can act as a temporary storage zone for water (similar to a sponge). During high flows the soils and shallow aquifer in the meadow act as a buffer by absorbing more water than is passing downstream; thereby, reducing the peak of high flows. Water is only temporarily stored in the meadow soils and then slowly flows out as surface flow in the channel.

Response to comment #5

As stated earlier in this letter, this project is not proposing to create an expansive and persistent wetland condition in the project area or in downstream areas. One goal of the project is to create a

more natural floodplain condition that temporarily stores more water on site, specifically in the spring during high flows, then release that water as flows recede to a low flow condition through the summer. The proposed main channel and side channel design will consolidate all the surface water into a single channel before leaving the project property and will remain in the existing channel location as it enters the EOLS property. Groundwater may be slightly elevated on the project property but will equilibrate back to the current existing condition at the property boundary. In other words, the groundwater elevation at your neighbor's property, John Fritz, will remain the same as the existing condition.

Response to comment #6

As stated earlier in this letter, this project is not proposing to create an expansive and persistent wetland condition in the project area or in downstream areas. Elevation of the shallow groundwater surface may be increased within the project area, but the elevation of that water surface is determined by the lateral connection with the free water surface in the nearby stream channel and the elevation of the stream water maintained in that channel. Any change to the shallow groundwater elevation in the project site is not expected to change the flooding that occurs in the EOLS rodeo grounds. The Swackhammer ditch also provides somewhat of a barrier to surface water and shallow groundwater moving to the EOLS property, as the entire structure is elevated above the surrounding ground surface and has a compacted base. Anecdotal information from local people suggests that some of the flooding issues in the rodeo grounds may actually be the result of icing and overtopping from the Swackhammer ditch and possibly leakage.

Response to comment #7

Project goals for the District are focused on protecting and improving natural resource conditions and not creating additional problems. Therefore, it is important to the Directors and staff that projects are designed and implemented in a way that considers the impacts of pests and weeds. Noxious weed control is considered in the design and maintenance of all projects the District completes and manages. The District is collaborating with the landowners and will ask for input from the Union County Weed Control office to develop a weed management plan for the Buffalo Flats project area in accordance with local, state, and federal laws and funding requirements. The management plan will use a two-prong approach to first, minimize weed species establishment and second, remove existing weeds in the project area. The management plan will include an aggressive revegetation plan that includes planting native trees and shrubs as well as grass seeding in the project area. Weed removal may include manual removal, biological controls, and chemical treatment. The District will conduct regular site visits and continue coordination with the landowners after implementation to assure that planting survival is meeting objectives and weed species are being controlled. The weed management plan will be actively implemented during the first three years after project completion and will then be reevaluated to determine if more management actions are needed.

Response to comment #8

The channel changes and construction of additional side channels will accept water during high flow events, but as flows recede, water will primarily be flowing in the main channels. The creation of a braided network of channels will allow flood waters access to the floodplain and will also allow for an efficient network to keep water moving and return to the main channel as flows recede. The added

benefit of creating a connected complex of channels in the floodplain is that these channel networks allow fish to move out into the floodplain and forage on larval insects, including mosquitos.

According to information from Union County Vector Control, the Buffalo Flats project may provide benefits in reducing the total amount of breeding areas for mosquitoes to reproduce. The proposed Buffalo Flats project could potentially decrease mosquito populations through restoration actions and management changes including proposed channel changes that create surface flow and moving water and changes in irrigation management that reduce standing water late into the summer. According to Union County Vector Control, the reduction of late season irrigation that is already occurring has led to a decrease in the number of mosquitos observed in the area during the past two summer seasons.

Response to comment #9

Water right holders may have opportunities in the future to restructure aspects of their water rights in exchange for payments from conservation entities to improve instream flow. There may also be opportunities for water rights holders to improve water delivery or efficiency by changing water diversion structures or diversion locations. All proposed changes would involve the water rights holders and would require approval and acceptance by those holders. Changing this wording to "There will be no changes" eliminates options that water rights holders may want to consider.

Response to comment #10

Physical surveys of the aquatic habitat have also been completed on both Catherine Creek and Little Creek and have shown that habitat conditions are poor. Portions of the channel has been straightened in the past resulting in shorter and over-steepened sections that incised and have become disconnected from the floodplain. The channel is simplified, lacks pools, and is dominated by riffle habitat which translates to a lack of spawning areas with the appropriate gravel and flow conditions, little to no resting water for adult fish, poor feeding areas, and a lack of hiding cover for rearing juvenile fish. The channel experiences increased flow velocities, larger bedload material, and increased flood damage observed as bank erosion and mass wasting. The active riparian area along both channels is very narrow and lacks younger plants and new plant establishment. During summer months, the existing channel is very wide and shallow and stream temperatures increase to a detrimental level for fish. During winter months, the shallow and open channel is more likely to form large expanses of ice and contributes to flood problems downstream.

The project is proposing to create better channel conditions critical for fish survival by changing channel alignments, moving the channels to new locations with less constrictions in the floodplain, installing woody material and other habitat features that provide instant cover and hydraulic controls, and planting native vegetation species. High water temperature is a limiting factor for fish and shade from riparian vegetation can help moderate it but improving groundwater exchange with the surface channel can improve long-term stream temperature conditions. Moving the channel into a broader floodplain and increasing meandering will allow more exchange of surface water with shallow groundwater. In addition, a meandering channel results in reduced channel width during low flows, improved transport of sediment, and more diversity in the aquatic habitat formations. Rapid re-vegetation with native species is also important to maintain lower temperatures and stabilize streambanks. Monitoring information collected at the Southern Cross property located upstream of the project site has indicated

that the type of project being considered can be done without raising stream temperatures in the short term (1 to 5 years). Studies in the Umatilla River have shown that increases in this exchange with groundwater create more areas with cool water seeps (refugia for fish) in the summer and may reduce overall heating of the surface water. An increase in bank storage of water will also promote establishment of a healthy vegetation community along the entire project reach to reduce solar input.

Responses to answer other questions:

Channel straightening has been well documented throughout the Grande Ronde Basin and there are several points of evidence that Catherine Creek was included. Mapping of both Catherine Creek and Little Creek was conducted by the General Land Office (GLO) shortly after permanent residents in Union, Oregon were established in 1863. By this time most of the beaver population had been extirpated but very little other physical alterations to the channel networks had taken place. According to GLO survey notes, by 1863 a road was constructed along the south side of Catherine Creek to access a sawmill approximately 6 miles upstream of Union, Oregon. This road was later moved to the north side of Catherine Creek sometime in the 1920's. The GLO maps depict both Catherine and Little Creeks in slightly different locations and occupying a larger footprint in the valley floor.

The Union County Soil Survey identifies alluvial deposits (or soil material deposited by streams) in all the wider valley sections of Catherine Creek from the headwaters to Union, Oregon, including the soils within the Buffalo Flats project area. This indicates that both Catherine Creek and Little Creek moved and deposited sediment across the wide valley floor directly upstream of Union and downstream of the more confined valley reaches.

Historic aerial photographs also indicate changes and movement of the stream channels. The earliest aerial photographs for the project area are from 1937 and show the Catherine Creek channel in its current location, south of Highway 203. Although the old channel formations located north of Highway 203 in the meadow indicate the channel was straightened and relocated prior to 1932 when Highway 203 was first built. Changes in the plan form of Little Creek can also be seen from the 1937 photograph as the channel is shown to be much straighter by 1956. Gildemeister (1998) notes that beaver were removed from the Fickle ranch along Little Creek in the late 1940's, the creek was rechanneled, and the land was leveled and drained. There is current evidence along Little Creek of extensive riprap placed in most of the locations where the stream channel began to erode the banks and avulse into a more meandering path.

Regarding the harvest and removal of the salmon in Catherine Creek for management purposes, only hatchery fish might be killed at the upstream weir if too many hatchery fish return to the river. In 1995 the State, Tribes, and Bonneville Power Administration (BPA) agreed upon a hatchery augmentation program that would supplement dwindling Chinook populations in Catherine Creek and the Upper Grande Ronde River. The goal of this program was to support wild fish and not replace them with hatchery fish. For this reason, rules were established to control the number of returning hatchery fish that were allowed above the adult fish collection facility (the weir) on Catherine Creek. Data collected since the beginning of the program indicated that hatchery Chinook jack salmon (3-year-old fish) were returning to the weir at a much higher rate than wild salmon jacks. Allowing these young hatchery jacks to spawn in large numbers would threaten the wild Chinook salmon population. Therefore, in years

when the amount of hatchery jacks returning to the weir exceed a threshold, the extra jacks are removed from the spawning population.

Project scoping and serious project development discussions began with the first site visit to the property by the District and the landowner in August of 2018. The project scope began development in March 2019 and the District assembled the planning team in partnership with the Bureau of Reclamation. Incorrect statements have been made that this project was developed many years ago and published in 2012, prior to the property purchase by Buffalo Land & Livestock, LLC. These statements may be erroneously referring to a planning exercise completed by the Interagency Science Technical Advisory Committee (TAC) as part of the development of the Upper Grande Ronde Atlas in 2012. This exercise was facilitated by BPA to develop potential project opportunities to inform the Atlas process.

The first Focus Group meeting was held on September 28, 2021, as the 15% Little Creek Conceptual Design package was completed. Questions and concerns provided at that first meeting are addressed in the updated *Project Fact Sheet and Frequently Asked Questions* document included with this letter. Prior to the meeting, every Focus Group member was contacted in person, by phone, or by email and provided information for the first meeting. Only about half the members attended that first meeting and the District found out by contacting the absent members that most did not attend because they are either in support of the project or neutral and don't have any questions or concerns at this time.

The District has been and continues to be a very active participant in the Place-based Integrated Water Resources Planning effort. The District has been a formal partner, voting member, and MOU signatory since the beginning of this effort in 2016. The District is currently the lead agency for the Non-Structural Water Storage and Habitat Management subcommittee and our District Manager, Jim Webster, is currently serving on four of the nine subcommittees. The Buffalo Flats Floodplain Restoration project is an excellent example of a project that achieves the goals of the strategy for Non-Structural Water Storage and Habitat Management.

The Union SWCD Board of Directors and staff have the safety and economic wellness of the local community at the forefront of our planning and design efforts. We are aware of past flooding issues in the City of Union and understand the valid concerns the community may have about this project. We are also aware of the potential to increase flooding risk and damage if a project of this magnitude is negligently or inadequately designed and implemented. For this reason, we have assembled a design team with expertise and experience in this type of design and are being meticulous in completing the analysis and engineering design. The project is required to be designed with no negative impacts to surrounding properties. All legal regulations and requirements will be followed and achieved by this design, including those set by the Federal Emergency Management Agency (FEMA). As always, additional information about the project can be found on our website at www.UnionSWCD.org or by contacting Jim Webster at 541-969-3126 or jwebster@unionswcd.org.

Respectfully,

X 
Jarod Teeter
Chairman

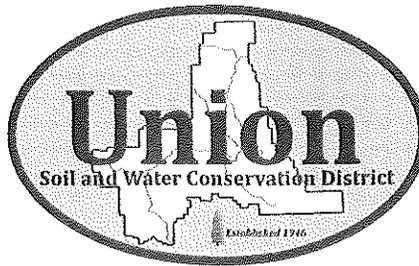
X 
Paul L. Boehne
Vice Chairman

X 
Curtis A. Ricker
Treasurer

X 
Doug Watts
Secretary

X 
Fred Wallender
Director

Cc: Buffalo Peak Land & Livestock, LLC
Donna Beverage, Union County Commissioner
Doug Wiggins, Union City Administrator



**10507 N. McAlister Rd.
La Grande, OR 97850
(541)-963-1313**

April 20, 2022

Kathy Kirby
58869 Highway 203
Union, Oregon 97883

Subject: Response to the letter of concerns about the Buffalo Flats Project received December 8, 2021

Dear Kathy,

The Board of Directors of the Union Soil and Water Conservation District (District) is providing this letter in response to the concerns stated in your letter received at our December 8, 2021, Board meeting. We appreciate your interest in the work of the District and will address many of your questions and concerns in this letter. In addition to this response, the updated Buffalo Flats Fact Sheet is included and provides more information about your questions and concerns. The Fact Sheet and other project information is also available at www.UnionSWCD.org.

