



# City of Union

## Agenda

### City Council Meeting

Monday, May 8, 2023 @ 7:00 PM

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

	Page
1. <b>CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:</b>	
<b>Mayor:</b>	Hawkins
<b>Councilors:</b>	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. <b>CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:</b>	
3. <b>OLD BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. <b>NEW BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. 343 HWY 203 Ranger Station	3 - 9
<a href="#">Ranger Station Bids - Pdf</a>	
4.2. Garage Siding at Ranger Station	10 - 11
<a href="#">Ranger Station Garage Bid - Pdf</a>	
4.3. Resolution 2023-06 Ranger Station Adjustment FY 22-23	12 - 14
<a href="#">Ranger Station Budget Adjustment - Pdf</a>	
4.4. Little Creek RV plan adjustments	15 - 16
<a href="#">Little Creek RV - Pdf</a>	
4.5. Resolution 2023-07 Annexation of City Fire/EMS to Rural placed on Ballot	
5. <b>CONSENT AGENDA:</b>	
5.1. <b>Business/Special Meeting Minutes</b>	
• April 10, 2023 - Business Meeting	17 - 20
<a href="#">City Council - Apr 10 2023 - Minutes - Pdf</a>	
5.2. <b>Work Session Minutes</b>	
• April 10, 2023 - Work Session	21 - 23
<a href="#">Council Work Session - Apr 10 2023 - Minutes - Pdf</a>	
5.3. <b>Information Reports</b>	
• Office Manager Monthly Report	24 - 45
<a href="#">April 2023 - Pdf</a>	
• Library Monthly Report	46 - 48
<a href="#">April 2023 - Pdf</a>	

- Ordinance Officer Monthly Report 49 - 51  
[April 2023 - Pdf](#)
  - Fire/EMS Monthly Report 52 - 53  
[April 2023 - Pdf](#)
6. **CITY COUNCIL WORKING COMMITTEE UPDATES:**
7. **CITY ADMINISTRATOR / PUBLIC WORKS REPORT:**
- 7.1. Admin Monthly Report 54 - 56  
[April 2023 - Pdf](#)
  - 7.2. Public Works Monthly Report 57 - 58  
[April 2023 - Pdf](#)
  - 7.3. Wastewater Monthly Report 59 - 60  
[April 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. May 22nd @ 6pm - Work Session
  - 9.2. June 12th @ 6pm - Work Session
  - 9.3. June 12th @ 7pm - Council Meeting
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](mailto: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:** 343 HWY 203 Ranger Station  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

After receiving a high bid and only one bid for a General Contractor, I decided it was in the best interest of the City for the City to General its own building. The attached bids are for the first phase of getting the home prepared for plumbing and electrical. Two bids were received, one from True Construction and a second from Big Red's Handyman Service.

## **FINANCIAL IMPACT:**

Both bids are very comparable with Big Red coming in at \$7500 and True Construction bid on time and material for between \$6000 and not to exceed \$7000.

## **RECOMMENDATION:**

To approve the lowest responsible bidder of True Construction for the 343 HWY 203 remodel.

## **ATTACHED:**

[Big red - 343 Hwy 203](#)

[True Construction - 343 Hwy 203](#)

ESTIMATE



**Prepared For**

City Of Union  
342 S Main St  
Union, Oregon 97883  
(541) 562-5197

**Big Reds Handyman And Construction LLC.**

559 E Bryan Ave, Po Box 482  
Union, Oregon 97883  
Phone: (971) 241-4197  
Email: e.stevens@bigredsconstruction.us

Estimate #            48  
Date                    04/05/2023

Description	Total
House 2	\$7,500.00
Installing studded interior walls	
Framing and installation of windows and French door and standard door	
Installing pocket door	
Fixing/installing siding and trim	
Removing furnace	

Subtotal	\$7,500.00
Total	<b>\$7,500.00</b>
Deposit Due	<b>\$3,750.00</b>

Derek Stevens

City Of Union

# **True Construction LLC CCB# 226532**

**John Wagner- Tony Magee 2202 1<sup>st</sup> ST La Grande OR,  
97850. (Updated for 2023)**

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## **Time and material contract**

What this contract means is that True Construction will work by the hour and all materials will be reimbursed. All the guys working on the job will be experienced and have all the newest tools to make the job run quick and smooth. This will save money and materials. If John must work on the site, he will be paid \$68 per hr. CJ, Eric, Bob, Mike G, Tyrone, Scott, Jorden, Cody, Sam, and Shad will be paid at \$65 per hr. All other guys will be paid \$53 per hr. A separate sub account will be open for us to get materials and receipts will be saved. We will need a down payment to have payroll ready and Materials ordered and ready. We might require a catch-up payment every week or two if needed if it's a big job. If there are any permits or fees, True Construction will not be responsible for paying anything like this.

Any steel building work will be \$75 per hr. for the main guys listed above and \$65 per man hr. for the rest of the workers. Steel buildings require my workman's comp rate to go up and is a different bracket for the amount I have to pay. It also very dangerous work and needs to be done very meticulous and safe.

Our big 8k tele handler is \$1,500 every week it used on the job, this also comes with the big man basket. Delivery fees of \$400 for drop off and \$400 for pick up.

My small machine skid steer is \$120 per hr that it used on site.

North-powder/Union/Cove/Elgin jobs will be \$35 a day fuel charge, Pendleton/Baker/Wallowa County \$60, Imbler \$20, added to the bill and I also pay the guys for one way time on out-of-town jobs. If this is a big job like a house build or anything over one month, we will drop the (per day gas price) \$8 off the above listed price per day. Any time John must meet subs, city, inspectors, and homeowner's, the time will be added to the hours per week. All my guys are on the quick books time app and are tracked by digitally documented timecards.

Every Sunday John will email the weeks updates, money owed, and it works best to collect a check that Monday or Tuesday.

If there is no power on site, fuel for generators will be reimbursed. Any of our machine's used on site will be added at a cheaper rate then Eastern Oregon rental would charge.

Cash discounts are possible on some jobs.

Half down or special payment listed will be needed at contract signing to hold the spot on the schedule.

Thank you.

## Union Ranger Station Project

All the work shown to me: remove remaining walls, add two doors one to be 6ft and one 36 inc. take a window and install in the kitchen. Patch up siding and trim on the exterior. Install headers as needed for wall taken out, patch floor, frame in chimney, and everything else needed to get ready for plumbers and electricians. My best guess at this section of work will be around \$6,000.00 to \$7,000.00 but our goal is to save you money to keep using us for your future projects.

Thank you









# Memorandum

**Subject:** Ranger Station siding of garage  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

I asked a couple of contractors for an estimate to reside the final garage at the ranger station. One bid was received from Big Red's Handyman and is attached.

## **FINANCIAL IMPACT:**

Cost of the bid is \$6800.

## **RECOMMENDATION:**

To accept the only bid received of \$6800 from Big Red's Handyman Service.

## **ATTACHED:**

[Big Red - Siding Garage](#)



City Of Union  
342 S Main St  
Union, Oregon 97883  
(541) 562-5197

Estimate # 49

Date 04/05/2023

Union, Oregon 97883

Phone: (971) 241-4197

Email: [e.stevens@bigredsconstruction.us](mailto:e.stevens@bigredsconstruction.us)

[illegible]

Derek Stevens

City Of Union



# Memorandum

**Subject:** Ranger Station FY 22-23 Budget Adjustment  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

The Ranger Station budget was under estimated as the time was unclear when the original Airbnb would have been completed. With its completion and opening additional unplanned expenses and revenue have come in from the unit. The attached budget adjustment was vetted through the budget committee and recommended to Council to make the adjustment.

## **FINANCIAL IMPACT:**

It will add \$12,644 to the overall budget for the City and to the Ranger station. It will also allow us to allocate those expenses and add to the contingency should we exceed some of those line items.

## **POLICY IMPLICATIONS:**

This will be needed in order to stay in compliance with State of Oregon budget rules and laws.

## **RECOMMENDATION:**

To accept the changes as presented to the FY 22-23 Ranger Station Budget.

## **ATTACHED:**

[Resolution 2023-06 Budget Adjustments](#)

[Resolution 2023-06 Exhibit A](#)

**CITY OF UNION  
RESOLUTION NO. 2023-06**

**A RESOLUTION ADJUSTING FISCAL YEAR 2022 - 2023 OPERATING  
AND PERSONNEL EXPENSE OF THE RANGER STATION FUND TO  
COMPLY WITH OREGON BUDGET LAWS & RULES.**

**WHEREAS**, administration evaluated the Ranger Station Fund budget for the remainder of the 2022-2023 fiscal year; and,

**WHEREAS**, administration noted with the change of the current business model for the Ranger station Fund budget adjustments are necessary as depicted in Exhibit A; and,

**WHEREAS**, the governing body recognizes the adjustments from Exhibit A need made to the FY 22-23 budget to maintain compliance with State of Oregon budget laws and rules; and,

**WHEREAS**, the budget committee met and approved the Exhibit A budget changes and forwarded to the governing body of the City of Union for consideration.

**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 FY 22-23 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 May 2023.

**Approved:**

**Attest:**

\_\_\_\_\_  
Susan Hawkins, Mayor

\_\_\_\_\_  
Doug Wiggins, City Administrator

1	<b>Original Annual Budget</b>				
2	<i>Ranger Station Fund (800)</i>				
3			2022-2023	2022-2023	2022-2023
4	<b>Account Number</b>	<b>Description</b>	<b>Budgeted</b>	<b>Change</b>	<b>New Budget</b>
5	800-800-3010101	Beginning Balance	\$ 18,100.00	\$ 2,839.00	\$ 20,939.00
6	800-800-3104260	Interest	\$ 150.00	\$ 55.00	\$ 205.00
7	800-800-3904215	Ranger Station Rent Rev	\$ 10,000.00	\$ 9,500.00	\$ 19,500.00
8	800-800-3904220	Misc Revenue	\$ 100.00	\$ 250.00	\$ 350.00
9		Transfer In (General Fur	\$ 10,000.00	\$ -	\$ 10,000.00
		Grants	\$ -	\$ -	\$ -
10	<b>Ranger Station Fund Revenue</b>		<b>\$ 38,350.00</b>	<b>\$ 12,644.00</b>	<b>\$ 50,994.00</b>
11					
12	800-800-5101010	Salaries	\$ 7,320.00	\$ -	\$ 7,320.00
13	800-800-5102128	Benefits	\$ 4,690.00	\$ -	\$ 4,690.00
14	800-800-5102130	Unemployment	\$ 325.00	\$ -	\$ 325.00
15	800-800-5202140	Audit Services	\$ 500.00	\$ -	\$ 500.00
16	800-800-5202181	Supplies (Janitorial & Op	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00
	800-800-5202190	Contract Services	\$ -	\$ 8,000.00	\$ 8,000.00
17	800-800-5202490	Fuel	\$ 250.00	\$ 250.00	\$ 500.00
18	800-800-5202501	Heat	\$ 3,000.00	\$ -	\$ 3,000.00
19	800-800-5202540	Electricity	\$ 1,100.00	\$ 250.00	\$ 1,350.00
20	800-800-5202710	Insurance/Property/liabil	\$ 4,250.00	\$ -	\$ 4,250.00
21	800-800-5202727	Advertising/Publishing	\$ -	\$ -	\$ -
22	800-800-5202820	Maintenance (Building &	\$ 2,000.00	\$ 500.00	\$ 2,500.00
23	800-800-5202880	Equipment Repair/Maint	\$ -	\$ -	\$ -
24	800-800-5202991	Misc Expense	\$ 50.00	\$ -	\$ 50.00
25	800-800-5203800	IT/Computer/Software	\$ 350.00	\$ 150.00	\$ 500.00
26	800-800-5205095	Property Tax	\$ 2,572.00	\$ -	\$ 2,572.00
27	800-800-5403170	Capitla Outlay-Vehicle/E	\$ -		\$ -
28	800-800-5403850	Building Improvements	\$ -		\$ -
29	800-800-5706000	Contingency-Unanticipat	\$ 2,509.00	\$ 2,494.00	\$ 5,003.00
30	<b>Ranger Station Fund Expense</b>		<b>\$ 31,916.00</b>	<b>\$ 12,644.00</b>	<b>\$ 44,560.00</b>

