



# City of Union

## Agenda

### City Council Meeting

Monday, July 10, 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.	
3.1. Amendment to Ordinance 461 - 2nd Reading	4 - 5
<a href="#">Ordinance 570 - Pdf</a>	
4. <b>NEW BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Catherine Creek Community Center Food Bank	6 - 12
<a href="#">Food Bank Grant Request - Pdf</a>	
4.2. Ranger Station HVAC Bids	13 - 17
<a href="#">HVAC Bids - Pdf</a>	
4.3. City Administrator/Recorder Updated Job description	18 - 24
<a href="#">Admin/Recorder Job Description - Pdf</a>	
4.4. City Administrator - Interim	25 - 28
<a href="#">Interim Administrator - Pdf</a>	
5. <b>CONSENT AGENDA:</b>	
5.1. <b>Business/Special Meeting Minutes</b>	
• June 12, 2023	29 - 33
<a href="#">City Council - Jun 12 2023 - Minutes - Pdf</a>	
• June 26, 2023	34 - 35
<a href="#">Council Special Meeting - Jun 26 2023 - Minutes - Pdf</a>	
5.2. <b>Work Session Minutes</b>	
• June 12, 2023	36 - 39
<a href="#">Council Work Session - Jun 12 2023 - Minutes - Pdf</a>	
• June 26, 2023	40 - 42
<a href="#">Council Work Session - Jun 26 2023 - Minutes - Pdf</a>	

- July 3, 2023 43 - 46  
[Council Work Session - Jul 03 2023 - Minutes - Pdf](#)

### 5.3. **Information Reports**

- Office Manager Report 47 - 70  
[June 2023 - Pdf](#)
- Library Monthly Report 71 - 81  
[June 2023 - Pdf](#)  
[Library Monthly Report June 2023 Part 2](#)
- Ordinance Officer Monthly Report 82 - 83  
[June 2023 - Pdf](#)
- Fire/EMS Monthly Report 84 - 85  
[June 2023 - Pdf](#)
- Sheriff's Monthly Report 86 - 89  
[June 2023 - Pdf](#)
- Animal Officer Monthly Report 90 - 91  
[June 2023 - Pdf](#)

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

- 6.1. Parks, Fire/Ems, Police, Buffalo Flats

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

- 7.1. Admin report 92  
[June 2023 Admin](#)
- 7.2. Public works report 93 - 94  
[June 2023 PW CR](#)  
[Service Order List](#)
- 7.3. Wastewater report 95 - 96  
[June 2023 Wastewater - Pdf](#)

### 8. **PUBLIC COMMENT**

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

*Public comment rules:*

*All public comment is subject to 3 minutes per individual and time may be cut short by the Mayor if the information addressing the Council becomes redundant. All persons addressing the Council must speak at the lectern and prior to speaking must state their name and address.*

### 9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 9.1. July 24, 2023 6pm Work Session
- 9.2. August 14, 2023 6pm Work Session
- 9.3. August 14, 2023 7pm Business 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:** Amendment to Ordinance 461  
**Meeting:** City Council - Jun 12 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

The Council Ordinance Committee had found an Ordinance that was out dated and ruled to be unconstitutional by the Oregon Supreme court. Therefore the committee is placing the attached ordinance before the council to repeal.

## **RECOMMENDATION:**

To adopt ordinance 570 on Second reading.

## **ATTACHED:**

[Ordinance 570 Amending Ord 461](#)

CITY OF UNION  
STATE OF OREGON

In the Matter of an Ordinance  
Amending Ordinance 461  
Repeal of Section 46 (City Codified Code: 131.065),  
ORDINANCE NO. 570

**WHEREAS**, the City of Union passed Ordinance 461 on June 8, 1998;  
and,

**WHEREAS**, the governing body for the City of Union learned in 1981 the  
Oregon State of Appeals (Oregon State v. Tusek) was deemed  
unconstitutional; and,

**WHEREAS**, the wording of Section 46 of Ordinance 461 had similar  
language to the above referenced case; and,

**WHEREAS**, the said language is encapsulated in the City of Union  
codified code 131.065.

**NOW THEREFORE BE IT RESOLVED**, the governing body for the City of  
Union amends Ordinance 461 as follows:

1. Ordinance 461, Section 46: is repealed.

First Reading: 06/12/2023

Second Reading: \_\_\_\_\_

Dated the \_\_\_\_ day of \_\_\_\_\_, 2023

CITY OF UNION, CITY COUNCIL

\_\_\_\_\_  
Attest: Mayor, Susan Hawkins

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



# Memorandum

**Subject:** Catherine Creek Community Center Food Bank  
**Meeting:** City Council - Jul 10 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

When the City did their grant program the food bank originally asked for \$450.00. The committee and Council decided that if they needed another draw later in the year to please ask. This is that request.

## **FINANCIAL IMPACT:**

\$450.00 from the economic development admin line item.

## **RECOMMENDATION:**

To approve the Food Bank request for the Union Food Bank.

## **ATTACHED:**

[June 2023- August- City of Union- Union Food Bank](#)

**City of Union Grant Request  
Union Food Bank  
Catherine Creek Community Center  
6/29/2023**

Dear Union City Manager, Doug Wiggins and City of Union City Council,

Thank you for the opportunity to re-apply for grant funding for the Union Food Bank. The Friends of The Historic Union Community Hall (HUCH) operating the Union Food Bank at the Catherine Creek Community Center, located at 667 N Main Street Union, greatly appreciates the contribution of The City of Union in providing food stability in our area.

The City of Union funding for the Union Food Bank has been a tremendous support. As you are aware, on July 1, 2022, Community Connections re-established fees for some food products and our reserve fund for purchasing food has greatly diminished in the past year. (Please see attached cost share announcement letter from Community Connections of Northeast Oregon).

**Expenses:**

Our expenses of City of Union funding to date is:

February: \$175.29

March: \$160.10

April: \$100.00 (Estimate)

May: \$156.52

In April 2023, we did request a reduced purchase order of canned goods from the Union Food Bank. Our storage capacity is limited and we needed to reduce inventory. Meat, dairy and fresh foods were purchased from the Oregon Food Bank during the month of April.

**Attendance:**

As far as attendance, March led to a surprising number of clients participating in the program. Over 80 individuals were served during that month. This topped our December 2022 numbers of 65. The service delivery to that many clients was an amazing feat as several of our regular volunteers were unable to attend.

### **Union Food Bank Operations:**

Union Food Bank Volunteers are receiving their annual training. Audrey Smith from Community Connections of Northeast Oregon has come out for our annual inspection and also participated in a volunteer event on May 9th, 2023. Audrey Smith did notify us that there have been some slight changes in eligibility related to annual income.

We have opened an account at Old West Federal Credit Union for cash donations to the Union Food Bank. We have yet to advertise for donations to the Union Food Bank via that account.

Nella Mae Farms wrote and received a grant to provide fresh greens when available to the Union Food Bank! We are excited about the opportunity to supplement the client's diets with service.

We are finding clients stopping by on Friday throughout the month for emergency food boxes. This is a problem as it interferes with other Friday activities such as Preschool Playgroup. Additionally, due to the configuration of our food storage the clients who stop by outside of Food Bank Hours are provided a limited selection of goods.

The Board discussed how to address supplying emergency food boxes outside of the monthly hours. We ask clients to phone in emergency requests to 541-562-2038. If volunteers or staff are available we will do what we can to supply emergency food boxes. The phone is checked on Tuesdays, Thursdays and Friday. City of Union staff is welcome to call individuals Board members, if an emergency food situation arises.

It is our wish to request another \$450.00 from the City of Union to support the purchase of food from the Oregon Food Bank.

Thank you,

Cherie Kausler  
Volunteer Secretary  
Catherine Creek Community Center



## **Original Grant Request Information:**

### **Union Food Pantry**

#### **Project Description**

The Friends of the Historic Union Community Hall operating the Union Food Bank at the Catherine Creek Community Center is requesting \$450.00 in funding to support the purchase of food products from the Oregon Food Bank.

The Catherine Creek Community Center began hosting the Union Food Bank in 2020. The organization received tremendous support from the Union Baptist Church, the previous Union Food Bank host. The Church provided training, equipment and regular volunteers. A balance of funds was also provided during the transition between the Union Baptist Church and Catherine Creek Community Center.

The balance of funds has been used to purchase; shelving, venison and bulk canned food products from the Union Market. After a recent reinstatement of the cost share fees for purchasing food from our regional Oregon Food Bank service provider was announced, we have also used the transferred funds to pay for the purchase of additional food products.

To support families during the pandemic, Community Connection of Northeast Oregon had suspended their minimal cost share fees. In June of 2022, we received the announcement that the purchase fees for Grocery Rescue (Fresh Alliance), Non USDA Produce and all other donated products will be reinstated. Since that time between \$75.00 and \$150.00 per month has been funneled from the Union Food Bank account toward the purchase of food from Community Connections.

Share costs are; :

USDA/TEFAP product and USDA Produce : no cost

Grocery Rescue (Fresh Alliance): \$.07 per pound

Non USDA Produce: \$.05 per pound

All other donated products \$.15 per pound

Due to the reinstatement of cost share fees, the Union Food Bank volunteers have limited the purchase on Grocery Rescue and Non USAD Produce. Volunteers find this difficult at times especially when meat and fresh vegetables can be provided at an average cost of .12 per pound. Additionally there is a

need for eggs and milk (these items are seldom available from Oregon Food Bank). As a result, clients no longer receive the same selection of food they did earlier in 2022.

At the same time that food purchase prices have been reinstated, the number of people that the Union Food Pantry serves have also increased. Our first month of service during 2020 we provided five food boxes. In December 2021, we provided twenty eight food boxes to over sixty individuals.

A recent phone call to the Cove Food Bank provided some comparison information. Their average monthly Oregon Food Bank purchase is \$250.00 per month. The number of individuals participating in their program is less than the Union Food Bank. They do have a large donor who regularly supports the program. The Cove Food Bank has been known to ask clients to consider minimal donations.

The Board operating the Catherine Creek Community Center is requesting three months of payments to Community Connections of Northeast Oregon at \$150.00 per month.

## **Timeline**

If selected the timeline for project will be:

Oregon Food Bank purchases	June-Oct 2023
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## **How will the project benefit the Organization, Community and City**

The project will benefit the organization by:

- Assuring that the Union Food Bank is sustainable into 2023
- Providing an opportunity to educate the community about the Oregon Food Bank and the Community Connections of Northeast Oregon cost share program.
- Providing an opportunity to educate the community about volunteer options in the community

The project will benefit the local community by:

- Addressing food insecurity in Union, Oregon,
- Mitigating the effects of poverty for qualifying individuals and families,
- Increasing the food options available to Union Food Bank clients for three months,
- Increasing nutritionally beneficial food products available to Union Food Bank clients for three months,
- Providing volunteer opportunities which reinforces the idea of a healthy and vibrant “community”.

### **Matching**

The Union Food Pantry is operated with volunteer hours. Volunteers go to La Grande to get the food, pack boxes, deliver food, sort food and stack and store food products. It is a volunteer driven program that has evolved over decades through various organizations.

The average volunteer hours per month is 28.

The program also received donations of food products. In October we received over 500 lbs of food from the Awana Youth Group. The average monthly donation is 20 to 40 lbs of food. Donations have been received from the Oregon State Police (venison), Union Market (wrapping), FedEx, individuals and more.

Our organization also works closely with the Union Market to supplement produce. An account is open at the Union Market where community members donate cash to the Union Food Bank. The money is then leveraged during Union Market bulk purchasing events.

### **Sustainability**

The Friends of the Historic Union Community Hall recognizes that the long term sustainability of the Union Food Bank program could eventually be compromised if we do not address the gap between cost share fees and donations to the Union Food Bank. To address this gap, community education is required. The Board will be addressing the ongoing conversation related to community education and food drives.

**Additional Need**

The Union Food Bank would also like to take this opportunity to address a second need. We are in need of volunteers. The volunteer position in greatest need is a back up driver to pick up food products from the Oregon Food Bank Regional Service Center in La Grande, Oregon. While the job is generally covered by current volunteers, a back up option (during illness, family emergencies and vacations) is required.

Volunteers to help pack, sort and deliver food on the third Friday of each month from 9:00 to 12:00 are always welcomed.

Thank you for your consideration,

Cherie Kausler

Operated by the

Friends of the Historic Union Community Hall

[CCCcenter667@gmail.com](mailto:CCCcenter667@gmail.com)



# Memorandum

**Subject:** Ranger Station HVAC Bids  
**Meeting:** City Council - Jul 10 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

Two bids for the middle unit (343 HWY 203) for installation of the HVAC system. Both companies would be about a month out. Scotts HVAC includes tankless water heater install and purchase while Grende does not. I checked with plumber and the install from them would be about \$2500 for the tankless water heater install. Scotts bill would not deduct that much.

## **FINANCIAL IMPACT:**

Just under \$20,000 to the Building Maintenance fund.

## **RECOMMENDATION:**





To accept the bid from Scotts Heating and Air for 19,404.00

## **ATTACHED:**

[Scotts HVAC Ranger Station](#)  
[Grende RS HVAC Bid](#)



Name: <b>City of Union</b>	Email: <b>paulphillips@cityofunion.com</b>	Address: <b>343 OR-203</b> , Union , OR , 97883 , PH: (541) 910-9399
Sales Person: <b>Dylan Studer</b>	Phone Number: <b>(541) 963-4316</b>	

<div>GOOD</div>  	<div>BETTER</div>  
<b>Mitsubishi 2 Head System</b>	<b>Mitsubishi Install 3 Head</b>
30000 BTU MITSUBISHI HYPER HEAT MULTI-ZONE OUTDOOR UNIT 1	30000 BTU MITSUBISHI HYPER HEAT MULTI-ZONE OUTDOOR UNIT 1
18000 BTU MITSUBISHI WALL MOUNTED MULTI-ZONE INDOOR UNIT 2	18000 BTU MITSUBISHI WALL MOUNTED MULTI-ZONE INDOOR UNIT 1
INSTALL GAS PIPE TO CENTRAL LOCATION IN CRAWL OR THE ATTIC 1	6000 BTU MITSUBISHI WALL MOUNTED MULTI-ZONE INDOOR UNIT 2
ADDITIONAL MATERIALS 5	INSTALL GAS PIPE TO CENTRAL LOCATION IN CRAWL OR THE ATTIC 1

UTILITY / BATH FAN VENTING ONLY DUCT TO ROOF 1	ADDITIONAL MATERIALS 5
3-1/4 x 10 to 7" Rd Range Vent - with wall cap 1	UTILITY / BATH FAN VENTING ONLY DUCT TO ROOF 1
25 Dryer 1	3-1/4 x 10 to 7" Rd Range Vent - with wall cap 1
PVC VENT 1-STORY/2- PIPE 1	25 Dryer 1
Building Permit 1	PVC VENT 1-STORY/2- PIPE 1
SECOND MAN / START / REFRIGERATION 24	Building Permit 1
PDM Linesets 1	SECOND MAN / START / REFRIGERATION 24
PDM Linesets 1	PDM Linesets 1
18"x38"x3" E-Lite Plastic Pad (EA) 1	PDM Linesets 2
Tankless HTR Condensing 180k BTU (EA) 1	PDM Linesets 1
Mounting Blocks For Minisplit (Box of 2) (PR) 1	18"x38"x3" E-Lite Plastic Pad (EA) 1
SELECT PROPOSAL	Tankless HTR Condensing 180k BTU (EA) 1
	Mounting Blocks For Minisplit (Box of 2) (PR) 1
	SELECT PROPOSAL





## Grende Heating and Air LLC

590 Center Street

P.O. box 342

North Powder, OR 97867

ccb#191888 ph# 541-786-1806

**Estimate**

Date	Estimate #
7/5/2023	729

Name / Address
city of Union P.O.Box 529 Union Ore 97883

			Project
Description	Qty	Rate	Total
option 1: This option is to install a 3 ton Mitsubishi, non hyper heat, multi head mini split with two 9,000 BTU heads (one in each bedroom) and one 18,000 BTU head (located in front room area. This install includes mounting pad, mounting blocks and remote controlled thermostat to control each individual room. line set outside will be covered with a lineset cover. This unit is rated down to 5 degrees outside but will still heat lower.		16,826.00	16,826.00
option 2: This option is to install a 3 ton Mitsubishi, hyper heat multi head mini split system. This option includes all heads as estimate 1 but also requires a branch box and a few extra components. This is also ran with remote thermostats and controls individual rooms. This option is rated to -18 degrees.		19,300.00	19,300.00
option 3: This option is included in both estimates above and includes one hood venting, one dryer vent, and two bath fan venting.		0.00	0.00
Permits are included ccb liens and regulations included Electrical not included in price payments are 50% down 25% at rough in and 25% at final circle chosen option and sign below SIGN HERE TO ACCEPT			
Thank you for your business.		<b>Total</b>	\$36,126.00



# Memorandum

**Subject:** City Administrator/Recorder Updated Job description  
**Meeting:** City Council - Jul 10 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

Last update to the job description was November of 2017. This includes updates as discussed by Council in the previous two work sessions.