As you know, the mission of the District is focused on assisting farm and ranch operators with implementing conservation and management practices to protect and improve soil and water resources. The District's involvement with the Buffalo Flats Floodplain Planning Project is intended to accomplish that mission by assisting the owners of Buffalo Peak Land & Livestock, LLC with designing and implementing project actions to improve water quality conditions and restore natural floodplain processes. The District became involved with this project when the owners of Buffalo Peak Land & Livestock approached us and requested assistance with conservation and restoration planning. The District is meeting that request in a manner that is consistent with our mission.

The first concern described in your letter is that the goals of the Buffalo Flats project are focused only on fish and do not seem to have goals to support agriculture, protect the community, and support the ability of agricultural operators to make a profit. This is an incorrect perception of the goals of the project and would conflict with the mission and values of the District. The District is an active advocate for the agricultural community and the economic viability of farming, ranching, and forest management in Union County. Inherent in any project the District manages is the application of our values. We specifically focus on helping landowners meet their management needs within regulatory limitations,

protect and conserve natural resources for sustainability of agriculture, and assist in securing funds for project actions.

The location and features of the Buffalo Flats project area provides an opportunity to secure funds allocated to fish habitat restoration and the recovery of fish populations. Therefore, the restoration work paid for by these funds must have goals and expected outcomes to achieve the fish recovery purpose of the funding. But in addition, the goals of this project and values of the District also support other conservation actions that improve agricultural operations and provide for sustainable soil and water conditions. Goal number 3 for the Buffalo Flats project is a specific example of a goal with objectives to protect and improve soil health for sustainable agriculture. The District often uses the “fish money” to leverage funds from other sources to pay for those other conservation actions that better support landowners goals and agricultural operations.

We want to be clear about the intended outcome for the project area and provide a vision of the proposed stream channel and floodplain. The proposed vision is to restore the stream channel to its more natural form that includes curving and meandering main channels and side channels, thereby increasing the stream lengths of Catherine Creek and Little Creek. Large woody material will be added within the channels and floodplain and conditions will be improved for establishing riparian vegetation. The project will result in restoration of a system of relatively stable surface stream channels connected with the surrounding floodplain through a range of low to high water flows. Based on the valley width and slope in the Buffalo Flats area, both Catherine Creek and Little Creek are expected to have one to three main channels with multiple side or flood channels. The channels will curve and meander across the valley floor. The stream channel beds and banks will be stable over long periods of time but may have specific areas of sediment deposition and erosion. During spring runoff, water will flow out of the channel and spread across the floodplain in a manner that will not create significant erosion or bank failure. Riparian vegetation will be improved and help stabilize streambanks and soil surfaces, as will upland plant species in the higher elevation portions of the meadow. As spring flows recede toward the summer low flow condition, water is expected to be flowing mainly in the primary channels—there will be little or no standing surface water during the summer months.

Response to concern #1

Project goals for the District are focused on protecting and improving natural resource conditions and not creating additional problems. Therefore, it is important to the Directors and staff that projects are designed and implemented in a way that considers the impacts of pests and weeds. Noxious weed control is considered in the design and maintenance of all projects the District completes and manages. The District is collaborating with the landowners and will ask for input from the Union County Weed Control office to develop a weed management plan for the Buffalo Flats project area in accordance with local, state, and federal laws and funding requirements. The management plan will use a two-prong approach to first, minimize weed species establishment and second, remove existing weeds in the project area. The management plan will include an aggressive revegetation plan that includes planting native trees and shrubs along with grass seeding. The District will conduct regular site visits and continue coordination with the landowners after implementation to assure that planting survival is meeting objectives and weed species are being controlled. The weed management plan will be actively

implemented during the first three years after project completion and will then be reevaluated to determine if more management actions are needed.

Response to concern #2

According to information from Union County Vector Control, the Buffalo Flats project and irrigation management changes may provide benefits in reducing breeding areas and opportunities for mosquitoes. The reduction of late season irrigation that is already being implemented by the landowners has led to a decrease in the number of mosquitoes observed in the area during the past two summer seasons. The proposed channel changes and construction of additional side channels will accept water during high flow events, but as flows recede, water will primarily be flowing in the main channels. The creation of a braided network of channels will allow flood waters access to the floodplain and will also allow for an efficient network to keep water moving and return to the main channel as flows recede. The added benefit of creating a connected complex of channels in the floodplain is that these channel networks allow fish to move out into the floodplain and forage on larval insects, including mosquitoes.

Response to concern #3

Although this project proposes to lengthen the main channels and increase the number of side and flood channels in the floodplain, the purpose is not to spread water out but rather restore connectivity between stream surface water and the floodplain shallow groundwater. High water temperature is a limiting factor for migrating and rearing salmonid fish. Shade from riparian vegetation can help moderate stream temperature (reduce heating), but a larger influence on long-term stream temperature conditions can be realized by improving the exchange between cooler groundwater and the surface channel water. Moving the channel into a broader floodplain and increasing meandering will allow more exchange of surface water with shallow groundwater. In addition, a meandering channel results in reduced channel width during low flows, improved transport of sediment, and more diversity in the aquatic habitat formations. Rapid re-vegetation with native species is also important to maintain lower temperatures and stabilize streambanks. Monitoring information collected at the Southern Cross property located upstream of the project site has indicated that the type of project being considered can be done without raising stream temperatures in the short term (1 to 5 years). Studies in the Umatilla River have shown that increases in this exchange with groundwater create more areas with cool water seeps in the summer (refugia for fish) and may reduce overall heating of the surface water.

Response to concern #4

The District and the project planning team has been gathering information and collecting data on the Buffalo Flats project area for the past two years to understand the physical setting and site conditions. This data will inform site assessments, technical analysis, and design alternatives. To complete a study of hydraulic flow conditions, the design engineers have developed a very detailed terrain elevation dataset using a combination of remote sensing data and elevation survey data. This terrain dataset provides the basic input for a hydraulic flow model that is being used to understand the existing conditions during a range of discharges from low flow to flood flows. This model is also used to evaluate several proposed conditions if project alternatives are constructed. This hydraulic model provides details about water depth, flow direction, and flow velocities during different discharge levels. Output and results from the hydraulic modeling effort can be found in the Buffalo Flats 15% Basis of Design Report available at

www.unionswcd.org/project-resources.html or in the Hydraulic Modeling: Alternatives Analysis Report available upon request. The modeling results will be used to determine changes to flood elevations and flood risk and will be thoroughly reviewed by the Federal Emergency Management Agency (FEMA).

Restoration in meadow systems has been shown in many studies to reduce the flood flow peaks (also known as flow attenuation) and temporarily store more water in streambanks and the floodplain. Currently both Catherine Creek and Little Creek are disconnected from their floodplain, meaning that water flows quickly out of the project area in the straightened and deep channels without opportunity to move into the meadow soils. The exchange of water between the surface channel and shallow alluvial aquifer has decreased as the stream channels have been straightened, steepened, and incised. Floodplain restoration designs proposed in the Buffalo Flats project reach will rely on study results from similar locations in the western United States to restore this water exchange during spring high flow events and provide a flood storage buffer.

Response to concern #5

Increasing shallow groundwater storage within the Buffalo Flats project area will not reduce available water downstream but, on the contrary, may increase late season flows and extend the season for water availability. As discussed earlier, increased baseflow and shallow groundwater storage due to meadow and stream channel restoration has been shown by studies in other places. On an annual basis, the total amount of water entering and exiting the project area will remain the same, but the timing and magnitude of discharge may change. If the soil and gravel layer across the Buffalo Flats meadow is connected to incoming flow, it can act as a temporary storage zone for water (similar to a sponge). During high flows the soils and shallow aquifer in the meadow act as a buffer by absorbing more water than is passing downstream; thereby, reducing the peak of high flows. Water is only temporarily stored in the meadow soils and then slowly flows out as surface flow in the channel.

Response to concern #6

The current location of the Catherine Creek channel is on private property. Public access to Catherine Creek is and will be at the landowner's discretion. Although Highway 203 is currently adjacent to Catherine Creek, the right-of-way is for the purpose of transportation and does not provide open access to private property for other purposes.

Response to concern #7

The District and Reclamation are currently coordinating with Oregon Department of Transportation (ODOT) to complete a feasibility study to evaluate alternatives for moving Highway 203. If a new road is designed, it will be completed with oversight by experienced engineers and technicians working with ODOT to assure that all safety issues and hazards are considered and required access is provided. During initial consideration several potential benefits have been identified by ODOT staff and include reduced road maintenance, reduced flooding and icing impacts, and improved road alignment by removing two sharp corners. In addition, an elevated road base constructed further north and away from the south valley edge may reduce the amount of snow and ice accumulated on the road surface.

Response to concern #8

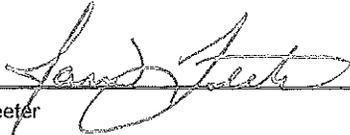
This project is being proposed because of the priority for salmonid population recovery, willingness of a landowner to consider changes on their private property, and available funding that can only be used for

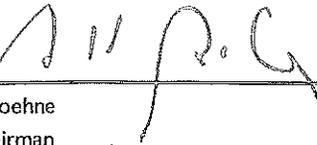
fish habitat restoration. Salmon and steelhead populations in the Grande Ronde River Basin have been declining since the early 1960's and were listed as Threatened under the Endangered Species Act (ESA) in the 1990's. To reduce the risk of salmon and steelhead moving from a listing of Threatened to Endangered, federal and state agencies, conservation agencies, and non-profit organizations developed a prioritization tool for identifying restoration actions. The situation in the Grande Ronde River Sub-basin is very different than what happened in Klamath Falls, but a designation of Endangered for salmonid species in the Grande Ronde Sub-basin could increase requirements for water quality, increase regulations for the use of irrigation water, and add more constrictions to agricultural operations. Buffalo Flats is within the highest priority area of Catherine Creek and the stream channels upstream of Union, Oregon provide the best opportunity for restoration benefits for salmon and steelhead. The federal and state agencies involved in the project at this time are partners in conservation to achieve fish population recovery rather than being here in a regulatory role.

The Union SWCD Board of Directors and staff have the safety and economic wellness of the local community at the forefront of our planning and design efforts. We are aware of past flooding issues in the City of Union and understand the valid concerns the community may have about this project. We are also aware of the potential to increase flooding risk and damage if a project of this magnitude is negligently or inadequately designed and implemented. For this reason, we have assembled a design team with expertise and experience in this type of design and are being meticulous in completing the analysis and engineering design. The project is required to be designed with no negative impacts to surrounding properties. All legal regulations and requirements will be followed and achieved by this design, including those set by FEMA.

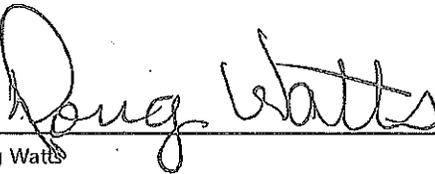
As always, additional information about the project can be found on our website at www.UnionSWCD.org or by contacting Jim Webster at 541-969-3126 or jwebster@unionswcd.org.

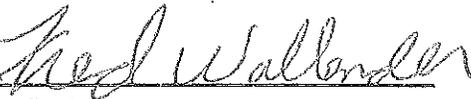
Respectfully,

X 
Jarod Teeter
Chairman

X 
Paul J. Boehne
Vice Chairman

X 
Curtis A. Ricker
Treasurer

X 
Doug Watts
Secretary

X 
Fred Wallender
Director

Cc: Buffalo Peak Land & Livestock, LLC
Donna Beverage, Union County Commissioner
Doug Wiggins, Union City Administrator



Memorandum

Subject: Operating Budget Adjustments FY 21-22
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

End of year review of FY 21-22 Operating Expenses reveal some changes are needed.

FINANCIAL IMPACT:

No net change to the budget.

POLICY IMPLICATIONS:

To comply with ORS Budget Laws and Rules

RECOMMENDATION:

Accept Resolution 22-06 as presented.