**Unappropriated Funds   \$            6,434.00   \$            -   \$            6,434.00**



# Memorandum

**Subject:** Little Creek RV plan adjustments  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

In March Anderson and Perry met with Council and brought a preliminary sketch before council on ideas for the Little Creek RV park located at the Ranger Station. After discussions with Council this is a 2nd rendering of the park, incorporating the ideas from Council. This will be needed and agreed upon by council in order to proceed with the next steps of preparing to present to the Planning commission for approval.

## **FINANCIAL IMPACT:**

None

## **POLICY IMPLICATIONS:**

It will be imperative to make a decision at this time whether the City will be moving forward with the project to the Planning commission for approval to place an RV park at the Ranger Station.

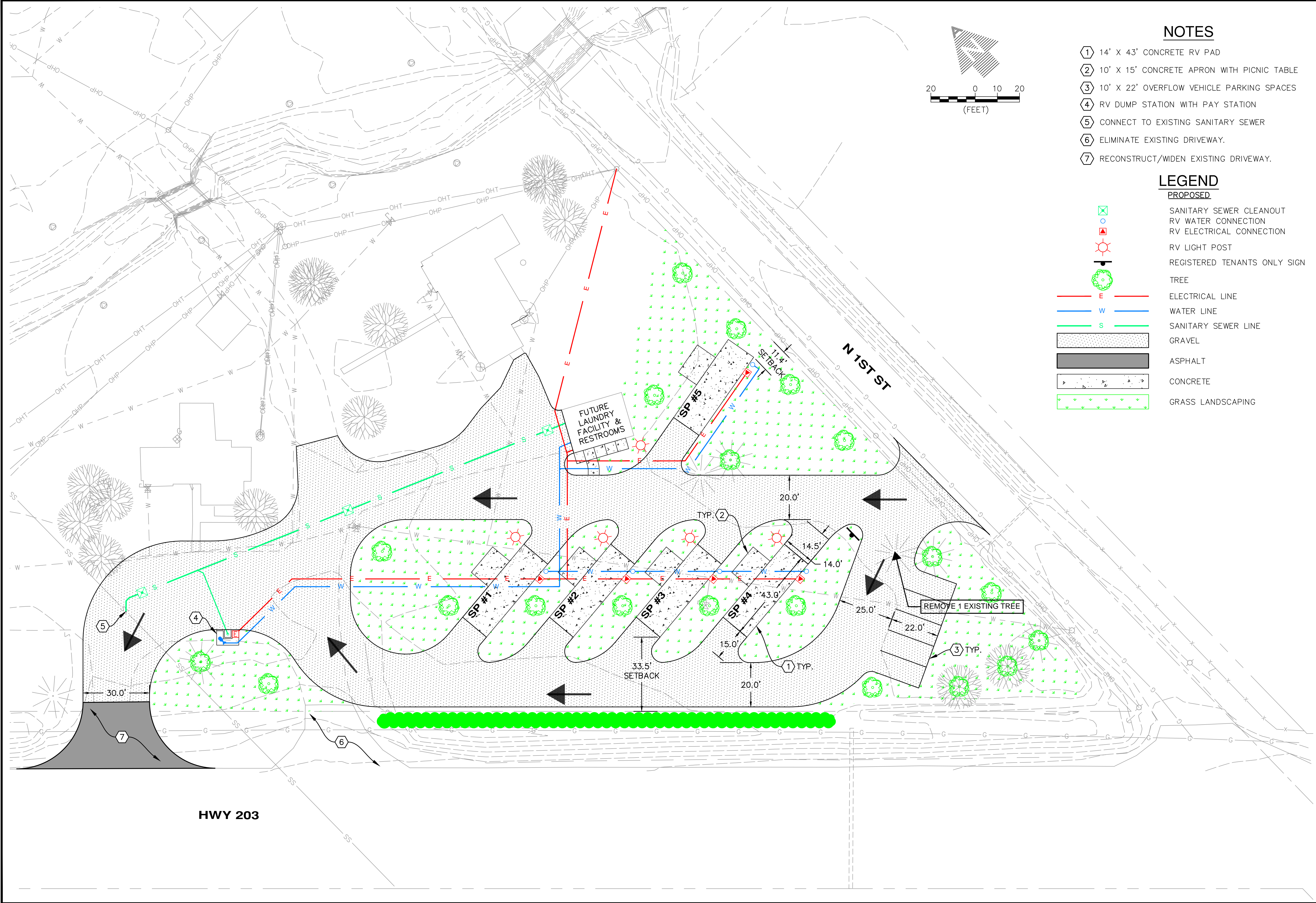
## **RECOMMENDATION:**

There are many possibilities here, one is to accept the rendering and proceed to planning. Second, would be to accept rendering and continue discussion on moving forward to planning at a later time. Three, would be to not accept the rendering and rework issues observed, if any.

## **ATTACHED:**

[LITTLE CREEK RV PARK - PREFERRED SITE PLAN V1.1](#)





DATE

REVISION

BY

1

2

3

4

5

6

7

LITTLE CREEK RV PARK

FOR

CITY OF UNION

CONCEPTUAL SITE PLAN

PREFERRED OPTION

**A-E ADKINS**  
ENGINEERING & SURVEYING  
1435 ESPLANADE AVENUE, KLAMATH FALLS, OR 97601

o / 541.884.4666

w / AdkinsEngineering.com

SERVING S. OREGON & N. CALIFORNIA

ENGINEERING • SURVEYING • PLANNING • TESTING

DATE: 4-3-2023

PROJECT: 2511-27

FILE: DESIGN

DESIGNED BY: JMM

DRAWN BY: JMM/APG

CHECKED BY: JMM

SURVEYED BY: AP

SCALE: AS SHOWN

SHEET: 1 OF 1

PREFERRED

OPTION





# MINUTES

## City Council Meeting

7:00 PM - Monday, April 10, 2023

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

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

The City Council of the City of Union was called to order on April 10, 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:** John Farmer, Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton, John Black, and Jay Blackburn

**EXCUSED:**

### 2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

### 3. OLD BUSINESS:

### 4. NEW BUSINESS:

#### a) Fire/EMS Annex Question Resolution

CA Wiggins explains what this resolution is for.

Fred Hawkins 1601 S. Main said I want to express my support for the merger. I help around here and watched the situation around here for the last couple of years. It could help get more volunteers. It will help everyone's insurance ratings. We need more continuity in our fire department. I think people need to understand the price of fire and EMS is going up whether it is in taxes or in a fee added on the water bill.

CA Wiggins said we will have another hearing on this for public comment. CA Wiggins read the resolution for the record. Councilor Cox said I have looked into this for two years and think it is the best option. Councilor Farmer said this is the best option for a fire department. Councilor Middleton said this had been discussed in 2006, this isn't exactly new. Councilor Blackburn said I have looked into this, we are small town, and we are limited. If this makes everything work better, I think it is the right thing to do, it will be better for everyone as a whole.

Tim Cox made a motion to pass the resolution asking to be annexed to the URFD. Councilor Dick Middleton seconded the motion. Carried unanimously.

b) Budget Adjustments FY 2022-2023

CA Wiggins said I have been reviewing the budget and making sure it balances. A budget is a prediction and sometimes we have to make adjustments as time passes in the budget year. This might not be the last of them. There is one correction on the resolution, and it is the mayor's name, which will be fixed.

Councilor Cox read the resolution for the record.

Councilor Jay Blackburn made a motion to pass Resolution 2023-05 allowing the attached budget transfers. Councilor John Black seconded the motion. Carried unanimously.

c) Repeal of Ord. 131.065

Mayor Hawkins said this was brought to our attention and it is being recommended to be repealed.

Tim Cox made a motion to recommend that administration work on drafting an ordinance of repeal for 131.065 Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

d) National Historic Grant Award

CA Wiggins said this is a grant we received to get our ranger station on the historic registry. We did work on this several years ago and it couldn't be completed at that time. The benefits are we will be in compliance on our deed and will make us eligible for grants for registration purposes.

Councilor Blackburn asked CA Wiggins what we are required to do once the property is on the historic registry. They also discussed the funds on finishing fixing up the buildings at the ranger station. Council and staff continued to discuss the history of the ranger station and what they want to complete.

Tim Cox made a motion to accept the grant and allow the City Administrator to sign the contract. Councilor Dick Middleton seconded the motion. Carried unanimously.

**5. CONSENT AGENDA:**

**5.1. BUSINESS/SPECIAL MEETING MINUTES**

5.1.1. March 13, 2023

**5.2. WORK SESSION MINUTES**

5.2.1. March 13, 2023

5.2.2. March 27, 2023

**5.3. INFORMATION REPORTS**

5.3.1. Office Manager Report

- 5.3.2. Ordinance Officer Monthly Report
- 5.3.3. Library Monthly Report
- 5.3.4. Fire/EMS Monthly Report

**RES-5-2023**

Tim Cox made a motion to approve the consent agenda as presented.  
Councilor John Black seconded the motion. Carried unanimously.

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

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

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

**8. PUBLIC COMMENT**

Mariah Williams said things are moving along well with the park. Councilor Cox and Mrs. Williams discussed the next steps in the process in improving the park. Mrs. Williams said we also did a presentation at the school and have surveys to go over from that. Council and staff discussed the process on this improvement project.

Mariah and April discussed what the architect is going to do.

Councilor Middleton said can we get them to do some of what Anderson and Perry do.

Council continued to discuss the topic. Mayor Hawkins said thank you to Mariah and April.

Mrs. Williams said we are working on fun activities for the summer with the community center.

Scott Young S 4th street said I would like to talk to you about our ordinance officer. I am blown away they are talking about someone towing vehicles away. I am curious about your thought process, and it doesn't make any sense to me. Let me take some pictures of where my vehicles are right now and bring them next month. I just want to know what is the big deal. It is ridiculous to be honest with you. Council and Mr. Young discussed the location of the property. Council discussed looking into the matter.

