



City of Union

Agenda

City Council Meeting

Monday, April 10, 2023 @ 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:	Hawkins
Councilors:	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
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. Fire/EMS Annex Question Resolution	3 - 4
Resolution 2023-04 - Pdf	
4.2. Budget Adjustments FY 2022-2023	5 - 8
Resolution 2023-05 - Pdf	
4.3. Repeal of Ord. 131.065	9 - 10
Ordinance Committee Action - Pdf	
4.4. National Historic Grant Award	11 - 25
CLG Grant contract - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• March 13, 2023	26 - 28
City Council - Mar 13 2023 - Minutes - Pdf	
5.2. Work Session Minutes	
• March 13, 2023	29 - 30
Council Work Session - Mar 13 2023 - Minutes - Pdf	
• March 27, 2023	31 - 33
Council Work Session - Mar 27 2023 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Report	34 - 51
March 2023 - Pdf	
• Ordinance Officer Monthly Report	52 - 54

[March 2023 - Pdf](#)

- Library Monthly Report 55 - 57

[March 2023 - Pdf](#)

- Fire/EMS Monthly Report 58 - 59

[March 2023 - Pdf](#)

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

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

- 7.1. Admin Monthly Report 60 - 63

[March 2023 - Pdf](#)

- 7.2. Public Works Monthly Report 64 - 65

[March 2023 - Pdf](#)

- 7.3. Wastewater Monthly Report 66 - 67

[March 2023 - 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:**

- 9.1. April 25-27, 2023 Budget Meetings - 6pm
- 9.2. May 8, 2023 City Council Business Meeting - 7pm
- 9.3. May 8, 2023 City Council Work Session - 6pm

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: Fire/EMS Annex Question Resolution
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

This resolution will set in motion the events that need to take place in order to get this idea on the ballot. If passed it will be sent to the URFD asking if they will annex us into their district.

FINANCIAL IMPACT:

None at this time.

RECOMMENDATION:

To pass the resolution asking to be annexed to the URFD

ATTACHED:

[Resolution 2023-04 Annex Question](#)

**CITY OF UNION RESOLUTION
NO. 2023-04**

**A RESOLUTION PROPOSING TO ANNEX THE CITY OF UNION FIRE AND EMS
BOUNDARIES INTO THE UNION RURAL FIRE PROTECTION DISTRICT (URFD)
FOR THE PURPOSE OF RECEIVING FIRE AND EMS PROTECTION SERVICES
FROM THE URFD**

WHEREAS, The City of Union Fire and EMS departments and the Union Rural Fire Protection District (URFD) currently operate as separate entities serving both the City of Union and the rural areas surrounding Union; and,

WHEREAS, Both the City of Union Fire Department and the URFD use the same personnel to cover both their respective boundaries; and,

WHEREAS, A committee appointed with representation through both respective boards have recommended that annexing the City Fire and EMS services into the URFD will make additional equipment available to City and Rural residents through the reduction of jurisdictional and liability issues; and,

WHEREAS, the same committee recommends annexation will bring a more efficient Fire and EMS system and a clearer line of communication to both the URFD and City; and,

WHEREAS, annexation will unify The City of Union Fire and EMS services with the URFD to be controlled by a board specifically elected to concentrate on Fire and EMS efforts; and,

WHEREAS, annexation will result in removal of the City of Union Fire and EMS fee of \$10/month currently imposed on City of Union utility billings; and,

WHEREAS, the UFRD will levy annually a direct ad valorem tax not to exceed \$1.21/1000 on all taxable property within the City of Union for Fire and EMS services.

NOW THEREORE BE IT RESOLVED, the governing body for the City of Union asks the URFD the following question:

1. Will the URFD approve the City of Union placing a call to its electors on August 22, 2023, for authority to annex the City of Union Fire and EMS into the URFD?

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ____ day of April, 2023.

Approved:

Attest:

Susan Hawkins, Mayor

Doug Wiggins, City Administrator



Memorandum

Subject: Budget Adjustments FY 2022-2023
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

FINANCIAL IMPACT:

Adjustments to the current budget as we come to the end of the year to insure compliance with Oregon Budget Laws and Rules. There are no changes to the overall balance of the budget, just changing allocations.

RECOMMENDATION:

To Pass Resolution 2023-05 allowing the attached budget transfers.

ATTACHED:

[Resolution 2023-05 Budget Adjustments](#)
[Resolution 2023-05 Exhibit A](#)

**CITY OF UNION
RESOLUTION NO. 2023-05**

**A RESOLUTION ADJUSTING FISCAL YEAR 2022 - 2023 OPERATING AND
PERSONNEL EXPENSE TO COMPLY WITH OREGON BUDGET LAWS &
RULES ON THE BUDGET APPROVED BY THE COUNCIL IN JUNE 2022.**

WHEREAS, administration evaluated the budget for the remainder of the 2022-2023;
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 2022-2023 budget to maintain compliance with the State of Oregon budget.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and
resolve the proposed changes attached in Exhibit A to be applied to the Fiscal Year 2022-
2023 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 April 2023.

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator

RESOLUTION 2023-05 (Exhibit A)

Budget Adjustments

Fund	Account number	Description	Currently Budgeted	Proposed Change in Budget	New Budget
General Fund (Admin)	100-110-5202140	Audit Services	\$ 2,400.00	\$ 350.00	\$ 2,750.00
	100-110-5202501	Heat	\$ 1,000.00	\$ 250.00	\$ 1,250.00
	100-110-5202710	Insurance	\$ 5,500.00	\$ 1,000.00	\$ 6,500.00
	100-110-5203800	IT Computer	\$ 6,500.00	\$ 500.00	\$ 7,000.00
	100-110-5706000	Contingency	\$ 40,000.00	\$ (2,100.00)	\$ 37,900.00
Net Change to the Budget			\$ 55,400.00	\$ -	\$ 55,400.00
General Fund (Parks)	100-130-5202490	Fuel	\$ 1,250.00	\$ 750.00	\$ 2,000.00
	100-130-5202540	Electricity	\$ 1,500.00	\$ 250.00	\$ 1,750.00
	100-130-5202800	Improvements	\$ 4,000.00	\$ (1,000.00)	\$ 3,000.00
Net Change to the Budget			\$ 6,750.00	\$ -	\$ 6,750.00
Utility Water Fund	200-200-5202010	Travel	\$ 1,250.00	\$ 1,250.00	\$ 2,500.00
	200-200-5202140	Audit	\$ 3,600.00	\$ 525.00	\$ 4,125.00
	200-200-5202490	Fuel	\$ 3,500.00	\$ 1,500.00	\$ 5,000.00
	200-200-5202501	Heat	\$ 2,000.00	\$ 4,500.00	\$ 6,500.00
	200-200-5202570	Telephone	\$ 5,500.00	\$ 250.00	\$ 5,750.00
	200-200-5202600	Dues/License	\$ 2,750.00	\$ 500.00	\$ 3,250.00
	200-200-5202710	Insurance	\$ 23,500.00	\$ 1,500.00	\$ 25,000.00
	200-200-5203800	IT Computer	\$ 5,000.00	\$ 7,500.00	\$ 12,500.00
	200-200-5706000	Contingency	\$ 35,000.00	\$ (17,525.00)	\$ 17,475.00
Net Change to the Budget			\$ 82,100.00	\$ -	\$ 82,100.00
Utility Sewer Fund	300-300-5202140	Audit	\$ 3,750.00	\$ 375.00	\$ 4,125.00
	300-300-5202181	Supplies	\$ 40,000.00	\$ 2,000.00	\$ 42,000.00
	300-300-5202501	Heat	\$ 3,500.00	\$ 500.00	\$ 4,000.00
	300-300-5202710	Insurance	\$ 23,500.00	\$ 2,500.00	\$ 26,000.00
	300-300-5203800	IT/Computer	\$ 7,500.00	\$ 1,000.00	\$ 8,500.00
	300-300-5706000	Contingency	\$ 30,000.00	\$ (6,375.00)	\$ 23,625.00
Net Change to the Budget			\$ 108,250.00	\$ -	\$ 108,250.00
Street Fund	500-500-5202190	Contract	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
	500-500-5202570	Telephone	\$ 500.00	\$ 100.00	\$ 600.00
	500-500-5205000	Street Repairs	\$ 25,000.00	\$ (1,600.00)	\$ 23,400.00
Net Change to the Budget			\$ 27,000.00	\$ -	\$ 27,000.00
Library Fund	600-600-5202190	Contract	\$ 2,500.00	\$ 500.00	\$ 3,000.00
	600-600-5202570	Telephone	\$ 1,000.00	\$ 200.00	\$ 1,200.00
	600-600-5202600	Due/Licenses	\$ 3,500.00	\$ 500.00	\$ 4,000.00
	600-600-5202710	Insurance	\$ 3,500.00	\$ 500.00	\$ 4,000.00

	600-600-5202727	Advertising	\$ 50.00	\$ 50.00	\$ 100.00
	600-600-5202820	Maintenance	\$ 10,000.00	\$ (1,750.00)	\$ 8,250.00
Net Change to the Budget			\$ 20,550.00	\$ -	\$ 20,550.00
Emergency Services Fund (Fire)	700-710-5202181	Supplies	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00
	700-710-5202280	Rent	\$ 13,000.00	\$ 1,000.00	\$ 14,000.00
	700-710-5203800	IT/Computer	\$ 300.00	\$ 100.00	\$ 400.00
	700-720-5101010	Salaries	\$ 28,646.00	\$ 1,354.00	\$ 30,000.00
	700-720-5102128	Benefits	\$ 4,274.00	\$ 226.00	\$ 4,500.00
	700-720-5102130	Unemployment	\$ 1,003.00	\$ 97.00	\$ 1,100.00
	700-720-5202152	Billing/ALS	\$ 12,000.00	\$ 1,500.00	\$ 13,500.00
	700-720-5202190	Contract Services	\$ 500.00	\$ 100.00	\$ 600.00
	700-720-5202280	Rent	\$ 13,000.00	\$ 1,000.00	\$ 14,000.00
	700-720-5202490	Fuel	\$ 3,000.00	\$ 250.00	\$ 3,250.00
	700-720-5202500	Vehicle Mainten	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
	700-720-5202570	Phone	\$ 750.00	\$ 50.00	\$ 800.00
	700-710-5403170	Capital Outlay	\$ 10,000.00	\$ (2,100.00)	\$ 7,900.00
	700-720-5202880	Equip Repair	\$ 2,000.00	\$ (1,200.00)	\$ 800.00
	700-720-5403120	Equipment	\$ 15,000.00	\$ (5,377.00)	\$ 9,623.00
Net Change to the Budget			\$ 109,473.00	\$ -	\$ 109,473.00
Ranger Station Fund	800-800-5202130	Unemployment	\$ 256.00	\$ 69.00	\$ 325.00
	800-800-5202181	Supplies	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
	800-800-5202501	Heat	\$ 800.00	\$ 2,200.00	\$ 3,000.00
	800-800-5202820	Maintenance	\$ 1,500.00	\$ 500.00	\$ 2,000.00
	800-800-5203800	IT/Computer	\$ 150.00	\$ 200.00	\$ 350.00
	800-800-5202540	Electricity	\$ 1,500.00	\$ (400.00)	\$ 1,100.00
	800-800-5202710	Insurance	\$ 4,500.00	\$ (250.00)	\$ 4,250.00
	800-800-5202727	Advertising	\$ 550.00	\$ (550.00)	\$ -
	800-800-5202880	Equip Maintenance	\$ 100.00	\$ (100.00)	\$ -
	800-800-5205095	Property Tax	\$ 2,750.00	\$ (178.00)	\$ 2,572.00
	800-800-5403170	Capital Outlay	\$ 500.00	\$ (500.00)	\$ -
	800-800-5403850	Building Improv	\$ 500.00	\$ (500.00)	\$ -
	800-800-5706000	Contingency	\$ 4,500.00	\$ (1,991.00)	\$ 2,509.00
Net Change to the Budget			\$ 19,106.00	\$ -	\$ 19,106.00



Memorandum

Subject: Repeal of ORd. 131.065
Meeting:
Prepared For: Mayor and Members of Council
Staff Contact:

BACKGROUND INFORMATION:

Ordinance 131.065 has been found to be unconstitutional and the ordinance committee is recommending Council work on the repeal of this ordinance.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

With Councils Approval, City Administration can work on drafting an ordinance to repeal this law on the books.