ATTACHED:

[Res 22-06 Budget Adjustments](#)

[Res 22-06 Exhibit A](#)

**CITY OF UNION
RESOLUTION NO. 22-06**

**A RESOLUTION ADJUSTING FISCAL YEAR 2021-2022 OPERATING
EXPENSE TO COMPLY WITH OREGON BUDGET LAWS & RULES ON THE
BUDGET APPROVED BY THE COUNCIL IN JUNE 2021.**

WHEREAS, administration evaluated the budget for the remainder of the 2021-2022;
and,

WHEREAS, administration discovered budget adjustments to the funds depicted in
Exhibit A; and,

WHEREAS, the governing body recognizes the adjustments from Exhibit A need made
to the FY 2021-2022 budget to maintain compliance with State of Oregon budget.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and
resolve the proposed changes attached in Exhibit A be applied to the Fiscal Year 2021-2022
budget as presented.

ADOPTED by ___ members of the Common Council voting therefore and approved by the
Mayor of the City of Union, this ___ day of _____ 2022

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator

RESOLUTION 22-06 (Exhibit A)

Budget Adjustments

Fund	Account number	Description	Currently Budgeted	Proposed Change in Budget	New Budget
General Fund (Admin)	100-110-5202140	Audit Services	\$ 1,800.00	\$ 600.00	\$ 2,400.00
	100-110-5202600	Dues/License/Certs	\$ 1,750.00	\$ 1,500.00	\$ 3,250.00
	100-110-5706000	Contingency	\$ 39,500.00	\$ (2,100.00)	\$ 37,400.00
Net Change to the Budget			\$ 43,050.00	\$ -	\$ 43,050.00
General Fund (Parks)	100-130-5202181	Supplies	\$ 2,000.00	\$ 1,500.00	\$ 3,500.00
	100-130-5202800	Improvements	\$ 5,000.00	\$ (1,500.00)	\$ 3,500.00
Net Change to the Budget			\$ 7,000.00	\$ -	\$ 7,000.00
Utility Water Fund	200-200-5202140	Audit Services	\$ 2,500.00	\$ 1,100.00	\$ 3,600.00
	200-200-5202270	Water Testing	\$ 3,200.00	\$ 1,000.00	\$ 4,200.00
	200-200-5202490	Fuel	\$ 2,750.00	\$ 1,750.00	\$ 4,500.00
	200-200-5202501	Heat	\$ 2,000.00	\$ 4,500.00	\$ 6,500.00
	200-200-5706000	Contingency	\$ 30,750.00	\$ (8,350.00)	\$ 22,400.00
Net Change to the Budget			\$ 41,200.00	\$ -	\$ 41,200.00
Utility Sewer Fund	300-300-5202490	Fuel	\$ 3,000.00	\$ 500.00	\$ 3,500.00
	300-300-5202600	Dues/License/Certs	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00
	300-300-5204950	Sewer Testing	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
	300-300-5706000	Contingency	\$ 29,216.00	\$ (3,500.00)	\$ 25,716.00
Net Change to the Budget			\$ 37,216.00	\$ -	\$ 37,216.00
Street Fund	500-500-5202490	Fuel	\$ 1,750.00	\$ 1,000.00	\$ 2,750.00
	500-500-5706000	Contingency	\$ 10,000.00	\$ (1,000.00)	\$ 9,000.00
Net Change to the Budget			\$ 11,750.00	\$ -	\$ 11,750.00
Library Fund	600-600-5202501	Heat	\$ 1,600.00	\$ 400.00	\$ 2,000.00
	600-600-5202710	Ins./Prop./Liability	\$ 2,500.00	\$ 500.00	\$ 3,000.00
	600-600-5203800	IT/Software/Comp	\$ 2,000.00	\$ 500.00	\$ 2,500.00
	600-600-5706000	Contingency	\$ 5,983.00	\$ (1,400.00)	\$ 4,583.00
Net Change to the Budget			\$ 12,083.00	\$ -	\$ 12,083.00
Emergency Services Fund (Fire)	700-710-5202710	Ins./Prop./Liability	\$ 8,000.00	\$ 3,000.00	\$ 11,000.00
	700-710-5706000	Contingency	\$ 9,756.00	\$ (3,000.00)	\$ 6,756.00
Net Change to the Budget			\$ 17,756.00	\$ -	\$ 17,756.00

Ranger Station Fund	800-800-5202501	Heat	\$ 650.00	\$ 550.00	\$ 1,200.00
	800-800-5202540	Electric	\$ 1,200.00	\$ 200.00	\$ 1,400.00
	800-800-5706000	Contingency	\$ 4,058.00	\$ (750.00)	\$ 3,308.00
Net Change to the Budget			\$ 5,908.00	\$ -	\$ 5,908.00



MINUTES

City Council Meeting

7:00 PM - Monday, April 11, 2022

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 April 11, 2022, 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, John Farmer, Susan Hawkins, and Tim Cox

EXCUSED: Leslie McMillan, Terra Richter, and Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) Council Letter (Wentzel)

CA Wiggins said I did go down and look at the street signs. We ordered a new sign. He wanted another barrier on the street, we are looking into the cost of installing another barrier. Mayor Flint said we could put some reflectors there. CA Wiggins said I will talk to Anderson and Perry about this as well.

3. OLD BUSINESS:

a) MS Request for Funding

CA Wiggins said you got a letter from Main Street asking for \$2,500 for startup costs. I wrote a letter back and they are here to answer questions.

Walt Brookshire 707 Rose Street Cove, OR. I also own two buildings on Main Street here in Union. I was asked to help this program last May. I want to give you a little history on the Main Street Program. Union has floundered in their activities for years in this program. We have looked at different options with this. A community assessment was done, and it is a good starting document but there are short comings.

It has been exciting seeing people step up and start working with this program. In March of this year, we were finally able to get our non-profit organization with the state. Mr. Brookshire went over the budget for the non-profit organization and why they are asking for the money from the Council.

Mr. Brookshire referred to the Main Street handbook in the listed sources for income for this non-profit and one of them is the city government. This should be a seed that keeps growing but I may have to return and ask for more funding for this program in Union.

Council and Mr. Brookshire discuss funding the program. Mayor Flint said I propose we do the \$2,500 for this year, and review this on a yearly basis.

CA Wiggins asked do you charge memberships to offset costs.

Mr. Brookshire answered no, not yet. I think that could be considered later. Everyone discussed how membership fees really help programs like these. They also discussed planning and zoning issues.

CA Wiggins and Mr. Brookshire discussed the historic district that Main Street is working in.

Councilor Hawkins said I appreciate all the information you provided. It would be better if the amount is smaller next time you come. If it's a project that is different because we will see a product. Membership fees should also be implemented.

Mayor Flint said our costs have increased and we are going over the budget right now. We only have so much to offer with all the increases. We have seen some projects go for funding and fail because volunteers wouldn't stick around and complete it.

Councilor Cox asked if Mr. Brookshire looked into a revitalization grant. Mr. Brookshire answered yes, but we had to become a non-profit organization first.

CA Wiggins said this program has tiers and they have to get some stuff done before they can qualify for certain grants.

Councilor Farmer asked where is the money coming from. CA Wiggins answered the economic development fund. Councilor Farmer said what if we allocated funds for this yearly with you being in charge for the next 3 years. Mr. Brookshire said I am not on the board I am a volunteer.

Councilor Hawkins and Mr. Brookshire discussed fixing the lack of communication between Council and the Main Street group.

Mr. Brookshire said our next meeting is this Thursday at 7:00 p.m. in the old drug store building.

Susan Hawkins made a motion to fund the \$2500 request using Economic Development Funds Tim Cox seconded the motion. Carried unanimously.

4. NEW BUSINESS:

- a) CDBG Water System Procurement of Bids and Engineering Work Order

Councilor Cox said I wish more councilors would be here. There is potential conflict of interest, I work for Anderson and Perry.

Susan Hawkins made a motion to approve the best value approach conditioned upon the review of the City Attorney and Business Oregon for approval of the proper methods and language in the bidding documents and accept the Anderson and Perry work order for the services on the project. Tim Cox seconded the motion. Carried unanimously.

- b) Replacement Budget Committee Member to be Appointed

Mayor Flint said I would like to propose the two candidates for the budget committee Tyler Griffiths and Becky Platz.

- c) Budget Adjustment and Transfer Resolution

CA Wiggins said I may have more next month. I move the money out of contingency funds.

CA Wiggins read the resolution for the record.

John Farmer made a motion to pass Resolution 22-04 Budget Adjustments and transfers as per the adopted budget for FY 21-22. Susan Hawkins seconded the motion. Carried unanimously.

- d) Surplus Property Resolution

CA Wiggins read the resolution for the record.

John Farmer made a motion to pass Resolution 22-05, surplus property, to allow the sale of the two vehicles to the public. Tim Cox seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. March 14, 2022

5.2. WORK SESSION MINUTES

5.2.1. March 14, 2022

5.2.2. March 28, 2022

5.3. INFORMATION REPORTS

5.3.1. March Office Manager Report

5.3.2. March Library Report

5.3.3. March Fire & EMS Report

5.3.4. March Ordinance Officer Report

5.3.5. March Sheriff's Report

5.3.6. March Animal Report

RES-5-2022

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

- a) Community Assessment 2020

CA Wiggins said you have a report to look at. We are looking for a strategic plan from the economic development committee. On administrative committees they can get together and report back to me. They should have two councilors and two citizens. I usually participate in most of them making it a 5-member committee. They do need to come fill out volunteer forms at city hall.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

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

8. PUBLIC COMMENT

None.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) April 25-27, 2022, 6:00 p.m. Budget Committee Meetings
b) May 9, 2022, 6:00 p.m. Council Work Session

Councilor Hawkins said I would like to see Council work on parameters on the new TLT tax and how it will be directed toward economic development. Council and staff discussed how to address this.

- c) May 9, 2022, 7:00 p.m. Council Business Meeting

10. ADJOURNMENT:

This meeting adjourned at 8:11 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, April 11, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on April 11, 2022, 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, John Farmer, Susan Hawkins, and Tim Cox

EXCUSED: Leslie McMillan, Terra Richter, and Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said I thought it was spring until the last couple days. I am anticipating theft of gas with the rise in prices. I have been doing follow up on other things in the last few weeks. I have seen an uptick in animal calls as of late.

I have been keeping an eye on ATV traffic and giving them information. I am still helping with ambulance calls as well. I am hoping to be out on foot as the weather gets nicer. We had a report of missing children last month, but they were located and returned home. It is a possibility I will be moving but I will remain the deputy for Union. The housing market is crazy right now.

I am still working closely with the city and their ordinance officer; I plan on keeping that up. I have a training coming up next week and I will be out of town. I will also be switching my schedule up as well. We had a fire alarm at the school recently so we will be doing some training and drills at the school.

Councilor Hawkins asked Deputy Johnson about the laws on learners permits. He explained the restrictions on teen drivers and that some have received citations.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Anderson and Perry Low Bid vs Best Value Bid

Dan Maeben said we are going to replace the building around well 2. We will replace piping and control system equipment. At well 3 we will add onto the building for a backup generator, Chlorine residual analyzer, and control system equipment.

Dave Wildman said the chlorine residual analyzer is what monitors the chlorine in the water. We have been through some processes on the wastewater screen. There is big team of people coming to do these upgrades to the wells. We want to avoid problems by hiring a contractor who can best complete the project and can work with other contractors. The city has to go through a process to request an exemption in this case because you will avoid further issues.

There are a few draw backs to this process. It takes more time for this proposal to be written. We are in a tough bidding environment right now and it will get busier making it more difficult. There have been less bidders on projects as well. We gave you a recommended motion in your packets as well.

Council, staff, and Mr. Wildman discussed the proposed motion for the next meeting.

Councilor Hawkins asked about getting needed materials on time.

Mr. Wildman answered we work with the contractors and set some restrictions set in the paperwork and ability to extend deadlines.

Council and Mr. Wildman discussed the different complications to building anything right now.

Everyone discussed a hopeful completion date. Council discussed the potential for bias because of a Councilor's job.