**9. UPCOMING MEETINGS AND SUGGESTIONS:**

- a) April 25-27, 2023 Budget Meetings - 6pm
- b) May 8, 2023 City Council Business Meeting - 7pm
- c) May 8, 2023 City Council Work Session - 6pm

**10. ADJOURNMENT:**

This meeting adjourned at 8:05 p.m.

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, April 10, 2023

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

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### 1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on April 10, 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:** John Farmer, Susan Hawkins, Tim Cox, Councilor Anita Boyer-Davis, Councilor Dick Middleton, and Councilor John Black

**EXCUSED:** Councilor Jay Blackburn

### 2. PRESENTATIONS:

#### a) Sheriff's Report

Deputy Johnson said it was a slow month in March. Today was a beautiful day today so I am seeing an uptick in activities outside. I am changing my schedule too. I still help with ambulance and fire calls. I did have one arrest with four different charges. We have a deputy who has been reaching out to swap shifts in different small towns. You might see that deputy here and I think it will be good. We had a rifle training recently and next month we have a parade for the little league so the sheriff's office deputies will cover that.

Mayor Hawkins and Deputy Johnson discussed scheduling. Councilor Middleton asked about noise ordinance on vehicles. Deputy Johnson discussed the different ordinances. CA Wiggins and Deputy Johnson discussed the trap club. Mayor Hawkins and Deputy Johnson discussed animal control and the lack of reported hours.

### 3. UPCOMING BUSINESS DISCUSSIONS:

#### a) Resolution 2023-04

CA Wiggins said this is the first of two resolutions. This resolution is asking rural to annex our fire and emergency medical services. After this resolution we will pass another resolution to actually put it on the ballot.

#### b) Resolution 2023-05

CA Wiggins said every year when I work on the budget, I also work on the budget adjustments. These are the most adjustments I have ever had. I am going to have to make some adjustments on the ranger station at the budget meetings at the end of the month. Councilor Middleton pointed out one error.

#### **4. COMMITTEE DISCUSSIONS:**

a) Fire/EMS

Councilor Cox said the only thing going on is just the resolution.

b) Parks

Councilor Cox said the park committee picked an architect. They are moving forward and did an assembly at the school. CA Wiggins and Councilor Cox discussed the number of responses needed on the survey.

c) Ranger Station - CLG Grant

CA Wiggins said we got a grant of \$17,000 to place the ranger station on the historic registry. We are starting over again now. Once it is on the registry, we will have access to funding for replacing windows and stuff to help keep the historic look. We will come up with \$2,000 out of pocket on this grant. Councilor Middleton asked about the RV park at the ranger station. CA Wiggins answered it is progressing they are still making changes to the draft plans.

Councilor Middleton said I don't think there will be enough room. CA Wiggins said they will make models and work it all out. Council and staff discussed placement of parking spaces and the model. Councilor Farmer said I think it would work better as a tent campground. Councilor Middleton asked if there would be a place for tent campground. CA Wiggins said yes, we are taking this slow, we are not trying to take business from anyone else in town. We want to bring more people to town. Due to new homeless laws, we may not want a place for a tent campground.

Council and staff continued discussion on the different parts of an RV park at the ranger station.

#### **5. ORDINANCE/CHARTER REVIEW:**

a) Ordinance Committee Recommendation

Council and staff discussed what the purpose is for the ordinance committee. They also discussed getting the other ordinance changes completed from the attorney. They also discussed getting citizen involvement.

#### **6. OTHER:**

**7. ADJOURNMENT:**

This meeting adjourned at 6:42 p.m.

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Mayor

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City Administrator



# Memorandum

**Subject:** Office Manager Report  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Laura Dodds, Office Manager

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**ATTACHED:**

[Adjustments April 2023](#)  
[AP's April 2023](#)  
[Expenses April 2023](#)  
[Office Manager Report-April 2023](#)  
[Revenues April 2023](#)



Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
4/4/2023	Dittrick, James	110470078	Credit ✓	\$ (20.00)	removed late notice/never hung/payment made
4/4/2023	Baxter, Julie	162320007	Credit ✓	\$ (20.00)	removed late notice/never hung/payment made
4/6/2023	7 accounts	7 accounts	Debit ✓	\$ 245.00	delinquent turn offs
4/12/2023	Johnson, Misty	163351921	Credit ✓	\$ (91.43)	error in meter read/new meter picked up extra digit
4/12/2023	Clark, Ace & Macey	163351923	Credit ✓	\$ (50.70)	error in meter read/new meter picked up extra digit
4/12/2023	McIntosh, Daniel	105390020	Credit ✓	\$ (972.09)	leak adjustment
4/12/2023	Lantis, Tate	163351918	Credit ✓	\$ (471.64)	error in meter read/new meter picked up extra digit
4/12/2023	Wolfer, Marcus	163351867	Credit ✓	\$ (115.09)	error in meter read/new meter picked up extra digit
4/12/2023	Williams, Wayne	163351919	Credit ✓	\$ (270.96)	error in meter read/new meter picked up extra digit
4/12/2023	Shoemaker, Lee	163351920	Credit ✓	\$ (170.08)	error in meter read/new meter picked up extra digit
4/12/2023	Union Co. Museum	105900013	Credit ✓	\$ (712.72)	error in meter read/new meter picked up extra digit
4/12/2023	Davenport, Dan	163351922	Credit ✓	\$ (115.47)	error in meter read/new meter picked up extra digit
4/18/2023	multiple accts	multiple accts	Debit ✓	\$ 1,365.00	late fees assessed
4/18/2023	Matthews, Jeffrey	105150581	Credit ✓	\$ (15.00)	removed late fee/payment made at time of fee assessed
4/19/2023	Dakota, Michael	109280020	Debit ✓	\$ 50.00	new account setup fees
4/19/2023	O'Reilly, Deborah	115700082	Debit ✓	\$ 50.00	new account setup fees
4/20/2023	Irvin, Duane	103420014	Debit ✓	\$ 3.00	bank fee assessed

Sign 

Date 5-2-23

## 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
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521										
	April '23		04/11/23	city well	04/14/23	\$79.06	\$79.06	200-200-5202570	Telephone/Cell	\$5,750.00	\$1,502.82
	April '23		04/11/23	treatment plant	04/14/23	\$81.54	\$81.54	300-300-5202570	Telephone/Cell	\$3,000.00	\$774.78
<b>\$160.60</b>											
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850										
	74676		04/11/23	Little Creek RV proj	04/14/23	\$1,286.00	\$1,286.00	115-000-5403203	Land/Buildings	\$506,150.00	\$407,432.92
	74677		04/11/23	ranger station proj	04/14/23	\$2,133.75	\$2,133.75	115-000-5403203	Land/Buildings	\$506,150.00	\$407,432.92
	74675		04/11/23	CDBG grant work	04/14/23	\$1,663.75	\$1,663.75	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,701,854.59
<b>\$5,083.50</b>											
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001										
	April '23		04/11/23	city hall	04/14/23	\$161.87	\$161.87	100-110-5202501	Heat	\$1,250.00	\$265.26
	April '23		04/11/23	city hall	04/14/23	\$161.88	\$161.88	200-200-5202501	Heat	\$12,500.00	\$6,918.05
	April '23		04/11/23	treatment plant	04/14/23	\$17.34	\$17.34	300-300-5202501	Heat	\$4,000.00	\$1,001.19
	April '23		04/11/23	city hall	04/14/23	\$161.88	\$161.88	300-300-5202501	Heat	\$4,000.00	\$1,001.19
	April '23		04/11/23	treatment plant	04/14/23	\$270.56	\$270.56	300-300-5202501	Heat	\$4,000.00	\$1,001.19
	April '23		04/11/23	library	04/14/23	\$249.11	\$249.11	600-600-5202501	Heat	\$2,000.00	\$470.51
	April '23		04/11/23	ranger station	04/14/23	\$10.71	\$10.71	800-800-5202501	Heat	\$3,000.00	\$764.53
<b>\$1,215.85</b>											
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223										
	80122726		04/09/23	meter reading service prog	04/14/23	\$29.22	\$29.22	200-200-5203800	IT/Computer/Software	\$12,500.00	\$6,017.67
	80122726		04/09/23	annual service license	04/14/23	\$150.00	\$150.00	200-200-5203800	IT/Computer/Software	\$12,500.00	\$6,017.67
	80122726		04/09/23	meter reading service prog	04/14/23	\$29.22	\$29.22	300-300-5203800	IT/Computer/Software	\$8,500.00	\$1,094.24
<b>\$358.44</b>											
74	Bound Tree, 23537 Network Place, Chicago, IL, 60673										
	84906769		04/11/23	ambulance supplies	04/14/23	\$130.99	\$130.99	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,288.94
<b>\$130.99</b>											
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754										
	X053676		04/10/23	routine water testing	04/14/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$1,565.00
<b>\$45.00</b>											
263	Busy Bee Professional Cleaning & Construction, 67495 Hwy 203, La Grande, OR, 97850										
	4341		04/09/23	public works shop insulation install	04/14/23	\$3,435.00	\$3,435.00	115-000-5403203	Land/Buildings	\$506,150.00	\$407,432.92
<b>\$3,435.00</b>											
165	Cash, PO Box 529, Union, OR, 97883										
	cash drawer		04/10/23	unaccounted expense	04/14/23	\$20.00	\$20.00	100-110-5202991	Misc Expense	\$1,000.00	\$974.57
	cash drawer		04/10/23	flowers/Tiffany's surgery	04/14/23	\$20.00	\$20.00	100-110-5202991	Misc Expense	\$1,000.00	\$974.57