RECOMMENDATION:

To recommend that administration work on drafting an ordinance of repeal for 131.065

ATTACHED:

[OrdinanceCommitteeRecommendation](#)

The Ordinance Committee was informed by an email sent to the city that one of the ordinances in the city codes is unconstitutional. That code being the following:

§ 131.065 ACCOSTING FOR DEVIATE PURPOSES.

No person shall, while in a public place, invite or request another person to engage in deviate sexual intercourse.

The wording of ordinance is similar to a 1971 Oregon State law that was found to be unconstitutional by the Oregon State Court of Appeals in a 1981 case; Oregon State v. Tusek. Upon reviewing the information given to us, and researching the subject ourselves, it is the Committees recommendation that the city remove ordinance 131.065 from its charter.



Memorandum

Subject: National Historic Grant Award
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Applied for a CLG grant to hire a consultant to get our Ranger Station on the national registry.

FINANCIAL IMPACT:

The grant is for \$17,000 to cover consulting and grant administration.

RECOMMENDATION:

Accept the grant and allow the City Administrator to sign the contract

ATTACHED:

[OR-23-15Agreementpacket encrypted](#)



Oregon

Tina Kotek, Governor

Parks and Recreation Department

Oregon Heritage/
State Historic Preservation Office
725 Summer St. NE, Suite C
Salem, OR 97301-1266
(503) 986-0690
Fax (503) 986-0793
oregonheritage.org



March 31, 2023

Doug Wiggins
City of Union
342 S Main
PO Box 529
Union, OR 97883

Dear Cherie:

Congratulations! Your application for a 2023 Certified Local Government has been funded for the amount and purpose listed below.

Grant Amount: \$17,000

Grant No.: OR-23-15

Start Date: 4/1/2023

End Date: 8/31/2024

Summary: Complete a National Register nomination for the former Union Ranger District Compound in Union. Promote the successful nomination. Grant administration.

Enclosed are two copies of your grant agreement. Carefully review the scope of work and requirements for each category to be sure they are summarized correctly. Have the authorized person sign both copies and return both copies to us. The signed agreements must be returned to our office within 30 days; if not returned in that period, it will be assumed that you are not accepting the grant award. We will return a signed copy and grant reporting information at that time.

I am looking forward to working with you. Please let me know if you have any questions, and, again, congratulations and best wishes for a successful project.

Kuri Gill
Grant and Outreach Coordinator
(503) 986-0685
kuri.gill@oprds.oregon.gov

enclosures

Grant Agreement

2023 Certified Local Government (OR-23-15)

This Agreement is made and entered into, by and between, the State of Oregon, acting by and through Oregon Parks and Recreation Department (OPRD), Heritage Programs, hereinafter referred to as the “State” and:

City of Union
342 S Main St
Union, OR 97883

or designated representative, hereinafter referred to as the “Grantee.”

1. **GENERAL PURPOSE:** The general purpose of this agreement is: to undertake the heritage-related project as detailed in Attachment A.
2. **AGREEMENT PERIOD:** The effective date of this Agreement is the date on which it is fully executed by both parties. Unless otherwise terminated or extended in writing, the Project shall be completed by 8/31/2024. If project is completed before the designated completion date, this Agreement shall expire on the date final reimbursement payment is made by OPRD to Grantee. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before the Project Completion Date. No Grant Funds are available for any expenditures after the Project Completion Date.
3. **GRANT FUNDS:** The State agrees to pay the Grantee a maximum reimbursement amount of \$17,000, for costs authorized under this agreement.
4. **AGREEMENT DOCUMENTS: Included as Part of this Agreement are:**
 - Attachment A: Scope of Work
 - Attachment B: Information required by 2 CFR § 200.331(a)(1)
 - Attachment C: Standard Terms and Conditions
 - Attachment D: Reporting and Payment – Historic Preservation Fund Grants
 - Attachment E: Insurance Requirements

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents is as follows, listed from highest precedence to lowest precedence: this Agreement without Attachments; Attachment A; Attachment C; Attachment D; Attachment B; Attachment E.

Contact Information: A change in the contact information for either party is effective upon providing written notice to the other party:

Grantee	Grantee Billing Contact	OPRD Contact
Doug Wiggins	Doug Wiggins	Kuri Gill
City of Union	City of Union	Grant and Outreach Coordinator
342 S Main	342 S Main	Oregon Heritage
Union, OR 97883	Union, OR 97883	Oregon Parks & Recreation Dept
5415625197	5415625197	725 Summer St NE, Suite C
dougwiggins@cityofunion.com	dougwiggins@cityofunion.com	Salem, OR 97301
		(503) 986-0685
		kuri.gill@oprds.oregon.gov

Contractor or Sub-Recipient Determination: In accordance with the State Controller's Oregon Accounting Manual, policy 30.40.00.102, OPRD's determination is that:

☒ Recipient is a sub-recipient; OR ☐ Recipient is a contractor.

5. SIGNATURES:

In witness thereof: the parties hereto have caused this Agreement to be properly executed by their authorized representatives as of the last date hereinafter written.

GRANTEE:

Signature, Authorized Representative

Date

Name and Title of Signer (Type or Print)

STATE:



Christine Curran, Deputy State Historic Preservation Officer
OPRD Heritage Programs

04/04/23

Date

Attachment A -- Scope of Work

2023 Certified Local Government Historic Union Ranger District- NHR Nomination (OR-23-15)

Grantee: City of Union

Grant Amount: \$17,000 **Match Amount:** \$2,300

Project Summary: Complete a National Register nomination for the former Union Ranger District Compound in Union. Promote the successful nomination. Grant administration.

The grant funds and matching local contributions will be used to accomplish the work items detailed in the Budget and Work Description sections that follow. OPRD Heritage Programs staff must approve any changes to this Scope of Work.

PROPOSED BUDGET

1. Administration

Volunteers	\$800
Staff/Personnel	\$1,500
Total:	\$2,300

2. National Register Nominations

Contractor/Consultant	\$15,000
Total:	\$15,000

3. Public Education

Materials and Equipment	\$2,000
Total:	\$2,000

Total Project Budget	\$19,300
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WORK DESCRIPTION

1. Administration **\$2,300**

Products:

Complete grant reporting and reimbursement processes.

Standards and Provisions:

- Allowable costs and services must be related to the administration of this grant: application/contract processing, project oversight, reimbursement requests, etc.
- Any purchases or contracts for services over \$10,000 should follow appropriate procurement procedures, including obtaining at least three estimates.

Attachment A -- Scope of Work

2023 Certified Local Government Historic Union Ranger District- NHR Nomination (OR-23-15)

Grantee: City of Union

Grant Amount: \$17,000 **Match Amount:** \$2,300

2. National Register Nominations \$15,000

Products:

Complete a National Register nomination for the former Union Ranger District Compound in Union.

Standards and Provisions:

- The completed National Register documentation must meet the requirements set forth in National Register bulletins (especially "How to Complete the National Register Registration Form" and "How to Apply the National Register Criteria for Evaluation") and the Secretary of the Interior's Standards and Guidelines for Historic Preservation and Archaeology.
- Property selection must be approved by SHPO staff.
- Two copies of all materials shall be generated: one for the grantee and one for the SHPO.
- Any purchases or contracts for services over \$10,000 should follow appropriate procurement procedures, including obtaining at least three estimates.
- All reports and publications related to this project must give credit to the State Historic Preservation and National Park Service.

"This publication has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the Historic Preservation Fund, National Park Service, Department of the Interior. Any opinion, findings, and conclusions or recommendations expressed in this material do not necessarily reflect the views of the Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1201 Eye Street, NW (2740) Washington, DC 20005"

"The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior."

Attachment A -- Scope of Work

2023 Certified Local Government Historic Union Ranger District- NHR Nomination (OR-23-15)

Grantee: City of Union

Grant Amount: \$17,000 **Match Amount:** \$2,300

3. Public Education \$2,000

Products:

Promote the nomination of the district.

Standards and Provisions:

- Prior to starting the public education project, the grant recipient must receive written approval from Oregon Heritage on the final work plan and final draft of publications prior to printing and distribution.
- Any purchases or contracts for services over \$10,000 should follow appropriate procurement procedures, including obtaining at least three estimates.
- Prior to publication, a draft of all products, newsletters, brochures, etc. must be submitted to and approved by Oregon Heritage.
- Information in all interpretive materials (programs, videos, podcasts, etc.) must be authentic and documented.
- All reports and publications related to this project must give credit to the State Historic Preservation and National Park Service.

"This publication has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the Historic Preservation Fund, National Park Service, Department of the Interior. Any opinion, findings, and conclusions or recommendations expressed in this material do not necessarily reflect the views of the Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1201 Eye Street, NW (2740) Washington, DC 20005"

"The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior."

- Pictures of exhibits, programs and events are required for reimbursement. Digital images of 300dpi or higher are preferred.
- Copies of flyers, articles, programs, publications, etc. are required for reimbursement.

ATTACHMENT B
Information required by 2 CFR § 200.331(a)(1)*

Federal Award Identification:

1. Subrecipient name (which must match registered name in SAM): City of Union
2. Subrecipient's Unique Entity Identifier (SAM): J5UPKDWW9G41
3. Federal Award: P23AY00477
4. Federal Award Date: 6/1/2023
5. Sub-award Period of Performance Start and End Date: From 4/1/2023 to 8/31/2024
6. Total Amount of Federal Funds Obligated by the Agreement: \$17,000
7. Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including this Agreement: \$17,000
8. Total Amount of Federal Award committed to the Subrecipient by the pass-through entity: \$17,000
9. Federal Award Project Description:

Complete a National Register nomination for the former Union Ranger District Compound in Union. Promote the successful nomination. Grant administration.
10. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity:
 - (a) Name of Federal awarding agency: National Park Service
 - (b) Name of pass-through entity: State Parks and Recreation, Oregon
 - (c) Contact information for awarding official of pass-through entity:

*Christine Curran, Deputy State Historic Preservation Officer
 State Historic Preservation Office
 Oregon Parks and Recreation Department
 725 Summer Street NE, Suite C
 Salem, Oregon 97301*
11. CFDA Number and Name: 15-904 Historic Preservation Fund Grants in Aid
 Amount: \$17,000
12. Is Award Research and Development? No
13. Indirect cost rate for the Federal award: 0%

*For the purposes of this Exhibit, the term "Subrecipient" refers to the Grantee, and the term "pass-through entity" refers to State Parks and Recreation, Oregon.