## **RECOMMENDATION:**

Adopt the Job Description for the Admin/Recorder and forward to review by LGPS for legal clarifications/edits.

## **ATTACHED:**

[Admin-Recorder Job Description 2023](#)

**CITY OF UNION - CITY ADMINISTRATOR JOB DESCRIPTION**  
**July 2023**

**ORGANIZATION/LOCATION:** City of Union, Oregon

**DEPARTMENT:** Administration

**JOB TITLE:** City Administrator

**PUPOSE OF POSITION:**

As the chief administrative officer for the City of Union, plan and direct the activities of assigned City departments, either directly or through subordinate supervisors.

**ESSENTIAL JOB FUNCTIONS:**

Provide administrative direction to City of Union 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 of Union personnel officer.

Manage and coordinate projects/programs to accomplish goals and objectives of the City of Union Council. Confer with department heads and others on various operating and administrative problems, review departmental plans and programs, and suggest new innovative/methods to improve the service standards provided by the City of Union. Prepare grant applications and administer grants received, keeping complete records and accounting.

Serve as the City of Union planning director. Review building permits, meet with developers and others for pre-application conferences and coordinate notices and reports. Prepare staff reports for the City of Union planning commission and make appropriate recommendations as necessary.

Serve as the City of Union budget officer. Supervise and prepare the annual budget. Review and approve departmental needs and estimates. Prepare, present, and explain the budget document to city of Union budget committee and Council for review and approval. Administer the approved budget and monitor revenue and expenditures to ensure compliance with City of Union and Oregon budget laws.

Oversee all City of Union real and personal property. Act as business agent of the City of Union 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 of Union. Advise the Mayor and Council concerning new machinery, equipment, supplies or service procurement that can be obtained most advantageous to the City of Union.

Meet with the public seeking information or making complaints and attempt to dispose of these matters to the advantage of all parties concerned.

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

Work with various citizens and business groups to encourage and develop economic opportunities. Attend meetings and represent the city in various organizations and groups. Attendance at city wide events and assist with planning of such events. Explain city issues and projects and encourage citizen participation and support. Respond to citizen inquiries and resolve complaints or refer to the appropriate department as necessary. Follow through to ensure satisfactory resolution of citizen inquiry.

Interpret and apply codes, ordinances, personnel policies, and procedures. Ability to understand and adapt a working knowledge of municipal infrastructure and practices while overseeing public works to include, streets, water, and wastewater.

Maintain cooperative working relationships with elected officials, 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 meetings with others in areas of responsibility. Maintain work areas in clean and orderly manner.

#### JOB QUALIFICATION REQUIREMENTS:

##### MINIMUM REQUIREMENTS:

- Public communication skills.
- Oregon driver's license or ability to obtain within 6 months of employment.
- Highschool diploma or equivalent.
- Knowledge of government organization, powers, functions, and relationships with other governmental jurisdictions.
- Knowledge of budgeting, planning practices, community development, finance, and personnel management.
- Mid-level management experience.

PREFERRED REQUIREMENTS:

- Bachelor's degree in business, public administration, or related field.  
OR  
3 years of government relations and management experience with increasing responsibility.
- Previous experience as a City Administrator/Manager with 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 40 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**  
**July 2023**

**ORGANIZATION/LOCATION:** City of 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 state and local laws. Act as the city election's officer.

**ESSENTIAL JOB FUNCTIONS:**

Maintain adequate financial management system records in a manner consistent with established and accepted municipal accounting principles and practices. Provide adequate revenue, expenditure, and statistical data for management purposes to meet statutory and local requirements. Provide financial analysis and statements as requested by the City Administrator, Council and/or Mayor. Participate in the annual city audit and respond to/fix 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 the 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 (revenue and expenditure forecasts, worker's compensation, CR-S00's, insurance renewals, rural development, financial census, grants, etc).

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

Answer telephone calls 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. Aid and provide pertinent information to the public, in completing and processing forms.

Maintain public relations on behalf of departments when meeting with public, business representatives and other public agencies.

Process and sign official documents of the city. Prepare and distribute Council information packets. Attend, record and maintain minutes of Council, planning and budget meetings. Ensure 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:

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

#### JOB QUALIFICATION REQUIREMENTS:

##### MINIMUM REQUIREMENTS:

- Ability to possess a Notary Public.
- Ability to be bonded.
- Oregon driver's license or ability to obtain within 6 months of employment.
- Knowledge of general accounting and budgeting.
- Understanding of public meetings laws and records retention.
- Knowledge of word processing, spreadsheet, and database applications software.
- Highschool diploma or equivalent.
- Basic budget and accounting skills.

##### PREFERRED REQUIREMENTS:

- Previous experience as a City Recorder.
- 2 years of experience demonstrating the working knowledge of essential job functions described above.

#### 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 40 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.





# Memorandum

**Subject:** City Administrator - Interim  
**Meeting:** City Council - Jul 10 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Doug Wiggins,

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## **BACKGROUND INFORMATION:**

With CA Wiggins leaving in August Mayor Hawkins has found an interested party for the interim position for the City of Union. Mayor Hawkins is seeking approval from Council to hire a part time interim administrator to fill in while Council works at filling the position.

## **FINANCIAL IMPACT:**

The offer to the interim position would not exceed the budget of the current administrator, but would be a part time non benefitted position.

## **RECOMMENDATION:**

Approval for Mayor Hawkins to hire an interim administrator.

## **ATTACHED:**

[Vanderwall Resume - Interim](#)

## Vanderwall, Roberta

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**Email Address:** Troutmeadow\_2@yahoo.com

**Position(s) Desired:**

- City Manager/Administrator
- City Recorder

**Location(s) by Country:**

- All

**Work History / Education:**

I am a goal-oriented, educated visionary who possesses excellent leadership, administrative and management skills. I take great pride in being balanced, accessible and a progressive leader who leads by example. Proven ability to mentor, coach, motivate, and set a positive example for all employees while pursuing a clearly defined vision. I am a problem solver who embraces and applies best practices to administer practically and prudently. I have earned a reputation for getting the job done by holding others and myself accountable, while possessing uncompromising integrity, honesty, trustworthiness and the highest of ethical standards. I have developed TEAMS who are willing to work together for the betterment of the city.

### SUMMARY OF QUALIFICATIONS

I am a seasoned professional with over 30 years of government management and leadership experience, with a record of significant accomplishments in the following areas:

Team building Resource management Public safety operations  
Government liaison Legal research & development Labor negotiations  
Policy development Cooperative partnerships Fiscal management  
Personnel development Training Obtain grants and monitor

### Professional Experience

Interim City Manager - City of Coquille July 2019-November - 2019  
Town Manager – Town of Lakeview, Oregon September 2016 – June 2019  
City Manager – City of Nyssa, Oregon May 2007 – August 2016

Executive Director – Project Dove, Ontario, Oregon October 2006-May 2007  
Town Manager – Town of Lakeview, Oregon March 2004 – January 2006  
Technician - DIRECTV, Boise, Idaho August 2003–October 2003  
Idaho Department of Health & Welfare, Boise, Idaho February 2003 – July 2003  
City Administrator/Recorder, City of Mt. Angel, Oregon November 1997– May 2002  
City Administrator/Recorder, City of North Powder, Oregon March 1993-November 1997  
Legal Assistant, Coughlin, Leuenberger & Moon, PC, Baker City, OR January 1991 – March 1993  
Legal Assistant, Carbon County Attorney, Red Lodge, Montana April 1988 – December 1990  
Executive Secretary, United Food and commercial Workers Union, Local 1564 January 1986- January 1987

### Significant Accomplishments

The following is a small list of accomplishments and projects I have managed to date:

- Managed and implemented large municipal budgets
- Obtained funds to build an \$8.1M Wastewater Treatment Improvement Plant funded by USDA-Rural Development, DEQ and Business Oregon
- Obtained a \$6.24M CDBG Grant/Loan through Business Oregon to build a Water Treatment Plant and System Improvements (In progress)
- Received and worked on grants for the following:
  - o Water Master Plan
  - o Water Conservation Plans
  - o Sewer Facilities Plan
  - o Water Rate Study
  - o Sewer Rate Study
  - o Received \$265,000 Affordable Housing Grant
  - o Transportation System Plan - Bicycle Pedestrian Update
  - o ODOT Grant – Locust Avenue Improvements
- Implemented a new Development Code in Nyssa
- Received \$1.M from ODOT-JTA Funding for local street improvements
- Approved for \$1.6M STIP project Street Improvement for 2015-2018
- Union Negotiations with different bargaining units
- Evaluated and implemented administrative policies and procedures to meet City Council's goals and objectives
- Supervised and evaluated the performance of the city departments heads

- Directed the establishment of administrative standards, goals and objectives.
- Coordinated the activities of city departments to ensure timely, efficient and effective delivery of programs and services in a safe manner.
- Administered the development of procedures of budgets; developed operating and capital budget estimates and targets to guide departments; recommended budget and staffing levels to the City Council; projected budget needs; reviewed and commented on the justification for funding requests; established budget control systems; monitored expenditures to assure compliance with budgets.
- Prepared City Council meeting agenda and attended Council meetings; made oral and written presentations to the Council and other public and private organizations.
- Have worked with and built relationships with DEQ, OWR, ODOT, OHA, USDA-Rural Development, Business Oregon - IFA, Oregon Housing Authority, Community in Action, Malheur County Economic Development, Snake River Economic Development Alliance, and the Nyssa and Lakeview.
- Researched and submitted grant proposals for capital improvement projects. Monitored and ensured that all grant guidelines, reports and services were provided in compliance with funding source requirements.
- Research and draft all ordinances and resolutions for attorney review.

#### Professional and Personal Reference

Bobbie Hickey, Friend 541-219-1947  
Jim Hunt, Whittier City Manager, Whittier, Alaska 907-202-2442  
Tawna Havel, Former Town Finance Director 541-219-0998  
Ray Rau, Tillamook Police Chief 541-212-5158  
Lynn Findley, State Representative 541-212-9526  
Marla Roberts, Nyssa City Recorder, CMC 541-212-1359  
Susan K. Walker, Former Nyssa Mayor/Friend 208-739-2178  
Bert Purcell, Former Nyssa Council Member/Friend 208-507-1289  
Duane Petty, Nyssa Public Works Lead Operator 541-823-2736  
Arlene Clark, Former Lakeview Mayor 541-947-3032  
Rick Stokoe, Boardman Police Chief 541-212-5523  
Jennifer Rose, Former Coquille City Recorder 541-252-9059

**Submitted Date:** 01/17/2023



# MINUTES

## City Council Meeting

7:00 PM - Monday, June 12, 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 June 12, 2023, at 7:11 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

**PRESENT:** Susan Hawkins, Tim Cox, Dick Middleton, John Black, and Jay Blackburn

**EXCUSED:** John Farmer and Councilor Anita Boyer-Davis

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

### 3. PUBLIC BUDGET HEARING

#### a) FY 23-24 Budget Resolution

Public Hearing opened at 7:12 p.m.

CA Wiggins said you have a resolution before you to approve the next fiscal year budget for the city. He read the resolution for the record.

Councilor Blackburn said we spent many hours on this budget.

Matt Later asked a question.

CA Wiggins and someone from the audience discussed the public safety budget line.

Mayor Hawkins said I have a potential conflict of interest because my husband is a volunteer fire fighter. I was not here for that budget hearing.

Councilor Cox has conflict of interest and will leave the room.

Councilor Jay Blackburn made a motion to adopt the FY 2023-2024 budget as recommended by the budget committee. Councilor John Black seconded the motion. Carried unanimously.

#### b) State Shared Revenue Resolution

Councilor Cox read the resolution for the record.

Public hearing closed at 7:24 p.m.

Councilor Jay Blackburn made a motion to pass the resolution accepting and acknowledging state shared revenues. Councilor Dick Middleton seconded the motion. Carried unanimously.

**4. OLD BUSINESS:**

**5. NEW BUSINESS:**

a) 343 HWY 203 Plumbing Bid

CA Wiggins said this is to continue fixing the ranger station buildings.

Tim Cox made a motion to approve the plumbing bid of Fred Daggett plumbing for \$10,650. Councilor John Black seconded the motion. Carried unanimously.

b) 343 HWY 203 Electric Bid

Mayor Hawkins said this is also to continue to improve the ranger station.

Councilor Jay Blackburn made a motion to approve the bid from Fox Electric for \$9985. Tim Cox seconded the motion. Carried unanimously.

c) Little Creek-College Street Bridge Replacement

Councilor Middleton said can we just replace the bridge as it sits. Councilor Blackburn said I apologize to everyone impacted; this is an err on the city not to notify you. This is not how we like to do business. Can we find out what the state standards are? CA Wiggins said it would be up to our requirements. It would be 40 or 60 feet wide to meet city standards. Council and staff discussed options for this area and bridge.

CA Wiggins said my suggestion is to sit and talk with the landowners and come back in August and make a decision. We can take all of July and try to come up with something that might work.

Council and staff discussed getting information on how many vehicles use the road and what the bridge can handle.

Matt Later said there is a good reason to be cautious with this contract. I think finding out more information on this bridge is required.

Tim Cox made a motion to table this until August 14, 2023 and ask the City Administrator to look into the questions brought up in this meeting. Councilor John Black seconded the motion. Carried unanimously.

d) Change Order 1 - WWTP Screen

Councilor Blackburn asked if the budget could handle this. CA Wiggins said yes, it will make the reserve tight, but we can do it. Council and staff discussed other ways to make this work. It will be a very large building.

Councilor Jay Blackburn made a motion to accept the Change Order and allow the Mayor and City Administrator to sign for the additional expense. Councilor Dick Middleton seconded the motion. Carried unanimously.

e) Amendment to Ordinance 461

Councilor Black said we were made aware that one of our ordinances needed work. CA Wiggins read the ordinance for the record.

Tim Cox made a motion to adopt ordinance 570 on first reading. Councilor John Black seconded the motion. Carried unanimously.

**6. CONSENT AGENDA:**

**6.1. BUSINESS/SPECIAL MEETING MINUTES**

6.1.1. May 8, 2023

**6.2. WORK SESSION MINUTES**

6.2.1. May 8, 2023

**6.3. INFORMATION REPORTS**

6.3.1. Office Manager Report

6.3.2. Library Monthly Report

Mayor, staff, and council discussed changing the liaison.

6.3.3. Ordinance Officer Monthly Report

6.3.4. Fire/EMS Monthly Report

6.3.5. Sheriff's Monthly Report

6.3.6. Animal Officer Monthly Report

**RES-8-2023**

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

On discussion Council discussed on voucher was not signed and there was finally an animal control report. Councilor Jay Blackburn seconded the motion. Carried unanimously.

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

City Park Draft Master Plan-

Councilor Cox said we would like your opinion on going through this process. I would like to get Council's ideas on this. Mayor Hawkins said I don't like the parking off of Main Street. I liked A the best. It looks more accessible.

Councilor Black said I like A as well.

Councilor Middleton asked about angle parking in there.

CA Wiggins said the sheriff said it would help in containing any suspects should they try to run. This would also prevent people from doing donuts. I would say use the benefits we already have at the park.

Mariah Williams said I wasn't expecting this question to come up. I wasn't expecting parking to come up. This is very preliminary, whatever your recommendation might be. It can still be adjusted.