# Council Approval Report (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		cash drawer	04/10/23	planning app reimbursement	04/14/23	\$50.00	\$50.00	100-160-5202991	Misc Expense	\$150.00	\$150.00
		cash drawer	04/10/23	public works truck wash	04/14/23	\$15.25	\$15.25	200-200-5202991	Misc Expense	\$1,000.00	\$632.09
		cash drawer	04/10/23	flowers/Tiffany's surgery	04/14/23	\$20.00	\$20.00	200-200-5202991	Misc Expense	\$1,000.00	\$632.09
		cash drawer	04/10/23	winch purchased	04/14/23	\$125.00	\$125.00	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
		cash drawer	04/10/23	Tiffany's surgery	04/14/23	\$20.00	\$20.00	300-300-5202991	Misc Expense	\$1,000.00	\$506.22
		cash drawer	04/10/23	public works skitsteer wash	04/14/23	\$9.00	\$9.00	500-500-5202991	Misc Expense	\$500.00	\$495.22
6		Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173									
Mar '23		04/09/23	city hall phone	04/14/23	\$30.00	\$30.00	100-110-5202570	Telephone/Cell	\$750.00	\$455.39	
Mar '23		04/09/23	city well phone	04/14/23	\$33.94	\$33.94	200-200-5202570	Telephone/Cell	\$5,750.00	\$1,502.82	
Mar '23		04/09/23	city hall phone	04/14/23	\$52.49	\$52.49	200-200-5202570	Telephone/Cell	\$5,750.00	\$1,502.82	
Mar '23		04/09/23	public works phone	04/14/23	\$57.20	\$57.20	200-200-5202570	Telephone/Cell	\$5,750.00	\$1,502.82	
Mar '23		04/09/23	city hall phone	04/14/23	\$52.49	\$52.49	300-300-5202570	Telephone/Cell	\$3,000.00	\$774.78	
Mar '23		04/09/23	treatment plant internet	04/14/23	\$104.99	\$104.99	300-300-5203800	IT/Computer/Software	\$8,500.00	\$1,094.24	
Mar '23		04/09/23	streets dept phone	04/14/23	\$57.21	\$57.21	500-500-5202570	Telephone/Cell	\$600.00	\$206.81	
Mar '23		04/09/23	city hall phone	04/14/23	\$7.49	\$7.49	500-500-5202570	Telephone/Cell	\$600.00	\$206.81	
Mar '23		04/09/23	library phone	04/14/23	\$87.16	\$87.16	600-600-5202570	Telephone/Cell	\$1,200.00	\$417.24	
Mar '23		04/09/23	library internet	04/14/23	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,094.43	
Mar '23		04/09/23	city hall phone	04/14/23	\$3.75	\$3.75	700-710-5202570	Telephone/Cell	\$250.00	\$100.74	
Mar '23		04/09/23	cityhall phone	04/14/23	\$3.75	\$3.75	700-720-5202570	Telephone/Cell	\$800.00	\$174.85	
8		D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077									
75655		04/11/23	equip maint	04/14/23	\$218.61	\$218.61	100-130-5202880	Equipment Repair/Maint	\$1,000.00	\$507.02	
77585		04/11/23	clothing allowance/Brandon	04/14/23	\$24.99	\$24.99	200-200-5202430	Clothing	\$1,200.00	\$219.53	
77585		04/11/23	clothing allowance/Brandon	04/14/23	\$25.00	\$25.00	300-300-5202430	Clothing	\$1,200.00	\$146.58	
76742		04/11/23	equip maint	04/14/23	\$6.99	\$6.99	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$2,019.84	
218		Daggett, Heather, , , ,									
reim April '23		04/11/23	calibration backflow testing gauge/reimbursement	04/14/23	\$60.00	\$60.00	300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$3,690.66	
427		Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883									
23-003		04/09/23	March '23 management contract services	04/14/23	\$700.69	\$700.69	800-800-5202190	Contract Services	\$0.00	(\$4,641.17)	
391		Derichsweiler, Tiffany, 216 Fir, La Grande, OR,									
reimb Mar '23		04/10/23	library supplies/reimbursement	04/14/23	\$3.98	\$3.98	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,890.89	
reimb Mar '23		04/10/23	magazines/books reimbursement	04/14/23	\$88.35	\$88.35	600-600-5203410	Library Books/Magazines	\$8,000.00	\$7,756.25	

**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
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850										
92332	04/11/23 contract services		04/14/23			\$30.32	\$30.32	100-110-5202190	Contract Services	\$7,000.00	\$3,499.88
92332	04/11/23 contract services		04/14/23			\$7.57	\$7.57	100-120-5202640	Postage/Shipping	\$250.00	\$206.07
92332	04/11/23 contract services		04/14/23			\$7.57	\$7.57	100-160-5202190	Contract Services	\$750.00	\$720.57
92332	04/11/23 contract services		04/14/23			\$53.05	\$53.05	200-200-5202190	Contract Services	\$5,000.00	\$1,607.23
92332	04/11/23 contract services		04/14/23			\$53.05	\$53.05	300-300-5202190	Contract Services	\$7,000.00	\$2,287.23
							<b>\$151.56</b>				
454	Eastern Oregon EMS Conference, PO Box 1281, Pendleton, OR, 97801										
204	04/09/23 EMS Conference/Pam/Jace/James		04/14/23			\$600.00	\$600.00	700-720-5202010	Travel/Training	\$2,000.00	(\$153.57)
							<b>\$600.00</b>				
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601										
9008375	04/09/23 public works shop propane/heat		04/14/23			\$476.78	\$476.78	200-200-5202501	Heat	\$12,500.00	\$6,918.05
							<b>\$476.78</b>				
405	EO Media Group, PO Box 6020, Bend, OR, 97708										
0323EO48973	04/09/23 ranger station remodel RFP ad		04/14/23			\$188.50	\$188.50	115-000-5403203	Land/Buildings	\$506,150.00	\$407,432.92
							<b>\$188.50</b>				
350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124										
47799	04/11/23 CDBG grant work		04/14/23			\$520.00	\$520.00	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,701,854.59
							<b>\$520.00</b>				
412	George, Brandon, 450 E Fulton, Union, OR, 97883										
reimb April '23	04/10/23 clothing allowance		04/14/23			\$82.55	\$82.55	200-200-5202570	Telephone/Cell	\$5,750.00	\$1,502.82
reimb April '23	04/10/23 clothing allowance		04/14/23			\$82.55	\$82.55	300-300-5202570	Telephone/Cell	\$3,000.00	\$774.78
							<b>\$165.10</b>				
56	George, Robin, Union, OR, 97883										
reimb April '23	04/09/23 clothing allowance		04/14/23			\$111.99	\$111.99	200-200-5202430	Clothing	\$1,200.00	\$219.53
reimb April '23	04/09/23 clothing allowance		04/14/23			\$111.99	\$111.99	300-300-5202430	Clothing	\$1,200.00	\$146.58
							<b>\$223.98</b>				
406	Griffiths, Krista, 59262 High Valley Rd, Union, OR, 97883										
reimb April '23	04/11/23 flowers/administrator		04/14/23			\$18.48	\$18.48	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,185.80
reimb April '23	04/11/23 flowers/administrator		04/14/23			\$18.48	\$18.48	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
							<b>\$36.96</b>				
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124										
16351001	04/09/23 water dept supplies		04/14/23			\$278.94	\$278.94	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,185.80
							<b>\$278.94</b>				
10	Hometown Hardware, PO Box 1024, Union, OR, 97883										
60465	04/09/23 city hall supplies		04/14/23			\$32.00	\$32.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,052.24

# Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	58588	04/09/23	park supplies	04/14/23	\$40.30	\$40.30	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,775.33
	60445	04/09/23	park supplies	04/14/23	\$97.90	\$97.90	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,775.33
	60447	04/09/23	public works supplies	04/14/23	\$44.20	\$44.20	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,185.80
	60482	04/09/23	treatment plant supplies	04/14/23	\$174.95	\$174.95	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
	60486	04/09/23	streets supplies	04/14/23	\$48.50	\$48.50	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,850.86
	60446	04/09/23	library supplies	04/14/23	\$13.95	\$13.95	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,890.89
	60485	04/09/23	ranger station supplies	04/14/23	\$4.80	\$4.80	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$885.81
	167	INDEX Distribution Inc, PO Box 101327, Atlanta, GA, 30392				\$456.60				
	3124830503	04/09/23	treatment plant supplies	04/14/23	\$228.64	\$228.64	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
	11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336				\$228.64				
	4117831	04/09/23	sewer supplies	04/14/23	\$456.44	\$456.44	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
	64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850				\$1,600.00				
	Mar '23	04/10/23	ambulance shared runs/service fees	04/14/23	\$1,600.00	\$1,600.00	700-720-5202152	Billing/ALS Fees	\$13,500.00	\$3,212.16
	46	LEAF, PO Box 5066, Hartford, CT, 06102-5066				\$1,600.00				
	14495262	04/10/23	copier contract	04/14/23	\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,000.00	\$3,499.88
	14495262	04/10/23	copier contract	04/14/23	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$395.54
	14495262	04/10/23	copier contract	04/14/23	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$700.00	\$295.54
	14495262	04/10/23	copier contract	04/14/23	\$7.49	\$7.49	500-500-5202190	Contract Services	\$3,000.00	\$650.36
	14495262	04/10/23	copier contract	04/14/23	\$7.49	\$7.49	700-710-5202190	Contract Services	\$500.00	\$320.37
	14495262	04/10/23	copier contract	04/14/23	\$7.49	\$7.49	700-720-5202190	Contract Services	\$600.00	\$195.93
	13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850				\$149.80				
	3200872504	04/09/23	backhoe service call/tire repair	04/14/23	\$193.98	\$193.98	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$2,019.84
	3200873872	04/09/23	road grader service call/tire repair	04/14/23	\$134.99	\$134.99	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$2,019.84
	371	Lieuallen, Seth, 1109 6th Street, Clarkston, WA, 99403				\$328.97				
	#4-4-23	04/09/23	annual consumer report	04/14/23	\$125.00	\$125.00	200-200-5202270	Water Testing	\$4,000.00	\$1,565.00
	215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927				\$125.00				
	0786799-IN	04/09/23	treatment plant supplies	04/14/23	\$2,868.21	\$2,868.21	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
	14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850				\$2,868.21				
	11201	04/09/23	public works bldg improv	04/14/23	\$366.60	\$366.60	115-000-5403203	Land/Buildings	\$506,150.00	\$407,432.92

# Council Approval Report

(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
12183	04/09/23	public works bld improv	04/14/23	\$496.95	\$496.95	115-000-5403203	Land/Buildings	\$506,150.00	\$407,432.92
14665	04/09/23	house vent	04/14/23	\$5.69	\$5.69	800-800-5202820	Maintenance (Building &	\$2,000.00	\$388.32
5					\$869.24				
		NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425							
168320	04/11/23	streets supplies/electrical cleaner	04/14/23	\$30.25	\$30.25	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,850.86
168840	04/11/23	streets supplies	04/14/23	\$47.94	\$47.94	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,850.86
16					\$78.19				
		Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144							
37383142	04/11/23	ambulance supplies	04/14/23	\$76.26	\$76.26	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,288.94
17					\$76.26				
		O'Reilly Enterprises, PO Box 248, Cove, OR, 97824							
April '23	04/10/23	IT services contract services	04/14/23	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$7,000.00	\$1,049.76
April '23	04/10/23	IT services contract services	04/14/23	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$52.72
April '23	04/10/23	IT services contract services	04/14/23	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$12,500.00	\$6,017.67
April '23	04/10/23	IT services contract services	04/14/23	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$8,500.00	\$1,094.24
April '23	04/10/23	IT services contract services	04/14/23	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$413.57
April '23	04/10/23	IT services contract services	04/14/23	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,094.43
April '23	04/10/23	IT services contract services	04/14/23	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$400.00	\$129.63
April '23	04/10/23	IT services contract services	04/14/23	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$500.00	\$21.39
April '23	04/10/23	IT services contract services	04/14/23	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$350.00	\$62.03
20					\$800.00				
		Oxarc, PO Box 2605, Spokane, WA, 99220-2605							
31767709	04/09/23	parks supplies	04/14/23	\$26.36	\$26.36	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,775.33
31767707	04/09/23	skidsteer/maint	04/14/23	\$108.13	\$108.13	100-130-5202880	Equipment Repair/Maint	\$1,000.00	\$507.02
31762344	04/09/23	treatment plant operating supplies	04/14/23	\$1,425.49	\$1,425.49	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
31763059	04/09/23	chem container return	04/14/23	(\$50.00)	(\$50.00)	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
204					\$1,509.98				
		PNC Equipment Finance, PO Box 931034, Cleveland, OH, 44193							
1664667	04/09/23	final payment/leased equipment	04/14/23	\$26,354.30	\$26,354.30	700-710-5404495	Leased Equipment	\$26,353.00	\$26,353.00
22					\$26,354.30				
		Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600							
31168522	04/10/23	city hall office supplies	04/14/23	\$15.66	\$15.66	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,052.24
31312209	04/10/23	city hall office supplies	04/14/23	\$8.99	\$8.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,052.24
31168522	04/10/23	city hall office supplies	04/14/23	\$15.66	\$15.66	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,185.80
31312209	04/10/23	city hall office supplies	04/14/23	\$9.00	\$9.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,185.80
31168522	04/10/23	city hall office supplies	04/14/23	\$15.66	\$15.66	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
31312209	04/10/23	city hall office supplies	04/14/23	\$9.00	\$9.00	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
31168522	04/10/23	city hall office supplies	04/14/23	\$7.82	\$7.82	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,850.86