Attachment C

Standard Terms and Conditions – Historic Preservation Fund Grants

1. **Authority:** ORS 358.590 (3) authorizes the Oregon Parks and Recreation Department to award grants for heritage projects throughout Oregon.
2. **Compliance with Law:** Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation, 36 CFR 61.6 and Chapter 9 of the Historic Preservation Fund Grant Manual.
3. **Work Plan Approval:** Prior to commencing the project described in Attachment A, Grantee shall receive approval on a final work plan from the State.
4. **Amendments:** This Agreement may be amended only by a written amendment to the Agreement, executed by the parties. Notwithstanding any other provision to the contrary, if Grantee seeks any changes in either the Project Scope or the Project Budget (a “Project Change”) Grantee must obtain prior approval of State as specified below. The Grantee shall be fully responsible for all costs that occur outside the established Project Scope, schedule or budget and prior to State’s approval of a Project Change. State may in its sole discretion, approve or disapprove of any proposed Project Change in Project Scope or Project Budget. In the event State approves Project Change, such Change must be reduced to writing and implemented as an amendment to this Agreement. The following Project Changes must be approved by State to be eligible for funding under this Agreement:
 - a. Any significant change or reduction in the Scope of Work described in the Project Description of Attachment A (Project Application, including the Project description and project budget).
 - b. Any deviation from the original Project Budget set forth in Attachment A. Any budget change request must explain in detail what change is requested, the reason for the requested change, and any efforts that Grantor has made or will make to mitigate the effect of the proposed budget change.
5. **Employment Practices Clause:** In carrying out its responsibilities under this agreement, the Grantee shall not deny benefits to or discriminate against any person on the basis of race, religion, sex, color, national origin, family status, marital status, sexual orientation, age, creed, and source of income or mental or physical disability, and shall comply with all requirements of federal and state civil rights statutes, rules and regulations including:
 - Title VI of the Civil Rights Act of 1964 (42 USC 200d et. seq.).
 - Section 504 of the Rehabilitation Act of 1973 (20 USC 794).
 - Title IX of the Education Amendments of 1972 (20 USC 1681 et. seq.).
 - Americans with Disabilities Act of 1990 (42 USC sections 12101 to 12213).
 - ORS 659.400 to 659.460 relating to civil rights of persons with disabilities.
6. **Records Maintenance and Access; Audit:** Grantee shall document, maintain and submit records to OPRD for all Project expenses in accordance with generally accepted accounting principles, and in sufficient detail to permit OPRD to verify how Grant Funds were expended. Grantee shall ensure that each of its subgrantees and subcontractors complies with these requirements.
 - a. **Access to Records and Facilities.** OPRD, the Secretary of State of the State of Oregon (Secretary), the United States Department of the Interior, or their duly authorized representatives shall have access to the books, documents, papers and records of Grantee that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, OPRD, the Secretary, the United States Department of the Interior and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Grantee shall permit authorized representatives of OPRD, the Secretary, or their designees to perform site reviews of the Project, and to inspect all vehicles, real

property, facilities and equipment purchased by Grantee as part of the Project, and any transportation services rendered by Grantee.

- b. **Retention of Records.** Grantee shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following expiration or termination of this Agreement. If there are unresolved audit questions at the end of the six-year period, Grantee shall retain the records until the questions are resolved.
- c. **Audit Requirements.**
 - i. Grantees receiving federal funds in excess of \$750,000 in a fiscal year are subject to audit conducted in accordance with 2 CFR Part 200, Subpart F. If subject to this requirement, Grantee shall, at Grantee's own expense, submit to State, a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Agreement.
 - ii. Grantee shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the funds expended under this Agreement. Grantee acknowledges and agrees that any audit costs incurred by Grantee as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Grantee and either State or State of Oregon.
7. **Matching Funds:** The Grantee shall contribute matching funds or the equivalent in labor, materials, or services, which are shown as eligible match in the rules, policies and guidelines for the CLG Grant Program. Volunteer labor used as a match requires a log with the name of volunteer, date volunteered, hours worked, location worked at and rate used for match to be eligible.
8. **Duplicate Payment.** Grantee is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
9. **Inspection of Equipment and Project Property:** Grantee shall permit authorized representatives of State, the Secretary, or their designees to perform site reviews of the Project, and to inspect all Equipment, real property, facilities, and other property purchased and any property on which development work was completed by Grantee as part of the Project services rendered by Grantee.
10. **Preservation Agreements and Covenants:** Development projects on historic properties are subject to a preservation agreement between Grantee and the State Historic Preservation Office.
11. **Tax Obligations:** Grantee will be responsible for any federal or state taxes applicable to payments under this Agreement.
12. **Indemnity Clause:** The Grantee shall defend, save, and hold harmless State and, its officers, agents, employees and members, from all claims, suits or actions of whatever nature resulting from or arising out of the activities of the Grantee or its contractors, agents or employees under this Agreement.
13. **Governing Law:** The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement. Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court.
14. **Condition for Disbursement:** Disbursement of grant funds by OPRD is contingent upon the following:
 - a. OPRD having received sufficient funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow OPRD, in the exercise of its reasonable administrative discretion, to make the disbursement;
 - b. Grantee's compliance with the terms of this Agreement, including all Attachments; and

c. Grantee's representations and warranties set forth in Section 15 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.

15. **Repayment:** In the event that the Grantee spends Grant Funds in any way prohibited by state or federal law, or for any purpose other than the completion of the Project, the Grantee shall reimburse the State for all such unlawfully or improperly expended funds. Such payment shall be made within 15 days of demand by the State. Any funds disbursed to Grantee under this Agreement that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to State. Grantee shall return all such unexpended funds to State within 14 days after the earlier of expiration or termination of this agreement.
16. **Independent Contractor.** Grantee shall perform the Project as an independent contractor and not as an agent or employee of OPRD. Grantee has no right or authority to incur or create any obligation for or legally bind OPRD in any way. OPRD cannot and will not control the means or manner by which Grantee performs the Project, except as specifically set forth in this Agreement. Grantee is responsible for determining the appropriate means and manner of performing the Project. Grantee acknowledges and agrees that Grantee is not an "officer", "employee", or "agent" of OPRD, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
17. **Representations and Warranties of Grantee.** Grantee represents and warrants to State as follows:
 - a. **Organization and Authority.** Grantee is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.
 - b. **Binding Obligation.** This Agreement has been duly executed and delivered by Grantee and constitutes a legal, valid and binding obligation of Grantee, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
 - c. **No Solicitation.** Grantee's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
 - d. **No Debarment.** Neither Grantee nor its principals is presently debarred, suspended, or voluntarily excluded from this federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Grantee agrees to notify State immediately if it is debarred, suspended or otherwise excluded from this federally-assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement, including all Attachments, or implied by law.

18. **Responsibility for Grant Funds:** Any Grantee of Grant Funds, pursuant to this Agreement with State, shall assume sole liability for that Grantee's breach of the conditions of this Agreement, and shall, upon Grantee's breach of conditions that requires State to return funds to the federal government, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of the Grantee of Grant Funds, the indemnification amount shall be the maximum

amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.

19. **Termination:** This contract may be terminated by mutual consent of both parties, or by either party upon a 30-day notice in writing, delivered by certified mail or in person to the other party's contact identified in the Agreement. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination. Full credit shall be allowed for reimbursable expenses and the non-cancelable obligations properly incurred up to the effective date of the termination.
20. **Entire Agreement:** This Agreement, including all Attachments, constitutes the entire Agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, Agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. The Grantee, by signature of its authorized representative on the Agreement, acknowledges that the Grantee has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
21. **Notices:** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Grantee contact or State contact at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may hereinafter indicate. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received, or five days after mailing.
22. **Counterparts:** This agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.
23. **Severability:** If any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
24. **Super Circular Requirements.** Grantee will comply with 2 CFR Part 200, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, including but not limited to the following:
 - a. Property Standards. 2 CFR 200.313, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, which generally describes the required maintenance, documentation, and allowed disposition of equipment purchased with federal funds.
 - b. Procurement Standards. When procuring goods or services (including professional consulting services), applicable state procurement regulations found in the Oregon Public Contracting Code, ORS chapters 279A, 279B and 279C or 2 CFR §§ 200.318 through 200.326, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, as applicable.
 - c. Contract Provisions. The contract provisions listed in 2 CFR Part 200, Appendix II, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, that are hereby incorporated into this Exhibit. These are, to the extent applicable, obligations of Contractor, and Contractor shall also include these contract provisions in its contracts with non-Federal entities.

Attachment D

Reporting and Payment – Historic Preservation Fund Grants

1. **Grant Payments / Reimbursements:** Grant funds are awarded by the State and paid on a reimbursement basis, and only for the Project described in this Agreement; Attachment A, Scope of Work; and the original Application included as Attachment F. The source of the Grant funds is the United States Department of the Interior, National Park Service. To request reimbursement, Grantee shall use OPRD's online grant management system accessible at oprdgrants.org. The request for reimbursement shall include documentation of all project expenses plus documentation confirming project invoices have been paid by Grantee. Grantee may request reimbursement as often as quarterly for costs accrued to date. A progress report submitted to OPRD's online grant management system is required with each reimbursement request. The Grant Funds shall be used solely for the Project described in Attachments A and F and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by State by amendment pursuant to the terms of this Agreement.
2. **State Fiscal Year-End Request for Reimbursement:** Grantee must submit a Progress Report and a Reimbursement Request to OPRD for all Project expenses including matching expenses, if any, accrued up to June 30, of each state fiscal year. The State Fiscal Year-End Reimbursement Request must be submitted to OPRD by July 15th of each year.
3. **Reimbursement Terms:** The total estimated project cost is included in the grant agreement. Subject to and in accordance with the terms and conditions of this Agreement, OPRD shall provide Grant Funds to Grantee for the project in an amount not to exceed the amount awarded in the grant agreement, whichever is less, for eligible costs of work completed. Grantee shall accept the Grant Funds and provide Match Funds for the Project as required by the grant.
4. **Progress Reports:** The Grantee shall report to OPRD regarding the status and progress of the project as follows:

For the year one period beginning April 1, ending June 30, 2023:	report is due July 15, 2023
For the year one/two period beginning July 1, ending June 30, 2024:	report is due July 15, 2024
For the year two period beginning July 1, ending August 31, 2024:	report is due September 15, 2024

Progress Reports shall be submitted using OPRD's online grant management system accessible at oprdgrants.org.

