



# City of Union

## Agenda

### Council Work Session Meeting

Monday, June 26, 2023 @ 6:00 PM

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

Page

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

**Mayor:**

Hawkins

**Councilors:**

Farmer, Cox, Black, Blackburn,  
Middleton and Boyer-Davis

2. **PRESENTATIONS:**

3. **UPCOMING BUSINESS DISCUSSIONS:**

4. **COMMITTEE DISCUSSIONS:**

5. **ORDINANCE/CHARTER REVIEW:**

6. **OTHER:**

- 6.1. Prioritize qualities needed in a new Administrator &  
Review City Administrator/Recorder Job Description

2 - 7

[Admin-Recorder Job Description](#)

- 6.2. Street calming devices/ideas

8 - 14

[Stop Sign](#)

[City of Cove, OR SO17522 6.16.22 \(1\)](#)

[RubberForm Next Generation Speed Cushion Spec Sheet \(1\)](#)

[RubberForm Speed Cushion Installation Guide 4.22.21 \(1\)](#)

[NEW-Install Instructions-Cushions, Humps, Tables-2](#)

7. **ADJOURNMENT:**

**CITY OF UNION - CITY ADMINISTRATOR JOB DESCRIPTION**  
**NOVEMBER 2017**

**ORGANIZATION:** City of Union

**LOCATION:** Union, Oregon

**DEPARTMENT:** Administration

**JOB TITLE:** City Administrator

**PUPOSE OF POSITION:**

As the chief administrative officer for the City, plan and direct the activities of assigned City departments, either directly or through subordinate supervisors, Act as the City's Planning Director.

**ESSENTIAL JOB FUNCTIONS:**

Provide administrative direction to City employees, directly or through subordinate department heads. Ensure satisfactory resolution of personnel issues. Review and approve hiring, discipline, and termination recommendations. Serve as the City's Personnel Officer.

Manage and coordinate projects/programs to accomplish goals and objectives of the City Council, in particular those relating to planning and community development. Confer with department heads and others on various operating and administrative problems, review departmental plans and programs, and suggest new Innovations/methods to improve the standard of services provided by the City. Prepare grant applications and administer grants received, keeping complete records and accounting.

Serve as the City's Planning Director. Review building permits, meet with developers and others for pre-application conferences, and coordinate notices and reports. Prepare staff reports for Planning Commission and make recommendations when appropriate.

Serve as the City's Budget Officer. Supervise the preparation of the annual budget; review and approve departmental needs and estimates; transmit budget document to Budget Committee and City Council for review and approval. Administer approved budget and monitor overall expenditures to ensure compliance with budget.

Oversee all City real and/or personal property. Act as business agent of the Council for the sale of real estate and other matters relating to franchises and leases. Maintain adequate inventory records for personal and real property owned by the City. Advise Mayor and Council concerning the purchase of new machinery, equipment, supplies or services that can be obtained under terms and conditions most advantageous to the City.

Meet with public seeking information or making complaints and attempt to dispose of these matters to the best advantage for all parties concerned. If attempt to resolve is not obtained, follow the City Charter.

Meet with the City Council at special and regular meetings. Provide information and reports covering various aspects of the City's operations. Advise Council members in their deliberations on policy and/or legislative matters and receive direction or other information. Prepare and provide reports, resolutions, and ordinances for Council information or action.

Work with various citizen and business groups to encourage and develop economic opportunities. Attend meetings and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support. Respond to citizen inquiries and resolve complaints or refer to appropriate department when possible. Follow through to ensure satisfactory resolution of citizen inquiry.

Interpret and apply codes, ordinances, personnel policies and procedures.

Maintain cooperative working relationships with City staff, other organizations, and the public.

Follow all safety rules and procedures for work areas. Ensure all employees comply.

#### AUXILLARY JOB FUNCTIONS:

Maintain knowledge and proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in clean and orderly manner.

#### JOB QUALIFICATION REQUIREMENTS:

##### MANDATORY REQUIREMENTS:

Broad knowledge of municipal government organization, powers, functions, and relationships with other governmental jurisdictions; principals and practices of public budgeting, planning, and community development, finance, and personnel management. Equivalent to a complete four year university education in business or public administration and over four years responsible public and business management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

##### SPECIAL REQUIREMENTS/LICENSES:

Valid Driver's License

DESIRABLE REQUIREMENTS:

Possession of a master's degree in related field. Previous experience as a City Administrator/Manager in a City of comparable size.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Responsible for over 6 seldom over 15 FTE.