Council reviewed the work order in their packet.

b) Main Street Union Presentation

CA Wiggins said they are coming to talk to you tonight at the business meeting.

c) Surplus Sale Resolution

CA Wiggins said this covers two vehicles we are putting up for bid. We are getting rid of some inventory we don't need.

d) Budget Adjustment Resolution

CA Wiggins said we are coming to the end of our budget year, and these are just some adjustments that are needed.

4. COMMITTEE DISCUSSIONS:

a) Fire/EMS Committee

Councilor Hawkins said we are having a meeting on April 13, 2022, at 6:00 p.m. to go over the budget again. Councilor Cox explained how the new district can be created and that it must be voted on in the election.

b) Parks Committee

CA Wiggins said we did meet with parks. Main Street wants to take on this project and give the city some direction.

5. ORDINANCE/CHARTER REVIEW:

a) Ordinance Committee

Councilor Hawkins said we met once on the first section of ordinances and we meet again on April 19, 2022, at 6:00 p.m. We will look at the next section of ordinances.

6. OTHER:

Dick Middleton 10th Street said I want it to be noted this here is a valve with a leak. We have way too much calcium coming through our water. This is in our water and going to our citizens.

Council asked staff about monitoring on calcium. CA Wiggins said we do have hard water here. The best thing our citizens can do is put a water softener in.

7. ADJOURNMENT:

This meeting adjourned at 6:47 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments April 2022](#)

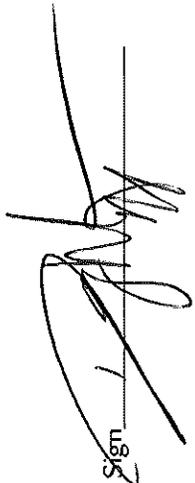
[AP's April 2022](#)

[Cash Summary.Expensed April 2022](#)

[Cash Summary.Revenues April 2022](#)

[Office Manager Report-May 2022](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
4/19/2022	Graham, Earl	102610011	Credit	(\$70.50)	leak adjustment
4/19/2022	Eldeen, Tanaya	114590029	Credit	(\$128.32)	leak adjustment-approved by Doug
4/19/2022	EOLS grounds	100600105	Credit	(\$811.12)	leak adjustment-approved by Doug
4/19/2022	Jem Storage	114330012	Credit	(\$100.90)	leak adjustment-approved by Doug
4/19/2022	Union Hotel	105360036	Debit	\$283.90	hotel sewer charges
4/19/2022	Cutshall, Pauline	114990039	Debit	\$100.00	move pymt from closed acct to new acct
4/19/2022	Cutshall, Pauline	112420022	Credit	(\$100.00)	pymt moved from closed acct to this acct
4/19/2022	Cutshall, Pauline	112420022	Credit	(\$15.00)	removed late fee/pymt posted in error
4/20/2022	Londin, Dana	112770080	Debit	\$50.00	water/sewer account set up fee

Sign 

Date Aug 4, 2022

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
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80094399	04/06/22	annual license	04/15/22	\$150.00	\$150.00	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,400.07
	80094399	04/06/22	meter service agreement	04/15/22	\$28.98	\$28.98	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,400.07
	80094399	04/06/22	meter service agreement	04/15/22	\$28.98	\$28.98	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,247.70
	80094399	04/06/22	annual license	04/15/22	\$150.00	\$150.00	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,247.70
						\$357.96				
Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	41	04/06/22	water testing	04/15/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$3,200.00	(\$574.00)
	XO49485					\$40.50				
Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	6	04/06/22	city hall phone	04/15/22	\$23.70	\$23.70	100-110-5202570	Telephone/Cell	\$700.00	\$374.50
	Mar '22	04/06/22	city hall internet	04/15/22	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,258.01
	Mar '22	04/06/22	water dept phone	04/15/22	\$108.44	\$108.44	200-200-5202570	Telephone/Cell	\$5,000.00	\$940.14
	Mar '22	04/06/22	water dept internet	04/15/22	\$66.74	\$66.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,400.07
	Mar '22	04/06/22	sewer dept phone	04/15/22	\$152.94	\$152.94	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,189.39
	Mar '22	04/06/22	sewer internet	04/15/22	\$36.75	\$36.75	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,247.70
	Mar '22	04/06/22	streets phone	04/15/22	\$33.57	\$33.57	500-500-5202570	Telephone/Cell	\$550.00	\$244.58
	Mar '22	04/06/22	streets internet	04/15/22	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$833.88
	Mar '22	04/06/22	library phone	04/15/22	\$86.31	\$86.31	600-600-5202570	Telephone/Cell	\$975.00	\$228.38
	Mar '22	04/06/22	library internet	04/15/22	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$2,000.00	\$49.67
	Mar '22	04/06/22	fire dept phone	04/15/22	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$174.93
	Mar '22	04/06/22	fire dept internet	04/15/22	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$500.00	\$289.90
	Mar '22	04/06/22	ambulance phone	04/15/22	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$357.48
	Mar '22	04/06/22	ambulance internet	04/15/22	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$342.40
					\$656.56					
Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	9	04/07/22	contract services	04/15/22	\$32.24	\$32.24	100-110-5202190	Contract Services	\$6,000.00	\$3,121.42
	90503	04/07/22	contract services	04/15/22	\$32.25	\$32.25	200-200-5202190	Contract Services	\$7,000.00	\$6,194.00
	90503	04/07/22	contract services	04/15/22	\$32.25	\$32.25	300-300-5202190	Contract Services	\$12,000.00	\$11,193.99
					\$96.74					
EORSINWCS, 2007 Adams Ave, La Grande, OR,	200	04/06/22	treatment plant/asphalt cutting blade	04/15/22	\$115.98	\$115.98	100-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$4,159.94
	338395-1					\$115.98				
Equipment Technology & Design, 21918 N. Mt Spokane Park Drive, Mead, WA, 99021	136	04/06/22	wwtp system improvements	04/15/22	\$8,126.71	\$8,126.71	10-000-5404550	Treatment Facility Improv	\$455,000.00	\$441,234.15
	22-180					\$8,126.71				
Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850	377	04/06/22	generator/treatment plant	04/15/22	\$301.71	\$301.71	310-000-5404550	Treatment Facility Improv	\$455,000.00	\$441,234.15
	2022-158					\$301.71				

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 7 day of April, 2012.

Council Member _____
 Council Member _____
 City Administrator _____

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	150	04/06/22	meter service agreement	04/15/22	\$28.98	\$28.98	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,400.07
	80094399	04/06/22	meter service agreement	04/15/22	\$28.98	\$28.98	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,247.70
					\$57.96	\$57.96				
Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	41	04/06/22	water testing	04/15/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$3,200.00	(\$574.00)
	XO49485				\$40.50	\$40.50				
Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	6	04/06/22	city hail phone	04/15/22	\$23.70	\$23.70	100-110-5202570	Telephone/Cell	\$700.00	\$374.50
	Mar '22	04/06/22	city hail internet	04/15/22	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,258.01
	Mar '22	04/06/22	water dept phone	04/15/22	\$108.44	\$108.44	200-200-5202570	Telephone/Cell	\$5,000.00	\$940.14
	Mar '22	04/06/22	water dept internet	04/15/22	\$66.74	\$66.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,400.07
	Mar '22	04/06/22	sewer dept phone	04/15/22	\$152.94	\$152.94	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,189.39
	Mar '22	04/06/22	sewer internet	04/15/22	\$36.75	\$36.75	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,247.70
	Mar '22	04/06/22	streets phone	04/15/22	\$33.57	\$33.57	500-500-5202570	Telephone/Cell	\$550.00	\$244.58
	Mar '22	04/06/22	streets internet	04/15/22	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$833.88
	Mar '22	04/06/22	library phone	04/15/22	\$86.31	\$86.31	600-600-5202570	Telephone/Cell	\$975.00	\$228.38
	Mar '22	04/06/22	library internet	04/15/22	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$2,000.00	\$49.67
	Mar '22	04/06/22	fire dept phone	04/15/22	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$174.93
	Mar '22	04/06/22	fire dept internet	04/15/22	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$500.00	\$289.90
	Mar '22	04/06/22	ambulance phone	04/15/22	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$357.48
Mar '22	04/06/22	ambulance internet	04/15/22	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$342.40	
				\$656.56	\$656.56					
Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	9	04/07/22	contract services	04/15/22	\$32.24	\$32.24	100-110-5202190	Contract Services	\$6,000.00	\$3,121.42
	90503	04/07/22	contract services	04/15/22	\$32.25	\$32.25	200-200-5202190	Contract Services	\$7,000.00	\$6,194.00
	90503	04/07/22	contract services	04/15/22	\$32.25	\$32.25	300-300-5202190	Contract Services	\$12,000.00	\$11,193.99
				\$96.74	\$96.74					
EORSINWCS, 2007 Adams Ave, La Grande, OR,	200	04/06/22	treatment plant/asphalt cutting blade	04/15/22	\$115.98	\$115.98	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$4,159.94
	338395-1				\$115.98	\$115.98				
Equipment Technology & Design, 21918 N. Mt Spokane Park Drive, Mead, WA, 99021	136	04/06/22	wwtp system improvements	04/15/22	\$8,126.71	\$8,126.71	310-000-5204550	Treatment Facility Improv	\$455,000.00	\$441,234.15
	22-180				\$8,126.71	\$8,126.71				
Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850	377	04/06/22	generator/treatment plant	04/15/22	\$301.71	\$301.71	310-000-5204550	Treatment Facility Improv	\$455,000.00	\$441,234.15
	2022-158				\$301.71	\$301.71				

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
Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047	103	04/06/22	1/3 donation to retirement plaque	04/15/22	\$12.32	\$12.32	700-710-5202191	Misc Expense	\$500.00	\$449.92
	PC142050895:01	04/06/22	1/3 donation to retirement plaque	04/15/22	\$12.32	\$12.32	700-710-5202191	Misc Expense	\$500.00	\$467.87
	PC142050895:01	04/06/22	1/3 donation to retirement plaque	04/15/22	\$24.64	\$24.64				
Hometown Hardware, PO Box 1024, Union, OR, 97883	10	04/06/22	office supplies	04/15/22	\$33.90	\$33.90	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,468.10
	56115	04/06/22	water dept supplies	04/15/22	\$47.70	\$47.70	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$11,269.00
	56131	04/06/22	treatment plant supplies	04/15/22	\$167.63	\$167.63	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$4,159.94
	56122	04/06/22	treatment plant supplies	04/15/22	\$99.20	\$99.20	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$4,159.94
	56273	04/06/22	streets supplies	04/15/22	\$25.50	\$25.50	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$4,656.13
	56111	04/06/22	ambulance supplies	04/15/22	\$5.50	\$5.50	700-710-5202181	Supplies (Janitorial & Op	\$12,000.00	\$4,030.10
KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	11	04/06/22	treatment plant supplies	04/15/22	\$66.14	\$66.14	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$4,159.94
	4090090	04/06/22	treatment plant supplies	04/15/22	\$66.14	\$66.14				
Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922	379	04/06/22	supplies	04/15/22	\$253.01	\$253.01	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$11,269.00
	9309412695	04/06/22	supplies	04/15/22	\$253.01	\$253.01				
	9309412695	04/06/22	supplies	04/15/22	\$253.01	\$253.01				
LEAF, PO Box 5066, Hartford, CT, 06102-5066	46	04/06/22	contract services	04/15/22	\$37.45	\$37.45	100-110-5202190	Contract Services	\$6,000.00	\$3,121.42
	13023240	04/06/22	contract services	04/15/22	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$362.34
	13023240	04/06/22	contract services	04/15/22	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$650.00	\$212.34
	13023240	04/06/22	contract services	04/15/22	\$7.49	\$7.49	500-500-5202190	Contract Services	\$2,000.00	\$1,930.80
	13023240	04/06/22	contract services	04/15/22	\$7.49	\$7.49	700-710-5202190	Contract Services	\$300.00	\$230.80
	13023240	04/06/22	contract services	04/15/22	\$7.49	\$7.49	700-710-5202190	Contract Services	\$250.00	\$180.80
McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	15	04/06/22	ambulance supplies	04/15/22	\$334.51	\$334.51	700-710-5202181	Supplies (Janitorial & Op	\$12,000.00	\$4,030.10
	19191156	04/06/22	ambulance supplies	04/15/22	\$334.51	\$334.51				
Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	14	04/06/22	ranger station	04/15/22	\$158.16	\$158.16	115-000-5403203	Land/Buildings	\$371,000.00	\$269,410.58
	460460	04/06/22	public works keypad lock	04/15/22	\$154.99	\$154.99	200-200-5202181	Maintenance (Building &	\$5,000.00	\$3,455.72
	459787	04/06/22	public works keypad lock	04/15/22	\$154.99	\$154.99				
NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	5	04/06/22	service truck maint	04/15/22	\$14.99	\$14.99	500-500-5202181	Equipment Repair/Maint	\$3,750.00	\$399.11
	126907	04/06/22	service truck maint	04/15/22	\$14.99	\$14.99				
Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	16	04/06/22	service truck maint	04/15/22	\$14.99	\$14.99	500-500-5202181	Equipment Repair/Maint	\$3,750.00	\$399.11