5. **Retention:** OPRD shall disburse up to 90 percent of the Grant Funds to Grantee on a cost reimbursement basis upon approval of invoices submitted to OPRD. OPRD will disburse the final 10 percent of the Grant Funds upon approval by OPRD of the completed Project and Final Report.
6. **Final Report:** Grantee must submit a Final Progress Report, a Final Reimbursement Request and digital pictures of the completed project to OPRD within 45 days of the Project Completion Date or the required deadlines, whichever is first. OPRD may, at its sole discretion, conduct appropriate inspections of the Project within a reasonable time following submission of the Final Report. Grantee shall assist OPRD and cooperate fully to the satisfaction of OPRD with all inspections that OPRD conducts.

ATTACHMENT E

Insurance Requirements

GENERAL.

Grantee shall require in its first tier contracts (for the performance of work on the Project) with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, “TAIL” COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commencing 3/31/2023, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to the Oregon Parks and Recreation Department (“OPRD”). Grantee shall not authorize work to begin under contracts until the insurance is in full force. Thereafter, Grantee shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Grantee shall incorporate appropriate provisions in the contracts permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Grantee permit work under a contract when Grantee is aware that the contractor is not in compliance with the insurance requirements. As used in this section, “first tier” means a contract in which the Grantee is a party.

TYPES AND AMOUNTS.

i. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers’ compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.

ii. **COMMERCIAL GENERAL LIABILITY.**

Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to OPRD. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following coverage amounts:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

iii. **AUTOMOBILE Liability Insurance:** Automobile Liability.

Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for “Commercial General Liability” and “Automobile Liability”). Automobile Liability Insurance must be in not less than the following amounts:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance and Automobile Liability insurance must include the State of Oregon, OPRD, its officers, employees and agents as Additional Insureds but only with respect to the activities to be performed under the contract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

“TAIL” COVERAGE. If any of the required insurance policies is on a “claims made” basis, such as professional liability insurance, either “tail” coverage or continuous “claims made” liability coverage must be maintained, provided the effective date of the continuous “claims made” coverage is on or before the effective date of the contract, for a minimum of 24 months following the later of : (i) the contractor’s completion and Grantee’s acceptance of all services required under the subagreement or, (ii) the expiration of all warranty periods provided

under the contract. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain “tail” coverage and if the maximum time period “tail” coverage reasonably available in the marketplace is less than the 24-month period described above, then the contractor may request and OPRD may grant approval of the maximum “tail” coverage period reasonably available in the marketplace. If OPRD approval is granted, the contractor shall maintain “tail” coverage for the maximum time period that “tail” coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE. The contractor or its insurer must provide 30 days’ written notice to Grantee before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE. Grantee shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a “claims made” basis, the extended reporting period applicable to “tail” or continuous “claims made” coverage.



MINUTES

City Council Meeting

7:00 PM - Monday, March 13, 2023

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 March 13, 2023, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton, John Black, and Jay Blackburn

EXCUSED: John Farmer

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) CUP Volunteer Letter

Mayor Hawkins said we have a letter from the Cove, Union, and Powder medical association. She read this letter for the record.

3. OLD BUSINESS:

4. NEW BUSINESS:

a) Planning Applications

Mayor Hawkins said I recommend that you appoint Jeff Williams to the planning commission. Mr. Williams 66946 Miller Lane said I would like to see things get cleaned up around here. I just want to help get things started and see some growth.

Tim Cox made a motion to appoint Jeff Williams to the planning commission. Councilor Jay Blackburn seconded the motion. Carried unanimously.

b) Budget Committee Application

Mayor Hawkins said I recommend Brian McDowell.

Councilor Jay Blackburn made a motion to appoint Brian McDowell to the budget committee. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

c) Library Board Application

Mayor Hawkins said I recommend Samn Diller.

Tim Cox made a motion to appoint Samn Diller to the Library Board. Councilor Jay Blackburn seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. February 13, 2023

5.2. WORK SESSION MINUTES

5.2.1. February 13, 2023

5.2.2. February 27, 2023

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report

Councilor Middleton said a signature was missed on the vouchers.

5.3.2. Library Monthly Report

5.3.3. Ordinance Officer Monthly Report

5.3.4. Fire/EMS Monthly Report

5.3.5. Sheriff's Monthly Report

5.3.6. Animal Officer Monthly Report

RES-4-2023

Tim Cox made a motion to accept the consent agenda as presented.

Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Proposed Timeline for Annexation

Councilor Cox explained the timeline for the deadlines for the annexation to be put on the ballot in August.

b) Buffalo Flats Summary

Councilor Middleton said I went to the Soil and Water conservation meeting and the Grande Ronde watershed meeting. They shared information on the progress of the project and that they expect to be working on this project next year. Councilor Blackburn said there will be a change in the flood plain and some houses will now flood, and others will be moved out of the flood plain because of this project. The stock show grounds could be impacted as well.

Council discussed the reason for this project. Councilor Middleton explained some of downfalls of humans messing around with the rivers and creeks.

Council urged citizens to pay attention to this project and possible damages caused by messing with Catherine Creek. Councilor Blackburn and Councilor Middleton asked for the city to put links on their website to help citizens find information. Councilor Blackburn explained what the driving force behind the Buffalo Flats project is. Councilor Middleton explained the other projects they have done and are planning to do.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Administrator Monthly Report
- b) Public Works Monthly Report
- c) Wastewater Monthly Report

8. PUBLIC COMMENT

There wasn't any public comment.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) March 27, 2023 Council Work Session 6pm
- b) April 10, 2023 Council Work Session 6pm
- c) April 10, 2023 Council Business Meeting 7pm

10. ADJOURNMENT:

This meeting adjourned at 7:30 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, March 13, 2023

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 March 13, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Councilor Anita Boyer-Davis, Councilor Dick Middleton, Councilor John Black, and Councilor Jay Blackburn

EXCUSED: John Farmer

2. PRESENTATIONS:

a) Tour of new school building

Mayor Hawkins said we will now take a tour of the school's new buildings behind city hall. Council voted to donate the land to the school just for this program. Councilors, Mayor, and staff went and took a tour of the buildings that are for the CTE program at the school. Councilors and the Mayor asked questions about the program and what it is teaching the children. The skills that are learned in this program are building, welding, computer technology, and robotics.

b) Sheriff's Report

Deputy Johnson said we had a dog at large in February. We caught it and it was euthanized and that was our first in at least three years. It hurt 11 animals and killed three animals. I have been helping with fire and EMS. I do help with lift assist. It seems like we have had a lot of fires this last year. We had another suicide incident that turned into a directors hold because that person was believed to be a threat to themself.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Planning Commission appointment

Mayor Hawkins said we have two applications for the planning commission.

- b) Budget Committee appointment

We have one application for budget committee.

- c) Library Board appointment

One of our planning commission members wants to go to the library board. Councilor Blackburn asked that this person get a thank you call.

4. COMMITTEE DISCUSSIONS:

- a) Fire-EMS Timeline - City

Councilor Cox went over the timeline to meet the deadlines to get the annex on the ballot for the voters to decide. We are working with rural fire committee to meet the deadlines.

- b) Buffalo Flats Update

Councilor Middleton said they are at 30% progress. They explained the progress to me. I went to the watershed meeting. I invited them to sit with me and discuss this project. There wasn't much said other than sharing information on where they are at and what they want to do. They are concentrating on Little Creek. Councilor Blackburn said there will be an impact on flood zones. Council discussed if the flood plain map needs to be redrawn and who would be responsible for the cost of the redraw. Councilor Middleton said they predict they will start this project next year. Council discussed the ditches that are impacted by this project.

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:50 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, March 27, 2023

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 March 27, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Councilor Anita Boyer-Davis, Councilor Dick Middleton, and Councilor John Black

EXCUSED: John Farmer and Councilor Jay Blackburn

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

a) Fire/EMS Merger Update

Councilor Cox said we have informed the fire board on our timeline, and we are working together to get this on the ballot. CA Wiggins said we are working on the details to get everything accomplished. We will have more discussions on the fund transfer if this annexation is passed. Staff and Council discussed making sure the funds that will be transferred if the annexation passes are for capital expenses. Councilor Cox said I would be comfortable letting them put it in a reserve fund. The citizens have paid that money in and we would like to keep it for fire and EMS.

CA Wiggins said if this passes in August we would make the transition in the next fiscal year. There is a good chance we would have to run the ambulance for a while until they complete the transfer process. It could take up to a year to complete the transfer process.

Councilor Middleton asked do they know all of this. CA Wiggins answered yes, they do know all of this. They will contract through us until they get the process complete. We will have to talk about what kind of fee we will charge to run the ambulance.

Council discussed the ambulance service and the transition if this passes in August. They also discussed getting an MOU developed because a new fire chief is taking over. Then, they discussed what would happen if the annexation doesn't pass. Council and staff want to share information as much as possible before the vote. Councilor Middleton and CA Wiggins discussed how to share the pros and cons on this annexation.

Mayor Hawkins and CA Wiggins discussed the need for an increase on the fee for the fire and EMS if the annexation doesn't pass. Council also discussed the process after the vote if it doesn't pass, and the possibility of building a new fire hall.

Councilor Middleton and CA Wiggins discussed the possibility of an increase on the fee and making it so there is a yearly increase. Council discussed what might happen if the annexation doesn't pass.

b) Park Committee Update

Councilor Cox said we had a meeting and discussed the next steps in the process of renovating the park. They will be selecting an architect at their next meeting. They got 262 responses on the park survey but they need more. Please fill out the survey.

CA Wiggins said they might have to go door to door to get enough responses back. Councilor Middleton asked if they are still talking about a dog park. Councilor Cox said we were talking about putting it over by the recycling center. Councilor Middleton and CA Wiggins discussed what the ordinance officer can do.

CA Wiggins said please come next month for the budget hearings on the 25th, 26th and 27th at 6:00 p.m.

5. ORDINANCE/CHARTER REVIEW:

Councilor Black said someone contacted us and said one of our ordinances is unconstitutional now. Our suggestion was to strike it from the code because it isn't necessary because we don't have our own police department now. Staff and Council discussed why it could be omitted now and that it is very vague. CA Wiggins said please submit your recommendation and I can draw up a new ordinance to repeal.

6. OTHER:

Staff and Council discussed getting Statement of Economic Interest complete by April 15th. Councilor Middleton asked about money that was set aside for a police car. CA Wiggins answered I closed that fund and put it in the fire and EMS fund. Councilor Middleton asked about a loan and where the money went. CA Wiggins answered I am not sure, but I have heard about what you are talking about. We currently don't have any of that going on now. That was during the golf course issues and when the county took it over.