SUPERVISION RECEIVED:

Works under the general direction of the Mayor and City Council.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**CITY OF UNION- CITY RECORDER JOB DESCRIPTION**  
**NOVEMBER 2017**

**ORGANIZATION:** City of Union

**LOCATION:** Union, Oregon

**DEPARTMENT:** Administration

**JOB TITLE:** City Recorder

**PUPOSE OF POSITION:**

Plan, organize and perform work related to the financial and accounting systems, and maintenance of official records for the City. Perform a wide variety of duties to support the Mayor and City Council. Ensure official records of the City are maintained in compliance with established laws and City ordinances. Act as City Elections Officer.

**ESSENTIAL JOB FUNCTIONS:**

Maintain adequate financial management system in a manner consistent with established and accepted municipal accounting principles and practices to provide adequate revenue, expenditure, and statistical data for management purposes and to meet statutory requirements. Provide financial analysis and statements as requested by City Administrator, Council and/or Mayor. Participate in annual City audit and respond to audit findings.

Maintain adequate cash-flow for all City operations to meet operational needs. Invest surplus funds in investment instruments appropriate for public funds. Compile annual consolidated City budget. Ensure all budget notification requirements are met.

Prepare journal entries to correct general ledger errors. Reconcile accounts of subsidiary records in relation to general ledger control accounts. Research transactions to determine reasons for non- reconciliation and make necessary corrections.

Prepare various reports as scheduled or requested, e.g. revenue and expenditure forecasts, worker's compensation, CR-S00's, insurance renewals, rural development, financial census, grants, etc.

Ensure legal documents of City are maintained for permanency as required by State and Federal archival laws. Ensure proper maintenance of all other City records, including filing, retention and destruction.

Answer telephone and greet visitors; respond to inquiries and provide information, direct to appropriate personnel, or take messages. Provide information to the public regarding a variety of department services and procedures or refer to appropriate staff. Provide assistance to and gather information from the public, in completing and processing forms.

Maintain public relations on behalf of department in meeting with public, business representatives and other public agencies.

Process and sign official documents of the City. Prepare and distribute Council information packets. Attend and record City Council meetings. Type minutes of meeting for review by others. Set up Council meeting areas.

Maintain cooperative working relationships with City staff, other organizations, and the public.

Follow all safety rules and procedures for work areas.

#### AUXILIARY JOB FUNCTIONS:

Provide assistance to other personnel as workload and staffing levels dictate. Maintain knowledge and proficiency by attending training and meeting, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

#### JOB QUALIFICATION REQUIREMENTS:

##### MANDATORY REQUIREMENTS:

Thorough knowledge of general accounting and budgeting relating to municipal government, public meeting laws and hearings requirements, and records retention practices and requirements. Knowledge of word processing, spreadsheet and database applications software; and, office practices, procedures and methods. Equivalent to high school supplemented by additional training equal to two years of college and four years related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

##### SPECIAL REQUIREMENT/LICENSES:

Must be bondable and possess Notary Public

##### DESIRABLE REQUIREMENTS:

Previous experience as a City Recorder

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.



## Stop Sign

**\$55.00** ~~\$78.13~~

SKU:R1-1-PRISM-30x30

UPC:

<https://www.municipalsigns.com/collections/street-signs-for-sale/products/stop-sign>

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## Global Industrial™ 30" Solar Powered Flashing LED Stop Sign, Octagon

**\$999.00**

<https://www.globalindustrial.com/>

**Mounting gear/posts/concrete for both signs runs about \$150.00**





**RUBBERFORM**  
RECYCLED PRODUCTS, LLC

75 Michigan Street  
Lockport NY 14094-2629  
(716) 478-0404  
[RubberForm.com](http://RubberForm.com)

# Sales Order

#SO17522

6/16/2022

Sold To:	Ship To:	Shipping Info
City of Cove, OR Dave Johnson 504 Alder St Cove OR 97824 United States	City of Cove, OR Dave Johnson 504 Alder St Cove OR 97824 United States	<b>Ship Via:</b> YRC  <b>Order Weight:</b> 471

Customer PO #	Terms	Sales Rep	Territory	Customer Price Level	Customer Type	FOB
streets	Net 30	Jacob D. Robbins	North-West USA	(04) Governmen t	Government	Lockport, NY