# Council Approval Report

(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	31168522	04/10/23	city hall office supplies	04/14/23	\$7.82	\$7.82	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,890.89
	31168522	04/10/23	city hall office supplies	04/14/23	\$7.82	\$7.82	700-710-5202181	Supplies (Janitorial & Op	\$5,000.00	\$919.66
	31168522	04/10/23	city hall office supplies	04/14/23	\$7.82	\$7.82	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,288.94
						<b>\$105.25</b>				
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850									
5056877322	04/10/23	copier contract	04/14/23	\$9.05	\$9.05	\$9.05	600-600-5202190	Contract Services	\$3,000.00	\$659.73
448	Rightl Systems Inc., PO Box 11626, Tacoma, WA, 98411									
S1180359	04/09/23	city hall phone system	04/14/23	\$2,250.00	\$2,250.00	\$2,250.00	115-000-5403700	City Hall Improvements	\$20,000.00	\$7,566.78
96	Royal Rock, PO Box 116, Cove, OR, 97824									
987018	04/09/23	gravel/road grading	04/14/23	\$424.74	\$424.74	\$424.74	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,850.86
132	Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828									
3 qtr 2023	04/09/23	legal services	04/14/23	\$262.50	\$262.50	\$262.50	100-110-5202110	Legal/Attorney Services	\$5,000.00	\$4,108.00
3 qtr 2023	04/09/23	legal services	04/14/23	\$82.50	\$82.50	\$82.50	700-710-5202110	Legal/Attorney Services	\$250.00	\$250.00
						<b>\$345.00</b>				
381	Tactical Business Group, PO Box 788, Medford, OR, 97501									
OR-COU-2023-001	04/09/23	patient billing/Dec '22, Jan '23 and Feb '23	04/14/23	\$690.00	\$690.00	\$690.00	700-720-5202152	Billing/ALS Fees	\$13,500.00	\$3,212.16
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
Mar '23	04/09/23	mobile internet	04/14/23	\$17.56	\$17.56	\$17.56	200-200-5203800	IT/Computer/Software	\$12,500.00	\$6,017.67
Mar '23	04/09/23	mobile internet	04/14/23	\$17.56	\$17.56	\$17.56	300-300-5203800	IT/Computer/Software	\$8,500.00	\$1,094.24
Mar '23	04/09/23	mobile internet	04/14/23	\$8.78	\$8.78	\$8.78	700-720-5203800	IT/Computer/Software	\$500.00	\$21.39
						<b>\$43.90</b>				
68	Traffic Safety Supply, 2324 SE Umatilla St, Portland, OR, 97202									
INV057512	04/09/23	freight charges on street signs	04/14/23	\$294.01	\$294.01	\$294.01	500-500-5205050	Signage	\$2,000.00	\$702.50
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457									
T008525	04/10/23	routine water sample	04/14/23	\$57.00	\$57.00	\$57.00	200-200-5202270	Water Testing	\$4,000.00	\$1,565.00
116	Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850									
Apr '23 - June '23	04/09/23	patrol contract hours	04/14/23	\$12,573.75	\$12,573.75	\$12,573.75	100-120-5202190	Contract Services	\$60,000.00	\$22,274.35
Jan 2023 - Mar 202	04/09/23	animal control hours	04/14/23	\$554.15	\$554.15	\$554.15	100-120-5202250	Animal Control	\$3,500.00	\$2,638.00
184	Union County Utilities Coordinating Council, PO Box 2815, La Grande, OR, 97850									
						<b>\$13,127.90</b>				

# Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	InvDues2023	04/10/23	annual membership dues	04/14/23	\$50.00	\$50.00	200-200-5202600	Dues/License/Certs	\$3,250.00	\$202.61
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883									
Mar '23	04/09/23	04/14/23	treatment plant supplies/janitorial		\$40.05	\$40.05	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
Mar '23	04/09/23	04/14/23	supplies/janitorial		\$28.31	\$28.31	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,185.80
Mar '23	04/09/23	04/14/23	city hall supplies		\$20.69	\$20.69	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,052.24
Mar '23	04/09/23	04/14/23	park supplies/janitorial		\$63.25	\$63.25	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,775.33
March '23	04/10/23	04/14/23	janitorial supplies		\$13.87	\$13.87	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,890.89
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205									
Mar '23	04/09/23	04/14/23	public works cell phone		\$26.83	\$26.83	200-200-5202570	Telephone/Cell	\$5,750.00	\$1,502.82
Mar '23	04/09/23	04/14/23	treatment plant cell phone		\$26.83	\$26.83	300-300-5202570	Telephone/Cell	\$3,000.00	\$774.78
Mar '23	04/09/23	04/14/23	ambulance cell phone		\$53.64	\$53.64	700-720-5202570	Telephone/Cell	\$800.00	\$174.85
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004									
316964	04/09/23	04/14/23	tools for water testing		\$415.63	\$415.63	200-200-5202270	Water Testing	\$4,000.00	\$1,565.00
295777	04/09/23	04/14/23	treatment plant supplies		\$108.18	\$108.18	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	\$4,122.52
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693									
377101	04/10/23	05/10/23	billing/postage		\$36.39	\$36.39	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,837.80
379395	04/10/23	04/14/23	e-billing		\$13.02	\$13.02	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,837.80
377101	04/10/23	05/10/23	billing/postage		\$63.70	\$63.70	200-200-5202640	Postage/Shipping	\$3,500.00	\$3,443.30
379395	04/10/23	04/14/23	e-billing		\$27.40	\$27.40	200-200-5202640	Postage/Shipping	\$3,500.00	\$3,443.30
377101	04/10/23	05/10/23	billing/postage		\$63.70	\$63.70	300-300-5202640	Postage/Shipping	\$3,250.00	\$3,042.12
379395	04/10/23	04/14/23	e-billing		\$27.40	\$27.40	300-300-5202640	Postage/Shipping	\$3,250.00	\$3,042.12
377101	04/10/23	05/10/23	billing/postage		\$9.10	\$9.10	700-710-5202640	Postage/Shipping	\$500.00	\$500.00
379395	04/10/23	04/14/23	e-billing		\$3.25	\$3.25	700-710-5202640	Postage/Shipping	\$500.00	\$500.00
377101	04/10/23	05/10/23	billing/postage		\$9.10	\$9.10	700-720-5202640	Postage/Shipping	\$500.00	\$500.00
379395	04/10/23	04/14/23	e-billing		\$3.25	\$3.25	700-720-5202640	Postage/Shipping	\$500.00	\$500.00
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850									
3908451	04/09/23	04/14/23	document shredding		\$16.74	\$16.74	100-110-5202190	Contract Services	\$7,000.00	\$3,499.88
3908451	04/09/23	04/14/23	document shredding		\$16.74	\$16.74	200-200-5202190	Contract Services	\$5,000.00	\$1,607.23
3908451	04/09/23	04/14/23	document shredding		\$16.74	\$16.74	300-300-5202190	Contract Services	\$7,000.00	\$2,287.23
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293									
March '23	04/10/23	04/14/23	parks dept fuel		\$90.65	\$90.65	100-130-5202490	Fuel	\$2,000.00	\$870.29
March '23	04/10/23	04/14/23	prompt pay credit		(\$0.30)	(\$0.30)	200-200-5202490	Fuel	\$5,000.00	\$1,363.89



City of Union  
Council Approval Report  
(Council Approval Report)

4/11/2023 2:46pm

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	March '23		04/10/23	water dept fuel	04/14/23	\$202.96	\$202.96	200-200-5202490	Fuel	\$5,000.00	\$1,363.89
	March '23		04/10/23	prompt pay credit	04/14/23	(\$0.30)	(\$0.30)	300-300-5202490	Fuel	\$4,000.00	\$2,199.46
	March '23		04/10/23	sewer dept fuel	04/14/23	\$114.21	\$114.21	300-300-5202490	Fuel	\$4,000.00	\$2,199.46
	March '23		04/10/23	streets dept fuel	04/14/23	\$204.47	\$204.47	500-500-5202490	Fuel	\$3,500.00	\$1,419.21
	March '23		04/10/23	medic 9	04/14/23	\$136.44	\$136.44	700-720-5202490	Fuel	\$3,250.00	\$906.04
	March '23		04/10/23	prompt pay credit	04/14/23	(\$0.28)	(\$0.28)	700-720-5202490	Fuel	\$3,250.00	\$906.04
							\$747.85				
							\$70,199.66				
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 11 day of April, 2023.