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	34599978	04/06/22	ambulance supplies	04/15/22	\$72.54	\$72.54	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$4,030.10
18	2030509	04/06/22	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	04/15/22	\$37.80	\$72.54 \$37.80	200-200-5202190	Contract Services	\$7,000.00	\$6,194.00
	2030509	04/06/22	water/sewer locates	04/15/22	\$37.80	\$37.80	300-300-5202190	Contract Services	\$12,000.00	\$11,193.99
21	Mar '22	04/06/22	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850	04/15/22	\$17.00	\$75.60 \$17.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,468.10
	Mar '22	04/06/22	water/bottle rent	04/15/22	\$17.00	\$17.00	600-600-5202991	Misc Expense	\$1,000.00	\$681.15
204	1395630	04/06/22	PNC Equipment Finance, PO Box 931034, Cleveland, OH, 44193	04/15/22	\$26,353.30	\$34.00 \$26,353.30	700-710-5204495	Leased Equipment	\$26,353.00	\$26,353.00
22	23963516	04/06/22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	04/15/22	\$39.73	\$39.73	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,468.10
	23963516	04/06/22	supplies	04/15/22	\$39.75	\$39.75	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$11,269.00
	23964220	04/06/22	public works supplies	04/15/22	\$34.99	\$34.99	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$11,269.00
	23963516	04/06/22	supplies	04/15/22	\$39.75	\$39.75	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$4,159.94
96	916869	04/07/22	Royal Rock, PO Box 116, Cove, OR, 97824	04/15/22	\$187.85	\$187.85	300-300-5202820	Maintenance (Building &	\$4,500.00	\$2,401.59
24	April '22	04/06/22	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	04/15/22	\$1.46	\$1.46	700-710-5102128	Benefits	\$4,117.00	\$1,423.63
	April '22	04/06/22	volunteer insurance	04/15/22	\$1.45	\$1.45	700-720-5102128	Benefits	\$4,537.00	\$1,454.75
297	Mar '22	04/06/22	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	04/15/22	\$11.50	\$2.91 \$11.50	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,400.07
	Mar '22	04/06/22	mobile internet	04/15/22	\$11.51	\$11.51	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,247.70
25	T006321	04/06/22	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	04/15/22	\$184.20	\$23.01 \$184.20	300-300-5204950	Sewer Testing	\$2,000.00	(\$926.20)
116	April '22 to June '2	04/06/22	Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850	04/15/22	\$12,573.75	\$184.20 \$12,573.75	100-120-5202190	Contract Services	\$60,000.00	\$22,278.75
	Jan '22 to Mar '22	04/06/22	patrol hours	04/15/22	\$649.31	\$649.31	100-120-5202250	Animal Control	\$3,500.00	\$1,309.75

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
						\$13,223.06				
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883									
Mar '22	04/06/22 supplies	04/15/22			\$41.73	\$41.73	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$4,159.94
Mar '22	04/06/22 supplies	04/15/22			\$17.90	\$17.90	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$11,269.00
Mar '22	04/06/22 supplies	04/15/22			\$44.08	\$44.08	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,468.10
Mar '22	04/06/22 supplies	04/15/22			\$17.58	\$17.58	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	(\$914.28)
Mar '22	04/06/22 supplies	04/15/22			\$38.70	\$38.70	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,400.15
						\$159.99				
163	Union Sanitation, PO Box 906, Union, OR, 97883									
abatement	04/06/22 abatement/710 N Bellwood	04/15/22			\$138.34	\$138.34	100-120-5202630	Abatement	\$3,000.00	\$2,125.24
						\$138.34				
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205									
Mar '22	04/06/22 public works cell phones	04/15/22			\$117.27	\$117.27	200-200-5202570	Telephone/Cell	\$5,000.00	\$940.14
Mar '22	04/06/22 wvtp cell phones	04/15/22			\$83.44	\$83.44	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,189.39
Mar '22	04/06/22 ambulance cell phone	04/15/22			\$45.35	\$45.35	700-720-5202570	Telephone/Cell	\$750.00	\$357.48
						\$246.06				
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693									
350079	04/06/22 billing/postage	04/15/22			\$131.33	\$131.33	100-110-5202640	Postage/Shipping	\$2,000.00	\$924.20
350079	04/06/22 billing/postage	04/15/22			\$197.02	\$197.02	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,630.90
350079	04/06/22 billing/postage	04/15/22			\$197.02	\$197.02	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,380.90
350079	04/06/22 billing/postage	04/15/22			\$65.68	\$65.68	700-710-5202640	Postage/Shipping	\$500.00	\$225.28
350079	04/06/22 billing/postage	04/15/22			\$65.68	\$65.68	700-720-5202640	Postage/Shipping	\$500.00	\$225.28
349001	04/06/22 EMS CAD system	04/15/22			\$8,820.22	\$8,820.22	700-720-5202640	Equipment	\$15,000.00	\$15,000.00
						\$9,476.95				
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293									
Mar '22	04/07/22 public works fuel	04/15/22			\$515.02	\$515.02	200-200-5202490	Fuel	\$2,750.00	(\$89.06)
Mar '22	04/07/22 prompt pay credit	04/15/22			(\$0.40)	(\$0.40)	200-200-5202490	Fuel	\$2,750.00	(\$89.06)
Mar '22	04/07/22 wvtp fuel	04/15/22			\$203.70	\$203.70	300-300-5202490	Fuel	\$3,000.00	\$477.06
Mar '22	04/07/22 prompt pay credit	04/15/22			(\$0.40)	(\$0.40)	300-300-5202490	Fuel	\$3,000.00	\$477.06
Mar '22	04/07/22 streets fuel	04/15/22			\$113.56	\$113.56	500-500-5202490	Fuel	\$1,750.00	(\$275.08)
Mar '22	04/07/22 fire dept fuel	04/15/22			\$229.09	\$229.09	700-710-5202490	Fuel	\$1,000.00	\$662.82
Mar '22	04/07/22 prompt pay credit	04/15/22			(\$0.39)	(\$0.39)	700-720-5202490	Fuel	\$2,500.00	\$1,355.72
Mar '22	04/07/22 ambulance fuel	04/15/22			\$116.10	\$116.10	700-720-5202490	Fuel	\$2,500.00	\$1,355.72
						\$1,176.28				

City of Union
Council Approval Report
(Council Approval Report)

4/8/2022 7:49am

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
						\$62,740.14				
Total Bills To Pay:							<i>correct total</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
	322	AA & L Emergency Fire Apparatus Repair LLC, PO Box 255, Richland, OR, 97870		04/29/22	\$1,600.00	\$1,600.00	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$1,683.89
	3	04/20/22 equip rep/maint		04/29/22	\$45.00	\$45.00	700-710-5205060	Equipment/Rentals	\$6,750.00	\$6,750.00
	3	04/20/22 equip rep/maint		04/29/22	\$1,770.00	\$1,770.00	700-710-5205060	Equipment/Rentals	\$6,750.00	\$6,750.00
	4	04/20/22 equip rep/maint				\$3,415.00				
	3	Allstream, PO Box 734521, Chicago, IL, 60673-4521		04/29/22	\$71.42	\$71.42	200-200-5202570	Telephone/Cell	\$5,000.00	\$714.43
	April '22	04/20/22 city well alarms		04/29/22	\$75.68	\$75.68	300-300-5202570	Telephone/Cell	\$3,100.00	\$953.01
	4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001				\$147.10				
	Apr '22	04/19/22 city hall		04/29/22	\$92.51	\$92.51	100-110-5202501	Heat	\$850.00	\$53.42
	Apr '22	04/19/22 city hall		04/29/22	\$92.53	\$92.53	200-200-5202501	Heat	\$2,000.00	(\$3,591.81)
	Apr '22	04/19/22 city hall		04/29/22	\$92.53	\$92.53	300-300-5202501	Heat	\$3,250.00	\$651.29
	Apr '22	04/19/22 treatment plant		04/29/22	\$17.34	\$17.34	300-300-5202501	Heat	\$3,250.00	\$651.29
	Apr '22	04/19/22 treatment plant		04/29/22	\$215.04	\$215.04	300-300-5202501	Heat	\$3,250.00	\$651.29
	Apr '22	04/19/22 library		04/29/22	\$174.28	\$174.28	600-600-5202501	Heat	\$1,600.00	\$90.25
	Apr '22	04/19/22 ranger station		04/29/22	\$126.05	\$126.05	800-800-5202501	Heat	\$650.00	\$37.44
	367	Big Red's Handyman & Construction LLC, PO Box 482, Union, OR, 97883				\$810.28				
	40	04/20/22 ranger station #299		04/29/22	\$3,000.00	\$3,000.00	115-000-5403203	Land/Buildings	\$371,000.00	\$269,252.42
	41	04/20/22 ranger station #343		04/29/22	\$3,000.00	\$3,000.00	115-000-5403203	Land/Buildings	\$371,000.00	\$269,252.42
	74	Bound Tree, 23537 Network Place, Chicago, IL, 60673				\$6,000.00				
	84469910	04/20/22 ambulance supplies		04/29/22	\$297.98	\$297.98	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,617.55
	84474058	04/20/22 ambulance supplies		04/29/22	\$56.62	\$56.62	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,617.55
	165	Cash, PO Box 529, Union, OR, 97883				\$354.60				
	April '22	04/20/22 supplies		04/29/22	\$18.00	\$18.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,333.39
	April '22	04/20/22 postage		04/29/22	\$6.45	\$6.45	100-110-5202640	Postage/Shipping	\$2,000.00	\$792.87
	April '22	04/20/22 customer credit card fee reimb		04/29/22	\$5.06	\$5.06	100-110-5202991	Misc Expense	\$1,000.00	\$984.62
	April '22	04/20/22 park worker gift cert		04/29/22	\$20.00	\$20.00	100-120-5202991	Misc Expense	\$100.00	\$100.00
	April '22	04/20/22 park worker gift cert		04/29/22	\$20.00	\$20.00	100-120-5202991	Misc Expense	\$100.00	\$100.00
	April '22	04/20/22 postage		04/29/22	\$8.55	\$8.55	100-140-5202640	Postage/Shipping	\$50.00	\$39.00
	April '22	04/20/22 pre-build reimb		04/29/22	\$25.00	\$25.00	100-160-5202991	Misc Expense	\$250.00	\$250.00
	April '22	04/20/22 supplies		04/29/22	\$18.00	\$18.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$10,875.65
	April '22	04/20/22 fuel		04/29/22	\$7.08	\$7.08	200-200-5202490	Fuel	\$2,750.00	(\$603.68)
	April '22	04/20/22 closed w/s account reimb		04/29/22	\$5.95	\$5.95	200-200-5202991	Misc Expense	\$1,250.00	\$1,129.72
	April '22	04/20/22 supplies		04/29/22	\$18.00	\$18.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51