QTY	Part #	Description	Weight	List Price	Unit Price	Ext. Price
	Comment Line	(2) 78"W x 80"L (2 Arrow) Speed Cushions plus Install Hardware:			\$0.00	\$0.00
4	RF-SCLC Speed Cushion Left Corner	RubberForm Speed Cushion: Left Corner - 3in H x 15-1/4in W x 40in L, no hardware (requires RF-SCHWK)	68	\$66.62	\$53.30	\$213.20
4	RF-SCRC Speed Cushion Right Corner	RubberForm Speed Cushion: Right Corner - 3in H x 15-1/4in W x 40in L, no hardware (requires RF-SCHWK)	68	\$66.62	\$53.30	\$213.20
8	RF-SCRPA Speed Cushion Ramp No Arrow	RubberForm Speed Cushion: Ramp - 3in H x 16in W x 40in L, No Arrow, no hardware (requires RF-SCHWK)	208	\$92.83	\$74.27	\$594.16
4	RF-SCRPA Speed Cushion Ramp With Arrow	RubberForm Speed Cushion: Ramp - 3in H x 16in W x 40in L, with Arrow, no hardware (requires RF-SCHWK-WHT)	104	\$112.26	\$89.81	\$359.24
2	RF-SCHWK10 10 Piece Speed Cushion Hardware Kit	Hardware Kit - Speed Cushion for 10 Part Cushion: lag bolt 10mm x 120mm (x40), washer (x40), anchors (x40), black caps (x40), dual connector (dog bone) (x24)	17	\$155.81	\$124.65	\$249.30
2	RF-SCEPR Epoxy Resin Tube	Hardware: Speed Cushion 2 Component Epoxy Resin (tube with 2 nozzles)	6	\$51.30	\$41.04	\$82.08

<b>Subtotal</b>	\$1,711.18
<b>Shipping</b>	\$422.35
<b>Tax Total (%)</b>	\$0.00
<b>USD Total</b>	\$2,133.53



SO17522



**RUBBERFORM®**  
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# Sales Order

#SO17522

6/16/2022

Thank you for the opportunity to quote you on our American made recycled products, made with American sourced recycled materials, and manufactured by American workers. RubberForm is one of the only U.S. Manufacturer of these types of recycled and composite products.

FOB Our Plants: Freight charges are valid for 7 business days and product quotes are valid for 30 days from date of quote. Freight charges are subject to change based on Fuel Surcharges. If your delivery requires such as a liftgate, call ahead, appointment, limited access, residential delivery, or other special delivery services, let us know as soon as possible so that we can adjust your shipping requirements and rate. If any delivery services are added or requested after your order ships our plants, you will be responsible to pay for those services.

RubberForm Recycled Products, LLC does not warrant any installation work and specifically disclaims liability for any direct or indirect personal injury, property damage or other costs or losses resulting from incorrect or inadequate installations. Please refer to our Terms and Conditions



SO17522



# NEXT GENERATION SPEED CUSHIONS



RubberForm's Next Generation Speed Cushion is injection molded with our Next-Gen Recycled Composite Material that combines recycled rubber and plastic that is proven to outlast the compression molded scrap tire rubber cushions that are available on the market today.

By using this new technology and recycled composite material on our new speed cushion, RubberForm's development team was able to reduce its weight and make installation drastically easier and more efficient.

RubberForm's standard speed cushions are made up of 10 individual sections that are securely connected with our specially designed dual flange connectors. Each cushion can have as many white arrows as needed that are inlayed with a reflective thermoplastic retro material, 3 arrows meet the MUTCD standard.

Compared to asphalt or concrete traffic calming devices, our speed cushions outperform the competition with superior durability, no maintenance, and do not require road closures, heavy equipment, or large crews for installation.

## Key Features

- Easy to install, remove, and relocate
- Injection molded
- Modular design for custom widths or lengths
- Versatile arrow configurations
- Can be straddled by emergency vehicles
- Only speed cushion manufactured in the USA
- Made with 100% American recycled composite material