Council Member

Maddison H/12/23

Council Member

[Signature] 4/12/23

City Administrator

[Signature]

**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
90	32203	Baum Smith LLC, PO Box 967, La Grande, OR, 97850	04/25/23	municipal judge fees	04/28/23	\$250.00	\$250.00	100-140-5202190	Contract Services	\$2,500.00	\$1,511.75
74	84917648	Bound Tree, 23537 Network Place, Chicago, IL, 60673	04/25/23	ambulance supplies	04/28/23	\$67.99	\$67.99	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$2,073.87
450	April '23	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	04/25/23	cleaning contract	04/28/23	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,000.00	\$3,415.37
417	176605	City of La Grande Planning Division, , PO Box 670, La Grande, OR,	04/25/23	ranger station/house #2/bldg permit	04/28/23	\$906.50	\$906.50	115-000-5403203	Land/Buildings	\$506,150.00	\$399,526.12
391	reimb April '23	Derichsweiler, Tiffany, 216 Fir, La Grande, OR,	04/25/23	library programs/reimb	04/28/23	\$29.77	\$29.77	600-600-5203450	Library Programs	\$6,500.00	\$3,600.15
171	20251	District 13 Fire Training Association, PO Box 164, Baker City, OR, 97814	04/25/23	membership	04/28/23	\$150.00	\$150.00	700-710-5202181	Supplies (Janitorial & Ope	\$5,000.00	\$911.84
130	1462008	General Pacific, PO Box 70, Fairview, OR, 97024	04/25/23	meter supplies/splice kits	04/28/23	\$96.00	\$96.00	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$30,391.21
46	14631804	LEAF, PO Box 5066, Hartford, CT, 06102-5066	04/25/23	contract services	04/28/23	\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,000.00	\$3,415.37
146	cert #4365	OHA Cashier, PO Box 14260, Portland, OR,	04/25/23	cross connection cert/Heather Daggett	04/28/23	\$355.00	\$355.00	200-200-5202600	Dues/License/Certs	\$3,250.00	\$152.61
271	April '23	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	04/25/23	cash back rewards	04/28/23	(\$1.00)	(\$1.00)	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$3,274.90

**Council Approval Report**  
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
		April '23	04/25/23	rackspace email	04/28/23	\$126.38	\$126.38	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$3,274.90	
		April '23	04/25/23	microsoft backup server service	04/28/23	\$10.62	\$10.62	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$3,274.90	
		April '23	04/25/23	cash back rewards	04/28/23	(\$9.67)	(\$9.67)	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$3,274.90	
		April '23	04/25/23	lawn mower/blower service	04/28/23	\$149.50	\$149.50	100-130-5202880	Equipment Repair/Maint	\$1,000.00	\$180.28	
		April '23	04/25/23	refund on recert class	04/28/23	(\$104.00)	(\$104.00)	200-200-5202010	Travel/Training	\$2,500.00	\$963.45	
		April '23	04/25/23	rackspace email	04/28/23	\$147.46	\$147.46	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$30,391.21	
		April '23	04/25/23	cash back rewards	04/28/23	(\$15.39)	(\$15.39)	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$30,391.21	
		April '23	04/25/23	cash back rewards	04/28/23	(\$38.77)	(\$38.77)	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$30,391.21	
		April '23	04/25/23	setter adapters/water supplies	04/28/23	\$350.40	\$350.40	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$30,391.21	
		April '23	04/25/23	clothing allowance	04/28/23	\$86.71	\$86.71	200-200-5202430	Clothing	\$1,200.00	\$82.55	
		April '23	04/25/23	water dept supplies	04/28/23	\$62.34	\$62.34	300-300-5202181	Supplies (Janitorial & Ope	\$42,000.00	\$3,931.96	
		April '23	04/25/23	treatment plant supplies	04/28/23	\$121.56	\$121.56	300-300-5202181	Supplies (Janitorial & Ope	\$42,000.00	\$3,931.96	
		April '23	04/25/23	rackspace email	04/28/23	\$147.46	\$147.46	300-300-5202181	Supplies (Janitorial & Ope	\$42,000.00	\$3,931.96	
		April '23	04/25/23	cash back rewards	04/28/23	(\$10.34)	(\$10.34)	300-300-5202181	Supplies (Janitorial & Ope	\$42,000.00	\$3,931.96	
		April '23	04/25/23	clothing allowance	04/28/23	\$86.71	\$86.71	300-300-5202430	Clothing	\$1,200.00	\$9.59	
		April '23	04/25/23	influent wet well pump	04/28/23	\$294.38	\$294.38	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$289,894.74	
		April '23	04/25/23	influent wet well pump	04/28/23	\$988.00	\$988.00	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$289,894.74	
		April '23	04/25/23	cash back rewards	04/28/23	(\$13.72)	(\$13.72)	600-600-5202181	Supplies (Janitorial & Ope	\$5,500.00	\$3,851.27	
		April '23	04/25/23	books	04/28/23	\$149.83	\$149.83	600-600-5203410	Library Books/Magazines	\$8,000.00	\$7,667.90	
		April '23	04/25/23	books	04/28/23	\$131.99	\$131.99	600-600-5203410	Library Books/Magazines	\$8,000.00	\$7,667.90	
		April '23	04/25/23	postage/annexation flyer	04/28/23	\$226.80	\$226.80	700-710-5202640	Postage/Shipping	\$500.00	\$487.65	
		April '23	04/25/23	ambulance supplies	04/28/23	\$51.95	\$51.95	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$2,073.87	
		April '23	04/25/23	cash back rewards	04/28/23	(\$0.27)	(\$0.27)	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$2,073.87	
		April '23	04/25/23	recertification/James Hesse	04/28/23	\$55.00	\$55.00	700-720-5202600	Dues/License/Certs	\$600.00	\$600.00	
		April '23	04/25/23	recertification/Pam Forrest	04/28/23	\$85.00	\$85.00	700-720-5202600	Dues/License/Certs	\$600.00	\$600.00	
		April '23	04/25/23	toilet tissue/airbnb	04/28/23	\$49.98	\$49.98	800-800-5202181	Supplies (Janitorial & Ope	\$3,000.00	\$1,031.01	
							<b>\$3,128.91</b>					
		48	OTEC, PO Box 226, Baker City, OR, 97814									
		April '23	04/25/23	city hall	04/28/23	\$41.09	\$41.09	100-110-5202540	Electricity	\$900.00	\$411.50	
		April '23	04/25/23	park path lights	04/28/23	\$169.36	\$169.36	100-130-5202540	Electricity	\$1,750.00	\$571.45	
		April '23	04/25/23	transfer station	04/28/23	\$49.66	\$49.66	100-150-5202540	Electricity	\$700.00	\$251.79	
		April '23	04/25/23	public works shops	04/28/23	\$397.81	\$397.81	200-200-5202540	Electricity	\$32,000.00	\$11,845.92	
		April '23	04/25/23	public works shops	04/28/23	\$119.29	\$119.29	200-200-5202540	Electricity	\$32,000.00	\$11,845.92	
		April '23	04/25/23	city hall	04/28/23	\$41.10	\$41.10	200-200-5202540	Electricity	\$32,000.00	\$11,845.92	
		April '23	04/25/23	city well	04/28/23	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$11,845.92	
		April '23	04/25/23	city well	04/28/23	\$1,185.73	\$1,185.73	200-200-5202540	Electricity	\$32,000.00	\$11,845.92	
		April '23	04/25/23	pumphouse	04/28/23	\$395.00	\$395.00	300-300-5202540	Electricity	\$38,000.00	\$12,418.77	
		April '23	04/25/23	city hall	04/28/23	\$41.10	\$41.10	300-300-5202540	Electricity	\$38,000.00	\$12,418.77	
		April '23	04/25/23	treatment plant	04/28/23	\$1,540.59	\$1,540.59	300-300-5202540	Electricity	\$38,000.00	\$12,418.77	
		April '23	04/25/23	lift station	04/28/23	\$61.02	\$61.02	300-300-5202540	Electricity	\$38,000.00	\$12,418.77	

Page 36 of 60

**Council Approval Report**  
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		April '23	04/25/23	dearborn lights	04/28/23	\$60.18	\$60.18	500-500-5202540	Electricity	\$27,000.00	\$7,190.35
		April '23	04/25/23	street lights	04/28/23	\$2,132.85	\$2,132.85	500-500-5202540	Electricity	\$27,000.00	\$7,190.35
		April '23	04/25/23	library	04/28/23	\$231.70	\$231.70	600-600-5202540	Electricity	\$3,000.00	\$1,228.59
		April '23	04/25/23	ranger station	04/28/23	\$33.50	\$33.50	800-800-5202540	Electricity	\$1,100.00	\$325.25
		April '23	04/25/23	ranger station	04/28/23	\$49.74	\$49.74	800-800-5202540	Electricity	\$1,100.00	\$325.25
							<b>\$6,794.72</b>				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	31709959	04/25/23	office supplies	04/28/23	\$3.49	\$3.49	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$3,274.90
		31837349	04/25/23	office printer toner	04/28/23	\$43.05	\$43.05	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$3,274.90
		31837349	04/25/23	public works printer ink	04/28/23	\$117.74	\$117.74	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$30,391.21
		31837349	04/25/23	office printer toner	04/28/23	\$43.05	\$43.05	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$30,391.21
		31837349	04/25/23	office printer toner	04/28/23	\$43.04	\$43.04	300-300-5202181	Supplies (Janitorial & Ope	\$42,000.00	\$3,931.96
		31709959	04/25/23	card stock/annexation flyer	04/28/23	\$68.97	\$68.97	700-710-5202181	Supplies (Janitorial & Ope	\$5,000.00	\$911.84
							<b>\$319.34</b>				
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850	5067075107	04/25/23	copier contract	04/28/23	\$13.44	\$13.44	600-600-5202190	Contract Services	\$3,000.00	\$650.68
448	Rightl Systems Inc., PO Box 11626, Tacoma, WA, 98411	S1180616	04/25/23	phone system	04/28/23	\$3,225.00	\$3,225.00	115-000-5403700	City Hall Improvements	\$20,000.00	\$5,316.78
							<b>\$3,225.00</b>				
242	TMG Services, 3216 E. Portland Ave, Tacoma, WA, 98404	49889-IN	04/25/23	booster pump/supplies	04/28/23	\$813.29	\$813.29	200-200-5202190	Contract Services	\$5,000.00	\$1,537.44
							<b>\$813.29</b>				
455	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693	380368	04/25/23	CAD system	05/15/23	\$500.00	\$500.00	700-710-5202181	Supplies (Janitorial & Ope	\$5,000.00	\$911.84
		380368	04/25/23	CAD system	05/15/23	\$250.00	\$250.00	700-710-5202190	Contract Services	\$500.00	\$312.88
		380368	04/25/23	CAD system	05/15/23	\$250.00	\$250.00	700-710-5202600	Dues/License/Certs	\$250.00	\$250.00
		380368	04/25/23	CAD system	05/15/23	\$150.00	\$150.00	700-710-5202991	Misc Expense	\$250.00	\$163.68
		380368	04/25/23	CAD system	05/15/23	\$685.00	\$685.00	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$2,073.87
		380368	04/25/23	CAD system	05/15/23	\$150.00	\$150.00	700-720-5202190	Contract Services	\$600.00	\$188.44
		380368	04/25/23	CAD system	05/15/23	\$400.00	\$400.00	700-720-5202600	Dues/License/Certs	\$600.00	\$600.00
		380368	04/25/23	CAD system	05/15/23	\$150.00	\$150.00	700-720-5202991	Misc Expense	\$250.00	\$185.98
							<b>\$2,535.00</b>				
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T008730	04/25/23	water testing	04/28/23	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$922.37
							<b>\$53.00</b>				
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883										