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
April '22	04/20/22	fuel	04/29/22	\$7.07	\$7.07	300-300-5202490	Fuel	\$3,000.00	\$273.76
April '22	04/20/22	closed w/s account reimb	04/29/22	\$5.95	\$5.95	300-300-5202991	Misc Expense	\$1,000.00	\$878.98
April '22	04/20/22	supplies	04/29/22	\$5.97	\$5.97	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,783.41
April '22	04/20/22	supplies	04/29/22	\$26.98	\$26.98	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,783.41
April '22	04/20/22	supplies	04/29/22	\$10.95	\$10.95	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$236.08
April '22	04/20/22	ranger station building maint	04/29/22	\$50.00	\$50.00	800-800-5202820	Maintenance (Building &	\$1,500.00	\$457.74
<p align="right">\$259.01 <i>PLOR</i></p>									
8		D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077							
7467	04/20/22	concrete cut saw	04/29/22	\$503.33	\$503.33	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$10,875.65
7467	04/20/22	concrete cut saw	04/29/22	\$503.33	\$503.33	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51
7467	04/20/22	concrete cut saw	04/29/22	\$503.32	\$503.32	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$4,630.63
<p align="right">\$1,509.98 <i>PLOR</i></p>									
78		Forrest, Pam, PO Box 628, Union, OR, 97883							
April '22	04/20/22	CPR training	04/29/22	\$200.00	\$200.00	700-710-5202010	Travel/Training	\$1,000.00	\$1,000.00
April '22	04/20/22	CPR training	04/29/22	\$250.00	\$250.00	700-710-5202010	Travel/Training	\$3,000.00	\$2,950.00
<p align="right">\$450.00 <i>PLOR</i></p>									
151		Jeff Grende Heating & Air, PO Box 342, North Powder, OR, 97867							
6656	04/20/22	ranger station	04/29/22	\$65.00	\$65.00	115-000-5403203	Land/Buildings	\$371,000.00	\$269,252.42
<p align="right">\$65.00 <i>PLOR</i></p>									
371		Lieuallen, Seth, 1109 6th Street, Clarkston, WA, 99403							
2021 report	04/20/22	annual consumer report	04/29/22	\$125.00	\$125.00	200-200-5202727	Advertising/Publishing	\$600.00	\$237.27
<p align="right">\$125.00 <i>PLOR</i></p>									
15		Mckesson Medical, PO Box 936279, Atlanta, GA, 31193-6279							
19250240	04/20/22	ambulance supplies	04/29/22	\$89.68	\$89.68	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,617.55
19287142	04/20/22	ambulance supplies	04/29/22	\$35.02	\$35.02	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,617.55
<p align="right">\$124.70 <i>PLOR</i></p>									
215		Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927							
0759392-IN	04/20/22	treatment plant supplies	04/29/22	\$1,337.31	\$1,337.31	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51
<p align="right">\$1,337.31 <i>PLOR</i></p>									
17		O'Reilly Enterprises, PO Box 248, Cove, OR, 97824							
587	04/19/22	city hall IT services	04/29/22	\$122.50	\$122.50	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,237.06
588	04/19/22	treatment plant IT services	04/29/22	\$157.50	\$157.50	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,020.46
<p align="right">\$280.00 <i>PLOR</i></p>									
48		OTEC, PO Box 226, Baker City, OR, 97814							
April 2022	04/20/22	city hall	04/29/22	\$38.94	\$38.94	100-110-5202540	Electricity	\$800.00	\$335.18
April 2022	04/20/22	park lights	04/29/22	\$162.91	\$162.91	100-130-5202540	Electricity	\$1,300.00	\$239.17
April 2022	04/20/22	transfer station	04/29/22	\$49.87	\$49.87	100-150-5202540	Electricity	\$700.00	\$252.89

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
		April 2022	04/20/22	city well	04/29/22	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$10,198.67
		April 2022	04/20/22	public works shop	04/29/22	\$108.07	\$108.07	200-200-5202540	Electricity	\$32,000.00	\$10,198.67
		April 2022	04/20/22	city well	04/29/22	\$1,197.51	\$1,197.51	200-200-5202540	Electricity	\$32,000.00	\$10,198.67
		April 2022	04/20/22	public works shop	04/29/22	\$238.78	\$238.78	200-200-5202540	Electricity	\$32,000.00	\$10,198.67
		April 2022	04/20/22	city hall	04/29/22	\$38.95	\$38.95	200-200-5202540	Electricity	\$32,000.00	\$10,198.67
		April 2022	04/20/22	treatment plant	04/29/22	\$1,731.90	\$1,731.90	300-300-5202540	Electricity	\$37,500.00	\$8,805.94
		April 2022	04/20/22	city hall	04/29/22	\$38.95	\$38.95	300-300-5202540	Electricity	\$37,500.00	\$8,805.94
		April 2022	04/20/22	pumphouse	04/29/22	\$395.00	\$395.00	300-300-5202540	Electricity	\$37,500.00	\$8,805.94
		April 2022	04/20/22	lift station	04/29/22	\$97.21	\$97.21	300-300-5202540	Electricity	\$37,500.00	\$8,805.94
		April 2022	04/20/22	street lights	04/29/22	\$2,144.91	\$2,144.91	500-500-5202540	Electricity	\$26,500.00	\$6,606.14
		April 2022	04/20/22	dearborn lights	04/29/22	\$58.43	\$58.43	500-500-5202540	Electricity	\$26,500.00	\$6,606.14
		April 2022	04/20/22	library	04/29/22	\$193.90	\$193.90	600-600-5202540	Electricity	\$3,000.00	\$1,245.56
		April 2022	04/20/22	ranger station	04/29/22	\$39.48	\$39.48	800-800-5202540	Electricity	\$1,200.00	\$188.99
		April 2022	04/20/22	ranger station	04/29/22	\$33.84	\$33.84	800-800-5202540	Electricity	\$1,200.00	\$188.99
							\$6,813.65				
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605										
31488316	04/20/22 treatment plant supplies	04/29/22	\$588.93	\$588.93	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51			
31507704	04/20/22 treatment plant supplies	04/29/22	\$532.67	\$532.67	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51			
31508473	04/20/22 credit/return	04/29/22	(\$350.00)	(\$350.00)	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51			
31494167	04/20/22 ambulance supplies	04/29/22	\$70.44	\$70.44	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,617.55			
61142390	04/20/22 ambulance supplies	04/29/22	\$22.88	\$22.88	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,617.55			
							\$864.92				
397	Prince, Ronetta, PO Box 537, Union, OR, 97883										
April '22	04/20/22 janitorial contract	04/29/22	\$225.00	\$225.00	100-110-5202190	Contract Services	\$6,000.00	\$3,051.73			
April '22	04/20/22 janitorial contract	04/29/22	\$225.00	\$225.00	600-600-5202190	Contract Services	\$2,800.00	\$1,517.82			
							\$450.00				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600										
24156153	04/20/22 printer ink	04/29/22	\$120.99	\$120.99	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$10,875.65			
24156153	04/20/22 printer ink	04/29/22	\$62.99	\$62.99	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51			
24156871	04/20/22 printer ink	04/29/22	\$188.97	\$188.97	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51			
103.98	04/20/22 printer ink	04/29/22	\$103.98	\$103.98	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,783.41			
24217583	04/20/22 printer/scanner	04/29/22	\$219.99	\$219.99	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,783.41			
24315302	04/20/22 toner/drum cartridge	04/29/22	\$121.98	\$121.98	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,361.45			
24315302	04/20/22 toner/drum cartridge	04/29/22	\$121.98	\$121.98	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,617.55			
							\$940.88				
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850										
5064261676	04/19/22 copier contract services	04/29/22	\$18.21	\$18.21	600-600-5202190	Contract Services	\$2,800.00	\$1,517.82			
							\$18.21				

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	222	04/19/22	Steve Lindley Contracting, Inc, PO Box 862, Union, OR,	04/29/22	\$18,784.24	\$18,784.24	310-000-5404550	Treatment Facility Improv	\$455,000.00	\$432,805.73
	486	04/19/22	treatment plant/sludge		\$18,784.24					
	132	04/20/22	Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828	04/29/22	\$52.50	\$52.50	100-110-5202110	Legal/Attorney Services	\$4,500.00	\$2,793.00
	1st qtr '22	04/20/22	legal services		\$180.00	\$180.00	100-140-5202190	Contract Services	\$3,000.00	\$2,125.00
	1st qtr '22	04/20/22	legal services		\$202.50	\$202.50	200-200-5202110	Legal/Attorney Services	\$500.00	\$386.25
	1st qtr '22	04/20/22	legal services		\$202.50	\$202.50	300-300-5202110	Legal/Attorney Services	\$2,000.00	\$1,886.25
	381	04/20/22	Tactical Business Group, 4497 Brownridge Terrace, Suite 102, Medford, OR, 97504	04/29/22	\$1,560.00	\$1,560.00	700-720-5202152	Billing/ALS Fees	\$15,000.00	\$8,675.34
	ORCOU2022-1	04/20/22	patients billed, Oct '21 - Mar '22		\$1,560.00					
	25	04/19/22	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	04/29/22	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	(\$614.50)
	T005621	04/19/22	water testing		\$184.20	\$184.20	300-300-5204950	Sewer Testing	\$2,000.00	(\$1,110.40)
	T0061410	04/19/22	sewer testing		\$184.20	\$184.20	300-300-5204950	Sewer Testing	\$2,000.00	(\$1,110.40)
	T006168	04/19/22	sewer testing		\$169.20	\$169.20	300-300-5204950	Sewer Testing	\$2,000.00	(\$1,110.40)
	T006456	04/19/22	sewer testing		\$588.60	\$588.60				
	69	04/20/22	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004	04/29/22	\$303.23	\$303.23	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$3,629.51
	935664	04/20/22	treatment plant supplies		\$303.23					
	321	04/19/22	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	04/29/22	\$127.91	\$127.91	200-200-5202570	Telephone/Cell	\$5,000.00	\$714.43
	Apr '22	04/19/22	phone/internet		\$127.91					
Total Bills To Pay:										
										\$45,967.12

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 9th day of 20, 2022.



 Council Member



 Council Member



 City Administrator

CASH SUMMARY COMPARED TO BUDGET (Expenses) April 2022

Department	2021-2022 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$ 8,713.31	\$ 319,945.95	\$ 335,613.05	48.8%
Building Maintenance Rsv	\$ 406,000.00	\$ 6,223.16	\$ 108,282.09	\$ 297,717.91	26.7%
Vehicle/Equip Rsv	\$ 132,500.00	\$ -	\$ 59,034.00	\$ 73,466.00	44.6%
Public Safety	\$ 91,965.00	\$ 14,978.03	\$ 66,636.23	\$ 25,328.77	72.5%
Emergency Event	\$ 496,350.00	\$ -	\$ -	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 1,272.86	\$ 19,158.28	\$ 16,806.72	53.3%
Park Rsv	\$ 19,650.00	\$ -	\$ 11,240.60	\$ 8,409.40	57.2%
Special Tree Fund	\$ 8,930.00	\$ -	\$ -	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ 188.55	\$ 1,198.71	\$ 2,451.29	32.8%
Recycling	\$ 850.00	\$ 49.87	\$ 496.98	\$ 353.02	58.5%
Planning	\$ 23,711.00	\$ 1,185.75	\$ 11,897.27	\$ 11,813.73	50.2%
Total General Fund	\$ 1,875,130.00	\$32,611.53	\$597,890.11	\$ 1,277,239.89	31.9%

WATER FUND					
Water Department	\$ 624,400.00	\$ 19,249.78	\$ 378,483.97	\$ 245,916.03	60.6%
Water Rsv	\$ 1,330,050.00	\$ -	\$ 175,056.93	\$ 1,154,993.07	13.2%
Total Water Fund	\$ 1,954,450.00	\$ 19,249.78	\$553,540.90	\$ 1,400,909.10	28.3%

SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 20,206.21	\$ 601,971.31	\$ 229,528.69	72.4%
Sewer Rsv	\$ 580,000.00	\$ 27,212.66	\$ 45,205.22	\$ 534,794.78	7.8%
Sewer Debt	\$ 376,232.00	\$ -	\$ 132,173.73	\$ 244,058.27	35.1%
Total Sewer Fund	\$ 1,787,732.00	\$ 47,418.87	\$779,350.26	\$ 1,008,381.74	43.6%

SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 126,750.00	\$ -	\$ -	\$ 126,750.00	0.0%
Total SDC	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%