**Made in the USA**



**100% Recycled Material**



**Increase LEED Score**





# SPEED CUSHION SPECIFICATIONS

## Models

### RF-SCLC

- Speed cushion left corner
- 18 lbs
- 3"H x 15-1/4"W x 40"L

### RF-SCRC

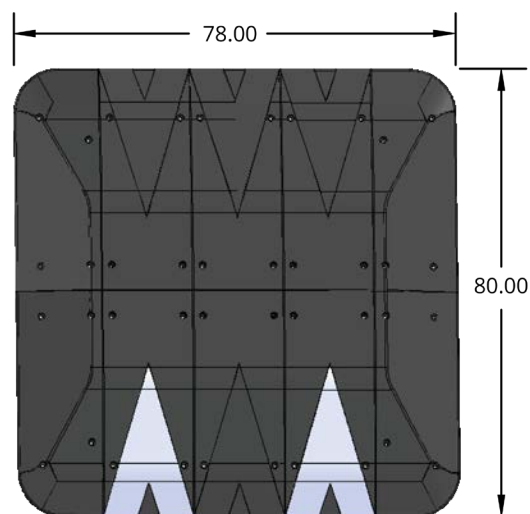
- Speed cushion right corner
- 18 lbs
- 3"H x 15-1/4"W x 40"L

### RF-SCRPA

- Speed cushion ramp – no arrow
- 26 lbs
- 3"H x 16"W x 40"L

### RF-SCRPA

- Speed cushion ramp with arrow
- 28 lbs
- 3"H x 16"W x 40"L



## Specifications

- 78"W x 80"L – Standard 10 piece system
- Available with all black or up to 6 white arrowheads

## Properties

- Hardness:  
85 (min) - 90 (max) Shore A
- Specific Gravity:  
1.000 (min) - 1.150 (max)
- Tensile Strength:  
500 (min) - 900 (max) psi
- Elongation:  
225% (min) - 300% (max)

## Hardware Kit

### RF-SCHWK10

- 10 piece Speed Cushion Hardware Kit
- 40 - Lag Bolts: 10mm x 120mm
- 40 - Washers
- 40 - Anchors
- 40 - Black Caps
- 24 - Dual Flange Connector

### RF-SCRT

- 2 Part Epoxy Resin

### RF-SCRDG

- Resin Dispensing Gun

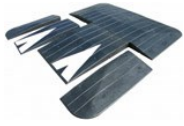




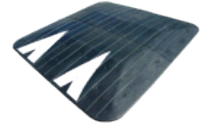


**RUBBERFORM®**  
RECYCLED PRODUCTS, LLC

# Speed Cushions, Tables, & Humps



## INSTALLATION INSTRUCTIONS



Initiate installation, by placing chalk line on pavement to determine cushion and/or table placement.

Starting with a corner module, insert Secure-Loc dual flange connectors into slots located in the module underside and place it atop pavement adjoining chalk line.

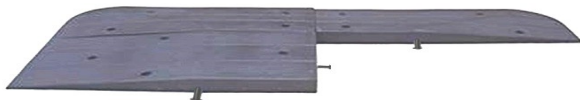
Select the opposite corner module, insert one Secure-Loc Dual Flange connector into slot located in the module underside so it will align with the initial corner module when set together. Place this module on pavement and interlock the two modules. This will form one side of the Cushion and/or Table



two modules.  
This will form  
one side of  
the Cushion  
and/or Table



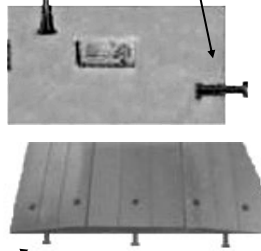
Take a center module and insert two Secure-Loc connectors. Place this module aligning with your chalk line and abutting the side of the initial corner module and interlock the two modules. The cushion should take on the appearance of a large "L".



Using the same connector insertion technique, continue with other two center modules and then a third corner module. It will should look like the photo shown below.



Re-check module alignment and pavement position. Now add the final row of center modules, then the last corner. Once all modules are connected, you are now ready to bolt cushion to the pavement



SS Lag Bolts, Washers, Barbed Anchors, Rubber Bolt Caps and Two-Part Adhesive are supplied with each cushion. The two-part resin Applicator Gun as shown, is available as an option.