**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
		1065	04/25/23	rent utilities	04/28/23	\$1,085.70	\$1,085.70	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$3,296.75
		1065	04/25/23	rent utilities	04/28/23	\$1,085.69	\$1,085.69	700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$3,296.72
							<b>\$2,171.39</b>				
163				Union Sanitation, PO Box 906, Union, OR, 97883							
960661			04/25/23	abatemen/444 E Dearborn	04/28/23	\$272.55	\$272.55	100-120-5202630	Abatement	\$3,000.00	\$2,310.00
960662			04/25/23	abatemen/177 N Fifth	04/28/23	\$239.22	\$239.22	100-120-5202630	Abatement	\$3,000.00	\$2,310.00
							<b>\$511.77</b>				
321				ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
April '23			04/25/23	internet	04/28/23	\$47.30	\$47.30	100-110-5203800	IT/Computer/Software	\$7,000.00	\$846.44
april 2023			04/25/23	phone/internet	04/28/23	\$161.89	\$161.89	200-200-5202570	Telephone/Cell	\$5,750.00	\$1,170.75
April '23			04/25/23	internet	04/28/23	\$73.10	\$73.10	200-200-5203800	IT/Computer/Software	\$12,500.00	\$5,597.55
April '23			04/25/23	internet	04/28/23	\$73.10	\$73.10	300-300-5203800	IT/Computer/Software	\$8,500.00	\$569.13
April '23			04/25/23	internet	04/28/23	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$358.57
April '23			04/25/23	internet	04/28/23	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$400.00	\$119.63
April '23			04/25/23	internet	04/28/23	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$500.00	\$2.61
april 2023			04/25/23	internet/airbnb	04/28/23	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Ope	\$3,000.00	\$1,031.01
							<b>\$426.89</b>				
							<b>\$22,456.96</b>				

**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 25 day of Apr, 2023

Council Member 

Council Member 

City Administrator 

**CASH SUMMARY COMPARED TO BUDGET (Expenses)      April 2023**

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
<b>GENERAL FUND</b>					
Administration	\$ 632,004.00	\$ 9,556.68	\$ 505,887.27	\$ 126,116.73	80.0%
Building Maintenance Rsv	\$ 536,150.00	\$ 14,288.30	\$ 125,438.60	\$ 410,711.40	23.4%
Vehicle/Equip Rsv	\$ 132,350.00	\$ 1,800.00	\$ 23,315.00	\$ 109,035.00	17.6%
Public Safety	\$ 103,003.00	\$ 15,259.54	\$ 70,164.46	\$ 32,838.54	68.1%
Emergency Event	\$ 547,650.00		\$ 265,898.00	\$ 281,752.00	48.6%
Parks Department	\$ 38,956.00	\$ 2,511.06	\$ 18,035.74	\$ 20,920.26	46.3%
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	\$ 260.00	\$ 1,445.53	\$ 1,504.47	49.0%
Recycling	\$ 800.00	\$ 49.66	\$ 497.87	\$ 302.13	62.2%
Planning	\$ 33,566.00	\$ 1,380.27	\$ 12,618.97	\$ 20,947.03	37.6%
<b>Total General Fund</b>	<b>\$ 2,049,009.00</b>	<b>\$45,105.51</b>	<b>\$1,023,301.44</b>	<b>\$ 1,025,707.56</b>	<b>49.9%</b>
<b>WATER FUND</b>					
Water Department	\$ 770,450.00	\$ 23,866.28	\$ 429,300.45	\$ 341,149.55	55.7%
Water Rsv	\$ 2,138,082.00	\$ 2,183.75	\$ 52,463.16	\$ 2,085,618.84	2.5%
<b>Total Water Fund</b>	<b>\$ 2,908,532.00</b>	<b>\$ 26,050.03</b>	<b>\$481,763.61</b>	<b>\$ 2,426,768.39</b>	<b>16.6%</b>
<b>SEWER FUND</b>					
Sewer Department	\$ 856,950.00	\$ 19,660.96	\$ 618,826.35	\$ 238,123.65	72.2%
Sewer Rsv	\$ 722,400.00	\$ 4,041.92	\$ 280,620.79	\$ 441,779.21	38.8%
Sewer Debt	\$ 377,065.00		\$ 117,487.76	\$ 259,577.24	31.2%
<b>Total Sewer Fund</b>	<b>\$ 1,956,415.00</b>	<b>\$ 23,702.88</b>	<b>\$1,016,934.90</b>	<b>\$ 939,480.10</b>	<b>52.0%</b>
<b>SYSTEM DEVELOPMENT FUND (SDC)</b>					
System Development	\$ 98,827.00	\$ -	\$ -	\$ 98,827.00	0.0%
<b>Total SDC</b>	<b>\$ 98,827.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ 98,827.00</b>	<b>0.0%</b>
<b>STREET FUND</b>					
Street Department	\$ 338,000.00	\$ 9,305.64	\$ 217,770.40	\$ 120,229.60	64.4%
Street Rsv	\$ 679,892.00	\$ -	\$ 227,375.29	\$ 452,516.71	33.4%
Bike/Ped Path	\$ 69,962.00	\$ -	\$ -	\$ 69,962.00	0.0%
<b>Total Street Fund</b>	<b>\$ 1,087,854.00</b>	<b>\$ 9,305.64</b>	<b>\$445,145.69</b>	<b>\$ 642,708.31</b>	<b>40.9%</b>
<b>LIBRARY FUND</b>					
Library Department	\$ 192,000.00	\$ 9,029.20	\$ 85,277.46	\$ 106,722.54	44.4%
<b>Total Library Fund</b>	<b>\$ 192,000.00</b>	<b>\$ 9,029.20</b>	<b>\$85,277.46</b>	<b>\$ 106,722.54</b>	<b>44.4%</b>



**EMERGENCY SERVICES FUND**

Unappropriated Funds	\$ 88,431.00		\$ -		
Fire Department	\$ 151,846.00	\$ 31,782.80	\$ 107,241.56	\$ 44,604.44	70.6%
Ambulance Department	\$ 146,523.00	\$ 9,839.60	\$ 118,235.19	\$ 28,287.81	80.7%
EMS Vehicle/Equip Rsv	\$ 214,293.00	\$ -	\$ -	\$ 214,293.00	0.0%
<b>Total EMS Fund</b>	<b>\$ 512,662.00</b>	<b>\$ 41,622.40</b>	<b>\$225,476.75</b>	<b>\$ 287,185.25</b>	<b>44.0%</b>

**RANGER STATION FUND**

Ranger Station	\$ 38,350.00	\$ 1,819.50	\$ 28,331.46	\$ 10,018.54	73.9%
<b>Total Ranger Station</b>	<b>\$ 38,350.00</b>	<b>\$ 1,819.50</b>	<b>\$28,331.46</b>	<b>\$ 10,018.54</b>	<b>73.9%</b>

**DOWNTOWN REVOLVING LOAN FUND (DRL)**

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

<b>GRAND TOTAL</b>	<b>\$ 8,880,439.00</b>	<b>\$156,635.16</b>	<b>\$3,306,231.31</b>	<b>\$ 5,574,207.69</b>	<b>37.2%</b>
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## City of Union, Oregon

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

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

*Home to the Buffalo Peak Golf Course*

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### MEMORANDUM

May 2, 2023

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

SUBJECT: Office Manager Staff Report – April 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$148,670.70**
- ❖ Total expenditures for the month: **\$156,635.16**
- ❖ A total of **\$104,478.57** was billed out in utility bills for the month
- ❖ We delivered **51** delinquent notices on April 27th. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by May 4th. Shut off date will be April 6th. Amount billed for delinquent notices **\$1020.00**. At the time of this report there are 19 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 **\$1365.00**
- ❖ 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)****April 2023**

Source	2022-2023 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
<b>GENERAL FUND</b>					
Beginning Cash	\$ 1,363,929.00	\$ -	\$1,114,463.19	\$ 249,465.81	81.7%
Property Taxes	\$ 100,000.00		\$ 173,357.11	\$ (73,357.11)	173.4%
Delinquent Taxes	\$ 6,000.00		\$ 3,611.52	\$ 2,388.48	60.2%
Interest	\$ 2,000.00		\$ 833.10	\$ 1,166.90	41.7%
Franchise Fees	\$ 100,000.00	\$ 20,634.25	\$ 102,460.89	\$ (2,460.89)	102.5%
Oregon Liquor Revenue	\$ 36,000.00	\$ 3,013.49	\$ 35,751.17	\$ 248.83	99.3%
Cigarette Tax	\$ 1,500.00	\$ 109.27	\$ 1,345.86	\$ 154.14	89.7%
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	\$ 755.00	\$ 2,640.00	\$ 860.00	75.4%
Burn Permits	\$ 1,200.00	\$ 235.00	\$ 1,075.00	\$ 125.00	89.6%
Court Fines	\$ 750.00	\$ -	\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 594.97	\$ 19,889.62	\$ (9,889.62)	198.9%
COVID Funds	\$ -	\$ -	\$ 246,658.62	\$ (246,658.62)	
Transfers From Other Funds	\$ 591,658.00	\$ -	\$ 591,658.00	\$ -	100.0%
<b>Total General Fund</b>	<b>\$ 2,241,337.00</b>	<b>\$25,341.98</b>	<b>\$2,313,347.03</b>	<b>\$ (72,010.03)</b>	<b>103.2%</b>
<b>WATER FUND</b>					
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	\$ 39,607.50	\$ 456,534.23	\$ (6,534.23)	101.5%
Set-up Fees	\$ 1,100.00	\$ 150.00	\$ 950.00	\$ 150.00	86.4%
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	\$ 387.85	\$ 2,768.47	\$ 231.53	92.3%
<b>Total Water Fund</b>	<b>\$ 3,058,532.00</b>	<b>\$ 40,145.35</b>	<b>\$ 1,338,649.80</b>	<b>\$ 1,719,882.20</b>	<b>43.8%</b>
<b>SEWER FUND</b>					
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	\$ 53,012.88	\$ 522,252.27	\$ 87,747.73	85.6%
Set-up Fees	\$ 1,000.00	\$ 150.00	\$ 950.00	\$ 50.00	95.0%
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	\$ 250.00	\$ 1,515.00	\$ 1,485.00	50.5%

Transfers In	\$ 302,000.00		\$ 302,000.00	\$ -	100.0%
Misc Revenue	\$ 1,250.00	\$ 387.84	\$ 17,096.00	\$ (15,846.00)	1367.7%
<b>Total Sewer Fund</b>	\$ 1,953,694.78	\$ 53,800.72	\$1,876,030.39	\$ 77,664.39	96.0%

#### 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%
<b>Total SDC</b>	\$ 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	\$ 14,883.34	\$ 140,643.13	\$ 14,356.87	90.7%
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%
<b>Total Street Fund</b>	\$ 888,720.49	\$ 14,883.34	\$ 860,863.62	\$ 27,856.87	96.9%