STREET FUND					
Street Department	\$ 331,000.00	\$ 8,501.55	\$ 205,824.06	\$ 125,175.94	62.2%
Street Rsv	\$ 325,400.00	\$ -	\$ 42,609.27	\$ 282,790.73	13.1%
Bike/Ped Path	\$ 142,500.00	\$ -	\$ 9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 8,501.55	\$257,833.33	\$ 541,066.67	32.3%

LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 6,643.69	\$ 100,640.58	\$ 70,859.42	58.7%
Total Library Fund	\$ 171,500.00	\$ 6,643.69	\$100,640.58	\$ 70,859.42	58.7%

EMERGENCY SERVICES FUND					
Fire Department	\$ 204,324.50	\$ 32,482.14	\$ 78,915.30	\$ 125,409.20	38.6%
Ambulance Department	\$ 211,475.50	\$ 15,429.18	\$ 78,443.05	\$ 133,032.45	37.1%
EMS Vehicle/Equip Rsv	\$ 164,300.00	\$ -	\$ -	\$ 164,300.00	0.0%
Total EMS Fund	\$ 580,100.00	\$ 47,911.32	\$157,358.35	\$ 422,741.65	27.1%

RANGER STATION FUND					
Ranger Station	\$ 39,650.00	\$ 1,057.58	\$ 19,098.62	\$ 20,551.38	48.2%
Total Ranger Station	\$ 39,650.00	\$ 1,057.58	\$19,098.62	\$ 20,551.38	48.2%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$ 17,040.00	\$ -	\$ -	\$ 17,040.00	0.0%
Total DRL	\$ 17,040.00	\$ -	\$0.00	\$ 17,040.00	0.0%

GRAND TOTAL	\$ 7,351,252.00	\$163,394.32	\$ 2,465,712.15	\$ 4,885,539.85	33.5%
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CASH SUMMARY COMPARED TO BUDGET (Revenues)

April 2022

Source	2021-2022 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,009,009.35	\$ -	\$1,009,009.35	\$ -	100.0%
Property Taxes	\$ 155,000.00	\$ -	\$ 166,876.94	\$ (11,876.94)	107.7%
Delinquent Taxes	\$ 5,000.00	\$ -	\$ 7,171.46	\$ (2,171.46)	143.4%
Interest	\$ 2,000.00		\$ 716.94	\$ 1,283.06	35.8%
Franchise Fees	\$ 95,000.00	\$ 38,829.62	\$ 116,596.62	\$ (21,596.62)	122.7%
Oregon Liquor Revenue	\$ 35,000.00	\$ 2,774.50	\$ 34,916.85	\$ 83.15	99.8%
Cigarette Tax	\$ 1,500.00	\$ 133.32	\$ 1,583.49	\$ (83.49)	105.6%
Oregon Shared Revenue	\$ 18,000.00		\$ 19,935.59	\$ (1,935.59)	110.8%
Liquor License Fees	\$ 250.00		\$ 135.00	\$ 115.00	54.0%
License/Permits	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 835.00	\$ 3,970.00	\$ (470.00)	113.4%
Burn Permits	\$ 1,100.00	\$ 175.00	\$ 1,365.00	\$ (265.00)	124.1%
Court Fines	\$ 750.00		\$ 680.41	\$ 69.59	90.7%
City Surplus Sales	\$ 500.00		\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 245.00	\$ 8,113.28	\$ 1,886.72	81.1%
COVID Funds	\$ 225,000.00		\$ 246,658.62	\$ (21,658.62)	
Transfers From Other Funds	\$ 191,000.00		\$ 191,000.00	\$ -	100.0%
Total General Fund	\$ 1,752,709.35	\$42,992.44	\$1,808,779.55	\$ (56,070.20)	103.2%
WATER FUND					
Cash on Hand	\$ 502,031.11	\$ -	\$ 502,031.11	\$ -	100.0%
Interest	\$ 1,550.00		\$ 1,055.40	\$ 494.60	68.1%
Water Bills	\$ 355,000.00	\$ 40,100.93	\$ 403,429.23	\$ (48,429.23)	113.6%
Set-up Fees	\$ 1,500.00	\$ 100.00	\$ 950.00	\$ 550.00	63.3%
Installation Fees	\$ 5,000.00	\$ 6,024.00	\$ 19,489.00	\$ (14,489.00)	389.8%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ 144,070.00	\$ 855,930.00	14.4%
Water Project Fees	\$ 70,000.00	\$ -	\$ 19,046.28	\$ 50,953.72	27.2%
Transfers In	\$ 100,000.00		\$ 100,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ (835.00)	\$ 3,657.22	\$ (657.22)	121.9%
Total Water Fund	\$ 2,038,081.11	\$ 45,389.93	\$ 1,193,728.24	\$ 844,352.87	58.6%
SEWER FUND					
Cash on Hand	\$ 938,209.91	\$ -	\$938,209.91	\$ -	100.0%
Interest	\$ 1,200.00		\$ 1,055.40	\$ 144.60	88.0%
Sewer Bills	\$ 600,000.00	\$ 51,752.79	\$ 523,706.28	\$ 76,293.72	87.3%
Set-up Fees	\$ 1,200.00	\$ 100.00	\$ 950.00	\$ 250.00	79.2%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ 5,152.00	\$ 17,086.00	\$ (12,086.00)	341.7%
Billed Labs	\$ 2,000.00	\$ 275.00	\$ 3,125.00	\$ (1,125.00)	156.3%

Transfers In	\$ 308,732.00		\$ 308,732.00	\$ -	100.0%
Misc Revenue	\$ 1,500.00		\$ 1,030.03	\$ 469.97	68.7%
Total Sewer Fund	\$ 1,857,941.91	\$ 57,279.79	\$ 1,793,894.62	\$ 64,047.29	96.6%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 126,750.00	\$ -	\$ 98,826.73	\$ 27,923.27	78.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 126,750.00	\$ -	\$ 98,826.73	\$ 27,923.27	78.0%

STREET FUND

Cash on Hand	\$ 429,078.61	\$ -	\$ 429,078.61	\$ -	100.0%
State Gas Taxes	\$ 150,000.00	\$ 13,057.18	\$ 144,033.79	\$ 5,966.21	96.0%
Street Install Fees	\$ 500.00		\$ 720.00	\$ (220.00)	144.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ 13,008.00	\$ (8.00)	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00		\$ 140,000.00	\$ -	100.0%
Total Street Fund	\$ 832,578.61	\$ 13,057.18	\$ 726,840.40	\$ 105,738.21	87.3%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -	\$ 59,615.94	\$ (14,615.94)	132.5%
Taxes Levied	\$ 120,000.00		\$ 124,252.29	\$ (4,252.29)	103.5%
Loans/Grants	\$ 1,500.00		\$ 1,685.15	\$ (185.15)	112.3%
Misc Revenue	\$ 5,000.00	\$ 71.35	\$ 6,671.38	\$ (1,671.38)	133.4%
Total Library Fund	\$ 171,500.00	\$ 71.35	\$ 192,224.76	\$ (20,724.76)	112.1%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 364,250.75	\$ -	\$ 364,250.75	\$ -	100.0%
Interest	\$ 500.00		\$ 527.71	\$ (27.71)	105.5%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,561.00	\$ 105,799.29	\$ 14,200.71	88.2%
Ambulance Svc Fees	\$ 65,000.00	\$ 2,672.83	\$ 53,803.04	\$ 11,196.96	82.8%
Burn Permits	\$ 1,300.00	\$ 185.00	\$ 1,375.00	\$ (75.00)	105.8%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ -	\$ 400.35	\$ 1,599.65	20.0%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 604,050.75	\$ 13,418.83	\$ 526,156.14	\$ 77,894.61	87.1%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -	\$ 16,539.20	\$ (2,539.20)	118.1%
Interest	\$ 150.00		\$ 175.74	\$ (25.74)	117.2%
Rent	\$ 10,000.00	\$ 1,670.00	\$ 8,350.00	\$ 1,650.00	83.5%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 1,670.00	\$ 25,064.94	\$ 14,585.06	63.2%

DOWNTOWN REVOLVING LOAN FUND (DRL)

Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 15,000.00		\$ 15,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 500.00		\$ -	\$ 500.00	0.0%
Total DRL	\$ 32,040.00	\$ -	\$ 31,537.51	\$ 502.49	98.4%
GRAND TOTAL	\$ 7,455,301.73	\$ 173,879.52	\$6,397,052.89	\$ 1,058,248.84	85.8%

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

MEMORANDUM

May 4, 2022

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

SUBJECT: Office Manager Staff Report – April 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$173,879.52**
- ❖ Total expenditures for the month: **\$163,394.32**

*Attached is a breakdown report of both revenues and expenditures by department

- ❖ A total of **\$102,109.21** was billed out in utility bills for the month of April
- ❖ We received **\$283.90** from the Union Hotel for the month of April. *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 59 late reminder notices on April 28th , and hand delivered 11 possible shut offs. At the time of this report we have 4 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Shut offs will be May 5th.
- ❖ Total amount billed for late fees assessed **\$1050.00**



Memorandum

Subject: Library Monthly Report
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report April 2022](#)

April Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count	985	673
Circulation Count:	651	1025
Adult	390	405
Children	365	365
Audios	77	116
Videos	152	122
Music CD's	2	17
Materials Added		169
Materials Discarded		41
Reference Questions	18	47
Programs for Patrons	7	4
Participants	87	11
Computer Usage	280	602.0 hrs
New Patrons	1	7
ILL Requests	94/89	205
Out of City Limit Usage		148
Notary	1	3

Events and Additions:

This report omits data from 4/29 in order to be timely.

Library closed from 4/19-22 due to staff illness.

Prizes and t shirts have been ordered for summer reading program & we are beginning to inventory.

Part time staff has been hired and will begin 5/9.

The library was mentioned on YouTube for its adult craft nights by The World According to Briggs.

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



Memorandum

Subject: Animal Enforcement Monthly Report
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[April 22 Animal Activities](#)

[AEO Yearly 2021](#)

Union Animal Enforcement Hours—APRIL 2022

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

HOURS: 7

Calls for Service: 6

Dog at large:

Citations: 0
Warnings: 2
Impounds: 1
Other Action: 0

Dog Bites: 0

Barking Dog:

Citations: 0
Warnings: 0
Impounds: 0
Other Actions:

Animal Abuse/Neglect: 1

Other: See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
Responded for Cow at large, Cow returned to owner
Complete a Kennel Inspection
Report of dogs fighting in a yard. Responded and contacted owner, dogs were checked on
Report of a dog at large, UTL
Report of a dog inside Union Market. Responded and impounded dog
Report of dogs at large, dogs and owner were located. Owner warned
Report of an Aggressive dog, follow up to be done
Report of an injured dog, determined to be old injury dog is ok

AE 2022	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3		2		1								
4		1										
5	0.5		1									
6			2	2								
7												
8												
9												
10	2											
11												
12	1											
13												
14			3									
15			0.5									
16			2									
17		1										
18				1								
19		2.5		1								
20			1									
21			1									
22			1									
23												
24												
25				1								
26	1		2	1								
27												
28												
29			1									
30	2		1.5									
31												
TOTAL	6.5	6.5	16	7	0	0	0	0	0	0	0	0

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

April 2022

TO:

Doug Wiggins
City Administrator

Leonard Flint
Union City Mayor

City Council

Main Focus:

Fielding Citizen Complaints
Enforcing City Ordinances
Educating Residents on Ordinances
Building Relationships and Rapport with Residents
Daily Drive Around City to Check on Violations/Compliances

Complaints:

1- Excessive number of dogs at residence/Possible dog fight situation.
Animal control did a well check of property and animals. Kennel license has been applied for and approved.

1-Trash blowing from one yard to another/ Parking on the right of way.
Contacted homeowner by letter. Both issues resolved.

4-Phone calls and emails received regarding properties at 746 W. Arch/735 W. Arch
Years of watching excessive accumulation of trash, rubbish, broken items, appliances, cars, trailers, etc.
Garbage blowing into neighbors' yards. Bringing down the value of homes around the properties.
Have reached out to resident by letter and phone calls. Resident began a small start on cleaning front yard.
Process seems to have come to a halt. Will reach out and encourage continued work so as not to receive citations/fines.