7. ADJOURNMENT:

This meeting adjourned at 6:54 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments March 2023](#)


[AP's March 2023](#)

[Expenses March 2023](#)

[Office Manager Report-Master](#)

[Revenues March 2023](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
3/2/2023	Eaton, Donald	115610086	Debit	\$ 16.00	Turn on fee
3/7/2023	multiple accounts	9 accounts	Debit	\$ 315.00	delinq shut offs <i>h</i>
3/8/2023	McMurphy, Brian	163070007	Debit	\$ 50.00	new account set up fee <i>h</i>
3/21/2023	Watt, Richard	108800047	Credit	\$ (15.00)	late fees removed <i>h</i>
3/21/2023	Reed, David	116320011	Debit	\$ 16.00	Turn on fee <i>h</i>
	Wentz, Roz	116200055	Debit	\$ 16.00	Turn on fee <i>h</i>
3/21/2023	Union Hotel	105360036	Debit	\$ 173.08	hotel sewer charges <i>h</i>
3/22/2023	Dueck, Wendell	100830018	Debit	\$ 50.00	new account set up fee <i>h</i>
3/27/2023	NEOHA	100980010	Credit	\$ (1,217.98)	water leak adjustment from January/February
3/27/2023	Watt, Richard	108800047	Credit	\$ (286.16)	water leak adjustment <i>h</i>
3/27/2023	Crowson, Alan	104390034	Debit	\$ 16.00	turn off fee <i>h</i>
3/27/2023	Gordon, Karen	100830017	Debit	\$ 49.67	to clear closed account credit balance <i>h</i>
3/30/2023	multiple accounts	52 accounts	Debit	\$ 1,040.00	delinq notices delivered <i>h</i>

Sign: 

Date: 4-5-23

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
21	4699007320	Admiral Beverage Northwest, 2404 H Ave, La Grande, OR, 97850	03/07/23	library supplies/water dispenser rent	03/10/23	\$8.00	\$8.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,984.69
							\$8.00				
2	74381	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	03/07/23	headworks screen proj	03/10/23	\$17,745.00	\$17,745.00	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$449,731.04
							\$17,745.00				
150	80119991	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	03/07/23	meter service program	03/10/23	\$29.22	\$29.22	200-200-52023800	IT/Computer/Software	\$5,000.00	(\$1,574.88)
							\$29.22	300-300-52023800	IT/Computer/Software	\$7,500.00	\$106.68
41	X053343	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	03/07/23	water testing	03/10/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$1,610.00
							\$45.00				
445	Food Bank 2023	Catherine Creek Community Center, PO Box 275, Union, OR, 97883	03/07/23	economic grant funds	03/10/23	\$450.00	\$450.00	100-110-5202920	Economic Development	\$36,658.00	\$24,376.30
							\$450.00				
8	29206	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	03/07/23	treatment plant effluent force main ball valve	03/10/23	\$72.99	\$72.99	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,611.30
							\$72.99				
9	92172	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	03/07/23	contract services	03/10/23	\$25.43	\$25.43	100-110-5202190	Contract Services	\$7,000.00	\$3,742.76
							\$5.61	100-120-5202640	Postage/Shipping	\$250.00	\$211.68
							\$5.61	100-160-5202190	Contract Services	\$750.00	\$726.18
							\$32.50	200-200-5202190	Contract Services	\$5,000.00	\$1,639.73
							\$32.50	300-300-5202190	Contract Services	\$7,000.00	\$2,319.73
166	8897146	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	03/07/23	propane/public works shop heat	03/10/23	\$627.98	\$627.98	200-200-5202501	Heat	\$8,000.00	\$3,237.55
							\$627.98				
104	I6323252	H.D. Fowler, PO Box 84368, Seattle, WA, 98124	03/07/23	treatment plant supplies/cleanout gaskets	03/10/23	\$1,770.80	\$1,770.80	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,611.30
							\$2,243.29	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$449,731.04
10	60435	Hometown Hardware, PO Box 1024, Union, OR, 97883	03/07/23	park supplies	03/10/23	\$20.00	\$20.00	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,795.33
							\$132.45	115-000-5403700	City Hall Improvements	\$20,000.00	\$9,982.05

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	
58529	03/07/23	public works supplies	03/10/23	\$379.00	\$379.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,723.77	
60401	03/07/23	public works supplies	03/10/23	\$15.50	\$15.50	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,723.77	
60377	03/07/23	treatment plant supplies	03/10/23	\$120.55	\$120.55	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,611.30	
60436	03/07/23	treatment plant supplies	03/10/23	\$41.50	\$41.50	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,611.30	
60409	03/07/23	streets supplies	03/10/23	\$24.45	\$24.45	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,875.31	
60414	03/07/23	cat litter to absorb toilet water	03/10/23	\$7.00	\$7.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,984.69	
58541	03/07/23	airbnb dishwasher supplies	03/10/23	\$40.25	\$40.25	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$523.94)	
11		KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336			\$780.70					
4114435	03/07/23	cleanout gaskets	03/07/23	\$987.98	\$987.98	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,611.30	
449		Lakeside Equipment Corp, 1022 E Devon Ave, Bartlett, IL,			\$987.98					
903771	03/07/23	screen proj	03/10/23	\$133,940.00	\$133,940.00	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$449,731.04	
46		LEAF, PO Box 5066, Hartford, CT, 06102-5066			\$133,940.00					
14367845	03/07/23	copier contract services	03/10/23	\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,000.00	\$3,742.76	
14367845	03/07/23	copier contract services	03/10/23	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$440.48	
14367845	03/07/23	copier contract services	03/10/23	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$700.00	\$340.48	
14367845	03/07/23	copier contract services	03/10/23	\$7.49	\$7.49	500-500-5202190	Contract Services	\$1,500.00	(\$842.15)	
14367845	03/07/23	copier contract services	03/10/23	\$7.49	\$7.49	700-710-5202190	Contract Services	\$500.00	\$327.86	
14367845	03/07/23	copier contract services	03/10/23	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$103.42	
14		Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850			\$149.80					
8120	03/07/23	public works shop improv	03/10/23	\$32.07	\$32.07	115-000-5403203	Land/Buildings	\$506,150.00	\$411,264.99	
16		Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144			\$32.07					
37136945	03/07/23	ambulance supplies	03/10/23	\$65.52	\$65.52	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,514.88	
17		O'Reilly Enterprises, PO Box 248, Cove, OR, 97824			\$65.52					
March '23	03/07/23	IT services contract	03/10/23	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$6,500.00	\$365.38	
March '23	03/07/23	IT services contract	03/10/23	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$62.72	
March '23	03/07/23	IT services contract	03/10/23	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,574.88)	
March '23	03/07/23	IT services contract	03/10/23	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$7,500.00	\$106.68	
March '23	03/07/23	IT services contract	03/10/23	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$479.31	
March '23	03/07/23	IT services contract	03/10/23	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,229.42	
March '23	03/07/23	IT services contract	03/10/23	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$300.00	\$45.01	
March '23	03/07/23	IT services contract	03/10/23	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$500.00	\$51.39	
March '23	03/07/23	IT services contract	03/10/23	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$150.00	(\$127.97)	

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	31742245	31742245	03/07/23	treatment plant supplies	03/10/23	\$412.34	<u>\$800.00</u>	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,611.30
				03/07/23	treatment plant supplies	03/10/23	\$779.60		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,611.30
				03/07/23	treatment plant supplies	03/10/23	\$54.69		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,611.30
								<u>\$1,246.63</u>				
446	Rapid-Rooter, 2002 E 'Q' Ave, La Grande, OR, 97850	2152023C	2152023C	03/07/23	emergency repairs-toilet issues	03/10/23	\$355.00		600-600-5202820	Maintenance (Building &	\$10,000.00	\$9,492.11
								<u>\$355.00</u>				
448	Right! Systems Inc., PO Box 11626, Tacoma, WA, 98411	SI-179844	SI-179844	03/07/23	city hall phone system	03/10/23	\$116.06		115-000-5403700	City Hall Improvements	\$20,000.00	\$9,982.05
								<u>\$116.06</u>				
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312	1000955217	1000955217	03/07/23	workmans comp	03/10/23	\$769.83		100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,311.28
				03/07/23	workmans comp	03/10/23	\$1,860.40		200-200-5202710	Insurance/Property/Liabli	\$23,500.00	\$4,935.25
				03/07/23	workmans comp	03/10/23	\$1,860.40		300-300-5202710	Insurance/Property/Liabli	\$23,500.00	\$4,935.25
				03/07/23	workmans comp	03/10/23	\$481.15		500-500-5202710	Insurance/Property/Liabli	\$5,000.00	\$2,219.92
				03/07/23	workmans comp	03/10/23	\$160.38		600-600-5202710	Insurance/Property/Liabli	\$3,500.00	\$225.67
				03/07/23	workmans comp	03/10/23	\$481.15		700-710-5202710	Insurance/Property/Liabli	\$12,000.00	\$2,176.97
				03/07/23	workmans comp	03/10/23	\$641.53		700-720-5202710	Insurance/Property/Liabli	\$12,500.00	\$2,676.97
				03/07/23	workmans comp	03/10/23	\$160.38		800-800-5202710	Insurance/Property/Liabli	\$4,500.00	\$1,225.67
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	Feb '23	Feb '23	03/07/23	mobile internet	03/10/23	\$14.64		200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,574.88)
				03/07/23	mobile internet	03/10/23	\$14.64		300-300-5203800	IT/Computer/Software	\$7,500.00	\$106.68
				03/07/23	mobile internet	03/10/23	\$14.62		700-720-5203800	IT/Computer/Software	\$500.00	\$51.39
								<u>\$43.90</u>				
447	Universal Blower Pac, 440 Park 32 West Drive, Noblesville, IN, 46062-9252	17784	17784	03/07/23	treatment plant blower	03/10/23	\$3,148.47		310-000-5404550	Treatment Facility Improv	\$547,400.00	\$449,731.04
								<u>\$3,148.47</u>				
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	Feb '23	Feb '23	03/07/23	parks dept fuel	03/10/23	\$102.07		100-130-5202490	Fuel	\$1,250.00	\$222.36
				03/07/23	prompt pay credit	03/10/23	(\$0.58)		200-200-5202490	Fuel	\$3,500.00	\$169.66
				03/07/23	public works dept fuel	03/10/23	\$306.35		200-200-5202490	Fuel	\$3,500.00	\$169.66
				03/07/23	prompt pay credit	03/10/23	(\$0.58)		300-300-5202490	Fuel	\$4,000.00	\$2,250.07
				03/07/23	treatment plant dept fuel	03/10/23	\$44.59		300-300-5202490	Fuel	\$4,000.00	\$2,250.07
				03/07/23	streets dept fuel	03/10/23	\$542.64		500-500-5202490	Fuel	\$3,500.00	\$1,961.85

City of ...
Council Approval Report
(Council Approval Report)

3/7/2023 2:19pm

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Feb '23	03/07/23	fire dept fuel	03/10/23	\$230.05	\$230.05	700-710-5202490	Fuel	\$1,500.00	\$1,252.33
		Feb '23	03/07/23	ambulance dept fuel	03/10/23	\$291.75	\$291.75	700-720-5202490	Fuel	\$3,000.00	\$947.21
		Feb '23	03/07/23	prompt pay credit	03/10/23	(\$0.58)	(\$0.58)	700-720-5202490	Fuel	\$3,000.00	\$947.21

\$1,515.71
\$172,720.21


Total Bills To Pay:

City of Union


Expenditures Register Approval

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

Approved for distribution on this 7th day of March, 2023.