Council, staff, and Mrs. Williams discussed the next steps in this process.

Councilor Blackburn said I like concept A with angled parking.

Addressing concerns around the city-

Mayor Hawkins said we have received letters concerning speeding around town. CA Wiggins said we have a lot more complaints of speeding on 10th Street. We could put a stop sign at 10th and Delta which could help. Mayor Hawkins asked for a stop sign that has the LED lights. CA Wiggins said we also need a stop sign at 5th and Delta. We also need to replace a culvert at 10th and Brian It is not a ditch company responsibility.

Trisha Steele said this problem has been permanent, and it needs a permanent solution. I don't think our street ever gets plowed. Something needs to be done or we will lose a little kid.

Council, staff, Ms. Steele all discussed solutions to the speeding problem. Council and staff continued to discuss and there was public comment online from Donny George.

## **8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:**

- a) City Administrator's Report
- b) Public Works Report

CA Wiggins said there is a new portion on this report. We have a service order list where we can track what is requested, in process, and complete.

- c) Wastewater Report

## **9. PUBLIC COMMENT**

Mariah Williams said we skipped over the proclamation of the Old Oregon Trail Highway. CA Wiggins said it used to be coming through here, but it doesn't anymore. ODOT doesn't want this because it is actually highway 30. Council and staff discussed options on this matter.

Matt Later said the state doesn't give a rip about us. Don't give up; push this issue. Let us be what we really are. Give them all the crap you can.

CA Wiggins said on June 27th there is a tour through the county.

## **10. UPCOMING MEETINGS AND SUGGESTIONS:**



a) June 26, 2023 Work Session 6pm

Road issues

b) July 10, 2023 Work Session 6pm

Little Creek Bridge

c) July 10, 2023 Business Meeting 7pm

**11. ADJOURNMENT:**

This meeting adjourned at 8:45 p.m.

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Mayor

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City Administrator



# MINUTES

## Council Special Meeting

### Meeting

7:00 PM - Monday, June 26, 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 June 26, 2023, at 7:05 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

**EXCUSED:** John Farmer

#### 2. NEW BUSINESS:

##### a) City Administrator's Contract

Mayor Hawkins read a letter she wrote for the record.

Councilor Jay Blackburn made a motion to accept Doug Wiggins resignation as of August 21, 2023. Tim Cox seconded the motion. Carried unanimously.

##### b) City Admin Recruitment

Council and staff discussed the options for hiring a new city administrator in the work session. Council discussed using the LGPS company.

Councilor Jay Blackburn made a motion to approve using LGPS to hire a new city administrator not exceeding \$10,000. Councilor Dick Middleton seconded the motion. Carried unanimously.

#### 3. ADJOURNMENT:

This meeting adjourned at 7:20 p.m.

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, June 12, 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 June 12, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

**PRESENT:** Susan Hawkins, Tim Cox, Councilor Dick Middleton, Councilor John Black, and Councilor Jay Blackburn

**EXCUSED:** John Farmer and Councilor Anita Boyer-Davis

### 2. PRESENTATIONS:

a) Sheriff's Report

### 3. UPCOMING BUSINESS DISCUSSIONS:

a) College Street/Little Creek Bridge

CA Wiggins said this started in 2017 to work on the College Street bridge. The previous administration worked with ODOT on surveys and grading the bridge. Every two years we adjust the grade on the bridge because of deterioration. We started looking at how to fix this bridge in 2019 and then COVID hit and everything went on pause. We have thrown together a concept of what we could do to fix it. This concept is the planning process getting started so we can get funding for the project.

CA Wiggins said this would be a design construction. The first part is the design phase and the second would be the actual project. Mayor Hawkins and CA Wiggins discussed the different concepts in the packets. They also discussed how wide the new bridge would be and how the 90-degree turn might change. College Street is currently 30 feet wide.

Staff and Council continued to discuss the planning process for this bridge. CA Wiggins and Matt Later discussed the concepts and concerns about them. CA Wiggins discussed the match and grant funding possibility with Council and Mr. Later. They also discussed how often ODOT's engineers come out and grade the bridges.

Councilor Cox and CA Wiggins discussed how much time they have to make a decision. They have until September of this year to make a decision. Councilor Cox wants to meet with the landowners and discuss this. CA Wiggins said land acquiring will be done by ODOT.  
Mayor Hawkins opened public comment.

Sandy Sheehy N. Gale in Union asked have we studied how many cars go over this bridge? Why spend the money if it is not used much.

Cody Baxter N. Cove Street said I grew up at the residence 1398 N. College. There is very little traffic there. I understand that ODOT has to do their thing. It is not necessary in this location. Why not let the people know this has been thought of for some time. The road has never been by the front door and we don't want it moved there. I can't believe that this has got this far. This is not a safety issue, there is a reason why people take it slow there.

Joyce Baxter 1398 N. College said how could this be talked about without talking to us. There has to be a way to make a bridge without taking our property away. This impacts us greatly. Councilor Middleton asked if moving the bridge a different way would be okay. Mrs. Baxter said she is willing to compromise but they don't want the road right next to their house and take up quite a lot of their property.

Matt Later S. third said a change like this would make safety issues, Joyce has 34 grandchildren. There is an established, historical culture to that neighborhood. A larger bridge in there would create a problem with trees being taken out. We understand why maintenance on roads can't be done because there is no money. We need to figure out how many cars use that bridge. Then we need to look at different options in repairing this bridge.

CA Wiggins said this was originally a state grant and we had a lot more control. It got moved over by ODOT to federal because budgets are being cut.

Ashlynn Baxter said I find this disgusting that the city did this. This is a lack of integrity. I think that's gross. Mayor Hawkins explains that this is a concept. Everyone discussed the lack of communication on this and that it needs to be fixed. Councilor Middleton discussed this bridge and problems with communication. Mr. Later and Councilor Middleton discussed this concept, contract, and bridge.

CA Wiggins said this is only a concept. I only got this a week ago because there is grant money available. Matt Later and CA Wiggins discussed why federal funding is needed to fix this bridge. Council and staff discussed other bridges like this and a little history on this bridge on College Street.

Ethan Clark 1369 N. College said we just bought that property last year. It is a slow good neighborhood. Is there room for compromise? When do the options

get discussed? CA Wiggins answered Mr. Clark's questions about the planning process. They continued to discuss the process and how ODOT will discuss this with the landowners.

Everyone continued to discuss what has happened and what is going on.

Brett Baxter Wapiti Way said there is an environment that doesn't need fast cars. Everyone lives in this small town for the same reason we don't live fast paced. It is your responsibility to dismiss this right off hand. Not any one person would be okay with this surprise. Why not call us? If there had been fore warning I think you would have gotten a different response.

Donnie Later S. Third said there is an emotional part of it. If that was your property, would you want this? This feels very real to us even if you say it's a concept. I want you to feel this and stand up for us. There is a lot going behind the scenes that you don't know about. I know you are all good people. This is not a financial decision there is emotion here.

Willard Bertrand 1493 N. College discussed history of Council and other bridges and roads here. I was here for a planning meeting not that long ago. I disagree with a lot of what the contract states. You can't take away our rights without our approval. You can already see what they did with their program on Main Street. You can't stop them. They won't pay attention to our rights. That is not what we need. There should be options here. This 30-foot road will never be wider. We need to keep the bridge the way it is. I don't want a 60-foot road.

Mr. Baxter said this is amazing to me and somewhere someone has accused me of being religious. I just want to say Amen. I agree with everything that has been presented to you tonight. The 3-million-dollar bridge to nowhere. People love to ask question about our neighborhood. People love to walk our street. For 43 years it has changed a lot. There is more in living than just 3 million dollars, sometimes it is too easy, maybe we are guilty of that here.

- b) Ordinance 570
- c) Ranger Station Bids (plumbing and electric)
- d) Headworks screen change order

**4. COMMITTEE DISCUSSIONS:**

Park Committee Comments-

**5. ORDINANCE/CHARTER REVIEW:**

**6. OTHER:**

- a) Letters on traffic issues
- b) Old Oregon Trail Proclamation

**7. ADJOURNMENT:**

This meeting adjourned at 7:09 p.m.

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, June 26, 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 June 26, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

**EXCUSED:** John Farmer

### 2. PRESENTATIONS:

### 3. UPCOMING BUSINESS DISCUSSIONS:

### 4. COMMITTEE DISCUSSIONS:

Councilor Cox said on the park committee they want to get together with the architect and get comments and feedback. Look on Facebook for the Union Main Street Group to announce that meeting.

Mayor Hawkins and Councilor Middleton discussed the next meeting on the progress of the Buffalo Flats project which will be Wednesday July 12, 2023, at 7:00 p.m. It is a meeting with the Water District.

CA Wiggins said if we fail to get 50% turn out for the special election it won't pass. We need about 800 ballots cast for this vote to count. We need to spread the word. The ballots will be mailed out on August 2, 2023. Mayor Hawkins and staff discussed methods for spreading the information on the special election.

### 5. ORDINANCE/CHARTER REVIEW:

### 6. OTHER:

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



Mayor Hawkins and Council go over the job description for the city administrator position. CA Wiggins made a few suggestions for changes on the job description. He also suggested making sure that this follows the city charter as well. Council and staff discussed the minimum and preferred requirements to be considered for employment.

They also discussed the public works director position and that it needs to be added to the city administrator job description or an employee within could be offered the position. Then they discussed the requirements for having a notary.

CA Wiggins said this company is a part of the league of Oregon Cities. They do professional recruiting. They do a lot of advertising and know who is looking for specific jobs. Their billing is their material and time. This company does this for about \$7,500. When I went through this company for my job in Toledo, they were very professional, and the process was seamless.

Councilor Blackburn asked is there a guarantee? CA Wiggins said they would just bill you for the advertising. Mayor Hawkins asked what budget line would this come out of?

CA Wiggins said this could come out of contingency and make a budget adjustment.

Council and staff discussed how much time this will take with the different options. They started discussing options for an interim city administrator. CA Wiggins said I am leaving August 21, 2023. CA Wiggins and Councilor Middleton discussed when a letter of resignation was submitted.

b) Street calming devices/ideas

Council and staff review ideas and devices in their packets along with the cost. They discussed speed bumps and their cost. Then they discussed speed humps as well and that they are cheaper. Councilor Blackburn said I think a stop sign is a good start, then we can see what to do next. CA Wiggins said the speed bumps work. Cove has two streets with them and they work.

Council and staff discussed the other streets that have speeding complaints.

Trisha Seale, 10th Street said our concern about the stop sign is the placement of it. We have found affordable speed bumps and La Grande plows over their speed bumps. I talked to the fire department, and they aren't worried about wear and tear on the vehicles. I think it needs to be at least 2 speed bumps. CA Wiggins said it is an alternate truck route so it has to hold up. Councilor Blackburn suggested a sign so the plow could pick up the blade and go over it.

Trisha Seale and Councilor Middleton discussed the placement of a stop sign on 10th Street. CA Wiggins said you would put the stop sign right in the middle

of her driveway. The speed bumps/humps are the better option as long as they meet truck route requirements. He also suggested a good place to put one.

Don George, Delta said I want to apologize to everyone for my public comment at the last meeting. I still stand by the statement that stop signs don't work. He read from another city website. He also talked about a study from San Jose. He talked about the speed hump program in Redwood, California. Stop signs are effective if there is a police presence. We need to figure out something different like speed humps.

**7. ADJOURNMENT:**

This meeting adjourned at 7:01 p.m.

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, July 3, 2023

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

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

The City Council of the City of Union was called to order on July 3, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

**PRESENT:** Susan Hawkins, Tim Cox, Councilor Dick Middleton, and Councilor Jay Blackburn

**EXCUSED:** John Farmer, Councilor Anita Boyer-Davis, and Councilor John Black

### 2. PRESENTATIONS:

CA Wiggins said I gave you a letter from LGPS showing that you have begun the hiring process for the city administrator position. You can see their timeline is pushing hard and hope to have candidates before you by August 1, 2023.

Mayor Hawkins and CA Wiggins discussed this hiring process. He explained that executive sessions will be held to conduct the interviews. Then you have a public meeting after that, and can have one last executive session to finish deciding. Then you come back to the public meeting and the mayor will recommend the candidate she would like to hire, and council consent is needed to move forward.

Mayor Hawkins and Councilor Middleton discussed the interview process.

CA Wiggins said you can also consider letting staff interview them as well. Also, taking another candidate on a tour and rotate the candidates through each section and then have a public meeting. Council and staff asked questions and discussed this interview process. They also discussed developing the questions for the interviews. Then they discussed what pay will be offered on the advertising.

### 3. UPCOMING BUSINESS DISCUSSIONS:

### 4. COMMITTEE DISCUSSIONS:

Mayor Hawkins said July 12, 2023, there is a meeting about the Buffalo Flats Project. Councilor Cox said there is a park meeting on zoom on July 11, 2023 at 6:30 p.m.. Council discussed their thoughts on the park. Staff discussed the park as well.

Councilor Middleton discussed adding something to the website so that people can make comments on the Buffalo Flats Project. Council discussed the watershed meeting coming up and the Buffalo Flats Project. They also discussed the possibility of flooding. Council discussed making sure citizens can make public comments in this permitting process for the Buffalo Flats Project in writing.

Councilor Middleton asked about 10th Street and the speed bumps. CA Wiggins said I have been down there, and a stop sign won't work. Council and staff discussed speed bumps and the different types. The matter will be discussed further at the next meeting. They also discussed trying to figure out the problem streets and adding something there possibly.

CA Wiggins the fire measure number is 31118. They all discussed the Grassroots festival coming up and spreading the word about this special election.

On the next work session there will be updates on the bridge and EMS fees. CA Wiggins said that the grant for the Little Creek Bridge on College Street will not work for a replacement as is. I am waiting to hear exactly what the grant will pay for. It will likely reroute the road and would force the Council to claim immanent domain.

Council said they will not do that to those residents and that the bridge may not be replaced at all. CA Wiggins said it is no longer safe for emergency vehicles and will have to be turned into a walking bridge if it is not replaced.

**5. ORDINANCE/CHARTER REVIEW:**

**6. OTHER:**

a) City Administrator Job Description

CA Wiggins said I already made the changes you requested at the last meeting. Mayor Hawkins and CA Wiggins discussed typing the minutes on the city recorder job description. They discussed changing it to insurance that the minutes are typed.

Staff and Council discussed adding to the city administrator job description that a working knowledge of municipal infrastructure and project practices. Overseeing public works, streets, water, wastewater. This will be added under essential job functions.

Councilor Middleton discussed the two job descriptions and asked questions about the differences between them. They discussed changing the amount of weight each job may be required to lift. They discussed adding council to another sentence in the city administrator job.

Council and staff discussed adding details to the duties of the city budget. They also discussed adding good communication skills be added as well. Another topic of discussion is requiring to attend city functions and events.

Staff discussed investments and adding at the direction of council to the sentence in the city administrator job description.

Characteristics and qualities in the person we are hoping to hire-

Communication skills  
Organization  
Budget/Accounting knowledge/Skills/Cash flow budgeting  
Planning Knowledge/Acquity  
Work Experience very important  
Grant Skills for applying/resources  
Public meeting laws/state laws  
Dedication to job  
Servant Leadership  
Open minded  
Small town versatility/politics

Council and staff discussed the interview process and rotating the candidates through three groups to help involve citizens and employees. Then, they discussed the possibility of an interim city administrator. Staff and Council discussed the timeline of progression on the hiring process and how quickly it can go.

Council discussed with staff how they will hire an interim city administrator. CA Wiggins discussed the benefits he is declining to take because he was unable to fulfill parts of his contract. Council put emphasis on communication skills, budget and accounting, and being open minded as qualities in the new candidate.

Council and staff discussed the questions for the interview process.

**7. ADJOURNMENT:**

This meeting adjourned at 7:46 p.m.