### TOOL REQUIREMENTS:

9/16" masonry bit (Preferably 18" long)  
Heavy duty hammer drill  
Long nose air nozzle (or vacuum)  
Impact wrench  
Resin Applicator Gun for adhesive

- 1 Begin drilling as shown. Drill holes to a depth of **10"** from module surface (**7"** into the pavement). Thoroughly blow out holes with compressed air. Assemble the Lag Bolts, Washers and Anchors as shown →
- 2 Connect the static mixer to the adhesive tube and insert into the Resin Gun. Prime the Applicator Resin Gun until the resin at the tip is gray. Insert the mixer into the hole and apply the adhesive (Generally 2 pumps). **Warning:** The resin will harden in 15 minutes or less.
- 3 Immediately insert and pound the anchor/bolt/washer combo into the hole until the lip of the anchor is at pavement level. Tighten the bolt with the impact wrench ensuring the washer is firmly seated. **DO NOT over tighten.**
- 4 Insert the rubber bolt caps in each hole



75 Michigan St. Lockport, NY 14094 Phone: 716.478.0404

Fax: 716.478.0408 www.rubberform.com sales@rubberform.com

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RFP-Install-042321

# SPEED CUSHION/HUMP/TABLE INSTALLATION

## INSTALLATION INSTRUCTIONS

### EQUIPMENT NEEDED

Chalk; Plumb line;  
Street Broom

High Speed Impact or  
Hammer drills.  
(Preferably spline  
drills)

Drill bits carbide tip,  
9/16" dia., 12" -18" L

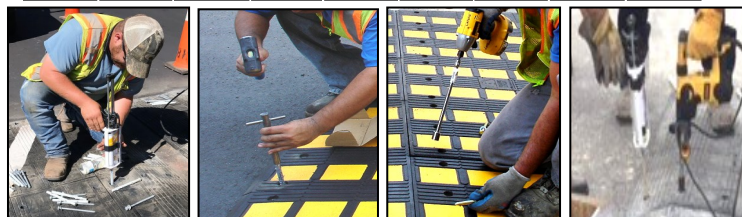
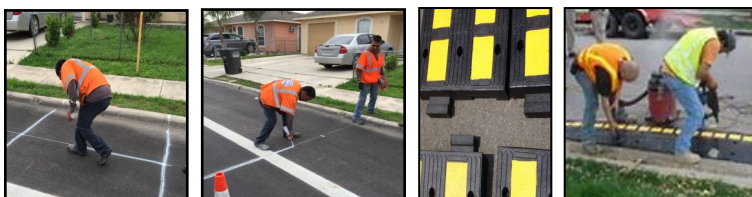
11/16" drive socket  
with a 12" extension

Air compressor to  
maintain 120psi (used  
to blow out debris after  
the holes are drilled)

Heavy Duty Generator  
and extension cords



There may be times when  
the anchor and/or bolts  
will not go deep into the  
drilled hole. Should this  
occur, remove the combo  
and reclean for debris.  
Remeasure for depth and  
if needed, redrill as either  
the hole was not deep  
enough or the adhesive  
has hardened.



**Step 1.** Clean the surrounding installation area by using a street broom.

**Step 2.** Using the Chalk, mark a line parallel to the curb/road edge and two at top and bottom of where product is to be installed that are perpendicular to the road. Use these lines to square up your product during installation. Leave lines in view allowing module edge to touch lines.

**Step 3.** Identify and separate the pieces that run parallel to the right side curb/road and set one row of selected modules in place on pavement.  
**Each module has part number on surface of module edge.**

**Step 4.** Assemble and position the first row of outside units. Make sure that all of the tongues are facing out towards the center of the Traffic Calming Product. Use the tongue and groove system to ensure the units interlock snugly.

**Step 5.** Through the existing module holes of the first row using the hammer drill, drill 9/16" diameter holes into the asphalt. The holes should be **8"to 9"** deep in order to accommodate the anchors which are 7" long. (**5"to 6"** if using **4"** hardware)

**Step 6. IMPORTANT.** Using an air compressor, make sure all the holes are clear of dust and debris before installing anchors. Remeasure depth.

**Step 7.** Insert plastic anchors into the holes. Once done, insert 2-3 squirts of adhesive into hole. Quickly insert bolt and washer and install using the high speed drill with 11/16" socket. Ensure that the bolts are snug but **do not over tighten Bolt head should always sit below the rubber surface.**

**Step 8.** Once the first row has been bolted to the ground you can begin assembling the next row of modules. Using a 10 lb. sledge hammer, knock the row snug to the first row. Continue to assemble and connect the additional rows while at the same time drilling out the holes for the rows that have been completed. Continue installing the rows until half the width of the street is completed. Then proceed to the other half. This sequence allows traffic to flow through half the street at any given time.

TRAFFIC CALMING SOLUTIONS

3 HARRIET LANE SPRING VALLEY, NY 10977 866-915.6449