#### LIBRARY FUND

Cash on Hand	\$ 60,500.00	\$ -	\$ 81,212.15	\$ (20,712.15)	134.2%
Taxes Levied	\$ 125,000.00		\$ 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	\$ 105.50	\$ 7,261.68	\$ (2,261.68)	145.2%
<b>Total Library Fund</b>	\$ 192,000.00	\$ 105.50	\$ 222,374.16	\$ (30,374.16)	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	\$ 10,657.27	\$ 106,254.69	\$ 18,745.31	85.0%
Ambulance Svc Fees	\$ 65,000.00	\$ 2,483.16	\$ 63,675.88	\$ 1,324.12	98.0%
Burn Permits	\$ 1,200.00	\$ 235.00	\$ 1,075.00	\$ 125.00	89.6%
Transfers In	\$ 50,000.00	\$ 118.38	\$ 50,118.38	\$ (118.38)	100.2%
Misc Income	\$ 1,000.00		\$ 175.00	\$ 825.00	17.5%
Grant Funds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
<b>Total EMS Fund</b>	\$ 626,523.01	\$ 13,493.81	\$ 604,737.93	\$ 21,785.08	96.5%

#### 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	\$ 16,756.11	\$ (6,756.11)	167.6%
Transfers In	\$ 10,000.00		\$ 10,000.00	\$ -	100.0%
Misc Revenue	\$ 100.00		\$ 350.01	\$ (250.01)	350.0%
<b>Total Ranger Station</b>	\$ 38,350.00	\$ 900.00	\$ 49,505.57	\$ (11,155.57)	129.1%

<b>DOWNTOWN REVOLVING LOAN FUND (DRL)</b>					
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%
<b>Total DRL</b>	<b>\$ 36,790.00</b>	<b>\$ -</b>	<b>\$ 36,537.51</b>	<b>\$ 252.49</b>	<b>99.3%</b>
<b>GRAND TOTAL</b>	<b>\$ 9,134,774.28</b>	<b>\$ 148,670.70</b>	<b>\$7,400,872.32</b>	<b>\$ 1,733,901.96</b>	<b>81.0%</b>



# Memorandum

**Subject:** Library Monthly Report  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Tiffany Derichsweiler, Library Lead

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**ATTACHED:**

[Library Monthly Report April 2023](#)

## April Monthly Report 2023

	Statistics	
	This Year	Last Year
Patron Count	691	985
Circulation Count:	1130	651
Adult	498	390
Children	632	365
Audios	58	77
Videos	234	152
Music CD's	0	2
Materials Added	127	116
Materials Discarded	0	
Reference Questions	10	18
Programs for Patrons	5	7
Participants	56	87
Computer Usage	378660	280
New Patrons	7	1
ILL Requests	162	94/89
Notary	0	1

## Events and Additions:

Temporary part time summer staff hired; to begin in May.

All 'new' DVDs have been switched out for current items.

We purchased new magazines with higher public interest. These are a trial run.

Library Board sponsored Friends of the Library events at meeting.

We are minimizing surplus supplies in storage & using them as SRP prizes.

Summer Reading Programs were reduced to give a 1.5 week break before school starts again in August.

We need costume contest judges this summer.

Our summer planters are sprouted.

I finished my cataloguing training. The additional duties are a strain on my time.







# Memorandum

**Subject:** Ordinance Officer Monthly Report  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Dianna Arena, Ordinance Officer

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**ATTACHED:**

[Ordinance Officer April Monthly Report](#)

## City of Union, Oregon

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Union, OR 97883

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*Home to the Buffalo Peak Golf Course*

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### APRIL

#### 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:

1-Dog off leash intimidated a resident when it ran towards him near E. Birch St./also, had a concern about a trailer parked too close to the stop sign on right of way impeding drivers view.....Owner got control of the dog immediately/cargo trailer was removed within 16 hours of parking.

1-Regarding a noise concern about a property that was playing music too loudly past midnight, bothering a neighbor's sleep. The address given was contacted, and reminded of being courteous, and volume control after certain hours.

1-Complaint/Safety Concern regarding tenants parking the wrong direction of traffic. Landlord was contacted and issue has been resolved.

2-Complaints regarding a specific home bringing in trash from another residence. Contacted the property owners of both places and was told that one resident is moving and the other had requested to take all their metal to recycle it. Called the concerned resident to let them know the information I had acquired and that it was supposed to be moved within a day or two.

1-Resident called in regarding a trailer parked in another's back yard that may be being lived in. Contacted the homeowner and have been told that it is not being used daily but will be removing it from his property in the next weekend or two.

## **City of Union, Oregon**

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PO Box 529  
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*Home to the Buffalo Peak Golf Course*

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1-Call regarding a resident using another resident's "right of way" area to park his trailers, impeding the possibility of maintaining/mowing of the grass. The caller said they would try to talk with the neighbor and attempt to get it resolved. Will contact the city if unsuccessful.

2-Complaints from the same residence regarding neighbors setting off illegal fireworks and falling a tree that blocked a road for a couple hours. Citation was asked for and sent on the fireworks. Court has been set for resident to contest.

### **Other Business:**

\*\*Letters sent on 3 right of way concerns-2 compliances/1 coming before council in disagreement.

\*\*Conditional use permit issued in March; resident has addressed the compliance issues.

\*\*Held court at the City Chambers: Resident on W. Arch found guilty; abatement from the judge and attorney set in motion.

\*\* Have been working on preparation for city clean up day. Hoping for a huge turnout!!



# Memorandum

**Subject:** Fire/EMS Monthly Report  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:**

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**ATTACHED:**

[Fire-EMS April Monthly Report](#)

May 2, 2023

The fire and ambulance service had a total of 9 calls this month. The ambulance calls consisted of 3 lift assists, 2 some vehicle crashes, 1 baseball injury, a pacemaker problem and some general pain calls. The fire department did not report any fires this month. They did assist the ambulance on most of their calls.

We are happy to report that Don George passed his EMT class and is ready to respond to calls.



# Memorandum

**Subject:** Council Admin Report for Arpil  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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**ATTACHED:**

[Admin Report May 2023](#)

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### CITY ADMINISTRATOR REPORT

**April 2023**

#### Ranger Station:

After considering the 1 bid we received, it was determined while it may take a bit longer, we will general the build by ourselves and grab bids for each phase of the project. Council will be presented two bids for this initial construction from Big Red's Handyman Service and True construction. Both bids are comparable. I did secure the building permit for the remodel project. Additionally, we began the process of eviction on the third rental and have now given notice to them on it. I did speak with Anderson and Perry on the RV park, and they have provided a new rendering that can begin the planning process should the Council wish to proceed. The new rendering will be available for Council to lookover at the May 5<sup>th</sup> Meeting.

#### Water/Sewer:

CDBG news – No change on this front. Anderson and Perry is lining up a preconstruction meeting to take place soon.

Influent Screen: Construction will be beginning within the next couple of weeks. There is a possibility of getting a cover on the project as we will see how construction comes. Becker Construction is working to keep costs down to afford a cover for the screen.

RBC Project: This project has been completed and the RBC is back up and going. It stalled a bit as we awaited the delivery of the bearing.

#### Library:

The summer program Tiffany is planning will have the patrons of the Library busy. We hired Dianna Arena, our part-time Ordinance Office, to help in the part-time position for the summer. She will be doing both jobs from May-August. She will also be trained to run the Library should Tiffany become sick or need vacation and volunteers are not available to help.

#### Streets:

Potholes continue to creep up as the weather warms and rain comes and go. Paul is working at getting bids for the different projects planned this summer.

#### Human Resources:

We will be interviewing the first part of May for the recently vacated Utility Position.

#### Parks:

I have had no updates from this committee, but I believe I heard they have selected a consultant to begin working on the Master Park Plan.

CITY OF UNION, OREGON

Council/Budget:

The Budget committee met and passed the presented budget on to Council for their June 12, 2023 meeting. The budget committee was very active and had many questions. It was a pleasure having them serve and they all seem very in tune with the City's work. I will be presenting a change to the Ranger Station budget that was recommended by the Budget Committee to forward to Council for Review. I have completed the Budget background paperwork and am awaiting proper dates to begin the notification and advertising requirements.

FIRE/EMS:

In the coming meeting we will be voting whether to place the annexation of our Fire and EMS system before the voters. Everything seems on track to have the special election in August.

General:

There will be 4 new houses built this year in the golf course subdivision. Public works has been working diligently at getting services set for the current construction. It appears that lots are selling, and an additional 2 homes may get started but not finished by the end of the year. It also appears a lot has sold in the Kennon subdivision as well. I expect that a new home will begin its build within the next year. All in all, we are contract for about 7 new homes in Union to be finished by the end of the year.





# Memorandum

**Subject:** Public Works Monthly Report  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Paul Phillips, Public Works Lead

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**ATTACHED:**

[Public Works April 2023 Monthly Report](#)

## City of Union Public Works Department Council Report

Water: Meters have been read and shutoff notices delivered. We are starting to work on the Lead Service line Inventory which is required to be completed by October of 2024. Our Consumer Confidence Report has been completed.

Sewer: We put the cover back on SBC #2 and have it back on-line. Cleaned out the area behind the drying beds, adjusted the spring on influent pump #1 so it would maintain its prime. We ran the camera through Century Ranch Estates as we now have three lots under construction and will be installing cleanouts on lots as needed.

Streets: We added about 100 yards of gravel to various gravel roads throughout town in an effort to make them smoother. We still have a few streets to do but are waiting on more gravel. North 1<sup>st</sup> Street, Willowdale, and North College have been graded.

State Shop: The back area has been cleaned up along with burning the brush so that we have a place to take the burnable material from cleanup day. We started putting house wrap on the shop.

MISC: Robin has picked up sticks and mowed at the park, ranger station, transfer station, and state shop areas. We cleaned up the garbage around the transfer station and Ridley came out and sprayed weeds around areas we own. They will be spraying dandelions soon.

Public Works Lead

Paul Phillips

May 2<sup>nd</sup>, 2023



# Memorandum

**Subject:** April 2023 Wastewater Report  
**Meeting:** City Council - May 08 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Heather Daggett, Wastewater

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**ATTACHED:**  
[Wastewater Report APRIL 2023](#)

Doug Wiggins

Approved - May 03 2023

## Wastewater Report April 2023

**Drying Beds & Sludge removal** – Currently 4 of 4 drying beds are occupied. Drying bed 1 has product from Catherine Creek hides, Drying Bed 2 has sludge from the Primary Clarifier that was taken offline for repairs. Drying Beds 3 & 4 have Digester Sludge. Keeping the beds dewatered for better drying and the warm weather is helping.

### Maintenance / Repair –

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

### Laboratory

Preparing for New Permit requirements and reporting changes.

Bacteria and E Coli testing for North Powder

**Effluent** - Effluent discharge is going to Catherine Creek, we are sending an average of 115,000 gallons a day.

### Projects / Future

- **New Screen Project**
  - The gas line has been moved by Avista so it will not interfere with the project.

### Other

- RBC #2 Eagle Carriage has completed the bearing and the RBC is back online.
- Attending some continuing education classes at the beginning of month to keep current on some certifications.
- Secondary Clarifier had a valve plug due to debris and heavy sludge, we were able to unplug in a couple of hours.
- Had a phone line issue for about a day and a half, resolved and we are back up and going.
- We have been moving forward with Anderson Perry and DEQ to get more land approval for Biosolids application.