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Mayor

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City Administrator





# Memorandum

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

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**ATTACHED:**

[Adjustments June 2023](#)

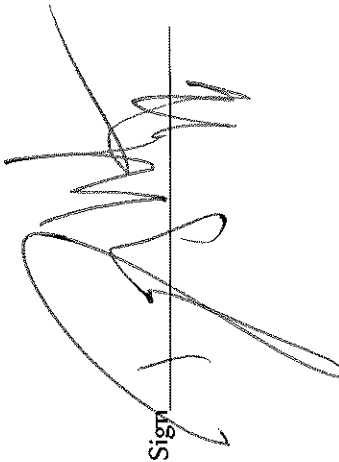
[AP's June 2023](#)

[Expenses June 2023](#)

[Office Manager Report-June 2023](#)

[Revenues June 2023](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
6/6/2023	Delepierre, Duane	100420025	Credit	\$ (165.58)	leak adjustment
6/7/2023	Montgomery, Olivia	106290083	Debit <del>Dr</del>	\$ 35.00	delinquent turn off
6/7/2023	Sturm, Bryce	102680075	Debit <del>Dr</del>	\$ 35.00	delinquent turn off
6/12/2023	Magee, Carisa	114770096	Debit <del>Dr</del>	\$ 50.00	new account set up fees
6/12/2023	Paur, Leonard	112960018	Credit <del>Cr</del>	\$ (16.00)	adjust late fee/pymnt made same day
6/14/2023	Gott, Gertie	163130008	Credit <del>Cr</del>	\$ (100.00)	adjust for payment posted wrong
6/20/2023	Niday Estate	116260121	Debit <del>Dr</del>	\$ 0.67	to clear a small credit on a closed account
6/21/2023	Boldander, Natalia	116260122	Credit <del>Cr</del>	\$ (3.22)	to clear charges to an account that was never used
6/21/2023	Howard, Teara	114580022	Debit <del>Dr</del>	\$ 16.00	turn on fee
6/21/2023	Clark, Ethan	102490019	Debit <del>Dr</del>	\$ 16.00	turn on fee
6/21/2023	Union Hotel	105360036	Debit <del>Dr</del>	\$ 290.58	hotel sewer charges
6/29/2023	multiple	multiple	Debit <del>Dr</del>	\$ 860.00	delinquent notices
6/30/2023	Crowe, Kenneth	103250016	Debit <del>Dr</del>	\$ 16.00	turn on fee
6/30/2023	Brounstein, Jerry	108620071	Debit <del>Dr</del>	\$ 16.00	turn off fee
6/30/2023	Williams, Becky	115580011	Debit <del>Dr</del>	\$ 16.00	turn on fee
6/30/2023	Brown, Steve	100520071	Credit <del>Cr</del>	\$ (20.00)	remove delinq notice/pymt made prior to delivery
6/30/2023	Mooney, Chelsey	102100244	Credit <del>Cr</del>	\$ (20.00)	remove delinq notice/pymt made prior to delivery

  
 Sign \_\_\_\_\_

7-5-23  
 Date \_\_\_\_\_



# 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
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80127831	06/05/23	meter service program	06/09/23	\$29.22	\$29.22	200-200-5203800	IT/Computer/Software	\$12,500.00	\$5,176.73
		80127831	06/05/23	meter service program	06/09/23	\$29.22	\$29.22	300-300-5203800	IT/Computer/Software	\$8,500.00	\$43.32
							<b>\$58.44</b>	<b>JB</b>			
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X054361	06/05/23	water testing	06/09/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$726.37
							<b>\$45.00</b>	<b>JB</b>			
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	May '23	06/05/23	phone	06/09/23	\$57.00	\$57.00	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48
		May '23	06/05/23	phone	06/09/23	\$33.69	\$33.69	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48
		May '23	06/05/23	internet	06/09/23	\$104.99	\$104.99	300-300-5203800	IT/Computer/Software	\$8,500.00	\$43.32
		May '23	06/05/23	phone	06/09/23	\$57.01	\$57.01	500-500-5202570	Telephone/Cell	\$600.00	\$85.10
		May '23	06/05/23	phone	06/09/23	\$86.61	\$86.61	600-600-5202570	Telephone/Cell	\$1,200.00	\$243.56
		May '23	06/05/23	internet	06/09/23	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$824.45
							<b>\$419.29</b>	<b>JB</b>			
218	Daggett, Heather, PO Box 865, Union, OR, 97883	June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$120.00	\$120.00	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48
		June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$120.00	\$120.00	300-300-5202570	Telephone/Cell	\$3,000.00	\$406.49
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-005	06/05/23	management contract services	06/09/23	\$833.30	\$833.30	800-800-5202190	Contract Services	\$8,000.00	\$1,817.71
							<b>\$833.30</b>	<b>JB</b>			
391	Derichsweller, Tiffany, 216 Fir, La Grande, OR,	May '23 reimb	06/05/23	library supplies - reimbursement	06/09/23	\$14.93	\$14.93	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,779.64
							<b>\$14.93</b>	<b>JB</b>			
405	EO Media Group, PO Box 6020, Bend, OR, 97708	523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$219.88	\$219.88	100-110-5202727	Advertising/Publishing	\$1,300.00	\$663.38
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$219.88	\$219.88	200-200-5202727	Advertising/Publishing	\$500.00	(\$114.95)
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$219.88	\$219.88	300-300-5202727	Advertising/Publishing	\$1,000.00	\$385.05
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$100.00	\$100.00	500-500-5202727	Advertising/Publishing	\$100.00	\$100.00
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$35.00	\$35.00	600-600-5202727	Advertising/Publishing	\$100.00	\$6.20
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$50.00	\$50.00	700-710-5202727	Advertising/Publishing	\$150.00	\$73.00
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$34.86	\$34.86	800-800-5202727	Advertising/Publishing	\$0.00	(\$4.55)

# 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
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80127831	06/05/23	meter service program	06/09/23	\$29.22	\$29.22	200-200-5203800	IT/Computer/Software	\$12,500.00	\$5,176.73
		80127831	06/05/23	meter service program	06/09/23	\$29.22	\$29.22	300-300-5203800	IT/Computer/Software	\$8,500.00	\$43.32
							<b>\$58.44</b>	<b>JB</b>			
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X054361	06/05/23	water testing	06/09/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$726.37
							<b>\$45.00</b>	<b>JB</b>			
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	May '23	06/05/23	phone	06/09/23	\$57.00	\$57.00	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48
		May '23	06/05/23	phone	06/09/23	\$33.69	\$33.69	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48
		May '23	06/05/23	internet	06/09/23	\$104.99	\$104.99	300-300-5203800	IT/Computer/Software	\$8,500.00	\$43.32
		May '23	06/05/23	phone	06/09/23	\$57.01	\$57.01	500-500-5202570	Telephone/Cell	\$600.00	\$85.10
		May '23	06/05/23	phone	06/09/23	\$86.61	\$86.61	600-600-5202570	Telephone/Cell	\$1,200.00	\$243.56
		May '23	06/05/23	internet	06/09/23	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$824.45
							<b>\$419.29</b>	<b>JB</b>			
218	Daggett, Heather, PO Box 865, Union, OR, 97883	June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$120.00	\$120.00	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48
		June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$120.00	\$120.00	300-300-5202570	Telephone/Cell	\$3,000.00	\$406.49
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-005	06/05/23	management contract services	06/09/23	\$833.30	\$833.30	800-800-5202190	Contract Services	\$8,000.00	\$1,817.71
							<b>\$833.30</b>	<b>JB</b>			
391	Derichsweller, Tiffany, 216 Fir, La Grande, OR,	May '23 reimb	06/05/23	library supplies - reimbursement	06/09/23	\$14.93	\$14.93	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,779.64
							<b>\$14.93</b>	<b>JB</b>			
405	EO Media Group, PO Box 6020, Bend, OR, 97708	523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$219.88	\$219.88	100-110-5202727	Advertising/Publishing	\$1,300.00	\$663.38
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$219.88	\$219.88	200-200-5202727	Advertising/Publishing	\$500.00	(\$114.95)
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$219.88	\$219.88	300-300-5202727	Advertising/Publishing	\$1,000.00	\$385.05
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$100.00	\$100.00	500-500-5202727	Advertising/Publishing	\$100.00	\$100.00
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$35.00	\$35.00	600-600-5202727	Advertising/Publishing	\$100.00	\$6.20
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$50.00	\$50.00	700-710-5202727	Advertising/Publishing	\$150.00	\$73.00
		523EO48973	06/05/23	chamber magazine printing, budget hearing, ballot measure	06/09/23	\$34.86	\$34.86	800-800-5202727	Advertising/Publishing	\$0.00	(\$4.55)

# Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
463	May '23	Fleshman, Dorothy, c/o Annette Byrd, 73935 Yarrington Rd, Elgin, OR, 97827	06/05/23	books purchased	06/09/23		\$69.00	\$879.50	600-600-5203410	Library Books/Magazines	\$8,000.00	\$7,370.13
56	June '23	George, Robin, PO Box 906, Union, OR, 97883	06/05/23	phone stipend Jan - June '23	06/09/23		\$120.00	\$120.00	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48
104	June '23	H.D. Fowler, PO Box 84368, Seattle, WA, 98124	06/05/23	phone stipend Jan - June '23	06/09/23		\$120.00	\$120.00	300-300-5202570	Telephone/Cell	\$3,000.00	\$406.49
10	O7795519	Hometown Hardware, PO Box 1024, Union, OR, 97883	06/05/23	water dept supplies	06/09/23		\$480.47	\$480.47	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$28,574.06
10	O7776182	Hometown Hardware, PO Box 1024, Union, OR, 97883	06/05/23	force main line	06/09/23		\$8,162.03	\$8,162.03	210-000-5404500	System Improvements	\$363,082.00	\$360,948.00
10	O7791460	Hometown Hardware, PO Box 1024, Union, OR, 97883	06/05/23	force main line	06/09/23		\$599.02	\$599.02	210-000-5404500	System Improvements	\$363,082.00	\$360,948.00
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	park supplies	06/09/23		\$82.55	\$82.55	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,547.12
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	public works supplies	06/09/23		\$65.75	\$65.75	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$28,574.06
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	public works supplies	06/09/23		\$32.30	\$32.30	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$28,574.06
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	treatment plant supplies	06/09/23		\$70.85	\$70.85	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$312.77)
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	streets supplies	06/09/23		\$9.25	\$9.25	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	(\$199.18)
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	library supplies	06/09/23		\$43.50	\$43.50	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,779.64
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	fire dept supplies	06/09/23		\$39.00	\$39.00	700-710-5202181	Supplies (Janitorial & Op	\$5,000.00	\$76.75
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	ranger station supplies	06/09/23		\$43.00	\$43.00	800-800-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,865.08
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	copier contract	06/09/23		\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,000.00	\$2,981.24
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	copier contract	06/09/23		\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$305.66
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	copier contract	06/09/23		\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$700.00	\$205.66
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	copier contract	06/09/23		\$7.49	\$7.49	500-500-5202190	Contract Services	\$3,000.00	\$635.38
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	copier contract	06/09/23		\$7.49	\$7.49	700-710-5202190	Contract Services	\$500.00	\$55.39
46	14767690	LEAF, PO Box 5066, Hartford, CT, 06102-5066	06/05/23	copier contract	06/09/23		\$7.49	\$7.49	700-720-5202190	Contract Services	\$600.00	\$30.95
47	2023 membership	Libraries of Eastern Oregon, 1614 5th Street, La Grande, OR, 97850	06/05/23	2023 membership	06/09/23		\$1,641.00	\$1,641.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,779.64
15	20683634	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	06/05/23	ambulance medical supplies	06/05/23		\$429.87	\$429.87	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2.65
15	20684899	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	06/05/23	ambulance medical supplies	06/05/23		\$160.77	\$160.77	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2.65

**City of Union**  
**Council Approval Report**  
 (Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927										
0791667-IN	06/05/23	treatment plant supplies	06/09/23	\$1,682.30	<u>\$590.64</u> JB	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$312.77)		
					<u>\$1,682.30</u> JB						
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850										
22231	06/05/23	ranger station house #2	06/09/23	\$282.92	\$282.92	115-000-5403203	Land/Buildings	\$506,150.00	\$386,506.00		
22738	06/05/23	ranger station house #2	06/09/23	\$159.74	\$159.74	115-000-5403203	Land/Buildings	\$506,150.00	\$386,506.00		
22923	06/05/23	ranger station house #2	06/09/23	\$277.07	\$277.07	115-000-5403203	Land/Buildings	\$506,150.00	\$386,506.00		
23341	06/05/23	ranger station house #2	06/09/23	\$14.13	\$14.13	115-000-5403203	Land/Buildings	\$506,150.00	\$386,506.00		
23660	06/05/23	ranger station house #2	06/09/23	\$15.87	\$15.87	115-000-5403203	Land/Buildings	\$506,150.00	\$386,506.00		
					<u>\$749.73</u> JB						
5	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425										
175566	06/05/23	grease	06/09/23	\$76.90	\$76.90	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$28,574.06		
					<u>\$76.90</u> JB						
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076										
3050501	06/05/23	water/sewer locates	06/09/23	\$14.00	\$14.00	200-200-5202190	Contract Services	\$5,000.00	\$611.12		
3050501	06/05/23	water/sewer locates	06/09/23	\$14.00	\$14.00	300-300-5202190	Contract Services	\$7,000.00	\$2,104.41		
					<u>\$28.00</u> JB						
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824										
June '23	06/05/23	IT services	06/05/23	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$7,000.00	\$548.52		
June '23	06/05/23	IT services	06/05/23	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$32.72		
June '23	06/05/23	IT services	06/05/23	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$12,500.00	\$5,176.73		
June '23	06/05/23	IT services	06/05/23	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$8,500.00	\$43.32		
June '23	06/05/23	IT services	06/05/23	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$282.09		
June '23	06/05/23	IT services	06/05/23	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,000.00	\$824.45		
June '23	06/05/23	IT services	06/05/23	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$400.00	\$98.87		
June '23	06/05/23	IT services	06/05/23	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$500.00	(\$26.93)		
June '23	06/05/23	IT services	06/05/23	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$500.00	\$192.03		
					<u>\$800.00</u> JB						
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605										
31807510	06/05/23	treatment plant operating supplies	06/09/23	\$1,425.49	\$1,425.49	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$312.77)		
31809802	06/05/23	treatment plant operating supplies	06/09/23	\$1,576.94	\$1,576.94	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$312.77)		
31816106	06/05/23	credit on container deposit	06/09/23	(\$50.00)	(\$50.00)	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$312.77)		
					<u>\$2,952.43</u> JB						
55	Phillips, Paul, PO Box 244, Union, OR, 97883										
June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$120.00	\$120.00	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48		
June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$120.00	\$120.00	300-300-5202570	Telephone/Cell	\$3,000.00	\$406.49		