Council Member


Council Member


City Administrator

3/21/2023 10:10am

City of Union
Council Approval Report
(Council Approval Report)

Vendor		Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521									
March '23	03/21/23 city well			03/24/23	\$80.04	\$80.04	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,725.42
March '23	03/21/23 treatment plant			03/24/23	\$81.54	\$81.54	300-300-5202570	Telephone/Cell	\$3,000.00	\$995.64
						\$161.58				
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850									
74466	03/21/23 RV park project			03/24/23	\$3,350.00	\$3,350.00	115-000-5403203	Land/Buildings	\$506,150.00	\$411,232.92
74464	03/21/23 general engineering			03/24/23	\$418.75	\$418.75	200-200-5202120	Engineering	\$20,000.00	\$16,510.25
74465	03/21/23 CDBG water proj			03/24/23	\$2,542.50	\$2,542.50	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,704,397.09
74464	03/21/23 general engineering			03/24/23	\$870.00	\$870.00	300-300-5202120	Engineering	\$20,000.00	\$6,395.00
						\$7,181.25				
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001									
March '23	03/21/23 city hall			03/24/23	\$191.50	\$191.50	100-110-5202501	Heat	\$1,000.00	\$206.76
March '23	03/21/23 city hall			03/24/23	\$191.52	\$191.52	200-200-5202501	Heat	\$8,000.00	\$2,609.57
March '23	03/21/23 treatment plant			03/24/23	\$338.01	\$338.01	300-300-5202501	Heat	\$3,500.00	\$1,048.06
March '23	03/21/23 treatment plant			03/24/23	\$17.34	\$17.34	300-300-5202501	Heat	\$3,500.00	\$1,048.06
March '23	03/21/23 city hall			03/24/23	\$191.52	\$191.52	300-300-5202501	Heat	\$3,500.00	\$1,048.06
March '23	03/21/23 library			03/24/23	\$296.08	\$296.08	600-600-5202501	Heat	\$2,000.00	\$766.59
March '23	03/21/23 ranger station			03/24/23	\$204.92	\$204.92	800-800-5202501	Heat	\$800.00	(\$1,219.84)
March '23	03/21/23 ranger station			03/24/23	\$10.71	\$10.71	800-800-5202501	Heat	\$800.00	(\$1,219.84)
						\$1,441.60				
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883									
March '23	03/21/23 cleaning contract			03/24/23	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,000.00	\$3,679.88
March '23	03/21/23 cleaning contract			03/24/23	\$180.00	\$180.00	600-600-5202190	Contract Services	\$2,500.00	\$339.73
						\$360.00				
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173									
March '23	03/21/23 city hall phone			03/24/23	\$30.00	\$30.00	100-110-5202570	Telephone/Cell	\$750.00	\$485.39
March '23	03/21/23 city well phone			03/24/23	\$33.94	\$33.94	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,725.42
March '23	03/21/23 public works phone			03/24/23	\$57.20	\$57.20	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,725.42
March '23	03/21/23 city hall phone			03/24/23	\$52.49	\$52.49	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,725.42
March '23	03/21/23 city hall phone			03/24/23	\$52.49	\$52.49	300-300-5202570	Telephone/Cell	\$3,000.00	\$995.64
March '23	03/21/23 treatment plant internet			03/24/23	\$104.99	\$104.99	300-300-5203800	IT/Computer/Software	\$7,500.00	(\$160.52)
March '23	03/21/23 city hall phone			03/24/23	\$7.49	\$7.49	500-500-5202570	Telephone/Cell	\$500.00	\$171.51
March '23	03/21/23 streets phone			03/24/23	\$57.21	\$57.21	500-500-5202570	Telephone/Cell	\$500.00	\$171.51
March '23	03/21/23 library phone			03/24/23	\$87.16	\$87.16	600-600-5202570	Telephone/Cell	\$1,000.00	\$304.40
March '23	03/21/23 library internet			03/24/23	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,174.42
March '23	03/21/23 city hall phone			03/24/23	\$3.75	\$3.75	700-710-5202570	Telephone/Cell	\$250.00	\$104.49
March '23	03/21/23 city hall phone			03/24/23	\$3.75	\$3.75	700-720-5202570	Telephone/Cell	\$750.00	\$182.24
						\$570.46				

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
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-002	03/21/23	airbnb management services	03/24/23	\$741.06	\$741.06	800-800-5202190	Contract Services	\$0.00	(\$3,900.11)
							<u>\$741.06</u>				
391	Derichsweller, Tiffany, 216 Fir, La Grande, OR,	reimb March '23	03/21/23	library supplies	03/24/23	\$25.85	\$25.85	600-600-5202181	Supplies (Janitorial & Ope	\$5,500.00	\$3,969.69
		reimb March '23	03/21/23	postage	03/24/23	\$4.13	\$4.13	600-600-5202640	Postage/Shipping	\$350.00	\$250.00
		reimb March '23	03/21/23	library programs	03/24/23	\$28.74	\$28.74	600-600-5203450	Library Programs	\$6,500.00	\$4,183.17
							<u>\$58.72</u>				
453	Gordon, Karen, 33800 Vonda Street, Soldotna, AK, 99669	reimb	03/21/23	reimb for closed account credit	03/24/23	\$24.84	\$24.84	700-710-5202991	Misc Expense	\$250.00	\$188.52
		reimb	03/21/23	reimb for closed account credit	03/24/23	\$24.83	\$24.83	700-720-5202991	Misc Expense	\$250.00	\$210.81
							<u>\$49.67</u>				
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	March '23	03/21/23	ambulance shared runs with La Grande	03/24/23	\$2,412.87	\$2,412.87	700-720-5202152	Billing/ALS Fees	\$12,000.00	\$4,125.03
							<u>\$2,412.87</u>				
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	20391501	03/21/23	ambulance supplies	03/24/23	\$160.42	\$160.42	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$2,449.36
							<u>\$160.42</u>				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	621	03/21/23	new phone system	03/24/23	\$473.00	\$473.00	115-000-5403700	City Hall Improvements	\$20,000.00	\$9,733.54
							<u>\$473.00</u>				
48	OTEC, PO Box 226, Baker City, OR, 97814	March '23	03/21/23	city hall	03/24/23	\$40.53	\$40.53	100-110-5202540	Electricity	\$900.00	\$452.03
		March '23	03/21/23	park path lights	03/24/23	\$162.42	\$162.42	100-130-5202540	Electricity	\$1,500.00	\$483.87
		March '23	03/21/23	transfer station	03/24/23	\$49.45	\$49.45	100-150-5202540	Electricity	\$700.00	\$301.24
		March '23	03/21/23	city well	03/24/23	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$13,758.77
		March '23	03/21/23	city hall	03/24/23	\$40.54	\$40.54	200-200-5202540	Electricity	\$32,000.00	\$13,758.77
		March '23	03/21/23	public works	03/24/23	\$346.13	\$346.13	200-200-5202540	Electricity	\$32,000.00	\$13,758.77
		March '23	03/21/23	public works shops	03/24/23	\$121.47	\$121.47	200-200-5202540	Electricity	\$32,000.00	\$13,758.77
		March '23	03/21/23	city well	03/24/23	\$1,159.71	\$1,159.71	200-200-5202540	Electricity	\$32,000.00	\$13,758.77
		March '23	03/21/23	city hall	03/24/23	\$40.54	\$40.54	300-300-5202540	Electricity	\$38,000.00	\$14,344.29
		March '23	03/21/23	treatment plant	03/24/23	\$1,414.72	\$1,414.72	300-300-5202540	Electricity	\$38,000.00	\$14,344.29
		March '23	03/21/23	lift station	03/24/23	\$75.26	\$75.26	300-300-5202540	Electricity	\$38,000.00	\$14,344.29
		March '23	03/21/23	pumphouse	03/24/23	\$395.00	\$395.00	300-300-5202540	Electricity	\$38,000.00	\$14,344.29
		March '23	03/21/23	dearborn street lights	03/24/23	\$60.39	\$60.39	500-500-5202540	Electricity	\$27,000.00	\$9,383.18
		March '23	03/21/23	street lighting	03/24/23	\$2,132.44	\$2,132.44	500-500-5202540	Electricity	\$27,000.00	\$9,383.18
		March '23	03/21/23	library	03/24/23	\$224.47	\$224.47	600-600-5202540	Electricity	\$3,000.00	\$1,453.06
		March '23	03/21/23	ranger station	03/24/23	\$49.95	\$49.95	800-800-5202540	Electricity	\$1,500.00	\$808.70

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
		March '23	03/21/23	ranger station	03/24/23	\$33.50	\$33.50	800-800-5202540	Electricity	\$1,500.00	\$808.70
							\$6,591.52				
329				Quiet Life Construction, PO Box 946, Union, OR, 97883							
561			03/21/23	Ranger Station proj	03/24/23	\$450.00	\$450.00	115-000-5403203	Land/Buildings	\$506,150.00	\$411,232.92
							\$450.00				
448				Rightl Systems Inc., PO Box 11626, Tacoma, WA, 98411							
SI-179424			03/21/23	phone system proj	03/24/23	\$411.85	\$411.85	115-000-5403700	City Hall Improvements	\$20,000.00	\$9,733.54
SI-179607			03/21/23	phone system proj	03/24/23	\$1,281.91	\$1,281.91	115-000-5403700	City Hall Improvements	\$20,000.00	\$9,733.54
							\$1,693.76				
439				The Automation Group, 4678 Isabelle Street, Eugene, OR, 97402							
W12863			03/21/23	blower cycle re-program	03/24/23	\$397.50	\$397.50	300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$4,324.04
							\$397.50				
68				Traffic Safety Supply, 2324 SE Umatilla St, Portland, OR, 97202							
57512			03/21/23	street signs anchors/posts	03/24/23	\$1,297.50	\$1,297.50	500-500-5205050	Signage	\$2,000.00	\$2,000.00
							\$1,297.50				
88				Union Rural Fire Dept, PO Box 317, Union, OR, 97883							
1064			03/21/23	March rent/utilities	03/24/23	\$1,118.48	\$1,118.48	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$3,415.23
1064			03/21/23	March rent/utilities	03/24/23	\$1,118.48	\$1,118.48	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$3,415.20
							\$2,236.96				
26				US Cellular, Dept. 0205, Palatine, IL, 60055-0205							
March '23			03/21/23	on call phone	03/24/23	\$26.83	\$26.83	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,725.42
March '23			03/21/23	on call phone	03/24/23	\$26.83	\$26.83	300-300-5202570	Telephone/Cell	\$3,000.00	\$995.64
March '23			03/21/23	ambulance cell phone	03/24/23	\$53.64	\$53.64	700-720-5202570	Telephone/Cell	\$750.00	\$182.24
							\$107.30				
321				ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
March '23			03/21/23	city hall internet	03/24/23	\$47.30	\$47.30	100-110-5203800	IT/Computer/Software	\$6,500.00	\$162.06
March 2023			03/21/23	public works	03/24/23	\$162.10	\$162.10	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,725.42
March '23			03/21/23	city hall internet	03/24/23	\$75.25	\$75.25	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,842.08)
March '23			03/21/23	city hall internet	03/24/23	\$75.25	\$75.25	300-300-5203800	IT/Computer/Software	\$7,500.00	(\$160.52)
March '23			03/21/23	city hall internet	03/24/23	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$424.31
March '23			03/21/23	city hall internet	03/24/23	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$300.00	\$35.01
March '23			03/21/23	city hall internet	03/24/23	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$500.00	\$26.77
March '23			03/21/23	city hall internet	03/24/23	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Ope	\$1,500.00	(\$564.19)
March 2023			03/21/23	ranger station internet	03/24/23		\$431.40				

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
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\$26,816.57

Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 21 day of March, 20 23.