2-Emails received regarding 877 W. Arch. Excessive accumulation of manure and nuisance odor-excessive flies, over the set limit of animals, possible horse that may be injured/lame. Contacted property owner's adult children to please help with the situation. All three seemed as they would begin doing to, to avoid citations/fines/court. Will follow up weekly with them to attempt completion of this matter.

1-Off set issue with placement of a new shop. Owner contacted. Shop moved and set according to ordinance.

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1-Phone call regarding nuisance odor from manure” build up” at property at 1166 N. Main St. Forwarded information I had to caller that I spoke to the homeowner earlier that day, who is looking to hire a contractor to remove manure each moth until it is caught up on. 3 large roll offs (dumpsters) have very recently been removed from the property at owner’s cost. Process in compliance is continuing.

Letters Sent:

13 R.O.W. issues. -8 compliances, 3-no reply,1-looking for owner, 1- moving every 72 hours. Will follow up on others that have not complied.

6 Trailer inhabitation question?? -1-picked up 6-week permit, 3 no one staying in it, 2 no reply. Will follow up on last 2.

1-excessively large burn pile. Letter sent. Pile burnt. Complied

1-Possible apartment living w/o permit-checked

Near 100% thank you letters (calls) sent for every residential compliance,

City Clean Up Day!! May 14th.

Looking for volunteers to help the elderly and people who do not have trucks or trailers...!!!!

Let us know if you can help!!!



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Union Sheriff's Activities APR 2022](#)

[Copy of Yearly Sheriff's](#)

Union Activities –APRIL 2022

The Union County Deputies contributed hours to the total for the month. The statistics/report reflect the activities done by Sheriff's Deputies:

HOURS	127
CRIMINAL CITATIONS	2
TRAFFIC CITATIONS	1
WARNINGS	5
ARRESTS	2
CALLS FOR SERVICE	23
FI'S	21
WALK-INS	0
REPORTS	4
TOWS/IMPOUNDS	0
OTHER (Swat School)	6

The above hours were allocated as follows:

PATROL	77%
TRAFFIC	11%
REPORTS/INVESTIGATIONS	12%

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
 Traffic warnings given throughout the month
 Follow up completed on a Motor Vehicle Accident
 One Cited Criminally for Careless Driving
 Report taken for Criminal Mischief
 Report of a family disturbance, Parties counselled
 Report of Harassment, options given x 2
 Report of a Careless Driver, UTL
 Located a Runaway Juvenile
 Assisted with Loose Livestock
 Responded to a Domestic Disturbance, Parties Counsellled
 Assisted with a Medical Call
 Report of Child Abuse, determined to be unfounded
 Report of Juveniles on Livestock Grounds, Attempt to locate UTL
 Report of a Careless driver, Attempt to Locate
 Report taken for Motor Vehicle Crash
 Report of an Assault, contacted victim whom did not want to press charges
 Responded to 2 disturbance calls, no crime reported options given

Report of a missing endangered person, person located and turned over to family

Report taken for stolen vehicle

Report of a trespass. Parties counseled

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	15.50	10.00	0.00								
2	8.00	8.00	8.00	0.00								
3	5.00	0.00	0.00	1.00								
4	8.00	0.00	0.00	0.00								
5	11.00	1.00	0.00	11.00								
6	0.00	10.00	8.00	9.00								
7	0.00	8.50	8.00	0.00								
8	0.00	13.00	10.00	0.00								
9	10.00	11.00	8.50	0.00								
10	10.00	0.00	0.00	10.50								
11	8.00	0.00	0.00	8.00								
12	10.00	0.00	0.00	9.00								
13	0.00	10.00	8.00	8.50								
14	2.00	8.00	10.00	0.00								
15	4.00	10.00	9.00	0.00								
16	0.00	10.00	10.00	0.00								
17	0.00	0.00	0.00	10.00								
18	0.00	0.00	0.00	12.50								
19	0.00	0.00	0.00	12.00								
20	0.00	8.00	8.00	10.00								
21	0.00	9.00	10.00	10.00								
22	0.00	8.50	8.00	14.00								
23	9.00	8.00	9.00	0.00								
24	10.00	0.00	0.00	0.00								
25	8.00	0.00	0.00	1.00								
26	9.00	0.00	0.00	0.50								
27	0.00	8.50	0.00	0.00								
28	0.00	8.00	8.00	0.00								
29	0.00	0.00	8.00	0.00								
30	10.00	0.00	8.00	0.00								
31	10.00	0.00	8.00	0.00								
Total	132.0	155.0	156.50	127.00	0.0	0.0	0.00	0.00	0.0	0.0	0.00	0.00

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	12.00	35.00	36.50	7.00	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	23.50



Memorandum

Subject: Administrative Ordinance Committee Report
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:
[Administrative Ordinance Committee Report](#)

Administrative Ordinance Committee Report

Chapter 30-35

Committee Members: Susan Hawkins, Leslie McMillan, Anita Davis

Chapter 30

30.25 Rework to include Work Session

Suggested:

Title: Regular Meeting and Work Session Dates, Rules and Regulations of Proceedings

30.25 A. Regular Business Meeting (City Council) No change in wording

B. Work Session-Include date of meeting and holiday exemptions and whether to include public comment, plus wording similar to as follows:

Council assembly held for the purposes of engaging in deliberations, discussions, considerations, reviews and evaluations of issues of interest to the entire council. A final action meaning the collective decision of the council or an actual vote by the council on a motion, proposal, order or ordinance shall not take place in a work session.

30.26 Special Council Meetings-question what is the definition of written notice? Does this need to be changed?

30.28 Agenda (change as follows)(Thinking is to keep all items in the agenda but not dictate where each falls within the meeting agenda)(This would eliminate 30.30 and 30.32)

A. The City Administrator (Only add the A. No Change in wording)

Add

B. Business for each regular meeting of the Council shall include the following:

Roll call and taking of attendance

Hearings and appointment

Public comment and communication

Old Business

New Business

Consent Agenda

Reports of officers and committees

Suggestions for future agenda

Adjournment

30.31 Business: Special Meetings

(Possible change; eliminate and put as B. under 30.26 no wording change)

30.32 Altering Order of Agenda

(Remove)

30.33 Order of Deliberations

(Possibly change the order so the public is able to have an idea of the discussion. Put public comment following the council discussion)

30.34 Rules of Conduct and Decorum

(D) Clear up removal of person and who is responsible

(E) Police Law Enforcement Agency make it clear and current

Chapter 31

31.05 Checking System

We felt the final sentence needs to be clarified, makes it sound as if the City Administrator and the Mayor have to sign checks. There are four authorized signers. Clarify who has to sign.

31.40 Chief of Police

Suggested to rewrite this section to reflect current law enforcement status.

31.42 Street Commissioner

Suggested rewrite as Ordinance Officer

Title: City Administrator

31.60 Office Created

Section C (Recheck wording on police department and make current)

Chapter 32

Library Board

32.02 Term of Office

Does this need reworking throughout?

D. (Suggestion: remove no more than two full consecutive terms We are small and have limited resources)

Volunteer Fire Department

32.22 Compension

Has this been reworked with our recent actions and not yet codified?

Planning Commission

32.42 Terms of Office; Vacancies

Is this still relevant or does it need reworking to current?

There seems to be an omission here. No mention of regular meeting times. Could be added to 32.46 as follows;

32.46 Rules and Regulations: Regular and Special Meetings

A. Regular Meetings # and when, description.

B. Special Meetings (include current A and B)

Chapter 33

33.02 Succession of Emergency Authority and Declaring an Emergency

Suggested changes below:

1. Mayor
2. President of Council
3. other elected?
4. City Administrator

May be others you want to add here

(Remove current 3-7 as they do not exist)

Chapter 34

34.01 Right to Jury Trail

Do we keep this or eliminate?

34.02-34.13 Eliminate all

34.31 Candidates' Declaration of Intention

A. Suggestion make compliant with current law

B. Last sentence is not consistent with Charter. Charter trumps an ordinance so needs to be changed.

34.32 Special Elections

Check if this is consistent with current law.



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report May 2022](#)

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

**CITY ADMINISTRATOR REPORT
April 2022**

Ranger Station:

Kitchen cabinets are in, countertops ordered. It is nice seeing this project come together, decorating will begin on the outside painting and concrete work to finish up.

Water/Sewer:

CDBG had kickoff meeting. Have a few reports to get done and such so we can work at first draw completion.

DEQ onsite visit went well, couple minor violations that will get some warning letters, but no fined violations will be referred.

Will be looking at cleaning the primary clarifier in the coming month and fixing some issues we are having on the bottom. Golf course pond is full.

Concrete for the shed that was being moved from behind City Hall is complete and the building should go up within the next month or so.

Library:

Tiffany prepares for the coming kids' program to begin in late May. Seasonal part time librarian position has been hired and she will begin on May 9 to provide help through September.

Streets:

Chestnut Street construction continues forward, and drawings should be available soon.

Budget:

Budget Committee meetings finalized to pass the budget over to Council at a little over 8.3 million. Remember this includes about 2.5 million in grants. I was pleased with the process this year as Dick Middleton headed the group and did a good job at keeping the meetings productive.

Parks:

Fencing has been delivered. Now we will work at getting it installed at the park this spring. Painting is slated for the park this spring on all the structures, to help spruce them up.

Doug Wiggins
City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works council report April 2022](#)

City of Union Council Report for April 2022

Public Works Department

We installed three water service lines one by the WWTP for a house out there a second at the end of W.Delta for a future house and the third along N.5th Street for a home. We still have one more water service line to install along with two sewer service lines. The 2" setter servicing the trailer court broke and we had to repair it. We were able to remove a 2" cap on well #2 that will allow us to use a sounder to measure water depth on the well. The monthly water meter reads were completed.

A few gravel roads have been graded including S.4th street, Willowdale, and N. College Street. With so much rain we are struggling to grade but plan on grading more roads as we dry out. We patched a cut we made across the Treatment Plant Road for a water service installation and will be giving some attention to patching potholes. The Senior banners have been hung.

We are assisting out at the WWTP on some projects as we just helped to decant the primary digester and are working with a contractor to install another valve out at the facility so we can bypass the primary clarifier in order to do some maintenance on it.

The two city surplus trucks have been cleaned out. The front of the park was mowed and cleaned for the egg hunt of course the fresh snow didn't help much. Street name signs have been ordered along with a culvert for 10th and W. Bryan to make the intersection safer. The ISO report is mainly finished with a few things still needing completed.

Paul Phillips

Public Works Lead

May 4,2022



Memorandum

Subject: April 2022 Report
Meeting: City Council - May 09 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

April 2022 wastewater treatment facility report

ATTACHED:

[Wastewater Report April 2022](#)

Wastewater Report April 2022

Drying Beds & Sludge removal – Currently all drying beds are occupied. 1 & 2 have sludge from the bottom of the Golf Course Pond, bed 3 has sludge from the secondary digester and bed 4 has grease and garbage we have removed from various locations that when dried will be hauled to the landfill in Baker City.

Maintenance / Repair –

- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Effluent pumps Greased
-

Effluent - as of April 28th 2022 our effluent discharge is going back to Catherine Creek due to the pond at Buffalo Peak being to full and wet spring weather.

Chemical Systems – Had to install a new chemical pump on the chlorine system.

Golf Course – Pond sludge was removed and currently drying at the treatment facility, Anderson Perry is working with DEQ in discussion to be able to land apply the dry solids. A sample of the sludge has been sent off to Umpqua Lab in Pendleton for testing.

Other – replaced two valves for digester operation that where broken.

Had Anderson Perry and Lindley Construction out to get the Primary Clarifier project going, parts for the project have been ordered.

DEQ site visit – Had our DEQ permit writers on site for about 4 hours or so going thru the treatment facility and looking at our processes. They have sent an email with an overview of the visit and any findings. Currently looking for reports requested by DEQ that where done by the previous operator.

Water –

- Main Street trailer court water shut off leak,
- hanging Senior Banners on Main Street
- Tested Backflow devices at the Wastewater Treatment Facility