Council Approval Report  
(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600		22	32530373	06/05/23	office supplies	06/09/23	\$103.21	\$240.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,984.25
			32562318	06/05/23	councilor name plates	06/09/23	\$21.98		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,984.25
			32530373	06/05/23	office supplies	06/09/23	\$25.00		100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,547.12
			32530373	06/05/23	office supplies	06/09/23	\$20.00		100-140-5202181	Supplies (Janitorial & Op	\$50.00	\$50.00
			32530373	06/05/23	office supplies	06/09/23	\$25.00		100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$188.02
			32530373	06/05/23	office supplies	06/09/23	\$125.00		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$28,574.06
			32563994	06/05/23	treatment plant supplies	06/09/23	\$27.99		300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$312.77)
			32530373	06/05/23	office supplies	06/09/23	\$35.00		800-800-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,865.08
R & C Fire Extinguishers, 63312 Watson St., La Grande,, OR, 97850		210	12245	06/05/23	fire extinguisher maint	06/09/23	\$16.50	\$383.18	100-110-5202190	Contract Services	\$7,000.00	\$2,981.24
			12245	06/05/23	fire extinguisher maint	06/09/23	\$63.00		700-710-5202880	Equipment Repair/Maint	\$2,500.00	\$2,020.50
T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596		297	May '23	06/05/23	mobile internet	06/09/23	\$17.56	\$79.50	200-200-5203800	IT/Computer/Software	\$12,500.00	\$5,176.73
			May '23	06/05/23	mobile internet	06/09/23	\$17.56		300-300-5203800	IT/Computer/Software	\$8,500.00	\$43.32
			May '23	06/05/23	mobile internet	06/09/23	\$8.78		700-720-5203800	IT/Computer/Software	\$500.00	(\$26.93)
Union Rural Fire Dept, PO Box 317, Union, OR, 97883		88	1066	06/05/23	rent/utilities	06/09/23	\$981.41	\$981.41	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$2,211.05
			1066	06/05/23	rent/utilities	06/09/23	\$981.41		700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$2,211.03
US Postal Service, PO Box Fee Payment, , ,		209	May '23	06/05/23	post office box fee	06/09/23	\$41.20	\$1,962.82	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,746.39
			May '23	06/05/23	post office box fee	06/09/23	\$5.80		100-140-5202640	Postage/Shipping	\$50.00	\$50.00
			May '23	06/05/23	post office box fee	06/09/23	\$44.60		200-200-5202640	Postage/Shipping	\$3,500.00	\$2,715.75
			May '23	06/05/23	post office box fee	06/09/23	\$44.60		300-300-5202640	Postage/Shipping	\$3,250.00	\$2,314.56
			May '23	06/05/23	post office box fee	06/09/23	\$4.90		700-710-5202640	Postage/Shipping	\$500.00	\$194.79
			May '23	06/05/23	post office box fee	06/09/23	\$4.90		700-720-5202640	Postage/Shipping	\$500.00	\$421.59
Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293		1	May '23	06/05/23	park's fuel	06/09/23	\$186.78	\$146.00	100-130-5202490	Fuel	\$2,000.00	\$649.14
			May '23	06/05/23	prompt pay credit	06/09/23	(\$0.56)		200-200-5202490	Fuel	\$5,000.00	\$415.20
			May '23	06/05/23	public works fuel	06/09/23	\$288.42		200-200-5202490	Fuel	\$5,000.00	\$415.20
			May '23	06/05/23	treatment plant fuel	06/09/23	\$125.12		300-300-5202490	Fuel	\$4,000.00	\$1,533.00
			May '23	06/05/23	prompt pay credit	06/09/23	(\$0.56)		300-300-5202490	Fuel	\$4,000.00	\$1,533.00

**City of Marion**  
**Council Approval Report**  
 (Council Approval Report)



Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		May '23	06/05/23	streets fuel	06/09/23	\$325.76	\$325.76	500-500-5202490	Fuel	\$3,500.00	\$661.77
		May '23	06/05/23	fire dept fuel	06/09/23	\$122.70	\$122.70	700-710-5202490	Fuel	\$1,500.00	\$1,022.28
		May '23	06/05/23	medic 9	06/09/23	\$204.01	\$204.01	700-720-5202490	Fuel	\$3,250.00	\$659.41
		May '23	06/05/23	prompt pay credit	06/09/23	(\$0.30)	(\$0.30)	700-720-5202490	Fuel	\$3,250.00	\$659.41
		May '23	06/05/23	ranger station fuel	06/09/23	\$31.08	\$31.08	800-800-5202490	Fuel	\$500.00	\$280.99
							<b>\$1,282.45</b>	<b>JB</b>			
52	Wiggins, Doug, PO Box 338, Cove, OR, 97824	June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$750.00	\$393.36
		June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$5,750.00	\$620.48
		June '23	06/05/23	phone stipend Jan - June '23	06/09/23	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,000.00	\$406.49
							<b>\$240.00</b>	<b>JB</b>			
<b>Total Bills To Pay:</b>							<b>\$25,475.83</b>				

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 5 day of June, 2023.

Council Member   
 Council Member   
 City Administrator 

## City of Union

## Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	June '23	Allstream, PO Box 734521, Chicago, IL, 60673-4521		06/20/23	treatment plant	06/23/23	\$99.73	\$99.73	200-200-5202570	Telephone/Cell	\$5,750.00	\$89.79
				06/20/23	treatment plant	06/23/23	\$98.05	\$98.05	300-300-5202570	Telephone/Cell	\$3,000.00	(\$33.51)
							<b>\$197.78</b>		<i>JB/B</i>			
2	75059	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850		06/23/23		06/23/23	\$3,000.00	\$3,000.00	115-000-5403203	Land/Buildings	\$506,150.00	\$385,756.27
				06/20/23	RV park proj	06/23/23	\$3,047.50	\$3,047.50	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,694,075.84
				06/20/23	CDBG proj	06/23/23	\$1,395.00	\$1,395.00	300-300-5202120	Engineering	\$20,000.00	\$2,556.25
				06/20/23	engineering	06/23/23	\$2,962.50	\$2,962.50	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$266,531.49
				06/20/23	screen proj	06/23/23			<i>JB/B</i>			
4	June '23	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001		06/20/23	city hall	06/23/23	\$24.87	\$24.87	100-110-5202501	Heat	\$1,250.00	\$12.69
				06/20/23	city hall	06/23/23	\$24.87	\$24.87	200-200-5202501	Heat	\$8,000.00	\$1,688.67
				06/20/23	city hall	06/23/23	\$24.87	\$24.87	300-300-5202501	Heat	\$4,000.00	\$260.42
				06/20/23	treatment plant	06/23/23	\$80.50	\$80.50	300-300-5202501	Heat	\$4,000.00	\$260.42
				06/20/23	treatment plant	06/23/23	\$17.34	\$17.34	300-300-5202501	Heat	\$4,000.00	\$260.42
				06/20/23	library	06/23/23	\$36.39	\$36.39	600-600-5202501	Heat	\$2,000.00	\$91.02
				06/20/23	ranger station	06/23/23	\$55.79	\$55.79	800-800-5202501	Heat	\$3,000.00	\$456.77
							<b>\$264.63</b>		<i>JB/B</i>			
41	X054709	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754		06/20/23	water testing	06/20/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$681.37
							<b>\$45.00</b>		<i>JB/B</i>			
450	June '23	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883		06/20/23	cleaning contract	06/23/23	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,000.00	\$2,927.29
				06/20/23	cleaning contract	06/23/23	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,000.00	\$266.82
105	INV4766	Cascade Fire Equipment, PO Box 4248, Medford, OR, 97501		06/20/23	supplies	06/23/23	\$304.00	\$304.00	700-710-5202181	Supplies (Janitorial & Op	\$5,000.00	\$37.75
							<b>\$304.00</b>		<i>JB/B</i>			
295	clothing allowance	Dodds, Laura, PO Box 7, Union, OR, 97850		06/20/23	clothing allowance FY 2022-2023	06/23/23	\$200.00	\$200.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,859.06
							<b>\$200.00</b>		<i>JB/B</i>			
9	92595	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		06/20/23	contract services/copier	06/23/23	\$11.62	\$11.62	100-110-5202190	Contract Services	\$7,000.00	\$2,927.29
				06/20/23	contract services/copier	06/23/23	\$4.98	\$4.98	100-120-5202640	Postage/Shipping	\$250.00	\$193.52
				06/20/23	contract services/copier	06/23/23	\$4.98	\$4.98	100-160-5202190	Contract Services	\$750.00	\$708.02
				06/20/23	contract services/copier	06/23/23	\$26.57	\$26.57	200-200-5202190	Contract Services	\$5,000.00	\$597.12



## City of Union

## Council Approval Report

(Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
92595		06/20/23	contract services/copier	06/23/23	\$26.57	\$26.57	300-300-5202190	Contract Services	\$7,000.00	\$2,090.41
					\$74.72		<i>JB</i>			
350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124	06/20/23	CDBG work	06/23/23	\$1,500.00	\$1,500.00	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,694,075.84
48500						\$1,500.00	<i>JB</i>			
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124	06/20/23	supplies	06/23/23	\$33.84	\$33.84	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$5,046.34)
O7791455						\$33.84	<i>JB</i>			
468	Hartley, Sara, PO Box 932, Union, OR, 97883	06/20/23	downtown tree purchase/reimb	06/23/23	\$65.00	\$65.00	137-000-5404562	Tree Purchase	\$9,930.00	\$9,930.00
reimb						\$65.00	<i>JB</i>			
167	IDEXX Distribution Inc, PO Box 101327, Atlanta, GA, 30392	06/20/23	treatment plant lab supplies	06/23/23	\$228.64	\$228.64	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$5,046.34)
3130525364						\$228.64	<i>JB</i>			
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	06/20/23	supplies	06/20/23	\$15.08	\$15.08	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$5,046.34)
4125428						\$15.08	<i>JB</i>			
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	06/20/23	ambulance supplies	06/20/23	\$142.01	\$142.01	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	(\$587.99)
20721344		06/20/23	ambulance supplies	06/20/23	\$267.20	\$267.20	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	(\$587.99)
20724198		06/20/23	ambulance supplies	06/20/23	\$135.45	\$135.45	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	(\$587.99)
20726741		06/20/23	ambulance supplies	06/20/23	\$100.22	\$100.22	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	(\$587.99)
20732665						\$644.88	<i>JB</i>			
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	06/20/23	ambulance supplies	06/23/23	\$76.26	\$76.26	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	(\$587.99)
37857388						\$76.26	<i>JB</i>			
203	Oregon Pers, PO Box 23700, Tigard, OR, 97281	06/20/23	social security fees	06/23/23	\$23.80	\$23.80	100-110-5202600	Dues/License/Certs	\$3,250.00	\$410.84
1590257						\$23.80	<i>JB</i>			
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	06/20/23	camera rep/maint	06/23/23	\$25.00	\$25.00	100-130-5202880	Equipment Repair/Maint	\$1,000.00	(\$237.19)
635		06/20/23	library	06/23/23	\$1,113.58	\$1,113.58	115-000-5403203	Land/Buildings	\$506,150.00	\$385,756.27
633		06/20/23	public works	06/23/23	\$200.00	\$200.00	200-200-5203800	IT/Computer/Software	\$12,500.00	\$4,906.61
634		06/20/23	treatment plant	06/23/23	\$150.00	\$150.00	300-300-5203800	IT/Computer/Software	\$8,500.00	(\$331.79)
634						\$1,488.58	<i>JB</i>			
48	OTEC, PO Box 226, Baker City, OR, 97814									

## City of Union

## Council Approval Report

(Council Approval Report)

46.62  
46.61  
+ 46.61  
139.84

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	June '23	06/20/23	city hall	06/23/23	\$46.62	✓ \$46.62	100-110-5202540	Electricity	\$900.00	\$334.54
	June '23	06/20/23	park path lights	06/23/23	\$95.46	✓ \$95.46	100-130-5202540	Electricity	\$1,750.00	\$266.88
	June '23	06/20/23	transfer station	06/23/23	\$50.44	✓ \$50.44	100-150-5202540	Electricity	\$700.00	\$152.61
	June '23	06/20/23	public works	06/23/23	\$82.41	✓ \$82.41	200-200-5202540	Electricity	\$32,000.00	\$8,056.93
	June '23	06/20/23	city well	06/23/23	\$245.00	✓ \$245.00	200-200-5202540	Electricity	\$32,000.00	\$8,056.93
	June '23	06/20/23	city well	06/23/23	\$1,736.49	✓ \$1,736.49	200-200-5202540	Electricity	\$32,000.00	\$8,056.93
	June '23	06/20/23	public works	06/23/23	\$95.73	✓ \$95.73	200-200-5202540	Electricity	\$32,000.00	\$8,056.93
	June '23	06/20/23	city hall	06/23/23	\$46.61	✓ \$46.61	200-200-5202540	Electricity	\$32,000.00	\$8,056.93
	June '23	06/20/23	city hall	06/23/23	\$46.61	✓ \$46.61	300-300-5202540	Electricity	\$38,000.00	\$7,759.55
	June '23	06/20/23	treatment plant	06/23/23	\$1,355.73	✓ \$1,355.73	300-300-5202540	Electricity	\$38,000.00	\$7,759.55
	June '23	06/20/23	lift station	06/23/23	\$61.94	✓ \$61.94	300-300-5202540	Electricity	\$38,000.00	\$7,759.55
	June '23	06/20/23	pumphouse	06/23/23	\$1,490.28	✓ \$1,490.28	300-300-5202540	Electricity	\$38,000.00	\$7,759.55
	June '23	06/20/23	dearborn lights	06/23/23	\$56.61	✓ \$56.61	500-500-5202540	Electricity	\$27,000.00	\$2,806.11
	June '23	06/20/23	street lights	06/23/23	\$2,127.45	✓ \$2,127.45	500-500-5202540	Electricity	\$27,000.00	\$2,806.11
	June '23	06/20/23	library	06/23/23	\$117.12	✓ \$117.12	600-600-5202540	Electricity	\$3,000.00	\$823.18
	June '23	06/20/23	ranger station	06/23/23	\$55.05	✓ \$55.05	800-800-5202540	Electricity	\$1,350.00	\$409.55
	June '23	06/20/23	ranger station	06/23/23	\$33.57	✓ \$33.57	800-800-5202540	Electricity	\$1,350.00	\$409.55
						<b>\$7,743.12</b>	<b>JB</b>			
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850									
5067436211	06/20/23	copier contract	06/23/23	\$54.04	✓ \$54.04	600-600-5202190	Contract Services		\$3,000.00	\$266.82
						<b>\$54.04</b>	<b>JB</b>			
466	System DJ's, 2403 E N. Ave, La Grande, OR, 97850									
32028060-1	06/20/23	sound system	06/23/23	\$615.00	✓ \$615.00	100-110-5202920	Economic Development		\$36,658.00	\$21,063.80
						<b>\$615.00</b>	<b>JB</b>			
126	Tri-County Equipment, 62450 Commerce Rd, La Grande, OR, 97850									
W13399	06/20/23	gator repair/maint	06/23/23	\$85.94	✓ \$85.94	700-710-5202880	Equipment Repair/Maint		\$2,500.00	\$1,957.50
						<b>\$85.94</b>	<b>JB</b>			
84	Union Market, PO Box 886, Acct #2014, Union, OR, 97883									
May '23	06/20/23	supplies/pallet of water	06/23/23	\$134.75	✓ \$134.75	200-200-5202181	Supplies (Janitorial & Op		\$40,000.00	\$27,793.64
May '23	06/20/23	supplies/pallet of water	06/23/23	\$134.75	✓ \$134.75	300-300-5202181	Supplies (Janitorial & Op		\$42,000.00	(\$5,046.34)
May '23	06/20/23	supplies/water	06/23/23	\$12.48	✓ \$12.48	100-110-5202181	Supplies (Janitorial & Op		\$6,000.00	\$2,859.06
May '23	06/20/23	park supplies	06/23/23	\$113.41	✓ \$113.41	100-130-5202181	Supplies (Janitorial & Op		\$3,500.00	\$1,439.57
May '23	06/20/23	supplies/open house	06/23/23	\$85.97	✓ \$85.97	700-710-5202181	Supplies (Janitorial & Op		\$5,000.00	\$37.75
May '23	06/20/23	supplies/gloves/water	06/23/23	\$15.87	✓ \$15.87	100-120-5202630	Abatement		\$3,000.00	\$1,702.73
						<b>\$497.23</b>	<b>JB</b>			
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883									
1067	06/20/23	rent/utilities	06/23/23	\$932.59	✓ \$932.59	700-710-5202280	Rent/Fire & Ambulance		\$14,000.00	\$1,229.64
1067	06/20/23	rent/utilities	06/23/23	\$932.60	✓ \$932.60	700-720-5202280	Rent/Fire & Ambulance		\$14,000.00	\$1,229.62

# Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
163		Union Sanitation, PO Box 906, Union, OR, 97883						<b>\$1,865.19</b>	<i>JB</i>			
666439		06/20/23	clean up day	06/23/23			\$1,000.00	\$1,000.00	100-110-5202291	City Cleanup	\$1,000.00	\$1,000.00
666439		06/20/23	clean up day	06/23/23			\$600.64	\$600.64	100-120-5202630	Abatement	\$3,000.00	\$1,702.73
26		US Cellular, Dept. 0205, Palatine, IL, 60055-0205						<b>\$1,600.64</b>	<i>JB</i>			
June '23		06/20/23	on call cell phone	06/23/23			\$26.83	\$26.83	200-200-5202570	Telephone/Cell	\$5,750.00	\$89.79
June '23		06/20/23	on call cell phone	06/23/23			\$26.83	\$26.83	300-300-5202570	Telephone/Cell	\$3,000.00	(\$33.51)
June '23		06/20/23	ambulance cell phone	06/23/23			\$53.29	\$53.29	700-720-5202570	Telephone/Cell	\$800.00	\$64.17
50		Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693						<b>\$106.95</b>	<i>JB</i>			
384426		06/20/23	billing/postage	06/23/23			\$297.46	\$297.46	200-200-5202640	Postage/Shipping	\$3,500.00	\$2,671.15
384426		06/20/23	billing/postage	06/23/23			\$296.14	\$296.14	300-300-5202640	Postage/Shipping	\$3,250.00	\$2,269.96
384426		06/20/23	billing/postage	06/23/23			\$32.91	\$32.91	700-710-5202640	Postage/Shipping	\$500.00	\$189.89
384426		06/20/23	billing/postage	06/23/23			\$32.91	\$32.91	700-720-5202640	Postage/Shipping	\$500.00	\$416.69
52		Wiggins, Doug, PO Box 338, Cove, OR, 97824						<b>\$659.42</b>	<i>JB</i>			
reimb June '23		06/20/23	library supplies/reimb	06/23/23			\$29.87	\$29.87	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,080.21
321		ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416						<b>\$29.87</b>	<i>JB</i>			
June 2023		06/20/23	internet	06/23/23			\$43.60	\$43.60	100-110-5203800	IT/Computer/Software	\$7,000.00	\$345.20
June '23		06/20/23	public works phone	06/23/23			\$166.89	\$166.89	200-200-5202570	Telephone/Cell	\$5,750.00	\$89.79
June 2023		06/20/23	internet	06/23/23			\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$12,500.00	\$4,906.61
June 2023		06/20/23	internet	06/23/23			\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	(\$331.79)
June 2023		06/20/23	internet	06/23/23			\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$227.09
June 2023		06/20/23	internet	06/23/23			\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$400.00	\$88.87
June 2023		06/20/23	internet	06/23/23			\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$500.00	(\$45.71)
June '23		06/20/23	internet	06/23/23			\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,787.08
								<b>\$437.19</b>	<i>JB</i>			
								<b>\$29,621.80</b>				

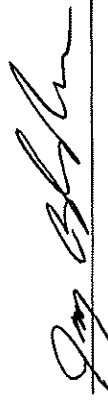

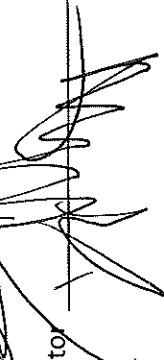
Total Bills To Pay:

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 29<sup>th</sup> day of June, 2023.

Council Member	
Council Member	
City Administrator	

## Laura Dodds

---

**From:** Doug Wiggins  
**Sent:** Wednesday, June 21, 2023 7:55 AM  
**To:** Laura Dodds  
**Subject:** Re: AP's

Approved less the sweetwater bill as that is not ours.

Doug

Get Outlook for Android

---

**From:** Laura Dodds <lauradodds@cityofunion.com>  
**Sent:** Wednesday, June 21, 2023 9:23:38 AM  
**To:** Doug Wiggins <dougwiggins@cityofunion.com>  
**Subject:** AP's

Good morning!

Can you look at these and let me know if you have any questions....if not can you email me back and say they are approved 😊

Thank you

*Laura Dodds*

*Office Manager/Human Resources*

*City of Union*

*342 S Main*

*PO Box 529*

*Union OR 97883*

*541-562-5197 phone*

*541-562-5196 fax*

*[www.cityofunion.com](http://www.cityofunion.com)*

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*"Promote rural values, protect it's assets and foster community pride"*

# Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
445	Grant 2023	Catherine Creek Community Center, PO Box 275, Union, OR, 97883		06/30/23	06/26/23 grant funds 2023	06/30/23	\$5,458.92	\$5,458.92	100-110-5202920	Economic Development	\$36,658.00	\$20,448.80
								<b>\$5,458.92</b>				
295	reimb June '23	Dodds, Laura, PO Box 7, Union, OR,		06/30/23	06/26/23 clothing allowance	06/30/23	\$136.76	\$136.76	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
								<b>\$136.76</b>				
338	TRFINV046060	Newman Signs, Inc, PO Box 1728, Jamestown, ND, 58402		06/30/23	06/26/23 street signs	06/30/23	\$680.39	\$680.39	500-500-5205050	Signage	\$2,000.00	\$408.49
								<b>\$680.39</b>				
271	June '23	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711		06/30/23	06/26/23 rackspace email	06/30/23	\$140.42	\$140.42	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
				06/30/23	06/26/23 clothing allowance/laura	06/30/23	\$63.24	\$63.24	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
				06/30/23	06/26/23 council/office business cards	06/30/23	\$119.99	\$119.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
				06/30/23	06/26/23 postage/envelopes	06/30/23	\$153.96	\$153.96	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
				06/30/23	06/26/23 annual scout DNS	06/30/23	\$86.66	\$86.66	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
				06/30/23	06/26/23 return on phone earphones	06/30/23	(\$418.00)	(\$418.00)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
				06/30/23	06/26/23 cash back rewards	06/30/23	(\$27.56)	(\$27.56)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
				06/30/23	06/26/23 microsoft cloud	06/30/23	\$11.04	\$11.04	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,646.58
				06/30/23	06/26/23 city hall banners	06/30/23	\$171.14	\$171.14	100-110-5202920	Economic Development	\$36,658.00	\$20,448.80
				06/30/23	06/26/23 business cards	06/30/23	\$18.00	\$18.00	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$107.59
				06/30/23	06/26/23 postage/envelopes	06/30/23	\$76.98	\$76.98	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$107.59
				06/30/23	06/26/23 park trimmer/supplies	06/30/23	\$210.22	\$210.22	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,326.16
				06/30/23	06/26/23 postage/envelopes	06/30/23	\$76.98	\$76.98	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$163.02
				06/30/23	06/26/23 postage/envelopes	06/30/23	\$230.94	\$230.94	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$27,658.89
				06/30/23	06/26/23 annual scout DNS	06/30/23	\$86.67	\$86.67	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$27,658.89
				06/30/23	06/26/23 rackspace email	06/30/23	\$140.44	\$140.44	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$27,658.89
				06/30/23	06/26/23 annual scout DNS	06/30/23	\$86.67	\$86.67	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$5,458.65)
				06/30/23	06/26/23 rackspace email	06/30/23	\$140.44	\$140.44	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$5,458.65)
				06/30/23	06/26/23 postage/envelopes	06/30/23	\$230.94	\$230.94	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$5,458.65)
				06/30/23	06/26/23 clothing allowance/tiffany	06/30/23	\$36.45	\$36.45	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 business cards	06/30/23	\$18.00	\$18.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 clothing allowance/tiffany	06/30/23	\$24.22	\$24.22	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 supplies	06/30/23	\$53.18	\$53.18	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 cash back rewards	06/30/23	(\$4.55)	(\$4.55)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 clothing allowance/tiffany	06/30/23	\$37.98	\$37.98	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 supplies	06/30/23	\$31.95	\$31.95	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 supplies	06/30/23	\$8.00	\$8.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 clothing allowance/tiffany	06/30/23	\$14.49	\$14.49	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
				06/30/23	06/26/23 clothing allowance/tiffany	06/30/23	\$28.59	\$28.59	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34

**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
		June '23	06/26/23	supplies	06/30/23	\$12.50	\$12.50	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$2,050.34
		June '23	06/26/23	books	06/30/23	\$311.72	\$311.72	600-600-5203450	Library Programs	\$6,500.00	\$2,544.77
		June '23	06/26/23	programs	06/30/23	\$941.89	\$941.89	600-600-5203450	Library Programs	\$6,500.00	\$2,544.77
		June '23	06/26/23	programs	06/30/23	\$56.93	\$56.93	600-600-5203450	Library Programs	\$6,500.00	\$2,544.77
		June '23	06/26/23	ambulance service/ambulance licenses	06/30/23	\$420.00	\$420.00	700-720-5202600	Dues/License/Certs	\$600.00	\$5.00
		June '23	06/26/23	ranger station sprinklers	06/30/23	\$27.88	\$27.88	600-800-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,737.08
							<b>\$3,618.40</b>				
55	Phillips, Paul, PO Box 244, Union, OR, 97883										
	reimb June'23		06/26/23	clothing allowance	06/30/23	\$38.83	\$38.83	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$27,658.89
	reimb June'23		06/26/23	clothing allowance	06/30/23	\$38.83	\$38.83	300-300-5202181	Supplies (Janitorial & Op	\$42,000.00	(\$5,458.65)
							<b>\$77.66</b>				
242	TMG Services, 3216 E. Portland Ave, Tacoma, WA, 98404										
	50066-IN		06/26/23	gas/chlorine equipment service	06/30/23	\$2,040.84	\$2,040.84	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$27,658.89
	50066-IN		06/26/23	well #2 & #3 maint	06/30/23	\$2,000.00	\$2,000.00	200-200-5202880	Equipment Repair/Maint	\$4,000.00	\$2,616.19
							<b>\$4,040.84</b>				
							<b>\$14,012.97</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 16 day of Jun., 2022.

Council Member

M. D. S. June 26, 2023

Council Member

City Administrator

[Signature]



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

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
<b>GENERAL FUND</b>					
Administration	\$ 632,004.00	\$ 18,399.51	\$ 537,335.83	\$ 94,668.17	85.0%
Building Maintenance Rsv	\$ 536,150.00	\$ 4,863.31	\$ 144,085.22	\$ 392,064.78	26.9%
Vehicle/Equip Rsv	\$ 132,350.00		\$ 23,315.00	\$ 109,035.00	17.6%
Public Safety	\$ 103,003.00	\$ 2,200.87	\$ 74,236.12	\$ 28,766.88	72.1%
Emergency Event	\$ 547,650.00		\$ 265,898.00	\$ 281,752.00	48.6%
Parks Department	\$ 38,956.00	\$ 2,250.67	\$ 22,403.61	\$ 16,552.39	57.5%
Park Rsv	\$ 10,650.00	\$ -	\$ -	\$ 10,650.00	0.0%
Special Tree Fund	\$ 10,930.00	\$ 65.00	\$ 65.00	\$ 10,865.00	0.6%
Court	\$ 2,950.00	\$ 35.80	\$ 1,491.33	\$ 1,458.67	50.6%
Recycling	\$ 800.00	\$ 50.44	\$ 597.83	\$ 202.17	74.7%
Planning	\$ 33,566.00	\$ 1,440.05	\$ 15,400.02	\$ 18,165.98	45.9%
<b>Total General Fund</b>	<b>\$ 2,049,009.00</b>	<b>\$29,305.65</b>	<b>\$1,084,827.96</b>	<b>\$ 964,181.04</b>	<b>52.9%</b>
<b>WATER FUND</b>					
Water Department	\$ 770,450.00	\$ 25,692.12	\$ 476,756.75	\$ 293,693.25	61.9%
Water Rsv	\$ 2,138,082.00	\$ 13,308.55	\$ 71,366.71	\$ 2,066,715.29	3.3%
<b>Total Water Fund</b>	<b>\$ 2,908,532.00</b>	<b>\$ 39,000.67</b>	<b>\$548,123.46</b>	<b>\$ 2,360,408.54</b>	<b>18.8%</b>
<b>SEWER FUND</b>					
Sewer Department	\$ 856,950.00	\$ 26,684.54	\$ 672,591.43	\$ 184,358.57	78.5%
Sewer Rsv	\$ 722,400.00	\$ 2,962.50	\$ 305,664.16	\$ 416,735.84	42.3%
Sewer Debt	\$ 377,065.00		\$ 146,859.70	\$ 230,205.30	38.9%
<b>Total Sewer Fund</b>	<b>\$ 1,956,415.00</b>	<b>\$ 29,647.04</b>	<b>\$1,125,115.29</b>	<b>\$ 831,299.71</b>	<b>57.5%</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	\$ 9,641.55	\$ 230,618.74	\$ 107,381.26	68.2%
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>\$ 9,641.55</b>	<b>\$457,994.03</b>	<b>\$ 629,859.97</b>	<b>42.1%</b>
<b>LIBRARY FUND</b>					
Library Department	\$ 192,000.00	\$ 10,953.14	\$ 104,621.92	\$ 87,378.08	54.5%
<b>Total Library Fund</b>	<b>\$ 192,000.00</b>	<b>\$ 10,953.14</b>	<b>\$104,621.92</b>	<b>\$ 87,378.08</b>	<b>54.5%</b>

**EMERGENCY SERVICES FUND**

Unappropriated Funds	\$ 88,431.00		\$ -		
Fire Department	\$ 151,846.00	\$ 6,365.44	\$ 116,424.67	\$ 35,421.33	76.7%
Ambulance Department	\$ 146,523.00	\$ 10,000.96	\$ 135,043.05	\$ 11,479.95	92.2%
EMS Vehicle/Equip Rsv	\$ 214,293.00	\$ -	\$ -	\$ 214,293.00	0.0%
<b>Total EMS Fund</b>	<b>\$ 512,662.00</b>	<b>\$ 16,366.40</b>	<b>\$251,467.72</b>	<b>\$ 261,194.28</b>	<b>49.1%</b>

**RANGER STATION FUND**

Ranger Station	\$ 38,350.00	\$ 2,050.80	\$ 33,358.44	\$ 4,991.56	87.0%
<b>Total Ranger Station</b>	<b>\$ 38,350.00</b>	<b>\$ 2,050.80</b>	<b>\$33,358.44</b>	<b>\$ 4,991.56</b>	<b>87.0%</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>\$136,965.25</b>	<b>\$3,605,508.82</b>	<b>\$ 5,274,930.18</b>	<b>40.6%</b>
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## City of Union, Oregon

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

Phone: 541-562-5197  
Fax: 541-562-5196  
[www.cityofunion.com](http://www.cityofunion.com)

*Home to the Buffalo Peak Golf Course*

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### MEMORANDUM

July 5, 2023

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

SUBJECT: Office Manager Staff Report – June 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$147,154.62**
- ❖ Total expenditures for the month: **\$136,965.25**
- ❖ A total of **\$112,938.66** was billed out in utility bills for the month
- ❖ We delivered 43 delinquent notices on June 29th. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by July 5th. Shut off date will be July 6th. Amount billed for delinquent notices **\$860.00**. At the time of this report there are 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 **\$1290.00**
- ❖ The city's audit is scheduled for the week of August 14<sup>th</sup>
- ❖ 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 May.