Council Member, Santa Bryan Davis 21 MAR 23

Council Member [Signature] 23/3/23

City Administrator [Signature]

CASH SUMMARY COMPARED TO BUDGET (Expenses) March 2023

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 632,004.00	\$ 11,943.93	\$ 496,330.59	\$ 135,673.41	78.5%
Building Maintenance Rsv	\$ 536,150.00	\$ 6,247.34	\$ 111,150.30	\$ 424,999.70	20.7%
Vehicle/Equip Rsv	\$ 132,350.00	\$ -	\$ 21,515.00	\$ 110,835.00	16.3%
Public Safety	\$ 103,003.00	\$ 1,455.64	\$ 54,904.92	\$ 48,098.08	53.3%
Emergency Event	\$ 547,650.00		\$ 265,898.00	\$ 281,752.00	48.6%
Parks Department	\$ 38,956.00	\$ 1,367.30	\$ 15,524.68	\$ 23,431.32	39.9%
Park Rsv	\$ 10,650.00	\$ -	\$ -	\$ 10,650.00	0.0%
Special Tree Fund	\$ 10,930.00	\$ -	\$ -	\$ 10,930.00	0.0%
Court	\$ 2,950.00	\$ 10.00	\$ 1,185.53	\$ 1,764.47	40.2%
Recycling	\$ 800.00	\$ 49.45	\$ 448.21	\$ 351.79	56.0%
Planning	\$ 33,566.00	\$ 1,328.31	\$ 11,238.70	\$ 22,327.30	33.5%
Total General Fund	\$ 2,049,009.00	\$22,401.97	\$978,195.93	\$ 1,070,813.07	47.7%
WATER FUND					
Water Department	\$ 770,450.00	\$ 21,895.91	\$ 405,434.17	\$ 365,015.83	52.6%
Water Rsv	\$ 2,138,082.00	\$ 2,542.50	\$ 50,279.41	\$ 2,087,802.59	2.4%
Total Water Fund	\$ 2,908,532.00	\$ 24,438.41	\$455,713.58	\$ 2,452,818.42	15.7%
SEWER FUND					
Sewer Department	\$ 856,950.00	\$ 25,306.11	\$ 599,165.39	\$ 257,784.61	69.9%
Sewer Rsv	\$ 722,400.00	\$ 157,076.76	\$ 276,578.87	\$ 445,821.13	38.3%
Sewer Debt	\$ 377,065.00		\$ 117,487.76	\$ 259,577.24	31.2%
Total Sewer Fund	\$ 1,956,415.00	\$ 182,382.87	\$993,232.02	\$ 963,182.98	50.8%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,827.00	\$ -	\$ -	\$ 98,827.00	0.0%
Total SDC	\$ 98,827.00	\$ -	\$0.00	\$ 98,827.00	0.0%
STREET FUND					
Street Department	\$ 338,000.00	\$ 10,821.85	\$ 208,464.76	\$ 129,535.24	61.7%
Street Rsv	\$ 679,892.00	\$ -	\$ 227,375.29	\$ 452,516.71	33.4%
Bike/Ped Path	\$ 69,962.00	\$ -	\$ -	\$ 69,962.00	0.0%
Total Street Fund	\$ 1,087,854.00	\$ 10,821.85	\$435,840.05	\$ 652,013.95	40.1%
LIBRARY FUND					
Library Department	\$ 192,000.00	\$ 7,424.84	\$ 76,248.26	\$ 115,751.74	39.7%
Total Library Fund	\$ 192,000.00	\$ 7,424.84	\$76,248.26	\$ 115,751.74	39.7%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 88,431.00		\$ -		
Fire Department	\$ 151,846.00	\$ 4,537.77	\$ 75,458.76	\$ 76,387.24	49.7%
Ambulance Department	\$ 146,523.00	\$ 7,769.71	\$ 108,395.59	\$ 38,127.41	74.0%
EMS Vehicle/Equip Rsv	\$ 214,293.00	\$ -	\$ -	\$ 214,293.00	0.0%
Total EMS Fund	\$ 512,662.00	\$ 12,307.48	\$183,854.35	\$ 328,807.65	35.9%

RANGER STATION FUND

Ranger Station	\$ 38,350.00	\$ 2,103.17	\$ 26,511.96	\$ 11,838.04	69.1%
Total Ranger Station	\$ 38,350.00	\$ 2,103.17	\$26,511.96	\$ 11,838.04	69.1%

DOWNTOWN REVOLVING LOAN FUND (DRL)

DRL Fees/Loans	\$ 36,790.00	\$ -	\$ -	\$ 36,790.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$0.00	\$ 36,790.00	0.0%

GRAND TOTAL	\$ 8,880,439.00	\$261,880.59	\$3,149,596.15	\$ 5,730,842.85	35.5%
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City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

April 5, 2023

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

SUBJECT: Office Manager Staff Report – March 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$128,661.78**
- ❖ Total expenditures for the month: **\$261,880.59**
- ❖ A total of **\$101,312.01** was billed out in utility bills for the month
- ❖ We delivered **52** delinquent notices on March 30th. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by March 6th. Shut off date will be April 6th. Amount billed for delinquent notices **\$1040.00**. At the time of this report there are 18 accounts subject to shut off if past due is not paid. Once shut off, account must be paid in full for services to be restored.
- ❖ Total amount billed for late fees assessed **\$1545.00**
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, print out of adjustments done to customer accounts, Accounts payable's for the month of March.

CASH SUMMARY COMPARED TO BUDGET (Revenues)**March 2023**

Source	2022-2023 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,363,929.00	\$ -	\$1,114,463.19	\$ 249,465.81	81.7%
Property Taxes	\$ 100,000.00	\$ 4,888.16	\$ 173,357.11	\$ (73,357.11)	173.4%
Delinquent Taxes	\$ 6,000.00	\$ 410.78	\$ 3,611.52	\$ 2,388.48	60.2%
Interest	\$ 2,000.00		\$ 833.10	\$ 1,166.90	41.7%
Franchise Fees	\$ 100,000.00		\$ 81,826.64	\$ 18,173.36	81.8%
Oregon Liquor Revenue	\$ 36,000.00	\$ 2,257.63	\$ 32,737.68	\$ 3,262.32	90.9%
Cigarette Tax	\$ 1,500.00	\$ 99.41	\$ 1,236.59	\$ 263.41	82.4%
Oregon Shared Revenue	\$ 22,000.00		\$ 19,497.95	\$ 2,502.05	88.6%
Transient Lodging Tax	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Liquor License Fees	\$ 200.00		\$ 105.00	\$ 95.00	52.5%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,500.00	\$ 60.00	\$ 1,885.00	\$ 1,615.00	53.9%
Burn Permits	\$ 1,200.00	\$ 235.00	\$ 840.00	\$ 360.00	70.0%
Court Fines	\$ 750.00	\$ -	\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 1,478.73	\$ 19,294.65	\$ (9,294.65)	192.9%
COVID Funds	\$ -	\$ -	\$ 246,658.62	\$ (246,658.62)	
Transfers From Other Funds	\$ 591,658.00	\$ -	\$ 591,658.00	\$ -	100.0%
Total General Fund	\$ 2,241,337.00	\$9,429.71	\$2,288,005.05	\$ (46,668.05)	102.1%

WATER FUND					
Cash on Hand	\$ 548,282.00	\$ -	\$ 685,342.19	\$ (137,060.19)	125.0%
Interest	\$ 1,150.00		\$ 1,231.91	\$ (81.91)	107.1%
Water Bills	\$ 450,000.00	\$ 38,995.07	\$ 416,926.73	\$ 33,073.27	92.7%
Set-up Fees	\$ 1,100.00	\$ 75.00	\$ 800.00	\$ 300.00	72.7%
Installation Fees	\$ 5,000.00		\$ 2,430.00	\$ 2,570.00	48.6%
CDBG Grant	\$ 1,750,000.00		\$ 39,393.00	\$ 1,710,607.00	2.3%
Water Project Fees	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Transfers In	\$ 150,000.00		\$ 150,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 157.50	\$ 2,380.62	\$ 619.38	79.4%
Total Water Fund	\$ 3,058,532.00	\$ 39,227.57	\$ 1,298,504.45	\$ 1,760,027.55	42.5%

SEWER FUND					
Cash on Hand	\$ 1,030,244.78	\$ -	\$1,030,245.21	\$ (0.43)	100.0%
Interest	\$ 1,100.00		\$ 1,231.91	\$ (131.91)	112.0%
Sewer Bills	\$ 610,000.00	\$ 52,079.94	\$ 469,239.39	\$ 140,760.61	76.9%
Set-up Fees	\$ 1,000.00	\$ 75.00	\$ 800.00	\$ 200.00	80.0%
Septic Fees	\$ 100.00		\$ 90.00	\$ 10.00	90.0%
Installation Fees	\$ 5,000.00		\$ 650.00	\$ 4,350.00	13.0%
Billed Labs	\$ 3,000.00	\$ 55.00	\$ 1,265.00	\$ 1,735.00	42.2%

Transfers In	\$ 302,000.00		\$ 302,000.00	\$ -	100.0%
Misc Revenue	\$ 1,250.00	\$ 157.50	\$ 16,708.16	\$ (15,458.16)	1336.7%
Total Sewer Fund	\$ 1,953,694.78	\$ 52,367.44	\$ 1,822,229.67	\$ 131,465.11	93.3%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 98,827.00	\$ -	\$ 98,826.31	\$ 0.69	100.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 98,827.00	\$ -	\$ 98,826.31	\$ 0.69	100.0%

STREET FUND

Cash on Hand	\$ 477,220.49	\$ -	\$ 477,220.49	\$ -	100.0%
State Gas Taxes	\$ 155,000.00	\$ 10,412.26	\$ 125,759.79	\$ 29,240.21	81.1%
Street Install Fees	\$ 500.00		\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	
SCA Grant	\$ 100,000.00		\$ 100,000.00	\$ -	100.0%
Transfers from Other Funds	\$ 143,000.00		\$ 143,000.00	\$ -	100.0%
Total Street Fund	\$ 888,720.49	\$ 10,412.26	\$ 845,980.28	\$ 42,740.21	95.2%