**CASH SUMMARY COMPARED TO BUDGET (Revenues)****June 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		\$ 177,267.81	\$ (77,267.81)	177.3%
Delinquent Taxes	\$ 6,000.00		\$ 4,075.13	\$ 1,924.87	67.9%
Interest	\$ 2,000.00		\$ 1,372.05	\$ 627.95	68.6%
Franchise Fees	\$ 100,000.00		\$ 125,125.10	\$ (25,125.10)	125.1%
Oregon Liquor Revenue	\$ 36,000.00	\$ 3,178.90	\$ 42,548.03	\$ (6,548.03)	118.2%
Cigarette Tax	\$ 1,500.00	\$ 106.63	\$ 1,452.49	\$ 47.51	96.8%
Oregon Shared Revenue	\$ 22,000.00		\$ 24,798.92	\$ (2,798.92)	112.7%
Transient Lodging Tax	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Liquor License Fees	\$ 200.00		\$ 120.00	\$ 80.00	60.0%
License/Permits	\$ 100.00	\$ 15.00	\$ 15.00	\$ 85.00	15.0%
Land Use Fees	\$ 3,500.00	\$ 425.00	\$ 3,790.00	\$ (290.00)	108.3%
Burn Permits	\$ 1,200.00	\$ 60.00	\$ 1,335.00	\$ (135.00)	111.3%
Court Fines	\$ 750.00	\$ 50.00	\$ 50.00	\$ 700.00	6.7%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 821.24	\$ 22,989.59	\$ (12,989.59)	229.9%
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>\$ 4,656.77</b>	<b>\$2,357,718.93</b>	<b>\$ (116,381.93)</b>	<b>105.2%</b>

<b>WATER FUND</b>					
Cash on Hand	\$ 548,282.00	\$ -	\$ 685,342.19	\$ (137,060.19)	125.0%
Interest	\$ 1,150.00		\$ 2,033.62	\$ (883.62)	176.8%
Water Bills	\$ 450,000.00	\$ 50,671.62	\$ 549,608.20	\$ (99,608.20)	122.1%
Set-up Fees	\$ 1,100.00	\$ 75.00	\$ 1,175.00	\$ (75.00)	106.8%
Installation Fees	\$ 5,000.00	\$ 300.00	\$ 11,511.55	\$ (6,511.55)	230.2%
CDBG Grant	\$ 1,750,000.00		\$ 43,132.00	\$ 1,706,868.00	2.5%
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	\$ 2,841.98	\$ 5,817.48	\$ (2,817.48)	193.9%
<b>Total Water Fund</b>	<b>\$ 3,058,532.00</b>	<b>\$ 53,888.60</b>	<b>\$ 1,448,620.04</b>	<b>\$ 1,609,911.96</b>	<b>47.4%</b>

<b>SEWER FUND</b>					
Cash on Hand	\$ 1,030,244.78	\$ -	\$1,030,245.21	\$ (0.43)	100.0%
Interest	\$ 1,100.00		\$ 2,033.62	\$ (933.62)	184.9%
Sewer Bills	\$ 610,000.00	\$ 53,344.76	\$ 628,762.42	\$ (18,762.42)	103.1%
Set-up Fees	\$ 1,000.00	\$ 75.00	\$ 1,175.00	\$ (175.00)	117.5%
Septic Fees	\$ 100.00		\$ 165.00	\$ (65.00)	165.0%
Installation Fees	\$ 5,000.00	\$ 600.00	\$ 8,609.50	\$ (3,609.50)	172.2%
Billed Labs	\$ 3,000.00		\$ 1,880.00	\$ 1,120.00	62.7%



Transfers In	\$ 302,000.00		\$ 302,000.00	\$ -	100.0%
Misc Revenue	\$ 1,250.00	\$ 543.00	\$ 17,736.50	\$ (16,486.50)	1418.9%
<b>Total Sewer Fund</b>	\$ 1,953,694.78	\$ 54,562.76	\$1,992,607.25	\$ (38,912.47)	102.0%

**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	\$ 13,862.09	\$ 168,255.51	\$ (13,255.51)	108.6%
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	\$ 13,862.09	\$ 888,476.00	\$ 244.49	100.0%

**LIBRARY FUND**

Cash on Hand	\$ 60,500.00	\$ -	\$ 81,212.15	\$ (20,712.15)	134.2%
Taxes Levied	\$ 125,000.00		\$ 135,693.16	\$ (10,693.16)	108.6%
Grant Funds	\$ 1,500.00	\$ 3,000.00	\$ 4,563.00	\$ (3,063.00)	304.2%
Misc Revenue	\$ 5,000.00	\$ 96.90	\$ 7,436.38	\$ (2,436.38)	148.7%
<b>Total Library Fund</b>	\$ 192,000.00	\$ 3,096.90	\$ 228,904.69	\$ (36,904.69)	119.2%

**EMERGENCY SERVICES FUND**

Cash on Hand	\$ 382,823.01	\$ -	\$ 382,823.01	\$ -	100.0%
Interest	\$ 500.00		\$ 1,016.84	\$ (516.84)	203.4%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,655.67	\$ 127,555.70	\$ (2,555.70)	102.0%
Ambulance Svc Fees	\$ 65,000.00	\$ 2,800.76	\$ 86,022.72	\$ (21,022.72)	132.3%
Burn Permits	\$ 1,200.00	\$ 60.00	\$ 1,335.00	\$ (135.00)	111.3%
Transfers In	\$ 50,000.00		\$ 50,118.38	\$ (118.38)	100.2%
Misc Income	\$ 1,000.00	\$ 2,878.07	\$ 3,103.07	\$ (2,103.07)	310.3%
Grant Funds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
<b>Total EMS Fund</b>	\$ 626,523.01	\$ 16,394.50	\$ 651,974.72	\$ (25,451.71)	104.1%

**RANGER STATION FUND**

Cash on Hand	\$ 18,100.00	\$ -	\$ 22,194.26	\$ (4,094.26)	122.6%
Interest	\$ 150.00		\$ 338.76	\$ (188.76)	225.8%
Rent	\$ 10,000.00	\$ 693.00	\$ 25,096.19	\$ (15,096.19)	251.0%
Transfers In	\$ 10,000.00		\$ 10,000.00	\$ -	100.0%
Misc Revenue	\$ 100.00		\$ 400.01	\$ (300.01)	400.0%
<b>Total Ranger Station</b>	\$ 38,350.00	\$ 693.00	\$ 58,029.22	\$ (19,679.22)	151.3%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 20,000.00		\$ 20,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 250.00		\$ -	\$ 250.00	0.0%
<b>Total DRL</b>	\$ 36,790.00	\$ -	\$ 36,537.51	\$ 252.49	99.3%
<b>GRAND TOTAL</b>	\$ 9,134,774.28	\$ 147,154.62	\$ 7,761,694.67	\$ 1,373,079.61	85.0%



# Memorandum

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

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**ATTACHED:**

[Library Monthly Report Part 1](#)

[Library 0 TO 5 ACTIVITIES](#)

[Library Summer Reading Program Schedule 0-5](#)

[Library Summer Reading Program Schedule School Age](#)

[Library Summer Reading Program Schedule Teen-Adult](#)

[Library Adult Activities](#)

[Library Summer Reading Program Schedule all ages](#)

## Krista Griffiths

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**From:** Tiffany Derichsweiler  
**Sent:** Thursday, June 29, 2023 1:59 PM  
**To:** Laura Dodds; Krista Griffiths  
**Subject:** Month End report June 2023 part 1

I'll send the report over on Wednesday when my data reports are in.

Please note that there is a second tab on the excel document (will be sent Wednesday) that breaks down our events and attendance data comparing summer reading program events from 2022 to 2023 (June only).

Please let council know:

I have attached the summer reading program events and attendance data for comparison. This year we have offered more events in response to patron feedback from last summer. However, I feel that our overall attendance per event is slightly lower. This could be due to several reasons.

First, there are more options in the community for people to choose from this year. For example, last year Food Hero ran cooking classes as part of summer reading program, but this year when invited back they expanded their cooking class to an 8 week program that we could not accommodate due to conflicting activities already scheduled.

Second, we have had issues with advertising. Last year we sent schedules to the school district and they sent them home with children. This year we sent schedules to the school district and per the children's reports they were not given event schedules to take home. We have multiple people reporting they cannot find our event schedule, although it is posted on Facebook, Instagram, in the city newsletter, and physically in the community. I have noticed that our event schedules posted in the community are being taken down, presumably due to interest in the events. We will repost these with extras for people to take home.

Third, we are hosting more events off-site. We are working with a lot of community partners to expand the activities we can offer and some of those activities are best served off-site. That gives us more variety but poses a challenge to people with limited transportation, children whose parents are not able to drive them, etc. Going forward I'll do my best to balance variety with accessibility.

I believe last year we worked with 7 community partners, and this year we are working with 21 community partners. This year I have pushed harder to provide more 0-5 specific activities. This age group's needs are generally set aside for the greater good during the year (our average age of attendance during Storytime is 4 yrs old) and summer is an opportunity to bring things back down developmentally and focus on songs, finger games, and developmental activities that wouldn't appeal to an older group.

To date (6/29/23) we have 189 children and 67 adults signed up for the summer program. Last summer we only had 159 children and 65 adults signed up.

Next summer's program theme is Read, Reuse, Repeat. Plans for next summer's events include bird watching at Ladd Marsh, kintsugi, eco dying, upcycled crafts, paper making, book binding, pinatas, and about 20 more ideas so far.



**Tiffany Derichsweiler  
Union Carnegie Public Library  
541-562-5811**

Beckie's Dance	12		Fairy Tea Party	35	
Whole Grain Baking	5		Origami	15	
Mozzarella	10		Calligraphy	14	
Creature Transformati	24		Tea Blending	7	
Baby on the Way	4		Dragon Puppet	19	
Yoga	2		Henna	5	
Horseback Riding	75		Watercolor Elephants	51	
Movie in the park 1	39		Slack Line	50	
Saint-Saens Animal W	9		Yoga adult	4	
Archaeology Dig Day 1	26		Mandala Rocks	45	
Manifestation Collage	3		Belly Dance adult	3	
Life on the River	canceled		Sand Art	17	
Seed Observation	25		Kemetic Yoga adults	4	
Archaeology Dig Day 2	54		Heiroglyphics	30	
Ring Toss	5		Mummify Dolls	19	
Intuitive Poetry Teens	0		Movie in the park	?	
Almosta Farm Tour	29				
Avella Life Skills	4				
Avella Orchard Tour	13				
Tumbling/Ballet	6				
Intuitive Poetry Adults	canceled				
Catherine Creek Hides	54				
Avella Life Skills	6				
Lacing Cards	8				
Sundials	24				
Savage Serpents	103				
0-5 ACTIVITIES					

Union Carnegie Public Library

# Summer Reading Program Schedule

*“Find Your Voice”*

## 0-5 Age

\*All events at 10:00 AM, at the library unless otherwise noted

Day		Activity
Monday	6/12	STEM Blocks
Wednesday	6/14	Next Step PRC Baby on the way
Monday	6/19	Saint-Saens Animal Walk
Tuesday	6/20	Life on the River <b>age 3-8</b> with Megan Ballard, <i>city park</i>
Wednesday	6/21	Ring Toss
Monday	6/26	Avella Parent/Child Life Skills <b>age 3+</b> , <i>2807 N Fir St La Grande OR</i>
Wednesday	6/28	Lacing cards
Monday	7/3	Dino wash , <i>City park</i>
Thursday	7/6	Plant seeds
Monday	7/10	play kitchen
Thursday	7/13	Leaf cutting tray
Monday	7/17	Edible finger paint
Wednesday	7/19	Character puppets
Monday	7/24	"Chiqui Chef" toddler cooking
Wednesday	7/26	Ice painting
Monday	7/31	Superhero design
Wednesday	8/2	Chalk art, <i>City park</i>
Wednesday	8/9	Constellation play doh

**Program Sign Up Required to Participate**

## Union Carnegie Public Library

## Summer Reading Program Schedule \* School Age Events

*"Find Your Voice"*

\*All events at 10:00 AM, at the city park unless otherwise noted

Monday	6/12	1:00	Tumbling & Ballet	<i>Beckie's Dance Studio 110 Depot St La Grande</i>
Tuesday	6/13	10:00	Creature Transformation Art	
Monday	6/19	8-12	Archaeology Dig	<i>892 E Bryan St</i>
Wednesday	6/21	8-12	Archaeology Dig	<i>892 E Bryan St</i>
Monday	6/26	9:00	Life Skills	<i>Aikido Dojo, 2807 N Fir St La Grande</i>
Wednesday	6/28	9:00	Life Skills	<i>Aikido Dojo, 2807 N Fir St La Grande</i>
Wednesday	6/28	10:00	Sundials	
Wednesday	7/5	10:00	Lewis & Clark Traveling Trunk	<i>Library</i>
Thursday	7/6	10:00	Recycled paper seed balls	
Tuesday	7/11	10:00	Yoga & movement	
Wednesday	7/12	10:00	Finding Bugs in Nature	
Thursday	7/13	10:00	Solar Prints	
Tuesday	7/18	10:00	Yoga & Movement	
Thursday	7/20	10:00	Geodes	
Thursday	7/20	2:00	Oregon Rocks	<i>Library</i>
Thursday	7/27	10:00	Go STEM! Magnetics & Solar Energy	
Tuesday	8/1	10:00	Stained Glass coloring	
Monday	8/7	10:00	Butterfly Symmetry	<i>Library</i>
Tuesday	8/8	10:00	Tree identification	
Monday	8/14	10:00	Skeleton team race	<i>Library</i>
Wednesday	8/16	10:00	Airplane Aerodynamics	

**Program Sign Up Required to Participate**

Union Carnegie Public Library

# Summer Reading Program Schedule

*“Find Your Voice”*

## Teen/Adult

Monday	6/26	5:00	Intuitive Poetry for Adults	Library
Friday	6/30	9:00	Intro to Tai Chi	2708 N Fir, La Grande
Monday	7/10	5:00	Sleepy Time Tea Blending	Library
Wednesday	7/12	2:00	Yoga	Library
Friday	7/14	10:00	Watershed Exploration age 11+	City Park
Monday	7/17	5:00	Guided ARTitation	Library
Monday	7/24	5:00	Floral Candles	Library
Tuesday	7/25	10:00	Go STEM! Teen	City Park
Monday	7/31	5:00	Watercolor bookmarks	Library
Monday	8/7	4:00	Intro to Genealogy	Library
Monday	8/14	5:00	Intro to Genealogy II	Library
Monday	8/21	5:00	Intro to Genealogy III	Library
Monday	8/28	5:00	Intro to Genealogy IV	Library

**Program Sign Up Required to Participate**

SRP June 2023	Attendance		SRP June 2022	Attendance	
Sourdough 102	7		Whodunnit Dinner	8	
Beckie's Dance	12		Fairy Tea Party	35	
Whole Grain Baking	5		Origami	15	
Mozzarella	10		Calligraphy	14	
Creature Transformation	24		Tea Blending	7	
Baby on the Way	4		Dragon Puppet	19	
Yoga	2		Henna	5	
Horseback Riding	75		Watercolor Elephants	51	
Movie in the park 1	39		Slack Line	50	
Saint-Saens Animal W	9		Yoga adult	4	
Archaeology Dig Day 1	26		Mandala Rocks	45	
Manifestation Collage	3		Belly Dance adult	3	
Life on the River	canceled		Sand Art	17	
Seed Observation	25		Kemetic Yoga adults	4	
Archaeology Dig Day 2	54		Heiroglyphics	30	
Ring Toss	5		Mummify Dolls	19	
Intuitive Poetry Teens	0		Movie in the park	?	
Almosta Farm Tour	29				
Avella Life Skills	4				
Avella Orchard Tour	13				
Tumbling/Ballet	6				
Intuitive Poetry Adults	canceled				
Catherine Creek Hides	54				
Avella Life Skills	6				
Lacing Cards	8				
Sundials	24				
Savage Serpents	103				
ADULT ACTIVITIES					

Union Carnegie Public Library

## Summer Reading Program Schedule

*“Find Your Voice”*

### All Age

Thursday	6/15	10-2	Horseback Riding	<i>City Park</i>
Friday	6/16	9:15PM	Movie in the Park (TBA)	<i>City Park</i>
Thursday	6/22	11:00	Almosta Farm Tour	<i>69749 Antles Rd Cove</i>
Friday	6/23	10:00	Avella Orchard Tour	<i>2807 N Fir St La Grande</i>
Tuesday	6/27	10:00	Catherine Creek Hides	<i>City Park</i>
Thursday	6/29	10:00	Savage Serpents	<i>Catherine Creek Community Center</i>
Friday	7/7	10:00	Robotics Show	<i>City Park</i>
Wednesday	7/19	1:00	Oregon Trail Interpretive Center Storytime,	<i>City Park</i>
Friday	7/21	9 PM	Movie in the Park (TBA)	<i>City Park</i>
Thursday	8/3	10:00	Book Character Costume Contest	
Friday	8/4	10:00	Dog Pawty in the Park	<i>City Park</i>
Thursday	8/10	10:00	Parachute	<i>City Park</i>
Saturday	8/11	1:00	Dragon Puppet Theater	<i>City Park</i>
Friday	8/18	8:45 PM	Movie in the Park (TBA)	<i>City Park</i>
Friday	8/25	10:00	Avella Orchard Tour	<i>2807 N Fir St La Grande</i>

**Program Sign Up Required to Participate**

## June Monthly Report 2023

	Statistics	
	This Year	Last Year
Patron Count	1513	1101
Circulation Count:	1213	931
Adult	513	345
Children	700	586
Audios	103	66
Videos	171	84
Music CD's	0	0
Materials Added	83	55
Materials Discarded	0	242
Reference Questions	2	35
Programs for Patrons	27	20
Participants	553	385
Computer Usage	1101056	
New Patrons	24	13
ILL Requests		155
Out of City Limit Usage		
Notary	13	7

### Events and Additions:

Participated in EOLS parade

Summer reading program started

We've had overall slightly lower attendance at SRP events; see attached

We did a 4th of July booth and gave away:

    250 glowing tattoos

    100 glow sticks

    80 craft kits

    stickers



SRP June 2023	Attendance	SRP June 2022	Attendance
Sourdough 102	7	Whodunnit Dinner	8
Beckie's Dance	12	Fairy Tea Party	35
Whole Grain Baking	5	Origami	15
Mozzarella	10	Calligraphy	14
Creature Transformation	24	Tea Blending	7
Baby on the Way	4	Dragon Puppet	19
Yoga	2	Henna	5
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Avella Orchard Tour	13		
Tumbling/Ballet	6		
Intuitive Poetry Adults	canceled		
Catherine Creek Hides	54		
Avella Life Skills	6		
Lacing Cards	8		
Sundials	24		
Savage Serpents	103		
Intro to Tai Chi	6		



# Memorandum

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

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**ATTACHED:**

[Ordinance Officer Monthly Report June 2023](#)

## **City of Union, Oregon**

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

Phone: 541-562-5197  
Fax: 541-562-5196  
[www.cityofunion.com](http://www.cityofunion.com)

*Home to the Buffalo Peak Golf Course*

---

**JUNE 2023**

**TO:**

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

**FROM:**

Dianna Arena  
Ordinance Officer

**Focus:**

Handling Citizen Complaints.  
Enforcing/ Educating of City Ordinances.  
Building Relationships and Rapport with Residents.