LIBRARY FUND

Cash on Hand	\$ 60,500.00	\$ -	\$ 81,212.15	\$ (20,712.15)	134.2%
Taxes Levied	\$ 125,000.00	\$ 4,040.40	\$ 132,337.33	\$ (7,337.33)	105.9%
Grant Funds	\$ 1,500.00		\$ 1,563.00	\$ (63.00)	104.2%
Misc Revenue	\$ 5,000.00	\$ 61.77	\$ 7,156.18	\$ (2,156.18)	143.1%
Total Library Fund	\$ 192,000.00	\$ 4,102.17	\$ 222,268.66	\$ (30,268.66)	115.8%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 382,823.01	\$ -	\$ 382,823.01	\$ -	100.0%
Interest	\$ 500.00		\$ 615.97	\$ (115.97)	123.2%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,686.99	\$ 95,597.42	\$ 29,402.58	76.5%
Ambulance Svc Fees	\$ 65,000.00	\$ 1,250.64	\$ 61,192.72	\$ 3,807.28	94.1%
Burn Permits	\$ 1,200.00	\$ 235.00	\$ 840.00	\$ 360.00	70.0%
Transfers In	\$ 50,000.00		\$ 50,000.00	\$ -	100.0%
Misc Income	\$ 1,000.00	\$ 50.00	\$ 175.00	\$ 825.00	17.5%
Grant Funds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 626,523.01	\$ 12,222.63	\$ 591,244.12	\$ 35,278.89	94.4%

RANGER STATION FUND

Cash on Hand	\$ 18,100.00	\$ -	\$ 22,194.26	\$ (4,094.26)	122.6%
Interest	\$ 150.00		\$ 205.19	\$ (55.19)	136.8%
Rent	\$ 10,000.00	\$ 900.00	\$ 15,856.11	\$ (5,856.11)	158.6%
Transfers In	\$ 10,000.00		\$ 10,000.00	\$ -	100.0%
Misc Revenue	\$ 100.00		\$ 350.01	\$ (250.01)	350.0%
Total Ranger Station	\$ 38,350.00	\$ 900.00	\$ 48,605.57	\$ (10,255.57)	126.7%

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	\$ 20,000.00		\$ 20,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 250.00		\$ -	\$ 250.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$ 36,537.51	\$ 252.49	99.3%
GRAND TOTAL	\$ 9,134,774.28	\$ 128,661.78	\$7,252,201.62	\$ 1,882,572.66	79.4%



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Montly Report March 2023](#)

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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

MARCH

To:

Susan Hawkins-Union City Mayor
Doug Wiggins-City Administrator
City Council Members

Focal Points:

Fielding citizen complaints.
Educating residents on ordinances.
Enforcing ordinance violations.
Sending of "thank you" letters for compliances.

Complaints:

4-Separate concerns regarding possible camp trailers being lived in at residences. Letters sent and/or phone calls made to each address. 3 no reply/I no one living in. Will send letter/call a second time to follow up on.

1-Request to check on purchase of a burn permit at a specific address seen burning outside. Letter sent. Resolved--resident came and purchased permit.

1-Concern about a property that holds a C.U.P. not following required conditions. Letters sent to property owner/trailer owners/house renter. Given 14 days from receiving letter to come into compliance and address outlined concerns or permit will be revoked.

1-Complaint/Safety Concern regarding the rise in the number of dogs running at large around town. Resident received non-emergency sheriffs' number (animal control dispatch) and info on how to go before city council with this issue.

Other Business:

**Letters sent on 7 right of way concerns-3 compliances/4 no action taken yet. Will send follow-up letters to the later.

**Red tagged a vehicle that had been left "abandoned" on city street for over 2 weeks/Vehicle moved.

**Worked with a group of volunteers (on 2 separate dates) to help with a hoarded cat situation at a residence in town.

City of Union, Oregon



PO Box 529
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Union, OR 97883

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

Home to the Buffalo Peak Golf Course

City Clean Up Day!!

May 6th

9am-1pm

Looking for volunteers with trucks/trailers, to help the elderly and residents who do not have the means to load up items they would like to get rid of.....

Let us know if you can help!!!



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report March 2023](#)

March Monthly Report 2023

	Statistics	
	This Year	Last Year
Patron Count	906	652
Circulation Count:	1405	1,167
Adult	518	647
Children	887	540
Audios	62	134
Videos	182	242
Music CD's	0	3
Materials Added	78	244
Materials Discarded	0	
Reference Questions	3	50
Programs for Patrons	5	9
Participants	72	80
Computer Usage	393148	
New Patrons	13	10
ILL Requests	373	103
Out of City Limit Usage		
Notary	2	0

Events and Additions:

We are sharing the donation of 200 Covid tests with the public.

I'm doing a less than stellar job of recording reference questions.

Scheduling for the summer reading program is started, but we are still waiting for community partners'

We have an estimated 76 summer reading program events scheduled.

*17 infant-preschool events

*30 school age events

*16 teen/adult events

*8 all age events

*5 passive events (Geocache, occulus station, etc)

Gave out 7 take & make kits this month. No further take & make kits will be given out until after summer

responses.

er.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Anita Boyer-Davis, Councilor

ATTACHED:

[Fire-EMS Monthly Report March 2023](#)

April 3, 2023

In the month of March, the fire and ambulance responded to a total of 18 calls. These calls consisted of 2 motor vehicle crashes, 1 seizure, 1 assault, 1 nosebleed, 3 lift assists, 1 stroke and a fall. Fire calls consisted of 1 mutual aid fire in LaGrande, 1 fence fire, and assisting the ambulance with their lift as sists and driving to the hospital when needed. There were 2 monthly meetings and 2 training sessions.

The EMT class is over, and testing is being scheduled. We hope to have another EMT very soon.

We are beginning to discuss stock show and what help will be needed.

The current EMTs will recert this month.



Memorandum

Subject: March 2023 Report
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report April 2023](#)

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CITY ADMINISTRATOR REPORT

March 2023

Ranger Station:

Only received 1 bid for the project. It was super high and A&P were seeing if it could be modified a bit. Other option is to have the City Administrator act as general contractor, process will take a bit longer as it did with the first building, if we do this way.

Water/Sewer:

CDBG news – Some material has been delivered, block and metal colors have been chosen. Construction should begin at well #2 site as weather breaks.

Influent Screen: Preliminary behind the scenes work has been started, with construction here to begin as weather breaks as well. The screen that was ordered, did come in and has been placed to storage as we await the building to put it in.

RBC Project: Shaft has been rebuilt, as normal now days, the bearing is back ordered, and we await its delivery to finish the job and get the RBC back up and going.

Library:

We received 4 applications for the part-time library position. I will be sitting down with the Librarian in April to interview and select a candidate for the position.

Streets:

Some potholes were filled, some grading was done on some of the gravel roads. Worked on some road signs and placing the speed trailer around town in different areas.

Human Resources:

We did lose an employee; Brandon George has left the city to pursue other ventures. He was a good worker, and his work ethic will be missed.

Parks:

The park committee continues to work at getting a consultant for the master plan and have met a couple of times planning their steps forward.

Council:

Just a reminder as Council stipends were issued this past month, your stipend now depends on whether you attend meetings and sign vouchers. Whether excused meeting absences or not, your stipend only depicts when you are physically at the meeting, unless given permission by the Mayor to attend virtually. Thank you to the few who have stepped up to help sign vouchers when needed.

CITY OF UNION, OREGON

Budget meetings are scheduled for April 25-27 at 6pm, there will be no work session on the 24th given the meetings that week with the budget committee. Reminder stipends are affected by absences at these meetings by a decrease of \$10 per meeting for an absence.

Budget:

The budget is coming along and sits fair. We do have a few challenges coming, but with some work, I think they will be overcome. There are some budget adjustments coming to this meeting and I will be placing in front of the budget committee a revision for our current budget which will need their approval. Mainly given the change of our income and expense at the Ranger Station.

CITY OF UNION, OREGON

Fire/EMS:

Joint fire/Ems committee working on the fire merger will be moving forward to a special election in August 2023 on their possible merger. The City timeline has come together which will be presented to Council in the March meeting.

General:

In February we are starting to get antsy at getting out in the field to begin working again. We continue our planning efforts to address foreseen issues coming and continue to react to emergencies as they happen. While at times it may seem stagnant, there has and continues to be much preparation by the team happening in the background to get our projects going when the weather does break.

As most know I will be gone for much of March as I recover from surgery. I will be working on the budget at home and still plan to keep with the tradition established to have budget hearing meetings in late April. I have asked employees to get me projects and special request items to me so that it can be determined what we can work into the budget. I am forecasting a tighter budget this year as costs have risen dramatically across the board and is not confined to any one area. We are working diligently to reduce and eliminate any waste spending and working on efficiency to cut costs where applicable. We continue to do more and more of the work on our own, providing a huge savings to our citizens, but at times overworking our staff. It has been a careful balance and continues to be.



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report March 2023](#)

City of Union Council Report for March 2023 Public Works Department

Water: The monthly meter reads have been completed and shut-off notices distributed. The Century Ranch Estates Subdivision is missing parts to connect from the water meter setter to the customer service line so parts are on the way for the 21 setters.

Sewer: Influent pump #2 went down and a new pump won't arrive until the end of May. We were able to purchase a used pump body off eBay and swap out the parts and pump #2 is now back online. We also cleaned the influent wet well and assisted Heather on installing a new creek monitor.

Streets: Pot-holes have been patched throughout most of town and we will need to continue to patch them as we are getting more all the time. We have added gravel to about 16 blocks throughout town filling in pot-holes in gravel roads. Street name signs have been ordered for intersections where we are missing them along with six new stop signs and some more sign posts.

Park: Robin has raked up most of the leaves and pine needles in the park and mowed it. The tennis court area has been swept off and she is continuing to clean up the park as she plans on trimming some branches along the walk path and finishing the playground area when it warms up.

Misc.: The ceiling at the state shop is now insulated as we put house wrap down and then had blow-in insulation installed. Heather and I attended a pipeline safety course. We have cleaned up some of the branches and a tree at the ranger station facility.

Public Works Lead

Paul Phillips

April 3rd 2023



Memorandum

Subject: March 2023 Wastewater Report
Meeting: City Council - Apr 10 2023
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report March 2023](#)

Doug Wiggins

Approved - Apr 05 2023

Wastewater Report March 2023

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied. Drying beds 2 & 3 have sludge from the Primary Clarifier that was taken offline for repairs. Keeping the beds dewatered for better drying during all this wet weather has been a challenge.

Working with Anderson Perry and DEQ to get more land approval for Biosolids applications.

Maintenance / Repair –

- Chemical pump maintenance and tank cleaning
- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Oregon Street Lift Station

Influent

With the large amounts of garbage we are taking in the wastewater, the influent Wet Well had to be cleaned. We used the Vac Truck and removed Grit, Grease, rags, and lots of other garbage.

Laboratory

Preparing for New Permit requirements and reporting changes.

Bacteria and E Coli testing for Cove and North Powder

Effluent - Effluent discharge is going to Catherine Creek, we are sending an average of 112,000 gallons a day.

Projects / Future

- **New Screen Project**
 - The NEW Screen location has been marked and utilities located, I understand that the contractor will be doing some potholes to verify depths and existing lines soon.

Other

- Repair and install repaired pump in the influent wet well.
- RBC #2 Eagle Carriage is working on fixing the bearing and has been out working on the project, we are currently waiting for the bearing to be delivered.
- Creek temperature probe also known as a HOBO Thermometer is in the Creek and working well so far.
- T.A.G has made a change to my PLC system to make things easier to run the blowers in the Digester while not on site and on the weekends.
- Digesters: decanting and continuing to make room until we can land apply.