**Complaints:**

1- Whitetop weed complaint-contacted property owner has been taken care of.

3-Separate concerns regarding right of way issues/ boat-concrete barrier-trailer of wood. Contact was made with each owner of stated items; all have been removed.

1-complaint about 2 separate homes near each other, that had dogs barking excessively through the entire day. Phoned both homeowners and talked with them. No further complaints

1-Noise complaint regarding a loud radio being played outside. Went to residence. The homeowner was weeding, and music was measured: met the ordinance decibel.

1-Regarding a residence on N. 2nd St.- "Junk" visible in yard/potential people living in trailer. Callers are very upset at the visual sight of neighbor's property and how the owner keeps it. Listened to callers be upset and vent-City cannot go into any residents back yard, and there has been no sworn affidavits made about person/people living in trailer/s. Regarding the "junk". We can ask the owner to clean up or build a fence to hide it-but ultimately each resident views "treasures/junk" and cleanliness differently. Have talked with the homeowner and he said he was trying to get things "cleaned" up.

**Other Letters Sent:**

6 R.O.W. issues-4 compliances, 2 have not complied-will follow up on.

2 Separate possible trailer inhabitations(?)- letter/phone call sent/made to property owners-1 no one living in. 1 came into city hall to pick up a permit.

38 Grasses/Weeds growing over ordinance height limits. Letters sent to each residence. 8 have not complied-Will follow up on with a second letter.



# Memorandum

**Subject:** Fire/EMS Monthly Report  
**Meeting:** City Council - Jul 10 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:**

---

**ATTACHED:**

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

June 29, 2023

The Union Fire and EMS had a busy month this past one. There was a total of 33 calls. The calls were for various reasons, including 12 lift assists. There was also a broken hip, back pain, broken leg, stomach pain, a fall, Afib, knee swelling and an altercation. There were 5 calls for fires.

The EOLS happened also this past month. There were no calls related to the rodeo, or the horse races. There were no other calls for stock show.

We are anxiously awaiting the merger vote, hoping it is successful. We will be placing some yard signs, and will be visible on the 4<sup>th</sup> of July and also at Grassroots.



# Memorandum

**Subject:** Sheriff's Monthly Report  
**Meeting:** City Council - Jul 10 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:**

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**ATTACHED:**

[Sheriff's Report June 2023](#)

[Sheriff's Deputy Hours](#)

[Sheriff's Yearly 2023](#)

## ***Union Activities –June 2023***

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

<b>HOURS</b>	<b>180.25</b>
<b>Vacation Hours taken</b>	<b>10</b>
<b>Total Hours</b>	<b>190.25</b>
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	1
ARRESTS	2
CALLS FOR SERVICE	15
FI'S	21
WALK-INS	0
REPORTS	3
TOWS/IMPOUNDS	0
OTHER	

### Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol  
 Extra patrol in areas requested done throughout the month  
 Field interrogations and follow up done as needed throughout the month  
 Traffic warnings given throughout the month  
 Deputy responded for a possible wanted person, UTL  
 Report taken for Criminal Mischief  
 One person arrested for DUII  
 Deputy responded for a report of a suspicious vehicle, vehicle located call unfounded  
 Follow up done on a death investigation  
 Deputy took a request for extra patrol due to careless driving  
 Responded for a possible suicidal person, UTL  
 Rodeo Patrol  
 One person arrested for assault and DUII at EOLS  
 Deputy made contact with possible suicidal person, counseled and options given  
 Options given for a report of telephonic harassment  
 Deputy responded for a verbal argument, parties separated  
 Deputy responded for a person littering, UTL  
 Deputy responded for a report of a trespass, determined to be civil. Parties separated.  
 Deputy responded for a report of theft, items were located

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2															10		10.00
3															10		10.00
4																	0.00
5																	0.00
6																	0.00
7																	0.00
8															11		11.00
9												7			14		21.00
10												8.75			14		22.75
11			0.5												10		10.50
12			1														1.00
13																	0.00
14												0.5					0.50
15															10		10.00
16															8		8.00
17																	0.00
18																	0.00
19															10		10.00
20															10		10.00
21															10		10.00
22															10		10.00
23																	0.00
24																	0.00
25																	0.00
26															9		9.00
27							5.5								4		9.50
28															10		10.00
29															7		7.00
30																	0.00
31																	0.00
Sub Total	0.00	0.00	1.50	0.00	0.00	0.00	5.50	0.00	0.00	0.00	0.00	16.25	0.00	0.00	157.00	0.00	180.25
Total Hrs	180.25	June															



Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	8.50	7.00	0.00	9.00	0.00						
2	8.00	0.00	0.00	12.00	10.00	10.00						
3	8.00	0.00	0.00	6.00	10.00	10.00						
4	7.00	0.00	0.00	8.00	0.00	0.00						
5	0.00	8.00	0.00	7.00	0.00	0.00						
6	0.00	9.00	10.00	0.00	0.00	0.00						
7	0.00	10.00	10.00	0.00	10.00	0.00						
8	10.00	6.00	10.00	0.00	9.50	11.00						
9	11.50	0.00	0.00	11.50	9.00	21.00						
10	8.00	0.00	0.00	8.00	11.50	22.75						
11	7.00	0.00	0.00	13.00	0.00	10.50						
12	0.00	10.00	0.00	8.00	0.00	1.00						
13	0.00	8.00	10.00	0.00	0.00	0.00						
14	0.00	6.00	10.00	0.00	0.00	0.50						
15	10.00	7.00	10.00	0.00	0.00	10.00						
16	9.00	0.00	0.00	9.00	0.00	8.00						
17	9.00	0.00	0.00	8.00	0.00	0.00						
18	6.00	0.00	0.00	8.00	0.00	0.00						
19	0.00	8.00	7.00	6.00	0.00	10.00						
20	0.00	13.50	8.00	0.00	0.00	10.00						
21	0.00	8.00	7.00	0.00	0.00	10.00						
22	0.00	8.00	13.50	0.00	10.00	10.00						
23	7.00	0.00	0.00	8.00	13.00	0.00						
24	10.00	0.00	0.00	8.00	9.00	0.00						
25	10.00	0.00	0.00	7.00	0.00	0.00						
26	0.00	10.00	9.00	8.00	0.00	9.00						
27	0.00	8.50	10.00	0.00	0.00	9.50						
28	0.00	10.00	8.00	0.00	8.00	10.00						
29	10.00	0.00	9.00	0.00	8.50	7.00						
30	10.00	0.00	0.00	4.00	9.00	0.00						
31	7.00	0.00	0.00	0.00	8.00	0.00						
Total	147.5	138.5	138.50	139.50	134.50	180.3						

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	27.50	18.50	18.50	19.50	14.50	60.25	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



# Memorandum

**Subject:** Animal Officer Monthly Report  
**Meeting:** City Council - Jul 10 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:**

---

**ATTACHED:**

[Animal Officer June 23 Activities](#)

## ***Union Animal Enforcement Hours—June 2023***

Animal Enforcement Deputy Hyllsted contributed to these hours that reflect animal control activities only in Union for the month.

**HOURS: 9**

**Calls for Service: 3**

**Dog at large:**

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

**Dog Bites: 0**

**Barking Dog:**

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

**Animal Abuse/Neglect: 0**

**Other: See below\***

**Activities Included:**

General patrol including previously reported problem areas

Follow up done as needed throughout the month

AEO responded for several loose cows, attempted to find the owner going door to door. Owner was located. AEO waited until he could respond and gather the cattle.

Report of a loose cow on elm st, owner located and cow returned

Report of a dog at large, owner given final warning for dog at large, complaint form given to the RP.



## **CITY ADMINISTRATOR REPORT**

**June 2023**

### **Ranger Station:**

Rough in plumbing has been completed and electrical is near done and should finish up just prior to the July Council meeting. At the July meeting we should choose an HVAC company to go with and it appears we will have only two bids.

### **Water/Sewer:**

CDBG news: Footings and concrete have been poured at well #3. Some more side work should continue with most of the work to begin in September when we can shut the well down.

Influent Screen: Construction on this has begun and they have got it mostly dug out. Becker is working on this project in between the dead times of the CDBG project. It should be near completion in August.

### **Library:**

The summer reading program has been anything short of exceptional. Many kids are participating and adults as well. I can't express enough what Tiffany has done for Library participation this year.

### **Streets:**

Continue to keep up on potholes. With the wet spring and cold winter and very little cover, it makes for a hectic pothole season. Crews will be prepping to crack seal Fulton Street within the next month.

### **Human Resources:**

Summer help has been busy this year as there is no shortage of projects for the city this year. These two kids working this year have some great work ethic and have picked up the job well.

### **Parks:**

The park has been busy this past month. Many private groups along with the main street committee are using it regularly along with movies in the park through the library. Turnout and use of the park is very appreciated as it gets the use it deserves.

### **Council/Budget:**

Council is working diligently in getting an interim CA along with the recruiting of a new CA. The audit will be taking place in mid-august and staff is busy prepping for that.

### **FIRE/EMS:**

Measure 31-118 is official and will be going to the voters on August 22 for vote on annexing the fire/Ems departments with rural fire. The vote will require a 50% turnout to be a legal vote.

## Public Works Department Council Report for June 2023

**Water:** Becker Construction has started the water system upgrade as a new pad has been poured on the West side of the building. The water distribution mainline has been exposed and they will be tapping into it to run lines for the new chlorine analyzer. We installed two water meters in the Century Ranch Estates Subdivision. Monthly water samples came back from the lab good the water meters have been read and delinquent notices hung.

**Sewer:** The screw screen project is under way as the channel has been dug out where the new screen will be located. The effluent pond at the golf course is looking good right now but we may lose water from Prescott Ditch if the watermaster turns the ditch down. Cleanouts were installed on two more lots at Century Ranch Estates and we currently have four houses under construction in the subdivision. The shop area has been cleaned where the new control panel for the screw screen will be placed. RBC number two has been readjusted and we are in hopes of getting the growth evened out on the drum so that it will rotate smoothly.

**Streets:** Some potholes were patched in the Northeast section of town. Five new street name posts were installed along with adding some missing street name signs.

**Ranger Station:** A new frost-free hydrant was installed on the South unit as the old hydrants was beyond repair. The middle unit now has the exterior doors installed, a window placed in the kitchen the siding has been repaired and the rough in plumbing and electrical completed. Next step is to get the HVAC work done then it will be onto insulation and drywall.

**MISC:** The Vac Truck has been serviced. Park swing set repaired as the pipe was cracking and had to be welded. Siding has been installed and painted with primer along the South wall of the State Shop Building.

City of Union

Public Works Lead

Paul Phillips

# City of Union

## Service Order List

All Service Orders, Exclude Completed, Exclude Cancelled

Order ID	Date	Request Type	Assigned To	Date	Status	Comp. Date	Account Number	Customer Name	Service Address	Reading
1593	7/6/23	Delinquent Turn Off	PAUL PHILLIPS	7/6/23	ASSIGNED		116090051	BOWERS, BRENT	583 E DEARBORN	64981
1589	6/29/23	FINAL READ	PAUL PHILLIPS	7/13/23	ASSIGNED		108820197	Campbell, Amanda	211 W ARCH	96845
1594	7/6/23	Delinquent Turn Off	PAUL PHILLIPS	7/6/23	ASSIGNED		102230115	Cone, Lauren	156 E ASH	156740
1595	7/6/23	Delinquent Turn Off	PAUL PHILLIPS	7/6/23	ASSIGNED		112880050	Golden, Stacey	429 S BELLWOOD	117246
1592	7/6/23	FINAL READ	PAUL PHILLIPS	7/10/23	ASSIGNED		104970017	GRAVY DAVES,	359 N MAIN	129951
1596	7/6/23	Delinquent Turn Off	PAUL PHILLIPS	7/6/23	ASSIGNED		116000019	HAMMOND, MATHEW	576 E ASH	485968
1138	3/23/22	Maint/Repair	PAUL PHILLIPS	3/23/22	ASSIGNED		114210024	JOHNSTON, STEVE & JAIMIE	1598 N COLLEGE	
1597	7/6/23	Delinquent Turn Off	PAUL PHILLIPS	7/6/23	ASSIGNED		108940057	LEE, KIMBERLY	353 W ARCH	91133
1598	7/6/23	Delinquent Turn Off	PAUL PHILLIPS	7/6/23	ASSIGNED		116180068	LEQUERICA, DAREN	815 N BENSON	191137
1599	7/6/23	Delinquent Turn Off	PAUL PHILLIPS	7/6/23	ASSIGNED		105100011	Manning, Doug	915 N MAIN	72773
1600	7/6/23	Delinquent Turn Off	PAUL PHILLIPS	7/6/23	ASSIGNED		111330015	NIDAY, PAULETTE	780 S BELLWOOD	113608
1590	6/29/23	FINAL READ	PAUL PHILLIPS	7/31/23	ASSIGNED		107430057	Steiner, Sierra	1380 S MAIN	147132
1536	5/3/23	Maint/Repair	PAUL PHILLIPS	5/3/23	ASSIGNED		162890015	UNION-STREETS,	342 S Main	
1464	2/22/23	Maint/Repair	PAUL PHILLIPS	2/22/23	ASSIGNED		162890015	UNION-STREETS,	342 S Main	
1212	6/16/22	Maint/Repair	PAUL PHILLIPS	6/16/22	ASSIGNED		162890015	UNION-STREETS,	342 S Main	



# Memorandum

**Subject:** June 2023  
**Meeting:** City Council - Jul 10 2023  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Heather Daggett, Wastewater

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## **BACKGROUND INFORMATION:**

June 2023 Wastewater Facility

## **ATTACHED:**

[Wastewater Report JUNE 2023](#)

## Wastewater Report June 2023

**Drying Beds & Sludge removal** – Currently 4 of 4 drying beds are occupied. Drying bed 1 has dirt from the screen project, Drying Bed 2 has sludge from the Primary Digester, Drying Beds 3 & 4 have secondary Digester Sludge.

### Regular Maintenance

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

### Laboratory

- New - Quarterly labs sent out.
- New NPDES Permit is out and went into effect June 1<sup>st</sup> 2023.

**Effluent** - Effluent discharge is going to Buffalo Creek Golf Course Pond average of 125,000 gall a day.

### Projects / Future

- **New Screen Project**
  - Project has started and we have Becker Construction on site.

### Other

- Letters for property approval with DEQ for biosolids application.
- Chlorine pump installed new pump rotor and tubing.

### Vac Truck Work / Projects

- Vac Truck serviced and a new hose with excavation wand installed.
- Culvert Clean out on W Grande
- Street sign holes
- Yard hydrant at Rental and Service line at Air BnB under construction